

MINUTES

Montevallo City Council Work Session

November 27, 2023

5:30 p.m. at City Hall

Present: Mayor Rusty Nix, Council Member David King, Council Member Kenneth Dukes, Council Member Sonya Swords, Council Member Martha Eisenberg; Absent: Council Member Lelia Mitchell. Quorum present.

Work Session called to order at 5:30 p.m. by Mayor Nix.

Discussion of New Business Items:

- **Discussion of Request for Approval of ABC License 20231120095236308:** for Stones Throw, LLC, DBA Indigo's Café
- **Discussion of Ordinance 11272023-333** An Ordinance to amend Section 4-180 (Permit Parking Zones) of the City of Montevallo, to add Zones G thru I, Permitted Parking with University of Montevallo Faculty Staff Permit Monday thru Friday between the Hours of 7:00 AM and 5:00 PM. (UM Police Department Enforcement)
- **Discussion of Recommendation to Extend, RESOLUTION 06122023-444,** A Moratorium on Certain New Business Licenses for a period of 60 Days to expire on February 12, 2024.

Discussion of Board Appointments: Frank Barrientes to Parnell Library Board

Mayor Nix called for Committee Reports:

Public Health & Safety: (Police, Fire, Code Enforcement, Housing Abatement and Planning & Zoning) Mayor Nix called on Council Member King for Public Health & Safety. Council Member King called on Chief Littleton for the Police Department report. Chief Littleton reported there were 45 cases in November and 939 Total Cases year to date. Chief Littleton reminded everyone the Christmas Parade starts at 6 p.m. this Thursday. See Appendix 1.

Council Member King called on Chief Davis for the Fire and EMS Department Report. Chief Davis Reported 51 Calls for the first half of November. Council Member King asked about Fire Truck on order and Chief Davis advised still look at January 2024 delivery. No written report submitted.

Sustainability: (Streets & Sanitation, Recycling, Arbor & Beautification, ValloCycle, Environmental Preservation Initiatives, and Historical Commission) Mayor Nix called on Council Member Dukes for the Sustainability Report. Council Member Dukes called on Kirk Hamby, Head of Public Works. Kirk reported Main Street Christmas Decoration are going up and will be completed by Wednesday morning. Streets Valley and Bloch will be closed Thursday beginning at 5 p.m. for the Christmas Parade. Council Member Eisenberg questioned if Alabama Power was contacted about lighting at Scott Village Apartments. Advised Alabama Power doesn't service that light. Steve Gilbert is to contact the Montevallo Housing Authority to inform them about it.

Recreation, Preservation and Community Development (Parks & Recreation, Youth Athletics, Trails, Annexations) Mayor Nix called on Council Member Eisenberg for the Recreation, Preservation and Community Development Reports. Council Member Eisenberg called on Shane Baugh, Head of Parks and Recreation. Shane reported Basketball season is underway and will have games until March; Pickleball Courts are ready for use at Stephens Park.

Education, Arts & Outreach (Schools, Library, UM, Boys & Girls Club, American Village, Sister City Commission, Artwalk, IMPACT) Mayor Nix reported Council Member Mitchell was unable to attend the Council Meeting.

Mayor Nix called on Marissa Wilson, Director of the Parnell Memorial Library. Marissa reported the lights in the parking lot have been repaired; Pajamas for Christmas Program is underway; Library is participating in the MES Christmas Bizarre. See Appendix 2.

Mayor Nix advised Sarah Hogan, Program Director of Impact Montevallo was unable to attend the meeting and no written report was submitted. MJCC had no representative present, and no written report was submitted.

Finance, Economic Development & Tourism (Finance, MDCD, IDB, Chamber, Main Street) Mayor Nix called on Council Member Swords for the Finance, Economic Development & Tourism Reports.

Council Member Swords called on Adele Nelson, Executive Director Montevallo Chamber of Commerce. Adele reported Jack's in now open and Ribbon cutting was held on Wednesday, November 22; December Chamber Chatter was delivered on Friday, November 24; Montevallo Christmas Parade will be held this Thursday; Chamber Open House will be held Thursday, December 14. See Appendix 3.

Council Member Swords advised Courtney Bennett, Montevallo Main Street was unable to attend but did submit a written report. Council Member Swords read the report. See Appendix 4.

