REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

August 8, 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:

Risk Manager Scott Kramer
Community Corrections Executive Director Paul Brown
Grant Writer Sara Byard with Central Alabama Regional Planning and Development Commission
Chief Deputy Derrick Cunningham

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Vice Chairman Ingram

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of July 25, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

RESOLUTION

Consider Resolution Recognizing Ms. Estell Jernigan Wilson-King's 100th Birthday

PUBLIC HEARING:

Public Hearing Regarding Proposed District Boundaries Made Necessary by the 2010 U.S. Census

NEW BUSINESS:

1. Consider Board Member Reappointments to Montgomery County Board of Human Resources, County Commission

2. Consider Board Member Reappointment to Pintlala Water and Fire Protections Authority, County Commission

3. Consider Nominations to the Montgomery County Board of Equalization

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

5. Consider Contract with Schneider Electric Buildings Americas, Inc., Regarding Turnkey Energy Conservation Program, County Commission

6. Consider Renewal of Lease Agreement with Whitfield Memorial United Methodist Church, Personnel Department

7. Consider Changes to the Montgomery County Healthcare Plan, Risk Management Department

8. Consider Prior Year Invoice from Auburn Montgomery for Justice and Mental Health Grant, Youth Facility

9. Consider Bid Award for Pest Control Services, Bid Number 51100-11C-016, County Commission

10. Consider Bid Award for Preventive Maintenance on Heating/AC for County Buildings, Bid Number 51901-11C-021, County Commission

11. Consider Bid Award for Internet Service Upgrade, Bid Number 51965-11B-018, Information Systems

12. Consider Final Payment to Central Alabama Metal & Roofing Company Regarding Re-roofing of Montgomery County Community Corrections Building, PH&J Project Number 0818-GVD, County Commission

13. Consider Travel/Training Requests (12)

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:

City/County Personnel Director Barbara M. Montoya
Executive Session at Request of County Attorney Thomas T. Gallion, III

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

Budget Hearings

CALENDAR OF EVENTS

AUGUST 8, 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.
AUGUST 22, 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.
SEPTEMBER 5, 2011	County Holiday (Labor Day)
SEPTEMBER 12, 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.
SEPTEMBER 26, 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.
OCTOBER 10, 2011	County Holiday (Columbus Day/American Indian Heritage Day)
OCTOBER 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.
OCTOBER 24, 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 Customer Service Clerk – County Commission Office
Fill action continues for 1 Applications Development Manager – Information Systems Department
Fill action continues for 2 Programmer Analyst II – Information Systems
Fill action continues for 1 Web and Database Specialist – Information Systems
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 1 Dept. District Attorney Level 1 – District Attorney's Child Support Unit
Fill action continues for 1 Pre-Trial Director – District Attorney Pre-Trial
Fill action continues for 12 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Stores Clerk 1 – 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 2 District Maintenance Superintendents #1 – Engineering Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 3 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 GIS Coordinator – Reappraisal Department
Fill action continues for 1 Chief Appraiser – Reappraisal Department
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 3 Deputy Sheriff Trainee/Deputy Sheriff – Sheriff's Office
Fill action continues for 1 Emergency Communications Operator 1 or 2 – Sheriff's Office
Fill action continues for 2 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Director – Youth Facility
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Cook/Mess Steward – Youth Facility
Fill action continues for 1 Food Service Supervisor – Youth Facility

August 8, 2011

Agenda
AUG - 8 2011

08-08-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 07-29-11

Check Number	To	Check Number
218565		218634
Total Checks Paid		$177,917.71

CHECK #	PAYEE	AMOUNT	DATE
218564	Postmaster Bulk Mailing	$2,932.10	07/22/11

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

Agenda

AUG - 8 2011

08-08-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 07-29-11

Check Number	To	Check Number
218635		218723
Total Checks Paid		$307,744.49

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

Agenda

AUG - 8 2011

08-08-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 08-05-11

Check Number	To	Check Number
218725		218782
Total Checks Paid		$182,296.36

CHECK #	PAYEE	AMOUNT	DATE
218724	Postmaster Bulk Mailing	$7,875.16	08/01/11

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

Agenda
AUG - 8 2011

08-08-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 08-05-11

Check Number	To	Check Number
218784		218884
Total Checks Paid		$985,462.66

CHECK #	PAYEE	AMOUNT	DATE
218783	Administrative Office of Court	$19,710.00	08/04/11

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

Agenda

AUG - 8 2011

08/08/11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 07/29/11

Payroll Check Number	109254	To	Payroll Check Number	109409	$	132,652.70
Direct Deposits					$	835,751.34
Payroll Check Number	109410	To	Payroll Check Number	109422	$	213,912.29
Direct Deposits					$	61,908.56
Federal Deposits					$	311,481.65
Total Payroll Paid					$	1,555,706.54

CHECK #	PAYEE	AMOUNT	DATE
109253	Shenzi Philandon Smith	$544.37	07/21/11

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

Agenda

AUG - 8 2011

RESOLUTION

WHEREAS, Mrs. Estell King was born on August 14, 1911, in Union Springs, Alabama, the sixth of eight children, born to the late Charles Henry and the late Ella Mae Jernigan; and

WHEREAS, Mrs. King was introduced to and accepted Christ as her personal Savior on August 19, 1923, under the leadership of Rev. Gardner, former pastor of the St. John Baptist Church in Union Springs, Alabama; and

WHEREAS, she relocated from Union Springs to Montgomery, Alabama, in 1940, and has since devoted her time and talents to her family and community; and

WHEREAS, Mrs. King is one of the founding members of Starr Baptist Church, that originated and was organized in her home. She has been a dedicated and faithful member since its inception in 1962, serving as Mother of the Church and a Trustee. For more than 30 years, she served as President of the Missionary Society and President and Vice-President of the Senior Choir; and

WHEREAS, Mrs. King worked as a nurse for 40 years, serving as the Private Family Nurse to the Jim Upchurch Family for over 30 years; and

WHEREAS, Mrs. King was honored with the Montgomery "Seniors of Achievement" award in 2004. Sponsored by the Montgomery Area Council on Aging, this award recognizes seniors who have made outstanding or significant lifetime contributions to their community, marked by care and concern for others; and

WHEREAS, she remains a much-loved mother, grandmother, great-grandmother and friend: cherished by two sons, five grandchildren, four great- grandchildren, nieces, nephews, cousins, "foster" children and grandchildren, dear friends, devoted neighbors and her caregiver; and

WHEREAS, on Saturday, August 13, 2011, Mrs. King's family members and friends will join with Mrs. King in celebrating her life and accomplishments,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission hereby recognizes Mrs. Estell Jernigan Wilson-King's exemplary life and offers best wishes for an extraordinary 100th birthday celebration.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 8th day of August 2011.

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
AUG - 8 2011

MEMORANDUM

Date: August 8, 2011

To: Montgomery County Commission

From: Donald L. Mims DLM
County Administrator

RE: Resolution Item for the Agenda

Commissioner Williams has asked that a Resolution honoring the 100th birthday of Ms. Estell Jernigan Wilson-King be placed on the agenda for the Monday, August 8, 2011, Montgomery County Commission meeting. He would like to present the resolution to Ms. King during the formal session. Ms. King's birthday celebration will be on Saturday, August 13th.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
E. Ham Wilson, Jr.

