

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

NOVEMBER 9, 2009

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:00 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

Administrator Mims reviewed items on the agenda.

DISCUSSION ITEMS BY THE COMMISSION

Commissioner Williams requested a \$500 miscellaneous appropriation to Shepherd's Ministries, Inc., for The Shepherd's Food Bank Program; a \$500 miscellaneous appropriation to BONDS to support the Sheridan Heights Neighborhood Association, attention Maggie Stringer, with funding to promote the community enhancement and beautification; a \$1,000 miscellaneous appropriation to BONDS to support the Western Hills Neighborhood Association, with funding to promote the community enhancement and beautification and a \$500 miscellaneous appropriation to BONDS to support the North Pass Neighborhood, with funding to promote the community enhancement and beautification.

The Commission agreed to waive rules and add these items to the agenda.

PRESENTATION BY DISTRICT ATTORNEY ELLEN BROOKS

District Attorney Ellen Brooks briefed the Commission regarding a Technology Grant, which she would ask the Commission to approve at the next meeting. Ms. Brooks stated that this was a no match grant.

Ms. Brooks stated that the City of Montgomery has committed \$300,000 to fund one-third of the proposed purchase of a building to house the new Family Justice Center and its operating cost. She asked the Commission to commit \$300,000 and will ask the community for the rest. Ms. Brooks suggested that the County purchase the building and hold the deed.

After discussion, the Commission agreed to waive rules and add a Budget Change Request in the amount of \$300,000 from the Oil Lease Fund for this purpose.

Vice Chairman Ingram inquired as to whether there would be any new employees for the proposed Family Justice Center and District Attorney Brooks stated that she would initially hire a coordinator and later an assistant.

PRESENTATION BY KEN UPCHURCH WITH T.C.U. CONSULTING SERVICES, LLC
AND SUPERINTENDENT BARBARA THOMPSON

Ken Upchurch with T.C.U. Consulting Services, LLC informed the Commission that he had met with District Attorney Brooks and Probate Judge McKinney regarding cost-saving items concerning renovations to Annex I in the Probate Judge's and District Attorney's areas. He stated that the renovations in those areas would be complete by the end of summer 2010 and that he was shooting for \$1.8 million in construction cost.

Mr. Upchurch stated that there had been humidity control issues at the new Detention Facility and that he was working it.

Vice Chairman Ingram inquired about the written warranty on the roof at the Detention Facility. Mr. Upchurch responded that he has the written warranty at his office.

Mr. Upchurch and Superintendent Barbara Thompson updated the Commission regarding school construction projects. Vice Chairman Ingram expressed an interest in reducing the one percent sales tax for education and Chairman Dean expressed support in considering more advalorem taxes for education versus relying on sales taxes.

School Board Members Heather Sellers, Charlotte Meadows, Eleanor Lewis Dawkins and Melissa Snowdown were also present.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a revised Agreement Letter to the Department of Transportation regarding the Outer Loop Project. Attorney Gallion briefed the Commission regarding the agreement letter. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE

Commissioner Williams asked County Engineer George Speake what would be the procedure for converting Simmons Drive to a public road. Mr. Speake replied that this road was located within the Montgomery City limits, and this issue would need to be addressed to representatives of the City of Montgomery. Commissioner Williams also asked about the possibility of resurfacing Charlie Brassell Road. Mr. Speake replied that he had intended to include this road in the next County resurfacing project but was now unsure since the recently executed "No Man's Land" Agreement assigned maintenance responsibility of this road to the City. Commissioner Williams

asked Mr. Speake to contact appropriate City officials in an effort to get Charlie Brassell Road resurfaced.

Vice Chairman Ingram asked Mr. Speake to investigate the possibility of resurfacing the streets in Knollwood subdivision. He also asked Mr. Speake to coordinate with James Williams the placement of bicycle route signage along pre-identified routes.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Budget Change Request Number 1 from County Commission Appropriations and Budget Change Request Number 1 from District Attorney's Office.

Administrator Mims spoke to the Commission regarding reappointments to the Southeast Alabama Emergency Medical Services Council, Inc.

Administrator Mims presented a memorandum from Assistant Personnel Director Karen Cason recommending the abolishment of the Account Clerk I classification and to re-title Account Clerk II to Account Clerk (0116), with no change in pay grade. Administrator Mims noted that Probate Judge Reese McKinney, Sheriff D.T. Marshall and Finance Director Sherrill Thomas concur with the Personnel Department's recommendation.

The Commission agreed to waive rules and add these items to the agenda.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with Prayer led by Director of Elections Trey Granger at the request of Chairman Dean.

The Pledge of Allegiance was led by Commissioner Williams.

County Administrator Mims called Roll to Establish Quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Ingram and Members Williams and Wilson. Commissioner Polizos was absent. Also present were County Attorney Thomas T. Gallion, III, and County Engineer Speake.

Mr. Williams made a motion to approve the Minutes of the Regular Meeting of October 26, 2009. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission.

CONSENT AGENDA

The Administrator presented the Accounts Payable and Payroll Checks Authorization for Approval.

Mr. Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by the Administrator. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 3, are attached to these Minutes.)

NEW BUSINESS

COUNTY COMMISSION – ADOPTED RESOLUTION REGARDING THE COUNTY’S THANKSGIVING AND CHRISTMAS HOLIDAYS

The Administrator requested adoption of the following resolution:

RESOLUTION

Whereas, Alabama Code § 11-1-8 provides that the County Commission of any county in the State of Alabama may by resolution authorize the offices of the officials of the county located in the county courthouse or other county building to be closed all day one weekday or any portion thereof of each week in addition to legal holidays; and,

Whereas, the Montgomery County Commission wishes to close the county courthouse on Friday, November 27, 2009, and Thursday, December 24, 2009 or Monday, December 28, 2009 depending on the day(s) authorized by the Governor, to allow county employees to spend time with their families;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby authorize the closing of the Montgomery County Courthouse and all county offices on two of the above mentioned dates, the same as and contingent on the Governor authorizing the closing of state offices.

We hereby certify that the above
resolution was adopted by the
Montgomery County Commission,
on this, the 9th day of November, 2009.

End of Resolution

The Administrator informed the Commission that since the County follows federal holiday guidelines, the resolution needs to be in place should the Governor give employees additional days off, with the federal holiday. Governor Riley recently announced that state employees will be given the day after Thanksgiving off, which is Friday, November 27, 2009.

Mr. Wilson made a motion to adopt the resolution. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission.

MONTGOMERY COUNTY PARKS AND RECREATION BOARD – APPROVED BOARD MEMBER REAPPOINTMENT

The Administrator presented the following letter from the Chairman of the Recreation Board Willie R. Jones requesting approval of reappointment of board member Mark Salter:

October 15, 2009

Mr. Donald L. Mims
County Administration
Montgomery County
P.O. Box 6667
Montgomery, AL 36102-1667

Dear Mr. Mims:

The term of Mr. Mark Salter as a board member of The Montgomery County Parks and Recreation will expire on December 4, 2009. After conversation with Mr. Salter, he would like to be reappointed.

Sincerely,

/s/ Willie R. Jones, Chairman
Recreation Board

End of Letter

Vice Chairman Ingram made a motion to reappoint Mr. Mark Salter, for a term expiring December 4, 2014. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Board Members' Appointment Page, Agenda Page 2-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED DEPOSITORIES FOR THE 2010 CALENDAR YEAR

The Administrator presented a memorandum from Finance Director Sherrill Thomas requesting approval of designated depositories for the remainder of calendar year 2009 and for the calendar year 2010.

Mr. Williams made a motion to approve the request. The motion was seconded by Chairman Dean. Chairman Dean and Mr. Williams voted in favor of the motion. Vice Chairman Ingram and Mr. Wilson abstained from the vote and the motion carried. (Copy of Memorandum, Agenda Page 3-1, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED FY 2010 COMMUNITY TRAFFIC SAFETY PROGRAM AGREEMENT FOR OVERTIME FUNDS

The Administrator presented the following memorandum from Sheriff D.T. Marshall requesting approval of FY 2010 Community Traffic Safety Program Agreement for overtime funds:

MEMORANDUM

TO: Donnie Mims

FROM: Sheriff D.T. Marshall

DATE: November 3, 2009

SUBJECT: Traffic Safety Overtime Grant

Please ask the County Commission to approve the grant for traffic safety overtime at the next County Commission Meeting.

End of Memorandum

Mr. Williams made a motion to approve the agreement. The Motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission. (Copies of Letter and Agreement, Agenda Pages 4-2 through 4-5, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED AMENDMENT NUMBER 3 TO CONTRACT WITH QUALITY CORRECTIONAL HEALTHCARE, INC., FOR MEDICAL SERVICES AT THE DETENTION FACILITY

The Administrator presented the following memorandum from Risk Manager Scott Kramer requesting approval of Amendment Number 3 to Contract with Quality Correctional Healthcare, Inc.:

October 29, 2009

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Risk Manager

SUBJECT: Addendum to the Quality Correctional Healthcare Contract

During the October 26th Informational meeting, I discussed with the Commission the extension of the Quality Correctional Healthcare contract for another year through November 30, 2010. The extension will be based on the current monthly rates of \$156,042. This Extension was coordinated with D T. Marshall and Gina Savage. We feel that Dr. Bates and the Quality Correctional Healthcare staff have continued to provide quality healthcare to the inmates in a cost-effective manner. I have attached the addendum to be considered by the Commission for approval at the next meeting.

