

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
DECEMBER 8, 2008

INFORMATION SESSION

Chairman Strange called the Meeting to Order at 8:00 a.m. The meeting was held at the Montgomery County Administration Building, Courthouse Annex I.

The meeting was opened with prayer led by Commissioner Williams.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF, AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims stated that Chairman Strange and he had discussed having a stenographer assist in taking minutes during the County Commission Meetings and informed the Commission that Shannon Yost with Verbatim Court Reporting, LLC, agreed to perform a trial run in which she would transcribe the Information Session from 8:00 a.m. – 9:30 a.m., at today's meeting.

Administrator Mims briefed the Commission on scheduled attendees.

DISCUSSION ITEMS BY COMMISSIONERS

Commissioner Williams requested a \$500 miscellaneous appropriation be added to BONDS for the Garden Square Beautification Project from his account.

Commissioner Polizos requested a \$1,000 miscellaneous appropriation be added to the BOE, Morningview Elementary School, for the Principal's Discretionary Fund from his account.

Vice Chairman Dean requested a \$500 miscellaneous appropriation be added to the BOE, Carver High School, Attention Coach Corey Wotten, for the baseball team from his account.

Commissioner Ingram requested a \$150 miscellaneous appropriation be added to BOE, Brewbaker Tech Magnet High, for the Principal's Discretionary Fund and a \$250 miscellaneous appropriation to BOE, Fitzpatrick Elementary School, for the Principal's Discretionary Fund from his account.

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

DISCUSSION ITEMS BY COMMISSIONERS

Chairman Strange reviewed the Revenue Reports for the Month of November 2008 with the Commission. He stated that sales tax revenues for November were down 9 percent and asked his fellow Commissioners to consider imposing cost-cutting measures. Deputy Administrator Mitchell presented a budget reduction spreadsheet prepared by the Finance Department which indicated the savings and one spreadsheet which showed the total budget reduction for each department.

Chairman Strange recommended that, effective immediately, the County freeze hiring for personnel in General Fund departments; that overtime be reduced by 10 percent; and an across the board 10% budget reduction in General Fund departments, based on the original budget. He stated that these cuts would not include Law Enforcement and Corrections. After discussion the Commission agreed to reduce overtime by 90 percent. Chairman Strange also recommended that a committee of financial representatives from each department be formed to identify new sources of revenue and to collect all legally due revenues. Deputy Administrator John Mitchell will oversee the committee.

After discussion, the Commission agreed to waive rules and add these cost-cutting measures to the agenda.

PRESENTATION BY DISTRICT ATTORNEY ELLEN BROOKS

District Attorney Ellen Brooks informed the Commission that the District Attorney's office would no longer need funding for travel expenses to Birmingham regarding the Winston Brent Springford, Jr. case since the trial will be held in Montgomery.

Ms. Brooks briefed the Commission regarding the pre-trial diversion program and stated that it has been very successful. However, there is a need for more counselors and more space for meetings, which would require additional funding. Chairman Strange inquired as to whether Pre-trial could charge a supervision fee. Ms. Brooks stated that she thought that we would have to amend legislation in order to collect a supervision fee. Chairman Strange said that he would have Crosby Drinkard contact her to discuss amending the legislation. Chairman Strange asked Administrator Mims to work with Carter Papke in locating additional space for the pre-trial diversion program before the next Commission meeting.

PRESENTATION BY MONTGOMERY CITY COUNCILMAN GLEN PRUITT AND LOVELESS ACADEMIC MAGNET PROGRAM (LAMP) HIGH SCHOOL BASEBALL COACH ROCKY SMITH

Montgomery City Councilman Glen Pruitt and LAMP High School Baseball Coach Rocky Smith briefed the Commission regarding the need for an athletic building for indoor athletic training and activities and requested the Commission to help fund the building. Chairman Strange asked Commissioners Ingram and Williams to work with Montgomery City Councilman Pruitt, Montgomery City Councilman David Burkett and Mr. Smith to secure funding. Chairman Strange stated that the Commission would review it again at their meeting in January.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE

County Engineer George Speake informed the Commission that CSX Railroad will be replacing several of their railroad crossings in the southern part of the county.

Mr. Speake stated that work was continuing on the Pike/Vaughn Road intersection and that he hoped the project would be completed before Christmas, if the weather holds out.

Commissioner Williams asked Mr. Speake to determine why a portion of Bozeman Drive is an unpaved private road. Mr. Speake responded that he would investigate this matter and report back to Commissioner Williams.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims distributed the minutes from the November 12, 2008, and November 24, 2008, meetings to the Commissioners.

Administrator Mims stated that Commissioner Williams had inquired at the last meeting about prior year appropriations to Freedom Forums. Administrator Mims informed Commissioner Williams that last year the Commission approved a budget change for \$2,500 for Freedom Forums and then the Recreation Board appropriated \$2,500 for a total of \$5,000.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE HOWELL

Juvenile Court Administrator Bruce Howell briefed the Commissioners regarding a contract that will be split between the Administrative Office of Courts and the Montgomery County Youth Facility. Chairman Strange asked Mr. Howell to present the contract at the next meeting. Mr. Howell discussed the status of the wiring contract at the courthouse.

Mr. Howell briefed the Commission regarding a Memorandum of Understanding between the Alabama Department of Economic and Community Affairs, the Alabama Department of Youth Services, and the Montgomery County Commission, which appears on today's agenda. Mr. Howell informed the Commission that the grant is to provide services for youth parolees who are being released from institutions.

Mr. Howell stated that a contract with Elmore County for Youth Facility beds appears on today's agenda. Mr. Howell informed the Commission that the Youth Facility has additional beds and they will offer contracts to Autauga and Elmore counties.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding the seminar he attended last week and stated that Mr. Richard Childree, Comptroller for the State of Alabama, had shared a vision relative to a one-shop stop for government which would combine and provide government services online. Administrator Mims noted this plan would be beneficial to the County.

DISCUSSION ITEMS BY COMMISSIONERS

Chairman Strange discussed the furniture in Annex III with his fellow Commissioners. He stated that the upholstery on some of the furniture is white and expressed concern. After discussion, the Commission will allow Natalie Fisher, with 2WR/HolmesWilkins Architects, Inc., to set up the furniture and if they do not like it, she could take corrective action.

COMMENTS FROM DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell briefed the Commission regarding a Purchase Order for furniture in the Commissioner's Conference Room at Annex III. After discussion, the Commission agreed to waive rules and add this item to the agenda.

RECESS TO FORMAL SESSION

Chairman Strange recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Strange welcomed everyone to the Formal Session.

The meeting was opened with Prayer led by Commissioner Williams at the Request of Commissioner Polizos.

The Pledge of Allegiance was led by Chairman Strange.

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

OMNIBUS VOTE

Chairman Strange requested for the Commission to omnibus the following two items and the Commission concurred. Mr. Williams made a motion to approve the two agenda items. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

Chairman Strange Presented the Minutes of the Organizational Meeting of November 12, 2008

As approved in the Omnibus Vote, Mr. Williams made the motion to approve the Minutes of the Organizational Meeting of November 12, 2008. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

Chairman Strange Presented the Minutes of the Regular Meeting of November 24, 2008

As approved in the Omnibus Vote, Mr. Williams made the motion to approve the Minutes of the Regular Meeting of November 24, 2008. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

CONSENT AGENDA

Chairman Strange presented the Accounts Payable and Payroll Checks Authorization for Approval.

Mr. Ingram made a motion to approve the Accounts Payable and Payroll Checks, as presented by Chairman Strange. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 and 2, are attached to these Minutes.)

RESOLUTION

ADOPTED RESOLUTION RECOGNIZING MR. AND MRS. GUS POLIZOS' 60TH WEDDING ANNIVERSARY

Commissioner Polizos asked Chairman Strange to read the resolution recognizing his parents 60th Wedding Anniversary. Chairman Strange requested Mr. and Mrs. Polizos and Commissioner Polizos to join him in front of the dais for the presentation and he read the resolution.

RESOLUTION

WHEREAS, Gus Polizos and Kiki Hiras entered into the grace of Holy Matrimony on October 10, 1948 on the Isle of Skopelos, in the country of Greece; and

WHEREAS, the couple came to the United States on Christmas Eve, 1948 to begin their life together as husband and wife in Montgomery, Alabama; and

WHEREAS, their commitment to each other has allowed their love to grow for 60 wonderful years; and

WHEREAS, Gus and Kiki Polizos have enjoyed a blessed life of family, friends and faith through The Greek Orthodox Church of Montgomery, Alabama; and

WHEREAS, Gus and Kiki Polizos have served as an example to others in good times as well as bad;

WHEREAS, together, this cherished couple has shared many happy times and treasured memories with three children, six grandchildren and one great-grandchild; and

WHEREAS, the 60th wedding anniversary is a symbol of a time tested love and a bond that will truly last forever; and

NOW, THEREFORE BE IT RESOLVED, that the Montgomery County Commission does hereby recognize Mr. and Mrs. Gus Polizos on the occasion of their 60th wedding anniversary and extends its heart-felt congratulations on this special occasion.

We hereby certify that the above Resolution was presented by the Montgomery County Commission on this, the 8th day of December, 2008.

End of Resolution

After reading the resolution Chairman Strange showed the audience an old picture of Mr. and Mrs. Polizos stating that they are a very handsome couple. Chairman Strange informed the audience that a ribbon cutting took place for Commissioner Polizos' new restaurant called Mr. G's. He stated that Commissioner Polizos made a promise to his dad that some day he would reopen Mr. G's and now that promise has been fulfilled. Chairman Strange recommended the restaurant, stating he has eaten there a few times and that it is really great. Chairman Strange, on behalf of the Commission, congratulated Mr. and Mrs. Polizos and wished them the best for another 60 years.

Mrs. Polizos thanked everyone, stating she would take it just one year at a time. She also told them that this was a surprise.

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

Chairman Strange informed the audience that he wanted to, on behalf of the County Commission and all of its employees express their sympathy and their condolences to Reed Ingram on the death of his mother a few days ago. He stated that she had a long illness and passed away on Wednesday. He told the audience that there would be a memorial service held tomorrow at 2:00 p.m.

Commissioner Ingram thanked everyone for their calls, thoughts and prayers.

NEW BUSINESS

YOUTH FACILITY – APPROVED CONTRACT FOR HOUSING JUVENILES AT THE MONTGOMERY COUNTY YOUTH FACILITY FOR ELMORE COUNTY

The Administrator presented a memorandum from Detention Facility Director Michael Provitt requesting approval of Contract for Housing Juveniles at the Montgomery County Youth Facility for Elmore County.

Mr. Polizos made a motion to approve the Contract. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Memorandum, Contract and Letter, Agenda Pages 1-1 through 1-8, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED ARCHITECTURAL SERVICES CONTRACT WITH WM. BARRY ROBINSON, ARCHITECT REGARDING THE NEW MONTGOMERY COUNTY K-9 FACILITY, SUBJECT TO APPROVAL BY THE COUNTY ATTORNEY

The Administrator presented a letter from Mr. Robinson of Wm. Barry Robinson, Architect requesting approval of a proposed Architectural Services Contract with his firm regarding the New Montgomery County K-9 Facility in Snowdown, Alabama.

Mr. Williams made a motion to approve the Architectural Services Contract, subject to approval by the County Attorney. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Letter, Agenda Pages, 2-1 through 2-5, is attached to these Minutes.)

YOUTH FACILITY – APPROVED MEMORANDUM OF UNDERSTANDING BETWEEN ADECA, ALABAMA DEPARTMENT OF YOUTH SERVICES AND MONTGOMERY COUNTY COMMISSION REGARDING A RE-ENTRY GRANT, SUBJECT TO APPROVAL BY THE COUNTY ATTORNEY

The Administrator presented the following memorandum from Juvenile Court Administrator Bruce R. Howell requesting approval of a Memorandum of Understanding regarding a Re-Entry Grant, subject to approval by the County Attorney:

MEMORANDUM

To: Mr. Donnie Mims
From: Bruce R. Howell, Court Administrator
Date: December 4, 2008
Re: ADECA Memorandum of Understanding

Please place the attached Memorandum of Understanding from ADECA on the County Commission Agenda for Monday, December 8, 2008. I need to discuss this with the Commission at their pre-working agenda meeting and then have it placed on the official agenda immediately following.

Thank you for your consideration.

End of Memorandum

Mr. Polizos made a motion to approve the Memorandum of Understanding subject to approval by the County Attorney. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Memorandum of Understanding, Agenda Pages 3-2 through 3-10, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS.

