REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

APRIL 3, 2017

AGENDA

INFORMATION SESSION

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

Prayer

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
Chief Information and Technology Officer
County Attorney

Comments from Scheduled Attendees:

Sheriff Derrick Cunningham
Archivist Dallas Hanbury
Community Liaison Christy Holding with The Samaritan Counseling Center
Program Administrator Barbara Mays with Royal Ambassadors M. E. D., Inc.
General Services Director Lamar Allen
Senior Vice President of Corporate Development Ellen G. McNair with the Montgomery Area Chamber of Commerce

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led by Vice Chairman Walker

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 20, 2017

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 6ATL (FY2016 - $48,775), Sheriff's Office

2. Consider Authorization of Amendment Number 1 to Contract with Ad-Wear & Specialty of Texas, Inc., regarding Polo Shirts for Montgomery County Sheriff's Office (Contract Number 52110-16B-007), Sheriff's Office

3. Consider Authorization of Amendment Number 1 to Contract with Graybar for Security Cameras (Contract Number 51965-16B-019, Information Systems

4. Consider Authorization to Recognize and Deny a Claim filed by Keymond Jenkins (Minor) and Rodkey Hill (Minor), County Commission

5. Consider Authorization of Reallocation of the Helping Montgomery Families Initiative (HMFI) Offices in Annex III to the Montgomery County Commission, Purchasing Department; the Allocation of Offices 327, 328 and 329 in Annex II to the District Attorney for HMFI; the Mental Health Authority Move to Suite 223 in Annex II; and the Veterans Affairs Move to Suite 220 in Annex II, County Commission

6. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission

7. Consider Authorization of Budget Change Request Number 35 to Alabama State University for the Skycap Annual Kids/Youth College Adventure Program in the Amount of $10,000, County Commission Appropriations

8. Consider Authorization of Budget Change Request Number 36 to the Southeastern Livestock Exposition for the 2017 Rodeo and Livestock Week Event in the Amount of $10,000, County Commission Appropriations

9. Consider Authorization of Budget Change Request Number 37 for Annex I Sheriff's Dispatch Project Furniture Allowance in the Amount of $178,000, County Commission Appropriations

10. Consider Authorization of Budget Change Request Number 1, Tax and Audit

11. Consider Authorization of Irregular Two-Step Increase in Addition to One Step Merit Increase for IT Manager Rodney Smith, Information Systems

12. Consider Position Fill Request – County Commission (1)
    - Manager of Public Affairs, Position Number 230171001

13. Consider Position Fill Request – Engineering Department (1)
    - Assistant County Engineer, Position Number 600616002

14. Consider Position Fill Request – Finance Department (1)
    - Deputy Finance Director, Position Number 210123006

15. Consider Position Fill Request – Personnel Department (1)
    - Personnel Associate, Position Number 700191001

16. Consider Position Fill Request – Tax and Audit Department (1)
    - Revenue Examiner, Position Number 810117004

17. Consider Travel/Training Requests (11)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

APRIL 3, 2017	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.
APRIL 17, 2017	Regular County Commission Meeting 8:00 a.m. - Information Session 9:30 a.m. - Formal Session After Conclusion of the Formal Session, an Information Session will be conducted until 12:00 Noon.
MAY 1, 2017	Regular County Commission Meeting 8:00 a.m. - Information Session 9:30 a.m. - Formal Session After Conclusion of the Formal Session, an Information Session will be conducted until 12:00 Noon.
MAY 15, 2017	Regular County Commission Meeting 4:00 p.m. - Information Session 5:30 p.m. - Formal Session District 2 Meeting - LOCATION TO BE DETERMINED
MAY 29, 2017	County Holiday (Memorial Day)
JUNE 5, 2017	Regular County Commission Meeting 8:00 a.m. - Information Session 9:30 a.m. - Formal Session After Conclusion of the Formal Session, an Information Session will be conducted until 12:00 Noon.
JUNE 19, 2017	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.

AGENDA

APR - 3 2017

4-3-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 3-24-17

Check Number	To	Check Number
267870		267920
Total Checks Paid		$111,402.33

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

AGENDA

APR - 3 2017

4-3-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 3-24-17

Check Number	To	Check Number
267921		267992
Total Checks Paid		$405,290.81

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

AGENDA

APR - 3 2017

4-3-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 3-31-17

Check Number	To	Check Number
267993		268052
Total Checks Paid		$350,995.84

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

AGENDA

APR - 3 2017

4-3-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 3-31-17

Check Number	To	Check Number
268053		268115
Total Checks Paid		$136,039.72

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

4/3/17 Meeting

AGENDA

APR - 3 2017

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 3/31/17

Payroll Check Number	127573	To	Payroll Check Number	127640	$	58,391.39
Direct Deposits					$	955,672.02
Payroll Check Number	127641	To	Payroll Check Number	127650	$	209,047.34
Direct Deposits					$	66,282.45
Federal Deposits					$	350,256.36
Total Payroll Paid					$	1,639,649.56

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

DERRICK CUNNINGHAM

SHERIFF OF MONTGOMERY COUNTY

AGENDA

APR - 3 2017

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

March 27, 2017

MEMORANDUM

TO	:	Montgomery County Commission
FROM	:	Sheriff Derrick Cunningham D.C Montgomery County Sheriff's Office
SUBJECT	:	Homeland Security Grant 6ATL Grant - $48,775.00

Please place the attached Homeland Security Cooperative Agreement for the above referenced grant on the April 3, 2017 agenda.

