

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

NOVEMBER 24, 2008

AGENDA

INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Randy George, President and Anna Buckalew, Senior Vice President with Montgomery
Area Chamber of Commerce
Probate Judge Reese McKinney, Jr. and Director of Elections Trey Granger
Revenue Commissioner Sarah G. Spear

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Approval of Depositories for the 2009 Calendar Year
2. Consider Approval of FY 2009 Community Traffic Safety Program Agreements for Overtime Funds, Sheriff's Office
3. Consider Approval of Software Support/Maintenance Agreement with Automated Investigation Management Solutions, Inc., Sheriff's Office
4. Consider Approval of Change Order Number One with MTS Construction, Inc., Regarding Sign Shop and Vehicle Maintenance Shop Construction Project, Engineering Department
5. Consider Approval of Miscellaneous Appropriations Reprogramming Requests, County Commission
6. Consider Approval of Bid Award for Window Treatments for Annex III, Bid No. 51100-08B-064, County Commission
7. Consider Approval of Bid Award for Catering of Employee Luncheon and Other Events, Bid No. 51100-08B-065, County Commission
8. Consider Approval of Final Payment to Stallings & Sons, Inc., for Renovations of Courthouse Annex I Basement, County Commission
9. Consider Approval of Budget Change Request Numbers 3 and 4, Engineering Department
10. Consider Approval of New Classification of Assistant Revenue Chief Clerk, Revenue Commissioner's Office
11. Consider Approval of Authorization of Assistant Revenue Chief Clerk Position and Related Fill Request, Revenue Commissioner's Office
12. Consider Approval of Travel/Training Requests (13)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Presiding Circuit Judge Charles Price and Juvenile Court Administrator Bruce Howell
Ken Upchurch with T.C.U. Consulting Services, LLC

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

NOVEMBER 24, 2008

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

NOVEMBER 27 & 28, 2008

County Holiday (Thanksgiving Day)

DECEMBER 8, 2008

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

DECEMBER 22, 2008

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

DECEMBER 25, 2008

County Holiday (Christmas Day)

PERSONNEL ACTIONS

Fill action continues for 1 Clerk Typist II – County Commission Office
Fill action continues for 1 Grant Specialist – Public Affairs Department
Fill action continues for 1 Legal Support Assistant – District Attorney's Office
Fill action continues for 1 Assistant Records Coordinator – District Attorney's Office
Fill action continues for 2 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 Maintenance Mechanic – Support Services Department
Fill action continues for 1 Program Analyst I – Information Systems Department
Fill action continues for 1 Deputy Sheriff Trainees/Deputy Sheriff – Sheriff's Office
Fill action continues for 1 Identification Officer – Sheriff's Office
Fill action continues for 2 Deputy Sheriff Corporal – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Sergeant – Sheriff's Office
Fill action continues for 9 Corrections Officer Trainees/Corrections Officers – Detention Facility
Fill action continues for 5 Corrections Officer Corporals – Detention Facility
Fill action continues for 3 Corrections Officer Sergeants – Detention Facility
Fill action continues for 7 Store Clerk I's – Detention Facility
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 2 Juvenile Detention Supervisors – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 3 County Road Equipment Operator I's – Engineering Department
Fill action continues for 2 County Road Equipment Operator II's – Engineering Department
Fill action continues for 1 County Road Equipment Operator III – Engineering Department
Fill action continues for 1 Civil Engineering Technician I – Engineering Department
Fill action continues for 1 Civil Engineering Technician II – Engineering Department
Fill action continues for 1 Engineer Aide II – Engineering Department
Fill action continues for 1 Traffic Control Technician III – Engineering Department
Fill action continues for 1 Auto Servicer – Engineering Department
Fill action continues for 1 Fuel Transport Operator – Engineering Department
Fill action continues for 1 Chief Appraiser – Appraisal Department
Fill action continues for 1 Clerk III – Appraisal Department
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit
Fill action continues for 1 Deputy District Attorney II – District Attorney's Child Support Unit
Fill action continues for 2 Case Manager's – District Attorney's Child Support Unit
Fill action continues for 1 Case Manger II – District Attorney's Child Support Unit

