

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

OCTOBER 6, 2014

AGENDA
INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Probate Judge Steven L. Reed
Juvenile Court Administrator Bruce Howell with the Youth Facility and Vice President
Jim Herring with The Bridge, Inc.
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair and Attorney Warren C. Matthews with
Burr & Forman, LLP
District Attorney Administrative Assistant Rhonda Cape

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Ingram

Pledge of Allegiance Led By Commissioner Walker

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of September 15, 2014

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Renewal of Professional Services Contract with Melva Turner d/b/a Positive Changes, LLC, Regarding Drug Court Assessment Services and Designation of Felicia Pressley as an Alternate Staff Member, Community Corrections
2. Consider Renewal of Professional Services Contracts for the 2014-2015 E.V.E.N. Program Providers, Community Corrections
3. Consider Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 3ATL (FY2013 - \$30,000), Sheriff's Office
4. Consider Payment of 2014-2015 Membership Dues to the Association of County Commissions of Alabama (ACCA), County Commission
5. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
6. Consider Performance Evaluation of Chief Information and Technology Officer and Annual Merit Increase from Pay Grade A16, Step 4 to Pay Grade A16, Step 5, Effective September 26, 2014, Information Systems
7. Consider Travel/Training Requests (20)

Reports from Staff:

County Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Rural Addressing Coordinator Jane Reed

Reports from Staff:

County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

OCTOBER 6, 2014

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

OCTOBER 13, 2014

County Holiday (Columbus Day)

OCTOBER 20, 2014

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

NOVEMBER 3, 2014

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

NOVEMBER 11, 2014

County Holiday (Veterans Day)

NOVEMBER 17, 2014

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

NOVEMBER 27, 2014

County Holiday (Thanksgiving Day)

PERSONNEL ACTIONS

Fill action continues for 1 Deputy Administrator – County Commission Office
Fill action continues for 1 Appraiser I – Appraisal Department
Fill action continues for 2 Appraiser II – Appraisal Department
Fill action continues for 1 Appraiser III – Appraisal Department
Fill action continues for 1 IT Engineering/Systems – Information Systems
Fill action continues for 1 Clerk IV – Information Systems
Fill action continues for 2 Programmer Analyst II's – Information Systems
Fill action continues for 2 Service Maintenance Worker I's – Support Services Department
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Purchasing Manager – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Runner – District Attorney's Office
Fill action continues for 1 Legal Support Assistant – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
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 Director – District Attorney Pre-Trial
Fill action continues for 31 Correction Officer Trainees – Detention Facility
Fill action continues for 2 Inmate Grievance/Disciplinary Clerk – Detention Facility
Fill action continues for 1 Clerk II – Detention Facility
Fill action continues for 1 CREO 1 (Bridge) – Engineering Department
Fill action continues for 2 CREO 1's – Engineering Department
Fill action continues for 2 Service Maintenance Worker I's – Personnel Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 1 Customer Service Clerk – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Assistant Tag & License Supervisors – Probate Judge's Office
Fill action continues for 1 Customer Service Clerk (Part-Time) – Probate Judge's Office
Fill action continues for 1 Tag and License Supervisor – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 1 Customer Service Clerk – Revenue Commissioner's Office
Fill action continues for 2 Clerk Typist II – Sheriff's Office
Fill action continues for 3 Deputy Sheriff/Deputy Sheriff Trainees – Sheriff's Office
Fill action continues for 1 Court Security Officer – Sheriff's Office
Fill action continues for 1 Fingerprint Classifier – Sheriff's Office
Fill action continues for 1 Emergency Communication Operator 1/II – Sheriff's Office
Fill action continues for 1 Relief Cook – Youth Facility
Fill action continues for 2 Juvenile Probation Officer I – Youth Facility
Fill action continues for 2 Service Maintenance Worker I's – Youth Facility
Fill action continues for 2 Juvenile Detention Officer's – Youth Facility
Fill action continues for 3 Juvenile Detention Officer's (Part-Time) – Youth Facility

October 6, 2014

Agenda

OCT - 6 2014

10-06-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-12-14

Check Number	To	Check Number
247041		247130
Total Checks Paid		\$676,277.03

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

Agenda

OCT - 6 2014

10-06-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-12-14

Check Number	To	Check Number
247131		247255
Total Checks Paid		\$318,888.30

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

Agenda

OCT - 6 2014

10-06-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-19-14

Check Number	To	Check Number
247256		247292
Total Checks Paid		\$101,512.14

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

Agenda

OCT - 6 2014

10-06-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-19-14

Check Number	To	Check Number
247293		247382
Total Checks Paid		\$328,542.26

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

Agenda

OCT - 6 2014

10-06-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-26-14

Check Number	To	Check Number
247383		247455
Total Checks Paid		\$1,088,601.74

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

Agenda

OCT - 6 2014

10-06-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-26-14

Check Number	To	Check Number
247456		247523
Total Checks Paid		\$153,883.63

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/19/14

Payroll Check Number	120890	To	Payroll Check Number	120979	\$ 62,108.05
Direct Deposits					\$ 795,409.89
Payroll Check Number	120980	To	Payroll Check Number	121008	\$ 242,018.04
Direct Deposits					\$ 335,659.57
Federal Deposits					\$ 312,471.73
Total Payroll Paid					\$ 1,747,667.28

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

MONTGOMERY COUNTY COMMISSION

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

**CHECKS ARE DATED
10/03/14**

Payroll Check Number	121009	To	Payroll Check Number	121101	\$ 59,866.51
Direct Deposits					\$ 782,629.63
Payroll Check Number	121102	To	Payroll Check Number	121129	\$ 244,756.67
Direct Deposits					\$ 350,889.96
Federal Deposits					\$ 301,915.70
Total Payroll Paid					\$ 1,740,058.47

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

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

Agenda

OCT - 6 2014

September 25, 2014

TO: Donnie Mims – County Administrator

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections

SUBJECT: Annual Renewal of Professional Services Contract for the Drug Court Assessment
Services – Positive Changes, LLC

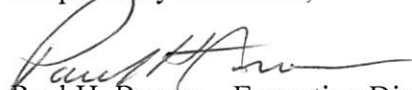
Melva Turner, Ph.D., (DBA Positive Changes, LLC) has been a provider of Drug Court assessments for the past 3 years. This service is provided in response to the Alabama Administrative Office of the Courts' recommendation that substance abuse assessments be conducted by an independent third party with no fiduciary interest in the treatment services that may be recommended. Dr. Turner does not charge the Community Corrections Department or the County Commission for these services. The individual seeking the assessment is responsible for the \$75.00 charged for this service. This fee has remained the same since services were initiated 3 years ago and is considered a competitive fee in this region for similar services.

In return for Dr. Turner providing this service, the Community Corrections Department has provided available space for her to perform the assessments. This has resulted in a more efficient and streamlined process for the Drug Court to track applicants to the Program.

The original Request for Proposal issued by the Community Corrections Department made provisions for the escalation of the fees charged at a rate of 5% per year and also gave the selected provider the option to designate other qualified individuals to also perform the same services under the provider's supervision and license. Dr. Turner has elected to keep her fees the same (\$75.00 per assessment) should her contract be extended and has designated Felicia Pressley as an alternate professional staff person to provide assessments (this is in addition to Dr. Turner) under the proposed contract renewal. This proposed additional staff has been reviewed and has passed a screening which includes a personal background/criminal record check.

In conclusion, I respectfully request that the Professional Services Contract with Dr. Turner (DBA Positive Changes, LLC) be approved for FY 2014-2015 along with the designation of Ms. Pressley as an alternate staff member performing the contracted services.