Council Member Swords advised Finance Committee Meeting would be held this Wednesday at 5:30 p.m.

Montevallo City Council Meeting

November 27, 2023

6:00 p.m. at City Hall

Present: Mayor Rusty Nix, Council Member David King, Council Member Kenneth Dukes, Council Member Sonya Swords, Council Member Martha Eisenberg; Absent: Council Member Lelia Mitchell. Quorum present.

Pledge of Allegiance

Council Meeting called to order at 6 p.m. by Mayor Rusty Nix.

Mayor Nix called for Approval and or corrections of the Minutes 11.13.23 – Motion by Council Member King, seconded by Council Member Eisenberg; Abstain by Council Member Swords and Council Member Eisenberg; All Ayes, Motion passed.

Recognitions / Awards: Recognition Honoring Callie and Earnest Worthey read by Mayor Nix. See Appendix 5.

Opportunities for Citizens to speak to the Council: C. P. Pierson 1121 Oak St. asked Council to included MLK Parade Permit under Other Business for March being held on January 15, 2024.

Consent to Pay the Bills

Mayor Nix asked for a Motion to Pay the Bills. Council Member King made a motion to pay the bills, seconded by Council Member Dukes, All Ayes. Motion passed.

New Business:

- **Request for Approval** of ABC License 20231120095236308: for Stones Throw, LLC, DBA Indigo's Café Located at 629 Main Street, Montevallo, AL for Restaurant Retail Liquor Sales. Motion made by Council Member King, seconded by Council Member Dukes, All Ayes, Motion Passed. See Appendix 6.
- **Ordinance 11272023-333** An Ordinance to amend Section 4-180 (Permit Parking Zones) of the City of Montevallo, to add Zones G thru I, Permitted Parking with University of Montevallo Faculty /Staff Permit

Monday thru Friday between the Hours of 7:00 AM and 5:00 PM. (UM Police Department Enforcement)
Appendix A – First Reading No Vote. See Appendix 7.

- **Recommendation to Extend**, RESOLUTION 06122023-444, A Moratorium on Certain New Business Licenses for a period of 60 Days to expire on February 12, 2024. Motion to extend Moratorium made by Council Member Swords, Seconded by Council Member Dukes, Council Member King commented against the extension; Ayes 3; 1 Nay; 1 Abstain. Motion Passed.

Old Business: None

Board Appointments: Frank Barrientes to Parnell Library Board Term to expire 11.27.2027- Motion to approve made by Council Member King, seconded by Council Member Dukes, All Ayes. See Appendix 8.

Other Business: Request for permit for MLK Parade on January 15, 2024; Motion to approve made by Council Member King, seconded by Council Member Dukes, All Ayes, Motion Passed.

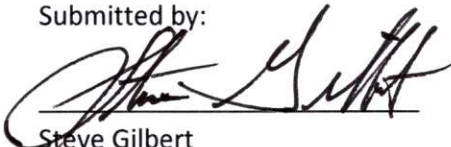
Citizen Participation: CP Pierson 1131 Oak Street Invited Mayor, Council and everyone to attend the MLK Parade/ March on January 15, 2024.

Speeding in Arden Subdivision complaints. Noted by Council Member Eisenberg. Chief Littleton will increase patrols.

Comment by Council Member Dukes to please be vigilant and safe at Christmas Parade and watch for children.

There being no further business before the Council, **Mayor Nix called for a Motion to Adjourn**. Motion to adjourn made by Council Member King, Seconded by Council Member Dukes, All Ayes. Meeting Adjourned at 6:12 p.m.

Submitted by:



Steve Gilbert
City Clerk / Treasurer

APPENDIX 1

	January-23	February-23	March-23	April-23	May-23	June-23	July-23	August-23	September-23	October-23	November-23	December-23	Total
Total Reports	93	103	93	100	107	59	87	98	79	75	45		939
Criminal Cases	61	68	65	55	71	46	62	65	50	59	28		630
Non-Criminal	32	35	28	45	31	13	25	33	29	16	17		304
Traffic Accidents	12	18	12	15	15	10	8	13	15	15	7		140
Traffic Citations	116	100	88	86	135	48	114	98	83	62	35		965
DUI Arrests	8	11	3	7	7	5	11	4	4	7	3		70
Public Intox Arr	1	0	2	0	0	2	0	3	2	2	0		12
Alias Arrests	11	12	11	7	11	6	8	8	3	8	3		88
Juvenile Arrests	3	3	1	0	0	0	0	1	2	0	0		10
Misd Arrests	7	3	4	4	7	1	5	12	11	6	2		62
Felony Arrests	1	3	3	2	4	0	2	1	2	1	1		20
Total Arrest	31	32	26	20	29	14	31	29	24	24	9	0	269
Auto Thefts	0	0	0	0	0	1	0	0	1	0	0		2
Burglaries	0	0	2	3	1	1	0	0	4	2	0		13
Auto Recoveries	0	0	1	0	0	1	0	0	1	0	0		3
Auto Burglaries	2	0	0	1	1	1	1	0	2	0	1		9
Criminal Mischief	1	1	0	0	0	0	1	2	1	2	1		9
DV. Related	2	7	5	5	8	4	5	7	5	5	2		55
Assaults	1	1	2	2	5	1	2	0	2	1	1		18
Fraud/Forgery	3	2	2	1	3	0	0	1	1	2	0		15
Harass / Reck	6	4	4	4	5	1	0	4	8	1	1		38
Misc. Offenses	29	32	30	27	29	9	23	25	17	27	15		263
Robberies	2	0	0	0	0	0	0	0	0	0	0		2
Sex Crimes/Other	0	2	1	3	0	2	0	0	1	0	0		9
Thefts / Attempts	3	3	7	7	3	7	3	4	9	2	4		52
Suicide / Attempts	0	0	0	0	0	0	0	0	0	0	0		0
Deaths	2	0	1	2	0	0	1	1	2	0	1		10

PARNELL MEMORIAL LIBRARY

NOVEMBER 27, 2023

- November has been going great. It is always a hit or miss with the holidays.
- So far, we have most of our plumbing issues situated.
- Thank you to the street department, we have our streetlights back up and running as well as the lamp posts!
- Tomorrow we have mini music at 10, and Pokémon Club at 3:30.
- Storytime will be at 9:15 on Wednesday.
- Thursday, we will close at 4, for the Christmas parade. We will be in the parade dressed as characters and passing out hundreds of free books, sponsored by APT. After we will be set up at the Montevallo Elementary school Christmas Bizarre.
- Friday, we are starting a new preschool program, tiny tumbling. It will be every Friday morning, from 10-10:30.
- Saturday, we will have milk and cookies with Mrs. Claus at 10:00. Lucky's will be sponsoring this event.
- December the 5th, we will have family fun night, which will be holiday trivia at 6:00
- Drama club will meet December the 7th, at 3:30 for 7th-12th graders.
- We will also have a special holiday story time, on Friday December the 8th at 3:15.
- Our December Calendar is posted. and is COMPLETELY full.

Chamber / City Council Report

11/27/2023

- 1) The Chamber hosted the **Montevallo Jack's ribbon cutting** on Wed. Nov. 22
- 2) **Dec Chamber Chatter** was delivered Fri Nov 24
- 3) **2023 Montevallo Christmas Parade** will be Thursday Nov 30, 6pm
- 4) The Montevallo Chamber will be co-hosting the **2023 Diamond Awards** on Thurs. Dec. 7, Grande Hall, Columbiana RSVP by 12/5
- 5) Montevallo Chamber will be hosting the **Chamber Holiday CoffeeNET** on Tues. Dec. 12 8:30am - 9:30am at Indigo Cafe & Bar RSVP by 12/11
- 6) **Chamber Christmas Open House** Thurs. Dec 14 5-7pm Downtown / prize drawing Tavern 7:30pm
- 7) Reminder : Montevallo Chamber will not hold a **Chamber Luncheon** in December