End of Memorandum

Vice Chairman Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Amendment Number 3, Agenda Page 5-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED CHANGE ORDER NUMBER 13 WITH BELL AND ASSOCIATES CONSTRUCTION, LP REGARDING MONTGOMERY COUNTY DETENTION FACILITY

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of Change Order Number 13 with Bell and Associates Construction, LP:

November 3, 2009

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr., Deputy Administrator

SUBJECT: Change Order No. Thirteen
Bell & Associates Construction
Montgomery County Detention Facility

Attached is Change Order No. Thirteen from Goodwin, Mills & Cawood, Inc. and T.C.U. Consulting for the Detention Facility construction project. Change Order No. Thirteen is comprised of items in the amount of \$16,522.99 and is forwarded to you for your approval at the next County Commission meeting on November 9, 2009. This change order was previously discussed during the Information Session of the August 24, 2009 Commission meeting.

I agree with the recommendations and ask the Commission to approve the attached change order. Your careful consideration of this matter is greatly appreciated.

Attachments

End of Memorandum

Vice Chairman Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Letter and Change Order Number 13, Agenda Pages 6-2 through 6-4, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED DEDUCTIVE CHANGE ORDER NUMBER 6
WITH CANNDAUSON CONSTRUCTION, INC., REGARDING SHERIFF’S OFFICE
RENOVATIONS IN ANNEX I, PHASE 2 PROJECT

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of Deductive Change Order Number 6 with CannDauSon Construction, Inc.:

November 5, 2009

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator

SUBJECT: Change Order Number Six
Sheriff’s Office Renovations
Annex 1 – Phase 2 Project

CannDauSon Construction, Inc., has submitted the attached Change Order Number Six for the Sheriff’s Office Renovation Project. Change Order Number Six is a Deductive Change Order comprised of items in the amount of \$12,758.86 and is forwarded to you for your approval at the next County Commission meeting on November 9, 2009.

These items were discussed during a previous Commission meeting. I agree with the recommendations of the architect and consultant and ask the Commission to approve the attached change order. Your approval of this matter is greatly appreciated.

Attachments

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Wilson and unanimously approved by the Commission. (Copies of Letter and Deductive Change Order Number 6, Agenda Pages 7-2 and 7-3, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

The Administrator requested approval of the following miscellaneous appropriations reprogramming requests:

November 9, 2009

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-499 (Agency, Miscellaneous Appropriations) to:

- C-2010-9: Montgomery Area Chamber of Commerce, for the Promotion of Minority-Owned Businesses Located in the West Side of Montgomery - \$2,750
- C-2010-10: Child Protect, Inc., for Support of their Mission of Service to Children of Abuse - \$500
- C-2010-11: Montgomery County Recreation Department, Tukabatchee Area Council, Boy Scouts of America, for Underprivileged Youth Programs - \$2,500
- C-2010-12: Montgomery County Recreation Department, for Boys & Girls Clubs of South Central Alabama, for Youth Programs - \$5,000
- C-2010-13: Montgomery County Recreation Department, for Boys & Girls Clubs of Montgomery, for Youth Programs for Youngsters, Primarily from Disadvantaged Circumstances, at West End Boys & Girls Clubs - \$5,000
- C-2010-14: Montgomery Community Action Agency, for Antioch Adult Day Care - \$2,000
- C-2010-15: Working in Neighborhood Groups through Support (W.I.N.G.S.), for Educational and Cultural Programs for Youth - \$1,000
- C-2010-16: Montgomery County Recreation Department, for Country Estates Community Center, Inc., for Summer Swimming Program - \$1,000
- NC-2010-6: Montgomery County Recreation Department, for Janitorial Services Contract at the Snowdown Park - \$2,600

- NC-2010-7: BOE, Carver Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-8: BOE, Floyd Middle Magnet School, for Principal's Discretionary Fund - \$1,000
- NC-2010-9: BOE, Floyd Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-10: BOE, William R. Harrison Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-11: BOE, Davis Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-12: BOE, Catoma Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-13: BOE, Martin L. King Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-14: BOE, Southlawn Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-15: BOE, Southlawn Middle School, for Principal's Discretionary Fund - \$1,000
- NC-2010-16: BOE, MacMillian International Academy, for Principal's Discretionary Fund - \$1,000
- NC-2010-17: BOE, Hayneville Road Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-18: BOE, Sidney Lanier High School, for Principal's Discretionary Fund - \$1,000
- NC-2010-19: BOE, Pintlala Elementary School, for Principal's Discretionary Fund - \$1,000
- NC-2010-20: BOE, Carver Senior High School, for Principal's Discretionary Fund - \$1,000
- NC-2010-21: BOE, Bellingrath Junior High School, for Principal's Discretionary Fund - \$1,000

- NC-2010-22: Montgomery City-County Public Library's Friends of the Library, for Books for Pintlala Library - \$2,000
- NC-2010-23: Alabama State University, Department of Athletics, for Baseball Camp, Attn: Coach Larry Watkins - \$1,000
- NC-2010-24: Alabama State University, Department of Athletics, for Tennis Camp, Attn: Coach Bernard Sewell - \$1,000
- NC-2010-25: Alabama State University, Department of Athletics, for Men's Basketball Camp, Attn: Lewis Jackson - \$1,000
- NC-2010-26: Alabama State University, Department of Athletics, for Ladies' Basketball Camp, Attn: Coach Freda Jackson - \$1,000
- NC-2010-27: Alabama State University, for Alabama State University Marching Band Camp, Attn: James Oliver - \$1,000
- NC-2010-28: Alabama State University, Department of Athletics, for Football Camp, Attn: Coach Reggie Barlow - \$2,000
- NC-2010-29: Alabama State University, Department of Athletics, for Track Camp, Attn: Track Coach - \$1,000
- NC-2010-30: BOE, Robert E. Lee High School, for Principal's Discretionary Fund, for General's Club - \$500

End of Memorandum

During the County Commission Meeting this date, Chairman Dean requested that the following Miscellaneous Appropriations Reprogramming Requests be added and his fellow Commissioners concurred:

- C-2010-17: Shepherd's Ministries, Inc., for The Shepherd's Food Bank Program - \$500
- NC-2010-31: City of Montgomery, to be used by BONDS to Support the Sheridan Heights Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects (attn: Maggie Stringer) - \$500
- NC-2010-32: City of Montgomery, to be used by BONDS to Support the Western Hills Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000

NC-2010-33: City of Montgomery, to be used by BONDS to Support the North Pass Neighborhood, with Funding to Promote the Community Enhancement and Beautification Program/Projects - \$500

Mr. Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Ingram. Vice Chairman Ingram, Mr. Williams and Mr. Wilson voted in favor of the motion. Chairman Dean abstained from the vote and the motion carried.

TAX & AUDIT DEPARTMENT – APPROVED POSITION FILL REQUEST FOR A REVENUE AUDITOR

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of Position Fill Request for a Revenue Auditor:

October 16, 2009

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy County Administrator

RE: Position Fill Request for
Revenue Auditor Position

Due to the promotion of Mike Knighten from Revenue Auditor to the Deputy Finance Director position, it is necessary to fill the Revenue Auditor position in the Tax & Audit Department. This vacancy will become effective October 19, 2009. The position is critical to the collection of revenue from county taxes. It is necessary to fill this vacancy as soon as possible.

Attached is documentation supporting the position fill request. I recommend the Commission waive rules and approve this request at the next Commission meeting on October 26, 2009.

Attachment

End of Memorandum

Vice Chairman Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 9-2, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED ABOLISHMENT OF THE IDENTIFICATION OFFICER CLASSIFICATION AND ESTABLISHMENT OF THE CLASSIFICATION LATENT FINGERPRINT EXAMINER (CO0466), PAY GRADE A07

The Administrator presented the following memorandum from Sheriff D.T. Marshall requesting to abolish the Identification Officer Classification and Establish the Classification Latent Fingerprint Examiner (CO0466), Pay Grade A07:

October 15, 2009

MEMORANDUM

TO: Mr. Donnie Mims, County Administrator

FROM: Sheriff D.T. Marshall, Montgomery County Sheriff's Office

SUBJECT: Latent Fingerprint Examiner

The Sheriff's Office and the Personnel Office have been working for the past year on the positions for my Identification clerks. After reviewing the recommendations of the Personnel Office, I am in agreement with Ms. Karen Cason, Assistant Personnel Director.

I am requesting that the County Commission approve the abolishment of the position of Identification Officer, pay grade A-06. I am also requesting that the County Commission approve a new classification of Latent Fingerprint Examiner, pay grade A-07. If these changes are approved, the current incumbent Identification Officer will be non-competitively promoted to Latent Fingerprint Examiner.

End of Memorandum

Mr. Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission. (Copies of Letter and Job Description, Agenda Pages 10-2 through 10-7, are attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUEST FOR A MAINTENANCE MECHANIC

The Administrator presented the following memorandum from Juvenile Court Administrator Bruce R. Howell requesting approval of Position Fill Request for a Maintenance Mechanic:

MEMORANDUM

To: Mr. Donnie Mims

From: Bruce R. Howell

Date: 10/6/2009

Re: Fill Request

Please place the attached fill request on the next County Commission working agenda. This is a very critical position in our maintenance department and I would like to justify the fill with the Commissioners. Thank you for your consideration in this Matter.