Respectfully submitted,



Paul H. Brown – Executive Director
Montgomery County Community Corrections

PAUL BROWN - EXECUTIVE DIRECTOR
(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

**STATE OF ALABAMA
COUNTY OF MONTGOMERY**

PROFESSIONAL SERVICES CONTRACT

The Montgomery County Commission, acting on behalf of the Montgomery County Drug Court and the Drug Court Administrator, The Montgomery County Community Corrections Department (MCCCD), desires to enter into a Professional Services Contract with Melva Turner, Ph.D. (dba: Positive Changes, LLC and also referred to as Provider), to provide substance abuse assessment services. This is a Professional fee for Services Contract, compensated on the basis of a fee for service to be charged directly to the Drug Court Applicant (offender). Other compensation for said services may be available through a contract between the Provider and the Alabama Department of Mental Health, Substance Abuse Services, any third party reimbursement and the receipt by the provider for such compensation shall be in addition to the fees authorized in this contract. Only services that are scheduled and pre-approved by the Drug Court Coordinator shall be charged or billed to the Drug Court Applicant (offender) under this Professional Services Contract. Modifications to the schedule must be approved by the Drug Court Coordinator and made in writing to be compensated. The amount to be charged to any Drug Court Applicant for the substance abuse assessment service shall not exceed \$75.00 per assessment. Provider shall be permitted to charge a non-refundable reschedule fee, not to exceed \$25.00 per each missed appointment not rescheduled at least by 5:00 pm the day prior to a scheduled assessment. Any additional fees recovered by the Provider from the Alabama Department of Mental Health for individual substance abuse assessments shall be the responsibility of the Provider. The award of this Professional Services Contract shall not be contingent on the Alabama Department of Mental Health, Substance Abuse Services Division's determination to contract with the Provider for reimbursement for substance abuse assessments.

The substance abuse assessment instruments to be administered shall be the current Alabama Department of Mental Health instruments including: the UNCOPE Screening Tool, the SASD Adult Integrated Placement Assessment, each U.R.I.C.A. Scale for alcohol or drug use and the Mini International Neuropsychiatric Interview (M.I.N.I.). The provider is authorized and whenever practicable agrees to administer in addition to the Substance Abuse Assessments (above), the Offender Risk Assessment System Instrument, including the Offender Self Report and the Community Corrections version of the instrument. In addition to reporting the Assessment results to the Drug Court Team, the Provider shall participate, with the Drug Court Team, to make a professional determination as to the appropriate level of treatment or substance abuse education referral to be recommended for each applicant as a result of the assessments rendered.

Location and Hours of Services

Services shall be performed at the office of the Montgomery County Community Corrections Department (MCCCD), 301 Adams Avenue, Montgomery, Alabama. At the MCCCD office location, the MCCCD will provide an office space, desk, chairs, locking file cabinet and access to office equipment necessary to perform individual offender interviews and assessments in

fulfillment of the requisites of this contract.

The ARAS Assessment instruments, scoring sheets, Self Reports and other related ARAS materials will be provided by the MCCCCD. One individual office space shall be allotted without cost to the provider. It shall be the provider's responsibility to provide all other necessary materials, including the selected assessment instrument, P.C. Computer (if required) case folders, office supplies and other materials for the purpose of meeting the requisites of this RFP. Should the ARAS Assessment become automated through the MIDAS database provided by the Alabama Administrative Office of the Courts, the MCCCCD shall provide data terminal access for the purpose of administering the ARAS on-line. The MCCCCD office hours are Monday through Friday, 7:00 am through 5:00 pm. Additional office hours are Tuesdays from 5:00 pm through 8:00 pm and Saturdays from 8:00 am through 11:00 am with the exception of County Holidays and National (Federal) Holiday weekends. Other office access hours may be made available on a case-by-case basis and subject to the advance approval of the Executive Director of the MCCCCD.

To streamline and make the application and assessment process more efficient, the provider shall provide to the Drug Court Coordinator (a minimum of one week in advance) a schedule of times the provider will be available for assessments. The Drug Court Coordinator and the staff of the MCCCCD shall schedule all assessments according to the schedule provided and will make this schedule of appointments available to the provider at the office of the MCCCCD. Staff of the MCCCCD shall assist in the collection of assessment fees whenever practicable through a collection and receipting process that shall be determined by agreement between the provider and the Executive Director of the MCCCCD, however, the ultimate responsibility for collecting applicant assessment fees is with the Provider. The Drug Court, the MCCCCD and the Montgomery County Commission shall not be responsible for enforcement of any payment agreement between the provider and any Drug Court applicant assessed.

Compliance with Confidentiality Laws

The provider has previously prepared and signed a general acknowledgement stating that she understands that certain Federal Laws and Regulations provide for penalties for unauthorized release of certain confidential client/offender information including Federal Regulation 42 CFR (2) and Laws governing certain medical information protected under HIPAA Regulations and she further acknowledges that she will abide by all Federal, State and program regulations regarding the confidentiality of client/offender information and will safeguard sensitive and protected information. This document shall be affixed to and shall become a part of this contract.

Provider not Designated Sole Provider

Provider acknowledges that the Alabama Department of Mental Health has the authority to contract with and designate other providers to perform mental health and substance abuse assessments. Provider, Positive Changes, LLC, and specified professional staff under the direction of Melva Turner, Ph.D. shall be the only substance abuse assessment provider afforded exclusive access to MCCCCD Office space for the express purpose of accommodating

assessments of Drug Court applicants for the period of this contract. Provider hereby notifies the Drug Court and the MCCCCD that at the time of the award of this Contract that Felicia Pressley, is designated as the alternate professional staff person providing assessments under this Contract. Provider acknowledges that the Alabama Department of Mental Health may, by its authority, designate, contract with and compensate other local providers to perform like services.

Subject to rules and regulations of the Alabama Department of Mental Health, the Drug Court may accept the assessments and recommendations of other qualified substance abuse assessment providers.

Termination of services

Once executed, either party may terminate this contract for services by providing the other party with 30 days prior written notice of intent to terminate the contract.

General Professional Liability – Indemnity Coverage

The provider shall, for the entire term of the contract, carry professional malpractice liability insurance in the amount of at least one million dollars (\$1,000,000) covering acts and omissions and other torts resulting from the provision of the services noted in the contract as awarded. The vendor shall cause their professional insurance carrier to name the Montgomery County Commission, its agents and appointed MCCPCA Board, the Montgomery County Community Corrections Department and the Montgomery County Drug Court as well as the Montgomery County 15th Judicial Circuit Courts as additional insured's for the services provided in the contract as awarded.

Contract Duration

The duration of this Contractual Agreement is for one (1) year beginning from the date signed by a representative of the County Commission and ending one (1) year thereafter. At the election of the Drug Court Coordinator and the Executive Director of the MCCCCD, the contract may be extended, with the consent of the County Commission, for up to one additional annual period. The Vendor may elect to increase the fees charged for services by no more than 5% for any succeeding year, should the Commission elect to renew the terms of this contract.

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. Once a party files a request for mediation with the other party, the parties shall select a local mediator that is agreeable between the parties and the parties agree to commence such mediation within thirty (30) days of the filing of the request. Either party may terminate the mediation at any time after the first 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.

Disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama between the Montgomery County Commission and Provider.

Dated this _____ Day of _____, 2014.

Provider

MONTGOMERY COUNTY COMMISSION

BY: _____

BY: _____

TITLE: _____

PRINT NAME: _____

M.C.C.P.C.A Board Chair or Representative

BY: _____

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

Agenda

OCT - 6 2014

September 25, 2014

TO: Donnie Mims – County Administrator

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections

SUBJECT: Annual Renewal of Professional Services Contract for the E.V.E.N.
Domestic Violence Education/Intervention Program

At the Last Commission information session, I briefed the Commission on annual contract renewals for the EVEN Domestic Violence Program. I am recommending that the terms of the contract remain the same as in the past four yearly contract terms and the following providers be approved for FY 2014-2015 at a rate of \$25.00 per hour (the same rate as last year's contract). These are all current providers of the program and the proposed contract would be an annual renewal for the 2014-2015 fiscal year.

Joan Williams, Ph.D.
Curtis Gage
Darrick Sanders
Beryl Sabb
Mary Reeves
Clifton Lovejoy

The E.V.E.N. program is essentially funded by the proceeds paid by each participant which totals \$440.00 for each participant who completes the course of instruction. The MCCPCA Board, at its regular scheduled meeting on August 12th, 2014, unanimously voted to recommend that these contracts be renewed for FY 2014-2015. I therefore respectfully request that the Commission approve the proposed Professional Services Contract with each of the aforementioned facilitators be approved for an annual renewal at the rates described for FY 2014-2015.

