

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

DECEMBER 3, 2012

AGENDA
INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Risk Manager Scott Kramer
Juvenile Court Administrator Bruce Howell
Board of Registrars Chairman Jim Wilson
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair
District Attorney Ellen Brooks

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

Presentation of the Minutes of the Organizational Meeting of November 14, 2012

Presentation of the Regular Meeting of November 19, 2012

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Revised Resolution to Adopt the Community Development Block Grant Housing Rehabilitation Program Housing Policy Statement and Procedures, County Commission
2. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
3. Consider Payment of Invoice from IRA Betts Regarding the Appraisal of 1.5 Acres of Land Located at 8440 U.S. Highway 331 near Snowdoun Park, County Commission
4. Consider Bid Award for Security Guard Services at the Offices of the Probate Judge and Revenue Commissioner, Bid Number 51100-12B-029, County Commission
5. Consider Bid Award for Transmission Service, Bid Number 52110-12B-030, Sheriff's Office
6. Consider Budget Change Request Number 8, County Commission Appropriations
7. Consider Position Fill Request for Election Director, Position Number 780081002, Probate Judge's Office
8. Consider Travel/Training Requests (5)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Ms. Barbara Mayes

Reports from Staff:

County Administrator

Deputy Administrator

Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

DECEMBER 3, 2012

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 17, 2012

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 24, 2012

County Holiday (Christmas)

DECEMBER 25, 2012

County Holiday (Christmas)

JANUARY 1, 2013

County Holiday (New Year's Day)

JANUARY 7, 2013

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.

JANUARY 21, 2013

County Holiday (Martin Luther King, Jr.'s Birthday)

JANUARY 22, 2013

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

PERSONNEL ACTIONS

Fill action continues for 2 Programmer Analyst II's – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
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 2 Case Manager I – District Attorney's Child Support Unit
Fill action continues for 1 Case Manager II – District Attorney's Child Support Unit
Fill action continues for 1 Deputy District Attorney Level 1 – District Attorney's Child Support Unit
Fill action continues for 18 Correction Officer Trainees – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 1 Corrections Officer – Detention Facility
Fill action continues for 1 Inmate Grievance/Disciplinary Clerk – Detention Facility
Fill action continues for 1 County Road Equipment Operator III's – Engineering Department
Fill action continues for 1 Road Maintenance Supervisor – Engineering Department
Fill action continues for 1 Bridge Maintenance Superintendent – Engineering Department
Fill action continues for 1 Traffic Control Technician – Engineering Department
Fill action continues for 3 Service Maintenance Worker I's – Personnel Department
Fill action continues for 1 Clerk Typist II – Probate Judge's Office
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 County Archivist – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 4 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office
Fill action continues for 2 Clerk Typist II – Sheriff's Office
Fill action continues for 1 Fingerprint Classifier – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Lieutenant – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Sergeant – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Corporal – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Captain – Sheriff's Office
Fill action continues for 2 Emergency Communications Operator I/II – Sheriff's Office
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 1 Relief Cook – Youth Facility
Fill action continues for 1 Clerk Typist II – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 1 Building Maintenance Superintendent – Youth Facility

December 3, 2012

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-21-12

Check Number	To	Check Number
231392		231447
Total Checks Paid		\$1,352,662.55

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

Agenda

DEC - 3 2012

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-21-12

Check Number	To	Check Number
231448		231496
Total Checks Paid		\$864,759.76

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

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-30-12

Check Number	To	Check Number
231498		231548
Total Checks Paid		\$83,208.90

CHECK #	PAYEE	AMOUNT	DATE
231497	Renita Davis	\$ 100.00	11/26/12

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

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-30-12

Check Number	To	Check Number
231549		231652
Total Checks Paid		\$592,343.35

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

12/03/12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

Agenda

DEC - 3 2012

CHECKS ARE DATED
11/30/12

Payroll Check Number	114539	To	Payroll Check Number	114659	\$ 115,923.75
Direct Deposits					\$ 897,973.94
Payroll Check Number	114660	To	Payroll Check Number	114669	\$ 200,372.53
Direct Deposits					\$ 64,566.42
Federal Deposits					\$ 337,480.17
Total Payroll Paid					\$ 1,616,316.81

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

CARPDC

CENTRAL ALABAMA REGIONAL PLANNING
AND DEVELOPMENT COMMISSION

AUTAUGA, ELMORE & MONTGOMERY COUNTIES

Jiles Williams
Chairman

Greg Clark
Executive Director

Agenda

DEC - 3 2012

November 27, 2012

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

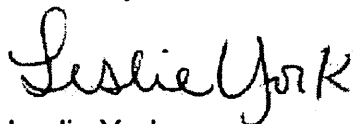
RE: CDBG Project No. CY-CM-RR-12-005
Eastwood Villa Housing Rehabilitation

Dear Donnie:

In reference to the above project, please place the attached revised Policy Statement and Procedures on the agenda for approval at the December 3, 2012 County Commission meeting. Also attached is the Resolution for adoption. As you know, I briefed the Commission on the necessary changes, as requested by ADECA, at the meeting on November 19, 2012. Once approved, please send me a copy of the executed resolution so that I may forward the revised document to ADECA.

Should you have questions, please feel free to call me anytime at (334) 262-4300. Thank you for your attention to this matter.

Sincerely,



Leslie York

Attachments

RESOLUTION NO. _____

WHEREAS, the Montgomery County Commission has been awarded PY 2012 Community Development Block Grant (CDBG) funds from the Alabama Department of Economic and Community Affairs (ADECA) in order to make housing rehabilitation improvements to eligible and approved houses in the Eastwood Villa community of Montgomery County; and

WHEREAS, implementation of said CDBG project required the Montgomery County Commission to establish a policy that sets forth priorities, procedures, and guidelines under which the rehabilitation program will be conducted; and

WHEREAS, the Montgomery County Commission adopted the required policy at their meeting on November 5, 2012, however, need to revise said policy based on follow-up ADECA review; and

WHEREAS, the attached amended "Policy Statement and Procedures" specifically for CDBG Project No. CY-CM-RR-12-005 has been revised and will be used for implementation of this project alone.