Adele Nelson

Executive Director

Montevallo Chamber of Commerce

P.O. Box 270 Montevallo, AL 35115

205.665.1519 office

www.montevallocc.com



Report to City Council

November 27, 2023

Updates

- Thanks again to everyone who participated in Small Business Saturday and supported Montevillo's inaugural Merry Market! Please be sure to continue shopping Montevillo first as you prepare for the holidays.
- We would like to thank our Public Works Department for decorating downtown so beautifully for the holidays. A special thanks is also extended to Happy Smith of the Flower Shop for giving our street pole bows a fresh coat of paint to extend their life. We hope to purchase replacements in the near future.
- We look forward to announcing the winners of our 7th Annual Holiday Window Decorating Contest this Thursday. Main Street District merchants are invited to decorate their own windows, and student groups are invited to decorate empty storefronts. We currently have 13 student groups registered. Judging will take place this upcoming Wednesday, November 29, and winners will be announced at the Tree Lighting Ceremony at 5:30 PM this Thursday, November 30 on the Post Office lawn. We hope that everyone participates so that downtown continues to be magical for the holidays.
- You are cordially invited to join us at Main Street's 5th Annual Volunteer and Member Appreciation reception at Bradford Real Estate Group (804 Main Street) from 5-7 PM on Tuesday, December 12. Volunteer recognitions will be held at 6 PM, and donations will be accepted towards ornaments for the community tree. Refreshments will be served.
- Main Street is actively seeking new board and committee members. Anyone interested in learning more is invited to reach out to me to have a discussion.

Courtney Bennett, Executive Director



Recognition Honoring Callie and Earnest Worthey

WHEREAS, Callie and Earnest Worthey were married in 1971; and

WHEREAS, The Worthey's were one of the first foster parent's in the City of Montevallo; and

WHEREAS, They fostered 82 children over the course of 27 years; and

WHEREAS, The Worthey's adopted two children; and

WHEREAS, They continued to foster children until 1999; and

WHEREAS, They continue to stay in touch with several of the children and enjoy watching them flourish; and

WHEREAS, The Worthey's are still contributing to the youths by focusing on their grandchildren;

NOW, THEREFORE, I, Rusty Nix, Mayor of the City of Montevallo,

do hereby recognize and honor Callie and Earnest Worthey for their dedication to the youths in Jefferson and Shelby County's, and the City of Montevallo.

In witness whereof, I have hereunto set my hand and caused this seal to be affixed.

Mayor Rusty Nix





STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20231120095236308

Type License: 020 - RESTAURANT RETAIL LIQUOR **State:** \$300.00 **County:** \$600.00
Type License: **State:** **County:**
Trade Name: INDIGO CAFE AND BAR **Filing Fee:** \$50.00
Applicant: STONES THROW CAFE LLC **Transfer Fee:**
Location Address: 629 AND 639 MAIN ST MONTEVALLO, AL 35115
Mailing Address: 629 MAIN ST MONTEVALLO, AL 35115
County: SHELBY **Tobacco sales:** NO **Tobacco Vending Machines:**
Product Type: **Type Ownership:** LLC
Book, Page, or Document info: 001 095 089
Do you sell Draft Beer?:
Date Incorporated: 08/18/2023 **State incorporated:** AL **County Incorporated:** SHELBY
Date of Authority: 08/18/2023
Federal Tax ID: 932967515 **Alabama State Sales Tax ID:** R011950432

Name:	Title:	Date and Place of Birth:	Residence Address:
INDIGO S AULBACH 7547520 - AL	OWNER	04/28/1957 LOS ANGELES CA	1218 OAK STREET MONTEVALLO, AL 35115
JANICE FAYE SEAMAN 3318517 - AL	OWNER	05/30/1955 BIRMINGHAM ALABAMA	540 SHELBY ST MONTEVALLO, AL 35115

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES
 Does ABC have any actions pending against the current licensee? NO
 Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO
 Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO
 Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES
 Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of a corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO
 Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO
 Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: JANICE SEAMAN **Home Phone:** 205-567-9659
Business Phone: 205-476-8456 **Cell Phone:** 205-567-9659
Fax: **E-mail:** JANICEFAYESEAMAN@GMAIL.COM

PREVIOUS LICENSE INFORMATION: **Previous License Number(s)**
Trade Name: **License 1:**
Applicant: **License 2:**



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
 ALCOHOL LICENSE APPLICATION



Confirmation Number: 20231120095236308

If applicant is leasing the property, is a copy of the lease agreement attached? **YES**
 Name of Property owner/lessor and phone number: **TRIPLE PLAY LLC 205-222-2921**
 What is lessors primary business? **PHARMACIST**
 Is lessor involved in any way with the alcoholic beverage business? **NO**
 Is there any further interest, or connection with, the licensee's business by the lessor? **NO**