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

December 8, 2008

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-2009-47: Freewill Community Development Corporation of Montgomery, for Program to Stop the Violence - \$1,000
- C-2009-48: Central Alabama Community Foundation, to be used by BONDS to Support the Freeport Estates Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500
- NC-2009-69: BOE, Georgia Washington Junior High School, for Principal's Discretionary Fund, for Computer for Library - \$500

End of Memorandum

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

- C-2009-49: Central Alabama Community Foundation, to be used by BONDS to Support the Garden Square, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500
- NC-2009-70: BOE, Carver Senior High School, for Baseball Team, Attn: Coach Corey Wotten - \$500
- NC-2009-71: BOE, Morningview Elementary School, for Principal's Discretionary Fund - \$1,000

NC-2009-72: BOE, Fitzpatrick Elementary School, for Principal's Discretionary Fund
- \$250

NC-2009-73: BOE, Brewbaker Technology Magnet High School, Principal's
Discretionary Fund - \$150

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

COUNTY COMMISSION – APPROVED PURCHASE ORDER TO CLIMATE SERVICE, INC., FOR BOILER UPGRADES

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of purchase order to Climate Service, Inc., for Boiler Upgrades:

December 3, 2008

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Proposal for Boiler Upgrades

Paul St. John has requested boiler upgrades be done to bring mechanical and gas codes up to proper State standards. Climate Service, Inc., has provided a proposal to perform work involving these upgrades. This item was discussed at a previous working session of the Commission. The need for doing this work has been verified and the proposed cost of this work is \$11,500.00.

Based on our standing service contract with Climate Service, Inc., I recommend we approve the proposal. I also recommend approval of a purchase order for the listed amount above. I request that the Commission vote on this matter at the next County Commission meeting on December 8, 2008.

Your careful consideration is appreciated.

Attachments

End of Memorandum

Mr. Polizos made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Memorandum and Letter, Agenda Pages 5-2 and 5-3, are attached to these Minutes.)

Commissioner Ingram requested clarification on what buildings would receive the boiler upgrades. Deputy Administrator Mitchell informed the Commission that Annex I and the Courthouse received new chillers but did not receive new boilers.

DETENTION FACILITY – APPROVED AWARD OF CONTRACT FOR MONTGOMERY COUNTY DETENTION FACILITY MEDICAL EQUIPMENT AND FURNISHINGS BID

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of contract with Cardinal Health 200, Inc., for Montgomery County Detention Facility Medical Equipment and Furnishings Package:

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: December 3, 2008

SUBJECT: Award of Contract for MCDF Medical Equipment
And Furnishings Bid

Request approval of award of a contract to Cardinal Health 200, Inc., for the amount of \$107,182.10 for the Detention Facility Medical Equipment and Furnishings Package, be placed on the agenda for the County Commission meeting on December 8, 2008.

Coordination of award made with Mr. Larry Carter of TCU Consulting and Ms. Melanie Bryant of Goodwyn, Mills & Cawood, Inc. (see attached)

Your approval is appreciated.

Attachment

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Letters, Proposal Form and Fax, Agenda Pages 6-2 through 6-8, are attached to these Minutes.)

Chairman Strange questioned whether this bid was inside or outside of the budget package. Deputy Administrator Mitchell informed him that it is inside the budget package. Chairman Strange informed the audience that he had the privilege of taking a tour of the jail last Friday with Chief Deputy Derrick Cunningham and former Chairman of the Commission Bill Joseph. He stated that the Medical Unit in the jail would save the County money because we'll be able to handle things there versus having to transport the inmates elsewhere.

SHERIFF'S OFFICE – APPROVED BID AWARD FOR TRANSMISSION SERVICE FOR COUNTY VEHICLES, BID NO. 52110-08B-066

The Administrator presented the following memorandum from Assistant Director of Support Services Pat Silas requesting approval of Bid Award to Bell's Transmission:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services

DATE: December 3, 2008

SUBJECT: Bid No. 52110-08B-066, Transmission Service
For County Vehicles

Request approval of award on the above referenced bid to low bid of Bell's Transmission, for the amount of \$49.95, based on unit pricing, be placed on the agenda for the County Commission meeting on December 8, 2008. (Copy of spread sheet attached)

Coordination of award made with Sheriff D.T. Marshall.

Your approval is appreciated.

Attachment

End of Memorandum

Mr. Polizos made a motion to approve the Bid Award. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Spread Sheet, Agenda Page 7-2, is attached to these Minutes.)

COMMUNITY CORRECTIONS – APPROVED BID AWARD FOR TILE FOR COMMUNITY CORRECTIONS BUILDING (BACK BUILDING), BID NO. 51100-08B-058

The Administrator presented the following memorandum from Assistant Director of Support Services Pat Silas requesting approval of Bid Award to Carol's Carpet:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services

DATE: December 3, 2008

SUBJECT: Bid No. 51100-08B-058, Tile for Community
Corrections Building (Back Building)

Request approval of award on the above referenced bid to low bid of Carol's Carpet, for the amount of \$4,008.48, be placed on the agenda for the County Commission meeting on December 8, 2008. (Copy of spread sheet attached)

Your approval is appreciated.

Attachment

End of Memorandum

Mr. Williams made a motion to approve the Bid Award. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Spread Sheet, Agenda Page 8-2, is attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 10

The Administrator presented Budget Change Request Number 10, County Commission Appropriations.

Mr. Ingram made a motion to approve the Budget Change Request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 9-1, is attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED BUDGET CHANGE REQUEST NUMBER 5

The Administrator presented Budget Change Request Number 5, Engineering Department.

Mr. Ingram made a motion to approve the Budget Change Request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 10-1, is attached to these Minutes.)

County Engineer George C. Speake clarified to the Commission that this budget change request was for reimbursement on the Pike and Vaughn Roads Project for part of the construction cost. County Engineer Speake informed the Commission that the project should be complete by Christmas or New Years. Chairman Strange commented that the project had some utility issues to handle and hopefully would be completed within the next 3 to 4 weeks. He mentioned that Commission Ingram would appreciate that and Commission Ingram stated he certainly would.

LAW LIBRARY – APPROVED EARLY POSITION FILL REQUEST FOR AN ASSISTANT
LAW LIBRARIAN POSITION

The Administrator presented the following letter from Montgomery County Law Librarian Suzanne B. Duffey requesting approval of early position fill request for an Assistant Law Librarian Position:

Donnie Mims
County Administrator
100 South Lawrence St.
Montgomery, AL 36104

November 25, 2008

Dear Mr. Mims

Per our conversation this morning, I am requesting an early position fill request to hire an employee, Dorothy Robinson to take the place of our existing part time employee—Kristen Adair whose last day will be December 11, 2008.

I am also requesting temporary authorization for a new hire so that the current employee can train the new employee.

I am requesting that Dot Robinson be hired as of December 1, 2008.

Thank you for your help in this matter.

Sincerely,

/s/ Suzanne B. Duffey
Montgomery County Law Librarian

End of Memorandum

Mr. Ingram made a motion to approve the early position fill request. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

Chairman Strange asked whether these funds would be from AOC and not part of the County general fund budget. County Administrator Mims informed the Commission that the Law Library is self funded and that the funds are from fees and money paid by the Bar.

LAW LIBRARY – APPROVED TEMPORARY AUTHORIZATION OF ASSISTANT LAW LIBRARIAN POSITION

The Administrator presented the following letter from Montgomery County Law Librarian Suzanne B. Duffey requesting approval of temporary authorization of Assistant Law Librarian Position:

Donnie Mims
County Administrator
100 South Lawrence St.
Montgomery, AL 36104

November 25, 2008

Dear Mr. Mims

Per our conversation this morning, I am requesting an early position fill request to hire an employee, Dorothy Robinson to take the place of our existing part time employee—Kristen Adair whose last day will be December 11, 2008.

I am also requesting temporary authorization for a new hire so that the current employee can train the new employee.

I am requesting that Dot Robinson be hired as of December 1, 2008.

Thank you for your help in this matter.

Sincerely,

/s/ Suzanne B. Duffey
Montgomery County Law Librarian

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

SUPPORT SERVICES – APPROVED REALLOCATION OF SERVICE MAINTENANCE
WORKER I POSITION TO SERVICE MAINTENANCE WORKER II POSITION

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of reallocation of Service Maintenance Worker I position to a Service Maintenance Worker II position:

November 26, 2008

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator

SUBJECT: Service Maintenance Worker I Reallocation to a
Service Maintenance Worker II

Attached is a New Position/Reallocation Request for the position reallocation of a Service Maintenance Worker I to a Service Maintenance Worker II. There are shifting needs in the maintenance department to hire qualified applicants with higher skill levels.

Before the previous Service Maintenance Worker I retired, there was a need to upgrade the position to a Service Maintenance Worker II. The workload required more skilled labor but the employee did not have the skills to perform more demanding work.

I ask the Commission to approve this reallocation request at the next Commission meeting on December 8, 2008. Your careful consideration of this matter is greatly appreciated.

Attachment

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Reallocation Request Form, Agenda Page 13-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED TRAVEL AND TRAINING REQUESTS (7)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
(1) County Commission	Request Number 5
(2) Sheriff's Office	Request Number 2
(3) Youth Facility	Request Number 8
(4) Risk Management	Request Number 5
(5) Appraisal Department	Request Numbers 8 and 9
(6) Personnel Department	Request Number 4

Mr. Ingram made a motion to approve the travel/training requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 14-1 through 14-7, are attached to these Minutes.)

WAIVED AGENDA RULES

Chairman Strange requested that the following item be added to the agenda and his fellow Commissioners concurred:

COUNTY COMMISSION – APPROVED PURCHASE ORDER TO STEELCASE, FOR COMMISSIONER'S CONFERENCE ROOM TABLE AND CHAIRS IN ANNEX III

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of purchase order to Steelcase:

December 4, 2008

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator

SUBJECT: Montgomery County Courthouse Annex 3
Commissioner's Conference Room Table and Chairs

We have received a recommendation from 2WR/Holmes Wilkins and a proposal from Kyser Office Works for the Commissioner's Conference Room Table and Chairs. This cost will be \$22,193.90.

I have consulted with Larry Carter of T.C.U. and find this cost is in line with the new furnishing details for the Annex 3 renovations.

Please review the attached memo from Larry Carter and the Quote from Kyser Office Works concerning this matter. I ask that you waive rules and approve a purchase order as an agenda item.

Attachments

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Letter, Email and Quote, Agenda Pages 15-2 through 15-8, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED A HIRING FREEZE, A REDUCTION IN OVERTIME BY 90 PERCENT AND A CUT IN THE FY09 BUDGET BY 10 PERCENT IN THE GENERAL FUND AND ENGINEERING FUNDS, EXCEPT FOR LAW ENFORCEMENT AND CORRECTIONS

Chairman Strange informed the audience that the FY 09 budget was adopted on October 1, 2008 and that the Commission had planned to evaluate it at the end of the first quarter and take whatever action was appropriate at that particular point in time. He told the audience that the Counties first month's sales figures had a 5.7 percent decrease and October's sales figures were down by 9 percent. He stated adding the two shortfalls together and extrapolating it out for the year, it would mean an 8 million dollar range in shortfalls. He continued, saying that the action that we take today will address half of the expected shortfall, and then the balance of the expected shortfall will be made up from our reserves, which are very adequate for our budget situation. Chairman Strange said effective today; there will be a hiring freeze, a reduction in overtime by 90 percent and a cut in the FY 09 budget by 10 percent across the board. He stated that the County has a public safety obligation and that law enforcement and corrections are exempt from these changes. Chairman Strange informed everyone that each of the budget

officers in the various organizations will be coming together under Deputy Administrator Mitchell, Finance Director Sandra Johnson and Deputy Finance Director Sherrill Thomas to look at what revenue items can be addressed in the near term to increase our revenues. He stated the Commission is not raising taxes at all. He informed the audience that the Commission will again revisit the budget at the end of February and at the second meeting in March to determine at that time whether more aggressive action is needed, or keep what is in place or possibly modify it to some extent.

Chairman Strange asked for a motion. Mr. Ingram made a motion to approve a hiring freeze, a reduction in overtime by 90 percent and a cut in the FY09 budget by 10 percent in the Engineering Department Funds and General Fund as provided in the 10 percent budget reduction analysis prepared by the Finance Department, except for Law Enforcement and Corrections. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

Vice Chairman Dean emphasized that the Commission has not lost 8 million dollars but is putting the money management process in place so there would not be an 8 million dollar loss. He stated instead of the Commission being retroactive, they are being proactive.

Commission Polizos added that the Commission has reduced their discretionary spending by 10 percent this year.

Chairman Strange explained that all accounts will be reduced and individuals that have been funded in the past by the Commission may or may not be funded by the Commission now. He stated this does not include quarterly budget; it is out of the Commissioner's discretionary money.

Commissioner Ingram informed the audience that the County, financially, is in great condition and that the Commission is being proactive and conservative and taking cautionary measures.

Commissioner Williams wanted everyone to know that no one is being laid off. Chairman Strange stated we are doing better than most communities because of the economic growth, school construction projects and jobs creation. He went on to say that there will be a number of opportunities in the next 30 days for additional jobs in our community.

Administrator Mims verified with the Commission the actions that have been taken today include a hiring freeze, 90 percent cut in overtime, and 10 percent cut in the budget across the board with the exception of law enforcement and corrections. He also verified that representatives from each department would meet to discuss budgets and find ways to save money and make sure that the County is collecting all the revenue that the Government should be receiving.

Chairman Strange informed Administrator Mims that he was correct and added that any emergency needs that the elected officials or other department heads might have, should be brought to the Commission's attention to be addressed at the next meeting on December 22, 2008. He also added that the library and museum are not being impacted at this juncture.