NOW, THEREFORE, BE IT RESOLVED by the Montgomery County Commission as follows:

SECTION 1. That the attached "Policy Statement and Procedures" that sets forth priorities, procedures, and guidelines under which the rehabilitation program will be conducted is hereby revised and amended and will be used with CDBG Project No. CY-CM-RR-12-005, as implemented by the County.

SECTION 2. That said policy is hereby amended, adopted, and approved by the Montgomery County Commission and will remain in effect for the purpose of the stated project or until said policy is otherwise subsequently amended.

PASSED, ADOPTED AND APPROVED this 3rd day of December, 2012.

ATTEST:

Elton N. Dean, Sr.
Chairman

Donald Mims
County Administrator

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MONTGOMERY COUNTY COMMISSION

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**Housing Rehabilitation Program for
Eastwood Villa Community
CDBG Project No. CY-CM-RR-12-005**

**Administered By:
MONTGOMERY COUNTY COMMISSION**

*Adopted November 5, 2012
Amended November 19, 2012*

POLICY STATEMENT AND PROCEDURES

**Financial Assistance Provided Through:

THE ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS**

Overview

The Montgomery County Commission is undertaking efforts to provide financial assistance to qualified homeowners and owners of rental property, where income and tenure qualify the unit for partial financing, to partially or fully rehabilitate the housing units to meet housing priorities established by the County. The defined project area is in the Eastwood Villa community and can be generally defined as those housing units from Plaza Drive west. It is expected that a minimum of eighteen (18) dwelling units will be partially to fully rehabilitated through the program.

The overall objective of the program is the partial to full rehabilitation of those qualified housing units located in the project area that are suitable for rehabilitation, and the implementation of improvements required to bring first and foremost the most critical health and safety concerns in the individual units up to compliance with established housing rehabilitation priorities. This policy sets forth the priorities, procedures and guidelines under which the rehabilitation program will be conducted, and is within the eligibility guidelines set out by the U.S. Department of Housing and Urban Development, the Alabama Department of Economic and Community Affairs and the Housing and Community Development Act of 1974, as amended.

Rehabilitation – Definition & Eligibility

The term "rehabilitation" as used herein is defined as:

"Necessary repairs and improvements required to enable a housing unit to meet the established housing rehabilitation priorities as stated under Part A (K.) herein, and Lead Based Paint Regulations at 24 CFR Part 35 in order to be considered a decent, safe and sanitary dwelling in which to reside."

Only those units considered to be suitable for rehabilitation¹ will be considered for the program and only then after a complete inspection by the Rehabilitation/Code Enforcement Officer and the completion of a rehabilitation cost estimate. As used herein the term "suitable for rehabilitation" is defined as:

A housing unit that is economically feasible² to structurally rehabilitate to bring it into general compliance with adopted standards. Said housing unit must not exceed a \$25,000 cap for the hard costs of rehabilitation as defined at 24 CFR 35.915(b). Further, in compliance with ADECA policy letter 13 (revision dated

¹ A unit that is considered not to meet this criteria may be rehabilitated under the program provided the owner provides all financing required above the amounts provided for herein, and does not cause a financial hardship on the owner occupant or tenant, as the case may be, in so doing.

² Feasibility must be considered in light of ADECA Policy Letter 13 (rev 1) and expenses related to lead based paint regulations. Accordingly, as per the April 19, 2001 joint memo from EPA and HUD abatement requirements (which can be cost prohibitive) are triggered at \$25,000 per unit. Abatement as defined by the Alabama Department of Public Health (Per Sect. 420-3-27-.03(1)(d)) does not include renovation or other activities not designed to permanently eliminate lead based paint hazards.

February 27, 2003) the housing unit's present fair market value must be \$5,000 or more and bringing the unit into compliance shall not exceed 75% of the estimated³ 'after rehabilitation value' of the unit.

Eligibility is determined in accordance with ADECA Policy Letter 23 dated December 1, 1997. An individual housing unit may only be rehabilitated through the State CDBG Program if the unit has either not been brought to code using CDBG funds or has not been rehabilitated with CDBG funds in the previous ten years. Exceptions may be made for water or sewer hook ups and handicap accessibility. Other corrections not previously required or allowed by the adopted housing code, may be allowed with prior written approval from the State. Damage to units as the result of natural disasters is an exception to this policy.

Program Administration

The Montgomery County Rehabilitation Program, as mentioned, will be conducted with funds made available through a Community Development Block Grant. By law, the Montgomery County Commission must administer the program, and through direct assignment, has placed the responsibility on specific personnel as supervised by, or directly by, personnel of the Central Alabama Regional Planning and Development Commission (CARPDC) (a.k.a. Program Administrator, CDBG Program Staff and/or CDBG Staff).

Policy Procedures

This program is designed to provide assistance to approximately eighteen (18) owner occupants or owners of tenant properties who qualify by unit and household income that otherwise qualify under the terms of the policy. To facilitate program implementation this policy is set up in two parts that outline the requirements and terms for owner occupied and tenant properties.

Emphasis will be placed on providing partial rehabilitation in conformance with priorities established at Part A (K.) herein. With eighteen (18) units identified, but not yet determined to be economically feasible to be rehabilitated, the Montgomery County Commission will attempt to address as many established priorities per unit as possible. If it is determined that sufficient funds remain to do additional work on some units to bring them to a higher standard, then priority will be given to households with children or members with physical, mobility-limiting, disabilities. This will likely be done through the use of change orders after work on initial priorities has been completed.

³ Estimate can be done by the Rehabilitation/Code Enforcement Officer and/or someone with a reasonable knowledge of housing values such as an appraiser or banker.

PART A – HOMEOWNER REHABILITATION PROGRAM

Policy Procedures

Outlined below are the eligibility and procedural guidelines that will be used in the Montgomery County Homeowner Rehabilitation Program.