Does the premise have a fully equipped kitchen? **YES**
 Is the business used to habitually and principally provide food to the public? **YES**
 Does the establishment have restroom facilities? **YES**
 Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? **YES**

Will the business be operated primarily as a package store? **NO**
 Building Dimensions Square Footage: **4140** Display Square Footage:
 Building seating capacity: **91** Does Licensed premises include a patio area? **NO**
 License Structure: **SINGLE STRUCTURE** License covers: **ENTIRE STRUCTURE**
 Number of licenses in the vicinity: **0** Nearest: **0**
 Nearest school: Nearest church: Nearest residence: **0 miles**
 Location is within: **CITY LIMITS** Police protection: **CITY**

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)?

Name:	Violation & Date:	Arresting Agency:	Disposition:
JANICE FAYE SEAMAN	DUI 10/22/2021	GULF SHORES POLICE DEPARTMENT	ALL DUI CHARGES DROPPED



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20231120095236308

Initial each

Signature page

JS

In reference to law violations, I attest to the truthfulness of the responses given within the application.

JS

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

JS

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

X

In reference to Special Retail or Special Events retail license, Wine Festival and Wine Festival Participant Licenses, and Food or Beverage Truck Licenses, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

X

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

X

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

JS

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

JS

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

JS

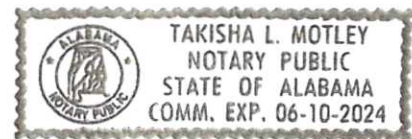
I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print): *Janice Seaman*

Signature of Applicant: *Janice Seaman*

Notary Name (print): *Takisha L. Motley*

Notary Signature: *Takisha L. Motley*



Commission expires: *6/10/2024*

Application Taken: App. Inv. Completed:

Submitted to Local Government:

Forwarded to District Office:

Received from Local Government:

Received in District Office:

Reviewed by Supervisor:

Forwarded to Central Office:

• **Sec. 4-180. - [Permit parking zones.] Amendments In Yellow**

The following areas of the city are hereby designated as permit parking zones, within which it shall be unlawful for any motor vehicle to be parked on a public right-of-way or street unless such vehicle shall properly display a valid parking permit. Permits may be procured from the city clerk only by residents of the designated permit parking zone for an annual fee of \$20.00. Permits will be issued for specific zones only and parking will be authorized only within that designated zone. Permit holders parking outside of their designated zone will be in violation of city code and will be subject to applicable fines and other remedies. Residents shall display parking permit decals in plain sight on the lower, rear, driver-side window.

Parking zones shall be established as follows:

Zone A. Highland Street—Commencing at the intersection of Highland and Bloch, terminating at the intersection of Highland and Moody Streets.

Zone B. Middle Street—Commencing at the intersection of Middle and Valley, terminating at the midpoint on Middle, between Valley and Oak Streets.

Zone C. Nabors street—Commencing at the intersection of Nabors and Plowman, terminating at the intersection of Nabors and Moody Streets.

Zone D. Oak Street, along the NW side thereof, beginning at the end of the yellow curb southwest of the intersection with Middle Street, and extending 20 feet southwest.

Zone E. Plowman Street—Commencing at the intersection of King and Plowman, terminating at the intersection of Oak and Plowman Streets.

Zone F. Valley Street—Commencing at the intersection of Vine and Valley, terminating at the intersection of Bloch and Valley Streets.

Zones G. University of Montevallo Administrative Properties along Oak Street, Commencing at Middle Street Intersection and terminating at the Intersection of Vine Street and Oak Street.

Zone H. University of Montevallo Administrative Property Global Outreach Building along Valley Street, commencing at the intersection of North Boundary Street and terminating at the neighboring adjacent residential property boundary along Valley Street.

Zone I. University of Montevallo Administrative Property Sharpe House along Bloch Street, commencing at the intersection of Oak Street and terminating at property boundary along Bloch Street.

APPENDIX 8

To: Marissa Wilson
Library Coordinator
Montevallo Public Library

Dear Mrs. Wilson

I am writing to you today to express my interest in joining the Montevallo Public Library Board.

I have lived in Montevallo for 14 years and am married to Ashley Tedeton Barrientes who has lived in Montevallo since the age of 3 years old (she is 42). I am concerned with civic responsibility and what that means to the children in Montevallo. I have volunteered for the past 15 years at the Wilton Bible Baptist church in varying capacities but foremost in the children's Wednesday night ministry from 2nd grade to high school.

