

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MAY 6, 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:

Revenue Commissioner Janet Buskey
Chief Appraiser Clay Henley
Sheriff D.T. Marshall
Juvenile Court Administrator Bruce R. Howell
District Attorney Administrative Assistant Rhonda Cape
Regional Vice President Derril Strickland with Goodwyn, Mills & Cawood, Inc.

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of April 1, 2013

Presentation of the Minutes of the Regular Meeting of April 15, 2013

Consider Modification of the Minutes of the Regular Meeting of March 11, 2013

Consider Modification of the Minutes of the Regular Meeting of March 18, 2013

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Modification Number 1 to 2012 Weatherization Grant Agreement Number DOE-028-12, County Commission
2. Consider Contract with Cavanaugh MacDonald Consulting Regarding an Actuarial Study for Other Post-Employment Benefits (Retired Employee Health Insurance and this Liability is Comprised of Retiree Healthcare and Life Insurance Benefits), Risk Management
3. Consider Amendment Number 1 to Contract with G & K Services Inc., for a Three Month Contract Extension for Uniform Rental, County Commission
4. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
5. Consider Bid Award Regarding Crushed Stone, Bid Number 53000-13B-011, Engineering Department
6. Consider Position Fill Requests – Detention Facility (2)
 1. Corrections Officer Trainee/Corrections Officer, Position Number 015
 2. Corrections Officer Trainee/Corrections Officer, Position Number 175
7. Consider Position Fill Request for a Deputy Sheriff Trainee/Deputy Sheriff, Position Number 045, Sheriff's Office
8. Consider Position Fill Request for a Civil Engineering Technician II, Position Number 640628020, Engineering Department
9. Consider Position Fill Request for a Civil Engineering Technician III, Position Number 640629019, Engineering Department

10. Consider Position Fill Request for a Customer Service Clerk, Position Number 750016001, Probate Judge's Office
11. Consider Travel/Training Requests (23)

OLD BUSINESS:

12. Consider Authorization to Issue a Request for Proposal (RFP) for Independent Financial Advisory and Investment Services, County Commission

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

MAY 6, 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.

MAY 20, 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.

MAY 27, 2013

County Holiday (Memorial Day)

JUNE 3, 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.

JUNE 17, 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.

JULY 1, 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.

JULY 4, 2013

County Holiday (Independence Day)

JULY 15, 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 1 Employee Benefits Assistant – Finance Department
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 2 Service Maintenance Worker I – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
Fill action continues for 1 Revenue Auditor – Tax & Audit Department
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit
Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit
Fill action continues for 1 Case Manager II – District Attorney's Child Support Unit
Fill action continues for 1 Deputy D. A. Level 1 – District Attorney's Child Support Unit
Fill action continues for 16 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Corrections Officer Sergeant – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 1 Store Clerk – Detention Facility
Fill action continues for 1 Traffic Control Technician – Engineering Department
Fill action continues for 6 County Road Equipment Operator I – Engineering Department
Fill action continues for 5 County Road Equipment Operator II – Engineering Department
Fill action continues for 3 Service Maintenance Worker I's – 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 Election Director – Probate Judge's Office (Elections Center)
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 3 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office
Fill action continues for 2 Clerk Typist II – Sheriff's Office
Fill action continues for 1 Fingerprint Classifier – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Corporal – 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 Building Maintenance Superintendent – Youth Facility
Fill action continues for 2 Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Probation Supervisor – Youth Facility
Fill action continues for 1 Groundskeeper – Youth Facility

May 6, 2013

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

MAY - 6 2013

May 2, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Modification of the Minutes of the Regular Meeting of March 11, 2013

During the April 15, 2013 County Commission meeting, the Commission discussed modification of the Minutes of the Regular Meeting of March 11, 2013 and agreed to place these modified minutes on the next agenda.

I am requesting that the Commission approve this item.

DLM/tn

Attachment

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

MARCH 11, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:06 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

RECESS TO EXECUTIVE SESSION

Vice Chairman Ingram made a motion to go into the Executive Session, based upon a letter from City of Montgomery Mayor Todd Strange, requesting the convening of an Executive Session to discuss the purchase or sale of property and matters of commerce and trade issue. The motion was seconded by Commissioner Williams and unanimously approved by each Commissioner openly giving their individual vote. Administrator Mims noted that all five County Commissioners were present and stated that the Commission would recess to the Information Session immediately following the Executive Session. Chairman Dean recessed the Information Session to the Executive Session. (Letter from Mayor Todd Strange and a Checklist for Conducting Lawful Executive Sessions, Pages 30-1 and 30-2, are attached to these minutes)

RECESS TO INFORMATION SESSION

Commissioner Ingram made a motion to recess the Executive Session. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. Chairman Dean recessed the Executive Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS BY ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees and items on the agenda.

The meeting was opened with prayer led by Commissioner Williams.

The Pledge of Allegiance was led by Commissioner Polizos.

County Administrator Mims called Roll to Establish Quorum and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Ingram, Polizos, and Williams. Also present were County Attorney Thomas T. Gallion, III, and County Engineer George C. Speake.

CONSENT AGENDA

The Administrator presented the Accounts Payable and Payroll Checks Authorization for Approval.

Mr. Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by the Administrator. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 6, are attached to these Minutes.)

NEW BUSINESS

COUNTY COMMISSION – APPROVED SUPPORT FOR A BILL THAT WOULD PROPOSE AN AMENDMENT TO AMENDMENT NO. 852 TO THE CONSTITUTION OF ALABAMA OF 1901, NOW APPEARING AS SECTION 6.70, LOCAL AMENDMENTS, MONTGOMERY COUNTY, OFFICIAL RECOMPILATION OF THE CONSTITUTION OF ALABAMA OF 1901, AS AMENDED, TO ALLOW THE COUNTY COMMISSIONERS OF MONTGOMERY COUNTY TO PARTICIPATE IN THE EMPLOYEES’ RETIREMENT SYSTEM AND TO PROVIDE FOR A RETROACTIVE EFFECT

The Administrator requested approval of support for a bill that would propose an amendment to Amendment No. 852 to the Constitution of Alabama of 1901, now appearing as section 6.70, local amendments, Montgomery County, official recompilation of the Constitution of Alabama of 1901, as amended, to allow the County Commissioners of Montgomery County to participate in the employees’ retirement systems to provide for a retroactive effect.

Commissioner Ingram explained to the audience that the Commissioner’s get paid more than enough, along with being provided a cell phone, and health and life insurance. He said that part-time commissioners should not receive retirement and that it will cost the tax payers money. He stated that he does not support this bill and asked that the Commission not support it at this time. Chairman Dean told Commissioner Ingram that that is all good for the news and TV cameras. He stated that there are 15 to 16 counties that don’t have retirements. Commissioner Williams noted that he supports the bill but he is already a state retiree. Vice Chairman Harris added that he has done some ~~investigative work~~ research regarding this issue and that 50 out of 67 counties have Commissioners who are part-time and participate in the retirement plan. He informed everyone that Montgomery County is the largest county that does not participate. He said that ~~the Commissioners will get only 10% of the small salary that they receive as their retirement pay~~

the counties portion is 10% of the small salaries that we receive, which is not a huge benefit. This will just go along with other counties in Alabama. Commissioner Ingram said that some of the counties have full-time Commissioners. He stated that he would like to see people run for Commissioner from their heart and not for the benefits, and added that the Board of Education does not receive retirement. Chairman Dean stated that he didn't run for the benefits and that making that statement insinuates that we do not care. He said that he and Commissioner Williams have been on the Commission since the year 2000. Commissioner Ingram explained to Chairman Dean that he was not talking about the current Commissioners; that this Commission is a good team. He explained that he was referring to future people running for Commissioner. Chairman Dean stated that there are only two counties that have full-time Commissioners, Jefferson and Mobile Counties. He informed the audience that the Commission is not asking for a raise.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Mr. Williams. Chairman Dean, Vice Chairman Harris and Mr. Williams voted in favor of the motion. Mr. Ingram and Mr. Polizos voted in opposition and the motion carried. (Copy of a Bill to be Entitled an Act, Agenda Pages 1-1 through 1-4, is attached to these Minutes.)

PIKE ROAD VOLUNTEER FIRE PROTECTION AUTHORITY – CARRIED OVER
CONSIDERATION OF BOARD MEMBER REAPPOINTMENT

The Administrator presented the following memorandum:

February 14, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Pike Road Volunteer Fire Protection Authority Board Member Reappointment

On March 1, 2013, the term of Mr. Ty Glassford will expire as a board member of the Pike Road Volunteer Fire Protection Authority. Mr. Glassford has expressed his desire to be reappointed to this Authority.

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

End of Memorandum

Mr. Ingram made a motion to carry this item over to the next meeting. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Board Members' Appointment Page, Agenda Page 2-2, is attached to these Minutes.)

