

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

October 11, 2011

AGENDA
INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Senior Probation Supervisor Beverly Riddle Wise and Detention Director Brandi
Alexander with the Youth Facility
Executive Director Lynn Beshear with Envision 2020
Risk Manager Scott Kramer

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 September 26, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

RESOLUTIONS:

Consider Resolution Proclaiming October 23-29, 2011, as “Pro Bono Week”

PRESENTATION:

Presentation by United Way Campaign County Coordinator Scott Kramer, United Way Campaign Director Jimmy Hill and United Way Campaign Associate Kimberly Brashears, Regarding River Region United Way Campaign

NEW BUSINESS:

1. Consider Resolution Regarding Proposed Voting Precincts, Probate Judge’s Office (Election Center)
2. Consider Resolution Regarding Proposed Polling Places, Probate Judge’s Office (Election Center)
3. Consider Board Member Appointment to the Montgomery City/County Personnel Board, County Commission
4. Consider Grant Agreement with Alabama Forestry Commission Regarding Purchase of 2011 Ford F-150 Pickup Truck, County Commission
5. Consider Bank Depositories for the Remainder of 2011 and the 2012 Calendar Year, County Commission
6. Consider Flood Damage Prevention Ordinance, Non-Coastal/Riverine Communities, as Recommended by Federal Emergency Management Agency (FEMA), Engineering Department
7. Consider Montgomery County Parks and Recreation Plan 2011, Parks and Recreation Department
8. Consider FY 2012 Community Traffic Safety Program Agreement with the City of Montgomery Highway Safety Office for Overtime Funds, Sheriff’s Office
9. Consider Payment of 2011-2012 Membership Dues to Association of County Commissions of Alabama, County Commission

10. Consider Payment of 2011-2012 Membership Dues to Alabama City/County Management Association for Administrator Donald L. Mims, Deputy Administrator John A. Mitchell, Sr., and Risk Manager Scott Kramer, County Commission
11. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
12. Consider Bid Award for 2-Police Package Automobiles, Bid Number 52110-11B-029, Sheriff's Office
13. Consider Budget Change Request Number 1, County Commission Appropriations
14. Consider Travel/Training Requests (6)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

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.

NOVEMBER 7, 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.

NOVEMBER 11, 2011

County Holiday (Veterans Day)

NOVEMBER 21, 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.

NOVEMBER 24, 2011

County Holiday (Thanksgiving Day)

DECEMBER 5, 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.

DECEMBER 19, 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.

DECEMBER 26, 2011

County Holiday (Christmas Day)

PERSONNEL ACTIONS

Fill action continues for 2 Programmer Analyst II – 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 18 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Clerk II – 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 IV – Personnel 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 Appraisal Mapping Editor I – Appraisal Department
Fill action continues for 1 Appraisal Mapping Editor II – Appraisal Department
Fill action continues for 1 Commercial/Industrial Appraiser – Appraisal Department
Fill action continues for 1 Chief Appraiser – Appraisal Department
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 1 Revenue Branch Supervisor – Revenue Commissioner's Office
Fill action continues for 1 Deputy Sheriff Trainee/Deputy Sheriff – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Corporal – Sheriff's Office
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 2 Juvenile Detention Officer – Youth Facility

October 11, 2011

10-11-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 09-30-11

Check Number	To	Check Number
220092		220142
Total Checks Paid		\$267,546.78

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

10-11-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 09-30-11

Check Number	To	Check Number
220143		220231
Total Checks Paid		\$243,281.69

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

10-11-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 10-07-11

Check Number	To	Check Number
220236		220276
Total Checks Paid		\$103,280.53

CHECK #	PAYEE	AMOUNT	DATE
220232	Montgomery County BOE	\$ 500.00	09/29/11
220233	Montgomery County BOE	\$ 500.00	09/29/11
220234	Montgomery County BOE	\$1,000.00	09/29/11
220235	Postmaster Bulk Mailing	\$4,181.92	10/05/11

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

10-11-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 10-07-11

Check Number	To	Check Number
220277		220325
Total Checks Paid		\$674,353.18

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

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID**

**CHECKS ARE DATED
10/7/2011**

Payroll Check Number	110080	To	Payroll Check Number	110208	\$ 112,210.03
Direct Deposits					\$ 786,184.59
Payroll Check Number	110209	To	Payroll Check Number	110233	\$ 249,430.40
Direct Deposits					\$ 320,804.78
Federal Deposits					\$ 309,974.80
Total Payroll Paid					\$ 1,778,604.60

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

RESOLUTION

WHEREAS, *Code of Alabama 1975, §17-6-2* states: The governing body of each county shall establish precincts, define the territorial limits for which each precinct is established, prescribe their boundaries using the most recent federal decennial census tract and block map and designate the precincts. The governing body of each county shall by resolution adopt the establishment and boundaries of each precinct in accordance with the timetable as set forth herein (...); and

WHEREAS, each precinct is numbered and, as nearly practicable, composed of contiguous and compact areas; and

WHEREAS, the Montgomery County Commission has designated the most suitable polling places for each district; and

WHEREAS, upon adoption of this Resolution by the Montgomery County Commission, the Resolution will be submitted to the United States Department of Justice for preclearance under Section 5 of the Voting Rights Act.

NOW, THEREFORE, BE IT RESOLVED, THAT the Montgomery County Commission does hereby adopt the changes to precinct boundaries, as proposed by the Montgomery County Election Center, and will be used for all future elections, beginning with the Primary Election to be held March 13, 2012.

See the attached exhibits (Exhibit A and Exhibit B) for the map of the new precincts and the census block assignments.

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

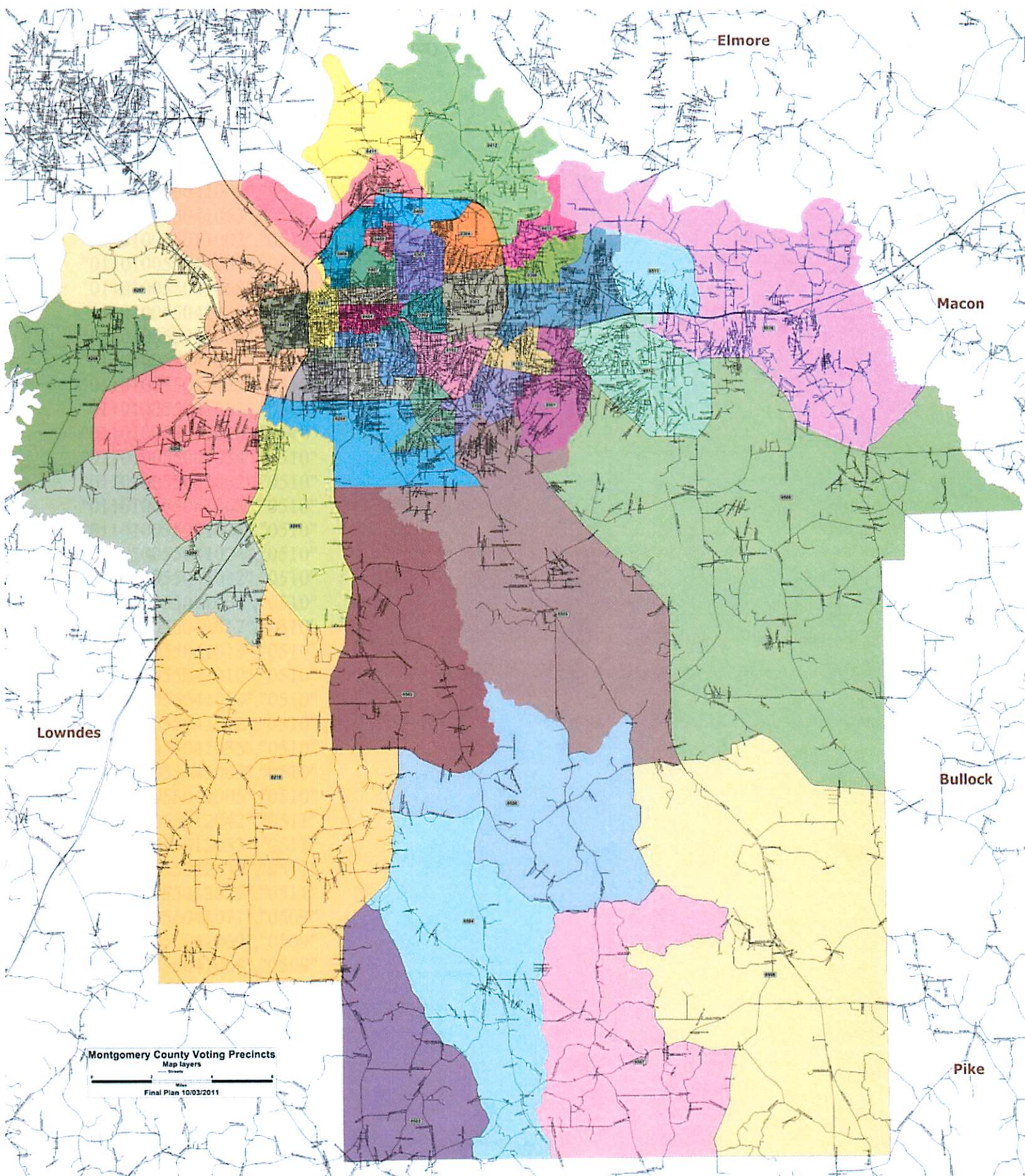
CHAIRMAN ELTON N. DEAN, SR.

VICE CHAIRMAN REED INGRAM

COMMISSIONER DIMITRI POLIZOS

COMMISSIONER JILES WILLIAMS, JR.

COMMISSIONER E. HAMILTON WILSON, JR.



