

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

NOVEMBER 17, 2014

AGENDA

INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Community Corrections Executive Director Paul Brown
Revenue Manager Terri Henderson
Project Manager Justice Smyth with the Montgomery Area Chamber of Commerce and
City Engineer Patrick Dunson with the City of Montgomery

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Vice Chairman Harris

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of November 3, 2014

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Board Member Appointment to the Pike Road Volunteer Fire Protection Authority, County Commission
2. Consider Board Member Appointments to the Southeast Alabama Emergency Medical Services Council, County Commission
3. Consider Modification Number 2 to 2013 Weatherization Grant Agreement, Number DOE-028-13, County Commission
4. Consider Amendment Number 2 to Contract for Security Guard Services for Montgomery County Probate/Revenue Offices, Contract Number 51100-12B-029, County Commission
5. Consider Amendment Number 6 to Contract for Preventive Maintenance on Security System, Contract Number 52110-05B-037, Sheriff's Office
6. Consider Authorization to Plant Trees at the Montgomery Industrial Park and for this Service to be Provided by Greenwood Growers, Inc., County Commission
7. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Bid Award for Graphics & Lettering for Sheriff's Vehicles, Bid No. 52110-14B-007, Sheriff's Office
9. Consider Bid Award for Ammunition, Bid No. 52110-15B-003, Sheriff's Office
10. Consider Budget Change Request Number 5 for \$62,500 to the Montgomery Humane Shelter, County Commission Appropriations
11. Consider Hiring Appraiser III at Pay Grade A10, Step 8 (\$68,750), Appraisal Department
12. Consider 2013-2014 Performance Evaluation of County Administrator, County Commission
13. Consider Position Fill Requests – Detention Facility (3)
 1. Corrections Officer Corporal, Position Number 168
 2. Corrections Officer Trainee/Corrections Officer, Position Number to be Determined
 3. Clerk II, Position Number 229
14. Consider Position Reallocation and Reclassification from Mapping Supervisor, Pay Grade A10, to GIS and Cadastral Mapping Manager, Pay Grade A11, Revenue Commissioner's Office
15. Consider Travel/Training Requests (4)

Reports from Staff:

County Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

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)

NOVEMBER 28, 2014

County Holiday (Thanksgiving Day)

DECEMBER 1, 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.

DECEMBER 15, 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.

DECEMBER 25, 2014

County Holiday (Christmas Day)

DECEMBER 26, 2014

County Holiday (Christmas Day)

PERSONNEL ACTIONS

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 Child Support Case Manager I – District Attorney Child Support
Fill action continues for 2 Child Support Case Manager II's – District Attorney Child Support
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 22 Correction Officer Trainees – Detention Facility
Fill action continues for 2 Inmate Grievance/Disciplinary Clerk – Detention Facility
Fill action continues for 1 Corrections Officer Corporal – 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 2 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 Elections Training Coordinator – Probate Judge's Office (Elections)
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 2 Emergency Communication Operator I/II – Sheriff's Office
Fill action continues for 1 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

November 17, 2014

Agenda

NOV 17 2014

11-17-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-31-14

Check Number	To	Check Number
248215		248267
Total Checks Paid		\$149,958.18

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

Agenda

NOV 17 2014

11-17-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-31-14

Check Number	To	Check Number
248268		248340
Total Checks Paid		\$244,049.57

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

Agenda

NOV 17 2014

11-17-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-07-14

Check Number	To	Check Number
248341		248429
Total Checks Paid		\$522,486.95

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

11-17-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-07-14

Check Number	To	Check Number
248431		248533
Total Checks Paid		\$229,674.79

CHECK #	PAYEE	AMOUNT	DATE
248430	River Region Straw	\$ 1,825.00	11-06-14

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

11-17-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-07-14

Check Number	To	Check Number
248534		249166
Total Checks Paid		\$65,725.00

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

11-17-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-07-14

Check Number	To	Check Number
249167		249213
Total Checks Paid		\$940.00

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

11/14/14

Payroll Check Number	121353	To	Payroll Check Number	121446	\$ 62,160.65
Direct Deposits					\$ 826,553.32
Payroll Check Number	121447	To	Payroll Check Number	121474	\$ 249,503.29
Direct Deposits					\$ 355,383.50
Federal Deposits					\$ 328,994.95
Total Payroll Paid					\$ 1,822,595.71

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

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210

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

Agenda

NOV 17 2014

November 6, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Board Member Appointment to the Pike Road Volunteer Fire Protection Authority

Mr. Ty Glassford with the Pike Road Volunteer Fire Protection Authority has submitted his resignation effective December 31, 2014. Mr. Jimmy Grubbs has been nominated by the Authority to complete the remainder of Mr. Glassford's term, which expires March 1, 2019.

The Montgomery County Commission, at its meeting on November 3, 2014, agreed to place this appointment on the next agenda.

I am requesting that the Commission approve this appointment.

DLM/tn

Attachment

Pike Road Volunteer
Fire Protection Authority

Members:

Term Expires:

Jack Jackson
53 Avenue of the Waters
P.O. Box 640307
Pike Road, AL 36064
Home: 239-7716 Cell: 300-1690
Fax: 239-7718
Ljack9@knology.net

3/1/2017



Ty L. Glassford
1012 Merrywood Drive
Pike Road, AL 36064
Home: 277-6334 Work: 271-4000
tyglassford@comptextelecom.com

3/1/2019

Jane James
1864 Flowers Road
Mathews, AL 36052-3003
Home: 272-1734
jamest@alum.mit.edu

3/1/2021

Charles Williamson "Will" Barfoot
HOME: 4280 Wallahatchie Road
Pike Road, AL. 36064
(Home) 334-271-0713
(Cell) 334-315-3426
WORK: 608 South Hull Street
Montgomery, AL. 36104
(Work) 334-834-3444
cwb@barfootschoettker.com

3/1/2020

Angie Bradsher
51 Waters View Drive
Pike Road, Alabama 36064
Cell: (334) 318-6274
angiebradsher@yahoo.com

3/1/2020

cc: Chris Weller (334) 241-8066
Capell and Howard P.C.

Term: 6 years



PIKE ROAD VOLUNTEER FIRE PROTECTION AUTHORITY

3427 Wallahatchee Rd. • P.O. Box 640099 • Pike Road, AL 36064 • (334) 271-1048

Donald L. Mims

October 29, 2014

Montgomery County Administrator

PO Box 1667

Montgomery, AL 36102

Subject: Resignation of Pike Road Volunteer Fire Protection (PRVFPA) Authority
Director, Ty Glassford

Dear Donnie;

The Board of Directors of the PRVFPA hereby accept the resignation of Ty
Glassford, director, effective December 31, 2014.

I, as Chairman, along with the rest of the Board of Directors want to submit the
name of Jimmy Grubbs for the Commission to consider as Ty's replacement to
complete the remainder of Ty's term as director. A prompt response will be
greatly appreciated.

Sincerely,


Jane James

Chairman, PRVFPA

Cc: Reed Ingram, Jack Jackson, Will Barfoot, Angie Bradsher



PIKE ROAD VOLUNTEER FIRE PROTECTION AUTHORITY

3427 Wallahatchie Rd. • P.O. Box 640099 • Pike Road, AL 36064 • (334) 271-1048

October 17, 2014

Attn: Pike Road Fire Department Board of Directors, Advisory Committee, and
Firefighters

In lieu of a 10 page letter expressing a complete and detail list of actions that
culminated in this decision, please consider this one sentence letter to be my
resignation from the department effective December 31, 2014

Ty Glassford

ELTON N. DEAN, SR.
CHAIRMAN

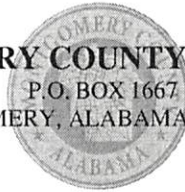
DANIEL HARRIS, JR.
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Agenda

NOV 17 2014

November 6, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Appointments to the Southeast Alabama Emergency Medical Services Council, Inc.

The Montgomery County Commission, at its meeting on November 3, 2014, agreed to place on the next agenda Board Member appointments to the Southeast Alabama Emergency Medical Services Council, Inc.

Attached is a list of eight individuals who are currently serving on the Southeast Alabama Emergency Medical Services Council, Inc. These individuals have been contacted and seven of them would like to be reappointed to another full term on this Council.

Assistant Fire Chief Stanley Cooper, desires to be appointed to replace former Assistant Fire Chief Kelly Gordon, Jr.

I am requesting approval of these individuals for terms expiring November 3, 2015.

DLM/tn

Attachments

Southeast Alabama Emergency
Medical Services Council, Inc.**Members:****Term Expires:**

Asst. Fire Chief Kelley Gordon, Jr.
Medic Division
Montgomery Fire Department
P.O. Box 1111
Montgomery, AL 36101-1111
kgordon@montgomeryal.gov
Work: (334) 625-2960

11/3/2014

Annitta Love
134 Cantabury Lane
Millbrook, AL 36054
Work: (334) 420-4483
Cell: (334) 467-4857

11/3/2014

Mike Green
47 Honeysuckle Lane
Cecil, AL 36013
Home: (334) 277-2153
Cell: (334) 309-5026

11/3/2014

Patti Brown
Haynes Ambulance
2530 East Fifth Street
Montgomery, AL 36107
Work: (334) 241-5259

11/3/2014

John Treat
2845 Zelda Road, Apt. P1
Montgomery, AL 36106
Cell: (334) 318-9924

11/3/2014

Keith Bryan
110 Zolman Road
Ramer, AL 36069
Home: (334) 284-6307
Cell: (334) 303-3840

11/3/2014

Doug Tisdale
1413 Colonial Way
Alabaster, AL 35007
Cell: (334) 850-2636

11/3/2014

Medical Services Council, Inc.

Kitty Harris
120 West Rosemary Road
Montgomery, AL 36109
Home: (334) 272-5690
Work: (334) 286-2723

11/3/2014

Term: 1 year

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

RONDA M. WALKER
JILES WILLIAMS, JR.

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Agenda

NOV 17 2014

November 6, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Modification Number 2 to 2013 Weatherization Grant Agreement, Number DOE-028-13

The Montgomery County Commission, at its meeting on November 3, 2014, agreed to place Modification Number 2 to the 2013 Weatherization Grant Agreement, Number DOE-028-13 on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment

Donny Barber

Weatherization Program

Memo-

To: Tammy Nix

CC:

Date: 10/22/2014

Re: Weatherization Contract Modification

Tammy,

Please have the enclosed DOE 028-13 Contract Modification documents executed with the necessary signatures. NOTE: There are two (2) copies to be executed.

Thanks,

Donny

OFFICE OF THE GOVERNOR

ROBERT BENTLEY
GOVERNOR



STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

JIM BYARD, JR.
DIRECTOR

October 7, 2014

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

Dear Mr. Dean: *Mr. Church*

RE: Modification No. 2
Grant No. DOE-028-13

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

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

If you have any questions, please call Brenda Mock at (334) 353-5951.