A. Eligibility Requirements – In order to participate in the rehabilitation program an applicant must meet all of the following eligibility requirements:

1. Homeowner – The application must be the owner occupant at the subject dwelling, and be able to provide documentation to prove unquestionable ownership and/or life estate interest.
2. Location – The applicant must reside within the project area as delineated by the approved CDBG application mapping.
3. Rehabilitation Feasibility – The housing unit of the applicant must meet the definition of "suitable for rehabilitation" as contained in this policy.
4. Local Compliances – The housing unit must be in compliance with all local codes and ordinances, as deemed necessary and appropriate.
5. Income – An applicant must have total household income from all persons residing in the household that fall, by household size, within the categories that follow:

<u>Persons in Household</u>	<u>Maximum Annual Household Income</u>
1	\$33,700.00
2	38,500.00
3	43,300.00
4	48,100.00
5	51,950.00
6	55,800.00
7	59,650.00
8 or more	63,500.00

The above income limits are qualified Section 8 Housing Assistance limits set by the U.S. Department of Housing and Urban Development as of the time of preparation. Any subsequent income limits issued by DHUD shall automatically supersede the limits set out above upon the published effective date.

B. Rehabilitation Financing – It is the intent of this homeowner program that each participant be required to contribute a minimum amount of 10% to the cost of rehabilitation construction, or in those cases where the grant maximum must be exceeded, the participant will provide all dollars above the maximum grant allowed. Below is a summary of financing procedures to be used.

1. CDBG Financing – Each rehabilitation contract will be financed with direct CDBG funding through a direct grant not to exceed \$18,000.00, but in every case subject to the definition of "suitable for rehabilitation". There is no guaranteed amount of assistance. The direct grant will be based on work identified as necessary to bring the house up to the aforementioned housing rehabilitation priorities with respect to, first and foremost, health and safety concerns.
2. Private Financing – In order to inform the potential recipient of the 10% match requirement, or in the event that estimated rehabilitation costs will exceed the maximum grant allowance set out herein, the affected applicant will be notified in writing and be instructed to provide proof of ability to provide the amount of matching funds stipulated before the dwelling unit can be contracted.

Private financing on the non-CDBG portion of each case may be arranged as follows:

- (a) Cash Funds – Cash funds may be used to pay the non-CDBG portion of the rehabilitation contract.
 - (b) Individually Arranged Private Financing – The homeowner may arrange individual private financing for the non-CDBG portion of the rehabilitation contract. Such arrangements are subject to approval of the CDBG staff, and must otherwise meet all other requirements of this policy.
3. Other Financing Policies
 - (a) The Montgomery County Commission retains the right to waive limits contained in subsections 1 and 2 above, if strong evidence of undue hardships is presented to the CDBG Program Staff, but in no event can the contract amount trigger lead based paint abatement. Such waivers will be granted only upon the recommendation of the CDBG staff and approval of the County Commission. Examples of undue hardship include the death of a household income earner during the past year, a fire and lack of adequate insurance, or medical expenses documented as extreme.
 - (b) No ceiling will be placed on the amount of private financing participation, and program participants may spend as much over their minimum participation as may be desired.

- C. Applications – During program implementation the CDBG Program Staff will announce specific dates for homeowners to submit application. Advertisements, public service announcements and/or other media will be utilized in making the dates and places of application acceptance known. The dates for application submission will be determined by overall program progress and workload. CDBG Program Staff personnel will be available to assist in application preparation, as well as, to answer any question an applicant might have concerning the program. Application forms will be available and each applicant must sign the form acknowledging that the information given is true to the best of his/her knowledge.

All applications will be kept in strictest confidence and used only by the CDBG Program Staff and appropriate financial institutions with the consent of the applicant.

- D. Statement of Understanding – At the time the application is submitted the applicant will be required to sign a Statement of Understanding, which outlines the various parties' responsibilities under the program.
- E. Application Processing – After an application has been submitted the Program Administrator will take preliminary steps to verify data submitted such as income, household size, and home ownership. Upon completion of this process each applicant will be notified as to whether or not he/she is eligible for consideration.
- F. Applicant Rating – Program participation will generally be provided on a “first come – first served” basis. If more applications are received than can be completed under the program, or within a stated application acceptance period, all completed and eligible applications may then be rated using a point system to determine the priority order in which each case will be processed. If rating is necessary, each applicant will then be notified in writing as to the results of the rating within the application grouping. While “first come – first served” is considered to be the least biased means to determine participation, rating may become necessary. Regardless, the Montgomery County Commission and the Program Administrator reserve the right of flexibility to make decisions which ensure project funding eligibility and cost per beneficiary standards as presented in the application. The rating system to be used on eligible applicants follows:

REHABILITATION APPLICATION RATING SYSTEM

<u>Criteria Category</u>	<u>Maximum Possible Points</u>
Cost of Rehabilitation	
Under \$6,000	5
6,001 – 12,000	4
12,001 – 18,000	3
18,001 – 25,000	2
25,001 & Over	1
	5
Age (By Head of Household)	
Age 62 or Over	1
Age 61 and Under	0
	1
Head of Household	
Female Headed	2
Male Headed	0
	2
Disabled or Handicapped	
Disabled or Handicapped	
Head of Household	2
Disabled or Handicapped	
Member of Household	1
	2
Dependent Minors (Number)	
6 and Over	5
4 to 5	4
1 to 3	3
	<u>5</u>
Maximum Total Points Available	15

- G. Priority Number Assignment – The results of the rating system, if necessary, will place a priority number on each rated application to determine the order in which the application will be processed. Otherwise the applications will be processed in the order they are received and determined eligible.
- H. Application Acceptance Suspension – The Program Administrator may terminate or suspend application acceptance and processing when it appears that more applications have been received than can be assisted with funds available. If acceptance is not terminated in order to gauge demand for the program, applicants will be advised that it is highly unlikely that they will receive help because the County has more applications than they can fund.
- I. Detailed Application Case Processing – The procedure to be followed is below:
1. Ownership – Each applicant must provide a copy of the deed (and/or other pertinent information) to the property and subject dwelling for which rehabilitation is being applied for. Provision of a "life estate interest" from the deed holder may also be submitted as long as it is accompanied with a copy of the deed.
 2. Preliminary Review – The Program Administrator will review each completed application to determine if the applicant is a homeowner, and if so, resides in the subject dwelling. Based on information contained in the application the determination will be made if the applicant is income eligible.
 3. Income and Data Verification – Those applicants who pass the preliminary review may be contacted to provide income verification and any other documentation deemed appropriate to verify the application.
 4. Preliminary Dwelling Inspection – Those applicants who pass the preliminary review and income and data verification, will be contacted to arrange for a preliminary inspection of their dwellings by the CDBG Program Staff and/or the Rehabilitation/Code Enforcement Officer to determine feasibility of rehabilitation. Those applicants whose dwellings are determined not to be suitable for rehabilitation will be interviewed regarding the findings and alternatives. The results of the inspection and conference will be put in writing and forwarded to the applicant.
 5. Preliminary Cost Estimate – Based on the preliminary inspection, the Program Administrator and/or Rehabilitation/Code Enforcement Officer will contact each applicant to inform them of the preliminary cost estimate of the work to be required on the dwelling unit with respect to the five housing rehabilitation priorities established by the Rehabilitation/Code Enforcement Officer (see K. Work Write-Up on page 7), and if necessary, broken down into public and private funds required to rehabilitate the dwelling.