November 24, 2008

11-24-08 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-14-08

Check Number	To	Check Number
96125		96336
Total Checks Paid		\$1,251,572.22

CHECK #	PAYEE	AMOUNT	DATE
96121	Quality Correctional Health	\$ 134,115.40	11/07/08
96122	Brooks Ellen D A	\$ 24.00	11/07/08
96123	Riley W Roby	\$ 400.00	11/10/08
96124	Alabama Medicaid Agency	\$ 41,250.00	11/12/08

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

Agenda

NOV 24 2008

11-24-08 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-21-08

Check Number	To	Check Number
96338		96558
Total Checks Paid		\$2,785,356.59

CHECK #	PAYEE	AMOUNT	DATE
96337	MA-COM Inc	\$ 58,016.00	11/19/08

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

Agenda

NOV 24 2008

11/24/08 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
11/06/08

Payroll Check Number	54404	To	Payroll Check Number	55214	\$ 83,775.00
Direct Deposits					\$ -
Payroll Check Number		To	Payroll Check Number		\$ -
Direct Deposits					\$ -
Federal Deposits					\$ -
Total Payroll Paid					\$ 83,775.00

CHECK #

55215

PAYEE

Billy Carroll Adams

AMOUNT

\$ 100.00

DATE

11/12/08

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

MONTGOMERY COUNTY COMMISSION**THE FOLLOWING PAYROLL WAS AUDITED AND****ORDERED PAID****CHECKS ARE DATED****11/21/2008**

PAYROLL CHECK NUMBER	55216	TO PAYROLL CHECK NUMBER	55416	\$	151,461.80
DIRECT DEPOSITS				\$	697,308.78
PAYROLL CHECK NUMBER	55417	TO PAYROLL CHECK NUMBER	55444	\$	64,769.86
DIRECT DEPOSITS				\$	753,675.52
FEDERAL DEPOSITS				\$	334,145.57
TOTAL PAYROLL PAID				\$	2,001,361.53

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

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

A COUNTY OLDER THAN THE STATE

**MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT**

100 S. LAWRENCE STREET *P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

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

Agenda

NOV 24 2008

TO: DONALD L. MIMS, ADMINISTRATOR

FROM: SANDRA JOHNSON, FINANCE DIRECTOR *SJ*

DATE: NOVEMBER 6, 2008

RE: LIST OF DEPOSITORIES

The following banks are currently doing business in Montgomery. I request that the banks listed below be designated depositories for CY 2009.

Aliant Bank
Amerifirst
BankTrust
CapitalSouth Bank
Colonial Bank, N.A
Community Bank & Trust
Compass Bank
First Tuskegee Bank
RBC Centura Bank
Regions Bank
River Bank & Trust
Servis1st Bank
Sterling Bank
Wachovia Bank
Whitney National Bank

D.T. MARSHALL, SHERIFF



OFFICE: (334) 832-4980
FAX: (334) 832-2500

Agenda

NOV 24 2008

November 20, 2008

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Section 402, 406, and 410 Federal Grant Funds

Please find attached the grant for federal grant funds as indicated above for the County Commission's approval and signature.

Your assistance in this matter would be appreciated.

DTM/tb

2-1



City of Montgomery, Alabama

Planning & Development
Ken Groves, Director

Bobby N. Bright
Mayor

Montgomery City Council Members
Charles W. Jirright—President Cornelius Calhoun Glen O. Pruitt, Jr.
Tracy Larkins—Pro tem Charles Smith Martha Roby
Willie Cook David Burkett Jim Spear

November 10, 2008

Mr. Todd Strange, Chairman
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102

Dear Commissioner Strange:

RE: Section 402, 406, and 410 Federal Grant Funds

I am pleased to notify and award the following federal grant funds to your law enforcement agency to keep our roadways safe:

- Section 402 (09-SP-PT-010) – \$3,475.00 Sustained Enforcement (October 1, 2008 – September 30, 2009)
- Section 406 (07-HS-K4-011) – \$1,925.00 "Click It Or Ticket" (May 18 – May 31, 2009)
- Section 410 (07-HS-K8-002) – \$2,100.00 "Drunk Driving. Over The Limit. Under Arrest" (August 21 – September 7, 2009)

The purpose of the funds are to perform overtime traffic enforcement that increases seat belt usage, prevents speeding and discourages DUI instances.

