

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 22, 2013

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:

**Chairman Paul Winn and Lewis Figh with Blue Gray National Collegiate Tennis Classic
Circuit Clerk Tiffany McCord
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair**

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Vice Chairman Harris

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of January 7, 2013

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. **Consider Resolution Authorizing the Changing of the Meeting Time of the February 4, 2013 County Commission Meeting, from 8:00 a.m. to 9:00 a.m. and Changing the Meeting Date of the March 4, 2013 County Commission Meeting to March 11, 2013, County Commission**
2. **Consider Franchise Resolution and Agreement Authorizing Cable or Other Video Services with Mon-Cre Telephone Cooperative, Inc., County Commission**
3. **Consider Board Member Reappointment to the Montgomery County Parks and Recreation Board, County Commission**
4. **Consider Resolution Electing Director to The Waters Improvement District, County Commission**
5. **Consider Cooperative Agreement for the FY 2010 State Homeland Security Grant Program, Grant Number 0RLS, Sheriff's Office**
6. **Consider Service Contract with Alabama State University for Technical and Professional Advice and Assistance in the Area of Computer Generated Demographic Data and Supporting Maps, County Commission**
7. **Consider Seventh Amendment to Lease with Capitol Plaza Associates, LLC for the Probate Judge's Office at Capitol Plaza Shopping Center, County Commission**
8. **Consider the Reissuance of the Resource Conservation Management Policy Previously Adopted August 12, 2008, County Commission**
9. **Consider to Recognize and Deny Claim Filed by Lakesha Tellis on behalf of K.T., a Minor, County Commission**
10. **Consider Payment of Membership Dues to the Public Relations Council of Alabama (PRCA) for Manager of Public Affairs DiDi Henry, Public Affairs**
11. **Consider Miscellaneous Appropriations Reprogramming Requests, County Commission**

12. Consider Position Fill Requests – Detention Facility (4)
 - Corrections Officer Lieutenant, Position Number 062
 - Corrections Officer Sergeant, Position Number to be Determined
 - Corrections Officer Corporal, Position Number to be Determined
 - Corrections Officer/Corrections Officer Trainee, Position Number to be Determined
13. Consider Position Fill Requests – Sheriff's Office (3)
 - Deputy Sheriff Sergeant, Position Number 034
 - Deputy Sheriff Corporal, Position Number to be Determined
 - Deputy Sheriff Trainee/Deputy Sheriff, Position Number to be Determined
14. Consider Travel/Training Requests (18)

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

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.

FEBRUARY 4, 2013

Regular County Commission Meeting
9:00 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.

FEBRARUY 18, 2013

County Holiday (Washington's Birthday)

FEBRUARY 19, 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.

MARCH 11, 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.

MARCH 18, 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 Mail Room and Stores Clerk – 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 1 Case Manager I – 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
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 County Road Equipment Operator III's – Engineering Department
Fill action continues for 2 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 – Personnel Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Customer Service Clerk – Probate Judge's Office
Fill action continues for 1 Probate Court Clerk – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 5 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office
Fill action continues for 1 Clerk Typist II – Sheriff's Office
Fill action continues for 1 Fingerprint Classifier – 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
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Probation Supervisor – Youth Facility

January 22, 2013

Agenda

JAN 22 2013

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-04-13

Check Number	To	Check Number
232226		232268
Total Checks Paid		\$170,250.29

CHECK #	PAYEE	AMOUNT	DATE
232225	Davis, Ronald E.	\$ 7,700.00	12/28/12

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

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-04-13

Check Number	To	Check Number
232269		232366
Total Checks Paid		\$494,765.56

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

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-11-13

Check Number	To	Check Number
232368		232416
Total Checks Paid		\$448,166.94

CHECK #	PAYEE	AMOUNT	DATE
232367	Xerox Corp.	\$ 533.44	01/04/13

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

Agenda

JAN 22 2013

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-11-13

Check Number	To	Check Number
232417		232516
Total Checks Paid		\$865,342.12

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 ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-18-13

Check Number	To	Check Number
232518		232579
Total Checks Paid		\$269,496.24

CHECK #	PAYEE	AMOUNT	DATE
232517	Means Gillis Law	\$ 28,385.00	01/16/13

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

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-18-13

Check Number	To	Check Number
232580		232659
Total Checks Paid		\$518,874.79

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

JAN 22 2013

01/22/13 Meeting

MONTGOMERY COUNTY COMMISSION

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

**CHECKS ARE DATED
01/11/13**

Payroll Check Number	114966	To	Payroll Check Number	115078	\$ 92,014.28
Direct Deposits					\$ 835,891.00
Payroll Check Number	115079	To	Payroll Check Number	115101	\$ 283,516.25
Direct Deposits					\$ 325,149.49
Federal Deposits					\$ 360,920.29
Total Payroll Paid					\$ 1,897,491.31

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



RESOLUTION

WHEREAS, Alabama Code § 11-3-8 provides that the County Commission of any county in the State of Alabama may by resolution alter the regular meeting days as necessary; and,

WHEREAS, the County Commission may reschedule a regular meeting that falls on a legal holiday, and may alter the regular meeting days as necessary; and

WHEREAS, the County Commission wishes to change the time of the February 4, 2013, meeting from 8:00 a.m. to 9:00 a.m., to accommodate those County Commissioners who will be attending the Montgomery Area Chamber of Commerce Eggs and Issues Breakfast with Senator Richard Shelby on that date and time; and

WHEREAS, the County Commission wishes to change the County Commission meeting date of March 4, 2013, to March 11, 2013, to accommodate those County Commissions who will be attending the NACo Legislative Conference in Washington D.C., from March 2-6, 2013,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to change the time of the February 4, 2013 meeting from 8:00 a.m. to 9:00 a.m. and also move the Commission Meeting date of March 4, 2013, to March 11, 2013.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 22nd day of January 2013.

WILKERSON ♦ BRYAN

WILKERSON & BRYAN, P.C.
ATTORNEYS & COUNSELORS

405 SOUTH HULL STREET
MONTGOMERY, ALABAMA 36104
TEL. 334.265.1500

Agenda

JAN 22 2013

MAILING ADDRESS
POST OFFICE BOX 830
36101-0830
FAX 334.265.0319

MARK D. WILKERSON

mark@wilkersonbryan.com

January 10, 2013

VIA HAND DELIVERY AND ELECTRONIC MAIL - donaldmims@mc-ala.org

Donald L. Mims, Administrator
Montgomery County Commission
Courthouse Annex III
101 S. Lawrence Street
Montgomery, AL 36104

Re: Mon-Cre Telephone Cooperative

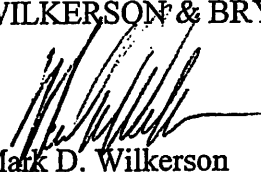
Dear Mr. Mims:

Enclosed is another copy of the formal franchise request submitted by Mon-Cre Telephone Cooperative, Inc. on December 5, 2012, following a preliminary presentation to the Commission staff.

We understand that this resolution will be placed on the agenda for formal consideration at the next Commission meeting on January 22, 2012. This is a time sensitive project for the Cooperative. Officials with the Cooperative will be in attendance at the meeting in case there are any questions. Please let us know if there is any change to the agenda or if anything else needs to be done on our part.

Very Truly Yours,

WILKERSON & BRYAN, P.C.



Mark D. Wilkerson

cc: David Hubbard
Thomas T. Gallion, III
Hon. Reed Ingram

Enclosure
MDW/kdp

WILKERSON ♦ BRYAN

WILKERSON & BRYAN, P.C.
ATTORNEYS & COUNSELORS

405 SOUTH HULL STREET
MONTGOMERY, ALABAMA 36104
TEL. 334.265.1500

MAILING ADDRESS
POST OFFICE BOX 830
36101-0830
FAX 334.265.0319

MARK D. WILKERSON

mark@wilkersonbryan.com

December 5, 2012

VIA U.S. MAIL AND ELECTRONIC MAIL - donaldmims@mc-ala.org

Donald L. Mims, Administrator
Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104

Re: Mon-Cre Telephone Cooperative

Dear Mr. Mims:

Mon-Cre Telephone Cooperative, Inc. (the "Coop") is a member owned, incumbent local exchange telephone company providing service to its owners/members in rural south Montgomery County, along with parts of Crenshaw County. The Coop is upgrading its network in phases to provide "fiber to the home" for its members, which will allow the enhancement of broadband service and, for the first time, the use of its facilities to carry video service, sometimes called Internet Protocol Television Programming ("IPTV") services.

ALA. CODE § 23-1-85 (1975 as amended) provides local telephone companies holding authority from the Alabama Public Service Commission ("APSC"), such as the Coop and AT&T, to use the right-of-way of public roadways, and the Coop has worked well with the County since its inception. However, under federal law, a "cable operator" must obtain a franchise from local government authority to provide cable service. While there is disagreement as to whether certain types of IPTV service provided over telephone or dual use facilities is subject to the Cable Act franchising requirements, the Coop wishes to proactively seek a cable franchise from the County, and to pay the County the same fee paid by the other cable operators holding county franchises.

The Coop's service territory does not overlap the service area of any existing cable system in Montgomery County, thus any franchise fees that are paid pursuant to this franchise will be "new" revenue to the County.