End of Memorandum

Mr. Wilson made a motion to approve the request. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 11-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (3)

The Administrator recommended the following Travel/Training Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
(1) County Commission	Request Number 2
(2) Personnel Department	Request Number 3
(3) District Attorney's Office	Request Number 3

Mr. Williams made a motion to approve the travel/training requests. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 12-1 and 12-3, are attached to these Minutes.)

WAIVED AGENDA RULES

Chairman Dean requested that the following items be added to the agenda and his fellow Commissioners concurred:

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (2)

The Administrator recommended the following Budget Change Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>BUDGET CHANGE REQUESTS</u>
(1) County Commission Appropriations	Request Number 1
(2) District Attorney's Office	Request Number 1

Mr. Williams made a motion to approve the budget change requests. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 13-1 through 13-2, are attached to these Minutes.)

THE SOUTHEAST ALABAMA EMERGENCY MEDICAL SERVICES COUNCIL, INC. –
APPROVED BOARD MEMBER REAPPOINTMENTS

The Administrator presented the following memorandum requesting approval of reappointment of board members, Assistant Fire Chief Mike Smith, Annitta Love, Linda Brown, Patti Brown, John Treat, Keith Bryan, Dell Gamble, and Kitty Andrews:

November 4, 2009

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Nix, Administrative Secretary

SUBJECT: Reappointments to The Southeast Alabama Emergency Medical Services Council, Inc.

Attached is a list of the eight individuals who serve on The Southeast Alabama Emergency Medical Services Council, Inc. I have contacted these individuals and they would like to be reappointed to another full term on this Council, for terms expiring November 3, 2010.

Please present this request to the Commission for future approval.

End of Memorandum

Mr. Williams made a motion to approve the reappointments of Assistant Fire Chief Mike Smith, Annitta Love, Linda Brown, Patti Brown, John Treat, Keith Bryan, Dell Gamble and Kitty Andrews, all with terms expiring November 3, 2010. The motion was seconded by Mr. Wilson and unanimously approved by the Commission. (Copy of Board Members' Appointment Page, Agenda Pages 14-2 and 14-3, is attached to these Minutes.)

PROBATE JUDGE'S OFFICE / SHERIFF'S OFFICE / FINANCE DEPARTMENT –
APPROVED ABOLISHMENT OF THE ACCOUNT CLERK I CLASSIFICATION AND
RE-TITLE ACCOUNT CLERK II TO ACCOUNT CLERK (0116), WITH NO CHANGE IN
PAY GRADE

The Administrator presented the following memorandum from Assistant Personnel Director Karen Cason requesting approval to abolish the Account Clerk I Classification and Re-title Account Clerk II to Account Clerk (0116), with no change in pay grade:

MEMORANDUM

TO: Donald Mims, County Administrator
Sheriff D.T. Marshall
Judge Reese McKinney

FROM: Karen Cason
Assistant Personnel Director

DATE: October 20, 2009

SUBJECT: Account Clerk I and Account Clerk II

In the course of the account clerk classification study recently conducted by our department, we determined that there is no longer a need in the City or County government for the Account Clerk I classification. There are no County employees in this classification. Therefore, we recommend that the Account Clerk I classification be abolished.

We also recommend that Account Clerk II be re-titled to Account Clerk, class code 0116, with no change in pay grade. There are currently 4 County employees in the Account Clerk II class: 1 each in Finance and Probate and 2 in the Sheriff's Office. Upon approval by the County Commission, we will make this recommendation to the Personnel Board.

Thank you for your assistance in this matter.

End of Memorandum

Vice Chairman Ingram made a motion to approve the requests. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE REQUEST NUMBERS 3 and 4

The Administrator presented Budget Change Request Numbers 3 and 4, County Commission Appropriations.

Mr. Williams made a motion to approve the budget change requests. The motion was seconded by Vice Chairman Ingram and unanimously approved by the Commission. (Copies of Budget Change Request Numbers 3 and 4, Agenda Pages 16-1 and 16-2, are attached to these Minutes.)

District Attorney Ellen Brooks explained the services that the Family Justice Center will offer. Quoting from a feature story on the facility found in a recent issue of the Montgomery Advertiser, she said "The center is described as a multidisciplinary team of professionals who work together under one roof to provide coordinated services to victims of family violence, sexual assault and child and elder abuse". The center would serve as a place where victims can go to plan for their safety, get medical assistance, have an advocate, talk with a police officer,

meet with a prosecutor, obtain information on shelters and get transportation. She told the Commission that the Family Justice Center's goal is to make existing services more accessible, more efficient and more effective for victims and their families in the community; a "one-stop shop" for victims. She informed them that Montgomery is losing so many victims in the system and that the Family Justice Center will be saving lives. She said that this step is the single most important thing that has taken place in years. She told everyone that this would be the first Family Justice Center in Alabama. She also stated that about 20 organizations have agreed to participate in the project once funding can be identified. Ms. Brooks also thanked Executive Director of the Family Sunshine Center Karen Sellers, who was in the audience, for collaborating with the Family Justice Center to make this dream a reality.

Vice Chairman Ingram thanked Ms. Brooks and her staff and stated it is a great day in Montgomery County.

Ms. Sellers thanked Ms. Brooks, stating that she had accomplished in 5 years, what should have taken 10 years, which is a testament to Ms. Brook's hard work.

Commissioner Wilson inquired as to when the Family Justice Center would be open. District Attorney Brooks stated that with the financial commitment today from the city and county, and promises from other community foundations, the building can be purchased by the end of this year. She also mentioned that an unsolicited check was received for the Center. She thanked the Commission for their leadership, support and hard work.

COUNTY COMMISSION – APPROVED LETTER TO ALDOT REGARDING PLANS AND SPECIFICATIONS FOR THE MONTGOMERY OUTER LOOP PROJECT

The Administrator presented the following letter to ALDOT for approval regarding Plans and Specifications for the Montgomery Outer Loop Project:

November 9, 2009

Mr. D. Joseph McInnes
Director
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110

Re: Alabama Department of Transportation's (ALDOT)
Plans and Specifications for the Montgomery Outer
Loop Project

Dear Director McInnes:

As you know, the Montgomery County Commission (the Commission") has committed, for the benefit of the citizens of Montgomery County, Alabama, to work with Focus 2000 of the Wiregrass, Inc. ("Focus 2000"), to develop, construct and operate that portion of the long-

discussed Montgomery Outer Loop Project (the “Project”). The Project will be in two phases. The first phase would connect I-85 to U.S. Highway 231, south of Montgomery. The second phase would connect U.S. Highway 231, south of Montgomery, to I-65. We understand that the State of Alabama (the “State”) may decide to construct part of the first phase. We also understand that the State may decide to use the new state-wide Toll Road Authority as the issuing authority. Though those decisions will be made at a later date, we understand that we will be working in close cooperation with ALDOT and the Federal Highway Administration.

Focus 2000, as the firm selected by the Commission, will immediately assume any and all of the liabilities and responsibilities from the Commission for the construction and completion of the total Project as described herein, and it is understood that neither the Commission nor the State of Alabama will be responsible for any of the financial obligations for the Project.

The Montgomery County Commission (the Commission”) requests to either review or receive copies of the following documents regarding the Montgomery Outer Loop in order that Montgomery County may consider the feasibility of its construction:

1. Construction plans;
2. Right-of-Way Map; and
3. Any final environmental documents.

The County will reimburse ALDOT for the reproduction costs of all such documents.

Yours truly

MONTOMGERY COUNTY COMMISSION

Elton N. Dean, Sr., Chairman

End of Letter

Vice Chairman Ingram made a motion to approve the letter to ALDOT regarding Plans and Specifications for the Montgomery Outer Loop Project. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

County Attorney Gallion stated that this was a letter to ALDOT from Chairman Dean stating that the County is not responsible for present or future issues regarding the Montgomery Outer Loop Project. Attorney Gallion told the audience that he gives his legal recommendation to move forward with the issuance of this letter to ALDOT.

COMMENTS BY COMMISSIONERS AND ATTENDEES

Chairman Ingram told the audience that it was good to see everyone. He expressed his appreciation for District Attorney Brook’s leadership.

Commissioner Williams also expressed his appreciation for what Ms. Brook's has done to make Montgomery a better place to live. He told the audience that he came to realize that Montgomery now has a night life again, after a recent visit to a new restaurant in downtown Montgomery, and that it is good that we have things for the citizens to do.

Chairman Dean also expressed his appreciation for what Ms. Brook's does for the citizens of Montgomery. He recognized the efforts of the District Attorney's Office, Sheriff's Office and Probate Judge's Office in getting grants. He said that he believes that we are in an economic recovery and that we need to keep being proactive.

Commissioner Williams informed the audience that Reed Ingram Motors car dealership relocated to a new location and that a ribbon cutting will take place at 6:00 p.m. tonight.