Please sign where indicated and return to Christie, my Administrative Assistant, as soon as possible.

If you have any questions, please do not hesitate to contact me at extension 1646.

DC/crv

encls.

1-1

CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067.

COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION – LETTER OF AGREEMENT

1. Sub-Grantee Name & Address:		**2. Issuing Office & Address:**	
MONTGOMERY COUNTY SHERIFF'S DEPARTMENT 115 S. PERRY ST MONTGOMERY, AL 36104-4243		Alabama Law Enforcement Agency P.O. Box 304115 Montgomery, AL 36130-4115	
3. FY	**4. Amount of:**	**5. Effective Dates**	**6. Award Number:**
2016	Federal: $48,775.00 Total: $48,775.00	Begin: 2/1/2017 End: 2/28/2018	6ATL

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub- Grantee, the Alabama Law Enforcement Agency is herein referred to as ALEA, and FY 2016 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations and Guidance: The Sub-Grantee and the Equipment Recipient or Sub-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 Sub-Grantee 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 Sub-Grantee and Equipment Recipient or Sub-Recipient must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations. The Sub-Grantee 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 Sub-Grantee and Equipment Recipient or Sub-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 Sub-Grantee has not expended the amount of federal funds that would require a compliance audit. The Sub-Grantee agrees to accept these requirements.

4. Non-Supplanting Agreement: The Sub-Grantee and the Equipment Recipient or Sub-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 Sub-Grantee may resume charging for the grant position.

5. Project Implementation: The Sub-Grantee and the Equipment Recipient or Sub-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.

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CFDA TITLE: Homeland Security Grant Program
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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

8. Bidding Requirements: The Sub-Grantee and the Equipment Recipient or Sub-Recipient must comply with proper competitive bidding procedures as required by 2 CFR 200 Subpart D (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 Sub-Grantee 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 fifteen (15) 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 Sub-Grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to 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 Sub-Grantee must be such that the Sub-Grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

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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CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067.

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 Sub-Grantee and the Equipment Recipient or Sub-Recipient must adequately safeguard all such property and must assure that it is used solely for authorized purposes. The Sub-Grantee and the Equipment Recipient or Sub-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 Sub-Grantee or the Equipment Recipient or Sub-Recipient.

b. The federal procedures for managing equipment will be the responsibility of the Sub-Grantee. 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 Sub-Grantee 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 Sub-Grantee and the Equipment Recipient or Sub-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 Sub-Grantee or the Equipment Recipient or Sub-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.

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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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.

17. Americans with Disabilities Act of 1990 (ADA): The Sub-Grantee and the Equipment Recipient or Sub-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: Sub-Grantees 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 Sub-Grantee and the Equipment Recipient or Sub-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 Sub-Grantee 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 Sub-Grantee also agrees that one copy of any such publication will be submitted to ALEA to be placed on file and distributed as appropriate to other potential interested parties. ALEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the Sub-Grantee.

24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.

25. Fiscal Regulations: The fiscal administration of 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 Sub-Grantee and the Equipment Recipient or Sub-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.

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CFDA TITLE: Homeland Security Grant Program
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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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.

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 Sub-Grantee 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 FY16 Homeland Security Grant Program funding. The jurisdictions and agencies that have complied with NIMS requirements by the annual deadline are also eligible to receive FY16 Homeland Security Grant Program funding.

a. The Sub-Grantee of FY16 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 Sub-Grantee 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 or Sub-Recipient agrees to remain a party to the AMAS program.

31. Budget Detail Worksheet (BDW):

a. The Sub-Grantee will submit a BDW to the Alabama Law Enforcement Agency (ALEA). The Sub-Grantee 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 Sub-Grantee 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 $1,000.00 or more, submission of project revision and BDW is required to be submitted to ALEA for written approval. 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 Sub-Grantee 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 Sub-Grantees are to:

- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
- Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework.
- Promote sub-State regional coordination of mutual aid with neighboring localities.
- Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events.
- Validate the Sub-Grantee's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
- Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
- Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard.
- Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible.
- Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained.
- Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments.

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COOPERATIVE 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: Sub-Grantees must read and comply with the funding restrictions provided in FY16 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 Sub-Grantee. 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 Sub-Grantee must provide to the SAA (ALEA) appropriate documentation required by HSGP guidance (for forwarding to FEMA) prior to any draw down of funds. Sub-Grantees 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. Reporting Requirement: The Sub-Grantee agrees to submit Quarterly Reporting to ALEA, fifth teen (15) days after the end of each quarter. The Sub-Grantee agrees to submit a Final Report thirty days (30) after the grant end date.

Initial Here DC 18

CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067.

37. Civil Rights Act of 1964-Title VI: All Sub-Grantees and Sub-Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Regulations for implementation of the act can be found at 6 C.F.R., Part 21 and 44 C.F.R. Part 7.

Initial Here DC

CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067.

CERTIFICATION BY THE SUB-GRANTEE

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 Sub-Grantee 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 Sub-Grantee; and that the receipt of these funds will not supplant state or local funds.