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DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
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Agenda
AUG - 8 2011

Notice of Public Hearing and Notice of Availability And Location of County Map Indicating Proposed District Boundaries Made Necessary by the 2010 U.S. Census

The Montgomery County Commission will hold a public hearing on August 8, 2011 at 9:30 a.m. at Montgomery County Courthouse Administration Building, Annex III, 1st floor Commissioners Court, 101 S. Lawrence Street, Montgomery, Alabama, to solicit public opinion on proposed district boundaries made necessary by the 2010 U.S. Census. A map of Montgomery County, indicating the proposed district boundaries is available for inspection in the waiting area of the Montgomery County Commission Offices, Montgomery County Courthouse Administration Building, Annex III, 101 S. Lawrence Street, Montgomery, Alabama, for two (2) consecutive weeks from the date of this notice. The Montgomery County Commission will consider a resolution making changes to the current district boundaries of Montgomery County in accordance with said map at the regularly scheduled Montgomery County Commission meeting, to be held at 9:30 a.m., August 22, 2011, at the Montgomery County Courthouse Administration Building, Annex III, 1st floor Commissioners Court, 101 S. Lawrence Street, Montgomery, Alabama.

Montgomery County Commission

Tarilton E. Benton
Director

Montgomery County Department of Human Resources
3030 Mobile Highway
Post Office Box 250380
Montgomery, Alabama 36125-0380
Telephone: (334) 293-3100

Agenda
AUG - 8 2011

July 15, 2011

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

Dear Mr. Mims,

We have contacted Ms. Stacia Robinson and Mr. Sam Munnerlyn whose terms on the Montgomery County Board of Human Resources expire on September 5, 2011. Both have agreed to be reappointed. Both of these members have been active on the Board, Ms. Robinson having served as the Chairman and Mr. Munnerlyn who has also been very supportive of the agency during his current term.

The Board and the Department appreciate all the support and assistance provided to us by the Commission over the years. Their consideration in these reappointments to the Board will also be appreciated. Please call me if additional information is needed.

Sincerely,

George Goodwyn

George Goodwyn, Chairman
3608 Oak Grove Circle
Montgomery, Alabama 36116

Copy: Terry Benton, Director
Montgomery County DHR

Updated 09/2009

Montgomery County Board of Human Resources
Appointments Made Jointly with City

Members:	**Term Expires:**
* Sam Munnerlyn 1225 Air Base Blvd. Montgomery, AL 36108 Work: 420-4216	9/5/2011
Helen Geesey 3054 Merrimac Drive Montgomery, AL 36111 Phone: 288-1793	9/5/2015
Edwina Jackson 808 Lynwood Drive Montgomery, AL 36111 Home: 281-3446 Work: 956-2955	9/5/2013
George Goodwyn (Chairman) 3608 Oak Grove Circle Montgomery, AL 36116	9/5/2013
* Stacia Robinson P.O. Box 210894 Montgomery, AL 36121-0894 Phone: 279-1824	9/5/2011
Edward Davis (Vice Chairman) 2561 Airwood Drive Montgomery, AL 36108 Phone: 269-2442	9/5/2015
Wallace Bush 10521 U.S. Highway 31 Hope Hull, AL 36043	9/5/2013

Mr. Tarilton E. Benton, Director
County Department of Human Resources
P.O. Box 250380, Montgomery, AL 36125-0380

Brenda Blalock, City Clerk, City Hall

Term: 6 years

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

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Agenda

AUG - 8 2011

August 3, 2011

M E M O R A N D U M

TO: Montgomery County Commission

FROM: Donald L. Mims DLM
County Administrator

SUBJECT: Pintlala Water and Fire Protection Authority Board Appointment

The term of Mr. L.E. Ward has expired as a board member of the Pintlala Water and Fire Protection Authority. Chairman of the Authority, Cecil Brendle, recommends the reappointment of Mr. Ward to this Board.

I am requesting that the Commission consider approval of this reappointment.

DLM/tn

Updated 4/2009

Pintlala Water & Fire Protection Authority

Members:	**Term Expires:**
* L. E. Ward 2710 Pettus Road Hope Hull, AL 36043	3/1/2011
Cecil Brendle 308 Pettus Road Hope Hull, AL 36043 Phone: 281-4282	3/1/2013
Wayne G. Hatcher 195 Lamar Road Hope Hull, AL 36043 Phone: 281-4180	3/1/2015

Cc: Chairman (Brendle)
Maintenance: Fran Pugh, 288-5054)

Term: 6 years

2-2

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
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Agenda
AUG - 8 2011

August 3, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims DLM
County Administrator

SUBJECT: Nominations to the Montgomery County Board of Equalization

Attached is a letter from Commissioner Julie P. Magee regarding the nomination by the County Commission of three nominees to the County Board of Equalization for the term beginning October 1, 2011.

During the July 25, 2011 County Commission meeting, I was requested to submit the following three names for consideration:

C. Arthur Steineker
Maurice Rollins
Michael R. Quattelbaum

I am requesting the Montgomery County Commission approve these nominees whose names will be submitted to the Alabama Department of Revenue.

DLM/tn

Attachment

3-1

JULIE P. MAGEE
Commissioner

State of Alabama
Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

CYNTHIA UNDERWOOD
Assistant Commissioner
MICHAEL E. MASON
Deputy Commissioner
LEWIS A. EASTERLY
Secretary

March 15, 2011

TO ALL COUNTY GOVERNING BODIES

As you know, Section 40-3-2, Code of Alabama 1975, requires that each County governing body shall nominate three persons for consideration in the selection of a County Board of Equalization. One member of the Board of Equalization is to be chosen from the list submitted by your body.

The task of creating a board to pass upon all property assessments is a matter of the highest importance; and the state is interested just as much as the county. You are urged to suggest the best possible type of citizenship for this responsibility.

You are requested to submit your nominations on the official form which is enclosed, so that the intent of the law will be fully carried out. Your attention is called to the fact that a person should be nominated by only one nominating body. It will be appreciated if you will confer with the County Board of Education and the municipalities, so that duplicate nominations will be avoided.

You will note that these nominations are for the new four-year term beginning October 1, 2011.

It will be greatly appreciated if you will return these nominations by August 15, 2011 in order that lists of all boards may be announced in ample time.

Sincerely yours,

Julie P. Magee

Julie P. Magee
Commissioner

JPM:dj

Enclosure

COUNTY

OFFICIAL REPORT
Nominations for the
County Board of Equalization
Term beginning October 1, 2011

STATE OF ALABAMA)
)
Montgomery County)

To the State Commissioner of Revenue
Montgomery, Alabama

We, the undersigned members of the County Commission, or other governing body of this county, do hereby nominate the persons as shown below for consideration as members of the County Board of Equalization and certify that in our opinion they are competent to serve under the provisions of the law.

As provided in Section 40-3-2, Code of Alabama 1975, each nominee is a resident of this county, is an owner of taxable property located within this state, is a qualified voter within this county, and is otherwise well fitted for the duties of the office for which he is nominated. It is understood further that no member of the Board of Equalization can hold employment or office of profit with the United States, the State of Alabama, any county or other political subdivision of said State, or with any county school board or with any municipality.