Deputy Administrator Mitchell informed the Commission that the not-for-profit organizations were not included in the 10 percent cut in the budget, because some of them have already received all their funds and others are paid quarterly.

COMMENTS BY COMMISSIONERS AND ATTENDEES

Revenue Manager Mr. Larry Curvin introduced Ms. Terri Henderson and Mr. R. Michael Knighten, auditors of the Tax and Audit Department. He explained that Terri recently obtained a Certified Revenue Examiner designation and that Michael also obtained the same designation, as well as, the Certified Government Financial Manager designation. He mentioned that in addition to doing audits they are very involved with the County Revenue Officers Association of Alabama.

Chairman Strange congratulated Ms. Terri Henderson and Mr. Michael Knighten.

Revenue Commissioner Sarah G. Spear introduced the new Chief Appraiser Mr. Will Martin.

County Engineer George C. Speake mentioned that CSX Railroad will be replacing some of the railroad crossings between Grady and Ramer, replacing the rubber strips.

Commissioner Polizos recognized Mr. Jim Phillips of the Recreation Board, welcoming him to the meeting.

Commissioner Ingram thanked everybody for their thoughts and prayers, calls and cards.

Commissioner Williams encouraged everyone to “Shop Montgomery” as the Christmas season approaches.

Chairman Strange mentioned the 15 second advertisements to “Shop Montgomery” were designed to keep people living in Montgomery shopping here and to keep revenue here; not to promote Prattville residents to come shop here. He stated he had a chance to speak to some local merchants and they expressed their appreciation for what the Commission is trying to do.

Commission Polizos stated it was nice see everyone today.

Vice Chairman Dean told everyone to keep up the good work.

Chairman Strange mentioned the Christmas luncheon starting at 11:00 a.m. on December 15, 2008. He expressed his appreciation for the service that each and every employee gives because the Commission is asking them to do more with less.

RECESS TO INFORMATION SESSION

Chairman Strange recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF, AND COMMISSIONERS

PRESENTATION BY REVENUE COMMISSIONER SARAH G. SPEAR

Revenue Commissioner Sarah G. Spear introduced Will Martin, the new Chief Appraiser. Mr. Martin discussed his experience, which includes 28 years of service with the State of Alabama, Department of Revenue. The Commission welcomed Mr. Martin and stated that they are looking forward to working with him.

PRESENTATION BY KEN UPCHURCH WITH T.C.U. CONSULTING SERVICES, LLC

Mr. Ken Upchurch, with T.C.U. Consulting Services, LLC, updated the Commission on the ongoing construction of Annex I, Annex III and the Detention Facility.

Mr. Upchurch stated that the exterior pricing for Annex I will be presented to the Commission in January or so.

Mr. Upchurch also informed the Commission that the contractor has indicated to the architect that he is going to ask for arbitration on the panels for the detention facility because the contractor submitted a panel for the architect's approval that was different than what the architect had specified in the original drawings.

Chairman Strange discussed the clear sealant on the concrete floors at the Detention Facility and stated that the color did not look very appealing. Chairman Strange stated that he asked Chief Deputy Cunningham to investigate the cost differentiation between putting a clear-coat sealant versus a pigmentation coat. Mr. Upchurch recommended that the Commission not change it. He stated that over time, the clear sealant would look better and if a sealant with pigmentation was used, it would be a waste of money and more maintenance would be involved.

Commissioner Polizos inquired as to the status of the roof membrane on the Detention Facility. Mr. Upchurch informed the Commission that Firestone will make their final inspection of the repairs this week.

Commissioner Ingram asked Mr. Upchurch to inspect an unlevel area in the concrete at Annex III that could be a potential hazard. Mr. Upchurch stated that he would inspect it.

Chairman Strange stated that the Commission is thinking of having an open house, similar to the Chamber's 60-minute coffee, in mid-February at Annex III and again in mid-March for the Detention Facility.

Deputy Administrator Mitchell stated that in April, the Commission approved a contract with 2WR/HolmesWilkins Architects, Inc., regarding exterior renovation and façade upgrades for Montgomery County Courthouse Annex I. The Commission had asked that they provide a status report once \$50,000 of work was completed. Deputy Administrator Mitchell informed the Commission that he has received an invoice for \$59,000. There was no objection to paying the invoice.

PRESENTATION BY BOARD OF REGISTRARS CHAIRMAN GEORGE M. NOBLIN

Board of Registrars Chairman George M. Noblin briefed the Commission regarding the adoption of a Resolution and approval of an Agency Agreement with the Alabama Secretary of State for the postcard voter file maintenance program. Mr. Noblin stated that the funds are in the budget. After discussion, the Commission agreed to place the agreement on the next agenda.

Mr. Noblin briefed the Commission regarding the activities of the Board of Registrars.

COMMENTS FROM ADMINSTRATOR MIMS

Administrator Mims briefed the Commission regarding board reappointments. He stated that the Joint Charity Hospital Board has recommended the reappointment of Dr. Albert Holloway. The Commission agreed to add this reappointment to the next agenda. Administrator Mims stated that Dawn Merritt is not willing to serve again and a recommendation has not been made for her replacement.

Administrator Mims presented a letter and Resolution from Mr. Robert E.L. Gilpin of Kaufman, Gilpin, McKenzie, Thomas, Weiss, PC requesting the reappointment of Dale Walker to the Waters Improvement District. The Commission agreed to place this item on the next agenda.

Administrator Mims presented a memorandum which he sent to District Attorney Ellen Brooks and Probate Judge Reese McKinney, Jr., regarding the allocation of \$2 million for the 3rd Floor renovations of Annex I. Chairman Strange informed the Commission that he has discussed the matter with Ms. Brooks and Judge McKinney, and the Commission will move forward with this project.

Administrator Mims presented a letter from Central Alabama Regional Planning and Development Commission Executive Director Bill J. Tucker announcing the appointment of Rachel Barker to the Regional Urban Forester position.

Administrator Mims presented a letter from Dale Hurst with Alabama Forestry Commission requesting approval to purchase a pickup truck for Montgomery County (Alabama Forestry Commission) from appropriations received in the 2008-2009 Budget. There was no objection from the Commissioners.

Administrator Mims informed the Commission that Deputy Sheriff Lieutenant Steve Parker will be retiring January 1, 2009, after 31 years of service with the Montgomery County Sheriff's Office and Deputy Sheriff Sergeant Greg Beidleman will also be retiring January 1, 2009, after 28 years and 11 months of service with the Montgomery County Sheriff's Office.

Administrator Mims presented a letter from Montgomery Education Foundation Executive Director Ann Sikes providing program summary and expenditure reports for appropriations from the 2007/2008 Contract with the Montgomery County Commission.

COMMENTS FROM DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell presented a memorandum from Information Systems Director Lou Ialacci requesting a Xerox Printer Maintenance Contract renewal. The Commission agreed to place this request on the next agenda.

DISCUSSION ITEMS BY COMMISSIONERS

Chairman Strange stated that during the hiring freeze, all urgent Position Fill Requests will be submitted to Administrator Mims, accompanied by a letter of justification and will then be reviewed by the County Commission.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims stated that the terms of Willie Jones and Jerry Kyser have expired with the Industrial Development Board.

DISCUSSION ITEMS BY COMMISSIONERS

Chairman Strange asked Administrator Mims why the Commissioners had to sign their expense allowance letter monthly and not yearly. Administrator Mims stated that he would check on it.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims stated that the terms of James Phillips and Lynn Gowan have expired with the Montgomery County Parks and Recreation Board. The Commission agreed to place their reappointments on the next agenda.

Administrator Mims stated that his term, as well as that of Commissioner Jiles Williams, Mr. James Williams, and Deputy Administrator Mitchell, has expired with the Central Alabama Regional Planning and Development Commission. The Commission agreed to place their reappointments on the next agenda.

DISCUSSION ITEMS BY COMMISSIONERS

Commissioner Dean suggested using Central Alabama Regional Planning & Development to help the County Commission locate and apply for grants. Administrator Mims stated that he would work with CARPDC Executive Director Bill Tucker and have him submit a proposal to provide grants writing services on a fee basis and present it at the next meeting. After discussion, Chairman Strange instructed the Administrator to obtain a contract with CARPDC and for them to find new and additional dollars. He did not want to pay for grants that they routinely draft for us.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims stated that a seat on the Montgomery Community Action Agency is vacant. Chairman Strange stated that he would try to find a replacement.

Administrator Mims stated that all of the terms for the Southeast Alabama Emergency Medical Services Council have expired and everyone on the council is willing to be reappointed. Commissioner Ingram informed Administrator Mims that he would like to discuss these reappointments at the next meeting.

Administrator Mims stated that the terms of Chairman Strange and Commissioner Williams have expired with the TIF Project Review Committee. The Commission agreed to place their reappointments on the next agenda.

Administrator Mims stated that the terms of Willie Jones, James Williams, Steve Dodd, and Paul Cooper have expired with the Montgomery Community Punishment & Corrections Authority. The Commission agreed to discuss their reappointments at the next meeting.

Administrator Mims stated that the terms of James Phillips and Andrew Hall have expired with the Montgomery Public Building Authority. After discussion, the Commission agreed to place their reappointments on the next agenda.

COMMENTS FROM DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell presented a proposal from Alabama Correctional Industries in the amount of \$29,000 regarding riot gear locker rooms and equipment for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry updated the Commissioners regarding upcoming meetings and events.

Mrs. Henry informed the Commission that the Chamber of Commerce will be providing a light breakfast on December 22, during the Information Session.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on December 8, 2008, at 11:49 a.m. The motion was seconded by Commissioner Polizos and unanimously approved by the Commission.

12-08-08 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-05-08

Check Number	To	Check Number
96571		96918
Total Checks Paid		\$2,221,504.61

CHECK #	PAYEE	AMOUNT	DATE
96559	Compass Bank	\$ 200,000.00	11/20/08
96560	Regions Bank	\$ 3,895,000.00	11/20/08
96561	Scott Yvonne	\$ 52.65	11/21/08
96562	Cardwell Corporation	\$ 102,857.07	11/24/08
96563	City of Montgomery	\$ 147,174.00	11/24/08
96564	Wilson Price	\$ 38,903.00	11/25/08
96565	McKinney Drapery Company	\$ 5,640.00	11/25/08
96566	VOIDED	VOIDED	
96567	Climate Service, Inc.	\$ 5,485.67	12/02/08
96568	Chuck Stevens Automotive, Inc.	\$ 262,848.00	12/03/08
96569	Ben Atkinson Motors, Inc.	\$ 24,180.00	12/03/08
96570	Ben Atkinson Motors, Inc.	\$ 102,540.00	12/04/08

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

DEC - 8 2008

12/08/08 Meeting

MONTGOMERY COUNTY COMMISSION**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID****CHECKS ARE DATED
12/05/08**

Payroll Check Number	55449	To	Payroll Check Number	55631	\$ 137,215.80
Direct Deposits					\$ 731,014.13
Payroll Check Number	55632	To	Payroll Check Number	55662	\$ 70,939.75
Direct Deposits					\$ 370,040.81
Federal Deposits					\$ 340,559.08
Total Payroll Paid					\$ 1,649,769.57

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DATE</u>
55445	U. S. SBA	\$ 184.90	11/21/08
55446	Donald L. Mims	\$ 12.31	11/24/08
55447	George C. Speake	\$ 5.00	11/24/08
55448	Lynn E. Esco, Jr.	\$ 180.52	12/01/08

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

YOUTH FACILITY

Agenda

DEC - 8 2008

Memo

To: Mr. Donald Mims, County Administrator

From: Michael C. Provitt, Detention Director

CC: Mr. Bruce Howell, Court Administrator

Date: 12/3/2008

Re: DETENTION CONTRACT WITH ELMORE COUNTY

Enclosed is a proposed contract between the Elmore County Commission and the Montgomery County Commission to continue to house delinquent youth in the Montgomery County Youth Facility during fiscal year 2008-2009. We recently had this contract returned to us. As the Commission knows, we have contracted with Elmore County for about fifteen years. The contracts are the same as last years with one exception. The Alabama Department of Youth Services continues to subsidize one of the three Elmore County detention beds for the same dollar amount. The Elmore Commission funds the additional two beds. We have raised the annual rate by three thousand dollars each for a total of six thousand dollars.

2008 DEC - 3 AM 11:47

COMMISSION
MONTGOMERY COUNTY

STATE OF ALABAMA

COUNTY OF MONTGOMERY

AGREEMENT

WHEREAS, the Montgomery County Commission has constructed and operates in Montgomery County the Montgomery County Youth Facility for the secure detention care of alleged and adjudicated delinquent youth of Montgomery County and

WHEREAS, **Elmore County**, a corporate political body, desires to afford itself of the services furnished by the Montgomery County Youth Facility;

NOW, THEREFORE, WITNESS THIS AGREEMENT by and between Montgomery County, a corporate and political body, acting through its duly authorized officers and **Elmore County**, a corporate and political body, acting through its duly authorized officers, for and in consideration of the mutual covenants herein contained, the sufficiency whereof being hereby acknowledges:

(1) The said Montgomery County covenants and agrees to guarantee a second and third bed to **Elmore County**, for housing juveniles alleged to be delinquent, for normal routine care, feeding and living for such juveniles in secure custody, and to expend its best efforts for the care, control and best interest of juveniles detained in the Youth Facility.