Respectfully submitted,


Paul H. Brown – Executive Director
Montgomery County Community Corrections

PAUL BROWN - EXECUTIVE DIRECTOR
(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

**STATE OF ALABAMA
COUNTY OF MONTGOMERY**

PROFESSIONAL SERVICES CONTRACT

The Montgomery County Commission desires to enter into a Professional Services Contract with _____ (also referred to as Provider) to provide offender Domestic Violence Education and related services (tutoring, orientation, Court advocacy, intake, collection of participant fees, taking attendance, documenting and reporting participant progress, etc.). Participants in said services shall be individuals who self refer or are referred by area and regional Courts to the Montgomery County Community Corrections Department for the E.V.E.N. (End Violence Effectively Now) domestic violence education/intervention program. These services shall be funded by participant/referral fees and all provisions of this contract shall be contingent on the Montgomery County Community Corrections Department receiving sufficient numbers of fee paying referrals to operate and sustain the program. Unless directed by the Executive Director of the Department and with the exception of Court advocacy services, all services performed under this Professional Services Contract shall be performed on the premises of the Montgomery County Community Corrections Department, 301, Adams Avenue, Montgomery Alabama, 36104. The Montgomery County Community Corrections Department shall be responsible for providing adequate classroom and workspace as well as materials necessary for the participants in the program. This is a Professional fee of Services Contract and compensation for materials purchased by the provider shall not be reimbursed.

Provider agrees to work with the Montgomery County Commission, the Montgomery County Community Corrections Department and consultants from the Montgomery, Alabama, Family Sunshine Center to provide the services mentioned herein and shall attend and participate in assigned in-service training to maintain minimum professional competency in the subject matter being provided to participants. It is understood that in-service training to maintain minimum level competency shall be determined by the Executive Director of the Montgomery County Community Corrections Department with consultation provided by the Montgomery, Alabama Family Sunshine Center. It is understood that failure to maintain a minimum level of proficiency and competency in the subject matter being provided to participants, as determined by participation in either assigned or substantially similar training may constitute grounds for termination of this Professional Services Contract.

The Montgomery County Commission agrees to pay to the provider a fee, of \$25.00 per hour for all services rendered under this Professional Services Contract. Fees shall be invoiced in increments of a quarter hour (15 minute periods), a half hour (30 minute periods) and/or whole hours. Only services that are scheduled and pre-approved by the Executive Director of the Montgomery County Community Corrections Department shall be compensated under this Professional Services Contract. Modifications to the monthly schedule must be approved by the Executive Director and made in writing to be compensated.

A monthly schedule of services and assignments shall be posted or otherwise made available at the office of the Montgomery County Community Corrections Department at 301 Adams Avenue, Montgomery, Alabama, 36104.

Invoicing for services charged under this Professional Services Contract shall be submitted to the Montgomery County Community Corrections Department Executive Director on an approved Monthly Invoice Form to be provided by the Montgomery County Community Corrections Department and shall contain: The name and mailing address of the provider, the Federal Tax I.D. Number or Social Security Number of the provider, the date of service, the amount of time charged, the nature of the service rendered (class instruction, tutoring, orientation, intake, Court advocacy, reporting, etc.), a total calculation or amount invoiced for each service, an aggregate total of all charges for the month, and the providers signature attesting that the invoice is accurate and correctly reflects services actually performed and the date signed. Invoice forms may be submitted no more than twice per month. Invoice Forms for any preceding month's services are due no later than the fifth business day of the month following the month services are rendered. Upon verification of the accuracy of any invoice by the Executive Director, the invoice shall be forwarded to the Montgomery County Commission for payment. Payment shall be disbursed according to the course of normal business by the Montgomery County Finance Department (presently disbursements are made twice per month). Requests for expedited payment or exceptional disbursements will not be honored.

The contract period shall begin from date of signing this contract by both parties and shall end at the close of business, September 30, 2015. Actual services to be compensated under this Contract shall commence upon the signed approval of the Montgomery County Commission. Either party shall have the right to terminate this contract. In any case, this Contract may be terminated, without prior notice upon notification of the Montgomery County Community Corrections Department that all available funds from participant fees and other authorized sources have been exhausted. The provider shall have the right to terminate the contract with the Montgomery County Commission provided 30 days written notice is provided to the Commission.

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. Once a party files a request for mediation with the other party, the parties shall select a local mediator that is agreeable between the parties and the parties agree to commence such mediation within thirty (30) days of the filing of the request. Either party may terminate the mediation at any time after the first 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. Disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama between the Montgomery County Commission and Provider.

Dated this _____ Day of _____, 2014.

E.V.E.N. Provider

MONTGOMERY COUNTY COMMISSION

BY: _____

BY: _____

TITLE: _____

PRINT NAME: _____

M.C.C.P.C.A Board Chair or Representative

BY: _____

D.T. MARSHALL, SHERIFF



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

Agenda

OCT - 6 2014

September 4, 2014

MEMORANDUM

TO : Donnie Mims, County Administrator
Montgomery County Commission

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

SUBJECT : New 3ATL Grant~\$30,000
Cooperative Agreement

Please find attached two original Cooperative Agreements for a new 3ATL Grant in the amount of \$30,000 to be placed on the next agenda. If it's approved, please have Elton Dean sign his part on both original agreements and email or call Christie (ext. 1339) and she'll pick up the agreements.

Thank you.

encls.

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

1. Grantee Name & Address: Montgomery County Sheriff's Department 115 S. Perry Street Montgomery, AL 36104-4243		2. Issuing Office & Address: Alabama Law Enforcement Agency P.O. Box 304115 Montgomery, AL 36130-4115	
3. FY 2013	4. Amount of: Federal: \$30,000.00 Total: \$30,000.00	5. Effective Dates Begin: 8/1/2014 End: 02/27/2015	6. Grant Number: 3ATL

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama Law Enforcement Agency is herein referred to as ALEA, and FY 2013 is herein referred to as the Agreement Fiscal Year.

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

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

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

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

Initial Here DC

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

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

Initial Here DC
3-3

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

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

14. Property Control:

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

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

Initial Here DC
3-4

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

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

Initial Here DC
3-5

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

- a. Equipment Storage: Rental or leasing of space for a newly acquired, allowable equipment items is allowable. Grant funds may be used to cover only the portion of the rental/lease period that occurs during the grant project period. Supplanting of previously planned or budgeted activities is strictly prohibited.
- b. Exercises: Rental or leasing of space for design, development, conduct and evaluation of exercises is allowable. This includes the costs related to the rental of space/locations for both exercise planning and conduct.
- c. Office Space: Leasing of office space is generally not authorized. In certain cases, it may be approved based on the requirements for hiring new personnel. The request to lease space for new personnel must be coordinated in advance with ALEA. If approved, the total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the sub-grantee regarding current market costs for space in the same locale should be made available upon request by the State Administrating Agency (SAA, ALEA) or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the sub-grantee or if the sub-grantee has a substantial financial interest in the property. The total square footage covered by the lease, total square footage being charged to the grant (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (ALEA). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot be used for mortgage payments as this is unallowable.
28. Suspension or Termination of Funding: ALEA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a sub-grantee for any of the following reasons:
- a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.
- b. Failure to adhere to the requirements, standard conditions or special conditions of this grant, including property accountability and vehicle usage.
- c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been approved for funding.
- d. Failure to submit reports on a semi-annual basis and as otherwise required.
- e. Filing a false certification, other report or document.
- f. Other good cause shown.
29. National Incident Management System (NIMS): The State met the NIMS compliance requirements in order to receive FY13 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups by the annual deadline are also eligible to receive FY13 homeland security grant funding.
- a. County sub-grantees of FY13 Homeland Security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the annual NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.
- b. If any County allocates or uses FY13 Homeland Security funding for a city, town or agency that is not NIMS compliant, ALEA will not process the reimbursement request and it will be returned without action.

Initial Here 
36

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

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

Initial Here DC
3-7

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

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

Initial Here DC
3-8

CERTIFICATION BY COUNTY HOMELAND SECURITY (HS) POINT OF CONTACT (POC)

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

Name: Derrick Cunningham

Title: Chief Deputy

Agency Address: 115 S. Perry St., Mtgy. AL 360104

Phone Number: 334.832.1140

Fax Number: 334.832.7113

Mobile Number: 334.830.1329

E-Mail Address: DerrickCunningham@mc-ab.org

Signature: [Signature]

Date: 9.4.14

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

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

Name: E Hon N. Dean, Sr.