Under all the conditions stated above, we nominate the following persons:

1. C. Arthur Steineker — Name (As usually signed)
   2401 E. Cloverdale Park, Montgomery, AL 36106 — Exact Post Office Address
2. Maurice Rollins — Name (As usually signed)
   6005 Portsmouth Ct., Montgomery, AL 36116 — Exact Post Office Address
3. Michael R. Quattlebaum — Name (As usually signed)
   777 Green Ridge Road, Montgomery, AL 36109 — Exact Post Office Address

Signatures of all members of
County Commission
or other governing body.

DATE: ____________, ______

3-3

Updated 4/2008

Board of Equalization

Members:	Recommended by:	Term Expires:
Susan Haigler 3520 Southview Avenue Montgomery, AL 36111 Home: 281-5303	Board of Education	9/30/2011
Rufus H. Craig 1401 Meriwether Road Montgomery, AL 36117 Home: 271-4468	County	9/30/2011
Shirley Moore 4040 Valencia Drive Montgomery, AL 36116 Home: 284-2462	City	9/30/2011

Attorney: Mark Anderson, III

Term: 4 years

D.T. MARSHALL, SHERIFF

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

Agenda

AUG - 8 2011

July 22, 2011

MEMORANDUM

TO	:	Mr. Donnie Mims County Administrator
FROM	:	Chief Deputy Derrick Cunningham D.C. Montgomery County Sheriff's Office
SUBJECT	:	Homeland Security Grant 8IEE

Please find attached a grant from Homeland Security for $15,835.32 to reimburse various law enforcement agencies for training. Please have the authorized person sign both copies of the grant and return as soon as possible.

Your assistance in this matter will be appreciated.

DC/tb

(Enclosure 2)

H-1

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

COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION – LETTER OF AGREEMENT

1. Grantee Name & Address:		**2. Issuing Office & Address:**	
Montgomery Co. 115 S Perry St Montgomery, AL 36104-4243		Alabama Department of Homeland Security P. O. Box 304115 Montgomery, AL 36130-4115	
3. FY	**4. Amount of:**	**5. Effective Dates**	**6. Grant Number:**
2008	Federal: $15,835.32 Total: $15,835.32	Begin: 4/15/2011 End: 4/22/2011	8IEE

Montgomery Co. is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY 2008 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.

Initial Here D.C. 4-2

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:

Initial Here D.C. 43

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.

Initial Here D. C. 4-4

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

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: These grant funds are only to be used to reimburse expenses incurred while participating in the Scarlet Ice exercise.

Initial Here D.C. 4-8

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 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: 7-22-11

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: J.S. Collier   Date:

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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.

4-10

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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.

4-11

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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 D.C. 4-12

Agenda

AUG - 8 2011

Agenda Item Number 5 – Consider Contract with Schneider Electric Buildings Americas, Inc., Regarding Turnkey Energy Conservation Program, County Commission

Documents to be presented at Monday's Meeting

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Agenda

AUG - 8 2011

MEMORANDUM

TO: Donnie Mims, County Administrator
County of Montgomery

FROM: Barbara Montoya, Personnel Director
Montgomery City-County Personnel

DATE: July 11, 2011

SUBJECT: Whitfield Memorial United Methodist Church Lease Agreement

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Our lease agreement with Whitfield Memorial United Methodist Church for our assessment center testing has expired. We have been in contact with the church's Board of Trustees, and they would like to renew the contract exactly as it stands. We are also interested in renewing without any changes.

We are requesting that action be initiated to renew the contract. If you have any questions or problems, please contact me or Cami Hacker.

2011 JUL 26 AM 8:50

6-1

STATE OF ALABAMA)

MONTGOMERY COUNTY)

LEASE AGREEMENT

This Agreement made and entered into on this 1st day of August 2011 by and between Whitfield Memorial United Methodist Church hereinafter called the Lessor, and the Montgomery County Commission, hereinafter called the Lessee.

The Lessor hereby leases to the Lessee those certain premises described as Whitfield Memorial United Methodist Church, Sheppard Center.

Witnesseth, that for and in consideration of the respective covenants and agreements herein expressed and of the faithful performance by the Lessee of all such covenants and agreements, the Lessor does hereby demise and lease to the Lessee, and the Lessee does hereby rent and take as Lessee the use of the Sheppard Center, located at the Whitfield Memorial United Methodist Church, Montgomery, Alabama, for the purpose of a City-County testing facility on dates agreed upon between the Lessee and the Lessor.

1. Period of Contract: Contract period will be for one (1) year, beginning on the 1st day of August 2011, and ending on July 31, 2012. Lessee shall have the right to extend the Term for two (2) successive periods of one (1) year each. Each option shall be automatically exercised by Lessee unless Lessee shall give written notice to Lessor at least sixty (60) days prior to the expiration of the Term then in effect of Lessee's desire to terminate this lease. This Lease Agreement may be canceled by either party with a 60-day written notice with no penalty.

2. Rent: The Lessee shall pay to the Lessor the sum of $700 per day, with no separate setup or cleanup fee, for the exclusive use of the Sheppard Center on all scheduled dates as agreed upon between Lessee and Lessor. Lessor requires a statement of test dates scheduled at least thirty (30) days in advance, with a normal preference of sixty (60) days or more.

3. Accessibility: The Lessee shall be provided access to facility representative in case of emergencies; and, off-hour accessibility to testing facility, which may include weekends, early mornings and late evenings. Lessor shall make bathrooms, building entrances and exits, individual room entrances and exits, hallways and waiting areas, accessible for applicants with disabilities.

4. Accommodations: Lessor shall provide parking spaces for test administrators, City-County employees and candidates being tested. Lighting shall be conducive to reading and video taping. The room shall be set at a comfortable temperature. Lessor agrees to control building hallway, building traffic and keep outside noises to a minimum during testing. Lessor shall provide secure storage for testing equipment if tests are administered over several days or if test rooms are set up the afternoon before the exam.

5. Considerations: Lessee shall repair any damage over $100 which may occur by Lessee or any of its agents, employees, or representatives thereof. Lessee agrees that the Sheppard Center must be available, beginning at 4:00 p.m., on Wednesday evenings in order to prepare for the Wednesday Night Supper for the Whitfield Memorial United Methodist Church members and guests. Lessee agrees that any and all activities occurring on Whitfield Memorial United Methodist Church property under this Contract will not conflict with the United Methodist Social Creed and ecumenical objectives.

6. Hold Harmless: The Lessee, any of its agents, employees, or representatives thereof, shall indemnify and hold harmless Lessor from and against all claims, causes of actions and judgments, liabilities and losses from personal injury, loss of life, or property damage suffered in and about the premises.

MONTGOMERY COUNTY COMMISSION

BY: ______________________________
Elton N. Dean
ITS: Chairman

WHITFIELD MEMORIAL UNITED
METHODIST CHURCH

BY: ______________________________

ITS: ______________________________

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
AUG - 8 2011

July 29, 2011

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer SK
Risk Manager

SUBJECT: Contribution Changes for Healthcare Plan

On July 25, 2011, I met with the County Commission to discuss recommended changes to the Montgomery County Healthcare Plan. As discussed, the wellness programs including the on-site CareHere Clinic have continued to favorably impact the overall healthcare costs. However, the numbers of catastrophic cases have increased recently and it is important to increase the contribution levels to maintain a sufficient reserve. I am requesting the recommended changes to the monthly contributions (below) effective 1/1/12 be placed on the next agenda for the County Commission's consideration of approval.