6. Private Financing – Should the estimate exceed the grant maximum contained herein the applicant will then have the responsibility of producing written proof of ability to provide the private match amount contained in the letter addressed in paragraph 5 above. Proof will consist of written letter of credit from a financial institution stating an amount of no less than that required; some evidence of cash or savings availability; or other evidence of ability to match deemed acceptable by the Program Administrator.
7. Final Ranking – Applicants will receive final ranking for construction based on the order in which their eligibility and/or, in the cases where private match is required, the order in which proof of said match is received (with exceptions noted at Section F – Applicant Rating).
8. Failure to Respond – If, during the application review, income verification and proof of match phases of the application processing, any applicant fails to respond to any request for additional information within 30 days of the date of the request, the application will be declared closed and terminated. Reopening closed files will be contingent upon the status of the program and current applications.
- J. Final Application Approval – Based on the results of the steps outlined above, the final approval of an eligible application will be made by the Program Administrator. When concerns or potential conflicts of interest exist, the Program Administrator will let the Chairman and Commission make the decision.
- K. Work Write-Up – Upon final determination and approval of the application the Rehabilitation/Code Enforcement Officer will compile a detailed work write-up, listing items by the following priority categories, for use in obtaining a contractor for the rehabilitation case. Each write-up will be accompanied by an appropriate drawing of the dwelling unit (if useful) outlining areas where work is to be performed and alterations made. All improvements will be in compliance with the 2012 International Residential Code, which are the most recent housing codes adopted by the Montgomery County Commission. In addition, improvements will be in compliance with the Alabama Energy and Residential Codes Manual as adopted by the Energy Division of ADECA on October 1, 2012. As such, said manual is therefore adopted and made a part of these policies and procedures for the County.

ORDER OF HOUSING REHABILITATION PRIORITIES

- | | |
|--------------------------------|-------------------------------|
| 1. HEALTH and SAFETY | 2. WEATHERIZATION |
| a. Electrical | a. Roofing |
| b. Plumbing | b. Doors (Exterior and Storm) |
| c. Steps | c. Windows |
| d. Handrails and Porch Railing | d. Insulation |
| | e. Heating and Cooling |
| 3. FLOOR STRUCTURE | |

4. EXTERIOR RENOVATIONS

- a. Soffit and Facial Metal
- b. Vinyl Siding
- c. Underpinning
- d. Shutters
- e. Painting

5. INTERIOR RENOVATIONS

- a. Sheetrock
- b. Paneling
- c. Interior Painting
- d. Interior Doors
- e. Kitchen Cabinets
- f. Underlayment
- g. Floorcovering

- L. Contracting – Each contract will be bid or negotiated for the rehabilitation work. Where the opportunity may present itself, lump bidding to obtain economies of scale will be utilized. In all cases the contractor must be on the current approved contractor list maintained by the Montgomery County Commission. No contract may be entered into where the contract amount is above the cost estimate of the Rehabilitation/ Code Enforcement Officer more than 10%. The warranty period for each rehabilitated unit will be one year from the date of the executed completion certification.

No property owner may serve as his or her own contractor for any part of the work to be undertaken.

At the time of contract award the grant funds for the overall contract price will be escrowed for contract payment. Private funds, as required, will be escrowed upon receipt by the Montgomery County Commission, which must occur no later than the date of contract execution.

During construction, the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer shall conduct periodic inspections to ensure general contract compliance, but does not guarantee the work of the contractor.

During construction, the contractor may request progress payments based on percent of work items completed. These estimates must be approved by the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer and will be subject to a 10% retainage. All checks are to be made payable to the owner and contractor jointly. Final payment will be made after the final inspection and work acceptance. Prior to this, the contractor must execute a completion certification. If lead clearance testing is required, and if an acceptable test is not received and the dwelling must be retested, the Contractor will be responsible for one hundred percent (100%) of the retesting amount and all work associated with additional cleanup to allow the unit to pass testing.

If, during construction, a need arises for a change order to increase or decrease the amount of work and/or contract amount, a change order will be negotiated. The cost increase negotiated, if any, will be shared by the program and owner in accordance with Section B above provided the change order does not cause the total CDBG share to exceed the grant maximum of \$18,000.00. In this event the amount in excess of the maximum grant will be paid by the owner.

After completion of construction, issuance of final inspection and contractor payment, any private match deposited in escrow and not required for applicable change orders, will be refunded to the property owner.

- M. Period of Affordability – At the time of contract execution, the owner agrees not to sell the rehabilitated property for a period of three years from the date of the final inspection and executed closeout paperwork on the property. In the event the property is sold before the period of affordability expires, the owner agrees to repay the grant portion of the rehabilitation cost on a proportional basis. Grant funds will be repaid at the determined percentage based on remaining months in the period of affordability. For example, in the case of property sold during month 12 of the 36-month period of affordability, where the full \$18,000 grant was received, the grant recipient will repay \$12,000.

PART B – RENTAL REHABILITATION PROGRAM

Policy Procedures

Outlined below are the eligibility and procedural guidelines that will be used in the Montgomery County Rental Rehabilitation Program. It should be noted, however, that owner rehabilitation is preferred over rental rehabilitation and is duly discouraged through the use of a required match.