Montgomery County DOJ Final Precincts.txt

"011010056041004","0509"
"011010056041005","0509"
"011010056041003","0509"
"011010056041002","0509"
"011010056041006","0509"
"011010056041000","0509"
"011010055041053","0510"
"011010055011002","0510"
"011010055041067","0510"
"011010055041068","0510"
"011010055041030","0510"
"011010055041066","0510"
"011010055041021","0510"
"011010055041027","0510"
"011010055041061","0510"
"011010055041020","0510"
"011010055041034","0510"
"011010055041062","0510"
"011010055041063","0510"
"011010055041023","0510"
"011010055041024","0510"
"011010055041032","0510"
"011010055041006","0510"
"011010055041017","0510"
"011010055041013","0510"
"011010055041010","0510"
"011010055041014","0510"
"011010055041052","0510"
"011010055041035","0510"
"011010055041009","0510"
"011010055041005","0510"
"011010055012042","0511"
"011010055012033","0511"
"011010055012034","0511"
"011010055012027","0511"
"011010056041071","0509"
"011010056041069","0509"
"011010056041068","0509"
"011010056041066","0509"
"011010056041050","0509"
"011010056041049","0509"
"011010056041054","0509"
"011010056041052","0509"
"011010056041055","0509"
"011010056041062","0509"



**The Montgomery Election Center
Office of Judge Reese McKinney**

125 Washington Avenue
Montgomery, Alabama 36104
334.832.7744
www.montgomeryelectioncenter.org

Agenda

OCT 11 2011



**Justin Aday
DIRECTOR OF ELECTIONS**

October 5, 2011

Mr. Donald Mims
County Administrator
101 South Lawrence Street
Montgomery, Alabama 36104

Dear Donnie,

The recent redistricting of the current County Commission district boundaries had an impact on the size and boundaries of many voting precincts in Montgomery County. I have been working with the Alabama State University Center for Leadership and Public Policy on realigning the impacted voting precincts. In addition, I have ensured that a suitable and accessible polling place is available in each voting precinct.

You will find two items attached in the following pages. First, I have provided a copy of the proposed voting precinct map with precinct labels (a large version of the map will be available to the Commission and for public display). In many instances the size and boundary of a voting precinct remained unchanged, but the precinct number has changed to accommodate the administration of upcoming elections. Second, I have provided a listing of the proposed polling place for each voting precinct. The proposed locations are suitable and accessible as polling places for their respective voting precincts.

I would request the necessary approval of the Commission on the proposed voting precincts and polling places, each of which will be submitted to the Department of Justice for preclearance. Upon receiving preclearance from the Department of Justice, these changes will take effect beginning with the Primary Election to be held on March 13, 2012.

I appreciate your attention to this matter and please let me know if I can be of further assistance to you or the Commission.

Sincerely,

Justin Aday
Director of Elections

2011 OCT 6 AM 10:47

RECEIVED
MONTGOMERY COUNTY
ELECTIONS

RESOLUTION

WHEREAS, *Code of Alabama 1975, §17-6-4* states: Except as may be provided further by local election laws or by the electronic vote counting statutes, the county governing bodies shall designate the places of holding elections in the precincts(...); and

WHEREAS, pursuant to the afore stated Code, the following attached polling locations are deemed suitable and accessible as Montgomery County Polling Locations; and

WHEREAS, upon adoption of this Resolution by the Montgomery County Commission, the Resolution will be submitted to the United States Department of Justice for preclearance under Section 5 of the Voting Rights Act.

NOW, THEREFORE, BE IT RESOLVED, THAT the Montgomery County Commission does hereby adopt the Polling Places as defined in the Polling Place document proposed by the Montgomery County Election Center, and will be used for all future elections, beginning with the Primary Election to be held March 13, 2012.

See the attached exhibit (Exhibit A) for the complete list of Montgomery County Polling Places.

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

CHAIRMAN ELTON N. DEAN, SR.

VICE CHAIRMAN REED INGRAM

COMMISSIONER DIMITRI POLIZOS

COMMISSIONER JILES WILLIAMS, JR.

COMMISSIONER E. HAMILTON WILSON, JR.

**Montgomery County, Alabama
2012 Polling Place Proposal**

10/11/2011

Precinct Number	Proposed Polling Place	Address	City	State	Zip
101	Huntingdon College	3139 Jim Wilson Loop E	Montgomery	AL	36106
102	Vaughn Park Church of Christ	3800 Vaughn Road	Montgomery	AL	36106
103	Montgomery Museum of Fine Art	One Museum Drive	Montgomery	AL	36117
104	Whitfield Methodist Church	2673 Fisk Road	Montgomery	AL	36111
105	Aldersgate Methodist Church	6610 Vaughn Road	Montgomery	AL	36116
201	St. Paul AME Church	706 East Patton Drive	Montgomery	AL	36111
202	Beulah Baptist Church	3703 Rosa L. Parks Ave.	Montgomery	AL	36105
203	Hayneville Road Community Center	3315 Hayneville Road	Montgomery	AL	36108
204	Fresh Anointing House of Worship	150 East Fleming Road	Montgomery	AL	36105
205	Southlawn Elementary School	5225 Patricia Lane	Montgomery	AL	36108
206	Fire Station 14	2801 Selma Highway	Montgomery	AL	36108
207	Hunter Station Community Center	20 Melton Street	Montgomery	AL	36108
208	Catoma Elementary School	1780 Mitchell Young Rd.	Montgomery	AL	36108
209	First Southern Baptist Church	1125 Wasden Road	Hope Hull	AL	36043
210	Pintlala Fire Department	250 Federal Road	Hope Hull	AL	36043
301	Dalraida Church of Christ	3740 Atlanta Highway	Montgomery	AL	36109
302	Flowers Elementary School	3510 Harrison Road	Montgomery	AL	36109
303	Eastmont Baptist Church	4505 Atlanta Highway	Montgomery	AL	36109
304	Lagoon Park Fire Station	2700 Lagoon Park Dr.	Montgomery	AL	36109
305	Frazer Methodist Church	6000 Atlanta Highway	Montgomery	AL	36117
306	Eastdale Baptist Church	400 Burbank Dr.	Montgomery	AL	36117
401	St. James Baptist Church	3424 South Court Street	Montgomery	AL	36105
402	McIntyre Community Center	1240 Hugh Street	Montgomery	AL	36108
403	Cleveland Ave. YMCA	1201 Rosa L. Parks Ave.	Montgomery	AL	36108
404	Alabama State University Acadome	1595 Robert C. Hatch Drive	Montgomery	AL	36106
405	Houston Hill Community Center	207 North Hall Street	Montgomery	AL	36104
406	Newtown Community Center	1765 North Decatur St.	Montgomery	AL	36104
407	King Hill Community Center	814 Claremont	Montgomery	AL	36107
408	Highland Gardens Community Center	2805 Willena Ave.	Montgomery	AL	36107
409	Chisholm Community Center	545 Vandiver Blvd.	Montgomery	AL	36110
410	Sheridan Heights Community Center	3501 Faro Lane	Montgomery	AL	36110
411	Union Academy Baptist Church	4748 Lower Wetumpka Rd.	Montgomery	AL	36110
412	Union Chapel AME Church	3217 Old Wetumpka Hwy.	Montgomery	AL	36110
413	Wares Ferry Road Elementary School	6425 Wares Ferry Road	Montgomery	AL	36117
501	Landmark Church of Christ	1800 Halcyon Blvd.	Montgomery	AL	36117
502	Snowdown Women's Club	6145 Norman Bridge Rd.	Montgomery	AL	36105
503	Strata Church of Christ	22879 U.S. Hwy. 331	Lapine	AL	36046
504	Ramer Library	5444 State Hwy. 94	Ramer	AL	36069
505	Fitzpatrick Elementary School	4055 Fitzpatrick Blvd.	Montgomery	AL	36116
506	Davis Crossroads Fire Station	6475 Mt. Zion Road	Ramer	AL	36069
507	Dublin Fire Station	8898 State Hwy. 94	Ramer	AL	36069
508	Pine Level Fire Station	24 Kohn Drive	Ramer	AL	36069
509	Pike Road Fire Station	3079 Wallahatchie Rd.	Pike Road	AL	36064
510	Georgia Washington School	696 Georgia Washington Rd.	Pike Road	AL	36064
511	Lakeview Baptist Church	9225 Atlanta Highway	Montgomery	AL	36117
512	St. James Methodist Church	9045 Vaughn Road	Montgomery	AL	36117

Exhibit A



**The Montgomery Election Center
Office of Judge Reese McKinney**

125 Washington Avenue
Montgomery, Alabama 36104
334.832.7744
www.montgomeryelectioncenter.org

Agenda

OCT 11 2011



Justin Aday
DIRECTOR OF ELECTIONS

October 5, 2011

Mr. Donald Mims
County Administrator
101 South Lawrence Street
Montgomery, Alabama 36104

Dear Donnie,

The recent redistricting of the current County Commission district boundaries had an impact on the size and boundaries of many voting precincts in Montgomery County. I have been working with the Alabama State University Center for Leadership and Public Policy on realigning the impacted voting precincts. In addition, I have ensured that a suitable and accessible polling place is available in each voting precinct.

You will find two items attached in the following pages. First, I have provided a copy of the proposed voting precinct map with precinct labels (a large version of the map will be available to the Commission and for public display). In many instances the size and boundary of a voting precinct remained unchanged, but the precinct number has changed to accommodate the administration of upcoming elections. Second, I have provided a listing of the proposed polling place for each voting precinct. The proposed locations are suitable and accessible as polling places for their respective voting precincts.

I would request the necessary approval of the Commission on the proposed voting precincts and polling places, each of which will be submitted to the Department of Justice for preclearance. Upon receiving preclearance from the Department of Justice, these changes will take effect beginning with the Primary Election to be held on March 13, 2012.

I appreciate your attention to this matter and please let me know if I can be of further assistance to you or the Commission.

Sincerely,

Justin Aday
Director of Elections

14:0111V 9-100110Z

14:0111V 9-100110Z

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

OCT 11 2011

October 6, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Board Member Appointment to the City/County Personnel Board

At the last meeting, the Commission discussed the resignation letter of City/County Personnel Board member Charles B. Paterson. The Commission requested that consideration of a new board member be placed on the agenda.

DLM/tn

Personnel Board, City-County

Members:

Term Expires:



Charles Paterson
2611 Fernway Drive
Montgomery, AL 36111
Home: 265-1411
Work: 834-6500

(County)

10/1/2016

Johnny Baker
2277 Semmes Drive
Montgomery, AL 36106
Home: 272-9405
Work: 262-7773

(Courts)

10/1/2011

Benita Froemming (Chairman)

(City)

10/1/2001

NOTE: Although Ms. Froemming's term expired 10/1/2001, she will continue to serve on the Board as the City's Representative until the city deems it appropriate to take action on this matter.