Attached is a proposed franchise resolution that is consistent in form and substance with the terms applied by the County to other providers of cable/video services. We have also

Donald L. Mims, Administrator
December 5, 2012
Page 2

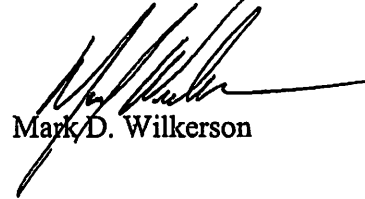
included a summary sheet with relevant information regarding the Coop and its franchise request.

This project will be of great benefit to residents of south Montgomery County. To meet our construction deadlines, we respectfully request approval of this franchise at the earliest possible date.

A copy of a proposed resolution has also been provided to Commission counsel.

Very Truly Yours,

WILKERSON & BRYAN, P.C.

A handwritten signature in black ink, appearing to read 'Mark D. Wilkerson', is written over the printed name.

Mark D. Wilkerson

cc: David Hubbard
Thomas T. Gallion, III
Hon. Reed Ingram

Enclosure
MDW/kdp

Applicant Information:

1. Applicant Name: Mon-Cre Telephone Cooperative, Inc., its affiliates and subsidiaries
2. Business Address:
3. List of Officers and Directors (Trustees)

Officers

Brett Sikes, President
Charles Parker, Vice-President
Walt Sellers, Secretary
Mike Moseley, Treasurer

Directors

Chris Parris
Ron McGough
Mark Weeks
Kathy Horne
James May

Contact Person:

David Hubbard, General Manager
MonCre Telephone Cooperative, Inc.
P.O. Box 125
Ramer, AL 36069
Phone Number: (334) 562-3242
Fax Number: (334) 562-9494

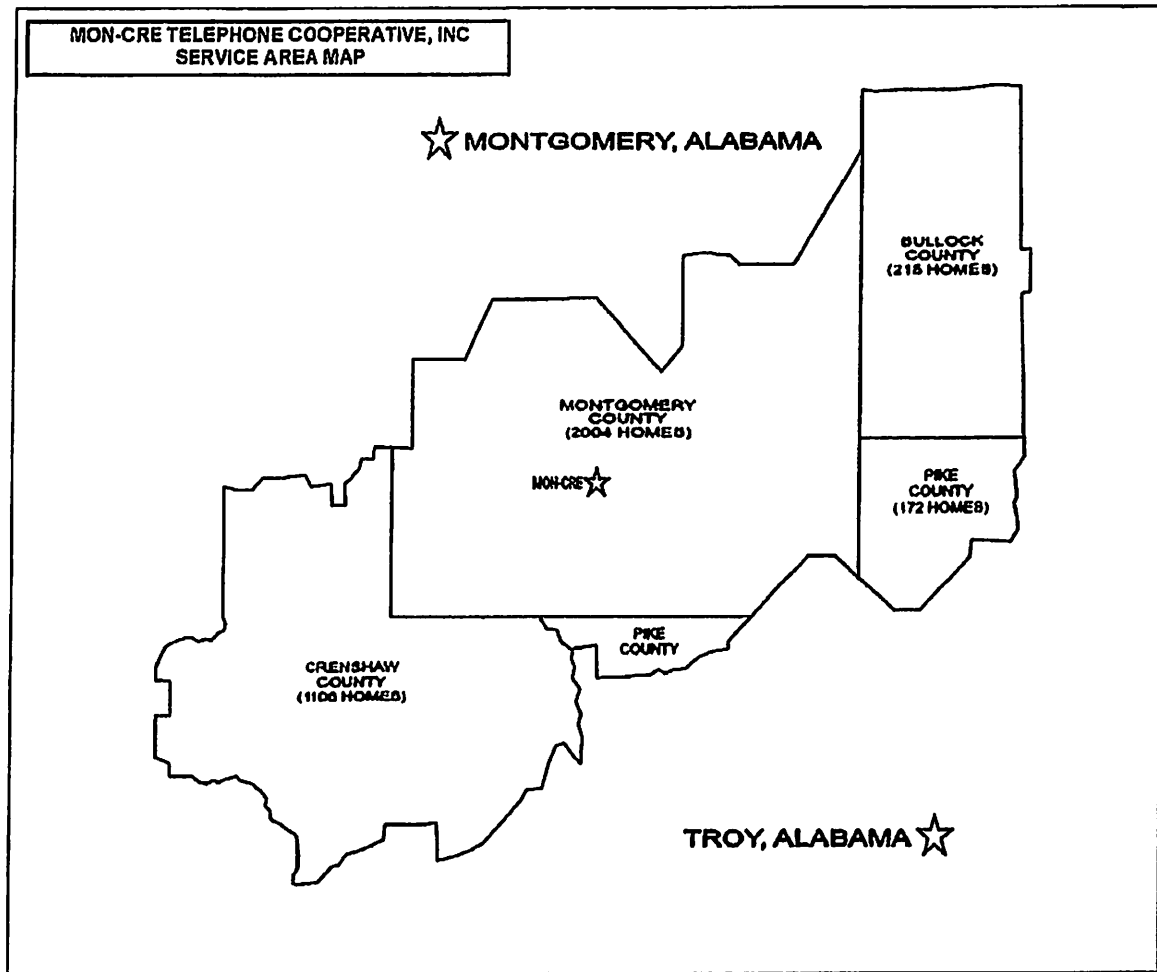
4. Geographic Area to be Served:

Service will be extended in stages in conjunction with system upgrades. Current plans are for the initial upgrades to occur in and near the Coop's central office in Ramer, Alabama. The Coop's long range plan is to extend the upgrades throughout its service area, which is shown in Exhibit "A".

5. The Coop current intends to set aside at least one channel for provide public, educational or government uses, subject to reasonable economic and technical feasibility considerations.
6. Consistent with the franchises granted other providers, the Coop requests no term limitation on its franchise.
7. As stated in the attached letter, the Coop has existing authority as an incumbent local telephone company to utilize the public rights-of-way.

8. Applicant proposes to pay the same franchise fee, and be subject to the same terms, as imposed by the County on the two largest cable providers.
9. The Coop will abide by all applicable state or local laws in the provision of service to area residents.

EXHIBIT A



RESOLUTION

BE IT RESOLVED by the Montgomery County Commission ("MCC"), Montgomery County, Alabama that Mon-Cre Telephone Cooperative, Inc. ("Mon-Cre"), its subsidiaries, successors and assigns be and hereby are authorized to lay, construct, lease and/or operate a system for the provision of cable or other video service, together with the right to make, install, maintain, repair and replace such facilities as may be reasonably necessary or desirable within the boundary of Montgomery County roads and rights-of-ways and, subject to any necessary private agreements, for attaching to said poles, transmission wires and lines of other utilities, provided that said Mon-Cre shall not make any opening in any county roadway unless it has first received a permit to do so from the public agency in Montgomery County having jurisdiction over said public roads; and further, that the consent hereby granted shall be on a non-exclusive basis. Mon-Cre shall pay MCC a fee equal to three percent (3%) of gross revenue received by it for basic cable television service (exclusive of connection charges and Premium Channel service), provided to Montgomery County subscribers which are outside of an incorporated municipality. Said payments shall be paid semi-annually for receipts received during each prior six month period for periods ending on January 1 and July 1 of each year and shall be paid within thirty days immediately following said dates. MCC shall have the right to examine the books of Mon-Cre to certify the gross revenue.

STATE OF ALABAMA

COUNTY OF MONTGOMERY

FRANCHISE AGREEMENT

WITNESS THIS AGREEMENT by and between the **Montgomery County Commission**, a body corporate and political, hereinafter referred to as “County”, and **Mon-Cre Telephone Cooperative, Inc.**, hereinafter referred to as “Company”, its subsidiaries, successors and assigns, for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

1. Scope. The Company is an existing, member owned cooperative providing local telephone and related services in south Montgomery County pursuant to authority granted by the Alabama Public Service Commission. The Company desires to upgrade its system to allow such facilities to be utilized for the provision of cable or other video service, to make, install, maintain, repair and replace such facilities as may be reasonably necessary or desirable within the boundary of Montgomery County roads and rights-of-way, and subject to any necessary private agreements, for attaching to said poles, transmission wires and lines of other utilities, provided that the Company shall not make any opening in any county roadway unless it has first received a permit to do so from the public agency in Montgomery County having jurisdiction over said public road.

2. Rules, Regulations and Rates. The Company shall be subject to all applicable federal and Alabama state law and the rules, regulations, including any applicable schedules or regulations of the Alabama Public Service Commission, which are incorporated herein by

reference. Any such laws, rules, regulations and schedules are subject to change during the term of this Contract as provided by law.

3. Term. The term of this Contract applicable to each premises governed hereunder shall be fifteen years, renewable at the option of both parties and negotiable at each renewal as to the percentage of gross revenue to be received by the County. Either party may terminate this Contract upon written notice to the other of such termination.

4. Service to Premises. County will not be responsible for any service to premises.

5. Payment. During the term of this Contract, Company will pay to the County a fee equal to three percent (3%) of gross revenue received by it for basic cable television service (exclusive of connection charges and Premium Channel service) provided to Montgomery County subscribers which are outside of an incorporated municipality. Said payments shall be paid semi-annually for receipts received during each six-month period for periods ending on January 1 and July 1 of each year and shall be paid within thirty days immediately following said dates. The County shall have the right to examine the books of the Company to verify the gross revenue.