Title: Chairman

Agency Address: 100 S. Lawrence St., Mtgy. AL 360104

Phone Number: 334.832.1210

Signature:

Date:

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

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Secretary, Alabama Law Enforcement Agency

Signature: [Signature]

Date: 8/21/2014

Initial Here PC

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

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

1. LOBBYING

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

Initial Here

DC
3-10

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

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

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

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

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

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

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

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

Initial Here DC
3-11

ACCEPTANCE OF AUDIT REQUIREMENTS

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

Alabama Law Enforcement Agency
Accounting Office
Post Office Box 304115
Montgomery, Alabama 36130-4115

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

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

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

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

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

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

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

Form Completed By Name: Elton N. Dean Sr. Title: Chairman

Signature:

Initial Here DC
3-12

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
RONDA M. WALKER
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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

OCT - 6 2014

September 25, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2014-2015 Membership Dues to the Association of County
Commissions of Alabama (ACCA)

The Montgomery County Commission meeting, at its meeting on September 15, 2014, agreed to place the payment of 2014-2015 Membership Dues to the Association of County Commissions of Alabama (ACCA) on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment



P.O. Box 5040 • Montgomery, Alabama 36103

Telephone 334-263-7594 • Fax 334-263-7678

www.alabamacounties.org

Hon. Debbie Wood, Chambers County, President

Sonny Brasfield, Executive Director

September 8, 2014

Hon. Elton Dean, Chairman
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102

Dear Chairman Dean:

The Association of County Commissions of Alabama has concluded another outstanding year. I join the Board of Directors in expressing appreciation for your county's support for and participation in the Association's activities. Financial support as well as the personal involvement of county commission members and county employees are essential to our success in representing all 67 counties with one voice.

We have concluded our Annual Convention and are ready for a new year of opportunities and service to county government in Alabama. At the convention, the Association's Board of Directors established the dues for the year beginning October 1, 2014.

We are aware your budget preparations are underway and, therefore, we are enclosing your county's 2014-2015 membership dues invoice so it might be included in your plans. In accordance with Board policy, the dues have been adjusted to reflect changes in population and the appraised valuation of property in each county.

Please note: the 2014-2015 membership dues are due October 1, 2014.

Again, we are very grateful for your participation in and support of this important Association. Please contact me if you have any questions, concerns or suggestions.

Sincerely,


Sonny Brasfield
Executive Director

RDB/mkc
Enclosure

cc: County Administrator

67 Counties, *One* Voice

2015 NOV 6 - 12:54 PM



September 8, 2014

INVOICE

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

2014-2015 Association Dues

\$13,840

Please make checks payable to ACCA and mail to:
P.O. Box 5040
Montgomery, AL 36103-5040

Payment Due October 1, 2014

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
RONDA M. WALKER
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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

OCT - 6 2014

October 6, 2014

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) and to sign the contracts:

- C-2015-1: Central Alabama Aging Consortium, for Programs at Senior Citizens Center in the Dublin Community - \$5,000 (Ingram)
- C-2015-2: Montgomery County Recreation Department, for Selma-Montgomery-Tuskegee Tennis, Inc., for Neighborhood Tennis Program - \$500; (Williams)
- NC-2015-1: Snowdown Volunteer Fire Department, for General Operations - \$5,000; (Ingram)
- NC-2015-2: South Montgomery County Volunteer Fire Department, for General Operations - \$5,000; (Ingram)
- NC-2015-3: Pike Road Volunteer Fire Protection Authority, for General Operations - \$4,000; (Ingram)
- NC-2015-4: Pike Road Volunteer Fire Protection Authority, for Fire Department's Women's Auxiliary - \$1,000; (Ingram)
- NC-2015-5: City of Montgomery, to be used by BONDS to Support the Bon Terre Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Ingram)
- NC-2015-6: BOE, Crump Elementary School, for Principal's Discretionary Fund - \$500; (Harris)

DLM/tll

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
RONDA M. WALKER
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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

OCT - 6 2014

September 25, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Performance Evaluation and Annual Merit Increase of Chief Information and
Technology Officer

The Montgomery County Commission, at its meeting on September 15, 2014, discussed the Performance Evaluation of Chief Information and Technology Officer Lou Ialacci and annual merit increase from Pay Grade A16, Step 4 to Pay Grade A16, Step 5, effective September 26, 2014. The Commission agreed to place this item on the next agenda.

I am requesting approval of this Performance Evaluation and annual merit increase.

DLM/tn

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 6 2014

Date: September 22, 2014
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: November 12, 2014 Return Date: November 12, 2014
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$56.00 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$56.00

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

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$56.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,500.00</u>	
Current Requests:	<u>\$56.00</u>	
Budget Balance:	<u>\$3,444.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 9/23/2014
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 6 2014

Request # 2

Date: September 22, 2014

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL

Departure Date: December 3, 2014 Return Date: December 3, 2014

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$56.00 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$56.00

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$56.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,500.00</u>	
Current Requests:	<u>\$112.00</u>	
Budget Balance:	<u>\$3,388.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

OCT - 6 2014

Date: September 22, 2014

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: October 15, 2014 Return Date: October 15, 2014

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Annual Conference

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$103.04 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$103.04

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$103.04 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51130.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,500.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$3,500.00</u>
Current Requests:	<u>\$215.04</u>
Budget Balance:	<u>\$3,284.96</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda

OCT - 6 2014

Date: September 23, 2014

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: November 6, 2014

Return Date: November 6, 2014

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: State public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$103.04 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$103.04

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$103.04 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,500.00</u>	
Current Requests:	<u>\$318.08</u>	
Budget Balance:	<u>\$3,181.92</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 6 2014

Date: October 1, 2014
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Al
Departure Date: January 28, 2015 Return Date: January 30, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Introduction to Property Tax Administration

Traveler (s) Name: 1. Ann Brantley 4. Anita Holley
2. Jacinta Herbert-Lard 5.
3. Shuntal Williams 6.

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

Total (est.) Cost: \$1,000.00 Advance Registration Required: \$1,000.00

Department Name: Revenue Commissioner Fund Name: General Fund

Additional Comments:

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

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$1,000.00 and advance registration of \$1,000.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51500.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$4,400.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$4,400.00</u>
Current Requests:	<u>\$1,000.00</u>
Budget Balance:	<u>\$3,400.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 6 2014

Date: September 30, 2014
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Las Vegas, Nevada
Departure Date: October 20, 2014 Return Date: October 23, 2014
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Attend weapons of mass destruction HazMat course

Traveler (s) Name: 1. Sergeant Wes Richerson 4. _____
2. Deputy Sheena Tarver 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$250.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: Lodging, Airfare and all meals but 2 will be paid by the
Department of Justice

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

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$800.00</u>
Budget Available:	<u>\$24,200.00</u>
Current Requests:	<u>\$250.00</u>
Budget Balance:	<u>\$23,950.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/30/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 6 2014

Date: October 1, 2014

To: Donald L. Mims, Administrator

From: Sheriff D. T. Marshall

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Ozark, AL

Departure Date: October 29, 2014

Return Date: October 29, 2014

Conference Leave (Days / Hours): 1 day

Purpose of Travel: Instructor for Crime Scene Investigation

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

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

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

Department Name: 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. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$800.00</u>	
Budget Available:	<u>\$24,200.00</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$23,950.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/30/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 6 2014

Date: September 11, 2014
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Baton Rouge, LA
Departure Date: November 16, 2014 Return Date: November 21, 2014
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: Vanguard Level One 40-Hour Instructor Certification

Traveler (s) Name: 1. Sergeant Martinez Tolbert 4. _____
2. Sergeant Marcus Townsend 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,750.00 Advance Registration Required: \$500.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$2,750.00 and advance registration of \$500.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$1,500.00</u>
Budget Available:	<u>\$13,500.00</u>
Current Requests:	<u>\$2,750.00</u>
Budget Balance:	<u>\$10,750.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/15/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 6 2014

Date: September 30, 2014
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: AUM Montgomery Alabama