(2) **Elmore County** will pay to Montgomery County the sum of \$ 50, 000.00 for this second and third guaranteed bed. Payments of \$ 12, 500.00 are to be made at the beginning of each quarter (October, January, April, and July).

(3) Montgomery County shall not be responsible for any doctor bills, hospital bills, medical bills, or other bills for the health and welfare of the juveniles housed in the Youth Facility and **Elmore County** covenants and agrees to pay all said expenditures, or to reimburse Montgomery County for any expenditures that it may make in those regards. **Elmore County** is responsible for the arrangement and transportation of their youth for medical care except in emergency situations.

(4) Montgomery County covenants and agrees to contact the duly authorized representative of **Elmore County** in the event that any extraordinary circumstances occur in the housing of the juvenile. The duly authorized representative of **Elmore County** will have authority and privilege to counsel with and visit any juvenile at the Youth Facility, such counseling and visitation is not to interfere with the normal schedules of the Youth Facility. Parents will be allowed and encouraged to visit their children, but in compliance with visitation privileges set out governing all juveniles housed at the Youth Facility.

(5) In the event a juvenile housed at the Youth Facility shall become disruptive or "beyond control" while detained or in the custody of the Youth Facility, **Elmore County** will be notified and shall take said juvenile back into its custody as soon as practicable but in no case exceed 24 hours after notification. Retarded or seriously emotionally disturbed juveniles requiring special custodial care will not be accepted. Juveniles addicted to drugs and pregnant females will not be accepted.

(6) Montgomery County does not accept liability for injury to any of the juveniles housed at the Youth Facility; **Elmore County** covenants and agrees to hold harmless and indemnify Montgomery County, its officers, agents, servants and employees, from any liability therefore, except intentional wrongful acts of the agents, servants, officers, or employees of Montgomery County. **Elmore County** agrees that it shall maintain liability insurance for such injuries and cause Montgomery County to be co-insured thereon.

(7) All juveniles housed at the Youth Facility and forwarded by **Elmore County** shall be certified to the facility by the Juvenile Court Judge of a Court of proper jurisdiction. **Elmore County** is to contact the Youth Facility prior to presenting a juvenile for detention.

(8) The number of days in detention shall be defined to include the day a youth is received but will not include the day a youth is released.

(9) **Elmore County** will hold Montgomery County harmless from any and all medical expenses, both physical and mental, of any nature and kind for its juveniles housed at the Youth Facility and shall agree to have any bills pertaining to any physical or mental treatment sent to **Elmore County**, and they shall assume responsibility for payment to the provider of said services.

(10) If any dispute arises between **Elmore County** and Montgomery County, then said **Elmore County** agrees to have said dispute heard before a court of competent jurisdiction in Montgomery County, Alabama.

(11) This contract shall be for a period of one year except it shall be void upon 10 days written notice from either party of its desire to terminate the agreement.

IN WITNESS WHEREOF, Montgomery County has caused this instrument to be executed on this the _____ day of _____, 2008 by the chairman of its County Commission and its Administrator and Elmore County has caused this instrument to be executed by the Chairman of its County Commission
Joe Faulk On the 27th day of October, 2008.

ATTEST

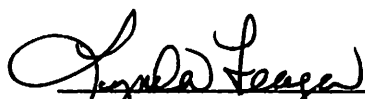
MONTGOMERY COUNTY

ADMINISTRATOR

IT'S CHAIRMAN

ATTEST

ELMORE COUNTY


ADMINISTRATOR/CLERK/
TREASURER


ITS CHAIRMAN

STATE OF ALABAMA

COUNTY OF MONTGOMERY

AGREEMENT

WHEREAS, the Montgomery County Commission has constructed and operates in Montgomery County the Montgomery County Youth Facility for the secure detention care of alleged and adjudicated delinquent youth of Montgomery County and

WHEREAS, Elmore COUNTY, a corporate political body, desires to afford itself of the services furnished by the Montgomery County Youth Facility;

NOW, THEREFORE, WITNESS THIS AGREEMENT by and between Montgomery County, a corporate and political body, acting through its duly authorized officers and Elmore COUNTY, a corporate and political body, acting through its duly authorized officers, for and in consideration of the mutual covenants herein contained, the sufficiency whereof being hereby acknowledges:

1) The said Montgomery County covenants and agrees that on a space available basis, it will make available to Elmore COUNTY, housing for juveniles alleged to be delinquent, for normal routine care, feeding and living for such juveniles in secure custody, and to expend its best efforts for the care, control and best interest of juveniles detained in the Youth Facility. The availability of space shall be determined solely by officials of the Youth Facility.

2) Elmore COUNTY will pay to Montgomery County the sum of Seventy-five and No/100 Dollars (\$75.00) per day for each such juvenile housed.

3) Montgomery County shall not be responsible for any doctor bills, hospital bills, medical bills, or other bills for the health and welfare of the juveniles housed in the Youth Facility, and Elmore COUNTY covenants and agrees to pay all said expenditures, or to reimburse Montgomery County for any expenditures that it may make in those regards. Elmore COUNTY is responsible for the arrangement and transportation of their youth for medical care except in emergency situations.

4) **MONTGOMERY COUNTY** covenants and agrees to contact the duly authorized representative of Elmore COUNTY in the event that any extraordinary circumstances occur in the housing of the juvenile. The duly authorized representative of Elmore COUNTY will have authority and privilege to counsel with and visit any juvenile being held at the Youth Facility from their county, such counseling and visitation is not to interfere with the normal schedules of the Youth Facility. Parents will be allowed and encouraged to visit their children, but in compliance with visitation privileges set out governing all juveniles housed at the Youth Facility.

5) In the event a juvenile housed at the Youth Facility shall become disruptive or "beyond control" while detained or in the custody of the Youth Facility, Elmore COUNTY will be notified and shall take said juvenile back into its custody as soon as practicable but in no case exceed 24 hours after notification. Retarded or seriously emotionally disturbed juveniles requiring special custodial care will not be accepted. Juveniles addicted to drugs and pregnant females will not be accepted.

6) **Montgomery County** Does not accept liability for injury to any of the juveniles housed at the Youth Facility; Elmore COUNTY covenants and agrees to hold harmless and indemnify Montgomery County, its officers, agents, servants and employees, from any liability therefore, except intentional wrongful acts of the agents, servants, officers, or employees of Montgomery County. Elmore COUNTY agrees that it shall maintain liability insurance for such injuries and cause Montgomery County to be co-insured thereon.

7) All juveniles housed at the Youth Facility and forwarded by COUNTY shall be certified to the facility by the Juvenile Court Judge of a Court of proper jurisdiction. Elmore COUNTY is to contact the Youth Facility for the availability of space prior to presenting a juvenile for detention.

8) The number of days in detention shall be defined to include the day a youth is received but will not include the day the youth is released.

9) Elmore COUNTY will hold Montgomery County harmless from any and all medical expenses, both physical and mental, of any nature and kind for its juveniles housed at the Youth Facility and shall agree to have any bills pertaining to any physical or mental treatment sent to Elmore COUNTY, and they will assume responsibility for payment to the provider of said services.

10) If any dispute arises between Elmore COUNTY and Montgomery County, then said Elmore COUNTY agrees to have said dispute heard before a court of competent jurisdiction in Montgomery County, Alabama.

11) This contract shall be for a period of one (1) year except it shall be void upon ten (10) days written notice from either party of its desire to terminate the agreement.

IN WITNESS WHEREOF, Montgomery County has caused this instrument to be executed on this, the _____ day of _____, 2008 by the chairman of its County Commission and its Administrator and Elmore COUNTY has caused this instrument to be executed by the Chairman of its County Commission, Joe Lamb on the 27th day of October, 2008.

ATTEST

MONTGOMERY COUNTY

ADMINISTRATOR

ITS CHAIRMAN

ATTEST

ELMORE COUNTY

Lynda Leago
ADMINISTRATOR/CLERK/
TREASURER

Joe Lamb
ITS CHAIRMAN

CHARLES PRICE
Circuit Judge, Presiding
ANITA L. KELLY
Circuit Judge
WILLIAM G. O'REAR, JR.
Circuit Judge
PATRICIA D. WARNER
Circuit Judge
ROBERT T. R. BAILEY
Referee
BRUCE R. HOWELL
Court Administrator
MICHAEL C. PROVITT
Detention Director

**FAMILY COURT OF MONTGOMERY COUNTY
JUVENILE DIVISION
FIFTEENTH JUDICIAL CIRCUIT**



CHARLES GLASSCOCK
Intake Supervisor
RAY WILLIAMS
Intake Supervisor
BEVERLY RIDDLE WISE
Probation Supervisor
STEPHEN F. WOOTEN
Probation Supervisor
RON McKITT
Probation Supervisor
TERESA H. ALLEN
Deputy Clerk
WARREN G. BRANTLEY, PhD
Court Therapist

September 15, 2008

Ms, Delane Goggans Chief Probation Officer
Elmore County Juvenile Court
P.O. Box 642
Wetumpka, Alabama 36092

Dear Delane:

This letter is written to enclose the contract for three detention beds to hold your County's delinquent juveniles during fiscal year 2008 – 2009. Please complete the enclosed contracts and return them to me as soon as possible. There are two different contracts in terms of payment. One contract calls for payment from DYS subsidies for the first bed. The second and third bed will be funded by your County for fifty thousand dollars. This is a slight increase in the past year's contract. I trust that you all will understand that the detention facility has incurred rising expenses associated with the operation of this facility. We wanted to contain cost, however, food and utility cost have gone up sharply, just to list a couple of growing expenses. I know that you all have experienced the same.

When returning the signed contracts, please attach a copy of the minutes from your County Commission meeting in which the contract was discussed and agreed upon.

If you have any questions please call me at 334-296-2321.

Sincerely,

Michael C. Provitt
Detention Director

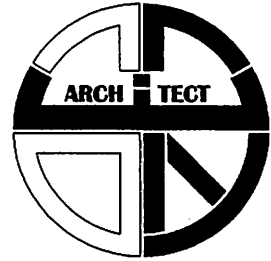
enclosures

Wm. Barry Robinson, Architect

521 Herron Street
Montgomery, AL 36104
(334) 269-5590
(334) 269-0556 Fax
brobin15@bellsouth.net

AIA # 30146597
NCARB # 50419

Licensed In:
Alabama # 4672
Florida # 16588
Georgia # 9606
Mississippi # 3247



Agenda

DEC - 8 2008

October 31, 2008

Mr. Todd Strange, Chairman
Montgomery County Commission
Administration Building (Annex 1)
100 South Lawrence Street
Montgomery, AL 36104

RE: Proposal for Architectural Services for the New Montgomery County K-9 Facility
Snowdown, Alabama

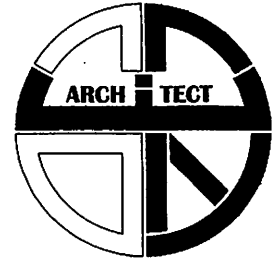
Dear Mr. Strange,

Wm. Barry Robinson, Architect appreciates the opportunity to submit this proposal to provide Architectural Services for the above referenced project.

FIRM EXPERIENCE

Wm. Barry Robinson, Architect is a sole proprietorship firm. Mr. Robinson holds a Masters Degree of Architecture from Tuskegee University. He is a Registered Architect with over 22 years experience in designing and bringing to fruition a multitude of projects including animal containment/medical facilities, agriculture facilities, community centers, gymnasiums, academic education, cultural, historic and institutional projects. Mr. Robinson is a licensed architect in good standing with the federal and state architectural boards, and holds a current State of Alabama Department of Transportation's Disadvantaged Business Enterprise Certificate. Some recent relevant projects include:

- Tuskegee University School of Veterinary Medicine – Tuskegee, Alabama: Preliminary research and design for improvements and renovations to the School of Veterinary Medicine.
- Farmers Market – Tuskegee, Alabama: Lead architect for a new Farmers Market in Tuskegee, which was a project for the architectural students at Tuskegee University.
- Gateway Park – Montgomery, Alabama: Full architectural services for a new 12,000 square foot Golf Clubhouse, maintenance buildings and a new 11,700 square foot Lodge for the new city park.



- Alabama Department of Transportation – A New Office Building for the 2nd Division – Tusculumbia, Alabama: Full architectural services for a 45,000 square foot building. We are currently in the Schematic Design Phase.
- Alabama State University – Montgomery, Alabama: Partners with Barganier Davis Sims Architects;
Phase I – Major renovations and addition to a sports arena that was converted into a new Dining Hall. The square footage after completion is 39,000.
Phase II – Programming and design of a new 82,000 square foot Student Activities Center; we are currently in Schematic Design Phase.
- Hayneville Senior Center and Public Library – Hayneville, Alabama: Full architectural services for a 3,100 square foot Senior Center and a 3,100 square foot Library.

