

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JULY 6, 2015

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
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Personnel Director Carmen Douglas
Honorable Charles Price
Executive Director Greg Clark with Central Alabama Regional Planning and
Development Commission
Director of Corporate Development Justice Smyth with the Montgomery Area Chamber
of Commerce
At Risk Coordinator Tim Baker with Montgomery Public Schools

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Harris

Pledge of Allegiance Led By Commissioner Walker

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of June 15, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

PUBLIC HEARING:

Public Hearing Regarding Sykes Enterprises Incorporated Project Agreement

NEW BUSINESS:

1. **Consider Resolution concerning City of Montgomery Annexation, County Commission**
2. **Consider Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 4ATL (FY2014 - \$30,000), Sheriff's Office**
3. **Consider Amendment Number 1 to Contract with Chano & Son's for Janitorial Services (Contract #51901-14B-012), County Commission**
4. **Consider Amendment Number 2 to Contract with Humphries Lawn Service for Grass Cutting Services (Contract #51901-13B-019), County Commission**
5. **Consider Change Order Request Number 3 to Agreement with Russell Construction of Alabama, Inc., regarding County Courthouse Annex I, Third Floor Renovations and Alterations for the District Attorney and Child Support Offices, County Commission**
6. **Consider Miscellaneous Appropriations Reprogramming Requests, County Commission**
7. **Consider Authorization of Two Additional Investigator I Positions and Related Position Fill Requests, District Attorney's Office**
8. **Consider Position Fill Request for Assistant Tag and License Supervisor, Position Number 750053056, Probate Judge's Office**
9. **Consider Position Fill Request for Customer Service Clerk, Position Number 750016001, Probate Judge's Office**

10. Consider Position Fill Requests – Detention Facility (5)

1. Corrections Officer Sergeant, Position Number 160
2. Corrections Officer Corporal, Position Number 167
3. Corrections Officer Corporal, Position Number To Be Determined
4. Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined
5. Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined

11. Consider Position Fill Requests – Sheriff's Office (8)

1. Deputy Sheriff Sergeant, Position Number 64
2. Deputy Sheriff Corporal, Position Number 163
3. Deputy Sheriff Corporal, Position Number To Be Determined
4. Deputy Sheriff Corporal, Position Number To Be Determined
5. Deputy Sheriff Trainee/Deputy Sheriff, Position Number 21
6. Deputy Sheriff Trainee/Deputy Sheriff, Position Number 68
7. Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined
8. Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

12. Consider Travel/Training Requests (12)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Revenue Commissioner Janet Buskey

Deputy Commissioner Jeffrey Williams with the Alabama Department of Corrections and

Executive Director Paul Brown with Community Corrections

Director of Elections Daniel Baxter

Architect John Chambless with Chambless King Architects

Architects Griff Harris and Patrick Addison with PH&J Architects, Inc.

Reports from Staff:

Deputy Administrator

County Administrator

Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JULY 6, 2015

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

JULY 20, 2015

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.

AUGUST 3, 2015

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.

AUGUST 17, 2015

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.

SEPTEMBER 7, 2015

County Holiday (Labor Day)

SEPTEMBER 8, 2015

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.

SEPTEMBER 21, 2015

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

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II's – Appraisal Department
Fill action continues for 1 IT Technician – Information Systems
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Community Corrections Technician – Community Corrections
Fill action continues for 30 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 1 Corrections Officer Corporal – Detention Facility
Fill action continues for 1 Stores Clerk I – Detention Facility
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 Investigator I – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 2 CREO I's – Engineering Department
Fill action continues for 1 CREO II – Engineering Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 2 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 1 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 County Archivist – Probate Judge's Office
Fill action continues for 1 Clerk III – Sheriff's Office
Fill action continues for 2 Court Security Officer's – Sheriff's Office
Fill action continues for 2 Clerk Typist II's – Sheriff's Office
Fill action continues for 2 Deputy Sheriff's (Part-Time) – Sheriff's Office
Fill action continues for 4 Deputy Sheriff / Deputy Sheriff Trainees – Sheriff's Office
Fill action continues for 2 Deputy Sheriff, Corporals – Sheriff's Office
Fill action continues for 1 Revenue Auditor – Tax and Audit Department
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 3 Juvenile Probation Officer I's – Youth Facility
Fill action continues for 1 Juvenile Detention Compliance Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 4 Juvenile Detention Officer's (Part-Time) – Youth Facility

July 6, 2015

AGENDA

JUL -6 2015

07-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-12-15

Check Number	To	Check Number
253525		253564
Total Checks Paid		\$351,686.86

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

AGENDA

JUL -6 2015

07-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-12-15

Check Number	To	Check Number
253565		253639
Total Checks Paid		\$303,775.07

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

AGENDA

JUL - 6 2015

07-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-19-15

Check Number	To	Check Number
253641		253690
Total Checks Paid		\$141,642.53

CHECK #	PAYEE	AMOUNT	DATE
253640	Clark, Vicki H.	\$ 45.00	06-11-15

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

AGENDA

JUL - 6 2015

07-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-19-15

Check Number	To	Check Number
253691		253768
Total Checks Paid		\$629,694.85

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

AGENDA

JUL -6 2015

07-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-26-15

Check Number	To	Check Number
253769		253854
Total Checks Paid		\$1,272,157.81

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

AGENDA

JUL -6 2015

07-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-26-15

Check Number	To	Check Number
253855		253945
Total Checks Paid		\$259,573.98

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
06/26/15

Payroll Check Number	123114	To	Payroll Check Number	123216	\$ 63,621.03
Direct Deposits					\$ 821,290.33
Payroll Check Number	123217	To	Payroll Check Number	123242	\$ 245,807.04
Direct Deposits					\$ 355,611.26
Federal Deposits					\$ 319,195.12
Total Payroll Paid					\$ 1,805,524.78

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

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that at 9:30 a.m. at the regularly scheduled meeting of the Montgomery County Commission, Montgomery, Alabama, to be held on July 6, 2015, in the Commissioners' Court of Montgomery County Administration Building Annex III, located at 101 S. Lawrence Street, Montgomery, Alabama 36104, the Montgomery County Commission, as the governing body of Montgomery County, will consider, discuss, and take action on a resolution that authorizes the execution and delivery of a Project Agreement by and among the Montgomery County Commission, the City of Montgomery, and Sykes Enterprises Incorporated, a Florida corporation ("Company") and the use of and grant of public funds by the County. Pursuant to Amendment No. 713 and Amendment 772 to the Constitution of Alabama (1901), the County is authorized to lend its credit to or grant public funds and things of value in aid of or to any corporation or other business entity for the purpose of promoting the economic development within its jurisdiction. The Project Agreement provides that the Company will make a substantial capital investment in constructing and operating a facility in Montgomery, Alabama wherein the Company will provide back office and customer support (the "Facility" or the "Project") and wherein Company is endeavoring to employ at least 530 Full-Time Employees earning an average wage of at least \$10.00 per hour, exclusive of benefits, with a total capital investment in developing, constructing and equipping the Facility of not less than \$3,000,000. The City and the County shall make available public funds as an incentive, up to one hundred fifty thousand dollars (\$150,000) to reimburse the Company for Capital Costs incurred directly by the Company in developing, constructing and equipping the Facility. The Company shall return or repay certain funds if specific target levels are not met. The County's use and grant of public funds are in consideration of, among other things, the commitment of Company to the total capital investment, employment and wage levels, and Project Agreement setting out the construction, performance and operation schedule for the Project. The public benefits sought to be achieved by the approval of the Agreement include: promotion of local economic and commercial development; increasing employment opportunities in the County; promoting the location and retention of business enterprises in the County; and by promoting the health, welfare and prosperity of the citizens of the County enhancing the overall quality of life of the citizens of the County. This notice is being given pursuant to Amendment No. 713 and Amendment 772 to the Constitution of Alabama (1901), as amended, as the expenditure of funds by the County is for the purpose of promoting local economic and industrial development within Montgomery County, Alabama.

Given on this 25th day of June, 2015.

Montgomery County Commission

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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.mtcoala.org

AGENDA

JUL -6 2015

July 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Resolution regarding City of Montgomery Annexation

The Montgomery County Commission, at its meeting on June 15, 2015, agreed to place on the next agenda a Resolution regarding City of Montgomery Annexation.

Should you have any questions, please contact me.

DLM/tn

Attachment

**RESOLUTION AUTHORIZING THE PETITION TO ANNEX
CERTAIN COUNTY-OWNED PROPERTY INTO THE CORPORATE CITY LIMITS
OF MONTGOMERY, ALABAMA**

WHEREAS, Montgomery County, Alabama proposes to petition the City of Montgomery, Alabama to annex certain property;

WHEREAS, the City of Montgomery, Alabama has advised that the annexation will assist it in furthering its future expansion;

WHEREAS, Alabama allows a municipality to annex territory into its corporate limits upon the receipt by its city clerk of a petition of landowners of a particular area so long as such property is contiguous to existing city limits;

WHEREAS, the proposed Petition for Annexation is attached hereto and must be signed by a person or persons authorized by the County Commission of Montgomery County, Alabama.