Departure Date: October 23, 2014 Return Date: October 23, 2014

Conference Leave (Days / Hours): 1 day

Purpose of Travel: attend conference on Child Trauma: Impact on development

Traveler (s) Name: 1. Patricia Strickland 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: _____
free one day conference

To: Bruce R. Howell

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$15,000.00</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$15,000.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/30/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 6 2014

Date: October 1, 2014
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Clanton, AL
Departure Date: October 30, 2014 Return Date: October 30, 2014
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: PESCA

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

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

Total (est.) Cost: \$244.00 Advance Registration Required: \$200.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration Fee - \$100.00 Per person
Mileage - \$44.00

To: Scott Kramer

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$244.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$15,000.00</u>	
Current Requests:	<u>\$244.00</u>	
Budget Balance:	<u>\$14,756.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 6 2014

Date: September 19, 2014

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: January 28, 2015

Return Date: January 30, 2015

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: AL IV: Introduction to Property Tax Administration

Traveler (s) Name: 1. Pam Trammer 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐
Private Vehicle ☒

Commercial Air ☐
Other (Specify) ☐

Total (est.) Cost: \$250.00

Advance Registration Required: \$250.00

Department Name: Appraisal

Fund Name: Reappraisal

Additional Comments: _____

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 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>\$4,200.00</u>	
Budget Available:	<u>\$25,800.00</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$25,550.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 6 2014

Date: September 29, 2014
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: November 25, 2014 Return Date: November 25, 2014
Conference Leave (Days / Hours): 4 hours
Purpose of Travel: East Alabama SHRM Meeting

Traveler (s) Name: 1. Carmen Douglas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: No cost

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$20,000.00</u>	
Current Requests:	<u>\$300.00</u>	
Budget Balance:	<u>\$19,700.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/30/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 6 2014

Date: September 11, 2014
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 5 Tranquility Base, Huntville, AL
Departure Date: October 21, 2014 Return Date: October 24, 2014
Conference Leave (Days / Hours): four days
Purpose of Travel: To Attend the Court Referral, Comm Corr & Drug Ct Annual Conference

Traveler (s) Name: 1. Paul Brown 4. _____
2. ReBecca Johnson 5. _____
3. Shonda Williams 6. _____

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

Total (est.) Cost: \$2,900.00 Advance Registration Required: \$600.00

Department Name: Community Correction Fund Name: Registration/Training

Additional Comments: hotel, meal, registration

To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$2,900.00 and advance registration of \$600.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,300.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$12,300.00</u>	
Current Requests:	<u>\$2,900.00</u>	
Budget Balance:	<u>\$9,400.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 9/15/2014
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 6 2014

Date: September 22, 2014

To: Donald L. Mims, Administrator

From: Paul Brown, Executive Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 7651 Eastchase Pkwy, Montgomery, AL 36117

Departure Date: November 18, 2014 Return Date: November 18, 2014

Conference Leave (Days / Hours): one day

Purpose of Travel: To attend How to Communicate With Tact, Professionalism, and Diplomacy

Traveler (s) Name: 1. Tony Ferguson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$199.00 Advance Registration Required: \$199.00

Department Name: Community Correction Fund Name: Registration/Training

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$199.00 and advance registration of \$199.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,300.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$12,300.00</u>
Current Requests:	<u>\$3,099.00</u>
Budget Balance:	<u>\$9,201.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

OCT - 6 2014

Date: September 16, 2014

To: Donald L. Mims, Administrator

From: Paul Brown, Executive Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 1600 Interstate Park Drive

Departure Date: November 5, 2014

Return Date: November 5, 2014

Conference Leave (Days / Hours): one day

Purpose of Travel: To attend The Conference for Administrative Assistants

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

Check Mode of Transportation:

County Vehicle

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify)

Total (est.) Cost: \$199.00

Advance Registration Required: \$199.00

Department Name: Community Correction

Fund Name: Registration/Training

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the approximate amount of \$199.00 and advance registration of \$199.00 is authorized.

To be completed by the Finance Department

Fund Code: 124-52960.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$12,300.00

Approved Requests: \$0.00

Budget Available: \$12,300.00

Current Requests: \$3,298.00

Budget Balance: \$9,002.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 6 2014

Request # 1

Date: September 29, 2014

To: Donald L. Mims, Administrator

From: Daryl D. Bailey

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Eufaula, AL

Departure Date: October 21, 2014

Return Date: October 21, 2014

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: District Attorney's Office Third Judicial Circuit Seminar

Traveler (s) Name: 1. Azzie Taylor

4. _____

2. _____

5. _____

3. _____

6. _____

Check Mode of Transportation:

County Vehicle

☒

Commercial Air

☐

Private Vehicle

☐

Other (Specify)

☐

Total (est.) Cost: \$70.00

Advance Registration Required: \$70.00

Department Name: District Attorney

Fund Name: 760-51260-265

Additional Comments: _____

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$70.00 and advance registration of \$70.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$65,000.00

Approved Requests: \$0.00

Budget Available: \$65,000.00

Current Requests: \$70.00

Budget Balance: \$64,930.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 6 2014

Request # 2

Date: September 29, 2014
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Eufaula, AL
Departure Date: October 21, 2014 Return Date: October 21, 2014
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: District Attorney's Office Third Judicial Circuit Seminar

Traveler (s) Name: 1. Denny Merritt 4. _____
2. Tommy Hunt 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$70.00 Advance Registration Required: \$70.00

Department Name: District Attorney Fund Name: 001-51261.265

Additional Comments: _____

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$70.00 and advance registration of \$70.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51261.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$2,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$2,000.00</u>
Current Requests:	<u>\$70.00</u>
Budget Balance:	<u>\$1,930.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

OCT - 6 2014

Date: September 29, 2014

To: Donald L. Mims, Administrator

From: Daryl D. Bailey

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: October 15, 2014

Return Date: October 15, 2014

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Campus Interviews at Cumberland Law School

Traveler (s) Name: 1. Azzie Taylor 4. _____
2. Scott Green 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☒

Commercial Air

☐

Private Vehicle

☐

Other (Specify)

☐

Total (est.) Cost: \$50.00

Advance Registration Required: \$0.00

Department Name: District Attorney

Fund Name: 760-51260-265

Additional Comments: _____

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$50.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$65,000.00

Approved Requests: \$0.00

Budget Available: \$65,000.00

Current Requests: \$120.00

Budget Balance: \$64,880.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda

OCT - 6 2014

Date: September 30, 2014

To: Donald L. Mims, Administrator

From: Daryl D. Bailey

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: October 14, 2014

Return Date: October 14, 2014

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Meeting with architect & furniture company regarding renovation

Traveler (s) Name: 1. Jerry Bloodsworth

4. Shaun Lehman

2. Rhonda Cape

5. _____

3. _____

6. _____

Check Mode of Transportation:

County Vehicle

☒

Commercial Air

☐

Private Vehicle

☐

Other (Specify)

☐

Total (est.) Cost: \$0.00

Advance Registration Required: \$0.00

Department Name: District Attorney

Fund Name: 760-51260-265

Additional Comments: _____

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$65,000.00

Approved Requests: \$0.00

Budget Available: \$65,000.00

Current Requests: \$120.00

Budget Balance: \$64,880.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/30/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 6 2014

Request # 5

Date: September 30, 2014
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Florence, AL
Departure Date: November 22, 2014 Return Date: November 25, 2014
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Attend ADA A 2014 Fall Extended Business Session

Traveler (s) Name: 1. Daryl Bailey 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,259.00 Advance Registration Required: \$375.00

Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: Mr. Bailey would like the option of using either vehicle

To: Daryl D. Bailey
From: Donald L. Mims, Administrator

The above request is app. 10/06/14 reimbursement of actual and necessary expenses in the
approximate amount of \$1,259.00 and advance registration of \$375.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51261.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$2,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$2,000.00</u>
Current Requests:	<u>\$1,329.00</u>
Budget Balance:	<u>\$671.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/30/2014

cc: Finance Director / Buyer

OCT - 6 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	JUDGE OF PROBATE	REVIEWED:	S. Thomas	10/1/2014
	ELECTIONS		Finance Director	Date
REQUESTED BY:	JUDGE STEVEN L. REED	APPROVED:		
	Elected Official/Dept. Head	Date	Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Extra Help	001-51911.115	2,490	9,600	12,090
Office Supplies	001-51911.211	10,000	(3,000)	7,000
Postage	001-51911.252	4,800	(2,000)	2,800
Advertising	001-51911.253	8,600	(4,600)	4,000
TOTAL		25,890	0	25,890

JUSTIFICATION:

To realign the budget to cover the cost of temporary help needed for the 11/4/14 General Election due to the shortage of full-time staff.