6. Equipment. The Company, at its own expense, shall furnish its own equipment and material to lay, construct, lease, and/or operate a system for the provision of cable or other video service, together with the right to make, install, maintain, repair and replace such facilities as may be reasonably necessary or desirable within the boundary of Montgomery County roads and rights-of-way, and subject to any necessary private agreements, for attaching to said poles, transmission wires and lines of other utilities, provided that the Company shall not make any opening in any county roadway unless it has first received a permit to do so from the public

agency in Montgomery County having jurisdiction over said public road. Any damage to existing lines caused by the Company or its equipment will be the responsibility of the Company.

7. Dispute Resolution. If a dispute arises of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions or negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama and any applicable federal laws relating to this agreement between Montgomery County and the Company.

8. Assignment of Contract. The Company shall not assign this Contract without written consent of the County.

9. Remedies. In the event of default by the Company, the County may pursue any and all judicial and administrative remedies and relief available.

10. Hold Harmless Agreement.

(a) By acceptance of this franchise and right, the Company agrees that it shall indemnify, protect and hold harmless the County and its officers, agents and employees from any and all claims whatsoever, from liabilities, losses, costs, judgments, penalties, damages and expenses, arising out of its failure to perform any of the obligations of this franchise, including but not limited to, claims for injury or death to any person or persons, or damages to any

property, as may be incurred by or asserted against the County, its officers, agents or employees, directly or indirectly, by reason of the installation, operation or maintenance by the Company of the Company's cable or video system.

(b) The Company shall maintain, and by its acceptance of this franchise, specifically agrees that it will provide throughout the term of this franchise, workmen's compensation insurance and liability insurance, by self-insurance or by a commercial policy, with regard to all damages mentioned in subsection (a) and (b) above in the minimum amounts of:

1. General Liability Insurance - public liability including premises, products and complete operations.
 - a. Bodily injury liability:
\$500,000 each person
\$1,000,000 each occurrence
 - b. Property damage liability:
\$1,000,000 each occurrence, or
 - c. In lieu of (a) and (b) above, bodily injury and property damage combined --\$1,000,000 single limit.
2. Comprehensive—Automobile Liability Insurance including owned, non-owned and hired vehicles.
 - a. Bodily injury liability:
\$500,000 each person
\$1,000,000 each occurrence
 - b. Property damage liability:
\$1,000,000 each occurrence, or
 - c. In lieu of (a) and (b) above, bodily injury and property damage combined --\$1,000,000 single limit.

11. Miscellaneous. This document and any document incorporated by reference and any attachments constitute the entire agreement between the parties. No modification of this Agreement, except as provided in paragraph 2 and 8 above, shall be binding unless it is in

writing and accepted by the County and the Company. This contract shall be governed by the laws of the State of Alabama.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its duly authorized representative, as of the effective date of January ____, 2013.

MONTGOMERY COUNTY COMMISSION

By: _____

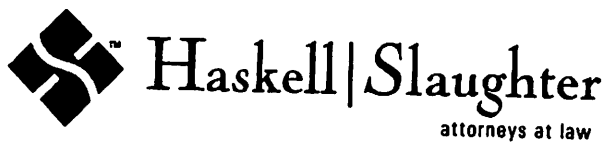
Title: _____

MON-CRE TELEPHONE COOPERATIVE, INC.

By: _____

Title: _____

50051-317
#4,715,665



TTB

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

MEMORANDUM
December 7, 2012

TO: Donnie Mims
FROM: Tommy Gallion
RE: Mon-Cre Telephone Cooperative, Inc

I have reviewed your December 6, 2012 memorandum, copy of the December 5, 2012 letter from Attorney Mark Wilkerson, the map and the proposed franchise resolution.

It is my legal opinion that the proposed franchise resolution is acceptable. Of course, if the resolution is adopted by the Commissioners, a formal agreement needs to be prepared.

50051-317
4696748_1



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

TTG

MEMORANDUM
January 14, 2013

TO: Donnie Mims
FROM: Tommy Gallion
RE: Mon-Cre Telephone Cooperative, Inc
Franchise Resolution

I am in receipt of your January 11, 2013 memorandum and I have reviewed the attachments.

First I want to point out that my office did not prepare the Resolution, but I am having my secretary retype it so that I can make the requested corrections and any new additions to the Resolution. (See Resolution attached hereto.) Vice Chairman Harris wanted to know what "shall be on a non-exclusive basis" means within the context of the resolution. It means that the MCC cannot grant an exclusive franchise that could result in creating a monopoly and/or be in violation of the various laws pertaining to "unfair restraint of trade".

Also attached is the Agreement that needs to be entered into by the parties.

I am of the opinion that the services provided for in this agreement are in the best interest of the public health, safety, education, morals, security, prosperity, contentment and the general welfare of the citizens of Montgomery County. I therefore see no reason why this agreement should not be executed if it is the desire of the Commissioners.

Attachments

50051-317
#4,713,704

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

Agenda

JAN 22 2013

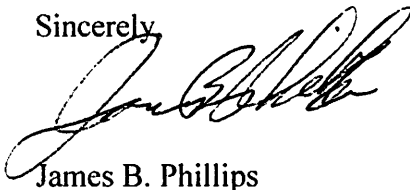
December 12, 2012

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

Dear Mr. Mims:

On December 4, 2012, the term of Lynn Gowan expired as a board member of the Montgomery County Parks and Recreation Board. Please reappoint Mr. Gowan to the Board, for a term expiring December 4, 2017.

Sincerely,



James B. Phillips
Chairman

/tn

Montgomery County Parks and Recreation Board

Members:

Term Expires:

Andrew Hall
12370 Chantilly Parkway
Pike Road, AL 36064
Home: 260-0503
Cell: 221-0087

12/4/2016

Mark Salter
3909 Oak Street
Montgomery, AL 36104
Home: 262-4173
Work: 262-7727

12/4/2014

James B. Phillips
2139 Yarbrough Street
Montgomery, AL 36110
Home: 263-9438
Cell: 850-4667

12/4/2013

Isaiah Sankey
135 Mildred Street
Montgomery, AL 36104
Work: 265-9000
Cell: 207-5529

12/4/2015



Lynn Gowan
P.O. Box 241604
Montgomery, AL 36124
Cell: 391-4661

12/4/2012

Term: 5 years



Agenda

JAN 22 2013

CLINTON D. GRAVES
DIRECT DIAL: 334.409.2232
E-MAIL: CGRAVES@GILPINGIVHAN.COM
(REPLY TO MONTGOMERY OFFICE)

December 20, 2012

Mr. Donald L. Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102-1667

Re: The Waters Improvement District -
Resolution Electing Director (Jennifer M. Atkins)
Our File No. 7493.1001

Dear Donnie:

The Waters Improvement District (the "District") was established by The Montgomery Commission by a Resolution adopted June 28, 2004.

The term of one of the Directors, Jennifer M. Atkins, will expire on December 31, 2012. On behalf of the District, we hereby request that Ms. Atkins be reappointed to a full three-year term with a stated expiration date of December 31, 2015. Please forward a copy of the Resolution effecting the reappointment of Ms. Atkins to me upon its adoption.

Thank you for your assistance on this matter. If you have any questions about this request, please do not hesitate to contact me.

Sincerely,

GILPIN GIVHAN, PC

Robert E.L. Gilpin

RELG:bsh

Enclosure

pc: Ms. Jennifer M. Atkins (w/enclosure)

2012 DEC 21 AM 10:08

**RESOLUTION ELECTING DIRECTOR
TO THE WATERS IMPROVEMENT DISTRICT**

WHEREAS, Jennifer M. Atkins has been a member of the Board of Directors of The Waters Improvement District since her appointment by Resolution dated November 21, 2011;

WHEREAS, Jennifer M. Atkins' term as a member of the Board of Directors of the District will expire on December 31, 2012;

WHEREAS, it has been requested that Jennifer M. Atkins continue to serve on said board; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MONTGOMERY COUNTY, ALABAMA, that Jennifer M. Atkins be and is hereby appointed to serve on The Waters Improvement District for a three-year term, with term ending December 31, 2015.

STATE OF ALABAMA)
 :
MONTGOMERY COUNTY)

I, Donald L. Mims, Administrator of the County Commission of Montgomery County, Alabama, HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution which was duly adopted by the County Commission of Montgomery County, Alabama, at a regular meeting held the ____ day of _____, 20__.

This is the ____ day of _____, 20__.

Donald L. Mims, Administrator

APPROVED: _____, 20__

The Waters Improvement District

Board of Directors

Members:

Term Expires:

Thomas H. Brigham
Secretary/Treasurer

12/31/2013



Jennifer Atkins

12/31/2012

J. Garrett McNeil
Chairman

12/31/2014



D.T. MARSHALL, SHERIFF

OFFICE: (334) 832-4980

FAX: (334) 832-2500

Agenda

JAN 22 2013

December 21, 2012

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Homeland Security Grants

Please place Grant #ORLS on the County Agenda for their approval. Upon approval by the Commission, please have Mr. Dean sign these grants.

If you would have your personnel call my office, I will send someone to pick up the signed grants.