NOW, THEREFORE BE IT RESOLVED by the County Commission of Montgomery County, Alabama in a regular meeting duly assembled wherein a quorum was present, as follows:

1. That the county attorney shall prepare a Petition of Annexation of the following described real property owned by Montgomery County and situated in Montgomery County, Alabama into the corporate city limits of Montgomery, Alabama, to wit:

[Legal description attached hereto with supporting maps marked collectively as Exhibit A]

2. That the County Commission of Montgomery County, Alabama hereby directs and authorize its chairman, Elton Dean, to sign on behalf of Montgomery County, Alabama the said Petition for Annexation which shall include a provision for the City of Montgomery to pay to Montgomery County, Alabama any and all cost associated with defending any challenge to the

annexation, including, but not limited to all attorney fees and litigation expenses of any kind,
arising out of defending any challenge lodge against Montgomery County, Alabama .

Done this 11th day of June, 2015.

Montgomery County Commissioners

Elton N. Dean, Sr., Chairman

Daniel Harris, Jr., Vice Chairman

Jiles Williams, Jr., Commissioner

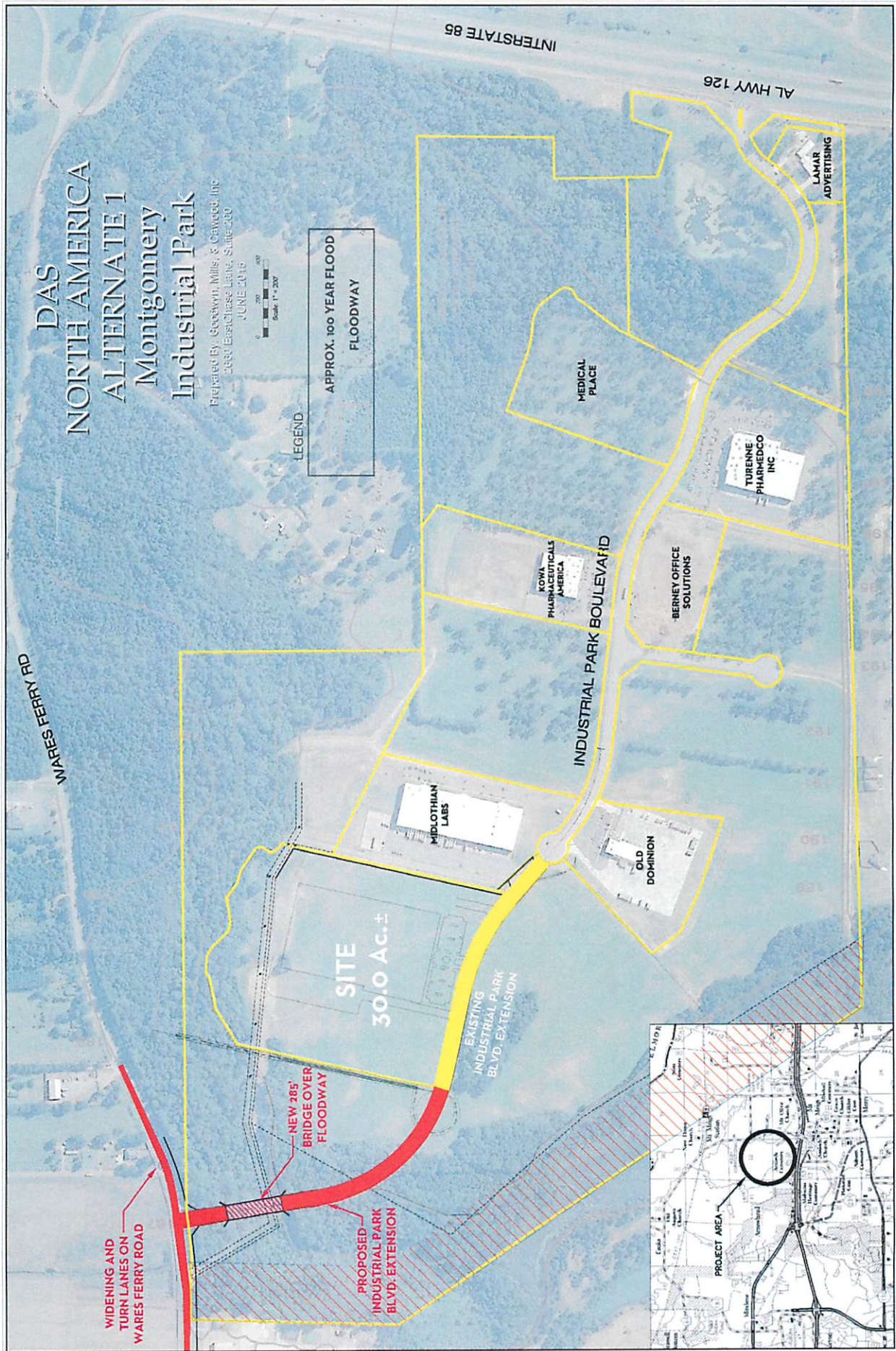
Ronda M. Walker, Commissioner

Andrew D. Hall, Commissioner

Legal Description

A 300 foot strip of land adjacent to the north line of the Montgomery County Commission property (RLPY 2161 at Page 0485) more particularly described as Follows:

Beginning at the Southeast corner Ready Mix Plat No. 1 as recorded in the Office of the Judge of Probate of Montgomery County, Alabama in Plat Book 47 at Page 162, said point being on the west right of way of Wares Ferry Road (80' row) and the northeast corner of the Montgomery County Commission Property; thence from said point of beginning, run along the west right of way of said Wares Ferry Road the following two (2) courses: South 00 degrees 10'-06" East, 110.51 feet; along a curve concave to the east (Radius 1950.06 feet) a chord of South 02 degrees 57'-47" East, 190.16 feet; thence North 88 degrees 19'-42" West, 990.64 feet; thence South 55 degrees 30'-14" West, 2992.92 feet to the east line of Stoneybrooke, LLC property; thence along the east line of said Stoneybrooke, LLC property, North 01 degree 27'-42" East, 370.62 feet to the northwest corner of the Montgomery County Commission Property; thence along the north line of the Montgomery County Commission property, North 55 degrees 30'-14" East, 2873.26 feet to the southwest corner of Sherman International Corp property (RLPY 2079 at Page 0703); thence along the south line of said Sherman International Corp property and the south line of said Ready Mix Plat No. 1, South 88 degrees 19'-42" East, 1069.69 feet to the west right of way of said Wares Ferry Road and the point of beginning and containing 27.28 acres, more or less.



**PETITION FOR ANNEXATION OF PROPERTY OWNED
BY MONTGOMERY COUNTY INTO THE CITY OF
MONTGOMERY, ALABAMA**

**To: The Mayor and City Council of the City of Montgomery County, Alabama,
a municipal corporation, located in Montgomery County, State of Alabama.**

On behalf of the Petitioner, Montgomery County, Alabama (sometimes herein referred to as "Montgomery County"), Elton N. Dean, Sr., the Chairman of the Montgomery County Commission (sometimes herein referred to as "County Commission") acting pursuant to and in accordance with a resolution of the County Commission, pursuant to Code of Alabama Section 11-42-20 through Section 11-42-24, 1975, as amended, respectfully petitions the Mayor and the City Council of the City of Montgomery, Alabama for the annexation into the City of Montgomery of the following described unincorporated territory or property owned by Montgomery County situated in the County of Montgomery, State of Alabama, to-wit:

See Exhibit A, attached hereto and made a part hereof.

In support of said Petition, your Petitioner, Montgomery County shows as follows:

1. That said territorial property is eligible for annexation to the City of Montgomery pursuant to provisions of Code of Alabama Section 11-42-21, 1975, as amended.
2. That the territorial property described in Exhibit A does not lie within the corporate limits of any other municipality.
3. That the property described in Exhibit A either abuts directly upon and is contiguous to the corporate limits of the City of Montgomery, or abuts upon and is contiguous to one or more other parcels of property which are, together, contiguous to the corporate limits of

the City of Montgomery, and the Petitioner-Owner Montgomery County of said property seeks annexation of said parcels and to the corporate limits of the City of Montgomery simultaneously herewith.

4. The undersigned Elton N. Dean, Sr. on behalf of the Petitioner Montgomery County, acting pursuant to a resolution of the Montgomery County Commission, avers that the Petitioner Montgomery County is the sole owner of the territory or property described in Exhibit A. Further, by virtue of a resolution of its County Commission, its chairman, Elton N. Dean, Sr. is authorized to bind Montgomery County, Alabama.

5. That this Petition is accompanied by a map of the said territory to be annexed, showing with reasonable certainty the territory to be annexed, the boundaries thereof, and its relationship to the established corporate limits of the City of Montgomery.

6. That the undersigned, acting on behalf of Montgomery County, consents to and requests annexation of the property described in Exhibit A, by whatever means are available under the laws of the State of Alabama.

7. That this Petition for Annexation is conditioned upon the City of Montgomery agreeing to paying any and all costs, including but not limited to attorney's fees and expenses, arising out of defending the subject annexation should it be challenged by any person or entity.

WHEREFORE, PREMISES CONSIDERED, Montgomery County respectfully requests that the territorial property described in Exhibit A be annexed into the City of Montgomery, Alabama and that the governing body of said City of Montgomery adopt an ordinance assenting to this annexation and the foregoing condition described in paragraph 7 of this Petition and take such other action as is appropriate in furtherance of this Petition.