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

MONTGOMERY COUNTY COMMISSION

ENGINEERING DEPARTMENT

MONTGOMERY, ALABAMA 36102-1667

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

Agenda

OCT - 6 2014

October 1, 2014

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

George C. Speake
10/1/2014

SUBJECT: Approval of Agreement for Resurfacing
Butler Mill Road from West Old Hayneville Road to CSX Railroad at U.S. 331
Project No. STPMN-5114(250), MCP 51-73-13, CPMS Ref No. 100059724

As discussed during the September 2, 2014, Information Session, the Butler Mill Road resurfacing project is currently scheduled for the November 2014 ALDOT letting. In order to keep this project on schedule, please place on the agenda of the next regular meeting of the Montgomery County Commission approval of attached agreement between the Alabama Department of Transportation (ALDOT) and Montgomery County concerning funding for Resurfacing Butler Mill Road from West Old Hayneville Road to CSX Railroad at U.S. 331, Project No. STPMN-5114(250), MCP 51-73-13, CPMS Ref No. 100059724.

If approved please have the attached agreement and resolution executed and return to this office for further processing.

GCS/gcs

Attachment

cc: File

**ALABAMA DEPARTMENT OF TRANSPORTATION****Bureau of County Transportation**

1409 Coliseum Blvd., Montgomery, Alabama 36110-2060

Phone: (334) 242-6207 FAX: (334) 353-6530

Internet: <http://www.dot.state.al.us>*Robert Bentley*
Governor*John R. Cooper*
Transportation Director

September 30, 2014

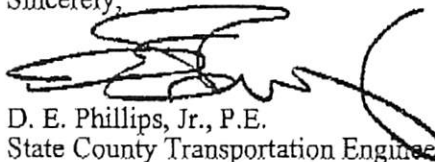
Chair of County Commission
Montgomery County Commission
Montgomery, AlabamaRE: STPMN-5114 (250)
MCP 51-73-13
Montgomery County

Dear Chair of County Commission:

Attached is the original Agreement between the Alabama Department of Transportation and Montgomery County covering the financing of construction costs for the above project.

It will be appreciated if you will have this Agreement executed and returned to this office for further approval and distribution. Upon approval of all parties concerned, a properly executed copy of the Agreement will be sent to you for your information and files.

Sincerely,


D. E. Phillips, Jr., P.E.
State County Transportation EngineerDEP:MBH:mh
Attachmentcc: Mr. Clay McBrien
Mr. George Speake
Mr. Steve Graben
File**PLEASE DO NOT EXECUTE THE
FAXED COPY OF AGREEMENT !!!**

AGREEMENT – MPO (FA STP Funds)

This Agreement is made and entered into by and between the STATE OF ALABAMA, acting by and through the ALABAMA DEPARTMENT OF TRANSPORTATION, party of the first part (hereinafter called the STATE), and MONTGOMERY COUNTY, ALABAMA (FEIN 63-6001653), party of the second part (hereinafter called the COUNTY):

WITNESSETH

WHEREAS, the STATE and COUNTY desire to cooperate in the widening and resurfacing of CR-23 (Butler Mill Road) from CR-24 (West Old Hayneville Road) to the ROW of CSX Railroad. Length- 5.711 Miles. Project # STPMN-5114 (250), MCP 51-73-13, CPMS Ref. # 100059724.

NOW THEREFORE, it is mutually agreed between the STATE and COUNTY as follows;

- A. The COUNTY will furnish all Right-of-Way for project without cost to the State or this Project.
- B. The COUNTY will adjust and/or relocate all Utilities on the project without cost to the State or this Project.
- C. The COUNTY will make the survey, complete the plans and furnish all preliminary engineering for the project with County forces without cost to the STATE or this Project. The plans will be subject to the approval of the STATE and the project will be constructed in accordance with the plans approved by the STATE and the terms of this Agreement.
- D. The COUNTY will furnish all construction engineering for the project with County forces or with a consultant selected and approved by the STATE. The cost of the construction engineering shall be included as part of the construction cost for the project.
- E. If necessary, the COUNTY will file an Alabama Department of Environmental Management (ADEM) National Pollutant Discharge Elimination System (NPDES) Notice of Registration (NOR) (Code Chapter 335-6-12) for this project without cost to the STATE or this project. The COUNTY will be the permittee of record with ADEM for the permit. The contractor shall be a co-permittee with the COUNTY for the permit, and shall comply with all requirements of the permit. The COUNTY and the contractor will be responsible for compliance with the permit and the STATE will have no obligation regarding the permit. The COUNTY will furnish the STATE (Division) a copy of the permit prior to any work being performed by the contractor.
- F. The STATE will furnish the necessary inspection and testing of materials when needed as part of the cost of the project.
- G. The STATE will not be liable for Federal Aid Funds in any amount. The project will be limited to \$499,516.40 Federal funds unless the Montgomery Area Metropolitan Planning Organization agrees, subject to the approval of the STATE, to reprogram the allocated Federal funds for the Montgomery Area sufficient to pay 80% of the project cost. In the event of an underrun in project costs, the amount of Federal Aid funds will be the amount stated below, or 80% of eligible project costs, whichever is less.
- H. The estimated cost of construction of this project payable by the parties is the amount set forth below:

FA STP Funds (Montgomery Area Dedicated)	\$ 937,541.60
County Funds	234,385.40
TOTAL (Incl. E & I)	\$1,171,927.00

-2-

I. The STATE will be responsible for advertisement and receipt of bids, and the award of the Contract. Following the receipt of bids and prior to the award of the Contract, the STATE will invoice the COUNTY for its prorata share of the estimated cost as reflected by the bid of the successful bidder plus E & I, and the COUNTY will pay this amount to the STATE no later than 30 days after the date bids are opened.

J. The COUNTY will submit reimbursement invoices for work performed under the terms of this Agreement to the Alabama Department of Transportation within six (6) months after the completion and acceptance of the project. Any invoices submitted after this six (6) month period will not be eligible for payment.

K. The COUNTY will comply with the Alabama Department of Transportation Standard Specifications for Highway Construction, Latest Edition, on this project and will ensure that alignment and grades on this project meet the standards of the Alabama Department of Transportation and the project will be built in accordance with the approved plans.

L. An audit report must be filed with the Department of Examiners of Public Accounts, upon receipt by the County, for any audit performed on this project in accordance with Act No. 94-414.

M. Upon completion and acceptance of this project, the County will maintain the project in satisfactory condition in accordance with the requirements of the Alabama Department of Transportation.

N. The COUNTY will be responsible at all times for all of the work performed under this agreement and, the COUNTY will protect, defend, indemnify, and hold harmless the State of Alabama, the Alabama Department of Transportation, the officials, officers, and employees, in both their official and individual capacities, and their agents and/or assigns, from and against any and all action, damages, claims, loss, liabilities, attorney's fees or expense whatsoever or any amount paid in compromise thereof arising out of or connected with the work performed under this agreement.

O. The COUNTY will be obligated for the payment of damages occasioned to private property, public utilities or the general public, caused by the legal liability (in accordance with Alabama and/or Federal law) of the COUNTY, its agents, servants, employees or facilities.

P. By entering into this agreement, the COUNTY is not an agent of the STATE, its officers, employees, agents or assigns. The COUNTY is an independent entity from the STATE and nothing in this agreement creates an agency relationship between the parties.

Q. Exhibit M is attached hereto as a part hereof.

R. Exhibit N is attached hereto as a part hereof.

S. This agreement may be terminated by either party upon the delivery of a thirty (30) day notice of termination.

-3-

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by those officers, officials and persons thereunto duly authorized, and the agreement is deemed to be dated and to be effective on the date stated hereinafter as the date of the approval of the Governor of Alabama.