Name: Derrick Cunningham

Title: Sheriff

Agency Address: 115 S. Perry St. Mtgy AL 36104

Phone Number: 334.832.1644

Fax Number: 334.832.7113

Mobile Number: 334.850.1329

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

Signature: [signature] Date: 3.6.17

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 Sub-Grantee; 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. Mtgy 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: Stan Stabler

Title: Secretary, Alabama Law Enforcement Agency

Signature: Stan Stabler Date: 2/28/17

Initial Here DC

1.10

CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067.

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 (ALEA) determines to award the covered transaction, grant or cooperative agreement.

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

   A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

   B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

   C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

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

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

   A. The applicant certifies that it and its principals:

      (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

      (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

      (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and

      (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

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

Initial Here DC 1.11

CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067.

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.

Initial Here DC 1-12

CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067.

ACCEPTANCE OF AUDIT REQUIREMENTS

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

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

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

1. *Audit Period:	Beginning		Ending	

2. Audit will be submitted to ALEA Accounting Office by:	
	(Date)

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

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire 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: Elton N Dean, Sr. Title: Chairman

Signature:

Initial Here DC 1-13

AGENDA

APR - 3 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager mrs

DATE: March 8, 2017

RE: Contract No. 52110-16B-007
Polo Shirts MCSO

I request that the attached Amendment No. 1 to Ad-Wear & Specialty of Texas, Inc. contract for polo shirts for Montgomery County Sheriff's Office be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning April 4, 2017 and ending on April 3, 2018.

Ad-Wear & Specialty of Texas, Inc. would like to increase prices by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contact extension has been coordinated with Derrick Cunningham, Sheriff.

Attachment

2-1

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

Amendment
To
Contract # 52110-16B-007

Amendment No. 1

Contract for polo shirts for Montgomery County Sherriff's Office, is hereby extended for (1) year beginning April 4, 2017 and ending April 3, 2018.

Prices will increase 5%, in accordance with the contract.

All other provisions of the contract will remain the same.

WITNESS: AD-WEAR & SPECIALTY OF TEXAS, INC.

________________________ BY: ________________________________

TITLE: ________________________________

WITNESS: MONTGOMERY COUNTY COMMISSION

________________________ BY: ________________________________

TITLE: ________________________________

2.2

AGENDA

APR - 3 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager MRS

DATE: March 15, 2017

RE: Contract No. 51965-16B-019
Security Cameras

I request that the attached Amendment No. 1 to Graybar contract for security cameras be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning May 9, 2017 and ending on May 8, 2018.

Graybar would like to increase pricing by 2.93260754% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contact extension has been coordinated with Lou Ialacci, Director of Information Systems.

Attachment

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

Amendment
To
Contract # 51965-16B-019

Amendment No. 1

Contract with Graybar for security cameras is hereby extended for one (1) year, beginning May 9, 2017 and ending May 8, 2018.

Prices will increase by 2.93260754%, in accordance with the contract.

All other provisions of the contract remain the same.

WITNESS: GRAYBAR

______________________ BY: ______________________

TITLE: ______________________

WITNESS: MONTGOMERY COUNTY COMMISSION

______________________ BY: ______________________

TITLE: ______________________

3-2

Elton N. Dean, Sr.
Chairman
Ronda M. Walker
Vice Chairman

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton

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
APR - 3 2017

March 30, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims DLM
County Administrator

SUBJECT: Recognize and Deny Claim regarding Keymond Jenkins and Rodkey Hill

The Montgomery County Commission, at its meeting on March 20, 2017, agreed to place on the next agenda consideration to recognize and deny a Claim filed by Keymond Jenkins (minor) and Rodkey Hill (minor).

I am requesting that the Commission approve this item.

DLM/tn

Attachments

Haskell | Slaughter
attorneys at law

Haskell Slaughter & Gallion, LLC
8 Commerce Street
Suite 1200
Montgomery, Alabama 36104
t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

March 13, 2017

TTG

To: Donnie Mims

From: Thomas T. Gallion, III

Re: Notice of Claim regarding Keymond Jenkins (minor) and Rodkey Hill (minor)

I am in receipt of your July 16, 2016, memo regarding a notice of claim filed by Attorney Christopher Keith on behalf of Keymond Jenkins (minor) and Rodkey Hill (minor). I have reviewed the March 8, 2017, Notice of Claim letter from Christopher Keith to MCC and the attachments. Based on the information that I reviewed, it is my legal opinion that this is not the responsibility of Montgomery County. This is a claim that should be filed against The Montgomery County School Board.

It is my recommendation that this claim be recognized and denied at the next commission meeting.

50051-317

Elton N. Dean, Sr.
Chairman
Ronda M. Walker
Vice Chairman

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton

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

July 12, 2016

MEMORANDUM

TO: Thomas T. Gallion, III
County Attorney

FROM: Donald L. Mims DLM
County Administrator

RE: Notice of Claim regarding Keymond Jenkins (minor) & Rodkey Hill (minor)

Attached is a letter from Attorney Christopher A. Keith regarding a Notice of Claim concerning Keymond Jenkins (minor) & Rodkey Hill (minor).

Please review and advise by Noon, Wednesday, March 15, 2017, as to what action the County needs to take regarding this matter.

As always, thank you for your assistance.