Respectfully submitted,

Montgomery County, Alabama, by and through its
governing body, the Montgomery County
Commission

By: _____
Elton N. Dean, Sr., Chairman

AND

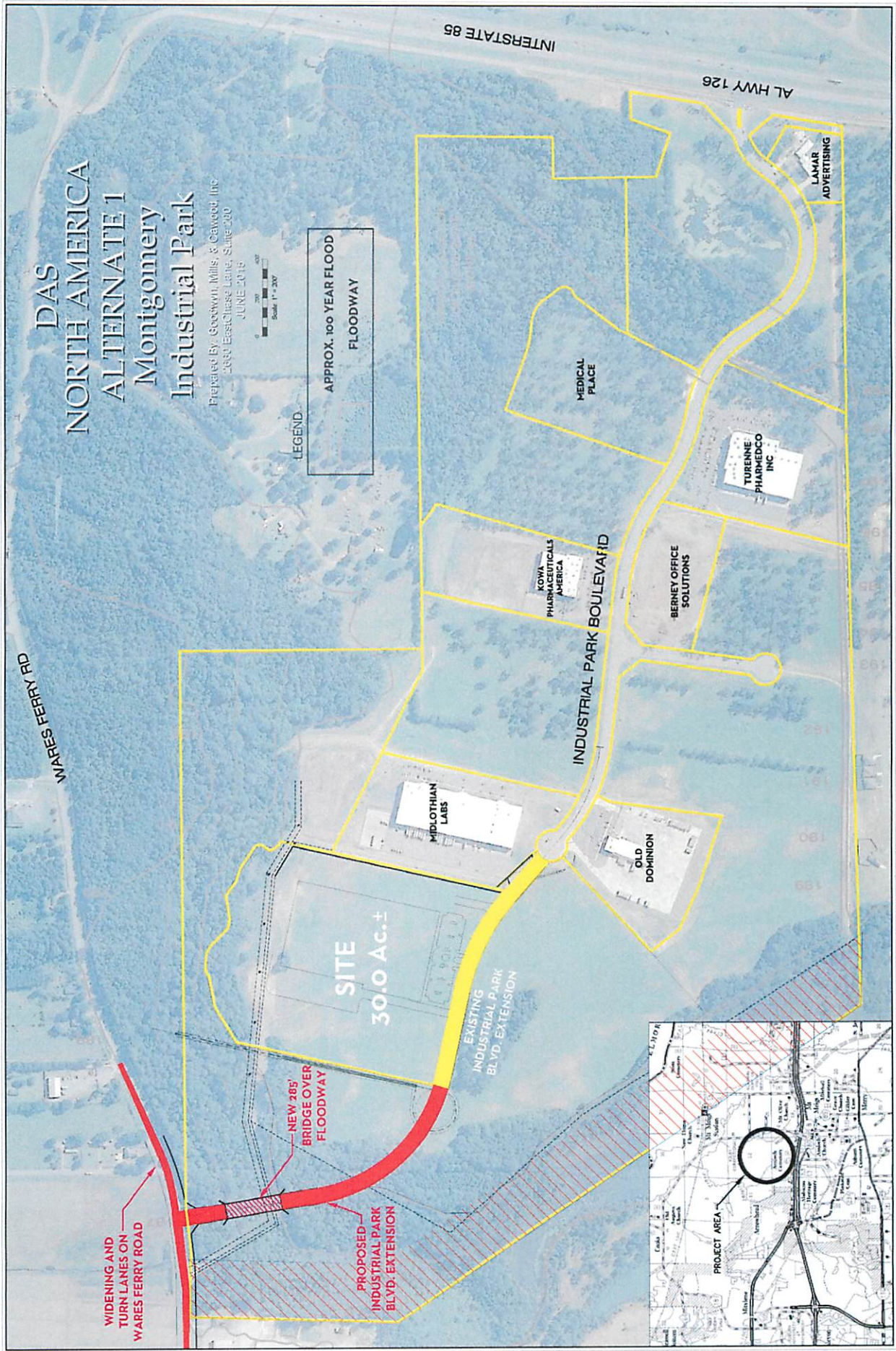
Means Gillis Law, LLC

By: _____
Tyrone C. Means (MEA003)
tcmeans@meansgillislaw.com
One of the County Attorneys for
Montgomery County, Alabama

Legal Description

A 300 foot strip of land adjacent to the north line of the Montgomery County Commission property (RLPY 2161 at Page 0485) more particularly described as Follows:

Beginning at the Southeast corner Ready Mix Plat No. 1 as recorded in the Office of the Judge of Probate of Montgomery County, Alabama in Plat Book 47 at Page 162, said point being on the west right of way of Wares Ferry Road (80' row) and the northeast corner of the Montgomery County Commission Property; thence from said point of beginning, run along the west right of way of said Wares Ferry Road the following two (2) courses: South 00 degrees 10'-06" East, 110.51 feet; along a curve concave to the east (Radius 1950.06 feet) a chord of South 02 degrees 57'-47" East, 190.16 feet; thence North 88 degrees 19'-42" West, 990.64 feet; thence South 55 degrees 30'-14" West, 2992.92 feet to the east line of Stoneybrooke, LLC property; thence along the east line of said Stoneybrooke, LLC property, North 01 degree 27'-42" East, 370.62 feet to the northwest corner of the Montgomery County Commission Property; thence along the north line of the Montgomery County Commission property, North 55 degrees 30'-14" East, 2873.26 feet to the southwest corner of Sherman International Corp property (RLPY 2079 at Page 0703); thence along the south line of said Sherman International Corp property and the south line of said Ready Mix Plat No. 1, South 88 degrees 19'-42" East, 1069.69 feet to the west right of way of said Wares Ferry Road and the point of beginning and containing 27.28 acres, more or less.



ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

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P.O. BOX 1667
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ESTABLISHED 1816

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ADMINISTRATOR

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www.mc-ala.org

AGENDA

JUL - 6 2015

July 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Cooperative Agreement for the State Homeland Security Grant Program, Grant
Number 4ATL (FY2014 - \$30,000), Sheriff's Office

The Montgomery County Commission, at its meeting on June 15, 2015, agreed to place on the next agenda a Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 4ATL (FY2014 - \$30,000) for the Sheriff's Office.

I am requesting approval of this item.

DLM/tn

Attachment



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

June 2, 2015

MEMORANDUM

TO : Elton N. Dean, Sr., Chairman
Montgomery County Commission

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : 4ATL Grant~\$30,000
Cooperative Agreement

Please find attached two original Cooperative Agreements for the 4ATL Grant in the amount of \$30,000 to be placed on the next agenda. If it's approved, please have Mr. Dean sign his part on both original agreements and email or call Christie (ext. 1339) and she'll pick up the agreements.

Thank you.

encls.

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

1. Administrator Name & Address: Montgomery County Sheriff's Department 115 S. Perry St. Montgomery, AL 36104-4243		2. Issuing Office & Address: Alabama Law Enforcement Agency P.O. Box 304115 Montgomery, AL 36130-4115	
3. FY 2014	4. Amount of: Federal: \$30,000.00 Total: \$30,000.00	5. Effective Dates Begin: 5/1/2015 End: 12/1/2015	6. Award Number: 4ATL

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Administrator, the Alabama Law Enforcement Agency is herein referred to as ALEA, and FY 2014 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations and Guidance: The Administrator and the Equipment Recipient must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230. The Administrator and Equipment Recipient must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements, including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. The Administrator and Equipment Recipient must comply with Federal Acquisition Regulation Subpart 31.2, Contracts with Commercial Organizations. The Administrator and Equipment Recipient must comply with all applicable guidelines and requirements in the Funding Opportunity Announcement for these funds.

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

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

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

5. Project Implementation: The Administrator and the Equipment Recipient agrees to implement all projects within 90 days following the award effective date or be subject to automatic cancellation of the award. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR) following the award.

6. Written Approval of Changes: Any mutually agreed upon changes to this award must be approved in writing by ALEA, prior to implementation or obligation and shall be incorporated in written amendments to this award. This procedure for changes to the approved award is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

7. Individual Consultants: Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.

Initial Here D.C.
2-3

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

8. **Bidding Requirements:** The Administrator and Equipment Recipient must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6. Failure to follow the Federal, State and local required bidding procedures will result in purchases not being eligible for reimbursement with federal funds.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all Homeland Security Grant Program related financial matters, including personnel and travel costs. The Administrator must comply with the provisions in this guide. This guide has been distributed by ALEA annually during the past several years and is available online and upon request. Personnel and travel costs must comply with local, State and Federal policies and procedures, and policies must be applied uniformly to travel costs. Travel costs must not exceed the rate set by State regulation; however, at no time can the travel and lodging rates exceed the federal rates established by the U.S. General Services Administration (GSA). Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Funds:** Funds awarded are to be expended only for purposes and activities included in the approved project plan and budget. Items submitted for reimbursement must be documented in the budget detail worksheet in order to be eligible for reimbursement. Failing to meet this requirement without prior written approval will result in a payment adjustment to correct previous overpayments, disallowances or under payments resulting from audit.
12. **Recording and Documentation of Receipts and Expenditures:** The Administrator's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the award are for allowable purposes. Equipment purchases may only include items included in the Authorized Equipment List (AEL). Additionally, effective control and accountability must be maintained for all award cash, real property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payroll documentation, time and attendance records, contract documents, award documents, etc.
13. **Financial Responsibility:** The financial responsibility of the Administrator must be such that the Administrator can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:
 - a. Accounting records should provide information needed to adequately identify the receipt of funds under each award and the expenditure of funds for each award;
 - b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - c. The accounting system should provide accurate and current financial reporting information;
 - d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