Term: 6 years

OCT 11 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director *PS*
Support Services

DATE: September 29, 2011

SUBJECT: Purchase of Forestry Commission
Pickup Truck

On August 8, 2011, Montgomery County Commission approved the purchase of a 2011 Ford F-150 pickup truck in the amount of \$21,974.00, to Hometown Ford, under State of Alabama contract number T-191.

Montgomery County is to pay \$17,700.00 and State of Alabama Forestry Commission is to pay \$4,274.00, toward the purchase of this truck.

In order for the State Forestry Commission to pay Montgomery County the monies owed for their part of this purchase, they have requested that the attached Grant Agreement be signed and sent back to them in lieu of the County issuing an invoice.

Request approval of the attached Grant Agreement between the Alabama Forestry Commission and Montgomery County Commission for the amount of \$4,274.00, be placed on the agenda for the County Commission meeting on October 11, 2011.

Attachment

AFC Grant Number: _____

GRANT AGREEMENT
BETWEEN THE ALABAMA FORESTRY COMMISSION AND
THE MONTGOMERY COUNTY COMMISSION

GENERAL INFORMATION CONCERNING THE GRANT AND THE PARTIES

1. This grant Agreement is entered into by and between the Alabama Forestry Commission (hereinafter referred to as "AFC") and the Montgomery County Commission (hereinafter referred to as "Grantee").

2. The period of performance of for this grant shall begin on the date first signed by the parties and the programs and projects funded by the grant shall be completed by October 31, 2011.

3. The Grant Administrator for the Commission shall be Dale Hurst. The Grant Administrator's contact information is as follows:

Mr. Dale Hurst
Alabama Forestry Commission
2181 Cong. W.L. Dickinson Dr.
Montgomery, Alabama 36109
Telephone: (334) 242-5585
Fax: (334) 242-5583
E-mail: dale.hurst@forestry.alabama.gov

4. The Contact Person for the Grantee shall be Donald Mims. The Contact Person's contact information is as follows:

Mr. Donald L. Mims, Administrator
Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104
(334) 832-1210
(334) 832-2533 fax
donaldmims@mc-ala.org

5. The amount of money awarded under this Grant Agreement shall be \$4,274.

NOW THEREFORE, the parties identified above hereby mutually agree as follows:

1: SCOPE OF WORK AND PURPOSE

The purpose of this grant is to provide the Grantee with funds to be used in support of the Grantee's efforts to promote wildfire prevention and control, landowner assistance, educational programs related to forestry, and other activities in which AFC and the Grantee have established partnerships.

2: STATUS OF THE PARTIES

The Grantee understands and agrees that the agreement is between AFC and the Grantee and does not bind nor purport to bind or create any obligation on the part of the State of Alabama.

3: PERIOD OF PERFORMANCE

The period of performance under this agreement begins on the date the agreement is signed and ends on October 31, 2011.

4: PAYMENTS

Payment of the amount to be provided to the Grantee shall be made in one lump sum as soon as practicable following the signing of the agreement by all parties whose signatures are required.

5: AGREEMENT NOT TO CONSTITUTE A DEBT OF THE STATE OF ALABAMA

Under no circumstances shall the commitments contained herein constitute a debt of the State of Alabama as prohibited by Section 213 of the Constitution of Alabama, 1901, as amended by Amendment 26.

6: EQUAL OPPORTUNITY AND NON-DISCRIMINATION

Grantee agrees to comply with the provisions of Title VII of the Civil Rights Act of 1964 in the performance of its obligations under this Agreement. Grantee specifically agrees that its services, programs, and benefits shall be provided without regard to race, creed, color, religion, sex, age, or national origin.

7: SOURCE OF FUNDS AND POTENTIAL LIMITATIONS

Grantee understands and agrees that funding for this Agreement comes from state and/or federal revenue which is dependent on appropriations made by the Alabama

Legislature and/or the Congress of the United States and may also be dependent on approval by the Governor of Alabama, the State Finance Director, the United States Department of Agriculture, or other agency or government official. In the event that funds awarded under this Agreement are reduced or are no longer available due to circumstances beyond the Commission's control, the Commission has the option to cancel the Agreement in its entirety or amend the Agreement to reflect any reduction in available funding.

8: FINAL REPORT

The Grantee agrees to notify when the purposes of this grant agreement have been accomplished so that AFC's Grant Administrator may prepare a final report for submission to AFC's Administrative Division.

9: GOVERNING LAW

It is understood and agreed that this Agreement shall be governed by and construed in accordance with the laws of the State of Alabama.

10: ENTIRE AGREEMENT

This Agreement and any required attachments hereto contain the entire Agreement between the parties. No representation, provision, term, condition, promise, or liability shall be binding on or applied to either party except as stated in this Agreement. No amendment or modification of any provision or term of this Agreement shall be binding on any of the parties unless such amendment is in writing and signed by each of the parties.

11: NOTICES

All notices to any party to this Agreement shall be in writing, signed by the party giving such notice. Any notice will be considered to be given if sent by registered mail to the party receiving the notice and signed for by that party.

This Agreement is entered into this the _____ day of _____, 2011.

**ALABAMA FORESTRY
COMMISSION**

**MONTGOMERY COUNTY
COMMISSION**

Linda Casey, State Forester

Elton N. Dean, Sr., Chairman

Approved as to form:

Charles T. Conway, General Counsel
Alabama Forestry Commission

APPROVED:

Marquita Davis, Finance Director

Robert Bentley, Governor of Alabama

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

A COUNTY OLDER THAN THE STATE

**MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT**

101 S. LAWRENCE STREET • P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

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

Agenda

OCT 11 2011

TO: DONALD L. MIMS, ADMINISTRATOR
FROM: SHERRILL R. THOMAS, FINANCE DIRECTOR
DATE: SEPTEMBER 14, 2011
RE: LIST OF BANK DEPOSITORIES

Following is a list of banks currently doing business in Montgomery County and should be designated depositories for the remainder of Calendar Year 2011 and Calendar Year 2012.

Aliant Bank

Amerifirst Bank

BankTrust

BB&T

BBVA Compass

Community Bank & Trust

First Tuskegee Bank

IberiaBank

RBC Bank

Regions Bank

River Bank & Trust

ServisFirst Bank

Sterling Bank

Wells Fargo Bank

Whitney Bank

ELTON N. DEAN, SR.
Chairman
REED INGRAM
Vice Chairman
DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

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

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

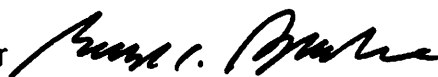
Agenda

OCT 11 2011

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer


9/21/11

DATE: September 21, 2011

RE: FLOOD DAMAGE PREVENTION ORDINANCE

Please place the attached FLOOD DAMAGE PREVENTION ORDINANCE on the agenda for the next regular meeting of the Montgomery County Commission for their adoption and approval. This revised flood ordinance will supersede the County's existing flood ordinance dated June 14, 2004.

The Federal Emergency Management Agency (FEMA) recently completed a restudy of flood hazard areas in Montgomery County and subsequently published the May 18, 2011, revised Flood Insurance Rate Maps. This revised flood ordinance has been reviewed and coordinated with City of Montgomery flood plain management officials in efforts to match City and County flood plain management policies and criteria. Adoption of this revised flood ordinance would be the official finalization and adoption of FEMA's restudy and recommendations for Montgomery County.

If approved please have the attached ordinance executed and return the original to our office.

GCS/gcs

cc: File

FLOOD DAMAGE PREVENTION ORDINANCE
Non-Coastal/Riverine Communities

ARTICLE 1

Statutory Authorization, Findings of Fact, Purpose And Objectives

SECTION A **STATUTORY AUTHORIZATION**

The Legislature of the State of Alabama has in Title 11, Chapter 19, Sections 1-24, Chapter 45, Sections 1-11, Chapter 52, Sections 1-84, and Title 41, Chapter 9, Section 166 of the Code of Alabama, 1975, authorized local government units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the County Commission, of Montgomery County, Alabama, does ordain as follows:

SECTION B **FINDINGS OF FACT**

- (1) The flood hazard areas of Montgomery County, Alabama are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood relief and protection, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
- (2) These flood losses are caused by the occupancy in flood hazard areas of uses vulnerable to floods, which are inadequately elevated, flood proofed, or otherwise unprotected from flood damages, and by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities.

SECTION C **STATEMENT OF PURPOSE**

It is the purpose of this ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (2) restrict or prohibit uses which are dangerous to health, safety and property due to water or erosion hazards, or which increase flood heights, velocities, or erosion
- (3) control filling, grading, dredging and other development which may increase flood damage or erosion, and;
- (4) prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands;

- (5) control the alteration of natural floodplains, stream channels, and natural protective barriers which are involved in the accommodation of flood waters.

SECTION D **OBJECTIVES**

The objectives of this ordinance are:

- (1) to protect human life and health;
- (2) to minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- (3) to help maintain a stable tax base by providing for the sound use and development of flood prone areas in such a manner as to minimize flood blight areas,
- (4) to minimize expenditure of public money for costly flood control projects;
- (5) to minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (6) to minimize prolonged business interruptions, and;
- (7) to insure that potential home buyers are notified that property is in a flood area.

ARTICLE 2

GENERAL PROVISIONS

SECTION A **LANDS TO WHICH THIS ORDINANCE APPLIES**

This ordinance shall apply to all Areas of Special Flood Hazard within the jurisdiction of Montgomery County, Alabama.

SECTION B **BASIS FOR AREA OF SPECIAL FLOOD HAZARD**

The Areas of Special Flood Hazard identified by the Federal Emergency Management Agency in its **Flood Insurance Study (FIS), dated August 4, 2003**, with accompanying maps and other supporting data **and any revision thereto**, are adopted by reference and declared a part of this ordinance. For those land areas acquired by a municipality through annexation, the current effective FIS and data for Montgomery County are hereby adopted by reference. Areas of Special Flood Hazard may also include those areas known to have flooded historically or defined through standard engineering analysis by governmental agencies or private parties but not yet incorporated in a FIS.

SECTION C: ESTABLISHMENT OF DEVELOPMENT PERMIT

A Development Permit shall be required in conformance with the provisions of this ordinance PRIOR to the commencement of any Development activities.

SECTION D. COMPLIANCE

No structure or land shall hereafter be located, extended, converted or altered without **full compliance** with the terms of this ordinance and other applicable regulations.