/tn

Attachment

4-3

WETTERMARK
KEITH
PERSONAL INJURY LAWYERS
Because Your Case Matters

3595 Grandview Parkway
Suite 350
Birmingham, AL 35243
ph 205-933-9500
tf 800-309-0500
fx 205-977-3431
WKFirm.com

March 8, 2017

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

Re: Notice of Claim
Our Client: Keymond Jenkins (minor) & Rodkey Hill (minor)
Your Insured: Montgomery Board of Education
Date of Incident: 11/14/2016

To whom it may concern:

I am writing to notify you that our law firm represents Keymond Jenkins and Rodkey Hill for personal injuries sustained as a result of an incident that occurred on November 11, 2016. As a result of this incident, we will be pursuing a claim against you, your company, and/or your insurance company on our client's behalf. If you have liability insurance under any insurance policies, I would recommend that you immediately notify your insurance company of this letter. I would also recommend that you demand they contact my office within the next seven days. I have enclosed an Affidavit of Claim, as well as a copy of the police report. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Christopher A. Keith

CAK/bc

4-4

STATE OF ALABAMA)
COUNTY OF Montgomery)

AFFIDAVIT OF CLAIM

MY NAME: Reymond Jenkins PHONE: 334) 544-6526

ADDRESS: 5302 Rolind Dr. Montgomery AL 36108
CITY STATE ZIP

SOCIAL SECURITY NUMBER: 424-7759

PLACE OF EMPLOYMENT: N/A

DATE OF BIRTH: 8-7-99 SEX: M MARITAL STATUS: S

DATE AND TIME OF INCIDENT: 11-14-16

LOCATION OF INCIDENT (BE SPECIFIC): west fairview Ave

NAME OF CITY EMPLOYEE INVOLVED:

NAME OF CITY DEPARTMENT INVOVLED:

I. FULL DETAILS OF INCIDENT: The School bus was coming out the school and hit a Truck

II. FULL DETAILS OF INJURY OR DAMAGE: Chest contusion, lower back

III. NAMES, ADDRESSES AND PHONE NUMBERS OF ALL WITNESSES:

WAS THIS INCIDENT REPORTED TO POLICE: yes REPORT NO. 6733633

IV. LIST ALL DOCTORS AND HOSPITALS INVOLVED IN TREATMENT, IF ANY: Dr Pessot

4-5

Baptist South Kings Chiropractor

V. IF ANY MEDICAL TREATMENT, HAVE YOU EXECUTED MEDICAL INFORMATION RELEASE:

____

VI. STATE THE AMOUNT OF THIS CLAIM: $ __________

I HEREBY CERTIFY THE ABOVE AND ANY ATTACHMENTS HERETO ARE TRUE, CORRECT AND COMPLETE.

Keymond Jenkins
Affiant/Claimant (Full name)

Parent Rodney Hill

SWORN TO AND SUBSCRIBED BEFORE ME
THIS 3 DAY OF Feb, ~~2015~~ 2017

[signature]
NOTARY PUBLIC

My Commission Expires: Feb. 22, 2017

STATE OF ALABAMA)
COUNTY OF Montgomery)

AFFIDAVIT OF CLAIM

MY NAME: Rodkey Hill PHONE: (334)544-6526

ADDRESS: 5302 Rolind Drive Montgomery, AL 36119
CITY STATE ZIP

SOCIAL SECURITY NUMBER: 421-53-1314

PLACE OF EMPLOYMENT: N/A

DATE OF BIRTH: 10-6-01 SEX: M MARITAL STATUS: S

DATE AND TIME OF INCIDENT: 11-14-16

LOCATION OF INCIDENT (BE SPECIFIC): West Fairview Ave

NAME OF CITY EMPLOYEE INVOLVED:

NAME OF CITY DEPARTMENT INVOVLED:

I. FULL DETAILS OF INCIDENT: The Bus was Coming out of the School and hit a Truck

II. FULL DETAILS OF INJURY OR DAMAGE: Left Shoulder Sprain

III. NAMES, ADDRESSES AND PHONE NUMBERS OF ALL WITNESSES:

WAS THIS INCIDENT REPORTED TO POLICE: Yes REPORT NO.: 16733633

IV. LIST ALL DOCTORS AND HOSPITALS INVOLVED IN TREATMENT, IF ANY:

4.7

Baptist South, Dr. Pessoa, King chiropractor,
High Tech Imaging center

V. IF ANY MEDICAL TREATMENT, HAVE YOU EXECUTED MEDICAL INFORMATION RELEASE:

____

VI. STATE THE AMOUNT OF THIS CLAIM: $ __________

I HEREBY CERTIFY THE ABOVE AND ANY ATTACHMENTS HERETO ARE TRUE, CORRECT AND COMPLETE.

Rodkey Hill

Affiant/Claimant (Full name)

parent Rodkey Hill

SWORN TO AND SUBSCRIBED BEFORE ME
THIS 3 DAY OF Feb , ~~2015~~ 2017

J. Oxley-Mitchell

NOTARY PUBLIC

My Commission Expires: Feb. 22, 2017

4-8

AGENDA

APR - 3 2017

March 16, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Allocation of Space

The Purchasing Department is currently housed in a multi-purpose space on the first floor of Annex III and desires to relocate to the space originally designed for Purchasing on the mezzanine level of Annex III. The multi-purpose room does provide adequate space to meet with vendors and county employees, store records, and receive packages and documents associated with the purchasing process.

Purchasing moved out of the space pending resolution of air quality issues. Upon resolution of those issues, the space was temporarily allocated to the District Attorney's Office for the Helping Montgomery Families Initiative (HMFI) by the Commission at its meeting on October 21, 2013.