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

14. Property Management Requirements:

a. Effective control and accountability must be maintained for all award-purchased property. The Administrator and the Equipment Recipient must adequately safeguard all such property and must assure that it is used solely for authorized purposes. The Administrator and the Equipment Recipient will ensure proper use, maintenance, protection and preservation of such property. All equipment acquired under a Federal award will be stored on public property. Title to non-expendable property acquired in whole or in part with award funds shall be vested with the Administrator or the Equipment Recipient.

b. The federal procedures for managing equipment will be the responsibility of the Administrator. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, at a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken and the results reconciled with property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

c. Disposition: Equipment shall be used in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by Federal funds. Property may be retained by the Administrator agency and signed out to other NIMS compliant agencies on an as-needed basis, or property may be signed over to another NIMS complaint agency permanently. Property will only be transferred for disposal if it is certified as no longer serviceable and coordinated in advance with ALEA. Theft, destruction, or loss of property shall be reported to ALEA immediately.

d. Vehicles: The AEL, section 12 (Vehicles) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. These vehicles may not be used for routine administration or daily operations. The mileage for all vehicles purchased with Homeland Security Grant Program (HSGP) funds will be checked during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.

e. Equipment Marking: The Administrator and the Equipment Recipient agree that, when practicable, any equipment purchased with HSGP funds shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the ALEA logo and the above phrasing may be obtained by contacting ALEA.

15. Performance: Funds may be terminated or fund payments discontinued by ALEA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those award conditions or other obligations established by ALEA. In the event the Administrator or the Equipment Recipient fails to perform the services described herein and has previously received an award from ALEA, the full amount of the payments made shall be reimbursed to ALEA. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, then a proportional reimbursement shall be made to ALEA for payments made.

16. Deobligation of Funds: All expenditures of award funds must be completed and the award closed out within thirty (30) calendar days of the end of the award period. Failure to close out the award in a timely manner will result in an automatic deobligation of the remaining award funds by ALEA.

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

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

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

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

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

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

28. Suspension or Termination of Funding: ALEA may suspend, in whole or in part, and/or terminate funding for or impose other sanctions on a Administrator or Equipment Recipient for any of the following reasons:

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

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

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

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

e. Filing a false certification, other report or document.

f. Other good cause shown.

29. National Incident Management System (NIMS): The SAA met the NIMS compliance requirements in order to receive FY14 Homeland Security Grant Program funding. The jurisdictions and agencies that have complied with NIMS requirements by the annual deadline are also eligible to receive FY14 Homeland Security Grant Program funding.

a. The Administrator of FY14 Homeland Security Grant Program funding (i.e., those that met the NIMS compliance requirements) may only allocate Homeland Security Grant Program funding for those cities, towns, and agencies that also met the annual NIMS requirements. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If any Administrator allocates Homeland Security Grant Program funding for a city, town or agency that is not NIMS compliant, the reimbursement claim will not be processed by ALEA and the claim will be returned without action.

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

30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the Equipment Recipient agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The Administrator will submit a BDW to the Alabama Law Enforcement Agency (ALEA). The Administrator must receive approval of the BDW in writing from ALEA prior to obligating funds, making commitments, or purchasing any of the requested items. The BDW submitted by the Administrator will provide a complete and detailed description of the items to be purchased (equipment, training, and exercises), and will also provide a valid estimate of the actual quantities and costs for the items. The items listed on the BDW must be allowable in accordance with the US DHS Homeland Security Grant Program guidance. Any equipment requested must also be listed on the current version of the Authorized Equipment List (AEL). Additionally, a revised BDW must be submitted for addition or deletion of any items from the original worksheet. If additions, deletions, or changes in cost total \$5,000.00 or more, a new signature sheet by stakeholders is required to be submitted with the BDW revision. Electronic copies of BDW must be submitted within 60 days of receipt of this award. The electronic BDW is a requirement in addition to the paper copy that is submitted.
- b. In regard to Law Enforcement, the Administrator agrees to spend the appropriate percentage of this award in compliance with US DHS Homeland Security Grant Program guidance and ALEA special instructions. Additionally, the dollar amount and overall percentage for Law Enforcement expenditures will be documented in a letter and submitted with the BDW.
32. Metropolitan Medical Response System (MMRS):
- a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security strategies. The responsibilities of MMRS Administrators are to:
- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
 - Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework.
 - Promote sub-State regional coordination of mutual aid with neighboring localities.
 - Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events.
 - Validate the Administrator's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard.
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible.
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained.
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments.

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

b. Budget detail worksheets will document program expenses as prescribed in other sections of the Homeland Security Grant Program guidance. Budget detail worksheets will be prepared and provided to ALEA for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.

33. Exercises: All exercises conducted with Homeland Security Grant Program funding must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), must be aligned with NIMS, the State THIRA, and the priorities and capabilities identified in the Multi-year Training and Exercise Plan. The Alabama Emergency Management Agency (AEMA) serves as the single point of contact (POC) for Homeland Security and Emergency Management related exercises within the state. All exercises must be coordinated in advance with the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP guidance, award recipients must ensure that an After Action Report and Improvement Plan are prepared for each exercise conducted with US DHS/FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise POC and submitted with reimbursement requests.
34. Overtime and Backfill: Administrators must read and comply with the funding restrictions provided in FY14 Homeland Security Grant Program guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not typically be authorized and all requests for overtime must be coordinated in advance and approved by ALEA.
- a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), US DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during US DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds requested for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to expend HSGP funds on operational overtime costs, prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses, are *not allowed* except as part of the standard National Guard deployment package.
35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with ALEA and documented/approved in budget detail worksheets. Additionally, the Administrator must provide to the SAA (ALEA) appropriate documentation required by HSGP guidance (for forwarding to FEMA) prior to any draw down of funds. Administrators must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects which are initiated or completed before an EHP review has been approved, where HSGP funds are to be used, will not be eligible for funding. MMRS funds may not be used for any type of construction.
36. Special Instructions: This grant is for reimbursement of costs associated with the delivery of ALERRT courses.

CERTIFICATION BY THE ADMINISTRATOR

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

Name: Derrick Cunningham

Title: Sheriff

Agency Address: 115 South Perry St. Montgomery, AL 36104

Phone Number: (334) 832-1646

Fax Number: (334) 832-7113

Mobile Number: (334) 850-1329

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

Signature: [Signature]

Date: 6/1/15

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

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

Name: Elton N. Dean, Sr.

Title: Chairman

Agency Address: 100 S. Lawrence St., Mt. G., AL 36104

Phone Number:

Signature:

Date:

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

CERTIFICATION BY RECIPIENT OF FEDERAL GRANT FUNDED ITEMS

I certify that I understand and agree to comply with the general and fiscal provisions of this cooperative agreement including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal, state and local laws that apply; that all information presented is correct.

Name:

Title, Agency, Agency Address, Phone Number:

Signature:

Date:

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Secretary, Alabama Law Enforcement Agency

Signature: [Signature]
ASR

Date: 5/15/15

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

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

1. LOBBYING

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Form Completed By

Name: E. Hon N. Dean, Sr.

Title: Chairman

Signature:

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JUL -6 2015

Memo

To: Donald L. Mims, County Administrator
From: Myrtle Singleton, Purchasing Manager^{mrs}
Date: June 5, 2015
Re: Contract 51901-14B-012
Janitorial Services

Request the attached Amendment No. 1 to the contract 51901-14B-012 for janitorial services with Chano & Sons to be considered for approval on a future agenda.

Amendment No. 1 adds 9,007 square feet on the third floor of Annex III at a cost of \$.96 per square foot for a monthly charge of \$720.56. Cost per square foot of all areas under the contract range from \$.88 to \$1.06 per square foot.

Amendment has been coordinated with Florence Cauthen, Deputy Administrator.

Attachment

Chano & Son's

PO Box 128
Fayetteville, TN 37334
(931) 675-2831
(931) 652-4914

June 4, 2015

Montgomery County Annex 3: 3rd floor Janitorial Services Proposal

Ms. Singleton,

The total square footage for the 3rd floor of Annex 3 is 9,007 Sq. ft. We will provide janitorial services for the 3rd floor of Annex 3 for \$720.56/month (\$8,646.72/annually). All of the contractual requirements applied to the remainder of the building will be adhered to on the 3rd floor. Let me know when you would like us to start performing services on this new floor. Please contact me directly if you have any questions. Thank you for your time.

Regards,

Martis Sanchez
Chano & Son's

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

**Amendment
To
Contract # 51901-14B-012**

Amendment No. 1

Contract for janitorial services for Montgomery County, to be provided at Annex III 3rd Floor, Probate Court is hereby amended as follows:

Annex III 3rd Floor, Probate Court Office will be added to the contract. Janitorial services will be provided on a monthly basis at \$720.56 per month.

All other provisions of the contract will remain the same.

WITNESS:

CHANO & SONS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

JUL - 6 2015

Memorandum

To: Donald L. Mims, County Administrator
From: Myrtle Singleton, Purchasing Manager *mjs*
Date: June 10, 2015
Re: Contract No. 51901-13B-019
Grass Cutting Services

I request that the attached Amendment No. 2 to the Humphries Lawn Service contract for grass cutting services, be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for one (1) year, beginning August 1, 2015 and ending on July 31, 2016.