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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Agenda

MAY - 6 2013

May 2, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Modification of the Minutes of the Regular Meeting of March 18, 2013

During the April 15, 2013 County Commission meeting, the Commission discussed modification of the Minutes of the Regular Meeting of March 18, 2013 and agreed to place these modified minutes on the next agenda.

I am requesting that the Commission approve this item.

DLM/tn

Attachment

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

MARCH 18, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:07 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS BY ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

PRESENTATION BY PRESIDING CIRCUIT JUDGE CHARLES PRICE, CIRCUIT JUDGE JOHNNY HARDWICK AND CIRCUIT JUDGE EUGENE REESE

Presiding Circuit Judge Charles Price, Circuit Judge Johnny Hardwick and Circuit Judge Eugene Reese updated the Commission regarding the Public Defenders' office space. Judge Price stated that the Knox House has sufficient space and great location, but he would be open to other office space options that the County may have. Judge Reese explained that he had requested information from the State of Alabama regarding funding for the Public Defenders' Office and has not received a response. He stated that he is withdrawing his support until funding issues are completely resolved. Chairman Dean stated that the County would look at a space utilization plan and that the Judges could continue to look at the funding issues. The Commission and the Judges agreed.

PRESENTATION BY PROBATE JUDGE STEVEN L. REED AND ASSISTANT CHIEF PROBATE CLERK MALCOLM RICHARD

Probate Judge Steven L. Reed briefed the Commission requesting an Irregular Step Increase from A06, Step 1 to A06, Step 7 for Confidential Administrative Assistant, Thomas J. Bell, III. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding a letter from Lakeview Baptist Church Pastor Paul Hubbard requesting that Montgomery County secure a new polling location. He also presented a letter from Huntingdon College Senior Vice President Jay A. Dorman requesting the voting precinct be moved from 3139 Jim Wilson Loop East back to 1125 East Fairview Avenue. Administrator Mims noted that he would review the request and report back to the Commission.

Mr. Ingram made a motion to approve the request, effective the next full pay period. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Montgomery County Administrative Pay Plan Effective October 8, 2007, Agenda Page 17-2, is attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

Commissioner Ingram told the audience good morning and thanked them for attending today's meeting. He stated that this Commission is working well together and that the Probate Judge is doing a great job. He added that it is a great day to be in Montgomery County. He also recognized Sheriff D.T. Marshall and told him that it was good to see him.

Commissioner Williams wished everyone a good morning and added that it is a pleasure to work with this Commission. He noted that there has been much done today for Montgomery County and that it is great to be a part of the history-making of Montgomery County. He added that the Commission is doing good works with the Youth Facility. Commissioner Williams recognized Montgomery County citizen Mr. Clifford Hunter and thanked everyone for coming to today's meeting.

Commissioner Polizos told the audience good morning. He stated that the St. Jude Pirates are a nice group of young men who are sharply dressed. He said he was proud of them and that they will be successful in life. He added that we have some good kids here in Montgomery County.

Chairman Dean expressed his appreciation for everyone in attendance at today's meeting. He stated that the Commission works well together and that is how we serve the citizens of Montgomery County. He said that he appreciates the way the administrators and department heads are managing their departments. He explained that the Commission does a lot in Montgomery County and that there are a lot of things to come. He added that he believes Montgomery is the number one county in the state. He told everyone to keep up the good work.

Vice Chairman Harris said that it was good to see that the number of attendees has increased. He stated that the St. Jude Pirates are a wonderful looking group of men. He said that this is an exciting time for Montgomery County and that the County is going through growth. He added that this Commission is working more progressively; that it is a great team of leaders, and thanked everyone for their support. He explained that the Commission will do everything they can to give everyone everything they need: to do their jobs.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

05-06-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 04-19-13

Check Number	To	Check Number
234542		234613
Total Checks Paid		\$253,363.10

CHECK #	PAYEE	AMOUNT	DATE
234540	Regions Bank	\$ 1,507.31	04/16/13
234541	Stivers Ford Lincoln Mazda	\$ 23,004.00	04/17/13

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

05-06-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 04-19-13

Check Number	To	Check Number
234614		234700
Total Checks Paid		\$1,196,747.11

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

05-06-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 04-26-13

Check Number	To	Check Number
234702		234740
Total Checks Paid		\$253,784.99

CHECK #	PAYEE	AMOUNT	DATE
234701	Marshal DT/Sheriff Petty Cash	\$ 337.64	04/19/13

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 04-26-13

Check Number	To	Check Number
234741		234841
Total Checks Paid		\$241,645.46

**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 05-03-13

Check Number	To	Check Number
234843		234905
Total Checks Paid		\$129,261.67

CHECK #	PAYEE	AMOUNT	DATE
234842	Ben Atkinson Motors, Inc.	\$ 27,979.00	04/30/13

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

Agenda

MAY - 6 2013

05-06-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 05-03-13

Check Number	To	Check Number
234906		234981
Total Checks Paid		\$582,343.67

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

05/06/13 Meeting

Agenda

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

MAY - 6 2013

CHECKS ARE DATED
04/19/13

Payroll Check Number	115913	To	Payroll Check Number	116016	\$ 73,447.97
Direct Deposits					\$ 750,266.72
Payroll Check Number	116017	To	Payroll Check Number	116040	\$ 242,410.61
Direct Deposits					\$ 317,037.86
Federal Deposits					\$ 301,488.10
Total Payroll Paid					\$ 1,684,651.26

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

05/06/13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

Agenda

MAY - 6 2013

CHECKS ARE DATED
05/03/13

Payroll Check Number	116041	To	Payroll Check Number	116145	\$ 71,497.92
Direct Deposits					\$ 752,432.26
Payroll Check Number	116146	To	Payroll Check Number	116171	\$ 243,192.01
Direct Deposits					\$ 316,537.82
Federal Deposits					\$ 297,183.96
Total Payroll Paid					\$ 1,680,843.97

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

CARPDC

CENTRAL ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

AUTAUGA, ELMORE & MONTGOMERY COUNTIES

Jiles Williams, Jr.
Chairman

Greg Clark
Executive Director

Agenda

MAY - 6 2013

April 23, 2013

Mr. Donald L. Mims, CPA
County Administrator
Montgomery County Commission
Montgomery County Courthouse, Annex I
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Mims,

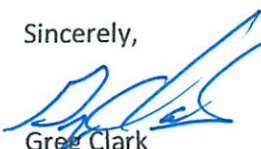
RE: Modification No. 1
Grant No.: DOE-028-12

Please find attached Modification No. 1 for Grant No. DOE-028-12. I am requesting the Commission's approval of this modification at their May 6th meeting.

Please have both originals signed, witnessed, and returned to CARPDC. One original will be kept with the grant reports at CARPDC and the other submitted to ADECA-ED. Also enclosed is an agreement form (two copies) that must be signed and returned as well. After execution retain a copy for your files.

If you have any questions or I may be of any assistance, please contact me at 262-4300.

Sincerely,



Greg Clark
Executive Director

GC/db

Enclosure

APR 24 AM 8:31
COMMISSION
MONTGOMERY COUNTY

OFFICE OF THE GOVERNOR

ROBERT BENTLEY
GOVERNOR



STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

JIM BYARD, JR.
DIRECTOR

March 29, 2013

The Honorable Elton Dean, Sr.
Chairman, Montgomery County Commission
c/o Central Alabama Regional Planning
and Development Commission
430 South Court Street
Montgomery, AL 36104

Dear Mr. Dean:

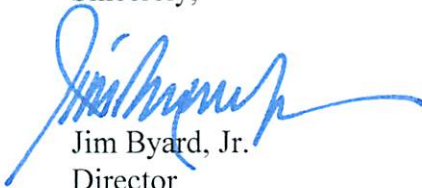
RE: Modification No. 1
Grant No.: DOE-028-12

Enclosed are two copies of the above-referenced Department of Energy Grant Modification.

Please sign and witness both copies and return one original to the Energy Division. Retain the other copy for your files. Also enclosed is an agreement form that must be signed and returned along with the grant modification.

If you have any questions, please call Willie Whitehead at (334) 242-5365.

Sincerely,



Jim Byard, Jr.
Director

JB/WW/ks

Enclosures

cc: Mr. ^{Greg}~~Gary~~ Clark, Executive Director

Grant Agreement No.: DOE-028-12
Modification No.: 1
Total Grant Amount: \$159,168.00

**MODIFICATION TO
2012 WEATHERIZATION GRANT AGREEMENT**

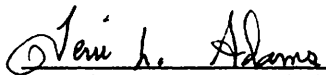
THIS MODIFICATION is entered into as of March 29, 2013, by and between the **ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS**, hereinafter called the "Department," and **MONTGOMERY COUNTY COMMISSION**, hereinafter referred to as the "Subgrantee." This modification amends **Grant Agreement No. DOE-028-12** dated on April 1, 2012.