The initial Section 402 award comprises part of this year's allocation. The second allocation will be awarded in April 2009 using an amendment.

On behalf of the City of Montgomery, thank you for your past participation and present interest in my regional highway safety program. As overall sub-grantee for the central region, my goal is to improve safety and security on the roadways by reducing crashes and fatalities. Programs such as this help improve the quality of life in our great State.

Again, congratulations on your selection for this award.

Sincerely,

Bobby N. Bright
Mayor, City of Montgomery

CC: Sheriff D.T. Marshall

City of Montgomery Highway Safety Office

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

FY 2009 Community Traffic Safety Program (CTSP) Agreement for Overtime Funds

1. The City of Montgomery Highway Safety Office, hereinafter referred to as the Central Alabama Highway Safety Office (CAHSO) or CITY; and the Montgomery County Sheriff's Office, hereinafter referred to as AGENCY, hereby enter an agreement for 100% reimbursed funded salary plus allowable fringe overtime enforcement funds to be expended from May 18, 2009 through May 31, 2009; and August 21, 2009 through September 7, 2009. AGENCY is solely responsible for the acts and omissions of its employees and agents. This agreement does not establish an agency relationship between AGENCY and CAHSO/CITY. To the extent permitted by law, the AGENCY hereby agrees to protect, defend, indemnify and hold CITY free and harmless from any and all losses, claims, liens, debts, personal injuries, and death, (including those by employees of CITY), damages to property (including property of CITY) without limitation by enumeration and all other claims or demands of every character occurring, or in any way incident to, in connection with, or arising from this agreement.
2. This funding is made available to the AGENCY under approved grants between the CITY and the State of Alabama Department of Economic and Community Affairs- Law Enforcement and Traffic Safety Division (ADECA/LETS). Funding is for overtime traffic enforcement and shall only be used during the designated enforcement period listed below. The AGENCY has been awarded the following dollar amounts under this agreement.

GRANT NAME	ADECA GRANT #	AWARD	ENFORCEMENT PERIOD
406 PTS	07-HS-K4-011	\$1,925.00	May 18 – May 31, 2009 "Click It Or Ticket"
410 HVE	07-HS-K8-002	\$2,100.00	August 21 – September 7, 2009 "Drunk Driving. Over The Limit. Under Arrest."

3. The AGENCY may use allotted funds under each listed Grant for overtime traffic enforcement during specified enforcement periods as designated by ADECA or CAHSO.
4. AGENCY agrees to comply with the Statement of Work as outlined in Attachment A, and the Operational & Reimbursement Documentation Procedures as outlined in Attachment B.
5. CAHSO may terminate this agreement without notice at any time due to lack of funding, non-compliance with this agreement (and attachments), failure or refusal of AGENCY to comply with the Central Alabama Law Enforcement Committee (CALEC) Policy & Procedure Manual, or for cause.
6. CAHSO agrees to reimburse the AGENCY for actual enforcement/administrative overtime worked under this agreement, provided the overtime is consistent with Attachment A, documented in accordance with Attachment B and approved by CAHSO. Adjustments in the funding level, time period, or scope of this agreement may only be accomplished through written amendment upon recommendation of the CAHSO Director.