AVAILABILITY AND QUALIFICATION OF PERSONNEL

The team of Wm. Barry Robinson, Architect consists of the following personnel:

Architect

Wm. Barry Robinson – Project Architect

The above mentioned projects are a portion of a long list of buildings Mr. Robinson has completed. His experience in designing buildings gives him the insight to determine what spaces are needed in each project, and how large those spaces should be. Mr. Robinson understands budget constraints, and works diligently to provide the best quality within each project's budget.

Michael Paschal – Designer and CAD Operator

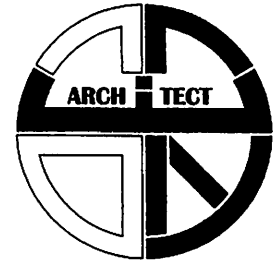
Mr. Paschal received his Bachelor of Science degree in Architectural Engineering from Tennessee State University in 1996, and works hand-in-hand with Mr. Robinson on projects such as the Gateway Park buildings and the ALDOT 2nd Division office building. Mr. Paschal works closely with Mr. Robinson to produce the Construction Drawings.

Robin G. Reynolds – Administrative Assistant

Ms. Reynolds has over twenty years administrative and accounting experience. She is proficient in Microsoft Word software, and works closely with Mr. Robinson to produce the Specification and Project Manual.

Structural Engineer

Terry W. Grant – Structural Engineer Grant Engineering



Mr. Grant is a Registered Engineer in the State of Alabama with over 22 years structural engineering design experience not only in Alabama but across the nation. Mr. Grant is conscientious and knowledgeable about the soils in our area, and will design a superior foundation system.

Plumbing and Mechanical Engineer

Pat Newton – Mechanical Engineer
Howard Hill – Project Manager
Southern Engineering Consultants, Inc.

Mr. Newton is a Registered Mechanical and Plumbing Engineer in the State of Alabama with over 24 years experience in all types of construction. Mr. Newton's Project Manager, Howard Hill, has over 29 years design experience in varied projects. They understand the facility's needs, and will design efficient and cost effective HVAC and plumbing systems for the facility.

Electrical Engineer

Mark Redden – Electrical Engineer
Danny LeRoy – Project Manager
Advanced Engineering Concepts

Mr. Redden is a Registered Electrical Engineer in the State of Alabama with over 24 years experience designing electrical systems for a wide variety of projects. His Project Manager, Danny LeRoy, has over 34 years experience, and together will design an electrical system to fit the needs of the K-9 Facility.

The team of Wm. Barry Robinson, Architect, including his consulting engineers, is dedicated to bringing this project to fruition, and will do so in a professional and timely manner, and is available to work within the Owner's schedule.

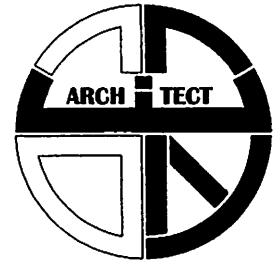
SCOPE OF ARCHITECTURAL SERVICES AVAILABLE FROM FIRM

The scope of professional services available that we will provide are architectural, structural, mechanical and electrical engineering services. We offer Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration.

The scope of services for this project entails providing Design Development through Construction Administration for the construction of the 1,400 (+/-) square foot Montgomery County K-9 Facility. The responsibilities are detailed as follows:

Design Development Phase

We will complete Design Development documents based on the concept and program you provided for the new K-9 Facility. The Design Development Documents will consist of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, plumbing, mechanical and electrical systems, materials and such other elements as may be appropriate.



Construction Document Phase

Based on the approved Design Development Documents, we will complete the documents for use in bidding and construction of the new K-9 Facility. During this phase the following will be provided:

1. Construction Documents will be prepared which will set forth the requirements for the construction of the project. These Documents will include plans and technical specifications to be used during construction.
2. Upon completion we will review the Construction Documents with the approving authority to assure they address and suffice the Owner's needs.
3. We will furnish Construction Documents to appropriate regulatory agencies for review purposes and will provide answers to any questions they may have.

Bidding Services

Following approval of the Construction Documents, we will assist the Owner in obtaining bids from General Contractors including preparation of the advertisement for bids, interpretation of drawings during the bidding phase, and receipt and evaluation of bid proposals. Our services do not include advertisement costs or cost of public notification.

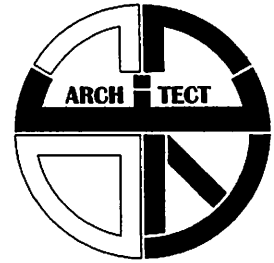
Construction Administration Services

After execution of the Contract for Construction, we will furnish the following services during construction of the project:

1. We will make periodic review of the work as construction progresses to determine if the work is generally being done according to the Contract Documents. We have included one architectural site visit per month while construction is taking place.
2. After each site visit, we will note and report to the Owner and the Contractor any observed deviations from the intent of the Construction Documents.
3. We will review the Contractor's Monthly Application for Payment.
4. We will review Shop Drawings, Product Data and Material Samples.
5. We will issue documents to clarify questions the Contractor may have as construction proceeds.
6. We will conduct a final inspection and issue the final Certificate of Completion to the Contractor.

REFERENCES

Mr. Kenneth J. Groves, Director Planning and Development, City of Montgomery
P. O. Box 1111
Montgomery, AL: 36101-1111
334-241-2712



Mr. Wiley Steen, Director of Parks and Recreation, City of Montgomery
P. O. Box 1111
Montgomery, AL 36101-1111
334-241-2300

Mr. Ken Upchurch
W. K. Upchurch Construction Co., Inc.
P. O. Box 230487
Montgomery, AL 36123-0487
334-279-8765

Dr. Walter A. Hill, Dean of Agricultural, Environment & Natural Science
Tuskegee University
334-727-8157

Ms. Mae Washington, Architect
Alabama Historical Commission
468 South Perry Street
Montgomery, AL 36130-0900
(334) 230-2661

Mr. Bill McCladdie, Assistant Vice President of Administrative Services
Alabama State University
334-229-6995

FEE

We propose to provide full architectural services for the lump sum fee of \$21,000.00. We will assist in preparation of the advertisement for bid; our services do not include advertising costs or cost of public notification.

CONCLUSION

We are committed to providing the Montgomery County Commission and the Montgomery County Sheriff's Department with quality Architectural Services. We will accomplish this with a team comprised of an experienced group of professionals. Should you have any questions concerning this proposal, please contact me.

Sincerely,

Wm. Barry Robinson, Architect

State of Alabama
Alabama Department of Economic and Community Affairs (ADECA)
Law Enforcement and Traffic Safety Division (LETS Division)
401 Adams Avenue, Room 466
Post Office Box 5690
Montgomery, Alabama 36103-5690
Phone: (334) 242-5813
Fax: (334) 242-0712

UNITED STATES DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
FY2008-2009 JUVENILE OFFENDER STATE/LOCAL
IMPLEMENTATION GRANTS

DISCRETIONARY GRANT PROGRAM GRANT APPLICATION

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety Division (LETS Division), the Alabama Department of Youth Services (ADYS), and the Montgomery County Commission (MCC), collectively referred to herein as the parties. Except as specifically provided, this MOU shall be non-financial in nature. The parties understand as follows:

WHEREAS, on November 17, 2008, the United States Department of Labor (USDOL) Employment and Training Administration (ETA) announced the availability of \$3,115,260.00 in FY2008-2009 Juvenile Offender State/Local Implementation Grant Program "Discretionary Grant" funds that, if awarded to the State of Alabama by and through the ADECA LETS Division, are to be expended over a period of 18 months for the purpose of implementing a comprehensive juvenile offender reentry program for youth, aged 14 to 21 years, who are being released from confinement in an ADYS facility or the Montgomery County Youth Facility (MCYF), and who are reentering Montgomery County following their release (Reentry Program); and

WHEREAS, the purpose of this MOU is to establish a cooperative and mutually beneficial working relationship between and among the parties and to set forth the relative responsibilities of the parties insofar as they relate to the provision of the terms of, and the delivery of services under, the Reentry Program provided to these juvenile offenders, aged 14 to 21 years, currently confined within the ADYS's facilities and/or the MCYF; and

WHEREAS, the current population of juvenile offenders confined within the ADYS's facilities and the MCYF is comprised of offenders who are at high-risk for recidivism without the implementation of a continuum of institutional and community reentry services; and

WHEREAS, pursuant to the Grant's requirements, the ADYS's and Montgomery County's juvenile offenders who are from within the Montgomery County service delivery area are to be served with reentry services that are to be coordinated by and between the ADYS, the MCC, the MCYF staff, and local service providers, in efforts to prepare these juvenile offenders to reenter society and to become educated, responsible, employed, and productive citizens.

NOW, THEREFORE, in consideration of the mutual aims and desires of the parties to this MOU, and in recognition of the public benefit to be derived from an effective alignment of Reentry Program components targeted at juvenile offenders, the parties understand and agree to the following:

I. TERM

The term of this MOU shall commence on December 18, 2008 and shall terminate on a date which is at least 18 months following the award date of the Grant, should said grant be awarded to the State of Alabama by and through the ADECA LETS Division. This term coincides with the Reentry Program grant period.

II. ADECA LETS DIVISION

The ADECA LETS Division will:

1. Serve as the State grantee agency for the Reentry Program and conduct all necessarily related State-level grant administration activities.
2. Maintain communication with the parties to monitor the Reentry Program's implementation, performance, and evaluation.
3. Ensure timely and proper dissemination to the parties of literature and materials relating to the Reentry Program.
4. Assist in the collection of data and information necessarily required for the Reentry Program's implementation, performance, and evaluation.

III. ALABAMA DEPARTMENT OF YOUTH SERVICES (ADYS)

The ADYS will:

1. Serve as the State juvenile justice agency for the Reentry Program, develop, plan, and oversee those aspects of the Reentry Program at the State level within the ADYS's facilities for those youth who will be returning to Montgomery County following their release, and conduct all necessary State-level ADYS facility-related grant administration activities.

2. Assist the MCYF staff in the identification of all juvenile offenders who would be eligible for participation in the Reentry Program among the current population of juvenile offenders incarcerated within the ADYS's facilities.
3. Collaborate with MCYF staff to ensure that Reentry Program services are made available to eligible juvenile offenders housed in the ADYS's facilities who will be returning to Montgomery County following their release.
4. Work with the MCYF staff to assess juvenile offenders prior to their release back to Montgomery County from confinement in the ADYS's facilities so as to determine their eligibility for, selection for, and placement as participants in the Reentry Program.
5. Work with the MCYF staff to provide in-facility services to the selected juvenile offenders, to include case management services, educational services, employment/job readiness training, life skills training, substance abuse services, domestic and family reunification services, and mentoring.
6. Provide classroom space within the ADYS's facilities for the provision of institution-based services for the juvenile offenders selected to participate in the Reentry Program.
7. Work with the MCYF staff as well as service providers and faith-based and community organizations to reunite these youth and their families for monthly visitations while the youth are still confined in the ADYS's facilities.
8. Provide reports of juvenile offender treatment progress to MCYF staff on a regular ongoing basis, including the status of juvenile offender participation in facility services.
9. Designate a representative from ADYS to serve on each juvenile offender's Reentry Program transition team.
10. Assist the parties in the collection of data to evaluate Reentry Program performance.
11. Submit to the MCYF staff all properly completed ADYS documentation related to the Reentry Program.

IV. MONTGOMERY COUNTY COMMISSION (MCC)

The MCC will:

1. Serve as the local subgrantee agency for the Reentry Program, develop, plan, and oversee all aspects of the Reentry Program at the local level, and conduct all necessarily related local-level grant administration activities in cooperation with the parties hereto as well as the designated local service providers.

2. Ensure that the MCYF staff collaborates with local service providers to provide job training and job placement services for juvenile offenders selected to participate in the Reentry Program.
3. Ensure that the MCYF staff collaborates with local service providers to provide supervised transitional housing placements to the selected juvenile offenders.
4. Ensure that the MCYF staff collaborates with local service providers to provide transportation services to the selected offenders to support the pursuit of education, job training, and employment, as well as to facilitate appointments with area service providers.
5. Ensure that the MCYF staff reports all juvenile offender absences for treatment or non-compliance with Reentry Program plans to the MCYF Director within twenty-four hours of such absence or event of non-compliance.
6. Ensure that the MCYF staff provides juvenile offender reports of treatment progress to the MCYF Director at a minimum of once per week, including the status of each juvenile offender's progress in treatment and any changes in the treatment plan.
7. Designate a representative from the MCC to serve on each offender's Reentry Program transition team.
8. Assist the parties in the collection of data to evaluate Reentry Program performance.
9. Submit to the ADECA LETS Division all properly completed invoices and supporting documentation related to the Reentry Program.

V. MONTGOMERY COUNTY YOUTH FACILITY (MCYF)

The MCYF will:

1. Serve as the local juvenile justice agency for the Reentry Program, and provide MCYF staff to develop, plan, and oversee those pre-release aspects of the Reentry Program at the local level within the ADYS's facilities and within the MCYF for those youth who will be returning to Montgomery County following their release, and conduct all necessary pre-release local level MCYF-related grant administration activities.
2. Collaborate with ADYS staff to ensure that Reentry Program services are made available to eligible juvenile offenders housed in the ADYS's facilities who will be returning to Montgomery County following their release.