1. **PURPOSE:** The purpose of this modification is to amend "**Paragraph 3: Duration**" and the relative attachments of the above-referenced Grant Agreement.
2. "**Paragraph 3: Duration**" is hereby amended to read as follows:
 - a. **Duration:** The Subgrantee shall commence performance of this Agreement on April 1, 2012, and shall complete performance to the satisfaction of the Department not later than March 31, 2014, and shall complete subgrant closeout procedures to the satisfaction of the Department not later than April 30, 2014.
3. All other terms and conditions not affected by this modification shall remain in full force and effect.

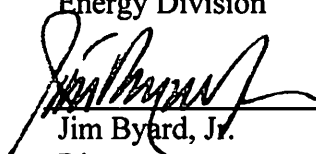
**IN WITNESS WHEREOF THE DEPARTMENT AND THE SUBGRANTEE HAVE
EXECUTED THIS AGREEMENT AS EVIDENCED BY THE SIGNATURES BELOW:**

**ALABAMA DEPARTMENT OF
ECONOMIC AND COMMUNITY AFFAIRS**
Department

MONTGOMERY COUNTY COMMISSION
Subgrantee

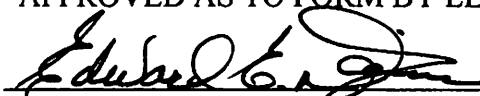
 March 27, 2013
Terri L. Adams, Chief Date
Energy Division

Authorized Official for Subgrantee Date

 March 28, 2013
Jim Byard, Jr. Date
Director

Subgrantee Witness Date

APPROVED AS TO FORM BY LEGAL:

 3/27/2013
Edward E. Davis Date
General Counsel for ADECA

TO: ANY JUDGE

**RE: GRANT NO: DOE-028-12
MODIFICATION NO: 1**

Montgomery County Commission, hereby specifically, intentionally, and unconditionally agrees and affirms that the terms and commitments contained in the documents pertaining to this grant/contract shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended. It is further agreed that if any provision of this grant/contract shall contravene any statute or constitutional provision or amendment, either now in effect or which may, during the course of this grant/contract, be enacted, then that conflicting provision in the grant/contract shall be deemed null and void. The grantee's/contractor's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

For any and all disputes arising under the terms of this grant/contract, the parties hereto agree, in compliance with the recommendations of the Governor and the Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

Authorized Official of Montgomery County Commission

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

MAY - 6 2013

May 2, 2013

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer 
Risk Manager

SUBJECT: Consideration of GASB 45 Actuarial Study

Every two years, in accordance with GASB 45 (Governmental Accounting Standards Board), an actuarial study is required to determine the County's OPEB (other post employment benefits) liability. This liability is comprised of retiree healthcare and life insurance benefits. The last study was performed two years ago at a cost of \$9,200 by Cavanaugh MacDonald Consulting. I am recommending this same vendor complete this actuarial study, and I would anticipate the same approximate cost.

I have enclosed the professional services agreement to be placed on the agenda of the next Commissioners meeting for their consideration.

cc: John A. Mitchell, Sr.
Deputy County Administrator

PROFESSIONAL SERVICES AGREEMENT

for

Cavanaugh Macdonald Consulting, LLC

THIS CONTRACT is made and entered into between the Montgomery County Commission, Alabama, hereinafter referred to as MCC, and Cavanaugh Macdonald Consulting, LLC hereinafter referred to as the Professional Contractor.

WHEREAS, the Professional Contractor represents that it is qualified, duly authorized and willing to provide the requested services,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, or attached, incorporated and made a part hereof, the parties hereto agree as follows:

SECTION 1 - SCOPE OF WORK: The Professional Contractor shall perform such services as required by MCC to complete the work as defined in Attachment A - Scope of Work, and shall provide all labor, materials, equipment, and services necessary to perform and complete in an acceptable manner the tasks contemplated or otherwise required herein.

SECTION 2 - TIME FOR BEGINNING AND COMPLETION: The Professional Contractor shall not begin any work under the terms of this Contract until authorized to do so by MCC. All work under this Contract shall be completed between the date authorized to begin work and the completion time frame specified in Attachment B Terms and Conditions, attached and made a part of this Contract. The established completion time frame for the tasks and the entire contract period shall not be extended because of any delays attributable to the Professional Contractor, but may be extended by MCC in the event of a delay attributable to MCC, or because of unavoidable delay caused by an act of nature or governmental actions or other conditions beyond the control of the Professional Contractor. Any extension agreed upon by the parties must be in writing, signed by both parties, and incorporated as a Change Order to this Contract.

SECTION 3 - PAYMENTS: The Professional Contractor agrees to perform all of the work set forth in Attachment A Scope of Work according to the Pricing Schedule specified in Attachment B Terms and Conditions hereto. Such compensation shall constitute full and complete payment for work performed and/or services rendered and for all supervision, labor, supplies, materials, equipment or use thereof, and for all other expenses and incidentals necessary to complete all of the work. It is understood that this is a fixed amount, limited as set out in Attachment B, and will not be increased because of any difference between the estimated and actual costs of performing the work required by this Contract.

The basis of payments (hourly rate, lump sum, etc.) is also specified in Attachment B. Payments shall be made up to the Contract Amount upon receipt of invoices and progress reports prepared by the Professional Contractor and submitted to MCC not more often than monthly for the duration of the Contract. Payment of any amounts due under the Contract shall not relieve the Professional Contractor of the obligation to perform all the work set forth in Attachment A Scope of Work in a satisfactory manner.

Invoices must include the following information: invoice date; MCC's Contract title; the period of time for which services are being invoiced; a summarized description of the work performed for which payment is requested; and an itemization of reimbursable expenses, if applicable. Documentation must be attached for reimbursable expenses as follows: backup documentation for any reimbursable expense items being invoiced and sub-Professional Contractor invoices, regardless of the amount. All payments shall be processed by MCC within thirty (30) days after accurate billing and backup documentation are received by MCC. Invoices shall be mailed to the attention of MCC's Risk Manager as specified in Attachment B hereto.

SECTION 4 - RESTRICTIONS UPON TRANSFER: The Professional Contractor shall not assign or subcontract any of its rights or obligations under this Contract or subcontract, or transfer any services, obligations, or interest in this Contract unless the Professional Contractor's intent to issue such assignment or subcontract was included in the Professional Contractor's application or plan to provide services or is specifically approved in writing by MCC, as referenced in Attachment B. Any such approved assignment or subcontract shall be subject to each provision of this Contract and any procurement procedures required by MCC, the State of Alabama, or the United States. In the event of any approved subcontract, MCC shall continue to hold the Professional Contractor responsible for proper performance of the Professional Contractor's obligations under this Contract.

In the event that the Professional Contractor enters into a subcontract for work or services to be provided under this Contract, the Professional Contractor shall cause all applicable provisions of this Contract to be inserted in all its subcontracts.

SECTION 5 - DISPUTES: If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and 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 between the Montgomery County Commission and the Professional Contractor.

SECTION 6 - COMPLIANCE WITH LAWS: In performing the work and providing the services under this Contract, the Professional Contractor shall comply with all applicable laws of the United States, the State of Alabama; and the City of Montgomery; and the applicable rules, regulations, orders and directives of their administrative agencies and officers thereof. Such provisions include, but are not necessarily limited to:

- A. **Anti-lobbying Certification:** No Federal appropriated funds have been paid or will be paid, by or on behalf of the Professional Contractor, to any person for influencing or attempting to influence any 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 awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

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 officer or employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement, the Professional Contractor shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Professional Contractor further agrees to include the language of this certification in the award documents for subawards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients and subcontractors shall certify and disclose accordingly.

- B. **Nondiscrimination/Equality of Opportunity:** The Professional Contractor shall comply with applicable non-discrimination and equal opportunity provisions of the laws and regulations of the United States, the State of Alabama, and the City of Montgomery.
- C. **Compliance with Federal Section 3 Requirements:** In order to meet MCC's goal of economic opportunity for lower-income persons, the Professional Contractor agrees to abide by the terms and

conditions of this Section, established pursuant to the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended 12 U.S.C. 1701 (hereinafter referred to as Section 3).

1. The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. The parties to this Contract shall comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The Professional Contractor agrees to send to each labor organization or representative of workers with which the Professional Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Professional Contractor's commitments under this Section 3 clause, and will post copies of the notice in a conspicuous place at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The Professional Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Professional Contractor will not subcontract with any subcontractor where the Professional Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The Professional Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Professional Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Professional Contractor's obligations under 24 CFR part 135.
6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD-assisted contracts.
7. With respect to work performed in connection with Section 3-covered Indian Housing Assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
8. If the Professional Contractor is a Section 3 business and was selected by MCC based on evaluation points assigned under the Section 3 business preference requirements of the solicitation for committing to subcontract more than 25% of the dollar amount of all subcontracts

to Section 3 businesses, the Professional Contractor agrees to meet the Section 3 subcontracting commitment. Failure of the Professional Contractor to fulfill the Section 3 subcontracting commitment shall be deemed a material breach of contract, which may result in MCC taking any or all of the following actions: (1) demanding specific performance of the subcontracting plan; (2) withholding from contract payments the dollar amount of any or all subcontracts that were to have been awarded to Section 3 businesses or such lesser amount as may be appropriate, (3) withholding any liquidated damages that MCC may incur as a result of the Professional Contractor's failure to comply with its Section 3 commitment and subcontracting plan; and (4) declaring the Professional Contractor ineligible to compete for, or participate in, any MCC contract for a period of five years from the date of close out of the contract in which the Section 3 subcontracting commitment was made.