Sincerely,

Jim Byard, Jr.
Jim Byard, Jr.
Director

JB/BM/ks

Enclosures

cc: Mr. Greg Clark

**MODIFICATION TO
2013 WEATHERIZATION GRANT AGREEMENT**

Grant Agreement No. **DOE-028-13**

Modification No. **2**

Total Grant Amount: **\$196,175.00**

THIS MODIFICATION is entered into as of September 1, 2014, by and between the **ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS**, hereinafter, called the "Department," and the **MONTGOMERY COUNTY COMMISSION**, hereinafter, referred to as the "Subgrantee." This modification amends **Grant Agreement No. DOE-028-13** dated September 11, 2013.

1. **PURPOSE:** The purpose of this modification is to amend "**Paragraph 2: Funding**" and the relative attachments of the above-referenced Grant Agreement.

Paragraph 2: "Funding" is hereby amended to read as follows:

Funding: It is expressly understood and mutually agreed that in no event shall the total amount to be paid by the Department to the Subgrantee under this agreement exceed **\$196,175.00** for full and completely satisfactory performance. Additional requirements relative to the Grant amount may be found in Attachment A, Paragraph 2. Any additional costs shall be borne by the Subgrantee.

Paragraph 21: "Attachments" is amended to update Attachment C Special Terms and Conditions.

2. All other terms and conditions not affected by this modification shall remain in full force and effect.

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

**ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS**

Department

MONTGOMERY COUNTY COMMISSION

Subgrantee

Terri L. Adams September 30, 2014
Terri L. Adams, Chief Date
Energy Division

Authorized Official for Subgrantee Date

Jim Byard Jr. October 6, 2014
Jim Byard, Jr. Date
Director

Subgrantee Witness Date

This grant modification has been reviewed for content, legal form, and complies with all applicable laws, rules, and regulations of the State of Alabama governing these matters.

APPROVED AS TO FORM BY LEGAL:

Claudia Kennedy Smith AWT 10/1/14
Claudia Kennedy Smith
General Counsel

SUBGRANTEE: MONTGOMERY COUNTY COMMISSION

GRANT NO. DOE-028-13

MODIFICATION: 2

ATTACHMENT A

WORK TO BE PERFORMED

September 11, 2013

1. The Subgrantee shall weatherize a minimum of **20** dwelling units in accordance with Priority List/Energy Audit weatherization measures as identified and approved for the State of Alabama. The Subgrantee shall utilize Blower Door technology on all dwellings to be weatherized. The minimum number of dwellings to be weatherized in each county is as follows:

COUNTY

NUMBER OF UNITS

MONTGOMERY	20

2. If funds remain after the specified number of dwellings have been completed, it is mutually understood that additional dwellings will be weatherized until all available Grant Funds have been utilized.

SUBGRANTEE: MONTGOMERY COUNTY COMMISSION

GRANT AGREEMENT: DOE-028-13

MODIFICATION: 2

ATTACHMENT B

Budget Sheet

	ORIGINAL BUDGET	DECREASE/ INCREASE	TOTAL
ADMINISTRATIVE	\$5,448.00	+\$5,005.00	\$10,453.00
PROGRAM OPERATIONS	\$61,002.00	+\$60,720.00	\$121,722.00
HEALTH AND SAFETY	\$20,000.00	+\$20,000.00	\$40,000.00
AGENCY LIABILITY INSURANCE	\$0.00	\$0.00	\$0.00
TRAINING & TECHNICAL ASSISTANCE	\$5,000.00	+\$5,000.00	\$10,000.00
FINANCIAL AUDIT	\$7,000.00	+\$7,000.00	\$14,000.00

GRAND TOTAL: \$196,175.00

TO: ANY JUDGE

**RE: GRANT NO. DOE-028-13
Modification 2**

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

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

Authorized Official of **Montgomery County Commission**

NOV 17 2014

M E M O R A N D U M

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer II π

DATE: October 29, 2014

RE: Amendment No. 2 to Contract 51100-12B-029
Security Guard Services for Montgomery County
Probate/Revenue Offices

Request approval of the attached Amendment No. 2 extending the period of the contract for Security Guard Services for Probate/Revenue Offices be placed on a future County Commission agenda.

Amendment No.2 will extend the contract period for a one (1) year period beginning January 1, 2015 and will end on December 31, 2015.

All pricing will increase by 5% in accordance with the terms of the contract.

Coordination was made with Mr. William Flowers, Chief Clerk Probate Office.

Attachment

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

AMENDMENT
TO
CONTRACT NO. 51100-12B-029

Amendment No. 2

DATE: October 29, 2014

Contract No. 51100-12B-029, Security Guard Services for Montgomery County Probate/Revenue Offices and other County departments, as needed, is hereby amended as follows:

-Contract is hereby extended for a one (1) year period, beginning January 1, 2015 and ending December 31, 2015. A price escalation may be allowed but shall not exceed 5% per year.

Hourly price of \$10.90 is hereby increased by \$.55, changing to \$11.45 per hour.

-All other provisions of the contract shall remain the same.

WITNESS:

MSF, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MEMORANDUM

To: Donald L. Mims, Administrator

From: Tammy Turner, Buyer II TT

Date: October 30, 2014

Subject: Amendment No. 6 to Contract 52110-05B-037
Preventive Maintenance on Security System

Request that approval of the attached Amendment No. 6 extending the period of the contract for Preventive Maintenance on the Security Cameras, Doors, Lock and any other Security Components with the County Buildings be placed on a future County Commission agenda.

Amendment No. 6 will extend the contract period for a three (3) month period beginning December 1, 2014 and will end on February 28, 2015.

Attachment

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

AMENDMENT
TO
CONTRACT FOR SECURITY SYSTEM MAINTENANCE

Amendment No. 6

Date: October 30, 2014

Amendment No 6. to Contract for Security System Maintenance is hereby amended as follows:

-By extending the Contract period for three (3) months, beginning on December 1, 2014 and ending on February 28, 2015.

-All other specifications and special provisions will remain the same.

WITNESS:

NORMENT SECURITY GROUP, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ELTON N. DEAN, SR.,
CHAIRMAN

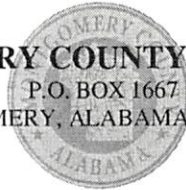
DANIEL HARRIS, JR.,
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A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR

FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210

FAX (334) 832-2533
TDD (334) 265-3568

www.mc-ala.org

Agenda

NOV 17 2014

November 6, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Planting of Trees at Montgomery Industrial Park

The Montgomery County Commission, during its meeting on November 3, 2014, agreed to place on the next agenda an authorization to plant trees at the Montgomery Industrial Park and for this service to be provided by Greenwood Growers, Inc.

I am requesting approval of this item.

DLM/tn

Attachment

Greenwood Growers Inc

**P.O. Box 640307
Pike Road, AL 36064**

Estimate

Date	Estimate #
10/28/2014	11238

Name / Address
Montgomery County Commision P.O. Box 1667 Montgomery, AL 36102

			Terms	Project
Description	Qty	U/M	Rate	Total
Industrial Park at Waugh Quercus phellos - Willow Oak - 30 gallon Furnish Trees, Shipping, install trees, potting mix for planting and pine straw at base of trees	10		275.00	2,750.00
			Total	\$2,750.00

Phone #	Fax #	E-mail	Web Site
888 281-4058	334 281-0988	greenwoodgrowersinc@gmail.com	

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

NOV 17 2014

November 17, 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-2015-30: Montgomery Heat Athletic Association, Inc., for Youth Programs - \$1,000; (Harris)

C-2015-31: Montgomery Symphony Orchestra, for Music Education and Musical Enrichment Programs for All Ages - \$2,000; (Harris)

NC-2015-59: BOE, Highland Avenue Elementary School, for Principal's Discretionary Fund - \$1,000; (Williams)

DLM/tll

ELTON N. DEAN, SR.
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Agenda

NOV 17 2014

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer II

DATE: October 30, 2014

SUBJECT: Invitation to Bid 52110-14B-007
Graphics & Lettering for Sheriff's Vehicles

Request approval of the above referenced Invitation to Bid to the next lowest bidder, Signs Now, for the price per vehicle of \$820.50, be placed on a future agenda. See attached letter cancelling contract to F & E Sportswear.

This will be from November 17, 2014 to May 18, 2015, with the option to renew for two (2) years, in one year periods. A price increase may be allowed after the first year, but shall not exceed 5% per year.

Attachment

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

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October 10, 2014

Mr. Richard Patino, Executive Vice President
F. & E. Sportswear
1230 Newell Parkway
Montgomery, Alabama 36110

Dear Mr. Patino:

Attached is a copy of Contract Number 52110-14B-007, in which your company was to furnish and install graphics and lettering on the vehicles for the Montgomery County Sheriff's Office. The Contract Agreement has a provision in paragraph 2 that states "That Montgomery County Commission and F. & E. Sportswear shall have the right to terminate this agreement with a thirty (30) day written notice by either party." Based upon information provided by the Sheriff's Office, F & E Sportswear has missed deadlines, missed appointments to install graphics, installed poorly cut decals with the wrong colors and inferior workmanship.

As per the terms of the Agreement, we are terminating the contract effective November 16, 2014.

Sincerely,


Donald L. Mims
County Administrator

DLM/tn

Attachment

cc: Sheriff D. T. Marshall

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 17th day of November, 2014 between Signs Now and Montgomery County Commission, Montgomery, Alabama.