Commission Wilson encouraged everyone to spend some money in Montgomery during the upcoming holiday season. He thanked the veteran's and the armed services for what they do for us.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF, AND COMMISSIONERS

PRESENTATION BY NURSE MANAGER PAT SCHLOEDER WITH THE MONTGOMERY COUNTY HEALTH DEPARTMENT

Nurse Manager Pat Schloeder with the Montgomery County Health Department briefed the Commission regarding the H1N1 virus. Ms. Schloeder informed the Commission that the initial supply of H1N1 vaccinations will be prioritized, beginning with pregnant women and school-aged children. She stated that the Health Department would be traveling to public schools and inoculation would begin with children in grades K5 through 3rd.

Risk Manager Scott Kramer informed the Commission that Ms. Schloeder would be working with the CareHere clinic in distributing the H1N1 vaccination.

PRESENTATION BY EXECUTIVE DIRECTOR BILL TUCKER AND GRANT WRITER SARA BYARD WITH CENTRAL ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

Executive Director Bill Tucker informed the Commission that Cedar Point Neighborhood did not receive the anticipated grant funding for the sanitary sewer project.

Grant Writer Sara Byard updated the Commission regarding pending grant applications. She stated that she was working with Community Corrections Executive Director Paul Brown on a

\$950,000 grant and it did not get funded. She informed the Commission that she intended to reapply for the grant.

Ms. Byard stated that she had been working with the Montgomery Humane Shelter and found nine grants that had never been applied for in the amount of \$5,000 to \$10,000 per grant.

Executive Director Steve Tears with the Human Shelter inquired as to who would pay for the grant writing fees and Chairman Dean stated that the County would pay the fees.

PRESENTATION BY ENVISION 2020 EXECUTIVE DIRECTOR LYNN BESHEAR, CO-CHAIR KEVIN KETZLER AND CO-CHAIR REVEREND WILLIE WELCH

Envision 2020 Executive Director Lynn Beshear briefed the Commission regarding Health Care in the River Region. Also present were Co-Chair Kevin Ketzler and Co-Chair Reverend Willie Welch. Ms. Beshear reviewed the Objectives Going Forward for Delivery of Health Care in the River Region for 2009-2010. Ms. Beshear stated that in 2008-2009, the County appropriated \$30,000 for the Envision 2020 Indigent Health Care Study, however, it was not funded in the current 2009-2010 Budget. Ms. Beshear requested that the Commission consider funding \$30,000 for this program.

After discussion, the Commission agreed to place a Budget Change Request in the amount of \$30,000 on the next agenda for this program.

PRESENTATION BY EXECUTIVE DIRECTOR STEVE TEARS WITH THE MONTGOMERY HUMANE SHELTER

Executive Director Steve Tears with the Montgomery Humane Shelter briefed the Commission regarding their Profit & Loss Statement for October 2008-September 2009, Balance Sheet for September 30, 2009 and Humane Officer Statistics Report.

PRESENTATION BY EXECUTIVE DIRECTOR BARRY DEAN WITH ALABAMA BASEBALL COACHES ASSOCIATION

Executive Director Barry Dean with Alabama Baseball Coaches Association briefed the Commission regarding the program and requested a \$500 appropriation from each Commissioner. Administrator Mims noted that Commissioner Polizos appropriated \$500 to the organization which will be on the next agenda. The Commission thanked Mr. Dean for visiting with them.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims stated that Congressman Mike Rogers' office had informed him that the Montgomery County Commission is designated in the FY2009 Congressional Appropriations Act to receive \$100,000 of funding for the Montgomery County Courthouse. Administrator Mims informed the Commission that the staff is working with the Sheriff's Office in preparing the required application for this appropriation.

Administrator Mims informed the Commission that the Montgomery YMCA had requested utilization of the County Courthouse and Annex I for their November 14 and 15 YMCA Alabama Judicial Youth Program, as they have done in prior years. He stated that this request was presented to Probate Judge McKinney, Judge Price and Sheriff Marshall and they approved the utilization of the facilities. Administrator Mims stated that he has authorized them to use the Courthouse and Annex I.

Administrator Mims presented the Revenue Reports for the Month of October 2009 from Tax and Audit Manager Larry Curvin.

DISCUSSION ITEM BY THE COMMISSION

The Commission discussed the Sales Tax and Lodging Tax Reports for the Month of October 2009. Vice Chairman Ingram expressed interest in developing a plan to market Montgomery County in order to increase sales tax revenues and stated that we needed to do something to get our sales taxes back up. He mentioned the possibility of bringing the Chamber of Commerce, the Retail Association and the City of Montgomery together with the County in an effort to address this issue. Commissioner Williams indicated that an occupational tax or increase ad valorem taxes would help. Vice Chairman Ingram stated that he did not agree and desired to lower the current 10% sales tax rate. Commissioner Wilson stated that the Commission did not need to raise taxes. He stated that we needed to have more big conventions in downtown Montgomery in order to increase our lodging taxes and sales tax collections. Chairman Dean expressed an interest in an occupational tax at some point in the future. After further discussion, Commissioner Williams stated that we needed to find new ways to increase revenues. Chairman Dean requested that the staff obtain an ad valorem tax comparison of various municipalities in the State of Alabama.

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Ms. Henry discussed with the Commission the need for a grassroots program to educate the public and the County's own employees about the reasons that they should shop locally for the holidays. She suggested a letter from Mr. Dean to the agencies that received reduced funding for FY-2010, encouraging the agency's directors to share with employees the need for shopping locally. She said she would develop fliers to be distributed to employees, school children, and a general audience, for the same purpose. She will work with Mr. Dean to further develop this campaign.

In closing, she updated the Commissioners on upcoming events, noting a date change for the Montgomery Legislative Delegation Luncheon, which has been moved to November 23rd, due to scheduling conflicts.

Ms. Henry submitted the County Commission Meeting schedule for 2010 and the Commission agreed to place this item on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a memorandum from Sheriff Marshall regarding funding for the College Incentive Program for the Sheriff's Office. After discussion, the Commission agreed to override the budget and issue a Budget Change at the end of the year.

Administrator Mims presented the Montgomery County Detention Facility's Population Report for October 2009. Chairman Dean asked the Administration to present a Community Corrections report to the Commission each month.

Administrator Mims informed the Commission that he had received an email from Peggy Prescott with Montgomery Clean City/County Program regarding the County mail-out concerning Saturday Clean-up Days. Administrator Mims stated that the County allocated \$6,000 last year and \$3,000 this year for this project. Ms. Prescott indicated that the printing, postage, labels and manpower would well exceed the \$3,000 and that Montgomery Clean City Commission does not have extra money and would not be able to do this project. The Commission agreed to bring this program in-house and to discontinue the program with the Montgomery Clean City Commission.

Administrator Mims inquired as to whether he should invite Regina Berry with BONDS to give a briefing regarding the program. The Commission agreed that he should invite Ms. Berry to the next Commission meeting.

DISCUSSION ITEM BY THE COMMISSION

Chairman Dean inquired as to how much the Town of Pike Road would pay towards the Pike Road Library. Vice Chairman Ingram suggested that he and Administrator Mims meet with Mayor Gordon Stone to discuss the issue. Chairman Dean stated that Deputy Administrator Mitchell should also attend the meeting.

COMMENTS FROM DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell stated that the parking lot across from Pardons and Parole, which is owned by the County, was in need of repair and would cost approximately \$2,200. After discussion, the Commission agreed to have the parking lot repaired.

Deputy Administrator Mitchell informed the Commission that a gas leak was detected on the old Detention Facility's gas meter.

ADJOURNMENT

Vice Chairman Ingram made a motion to adjourn the meeting of the Montgomery County Commission on November 9, 2009, at 11:42 a.m. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

11-09-09 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 10-30-09

Check Number	To	Check Number
203376		203464
Total Checks Paid		\$707,475.71

CHECK #	PAYEE	AMOUNT	DATE
203371	Freedom Forums, Inc.	\$ 2,500.00	10/22/09
203372	VOIDED		
203373	Cleveland Avenue Branch YMCA	\$25,000.00	10/23/09
203374	Summit Cleaning Service	\$ 1,701.00	10/27/09
203375	Blue Cross Blue Shield	\$ 9,849.63	10/27/09

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

NOV - 9 2009

11-09-09 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-30-09

Check Number	To	Check Number
203465		203585
Total Checks Paid		\$ 1,027,705.42

CHECK #	PAYEE	AMOUNT	DATE
203586	Gulf South Title Svc., LLC	\$ 2,000.00	10/30/09
203587	Logo Branders	\$ 5.00	10/30/09

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

NOV - 9 2009

11/09/09 Meeting

MONTGOMERY COUNTY COMMISSION**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID****CHECKS ARE DATED
11/06/09**

Payroll Check Number	100503	To	Payroll Check Number	100671	\$ 129,307.00
Direct Deposits					\$ 805,791.76
Payroll Check Number	100672	To	Payroll Check Number	100702	\$ 277,201.58
Direct Deposits					\$ 330,471.17
Federal Deposits					\$ 313,554.28
Total Payroll Paid					\$ 1,856,325.79

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DATE</u>
100500	Samuel S. Smith	\$ 322.94	10/26/09
100501	Samuel S. Smith	\$ 322.96	10/26/09
100502	RSA-1	\$ 5,671.50	10/28/09
100503	RSA-1	\$27,311.50	10/28/09