- D. Clean Air and Water: On federally-funded contracts in excess of \$100,000, consistent with the provisions of 24 CFR 85.36(i)(12), the Professional Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). These provisions shall also apply to any subcontract of the Professional Contractor in excess of \$100,000.
- E. Energy Efficiency: When applicable, the Professional Contractor shall comply with all standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163) for the State in which the work under this Contract is performed.
- F. Licenses: Professional Contractor will obtain and maintain all required licenses, including but not limited to those required by the City of Montgomery. A copy of such will be provided to MCC. All such licenses are to be current throughout the term of this agreement.

SECTION 7 - EXTRA WORK: MCC may desire to have the Professional Contractor render services in connection to this project in addition to the items specified in Attachment A - Scope of Work. Such services shall be considered to be extra work and will be specified in a Change Order to this Contract, which shall set forth the nature and scope of the additional work as well as the level, maximum amount and methods of compensation to the Professional Contractor for the additional work to be performed. Such additional services shall not be initiated until a Change Order authorizing such work is executed.

In the event that MCC may desire to have the Professional Contractor render additional services, the Professional Contractor shall provide supporting cost information in sufficient detail to permit MCC to perform the required cost or price analysis required pursuant to 24 CFR 85.36 (f) prior to the issuance of a Change Order for such services.

SECTION 8 - INDEMNIFICATION: The Professional Contractor agrees to indemnify and hold MCC, its agents, employees and Commissioners harmless from any and all suits, claims, costs, including claims for wages and employment benefits, taxes or liabilities of any sort, including costs and expense for, or on account of injuries or damages arising from acts or omissions of the Professional Contractor committed in connection with the services to be provided pursuant to this Contract. If an action is brought against MCC, which action arises from services provided pursuant to this Contract, the Professional Contractor shall, upon notice, defend same at its sole cost. The Professional Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents.

SECTION 9 - INSURANCE:

A. General Requirements:

1. Prior to undertaking any work under this Contract, the Professional Contractor shall procure and maintain continuously for the duration of this Contract, at no expense to MCC, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Professional Contractor, its agents, representatives, employees and/or subcontractors.
 2. The Professional Contractor's insurance shall be primary as respects MCC, and any other insurance maintained by MCC shall be excess and not contributing insurance with the Professional Contractor's insurance.
 3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Professional Contractor's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
 4. Failure of the Professional Contractor to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of MCC, will be cause for such action as may be available to MCC under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.
- B. Required Insurance Coverage: The following are the types and amounts of insurance coverage that must be maintained by the Professional Contractor during the term of this Contract. The Professional Contractor must provide acceptable evidence of such coverage prior to beginning work under this Contract.
1. Commercial General Liability Insurance. A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and
\$1,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Professional Contractor's contact with minor children, the Professional Contractor shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by MCC's Risk Manager and/or Executive Director.
 2. Employers Liability. A policy of Employers Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident
 3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit coverage
 4. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Professional Contractor's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work as described in Attachment A Scope of Work, with the following minimum coverage:

\$1,000,000 per Claim/Aggregate

If the Professional Liability Insurance policy is written on a claim made form, the Professional Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period for a minimum of three years from the date of completion of the work authorized by the Contract. In the event that the Professional Contractor is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by MCC.

5. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Alabama, the Professional Contractor shall secure its liability for industrial injury to its employees in accordance with the Workers' Compensation Act of Alabama (Act). If the Professional Contractor is qualified as a self-insurer in accordance with the Act, the Professional Contractor shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.
- C. Additional Insured Endorsement: The Montgomery County Commission must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability policies of the Professional Contractor. A policy endorsement must be provided to MCC as evidence of additional insured coverage.
- D. Proof of Insurance and Insurance Expiration:
 1. The Professional Contractor shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
 2. The Professional Contractor shall include all subcontractors at any tier as insured's, and ensure that the Professional Contractor's coverage of subcontractors under the Professional Contractor's policies is not excluded by any policy provision or endorsement. Alternatively, the Professional Contractor shall:
 - a.) Obtain from each subcontractor not insured under the Professional Contractor's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
 - b.) Maintain such evidence on file for a period of one year after the completion of this Contract and, upon request, submit such evidence to MCC for examination.
 3. The Professional Contractor's insurance shall not be reduced or canceled without forty-five (45) days prior written notice to MCC. The Professional Contractor shall not permit any required insurance coverage to expire during the term of this Contract.
 4. MCC reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.
- E. Carrier Review and Approval Authority: Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by MCC. All insurance shall be carried with companies that are financially responsible. Generally, except for Professional Liability Insurance coverage, all carriers of insurance or reinsurers must have and maintain a rating of A VII or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or reinsurers who do not have a rating of A VII or better may not be used without written approval of

MCC's Risk Manager. All carriers or reinsurers of Professional Liability (Errors and Omissions) Insurance must have and maintain a rating of "B+VII" or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or reinsurers for Professional Liability Insurance who do not have a rating of "B+VII" or better may not be used without written approval of MCC's Risk Manager.

SECTION 10 - NOTICE REQUIREMENTS: Whenever notice is required to be given under this Contract, it shall be given in writing, and such notice shall be given by certified or registered mail to the addresses specified in Attachment B to this Contract or to such subsequent respective addresses as either party may hereafter designate in writing.

Notice sent by mail shall be deemed to have been given three (3) days after proper mailing, and the postmark affixed by the U. S. Post Office shall be conclusive evidence of the date of mailing. Approvals, where required by this Contract, shall be effective in the same manner.

SECTION 11 - STATUS OF PROFESSIONAL CONTRACTOR AND EMPLOYEES:

- A. **Non-Representation:** Neither the Professional Contractor, the Subcontractor, employees, agents, or volunteers of the Professional Contractor or Subcontractor, shall be deemed or represent themselves as employees of MCC or the grantor funding this project on account of the services performed in connection with this Contract.
- B. **Involvement of Former MCC Employees:** The Professional Contractor agrees to inform MCC of any former MCC employee who terminated MCC employment in the last twelve (12) months prior to execution of any project specific contract, and who will be working on or subcontracting for any of the work. The Professional Contractor further agrees that no work will be done by a former MCC employee who terminated MCC employment in the last twelve (12) months prior to execution of any project specific contract, and who, in the course of official MCC duties, was involved in, participated in or acted on any matter related to this Contract.
- C. **No Conflict of Interest:** The Professional Contractor confirms that the Professional Contractor does not have a business interest or a close family relationship with any MCC employee who was, is, or will be involved in the Professional Contractor selection, negotiation, drafting, signing, administration, or evaluating the Professional Contractor's performance. As used in this section, the term "Professional Contractor" shall include any employee of the Professional Contractor who was, is, or will be involved in the negotiation, drafting, signing, administration, or performance of the Contract. As used in this section, the term "close family relationship" refers to the following: spouse or domestic partner; any dependent parent, parent-in-law, child, son-in-law, or daughter-in-law; or any parent, parent-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of an MCC employee described above.

SECTION 12 - TERMINATION FOR CONVENIENCE AND DEFAULT:

- A. MCC may terminate this Contract in whole, or from time to time in part, for MCC's convenience or the failure of the Professional Contractor to fulfill the contract obligations (default). MCC shall terminate by delivering to the Professional Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Professional Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to MCC all information, reports, papers, and other materials accumulated or generated in performing this Contract, whether completed or in process.
- B. If the termination is for the convenience of MCC, MCC shall be liable only for payment for services rendered before the effective date of the termination.

- C. If the termination is due to the failure of the Professional Contractor to fulfill its obligations under the Contract (default), MCC may (1) require the Professional Contractor to deliver to it, in the manner and to the extent directed by MCC, any work as described in subparagraph A(2) above, and compensation be determined in accordance with the Extra Work section of this Contract; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Professional Contractor shall be liable for any additional cost incurred by MCC; and (3) withhold any payments to the Professional Contractor, for the purpose of set-off or partial payments, as the case may be, of amounts owed MCC by the Professional Contractor.
- D. If, after termination for failure to fulfill contract obligations (default), it is determined that the Professional Contractor had not failed, the termination shall be deemed to have been effected for the convenience of MCC, and the Professional Contractor shall be entitled to payment as described in paragraph B above.
- E. Any disputes with regard to this section are expressly made subject to the terms of the Disputes section of this Contract.