WITNESSETH

WHEREAS, Signs Now agrees to furnish and install Graphics and Lettering on the Vehicles for the Montgomery County Commission, Sheriff's Office in accordance with all provisions of Invitation to Bid No. 52110-14B-007, as advertised by the Montgomery County Commission on April 29, 2014 (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, Signs Now and Montgomery County Commission agree as follows:

- 1. That the Contract will begin on November 17, 2014 and will end on May 18, 2015, with the option to renew for two (2) years, in one (1) year periods.**
- 2. That Montgomery County Commission and Signs Now shall have the right to terminate this agreement with a thirty (30) day written notice by either party.**
- 3. That all pricing shall remain firm for the first year of the contract. A price escalation may be allowed after the first year, but shall not exceed 5% each year.**
- 4. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of**

**Montgomery County, Alabama between Montgomery County
Commission and Signs Now.**

**IN WITNESS WHEREOF, the undersigned have executed this Contract as
of the 17th day of November, 2014.**

WITNESS:

SIGNS NOW

BY: _____

TITLE: _____

WITNESS:

**MONTGOMERY COUNTY
COMMISSION**

BY: _____

TITLE: _____

NOV 17 2014

MEMORANDUM

To: Donald L. Mims, Administrator

From: Tammy Turner, Buyer II *TT*

Date: October 23, 2014

Subject: Invitation to Bid No. 52110-15B-003
Ammunition for the Sheriff's Office

Request approval of the above referenced Invitation to Bid to low bid of Precision Delta Corporation in the amount of \$22,428.00, be placed on future agenda for a County Commission meeting. (copy of spread sheet attached)

Coordination of award made with Sheriff D.T. Marshall

Attachment

Purchasing Department

Montgomery County Commission

[illegible]

8 BIDS MAILED

9-2

NOV 17 2014
BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 5

County Commission
DEPARTMENT: Appropriations REVIEWED: S. Thomas 11/5/2014
DATE: 11/5/2014 Finance Director Date
REQUESTED BY: Donald Mims, Administrator APPROVED: _____
Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Humane Shelter	001-55400.290	437,500	62,500	500,000
Fund Balance	001.35900		(62,500)	
TOTAL		437,500	0	500,000

JUSTIFICATION:

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

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY

REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



Agenda

NOV 17 2014

November 3, 2014

MEMORANDUM

TO: Elton Dean, Chairman
Montgomery County Commissioners

FROM: Janet Y. Buskey, Revenue Commissioner *JYB*

SUBJECT: Appraiser III Salary Request

The Appraisal Department recently selected a new Appraiser III as approved by the County Commission. I respectfully request your approval to hire the selectee at Pay Grade A10 Step 8 based on his experience. The selectee, Jeremy Calloway, has worked for the Alabama Department of Revenue Property Tax Division since 2007 as an Appraiser (Tax Valuation Analyst II) performing the same job duties that are required for our appraiser III. Mr. Calloway has also recently conducted and supervised the updating of the Alabama Appraisal Manual which is used by every county in the State of Alabama for Property Tax Appraisals. He also possesses the knowledge to value income producing properties based on their income stream, which is a significant requirement for this position. For these reasons, I believe Mr. Calloway will be an extremely valuable asset to the Montgomery County Appraisal Department.

CH

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

11-1

ELTON N. DEAN, SR.
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Agenda

NOV 17 2014

November 6, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Performance Evaluation of County Administrator

The Montgomery County Commission, at its meeting on November 3, 2014, agreed to place the Performance Evaluation (Consolidated Report) for County Administrator on the next agenda.

I am requesting approval of this Performance Evaluation.

Should you have any questions, please contact me.

DLM/tn

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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Agenda

NOV 17 2014

November 6, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on November 3, 2014, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Corporal, Position Number 168
- (2) Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined
- (3) Clerk II, Position Number 229

I am requesting approval of these items.

DLM/tn

Attachments

13-1

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Corporal

Position Number 168

Proposed Effective Date November 10, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PC2 - \$32,792 - \$46,681

Pay step to be based upon City and County of Montgomery Personnel
Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

D. T. Marshall
Department Head

Date October 28, 2014

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number _____

Proposed Effective Date November 10, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 Grade PCT
Corrections Officer - \$30,456 - \$43,356 Grade PC1

D T Marshall

Date October 28, 2014

Department Head mmc

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director _____

4. Selectee: _____

Date _____

Appointing Authority _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL
POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Clerk II

Position Number 229

Proposed Effective Date November 10, 2014

Type of Appointment () Permanent () Temporary

Recruiting

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

Pay Grade A02 -22,485-32,008

D T Marshall
Department Head

Date October 24, 2014

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY

REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



Agenda

NOV 17 2014

October 29, 2014

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Montgomery County Commissioners

Cc: Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner *JYB*

SUBJECT: Request Approval to Upgrade GIS and Cadastral Mapping Manager

Please see the attached memo from Personnel recommending re-titling the classification of Mapping Supervisor to GIS and Cadastral Mapping Manager per my request.

This reclassification is a continuation of the reorganization of the Revenue Commissioner's Office to better serve the citizens of Montgomery County. Please see organization chart attached. The mappers will eventually move to the 2nd floor of Annex III.

I respectfully request approval of the re-title and upgrade from Mapping Supervisor to GIS and Cadastral Mapping Manager. Thank you for your consideration.

JYB

Attachments

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

MEMORANDUM

Date: October 10, 2014

TO: Janet Buskey
Revenue Commissioner

FROM: Carmen Douglas 
Personnel Director

Per your request, a position study was conducted on the Mapping Supervisor.

Our recommendation is to re-title the classification to GIS and Cadastral Mapping Manager at a pay grade A11 (\$60,954 - \$86,769). Please sign the enclosed job description and submit it to the County Commission for approval.

Thank you for allowing us to assist you in this matter. Please call if you have any questions.

Montgomery County Revenue Commissioner's Office Org Chart

GIS/Mapping

Todd Grant
GIS/Mapping Manager

Scott Millican Senior GIS
Mapper

DeDe Wilson GIS Mapper
Tech

Lentira Wilson Receptionist
Clerk III

Clay Henley
Chief Appraiser

Appraisal

Chris Boushon Personal
Assistant

Janet Buskey
Revenue
Commissioner

Admin/Assessments/Collections

Allyson Holland
Chief Clerk

Paulette Turner Asst to
Chief Clerk

Vacant Rev Branch
Supervisor Main Office

Ashla Holley Rev Branch
Supervisor West Office

Patrick Stokes Rev Branch
Supervisor East Office

Judith But Clerk III

Denette Fox Clerk III
Redemption Clerk

Donna Williams Clerk III

Kathy Jennings Customer
Svc Clerk

Ann Brantley Customer Svc
Clerk

Business Personal
Property (BPP)

Diane Jones BPP
Supervisor

Debbie Richardson RE Appr
III

Dona Wright RE Appr III

Jimmy Gannet RE Appr III

Donna Raney RE Appr III

Terry Gray RE Appr III

Real Property (RE)

Vacant RE Appr III

Calvin Johnson RE Appr. II

Tracy Powell RE Appr II

Vacant RE Appr I

Tammy Linton RE Appr. I

Jennifer Mulican RE Appr.
Tech II

Muriel Barlow RE Appr Tech

Kathy Gatlin RE Appr Tech

Peattie Griggs Customer
Svc Clerk

Shirley Williams Customer
Svc Clerk

Jacinta Herbert Customer
Svc Clerk

Vacant Customer Svc Clerk

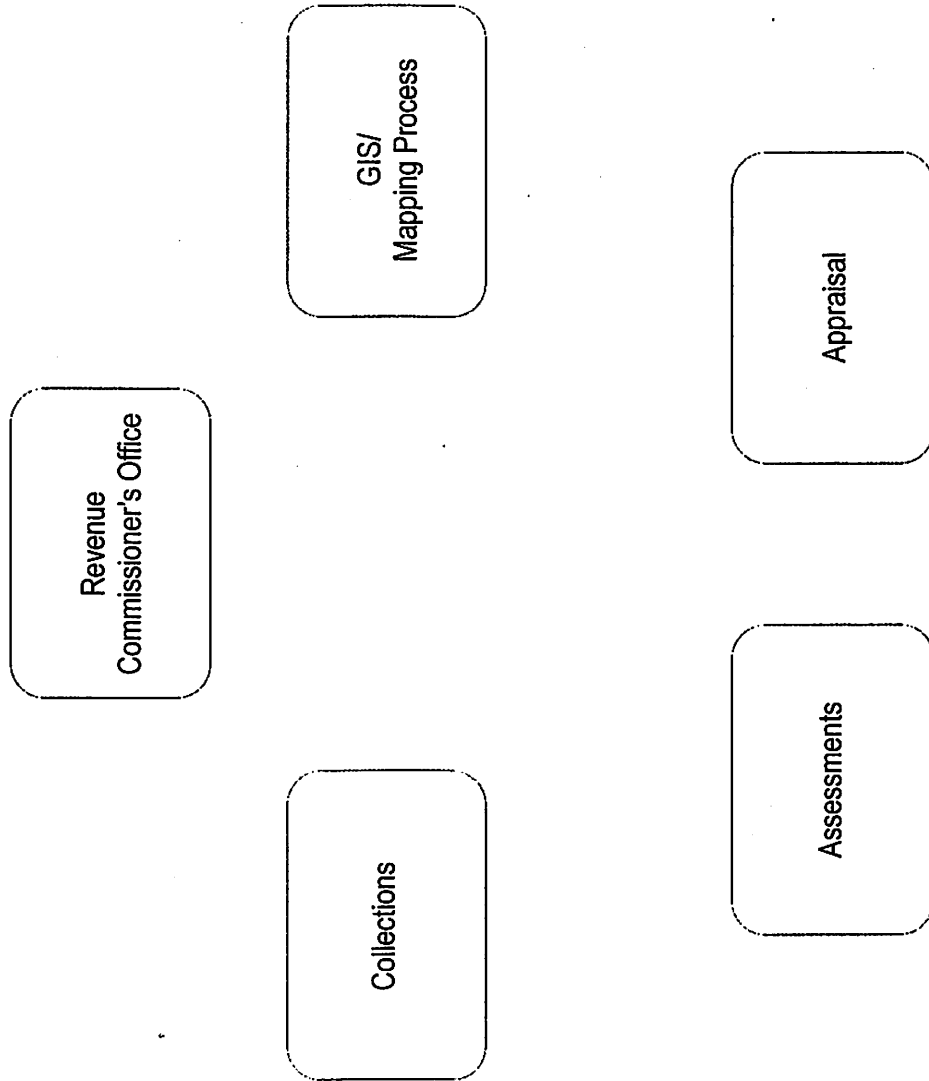
Brenda Ayers BPP Appr II

Pam Trimmer BPP Appr I

Lura Wagoner BPP Appr
Tech

Antreco Stringer BPP Appr
Tech

PROPERTY TAX MANAGEMENT PROCESS



GIS AND CADASTRAL MAPPING MANAGER

FLSA: Exempt
Pay Grade: A11

10/10/2014

NATURE OF WORK: The fundamental reason this classification exists is to manage the Geographic Information System (GIS) and cadastral mapping activities of Montgomery County. The essential functions are: performs division management duties; develops and implements strategic planning management; oversees the management of the GIS geodatabase on the GIS server; provides service, training, and assistance to internal and external customers as well as staff supervises two or more full time employees; and oversees and participates in the creation and maintenance of cadastral and specialized maps. The GIS Manager is supervised by the Montgomery County Revenue Commissioner.

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: Performs division management duties to include division operations and management, budget development, and other administrative duties in order to develop and maintain an effective, efficient and innovative GIS and cadastral mapping program for the County of Montgomery.

Oversees the management of the Geographic Information System (GIS) and cadastral mapping programs.

Monitors GIS operations in order to identify and evaluate the effectiveness of the program and identify program objectives.