DC/tb

2012 DEC 26 AM 10:25

RECEIVED
MONTGOMERY COUNTY
SHERIFF'S OFFICE



Robert Bentley
Governor

Department of Homeland Security

State of Alabama



Spencer Collier
Director

Memorandum

To: Derrick Cunningham
Montgomery County Sheriff's Office

From: Terisa Rigby
Grant Program Manager – AL DHS

Date: December 19, 2012

RE: ORLS Grant Agreement

Attached is a grant agreement for ORLS. Please initial the bottom of every page and obtain appropriate signatures on the signature page and audit page. You will find two copies of the grant agreement enclosed. Both copies require the initials on the bottom of every page and the appropriate signatures mention-above. You will retain one copy for your files and you will submit the other copy back to AL DHS.

If you have any questions, please do not hesitate to contact me at (334) 353-3051.

Thank you,

Terisa Rigby
Grant Program Manager
AL Department of Homeland Security

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Grantee Name & Address: Montgomery County Sheriff's Office 115 S. Perry St. Montgomery, AL 36104-4243		2. Issuing Office & Address: Alabama Department of Homeland Security PO Box 304115 Montgomery, AL 36130-4115	
3. FY 2010	4. Amount of: Federal: \$15,000.00 Total: \$15,000.00	5. Effective Dates Begin: 11/1/2012 End: 12/31/2012	6. Grant Number: ORLS

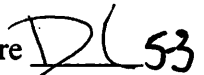
MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY 2010 is herein referred to as the Agreement Fiscal Year.

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

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

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

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

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**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

5. **Project Implementation:** The sub-grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR).
6. **Written Approval of Changes:** Any mutually agreed upon changes to this sub-grant must be approved, in writing, by AL DHS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
7. **Individual Consultants:** Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.
8. **Bidding Requirements:** The sub-grantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all homeland security related financial matters, including personnel and travel costs. Subgrantees must comply with the provisions in this guide. This guide has been distributed by AL DHS annually during the past several years and is available upon request. Personnel and travel costs must also be consistent with the jurisdiction's policies and procedures, and must be applied uniformly to both federally financed and locally financed activities of the agency. In the absence of jurisdictional requirements, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. *However, at no time can the agency's travel and lodging expenses rates exceed the federal rates established by the U.S. General Services Administration (GSA).* Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are normally not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Grant funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of grant funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantees approved project plan and budget. Items must be in the sub-grantee's approved grant budget and documented in the budget detail worksheet in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.
12. **Recording and Documentation of Receipts and Expenditures:** Sub-grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Equipment purchases may only include items approved in the AEL (Authorized Equipment List). Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
13. **Financial Responsibility:** The financial responsibility of sub-grantees must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

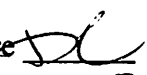
**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
- c. The accounting system should provide accurate and current financial reporting information; and,
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

14. **Property Control:**

- a. Effective control and accountability must be maintained for all property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-grantees should ensure proper use, maintenance, protection and preservation of such property.
- b. Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- c. Use and Disposition: Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. Theft, destruction, or loss of property shall be reported to AL DHS immediately. Property will only be transferred for property disposal if it is certified as no longer serviceable and coordinated in advance with AL DHS.
- d. Vehicles: The AEL, section 12 (Vehicles) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. These vehicles may not be used for routine administration or daily operations. The mileage for all vehicles purchased with homeland security grant funds will be checked annually during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.
- e. Equipment: The sub-grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the AL DHS logo and the above phrasing may be obtained by contacting the Alabama Department of Homeland Security.

15. **Performance:** This grant may be terminated or fund payments discontinued by AL DHS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by AL DHS. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from AL DHS, the sub-grantee shall reimburse AL DHS the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse AL DHS for payments made.
16. **Deobligation of Grant Funds:** All expenditures of grant funds must be completed and the grant closed out within thirty (30) calendar days of the end of the grant period. Failure to close out the grant in a timely manner will result in an automatic deobligation of the remaining grant funds by AL DHS.

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**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

17. Americans with Disabilities Act of 1990 (ADA): The sub-grantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.
19. Utilization of Minority Businesses: Sub-grantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
21. Debarment Certification: With the signing of the grant application, the sub-grantee agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.
22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency sub-grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when AL DHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the grant, or government-wide suspension or debarment.
23. Publications: The sub-grantee agrees that all publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The sub-grantee also agrees that one copy of any such publication will be submitted to AL DHS to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. AL DHS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.
24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
25. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by AL DHS Guidelines or "Special Conditions" placed on the grant award.
26. Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by AL DHS. Failure to comply could result in a "Stop Payment" being placed on the grant.
27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with AL DHS at annual program briefings and documented/approved in budget detail worksheets. Specific provisions are provided below.

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

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

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

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

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

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

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

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

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

f. Other good cause shown.

29. **National Incident Management System (NIMS):** The State met the NIMS compliance requirements in order to receive FY12 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups by the annual deadline are also eligible to receive FY12 homeland security grant funding.

a. County subgrantees of FY12 homeland security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the annual NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If a County allocates or uses FY12 HS funding for a city, town or agency that is not NIMS compliant, then AL DHS will not be able to process the reimbursement request and it will be returned without action.

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**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the sub-grantee agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The sub-grantee agrees to submit a Budget Detail Worksheet to the Alabama Department of Homeland Security (AL DHS) and must await formal approval of the worksheet in writing from AL DHS prior to obligating funds, making commitments, or purchasing any of the items requested. The worksheet submitted by the sub-grantee will provide a complete and detailed description of the items (equipment, training, and exercises) to be purchased and will also provide a valid estimate of the actual quantities and costs involved. Care should be taken to ensure the items requested on the worksheet are allowable in accordance with the US DHS grant guidance, and if equipment, listed on the current version of the Authorized Equipment List (AEL). Copies of the fiscal year grant guidance and the current version of the AEL are available on the AL DHS web site at www.homelandsecurity.alabama.gov. Additionally, a revised worksheet must be submitted for addition or deletion of all items from the original worksheet. If additions, deletions, or changes in cost total \$5000.00 or more, a new sign-off sheet by stakeholders is also required. Electronic copies of budget detail worksheet must be submitted within 60 days of receipt of this grant. The electronic budget detail worksheet is a requirement in addition to the paper copies that may have been submitted previously.
- b. Special Instructions: In regard to law enforcement, the sub-grantee agrees to spend the appropriate percentage of this grant in compliance with US DHS grant guidance and AL DHS special instructions. Additionally, the amount to be spent and the percentage for the expenditures for law enforcement will be documented in a letter and attached to the budget detail worksheet.
32. Metropolitan Medical Response System (MMRS):
- a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security Strategies. The responsibilities of MMRS sub-grantees are to:
- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
 - Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework
 - Promote sub-State regional coordination of mutual aid with neighboring localities
 - Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events
 - Validate the sub-grantee's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments

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**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- b. Detailed budget worksheets will document program expenses as prescribed in other sections of the grant guidance. Detailed budget worksheets will be prepared and provided to AL DHS for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.
33. Homeland Security Exercises: All exercises conducted with HSGP funding must be NIMS compliant and must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The Alabama Emergency Management Agency serves as the single point of contact for homeland security and emergency management related exercises within the state. All exercises must be coordinated in advance with Sam Guerrero or the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP grant guidance, grant recipients must ensure that an After Action Report and an Improvement Plan are prepared for each exercise conducted with US DHS and FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise point of contact and submitted to the FEMA secure portal within 60 days following each exercise.
34. Overtime and Backfill: Sub-grantees must read and comply with the funding restrictions provided in FY12 HSGP grant guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not normally be authorized and all requests for overtime must be coordinated in advance and approved by AL DHS.
- a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with Federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to spend FY12 HSGP funds on operational overtime costs prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses are *not allowed* except as part of the standard National Guard deployment package.
35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with AL DHS and documented/approved in budget detail worksheets. Additionally, subgrantees must provide to the SAA (AL DHS) appropriate documentation required by HSGP grant guidance (for forwarding to FEMA) prior to draw down of funds. Subgrantees must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects that were initiated or completed before an EHP review was concluded and used HSGP funds will be de-obligated. MMRS funds may not be used for any type of construction.
36. Special Instructions: N/A.

CERTIFICATION BY COUNTY HOMELAND SECURITY POINT OF CONTACT (POC)

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

Name:

DERRICK CUNNINGHAM

Title:

CHIEF DEPUTY

Agency Address:

MONTGOMERY COUNTY SHERIFF'S OFFICE, 115 S. PERRY STREET, MONTGOMERY, AL 36104

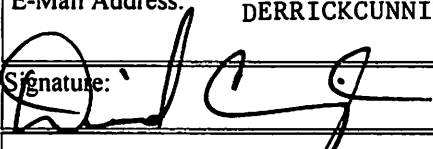
Phone Number: 334.832.1646

Fax Number: 334.832.7113

Mobile Number: 334.850.1329

E-Mail Address:

DERRICKCUNNINGHAM@MC-ALA.ORG

Signature: 

Date:

12/21/2012

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

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

Name:

Title:

Agency Address:

Phone Number:

Signature:

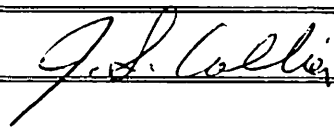
Date:

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

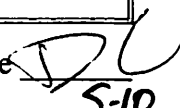
CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Director, Alabama Department of Homeland Security

Signature: 

Date:

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

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

1. LOBBYING

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

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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

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

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

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

Initial Here

DL
S-11

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

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

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

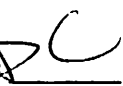
The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2) Establishing an on-going drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- APPLICABLE TO GRANTEES
RECEIVING \$50,000 OR MORE.**

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

- A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

Initial Here 

5-12

ACCEPTANCE OF AUDIT REQUIREMENTS

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

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

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

1. *Audit Period:	Beginning		Ending		
2. Audit will be submitted to AL DHS Accounting Office by:					
				(Date)	

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

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

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

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

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

Form Completed By

Name:

Title:

Signature:

Initial Here

5-13

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

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

JAN 22 2013

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Service Contract with Alabama State University

During the January 7, 2013 County Commission meeting, the Commission agreed to place a Service Contract with Alabama State University for Technical and Professional Advice and Assistance in the Area of Computer Generated Demographic Data and Supporting Maps on the next agenda.