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

Montgomery County Parks and Recreation Board

Members:

Term Expires:

Andrew Hall
12370 Chantilly Parkway
Pike Road, AL 36064
Home: 260-0503
Cell: 221-0087

12/4/2011

Mark Salter
3909 Oak Street
Montgomery, AL 36104
Home: 262-4173
Work: 262-7727

12/4/2009

James B. Phillips
2139 Yarbrough Street
Montgomery, AL 36110
Home: 263-9438
Cell: 850-4667

12/4/2013

Willie R. Jones
2144 Council Street
Montgomery, AL 36108
(YMCA)

12/4/2010

Lynn Gowan
P.O. Box 241604
Montgomery, AL 36124
Cell: 391-4661

12/4/2012

Term: 5 years

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT

101 S. LAWRENCE STREET • P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, ADMINISTRATOR
SHERRILL R. THOMAS, CPA, FINANCE DIRECTOR
(334) 832-1230
TDD (334) 265-3568
FAX (334) 832-2533

Agenda

NOV - 9 2009

TO: DONALD L. MIMS, ADMINISTRATOR

FROM: SHERRILL R. THOMAS, FINANCE DIRECTOR *ST*

DATE: NOVEMBER 4, 2009

RE: LIST OF BANK DEPOSITORIES

Following is a list of banks currently doing business in Montgomery County and should be designated depositories for the remainder of Calendar Year 2009 and Calendar Year 2010.

Aliant Bank

Amerifirst Bank

BankTrust

BB&T

BBVA Compass

Community Bank & Trust

First Tuskegee Bank

IberiaBank

RBC Bank

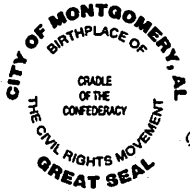
River Bank & Trust

Servisfirst Bank

Sterling Bank

Wachovia Bank

Whitney National Bank



City of Montgomery, Alabama

Planning & Development
Kenneth Groves

Todd Strange
Mayor

Montgomery City Council Members

Tracy Larkin -
President Pro tem
Willie Cook

Cornelius Calhoun
Charles W. Smith
David Burkette

Glen O. Pruitt, Jr.
Martha Roby
Jim Spear

October 21, 2009

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

Dear Commissioner Dean:

RE: Section 402 Federal Grant Funds (October 1, 2009 – September 30, 2010)

I am pleased to notify you that your law enforcement agency has been awarded \$3,400.00 in Section 402 (10-SP-PT-003) federal grant funds to keep our roadways safe. The purpose of these funds is to perform overtime traffic enforcement that increases seat belt usage, prevents speeding and discourages DUI instances.

This initial Section 402 award comprises part of this year's allocation. The second allocation will be awarded in April 2010 using an amendment.

On behalf of the City of Montgomery, thank you for your past participation and continued interest in my regional highway safety program. As overall sub-grantee for the central region, my goal is to reduce crashes, injuries, and fatalities on our roadways thereby improving safety and security in our communities. Programs such as this help improve the quality of life for all Alabamians.

Again, congratulations on your selection for this award.

Sincerely,

Todd Strange
Mayor, City of Montgomery

CC: Sheriff D.T. Marshall

4-2

City of Montgomery Highway Safety Office

P.O. Box 1111 Montgomery, AL 36101
Phone: (334) 241-2289 Fax: (334) 241-2961

FY 2010 Community Traffic Safety Program (CTSP) Agreement for Overtime Funds

1. The City of Montgomery Highway Safety Office, hereinafter referred to as the Central Alabama Highway Safety Office (CAHSO) or CITY; and Montgomery County, hereinafter referred to as AGENCY, hereby enter an agreement for 100% reimbursed funded salary plus allowable fringe for overtime enforcement service performed by its AGENT, hereinafter referred to as Montgomery County Sheriff's Office, which may be used synonymously with AGENCY since AGENT works for the AGENCY, to be expended from October 1, 2009 through September 30, 2010. AGENCY is solely responsible for the acts and omissions of its employees and agents. This agreement does not establish a relationship between AGENCY and CAHSO/CITY. To the extent permitted by law, the AGENCY hereby agrees to protect, defend, indemnify and hold CITY free and harmless from any and all losses, claims, liens, debts, personal injuries, and death, (including those by employees of CITY), damages to property (including property of CITY) without limitation by enumeration and all other claims or demands of every character occurring, or in any way incident to, in connection with, or arising from this agreement.
2. This funding is made available to AGENCY under approved Grant Number 10-SP-PT-003 between the CITY and the State of Alabama Department of Economic and Community Affairs - Law Enforcement and Traffic Safety Division (ADECA/LETS). The AGENCY has been awarded the following dollar amount under this agreement.

Hot Spot Enforcement Award Amount	\$2,346.00
Flex Enforcement Award Amount	\$1,054.00
Total Award Amount	\$3,400.00

3. AGENCY must use allotted funds under Hot Spot Enforcement Award for overtime traffic enforcement as designated by ADECA or CAHSO. Enforcement will focus on ADECA directed "Hot Spots" which are segments of roadways that have experienced fatal/injury crashes within AGENCY's jurisdiction. The "Hot Spot(s)" for the AGENCY are:

Top 5 Mileposted Interstate Locations (10 miles in Length) in Central Region with 8 or more Speeding Crashes Resulting in Injury or Fatality

County	City	Route	Beg MP	End MP	Attached Map #
Montgomery	Montgo Rur	I-65	170	180	2
Montgomery/Macon	Multiple	I-85	15.5	25.5	3

Top 13 Segment Locations in Central Region with 3 or More Total Alcohol Related Crashes

County	City	Link	Node 1	Node 2	Location	Attached Map #
Montgomery	Montgo Rur	1254	5560	10523	b/n Woodley Rd. at Montgomery City Limits and Vanderbilt Dr. at Woodley Rd.	23
Montgomery	Montgo Rur	2046	8074	9311	b/n Wares Ferry Rd. at Dozier Rd. and County Line at Dozier Rd.	25

4. AGENCY may use allotted funds under Flex Enforcement Award for overtime traffic enforcement as designated by CAHSO or AGENCY. Enforcement will focus on high crash problem (injury and fatalities) areas within AGENCY's jurisdiction, and may include problem areas other than those ADECA directed "Hot Spots."
5. AGENCY agrees to coordinate at least one detail per year utilizing Hot Spot Award and/or Flex Award on a common or connecting roadway with an adjoining Agency, recipient of an award under this grant.

6. AGENCY agrees to comply with the Statement of Work as outlined in Attachment A, Operational & Reimbursement Documentation Procedures as outlined in Attachment B, and In-kind Match Documentation Procedures as outlined in Attachment C.
7. CAHSO may terminate this agreement without notice at any time due to lack of funding, non-compliance with this agreement (and attachments), failure or refusal of AGENCY to comply with the Central Alabama Law Enforcement Committee (CALEC) Policy & Procedure Manual, or for cause.
8. CAHSO agrees to reimburse the AGENCY for actual enforcement/administrative overtime worked under this agreement, provided the overtime is consistent with Attachment A, documented in accordance with Attachment B and approved by CAHSO. Adjustments in the funding level, time period, or scope of this agreement may only be accomplished through written amendment mailed to AGENT upon recommendation of the CAHSO Director.


 David T. Marshall

Sheriff, Montgomery County
 Title

11-3-09
 Date

Elton Dean

Chairman, Montgomery County
 Commission
 Title

Date


 Carlos L. Kimbrough

Highway Safety Director
 Title

10/22/09
 Date

Todd Strange

Mayor, City of Montgomery
 Title

10/26/09
 Date

CERTIFICATION OF MATCHING FUNDS

Reference: U.S. Department of Transportation
Section 402 Regulations (23 CFR Part 1251)

SAFETEA LU-- HIGHWAY SAFETY PROGRAMS

1. As a participant to the Governors Highway Safety Task Force headed by the Alabama Department of Economic Affairs Law Enforcement and Traffic Safety Division (Sub-Grantee being the City of Montgomery); The "Montgomery Police Department/Sheriff's Office" will set aside approximately (*Sum paragraphs 2b. + 2c. =*) \$4,173.00 during FY10; relative to "In-Kind" personnel cost, and vehicle maintenance/fuel cost to match the Section 402 Highway Safety Grant funding.

2. The methodology used in determining and reporting "In-Kind Match" is as follows:

- a. Determine estimated percentage of time performing grant related functions (*Defined as patrolling and citing for seat belts, speeding, processing drug and DUI arrests; conducting check points for seatbelts and alcohol; conducting speed enforcement details, tactical line patrols and saturation patrols. These activities are performed during regular hours and overtime not covered by the grant*). The estimation is "15 %". (*This percentage is applied at paragraphs 2b. and 2c.*)
- b. Determine WHO in the agency participates in direct grant functions (*source: ADECA Form 1's*), then consolidate hourly or monthly salary. Administrative personnel may be included (*Complete a Form 1 for each person included.*) The total personnel expenditure formula is Hrly Pay X 86 hrs X Estimated %. The value used for matching is estimated at \$214.98 X 86 X 15 % = \$2,773.00. Once this formula is completed for each person, then total the results.
- c. Determine the vehicle maintenance and fuel expended to perform grant related functions while on regular time and grant overtime. This process is performed by using the percentage identified in paragraph 2a. and applying to AGENCY operating expense (Vehicle maintenance or Fuel line). AGENCY will provide a monthly invoice from approved accounting system highlighting the total line expense for each month. The total estimated fuel/maintenance match is \$ 21,440. X 15 % = \$3,214.00.