SECTION E. ABROGATION AND GREATER RESTRICTIONS

This ordinance is not intended to repeal, abrogate, or impair any existing ordinance, easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION F. INTERPRETATION

In the interpretation and application of this ordinance all provisions shall be: (1) considered as minimum requirements; (2) liberally construed in favor of the governing body, and; (3) deemed neither to limit nor repeal any other powers granted under state statutes.

SECTION G. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur; flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Areas of Special Flood Hazard or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of Montgomery County or by any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION H. PENALTIES FOR VIOLATION

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than **\$500.00** or imprisoned for not more than **30** days, or both, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Montgomery County from taking such other lawful actions as is necessary to prevent or remedy any violation.

SECTION I. SAVINGS CLAUSE

If any section, subsection, sentence, clause, phrase, or word of this ordinance is for any reason held to be noncompliant with 44 Code of Federal Regulation 59-78, such decision shall not affect the validity of the remaining portions of this ordinance.

ARTICLE 3

ADMINISTRATION

SECTION A

DESIGNATION OF ORDINANCE ADMINISTRATOR

The Montgomery County Building Permit Department is hereby appointed to administer and implement the provisions of this ordinance.

SECTION B

PERMIT PROCEDURES

Application for a Development Permit shall be made to Montgomery County on forms furnished by the community **PRIOR** to any development activities, and may include, but not be limited to the following: Plans in duplicate drawn to scale showing the elevations of the area in question and the nature, location, dimensions, of existing or proposed structures, fill placement, storage of materials or equipment, and drainage facilities.

Specifically, the following information is required:

(1) **Application Stage -**

- (a) Elevation in relation to mean sea level (or highest adjacent grade) of the regulatory lowest floor level, including basement, of all proposed structures;
- (b) Elevation in relation to mean sea level to which any non-residential structure will be flood proofed;
- (c) Design certification from a registered professional engineer or architect that any proposed non-residential flood-proofed structure will meet the flood-proofing criteria of Article 4, Sections B(2) and E(2);
- (d) Description of the extent to which any watercourse will be altered or relocated as a result of a proposed development, and;

(2) **Construction Stage -**

For all new construction and substantial improvements, the permit holder shall provide to the Floodplain Administrator an as-built certification of the regulatory floor elevation or flood-proofing level **using appropriate FEMA elevation or flood-proofing certificate** immediately after the lowest floor or flood proofing is completed. When flood proofing is utilized for non-residential structures, said certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same.

Any work undertaken prior to submission of these certifications shall be at the permit holder's risk. The Floodplain Administrator shall review the above referenced certification data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further progressive work being allowed to proceed. Failure to submit certification or

failure to make said corrections required hereby, shall be cause to issue a stop-work order for the project.

SECTION C **DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR**

Duties of the Floodplain Administrator shall include, but shall not be limited to:

- (1) Review all development permits to assure that the permit requirements of this ordinance have been satisfied; and, assure that sites are reasonably safe from flooding.
- (2) Review proposed development to assure that all necessary permits have been received from governmental agencies from which approval is required by Federal or State law, including section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334. Require that copies of such permits be provided and maintained on file.
- (3) When Base Flood Elevation data or floodway data have not been provided in accordance with Article 2 Section B, then the Floodplain Administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other sources in order to administer the provisions of Article 4.
- (4) Verify and record the actual elevation in relation to mean sea level (or highest adjacent grade) of the regulatory floor level, including basement, of all new construction or substantially improved structures in accordance with Article 3 Section B(2) .
- (5) Verify and record the actual elevation, in relation to mean sea level to which any new or substantially improved structures have been flood-proofed, in accordance with Article 4, Sections B (2) and E (2).
- (6) When flood proofing is utilized for a structure, the Floodplain Administrator shall obtain certification of design criteria from a registered professional engineer or architect in accordance with Article 3(B)(1)(c) and Article 4(B)(2) or (E)(2).

- (7) Notify adjacent communities and the Alabama Department of Natural Resources prior to any alteration or relocation of a watercourse and submit evidence of such notification to the Federal Emergency Management Agency (FEMA), and the Alabama Department of Economic and Community Affairs/Office of Water Resources/NFIP State Coordinator's Office.
- (8) For any altered or relocated watercourse, submit engineering data/analysis within six (6) months to the FEMA and State to ensure accuracy of community flood maps through the Letter of Map Revision process. Assure flood carrying capacity of any altered or relocated watercourse is maintained.
- (9) Where interpretation is needed as to the exact location of boundaries of the Areas of Special Flood Hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the necessary interpretation. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this Ordinance.
- (10) All records pertaining to the provisions of this ordinance shall be maintained in the office of the Floodplain Administrator and shall be open for public inspection.

ARTICLE 4

PROVISIONS FOR FLOOD HAZARD REDUCTION

SECTION A **GENERAL STANDARDS**

In ALL Areas of Special Flood Hazard the following provisions are required:

- (1) New construction and substantial improvements of existing structures shall be anchored to prevent flotation, collapse and lateral movement of the structure;
- (2) New construction and substantial improvements of existing structures shall be constructed with materials and utility equipment resistant to flood damage;
- (3) New construction and substantial improvements of existing structures shall be constructed by methods and practices that minimize flood damage;
- (4) Elevated Buildings - All New construction and substantial improvements of existing structures that include **ANY fully enclosed area** located below the lowest floor formed by foundation and other exterior walls shall be designed so as to be an unfinished or flood resistant enclosure. The enclosure shall be designed to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of flood waters.

- (a) Designs for complying with this requirement must either be certified by a professional engineer or architect or meet the following minimum criteria:
 - (i) Provide a **minimum of two openings** having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 - (ii) The bottom of all openings shall be no higher than one foot above grade; and,
 - (iii) Openings may be equipped with screens, louvers, valves and other coverings and devices provided they permit the automatic flow of floodwater in both directions.
- (b) So as not to violate the "Lowest Floor" criteria of this ordinance, the unfinished or flood resistant enclosure shall only be used for parking of vehicles, limited storage of maintenance equipment used in connection with the premises, or entry to the elevated area; and,
- (c) The interior portion of such enclosed area shall not be partitioned or finished into separate rooms.
- (5) All heating and air conditioning equipment and components, all electrical, ventilation, plumbing, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- (6) Manufactured homes shall be anchored to prevent flotation, collapse, and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable State requirements for resisting wind forces.
- (7) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
- (8) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters;
- (9) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding, and;
- (10) Any alteration, repair, reconstruction or improvement to a structure which is not compliant with the provisions of this ordinance, shall be undertaken only if the non- conformity is not furthered, extended or replaced.

SECTION B **SPECIFIC STANDARDS**

In ALL Areas of Special Flood Hazard designated as A1-30, AE, AH, A (with estimated BFE), the following provisions are required:

- (1) New construction and substantial improvements - Where base flood elevation data are available, new construction and substantial improvement of any structure or manufactured home **shall have the lowest floor, including basement, elevated no lower than two feet above the base flood elevation.** Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of flood waters shall be provided in accordance with standards of Article 4, Section A(4), "Elevated Buildings."
- (2) Non-Residential Construction - New construction and substantial improvement of any non-residential structure located in A1-30, AE, or AH zones, may be flood-proofed in lieu of elevation. **The structure, together with attendant utility and sanitary facilities, must be designed to be water tight to two (2) feet above the base flood elevation,** with walls substantially impermeable to the passage of water, and structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions above, and shall provide such certification to the official as set forth above and in Article 3, Section C (6).
- (3) Standards for Manufactured Homes and Recreational Vehicles - Where base flood elevation data are available:
 - (a) All manufactured homes placed and substantially improved on: (i) individual lots or parcels, (ii) in new or substantially improved manufactured home parks or subdivisions, (iii) in expansions to existing manufactured home parks or subdivisions, or (iv) on a site in an existing manufactured home park or subdivision where a manufactured home has incurred "substantial damage" as the result of a flood, must have the lowest floor including basement elevated no lower than two feet above the base flood elevation.
 - (b) Manufactured homes placed and substantially improved in an existing manufactured home park or subdivision may be elevated so that either:
 - (i) The lowest floor of the manufactured home is elevated no lower than two feet above the level of the base flood elevation, or

- (ii) Where no Base Flood Elevation exists, the manufactured home chassis and supporting equipment is supported by reinforced piers or other foundation elements of at least equivalent strength and is elevated to a maximum of 60 inches (five feet) above grade.
- (c) All Manufactured homes must be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. (Refer: Article 4, Section A)
- (d) All recreational vehicles placed on sites must either:
 - (i) Be on the site for fewer than 180 consecutive days, fully licensed and ready for highway use if it is licensed, on it's wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached structures or additions; or
 - (ii) The recreational vehicle must meet all the requirements for "New Construction," including the anchoring and elevation requirements of Article 4 Section B (3)(a)(c), above.

(4) **STANDARDS FOR SUBDIVISIONS**

- (a) All subdivision proposals shall be consistent with the need to minimize flood damage;
- (b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- (c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards, and;
- (d) Base flood elevation data shall be provided for subdivision proposals and all other proposed development, including manufactured home parks and subdivisions, greater than fifty (50) lots or five (5) acres, whichever is the lesser.

Section C

Floodways

- (1) **Floodway:** Located within Areas of Special Flood Hazard established in Article 2, Section B, are areas designated as floodway. A floodway may be an extremely hazardous area due to velocity floodwaters, debris or erosion potential. In addition, the area must remain free of encroachment in order to allow for the discharge of the base flood without increased flood heights. Therefore, the following provisions shall apply:
 - (a) The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood, without increasing the water surface elevation of that flood more than one foot at any point;
 - (b) Encroachments are prohibited, including fill, new construction, substantial improvements or other development within the adopted regulatory floodway. Development may be permitted however, provided it is demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the encroachment **shall not result in any increase** in flood levels or floodway widths during a base flood discharge. A registered professional engineer must provide supporting technical data and certification thereof;
 - (c) A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first applies for a conditional FIRM and floodway revision, fulfills the requirements for such revisions as established under the provisions of § 65.12, and receives the approval of the Administrator.
 - (d) Require, until a regulatory floodway is designated, that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than **one foot** at any point within the community.
 - (e) **ONLY** if Article 4 (C)(1)(b), (c) or (d), above are satisfied, then any new construction or substantial improvement shall comply with all other applicable flood hazard reduction provisions of Article 4.