- A. Eligibility Requirements – In order to participate in the rental rehabilitation program a property must meet all of the following requirements:
1. Owner – The applicant must be the fee simple owner of the unit, and the unit must be for rent or rented on the open market at the time of, or after rehabilitation.
 2. Location – The property must be located within Montgomery County and specifically within the eligible project area as defined in the CDBG application.
 3. Rehabilitation Feasibility – The housing unit, or units, of the applicant must meet the definition of "suitable for rehabilitation" as contained in this policy.
 4. Local Compliances – The unit, or units, must be in compliance with all local codes and ordinances, as deemed necessary and appropriate.
 5. Displacement – No property will be eligible for program participation where the action would require or cause the tenant to be displaced, or the owner displaces a tenant who is not income eligible for reasons of program participation. No household may have been displaced from the unit during the preceding 18 month period for purposes of participating in the rehabilitation program.

6. Occupant(s) – In order to meet statutory requirements of the program the occupant of a dwelling will be required to be within the low-and-moderate income limits that follow:

<u>Persons in Household</u>	<u>Maximum Annual Household Income</u>
1	\$33,700.00
2	38,500.00
3	43,300.00
4	48,100.00
5	51,950.00
6	55,800.00
7	59,650.00
8 or more	63,500.00

The above income limits are qualified Section 8 Housing Assistance limits set by the U.S. Department of Housing and Urban Development as of the time of preparation. Any subsequent income limits issued by DHUD shall automatically supersede the limits set out above upon the published effective date.

- B. Rehabilitation Financing – The Rental Rehabilitation program is designed to provide financial assistance to property owners 50% of the cost of rehabilitation and subject to the following limitations.

1. Public Financing – The public financing shall be in the form of a direct grant not to exceed \$9,000.00 per unit.
2. Private Financing – Private financing may come from any source and shall consist of no less than 50% of the total cost of rehabilitation.

- C. Processing Procedures – Each rehabilitation case shall be processed in a manner based on tasks or steps that are in sequential order. Failure to complete any step may prevent the case from proceeding. The steps follow:

Step 1 Application – The property owner will prepare an application on a furnished application form.

Step 2 Preliminary Review – The application will be reviewed to determine if the case meets all of the eligibility requirements contained in Section A preceding.

Step 3 Preliminary Inspection – Those cases that are determined otherwise eligible are to receive a preliminary inspection to determine occupancy and feasibility of rehabilitation. The owner will be notified as to these determinations and informed that if the case is to proceed he/she may have to produce a title opinion at his/her own expense. The owner will have thirty calendar days to furnish title opinion (if required), or be subject to disqualification.

Step 4 **Income Verification** – Tenants of occupied units will have to have their incomes verified with the assistance of the property owner.

Step 5 **Priorities** – When steps 1-4 have been completed a preliminary cost estimate will be prepared by the Rehabilitation/Code Enforcement Officer, and the owner will be notified by letter of the amount, in a range, that is requested for proof of the private match amount. At this point, the cases will be placed in priority order as they are received.

Any owner applicant that fails to respond to a request for additional information or proof of match during Steps 1-5 within 45 days from the date of the request will be terminated and considered closed.

Step 6 **Work Write-Up** – Upon receipt of proof of match the Rehabilitation/Code Enforcement Officer will then prepare a detailed work write-up and cost estimate based on the housing rehabilitation priorities established under "Part A – Homeowner Rehabilitation Program, Policy Procedures, K. Work Write-Up".

Step 7 **Final Application Approval** – Based on the results of the steps outlined above, the final approval of an eligible application will be made by the Program Administrator. When concerns or potential conflicts of interest exist, the Program Administrator will let the Chairman and Commission make the decision.

Step 8 **Contracting** – Each contract will be bid or negotiated for the rehabilitation work. In all cases the contractor must be on the current approved contractor list maintained by the Montgomery County Commission. No contract may be entered into where the contract amount is above the cost estimate of the Rehabilitation/Code Enforcement Officer more than 10%. The warranty period for each rehabilitated unit will be one year from the date of the executed completion certification.

No property owner may serve as his or her own contractor for any part of the work to be undertaken.

At the time of contract award the private funds for the overall contract price must be escrowed with the Montgomery County Commission for contract payment. Public funds will also be escrowed by the Montgomery County Commission, upon receipt of the drawdown.

During construction the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer shall conduct periodic inspections to ensure general contract compliance, but does not guarantee the work of the contractor.

If, during construction, a need arises for a change order to increase or decrease the amount of work and/or contract amount, a change order will

be negotiated. The cost increase negotiated, if any, will be shared by the program and owner in accordance with Section B above provided the change does not cause the total CDBG share to exceed the grant maximum of \$9,000.00. In this event the amount in excess of the maximum will be paid by the owner.

Step 9 Inspections – During construction the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer shall conduct periodic inspections to ensure contract compliance.

Step 10 Payment Requests – During construction the contractor may request progress payments based on percent of work items completed. These estimates must be approved by the CDBG Program Staff and Rehabilitation/Code Enforcement Officer and will be subject to a 10% retainage. All checks are to be made payable to the owner and contractor jointly. Final payment will be made after the final inspection and work acceptance. Prior to this the contractor must execute a completion certification. If lead clearance testing is required, and if an acceptable test is not received and the dwelling must be retested, the Contractor will be responsible for one hundred percent (100%) of the retesting amount and all work associated with additional cleaning to allow the unit to pass testing. Any private match funds remaining in escrow will be refunded to the owner at this time.

D. Other Program Policies

1. **Rent Controls** – There will be no rent controls imposed by the Montgomery County Commission.
2. **Statement of Understanding** – At the time an owner submits an application he/she will be asked to sign a statement of understanding that contains a summary of program policies, and the conditions under which his/her application might be tabled or delayed, and acknowledgment that no tenant has or will be evicted for the purpose of renting the unit to a household with an income eligible for program participation. No application can be accepted without this acknowledgment.
3. **Period of Affordability** – At the time of contract execution, the owner agrees to house the existing or another low-and-moderate income household, as defined in Section A.6. above, for a period of three years, or repay grant funds on a proportional basis. Grant funds will be repaid at the determined percentage based on remaining months in the period of affordability. For example, in the case of property sold or housing a non-low-and-moderate income household during month 12 of the 36-month period of affordability, where the full \$9,000 grant was received, the grant recipient will repay \$6,000.