Current Monthly Contributions		Proposed Changes
Employees		
Individual	$35	$45
Family	$198	$215
Retirees < 65		
Individual	$35	$45
Family	$198	$215
Retirees > 65		
Individual	$25	$30
Family	$75	$80
County	$498	$510

CC: John Mitchell, Sr

Agenda

AUG - 8 2011

Montgomery County Commission

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

Memo

To: Donnie Mims

From: Sherrill R. Thomas SD

Date: July 21, 2011

Re: AUM invoice-2010 Grant Proposal

Attached is an invoice from Auburn Montgomery for writing a grant proposal for a Justice and Mental Health grant for the Youth Facility. In March 2010, the Commission approved a "Memorandum of Agreement with Auburn Montgomery Center for Government and Public Affairs for Grant-Writing Services, Youth Facility" in the amount of $6,543.

The invoice dated April 20, 2010 was forwarded to finance this week from the County Commission office. Previous invoices have been sent per personnel at Auburn Montgomery.

I have researched our records and cannot find where payment was ever made for this invoice. I recommend approval of this invoice and payment from the Grant fund.

8-1

AUBURN
MONTGOMERY

Please remit payment to:
Auburn University Montgomery
Contracts & Grants Accounting
P.O. Box 244023
Montgomery, AL 36124-4023

Final INVOICE NUMBER 1

CONTRACT
MEMORANDUM OF AGREEMENT BETWEEN MONTGOMERY COUNTY COMMISSION AND
AND AUBURN MONTGOMERY CENTER FOR GOVERNMENT AND PUBLIC AFFAIRS

TO: Mr. Donald Mims
County Administrator
PO Box 1667
Montgomery, AL 36102-1667

AUM #: 352584 - Justice & Mental Health Collaboration Program
AMOUNT: $6,543.00
PERIOD: March 15, 2010 to December 31, 2010

CATEGORY	CURRENT	CUMULATIVE
Fixed Fee	$ 6,543.00	$ 6,543.00
TOTALS	**$ 6,543.00**	**$ 6,543.00**
	Pay This Amount	

Terms: Net 30

REMARKS:

Questions? Please Contact: Towanna Sears phone (334)244-3734 fax (334)244-3783

"I CERTIFY TO THE BEST OF MY KNOWLEDGE ALL EXPENDITURES REPORTED (OR PAYMENTS REQUESTED) ARE FOR APPROPRIATE PURPOSES AND IN ACCORDANCE WITH THE SUBJECT CONTRACT AND PAYMENT THEREFORE HAS NOT BEEN RECEIVED."

Kim Decker
Controller

April 20, 2010
Date Report Submitted

FIN: 63-6000724

8-2

MEMORANDUM OF AGREEMENT

BETWEEN

MONTGOMERY COUNTY COMMISSION

AND

AUBURN MONTGOMERY

CENTER FOR GOVERNMENT AND PUBLIC AFFAIRS

Because of an identifiable need for assistance in developing a competitive grant proposal for the Justice and Mental Health Collaboration Program in response to a Notice of Federal Funding Opportunity from the United States Department of Justice, Bureau of Justice Assistance, (hereinafter USDOJ), the Montgomery County Commission (hereinafter MCC) and the Auburn Montgomery Center for Government and Public Affairs (hereinafter CGOV) have entered into an agreement for provision of these professional services effective the 11th day of March, 2010.

WHEREAS, MCC has authority to enter into an agreement with any private person, organization or group; and,

WHEREAS, MCC has a need for professional services in the area of grant writing;

NOW, therefore, MCC and CGOV, intending to be mutually bound and in consideration of the mutual covenants and stipulations set forth herein, agree as follows.

I. Services to be Provided:

   CGOV proposes to work with the Montgomery County Family Court (hereinafter MCFC) and the Montgomery Area Mental Health Authority (MAMHA) as joint applicants to develop and prepare a grant proposal fund implementation of the strategic plan developed by MCFC, MAMHA and other project partners in 2008-2009. Specifically, the strategic plan seeks to address the needs of juvenile offenders with mental health disorders that are involved with or at-risk for involvement with local justice and public safety systems, for submission to USDOJ.

   Deliverables are:

   - USDOJ Justice and Mental Health Collaboration Program "Phase II: Planning and Implementation" grant proposal, with a project narrative regarding the:
     - Capacity of the applicant and major project partners, including relevant organizational experience;
     - Project management structure;
     - Project design that reflects existing needs and priorities of the grantor and the applicant;
     - Training and technical assistance strategy;
     - Program evaluation methodology;

8-3

- o Project budget and budget justification;
- o Time and task plan for the project period, including milestones; and
- o Any additional elements required by or relevant to the grant proposal.

In formulating the agreement, CGOV staff made specific assumptions. These assumptions include:

1. This proposal encompasses all aspects of the deliverables to be produced. Any litigation-related work such as courtroom testimony and preparation for testifying is not included in this proposal.
2. Any addendums to this Agreement shall have full force as the same.
3. Substantial reliance will be placed upon staff from MAMHA, MCFC and/or MCC, to furnish source documentation and other background information necessary to write sections of the grant application, such as development plans or budgetary data related to this project.
4. On behalf of MCC, staff from MAMHA and MCFC will be available to meet regularly with CGOV staff in order to confirm status on the effort and maintain an awareness of the progress of CGOV staff on the project.
5. On behalf of MCC, staff from MAMHA and MCFC will be responsible for identifying, informing and gaining the compliance of departments, divisions, agencies and partners involved in this effort.
6. On behalf of MCC, staff from MAMHA and MCFC will provide adequate staff to support the writing of the grant proposal to include fact finding, subject matter expertise, document review, document editing, and document submission.
7. MCC will be responsible for attesting to and signing all assurance requirements and/or certifications related to the grant application.
8. On behalf of MCC, staff from MAMHA and MCFC will be responsible for arranging and publicizing any meetings between partner organizations that may be required in submitting the grant proposal.

If any of the above assumptions are not met, the proposed costs may be exceeded.

II. Authorization to Conduct Work:

MCC reserves the right to specifically and overtly authorize CGOV to engage in activities which result in financial liability under the terms of this agreement. CGOV acknowledges that the statement of services to be provided constitutes the general area of work expected to be performed by CGOV and that specific activities to be performed for which MCC will be charged must be specifically and overtly authorized by the MCC designee in paragraph V and that no other person employed by MCC may implicitly or explicitly authorize work to be paid under this agreement.

III. Period of Agreement:

CGOV proposes to begin work on the project on or before March 15, 2010, and conclude the project no later than December 31, 2010. This timeframe will be maintained provided no significant project delays are imposed on CGOV as a result of scheduling conflicts with MCC.

IV. Financial Arrangements:

CGOV proposes to complete the MCC service-learning program grant proposal for a fixed fee of $6,543. This fee is based upon an agreement between MCC and CGOV that, in the event the grant is funded, CGOV will be given the first right of refusal regarding contractual performance of project activities outlined in the proposal. Absent such an agreement, CGOV proposes to complete this project work for a fixed fee of $7,130.