My family and I are frequent supporters of the MPL and all the family activities that are planned. We have been to family game nights, activity and art nights and trivia nights. I believe that all these wonderful programs should continue for the betterment of the education of the children, youth, and other fellow citizens of Montevallo. The most important part of the MPL are the books that are available to the citizens of Montevallo. I bring my family on Tuesday and Thursday nights to read and fellowship with our local friends. I plan on volunteering my time starting this Fall to teach a boys class on fishing, paper airplanes, tying knots, planning camping trips and basic interests.

I have been background checked both at work and at church. I hold a security clearance in my current job with the Defense Dept.

In short I plan to be an active productive member if you would have me.

Best Regards

Frank Barrientes

BARRIENTES.FR
ANK.JOSEPH.13
84235138

Digitally signed by
BARRIENTES.FRANK.JOSEP
H.1384235138
Date: 2023.09.12 14:51:37
-05'00'

Frank Joseph Barrientes

5439 HWY 25 Montevallo AL
Cell (205) 598-4222
E-mail: PENG17@AOL.COM

EDUCATION

University of Alabama at Birmingham, Graduated May 2010

MBA / Concentration Business Administration, Business Management and Finance 3.33 GPA

University of Alabama at Birmingham, August 2000 to 2007

Microbiology, Business, and Graduate Level Molecular and Cellular Biology
45 Credit hours **3.45 GPA**

Pennsylvania State University, Graduated May 1996

B.S. Degree in Science, Concentration in Chemistry/Biology/Life Science

PROFESSIONAL EXPERIENCE

Warranted Contracting Officer-DCMA-AIMO-1102-GS-12, July 2016-Present

- Currently hold 1 ACO code and 1 secondary ACO code with NAVY AIMO flight operations contracts valued at \$2 Billion.
- I approve OT/ Parts requests/ Over and Above requests/Payments/MODS/ MIPR's and follow DCMA policies.
- I co-ordinate required FAR actions with PCO/Buying activity and maintain excellent communications.
- I co-ordinate higher level requests and actions with management in a clear and concise manner.
- Held 2 ACO codes at DCMA- Huntsville with contracts valued at \$5.4 Billion and approx. 160 contractors.
- I work with Military Service customers and Defense contractors on daily basis to make sure all federal acquisition (FAR) laws and guidelines are followed and that all contracted items are delivered on-time, at projected cost and meet all performance requirements. I assist in preparing final reports stating contractor's compliance or non-compliance with the performance measurement criteria. I recommend future actions and act on to improve precision in analytical results, data utilization and decision making capabilities.

Contracting Administrator 1102-GS-11, May 2009 to 2016

Department of Defense- Defense Contract Management Agency (10,000+ employees) DCMA.mil

- I monitor contractor performance/ administration of high dollar and/or complex contract types ranging from firm fixed price, cost, cost plus fixed fee, cost plus award fee, time and material to research and development for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual and federal (FAR and DFARS) requirements.
- I Perform final closeout of assigned contracts; e.g., assures delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract. I work to resolve disposition of funds listed on the canceling funds report. I also research CLIN, ACRN, WAWF, MOCAS, and final voucher submission disparities with authority to resolve issues with contractors and customers.
- I am assigned to an ACO 3 person team and I have contract administration authority for over 140 Defense Contracts with value in excess of \$173 million dollars consisting of critical and non-critical items across all branches of the military, other federal agencies and all types of contracts. I perform all CRR (Contract Receipt and Review), EDW (Electronic Document Workflow) for my assigned contracts including the submission of corrective actions DD1797 to either DFAS (Defense Finance and Accounting) or relevant procurement technician.
- I work with Military Service customers and Defense contractors on daily basis to make sure all federal acquisition (FAR) laws and guidelines are followed and that all contracted items are delivered on-time, at projected cost and meet all performance requirements. I assist in preparing final reports stating contractor's compliance or non-compliance with the performance measurement criteria. I recommend future actions and act on to improve precision in analytical results, data utilization and decision making capabilities.
- I request and analyze DCAA audit reports in order to review contractor business control systems (accounting, billing, and financial capability). I am responsible for contractors submitted adequate incurred cost rate proposals to DCAA and help maintain DCMA-CMO database used to track rate agreements. I work closely with the DCMA Cost and Pricing 1102 personnel and have taken advanced Cost and Pricing classes including CON 232 (Overhead Management of Defense Contracts) and CON 235 (Advanced Contract Pricing) earning an A in both classes
- I am engaged in personal development and formal training programs to improve skills, knowledge and abilities in performing duties of Contracts Administration and Program management in preparation for management levels (GS-12,13,14,15)
- **DAWIA Level II certified in Contracting** (Need one class for Level III)