[Signature]
Agency Chief Enforcement Official

11-18-08
Date

Authorizing City/County Official

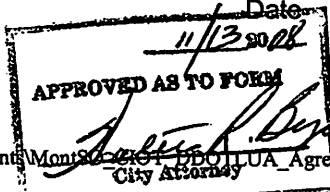
Date

[Signature]
Carlos Kimbrough, CAHSO Project Director

11/10/08
Date

[Signature]
Mayor Bobby Bright, City of Montgomery

11/14/08
Date



ATTACHMENT A

STATEMENT OF WORK

AGENCY shall perform enforcement duties during directed time period (May 18 – May 31, 2009 & August 21 – September 7, 2009). Enforcement duties entail check points (Seat Belt/DUI), saturation patrols, line patrols, and survey collection projects as outlined in this document. The purpose of enforcement is to change driver behavior through presence, issuance of tickets, warnings, and educational awareness. Overtime traffic enforcement must be conducted within AGENCY's jurisdiction as designated by CAHSO or AGENCY. Authorized administrative work includes documentation as outlined in ATTACHMENT B of Mobilization/Blitz events, number of citations or warnings issued, and number of arrests.

1. Statement of Work:

- a. AGENCY shall schedule overtime operations during the Click It or Ticket Mobilization (May 18 – May 31, 2009) and Drunk Driving. Over The Limit. Under Arrest. Mobilization (August 21 – September 7, 2009) as designated by CAHSO or AGENCY.
- b. AGENCY agrees to schedule and conduct check points (road blocks) by attending pre-briefing and training, stopping all drivers, checking driver license, registration, insurance and seat belt use. Participating Law Enforcement Officers (LEOs) may provide handouts or brochures, incentive items, or written citations or warnings. LEOs are required to conduct arrests when necessary, clean up the area of cones, brochures, etc, and submit forms and enforcement activity reports as required by ATTACHMENT B.
- c. AGENCY agrees to comply with all rules, policies and procedures as set by the Central Alabama Law Enforcement Committee (CALEC) as outlined in the CALEC Policy & Procedure Manual.

2. CALEC Participation and Representation:

- a. The Chief Law Enforcement Official (Chief of Police or Sheriff), or his/her designee is the AGENCY's official voting representative on the CALEC. This person will be responsible for (1) attending meetings, news conferences, and briefings; (2) submitting required operational and activity report information; (3) preparing reimbursement documentation, and (4) coordinating the overtime fund program within the AGENCY.
- b. If the official voting representative is someone other than the Chief Law Enforcement Official, this person must be identified and approved by the Chief Law Enforcement Official in a Designation Letter attached to this agreement.

3. Additional Terms:

- a. AGENCY shall document and report In-Kind Match activities as outlined in ATTACHMENT C beginning October 2008 and ending September 2009. In-Kind Match is defined as regular time or AGENCY funded overtime allocated to enforcing grant-related topics (e.g. Speeding, Alcohol, and Seat Belts).
- b. AGENCY shall attend designated planning meetings as outlined in the Policy & Procedure handbook. AGENCY shall forward quarterly equipment use reports to the CAHSO.
- c. AGENCY shall agree to participate in check points when specified percentages are requested per project.

ATTACHMENT A
(Continued)

- d. During enforcement efforts, AGENCY shall maintain an average of two written Contacts Per Hour (CPH) excluding educational or administrative hours and material or verbal contacts throughout the life of the project. This 2 CPH rule is a measure of productivity—not a quota. Agencies who do not maintain the average are still reimbursed, however low productivity may influence distribution and return on investment computations. No productivity—e.g. 0 CPH may result in "No" reimbursement to agencies. Contacts may be written citations or warnings. CAHSO/CALEC will review any extenuating circumstances for approval.
- e. Agreement-related activities shall only be conducted in 2, 4, or 6 hour time blocks. Officers may only be assigned 6-hour blocks on their days scheduled off from normal duty. Due to safety concerns, 6 hours is the maximum time an officer can work per day under this agreement.
- f. To promote officer safety, **at least 2 officers** must be assigned to each patrol detail. However, for checkpoints the minimum number may not be less than 2 and in accordance with AGENCY policy. Deviation from this policy shall be at the discretion of the AGENCY Chief and CALEC President.
- g. AGENCY may utilize part-time officers provided the officers are APOST certified. AGENCY must verify that officers are presently on payroll. Part-time officers may only work a maximum of number of hours under this agreement equal to 50% of the total hours paid by AGENCY during the month. Part time employees shall be paid their normal hourly rate.
- h. AGENCY may use a maximum of 20% of grant funds for project administration purposes, and must be in accordance with ATTACHMENT B.
- i. AGENCY shall conduct public information or educational activities during Blitz periods and throughout the term of the agreement. AGENCY shall participate in "Passive Seat Belt and Child Restraint Checkpoints" as one method of education.