Leads the development and implementation of the County-wide GIS program to include establishing goals, objectives, and priorities.

Oversees the management of all GIS projects.

Oversees work performed by contractors to ensure contract terms are met.

Coordinates GIS program activities and work flow with other employees in the Office of the Revenue Commissioner, other County departments, and outside agencies.

Ensures that property discovery, inventory, map compilation, processes, and procedures are in compliance with the guidelines established by the Alabama Department of Revenue.

Forecasts future needs of the GIS/cadastral mapping division as needed to prepare budget.

Researches software, equipment, and other expenditures to determine available technologies, develop price comparisons as well as product feature comparisons, and determine compatibility with current systems and equipment.

Solicits input from subordinates for budget requests or future expenditures for equipment, maintenance, supplies, etc.

Performs comparison analysis using research in order to make purchasing recommendations.

Decides expenditures to request for upcoming budget year based on need, cost effectiveness,

and feasibility.

Prepares and maintains the annual GIS/cadastral mapping budget for submission to the Montgomery County Revenue Commissioner.

Attends budget hearings and provides justifications for budgeted items to include explaining division priorities.

Analyzes available budget funds in order to ensure that a sufficient funding is available before making purchases and/or purchase requests.

Monitors expenditures to prevent cost over runs.

Writes requests for proposals for various GIS/cadastral mapping projects.

Reviews all correspondence, requisitions, purchase orders, work requests and approves or routes paperwork as needed.

Reviews equipment specifications and evaluates vendor bid packages to ensure compliance with departmental needs.

Prepares manuals, technical reports and presentation related to the GIS system.

Develops and implements operating policies and procedures for the division.

Prepares reports of operations and supervises the maintenance of divisional records.

Ensures the maintenance of office equipment such as plotters and scanners.

ESSENTIAL FUNCTION: Develops and implements strategic planning management to include identifying GIS needs of Montgomery County, researching and utilizing developing GIS technologies and processes, and developing short and long range plans for overall direction of the GIS program in order to ensure the development of an efficient and effective GIS program.

Analyzes information and reports received in order to make decisions regarding development and procedures and programs.

Determines customers' GIS needs in order to determine areas of needed improvement and advancement.

Maintains awareness of and applies new technologies, equipment, trends and advances in the profession.

Identifies program resources to include the coordination of all assets such as personnel and program technology.

Develops long-range strategies and actions to achieve established objectives in order to advise management of the overall intent of programs/projects.

Presents short and long range plans to department head in regards to GIS program policies and procedures.

Recommends to the department head directional changes to the GIS program.

ESSENTIAL FUNCTION: Oversees the management of the GIS geodatabase on the GIS server using a personal computer, various computer software and hardware following protocols, processes, procedures and guidelines in order to ensure proper functioning and use of the server and geodatabase.

Supervises conceptual design of agency's spatial database and tabular database by working with agency's management personnel to determine how data will be structured in the system.

Manages graphic and tabular data exchange between County departments by creating shares and assigning permissions.

Manages the primary domain controller with the system's administrative account to control all accounts, shares, and permissions.

Assigns user accounts and permissions for all departments and agency users.

Develops and ensures implementation of effective quality control measures to ensure efficient and accurate compilation of data.

Analyzes requests for changes in systems data structure or procedures for feasibility and supervises the change if necessary.

Reviews and determines course of action concerning staffs' procedural improvement recommendations.

ESSENTIAL FUNCTION: Provides service, training, and assistance to internal and external customers as well as staff in understanding and utilizing GIS programs and products in order to promote and support the use of the County's GIS program.

Meets with the public to explain property locations, boundaries and ownership information.

Communicates accurate information to customers and staff in a professional and courteous manner that conveys a willingness to assist.

Explains procedures or materials, anticipates possible questions or concerns, and provides supplemental information to customers and staff.

Demonstrates extensive knowledge of GIS and other available resources to efficiently provide customer with requested information.

Receives and handles complaints or requests from the public, county employees, county department heads and elected officials.

Composes clear, concise correspondence/documentation/reports in responding to information requests.

Provides technical expertise and support to the Montgomery County Rural Addressing Coordinator to include maintaining GIS data for all addressing outside of the City of Montgomery's jurisdiction.

Discusses requests for services with the Revenue Commissioner, Chief Appraiser, County Administrator, elected officials or civic leaders in order to respond appropriately to requests.

Provides technical advice to personnel with difficult editing or updating problems.

Attends user group meetings, conferences, workshops, and training sessions as appropriate.

ESSENTIAL FUNCTION: Supervises two or more full time employees following Personnel Board Rules and Regulations and departmental policies and procedures in order to ensure the effective performance of employees, efficient departmental operations, and the consistent application of all policies and procedures.

Maintains sufficient division coverage to include the approval/denial of leave requests and/or overtime.

Participates in the candidate employment interview process and provides employment recommendations to the Montgomery County Revenue Commissioner.

Interprets and explains job duties, work requirements, and policies and procedures to new and existing employees.

Defines goals and expected standards of performance at beginning of project and/or performance period.

Coaches and counsels employees appropriately to enhance development, productivity, and morale.

Motivates staff through the recognition and celebration of staff contributions and accomplishments in order to improve quantity and quality of work performed.

Instructs employees in correct techniques of cadastral mapping guidelines established by the Alabama Department of Revenue.

Provides specific feedback to employees on a regular basis concerning work performance and habits to include initiating corrective action as needed.

Meets regularly with subordinate staff to discuss current and future work projects and specific priorities.

Reviews final work products as a means of ensuring efficiency and adherence to established policies and procedures.

Performs annual performance evaluations on all subordinate staff to be provided to the Montgomery County Revenue Commissioner for final review and approval.

Identifies training and developmental needs of subordinate GIS/cadastral mapping staff.

Researches and obtains continuing education courses and instruction as needed in order to ensure that staff members understand current trends in the GIS and cadastral mapping fields and achieve optimum efficiency within the division.

Makes recommendations to the Montgomery County Revenue Commissioner concerning severe disciplinary action to include demotion, long-term suspension or dismissal.

Recommends changes in employee status, pay or classification to Montgomery County Revenue Commissioner based on quantity and quality of work.

ESSENTIAL FUNCTION: Oversees and participates in the creation and maintenance of cadastral and specialized maps using GIS software, personal computer, and mapping equipment following accepted GIS and cadastral mapping protocols and departmental policies and procedures in order to ensure users receive correct and current information.

Consults with customer(s) and determines the most appropriate course of action for special projects based on an evaluation of customers' needs.

Assigns projects to GIS/mapping staff for completion.

Reviews recorded deeds, mortgages, covenants, plats and other information pertinent to the creation and maintenance of specialized maps.

Provides GIS solutions and cartographic services to various County departments to include the Board of Registrars, the Elections Center, the Engineering Department, Rural Addressing and the Sheriff's Department.

Creates specialized maps for customers as needed to meet the needs of customer.

Creates and maintains district boundaries as well as GIS layers for emergency service zones (ESZ) and volunteer fire districts.

Maintains GIS layers for the political boundaries within Montgomery county.

Creates digital graphics as needed.

Performs digital conversion between various media and data file types.

Performs the automation of graphic data using digitizing or coordinate geometry methods.

Performs detailed computer file maintenance functions.

Responsible for the acquisition of aerial orthophotography and oblique photography as well as planimetric and topographic data.

Identifies and interprets features from aerial orthophotographs.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the laws, methods, procedures, and practices relating to property assessment and property ownership mapping to include the State of Alabama Department of Revenue specifications for parcel mapping as needed to correctly maintain property ownership information.

Knowledge of the common sources of data and reference material used for the establishment and updating of geographic data bases on a geographic information system as needed to enlarge and improve the scope of data collection.

Knowledge of the principles, practices and techniques utilized in the establishment of geographic databases on a geographic information system as needed to enhance and maintain the County's GIS.

Knowledge of computer operating systems, design, and programming as needed to enhance and maintain the databases and systems required to support the GIS.

Knowledge of the methods, techniques and procedures utilized in the planning, design, maintenance, and production of geographic data and graphics through a computerized Geographic Information System.

Knowledge of digitizing and data manipulation procedures for geographic information systems as needed to enhance and maintain the GIS.

Knowledge of legal property descriptions and records pertaining to the preparation and maintenance of assessment maps.

Knowledge of the use and application of subdivision plats and survey maps.

Knowledge of symbols and terminology used in civil, architectural or electronic engineering drawings as needed to understand and interpret geographic data and maps.

Knowledge of Computer Assisted Mass Appraisal (CAMA) systems as well as Geographic Information Systems (GIS) operating in a personal computer environment to include basic computer functions such as opening applications, file management, data entry, map editing and creation as needed to produce, edit and maintain computerized maps.

Knowledge of Computer Aided Design and Drafting (CADD) production techniques, and information management techniques relating to real property.

Knowledge of Structured Query Language (SQL).

Knowledge of plane geometry and trigonometry to include knowing the parts of a horizontal curve and the relationships between lines and angles as needed to reconstruct geometric data gathered from surveys and other documents using GIS.

Knowledge of algebra to include using formulas and solving for variables as needed to calculate rates, percentages, budgets, and costs.

Knowledge of research techniques, methods and procedures as needed to find sources of data that are needed and comparable to the needs of the user.

Knowledge of Montgomery County Administrative Rules and Regulations to include disciplinary procedures, performance evaluation documentation, and leave and benefit procedures.

Knowledge of local, state, and federal laws, rules, and regulations pertaining to employment to include procedures for reporting work related injuries or illnesses, rules for overtime, sick and annual leave, and laws concerning discrimination and harassment as needed to supervise subordinates.

Knowledge of budget preparation and administration methods.

Ability to develop and implement new and innovative methods, techniques, and procedures as needed to ensure that the GIS is current, reliable, and working at maximum efficiency.

Ability to analyze problems to include reviewing all relevant information, identifying related items and issues, tracking events in time, interpreting data, and securing additional information.

Ability to solve problems to include weighting alternatives, evaluating the impact of decisions, honoring confidentiality, and considering consequences.

Ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order as needed to understand the architecture and decision rules of database and systems administration.

Ability to conduct research by gathering information from various sources such as hard copy files, computer files, and interviews as needed to research complaints, resolve discrepancies, trace services provided, and develop reports.

Ability to interpret complex application and technical data as needed to relate information to development projects, determine what other sources of data are needed, and determine what additional features are needed from the GIS.

Ability to read and interpret complex documents including deeds, survey and aerial photography as needed to produce computerized maps and ensure accurate computations.

Ability to read and interpret engineering and GIS maps, plans, drawings and related information as needed to understand GIS output and input.

Ability to read and comprehend maps, surveys, scaled drawings, records, deeds, wills, and other instruments of real property conveyance.