3. Work with the ADYS staff to assess juvenile offenders prior to their release back to Montgomery County from confinement in the ADYS's facilities so as to determine their eligibility for, selection for, and placement as participants in the Reentry Program.
4. Work with the ADYS staff to provide in-facility services to the selected juvenile offenders, to include case management services, educational services, employment/job readiness training, life skills training, substance abuse services, domestic and family reunification services, and mentoring.
5. Work with the ADYS staff as well as service providers and faith-based and community organizations to reunite these youth and their families for monthly visitations while the youth are still confined in the ADYS's facilities.
6. Work with ADYS staff to compose reports of juvenile offender treatment progress in the ADYS's facilities at a minimum of once per week, including the status of juvenile offender participation in facility services.
7. Designate a representative from the MCYF to serve on each juvenile offender's Reentry Program transition team for those juveniles confined within the ADYS's facilities.
8. Assist the parties in the collection of data to evaluate Reentry Program performance.
9. Submit to the MCYF Director all properly completed ADYS and MCYF documentation related to the Reentry Program.
10. Develop, plan, and oversee those post-release aspects of the Reentry Program at the local level once the juvenile offenders have been released from an ADYS facility and from the MCYF back to Montgomery County, and conduct all necessary post-release local level MCYF-related grant administration activities.
11. Assess the juvenile offenders prior to their release back to Montgomery County from confinement in the MCYF so as to determine their eligibility for, selection for, and placement as participants in the Reentry Program.
12. Provide classroom space within the MCYF for the provision of institution-based services for juvenile offenders selected to participate in the Reentry Program.
13. Provide pre-release in-facility Reentry Program services to the selected juvenile offenders housed in the MCYF who will be returning to Montgomery County following their release, to include case management services, educational services, employment/job readiness training, life skills training, substance abuse services, domestic and family reunification services, and mentoring.

14. Work with service providers and faith-based and community organizations to reunite these youth and their families for monthly visitations while the youth are still confined in the MCYF.
15. Provide juvenile probation and supervision services for those juvenile offenders selected for participation in the Reentry Program who are released from confinement in the ADYS's facilities and the MCYF.
16. Designate the supervising juvenile probation officer to serve on each offender's Reentry Program transition team.
17. Share with the Reentry Program Transition Team members that information from each Reentry Program juvenile offender's files which is allowed by Alabama statute(s).
18. Compose reports of juvenile offender treatment progress in the MCYF at a minimum of once per week, including the status of juvenile offender participation in facility services.
19. Designate a representative from the MCYF to serve on each juvenile offender's Reentry Program transition team for those juveniles confined within the MCYF.
20. Assist the parties in the collection of data to evaluate Reentry Program performance.
21. Submit to the ADECA LETS Division all properly completed invoices and supporting documentation related to the Reentry Program.

VI. JOINT EFFORTS

All parties will:

1. Ensure that adequate Reentry Program communication, collaboration, cooperation, and coordination occur between the parties.
2. Assist in the creation of offender Reentry Program transition teams.
3. Support the Reentry Program's implementation, performance, and evaluation with existing resources when available.
4. Assist in the pursuit of other or additional funding with which to continue the Reentry Program's implementation, performance, and evaluation at the conclusion of the Reentry Program's initial 18 month term.
5. Support Reentry Program data collection and evaluation efforts at the request of the ADECA LETS Division and/or the USDOL and its ETA, as allowed by Alabama statute(s).

VII. TERMINATION

Any party to this MOU may terminate its participation in the Reentry Program and this MOU by providing thirty (30) days written notice of such termination to the remaining parties. The remaining parties will be authorized up to thirty (30) calendar days in which to complete any and all pending business transactions with the terminating party. Such notice of termination will be served in accordance with Section VIII.

VIII. NOTICES

Any notices of approval, consent, and/or communication by one party to another party must be in writing and properly addressed to the party as follows:

Mr. Robert H. Pruitt, Division Director
Dr. Kathleen A. Rasmussen, Program Manager
Alabama Department of Economic and Community Affairs (ADECA)
Law Enforcement and Traffic Safety Division (LETS Division)
401 Adams Avenue, Room 466
Post Office Box 5690
Montgomery, AL 36103-5690
(334) 242-5813
E-mail: Bobby.pruitt@adeca.alabama.gov
E-mail: Kathleen.rasmussen@adeca.alabama.gov

Mr. J. Walter Wood, Jr., Director
Alabama Department of Youth Services (ADYS)
Post Office Box 66
Mt. Meigs, AL 36057-0066
(334) 215-3801
E-mail: Walter.wood@dys.alabama.gov

Mr. Todd Strange, Chairman
Montgomery County Commission
100 South Lawrence Street
Montgomery, AL 36104
or
Post Office Box 1667
Montgomery, AL 36102-1667
(334) 832-1210
E-mail: Toddstrange@mc-ala.org

IX. GENERAL PROVISIONS

Additional provisions of this MOU include the following:

1. The parties agree that their employees who are designated to participate in the Reentry Program will comply with all applicable federal and state laws, rules, regulations, and policies regarding the confidentiality of the selected juvenile offenders' records and other identifying information.
2. This MOU may be amended only upon agreement of all of the parties hereto.
3. The terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26. If any provision of this MOU is found to contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the term of this MOU, be enacted, then that conflicting provision in this MOU shall be deemed null and void. Each party's sole remedy for the settlement of any and all disputes arising under the terms of this MOU shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.
4. In compliance with the recommendations of the Governor and Attorney General, when the parties are considering settlement of any and all disputes arising under the terms of this MOU, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Alabama Attorney General's Office of Administrative Hearings or, where appropriate, private mediators.

The parties hereto have entered into this Memorandum of Understanding ("MOU") on this the 18th day of December, 2008, by affixing their signatures hereto below.

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS (ADECA)

Bill Johnson, Director

ALABAMA DEPARTMENT OF YOUTH SERVICES (ADYS)

J. Walter Wood, Jr., Director

MONTGOMERY COUNTY COMMISSION (MCC)

Todd Strange, Chairman

Approved for Legal Form:

ADECA General Counsel

A COUNTY OLDER THAN THE STATE

Todd Strange, Chairman
Elton N. Dean, Sr., Vice Chairman
Dimitri Polizos
Jiles Williams, Jr.
Reed Ingram
Donald L. Mims, Administrator
John Mitchell, Deputy Administrator



Paul St. John, Director
334-832-2526
Pat Silas, Assist Director
334-832-1269
Pat Litchfield,
Plant Maintenance Engineer
334-832-2510

DECEMBER 3, 2008

To: John Mitchell, Deputy Administrator

From: Paul St. John PS

Subject: Boiler Upgrades

The State of Alabama started in 2004 inspecting our boilers and pressure vessels every four years. The first year was more or less just to identify what we had and to make sure that they were safe. This year they looked at our equipment closer than the first time. These changes are needed to bring us up to the new codes and more important to make them safer. I recommend that we have the improvements done by Climate Services because of our service contract with them on our boilers. Your help in this matter will be appreciated.

SERVICE ON HEATING.
AIR CONDITIONING.
ICE MACHINES, &
REFRIGERATION UNITS.



596F OLIVER ROAD
MONTGOMERY, ALABAMA 36117
TELEPHONE:
279-6933

November 5, 2008

Mr. Paul St. John
Montgomery County Commission
Support Services
100 South Lawrence Street
Montgomery, Alabama 36104

RE: Facility Boilers

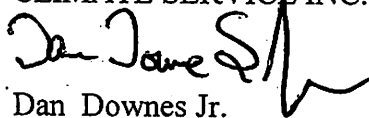
Dear Paul:

We propose to furnish all labor and materials to bring all boilers serving your facility up to proper State of Alabama mechanical and gas codes per the attached State Inspectors "Boiler and Pressure Vessel Inspection Report" performed 10/31/08. Any additional items that may be found will be priced and presented to the Owner on an as needed basis. No work will be performed without prior approval from the Owner.

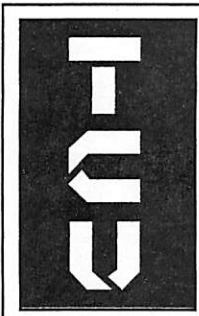
Total \$11,500.00

Thank you for the opportunity to quote this work.

Sincerely,
CLIMATE SERVICE INC.


Dan Downes Jr.

NOV 6 '08 PM12:16



T.C.U. CONSULTING SERVICES, LLC

CONSTRUCTION CONSULTANTS

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

November 26, 2008

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

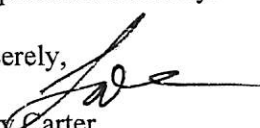
Subject: MCDF Medical Equipment and Furnishings Bid

Dear John:

Attached is a letter of recommendation from Goodwyn, Mills and Cawood and proposal from Cardinal Health 200, Inc. for the Detention Facility Medical Equipment and Furnishings Package. I concur with the recommendation to award a contract to Cardinal. Cardinal was the only bidder for this package even after it was sent out the 2nd time for informal proposals. The proposal in the amount of \$107,182.10 when summed with the previously approved packages brings the total FFE commitment to \$636,492 vs. the budget of \$640,000.

Please request waive rules for the 12/08/08 Commissioners' Meeting for approval to insure that these furnishings are delivered and installed as near as possible to substantial completion in January.

Sincerely,


Larry Carter

Enclosures (2)

CC letter only: Ken Upchurch
Tommy Lawrence
Vicki Loyd
Donnie Mims
Pat Silas
Freddie Lynn
Melanie Bryant
MCDF File: il.1.4 and c5.1 w/ attachments

2008 DEC -1 PM 8:50

REC'D NOV 17 2008

GOODWYN, MILLS AND CAWOOD, INC.



November 18, 2008

Mr. Larry Carter
T.C.U. CONSULTING SERVICES, LLC
P O Box 230487
Montgomery, AL 36123-0487

REFERENCE: **INFORMAL MEDICAL EQUIPMENT PROPOSAL**

PROJECT: **MONTGOMERY COUNTY DETENTION FACILITY
FURNITURE, FIXTURES & EQUIPMENT
GMC PROJECT NO. 6-5-010B**

Dear Larry:

Attached with this letter, please find a revised proposal for the Medical Equipment Package. Cardinal Health was unable to provide three of the previously omitted Dental Equipment items due to conflict of interest.

After reviewing the proposal Goodwyn, Mills & Cawood feels comfortable recommending to the owner that Cardinal Health be awarded the Medical Equipment Package on the above project, in the amount of \$107,182.10. It is also our recommendation that the remaining items be negotiated directly with the Dental Equipment Vendor.

If there are any questions or concerns about the enclosed documents, please do not hesitate to call.

Sincerely,

GOODWYN, MILLS & CAWOOD, INC.

Melanie Bryant, IIDA

Enclosure

cc: Mr. Ken Upchurch III- T.C.U. Consulting Services, LLC
Mr. Freddie Lynn, Jr., AIA- Goodwyn, Mills & Cawood

Steve Cawood, PE
David B. Reed, PE, PLS
William E. Wallace, AIA
Galen Thackston, PE
Jeffrey A. Brower, AIA

John W. Belk, Jr., VP Marketing
George T. Goodwyn, PE, PLS
Derril Strickland, PE
Euel Screws, PE
Ronald Windham, PE
Jeffrey A. Harrison, PE
Andy Perry, PE
Jeff Fennell, PE
Cedric Campbell, PE
Josh Pierce, PE
Jeremy Sasser, PE
Victor Apodaca, PE, PLS
Greg Ryland, PE
John Averett, PE
Alecia Brightwell, PE
Tim Johnson, PE
Max Vaughn, PE
Kerry Henry, PE
Jeff Bridges, PE

Lee Walters, PWS
James Robinson, PG
David Hamilton, CPESC
Jof Mehaffey, PWS
Jacob Pierce, GISP
Hal Earnest, REM

Tracy A. Bassett, AIA
Freddie E. Lynn, Jr., AIA
Michael Hamrick, AIA
James C. Bagley, AIA, CCS, CSI
Jonathan A. Larson, AIA
Daniel E. Woods, AIA
Carla Young, AIA
Vicki Loyd, AIA
Mark D. Tiller, AIA
Jennifer Bricken, ASID

Cathryn C. Gerachis, ASLA
John Bricken, ASLA

Roy Jones, PLS
Edward James Niel, PLS
Rick Clay, PLS
Kris Flaherty, PLS

Judy Jones, SRWA

**PROPOSAL FORM
(MEDICAL EQUIPMENT PACKAGE)**

**TO: MONTGOMERY COUNTY COMMISSION
MONTGOMERY, ALABAMA**

PLACE: MONTGOMERY, ALABAMA

DATE: 11/14/08

The Undersigned, as Vendor, hereby declares that the only person or persons interested in this Proposal as Principal or Principals is or are named herein and that no other person has any interest whatever in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company, or parties providing a proposal and that it is in all respects fair and in good faith without collusion or fraud.