In addition, the owner agrees that the required low-and-moderate income household that may reside in the structure will be allowed to remain in the rehabilitated structure for a three year period without any rent increase resulting from construction, provided no other terms of the lease have been violated.

4. Participation and Verification Agreement – Should the owner fail to rent to an income eligible household, to the satisfaction of the Montgomery County Commission as based on interviews or other relevant documentation, the owner agrees to repay the grant portion of the rehabilitation cost based on the period of affordability outlined above. The owner will also agree to non-discrimination (i.e., Fair Housing Act) provisions on leases, and to allow the County access to interview tenants as deemed necessary.

MOBILE HOMES, MODULAR HOUSING AND OTHER MANUFACTURED HOUSING

1. The rehabilitation of mobile homes, modular homes or other forms of manufactured housing will be discouraged.
2. Only such forms of housing outlined above will be considered for participation if they are classified as fee simple real estate. In addition, mobile homes must have all axels and towing assembly removed and affixed in some permanent fashion.
3. Only minimum repairs and minimal funds will be made available to the above classifications of housing to meet code with strict enforcement of the "feasible for rehabilitation" definition found on page one herein being enforced.
4. ADECA discourages any participation in excess of \$5,000.00 on a mobile home, modular housing unit, or other manufactured housing unit.

Grievance Procedures

A. General

Any person who believes he/she has been aggrieved by:

1. Determination by Program Staff – A determination by the CDBG Program Staff as to his eligibility for a rehabilitation grant or the amount of such grant; or
2. Failure to Perform – A failure on the part of the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer to correctly carry out his/her responsibilities in connection with the inspection and work write-up, or eligibility verification process (excluding contractor performance which is to be

conducted under contract procedures) may file a complaint and have his case reviewed by the Chairman of the Montgomery County Commission.

B. Methods of Presentation by Claimant

1. Oral: A person may talk over his case either alone or with the assistance of another person with the Chairman within the time limits set forth below. This oral presentation does not preclude the making of a written presentation. The oral presentation will be allowed within the 15 days of the making of such request.
2. Written: If the claimant does not receive satisfaction from an oral presentation, or should he desire to forego the oral presentation, a written statement of his beliefs as to what he desires may be made to the Chairman.

C. Time Limits for Making Complaints

Generally speaking, a complaint may be filed for review no later than three (3) months after the date a person is informed of ineligibility for rehabilitation assistance, a person is informed what work is required on his/her dwelling, or a person declines to accept the terms and conditions offered to him/her in relation to the rehabilitation of his/her dwelling.

Extensions of time limits may be granted for good cause on an individual basis.

D. Review of Complaints

Upon receipt of pertinent information, whether oral or written, relative to the complaint, the Chairman shall consider the information supplied by the complaint in light of:

1. The material upon which the original determination was made, including all applicable criteria set forth in the Rehabilitation Policy; and
2. Any additional information the Chairman may, in his/her discretion, obtain by request, investigation or research to insure a fair and full review of the complaint.

A written determination shall be made by the Chairman and given to the complainant. The written determination shall state:

1. The decision of the Chairman
2. The factual and legal basis for the decision and an explanation thereof
3. The relief, if any, to which the complaint is entitled and how this may be achieved

4. In the event the decision is against the claimant, the statement shall inform the claimant that he/she has a right to appeal to the Montgomery County Commission within thirty (30) days.

The decision of the Montgomery County Commission shall be deemed final.

Other Program Policies

- A. Grievance Procedures Dissemination – Each applicant will be given a copy of the Grievance Procedures at the time he/she submits his/her application.
- B. Policy Amendment – If circumstances arise through program requirement changes or any other factor this policy may be amended in whole or in part by County Commission action.
- C. Waiver Policy – The Montgomery County Commission will not grant any waivers under this housing program and all policies and procedures will be adhered to as written and stated herein.
- D. Maintenance Policy – The Montgomery County Commission is not responsible for future maintenance. Rehabilitation provided under this program is limited to the time specified in the rehabilitation individual contract, and the warranty provisions stipulated therein. Nevertheless, in order to encourage long term maintenance by the homeowners, the Program Administrator and Rehabilitation/Code Enforcement Officer will provide in-home counseling of owners in the proper care & maintenance of their houses at the time of contract completion. Further, the County may also elect to provide group training for homeowners at a location in closer proximity to the Eastwood Villa community.
- E. Use of Other Funds – Pursuant to the Letter of Conditional Commitment from ADECA to the Montgomery County Commission, the County must indicate how the other funds shown in the application will be used with CDBG funds in the implementation of the proposed program. For this project, the County will use local funds to pay for grant administration, lead testing and/or the cost of the Rehabilitation/Code Enforcement Officer.

Adoption and Amendment

The Montgomery County Commission Rehabilitation Policy Statement and Procedures for CDBG Project No. CY-CM-RR-12-005 was originally and officially adopted by duly recorded motion of the Montgomery County Commission on November 5, 2012. Said Policy Statement and Procedures is hereby amended as of December 3, 2012.

Tammy Nix

From: Leslie York [lyork@carpdc.com]
Sent: Tuesday, November 27, 2012 9:53 AM
To: Tammy Nix
Subject: RE: Letter for Agenda re revised Resolution
Attachments: Letter to Donnie Mims Transmitting Resolution (12-3-2012).doc; 18 Housing Rehab Policy Statement and Procedures - TOC (Revised 12-3-12).doc; 18 Housing Rehab Policy Statement and Procedures (Adopted 11-5-12) Revised 12-3-12.doc; 18 Resolution to Amend Housing Policy Statement and Procedures (12-3-2012).doc

Tammy –

Attached are the requested letter, resolution and final copy of the policies and procedures and table of contents. Please let me know if you or Donnie need anything else. Thanks!!