Attached is a copy of the Service Contract and I am requesting approval of this document.

DLM/tn

Attachment

**SERVICE CONTRACT
BETWEEN
ALABAMA STATE UNIVERSITY
AND
Montgomery County Commission**

THIS AGREEMENT, entered into on this **22nd** day of January, 2013, between the **Montgomery County Commission** and Alabama State University Center for Leadership and Public Policy (ASU CLPP), hereinafter referred to as the "Service Provider," with the following stipulations:

General Functions to be Accomplished: Technical and professional advice and assistance in the area of computer generated demographic data and supporting maps for redistricting purposes.

Service Provider will:

1. Provide the most current substantiated research data at the census block level for all of Montgomery County for the following areas; total population and voting age population.
2. Provide subsequent maps resulting from these changes at a size and number required by the client
3. Provide demographic data and final maps for submission to the required regulatory agencies and offices.
4. Provide additional maps as requested by the Montgomery County Commission

Payment:

Upon acceptance of this contract, the **Montgomery County Commission** will be billed at a rate of \$50/hr and map cost by size and number requested, not to exceed a total of \$1,500.00. All costs will be billed upon completion of services.

Terms:

This contract shall begin **January 22nd, 2013**, and may be terminated by either party within 30 days written notice with no additional payment required beyond the final month the Service Provider performs services on behalf of the **Montgomery County Commission**.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Montgomery County Commission

ASU Center for Leadership and
Public Policy, Service Provider

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

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Agenda

JAN 22 2013

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Lease with Capitol Plaza Associates

During the January 7, 2013 County Commission meeting, the Commission agreed to place the Seventh Amendment to Lease with Capitol Plaza Associates, LLC for the Probate Judge's Office at Capitol Plaza on the next agenda.

Attached is a copy of the Lease and I am requesting approval of this document.

DLM/tn

Attachment

SEVENTH AMENDMENT TO LEASE

This Agreement made and entered into as of the 3rd day of January 2013, by and between Capitol Plaza Associates, LLC, ("Landlord"), and Montgomery County Commission ("Tenant").

WITNESSETH:

WHEREAS, Landlord's predecessor-in-interest and Tenant's predecessor-in-interest entered into that certain Lease agreement dated December 13, 1995; (the "Lease"), said Lease was amended by First Amendment to Lease dated February 8, 1996; by Second Amendment to Lease dated April 22, 1999; by Third Amendment to Lease dated October 22, 2001; by Fourth Amendment to Lease dated December 30, 2002 and further amended by Fifth Amendment to Lease dated March 6, 2007; and by Sixth Amendment to Lease dated October 25, 2010; Landlord did lease and demise unto Tenant certain premises containing approximately 2,793 square feet commonly referred to as space 4 and 5 ("Premises") located in the Capitol Plaza Shopping Center ("Shopping Center"), in Montgomery, Alabama. The original Landlord assigned its rights title and interest in the Lease to Landlord.

WHEREAS, Landlord and Tenant desire to modify certain terms and conditions of the Lease,

NOW THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements hereinafter set forth, and other good and valuable considerations the receipt and sufficiency of which is hereby acknowledged and confessed, Landlord and Tenant agree as follows:

1. The above recitals are hereby confirmed as true and correct and are reaffirmed herein.
2. Landlord has agreed to extend the Lease term for a two year period commencing on March 2, 2013 and terminating on February 28, 2015.
3. Tenant may terminate this Lease with three (3) month written notice to Landlord anytime during this Lease period.
4. Minimum Guaranteed Base Rental for the extension period is due and payable as follows:

Base PSF	Annual	Monthly
\$8.03	\$22,434.84	\$1,869.57

5. Tenant acknowledges responsibility for its prorata share of the Common Area Charges as additional rent.
6. Tenant hereby acknowledges that the Lease as modified is in full force and effect and that there are no violations or defaults under any provision of the Lease on the part of Tenant.
7. In the event of a conflict between the terms and conditions of this Seventh Amendment to Lease Agreement and the Lease, this Seventh Amendment to Lease Agreement shall control.

IN WITNESS WHEREOF, the parties have entered into this Seventh Amendment to Lease as of the day and year first above written.

Signed, sealed and delivered in the presence of:

WITNESS:

LANDLORD: Capitol Plaza Associates, LLC

By: _____

Its: _____

Date: _____

TENANT: Montgomery County Commission

WITNESS:

By: _____

Its: _____

Date: _____

Tammy Nix

From: Donald Mims
Sent: Thursday, January 03, 2013 5:55 PM
To: Tammy Nix
Cc: Donald Mims
Subject: FW: Lease Amendment
Attachments: SEVENTH AMENDMENT TO LEASE.doc

Thur Memo – Future Agenda

From: Hol0513@aol.com [<mailto:Hol0513@aol.com>]
Sent: Thursday, January 03, 2013 4:33 PM
To: Donald Mims
Subject: Lease Amendment

Donald,

Please have the attached Seventh Amendment signed and returned to me so I can have the Landlord sign and I will send you a completely executed original.

If you have any questions, please let me know.

Thanks,

Charles Hollar
334-546-1313

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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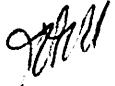
Agenda

JAN 22 2013

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator 

SUBJECT: Resource Conservation Management Policy

In 2008 the Montgomery County Commission approved a Resource Conservation Management Policy authorizing the policy to reduce energy consumption in all buildings operated, owned, or leased by The Montgomery County Commission.

Due to the installation of energy efficient equipment by Schneider Electric Buildings Americas, Inc. and changes in Elected Officials, it was discussed to reissue the policy stating the requirements of the Resource Conservation Management.

The policy was discussed with the Commission and they were in agreement that it be reissued. I was further advised to place this policy information on the agenda for January 22, 2013. There are no changes to the original policy issued by the Commission.

If you have any questions, please contact me.

JAM/tm

Resource Conservation Management Policy

Signature Page of Elected & Appointed Officials

- With my signature, I support this policy and will encourage my employees to take measures to reduce energy consumption.
- District Attorney Ellen Brooks _____
- Sheriff D. T. Marshall _____
- Probate Judge Steven Reed _____
- Board of Registrars Chairman Jim Wilson _____
- Circuit Judge Charles Price _____
- Circuit Clerk Tiffany McCord _____
- Revenue Commissioner Janet Buskey _____
- County Commission Chairman Elton Dean, Sr. _____
- County Administrator Donald L. Mims _____

RESOURCE CONSERVATION MANAGEMENT POLICY

PURPOSE

It is the intention of The Montgomery County Commission to establish a resource conservation management policy. The purpose of this policy is to support the global necessity of reducing energy consumption, conserve water, promote waste reduction and recycling. The design, construction, renovation, and operation of any buildings owned or leased by The Montgomery County Commission will exploit all feasible energy conservation opportunities. The Commission will continue to seek ways and technologies to reduce energy use that will result in cost savings that may be redirected to fund other programs and special projects.

POLICY

In an effort to reduce energy consumption within all buildings owned or leased by the Montgomery County Commission the actions described in the Resource Conservation Policy are required for all Montgomery County Commission employees unless an exception is granted by the County Administrator. Due to the nature of their operations, the Sheriff's Department and the Detention Facilities will implement policies adaptable to their situations. Each Director will appoint a staff person to ensure energy conservation measures contained in this policy are implemented within his/her department. As appropriate, Directors will ensure these measures are implemented with a minimum of disruption to public services. In those facilities with frequent public use, communicate to the public the County's efforts to conserve energy. When reasonable and feasible the County Commission will promote the use of renewable energy and/or alternative fuels. Energy efficiency ratings will be a primary concern when purchasing equipment and vehicles for county use, or constructing and renovating county-owned buildings. Free or low-cost conservation measures should be applied before investing in costly changes. The Montgomery County Commission will promote and implement local, state, and national energy conservation measures legally enacted.

CONSERVATION MEASURES

Administrators and Directors may consider implementing some of the following or similar guidelines and procedures with energy conservation in mind. These procedures will apply to all areas EXCEPT where such measures may prevent necessary work or endanger staff, clients, or the public. Obviously, a complete comprehensive conservation program cannot be implemented immediately. It may however, with active planning, be accomplished in three phases. The first phase being procedures that could be communicated and put into practice within the very near future with little or no costs involved. Phase two would be planned and implemented after phase one is actively in place and working as these measures might entail certain policy/procedure changes, staff training, and maintenance modifications. Phase three measures will involve long-term consideration and planning. As some of the phase three items will require budgetary planning, cost effectiveness studies, and policy changes/modifications, this phase will be considered and enacted when practical and feasible.