3. "Montgomery Police Department/Sheriff's Office" certifies such expenditures will not be used as In-Kind Match for other federal or state grant programs or procurement contracts. Relative In-Kind Match accounting records and supporting documents will be provided monthly (October 2009 – September 2010) and kept on file at the Central Alabama Highway Safety Office.

D. Marshall 11-3-09
Chief /Sheriff Date
Police Department

Finance Rep Date
Name: _____
(Print)

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

**AMENDMENT
TO
CONTRACT
BETWEEN
QUALITY CORRECTIONAL HEALTHCARE, INC.
AND
MONTGOMERY COUNTY COMMISSION**

AMENDMENT NO. 3

DATE: October 26, 2009

The above contract is hereby amended as follows:

-Contract is hereby extended for a one (1) year period; new expiration date of the contract will be November 30, 2010.

-Monthly fees will remain at \$156,042.

-Monthly fees will increase in subsequent months by \$11,146 for every increase of 50 in ADP for two consecutive months. The first increase of fees to the monthly amount will occur in the subsequent month if the ADP increases to 750 -799 for two consecutive months. Additional fee increases will continue if the ADP rises by 50 in ADP for two consecutive months.

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

WITNESS:

**QUALITY CORRECTIONAL
HEALTHCARE, INC**

BY: _____

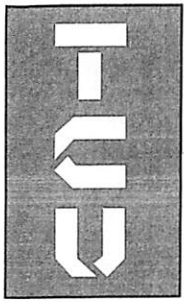
TITLE: _____

WITNESS:

**MONTGOMERY COUNTY
COMMISSION**

BY: _____

TITLE: _____



T.C.U. CONSULTING SERVICES, LLC

CONSTRUCTION CONSULTANTS

334-279-8765 • 334-272-5731 Fax
P.O. Box 230487
MONTGOMERY, ALABAMA 36123-0487

October 27, 2009

John Mitchell
Montgomery County Commission
P. O. Box 1667
Montgomery, AL. 36102-1667

Dear John:

Enclosed are four (4) originals of Change Order #13 for approval by the Commission. You have previously briefed the Commission on these items at the 08/24/09 Information Session. I recommend approval of the Change Order by the Commission. Please include on the agenda for approval at the next Commission Meeting. Secure Elton Dean's signature and return three to me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry Carter', is written over the word 'Sincerely,'.

Larry Carter
Enclosures (4)

cc: file MCDF: a1.1.4 and i2.6
W. K. Upchurch III, letter only
Vicki Loyd, Goodwin, Mills & Cawood, Inc., letter only
Donnie Mims, letter only

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 013	OWNER: ☒
Montgomery County Detention Facility Montgomery, Alabama	DATE: October 12, 2009	ARCHITECT: ☒
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 6-5-010	CONTRACTOR: ☒
Bell and Associates Construction, LP 255 Wilson Pike Circle Brentwood, TN 39249	CONTRACT DATE: October 17, 2006	FIELD: ☒
	CONTRACT FOR: General Construction	OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Items 13.01-13.08 COP 13 (see attached)

\$ ~~17,835.15~~
16,522.99 ✓

The original Contract Construction Sum was	\$ 46,362,000.00
The net change by previously authorized Change Orders	\$ 1,073,785.98
The Contract Sum prior to this Change Order was	\$ 47,435,785.98 ✓
The Contract Sum will be increased by this Change Order in the amount of	\$ 16,522.99 ✓
The new Contract Sum including this Change Order will be	\$ 47,452,308.97 ✓

The Contract Time will be ** by ** () days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2008

** Resolution of days pending.

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

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

Goodwyn, Mills and Cawood, Inc.
ARCHITECT (Firm name)

2660 EastChase Lane, Suite 200 (36117) P
O Box 242128
Montgomery, AL 36124-2128

ADDRESS

BY (Signature)

Freddie E. Lynn, Jr., AIA, VP Arch.
(Typed name)

10.26.09
DATE

Bell and Associates Construction, LP
CONTRACTOR (Firm name)

255 Wilson Pike Circle
Brentwood, TN 39249

ADDRESS

BY (Signature)

Elvis H. Butler, Jr.
(Typed name)

10/19/09
DATE

Montgomery County Commission
OWNER (Firm name)

P O Box 1667
Montgomery, AL 36102-1667

ADDRESS

BY (Signature)

Elton N. Dean, Sr.
(Typed name)

DATE

File MCOF 12.8

**MONTGOMERY COUNTY DETENTION FACILITY
FOR THE MONTGOMERY COUNTY COMMISSION**

MONTGOMERY COUNTY, ALABAMA

CHANGE ORDER PROPOSAL 13 for CHANGE ORDER NO. 13

Total

Accept

Reject

Date: 08/21/09

Please review line by line and initial in the appropriate space whether item is accepted or rejected. Also sign on signature line at the bottom.

- | | | | | |
|-------|---|----------------|---|--|
| 13.01 | Credit for Door 156 not installed and cmu work not done in Office 156 of existing building (COR 79). Requested by owner. | \$ (750.00) | ✓ | |
| 13.02 | Add for insulation of overflow rain leaders in new facility. (COR 107) By agreement between owner and Bell. | \$ 3,339.00 | ✓ | |
| 13.03 | Add for plumbing changes per RFI's 104, 217, 227, 228 and 235. (COR 172) By agreement. | \$ 11,542.15 | ✓ | |
| 13.04 | Add new circuits and wiring to power systems furniture in Open Office 1015. (COR 181) Previously approved in Change Directive 18. Unforeseen condition. | \$ 12,005.40 | ✓ | |
| 13.05 | Add sign above Vehicular Sally Port 1109 entrance to show clearance. (COR 186) Required, but not in bid. | \$ 482.72 | ✓ | |
| 13.06 | Add for glazing in (3) builder's door view lites not provided in previous change order. (COR 190) Request by Owner. | \$ 304.00 | ✓ | |
| 13.07 | Add for providing water curtain sprinklering at Unit Supervisors' Offices per Action Item 488. (Estimate, previously approved in CCD 20). Required by Code Official. | \$ 4,764.72 | ✓ | |
| 13.08 | Credit to delete work previously approved in Change Order 12. Item 12.7, to furnish and install duplex elevator controls at hydraulic elevators, will be carried in Change Directive 19. By agreement between owner and Bell. | \$ (15,165.00) | ✓ | |

CHANGE ORDER PROPOSAL #13 TOTAL

~~\$17,835.15~~ 14,522.99 10/12/09 Jee

Recommended by:

Goodwyn, Mills and Cawood, Inc.

Architect (Firm Name)

Victoria P. Loyd
By (Signature)

Victoria P. Loyd, AIA

(Typed Name)

Date: August 21, 2009

Recommended by:

T.C.U. Consulting, Inc.

Owner's Representative (Firm Name)

Larry Carter
By (Signature)

Larry Carter

(Typed Name)

Date: 08/21/09

Reviewed by:

Montgomery County Commission

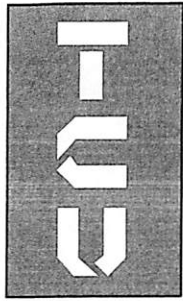
Owner (Firm Name)

Donald L. Mims
By (Signature)

Donald L. Mims, County Admin.

(Typed Name)

Date: 08/31/09



T.C.U. CONSULTING SERVICES, LLC

CONSTRUCTION CONSULTANTS

334-279-8765 • 334-272-5731 Fax
P.O. Box 230487
MONTGOMERY, ALABAMA 36123-0487

November 5, 2009

John Mitchell
Montgomery County Commission
P. O. Box 1667
Montgomery, AL. 36102-1667

Subject: Annex I Phase 2 Change Order #6

Dear John:

Enclosed are three (3) originals of Change Order #6 for approval by the Commission. These items were previously approved by you through Tommy Lawrence. On behalf of Tommy, TCU recommends approval by the Commission. Please place on the agenda for the November 9, 2009 Meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry Carter', is written over the word 'Sincerely,'.