Ability to construct maps from legal descriptions taken from deeds and other documents using a GIS in order to locate corresponding parcel records, edit and maintain current property ownership data.

Ability to use graphic instructions such as blueprints, layouts or other visual aids as needed to interpret and apply graphic instructions and information to various projects and ideas.

Ability to identify and resolve irregularities, ambiguities, and problems encountered while producing accurate maps and geospatial records.

Ability to perform mathematical computations or apply engineering techniques as needed to calculate area and dimensions from property descriptions, maps or various sources of information.

Ability to communicate in writing as needed to document activities, provide information, answer questions, give professional opinions, and exchange information with coworkers, other agencies, and the public in a clear and concise manner.

Ability to orally communicate with others to include careful listening, understanding, and being easily understood as needed to provide information, answer questions, give professional opinions and exchange information with coworkers, other agencies, and the public.

Ability to interact with others to include listening, hearing both sides without judging, using a calm and neutral tone of voice, being firm and courteous, being patient and tactful, and recognizing when to dispense with the discussion and cool off as needed to provide/gather information and resolve conflicts.

Ability to establish and maintain effective working relationships with persons representing a wide variety of interests, which may include but are not limited to law firms, title companies, engineering firms, surveyors, escrow companies, city, county, state and federal agencies, in matters relating to GIS, cadastral mapping and property assessment.

Ability to supervise subordinates to include fairness, firmness and clarity providing guidance, setting performance standards, monitoring subordinates performance and sharing appropriate information as needed to ensure work is done professionally and in a timely manner.

Ability to plan and organize work of staff to include prioritizing, understanding and applying long-range goals of department, scheduling and breaking activities projects down into separate and distinct elements as needed to determine time and resources for projects and ensure that long and short range goals are met.

SPECIAL REQUIREMENTS: Must have and maintain a valid Driver's License and an insurable driving record.

MINIMUM QUALIFICATIONS: Bachelor's Degree in GIS, Geography, Civil Engineering, or a closely related field and five years of increasingly responsible experience in the design, development, implementation and administration of geographic information systems and creating a comprehensive digital cadaster to include two years of project management and supervisory experience. Must possess and maintain an Alabama Certified Mapper (ACM) designation

APPROVALS:

Supervisor

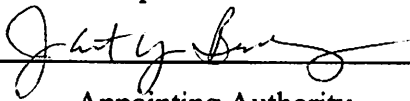
Date

Division Head

Date

Department Head

Date



10/15/2014

Appointing Authority

Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 17 2014

Request # 4

Date: November 12, 2014
To: Donald L. Mims, Administrator
From: Andrew Hall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL (Renaissance Montgomery Hotel & Conference Center)
Departure Date: December 2, 2014 Return Date: December 3, 2014
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Course I: County Government and the County Commission
for New Commissioners'

Traveler (s) Name: 1. Andrew Hall 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: County Commission Fund Name: General

Additional Comments: Registration -\$190.00

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

The above request is app. 11/17/14 reimbursement of actual and necessary expenses in the
approximate amount of \$190.00 and advance registration of \$190.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$3,710.96</u>	
Budget Available:	<u>\$18,789.04</u>	
Current Requests:	<u>\$190.00</u>	
Budget Balance:	<u>\$18,599.04</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/13/2014
cc: Finance Director / Buyer

15-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

NOV 17 2014

Date: November 6, 2014
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Lithicum, MD
Departure Date: November 18, 2014 Return Date: November 19, 2014
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Baltimore No-Refusal Workshop

Traveler (s) Name: 1. Captain Jon Briggs 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: Host Agency will be paying the airfare, hotel & per diem charges

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 11/17/14 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>01-52100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$1,951.31</u>	
Budget Available:	<u>\$23,048.69</u>	
Current Requests:	<u>\$200.00</u>	
Budget Balance:	<u>\$22,848.69</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/7/2014

cc: Finance Director / Buyer

15-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

NOV 17 2014

Date: November 6, 2014
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL
Departure Date: November 21, 2014 Return Date: November 21, 2014
Conference Leave (Days / Hours): 1 day
Purpose of Travel: SORNA Training (Sex Offender)

Traveler (s) Name: 1. Lieutenant Leigh Persky 4. _____
2. Sargeant Jessie Oliver 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$100.00 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. 11/17/14 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 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>\$1,851.31</u>
Budget Available:	<u>\$23,148.69</u>
Current Requests:	<u>\$100.00</u>
Budget Balance:	<u>\$23,048.69</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/6/2014
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

NOV 17 2014

Date: November 5, 2014
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: February 4, 2015 Return Date: February 6, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: GIS Course II (20 hours)

Traveler (s) Name: 1. Faith (DeDe) Wilson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$763.16 Advance Registration Required: \$350.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REGISTRATION-\$350.00
MEALS=\$225.00
MILEAGE= \$188.16 TOTAL COST= \$763.16

To: Clay Henley, Chief Appraiser
From: Donald L. Mims, Administrator

The above request is app. 11/17/14 reimbursement of actual and necessary expenses in the
approximate amount of \$763.16 and advance registration of \$350.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$6,116.64</u>
Budget Available:	<u>\$23,883.36</u>
Current Requests:	<u>\$763.16</u>
Budget Balance:	<u>\$23,120.20</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/6/2014

cc: Finance Director / Buyer

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	EMCDB	REVIEWED:	S. Thomas	10/21/2014
			Finance Director	Date
REQUESTED BY:	Jane Reed	APPROVED:		
	Elected Official/Dept. Head		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Dues and Membership Fees	784-51986-171	220	17	237
Repair & Main.Data Proc Equip	784-51986-235	3,700	(17)	3,683
TOTAL		3,920	0	3,920

JUSTIFICATION:

To cover the cost of dues to NENA and ACCA.

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT:	ECD	REVIEWED:	S. Thomas	11/13/2014
			Finance Director	Date
REQUESTED BY:	Jane Reed	APPROVED:		
	Elected Official/Dept. Head		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Salaries	784-51986-110	31,733	31,733	63,466
Retirement	784-51986-121	3,526	3,526	7,052
Social Security	784-51986-124	2,429	2,429	4,858
Workers Compensation	784-51986-125	318	318	636
Health Insurance	784-51985-122	0	6,688	6,688
Other Payroll and Benefits	784-51986-101	336,600	(44,694)	291,906
TOTAL		374,606	0	374,606

JUSTIFICATION:

To cover increase in salary and benefits, due to increased hours for 9-1-1 coordinator.

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 5

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	11/4/14
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	11/3/2014	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Construction Equipment	111-53100-561	317,659	(41,855)	275,804
Construction Equipment	111-53700.561	0	14,465	14,465
Construction Equipment	111-53400.561	69,977	27,390	97,367
TOTAL		387,636	0	387,636

JUSTIFICATION:

Transfer from the Construction Equipment code to cover the purchase of (1) DC Electric Scissor Lift for the County Shop and the purchase of (1) Brush Chipper for District III, both thru the bid process.

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 6

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	11/5/14
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	11/5/2014	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Construction Equipment	111-53100.561	275,804	(266,043)	9,761
Construction Equipment	111-53200.561	145,398	104,133	249,531
Construction Equipment	111-53300.561	171,419	80,955	252,374
Construction Equipment	111-53400.561	97,367	80,955	178,322
TOTAL		689,988	0	689,988

JUSTIFICATION:

Transfer from the Construction Equipment code to cover the purchase of 3 - Tractors (1 each for District I, II, & III), 3 - Side Cutters (1 each for District I, II, & III), and 3 - Rear Cutters for District I utilizing the State Contract.

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT: JUDGE OF PROBATE REVIEWED: S. Thomas 11/7/2014
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	12,090	2,200	14,290
Election Official fee's	001-51911.175	69,000	(2,200)	66,800
TOTAL		81,090	0	81,090

JUSTIFICATION:

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

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT Support Services REVIEWED: S. Thomas 11/5/2014
DATE: 11/5/2014 Finance Director Date
REQUESTED BY: S. Thomas/P. Litchfield APPROVED: Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Motor Vehicles	001-51901.551	0	18,000	18,000
Office Equipment/fixtures	001-51901.540	0	12,325	12,325
Fund Balance	001.35900		(30,325)	
TOTAL		0	0	30,325

JUSTIFICATION:

To carryover budget amounts approved in FY 2014 for specific items that could not be purchased and delivered by 9/30/14. The purchases are for a mailroom van and purchasing office furnishings.

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 1

John

DEPARTMENT:	Tax & Audit	REVIEWED:	S. Thomas	11/10/2014
DATE:	11/10/2014		Finance Director	Date
REQUESTED BY:	Terri A. Henderson	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Software Maintenance	001-51800.240	30,390	(30,390)	0
Central Processing Units	001-51800.581	0	17,525	17,525
Data Storage Equipment	001-51800.582	0	11,250	11,250
Software	001-51800.586	0	1,615	1,615
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		30,390	0	30,390

JUSTIFICATION:

To realign the software maintenance budget to cover the Equipment cost of the new Sales tax software project and provide funds towards the project software cost.

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

Agenda

November 5, 2014

NOV 17 2014

TO: Montgomery County Commission
CC: Donnie Mims – County Administrator
Montgomery County, Alabama

RE: Future Commission Agenda Item
Request for Irregular Step Increase for Community Corrections Officer

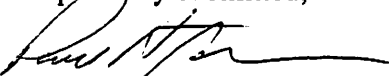
Dear Commissioners:

I am requesting the opportunity to brief the Commission on a proposed future agenda item concerning my recommendation for an irregular merit increase for a Community Corrections Officer. I am requesting the irregular merit increase for Community Corrections Officer, Kimberley Long, from A06, Step 2 to A06 Step 3. This proposed increase would fall within the current personnel budget of Community Corrections and would not necessitate a budget increase.

Mrs. Long was hired on October 1st, 2012 as a Community Corrections Officer. During the past several months, Mrs. Long has assumed the equivalent of two caseloads and presently services two Circuit Courts. This officer has been called on to manage a significantly increasing caseload while also assisting with reviewing the extensive Department of Corrections Inmate Eligibility list from which the Community Corrections Department derives about 25% of its reimbursement revenue. The offender caseload managed by Mrs. Long is one of the three caseloads that receive substantial reimbursement from the Alabama Department of Corrections (ADOC). For the fiscal year ending September 30, 2014, the average reimbursement received from the ADOC for these 3 caseloads was in excess of \$123,000 per caseload.