SECTION 13 - OWNERSHIP: All records, reports, documents and other materials produced in connection with or provided to MCC under the terms of this Contract shall become the exclusive property of MCC, and shall not be reproduced by or used by the Professional Contractor without the express written consent of MCC.

SECTION 14 - ROYALTIES AND PATENTS: The Professional Contractor shall pay all royalties and license fees. It shall defend all suits or claims for infringement of any patent rights and shall hold MCC harmless from loss on account thereof; except that MCC shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified and the Professional Contractor has no reason to believe that the specified design, process, or product is an infringement. If, however, the Professional Contractor has reason to believe that any design, process or product specified is an infringement of a patent, the Professional Contractor shall promptly notify the Executive Director. Failure to give such notice shall make the Professional Contractor responsible for resultant loss.

SECTION 15 - AUDITS AND RECORDS RETENTION:

- A. MCC, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this Contract, have access to and the right to examine any of the Professional Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this Contract for the purpose of making audit, examination, excerpts, and transcriptions.
- B. The Professional Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as in paragraph (a) above. Subcontract, as used in this clause, excludes contracts not exceeding \$10,000.
- C. The periods of access and examination in paragraphs A and B above for records relating to litigation or settlement of claims arising from the performance of this Contract, or costs and expenses of this Contract to which MCC, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such litigation, claims, or exceptions.

SECTION 16 - RENEWALS AND EXTENSIONS: The parties may mutually agree to extend the Contract. Upon the completion of the extended date of this Contract, this Contract will expire unless the parties execute a Change Order extending the term of the Contract.

SECTION 17 - COMPLETE CONTRACT: This Contract (including Attachments to the Contract), together with MCC's solicitation materials (if applicable), and the Professional Contractor's response to the solicitation (if applicable), contain all covenants, stipulations and provisions agreed upon by the parties. In the event of inconsistencies in language between these documents, the order of precedence shall first be the Contract

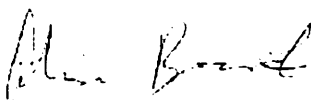
(including Attachments to the Contract), then MCC's solicitation materials, and finally the Professional Contractor's response to the solicitation. No agent or representative of either party has authority to make, and the parties shall not be bound by or be liable for any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a Change Order to this Contract.

SECTION 18 - EXECUTION AND ACCEPTANCE: This Contract may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The Professional Contractor does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in this Contract.

IN WITNESS WHEREOF, this the _____ day of _____, _____, the parties hereto have executed this Contract by having their representatives affix their signatures below.

Cavanaugh Macdonald Consulting, LLC

Montgomery County Commission
Alabama

By: 

Alisa Bennett, Principal

By: _____
Elton Dean, Chairman

SCOPE OF WORK

RFP - PART IV - SCOPE OF SERVICE

In accordance with the Governmental Accounting Standards Board ("GASB") issue Statement Nos. 43 and 45 which together, profile the liability measurement and disclosure requirements for "Other Post-Employment Benefits" (OPEB). The Montgomery County Commission (MCC) wishes to participate in the Joint Actuarial Study Program offered through the Alabama State Employees Insurance Board (SEIB). It is understood that Cavanaugh Macdonald Consulting, LLC has been selected as the actuarial firm to perform the study.

The GASB standards for OPEB plan accounting require public sector employers such as the Governmental Entities to begin to accrue the cost of retiree Other Post Employment Benefits. Employers must calculate an "Annual Required Contributions: (ARC), consisting of two components: a normal cost (the Portions of the present value of total projected benefits assigned to the current year by the actuarial cost method used by the employer) plus an amortization component (the amount necessary to amortize the total unfunded actuarial accrued liability for its OPEB obligations).

Purpose of Actuarial Study

The actuarial study performed by the Consultant shall provide information to enable MCC to:

- a. Manage the costs and liabilities associated with their retirees OPEB;
- b. Communicate the financial implications of retiree OPEB to MCC Executive staff, Board of Directors, external auditors and other external parties;
- c. Comply with GASB 12 and with GASB 43 and 45 accounting standards related to OPEB.

Minimum Requirements of Actuarial Study

The actuarial study, using GASB 43 and 45 standards, shall include the following:

1. Actuarial value of benefits, separately identifying amounts for actives and retirees, including:
 - a. Present Value of Future Benefits;
 - b. Actuarial Accrued Liability;
 - c. Plan Assets and Unfunded Actuarial Accrued Liability ("UAAL"); and

- d. Normal Cost Implicit rate subsidy, if any, and impact on OPEB liability.
2. Analyze the establishment and timing of a trust and the impact on interest rate assumptions.
3. GASB 45 accounting information and draft footnote, including:
 - a. Annual Required Contributions (“ARC”), as a dollar amount and percentage of payroll, identifying (1) Normal Cost and (2) the outstanding balance and amortization amount for each component of the UAAL;
 - b. Annual OPEB Cost (“AOC”), as a dollar amount and percentage of payroll;
and
 - c. Reconciliation of Net OPEB Obligation (“NOO”) during the current year, and projected NOO at end of year.
4. Information to assist the MCC in future budgeting, including:
 - a. ARC to fund retiree benefits over the working lifetime of eligible employees; and
 - b. Recommendations (as appropriate) on managing the liability.
5. Description of:
 - a. Plan provisions, including groups(s) covered and benefits valued;
 - b. Actuarial methods, including actuarial funding method and UAL amortization policy;
6. Actuarial certifications, including indication of compliance with Actuarial Standards of Practice No. 41 “Actuarial Communications” and American Academy of Actuaries “Prescribed Proposal of Actuarial Opinion”
7. Additional Services: 2014 Actuarial Equivalence Attestation of the Prescription Drug Plan of the Montgomery County Commission.

Attachment B

TERMS AND CONDITIONS

Project Completion Date (Section 2 of the Contract): 10 to 12 weeks of receipt of all requested information	Contract Amount (Section 3 of Contract): See Pricing Schedule below for OPEB valuation. The RDS Attestation fee is \$3,000.
Basis of Payment (hourly rate, lump sum, etc.) (Section 3 of Contract): Lump sum upon completion of Actuarial Study.	
Subcontractors or Sub-Professional Contractors Authorized: N/A	
Name and Address of MCC's Risk Manager or Executive Director: Scott Kramer, Risk Manager	
Professional Contractor's Name and Address for Delivery of Notices Cavanaugh Macdonald Consulting, LLC 3550 Busbee Parkway, Suite 250 Kennesaw, Georgia 30144	MCC's Name and Address for Delivery of Notices Montgomery County Commission Risk Manager P.O. Box 1667 Montgomery, Alabama 36102

Pricing Schedule		
	In ERS and LGHIP	All Others
Base Fee		
▪ Less than 20 active/retired participants	\$3,500	\$4,500
▪ 20-49 active/retired participants	\$4,500	\$5,500
▪ 50-99 active/retired participants	\$5,000	\$6,000
▪ 100 or more active/retired participants	\$5,500	\$6,500
Per Participant Fee		
▪ Less than 50 active/retired participants	\$5.00	\$5.00
▪ 50-99 active/retired participants	\$4.00	\$4.00
▪ 100-249 active/retired participants	\$3.25	\$3.25
▪ 250-499 active/retired participants	\$2.75	\$2.75
▪ 500 or more active/retired participants	\$2.50	\$2.50



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

TTC

MEMORANDUM

April 29, 2013

TO: Donnie Mims
FROM: Tommy Gallion
RE: Cavanaugh Macdonald Consulting, LLC
Professional Services Agreement

I have reviewed your April 29, 2013 memorandum and Scott Kramer's e-mail to you regarding the above referenced agreement. I also reviewed the Professional Services Agreement by and between Montgomery County Commission and Cavanaugh Macdonald Consulting, LLC for performing an actuarial study, which is required every other year by the Examiners.

This agreement has the standard dispute language used by Montgomery County and the required indemnification paragraphs. However, on page 9 of the agreement, it shows Scott Kramer signing for The Housing Authority of the City of Montgomery, Alabama which is incorrect. It is my legal opinion that Chairman Elton Dean should sign on behalf of Montgomery County Commission and this correction should be done prior to signing. I have no other corrections and I find the agreement legal and binding upon all the parties. Also in that this is a professional service, this item does not need to be let out for bids.

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.

50051-317
4781220_1

Agenda
MAY - 6 2013

MEMORANDUM

TO: Donald L. Mims,
Administrator

FROM: Pat Silas, Purchasing Manager *ps*

DATE: April 8, 2013

SUBJECT: Amendment No. 1 to Contract No.
51901-10C-008, Uniform Rental

Request approval of Amendment No. 1 to Contract No. 51901-10C-008, Uniform Rental, extending the contract for a three (3) month period, be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached)

There will be no price increase during this extended period.