Humphries Lawn Services chooses not to increase prices during this contract period. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with James Williams, Superintendent of Parks and Recreation.

Attachment

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

Amendment
To
Contract # 51901-13B-019

Amendment No. 2

Contract with Humphries Lawn Service for Grass Cutting Services, is hereby extended for one (1) year beginning August 1, 2015 and ending July 31, 2016.

There will be no price increase during this contract period.

All other provisions of the contract remain the same.

WITNESS:

HUMPHRIES LAWN SERVICE

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ELTON N. DEAN, SR.
CHAIRMAN

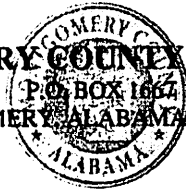
DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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

June 2, 2015

Mr. Brian Humphries
Humphries Lawn Service
9569 Vaughn Road
Pike Road, AL 36064

Dear Mr. Brian Humphries:

Re: Invitation to Bid No. 51901-13B-019, Grass Cutting Services

This is to advise that the above referenced contract will expire on July 30, 2015. A price escalation may be allowed but shall not exceed 5% per year.

Please advise if you desire to renew the contract for one (1) year and if there will be a price increase.

Your earliest reply is appreciated.

Sincerely,

Myrtle Singleton
Purchasing Manger

Please Renew through 2016

- NO increase

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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AGENDA

JUL -6 2015

June 10, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator *fmc*

SUBJECT: Annex I DA Renovations-Change Order #3

Attached is Change Order #3 to the contract with Russell Construction of Alabama for Annex I renovations for the DA. The change order adds \$7,178.00 for additional security (as authorized by the Commission at its meeting on April 6, 2015) and deducts \$107,178 security allowance and \$150,000 voice and data equipment allowance. The removal of these funds makes them available for the County to pay for the work completed in Phase I of the project.

I request that the Commission approve Change Order #3 at its next meeting.



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

807 SOUTH MCDONOUGH STREET • MONTGOMERY, AL 36104-5080 POST OFFICE BOX 215-36101
Tel 334/265-8781 / Fax 334/265-9208 • Email: phjarch@bellsouth.net • Website: www.phjarchitects.com

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

June 8, 2015

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, AL 36102-1667

RE: Renovations & Alterations to the Montgomery County Courthouse –Annex 1,
District Attorney & Child Support Suites for the Montgomery County Commission
PH&J #1208GVC

Dear Mr. Mims:

Enclosed please find four (4) copies of **Change Order #3** on the above referenced project for your review and Chairman Dean's signature.

Once the documents have been signed, please return to our office to my attention for further processing.

Sincerely,

Jennifer Segrest

Enclosures
Cc - file

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): Renovations & Alterations to the Montgomery County Courthouse - Annex 1, District Attorney & Child Support Suites for the Montgomery County Commission	CHANGE ORDER NUMBER: 003 DATE: May 27, 2015	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ FIELD: ☐ OTHER: ☐
TO CONTRACTOR (Name and address): Russell Construction of Alabama, Inc. 1616 Mt. Meigs Road Montgomery, AL 36107	ARCHITECT'S PROJECT NUMBER: 1208GVC CONTRACT DATE: July 21, 2014 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

ADD Security modifications due to DA requested modifications.....	\$ 7,178.00
DEDUCT Justification of project's security allowance.....	\$(107,178.00)
DEDUCT Justification of project's voice and data equipment allowance.....	\$(150,000.00)

TOTAL	\$(250,000.00)
--------------------	----------------

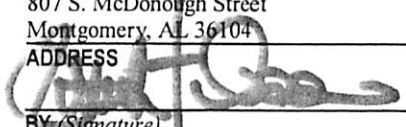
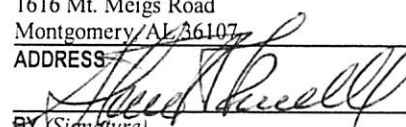
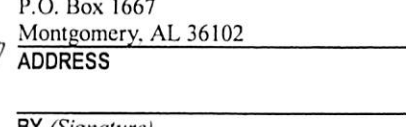
The original Contract Sum was	\$ 2,850,274.00
The net change by previously authorized Change Orders	\$ 379,255.00
The Contract Sum prior to this Change Order was	\$ 3,229,529.00
The Contract Sum will be ^{increased} by this Change Order in the amount of	\$ -250,000.00
The new Contract Sum including this Change Order will be	\$ 2,979,529.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PH&J Architects, Inc. ARCHITECT (Firm name) 807 S. McDonough Street Montgomery, AL 36104 ADDRESS  BY (Signature) Patrick Addison, Vice President (Typed name) 5-27-2015 DATE	Russell Construction of Alabama, Inc. CONTRACTOR (Firm name) 1616 Mt. Meigs Road Montgomery, AL 36107 ADDRESS  BY (Signature) Steve Russell, President (Typed name) 6-3-15 DATE	Montgomery County Commission OWNER (Firm name) P.O. Box 1667 Montgomery, AL 36102 ADDRESS  BY (Signature) Elton Dean, Sr. Chairman (Typed name) DATE
---	---	--

CHANGE ORDER NUMBER THREE SUMMARY SHEET

Renovations and Alterations to the Montgomery County Courthouse Annex 1 Building
District Attorney & Child Support Suites

PH&J #1208-GVC

<u>ITEM</u>	<u>RFP #</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>DAYS</u>
Courthouse Security:				
A	-	Security Modifications Due to DA Requested Modifications	\$7,178.00	-
Allowance Justification:				
B	-	Justification of Project's Security Allowance	(\$107,178.00)	-
C	-	Justification of Project's Voice & Data Equipment Allowance	(\$150,000.00)	-
TOTALS			(\$250,000.00)	0

RFP = Request for Proposal Number

ITEM. A



MEMBERS OF THE AMERICAN INSTITUTE OF ARCHITECTS

FOUNDED 1957 · PEARSON, HUMPHRIES, & JONES ARCHITECTS

BOX 215 - MONTGOMERY, ALABAMA - 36101 - 807 SOUTH McDONOUGH STREET - 36104 - (334)265-8781 - FAX (334)265-9208

Email: phjarch@bellsouth.net

Field Order No. 6

Date: Monday April 13, 2015

**PROJECT: Renovations and Alterations to the Montgomery County
Courthouse Annex 1 for the District Attorney and Child
Support Suites**

PH&J No: 1208-GVC

SUBJECT: Security Allowance Increase

To: Mr. Richard Kirkland
Russell Construction of Alabama, Inc.
1616 Mt. Meigs Road
Montgomery, Alabama 36107
Phone No: 334-215-1617
Email: rkirkland@russellala.com

From: Patrick T. Addison, AIA, NCARB, CSI

Total No. Sheets (Including this one): 2

THIS ORDER DESCRIBES CHANGES OR INTERPRETATIONS OF THE CONTRACT DOCUMENTS. YOU (THE GENERAL CONTRACTOR) ARE HEREBY DIRECTED TO EXECUTE PROMPTLY THIS ORDER WITH NO CHANGE TO THE CONTRACT SUM OR CONTRACT TIME. IF A CHANGE IN CONTRACT SUM OR CONTRACT PRICE IS REQUIRED, SUBMIT YOUR ITEMIZED PROPOSAL IN ACCORDANCE WITH THE GENERAL AND SUPPLEMENTAL GENERAL CONDITIONS PRIOR TO PROCEEDING WITH THE WORK. IF YOUR PROPOSAL IS FOUND TO BE IN ACCORDANCE WITH THE DOCUMENTS AND IS FAIRLY RENDERED, THIS FIELD ORDER WILL BE SUPERSEDED BY A CHANGE ORDER.

The following changes are to the project:

The Montgomery County Commission has approved an increase of \$7,178.00 to the Security Related Devices/Accessories Allowance to accommodate the required security modifications due to the DA requested modification approved by the Commission earlier.

I will inform Norment Security Group of the approval, so they can prepare for the revised security scope, which will be installed during Phase 2 of the project.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

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

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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

April 6, 2015

Patrick Addison
PH&J Architects, Inc.
P.O. Box 215
Montgomery, Al 36101

Dear Mr. Addison:

The Montgomery County Commission, at its meeting on this date, approved a change order item from Norment Security Group, Inc., regarding County Courthouse Annex I, Third Floor renovations and alterations for the District Attorney and Child Support Offices.

Please incorporate this change order item into a future Change Order for this project.

If I can be of any further assistance, please contact me.

Sincerely



Donald L. Mims
County Administrator

DLM/tn

ELTON N. DEAN, SR.
CHAIRMAN

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DANIEL HARRIS, JR.
VICE CHAIRMAN

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

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

ESTABLISHED 1818

April 1, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

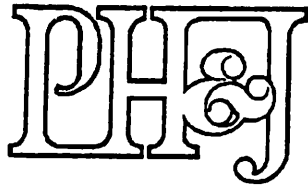
SUBJECT: Change Order Item from Norment Security Group, Inc., regarding County Courthouse Annex I, Third Floor Renovations and Alterations for the District Attorney and Child Support Offices

The Montgomery County Commission, during its meeting on March 16, 2015, agreed to place on the next agenda a change order item from Norment Security Group, Inc., regarding County Courthouse Annex I, Third Floor Renovations and Alterations for the District Attorney and Child Support Offices.