ATTACHMENT B

OPERATIONAL & REIMBURSEMENT DOCUMENTATION PROCEDURES

Minimum operational and reimbursement documentation requirements have been established and will be required of each department before operations are approved and reimbursement to the city, county, or state agency involved is made. The following is a list of written standards, which each department will be required to adhere to in order to receive reimbursement of enforcement overtime project funds. Attached are developed forms, which will be utilized to ensure accurate documentation. Other required documentation procedures may be developed and implemented as the projects progress.

1. Pay Information (FORM 1)

- a. Use Pay Information form to establish an individual/overtime pay rate for each employee expected to participate in the CAHSO project.
- b. This form requires the signature of the Chief Law Enforcement Official and Chief Financial Representative.
- c. This form should be updated when the officer/deputy pay rate changes.

2. Operation Plan (FORM 2)

- a. The Operation Plan form is used to plan all selective overtime traffic enforcement details as well as Blitz and Mobilization enforcement initiatives.
- b. Agency name, grant number, grant name, blitz/operation name, enforcement type, location, date, and start/end times must be included to complete the Operation Plan.
- c. Chief Law Enforcement Official (or designee) and Lead Officer must sign this form.
- d. This form must be submitted by Fax and/or Mail to the CAHSO 5 days prior to start of detail. If doing a Blitz or Mobilization, this form must be submitted 30 days prior to start of operation. Agencies may not perform reimbursement details if this form has not been approved and sent to the CAHSO. The AGENCY is responsible for following up on all mailed or faxed plans.

3. Individual Contact Report (FORM 3)

- a. The Individual Contact Report form is used to document each officer's individual activity while working on a detail.
- b. Each Officer/Deputy working an overtime detail will complete the Individual Contact Report form.
- c. Each report will include at a minimum: date, time, location, number of hours, officer's name, number and type of contacts or if educational, a description of educational material distributed along with topic discussed.
- d. Officer and Lead Officer (Shift Supervisor) must sign this form. This form must be collected by the Lead Officer (Shift Supervisor) when the shift or detail terminates.
- e. This form will be used to maintain and document public information/education contacts performed by the AGENCY.
- f. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO. Lead Officer or AGENCY designated representative utilizes this form to accumulate data to complete the Activity/Monthly Roll up and Agency Reimbursement Request forms.

ATTACHMENT B
(Continued)

4. Agency Reimbursement Request & Consolidated Activity Report (FORM 4)

- a. The Agency Reimbursement Request & Consolidated Activity Report form is AGENCY's invoice to CAHSO for reimbursement and documentation of activities performed. This form is used to claim reimbursement and accumulate activity during each Blitz and overtime enforcement detail. This form shall be completed and maintained for each Blitz, Mobilization, and overtime enforcement detail.
- b. Each form shall include Department name, Blitz or Mobilization, Grant name, officer's name, date worked, rate of overtime pay, number of hours, administrative hours, number of contacts, type of contacts and month claimed. This information comes from FORMS 1, 2 and 3.
- c. This form is to be completed and submitted no later than 5 days after the completion of a Blitz period. When filing reimbursement claim for monthly selective traffic enforcement activity, this form is to be completed and submitted on a monthly basis no later than the 10th of the month following month that the overtime occurred to coincide with departments pay periods.
- d. If overtime enforcement operations occur in more than one quarter, a separate form must be submitted for each (i.e. July 4th Mobilization 6/30 through 7/04 – a form for June and July should be submitted).
- e. The Lead Officer (CALEC Representative, Sheriff, Chief or Shift Supervisor) can claim up to 20% of total grant funds for administrative purposes. There are two types of administrative time; hard and soft (*reference Alabama Community Traffic Safety Program ADECA Forms Instruction Guide, Section IV, para 7, pg. 14*). Time can be claimed for CALEC Representative not working a detail provided work is performed outside of normal duty hours. Time for all other officers shall be accounted for under the new matching criteria in ATTACHMENT C. (The CALEC Representative's time should not be included in the matching form.)
- f. Agency shall maintain copies of tickets and warnings for three years.
- g. This form requires two signatures: (1) Chief Financial Representative; (2) Chief Law Enforcement Officer or Chief Elected Official.