SECTION D

BUILDING STANDARDS FOR STREAMS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS (APPROXIMATE A- ZONES)

Located within the Areas of Special Flood Hazard established in Article 2, Section B, where streams exist but no base flood data have been provided (Approximate A-Zones), the following provisions apply:

- (1) When base flood elevation data or floodway data have not been provided in accordance with Article 2(B), then the Floodplain Administrator shall obtain, review, and reasonably utilize any scientific or historic Base Flood Elevation and floodway data available from a Federal, State, or other source, in order to administer the provisions of Article 4. ONLY if data are not available from these sources, then the following provisions (2&4) shall apply:
- (2) No encroachments, including structures or fill material, shall be located within an area equal to the width of the stream or twenty-five feet, whichever is greater, measured from the top of the stream bank, unless certification by a registered professional engineer is provided demonstrating that such encroachment shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (3) All development in Zone A must meet the requirements of Article 4, Section A and Section B (1) through (4).
- (4) In special flood hazard areas without base flood elevation data, new construction and substantial improvements of existing structures shall have the lowest floor of the lowest enclosed area (including basement) elevated no less than three (3) feet above the highest adjacent grade at the building site. Also, in the absence of a base flood elevation, a manufactured home must also meet the elevation requirements of Article 4, Section B, Paragraph (3)(b)(ii) in that the structure must be elevated to a maximum of 60 inches (5 feet). Openings sufficient to facilitate the unimpeded movements of flood waters shall be provided in accordance with standards of Article 4, Section A (4) "Elevated Buildings".

The Floodplain Administrator shall certify the lowest floor elevation level and the record shall become a permanent part of the permit file.

SECTION E STANDARDS FOR AREAS OF SHALLOW FLOODING (AO ZONES)

Areas of Special Flood Hazard established in Article 2, Section B, may include designated "AO" shallow flooding areas. These areas have base flood depths of one to three feet (1'-3') above ground, with no clearly defined channel. The following provisions apply:

- (1) All new construction and substantial improvements of residential and non-residential structures shall have the lowest floor, including basement, elevated to the flood depth number specified on the Flood Insurance Rate Map (FIRM) above the highest adjacent grade. **If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least Five (5) feet above the highest adjacent grade.** Openings sufficient to facilitate the unimpeded movements of flood waters shall be provided in accordance with standards of Article 4, Section A(4), "Elevated Buildings".

The Floodplain Administrator shall certify the lowest floor elevation level and the record shall become a permanent part of the permit file.
- (2) New construction and the substantial improvement of a non-residential structure may be flood-proofed in lieu of elevation. **The structure, together with attendant utility and sanitary facilities, must be designed to be water tight to the specified FIRM flood level or five (5) feet (if no map elevation is listed), above highest adjacent grade,** with walls substantially impermeable to the passage of water, and structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions above, and shall provide such certification to the official as set forth above and as required in Articles 3(B)(1)(c) and (3)(B)(2).
- (3) Drainage paths shall be provided to guide floodwater around and away from any proposed structure.

ARTICLE 5

VARIANCE PROCEDURES

- (A) The Montgomery County Commission shall hear and decide requests for appeals or variance from the requirements of this ordinance.
- (B) The board shall hear and decide appeals when it is alleged an error in any requirement, decision, or determination is made by the Floodplain Administrator in the enforcement or administration of this ordinance.
- (C) Any person aggrieved by the decision of the Montgomery County Commission may appeal such decision to the Circuit Court, as provided in Section 11-52-81, Alabama Code 1975.
- (D) Variances may be issued for the repair or rehabilitation of Historic Structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as an Historic Structure and the variance is the minimum to preserve the historic character and design of the structure.
- (E) Variances may be issued for development necessary for the conduct of a functionally dependent use, provided the criteria of this Article are met, no reasonable alternative exists, and the development is protected by methods that minimize flood damage during the base flood and create no additional threats to public safety.
- (F) Variances shall not be issued within any designated floodway if ANY increase in flood levels during the base flood discharge would result.
- (G) In reviewing such requests, the Montgomery County Commission shall consider all technical evaluations, relevant factors, and all standards specified in this and other sections of this ordinance.
- (H) **Conditions for Variances:**
 - (1) **A variance shall be issued ONLY when there is:**
 - (i) a finding of good and sufficient cause,
 - (ii) a determination that failure to grant the variance would result in exceptional hardship; and,
 - (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

- (2) The provisions of this Ordinance are minimum standards for flood loss reduction, therefore any deviation from the standards must be weighed carefully. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief; and, in the instance of an Historic Structure, a determination that the variance is the minimum necessary so as not to destroy the historic character and design of the building.
- (3) **Any applicant to whom a variance is granted shall be given written notice specifying the difference between the base flood elevation and the elevation of the proposed lowest floor and stating that the cost of flood insurance will be commensurate with the increased risk to life and property resulting from the reduced lowest floor elevation.**
- (4) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and the Alabama Department of Economic and Community Affairs/Office of Water Resources upon request.
- (I) Upon consideration of the factors listed above and the purposes of this ordinance, the Montgomery County Commission may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance.

ARTICLE 6

DEFINITIONS (Note: * Indicates data must be inserted)

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

"Addition (to an existing building)" means any walled and roofed expansion to the perimeter of a building in which the addition is connected by a common load-bearing wall other than a fire wall. Any walled and roofed addition which is connected by a fire wall or is separated by an independent perimeter load-bearing wall shall be considered "New Construction".

***"Appeal"** means a request for a review of the Floodplain Administrator interpretation of any provision of this ordinance.

"Area of shallow flooding" means a designated AO or AH Zone on a community's Flood Insurance Rate Map (FIRM) with base flood depths from one to three feet, and/or where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

"Area of special flood hazard" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. In the absence of official designation by the Federal Emergency Management Agency, Areas of Special Flood Hazard shall be those designated by the local community and referenced in Article 2, Section B.

"Base flood" means the flood having a one percent chance of being equaled or exceeded in any given year.

"Basement" means that portion of a building having its floor sub grade (below ground level) on all sides.

"Building" means any structure built for support, shelter, or enclosure for any occupancy or storage.

"Development" means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations, and storage of equipment or materials.

"Elevated building" means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, pilings, posts, columns, piers, or shear walls.

***"Existing Construction"** Any structure for which the "start of construction" commenced before September 25, 1978. [i.e., the effective date of the FIRST floodplain management code or ordinance adopted by the community as a basis for that community's participation in the National Flood Insurance Program (NFIP)].

***"Existing manufactured home park or subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum the installation of utilities, the construction of streets, and final site grading or the pouring of concrete pads) is completed before September 25, 1978. [i.e., the effective date of the FIRST floodplain management regulations adopted by a community].

"Expansion to an existing manufactured home park or subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.

"Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- a. the overflow of inland or tidal waters; or
- b. the unusual and rapid accumulation or runoff of surface waters from any source.

"Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by the Federal Insurance Administration, where the boundaries of areas of special flood hazard have been designated as Zone A.

"Flood Insurance Rate Map (FIRM)" means an official map of a community, on which the Federal Emergency Management Agency has delineated the areas of special flood hazard and/or risk premium zones applicable to the community.

"Flood Insurance Study"/ "Flood Elevation Study" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide and/or flood-related erosion hazards.

"Floodplain" means any land area susceptible to being inundated by water from any source.

"Floodway" (Regulatory Floodway) means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

"Functionally dependent facility" means a facility which cannot be used for its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facility that are necessary for the loading and unloading of cargo or passengers, and shipbuilding, and ship repair facilities. The term does not include long-term storage or related manufacturing facilities.

"Highest adjacent grade" means the highest natural elevation of the ground surface, prior to construction, next to the proposed walls of a structure.

"Historic Structure" means any structure that is;

- a. Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register:
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district:
- c. Individually listed on a state inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either:
 1. By an approved state program as determined by the Secretary of the Interior, or
 2. Directly by the Secretary of the Interior in states without approved programs.

Levee means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

Levee System means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage, in an area other than a basement, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of other provisions of this code.

"Manufactured home" means a building, transportable in one or more section, built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term also includes park trailers, travel trailers, and similar transportable structures placed on a site for 180 consecutive days or longer and intended to be improved property.

Manufactured Home Park or Subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"Mean Sea Level" means the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For purposes of this ordinance, the term is synonymous with National Geodetic Vertical Datum (NGVD) of 1929 or other datum.

"National Geodetic Vertical Datum (NGVD)" as corrected in 1929 is a vertical control used as a reference for establishing varying elevations within the floodplain.

****"New construction" means** ANY structure (see definition) for which the "start of construction" commenced after September 25, 1978 and includes any subsequent improvements to the structure. [* i.e., the effective date of the FIRST floodplain management ordinance adopted by the community as a basis for community participation in the (NFIP)] and includes any subsequent improvements to such structures.

****"New manufactured home park or subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after September 25, 1978. [i.e., the effective date of the first floodplain management regulations adopted by a community].

"Repetitive Loss" means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damages occurred.

"Recreational vehicle" means a vehicle which is:

- a. Built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projection;
- c. Designed to be self-propelled or permanently towable by a light duty truck; and
- d. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Remedy a violation" means to bring the structure or other development into compliance with State or local flood plain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing Federal financial exposure with regard to the structure or other development.

Section 1316: No new flood insurance shall be provided for any property which the Administrator finds has been declared by a duly constituted State or local zoning authority or other authorized public body, to be in violation of State or local laws, regulations or ordinances which are intended to discourage or otherwise restrict land development or occupancy in flood-prone areas.

"Start of construction" means the date the development permit was issued, provided the actual start of construction, repair, reconstruction, or improvement was within 180 days of the permit date. The actual start means the first placement of permanent construction of the structure such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation, and includes the placement of a manufactured home on a foundation. (Permanent construction does not include initial land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of buildings appurtenant to the permitted structure, such as garages or sheds not occupied as dwelling units or part of the main structure. (NOTE: accessory structures are NOT exempt from any ordinance requirements) For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

"Structure" means a walled and roofed building that is principally above ground, a manufactured home, a gas or liquid storage tank.

"Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. [Substantial damage also means flood related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damages occurred. **(Optional)**]

"Substantial improvement" means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "repetitive loss" or "substantial damage", regardless of the actual repair work performed. The market value of the building should be (1) the appraised value of the structure prior to the start of the initial repair or improvement, or (2) in the case of damage, the value of the structure prior to the damage occurring. This term includes structures which have incurred "substantial damage", regardless of the actual amount of repair work performed.

For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the building. The term does not, however, include either: (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or; (2) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

"Substantially improved existing manufactured home parks or subdivisions" is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds 50 percent of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.

"Variance" is a grant of relief from the requirements of this ordinance which permits construction in a manner otherwise prohibited by this ordinance.

"Violation" means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in the Code of Federal Regulations (CFR) §44, Sec. 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) and corresponding parts of this ordinance is presumed to be in violation until such time as that documentation is provided.

ARTICLE 7: SEVERABILITY

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

Ordinance adopted on _____.

BY: _____
Elton N. Dean, Sr., Chairman
Montgomery County Commission

Ham Wilson, Jr.

Dimitri Polizos

Jiles Williams, Jr.

Reed Ingram, Vice Chairman

Certified by: _____
Donald L. Mims, County Administrator

SEAL

Date: _____

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 1818

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

October 3, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator 

RE: Parks and Recreation Plan

The Parks and Recreation Board approved the Parks and Recreation Plan at its meeting on September 14, 2011. The Plan was developed by James Williams, Parks and Recreation Superintendent, and Central Alabama Regional Planning and Development Commission, and had been thoroughly reviewed by administrative staff prior to being submitted to the Recreation Board.

The Plan was discussed during the working session of the September 26, 2011 Commission meeting. I ask the Commission to approve this Plan at the next meeting on October 11, 2011.

JAM/rw

RECREATION BOARD
JAMES B. PHILLIPS, CHMN.
MARK SALTER, VICE CHMN.
LYNN GOWAN
ANDREW D. HALL
ISAIAH SANKEY

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY PARKS AND RECREATION DEPARTMENT

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

ESTABLISHED 1816

RECREATION STAFF
JAMES WILLIAMS, SUPERINTENDENT
JIMMIE ALEXANDER, SUPERVISOR
(334) 832-7181
FAX (334) 832-2533

October 3, 2011

MEMORANDUM

TO: John A. Mitchell, Sr.
Deputy Administrator

FROM: James Williams *JW*
Parks and Recreation Superintendent

SUBJECT: Parks and Recreation Board Plan

The Parks and Recreation Board took the following action on September 14, 2011:
Approved Recommendation to the Montgomery County Commission for Montgomery
County Parks and Recreation Plan. This plan was sent to the County Commission for
discussion on September 26, 2011.

Please present this recommendation for approval to the County Commission at the next
meeting on October 11, 2011.

JW/rw

Attachment

OCT 11 2011

City of Montgomery Highway Safety Office

P.O. Box 1111 Montgomery, AL 36101
Phone: (334) 241-2289 Fax: (334) 241-2961

FY 2012 Community Traffic Safety Program (CTSP) Agreement for Overtime Funds

1. The City of Montgomery Highway Safety Office, hereinafter referred to as the Central Alabama Highway Safety Office (CAHSO) or CITY; and **Montgomery County**, hereinafter referred to as AGENCY, hereby enter an agreement for 100% reimbursed funded salary plus allowable fringe for overtime enforcement service performed from October 1, 2011 through September 30, 2012 by its AGENT, hereinafter referred to as **Montgomery County Sheriff's Office**, which may be used synonymously with AGENCY since AGENT works for the AGENCY. AGENCY is solely responsible for the acts and omissions of its employees and agents. This agreement does not establish a relationship between AGENCY and CAHSO/CITY. To the extent permitted by law, the AGENCY hereby agrees to protect, defend, indemnify and hold CITY free and harmless from any and all losses, claims, liens, debts, personal injuries, and death, (including those by employees of CITY), damages to property (including property of CITY) without limitation by enumeration and all other claims or demands of every character occurring, or in any way incident to, in connection with, or arising from this agreement.
2. This funding is made available to AGENCY under approved grants between the CITY and the State of Alabama Department of Economic and Community Affairs - Law Enforcement and Traffic Safety Division (ADECA/LETS). Allocated funding under these grants is for overtime traffic enforcement and shall only be used during the designated enforcement period listed below as directed by ADECA. Since the CAHSO has not been awarded Sections 406 PTS and 410 HVE funds from ADECA at the time of this agreement, "to be determined" (TBD) award amounts will be finalized and communicated to AGENCY via addendum letter to this agreement at the earliest possible date. The AGENCY has been awarded the following dollar amount under this agreement.

GRANT NAME	ADECA NUMBER	ENFORCEMENT FOCUS AREA	ENFORCEMENT PERIOD	HOT SPOT SPENDING	HS AREA FLEX SPENDING	AWARD AMOUNT
SECT-402 STEP	12-SP-PT-006	Belt/Speed/DUI	Oct. 1, 2011 - Sept. 30, 2012	\$1,035.00	\$465.00	\$1,500.00
SECT-406 PTS	12-HS-K4-	Belt	May 21 - June 3, 2012 "Click It or Ticket"	N/A	N/A	TBD
SECT-410 HVE	12-HS-K8-	DUI	Aug. 17 - Sept. 3, 2012 "Drive Sober or Get Pulled Over"	N/A	N/A	TBD
TOTAL AMOUNT						\$1,500.00

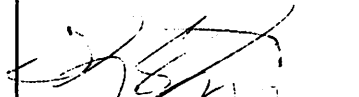
3. AGENCY must use allotted funds under these grants for overtime traffic enforcement as designated by ADECA or CAHSO. Section 402 STEP "sustained" enforcement will focus on ADECA directed "Hot Spots" which are segments of roadways that have experienced alcohol or speed related fatal/injury crashes within AGENCY's jurisdiction. The alcohol and/or speed "Hot Spot(s)" for the AGENCY are:

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

County	City	Link	Node 1	Node 2	Location	Map
Montgomery	Rural Montgomery	2046	8074	9311	b/n Wares Ferry Rd. at Dozier Rd. and County Line at Dozier Rd.	25

4. AGENCY agrees to comply with the Statement of Work as outlined in Attachment A and Operational & Reimbursement Documentation Procedures as outlined in Attachment B for all grants, and In-kind Match Documentation Procedures as outlined in Attachment C (Section 402 grant only).
5. CAHSO may terminate this agreement without notice at any time due to lack of funding, non-compliance with this agreement (and attachments), failure to perform relative to "spending guidance", or for cause.

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

 David T. Marshall	<u>Sheriff, Montgomery County</u> Title	<u>9-26-11</u> Date
Elton N. Dean, Sr.	<u>Chairman, Montgomery County Commission</u> Title	<u> </u> Date
 Carlos L. Kimbrough	<u>Highway Safety Director</u> Title	<u>9/21/11</u> Date
 Todd Strange (or Jeff Downes--Deputy Mayor)	<u>Mayor, City of Montgomery</u> Title	<u>9/22/11</u> Date

ATTACHMENT A

STATEMENT OF WORK

AGENCY shall perform enforcement duties during designated periods and AGENCY approved operations. Enforcement duties entail checkpoints, saturation patrols, and line patrols as outlined in this document. The purpose of enforcement is to change driver behavior through presence, issuance of tickets, warnings, and educational awareness. Overtime traffic enforcement must be conducted within AGENCY's jurisdiction. Authorized administrative work includes documentation as outlined in ATTACHMENT B.

1. Statement of Work:

- a. **{SECT 402 Funds}** AGENCY shall schedule and conduct sustained overtime operations, from October 1, 2011 to September 30, 2012, in or along "Hot Spot" roadways/intersections and identified high crash problem (injuries and fatalities) areas as designated by CAHSO or AGENCY.
- b. **{SECT 406 Funds}** AGENCY shall schedule and conduct overtime saturation patrols, from May 21, 2012 to June 3, 2012.
- c. **{SECT 410 Funds}** AGENCY shall schedule and conduct overtime operations, from August 17, 2012 to September 3, 2012 in high frequency alcohol crash areas approved by CAHSO.
- d. AGENCY agrees that conducting overtime checkpoint details include, but are not limited to, attending pre-briefing and training, stopping all drivers, checking driver license, registration, insurance, and seat belt use. Participating Law Enforcement Officers (LEOs) may provide handouts or brochures, incentive items, written citations, or warnings. LEOs are required to conduct arrests when necessary, clean up the area of cones, brochures, etc, and submit forms as required by ATTACHMENT B (after details and monthly). At a minimum, LEOs should follow their internal checkpoint policy.
- e. AGENCY agrees to comply with all rules, policies and procedures as set by the Central Alabama Law Enforcement Committee (CALEC) as outlined in the CALEC Policy & Procedure Manual.
- f. AGENCY agrees to maintain accountability by attending meetings, news conferences, and briefings; submitting required operational and activity report information; preparing reimbursement documentation consistent with overtime policy (O/T) and general accounting invoicing rules, and coordinating the overtime fund program from within the AGENCY.
- g. Agency Chief/Sheriff may designate a reliable person within the AGENCY to act on his/her behalf. Designation needs to be by letter, signed by the Chief Law Enforcement Official, and sent to the CAHSO each fiscal year or during the year as needed. Designee should be given proper decision authority, but required to brief the Chief Law Enforcement Official.