832-1212

All fees will be paid by MCC. CGOV will submit an invoice for payment at the conclusion of the project to Mr. Donald Mims, County Administrator, (334) ~~832-1357~~, P. O. Box 1667, Montgomery, AL 36102-1667. The cost estimates herein are valid for 30 days following the submission date of March 11, 2010.

V. Single Source Contact:

MCC and CGOV agree that after signatures to this agreement have been obtained, each will designate a single source contact for the purpose of coordination and problem solving during the period of this agreement. The CGOV designee is Amy Hinton. The MCC designee is MCFC Administrator Bruce Howell.

VI. Terms and Conditions:

It is understood and agreed that all terms and conditions are herein included. No verbal agreements of any kind will be binding or recognized. This agreement may be amended by written agreement of the parties.

VII. Personnel Benefits Excluded:

It is understood and agreed that CGOV is an independent contractor and, as such, is not entitled to the benefits of MCC for services provided under this agreement.

VIII. Indemnity

Neither party shall be held responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be entered into by their duly authorized representatives.

AGREED:

Elton Dean

Elton Dean

Chairman

Montgomery County Commission

3/22/10

Date

John G. Veres, III

Chancellor

Auburn University at Montgomery

4/13/10

Date

Agenda
AUG - 8 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services

DATE: August 2, 2011

SUBJECT: Invitation to Bid No. 51100-11C-016,
Pest Control Services

Request approval of award on the above referenced bid to low bid of Terminix, for an annual amount of $10,040.00, be placed on the agenda for the County Commission meeting on August 8, 2011. (copy of spread sheet attached)

This will result in a one (1) year contract, with the option to renew for two (2) years, in one year periods. A price escalation may be allowed but shall not exceed 5% per year.

Attachment

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51100-11C-016 ISSUE DATE: JULY 13, 2011 BID OPENING DATE: JULY 27, 2011 ALL DEPARTMENTS TERMS OF PAYMENT / DISCOUNT:				TERMINIX - ATTN: ALLAN PERRY; PHONE#270-9400; FAX#270-9471		MANZY PEST CONTROL-PHONE#399-1032		TOPCO PEST CONTROL, INC. - R.S. SAINI; PHONE #263-1070; FAX #263-1077		NO BID - ARROW PEST CONTROL		PRICES PAID ON LAST CONTRACT WITH CHILDREY CONTRACT SERVICES	
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	$75.00	$300.00	$80.00	$320.00	$60.00	$240.00			$40.00	$160.00
2	ANNEX I	EA	12	$60.00	$720.00	$80.00	$960.00	$60.00	$720.00			$20.00	$40.00
3	ANNEX II	QTR	4	$40.00	$160.00	$40.00	$160.00	$60.00	$240.00			$40.00	$160.00
4	ANNEX III	EA	12	$60.00	$720.00	$60.00	$720.00	$60.00	$720.00			$20.00	$240.00
5	CARNEGIE BLDG.	QTR	4	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00			$40.00	$160.00
6	GREIL BLDG.	QTR	4	$40.00	$160.00	$35.00	$140.00	$30.00	$120.00			$40.00	$160.00
7	DETENTION (NEW)	EA	12	$40.00	$480.00	$100.00	$1,200.00	$140.00	$1,680.00			$40.00	$480.00
8	DETENTION (OLD)	EA	12	$40.00	$480.00	$75.00	$900.00	$180.00	$2,160.00			$40.00	$480.00
9	YOUTH FACILITY	EA	12	$70.00	$840.00	$40.00	$480.00	$90.00	$1,080.00			$20.00	$240.00
10	Y.F. MOBILE UNITS	EA	12	$50.00	$600.00	$25.00	$300.00	$50.00	$600.00			$20.00	$240.00
11	KITCHEN-CAMP DAVIS	EA	12	$30.00	$360.00	$25.00	$300.00	$20.00	$240.00			$20.00	$240.00
12	ENG-SIGN SHOP	EA	12	$25.00	$300.00	$25.00	$300.00	$30.00	$360.00			$20.00	$240.00
13	ENG-DISTRICT I	EA	12	$25.00	$300.00	$25.00	$300.00	$30.00	$360.00			$20.00	$240.00
14	ENG-DISTRICT II	EA	12	$25.00	$300.00	$25.00	$300.00	$30.00	$360.00			$20.00	$240.00
15	ENG-DISTRICT III	EA	12	$40.00	$160.00	$35.00	$140.00	$70.00	$280.00			$30.00	$360.00
16	ENG-COUNTY SHOP	QTR	4	$40.00	$160.00	$35.00	$140.00	$30.00	$120.00			$40.00	$160.00
17	PROBATE EAST	EA	12	$20.00	$240.00	$25.00	$300.00	$30.00	$360.00			$20.00	$240.00
18	PROBATE-WOODLEY	EA	12	$20.00	$240.00	$25.00	$300.00	$30.00	$360.00			$20.00	$240.00

Notes:

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SPRTSHTPESTCONTROLPG12011

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51100-11C-016				TERMINIX		MANZY PEST CONTRL		TOPCO PEST				PRICES PAID ON LAST CONTRACT WITH CHILDREY CONTRACT SERVICES	
ISSUED: JULY 13, 2011													
BID OPENING: JULY 27, 2011													
COUNTY BUILDINGS													
TERMS OF PAYMENT / DISCOUNT:													
PEST CONTROL SERVICE-COUNTY BLDGS.													
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/REV-WEST	EA	12	$20.00	$240.00	$25.00	$300.00	$40.00	$480.00			$20.00	$240.00
20	REVENUE - EAST	EA	12	$20.00	$240.00	$25.00	$300.00	$25.00	$300.00			$20.00	$240.00
21	SHERIFF WHSE	EA	12	$40.00	$480.00	$25.00	$300.00	$40.00	$480.00			$20.00	$240.00
22	SHERIFF=FIRING RNG	QTR	4	$40.00	$160.00	$40.00	$160.00	$35.00	$140.00			$40.00	$160.00
23	SHERIFF-RAMER	QTR	4	$50.00	$200.00	$40.00	$160.00	$40.00	$160.00			$30.00	$120.00
24	PRESTWOOD BLDG.	EA	12	$40.00	$480.00	$25.00	$300.00	$30.00	$360.00			$20.00	$240.00
25	COMM.CORRECTIONS	EA	12	$30.00	$360.00	$25.00	$300.00	$40.00	$480.00			$20.00	$240.00
26	CARE HERE HEALTH	EA	12	$30.00	$360.00	$25.00	$300.00	$30.00	$360.00			$20.00	$240.00
27	ANNEX IV FAM.JUST.	EA	12	$40.00	$480.00	$25.00	$300.00	$40.00	$480.00			$20.00	$240.00
28	514 HERRON ST.	EA	12	$30.00	$360.00	$25.00	$300.00	$20.00	$240.00			$20.00	$240.00
	22 BIDS MAILED												
TOTAL BID					10,040.00		10,140.00		13,640.00				$6,720.00

Notes:

9-3

SPRTSHTPESTCONTROLPG22011

Agenda

AUG - 8 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director pa
Support Services

DATE: August 3, 2011

SUBJECT: Invitation to Bid No. 51901-11C-021, Preventive Maintenance on Heating/AC for County Buildings

Request approval of award, on the above referenced bid for the annual amount of $109,882.56, to low bid of Climate Service, Inc., be placed on the agenda for the County Commission meeting on August 8, 2011. (copy of spread sheet attached)

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

Coordination of award made with Paul St.John, Director of Support Services and Pat Litchfield, Plant Maintenance Engineer.