The District Attorney has agreed for HMFI to join Pre-Trial Diversion on the third floor of Annex II, dedicating the entire third floor to the DA.

The space to be occupied by HMFI (Offices 327, 328 and 329) currently houses the Montgomery Area Mental Health Authority's Crisis Evaluation and Support Team (Mental Health), which works very closely with the Probate Court. Mental Health has agreed to relocate to Suite 223 on the second floor of Annex II.

The space to be occupied by Mental Health currently houses the Montgomery County Veterans Service Office of the Alabama Department of Veterans Affairs (VA). The VA has agreed to move across the hall to Suite 220 on the second floor of Annex II.

I request that approval of the reallocation of the HMFI space in Annex III to the Montgomery County Commission, Purchasing Department; the allocation of Offices 327, 328 and 329 to the District Attorney for HMFI; the Mental Health Authority move to Suite 223 in Annex II; and the Veterans Affairs move to Suite 220 in Annex II be placed on the next agenda.

Elton N. Dean, Sr.
Chairman
Ronda M. Walker
Vice Chairman

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton

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AGENDA
APR - 3 2017

April 3, 2017

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-2017-54: Homeview Holistic Community Family Health Center, for Summer Enrichment Program - $2,100; (Dean-$700, Harris-$700 and Sankey-$700)

C-2017-55: Common Ground Montgomery, for Mercy House - $500; (Sankey)

C-2017-56: Alabama Cattlemen's Association, for "Little Boots" Rodeo - $500; (Singleton)

C-2017-57: Beauty by Fire Ministry, to Serve the Needs of Widows - $5,000; (Walker)

NC-2017-75: City of Montgomery, to be used by BONDS to North Montgomery Neighborhood Alliance, with Funding to Promote Community Enhancement - $1,000; (Sankey)

NC-2017-76: City of Montgomery, to be used by BONDS to Gibson Hills Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - $1,000; (Singleton)

NC-2017-77: City of Montgomery, to be used by BONDS to Support the Brighton Area Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - $1,000; (Harris)

From fund code 001-59320-494 (Commissioner's Education Miscellaneous Appropriations) to:

BOE-2017-14: BOE, Carver Senior High School, for Choir Trip to Washington, D.C. - $1,000; (Dean)

DLM/tll

AGENDA

APR - 3 2017

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 35

DEPARTMENT: County Commission Appropriations

REQUESTED BY: Donald L. Mims — 3/20/17
Elected Official/Dept. Head — Date

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas — 3/20/17
Finance Director — Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☑

COUNTY COMMISSION APPROVAL:

Administrator — Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Alabama State University	001-58100.498		10,000	10,000
Donation Revenue	001-40000.47701	(303,564)	(10,000)	(313,564)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	TOTAL	($ 303,564)	$ 0	($ 303,564)

JUSTIFICATION: To budget for an appropriation to Alabama State University for the Skycap Annual Kids/Youth College Adventure program.

Revised 12/14/2016

7-1

AGENDA

APR - 3 2017

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 36

DEPARTMENT: County Commission Appropriations **REQUESTED BY:** Donald L. Mims 3/20/17
Elected Official/Dept. Head Date

FINANCE REVIEW: **REVIEWED BY:** Sherrill Thomas 3/20/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐ Agenda ☑

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Southeastern Livestock Rodeo	001-57903.498	0	10,000	10,000
Donation Revenue	001-40000.47701	(313,564)	(10,000)	(323,564)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		($ 313,564)	$ 0	($ 313,564)

JUSTIFICATION: To budget for an appropriation to the Southeastern Livestock Exposition for the 2017 Rodeo and Livestock Week event.

Revised 12/14/2016

8-1

AGENDA

APR - 3 2017

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 37

DEPARTMENT: County Commission Appropriations **REQUESTED BY:** Donald L. Mims, Elected Official/Dept. Head — Date: 3/28/17

FINANCE REVIEW: **REVIEWED BY:** Sherrill Thomas, Finance Director — Date: 3/30/17

COMMISSION APPROVAL PROCESSING: Briefing Memo [ ] Agenda [✓]

COUNTY COMMISSION APPROVAL: ______ Administrator — Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Annex I Sheriff Dispatch Project				0
Furniture	116-52150.540	0	178,000	178,000
Fund Balance	116.35900		(178,000)	(178,000)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		$ 0	$ 0	$ 0

JUSTIFICATION: To budget the furniture allowance for the Annex I Sheriff Dispatch Project.

DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

March 16, 2017

MEMORANDUM

TO	:	Mr. Donnie Mims County Administrator
FROM	:	Sheriff Derrick Cunningham D.C Montgomery County Sheriff's Office
SUBJECT	:	Furniture for Annex I Renovations

As you may recall, I secured a grant for the new consoles in the renovated dispatch area. Additionally, tables and chairs are needed in the Patrol Assembly Room and cubicles are needed in the large open offices on the first floor. I am requesting that you approve a budget not to exceed $178,000 for furnishings for the Montgomery County Sheriff's Office renovations in Annex I.

If you have any questions, please do not hesitate to contact me or my assistant.