SEAL

ATTEST:

MONTGOMERY COUNTY, ALABAMA

Clerk (Signature)

BY:
(Signature) Chairman,
Montgomery County Commission

Type Name of Clerk

Type Name of Chairman

RECOMMENDED

STATE OF ALABAMA,
ACTING BY AND THROUGH THE
ALABAMA DEPARTMENT OF
TRANSPORTATION

State County Transportation Engineer
D. E. Phillips, Jr., P.E.

Chief Engineer
Ronald L. Baldwin, P.E.

APPROVED AS TO FORM:

Chief Counsel, Jim Ippolito, Jr.,
Alabama Department of Transportation

Transportation Director
John R. Cooper

THE WITHIN AND FOREGOING AGREEMENT IS HEREBY APPROVED ON THE _____ DAY
OF _____, 20_____.

GOVERNOR OF ALABAMA
ROBERT BENTLEY

RESOLUTION NUMBER _____

BE IT RESOLVED, by the County Commission of Montgomery County, Alabama, that the County enter into an agreement with the State of Alabama; acting by and through the Alabama Department of Transportation for:

Widening and resurfacing of CR-23 (Butler Mill Road) from CR-24 (West Old Hayneville Road) to the ROW of CSX Railroad. Length- 5.711 Miles. Project # STPMN-5114 (250), MCP 51-73-13, CPMS Ref. # 100059724;

which agreement is before this Commission, and that the agreement be executed in the name of the County, by the Chairman of the Commission for and on its behalf and that it be attested by the County Clerk and the seal of the County affixed thereto.

BE IT FURTHER RESOLVED, that upon the completion of the execution of the agreement by all parties, that a copy of such agreement be kept of record by the County Clerk.

Passed, adopted, and approved this _____ day of _____,

20 _____.

ATTESTED:

County Clerk

Chairman, County Commission

I, the undersigned qualified and acting clerk of Montgomery County, Alabama, do hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the County Commission of the County named therein, at a regular meeting of such Commission held on the

_____ day of _____, 20 _____, and that such resolution is of record in the Minute Book of the County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the County on this

_____ day of _____, 20 _____.

County Clerk

SEAL

7/18/90

**EXHIBIT M
CERTIFICATION**

This certification is applicable to the instrument to which it is attached whether attached directly or indirectly with other attachments to such instrument.

The prospective participant/recipient, by causing the signing of and the submission of this Federal contract, grant, loan, cooperative agreement, or other instrument as might be applicable under Section 1352, Title 31, U.S. Code, and the person signing same for and on behalf of the prospective participant/recipient each respectively certify that to the best of the knowledge and belief of the prospective participant or recipient and of the person signing for and on behalf of the prospective participant/recipient, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the prospective participant/recipient or the person signing on behalf of the prospective participant/recipient as mentioned above, to any person for influencing or attempting to influence an officer or employee of any Federal 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, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) 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 Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, the prospective participant/recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant/recipient also agrees by submitting this Federal contract, grant, loan, cooperative agreement or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, that the prospective participant/recipient shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Rev. 06/01/2012

EXHIBIT N

FUNDS SHALL NOT BE CONSTITUTED AS A DEBT:

It is agreed that the terms and commitments contained herein 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 by Amendment Number 26. It is further agreed that if any provision of this Agreement shall contravene any statute or Constitutional provision of amendment, either now in effect or which may, during the course of this Agreement, be enacted, then the conflicting provision in the Agreement shall be deemed null and void.

TERMINATION DUE TO INSUFFICIENT FUNDS:

If the Agreement term is to exceed more than one fiscal year, then said Agreement is subject to termination in the event that funds should not be appropriated for the continued payment of the Agreement in subsequent fiscal years.

In the event of proration of the fund from which payment under this Agreement is to be made, Agreement will be subject to termination.

ADR CLAUSE:

For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendation of the Governor and 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 Office of Administrative Hearings or where appropriate, private mediators.

AMENDED ALABAMA IMMIGRATION LAW:

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

OCT - 6 2014

October 2, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Revised Job Description for Deputy Administrator Position

The Montgomery County Commission, during its meeting on September 15, 2014, agreed to place a revised Job Description for the Deputy Administrator position on the October 6, 2014 Thursday Memo as a waived rules item.

I am requesting that we waive rules and approve the attached revised job description at Monday's County Commission meeting.

DLM/tn

Attachment

FLSA: Exempt
Pay Grade: A15

DEPUTY ADMINISTRATOR

0164
10/11/13

NATURE OF WORK: The fundamental reason this position exists is to supervise the planning, organizational, and operational activities and functions for the county as delegated by the County Administrator. Essential functions include: assisting the County Administrator with financial and budget management; planning, organizing and coordinating staffing functions; coordinating and directing county operations and support functions; managing and directing supervisory management training programs; developing and implementing managerial and operational policies and procedures; supervises professional employees; and monitoring the implementation of grant funded programs. Work demands the ability to use independent judgment and initiative when making decisions that impact county operations. This position reports to the County Administrator.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of "non-essential functions" is not optional for employees not covered under the ADA.

ESSENTIAL FUNCTION: Assists the County Administrator with financial and budget management activities to include monitoring expenditures and program costs, serving as an advisor to division heads or the County Commission, and assuming the responsibilities of the County Administrator in his/her absence.

Serves as a budget advisor at County Commission meetings through research, obtaining and providing facts or information, and preparing reports on request.

~~Assists in developing annual county budget to include projecting and costing out employee benefits and programs, preparing justifications, conducting analysis on division requests, etc.~~

Assists divisions in developing annual budgets for the county.

Monitors division expenditures throughout the year in order to anticipate problems and works with division heads and County Administrator to resolve budget variances.

~~Estimates and develops annual budget projections for employee benefit programs in concert with the Risk Manager.~~

ESSENTIAL FUNCTION: Plans, organizes and coordinates staffing functions for county and resolves personnel issues including the review of requests for staffing changes, serving as advisor or mediator on personnel issues and researching and developing recommendations for County Commission on staffing or personnel issues.

Assists divisions in resolving personnel issues or matters, to include disciplinary problems or actions, by researching issues, rules or regulations, providing advice or interpretations of personnel policies, rules, regulations and procedures or mediating conflicts.

Assists divisions in determining staffing needs, evaluates requests for staffing changes

and makes recommendations based on knowledge of organizational structure, work assignments, division operations, etc.

Monitors personnel expenditures and actions, to include salary adjustments and overtime expenditures, and advises or recommends appropriate actions to divisions as required.

Conducts research on personnel issues, prepares position papers, presents recommendations to County Commission and implements decisions made by Commission.

Develops, revises and oversees the publication of the Employee Information Handbook.

Advises attorneys on personnel matters in order to resolve employee complaints or grievances and provides court testimony as needed.

ESSENTIAL FUNCTION: Coordinates county operations and support functions with division heads and staff for tasks involving several divisions or agencies to include providing advice and information on county operations, coordinating the use of county resources such as ~~management information systems~~, facilitating problem solving, evaluating issues facing the county and making recommendations on building construction, renovation or space utilization.

Works with division heads and staff and makes recommendations to resolve operational problems or changes while considering needs and long range plans of county.

Coordinates or secures resources across divisions or agencies in order to accomplish change or to resolve operational problems or issues.

Makes recommendations to Commission on space utilization, building renovations, maintenance or repairs, or building construction using input from staff and knowledge of long range plans of the county.

Assists in overseeing and managing building maintenance and construction projects to include estimating short and long term costs, developing space allocation and utilization recommendations, working with contractors to ensure compliance with specifications or to make changes or modifications to specifications as needed, and monitoring and overseeing expenditures of building or renovation projects.

Works with division or agency heads or staff to determine facility needs and requirements and develops policies and long-range plans for facility use and care to include anticipating and determining costs for maintenance and upkeep of facilities.

Conducts research on issues impacting county operations to include anticipating problems or issues of concern to the Commission, discussing issues with division or agency heads or staff in order to determine their impact, solicit input on solutions, and prepare recommendations for the Commission.

Monitors progress of legislation, drafts legislative bills, assists in soliciting support from legislators, and evaluates impact of proposed or new legislation on county in conjunction with professional organizations such as the Alabama County Commission Association.