Leslie York

Grant Writer
Central Alabama Regional Planning
and Development Commission (CARPDC)
430 South Court Street
Montgomery, AL 36104
334-262-4300
334-262-6976 Fax

The first step toward success is taken when you refuse to be a captive of the environment in which you first find yourself. **Mark Caine**

This electronic communication is intended solely for the use of the individual to whom it is addressed and may contain information that is privileged, confidential, or otherwise exempt from disclosure. If you are not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the Central Alabama Regional Planning and Development Commission by replying to the original message at the listed email address or fax number. Thank you.

From: Tammy Nix [mailto:TammyNix@mc-ala.org]
Sent: Monday, November 26, 2012 3:49 PM
To: Leslie York
Subject: Letter for Agenda re revised Resolution

Donnie needs a letter from you to put with the Resolution regarding Policy Statement and Procedures for the agenda. He will need an original by 5:00 p.m., Wednesday, 11/28/12.

Thanks,

Tammy Nix

Administrative Secretary
Montgomery County Commission
Office: (334) 832-1204
Fax: (334) 832-2533
www.mc-ala.org

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

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DEPUTY ADMINISTRATOR

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Agenda

DEC - 3 2012

December 3, 2012

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-2013-44: Buffalo Soldiers & Troopers M C of Alabama Montgomery Chapter, Inc., for an Endowment for ASU Scholarship Fund and Overhead Expenses for a Montgomery Luncheon/Dinner Event – \$1,500; (Ingram-\$500, Polizos-\$500, and Williams-\$500)

NC-2013-51: Senior Citizens Christmas Luncheon at King Hill Community Center - \$997.00; (Williams)

NC-2013-52: Senior Citizens Christmas Luncheon for Richardson Terrace - \$997.00; (Williams)

NC-2013-53: Senior Citizens Christmas Dinner at Gibbs Village Community Center - \$599.00; (Williams)

NC-2013-54: Senior Citizens Christmas Luncheon at Flatwood Community Center, for Flatwood Seniors - \$997.00; (Williams)

NC-2013-55: Senior Citizens Christmas Dinner at Flatwood Community Center, for Montgomery Community Action Agency - \$997.00; (Williams)

DLM/tll

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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Agenda

DEC - 3 2012

November 29, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of Invoice regarding Appraisal of 1.5 Acres of Land

During the November 19, 2012 County Commission meeting, the Commission discussed an appraisal performed by Ira Betts regarding 1.5 acres of land located at 8440 U.S. Highway 331 near Snowdoun Park owned by Dr. Pirtle. The Commission agreed to place the invoice from Mr. Betts on the next agenda for consideration of payment.

I am requesting approval of payment of the invoice in the amount of \$250.00.

DLM/tn

Attachment

BETTS APPRAISAL SERVICE
IRA BETTS

LL2012033
File No. **LL2012033**

******* INVOICE *******

File Number: **LL2012033**

October 25, 2012

DONNIE MIMS
MR DONNIE MIMS COUNTY ADMINISTRATOR
P O BOX 1667
MONTGOMERY, AL 36102-1667

Borrower : **NONE**

Invoice # :
Order Date :
Reference/Case # : **LL2012033**
PO Number :

8440 U S HWY 331
MONTGOMERY, AL, 36105-6007

ONE HALF APPRAISAL FEE

\$ 250.00
\$

Invoice Total
State Sales Tax @
Deposit
Deposit

\$ 250.00
\$ 0.00
(\$)
(\$)

Amount Due

\$ 250.00

Terms: **ON RECEIPT**

Please Make Check Payable To:

IRA BETTS
P O BOX 11382
MONTGOMERY, AL 36111

Fed. I.D. #:

Agenda

DEC - 3 2012

MEMORANDUM

To: Donald L. Mims, Administrator

From: Pat Silas, Purchasing Manager *ps*

Date: November 15, 2012

Subject: Invitation to Bid No. 51100-12B-029,
Security Guard Services at the Probate
Offices

Request approval of award on the above referenced Invitation to Bid, to the second low bidder of MSF, Inc., for an estimated yearly price of \$77,185.68, be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached)

Low bid of David Tyner Detective Agency, could not furnish the required worker's compensation insurance which was statutory limit or either \$1 M nor could they furnish the E-verify papers required in the Invitation to Bid.

Attachment

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INTIVATION TO BID 51100-128-029													
ISSUED: OCTOBER 15, 2012													
DUE DATE: NOVEMBER 8, 2012													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	SECURITY GUARD												
	SERVICE PROBATE/												
	REVENUE EAST,												
	WEST, SOUTH												
	COST PER HOUR	HR	6240	\$9.25	\$57,720.00	\$10.38	\$64,771.20	\$9.79	\$61,089.60	\$10.15	\$63,336.00	\$10.35	\$64,584.00
	COST FOR TIME/HALF	HR	1196	\$6.00	\$7,176.00	\$10.38	\$12,414.48	\$14.69	\$17,569.24	\$14.25	\$17,043.00	\$15.00	\$17,940.00
	31 BIDS MAILED												
TOTAL BID AMOUNTS					\$64,896.00		\$77,185.68		\$78,658.84		\$80,379.00		\$82,524.00

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:				BID # 6		BID # 7		BID # 8		BID # 9		COST ON CURRENT CONTRACT WITH B.A.T.S. SECURITY	
INVITATION TO BID NO. 51100-12B-029				BATS SECURITY SERVICES - ATTN: BODY CLARK - PHONE #793-5720; FAX#793-9111		PRESIDENTIAL SECURITY - ATTN: KATHY ALLEN; PHONE #260-7177; FAX#260-7171		DSI SECURITY SERVICES - ATTN: BOYD CLARK - PHONE #793-5720; FAX#793-9111		INDEV TACTICAL - ATTN: JAMES M. WILLIS - PHONE #703-330-1836; FAX#703-330-4413			
ISSUED: OCTOBER 15, 2012													
DUE DATE: NOVEMBER 8, 2012													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	SECURITY GUARD												
	SERVICE PROBATE/												
	REVENUE EAST,												
	WEST, SOUTH												
	COST PER HOUR	HR	6240	\$10.35	\$64,771.20	\$10.89	\$67,953.60	\$11.20	\$69,888.00	\$12.83	\$80,059.20	\$9.93	\$61,963.20
	COST FOR TIME/HALF	HR	1196	\$15.00	\$17,940.00	\$16.33	\$19,530.68	\$16.32	\$19,518.72	\$16.83	\$20,128.68	\$14.89	\$17,808.44
TOTAL BID AMOUNTS					\$82,711.20		\$87,484.28		\$89,406.72		\$100,187.88		\$79,771.64