PHASE I

Employee Driven

- Lights should be turned off at night and in unused or unoccupied areas during the day. Turn off lights in private offices when out to lunch or meetings during day. Use compact fluorescent bulbs.
- Turn printers, computers, monitors, copiers, and fax machines off at night. Don't turn them on until ready to use. Shut computers down on long week-ends.
- Minimize number of personal fans, clocks, coffeemakers, etc. at work and eliminate the use of personal heaters at work to avoid this safety hazard.
- Report water leaks and repair promptly. Turn faucets off completely.
- Turn off vehicles when sitting idle at work sites.

Commission Driven

- Arrange to do as much cleaning/housekeeping chores as possible during daylight hours.
- Discourage use of county offices, where feasible, outside of normal working hours. (6 a.m. to 6 p.m. Monday-Friday)
- Do not burn any outside lights during daylight hours.
- Make sure vehicles and gas powered equipment are serviced regularly and kept in good repair. They will be more fuel efficient.
- Turn hot water temperature down to 105 to 110 degrees except in areas like the cafeteria and detention facilities where hotter water may be required.
- When buying or leasing property give preference to energy efficiency.

PHASE II

Employee Driven

- Where possible, get rid of any personal use appliances in offices that burn electricity even when idle such as TV, VCR, DVD, CD, microwaves, etc. Unplug when not using.

Commission Driven

- Procure energy efficient products such as energy efficient light bulbs, equipment, and energy saving devices for equipment when available. Give preference to Energy Star rated products. These products meet strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.
- Install programmable thermostats that will turn heat or air conditioning down at night and on week-ends to conserve energy usage.
- Address in budget: (1) Employee Energy Awareness Programs (2) Building energy conservation measures (3) Procurement of energy efficient goods.

- Develop building specific operations and maintenance plans and procedures. Plan personnel qualifications, training requirements, and work order procedures with energy conservation in mind.
- Recycle – Contract to dispose of solid recycles.
- Replace obsolete or defective plumbing products to conserve water . Educate employees on awareness of the benefits, necessity and importance of conserving water.
- Search for grants, incentives, and/or rebates that may be offered by government agencies or utility companies for implementing energy conservation measures.
- Buy compact fluorescent light bulbs.
- Consider installing sensors in workspaces that will automatically turn lighting off when space is unoccupied.
- Join NaCo Energy Star Courthouse Campaign to commit to reducing energy waste and improving the energy performance of our buildings. Strive to win an Energy Star label for one or more county buildings.

PHASE III

Commission Driven

- Purchase energy efficient vehicles. Consider hybrids and/or alternative fuels.
- Utilize the Alabama Energy Performance Contracting Guidelines for building construction and renovations.
- Require newly constructed buildings and renovations to meet 10CFR 435 (federal regulation establishing voluntary energy conservation performance standards designed to achieve the maximum practical improvements in energy efficiency).
- Strive to make all county buildings LEED certified.
- Explore future use of renewable fuels as feasible.

“JUST ENOUGH IS ENOUGH ENERGY”



Haskell|Slaughter

attorneys at law

MONTGOMERY OFFICE

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

MONTGOMERY COUNTY
COMMISSION

NOV 28 PM 3:55

Agenda

JAN 22 2013

TTG

MEMORANDUM

November 28, 2012

TO: Donnie Mims
FROM: Tommy Gallion
RE: Notice of Claim
Lakesha Tellis on behalf of K. T. a minor

I have reviewed your November 16, 2012 memorandum, Notice of Claim, the form Alabama Risk Management for Schools Automobile Liability Fund Claim for Property Damage or Personal Injury, Alabama Uniform Traffic Crash Report related to the injuries and property damage.

It is my legal opinion that this Notice of Claim be recognized and denied at the next Commission meeting.

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LEWIS N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JAMES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

MONTGOMERY 36102-1667

ESTABLISHED 1816

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www.mc-ala.org

November 16, 2012

MEMORANDUM

TO: Thomas Gallion, III
County Attorney

FROM: Donald L. Mims *dlm*
County Administrator

RE: Lakesha Tellis on behalf of Keyshun Tellis (Minor) v. Montgomery County Commission

Attached is a of Notice of Claim submitted by Attorney James T. Laura, Jr., of Shunnarah Injury Lawyers, on behalf of their client, Lakesha Tellis on behalf of Keyshun Tellis (Minor). We received this claim in our office the week of November 5, 2012.

Please review this claim and take appropriate action as to its validity against the County.

A recommendation to the County Commission to recognize and deny this claim is appreciated by November 28, 2012.

Thank you for your assistance in this matter.

/tlm

.Attachment

STATE OF ALABAMA)
MONTGOMERY COUNTY)

NOTICE OF CLAIM

**TO: CITY OF MONTGOMERY, ALABAMA;
MONTGOMERY COUNTY BOARD OF EDUCATION;
ALABAMA RISK MANAGEMENT FOR SCHOOLS (ARMS);
MONTGOMERY COUNTY, ALABAMA; and,
LUCY HESTER SELLERS**

Comes now, Lakesha Tellis, parent of Keyshun Tellis, a minor, pursuant to Code of Alabama §§ 6-5-20, 11-12-5, 11-12-6, 11-12-8, 11-47-23, 11-47-24, 11-47-190, 11-47-191, and 11-47-192, and hereby gives notice of and presents a claim against the City of Montgomery, Alabama (hereinafter “the City of Montgomery”), the Montgomery County Board of Education (hereinafter “the Montgomery Board of Education”), Alabama Risk Management for Schools (hereinafter “ARMS”), and Montgomery County, Alabama (hereinafter “Montgomery County”), in the sum of one hundred thousand dollars and no cents (\$100,000.00).

Said claim arises out of an accident that occurred on or about May 16, 2012 at approximately 15:30 (MT) on Strathmore Drive at the intersection of E. South Boulevard. On the day of the accident, Ms. Keyshun Tellis was driving her mother's (*i.e.*, Lakesha Tellis) vehicle. While stopped in traffic on Strathmore Drive, the vehicle Ms. Keyshun Tellis was driving was struck on the rear passenger side by a bus owned by the Montgomery Board of Education and operated by Nathaniel Ed Smith, an employee/agent of the Montgomery Board of Education. The bus operated by Mr. Smith struck Ms. Tellis' vehicle when it negligently attempted to go around Ms. Tellis' vehicle.

Consequently, Ms. Tellis suffered injuries as a result of the collision. Ms. Tellis' injuries include, but are not limited to, severe back and neck pain, as well as an injured leg. Ms. Tellis was forced to use crutches.

Said claim arises out of the City of Montgomery, the Montgomery Board of Education, and Montgomery County's negligence and/or wantonness through the actions of its agent and/or employee in negligently operating the bus and failing to meet the duty to all others to keep the roadways safe; or, the City of Montgomery, the Montgomery Board of Education, and Montgomery County may be liable for the negligent hiring, training, and supervision of said agent and/or employee who operated the bus, depending upon further investigation.

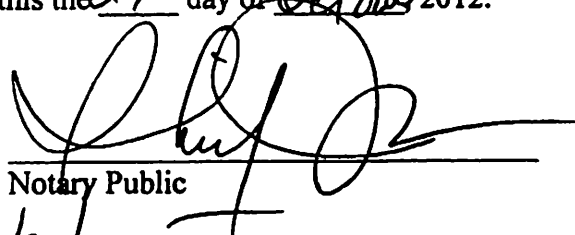
As a result of the negligent operation of the Montgomery Board of Education bus, Ms. Tellis suffered physical injuries resulting in recoverable damages including, but not limited to, medical expenses and pain and suffering caused by the accident.

Ms. Tellis asks that the City of Montgomery, the Montgomery Board of Education, ARMS, and Montgomery County provide her with any information and/or documentation they have pertaining to the accident described herein. If you know of any other person or entity you deem to be responsible in any manner for Ms. Tellis' injuries you should inform the claimant and her counsel of the name and address of such persons or entity immediately.

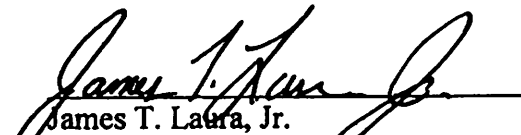
Dated this the 29 day of Oct, 2012.


Lakesha Tellis
On Behalf of Keyshun Tellis (Minor)

Sworn and subscribed before me on this the 29th day of October 2012.


Notary Public

My commission expires: 03/01/2015


James T. Laura, Jr.
Attorney for Claimant

OF COUNSEL:

Shunnarah Injury Lawyers, P.C.
3626 Clairmont Avenue
Birmingham, AL 35222
205.983.8131



MONTGOMERY COUNTY COMMISSION

Office of Public Affairs

101 S. Lawrence Street, Montgomery, AL 36104 Tel. (334) 832-1270 Fax (334)-832-2533

Agenda

JAN 22 2013

December 19, 2012

To: Montgomery County Commission

From: DiDi Henry

Re: Public Relations Council of Alabama – Montgomery Chapter Dues

I am requesting that the Commission approve the payment of my annual dues to PRCA-Montgomery for 2013. The membership includes online webinars, newsletters, conferences and information for public relations professionals that can only be obtained through membership to the organization. I also hold a State PRCA office.