ESSENTIAL FUNCTION: Manages and directs supervisory management training programs.

~~Coordinates new employee orientation program to include developing program content and conducting presentations.~~

Coordinates supervisory management training programs to include identifying issues to

be discussed, developing program content, securing videos or handouts and conducting program or assigning program to staff.

ESSENTIAL FUNCTION: Develops and implements managerial and operational policies and procedures, such as the Montgomery County Procedures Manual, through discussions with division heads, administrators and staff and by researching trends, court decisions, and changes in federal and state law.

Interprets policies, procedures for staff or Commission and determines the impact of policies and procedures on support functions including finance, purchasing, maintenance, payroll, data automation and employee safety.

Works with County Administrator, division or agency heads or staff to develop or revise and implement operational policies and procedure.

Revises Montgomery County Management Procedures Manual as needed and communicates changes to staff.

Evaluates, interprets and informs divisions or County Administrator on trends, court decisions, state or federal laws regarding changes or additions to policies.

ESSENTIAL FUNCTION: Supervises the Finance Director, Risk Manager, Purchasing Manager, Revenue Manager, County Parks and Recreation Superintendent, and Plant Maintenance Manager to include assigning work, handling personnel concerns and problems, and recommending disciplinary and other personnel actions.

Assigns tasks and duties with timelines and instruction.

Reviews work products and subordinates' work performance in order to evaluate effectiveness and productivity of subordinates.

Provides feedback and counseling to subordinates regarding performance.

Recommends disciplinary action and other personnel actions to the County Administrator.

ESSENTIAL FUNCTION: Monitors the implementation of grant-funded programs; and reviews the budget for federal and state match budgets to ensure that federal money is spent in accordance with grant work plans following guidelines of granting agents in order to ensure compliance with guidelines of granting agents and with all applicable codes, laws, rules, regulations, standards, policies, and procedures.

Researches and identifies possible grant resources and recommends the application for the funds.

Oversees the implementation of grant-funded programs and analyzes the effectiveness and usefulness of such programs.

Works with Central Alabama Regional Planning and Development Commission, elected officials, and grant consultants and others in the application for grants and monitoring the implementation of grants.

Reviews the application process in order to ensure accuracy and compliance with program guidelines.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of budgeting methods and

techniques as needed to project and estimate costs, prepare justifications or make recommendations regarding budget.

Knowledge and awareness of trends to determine long and short range needs for county and to coordinate requests between divisions based on varied needs.

Knowledge of administrative research methods and procedures as needed to make recommendations regarding staffing, space or facility utilization, general operations, or to coordinate equipment and human and material resources.

Knowledge of division operations and procedures as needed to make recommendations regarding staffing, space or facility utilization, general operations, or to coordinate equipment and human and material resources.

Knowledge of local, state and federal laws, regulations, principles and procedures relating to governmental budgeting, accounting, and procurement to include knowledge of bid requirements.

Knowledge of grant resources as needed to identify possible funding sources and to apply for those funds.

Knowledge of local, state and federal laws, regulations and requirements regarding ~~employee benefit programs~~ and personnel issues or matters to include, but not limited to, Personnel Rules and Regulations, Title VII, Fair Labor Standards Act, Americans with Disabilities Act and Family Medical Leave Act.

Ability to interpret local, state and federal laws, rules and regulations for division heads, employees or citizens and to apply them appropriately to specific situations or circumstances.

Ability to plan, both long and short range, in order to coordinate and direct county operations.

Ability to modify existing policies, strategies and/or methods or operations to meet unusual or changing conditions within the context of existing management principles.

Ability to evaluate organizational changes or trends and to determine appropriate action for the county based on direction provided by the County Administrator and on knowledge of the needs of the county.

Ability to evaluate the impact of changes to local, state and federal laws on county operations.

Ability to effectively coordinate human resources, equipment and other resources and to handle numerous tasks and projects simultaneously.

Ability to present factual information and ideas, both orally and in writing, to include writing position papers, memos, reports, policies, procedures or legislative bills.

Ability to analyze and evaluate data and information provided by staff or reports such as legal briefs, economic or organizational analysis in order to determine when enough information is available to take action, to define consequences and to consider and select alternatives in order to make a decision or to develop recommendations for Commission based on organizational needs, benefits and costs.

Ability to establish and maintain effective work relations with employees, division heads, citizens, and elected officials.

Ability to solicit and utilize input received from divisions when making decisions regarding programs, policies or operations.

Ability to supervise employees to include assigning and reviewing work, providing

constructive feedback, and recommending discipline.

Ability to comprehend and interpret grant objectives and guidelines as needed to ensure grants meet county needs and priorities.

MINIMUM QUALIFICATIONS: Master's degree in public or business administration and a minimum of ten years of progressive management and supervisory experience in administration, finance, or personnel administration, with at least five of the ten years at an executive-level management position such as a division, department or agency head, or any equivalent combination of education and experience. Experience in a county or municipal environment is preferred.

ACKNOWLEDGMENTS:	
_____ Administrator, County Commission	_____ Date
_____ Chairman, County Commission (with concurrence of Commission)	_____ Date



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

Agenda
OCT - 6 2014

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Montgomery County Probate Court

Date: 9/19/14

Re: Request to wave rules and to fill position number 780083003 (Elections Training Coordinator)

The Montgomery County Probate Court is requesting to wave rules and to fill a vacant Elections Training Coordinator position. The position was vacated April 16th and is currently in our budget.

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 / Elections

APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: Daniel Baxter

1. POSITION TITLE: Elections Training Coordinator

POSITION NUMBER: 780083003

PROPOSED EFFECTIVE DATE: 6th of October 2014

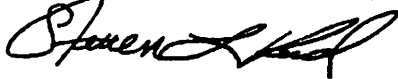
TYPE OF APPOINTMENT: X PERMANENT TEMPORARY

RECRUITING:

 Promotional Transfer Transfer

X Open Competitive Register Reemployment

PAY GRADE: A06-S1 (A03= \$34,563 - \$49,201)



APPOINTING AUTHORITY

9/19/2014
Date

2. ADMINISTRATIVE REVIEW

 APPROVED

 DISAPPROVED

FUNDING AUTHORITY

Date

3. CERTIFICATION

Promotional Candidates

Open-Competitive X Candidates

Transfer Candidates

PERSONNEL DIRECTOR

Date

4. SELECTEE: _____

APPOINTING AUTHORITY

Date

5. Manpower data entered by

Date

 Payroll entered by

Date

OCT - 6 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT: County Comm Appropriat REVIEWED: S. Thomas 10/6/2014
DATE: 10/6/2014 Finance Director Date
REQUESTED BY: Donald L. Mims APPROVED: Administrator Date
Elected Official/Dept. Head

ACCOUNT NAME		ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Have a Heart 4 Children	Annual Holiday Event	001-56530.498	0	3,000	3,000
Chamber of Commerce	2014 Veterans Day Parade	001-59320.483	0	5,000	5,000
Chamber of Commerce	2015 Lacey Boyd Annual New Year's Day Parade	001-59320.483	0	5,000	5,000
Donation Revenue		001-40000.47701	0	(13,000)	(13,000)
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTAL			0	0	0

JUSTIFICATION:

Budget for appropriations to the organizations above for program support.

REQUEST NUMBER 1

ACCOUNT NAME		ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Have a Heart 4 Children	Annual Holiday Event	001-56530.498	0	3,000	3,000
Chamber of Commerce	2014 Veterans Day Parade	001-59320.483	0	5,000	5,000
Chamber of Commerce	2015 Lacey Boyd Annual New Year's Day Parade	001-59320.483	0	5,000	5,000
Donation Revenue		001-40000.47701	0	(13,000)	(13,000)
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTAL			0	0	0

Budget for appropriations to the organizations above for program support.

REQUEST NUMBER 1

ACCOUNT NAME		ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Have a Heart 4 Children	Annual Holiday Event	001-56530.498	0	3,000	3,000
Chamber of Commerce	2014 Veterans Day Parade	001-59320.483	0	5,000	5,000
Chamber of Commerce	2015 Lacey Boyd Annual New Year's Day Parade	001-59320.483	0	5,000	5,000
Donation Revenue		001-40000.47701	0	(13,000)	(13,000)
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTAL			0	0	0

14-1