Mrs. Long possesses a Master's degree in Administration of Justice and Security and a significant amount of practical case management experience which she has aptly applied with professionalism and with due regard for our overarching concern for the protection of public safety. Mrs. Long has demonstrated and applies skills and abilities far above what would be expected of a Corrections Case Manager with only 2 years of experience in that particular field. I count Mrs. Long as among the best Case Managers I have encountered in my career. Both Circuit Judges whose Courts Mrs. Long is assigned to serve have stated she does a fine job in supervising and monitoring offenders assigned to her caseload by the Courts. Mrs. Long has indicated an interest in continuing with Case Management and supervision of offenders as a career. It is my recommendation that Mrs. Long's significant contributions to the effectiveness and efficiency of the Community Corrections Department, her education, experience, exceptional hard work and devotion to the mission of Community Corrections be compensated with an irregular step increase.

Respectfully submitted,



Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

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

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

Agenda

November 5, 2014

NOV 17 2014

TO: Montgomery County Commission
CC: Donnie Mims – County Administrator
Montgomery County, Alabama

RE: Future Commission Agenda Item
Request for Irregular Step Increase for Community Corrections Officer

Dear Commissioners:

I am requesting the opportunity to brief the Commission on a proposed future agenda item concerning my recommendation for an irregular merit increase for Community Corrections Officer, Tracy Pezold. Based on her exemplary performance and additional duties, I am requesting the irregular merit increase for this Community Corrections Officer, Tracy Pezold, from A06, Step 4 to A06 Step 5. This proposed increase would fall within the current personnel budget of Community Corrections and would not necessitate a budget increase.

Mrs. Pezold was hired in April of 2009 as a Community Corrections Officer. This Officer has over 10 years of corrections experience and a Bachelor's degree in Sociology. During the past several months, Mrs. Pezold has assumed the equivalent of two caseloads and presently services two Circuit Courts. This officer is managing a significantly increasing caseload while also assisting with reviewing the extensive Department of Corrections Inmate Eligibility list from which the Community Corrections Department derives about 25% of its reimbursement revenue. The offender caseload managed by Mrs. Pezold is one of the three caseloads that receive reimbursement from the Alabama Department of Corrections (ADOC). Last fiscal year, the average reimbursement received from the ADOC for these 3 caseloads was in excess of \$123,000 per caseload. In addition to her regular assigned duties, this Officer is responsible for the efficient and consistent operation of the department's drug screening lab.

Mrs. Pezold has always demonstrated positive mentorship of new staff and her casefiles are consistently maintained in excellent order, contributing to the excellent department annual audit reviews over the past 4 years. All of her annual performance evaluations have been substantially above that of an average Officer. The two Circuit Judges whose Courts Mrs. Pezold is assigned to serve have stated she does a fine job in supervising and monitoring offenders assigned to her caseload by those Courts. Mrs. Pezold professes an interest in continuing with Case Management and supervision of offenders for the foreseeable future and has expressed aspirations of becoming a Case Management Supervisor. It is my recommendation that Mrs. Pezold's significant contributions to the effectiveness and efficiency of the Community Corrections Department, her education, experience, exceptional hard work and devotion to the mission of Community Corrections be compensated with an irregular step increase.

Respectfully submitted,



Paul H. Brown – Executive Director

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

M E M O R A N D U M

TO: Donald L. Mims, Administrator
FROM: Tammy Turner, Buyer II
DATE: November 12, 2014
SUBJECT: Invitation to Bid No: 51965-15B-006
EMC/Data Domain Storage

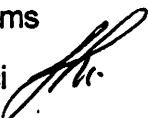
Request that rules be waived and approval of award on the above referenced bid to the low bid of Coast to Coast Computer Products for Items 1, 3, 5, in the amount of \$30,786.64 and request approval to low bid of Teklinks on Item 7 in the amount of \$2,500.00, be placed on the agenda for the County Commission meeting on November 17, 2014. (copy of spread sheet attached)

Coordination of award made with Lou Ialacci, Chief Information and Technology Officer.

Attachment

Interoffice Memo

To: Donnie Mims

From: Lou Ialacci 

Cc: Tammy Turner, Larry Kennedy

Date: July 24, 2014

RE: Bid No. 51965 – 14B - 014

Larry Kennedy and I have reviewed the bid responses for bid number 51965-15B-006 for EMC/Data Domain equipment and applicable software licenses for Montgomery County Commission. This equipment will be used in the County's disaster recovery site.

We recommend the Commission award the bid for the "new" EMC/Data Domain Deduplication Storage Array with 36 TB of Capacity Model DD2500-36TB, the Domain License Model L-BST 2500, and the Domain License Model L-XCA 2500B to Coast to Coast Computer Products (Bid #1). We recommend the Commission award the bid for the "new" EMC/Data Domain Dual-Port 10GB Base-SR Optical Network Interface with LC connectors Model C-10GMOP2PN to Teklinks (Bid #2).

Both vendors have provided goods and services to the County in the past. They have the lowest price on the respective items and they meet our specifications. I have highlighted the recommended items on the attached Abstract for Bids form.

I respectfully request this item be placed on the "waive rules" portion of the agenda for the November 17, 2014 Commission meeting. The equipment is needed to complete the next phase of getting our disaster recovery site fully operational. The pricing for the items is very good and the funds are in the Information Systems 2015 budget.

Thank you. I appreciate the Commission's support.

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51965-15B-006				COAST TO COAST COMPUTER PRODUCTS 4277 VALLEY FAIR ST SIMI VALLEY, CA (800)223-8890		TEKLINKS 201 SUMMIT PARKWAY BIRMINGHAM, AL (205)314-6600		VION CORPORATION 196 VAN BUREN STREET HERNDON, VA (571)353-6000		SAVE SYSTEMS 1671 S HILLTOP PARK CHAGRIN FALLS, OH (440)543-3388			
DATE ISSUED: OCTOBER 20, 2014													
DATE OPENED: OCTOBER 31, 2014													
INFORMATION SYSTEMS													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	EMC/DATA DOMAIN												
	STORAGE												
1	NEW EQUIPMENT	EA	1	\$30,586.64	\$30,586.64	\$38,500.00	\$38,500.00	\$54,454.00	\$54,454.00				
2	USED EQUIPMENT	EA	1							\$30,000.00	\$30,000.00		
	DOMAIN LICENSE												
	MODEL L-BST-2500												
3	NEW	EA	1	\$100.00	\$100.00	\$2,000.00	\$2,000.00	\$2,798.00	\$2,798.00				
4	USED	EA	1										
	DOMAIN LICENSE												
	MODEL L-XCA-2500-B												
5	NEW	EA	1	\$100.00	\$100.00		INCLUDED		INCLUDED				
6	USED	EA	1										
	OPTIONAL EQUIP												
	DUAL-PORT												
7	NEW EQUIPMENT	EA	1	\$4,453.34	\$4,453.34	\$2,500.00	\$2,500.00	\$3,498.00	\$3,498.00				
8	USED EQUIPMENT	EA	1										
TOTAL BID AMOUNTS					\$35,239.98		\$43,000.00		\$60,750.00		\$30,000.00		

Notes:

30 BIDS MAILED

Page 1

EMCdatadomain

19-3

NOV 17 2014

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer II *TT*

DATE: November 5, 2014

SUBJECT: Invitation to Bid No. 53100-14B-030
Landscape Maintenance at Montgomery
Industrial Park (Engineering)

Request that rules be waived and approval of award on the above referenced bid to the low bid of Sharp Cut Lawn Service, for the amount of \$10,705.00 annually, be placed on the agenda for the County Commission meeting on November 17, 2014. (copy of spread sheet attached)

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

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

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 53100-14B-030				SHARP CUT LAWN SVC 9776 HELMSLEY CIR MONTGOMERY, AL (334)462-9890		A CUT ABOVE THE REST P.O. BOX 2423 MONTGOMERY, AL (256)690-4787		CENTRAL AL LANDCARE P.O. BOX 241341 MONTGOMERY, AL (334)279-5390		ROK SOLID INC. 661 DEWBERRY TRAIL WETUMPKA, AL (334)303-5665		AFFORDABLE LANDSCAPE P.O. BOX 210493 MONTGOMERY, AL (334)538-4312	
DATE ISSUED: OCTOBER 7, 2014													
DATE OPENED: OCTOBER 27, 2014													
ENGINEERING DEPT.													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	ANNUAL PRICE	EA	1	\$10,705.00	\$10,705.00	\$11,985.00	\$11,985.00	\$11,995.00	\$11,995.00	\$17,580.00	\$17,580.00	\$23,815.00	\$23,815.00
	FOR LANDSCAPE												
	MAINTENANCE												
	AT MONTGOMERY												
	INDUSTRIAL PARK												
TOTAL BID AMOUNTS					\$10,705.00		\$11,985.00		\$11,995.00		\$17,580.00		\$23,815.00

[illegible]

20-3

CONTRACT

LANDSCAPE MAINTENANCE AT MONTGOMERY INDUSTRIAL PARK ATLANTA HIGHWAY (AL 126) AT INDUSTRIAL PARK BOULEVARD MONTGOMERY, AL

THIS AGREEMENT is made and entered into this the 17 day of NOVEMBER,
2014, by and between the MONTGOMERY COUNTY COMMISSION
("the Owner"), and Sharp Cut Lawn Service (the "Contractor"),
whose address is 9776 Helmsley Circle, Montgomery, Alabama.

RECITALS

A. The Owner owns that certain property known as Montgomery Industrial Park located at the intersection of Atlanta Highway (AL126) and Industrial Park Boulevard near Montgomery, AL (the "Property").

B. The Owner and the Contractor desire to enter into this Agreement for certain services or work to be performed by the Contractor, all upon and subject to the terms and provisions herein set forth.

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements herein set forth, the Owner and the Contractor do hereby mutually covenant and agree as follows:

1. TERM: The term of this Agreement shall commence on the date hereof and shall continue for the term of one (1) year thereafter with an option to renew for two (2) years in one (1) year periods; at the end of each one (1) year period, a price increase may be allowed, but shall not be more than 5% per year; provided, however, notwithstanding anything to the contrary provided herein, it is understood and agreed that the Owner and the Contractor shall have the right to terminate this Agreement at any time during the initial term or any extension or renewal hereof, with or without cause, upon not more than sixty (60) days' written notice to the Owner or Contractor, at no cost to the Owner or Contractor

2. WORK: During the term of this Contract, the Contractor agrees to provide services or work at the Property as authorized by the Owner in accordance with the schedule identified in the Bid Proposal Form and delineated on the aerial photograph included with the Bid Proposal Form. The term "Work" shall mean and include the entire performance of this Contract by the Contractor including without limitation the furnishing of all materials, tools, methods, labor, standby labor, equipment, services, transportation, and other items and facilities of every kind necessary to complete all such Work in accordance with the schedule identified in the Bid Proposal Form and delineated on the aerial photograph included with the Bid Proposal Form. All such work shall be performed in a workmanlike manner. The Contractor shall give all notices and obtain and pay for all licenses and permits required for the work, and shall comply with all applicable federal, state, and local law, statutes, ordinances, orders, rules, regulations, building codes, and other requirements of any and all

governmental authorities and agencies having jurisdiction of the Property of the Work, including without limitation environmental and pollution control and the requirements of all utility companies. The Contractor shall adequately protect all Work, the Owner's Property, adjacent property and the public. The Contractor shall permit and facilitate inspection of the Work by the Owner and its representatives and public authorities at all times. The Owner or its Property designated management representative shall have the authority to stop the Work at any time if necessary to assure its proper execution.