The dues are \$285.00 a year. I have attached an invoice.

Thank you for your consideration.



Public Relations
Council of Alabama

Invoice

December 17, 2012

DiDi Henry
Public Affairs Director
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102

2013 Membership Renewal, Montgomery PRCA

\$285.00

Terms—Due upon presentation. Membership not effective until check is received.

Please Remit ONLY To:

Public Relations Council of Alabama
P.O. Box 531335
Birmingham, AL 35253-1335

The Public Relations Council of Alabama is a not-for-profit business association and is not subject to tax withholding. TIN: 43-2032904

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
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A COUNTY OLDER THAN THE STATE

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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

January 22, 2013

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-2013-53: Kappa Alpha Psi Guide Right Foundation of Montgomery, Inc., for Guide Right Programs for Elementary, Middle, and Senior High School Students - \$3,000; (Harris)

C-2013-54: Alabama Baseball Coaches Association, Inc., for the 2013 Community College Fall Sophomore Workouts and Fall Classic - \$1,000; (Polizos)

NC-2013-67: BOE, Carver Senior High School, for Girls Basketball Program - \$500; (Williams)

NC-2013-68: City of Montgomery, to be used by BONDS to Support Taylor Lakes/Sagestone Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$400; (Ingram)

DLM/tll

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

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

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www.mc-ala.org

Agenda

JAN 22 2013

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

During the January 7, 2013 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Detention Facility:

- (1) Corrections Officer Lieutenant, Position Number 062
- (2) Corrections Officer Sergeant, Position Number To Be Determined
- (3) Corrections Officer Corporal, Position Number To Be Determined
- (4) Corrections Officer/Corrections Officer Trainee, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachment



ORIGINAL

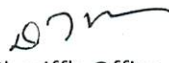
D.T. MARSHALL, SHERIFF

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

January 2, 2013

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff D. T. Marshall 
Montgomery County Sheriff's Office

SUBJECT : Position Fill Request
Montgomery County Sheriff's Office

Sergeant Angie Burgess retired effective January 1, 2013. I am requesting approval to fill this Sergeant position and the Corporal position vacancy that will be created by this promotion.

Lieutenant Deloris Jenkins (Detention Facility) retired effective January 1, 2013. I am requesting approval to fill this Lieutenant position and the vacancies that will be created for a Sergeant and Corporal position.

Your assistance in placing this on the next County Commission agenda will be appreciated.

DTM/tb

2013 JAN -2 PM 3:25
MONTGOMERY COUNTY
COMMISSION

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Lieutenant

Position Number 062

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
() Open Competitive Register () Reemployment

Pay Grade Pay Grade PC4 - \$41,583 - \$59,195

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D. T. Marshall
Department Head DM

Date January 2, 2013

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Sergeant

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
() Open Competitive Register () Reemployment

Pay Grade Pay Grade PC3 - \$37,035 - \$52,721

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall Date January 2, 2013
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4. Selectee: _____

Appointing Authority

Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

POSITION FILL REQUEST

ORIGINAL

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Corporal

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
() Open Competitive Register () Reemployment

Pay Grade Pay Grade PC2 - \$31,837 - \$45,321

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall Date January 2, 2013
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

POSITION FILL REQUEST ORIGINAL

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

- () Promotional Register () Transfer
 (☒) Open Competitive Register () Reemployment

Pay Grade Corrections Officer Trainee - \$28,392 PCT

Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall
 Department Head

Date January 2, 2013

2. Administrative Review

- () Approved
 () Disapproved

 Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

 Personnel Director Date _____

4. Selectee: _____

 Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
 () Payroll entered by _____ Date _____

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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www.mc-ala.org

Agenda

JAN 22 2013

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

During the January 7, 2013 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Sergeant, Position Number 034
- (2) Deputy Sheriff, Corporal – Position Number To Be Determined
- (3) Deputy Sheriff Trainee/Deputy Sheriff – Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

D.T. MARSHALL, SHERIFF



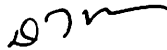
ORIGINAL

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

January 2, 2013

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff D. T. Marshall 
Montgomery County Sheriff's Office

SUBJECT : Position Fill Request
Montgomery County Sheriff's Office

Sergeant Angie Burgess retired effective January 1, 2013. I am requesting approval to fill this Sergeant position and the Corporal position vacancy that will be created by this promotion.

Lieutenant Deloris Jenkins (Detention Facility) retired effective January 1, 2013. I am requesting approval to fill this Lieutenant position and the vacancies that will be created for a Sergeant and Corporal position.

Your assistance in placing this on the next County Commission agenda will be appreciated.

DTM/tb

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff, Sergeant

Position Number 034

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
() Open Competitive Register () Reemployment

Pay Grade Pay Grade PS3 - \$40,962 - \$58,309

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D. T. Marshall

Date January 2, 2013

Department Head *OK*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director _____

Date _____

4. Selectee: _____

Appointing Authority _____

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

POSITION FILL REQUEST ORIGINAL

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff, Corporal

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

(☒) Promotional Register () Transfer
 () Open Competitive Register () Reemployment

Pay Grade Pay Grade PS2 - \$37,211 - \$47,900

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D. T. Marshall

Date January 2, 2013

Department Head DM

2. Administrative Review

() Approved
 () Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

Personnel Director _____

Date _____

4. Selectee:

Appointing Authority _____

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

COMPLETED ACTION DATES

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

- () Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment

Pay Grade Deputy Sheriff Trainee - \$35,066 PS104

Deputy Sheriff - \$36,186 - \$45,139 PS1

D T Marshall
Department Head *RM*

Date January 2, 2013

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee:

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

Agenda

JAN 22 2013

Date: December 28, 2012
To: Donald L. Mims, Administrator
From: John A. Mitchell, Deputy Administrator
Re: Travel / Training Request



Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 21, 2013 Return Date: February 22, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Coosa Alabama River Improvement Association Annual Meeting 2013
(CARIA)

Traveler (s) Name: 1. John A. Mitchell, Sr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Administration Fund Name: General

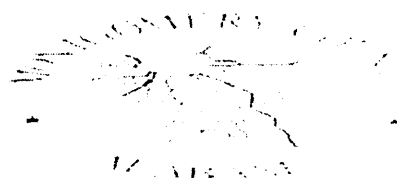
Additional Comments: Registration - \$125.00

To: John A. Mitchell, Deputy Administrator
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$125.00 is authorized.

<i>To be completed by the Finance Department</i>		
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>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$125.00</u>	
Budget Balance:	<u>\$14,437.41</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/31/2012

cc: Finance Director / Buyer

14-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Agenda

JAN 22 2013

Date: January 9, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 27, 2013 Return Date: March 1, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend 2013 GFOAA Annual Conference in Montgomery, AL at the Renaissance.
Includes 16 CPE hours of continuing education toward annual CPA License
requirement.

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. John A. Mitchell, Sr. 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$662.00 Advance Registration Required: \$590.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$295.00; Estimated cost also includes: Hotel Parking estimated at
\$36 (\$12 per day x 3 days) .

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

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$662.00 and advance registration of \$590.00 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>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$787.00</u>	
Budget Balance:	<u>\$13,775.41</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/10/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Agenda

JAN 22 2013

Date: January 9, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: January 24, 2013 Return Date: January 25, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend County Commissioner Training; Elective/Graduate Courses 2013
Open Meetings and Media Relations

Traveler (s) Name: 1. Dimitri Polizos 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$217.12 Advance Registration Required: \$190.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$190.00; Mileage - \$27.12

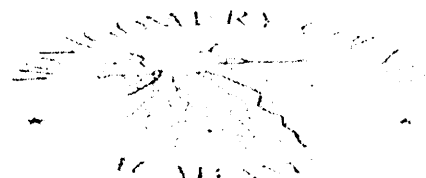
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$217.12 and advance registration of \$190.00 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>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$1,004.12</u>	
Budget Balance:	<u>\$13,558.29</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/10/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 22 2013

Request # 12

Date: January 10, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: March 13, 2013 Return Date: March 14, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend CGEI Ethics for Public Officials & Employees Class
located at Marriott Legends-Prattville

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$202.12 Advance Registration Required: \$175.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$175.00; Mileage - \$27.12

To: Donald L. Mims, Administrator

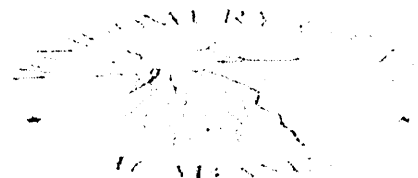
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$202.12 and advance registration of \$175.00 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>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$1,206.24</u>	
Budget Balance:	<u>\$13,356.17</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

Agenda

JAN 22 2013

Date: January 10, 2013

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: September 20, 2013

Return Date: September 20, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend 21st Annual Financial Accounting and Auditing Conference

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: \$300.00

Department Name: Administration- County Commission Fund Name: General

Additional Comments: Registration - \$300.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$300.00 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

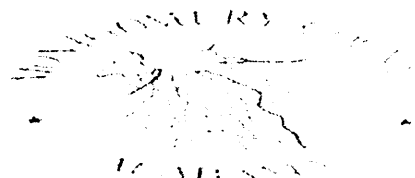
Approved Requests: \$7,937.59

Budget Available: \$14,562.41

Current Requests: \$1,506.24

Budget Balance: \$13,056.17

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

14-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

Agenda

JAN 22 2013

Date: January 10, 2013
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. Dan Harris, Jr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,205.60 Advance Registration Required: \$490.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$490.00; Meals - \$300.00; Airfare - \$555.60; Hotel \$730.00
Taxi/Shuttle - \$100.00; Airport Parking - \$30.00