Larry Carter
Enclosures (3)

Cc: W. K. Upchurch III, letter only
Tommy Lawrence, letter only
Donnie Mims, letter only

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): Sheriff's Office Renovations, Montgomery County Courthouse	CHANGE ORDER NUMBER: 005 006 DATE: November 4, 2009 ecb	OWNER: ☐ ARCHITECT: ☐ CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐
TO CONTRACTOR (Name and address): CannDauson Construction 216 Echlin Blvd Prattville, AL 36066	ARCHITECT'S PROJECT NUMBER: 0704GV-A CONTRACT DATE: March 5, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

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

1. ADD to repair leaks along ext at rms 263 & 268	\$ 1,943.50
2. DEDUCT to delete probate area	(\$ 10,780.22)
3. DEDUCT to delete work of additional fire dampers and related fire alarm from Change Order #4	(\$3,922.14)
TOTAL	(\$12,758.86)

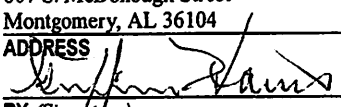
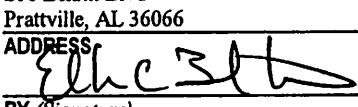
The original Contract Sum was	\$ 4,638,198.00
The net change by previously authorized Change Orders	\$ 258,424.99
The Contract Sum prior to this Change Order was	\$ 4,896,622.99
The Contract Sum will be decreased by this Change Order in the amount of	\$ (12,758.86)
The new Contract Sum including this Change Order will be	\$ 4883,864.13

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

The date of Substantial Completion as of the date of this Change Order therefore is not changed

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

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

PH&J Architects, Inc. ARCHITECT (Firm name) 807 S. McDonough Street Montgomery, AL 36104 ADDRESS  BY (Signature) Griffin Harris, Vice President (Typed name) 11/4/09 DATE	CannDauson Construction, Inc. CONTRACTOR (Firm name) 216 Echlin Blvd Prattville, AL 36066 ADDRESS  BY (Signature) Ellen Barnett, Vice President (Typed name) 11/5/09 DATE	Montgomery County Commission OWNER (Firm name) PO Box 1667 Montgomery, AL 36102 ADDRESS BY (Signature) Elton N. Dean, Sr., Chairman (Typed name) DATE
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COPY

POSITION FILL REQUEST

DEPARTMENT: Tax & Audit

DEPARTMENT HEAD: Larry R. Curvin

SUPERVISOR: Larry R. Curvin

COMPLETED ACTION DATES

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

1 POSITION TITLE : Revenue Auditor

POSITION NUMBER 001 51800 002

PROPOSED EFFECTIVE DATE : 10/19/2009

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER (X) TRANSFER

(x) OPEN COMPETITIVE REGISTER (X) REEMPLOYMENT

PAY GRADE A07

Larry R. Curvin
Department Head

Date 10/15/2009

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4 SELECTEE: _____

Appointing Authority

Date _____

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

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
BENITA FROEMMING, CHAIRMAN
CHARLES B. PATERSON
JOHN L. BAKER

27 Madison Avenue
Montgomery, Alabama 36104

October 13, 2009

BARBARA M. MONTOYA
PERSONNEL DIRECTOR
KAREN B. CASON
ASSISTANT PERSONNEL DIRECTOR
TELEPHONE: 334-241-2675
FAX: 334-241-2219

Sheriff D. T. Marshall
Montgomery County Sheriff's Office
Courthouse Annex
Montgomery, Al.

Dear Sheriff Marshall,

As you know we were unsuccessful in our efforts to fill the new Identification Officer and Fingerprint Classifier positions, therefore, those announcements were closed so that we could re-evaluate the Identification Officer qualifications and pay.

As a result of our evaluation, we have accomplished two things. First, we have revised the Fingerprint Classifier job description to emphasize that this is a step in a career ladder and hopefully prepare for future vacancies in the Latent Fingerprint Examiner position. Second, we recommend that the classification of Identification Officer, pay grade A-06, be abolished and a new classification of Latent Fingerprint Examiner be established at pay grade A-07. If these changes are approved, the incumbent Identification Officer would be non-competitively promoted to Latent Fingerprint Examiner.

If you are in agreement with these recommendations, please sign the enclosed job descriptions and return them to Cami Hacker. These actions will also require the approval of the County Commission and the Personnel Board.

Please call Cami Hacker or me if you have any questions or concerns.

Sincerely,



Karen B. Cason
Assistant Personnel Director

C: Chief Derrick Cunningham

LATENT FINGERPRINT EXAMINER

FLSA: Non-exempt

Pay grade: A07

CO0466

(See also CI8470)

Revised 10/7/09

NATURE OF WORK: The fundamental reason that this classification exists is to develop, preserve, compare, and identify latent fingerprints. Major work functions include identifying and/or registering guns and individuals, developing and comparing latent prints and/or fingerprints, classifying and researching fingerprints and latent prints, maintaining files and records, and performing other duties related to identification. Information handled by incumbents is highly confidential and not typically for public record. Incumbents are supervised by a Deputy Sheriff Lieutenant and/or Captain.

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

***ESSENTIAL FUNCTION:** Identifies and/or registers guns and individuals such as arrested individuals, ex-felons, sex offenders, job applicants and child care and school workers using registration forms, computer, telephone, fingerprinting materials, NCIC (National Crime Information Center), Automated Fingerprint Identification System (AFIS), and camera following departmental policies and procedures and federal and state laws and guidelines in order to maintain required documentation regarding the identity of individuals and/or guns.

- Provides and reviews registration documentation.

- Uses NCIC to run a nationwide criminal history and warrant check on individuals and/or guns.

- Checks personal information files for prior arrest record of individuals detained in the Montgomery County Detention Facility.

- Gathers information from various sources such as probate records, doctors, private citizens, etc. in order to make determinations regarding identification and registration.

- Rolls fingerprint impressions using ink and fingerprint cards or ten-print computer.

- Operates AFIS terminals, including entering fingerprint images and ten-print data and editing minutiae points.

- Photographs individuals to obtain visual records of the individuals.

- Assigns tracking numbers to individuals/guns.

- Creates identification cards.

- Enters registration information into internal computer database for tracking.

- Files registration information by name and gun serial number.

ESSENTIAL FUNCTION: Develops and classifies latent prints and/or fingerprints using powders, chemicals, photography equipment and computers following the Henry classification system, departmental policies and procedures and state laws and guidelines in order to collect evidence for criminal identification and to comply with federal and state laws regarding fingerprint documentation.

Uses powders, chemicals, lifting tape, camera and lighting techniques to develop latent fingerprints for use in comparison.

Photographs latent fingerprints before lifting prints in order to preserve evidence.

Fingerprints the victim or persons having legal access to area of offense in order to eliminate prints found at crime scene.

Completes a chain of custody form on cases that are being investigated to maintain accurate record of individuals handling evidence.

Keeps accurate records of latent prints such as type case, victims, location of evidence collected, alphabetize prints and the investigator assigned to case.

Submits report of findings from latent print comparison to requesting agency or investigator.

ESSENTIAL FUNCTION: Classifies and researches fingerprints and latent prints using the Henry classification system, AFIS, and fingerprint cards following departmental policies and procedures and state laws and guidelines in order to match prints with individuals.

Examines fingerprints using a magnifying glass to identify characteristics.

Classifies fingerprints by analyzing and blocking pattern types.

Conducts searches through AFIS or manual file systems to locate possible matches.

Compares fingerprints for compatibility with suspects, witnesses, individuals on the scene, possible matches, etc.

Verifies the identity of suspects, applicants or other persons.

Completes reports/forms to document findings related to fingerprint identification.

ESSENTIAL FUNCTION: Maintains files and records using alpha and/or numeric filing systems and mug shot books following departmental policies and procedures regarding file maintenance and confidentiality in order to ensure that identification documentation is properly stored and accessible.

Enters personal and arrest information into computer systems in order to maintain computerized database of criminal arrest records.

Files fingerprint cards matching similar fingerprints as they are being filed in order to eliminate duplicate files when arrestee uses alias and make sure charges are attached to correct individual.

Purges fingerprint files on deceased arrestee and maintains a separate file to cross-reference arrestee using deceased identification information.

Maintains files such as sex offender information, gun registration information, and other identification documentation.

Preserves and stores collected evidence by secure means until court and appeals time has expired.

ESSENTIAL FUNCTION: Performs other duties related to identification such as conducting background checks on employment applicants, training employees in fingerprint techniques, maintaining and ordering supplies needed for office, gathering information, and coordinating tasks with others.

Serves as lead worker for the fingerprint work group to include providing training and monitoring work products.

Trains employees in fingerprint techniques, simple fingerprint comparison, performing criminal history checks, driver's license checks and various ways of tracing addresses and places of employment on suspects using the computer, phone book, city directory, obituaries, etc.

Gathers information from various individuals, jurisdictions, etc. in order to conduct background checks, process arrests, etc.

Coordinates with various individuals, law enforcement jurisdictions, etc. to accomplish tasks such as share and verify information, confiscate guns, arrest individuals, certify fingerprints and identities.

Maintains and orders supplies for the office such as fingerprint cards, film, latent print material, and ensure that all equipment is operable and functioning.

Testifies in Federal, District, Circuit courts, and grand jury regarding fingerprint identification.

Assists warrant officers and other staff members in the identification of individuals.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Henry Fingerprint Classification System including the F.B.I. extensions to include fingerprint classifications, sub-classifications and sub-secondary classifications as needed to match and interpret ten-print and latent fingerprints.

Knowledge of National Crime Information Center fingerprint classification as needed to access and enter information in the system.

Knowledge of latent fingerprint procedures, techniques and equipment to include determining which technique to use for developing prints on different objects in order to collect and preserve latent print evidence.

Knowledge of ten-print fingerprinting procedures, techniques and equipment to include the steps for fingerprinting and fingerprinting under unusual situations such as amputations, scars, and deformities.

Knowledge of latent photography techniques and procedures to include, type camera (one to one), type lighting techniques in order to collect photographic latent print evidence for criminal identification.

Knowledge of photography to include, how to operate camera, type of lens, distance needed from object, where to position object, using direct, side, back or bounced lighting techniques, and how to perform simple maintenance on equipment in order to collect photographs used for criminal identification.