The Vendor further declares that he/she has examined the site of the work, informed himself/herself fully in regard to all conditions pertaining thereto, and has examined the plans and specifications and contractual documents, and has read all special provisions furnished prior to opening of proposals, and that he/she has satisfied himself/herself relative to work to be performed.

In compliance with 1975 Code of Alabama State Bid Laws, Chapter 16, Article 2, Section 39, and subject to all the conditions thereof,

the undersigned CARDINAL HEALTH 200, INC.

a Corporation organized and existing under the State of DELAWARE;

or a Partnership consisting of _____;

or an individual trading as _____;

having principal offices in the City of DUBLIN, OH 43017

hereby proposes to furnish all labor and materials and perform all work required in strict accordance with

Drawings, Project Manual, and Specifications dated June 19, 2006, and

Addenda No(s). 1-4 as previously issued, all of which are made a part hereof and designated as follows:

FURNISHING OF: MONTGOMERY COUNTY DETENTION FACILITY
MEDICAL EQUIPMENT PACKAGE
MONTGOMERY, ALABAMA

AND AS PREPARED BY: GOODWYN, MILLS & CAWOOD, INC.
ARCHITECTS ■ ENGINEERS ■ LANDSCAPE ARCHITECTS ■ PLANNERS
26660 East Chase Lane, Suite 200
Montgomery, Alabama 36117
OFFICE: (334) 271-3200
FAX: (334) 272-1566

**MONTGOMERY COUNTY DETENTION FACILITY
MEDICAL EQUIPMENT PACKAGE****MONTGOMERY, ALABAMA****ITEMS TO BE INCLUDED IN THIS PROPOSAL: SECTION 11700 MEDICAL EQUIPMENT**

The item list for the Medical Equipment portion of this project is as follows: In the event that the list is not stated below, please refer to Drawings and Specifications for equipment types, manufacturers and quantities.

1. IF-301A/IF-301C Exam tables
2. IF-301B Procedure table
3. IF-302 Pharmacy Shelving Item # 5053 EZ Shelving Unit with 11 shelves.
4. IF-307/IF-311 Stainless Steel desk/tables
5. IF-308 Hospital Bed
6. IF-312 Mayo stands
7. IF-313/IF-314 Medical and Procedure Carts
8. IF-315 Instrument Panel with Instruments as follows:
Manufacturer: Welch Allyn, Model: 76791-MX (includes: Wall Board, 76710 Wall Transformer, 7670-01 Wall Aneroid Sphygmomanometer, 52401-F KleenSpec Specula Dispenser, 01690-300 Sure Temp Plus Electronic Thermometer, 11710 Traditional Ophthalmoscope, 23810 Diagnostic MacroView Otoscope).
9. IF-317 Stretchers
10. IF-318 Over bed Table
11. IF-319 Narcotic boxes
12. IF-320 Contour Stool (Revised, Quantity: 1) Location: X-ray 2025
13. IF-321 Exam Stools
14. IF-323 Blood Draw Chair
15. N/A
16. N/A
17. N/A
18. IF-328A/IF-328B Wheelchairs
19. IF-330 Exam Lights
20. IF-360A Hazardous Waste Cans
21. IF-360B Medical Trash Cans
22. IF-361A Medical Refrigerator
23. IF-362A Oxygen Concentrator
24. IF-362B Defibrillator
25. IF-363B Sharp Enclosures
26. IF-364 Scales
27. IF-367 Autoclave Sterilizer
28. IF-369 Infusion Pump

The above items are for the New Detention Facility, Associated Work indicated, and an related work - Construction complete as shown and specified, for the sum of:

ONE HUNDRED, SEVEN THOUSAND, ONE HUNDRED, EIGHTY-TWO AND 12/100 Dollars (\$ 107,182.10)

ALLOWANCES: N/A.

UNIT PRICES: \$ Ø storage cost per day beyond 90 days. Contractor/Vendor shall include in the Proposal up to 90 days storage between receipt and installation of equipment. ATTACHMENT "A" TO PROPOSAL FORM is not required.

TAX EXEMPTION: THIS PROJECT IS TO BE PRICED INCLUDING ALL SALES AND USE TAXES. The Vendor and all Subcontractors and Suppliers shall be required to cooperate with the Owner, in part, to take advantage of the Owner's tax exempt status, obtain necessary purchase

**MONTGOMERY COUNTY DETENTION FACILITY
MEDICAL EQUIPMENT PACKAGE****MONTGOMERY, ALABAMA**

orders, invoices, receipts, and provide other documentation required for all materials which will be paid by the Owner, and to administer the sales and use tax savings portion of the project, as a part of their Proposal. Refer To Section 01061 - "Regulatory Requirements and Tax Exemptions" for additional information and requirements.

**MAJOR
SUBCONTRACTOR
& SUPPLIER LISTING:**

REFER TO "ATTACHMENT B TO PROPOSAL FORM" for the applicable Sections indicated in the work description in 'ITEMS TO BE INCLUDED' above; (DUE along with the Proposal Form on the Date indicated to the Architect).

NOTE THAT ALL SUBCONTRACTORS AND VENDORS ARE SUBJECT TO APPROVAL BY THE OWNER.

COMPLETION DATE:

The Vendor further proposes and agrees to commence work under the contract with adequate work force and equipment within 10 consecutive calendar days after being notified by Owner, by the earlier of either the receipt of the fully executed contract from the Owner and/or the Owner's written "Notice To Proceed", and to complete all items listed above and any Alternate Work no later than day's end on December 30, 2008.

**KNOWLEDGE OF
CONDITIONS:**

The undersigned, or their representative, has visited the site of work and examined existing conditions, and this proposal is made with adequate knowledge of the Drawings, Project Manual, Specifications and conditions at the job site which affect the work; they acknowledge the right of Owner to waive technicalities and reject any and all bids.

CHANGES IN WORK:

Changes in the work which would increase the cost of the whole work and which are ordered by Architect on behalf of Owner, will be executed by the Undersigned on (1) the basis of the actual cost of the changed work to the project under the change order, plus a fee of 10% of cost of the change which shall cover the contractor's overhead and profit, or (2) on the basis of a lump sum amount agreed to by the Owner and Contractor before work is commenced.

Should changes occur which will decrease the cost of the work be ordered by the Architect, then the Contract Price shall be reduced by an amount equal to the agreed estimated saving resulting from these changes.

Where subcontract work is involved, the total mark-up for the Contractor and the Subcontractor shall not exceed 20%.

VENDOR:

This proposal made by CARDINAL HEALTH 200 INC.
(legal name of vendor)

Signed by [Signature] (L.S.)

(Name) DOUG FISHER

**MONTGOMERY COUNTY DETENTION FACILITY
MEDICAL EQUIPMENT PACKAGE****MONTGOMERY, ALABAMA**(Title) SALES CONSULTANT(Street Address) 7000 CARDINAL PLACE

(P.O. Box #) _____

(City) DUBLIN(State) OHIO(Zip Code) 43017

WITNESS:

Carrie M. Fisher (L.S.)DATE: 11/14/08**THIS PROPOSAL
IS MADE BY:**

(1) An individual _____

(2) A Partnership consisting of following partners:

(3) A Corporation incorporated in State of:

DELAWARE**END OF PROPOSAL FORM**

Fax**Cardinal Health**

To: Melanie Bryant	From:  Doug Fisher, Sales Representative
Fax: 334.272.1566	Pages: 5
Phone:	Date: 11/14/2008
Re: Revised bid update	CC:
☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Order	

Melanie,

Attached is the four page "Proposal Form" with the revised pricing. Many of the items on the bid have a several week lead time which concerns me about installation before Christmas. Midmark closes for much of December and their lead time for manufacturing the tables is at least a few weeks. Our total delivered cost is for a single delivery with ample lead time for orders to arrive from manufacturers into our distribution center. If we have to make a second delivery it will cost an additional \$1,200.

Please call if you have any questions or if you need to order anything.

Thank you,

Doug Fisher

**Purchasing Department
Montgomery County Commission**

[illegible]

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:						BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51100-08B-058								H & H CARPETS, INC. - ATTN: TIM BANNISTER; PHONE#277- 6552; FAX#277-8897		NO BIDS RECEIVED: ROBERT F. HENRY TILE					
ISSUED: SEPT. 5, 2008															
BID OPEN: DEC. 3, 2008															
COUNTY COMMISSION															
TERMS OF PAYMENT / DISCOUNT:															
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT		UNIT PRICE	EXTENDED AMOUNT		UNIT PRICE	EXTENDED AMOUNT		UNIT PRICE	EXTENDED AMOUNT	
	TILE AT COMMUNITY														
	CORRECTIONS BLDG														
	MATERIALS	EA	1	\$1,973.84	\$1,973.84		\$2,995.00	\$2,995.00							
	LABOR	EA	1	\$1,191.27	\$1,191.27		\$1,570.00	\$1,570.00							
	FLOOR PREP	EA	1	\$843.37	\$843.37										
57															
TOTAL BID AMOUNTS								\$4,008.48			\$4,565.00				

Notes:

8-2

DEC - 8 2008

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 10

DEPARTMENT: County Commission
Appropriations
REVIEWED: S. Johnson 12/5/2008
Finance Director
Date
REQUESTED BY: Donald Mims 12/5/08 APPROVED: _____
Elected Official/Dept. Head Administrator Date Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Commissioner's Contingency	001-59310-500	23,677	-5,000	18,677
Character @Heart	001-58100-335	40,000	5,000	45,000
TOTAL		63,677	0	63,677

JUSTIFICATION:

This budget change is to help fund 3 new unfunded pilot programs dealing with ESL parents, 5th & 6th grade students, and workplace Manners of the Heart parent workshops.

DEC - 8 2008

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 5

DEPARTMENT:	Engineering	REVIEWED:	S. Johnson	11/21/08
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
	Elected Official/Dept. Head		Administrator	Date
		11/20/2008		

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Refunds Reimb & Credits	111-47908-400	(70,257)	(50,000)	(120,257)
Construction-Vaughn/Pike Rd	111-53101-330	58,775	50,000	108,775
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(11,482)	0	(11,482)

JUSTIFICATION:

To add the \$50,000 revenue received from developer (TVM Investment Properties LLC) for the contruction of Pike/Vaughn Road intersection improvement project in order to make payment to vendors

NEW POSITION/REALLOCATION REQUEST

ORIGINAL

DEPARTMENT: SUPPORT SERVICES

DEPARTMENT HEAD: PAUL ST. JOHN, DIRECTOR

PRESENT POSITION: : (0701) SERVICE MAINTENANCE WORKER I

PROPOSED POSITION: (0702) SERVICE MAINTENANCE WORKER II

PRESENT PAY GRADE: SO1 Annual \$19,656, Bi-Wkly \$756.00, Hourly \$9.4500

PROPOSED PAY GRADE: SO2 Annual \$20,424, Bi-Wkly \$785.53, Hourly \$9.8191

IMMEDIATE SUPERVISOR: PAT LITCHFIELD, PLANT MAINTENANCE ENGINEER

BRIEF DESCRIPTION OF

PROPOSED DUTIES: Operate trucks and other equipments to perform loading, unloading, delivering, moving equipment, supplies, chairs, tables, furniture, and boxes. Operate ridding lawn mower, four wheel gator, weed eater, blower and other yard equipment. Has the abilities to move heavy objects (50 pounds or more) short distances.(20 feet or less) and light objects (less than 20 pounds) long distances (more then 20 feet). To perform heavy manual labor for extended periods of time in variety of weather conditions. Have the ability to bend or stoop repeatedly or continually over time.

PROPOSED

MINIMUM QUALIFICATIONS: Requires ability to use simple tools and equipment where proficiency is gained in hours and days. Must pass a drug test and background check. Have a valid Alabama driver's license with an acceptable driving record.