ATTACHMENT A
(Continued)

2. Additional Terms:

- a. **{SECT 402 Funds}** AGENCY shall document and report In-Kind Match activities as outlined in ATTACHMENT C beginning October 2011 and ending September 2012. In-Kind Match is defined as regular time or AGENCY funded overtime allocated to enforcing grant-related topics (e.g. Speeding, Alcohol, and Seat Belts).
- b. AGENCY shall attend CALEC planning meetings as outlined in the Policy & Procedure handbook.
- c. AGENCY shall agree to participate in checkpoints when specified percentages are requested per project. AGENCY shall use a portion of budgeted Section 402 STEP Funds for selective enforcement activities during the following projects:
 - 1) "Click It or Ticket"/ Thanksgiving Mobilization in November
 - 2) "Drive Sober or Get Pulled Over"/New Year's Mobilization in December/January
 - 3) "Drive Sober or Get Pulled Over"/Independence Day Mobilization in July
 - 4) Sustained Enforcement and other specified projects as directed by CAHSO or ADECA/LETS.
- d. During enforcement efforts, AGENCY shall maintain an average of two written Contacts Per Hour (CPH) excluding educational or administrative hours and material or verbal contacts throughout the life of the project. This 2 CPH rule is a measure of productivity—not a quota. Agencies who do not maintain the average are still reimbursed, however low productivity may influence redistribution and return on investment (ROI) computations. No productivity—e.g. 0 CPH may result in "No" reimbursement to agencies—e.g. \$0.00. Contacts may be written citations or warnings. CAHSO/CALEC will review any extenuating circumstances for approval.
- e. Agreement-related activities shall only be conducted in 2, 4, or 6 hour time blocks. Officers may only be assigned 6-hour blocks on their scheduled days off from normal duty. Due to safety concerns, 6 hours is the maximum time an officer can work per day under this agreement.
- f. To promote officer safety, **at least 2 officers** must be assigned to each patrol detail. However, for checkpoints, the minimum number may not be less than 2 or in accordance with AGENCY policy. Deviation from this policy shall be at the discretion of the AGENCY Chief/Sheriff.
- g. AGENCY may utilize part-time officers provided the officers are APOST certified. AGENCY must verify that officers are presently on payroll. Part-time officers may only work a maximum number of hours under this agreement equal to the budgeted pay period or regular duty hours paid by AGENCY during the month. However, part time employees must work 100% of budgeted time before threshold for overtime at which time they are eligible for their normal hourly rate.
- h. AGENCY shall conduct public information or educational activities during Blitz periods. AGENCY may conduct or participate in "Passive Seat Belt and Child Restraint Checkpoints" conducted as in-kind match as one method of education.

ATTACHMENT B
OPERATIONAL & REIMBURSEMENT
DOCUMENTATION PROCEDURES

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

1. Pay Information (FORM 1)

- a. Use Pay Information form to establish an individual/overtime pay rate for each employee expected to participate in the CAHSO project.
- b. This form requires the signature of the Chief Law Enforcement Official and Chief Financial Representative.
- c. This form should be updated when the officer/deputy pay rate changes.
- d. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.

2. Operation Plan (FORM 2)

- a. The Operation Plan form is used to plan all selective overtime traffic enforcement details as well as Blitz and Mobilization enforcement initiatives. **Section 402 STEP details should be planned at or near Hot Spots or Hot Spot roadways, or pre-approved high crash problem areas.**
- b. Agency name, grant number, grant name, blitz/operation name, enforcement type, location, date, and start/end times must be included to complete the Operation Plan.
- c. Chief Law Enforcement Official (or designee) and Lead Officer must sign this form.
- d. This form must be submitted by Fax and/or Mail to the CAHSO 5 days prior to start of detail. If doing a Blitz or Mobilization, this form must be submitted 30 days prior to start of operation. Agencies may not perform reimbursement details if this form has not been approved and sent to the CAHSO. The AGENCY is responsible for following up on all mailed or faxed plans.
- e. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO. In addition, AGENCY time records/work schedules for officers/deputies that correspond to Operation Plans need to be maintained for three years and available for review by ADECA and/or CAHSO.

3. Individual Contact Report (FORM 3)

- a. The Individual Contact Report form is used to document each officer's individual activity while working on a detail.
- b. Each Officer/Deputy working an overtime detail will complete the Individual Contact Report form.
- c. Each report will include at a minimum: date, time, location, number of hours, officer's name, number and type of contacts or if educational, a description of educational material distributed along with topic discussed.
- d. Officer and Lead Officer (Shift Supervisor) **must** sign this form. This form must be collected by the Lead Officer (Shift Supervisor) when the shift or detail terminates.

ATTACHMENT B

(Continued)

- e. This form will be used to maintain and document public information/education contacts performed by the AGENCY.
- f. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO. Lead Officer or AGENCY designated representative utilizes this form to accumulate data to complete the Activity/Monthly Roll up and Agency Reimbursement Request forms.

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

- a. The Agency Reimbursement Request & Consolidated Activity Report form is AGENCY's invoice to CAHSO for reimbursement and documentation of activities performed. This form is used to claim reimbursement and accumulate activity during each Blitz and overtime enforcement detail. This form shall be completed and maintained for each Blitz, Mobilization, and overtime enforcement detail.
- b. Each form shall include Department name, Blitz or Mobilization, Grant name, officer's name, date worked, rate of overtime pay, number of hours, administrative hours, number of contacts, type of contacts and month claimed. This information comes from FORMS 1, 2 and 3.
- c. This form is to be completed and submitted within a reasonable length of time after the completion of a Blitz period thus allowing AGENCY time to disburse funds consistent with the AGENCY's overtime policy prior to seeking reimbursement from CAHSO. When filing a reimbursement claim for monthly selective traffic enforcement activity, this form is to be completed and submitted on a monthly basis no later than the 10th business day of the following month that overtime occurred (to coincide with departments pay periods).
- d. If overtime enforcement operations occur in more than one quarter, a separate form must be submitted for each (i.e. July 4th Mobilization 6/30 through 7/04 – a form for June and July should be submitted).
- e. The Lead Officer (CALEC Representative, Sheriff, Chief or Shift Supervisor) can claim up to 20% of total grant funds allotted for overtime administrative purposes over the agreement time period. This means the Lead Officer may only claim up to 20% of each monthly claim submitted for overtime administrative purposes. There are two types of administrative time; hard and soft (*reference Alabama Community Traffic Safety Program ADECA Forms Instruction Guide, Section IV, para 7, pg. 14*). Administrative time must be consistent with AGENCY's overtime policy. If CALEC Representative is Lead Officer, administrative time can not be claimed for both a detail and overall grant administration per operation. Time can be claimed for CALEC Representative not working a detail provided work is performed outside of normal duty hours. Time for all other officers shall be accounted for under the new matching criteria at ATTACHMENT C. (The CALEC Representative's time should not be included in the matching form.)
- f. AGENCY shall maintain copies of uniform traffic citations and warnings for three years. Form 4 must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.
- g. This form requires two certification signatures: (1) Chief (or designated) Financial Representative; (2) Chief Law Enforcement Officer or Chief Elected Official. Signees are certifying all individuals listed on the form did work, pay rates are correct, and persons listed have satisfied AGENCY overtime policy.

5. Blitz Report (FORM 5)

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

ATTACHMENT B

(Continued)

- b. This form shall be updated and submitted during the blitz by e-mail, mail or fax to CAHSO the day following each individual operation.
- c. A final Blitz Report form shall be updated and submitted by fax, mail or e-mail to CAHSO no later than 3 days after end of the overall blitz period.
- d. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.

6. Monthly Department Expenditure Sheet (FORM 7)

- a. The Monthly Department Expenditure Sheet form is to be maintained by the AGENCY to track grant expenditures.
- b. This form is for AGENCY use only and shall not be submitted to CAHSO.

ATTACHMENT C

IN-KIND MATCH DOCUMENTATION PROCEDURES

{SECT 402 FUNDS}

1. The purpose of "In-Kind Match" is to illustrate the AGENCY's concern for crashes and fatalities in its respective jurisdiction. The State Government often provides funds to promote safety and reduce fatalities. Because the State is not in a position to provide 100% funding on all initiatives, AGENCY should illustrate their commitment to the same goal, either matching Grant funds dollar to dollar (Hard match), using indirect costs, or quantifying time related activities to dollars (In-Kind Match). This matching initiative satisfies the "Accountability" function of Safe Accountable Flexible Efficient Transportation Equity Act—A legacy for Users (SAFETEA-LU) authorization (*reference U.S. Department of Transportation Section 402 Regulations (23 CFR Part 1251); SAFETEA-LU Highway Safety Programs*).
2. Activities that qualify as "In-Kind Match" are those events that are special assignment details or events performed during normal duty assignments or hours. The activities must have emphasis on Traffic Safety and consistent with the Highway Safety Mission. Events such as meetings and training are considered for "Soft Match" time if such training is required to perform CAHSO overtime details (Acceptable training events include Safe and Legal Traffic Stops, Safe and Legal Check Points, and Mobile Videotaping for Practitioners, Fake ID, etc.).
3. The methodology used in determining and reporting "In-Kind" Match is as follows:
 - a. Determine WHO in the agency participates in direct grant functions (*source: ADECA Form 1's*), then consolidate hourly or monthly salary. Administrative personnel may be included (*Complete a Form 1 for each person included*). Utilize the ADECA/LETS FM 93 (Time and Accounting Certification) to account for and certify time allocated to match grants. This process is performed by compiling time and hourly pay expenditures at the end of the month, and reporting **no later than the 15th duty day of the next month**.
 - b. Determine estimated percentage of time performing grant-related functions (*Defined as patrolling and citing for seat belts, speeding; processing drug and DUI arrests; conducting check points for seatbelts and alcohol; conducting speed enforcement details, tactical line patrols and saturation patrols. These activities are performed during regular hours and non-grant overtime.*) This percentage is applied at paragraphs 2b. and 2c. of Certification of Matching Funds Form.
 - c. Determine the vehicle maintenance and fuel expended to perform grant-related functions while on regular time and grant overtime. This process is performed by logging fuel and maintenance expenditures, compiling by the end of the month, and **reporting no later than the 15th duty day of the next month**. AGENCY will provide a monthly invoice from approved accounting system highlighting the total line expense for each month. Maintenance should be relative to vehicles used only by those AGENCY personnel that participate in grant-related functions. The total monthly amount should be multiplied by the percent allocated to grants as calculated in paragraph 2a. of Certification of Matching Funds.
4. AGENCY must submit a certified statement each month (October 2011 – September 2012) relative to the accuracy of expenditures. To participate in the grant program, AGENCY must have a certification statement (see Certification of Matching Funds on next page) on file denoting "activity percentage, monthly salary expenditure estimate, and fuel expenditures that will be used for Highway Safety Grants and not be used as In-Kind Match for other federal or state grant programs or procurement contracts". The Central Alabama Highway Safety Office is responsible for maintaining submissions for In-Kind Match.

CERTIFICATION OF MATCHING FUNDS

Reference: U.S. Department of Transportation
Section 402 Regulations (23 CFR Part 1251)

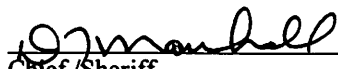
SAFETEA LU-- HIGHWAY SAFETY PROGRAMS

1. As a participant to the Governors Highway Safety Task Force headed by the Alabama Department of Economic Affairs Law Enforcement and Traffic Safety Division (Sub-Grantee being the City of Montgomery); The "Mont. Co. Police Department/Sheriff's Office" will set aside approximately *(Sum paragraphs 2b. + 2c. =)* \$.00 during FY12; relative to "In-Kind" personnel cost, and vehicle maintenance/fuel cost to match the Section 402 Highway Safety Grant funding.