Attachment

MONTGOMERY COUNTY COMMISSION
PURCHASING OFFICE
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102

AMENDMENT NO. 1

DATE: April 1, 2013

Contract No. 51901-10C-008, Uniform Rental, is hereby extended for three (3) months beginning April 1, 2013 and ending June 30, 2013.

Pricing and all other provisions of the contract will remain the same.

WITNESS:

G & K SERVICES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

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
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TDD (334) 265-3568
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Agenda

MAY - 6 2013

May 6, 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-2013-93: Montgomery Sunrise Foundation, Inc., for Grants Program - \$1,000;
(Harris-\$500 and Ingram-\$500)

NC-2013-93: Alabama Cooperative Extension System, for the 2012 Successful Aging
Initiative Conference - \$500; (Polizos)

NC-2013-94: BOE, McKee Pre-K Center, for Teacher's Appreciation Luncheon - \$300;
(Harris)

NC-2013-95: BOE, Brewbaker Intermediate School, for Teacher's Appreciation Week
and Luncheon - \$500; (Harris-\$250 and Ingram-\$250)

NC-2013-96: BOE, Dunbar-Ramer School, for Athletic Department - \$500; (Ingram)

DLM/tll

Agenda

MAY - 6 2013

MEMORANDUM

TO: Donald L. Mims,
Administrator

FROM: Pat Silas, Purchasing Manager *ps*

DATE: April 8, 2013

SUBJECT: Invitation to Bid No. 53000-13B-011,
Crushed Stone

Request approval of award on the above referenced Invitation to Bid to low bids, item by item, Southeast Materials, Items 1, 2, 3, 4, and 8; Dunn Construction, Items 5, 6, and 7; and APAC, Items 9, 10, and 11, be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached)

Award of all items will be based on unit pricing.

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

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

Attachment

Purchasing Department

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
Bid No. 53000-13B-011 Issue Date: March 19, 2013 Bid Opening: April 3, 2013 ENGINEERING				SOUTHEAST MATERIALS - ATTN: SCOTT ROBINSON - PHONE#877-871-1206; FAX#205-871-1206		WIREGRASS CONSTRUCTION CO., INC. - ATTN: MIKE MURPHREE; PHONE#(334) 356-2560; FAX#(334) 356-2570		DUNN CONSTRUCTION - ATTN: HUGH HAGOOD - PHONE #(205) 531-9422; FAX#(205) 664-4466		STEPHENS CONSTRUCTION - ATTN: MICHELLE STEPHENS - PHONE #(334) 335-3800; FAX#334 - 335-4310		APAC MIDSOUTH, INC. - ATTN: C.SAAUGE - PHONE NO. (205) 995-5900; FAX (205) 995-5901	
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1,	CRUSHED STONE #4	TN	1	\$16.98	\$16.98	\$22.25	\$22.25	\$17.75	\$17.75	\$21.00	\$21.00		
2	CRUSHED STONE #5	TN	1	\$16.98	\$16.98	\$22.25	\$22.25	\$17.25	\$17.25	\$22.50	\$22.50	\$18.25	\$18.25
3	CRUSHED STONE #57	TN	1	\$16.98	\$16.98	\$22.25	\$22.25	\$17.25	\$17.25	\$21.50	\$21.50	\$18.25	\$18.25
4	CRUSHED STONE #6	TN	1	\$16.98	\$16.98	\$22.25	\$22.25	\$17.25	\$17.25	\$22.50	\$22.50		
5	CRUSHED STONE #78	TN	1	\$17.48	\$17.48	\$23.00	\$23.00	\$17.25	\$17.25	\$23.00	\$23.00	\$20.45	\$20.45
6	CRUSHED STONE #89	TN	1	\$17.48	\$17.48	\$23.00	\$23.00	\$16.50	\$16.50	\$22.85	\$22.85	\$20.45	\$20.45
7	RIP RAP 814 CLASS 1	TN	1	\$19.43	\$19.43	\$33.00	\$33.00	\$19.00	\$19.00	\$22.00	\$22.00	\$21.70	\$21.70
8	RIP RAP 814 CLASS 2	TN	1	\$19.98	\$19.98	\$35.00	\$35.00	\$20.00	\$20.00	\$22.00	\$22.00	\$21.70	\$21.70
9	CRUSHED AGGRE.	TN	1	\$15.74	\$15.74	\$22.00	\$22.00	\$16.00	\$16.00	\$19.75	\$19.75	\$15.15	\$15.15
10	CRUSH.STONE #610	TN	1	\$15.74	\$15.74	\$22.00	\$22.00	\$15.75	\$15.75	\$19.75	\$19.75	\$15.15	\$15.15
11	801 SCREENINGS	TN	1	\$16.49	\$16.49	\$21.25	\$21.25	\$15.45	\$15.45	\$20.75	\$20.75	\$15.15	\$15.15
	27 Bids Mailed												
TOTAL BID AMOUNTS					\$190.26		\$268.25		\$189.45		\$237.60		\$166.25

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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Agenda

MAY - 6 2013

May 2, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

During the April 15, 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 Trainee/Corrections Officer, Position Number 015
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 175

I am requesting approval of these items.

DLM/tn

Attachments

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 / Corrections Officer Trainee

Position Number 015

Proposed Effective Date April 15, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 Grade PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall Date March 29, 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 _____ 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 / Corrections Officer Trainee

Position Number 175

Proposed Effective Date April 15, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 Grade PCT

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

D T Marshall Date March 29, 2013

Department Head DT

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.

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Agenda

MAY - 6 2013

May 2, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Request for Sheriff's Office

During the April 15, 2013 County Commission meeting, the Commission agreed to place a Position Fill Request for Deputy Sheriff Trainee/Deputy Sheriff, Position Number 045 on the next agenda for the Sheriff's Office.

I am requesting approval of this item.

DLM/tn

Attachment

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 045

Proposed Effective Date April 15, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D T Marshall
 Department Head DM

Date March 29, 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

ELTON N. DEAN, SR.
CHAIRMAN
DANIEL HARRIS, JR.
VICE CHAIRMAN
REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
JAMES M. KELLEY, PE
ASSISTANT COUNTY ENGINEER
(334) 832-1310
FAX (334) 832-7190

Agenda

MAY - 6 2013

April 10, 2013

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: George C. Speake, County Engineer *George C. Speake*
SUBJECT: Position Fill for Civil Engineering Technician II
4/10/13

It is requested that we be allowed to fill a vacant Civil Engineering Technician II position in our Construction Section. This is a critical position involved with bridge inspection, surveying, and construction plan preparation.

This position fill will be a promotion from within existing personnel and will not involve any new hires. Due to the number of recent retirements in our department, there is sufficient funding in the Engineering Department's FY 2013 budget to cover costs of this promotion. Thank you for your assistance with this matter.

GCS/gcs

Attachments

cc: File

ORIGINAL

const

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: James M. Kelley, Assistant County Engineer

1. 4/10/2013 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Civil Engineering Technician II (0628)

POSITION NUMBER 640628020

PROPOSED EFFECTIVE DATE April 29, 2013

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTION REGISTER

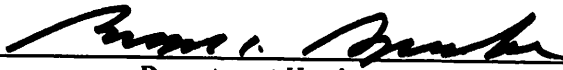
() TRANSFER

(Department Only)

() OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (A07) (\$38,734 - \$55,138) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions


Department Head

DATE April 10, 2013

2. ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional

Candidates

Open-Competitive

Candidates

Transfer

Candidates

DATE _____

Personnel Director

4. SELECTEE: _____

Date _____

Appointing Authority

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

ELTON N. DEAN, SR.
CHAIRMAN
DANIEL HARRIS, JR.
VICE CHAIRMAN
REED INGRAM
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ORIGINAL

MONTGOMERY COUNTY COMMISSION
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ASSISTANT COUNTY ENGINEER
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FAX (334) 832-7190

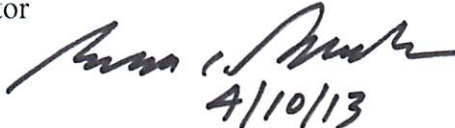
Agenda

MAY - 6 2013

April 10, 2013

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer 
4/10/13

SUBJECT: Position Fill for Civil Engineering Technician III

It is requested that we be allowed to fill a vacant Civil Engineering Technician III position in our Construction Section. This is a critical position involved with bridge inspection, surveying, and construction plan preparation.

This position fill will be a promotion from within existing personnel and will not involve any new hires. Due to the number of recent retirements in our department, there is sufficient funding in the Engineering Department's FY 2013 budget to cover costs of this promotion. Thank you for your assistance with this matter.