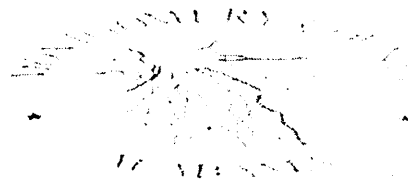
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,205.60 and advance registration of \$490.00 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>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$3,711.84</u>	
Budget Balance:	<u>\$10,850.57</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

14-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 22 2013

Request # 15

Date: January 17, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: January 30, 2013 Return Date: February 1, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA 2013 Winter Conference

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$748.96 Advance Registration Required: \$195.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$195.00; Mileage - \$126.56; Meals -\$225.00; Lodging - \$202.40

To: Donald L. Mims, Administrator

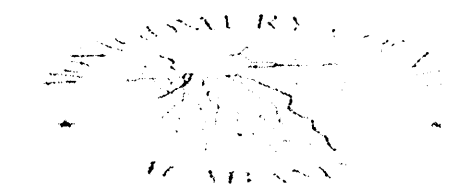
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$748.96 and advance registration of \$195.00 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: \$7,937.59
Budget Available: \$14,562.41
Current Requests: \$4,460.80
Budget Balance: \$10,101.61

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/17/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

JAN 22 2013

Date: January 8, 2013
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: February 24 2013 Return Date: February 27 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: AATA Winter Conference
Renaissance Montgomery Hotel & Spa

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

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

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

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: Total est. cost includes registration fees.

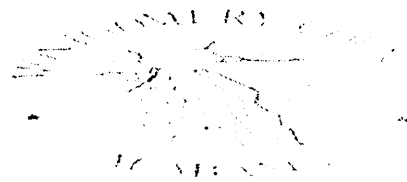
To: Janet Buskey, Revenue Comm
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$350.00 and advance registration of \$350.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.365</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,400.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,400.00</u>	
Current Requests:	<u>\$350.00</u>	
Budget Balance:	<u>\$3,050.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/10/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

JAN 22 2013

Date: January 16, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager *gm*
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: January 24, 2013 Return Date: January 24, 2013

Conference Leave (Days / Hours): 2 Hours (Approx.)

Purpose of Travel: Attend 2013 ACCA District Meeting in Prattville, AL at the Marriott Legends at Capitol Hill beginning at 6 p.m. on January 24, 2013. The ACCA is encouraging County Revenue Officers to attend the 2013 ACCA District Meetings.

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

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

Total (est.) Cost: \$34.00 Advance Registration Required: \$20.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Registration Fee of \$20.00 to be paid in advance to the ACCA by attendee upon online registration. Estimated cost also includes \$14 Mileage.

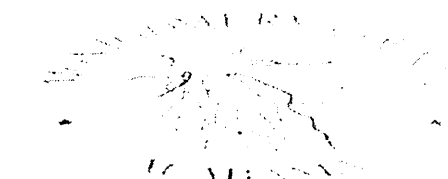
To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the approximate amount of \$34.00 and advance registration of \$20.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$8,000.00</u>
Approved Requests:	<u>\$2,676.00</u>
Budget Available:	<u>\$5,324.00</u>
Current Requests:	<u>\$34.00</u>
Budget Balance:	<u>\$5,290.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/17/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 10, 2013
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Huntsville, AL
Departure Date: March 27, 2013 Return Date: March 29, 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Col Wanda Robinson 4. _____
2. Major Barbara Palmer 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: \$30.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

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

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$30.00 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>\$1,139.69</u>	
Budget Available:	<u>\$13,860.31</u>	
Current Requests:	<u>\$300.00</u>	
Budget Balance:	<u>\$13,560.31</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/14/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 9, 2013
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Island House Hotel, Orange Beach, AL
Departure Date: March 6, 2013 Return Date: March 8, 2013
Conference Leave (Days / Hours): 3 days/30 hrs.
Purpose of Travel: Attend Alabama Vector Management Society Annual Meeting

Traveler (s) Name: 1. Danise D. Nettles 4. _____
2. William C. Zeigler 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,055.00 Advance Registration Required: \$190.00

Department Name: Engineering Department Fund Name: General Fund-001-55600-265

Additional Comments: Includes registration, membership dues, lodging, mileage & meals

To: George C. Speake, County Engineer
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,055.00 and advance registration of \$190.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-55600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$1,055.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$1,055.00</u>	
Current Requests:	<u>\$1,055.00</u>	
Budget Balance:	<u>\$0.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda

JAN 22 2013

Date: January 11, 2013
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Alabama
Departure Date: January 18, 2013 Return Date: January 18, 2013
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Auburn/Montgomery American Society of Safety Engineers Section Meeting

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

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

Total (est.) Cost: \$83.28 Advance Registration Required: _____

Department Name: Risk Management Fund Name: Liability

Additional Comments: Mileage - \$63.28; Meals - \$20.00

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$83.28 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 007-51120.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$3,658.00

Budget Available: \$11,342.00

Current Requests: \$83.28

Budget Balance: \$11,258.72

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

JAN 22 2013

Date: January 11, 2013
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

SKM

Request approval to be granted for the following:

Destination: Asheville, NC
Departure Date: March 14, 2013 Return Date: March 15, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Spring 2013 Meeting of States' Joint Boards and Committees

Traveler (s) Name: 1. Scott Kramer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: *****All expenses will be paid by States*****

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 007-51120.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$15,000.00
Approved Requests: \$3,658.00
Budget Available: \$11,342.00
Current Requests: \$83.28
Budget Balance: \$11,258.72

Donald L. Mims, Administrator

[Signature]

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

14-13

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

JAN 22 2013

Date: January 9, 2013
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Bryant Conference Center, Tuscaloosa, AL
Departure Date: February 25, 2013 Return Date: February 27, 2013
Conference Leave (Days / Hours): 3 days/30 hrs.
Purpose of Travel: Attend Alabama Vegetation Management Society Annual Meeting

Traveler (s) Name: 1. Danise D. Nettles 4. _____
2. William S. Missildine 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,100.00 Advance Registration Required: \$180.00

Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600-265

Additional Comments: Includes registration, lodging, mileage & meals

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,100.00 and advance registration of \$180.00 is authorized.

To be completed by the Finance Department

Fund Code: 111-53600.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$5,000.00

Approved Requests: \$490.00

Budget Available: \$4,510.00

Current Requests: \$1,100.00

Budget Balance: \$3,410.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/10/2013

cc: Finance Director / Buyer

14-14

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 22 2013

Request # 1

Date: January 3, 2013

To: Donald L. Mims, Administrator

From: Barbara M. Montoya, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Las Vegas, NV

Departure Date: March 8, 2013

Return Date: March 10, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: IPMA-HR Executive Council Meeting

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 123-51961-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

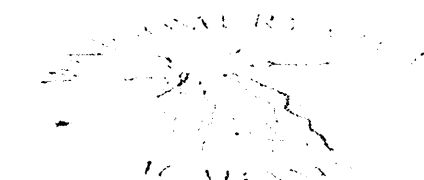
Approved Requests: \$786.33

Budget Available: \$14,213.67

Current Requests: \$0.00

Budget Balance: \$14,213.67

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 3, 2013
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: New Orleans, LA
Departure Date: June 7, 2013 Return Date: June 12, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Southern Regional IPMA-HR Conference

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

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

Total (est.) Cost: \$1,950.12 Advance Registration Required: \$295.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Barbara M. Montoya, Director
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,950.12 and advance registration of \$295.00 is authorized.

To be completed by the Finance Department

Fund Code: 123-51961-265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$15,000.00
Approved Requests: \$786.33
Budget Available: \$14,213.67
Current Requests: \$1,950.12
Budget Balance: \$12,263.55

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 15, 2013
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 96 Folmar Pkwy, Montgomery, AL Holiday Inn Airport So.
Departure Date: March 22, 2013 Return Date: March 22, 2013
Conference Leave (Days / Hours): 1 day
Purpose of Travel: The Montgomery Administrative Assistants Conference

Traveler (s) Name: 1. Linda M. Nesby 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$149.00 Advance Registration Required: \$149.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

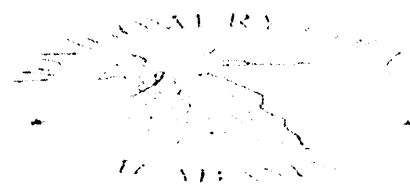
To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$149.00 and advance registration of \$149.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,650.00</u>
Approved Requests:	<u>\$10,851.88</u>
Budget Available:	<u>\$1,798.12</u>
Current Requests:	<u>\$149.00</u>
Budget Balance:	<u>\$1,649.12</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/16/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

Agenda

JAN 22 2013

Date: January 7, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: January 30, 2013 Return Date: January 31, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Instructor at Alabama City/County Management Assoc Winter Conference

Traveler (s) Name: 1. Steve Searcy 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: No Cost to our Office

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$45,000.00
Approved Requests: \$2,545.50
Budget Available: \$42,454.50
Current Requests: \$0.00
Budget Balance: \$42,454.50

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/9/2013

cc: Finance Director / Buyer

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