MEMORANDUM

To: Donald L. Mims, Administrator

From: Pat Silas, Purchasing Manager *ps*

Date: November 6, 2012

Subject: Invitation to Bid No. 52110-12B-030,
Transmission Service

Request approval of award on the above referenced Invitation to Bid, to the only bid received, Harlow's Transmission, for the unit price of \$45.00 per transmission service for non-GM vehicles and \$45.00 per transmission service for GM vehicles, be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached)

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

Attachment

Purchasing Department

[illegible]

5-2

DEC - 3 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 8

DEPARTMENT:	County Commission	REVIEWED:	S. Thomas	11/19/2012
DATE:	11/19/2012	Finance Director		Date
REQUESTED BY:	Donald Mims, Administrator	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Humane Shelter	001-55400.290	437,500	50,000	487,500
Misc In-House Appropriations	001-59310.498	7,000	(7,000)	0
County Coroner	001-52400.307	137,280	(20,000)	117,280
County Coroner-Travel	001-52400.265	1,500	(1,500)	0
Fund Balance	001.35900		(21,500)	-21,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		583,280	0	583,280

JUSTIFICATION:

To provide additional funds for the Montgomery County Humane Shelter operations.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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Agenda

DEC - 3 2012

November 29, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Request for Probate Judge's Office

During the November 19, 2012 County Commission meeting, the Commission agreed to place a Position Fill Request for Election Director, Position Number 780081002 on the next agenda for the Probate Judge's Office.

I am requesting approval of this item.

DLM/tn

Attachment

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Reese McKinney, Jr.

SUPERVISOR: Wells Robinson

COMPLETE ACTION DATES

1. ☐ dept request
2. ☐ admin review
3. ☐ pers dept
4. ☐ cert to admin
5. ☐ dept selection
6. ☐ final review

1. POSITION TITLE: Election Director

POSITION NUMBER: 780081002

PROPOSED EFFECTIVE DATE: 26 November 2012

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☐ Promotional Transfer

☐ Transfer

☒ Open Competitive Register

☐ Reemployment

PAY GRADE: A11

Reese McKinney, Jr.
APPOINTING AUTHORITY

15 Nov 2012
Date

2. ADMINISTRATIVE REVIEW

☐ APPROVED

☐ DISAPPROVED

FUNDING AUTHORITY

Date

3. CERTIFICATION

Promotional

Candidates

Open-Competitive

Candidates

Transfer

Candidates

PERSONNEL DIRECTOR

Date

4. SELECTEE: _____

APPOINTING AUTHORITY

Date

5. _____ Manpower data entered by _____

Date

_____ Payroll entered by _____

Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

DEC - 3 2012

Date: November 20, 2012
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL (Renaissance Montgomery Hotel & Conference Center)
Departure Date: December 5, 2012 Return Date: December 6, 2012
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Legislative Conference 2012

Traveler (s) Name: 1. Elton Dean 4. Dimitri Polizos
2. Dan Harris 5. Jiles Williams
3. Reed Ingram 6. John Mitchell

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

Total (est.) Cost: \$750.00 Advance Registration Required: \$750.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$750.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app.12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$750.00 and advance registration of \$750.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$1,345.95</u>	
Budget Available:	<u>\$21,154.05</u>	
Current Requests:	<u>\$750.00</u>	
Budget Balance:	<u>\$20,404.05</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/20/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

DEC - 3 2012

Date: November 29, 2012
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: March 2, 2013 Return Date: March 6, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2013 Legislative Conference

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

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

Total (est.) Cost: \$4,672.00 Advance Registration Required: \$980.00

Department Name: County Commission Fund Name: _____

Additional Comments: Registration - \$490.00; Meals- \$300.00; Airfare- \$500.00; Hotel - \$916.00
Taxi-/Shuttle - \$100.00; Airport Parking - \$30.00 (COSTS ARE PER PERSON)

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$4,672.00 and advance registration of \$980.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$22,500.00
Approved Requests: \$2,095.95
Budget Available: \$20,404.05
Current Requests: \$4,672.00
Budget Balance: \$15,732.05

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 11/29/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda

DEC - 3 2012

Date: November 21, 2012
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: February 10, 2013 Return Date: February 13, 2013
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Alabama Sheriff's Winter Conference

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

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

Total (est.) Cost: \$2,200.00 Advance Registration Required: \$500.00

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

Additional Comments: _____

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

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$2,200.00 and advance registration of \$500.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$5,753.80</u>	
Budget Available:	<u>\$19,246.20</u>	
Current Requests:	<u>\$2,200.00</u>	
Budget Balance:	<u>\$17,046.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/26/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 3 2012

Request # 11

Date: November 26, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 23, 2013 Return Date: January 25, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: ADAA 2013 Winter Conference

Traveler (s) Name: 1. Ellen Brooks 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$918.00 Advance Registration Required: \$375.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: Ms Brooks would like the option of using either vehicle

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$918.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$389.50</u>	
Budget Available:	<u>\$44,610.50</u>	
Current Requests:	<u>\$918.00</u>	
Budget Balance:	<u>\$43,692.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/26/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 3 2012

Request # 12

Date: November 28, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: December 7, 2012 Return Date: December 7, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: To Attend: 2012 Criminal Law CLE

Traveler (s) Name: 1. Lakeita Rox-Love 4. Kenney Gibbs
2. Brittney Bucak 5. James Eubank/Sean McTear
3. Katie Langer 6. Azzie Taylor/Scott Green

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

Total (est.) Cost: \$320.00 Advance Registration Required: \$320.00
Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

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

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$320.00 and advance registration of \$320.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$45,000.00</u>
Approved Requests:	<u>\$1,307.50</u>
Budget Available:	<u>\$43,692.50</u>
Current Requests:	<u>\$320.00</u>
Budget Balance:	<u>\$43,372.50</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/28/2012

cc: Finance Director / Buyer