I am requesting approval of this change order item.

DLM/tn

Attachment



architects inc.

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Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

Saturday, March 7, 2015

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post office Box 1667
Montgomery, Alabama 36102-1667

Re: Montgomery County Courthouse - Annex 1
Renovations for the District Attorney and Child Support

PH&J Project # 1208-GVC

Dear Mr. Mims,

I would like to request a few minutes with the Commission at their next scheduled Commission Meeting to discuss an increase in our security allowance for the above-mentioned project. This increase is to cover the required security devices associated with the "DA Requested Modification" to the project that the Commission approved at their February 17, 2015 Commission meeting.

Attached is the change request from Norment Security Group in the amount of \$7,178.00, which adjusts and adds to the existing security structure for Annex 1. All the electrical infrastructure for Norment's work was included in the architect's package for the DA's Modification. But, due to the nature and importance of Courthouse security, we could not include or direct the security modifications until the Commission approved the change in project scope as requested by District Attorney Daryl Bailey. This adjustment will come out of the remaining contingency allowance for the project and does not require addition funding for the project.

If you and Florence Cauthen have any questions, please call.

Sincerely,

Patrick T. Addison, AIA

Attachments:

Cc: Florence Cauthen, Sheriff Derrick Cunningham, Griff Harris, File

Norment

SECURITY GROUP

PROPOSAL

2511 Midpark Rd.
Montgomery, Alabama 36109
334-281-8440
FAX: 334-285-5055

Montgomery County Commission
100 S. Lawrence St.
Montgomery, AL 36104
Attn: Donnie Mimms

02/25/15

Proposal Number:
MCC02.25.15

Furnish and install the listed equipment for the Annex 1, 3rd Floor renovation phase 2. The project includes cable and interface equipment to extend the security video workstation display to a customer supplied large screen monitor. Provide and install access control hardware for one door. Provide and install one IP Based Video/Intercom system with PC software for multiple monitor and control points.

Furnish and install:

- ❖ (1) RI-120 Reader Interface Unit w/Enclosure
- ❖ (1) Proxpro Card Reader
- ❖ (1) Aiphone IP Based Video/Intercom System
- ❖ (1) Sewell HDMI Extender Transceivers
- ❖ Installation Material and Labor
- ❖ Programming Labor

PRICE - Good for 90 Days:

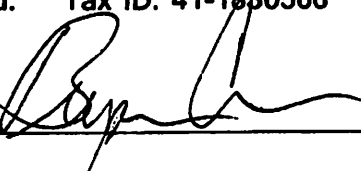
Total: \$9,553.00

Credit for changes to the Phase-1 system: -\$2,375.00

Net Total: \$7,178.00

A one-year parts and labor warranty is provided. Tax ID: 41-1880566

Sign and return one copy for our files.

By: 

Accepted: 

Firm: _____

Date: 4-6-15

ITEM B

C. ALLOWANCES (see GC Article 3.8)

1. **General:** Unless stated otherwise, allowances for materials include cost of delivery to job site with sales tax paid. Costs related to job storage, uncrating, installation and contractor's profit and overhead are not included and shall be adequately covered otherwise in the Contract Sum. Items included hereunder shall be selected by the Architect or Owner, purchased by the Contractor, and included under the general warranty (unless the Contractor makes reasonable objections to warranty in writing prior to purchase).

No order for work covered by an allowance may be placed by the Contractor until the accounting therefore has been submitted in writing and approved.

2. **Hardware Allowance:** Refer to Division 8.
 3. **Voice and Data Equipment Allowance:** Include \$150,000.00 allowance for Voice and Data Equipment and Wiring associated with this project.
 4. **Security Related Devices/Accessories Allowance:** Include \$95,000.00 allowance for the security devices, infrastructure and warranties expanding the existing Courthouse security systems (Door access and CCTV monitoring) in Annex 1, associated with this project.
-
1. **Base Bid, Alternates, Allowances, Etc. (Section 1010, Item C4):** Increase allowance for Security Related Devices/Accessories from \$95,000.00 up to \$100,000.00.
 2. **Base Bid, Alternates, Allowances, Etc. (Section 1010):** Add the following Item:

D: Interactive Audiovisual System: Include \$20,000.00 allowance for the required design for the "Way-Finding" graphics and the custom stand/mount for the interactive monitor to be located in the main building entrance lobby to the County Courthouse – Annex 1 building.

ITEM C

C. ALLOWANCES (see GC Article 3.8)

1. **General:** Unless stated otherwise, allowances for materials include cost of delivery to job site with sales tax paid. Costs related to job storage, uncrating, installation and contractor's profit and overhead are not included and shall be adequately covered otherwise in the Contract Sum. Items included hereunder shall be selected by the Architect or Owner, purchased by the Contractor, and included under the general warranty (unless the Contractor makes reasonable objections to warranty in writing prior to purchase).

No order for work covered by an allowance may be placed by the Contractor until the accounting therefore has been submitted in writing and approved.

2. **Hardware Allowance:** Refer to Division 8.

3. **Voice and Data Equipment Allowance:** Include \$150,000.00 allowance for Voice and Data Equipment and Wiring associated with this project.

4. **Security Related Devices/Accessories Allowance:** Include \$95,000.00 allowance for the security devices, infrastructure and warranties expanding the existing Courthouse security systems (Door access and CCTV monitoring) in Annex 1, associated with this project.

1. **Base Bid, Alternates, Allowances, Etc. (Section 1010, Item C4):** Increase allowance for Security Related Devices/Accessories from \$95,000.00 up to \$100,000.00.

2. **Base Bid, Alternates, Allowances, Etc. (Section 1010):** Add the following Item:

D: Interactive Audiovisual System: Include \$20,000.00 allowance for the required design for the "Way-Finding" graphics and the custom stand/mount for the interactive monitor to be located in the main building entrance lobby to the County Courthouse – Annex 1 building.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

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TDD (334) 265-3568

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AGENDA

JUL - 6 2015

July 6, 2015

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-2015-75: East Montgomery Baseball and Softball, Inc., for Baseball and Softball Programs for East Montgomery Youth - \$500; (Harris)

DLM/tll

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

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AGENDA

JUL - 6 2015

July 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Allocation of Two Investigator Positions and Related Position Fill Requests,
District Attorney's Office

The Montgomery County Commission, at its meeting on June 15, 2015, agreed to place on the next agenda an allocation for two Investigator I positions and related Position Fill Requests for the District Attorney's Office funded from the General Fund.

I am requesting approval of this item.

DLM/tn

Attachment



www.mc-ala.org/da

Daryl D. Bailey
District Attorney
Fifteenth Judicial Circuit of Alabama
251 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667



(334)832-2550

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Daryl D. Bailey *DB*
District Attorney

DATE: June 8, 2015

SUBJECT: Request for Two Additional Investigator Positions

I respectfully request the Commission authorize and fund two new Investigator I positions in my office. The increase in workload, especially homicides, over the past year has highlighted to me the need for additional staff.

Due to savings this year in our general fund budget realized through staff changes, one position could be authorized immediately without requiring a budget change for the current fiscal year. Depending on how long it takes for the hiring process to be completed, the second position could possibly also fall within the current budgeted funds. The positions would increase our next fiscal year's budget.

I am available to discuss these needs with the Commission.

2015 JUN -8 PM 12:24
COMM. CLERK
JENNIFER L. BROWN

DISTRICT ATTORNEY POSITION FILL REQUEST

SUPERVISOR: Daryl D. Bailey

PAY GRADE: PS5-01 – PS7-13 **SALARY RANGE: \$54,021 - \$76,901**

(x)Transfers – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

() Payroll entered by: _____ Date: _____

ORIGINAL

DISTRICT ATTORNEY
POSITION FILL REQUEST

DEPARTMENT HEAD: Daryl D. Bailey

SUPERVISOR: Daryl D. Bailey

POSITION TITLE: Investigator I

POSITION NO: _____

PROPOSED EFFECTIVE DATE: July 6, 2015

TYPE OF APPOINTMENT: (X) PERMANENT () TEMPORARY

RECRUITING:

(X) OPEN () TRANSFER

() PROMOTION (X) PROMOTION/TRANSFER

PAY GRADE: PS5-01 – PS7-13 SALARY RANGE: \$54,021 - \$76,901

Pay step to be based upon the following rules:

(x) Promotions – If the rate in the previous position was less than the minimum rate established for the class of the new position, the rate of the pay shall be advanced to the minimum of the class of the new position. If the difference in pay ranges does not automatically result in an increase in the equivalent of a one-step increase in the rate of pay for an employee promoted, a one-step immediate increase within the pay range of the new classification may be given by the appointing authority.

*Merit dates do not change.

(x) Transfers – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

1 ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

2

Funding _____

3

SELECTEE: _____

Date: _____

Appointing Authority Signature – District Attorney Office

4

() Manpower data entered by: _____ Date: _____

() Payroll entered by: _____ Date: _____

MEMORANDUM

TO: Montgomery County Commission
THRU: Donnie Mims
FROM: Steven L. Reed, Probate Judge
SUBJECT: Request Approval of Assistant Tag and License Supervisor Fill Request
DATE: 8 June 2015

I request approval of the Assistant Tag and License Supervisor Position Fill Request that is currently before you. This Position is to replace Keisha Wright as she has been promoted to Tag and License Supervisor. The position is currently in our budget.