5. Blitz Report (FORM 5)

- a. This form is only used during blitz campaigns. It should not be used when overtime operations or details are conducted outside a Blitz period (e.g. sustained enforcement or match), unless directed by CAHSO.
- b. This form shall be updated and submitted during the blitz by e-mail, mail or fax to CAHSO the day following each individual operation.
- c. A final Blitz Report form shall be updated and submitted by fax, mail or e-mail to CAHSO no later than 3 days after end of the overall blitz period.

6. Monthly Department Expenditure Sheet (FORM 7)

- a. The Monthly Department Expenditure Sheet form is to be maintained by the AGENCY to track grant expenditures.
- b. This form is for AGENCY use only and shall not be submitted to CAHSO.

ATTACHMENT C

IN-KIND MATCH DOCUMENTATION PROCEDURES

1. The purpose of "In-Kind Match" is to illustrate the AGENCY's concern for crashes and fatalities in its respective jurisdiction. The State Government often provides funds to promote safety and reduce fatalities. Because the State is not in a position to provide 100% funding on all initiatives, AGENCY should illustrate their commitment to the same goal, either matching Grant funds dollar to dollar (Hard match), using indirect costs, or quantifying time related activities to dollars (In-Kind Match). This matching initiative satisfies the "Accountability" function of Safe Accountable Flexible Efficient Transportation Equity Act—A legacy for Users (SAFETEA-LU) authorization (*reference U.S. Department of Transportation Section 402 Regulations (23 CFR Part 1251); SAFETEA-LU Highway Safety Programs*).
2. Activities that qualify as "In-Kind Match" are those events that are special assignment details or events performed during normal duty assignments or hours. The activities must have emphasis on Traffic Safety and consistent with the Highway Safety Mission. Events such as meetings and training are considered for "Soft Match" time if such training is required to perform CAHSO overtime details (Acceptable training events include Safe and Legal Traffic Stops, Safe and Legal Check Points, and Mobile Videotaping for Practitioners, Fake ID, etc.).
3. The methodology used in determining and reporting "In-Kind" Match is as follows:
 - a. Determine WHO in the agency participates in direct grant functions (*source: ADECA Form 1's*), then consolidate hourly or monthly salary. Administrative personnel may be included (*Complete a Form 1 for each person included*). Utilize the ADECA/LETS FM 93 (Time and Accounting Certification) to account for and certify time allocated to match grants. This process is performed by compiling time and hourly pay expenditures at the end of the month, and reporting no later than the 15th duty day of the next month.
 - b. Determine estimated percentage of time performing grant-related functions (*Defined as patrolling and citing for seat belts, speeding; processing drug and DUI arrests; conducting check points for seatbelts and alcohol; conducting speed enforcement details, tactical line patrols and saturation patrols. These activities are performed during regular hours and non-grant overtime.*) This percentage is applied at paragraphs 2b. and 2c. of Certification of Matching Funds Form.
 - c. Determine the vehicle maintenance and fuel expended to perform grant-related functions while on regular time and grant overtime. This process is performed by logging fuel and maintenance expenditures, compiling by the end of the month, and reporting no later than the 15th duty day of the next month. AGENCY will provide a monthly invoice from approved accounting system highlighting the total line expense for each month. Maintenance should be relative to vehicles used only by those AGENCY personnel that participate in grant-related functions. The total monthly amount should be multiplied by the percent allocated to grants as calculated in paragraph 2a. of Certification of Matching Funds.
4. AGENCY must submit a certified statement each month (October 2008 – September 2009) relative to the accuracy of expenditures. To participate in the grant program, AGENCY must have a certification statement (see Certification of Matching Funds on next page) on file denoting "activity percentage, monthly salary expenditure estimate, and fuel expenditures that will be used for Highway Safety Grants and not be used as In-Kind Match for other federal or state grant programs or procurement contracts". The Central Alabama Highway Safety Office is responsible for maintaining submissions for In-Kind Match.