Attachment

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4	
BID NO. 51901-11C-021 ISSUE DATE: JULY 15, 2011 OPENING DATE: UGUST 3, 2011 FORESTRY COMMISSION PREVENTIVE MAINTENANCE HEATING/AC				CLIMATE SERVICE, INC. - ATTN: MIKE COKER - PHONE#279-6933; FAX#260-9890		CAPITAL REFRIGERATION - ATTN: JOHN HIBBARD; PHONE #263-0201; FAX#264-0672		JOHNSON CONTROLS - ATTN: GORDON MCWHORTER - PHONE #(205) 682-3800; FAX#866-366-6891		ENGINEERED COOLING SERVICES - ED SHERMAN - PHONE#866-424-3206; FAX#334-593-264	
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	PART I-PREV.MAINT.										
	YEARLY PRICE	EA	1	$109,882.56	$109,882.56	$140,016.00	$140,016.00	$177,911.00	$177,911.00		$189,694.00
	PART II-TIME +MAT.										
1	PER HR. - MECH			$80.00		$70.00			$80.00		$78.00
2	PER HR. - HELPER			$40.00		$50.00			$65.00		$50.00
3	MATERIALS - %										
	OVER COST			40%			40%		20%		30%
4	PER HOUR -										
	AFTER HR-MECH			$120.00		$105.00			$120.00		$117.00
5	PER HOUR -										
	AFTER HR-HELPER			$60.00		$75.00			$95.00		$75.00
	YEARLY PRICE				$35,770.00		$69,960.00		$92,524.10		$55,892.00
	ALTERNATE B				$132,000.00		$102,139.00				$104,800.00
	28 BIDS MAILED										
TOTAL BID AMOUNTS											

Notes:

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SPRTSHTPREVENMAINTSUPSER

Agenda

AUG - 8 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services

DATE: August 4, 2011

SUBJECT: Invitation to Bid No. 51965-11B-018,
Internet Service Upgrade

Request approval of award, on the above referenced bid to low bid of TW Telecom Holdings, Inc., for the amount of $53,526.00, for a three (3) year contract, be placed on the agenda for the County Commission meeting on August 8, 2011. (copy of spread sheet attached)

Coordination of award made with Lou Ialacci, Director of Information Systems.

Attachment

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID 51965-11B-018 ISSUE DATE: JULY 11, 2011 BID OPENING DATE: JULY 27, 2011 INFORMATION SYSTEMS TERMS OF PAYMENT / DISCOUNT:				TW Telecom Holdings, Inc. - Attn: Michael Ellison - Phone #(303) 566-1000; Fax#(334) 323-2330		CHARTER BUSINESS - ATTN: JOEL MEGGINSON - PHONE #(205) 824-5436 - FAX#(205) 824-5479		DELTACOM-DBA/EARTHLINK BUSINESS - DAVID STEPHENSON - PHONE #(334) 387-4706; FAX#(334) 387-4759		AT&T CORP. - ATTN: J. PATRICK HANCOCK - PHONE#93340 273-2118 - FAX#866-288-7159		CENTURYLINK - ATTN: BRAD TOWERY - PHONE#(334)420-3110; FAX #(334)	
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	INTERNET SERVICE	ea	3	$17,592.00	$52,776.00	$17,880.00	$53,640.00	$19,751.00	$59,253.00	$21,148.00	$63,444.00	$30,000.00	$90,000.00
	UPDATE												
2	INSTALLATION	EA	1	$750.00	$750.00								
	9 BIDS MAILED												
TOTAL BID AMOUNTS					$53,526.00		$53,640.00		$59,253.00		$63,444.00		$90,000.00

Notes:

11-2

SPRTSHTINTERNETSERVICE2011

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
AUG - 8 2011

August 3, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. JM
Deputy Administrator

SUBJECT: Project PH&J #0818-GVD, Re-roofing of
Montgomery County Community Corrections Building
Final Payment

Pat Silas, Assistant Director of Support Services, has submitted the attached final payment request from PH&J on the above-referenced project. A previous request for payment was held until the warranty on the roof was included with the close-out documents.

I ask the Commission to approve the final payment to Central Alabama Metal & Roofing Co., in the amount of $26,400.00 at the next meeting on August 8, 2011. Your careful review and consideration is appreciated.

JAM/rw

Attachments

12-1

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: August 3, 2011

SUBJECT: Project PH&J #0818-GVD, Re-roofing of Montgomery County Community Corrections Building

Request approval of payment, in the amount of $26,400.00 on the above referenced project to Central Alabama Metal & Roofing Company, be placed on the agenda for the County Commission meeting on August 8, 2011.

The attached pay request shows that $23,760.00 has been paid but this request was held until Central Alabama Metal & Roofing Company could furnish the warranty on the roof, so therefore, now that the warranty has been furnished, total amount of contract will be paid.

Coordination of payment made with Patrick T. Addison, AIA of PH&J Architects, Inc. (copy of letter attached)

Attachment

PH&J architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

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

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA
J. Roland Pond, AIA
Renis O. Jones, III, AIA
E. Griffin Harris, AIA
C. Curtis Russell, AIA
John R. Gandy, AIA
Patrick T. Addison, AIA

Thursday, July 21, 2011

Pat Silas
Montgomery County Commission
Post Office Box 1667
Montgomery, Al 36102-1667

Re: Pay Request Invoice for Re-Roofing of Montgomery County Community Corrections Building
PH&J no. 0818-GVD

Pat,

I am pleased to report that we have finally received the closeout documents including the warranty and product information of roof installed at the above-mentioned project. All is in order and it is okay to release Central Alabama Metal & Roofing Company payment on this project. The enclosed information needs to be given to Paul St. John to be filed. The project information plaque will needs to be hung-up in the Community Corrections building in a location were it can be accessed if problems with the roof occur in the future, so you will not have to retrieve the information from your files.

If you have any questions please call.

Sincerely,

Patrick T. **Addison**, AIA

Cc: File

APPLICATION AND CERTIFICATE FOR PAYMENT *AIA DOCUMENT G702* (Instructions on reverse side) PAGE ONE OF PAGES

TO (OWNER):
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102

FROM (CONTRACTOR):
Central AL Metal & Roofing Co.
P.O. Box 210579

CONTRACT FOR: Montgomery, AL 36121-0579

PROJECT:
Roofing Community Corrections Bldg.
301 Adams Avenue
Montgomery, AL

VIA (ARCHITECT):
PH&J Architects, Inc.
807 So. McDonough St.
Montgomery, AL 36104

APPLICATION NO: Two (Final)
PERIOD TO: 6/25/11
ARCHITECT'S PROJECT NO:
P.O. #2011-11115324
CONTRACT DATE: 03/07/2011

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner TOTAL			
Approved this Month			
Number	Date Approved		
	TOTALS		
Net change by Change Orders			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Central Alabama Metal & Roofing Co.