GCS/gcs

Attachments

cc: File

ORIGINAL

const

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: James M. Kelley, Assistant County Engineer

1. 4/10/2013 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Civil Engineering Technician III (0629)

POSITION NUMBER 640629019

PROPOSED EFFECTIVE DATE April 29, 2013

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTION REGISTER () TRANSFER
(Department Only)

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE (A09) (\$48,225 - \$68,650) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions

George C. Speake DATE April 10, 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 _____

ELTON N. DEAN, SR.
CHAIRMAN

ELTON N. DEAN, SR.
DANIEL HARRIS, JR.
CHAIRMAN
VICE CHAIRMAN

DANIEL HARRIS, JR.
REED INGRAM
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DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
DONALD L. MIMS, CPA, MPA
JOHN A. MICHELLE, SR.
DEPUTY ADMINISTRATOR
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Agenda

MAY - 6 2013

May 2, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Request for Probate Judge's Office

During the April 15, 2013 County Commission meeting, the Commission agreed to place a Position Fill Request for Customer Service Clerk, Position Number 750016001 on the next agenda for the Probate Judge's Office.

I am requesting approval of this item.

DLM/tn

Attachment

ORIGINAL

POSITION FILL REQUEST

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

DEPARTMENT: PROBATE

APPOINTING AUTH.: Steven L. Reed

SUPERVISOR: Malcolm R. Richard

1. POSITION TITLE: Customer Service Clerk

POSITION NUMBER: 750016001

PROPOSED EFFECTIVE DATE: _____

TYPE OF APPOINTMENT: X PERMANENT TEMPORARY

RECRUITING:

 Promotional Transfer

 Transfer

X Open Competitive Register

 Reemployment

PAY GRADE: A03 SI



APPOINTING AUTHORITY

4/4
Date

2. ADMINISTRATIVE REVIEW

 APPROVED

 DISAPPROVED

FUNDING AUTHORITY

Date

3. CERTIFICATION

Promotional _____ Candidates

Open-Competitive _____ Candidates

Transfer _____ Candidates

PERSONNEL DIRECTOR

Date

4. SELECTEE: _____

APPOINTING AUTHORITY

Date

5. _____ Manpower data entered by _____

Date

_____ Payroll entered by _____

Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY - 6 2013

Request # 23

Date: April 25, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: June 12, 2013 Return Date: June 14, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ACCMA 2013 Summer Conference
Hampton Inn, Orange Beach

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: \$1,893.48 Advance Registration Required: \$390.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$195.00; Lodging - \$378.00; Meals -\$150.00; Mileage - \$223.74
(PRICE LISTED IS PER PERSON)

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,893.48 and advance registration of \$390.00 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>\$13,964.53</u>
Budget Available:	<u>\$8,535.47</u>
Current Requests:	<u>\$1,893.48</u>
Budget Balance:	<u>\$6,641.99</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/25/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 24

Agenda

MAY - 6 2013

Date: May 3, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: August 20, 2013 Return Date: August 22, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend ACCA Annual Convention at the Perdido Beach Resort

Traveler (s) Name: 1. Elton Dean, Sr. 4. _____
2. Reed Ingram 5. _____
3. Jiles Williams 6. _____

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

Total (est.) Cost: \$3,101.46 Advance Registration Required: \$555.00

Department Name: Administration Fund Name: General

Additional Comments: Registration- \$555.00; Lodging- \$1,425.24; Meals - \$450.00; Mileage- \$671.22

To: Donald L. Mims, Administrator

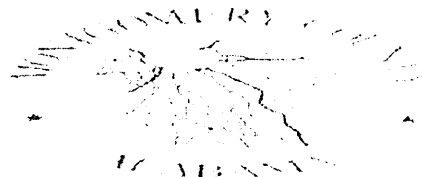
From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$3,101.46 and advance registration of \$555.00 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>\$13,964.53</u>	
Budget Available:	<u>\$8,535.47</u>	
Current Requests:	<u>\$3,101.46</u>	
Budget Balance:	<u>\$5,434.01</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 5/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 25

Agenda

MAY - 6 2013

Date: May 3, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: August 20, 2013 Return Date: August 23, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend ACCA Annual Convention at the Perdido Beach Resort

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

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

Total (est.) Cost: \$3,525.53 Advance Registration Required: \$555.00

Department Name: Administration Fund Name: General

Additional Comments: Registration- \$555.00; Lodging- \$1,799.31; Meals -\$500.00; Mileage- \$671.22

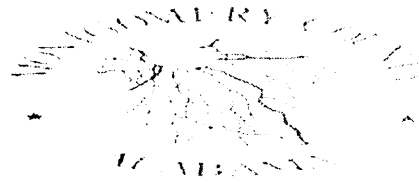
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$3,525.53 and advance registration of \$555.00 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>\$13,964.53</u>	
Budget Available:	<u>\$8,535.47</u>	
Current Requests:	<u>\$8,520.47</u>	
Budget Balance:	<u>\$15.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 5/3/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY - 6 2013

Request # 5

Date: May 2, 2013
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham AL
Departure Date: May 14, 2013 Return Date: May 14, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Seminar on New Cisco Products

Traveler (s) Name: 1. Larry Kennedy 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$103.96 Advance Registration Required: \$0.00

Department Name: Information Systems Fund Name: General

Additional Comments: 184 miles total at .565/mile is \$103.96

To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$103.96 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51965-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$11,660.71</u>
Budget Available:	<u>\$8,339.29</u>
Current Requests:	<u>\$103.96</u>
Budget Balance:	<u>\$8,235.33</u>

Donald L. Mims, Administrator

[Signature]

Reviewed by: S. Thomas

Date: 5/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 18

Agenda

MAY - 6 2013

Date: April 15, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Meridian, MS
Departure Date: July 8, 2013 Return Date: July 12, 2013
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Basic Narcotics Investigation - RCTA

Traveler (s) Name: 1. Corporal Kenny Gordon 4. _____
2. Deputy Sheena Tarver 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$715.00 Advance Registration Required: \$0.00

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

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$715.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$11,165.00</u>	
Budget Available:	<u>\$13,835.00</u>	
Current Requests:	<u>\$715.00</u>	
Budget Balance:	<u>\$13,120.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/16/2013

cc: Finance Director / Buyer

11-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 19

Agenda

MAY - 6 2013

Date: April 22, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: May 7, 2013 Return Date: May 9, 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Fusion Liaison Officer Training

Traveler (s) Name: 1. Corporal Robert Whitmore 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$0.00

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

Additional Comments: _____

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

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$11,165.00</u>	
Budget Available:	<u>\$13,835.00</u>	
Current Requests:	<u>\$915.00</u>	
Budget Balance:	<u>\$12,920.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/22/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 21

Date: May 2, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Agenda

MAY - 6 2013

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: June 12, 2013 Return Date: June 14, 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Internal Affairs Investigations

Traveler (s) Name: 1. Sergeant Jessie Oliver 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$825.00 Advance Registration Required: \$300.00

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

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$825.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$11,165.00</u>	
Budget Available:	<u>\$13,835.00</u>	
Current Requests:	<u>\$1,740.00</u>	
Budget Balance:	<u>\$12,095.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/2/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 22

Agenda

MAY - 6 2013

Date: May 2, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montevallo, AL
Departure Date: June 9, 2013 Return Date: June 15, 2013
Conference Leave (Days / Hours): 7 days
Purpose of Travel: Explorer Training

Traveler (s) Name: 1. Corporal Cedric Leonard 4. _____
2. Deputy Kim Taylor 5. _____
3. 4 Explorers 6. _____

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

Total (est.) Cost: \$1,200.00 Advance Registration Required: \$990.00
Department Name: Sheriff's Office Fund Name: 749-52110-499

Additional Comments: _____

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

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.00 and advance registration of \$990.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>749-52110.499</u> (ex: 000-00000-000)
Description:	<u>Administrative Expense</u>
Current Budget:	<u>\$150,000.00</u>
Approved Requests:	<u>\$40,730.33</u>
Budget Available:	<u>\$109,269.67</u>
Current Requests:	<u>\$1,200.00</u>
Budget Balance:	<u>\$108,069.67</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/2/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

MAY - 6 2013

Date: April 24, 2013
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: October 7, 2013 Return Date: October 11, 2013
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: PPCT Defensive Tactics Instructor Course Recertification

Traveler (s) Name: 1. Jeffery Sanderson 4. _____
2. Martinez Tolbert 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,500.00 Advance Registration Required: \$400.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

All expense will be incurred in the 2014 budget.