City of Montgomery Highway Safety Office

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

FY 2009 Community Traffic Safety Program (CTSP) Agreement for Overtime Funds

1. The City of Montgomery Highway Safety Office, hereinafter referred to as the Central Alabama Highway Safety Office (CAHSO) or CITY; and the Montgomery County Sheriff's Office, hereinafter referred to as AGENCY, hereby enter an agreement for 100% reimbursed funded salary plus allowable fringe overtime enforcement funds to be expended from October 1, 2008 through September 30, 2009. AGENCY is solely responsible for the acts and omissions of its employees and agents. This agreement does not establish an agency relationship between AGENCY and CAHSO/CITY. To the extent permitted by law, the AGENCY hereby agrees to protect, defend, indemnify and hold CITY free and harmless from any and all losses, claims, liens, debts, personal injuries, and death, (including those by employees of CITY), damages to property (including property of CITY) without limitation by enumeration and all other claims or demands of every character occurring, or in any way incident to, in connection with, or arising from this agreement.
2. This funding is made available to AGENCY under approved Grant Number 09-SP-PT-010 between the CITY and the State of Alabama Department of Economic and Community Affairs - Law Enforcement and Traffic Safety Division (ADECA/LETS). The AGENCY has been awarded the following dollar amount under this agreement.

Hot Spot Enforcement Award Amount	\$2,900.00
Flex Enforcement Award Amount	\$575.00
Total Award Amount	\$3,475.00

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

Mileposted Interstate Locations (10 miles in Length) with 8 or more Speeding Crashes

County	City	Route	Beg MP	End MP	Attached Map #
Montgomery	Multiple	I-85	13.9	23.9	1
Montgomery	Multiple	I-65	170	180	3

Mileposted Interstate Locations (5 miles in length) with 8 or more Alcohol Related Crashes

County	City	Route	Beg MP	End MP	Attached Map #
Montgomery	Multiple	I-65	176	181	5

Segment Locations with 3 or More Total Alcohol Related Crashes

County	City	Link	Node 1	Node 2	Location	Attached Map #
Montgomery	Montgo Rur	1041	7227	7419	b/n Snowdown Chambers Rd. (CR18) and Old Hayneville Rd (CR24) at Hobbie Rd. (CR61)	19
Montgomery	Montgo Rur	1103	7289	7300	b/n Old Selma Rd. at Lowndes Co Line and Booth Rd. at Old Selma Rd.	20

Locations From the "5% Report" Which Include Highway Segments/Intersections Exhibiting the Most Severe Safety Needs

County	Potential Remedies	Route	Comments	Attached Map #
Montgomery	Resurface, additional acceleration and deceleration lanes	US-231 from Trotman Drive to US-82 toward Eufaula in rural Montgomery County	Lane turn improvements recently constructed	26

4. AGENCY may use allotted funds under Flex Enforcement Award for overtime traffic enforcement as designated by CAHSO or AGENCY. Enforcement will focus on high crash problem (injury and fatalities) areas within AGENCY's jurisdiction, and may include problem areas other than those ADECA directed "Hot Spots."
5. AGENCY agrees to coordinate at least one detail per year utilizing Hot Spot Award and/or Flex Award on a common or connecting roadway with an adjoining Agency, recipient of an award under this grant.
6. AGENCY agrees to comply with the Statement of Work as outlined in Attachment A, Operational & Reimbursement Documentation Procedures as outlined in Attachment B, and In-kind Match Documentation Procedures as outlined in Attachment C.
7. CAHSO may terminate this agreement without notice at any time due to lack of funding, non-compliance with this agreement (and attachments), failure or refusal of AGENCY to comply with the Central Alabama Law Enforcement Committee (CALEC) Policy & Procedure Manual, or for cause.
8. CAHSO agrees to reimburse the AGENCY for actual enforcement/administrative overtime worked under this agreement, provided the overtime is consistent with Attachment A, documented in accordance with Attachment B and approved by CAHSO. Adjustments in the funding level, time period, or scope of this agreement may only be accomplished through written amendment upon recommendation of the CAHSO Director.