Appointing Authority/Department Head

Date 11-18-08

Date

Funding Authority

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 8 2008

Request # 5

Date: December 3, 2008
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Guntersville, AL
Departure Date: January 28, 2009 Return Date: January 30, 2009
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the ACCMA 2009 Winter Conference: Preparing For The Future

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

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

Total (est.) Cost: \$1,475.38 Advance Registration Required: \$400.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - 400.00; Mileage - 367.38; Hotel - 408.00; Meals - 300.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/8/08 reimbursement of actual and necessary expenses in the
approximate amount of \$1,475.38 and advance registration of \$400.00 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>\$40,000.00</u>
Approved Requests:	<u>\$5,053.76</u>
Budget Available:	<u>\$34,946.24</u>
Current Requests:	<u>\$1,475.38</u>
Budget Balance:	<u>\$33,470.86</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/3/2008

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 8 2008

Request # 2

Date: November 20, 2008
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: February 22, 2009 Return Date: February 25, 2009
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Alabama Sheriff's Convention
2009 Winter Conference

Traveler (s) Name: 1. Sheriff D. T. Marshall 4. Chief Deputy D. Cunningham
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$450.00 Advance Registration Required: None

Department Name: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 12/8/08 reimbursement of actual and necessary expenses in the
approximate amount of \$450.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$650.00</u>	
Budget Available:	<u>\$29,350.00</u>	
Current Requests:	<u>\$450.00</u>	
Budget Balance:	<u>\$28,900.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/21/2008

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 8 2008

Request # 8

Date: December 1, 2008
To: Donald L. Mims, Administrator
From: Bruce R. Howell, Juvenile Court Adm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, Alabama
Departure Date: December 17, 2008 Return Date: December 18, 2008
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Visit Annie E. Casey Site - Mobile Family Court

Traveler (s) Name: 1. Bob Bailey 4. Beverly Riddle Wise
2. Ray Williams 5. Teresa Allen 7. Matt Williams
3. Clay Benson 6. Michael Provitt 8. Tim Tyler

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: - 0 -

Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: _____

To: Bruce R. Howell, Juvenile Court Adm
From: Donald L. Mims, Administrator

The above request is app. 12/8/08 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,000.00</u>	
Approved Requests:	<u>\$10,150.00</u>	
Budget Available:	<u>\$2,850.00</u>	
Current Requests:	<u>\$2,000.00</u>	
Budget Balance:	<u>\$850.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/1/2008

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 8 2008

Request # 5

Date: December 3, 2008
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request *SKM*

Request approval to be granted for the following:

Destination: Guntersville, AL
Departure Date: January 28, 2009 Return Date: January 30, 2009
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the ACCMA 2009 Winter Conference: Preparing For The Future

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

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

Total (est.) Cost: \$737.69 Advance Registration Required: \$200.00

Department Name: Risk Management Fund Name: General Liability

Additional Comments: Registration - 200.00; Mileage - 183.69; Hotel - 204.00; Meals - 150.00;

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 12/8/08 reimbursement of actual and necessary expenses in the
approximate amount of \$737.69 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51120-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$1,175.80</u>	
Budget Available:	<u>\$18,824.20</u>	
Current Requests:	<u>\$737.69</u>	
Budget Balance:	<u>\$18,086.51</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/3/2008

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

DEC - 8 2008

Request # 8

Date: December 1, 2008
To: Donald L. Mims, Administrator
From: Sarah Spear, Revenue Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Bessemer, Alabama
Departure Date: March 29, 2009 Return Date: April 3, 2009
Conference Leave (Days / Hours): Six (6) Days
Purpose of Travel: Attend AL Ila: Appraisal Manual (Res/Agr) sponsored by Auburn
University Center for Governmental Services

Traveler (s) Name: 1. Tracy Powell 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,200.00 Advance Registration Required: \$225.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: _____

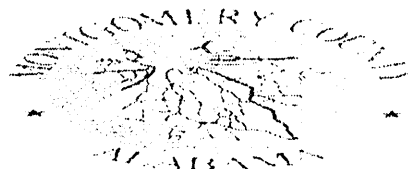
To: Sarah Spear, Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 12/8/08 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.00 and advance registration of \$225.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>120-51985-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$10,650.00</u>	
Budget Available:	<u>\$19,350.00</u>	
Current Requests:	<u>\$1,200.00</u>	
Budget Balance:	<u>\$18,150.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/2/2008

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 8 2008

Request # 9

Date: December 1, 2008
To: Donald L. Mims, Administrator
From: Sarah Spear, Revenue Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: April 1, 2009 Return Date: April 3, 2009
Conference Leave (Days / Hours): Three (3) Days
Purpose of Travel: Attend AL III: Basic Mapping sponsored by Auburn
University Center for Governmental Services

Traveler (s) Name: 1. Jennifer Cheatham 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$225.00 Advance Registration Required: \$225.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: _____

To: Sarah Spear, Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 12/8/08 reimbursement of actual and necessary expenses in the
approximate amount of \$225.00 and advance registration of \$225.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$10,650.00</u>	
Budget Available:	<u>\$19,350.00</u>	
Current Requests:	<u>\$1,425.00</u>	
Budget Balance:	<u>\$17,925.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/2/2008

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

DEC - 8 2008

Request # 4

Date: December 3, 2008
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, Texas
Departure Date: April 4, 2009 Return Date: April 9, 2009
Conference Leave (Days / Hours): 4 days
Purpose of Travel: National Public Employers Labor Relations Conference

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

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

Total (est.) Cost: \$2,200.00 Advance Registration Required: \$525.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Advance Registration Has To Be Paid By 12/31/08.

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

The above request is app. 12/8/08 reimbursement of actual and necessary expenses in the
approximate amount of \$2,200.00 and advance registration of \$525.00 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>\$718.00</u>
Budget Available:	<u>\$14,282.00</u>
Current Requests:	<u>\$2,200.00</u>
Budget Balance:	<u>\$12,082.00</u>

Donald L. Mims, Administrator

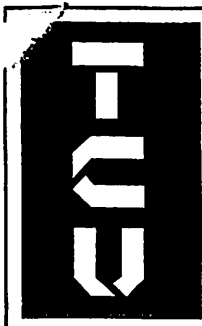


Reviewed by: S. Thomas

Date: 12/3/2008

cc: Finance Director / Buyer

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T.C.U. CONSULTING SERVICES, LLC

CONSTRUCTION CONSULTANTS

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

December 4, 2008

Pat Silas
Montgomery County Commission
P. O. Box 1667
Montgomery, AL. 36102-1667

Re: Advertiser Building Commissioners' Conference Room Table and Chairs

Dear Pat:

Attached is a recommendation from 2WR/HW and proposal from Keyser Office Works for the subject table and chairs as selected by the Commission Administration. I concur with the recommendation to issue a purchase order to Keyser in the amount of \$22,193.90.

If possible, please request to waive rules for the 12/08 Commissioners' Meeting due to a need to expedite the delivery and installation to coincide with the project's completion.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry Carter', written over a horizontal line.

Larry Carter
Attachments (2)

cc: file Advertiser c5.3 and a1.1.4
W. K. Upchurch, III, w/o attachments
Tommy Lawrence, " "
Donnie Mims, " "
~~John Mitchell, w/attachments~~

Larry Carter

From: Natalie Fisher [nfisher@2WRHOLMESWILKINS.com]
Sent: Thursday, December 04, 2008 8:58 AM
To: Larry Carter; David Sawicki
Subject: FW: Commission table
Attachments: MCCconference4.pdf

Larry;

This is the quote for the Kyser represented furniture that Donnie Mims and Todd Strange approved (for the Commissioners Conference Room). The quote is certainly a reasonable price for that size table and base (with a custom cut cable cubby), 16 executive chairs, and 6 side chairs. I recommend the County place this order as soon as possible to ensure timely delivery. Thank you.

-----Original Message-----

From: Chris Dunn [mailto:cdunn@kyser.com]
Sent: Monday, December 01, 2008 9:42 AM
To: Natalie Fisher
Cc: larry@tcuconsulting.com
Subject: RE: Commission table

Natalie & Larry;

Attached is the revised quote for the Commission table with the additional special cutout as requested.

Chris Dunn
President
Kyser OfficeWorks, Inc
2400 Spruce Street
Montgomery, AL 36107
P 334.834.9400
F 334.262.0701

-----Original Message-----

From: Natalie Fisher [mailto:nfisher@2WRHOLMESWILKINS.com]
Sent: Tuesday, November 25, 2008 11:23 AM
To: Chris Dunn
Subject: FW: Commission table

-----Original Message-----

From: Larry Carter [mailto:larry@tcuconsulting.com]
Sent: Tuesday, November 25, 2008 11:23 AM
To: Natalie Fisher
Subject: RE: Commission table

As we discussed, the location is correct but the orientation of the cut is to be 90 degrees from what is shown, i.e. the long cut is parallel with the table long dimension.

-----Original Message-----

From: Natalie Fisher [mailto:nfisher@2WRHOLMESWILKINS.com]
Sent: Tuesday, November 25, 2008 10:16 AM
To: Larry Carter
Cc: Chris Dunn
Subject: FW: Commission table

<<ChrisEMAIL_20061109_074645.pdf>> Larry; this is how I interpreted it as well, please advise.

-----Original Message-----

From: Chris Dunn [mailto:cdunn@kyser.com]
Sent: Monday, November 24, 2008 8:12 AM
To: Natalie Fisher
Subject: Commission table

Natalie,

Steelcase needs confirmation on the placement of the cut out. I had a trouble following the instructions too so I have sketched out the location (see attached). Please verify that what they want is 18" from the end of the table and 12" from the "center Line" of the middle of the table.

Thanks,

Chris Dunn
President
Kyser OfficeWorks, Inc
2400 Spruce Street
Montgomery, AL 36107
P 334.834.9400
F 334.262.0701

No virus found in this incoming message.

Checked by AVG - <http://www.avg.com>

Version: 8.0.175 / Virus Database: 270.9.10/1810 - Release Date:
11/25/2008 8:29 AM



OfficeWorks INC.
A KYSER COMPANY

2400 Spruce Street
Montgomery, Alabama 36107
334/834-9400
334/262-0701 FAX
www.kyser.com

Quotation

Page 1 of 4

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
23644	12/01/08		309882	CHRIS DUNN	

QUOTE TO: MONTGOMERY COUNTY COMMISSION
County Commission
P. O. BOX 1667
Montgomery, AL 36102-1667

SHIP TO: Natalie Fisher
MONTGOMERY COUNTY COMMISSION
County Commission Conference Ro
New Commission Bldg
Montgomery, AL 36102-1667

P: 1.334.832.1269

P: 1.334.263.6400

Terms: NET DUE 10 DAYS

County Comm Conf. Table

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
1	1	CWRB66192 STEELCASE Table-Boat, Wood, Rei Profile, 66x192 TOP-SURF:3714 FC/FF NATURAL WALNUT Table-Boat, Wood, Rei Profile, 66x192 Special with Cable Cubby cut out located 18" away from end and 12" away from centerline of table. See sketch Also special to include CPU2 in standard locations with cover in 2971 and Trim in 0835 User access for cable cubby to face end of table. Reference Documents: 00010372 00010373 Tag For: Conference Room	6,922.90	6,922.90
2	4	CWUPC630 STEELCASE Base-Table, U Panel, 6x30 BASIC :3712 FC/OP NATURAL WALNUT FOOT :8046 POLISHED ALUM OPTIONS * * OPTIONS * * FOOT *OPT:FOOT DETAIL CYLINDER STD:CYLINDER Tag For: Conference Room	666.07	2,664.28

Accepted by _____ Title _____ Date _____



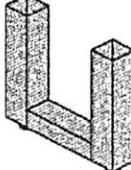
OfficeWorks INC.
A KYSER COMPANY

2400 Spruce Street
Montgomery, Alabama 36107
334/834-9400
334/262-0701 FAX
www.kyser.com

Quotation

Page 2 of 4

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
23644	12/01/08		309882	CHRIS DUNN	

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
6	16	 92D13 LA-Z-BOY EXECUTIVE HIGH BACK LEATHER CHAIR, 439 Savannah Walnut arms, GL496584 Sapphire Leather Tag For: Alternate for conference chair Qty Description 14 Commissioner's conference Room 1 Donnie 1 John	633.12	10,129.92
7	6	GAC12W LA-Z-BOY Accel Side chair GL496584 Sapphire Leather, 439 Savannah Walnut	412.80	2,476.80
		State of Alabama Contract pricing from Contract #T390, Contract # 4008450 Line #00583 Commodity Code #425-00-076071 Steelcase. Steelcase Wood 46.5% Discount Steelcase Leap 45%.0 Disocunt Steelcase Alley (side chair) 53% discount Lazboy 52% discount Paoli 50% discount Please note, Fuel Surcharges may apply at time of final invoicing. SIGNATURE ON QUOTE AND PURCHASE ORDER NUMBER REQUIRED TO PROCESS ORDER. ORDER MAY NOT BE CANCELLED OR RETURNED ONCE PLACED WITH MANUFACTURERS. THIS QUOTE DOES NOT INCLUDE MOVING EXISTING FURNITURE. EXISTING FURNITURE CAN BE MOVED FOR AN ADDITIONAL FEE. Please note, Fuel Surcharges may apply at time of final invoicing.		
		NON-TAXABLE/MUST HAVE TAX	Sub Total	22,193.90
			EXEMPT NUMBER!	0.00
			Grand Total	22,193.90

Accepted by _____ Title _____ Date _____



Quotation

Page 3 of 4

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample. *****End of Quotation*****				

Accepted by _____ Title 73 Date _____

15-7



OfficeWorks_{INC.}
A KYSER COMPANY

2400 Spruce Street
Montgomery, Alabama 36107
334/834-9400
334/262-0701 FAX
www.kyser.com

Quotation

Page 4 of 4

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
23644	12/01/08		309882	CHRIS DUNN	

Finish Summary

Finish Group Description

Finish Description

Finish

BASIC (PRIMARY FINISH)

FC/OP NATURAL WALNUT



FOOT

POLISHED ALUM



TOP SURFACE

FC/FF NATURAL WALNUT



Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.

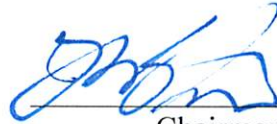
Accepted by _____ Title _____ Date _____

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, December 22, 2008, at 8:00 in the morning.

A handwritten signature in blue ink, appearing to read "Donald Z. Morris", written over a horizontal line.

Administrator

A handwritten signature in blue ink, consisting of stylized initials, written over a horizontal line.

Chairman