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,500.00 and advance registration of \$400.00 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>\$3,184.69</u>	
Budget Available:	<u>\$11,815.31</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,815.31</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/26/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

Agenda

MAY - 6 2013

Date: May 2, 2013
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: June 12, 2013 Return Date: June 14, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Internal Affairs Investigation

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

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

Total (est.) Cost: \$575.00 Advance Registration Required: \$300.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$575.00 and advance registration of \$300.00 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>\$3,184.69</u>	
Budget Available:	<u>\$11,815.31</u>	
Current Requests:	<u>\$575.00</u>	
Budget Balance:	<u>\$11,240.31</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/2/2013

cc: Finance Director / Buyer

11-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Agenda

MAY - 6 2013

Date: April 29, 2013
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama
Departure Date: May 8, 2013 Return Date: May 9, 2013
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Attend State wide Mental Health Conference

Traveler (s) Name: 1. Beverly Riddle Wise 4. _____
2. Brandi Alexander 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$750.00 Advance Registration Required: \$300.00

Department Name: Youth Facility Fund Name: 001-52604-265

Additional Comments: _____

To: Bruce R. Howell

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$750.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52604.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$1,887.00</u>	
Budget Available:	<u>\$3,113.00</u>	
Current Requests:	<u>\$750.00</u>	
Budget Balance:	<u>\$2,363.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/2/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

Agenda

MAY - 6 2013

Date: April 25, 2013
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: June 11, 2013 Return Date: June 14, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend ACCMA 2013 Summer Conference at the Hampton Inn

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: \$1,239.81 Advance Registration Required: \$195.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration - \$195.00; Lodging - \$596.07; Meals - \$225.00; Mileage - \$223.74

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,239.81 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$6,045.65</u>	
Budget Available:	<u>\$8,954.35</u>	
Current Requests:	<u>\$1,239.81</u>	
Budget Balance:	<u>\$7,714.54</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/26/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY - 6 2013

Request # 10

Date: April 22, 2013
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tampa, FL
Departure Date: May 13, 2013 Return Date: May 17, 2013
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Appraisal Institute General Appraiser Report Writing and Case Studies

Traveler (s) Name: 1. Terry Gray 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$575.00 Advance Registration Required: \$575.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration fee of \$575.00

To: Clay Henley, Chief Appraiser

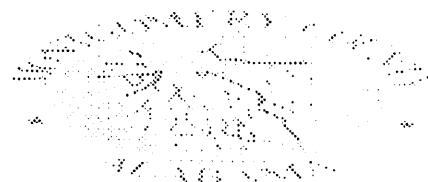
From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$575.00 and advance registration of \$575.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$2,944.36</u>	
Budget Available:	<u>\$27,055.64</u>	
Current Requests:	<u>\$575.00</u>	
Budget Balance:	<u>\$26,480.64</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/22/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Agenda

MAY - 6 2013

Date: April 29, 2013
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: June 12, 2013 Return Date: June 14, 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend IAAO 151: USPAP

Traveler (s) Name: 1. Scot Millican 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$250.00 Advance Registration Required: \$250.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration fee of \$250.00

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$3,519.36</u>	
Budget Available:	<u>\$26,480.64</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$26,230.64</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/30/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

Agenda

MAY - 6 2013

Date: April 29, 2013
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Diego, CA
Departure Date: July 7, 2013 Return Date: July 13, 2013
Conference Leave (Days / Hours): 7 days
Purpose of Travel: 2013 Esri International User Conference (UC)

Traveler (s) Name: 1. Todd Grant 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: This total cost includes airfare, hotel, and food

To: Clay Henley, Chief Appraiser

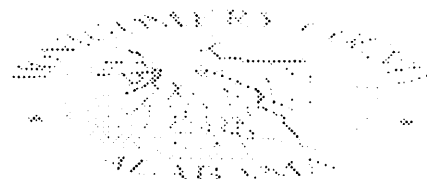
From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,500.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$3,519.36</u>	
Budget Available:	<u>\$26,480.64</u>	
Current Requests:	<u>\$2,750.00</u>	
Budget Balance:	<u>\$23,730.64</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/30/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY - 6 2013

Request # 7

Date: April 29, 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: September 20, 2013 Return Date: September 25, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: IPMA International Training 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: \$2,000.00 Advance Registration Required: \$629.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$629.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,831.45</u>	
Budget Available:	<u>\$5,168.55</u>	
Current Requests:	<u>\$2,000.00</u>	
Budget Balance:	<u>\$3,168.55</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/30/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

Agenda

MAY - 6 2013

Date: April 29, 2013

To: Donald L. Mims, Administrator

From: Barbara M. Montoya, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: June 5, 2013

Return Date: June 5, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: EEOC Seminar

Traveler (s) Name: 1. Kaila Matney 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$349.00 Advance Registration Required: \$349.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration - \$349.00

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$349.00 and advance registration of \$349.00 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: \$9,831.45

Budget Available: \$5,168.55

Current Requests: \$2,349.00

Budget Balance: \$2,819.55

Donald L. Mims, Administrator

[Signature]

Reviewed by: S. Thomas

Date: 4/30/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 33

Agenda

MAY - 6 2013

Date: May 1, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: June 25, 2013 Return Date: June 28, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: To Attend: ADAA 2013 Summer Conference

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

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

Total (est.) Cost: \$1,489.00 Advance Registration Required: \$375.00

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

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

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,489.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$8,993.50</u>	
Budget Available:	<u>\$36,006.50</u>	
Current Requests:	<u>\$1,489.00</u>	
Budget Balance:	<u>\$34,517.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/1/2013

cc: Finance Director / Buyer

11-18

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 34

Agenda

MAY - 6 2013

Date: May 1, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: June 25, 2013 Return Date: June 28, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: To Attend: ADAA 2013 Summer Conference

Traveler (s) Name: 1. Daryl Bailey 4. Seth Gowan
2. Michael Caddell 5. Chris Moore
3. Michael Brymer 6. Frank Vickery

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

Total (est.) Cost: \$8,934.00 Advance Registration Required: \$2,250.00

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

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$8,934.00 and advance registration of \$2,250.00 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: \$8,993.50
Budget Available: \$36,006.50
Current Requests: \$10,423.00
Budget Balance: \$25,583.50

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/1/2013

cc: Finance Director / Buyer

11-19

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 35

Agenda

MAY - 6 2013

Date: May 1, 2013

To: Donald L. Mims, Administrator

From: Ellen Brooks

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: June 25, 2013

Return Date: June 28, 2013

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: To Attend: ADAA 2013 Summer Conference

Traveler (s) Name: 1. Tim Tyler 4. _____
2. Jerry Bloodsworth 5. _____
3. Wes Shaw 6. _____

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

Total (est.) Cost: \$4,467.00 Advance Registration Required: \$1,125.00

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

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$4,467.00 and advance registration of \$1,125.00 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: \$8,993.50

Budget Available: \$36,006.50

Current Requests: \$14,890.00

Budget Balance: \$21,116.50

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/1/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 36

Agenda

MAY - 6 2013

Date: May 2, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: May 9, 2013 Return Date: May 9, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Speak at Human Trafficking Law for Selma Police Department

Traveler (s) Name: 1. Carrie Gray 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$20.00 Advance Registration Required: \$0.00

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

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$20.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$8,993.50</u>	
Budget Available:	<u>\$36,006.50</u>	
Current Requests:	<u>\$14,910.00</u>	
Budget Balance:	<u>\$21,096.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/2/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

MAY - 6 2013

Date: 04/24/2013
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Alabama
Departure Date: June 15, 2013 Return Date: June 19, 2013
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Association of Alabama Tax Administrators Summer Conference

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

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

Total (est.) Cost: \$1,651.45 Advance Registration Required: \$325.00

Department Name: Revenue Commissioner Fund Name: Manufactured Home Trust

Additional Comments: Total est cost includess registration fees

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,651.45 and advance registration of \$325.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>781-51501.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$6,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$6,000.00</u>
Current Requests:	<u>\$1,651.45</u>
Budget Balance:	<u>\$4,348.55</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/30/2013

cc: Finance Director / Buyer

11-22

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda

MAY - 6 2013

Date: 04/24/2013
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Alabama
Departure Date: June 16, 2013 Return Date: June 19, 2013
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Association of Alabama Tax Administrators Summer Conference

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

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

Total (est.) Cost: \$1,386.16 Advance Registration Required: \$325.00

Department Name: Revenue Commissioner Fund Name: Manufactured Home Trust

Additional Comments: Total est cost includess registration fees

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 05/06/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,386.16 and advance registration of \$325.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>781-51501.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$6,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$6,000.00</u>
Current Requests:	<u>\$3,037.61</u>
Budget Balance:	<u>\$2,962.39</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/30/2013

cc: Finance Director / Buyer

11-23

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

MAY - 6 2013

May 2, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Request for Authorization to issue an RFP for Independent Financial Advisory and Investment Services

During the April 1, 2013 County Commission meeting, Philip Dotts with The PFM Group, Public Financial Management, Inc., made a presentation regarding Independent Financial Advisory and Investment Services. The Commission agreed to place this item on the April 15, 2013 agenda.

During the April 15, 2013 County Commission meeting, the Commission voted in favor to carry this item over to the next agenda.

I am requesting authorization to issue an RFP for Independent Financial Advisory and Investment Services, which will allow The PFM Group and other firms to submit proposals to the County Commission for consideration.

DLM/tn