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Steven L. Reed.

SUPERVISOR: William D. Flowers, III

COMPLETE ACTION DATES

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

1. POSITION TITLE: Assistant Tag and License Supervisor

POSITION NUMBER: 750053056

PROPOSED EFFECTIVE DATE: 22 June 2015

TYPE OF APPOINTMENT: X PERMANENT TEMPORARY

RECRUITING:

X Promotional Transfer

 Transfer

 Open Competitive Register

 Reemployment

PAY GRADE: A05


APPOINTING AUTHORITY

8 June 2015

Date

2. ADMINISTRATIVE REVIEW

 APPROVED

 DISAPPROVED

FUNDING AUTHORITY

Date

3. CERTIFICATION

Promotional

 Candidates

Open-Competitive

 Candidates

Transfer

 Candidates

PERSONNEL DIRECTOR

Date

4. SELECTEE:

APPOINTING AUTHORITY

Date

5. Manpower data entered by

Date

 Payroll entered by

Date

MEMORANDUM

TO: Montgomery County Commission
THRU: Donnie Mims
FROM: Steven L. Reed, Probate Judge
SUBJECT: Request Approval of Customer Service Clerk Position Fill Request
DATE: 8 June 2015

I request approval of the Customer Service Clerk Position Fill Request that is currently before you. This Position is to replace Crystal Robinson (née Thierry) as she is no longer employed by the County. The position is currently in our budget.

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: PROBATE

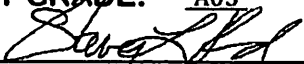
APPOINTING AUTH.: Judge Steven L. Reed.

SUPERVISOR: William D. Flowers, III

COMPLETE ACTION DATES

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

1. POSITION TITLE: Customer Service Clerk
POSITION NUMBER: 750016001
PROPOSED EFFECTIVE DATE: 22 June 2015
TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY
RECRUITING:
☐ Promotional Transfer ☐ Transfer
☒ Open Competitive Register ☐ Reemployment
PAY GRADE: A03


APPOINTING AUTHORITY

8 June 2015
Date

2. ADMINISTRATIVE REVIEW
☐ APPROVED
☐ DISAPPROVED

FUNDING AUTHORITY

Date

3. CERTIFICATION
Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

PERSONNEL DIRECTOR

Date

4. SELECTEE: _____

APPOINTING AUTHORITY

Date

5. _____ Manpower data entered by _____

Date

_____ Payroll entered by _____

Date

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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

JUL - 6 2015

July 2, 2015

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 June 15, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Sergeant, Position Number 160
- (2) Corrections Officer Corporal, Position Number 167
- (3) Corrections Officer Corporal, Position Number To Be Determined
- (4) Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined
- (5) Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachments

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: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Correction Officer Sergeant

Position Number 160

Proposed Effective Date June 22, 2015

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PC3 \$38,146-\$54,303

Derrick Cunningham PLW
Pay Step to be based upon City and County of Montgomery Personnel Board
Rules and Regulations, Rule VI, section 10(A-Promotions)
Date June 3, 2015
Department Head

2. Administrative Review
() Approved
() Disapproved

Funding Authority

3. Certification
Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

POSITION FILL REQUEST

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

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

1. Position Title Correction Officer Corporal

Position Number 167

Proposed Effective Date June 22, 2015

Type of Appointment x Permanent () Temporary

Recruiting

☐ Promotional Register ☐ Transfer
☐ Open Competitive Register ☐ Reemployment

Pay Grade 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)

Daniel Cunningham
Department Head

Date June 3, 2015

Department Head

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: Derrick Cunningham, 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 Correction Officer Corporal

Position Number To Be Determined

Proposed Effective Date June 22, 2015

Type of Appointment ☒ Permanent ☐ Temporary

Recruiting

- ☒ Promotional Register ☐ Transfer
☐ Open Competitive Register ☐ Reemployment

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

Derrick Cunningham Rules and Regulations, Rule VI, section 10(A-Promotions)
Pay Step to be based upon City and County of Montgomery Personnel Board

Date June 3, 2015

Department Head

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

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: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Correction Officer Trainee/Corrections Officer

Position Number To Be Determined

Proposed Effective Date June 22, 2015

Type of Appointment ☒ Permanent ☐ Temporary

Recruiting

- ☐ Promotional Register ☐ Transfer
☒ Open Competitive Register ☐ Reemployment

Pay Grade Corrections Officer Trainee \$29,244 Pay grade PCT

Corrections Officer - \$30,456--\$43,356 Pay grade PC1

Derrick Cunningham Date June 3, 2015
Department Head

2. Administrative Review

- ☐ Approved
☐ Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

5. ☐ Manpower data entered by _____ Date _____
☐ Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, 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 Correction Officer Trainee/Corrections Officer

Position Number To Be Determined

Proposed Effective Date June 22, 2015

Type of Appointment x Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee \$29,244 Pay grade PCT

Corrections Officer -\$30,456--\$43,356 Pay grade PC1

Derrick Cunningham Date June 3, 2015
Department Head

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee:

Appointing Authority Date _____

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

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
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ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA

ADMINISTRATOR

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FAX (334) 832-2533

TDD (334) 265-3568

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AGENDA

JUL - 6 2015

July 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on June 15, 2015, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Sergeant, Position Number 64
- (2) Deputy Sheriff Corporal, Position Number 163
- (3) Deputy Sheriff Corporal, Position Number To Be Determined
- (4) Deputy Sheriff Corporal, Position Number To Be Determined
- (5) Deputy Sheriff Trainee/Deputy Sheriff, Position Number 21
- (6) Deputy Sheriff Trainee/Deputy Sheriff, Position Number 68
- (7) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined
- (8) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachments

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: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff Sergeant

Position Number 064

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS3 \$42,191 - \$60,059

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

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

Date May 29, 2015

Derrick Cunningham
Department Head h1206

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: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Corporal

Position Number 163

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS2 \$38,328 - \$49,337

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

Derrick Cunningham
Department Head

Date June 1, 2015

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff Corporal

Position Number _____

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent () Temporary

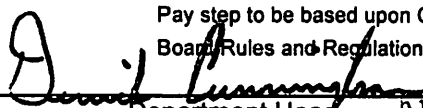
Recruiting

(☒) Promotional Register () Transfer

() Open Competitive Register () Reemployment

Pay Grade PS2 \$38,238 - \$49,337

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

 Date May 29, 2015

Department Head

2. Administrative Review

() Approved

() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4. Selectee: _____

Appointing Authority

Date _____

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

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: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff Corporal

Position Number _____

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS2 \$38,328 - \$49,337

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

Derrick Cunningham

Date May 29, 2015

Department Head Michael

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: Montgomery County Sheriff's Office
DEPARTMENT HEAD: Derrick Cunningham, Sheriff
SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number '021

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST Deputy Sheriff Trainee - \$36,118
PS1 Deputy Sheriff \$37,271 - \$46,493

Derrick Cunningham

Date May 29, 2015

Department Head *mu*

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number '068

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent (☐) Temporary

Recruiting

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

Pay Grade PST Deputy Sheriff Trainee - \$36,118
PS1 Deputy Sheriff - \$37,271 - \$46,493

Derrick Cunningham
Department Head *hwo*

Date May 29, 2015

2. Administrative Review

(☐) Approved
(☐) Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

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

Date _____
Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office
DEPARTMENT HEAD: Derrick Cunningham, Sheriff
SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST Deputy Sheriff Trainee - \$36,118

PS1 Deputy Sheriff - \$37,271 - \$46,493

Derrick Cunningham
Department Head 11/11/15

Date June 1, 2015

2. Administrative Review

() Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director _____

Date _____

4. Selectee: _____

Appointing Authority _____

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date June 8, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST Deputy Sheriff Trainee - \$36,118
PS1 Deputy Sheriff - \$37,271 - \$46,493

Department Head Date May 29, 2015

2. Administrative Review
() Approved
() Disapproved

Funding Authority

3. Certification
Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7



AGENDA

JUL - 6 2015

Date: June 25, 2015
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: August 19, 2015 Return Date: August 19, 2015
Conference Leave (Days / Hours): 5 hours
Purpose of Travel: Balch & Bingham 2015 Annual Business and Personal Planning Seminar
Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$38.80 Advance Registration Required: \$0.00

Department Name: Finance Department Fund Name: _____

Additional Comments: Registration \$25 Mileage \$13.80

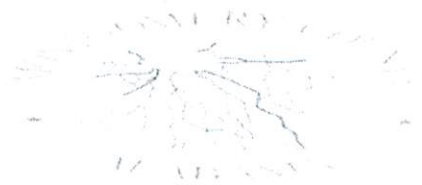
To: Sherrill R. Thomas, Finance Director
From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$38.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$1,434.85</u>	
Budget Available:	<u>\$1,565.15</u>	
Current Requests:	<u>\$38.80</u>	
Budget Balance:	<u>\$1,526.35</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/25/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

bm

AGENDA

JUL -6 2015

Date: June 25, 2015
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: August 26, 2015 Return Date: August 26, 2015

Conference Leave (Days / Hours): 8 hours

Purpose of Travel: Alabama Society of CPA's courses: GASB Statement No. 68 and
Annual Update for Governments and Not-for-Profits
Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$380.00 Advance Registration Required: \$380.00