3. CONTRACT SUM: The Owner agrees and promises to pay to the Contractor for said work, when completed in accordance with the provisions of this Contract, the price as set forth in said Bid Proposal Form amounting to \$10,705.00.

The Contractor shall submit a monthly invoice in order to be paid for the work performed during a particular month. Monthly invoices shall be sent to:

George C. Speake
County Engineer
P.O. Box 1667
Montgomery, AL 36102-1667

This does not give the Contractor exclusive right to any and all work. It is the said intent and agreement of the parties hereto that said Contract sum shall constitute the sole and only consideration payable to the Contractor for the performance of the Work hereunder, that the Contractor shall be responsible for payment of all of its costs and expenses incurred in connection with the performance of the Work, including but not limited to the costs of all labor and materials provided or to be provided by the Contractor.

4. CONTRACT DOCUMENT: This Agreement and any and all other documents herein shall be considered as one, specifically, the Invitation to Bid, Bid Proposal Form, site location map, and site aerial photograph; and what ever is called for by any one or more of them or portions thereof, or is reasonably inferable therefrom as being necessary to produce the intended result, shall be binding as if called for by all. In case of ambiguity or inconsistency, the Contractor shall obtain written clarification from the Owner or its properly designated agent before proceeding with the Work. This Agreement and any and all documents enumerated herein (if any) constitute the entire understanding and agreement between the parties hereto, and any and all other prior negotiations, discussions or agreements shall be and are hereby merged herein.

5. ASSIGNMENTS BY OWNER: N/A

6. INSURANCE: The Contractor shall purchase and maintain such insurance as will protect him and the Owner from claims set forth below which may arise out of or result from the Contractor's operations under this Agreement whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

1. Claims under workers' compensation, disability benefit, and other similar employee benefit acts which are applicable to the Work to be performed.

2. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employee under an applicable employer's liability law.
3. Claims for damages because of bodily injury or death of any person other than his employees.
4. Claims for damages insured by usual personal injury liability coverage which are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor or (b) by any other person.
5. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use therefrom.
6. Claims for damage because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

The Contractor's Commercial General Liability Insurance shall include premises-operations (including explosion, collapse and underground coverage) and Amendment Per Project Aggregate, elevators, independent contractors, completed operations, and blanket contractual liability on all written contracts, all including broad form property damage coverage.

The Contractor's Commercial General, Automobile, Employers and Umbrella Liability Insurance shall be written for not less than limits of liability as follows:

a. Commercial General Liability

Bodily Injury and Property Damage	\$1,000,000 Each Occurrence
	\$2,000,000 General Aggregate
	\$2,000,000 Products/Completed Operations Aggregate

b. Comprehensive Automobile Liability

Bodily Injury and Property Damage	\$1,000,000 Each Person
	\$1,000,000 Each Occurrence

c. Employers Liability

Each Accident	\$500,000
Disease-Policy Limit	\$500,000
Disease-Each Employee	\$500,000

d. Umbrella Liability

Bodily Injury and Property Damage \$5,000,000* Each Occurrence (excess of coverage a, b & c above)

*All subcontractors shall carry the same coverage and limits as specified above, except Umbrella limits for roofers must be \$10,000,000, unless different limits are specifically negotiated with owner.

The foregoing policies shall be primary to any other coverage which may be in effect and shall contain a provision that coverage's afforded under the policies will not be canceled or not renewed until at least (60) days' prior written notice has been given to the Owner.

Additionally, all policies of insurance required to be carried hereunder shall contain a waiver of subrogation provision whereby such insurer waives any right of subrogation which any such insurer may acquire against the Owner, its Property management agent, its or their successors and assigns, and its or their respective officers, agents, members, managers, and employees. Certificates of Insurance showing such coverage to be in force shall be filed with the Owner prior to commencement of the Work and prior to each renewal. Coverage for Completed Operations must be maintained for three years following completion of the work and certificates evidencing this coverage must be provided to the Owner.

The minimum A. M. Best's rating of each insurer shall be A/VIII. The Owner and its Property management agent, its or their successors and assigns, and its or their respective officers, agents, members, managers, and employees shall be named as an Additional Insured under Contractor's Commercial General and Umbrella Liability Insurance policies.

7. **INDEMNITY:** The Contractor shall defend, indemnify and hold harmless the Owner and its Property management agent, its or their successors and assigns, and its or their respective officers, agents, members, managers, and employees, from and against any and all liability, claims, demands, expenses, (including but not limited to, attorneys fees and court costs) fees, fines, suits, losses and causes of action of any and every kind or nature, arising or growing out of or in any way connected with this Agreement, the condition of the Property, acts or omissions of the Contractor, or its officers, agents, or employees, or the negligence, misconduct or breach of this Agreement by the Contractor or its officers, agents or employees. The provisions of this action shall survive the expiration or termination of this Agreement.
8. **INDEPENDENT CONTRACTOR:** It is the intention and agreement of the parties hereto that the Contractor shall be, and remain, an independent contractor, and nothing herein contained shall be deemed to create a partnership, co-tenancy, joint venture or agency and any kind. At no time shall any employee of the Contractor be considered employees of the Owner or of its agent for any purpose or purposes whatsoever.
9. **EXCULPATION:** Neither the Owner or its Property management agent, or its or their successors or assigns, nor any officers, shareholders, principals, directors, employees, partners, servants, members, managers, or agents of any of the foregoing, shall be personally liable for the performance of any of the Owner's obligations under this Agreement. The liability of Owner (including any assignee or successor of Owner) for Owner's obligations hereunder shall be limited to the Owner's equity interest in the Property, and shall be subject and subordinate to any and all existing and future mortgages, security agreements, deeds of trust and other security documents that now or hereafter encumber the Property or any part or parts thereof. Nothing herein contained shall be construed as granting an equitable or other lien against the Property, and any lien of Contractor shall arise only upon execution by Contractor of a judgment against Owner. Contractor shall not have the right to levy execution against any property of Owner or of any of its officers, directors, shareholders, partners, members, managers, agents, servants or employees other than the Owner's equity interest in the Property at the time of such levy or execution, subject to the lien of any existing or future mortgage, deed of trust, security agreement of other security documents.

10. SUCCESSORS AND ASSIGNS: This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assigns; provided however notwithstanding anything to the contrary provided herein, it is understood and agreed that the Contractor shall not have the right to assign this Agreement without the prior written consent of the Owner, which consent may be granted or withheld in the Owner's sole, absolute and uncontrolled discretion.
11. CAPTIONS: The captions and section heading contained in this Agreement are for convenience of reference only, and shall not be construed to enlarge, diminish or otherwise affect the meaning of any of the terms or provisions hereof.
12. CONSTRUCTION: As used herein, pronouns which indicate the singular number shall be deemed to include the plural, pronouns which indicate the plural number shall be deemed to include the singular, and pronouns which indicate any gender shall be construed to include all genders, when the context would so require or permit.
13. CONDITION OF THE PROPERTY: By entering into the Property, Contractor shall be deemed to have: (a) inspected the Property; and (b) accepted the Property "as is" with no representation or warranty by Owner as to the condition of the Property.
14. RELEASE OF OWNER, ET AL: Owner and its Property management agent, and its or their respective officers, directors, partners, members, managers, agents, servants and employees, shall not be responsible or liable to Contractor for any injury to or death of Contractor or any other person caused by or resulting from any cause whatsoever or for any injury or damage caused by or resulting from acts of God or the elements, or for any injury or damage caused by or resulting from any defect or negligence in the design, construction, occupancy, operation or use of any part of the Property or of any machinery, apparatus or equipment now or hereafter situated thereon or therein. Contractor shall use and work on the Property at Contractor's own risk, and, to the fullest extent permitted by law, Contractor hereby releases Owner and its Property management agent, and its or their respective officers, directors, partners, members, managers, agents, servants and employees, from any and all liability or claims of liability of any and every kind whatsoever arising or resulting from or in connection with any loss of life, personal or bodily injury or damage to or loss, theft or destruction of any property, no matter when or to whom same occurs, even if caused in whole or in part by the negligent acts or omissions of a party released hereunder, without being limited by any other provision of this Agreement.
15. NO LIENS: The Contractor shall neither file nor permit to be filed any mechanic's, materialman's or other liens, or make or permit to be made any claims against the Owner personally, or against the Property, or the land and building of which the Property are a part, predicated upon said Work or any labor or materials furnished in connection therewith, whether the same shall be or shall have been done or supplied by the Contractor or by any subcontractor, workman or material supplier or by any other party.

The Contractor shall indemnify and hold the Owner harmless from and against any mechanic's, materialman's, or other liens, referred to above and in the event any mechanic's, materialman's lien, or other lien shall at any time be filed against the Property by reason of

work, labor, services, equipment or materials performed or furnished, or alleged to have been performed or furnished to Contractor or to anyone working through or under the Contractor, the Contractor shall forthwith cause the same to be discharged of record or bonded to the satisfaction of Owner. If the Contractor shall fail to cause such lien forthwith to be so discharged or bonded within ten (10) days after being notified of the filing thereof then, in addition to any other right or remedy of Owner. Owner may, at any time thereafter, bond or discharge the same by paying the amount claimed to be due, and Contractor agrees to immediately reimburse the Owner for all amounts paid by Owner together with all reasonable attorney's fees incurred by Owner defending against such lien or/and in the procuring the discharge of such lien, and together with interest on all of said sums at the lesser of the maximum amount of interest permitted under state law or eighteen (18%) percent per annum.

IF A DISPUTE ARISES OUT OF OR RELATES TO THIS AGREEMENT OR ITS BREACH, THE PARTIES SHALL ENDEAVOR TO SETTLE THE DISPUTE FIRST THROUGH DIRECT DISCUSSIONS AND NEGOTIATIONS. IF THE DISPUTE CANNOT BE SETTLED THROUGH DIRECT DISCUSSIONS OR NEGOTIATIONS, THE PARTIES SHALL ENDEAVOR TO SETTLE THE DISPUTE BY NON—BINDING MEDIATION. THE LOCATION OF THE MEDIATION SHALL BE MONTGOMERY, ALABAMA. EITHER PARTY MAY TERMINATE THE MEDIATION AT ANY TIME AFTER THE SESSION, BUT THE DECISION TO TERMINATE MUST BE DELIVERED IN PERSON TO THE OTHER PARTY AND THE MEDIATOR. ENGAGING IN MEDIATION IS A CONDITION PRECEDENT TO ANY OTHER FORM OF BINDING DISPUTE RESOLUTION. IF THE PARTIES CANNOT AGREE ON A MUTUAL RESOLUTION THEN ANY DISPUTES NOT RESOLVED BY MEDIATION SHALL BE DECIDED IN THE CIRCUIT COURT OF MONTGOMERY COUNTY, ALABAMA AND GOVERNED BY THE LAWS OF THE STATE OF ALABAMA BETWEEN THE MONTGOMERY COUNTY COMMISSION AND SHARP CUT LAWN SERVICE.