2. The methodology used in determining and reporting "In-Kind Match" is as follows:

- a. Determine estimated percentage of time performing grant related functions *(Defined as patrolling and citing for seat belts, speeding, processing drug and DUI arrests; conducting check points for seatbelts and alcohol; conducting speed enforcement details, tactical line patrols and saturation patrols. These activities are performed during regular hours and overtime not covered by the grant).* The estimation is " %". *(This percentage is applied at paragraphs 2b. and 2c.)*
- b. Determine WHO in the agency participates in direct grant functions *(source: ADECA Form 1's), then consolidate hourly or monthly salary. Administrative personnel may be included (Complete a Form 1 for each person included.)* The total personnel expenditure formula is Hrly Pay X 86 hrs X Estimated %. The value used for matching is estimated at \$ X 86 X % = \$.00. Once this formula is completed for each person, then total the results.
- c. Determine the vehicle maintenance and fuel expended to perform grant related functions while on regular time and grant overtime. This process is performed by using the percentage identified in paragraph 2a. and applying to AGENCY operating expense (Vehicle maintenance or Fuel line). AGENCY will provide a monthly invoice from approved accounting system highlighting the total line expense for each month. The total estimated fuel/maintenance match is \$ X % = \$.00.

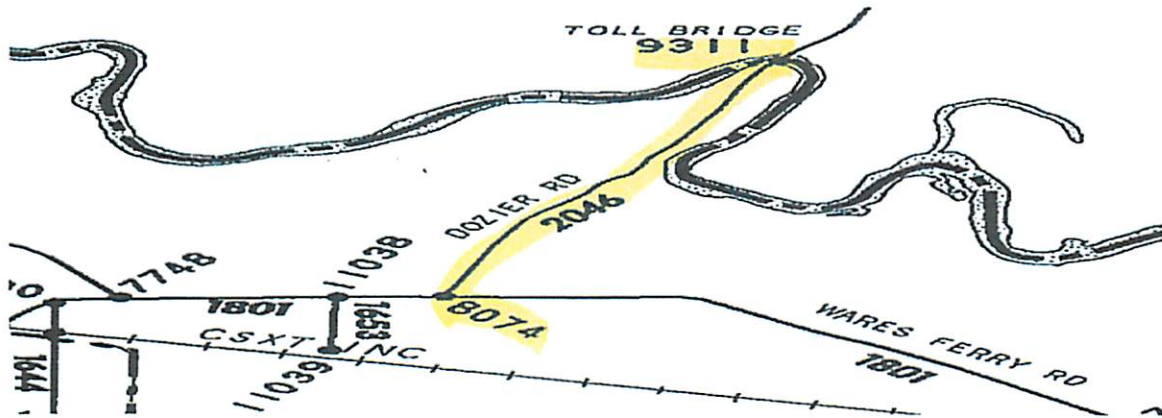
3. "Mont. Co. Police Department/Sheriff's Office" certifies such expenditures will not be used as In-Kind Match for other federal or state grant programs or procurement contracts. Relative In-Kind Match accounting records and supporting documents will be provided monthly (October 2011 – September 2012) and kept on file at the Central Alabama Highway Safety Office.

 9-26-11
Chief /Sheriff Date
Police Department

Finance Rep _____ Date _____
Name: _____
(Print)

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

County: Montgomery
City: Rural Montgomery
Link: 2046
Node 1: 8074
Node 2: 9311



Agenda

OCT 11 2011



ACCA
100 N. Jackson Street
Montgomery, AL 36104

INVOICE

July 21, 2011

Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102-1667

2011-2012 Association Dues

\$13,394.00

Please make checks payable to ACCA.

Payment Due October 1, 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

OCT 11 2011

October 11, 2011

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

- C-2012-1: The Alabama Red Ribbon Coalition, Inc., for Transportation of the Students to the Event at the Alabama State University Acadome and Other Event Expenses - \$736; (Ingram-\$500 and Williams-\$236)
- C-2012-2: Central Alabama Aging Consortium, for Programs at Senior Citizens Center in the Dublin Community - \$500 (Ingram)
- C-2012-3: Central Alabama Aging Consortium, for Programs at Senior Citizens Center in the Snowdoun Community - \$500 (Ingram)

DLM/tll

OCT 11 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services 

DATE: October 6, 2011

SUBJECT: Invitation to Bid No. 52110-11B-029,
2-Police Package Automobiles (Sheriff's Office)

Request approval of award on the above referenced bid to the only bid received, Stivers Ford Lincoln, in the amount of \$44,876.00, be placed on the agenda for the County Commission meeting on October 11, 2011. (copy of spread sheet attached)

Coordination of award made with Chief Deputy Derrick Cunningham of the Sheriff's Office.

Attachment

[illegible]

12-2

OCT 11 2011

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 9/26/2011
 DATE: 9/26/2011 Finance Director Date
 REQUESTED BY: Donald L. Mims APPROVED:
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
AOC Direct Support	001-51210.290	0	6,617	6,617
In-house Misc Appropriations	001-59310.498	100,000	-6,617	93,383
TOTAL		100,000	0	100,000

JUSTIFICATION:

Budget an appropriation to the AOC to fund the cost of Judge Hardwick's law clerk Oct-Dec 2011.

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT 11 2011

Request # 1

Date: October 3, 2011
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director *ST*
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Alabama
Departure Date: December 6, 2011 Return Date: December 7, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Attend 2011 Auburn University Tax Seminar
Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$214.60 Advance Registration Required: \$133.00

Department Name: Finance Fund Name: General

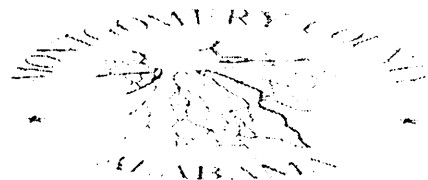
Additional Comments: Registration \$133 Mileage \$61.60 Meal \$20

To: Sherrill R. Thomas, Finance Director
From: Donald L. Mims, Administrator

The above request is app. 10/11/11 reimbursement of actual and necessary expenses in the
approximate amount of \$214.60 and advance registration of \$133.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51110-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$3,000.00</u>
Current Requests:	<u>\$214.60</u>
Budget Balance:	<u>\$2,785.40</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/3/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT 11 2011

Request # 2

Date: October 4, 2011
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

[Signature]

Request approval to be granted for the following:

Destination: Montgomery, Alabama

Departure Date: October 25, 2011

Return Date: October 25, 2011

Conference Leave (Days / Hours): 2 hours

Purpose of Travel: Attend Alabama Immigration Compliance Check-Up Course

ASCPA course taught by Capell & Howard PC

Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify)

Total (est.) Cost: \$250.00

Advance Registration Required: \$250.00

Department Name: Finance

Fund Name: General

Additional Comments: _____

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 10/11/11 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$214.60</u>	
Budget Available:	<u>\$2,785.40</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$2,535.40</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/4/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT 11 2011

Request # 1

Date: September 27, 2011
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: October 17, 2011 Return Date: October 17, 2011
Conference Leave (Days / Hours): 8 hours
Purpose of Travel: Attend Excelling as a Manager or Supervisor Training

Traveler (s) Name: 1. Ellen Porter 4. Rhonda Blair
2. Sonja Alexander 5. Ahnjayla Miller
3. Tommie Franklin 6. Gerald Williams

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

Total (est.) Cost: \$834.00 Advance Registration Required: \$834.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 10/11/11 reimbursement of actual and necessary expenses in the
approximate amount of \$834.00 and advance registration of \$834.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$2,225.00</u>	
Budget Available:	<u>\$12,775.00</u>	
Current Requests:	<u>\$834.00</u>	
Budget Balance:	<u>\$11,941.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 9/27/2011
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT 11 2011

Request # 2

Date: September 27, 2011
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: November 2, 2011 Return Date: November 2, 2011
Conference Leave (Days / Hours): 8 hours
Purpose of Travel: Attend Management Skills for First-Time Supervisors Training

Traveler (s) Name: 1. Annie McCants 4. Tamalileta Thrasher
2. Sonja Pritchett 5. Brent Talley
3. Glenn Teal 6. Angel McCall

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

Total (est.) Cost: \$895.00 Advance Registration Required: \$895.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 10/11/11 reimbursement of actual and necessary expenses in the
approximate amount of \$895.00 and advance registration of \$895.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$2,225.00</u>	
Budget Available:	<u>\$12,775.00</u>	
Current Requests:	<u>\$1,729.00</u>	
Budget Balance:	<u>\$11,046.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 9/27/2011
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT 11 2011

Request # 2

Date: October 3, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: January 23, 2012 Return Date: January 27, 2012
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: IAAO 312: Commercial/Industrial Modeling Concepts

Traveler (s) Name: 1. Debbie Richardson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Total Est Cost includes registration cost.

To: Janet Buskey, Revenue Comm
From: Donald L. Mims, Administrator

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

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$17,500.00</u>	
Approved Requests:	<u>\$300.00</u>	
Budget Available:	<u>\$17,200.00</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$16,700.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 10/3/2011
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT 11 2011

Request # 3

Date: October 3, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: January 18, 2012 Return Date: January 20, 2012
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: AL IV: Introduction to Property Tax Administration

Traveler (s) Name: 1. Kathy Allen 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Total Est Cost includes registration cost.

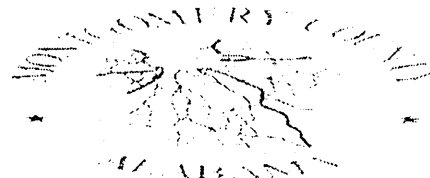
To: Janet Buskey, Revenue Comm
From: Donald L. Mims, Administrator

The above request is app. 10/11/11 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$17,500.00</u>	
Approved Requests:	<u>\$300.00</u>	
Budget Available:	<u>\$17,200.00</u>	
Current Requests:	<u>\$700.00</u>	
Budget Balance:	<u>\$16,500.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/3/2011

cc: Finance Director / Buyer