By: [signature] Date: 7/20/11

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .... $ 26,400.00
2. Net change by Change Orders .... $
3. CONTRACT SUM TO DATE (Line 1 ± 2) .... $ 26,400.00
4. TOTAL COMPLETED & STORED TO DATE .... $ 26,400.00
   (Column G on G703)
5. RETAINAGE:
   a. 10 % of Completed Work $
   (Column D + E on G703)
   b. ___ % of Stored Material $
   (Column F on G703)
   Total Retainage (Line 5a + 5b or
   Total in Column I of G703) .... $ -0-
6. TOTAL EARNED LESS RETAINAGE .... $ 26,400.00
   (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR
   PAYMENT (Line 6 from prior Certificate) .... $ 23,760.00
8. CURRENT PAYMENT DUE .... $ 2,640.00
9. BALANCE TO FINISH, PLUS RETAINAGE .... $ -0-
   (Line 3 less Line 6)

State of: ALABAMA County of: MONTGOMERY
Subscribed and sworn to before me this 20th day of July 2011
Notary Public: Judy Penton
My Commission expires: 1/04/15

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .... $

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: PH&J Architects, Inc.

By: [signature] Date: 7.21.11

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Continuation Sheet

Application Number: Two-Final
Application Date: 06/17/11
Period To: 06/25/11
Architect's No.:

A	B	C	D	E	F	G		H	I
Items No.	Description of Work 11-067-Montgomery County Community Corrections Re-roofing 301 Adams Ave. Montgomery, AL Schedule of Values	Scheduled Value	Work From Previous Application (D+E)	Completed This Period	Materials Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% (G/C)	Balance To Finish (C-G)	Retainage
1	General Requirements	$2,500.00	$2,500.00			$2,500.00	100%		$250.00
2	Roof Demolition	$3,500.00	$3,500.00			$3,500.00	100%		$350.00
3	Roof Insulation	$7,700.00	$7,700.00			$7,700.00	100%		$770.00
4	TPO Roofing	$6,300.00	$6,300.00			$6,300.00	100%		$630.00
5	Sheet Metal Flashing & Trim	$6,400.00	$6,400.00			$6,400.00	100%		$640.00
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
		$26,400.00	$26,400.00	$0.00	$0.00	$26,400.00	100%	$0.00	$2,640.00

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Appendix C

Agenda
AUG - 8 2011

Montgomery County Commission
Travel / Training Request Approval

Request # 11

Date: August 3, 2011

To: Donald L. Mims, Administrator

From: Judge Reese McKinney, Jr.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn Techna Center - Montgomery, AL

Departure Date: December 8, 2011 Return Date: December 9, 2011

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to Attend Power Point 2007 Introduction Class

Traveler (s) Name:
1. Mildred Potts
2. Anita Holley
3.
4.
5.
6.

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

Total (est.) Cost: $558.00 Advance Registration Required: $558.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments:

To: Judge Reese McKinney, Jr.

From: Donald L. Mims, Administrator

The above request is app. 08/08/11 reimbursement of actual and necessary expenses in the approximate amount of $558.00 and advance registration of $558.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-51300.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$7,500.00
Approved Requests:	$3,053.66
Budget Available:	$4,446.34
Current Requests:	$558.00
Budget Balance:	$3,888.34

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/3/2011

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
AUG - 8 2011

Request # 12

Date: August 3, 2011

To: Donald L. Mims, Administrator

From: Judge Reese McKinney, Jr.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn Techna Center - Montgomery, AL

Departure Date: December 1, 2011 Return Date: December 2, 2011

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to Attend MS Word 2007 Introduction Class

Traveler (s) Name: 1. Mildred Potts 4.
2. 5.
3. 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: Probate Fund Name: 001-51300-265

Additional Comments:

To: Judge Reese McKinney, Jr.

From: Donald L. Mims, Administrator

The above request is app. 08/08/11 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:	001-51300.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$7,500.00
Approved Requests:	$3,053.66
Budget Available:	$4,446.34
Current Requests:	$837.00
Budget Balance:	$3,609.34

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/3/2011

cc: Finance Director / Buyer

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Appendix C

Montgomery County Commission
Travel / Training Request Approval

Agenda
AUG - 8 2011

Request # 13

Date: August 3, 2011
To: Donald L. Mims, Administrator
From: Judge Reese McKinney, Jr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn Techna Center - Montgomery, AL
Departure Date: November 21, 2011 Return Date: November 22, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to Attend Excel 2007 Introduction Class

Traveler (s) Name:
1. Mildred Potts
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: Probate Fund Name: 001-51300-265
Additional Comments:

To: Judge Reese McKinney, Jr.
From: Donald L. Mims, Administrator

The above request is app. 08/08/11 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:	001-51300.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$7,500.00
Approved Requests:	$3,053.66
Budget Available:	$4,446.34
Current Requests:	$1,116.00
Budget Balance:	$3,330.34

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/3/2011
cc: Finance Director / Buyer

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Revised October 12, 2005

Appendix C

Montgomery County Commission
Travel / Training Request Approval

Agenda
AUG - 8 2011

Request # 14

Date: August 4, 2011

To: Donald L. Mims, Administrator

From: Judge Reese McKinney, Jr.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: September 13, 2011 Return Date: September 13, 2011

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to Attend Adobe Acrobat 9.0 Introduction Course - Online

Traveler (s) Name:
1. Kim Brown/Virginia Davis
2. Melissa Harville
3. Ruth Gallagher
4. Linda Kyser
5. Mildred Potts
6. Brenda Robinson

Check Mode of Transportation:

County Vehicle		Commercial Air	
Private Vehicle	X	Other (Specify)	

Total (est.) Cost: $2,336.25 Advance Registration Required: $2,336.25

Department Name: Probate Fund Name: 001-51300-265

Additional Comments:

To: Judge Reese McKinney, Jr.

From: Donald L. Mims, Administrator

The above request is app. 08/08/11 reimbursement of actual and necessary expenses in the approximate amount of $2,336.25 and advance registration of $2,336.25 is authorized.

To be completed by the Finance Department	
Fund Code:	001-51300.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$6,500.00
Approved Requests:	$1,066.12
Budget Available:	$5,433.88
Current Requests:	$3,452.25
Budget Balance:	$1,981.63

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/4/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda
AUG - 8 2011

Request # 14

Date: August 3, 2011
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: August 28, 2011 Return Date: September 2, 2011
Conference Leave (Days / Hours): 6 days
Purpose of Travel: Global Knowledge Training Course
Microsoft Planning, Deploying, and Managing Microsoft Systems Center
Configuration Manager 2007

Traveler (s) Name:
1. ShaKenda Darrington
2.
3.
4.
5.
6.