DC/crv

cc: Ms. Florence Cauthen
Deputy County Administrator

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219
OFFICE 334.832.4980
FAX 334.832.7113

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104
OFFICE 334.832.1386
FAX 334.265.0990

WWW.MONTGOMERYSHERIFF.COM

9.2

AGENDA

APR - 3 2017

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 1

DEPARTMENT: Tax & Audit

REQUESTED BY: Terri Henderson, Revenue Manager 03-14-17
Elected Official/Dept. Head Date

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas 3/15/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☑

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Refund Prior Year Revenue	001-51800-335	0	28,775	28,775
Contract Services	001-51800-304	200,000	(28,775)	171,225
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	TOTAL	$ 200,000	$ 0	$ 200,000

JUSTIFICATION: Transfer of $28,775 from Tax & Audit budgeted funds from 304 Contract Services account to fund Prior Year Refunds of general fund portion only of sales and use taxes due back to taxpayers.

Revised 12/14/2016

10-1

Interoffice Memo

To: County Commission
From: Lou Ialacci
Cc: Donnie Mims, Florence Cauthen
Date: March 13, 2017
RE: Rodney Smith Merit Evaluation

As part of Rodney's annual merit evaluation I am recommending two steps in addition to his one step merit increase. Rodney has done an outstanding job over the past ten years for the County. With my split duties between the County and the City Rodney has asserted himself as the leader for the department. He has made good decisions and taken positive actions to assist me and keep the department moving forward. His leadership role has helped facilitate the City/County shared arrangement which provides 70% funding for the cost of my position.

Examples of Rodney's significant accomplishments that support the increase are:

- Led the evaluation of the maintenance agreement renewal with Norment/Cornerstone resulting in the implementation of more current technology, better camera coverage and a cost savings of over $100,000.
- Started an initiative to upgrade the door locks system providing much greater control and flexibility to provide more responsive security to meet the County's needs. This will result in additional savings of approximately $80,000.
- Served as the project manager for the Business License and Sales Tax projects over the past two years. The projects had delays beyond his control, but came in on budget, and met the user specifications.
- Managed more than 12 different projects for the Sheriff's Office which all came in on budget and provided new services and improvements to existing systems.
- Managed the migration of the County's email system to Microsoft's new cloud services called Office 365. This was completed on time and without outside assistance.

With the technology atmosphere that we operate in today, Rodney's technical and managerial skills are very valuable and necessary to provide the services required by the County.

Savings from two vacant department positions will cover the $3,034 additional cost in the current budget. The cost to subsequent budgets will be approximately $5,844 per year.

Please place this request on the April 3, 2017 agenda. Thank you,

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: County Commission - Administration

DEPARTMENT HEAD: Donald L. Mims

SUPERVISOR: Donald L. Mims

POSITION INFORMATION:

Position Title: Manager of Public Affairs

Position Number: 230171001

Pay Grade: A09 Pay Range: $50,627-$75,642

Proposed Effective Date: July 17, 2017

Type of Hire: (☑) New (☐) Promotional

Type of Appointment: (☑) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Donald L. Mims Date 3/29/17
Department Head

PAYROLL/FINANCE REVIEW:
Requested position is vacant and budgeted.

Lisa Herring Date 3/29/17
Employee Benefit Manager

Sherrill R Thomas Date 3/30/17
Finance Director

ADMINISTRATIVE APPROVAL:

____________________ Date __________
County Administrator

Revised 12/14/2016

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George Speake

SUPERVISOR: George Speake

POSITION INFORMATION:

Position Title: Assistant County Engineer

Position Number: 600616002

Pay Grade: A14 Pay Range: 82,224 - 122,851

Proposed Effective Date: June 5, 2017

Type of Hire: (☑) New (☐) Promotional

Type of Appointment: (☑) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George Speake Date 03/21/2017

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 03/30/2017

Employee Benefit Manager

Sherrill R Thomas Date 03/30/2017

Finance Director

ADMINISTRATIVE APPROVAL:

_______________ Date _______________

County Administrator

Revised 12/14/2016

MONTGOMERY COUNTY COMMISSION EST. 1816

ENGINEERING DEPARTMENT

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
JAMES M. KELLEY, PE
ASSISTANT COUNTY ENGINEER
334.832.1310
FAX: 334.832.7190
WWW.MC-ALA.ORG

March 21, 2017

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer
3/21/2017

SUBJECT: Position Fill Request for Assistant County Engineer

It is respectfully requested that we be permitted to fill our Assistant County Engineer vacancy that will be created by the proposed April 1, 2017, retirement of the current employee in this position.

Forwarded herewith is the position fill request form pertaining to this vacancy. This position is funded in our current FY 2017 budget. Please let me know if you have any questions or if any additional information is needed. Thank you for your assistance with this matter.

GCS/gcs

Attachment

C: File

AGENDA

APR - 3 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Finance

DEPARTMENT HEAD: Sherrill Thomas

SUPERVISOR: Sherrill Thomas

POSITION INFORMATION:

Position Title: Deputy Finance Director

Position Number: 210123006

Pay Grade: A12 Pay Range: $69,237 - $103,445

Proposed Effective Date: July 17, 2017

Type of Hire: (☑) New (☐) Promotional

Type of Appointment: (☑) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Sherrill Thomas Date 03-30-2017

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 03-30-2017

Employee Benefit Manager

Sherrill Thomas Date 03-30-2017

Finance Director

ADMINISTRATIVE APPROVAL:

______________________ Date ________

County Administrator

Revised 12/14/2016

AGENDA

APR - 3 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Personnel

DEPARTMENT HEAD: Carmen Douglas

SUPERVISOR: Mark Willis

POSITION INFORMATION:

Position Title: Personnel Associate

Position Number: 700191001

Pay Grade: A07 Pay Range: 40,664 -60,755

Proposed Effective Date: May 1, 2017

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Carmen Douglas Date 03/28/2017

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 03/29/2017

Employee Benefit Manager

Sherrill R Thomas Date 03/29/2017

Finance Director

ADMINISTRATIVE APPROVAL:

_______________ Date _______________

County Administrator

Revised 12/14/2016

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AGENDA

APR - 3 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Commission Tax & Audit Department

DEPARTMENT HEAD: Terri Henderson, Revenue Manager

SUPERVISOR: Terri Henderson, Revenue Manager

POSITION INFORMATION:

Position Title: Revenue Examiner

Position Number: 810117004 (to replace Kenneth Holmes)

Pay Grade: A05 Pay Range: Step 01 $32,318 Annual

Proposed Effective Date: 04/13/2017

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Terri Henderson Date 03/28/2017

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 03/28/2017

Employee Benefit Manager

Sherrill R Thomas Date 03/29/2017

Finance Director

ADMINISTRATIVE APPROVAL:

____________________ Date __________

County Administrator

Revised 12/14/2016

16-1

Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA
APR - 3 2017

Date:	MARCH 28, 2017
To:	Donald L. Mims, Administrator
From:	JANET BUSKEY/REV. COMMISSIONER
Re:	Approval for the following travel:

Destination: MONTGOMERY, AL

Departure Date: MAY 17, 2017 Return Date: MAY 19, 2017

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: 2017 REAL & PERSONAL PROPERTY CALCULATIONS

Traveler (s) Name:
1. THOMAS BELL
2.
3.
4.
5.
6.

Check Mode of Transportation:

- County Vehicle ☐
- Private Vehicle ☑
- Commercial Air ☐
- Other (Specify) ☐

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

Department Name: REVENUE COMMISSION Fund Name: General

Additional Comments:

TOTAL EST. COST: 250.00

To: JANET BUSKEY/REV. COMMISSIONER

From: Donald L. Mims, Administrator

The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $250.00 and advance registration of $250.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-51500.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$4,400.00
Approved Requests:	$2,021.20
Budget Available:	$2,378.80
Current Requests:	$250.00
Budget Balance:	$2,128.80

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/29/2017

cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA
APR - 3 2017

Date: March 20, 2017
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Approval for the following travel:

Destination: Cullman, AL
Departure Date: April 12, 2017 Return Date: April 12, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Vanguard Advanced Knife Defense & Advanced Handgun Disarming Training

Traveler (s) Name:
1. Marcus Tolbert
2.
3.
4.
5.
6.

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

Total (est.) Cost: $225.00 Advance Registration Required: $190.00
Department Name: Sheriff MCDF Fund Name: General Fund
Additional Comments:

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $225.00 and advance registration of $190.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-52200.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,000.00
Approved Requests:	$14,366.07
Budget Available:	$633.93
Current Requests:	$225.00
Budget Balance:	$408.93

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/27/17
cc: Finance Director / Buyer

17.2

Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 18

AGENDA
APR - 3 2017

Date: March 27, 2017
To: Donald L. Mims, Administrator
From: Beverly Riddle Wise
Re: Approval for the following travel:

Destination: Orlando, Florida
Departure Date: April 17, 2017 Return Date: April 19, 2017
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend 2017 Juvenile Detention Alternative Initiative Inter-Site Conference

Traveler (s) Name: 1. Beverly Riddle Wise 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: Youth Facility Fund Name: 001-52603.265
Additional Comments: All cost of conference and travel will be provided by the Annie E. Casey Foundation
The request is for administrative leave only.

To: Beverly Riddle Wise
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 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:	001-52603.265	(ex: 000-00000-000)
Description:	Registration & Training	
Current Budget:	$13,000.00	
Approved Requests:	$5,214.99	
Budget Available:	$7,785.01	
Current Requests:	$0.00	
Budget Balance:	$7,785.01	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/29/2017
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 3

AGENDA
APR - 3 2017

Date: 3/23/2017

To: Donald L. Mims, Administrator

From: George Speake, County Engineer

Re: Approval for the following travel:

Destination: Homewood Suites, 1800 Interstate Park Drive, Montgomery, Al

Departure Date: May 16, 2017 Return Date: May 16, 2017

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend seminar on Basic Supervision

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

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

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

Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600.265

Additional Comments:

To: George Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $149.00 and advance registration of $149.00 is authorized.

To be completed by the Finance Department		
Fund Code:	111-53600.265	(ex: 000-00000-000)
Description:	Registration & Training	
Current Budget:	$10,000.00	
Approved Requests:	$1,685.00	
Budget Available:	$8,315.00	
Current Requests:	$149.00	
Budget Balance:	$8,166.00	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/27/2017

cc: Finance Director / Buyer

17.4

Montgomery County Commission
Travel / Training Request Approval
Request # 22

AGENDA
APR - 3 2017

Date: March 27, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Approval for the following travel:

Destination: Phoenix, AZ
Departure Date: May 23, 2017 Return Date: May 26, 2017
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the Summit on Government Performance & Innovation

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

Check Mode of Transportation: County Vehicle [ ] Private Vehicle [ ] Commercial Air [✓] Other (Specify) [ ]

Total (est.) Cost: $2,590.00 Advance Registration Required: $0.00
Department Name: Personnel Fund Name: Merit System
Additional Comments: $940.00 - hotel; $1100 - airfare; $500.00 - food; $50.00 - baggage

---

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $2,590.00 and advance registration of $0.00 is authorized.