Research Assistant/Technician, May 1999 to May 2009

University of Alabama at Birmingham Department of Medicine -Division of Infectious Diseases Laboratory

- I performed testing and analyses for qualitative and quantitative analysis/identification of bacteria using Shimadzu Gas

Chromatograph and companion software

- I performed precision refinement of method of testing Volatile and Non-volatile fatty acids using a Flame Ionization Detector Gas Chromatograph (capillary column type)
- I supervised temporary/intern technicians on lab practices, testing and analytical procedures and basic research methods
- Research Assistant for several contracted studies for National Institutes of Health and University of Alabama at Birmingham in accordance with established and regulated processes, instruction and procedures on an independent basis or as a member of an integrated team
- Coordinated, managed, and supported multiple administrative and clinical research tasks within the various contracted grants/programs for DoD, CDC, and NIH
- I have coordinated, managed and performed field research and lab startups OCONUS (Mongolia/China/Netherlands)
- Contract for services and supplies to insure laboratory capability is maximized for research, studies and training requirements
- Teach basic microbiology lab to second year medical students

ORGANIZATIONS

Board Member (2010-2011) University of Alabama at Birmingham MBA Alumni Board of Directors Member

AWARDS

2018	Monetary award for Outstanding Rating
2017	Time-off award for Outstanding Rating
2016	Time-off award for Outstanding Rating
2015	Time-off award for Outstanding Rating
2014	Time-off award for Performance

VOLUNTEER

2018	Wilton Church- Asst. Youth program
2017	Wilton Church- Asst. Youth program
2016	Wilton Church- Asst. Youth program
2015	Wilton Church- Asst. Youth program
2014	Wilton Church- Asst. Youth program
2013	Wilton Church- Asst. Youth program
2012	Wilton Church- Asst. Youth program
2011	Wilton Church- Asst. Youth program

CERTIFICATIONS

Sept 2013	Member of the Defense Acquisition Corps
May 2012	Graduate Keystone Intern Program- Defense Contract Management Agency
May 2012	Defense Acquisition University certified Level II in Contracting
May 2010	MBA University of Alabama at Birmingham

SKILLS SUMMARY:

Overhead Management of Defense Contracts (May 2013), Advanced Contract Pricing (April 2013), Contract Admin & Negotiation Techniques in a Supply Environment (March 2012), Intermediate Cost & Price Analysis (Dec 2011), Fundamentals of Cost and Price Analysis (Sept 2011), Fundamentals of Earned Value Management (June 2011), Intermediate Systems Acquisition (April 2011), Legal Considerations in Contracting (Dec 2010), Intermediate Contracting for Mission Support (Oct 2010), Federal ACQ Regulation FAR Fundamentals (Aug 2010), Business Decisions for Contracting (July 2010)

PUBLICATIONS

Published Articles:

Dec 2006	Paper " <i>Prevalence of T.vaginalis isolates with resistance to Metronidazole and Tinidazole</i> " was accepted for publication in Antimicrobial Agents and Chemotherapy.
Jan 2006	Article " <i>Local and Systemic Cytokine Levels in Relation to Changes in Vaginal Flora</i> " was published in The Journal of Infectious Diseases.
May 2003	Abstract " <i>Treatment of Resistant Trichomonas Vaginalis and Bacterial Vaginosis with Tinidazole</i> " was accepted for poster presentation at the International Society for Sexually Transmitted Disease Research conference. (Amsterdam, Netherlands)
May 2003	Paper " <i>Mucosal and Systemic Immune and Cytokine Levels during Bacterial Vaginosis</i> " was accepted at ISSTD (Amsterdam, Netherlands)

Foreign Language:

Russian: Proficient reading, writing and speaking
Spanish: Beginning level