Department Name: Finance Department Fund Name: General Fund

Additional Comments: _____

To: Sherrill R. Thomas, Finance Director

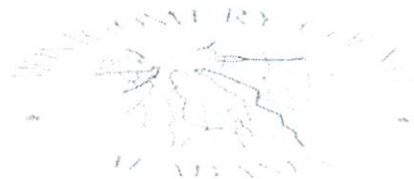
From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$380.00 and advance registration of \$380.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$1,434.85</u>	
Budget Available:	<u>\$1,565.15</u>	
Current Requests:	<u>\$418.80</u>	
Budget Balance:	<u>\$1,146.35</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/25/2015

cc: Finance Director / Buyer

12-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA
JUL - 6 2015

Date: June 25, 2015
To: Donald L. Mims, Administrator
From: Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Houston, Texas
Departure Date: August 19, 2015 Return Date: August 23, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: to attend The Election Center's 31st Annual National Conference

Traveler (s) Name: 1. Judge Steven L. Reed 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: \$619.00

Department Name: Elections Fund Name: 001-51910.265

Additional Comments: to be paid by Elections

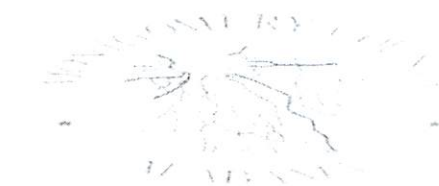
To: Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$619.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51910.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,000.00</u>	
Current Requests:	<u>\$2,000.00</u>	
Budget Balance:	<u>\$1,000.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/29/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA
JUL - 6 2015

Date: June 25, 2015
To: Donald L. Mims, Administrator
From: Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, Alabama
Departure Date: July 29, 2015 Return Date: July 29, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend Alabama Probate Judges' Association Marriage Law Conference

Traveler (s) Name: 1. William Flowers, III 4. _____
2. Malcolm Richard 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$700.00 Advance Registration Required: \$300.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: _____

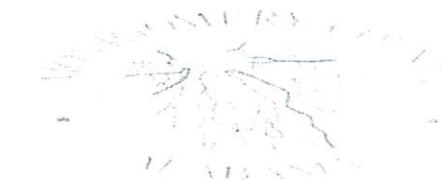
To: Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$700.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51300.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,300.00</u>	
Approved Requests:	<u>\$12,454.51</u>	
Budget Available:	<u>\$845.49</u>	
Current Requests:	<u>\$700.00</u>	
Budget Balance:	<u>\$145.49</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/29/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

AGENDA

JUL - 6 2015

Date: June 19, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: September 21, 2015 Return Date: September 25, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Alabama Jail Association Fall Conference

Traveler (s) Name: 1. Colonel Wanda Robinson 4. Sergeant Carlos Parks
2. Captain Etta Matthews 5. _____
3. Lieutenant Tamberly Garner 6. _____

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

Total (est.) Cost: \$1,000.00 Advance Registration Required: \$100.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

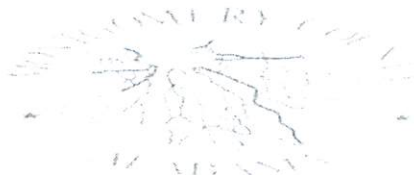
From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,000.00 and advance registration of \$100.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$13,385.56</u>	
Budget Available:	<u>\$1,614.44</u>	
Current Requests:	<u>\$1,000.00</u>	
Budget Balance:	<u>\$614.44</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/22/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

AGENDA

JUL - 6 2015

Date: June 30, 2015
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alexandria, VA
Departure Date: September 22, 2015 Return Date: September 25, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend PRIMA Board Meeting

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

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: ****All expenses will be reimbursed by PRIMA****

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 007-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

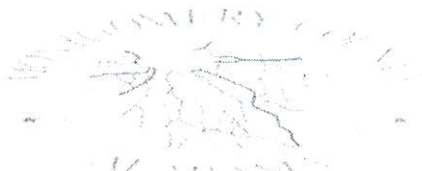
Approved Requests: \$3,108.32

Budget Available: \$11,891.68

Current Requests: \$0.00

Budget Balance: \$11,891.68

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/30/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

JUL - 6 2015

Date: June 19, 2015
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 17, 2015 Return Date: August 21, 2015
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Attend the 2015 ACCA Annual Convention

Traveler (s) Name: 1. James Kelley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,000.00 Advance Registration Required: \$200.00

Department Name: Engineering Department Fund Name: 111-53600.265

Additional Comments: Mileage, Lodging, and Meals
*Registration is required to be paid online when registering. Mr. Kelley will use
his personal credit card to meet this requirement.

To: George C. Speake, County Engineer

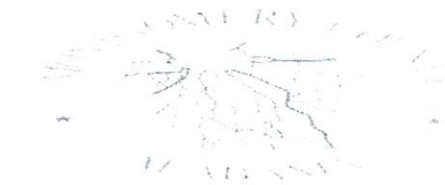
From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,000.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$6,800.00</u>	
Approved Requests:	<u>\$5,762.75</u>	
Budget Available:	<u>\$1,037.25</u>	
Current Requests:	<u>\$1,000.00</u>	
Budget Balance:	<u>\$37.25</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/22/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

JUL - 6 2015

Date: July 1, 2015
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hotel Roanoke and Conference Center Roanoke, VA
Departure Date: September 14, 2015 Return Date: September 18, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Attend the National Roadside Vegetation Management Association Annual Conference

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

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

Total (est.) Cost: \$1,613.45 Advance Registration Required: \$150.00

Department Name: Engineering Dept. Fund Name: 111-53600.265

Additional Comments: Lodging: \$570.00
Meals: \$200.00
Mileage: \$693.45

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

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,613.45 and advance registration of \$150.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,500.00</u>	
Approved Requests:	<u>\$6,762.75</u>	
Budget Available:	<u>\$1,737.25</u>	
Current Requests:	<u>\$1,613.45</u>	
Budget Balance:	<u>\$123.80</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/1/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 22

AGENDA

JUL -6 2015

Date: June 11, 2015
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: October 14, 2015 Return Date: October 16, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Advanced Train the Trainer course

Traveler (s) Name: 1. Clay Henley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$668.20 Advance Registration Required: \$250.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: ******THIS WILL BE COMING OUT OF OUR 2016 BUDGET.******

Meals: \$75/day=\$225.00 Mileage: \$64.40/day=\$193.20 Registration=\$ 250.00

TOTAL EST. COST: \$ 668.20

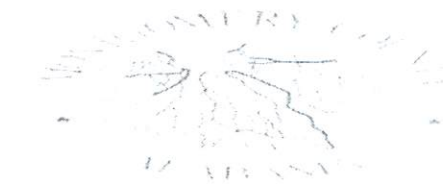
To: Clay Henley, Chief Appraiser
From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$668.20 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$21,916.44</u>	
Budget Available:	<u>\$8,083.56</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$8,083.56</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/16/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 23

AGENDA

JUL - 6 2015

Date: June 11, 2015
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 10, 2015 Return Date: August 14, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: AAAO Summer Conference

Traveler (s) Name: 1. Clay Henley (Aug. 10-12) 4. Calvin Johnson (Aug. 11-14)
2. Donna Raney (Aug. 10-14) 5. Marsha Keller (Aug. 11-14)
3. Jimmy Garnett (Aug. 11-14) 6. _____

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

Total (est.) Cost: \$6,788.58 Advance Registration Required: \$900.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: ADVANCE REG.-\$900.00 MILEAGE-5@227.70=\$1,138.50
HOTEL: \$203.13/night- \$3,250.08
FOOD:\$75/day \$1,500.00

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

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$6,788.58 and advance registration of \$900.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$21,916.44</u>	
Budget Available:	<u>\$8,083.56</u>	
Current Requests:	<u>\$6,788.58</u>	
Budget Balance:	<u>\$1,294.98</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/16/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 38

AGENDA

JUL - 6 2015

Date: June 25, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Quantico, VA
Departure Date: Wednesday, July 1, 2015 Return Date: Friday, September 18, 2015
Conference Leave (Days / Hours): 80 Days
Purpose of Travel: Attend FBI Academy

Traveler (s) Name: 1. George Beaudry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Sheriff's Office Fund Name: 749-52110.499

Additional Comments: _____

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,500.00 and advance registration of \$2,500.00 is authorized.

To be completed by the Finance Department

Fund Code: 749-52110.499 (ex: 000-00000-000)

Description: Administration Expense

Current Budget: \$417,000.00

Approved Requests: \$388,944.17

Budget Available: \$28,055.83

Current Requests: \$2,500.00

Budget Balance: \$25,555.83

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/29/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

JUL - 6 2015

Date: June 11, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: July 22, 2015 Return Date: July 24, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Management and Supervision

Traveler (s) Name: 1. Patrick Stokes 4. Danette Fox
2. Anita Holley 5. _____
3. Judith Burt 6. _____

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

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

Department Name: Revenue Commission Fund Name: 755-51500-265

Additional Comments: _____

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 07/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,000.00 and advance registration of \$1,000.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>755-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$7,000.00</u>	
Approved Requests:	<u>\$3,742.90</u>	
Budget Available:	<u>\$3,257.10</u>	
Current Requests:	<u>\$1,000.00</u>	
Budget Balance:	<u>\$2,257.10</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/11/2015

cc: Finance Director / Buyer

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