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

Total (est.) Cost: $1,097.99 Advance Registration Required: $0.00
Department Name: MCC Information Systems Fund Name: General Fund
Additional Comments: Mileage $187.59 -Hotel $410.40 Meals-$450 Other $50
Tuition paid with training vouchers
Replaces request #13 cancelled by AUM

To: Lou Ialacci
From: Donald L. Mims, Administrator
The above request is 8/8/2011 reimbursement of actual and necessary expenses in the approximate amount of $1,097.99 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:	$6,190.74
Budget Available:	$18,809.26
Current Requests:	$1,097.99
Budget Balance:	$17,711.27

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/3/2011
cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
AUG - 8 2011

Request # 15

Date: August 3, 2011
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, TX
Departure Date: October 16, 2011 Return Date: October 18, 2011
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To attend 2011 New World Systems Executive Customer Conference financial, payroll, and purchasing systems

Traveler (s) Name:
1. Lou Ialacci
2.
3.
4.
5.
6.

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

Total (est.) Cost: $1,600.00 Advance Registration Required: $945.00
Department Name: Information Systems Fund Name: General
Additional Comments: Registration and Hotel $945 Airfare $475 Meals $150
Airport Parking/Taxi - $30
Registration will be paid from the 2011 budget, balance from the 2012 budget.

To: Lou Ialacci
From: Donald L. Mims, Administrator
The above request is 8/8/2011 reimbursement of actual and necessary expenses in the approximate amount of $1,600.00 and advance registration of $945.00 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:	$6,190.74
Budget Available:	$18,809.26
Current Requests:	$2,697.99
Budget Balance:	$16,111.27

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/3/2011
cc: Finance Director / Buyer

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Revised October 12, 2005

Appendix C

Montgomery County Commission
Travel / Training Request Approval

Agenda
AUG - 8 2011

Request # 8

Date: July 26, 2011

To: Donald L. Mims, Administrator

From: Wanda J. Robinson, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: October 18, 2011 Return Date: October 21, 2011

Conference Leave (Days / Hours): 4 days

Purpose of Travel: Alabama Jail Association Fall Conference

Traveler (s) Name:
1. Wanda Robinson
2. Etta Matthews
3.
4.
5.
6.

Check Mode of Transportation:

County Vehicle	X	Commercial Air	
Private Vehicle		Other (Specify)	

Total (est.) Cost: $650.00 Advance Registration Required: $30.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments:

Registration fee will be paid from the 2011 budget.

Other cost from the 2012 budget.

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 08/08/11 reimbursement of actual and necessary expenses in the approximate amount of $650.00 and advance registration of $30.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-52200-265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$20,000.00
Approved Requests:	$5,285.18
Budget Available:	$14,714.82
Current Requests:	$30.00
Budget Balance:	$14,684.82

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/27/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
AUG - 8 2011

Request # 12

Date: July 26, 2011
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, al.
Departure Date: August 25, 2011 Return Date: August 26, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel:
Attend 10th annual Fall Social Work Conference

Traveler (s) Name:
1. Patricia Strickland
2. Beverly Riddle Wise
3. Wanda Anderson
4. Preston Frazier
5. Rhonda Wimbley
6. Alex Thomas

Check Mode of Transportation:

County Vehicle	XX	Commercial Air	
Private Vehicle	xx	Other (Specify)	

Total (est.) Cost: $800.00 Advance Registration Required: $800.00
Department Name: Youth Facility Fund Name: 001-52603-265
Additional Comments: Since it is local this includes registration and parking at Civic Center

---

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 08/08/11 reimbursement of actual and necessary expenses in the approximate amount of $800.00 and advance registration of $800.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-52603-265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,000.00
Approved Requests:	$5,500.00
Budget Available:	$9,500.00
Current Requests:	$800.00
Budget Balance:	$8,700.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 7/27/2011
cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG - 8 2011

Request # 24

Date: August 1, 2011

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, TX

Departure Date: October 16, 2011 Return Date: October 18, 2011

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: To attend 2011 New World Executive Customer Conference

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

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

Total (est.) Cost: $1,670.00 Advance Registration Required: $945.00

Department Name: New World Training/Maintenance Fund Name: General

Additional Comments: Registration and Hotel $945 Airfare $475 Meals $150
Airport Parking/Taxi - 100.00
Registration will come from 2011 budget, balance from 2012 budget.

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 08/08/11 reimbursement of actual and necessary expenses in the approximate amount of $1,670.00 and advance registration of $945.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-59310.240 (ex: 000-00000-000)
Description:	New World Maintenance/Training
Current Budget:	$85,000.00
Approved Requests:	$75,600.00
Budget Available:	$9,400.00
Current Requests:	$945.00
Budget Balance:	$8,455.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/1/2011

cc: Finance Director / Buyer

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Appendix C

Agenda

AUG - 8 2011

Montgomery County Commission
Travel / Training Request Approval

Request # 19

Date: August 2, 2011

To: Donald L. Mims, Administrator

From: Scott Kramer, Risk Manager

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: August 28, 2011 Return Date: August 31, 2011

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: to attend the 24th Annual Governor's Safety and Health Conference

Traveler (s) Name: 1. Judy Singley 4.
2. 5.
3. 6.

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

Total (est.) Cost: $1,318.78 Advance Registration Required: $475.00

Department Name: Risk Management Fund Name: General Liability

Additional Comments: Hotel - 324.00/3 nights; Meals - 300.00; Mileage - 219.78; Registration - 475.00

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 08/08/11 reimbursement of actual and necessary expenses in the approximate amount of $1,318.78 and advance registration of $475.00 is authorized.

To be completed by the Finance Department

Fund Code:	007-51120.265	(ex: 000-00000-000)
Description:	Registration & Training	
Current Budget:	$16,000.00	
Approved Requests:	$6,890.32	
Budget Available:	$9,109.68	
Current Requests:	$1,318.78	
Budget Balance:	$7,790.90	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/2/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
AUG - 8 2011

Request # 12

Date: August 2, 2011

To: Donald L. Mims, Administrator

From: Barbara M. Montoya, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Las Vegas, NV

Departure Date: August 19, 2011 Return Date: August 22, 2011

Conference Leave (Days / Hours): 2 days

Purpose of Travel: Attend International Public Management Association - Human Resources Training for Leadership

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments:

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is 8/8/2011 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:	123-51961-265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,000.00
Approved Requests:	$14,997.35
Budget Available:	$2.65
Current Requests:	$0.00
Budget Balance:	$2.65

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/3/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
AUG - 8 2011

Request # 12

Date: July 28, 2011

To: Donald L. Mims, Administrator

From: Paul Brown, Executive Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 1010-C Douglas Ave., Brewton, AL

Departure Date: September 22, 2011 Return Date: September 23, 2011

Conference Leave (Days / Hours): two days

Purpose of Travel: To attend the Taser X26C Training

Traveler (s) Name: 1. Edgar Wilson 4. ______

2. ______ 5. ______

3. ______ 6. ______

Check Mode of Transportation:

County Vehicle	x	Commercial Air	
Private Vehicle		Other (Specify)	

Total (est.) Cost: $500.00 Advance Registration Required: $350.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments:

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 08/08/11 reimbursement of actual and necessary expenses in the approximate amount of $500.00 and advance registration of $350.00 is authorized.

To be completed by the Finance Department	
Fund Code:	124-52960.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,500.00
Approved Requests:	$11,172.26
Budget Available:	$4,327.74
Current Requests:	$500.00
Budget Balance:	$3,827.74

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2011

cc: Finance Director / Buyer

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