Donald L. Mims, Administrator

To be completed by the Finance Department

Fund Code:	123-51961.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$25,000.00
Approved Requests:	$13,610.51
Budget Available:	$11,389.49
Current Requests:	$2,590.00
Budget Balance:	$8,799.49

Reviewed by: S. Thomas
Date: 3/27/2017
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 23

AGENDA
APR - 3 2017

Date: March 28, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: June 15, 2017 Return Date: June 15, 2017
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: Maxwell, AFB Job Fair

Traveler (s) Name: 1. Brittany Lopez 4.
2. 5.
3. 6.

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

Total (est.) Cost: $0.00 Advance Registration Required: $0.00
Department Name: Personnel Fund Name: Merit System
Additional Comments:

To: Carmen Douglas, Personnel Director
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $0.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	123-51961-190 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$2,000.00
Approved Requests:	$1,741.40
Budget Available:	$258.60
Current Requests:	$0.00
Budget Balance:	$258.60

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/29/2017
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 14

AGENDA
APR - 3 2017

Date: March 28, 2017
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Approval for the following travel:

Destination: 75 TechnaCenter Drive Montgomery, AL
Departure Date: May 4, 2017 Return Date: May 4, 2017
Conference Leave (Days / Hours): one day
Purpose of Travel: To attend Sexual Assault Investigations Class

Traveler (s) Name: 1. Jeffery Solomon 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: Community Corrections Fund Name: Community Corrections
Additional Comments:

To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $0.00 and advance registration of $0.00 is authorized.

Donald L. Mims, Administrator

To be completed by the Finance Department

Fund Code:	124-52960.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$9,000.00
Approved Requests:	$8,401.16
Budget Available:	$598.84
Current Requests:	$0.00
Budget Balance:	$598.84

Reviewed by: S. Thomas
Date: 3/29/2017
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 48

AGENDA
APR - 3 2017

Date: March 23, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Shelby County, Alabama
Departure Date: Friday, April 7, 2017 Return Date: Friday, April 7, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: attend ALEEA Explorer Board Meeting

Traveler (s) Name:
1. Cedric Leonard
2.
3.
4.
5.
6.

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

Total (est.) Cost: $50.00 Advance Registration Required: $0.00
Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499
Additional Comments: only expense will be for fuel

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $50.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	749-52110.499 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$361,500.00
Approved Requests:	$72,378.14
Budget Available:	$289,121.86
Current Requests:	$50.00
Budget Balance:	$289,071.86

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/27/2017
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 49

AGENDA
APR - 3 2017

Date: March 23, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Glynco, GA
Departure Date: Monday, August 7, 2017 Return Date: Friday, August 11, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: attend Basic Tactical Medical Instructor Training Program

Traveler (s) Name:
1. Joey Hunter
2. Abate Desta
3.
4.
5.
6.

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

Total (est.) Cost: $220.00 Advance Registration Required: $0.00
Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499
Additional Comments: only expense will be for fuel & meals during traveling days
registration, meals during program & lodging expenses are free

---

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $220.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	749-52110.499 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$361,500.00
Approved Requests:	$72,378.14
Budget Available:	$289,121.86
Current Requests:	$270.00
Budget Balance:	$288,851.86

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/27/2017
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 50

AGENDA
APR - 3 2017

Date: March 27, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: Sunday, July 30, 2017 Return Date: Thursday, August 3, 2017
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend 2017 Summer Training Sheriffs Association Conference

Traveler (s) Name:
1. Derrick Cunningham
2. Kevin J. Murphy
3. Gayle Atchison
4. Scott Cone
5. Lisa Crenshaw
6.

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

Total (est.) Cost: $6,600.00 Advance Registration Required: $1,700.00
Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499
Additional Comments:

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $6,600.00 and advance registration of $1,700.00 is authorized.

To be completed by the Finance Department	
Fund Code:	749-52110.499 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$361,500.00
Approved Requests:	$72,378.14
Budget Available:	$289,121.86
Current Requests:	$6,870.00
Budget Balance:	$282,251.86

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/27/2017
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA
APR - 3 2017

Date: 3/16/17
To: Donald L. Mims, Administrator
From: William D. Flowers III
Re: Approval for the following travel:

Destination: Tuscaloosa, AL.
Departure Date: April 27, 2017 Return Date: April 28, 2017
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Probate Judges Training Conference

Traveler (s) Name: 1. William D. Flowers III 4.
2. 5.
3. 6.

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

Total (est.) Cost: $665.00 Advance Registration Required: $275.00
Department Name: Probate Fund Name: 783-51350-265
Additional Comments: Check to be returned to Jonique in accounting

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To: William D. Flowers III
From: Donald L. Mims, Administrator
The above request is app. 4/3/17 reimbursement of actual and necessary expenses in the approximate amount of $665.00 and advance registration of $275.00 is authorized.

To be completed by the Finance Department		
Fund Code:	783-51350.265	(ex: 000-00000-000)
Description:	Registration & Training	
Current Budget:	$3,000.00	
Approved Requests:	$1,592.40	
Budget Available:	$1,407.60	
Current Requests:	$665.00	
Budget Balance:	$742.60	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/27/17
cc: Finance Director / Buyer

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