Knowledge of Automated Fingerprint Information System (AFIS) as needed to input and access information and reports.

Skill in examining fingerprints and differentiating ridge characteristics as needed to establish positive identification.

Skill in processing latent fingerprints by utilizing powders, chemicals, lighting techniques and photography in order to obtain legible latent prints for positive identification.

Ability to file information alphabetically and/or numerically as needed to maintain records, documents, and files.

Ability to operate equipment such as copier, fax, and photographic equipment as needed to perform assigned tasks.

Ability to communicate effectively, to include speaking clearly and concisely, as needed to communicate with staff, coordinate and share information with others, and testify in court.

Ability to maintain composure as needed to work with offensive and hostile individuals and testify in court.

Ability to maintain confidentiality of information obtained through NCIC when obtaining information on individuals for background checks, criminal history checks, driver's license checks and destroys all printed information obtained by NCIC.

Ability to ask appropriate questions of individuals in order to process background checks and criminal history checks for proper identification.

Ability to keep work flowing by managing time, prioritizing work task and assisting in other assigned areas.

Ability to operate personal computers and computer terminals to include enter and retrieving data in order to process background checks, criminal history checks and other forms of identification checks.

Ability to read and comprehend written information such as manuals, guidelines, and reports as needed to gain an understanding of work tasks, research new methods, prepare for court testimony, etc.

SPECIAL REQUIREMENTS: Must be able to work occasional overtime and subject to be on call 24 hours; must be familiar with various law enforcement agencies, their functions and jurisdictions. Must be able to work under pressure in order to meet deadlines.

PHYSICAL REQUIREMENTS: Must be able to climb, stoop, bend, and crawl as needed to process crime scenes. Must have correctable vision to 20/20.

MINIMUM QUALIFICATIONS: High school diploma or GED, 40 hours of classroom fingerprint classification training, 80 hours of classroom latent fingerprint training, three years of latent fingerprint experience, and one year of classification experience, or an equivalent combination of education and experience. Latent experience can be used to substitute for classroom training and/or classification experience.

APPROVALS:	
_____ Supervisor	_____ Date
_____ Division Head	_____ Date
_____ Department Head	_____ Date
<i>Or Marshall</i> _____ Appointing Authority	<i>10-14-09</i> _____ Date

POSITION FILL REQUEST **ORIGINAL**

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

DEPARTMENT: Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Bruce R. Howell

1. POSITION TITLE: Maintenance Mechanic

POSITION NUMBER: 001-526020-047 (to replace Joe Bell)

PROPOSED EFFECTIVE DATE: 10/06/09

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

(X) PROMOTIONAL REGISTER () TRANSFER Pay step to be based upon City and County of Montgomery Personnel Rules and Regulations, Rule VI, Section 10(a) Promotions
() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: S09 (\$28,700/\$1103.85/\$13.7981)



Department Head

10/6/2009

Date

2. ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates
_____ Candidates

Personnel Director

Date

4. SELECTEE: _____

Appointing Authority

Date

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

Date _____
Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV - 9 2009

Request # 2

Date: October 29, 2009
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: December 2, 2009 Return Date: December 3, 2009

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the 22nd Annual Governmental Accounting and Auditing Forum

Traveler (s) Name: 1. Donald Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$641.20 Advance Registration Required: \$250.00

Department Name: County Commission Fund Name: General

Additional Comments: Meals - 150.00; Mileage - 101.20; Hotel - 140.00; Registration - 250.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 11/09/09 reimbursement of actual and necessary expenses in the
approximate amount of \$641.20 and advance registration of \$250.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51100-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$278.00</u>	
Budget Available:	<u>\$24,722.00</u>	
Current Requests:	<u>\$641.20</u>	
Budget Balance:	<u>\$24,080.80</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/29/2009

cc: Finance Director / Buyer

12-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

NOV - 9 2009

Date: November 3, 2009
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Destin, Florida
Departure Date: July 13, 2010 Return Date: July 16, 2010
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Alabama Association of Public Personnel Administrators Annual Conference

Traveler (s) Name: 1. Barbara Montoya 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,150.00 Advance Registration Required: \$250.00

Department Name: Personnel Fund Name: Merit System

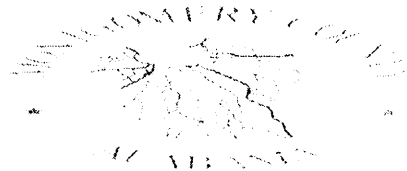
Additional Comments: _____

To: Barbara M. Montoya, Director
From: Donald L. Mims, Administrator

The above request is app. 11/09/09 reimbursement of actual and necessary expenses in the
approximate amount of \$1,150.00 and advance registration of \$250.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>123-51961-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$1,982.00</u>
Budget Available:	<u>\$13,018.00</u>
Current Requests:	<u>\$1,150.00</u>
Budget Balance:	<u>\$11,868.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/4/2009

cc: Finance Director / Buyer

12-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

NOV - 9 2009

Date: October 29, 2009

To: Donald L. Mims, Administrator

From: Ellen Brooks

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Point Clear, AL

Departure Date: November 22, 2009

Return Date: November 24, 2009

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: To Attend: ADAA 2009 Fall Extended Business Session

Traveler (s) Name: 1. Ellen Brooks 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,153.00

Advance Registration Required: \$375.00

Department Name: District Attorney

Fund Name: 760-51260-265

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 11/09/09 reimbursement of actual and necessary expenses in the
approximate amount of \$1,153.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$44,380.00

Approved Requests: \$550.00

Budget Available: \$43,830.00

Current Requests: \$1,153.00

Budget Balance: \$42,677.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/29/2009

cc: Finance Director / Buyer

12-3

NOV - 9 2009

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	County Comm Appropriations	REVIEWED:	S. Thomas	10/29/2009
DATE:	10/29/2009	Finance Director		Date
REQUESTED BY:	Donald L. Mims, Administrator	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Transfer to Solicitors Fund	001-62100-760	0	1,500	1,500
Miscellaneous Appropriations	001-59320-498	400,000	-1,500	398,500
				0
Travel Expense	760-51260-264	0	1,500	1,500
Transfer from General Fund	760-61100-001	0	-1,500	-1,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		400,000	0	400,000

JUSTIFICATION:

Record the miscellaneous appropriation to the District Attorney Solicitors Fund for expenses for the Family Justice Center Conference.

NOV - 9 2009

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	District Attorney	REVIEWED:	S. Thomas	10/29/2009
DATE:	10/29/2009	Finance Director		Date
REQUESTED BY:	Ellen Brooks	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Surety Bonds	760-51260-273	250	120	370
Cellular Service	760-51260-255	0	500	500
Travel-Registration & Training	760-51260-265	45,000	-620	44,380
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		45,250	0	45,250

JUSTIFICATION:

To Cover Increase In Expenses

Southeast Alabama Emergency
Medical Services Council, Inc.

Members:**Term Expires:**

Asst. Fire Chief Mike Smith
Medic Division
Montgomery Fire Department
P.O. Box 1111
Montgomery, AL 36101-111
Home Address:
3801 Cedar Avenue
Montgomery, AL 36109
Home: (334) 356-8680
Cell: (334) 309-5182

11/3/2009

Annitta Love
744 Richfield Road
Deatsville, AL 36022
Work: (334) 420-4483
Cell: (334) 467-4857

11/3/2009

Linda Brown
1736 Laurelwood Lane
Montgomery, AL 36117
Home: (334) 279-3142
Work: (334) 420-4200

11/3/2009

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

11/3/2009

John Treat
P.O. Box 441
Hope Hull, AL 36043
Cell: (334) 318-9924

11/3/2009

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

11/3/2009

Dell Gamble
CARE Ambulance
1150 Panama Street
Montgomery, AL 36107
Cell: (706) 536-3442

11/3/2009

Southeast Alabama Emergency
Medical Services Council, Inc.

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

11/3/2009

Term: 1 year

NOV - 9 2009

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 11/10/2009
 DATE: 11/10/2009 Finance Directo. Date
 REQUESTED BY: Donald L. Mims APPROVED: _____ Date
 Elected Official/Dept. Head Administrator

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Transfer to General Fund	116-62100-001	0	300,000	300,000
Fund Balance	116-35900-000	0	-300,000	-300,000
		0		0
		0		0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	0

JUSTIFICATION:

To budget a transfer to the General Fund for the purchase of the building at 530 S. Lawrence St for the Family Justice Center.

NOV - 9 2009

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 11/10/2009
 DATE: 11/10/2009 Finance Director Date
 REQUESTED BY: Donald L. Mims APPROVED: _____
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Building Purchase	001-51100-521	0	600,000	600,000
Transfer from Capital Improvement Fund	001-61100-116	0	-300,000	-300,000
Cost Sharing-City of Montgomery	001-40000.44915	0	-300,000	-300,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	0

JUSTIFICATION:

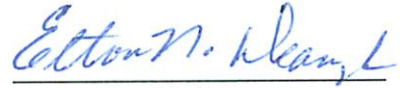
To record the budget for the purchase of the building at 530 S. Lawrence St for the Family Justice Center.

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, November 23, 2009, at 8:00 in the morning.



Administrator



Chairman