IN WITNESS WHEREOF, the MONTGOMERY COUNTY COMMISSION has caused these presents to be executed by Elton N. Dean, Sr., Chairman, and Dennis Huffman owner, of Sharp Cut Lawn Service the Contractor, has hereto set his hand and seal this day and year above written.

WITNESS:

SHARP CUT LAWN SERVICE

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

NOV 17 2014

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer II TT

DATE: November 14, 2014

SUBJECT: Bid No. 52110-15B-009
Emergency Medical Treatment and Transportation

Request that rules be waived and approval of award on the above referenced bid to the only bid received, Haynes Ambulance of Alabama in the amount of \$1,143,250.00 be placed on the agenda for the County Commission meeting on November 17, 2014. (copy of spread sheet attached)

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4	
INVITATION TO BID NO: 52110-15B-009				HAYNES AMBULANCE 2570 E. 5TH STREET MONTGOMERY, AL 36107 (334)265-1208							
DATE ISSUED: OCTOBER 31, 2014											
DATE OPENED: NOVEMBER 14, 2014											
SHERIFF'S OFFICE											
TERMS OF PAYMENT / DISCOUNT:											
DELIVERY DATE:											
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	ADVANCED LIFE	EA	20	\$600.00	\$12,000.00						
	SUPPORT NON EMERGENCY										
2	ADVANCED LIFE	EA	950	\$700.00	\$665,000.00						
	SUPPORT EMERGENCY										
3	BASIC LIFE SUPPORT	EA	40	\$450.00	\$18,000.00						
	NON EMERGENCY										
4	BASIC LIFE SUPPORT	EA	10	\$550.00	\$5,500.00						
	EMERGENCY										
5	ADVANCED LIFE	EA	15	\$850.00	\$12,750.00						
	SUPPORT 2										
6	MILEAGE RATE FEE	EA	15000	\$12.00	\$180,000.00						
	OPTIONS										
1	SNOWDOWN ANNUAL SUBSIDY	EA	1		0.00						
2	S. MONTGOMERY ANNUAL SUB	EA	1		0.00						
3	PIKE RD STATION #1 ANNUAL SUB	EA	1	\$250,000.00	\$250,000.00						
4	NON-DEDICATED AMBULANCE	EA	1		0.00						
	PIKE RD & EASTSIDE OF CITY										
TOTAL BID AMOUNTS					\$1,143,250.00						

Notes:

2 BIDS MAILED

Page 1

Ambulanceservice2014

21-2

MONTGOMERY COUNTY COMMISSION

Purchasing Department
P.O. Box 1667
Montgomery, Alabama 36102-1667

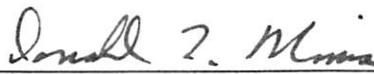
INVITATION TO BID

Bid Date
October 31, 2014

Bid Number
52110-15B-009

Return Bid By
November 11, 2014
10:00 a.m. CST

Please submit a sealed bid on the items listed below (Note: **No Faxed Bids**). The submissions will be received at 100 S. Lawrence Street until the date and time shown above and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return. Complete specifications on items not fully described can be obtained on request. The Montgomery County Commission reserves the right to refuse all bids and waive technicalities. **A Bid Bond in the amount of five-percent (5%) over the amount of \$50,000 must accompany your bid, unless otherwise indicated. A certified check or money order will be acceptable.** Note: "No Company Checks". If you have any questions regarding this bid, please contact Tammy Turner, Buyer, Purchasing Department, Montgomery County Administrative Building Annex I, 100 South Lawrence Street, Montgomery, Alabama, 36104, phone number (334) 832-1603.


Donald L. Mims, Administrator/
Purchasing Agent



ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
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MONTGOMERY COUNTY COMMISSION DESIRES TO ENTER INTO A ONE(1) YEAR CONTRACT, WITH THE OPTION TO RENEW FOR TWO (2) YEARS, IN ONE (1) YEAR PERIODS, FOR EMERGENCY MEDICAL TREATMENT AND TRANSPORTATION SERVICE FOR MONTGOMERY COUNTY. A PRICE ESCALATION WILL BE ALLOWED AFTER THE FIRST YEAR, BUT SHALL NOT EXCEED 5% INCREASE PER YEAR.

THE BILLABLE RUNS LISTED BELOW ARE ESTIMATED RUNS USED FOR BIDDING PURPOSES ONLY AND WILL BE USED FOR EVALUATING THE BID.

BASE RATE FEES FOR TRANSPORTATION

1. **ADVANCED LIFE SUPPORT-NON EMERGENCY**
Transportation by ambulance and the provision
Of medically necessary supplies and services
Including the provision of an ALS assessment
Or the provision of at least one ALS intervention
ESTIMATED BILLABLE RUNS – 20 PER YEAR

20 x \$ 600 FEE = \$ 12,000

2. **ADVANCED LIFE SUPPORT - EMERGENCY**
 ALS services such as advanced airway management,
 Cardiac monitoring or defibrillation, administration
 Or monitoring of IV therapy, etc. in an emergency
 Situation – ESTIMATED BILLABLE RUNS – 950 PER
 YEAR 950 x \$ 700 FEE = \$ 665,000
3. **BASIC LIFE SUPPORT-NON EMERGENCY**
 Provision of BLS services such as basic airway
 management, treatment for shock, control of
 Bleeding, bandaging, splinting, etc. in a non-
 emergency situation. ~~\$450~~
40 x \$ 450 FEE = \$ 18,000
 ESTIMATED BILLABLE RUNS – 40 PER YEAR
4. **BASIC LIFE SUPPORT-EMERGENCY**
 Provisions of BLS services such CPR, basic
 airway management, treatment for shock,
 control of bleeding, bandaging, splinting,
 etc. in an emergency situation. 10 x \$ 550 FEE = \$ 5,500
 ESTIMATED BILLABLE RUNS – 10 PER YEAR
5. **ADVANCED LIFE SUPPORT 2 – EMERGENCY**
 Administration of multiple medications OR the
 Provision of at least one of the following ALS procedures:
 1) Manual Defibrillation/cardio version;
 2) Endotracheal Intubation; 3) Cardiac Pacing;
 4) Chest Decompression; 5) Intraosseous Line; etc.
 ESTIMATED BILLABLE RUNS – 15 PER YEAR 15 x \$ 850 FEE = \$ 12,750
6. **BILLABLE MILEAGE RATE FEE** MILEAGE
 ESTIMATED MILEAGE – 15,000 PER YEAR 15,000 X \$ 12.00 FEE = \$ 180,000
- TOTAL \$ 893,250

MONTGOMERY COUNTY COMMISSION RESERVES THE RIGHT TO AWARD ANY ONE OF THE
 BELOW LISTED OPTIONS AND ALSO THE RIGHT TO CHANGE SELECTED OPTIONS TO ANY OF
 THE OTHER OPTIONS DURING THE CONTRACT PERIOD. A NINETY (90) DAY WRITTEN NOTICE
 WILL BE GIVEN TO THE SUCCESSFUL VENDOR IF OPTIONS ARE CHANGED.

ONE 24 HOUR ALS; 100% DEDICATED – AMBULANCE AT:

- | | |
|--|-------------------------------------|
| 1. SNOWDOWN VOLUNTEER FIRE DEPARTMENT | \$ <u>-0-</u>
ANNUAL SUBSIDY |
| 2. OR SOUTH MONTGOMERY COUNTY VOLUNTEER
FIRE DEPARTMENT FIRE STATION #4 LOCATED ON
MT. ZION ROAD – DAVIS CROSS ROADS | \$ <u>-0-</u>
ANNUAL SUBSIDY |
| 3. ONE 24 HOUR 100% DEDICATED RESCUE TRUCK –
WITH ONE MEDIC & ONE BASIC EMT
24 HOUR – 7 DAYS – TO BE
LOCATED AT PIKE ROAD VOLUNTEER FIRE
DEPT., STATION #1-3427 WALLAHATCHIE ROAD
WITH THE OPTION TO ADD TWO OR MORE
LOCATIONS AS NEEDED | \$ <u>250,000</u>
ANNUAL SUBSIDY |
| 4. ONE 24 HOUR – 7 DAYS – NON-DEDICATED ALS AMBULANCE
-ANSWERING – PIKE ROAD AND EASTSIDE OF CITY | \$ <u>-0-</u>
ANNUAL SUBSIDY |

NOTES:

1. BID NO. 52110-15B-009 SHALL APPEAR ON THE OUTSIDE OF BID ENVELOPE.
2. NO ORAL, TELEPHONIC, FACSIMILE BIDS, MODIFICATIONS OF ALTERNATE BIDS WILL BE CONSIDERED. BIDS WILL NOT BE CONSIDERED FROM FIRMS, INDIVIDUALS OR THE SAME OWNERS OF SEPARATE COMPANIES SUBMITTING MORE THAN ONE BID.
3. THREE (3) "NO RESPONSES" TO INVITATION TO BID WILL BE REASON FOR DELETION OF FIRMS' NAME FROM THE BID LIST. ONCE DELETED FROM BID LIST, FIRMS' NAME MAY BE PLACED BACK ON THE BID LIST WITH A WRITTEN REQUEST FROM THE FIRM.
4. THREE (3) "NO RESPONSES" TO INVITATION TO BID WILL BE REASON FOR DELETION OF FIRM'S NAME FROM THE BID LIST. ONCE DELETED FROM BID LIST, FIRM'S NAME MAY BE PLACED BACK ON THE BID LIST WITH A WRITTEN REQUEST FROM THE FIRM.

NOV 17 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 6

DEPARTMENT: County Comm Appropriat REVIEWED: S. Thomas 11/17/2014
DATE: 11/17/2014 Finance Director Date
REQUESTED BY: Donald L. Mims APPROVED: _____
Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
MPS Fews Secondary Acc. Academy	001-58100.498	0	2,100	2,100
Donation Revenue	001-40000.47701	(18,000)	(2,100)	(20,100)
TOTAL		(18,000)	0	(18,000)

JUSTIFICATION:

Budget for an appropriation to the Fews Secondary Acceleration Academy for fieldtrips..