OT Marshall
Agency Chief Enforcement Official

11-18-08
Date

Authorizing City/County
Official

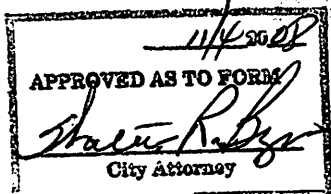
Date

Sub J M
Project Director

10/28/08
Date

Bobby Bryant
Mayor, City of Montgomery

11/6/08
Date



ATTACHMENT A

STATEMENT OF WORK

AGENCY shall perform enforcement duties during directed time period (October 1st – September 30th) and Agency approved sustained operations. Enforcement duties entail check points (Seat Belt/DUI), saturation patrols, line patrols, and survey collection projects as outlined in this document. The purpose of enforcement is to change driver behavior through presence, issuance of tickets, warnings, and educational awareness. Overtime traffic enforcement must be conducted within AGENCY's jurisdiction, in or along identified "Hot Spot" roadways and identified high crash problem (injury and fatalities) areas as designated by CAHSO or AGENCY. Authorized administrative work includes documentation as outlined in ATTACHMENT B of sustained Mobilization, and Blitz events, number of citations or warnings issued, and number of DUI arrests.

1. Statement of Work:

- a. AGENCY shall schedule overtime operations on "Hot Spot" roadways and identified high crash problem (injuries and fatalities) areas as designated by CAHSO or AGENCY.
- b. AGENCY shall coordinate one detail per year on "Hot Spot" roadways and/or identified high crash problem (injuries and fatalities) areas on a common or connecting roadway with an adjoining Agency that has received funds under this grant.
- c. AGENCY agrees to schedule and conduct check points (road blocks) by attending pre-briefing and training, stopping all drivers, checking driver license, registration, insurance and seat belt use. Participating Law Enforcement Officers (LEOs) may provide handouts or brochures, incentive items, or written citations or warnings. LEOs are required to conduct arrests when necessary, clean up the area of cones, brochures, etc, and submit forms and enforcement activity reports as required by ATTACHMENT B.
- d. AGENCY agrees to comply with all rules, policies and procedures as set by the Central Alabama Law Enforcement Committee (CALEC) as outlined in the CALEC Policy & Procedure Manual.

2. CALEC Participation and Representation:

- a. The Chief Law Enforcement Official (Chief of Police or Sheriff), or his/her designee is the AGENCY's official voting representative on the CALEC. This person will be responsible for (1) attending meetings, news conferences, and briefings; (2) submitting required operational and activity report information; (3) preparing reimbursement documentation, and (4) coordinating the overtime fund program from within the AGENCY.
- b. If the official voting representative is someone other than the Chief Law Enforcement Official, this person must be identified and approved by the Chief Law Enforcement Official in a Designation Letter attached to this agreement.

3. Additional Terms:

- a. AGENCY shall document and report In-Kind Match activities as outlined in ATTACHMENT C beginning October 2008 and ending September 2009. In-Kind Match is defined as regular time or AGENCY funded overtime allocated to enforcing grant-related topics (e.g. Speeding, Alcohol, and Seat Belts).
- b. AGENCY shall attend monthly planning meetings as outlined in the Policy & Procedure handbook. AGENCY shall forward quarterly equipment use reports to the CAHSO.
- c. AGENCY shall agree to participate in check points when specified percentages are requested per project. AGENCY shall use a portion of budgeted funds for selective enforcement activities surrounding the following projects:

ATTACHMENT A
(Continued)

- a. "Click It or Ticket"/ Thanksgiving Mobilization in November
 - b. "Drunk Driving. Over the Limit. Under Arrest."/New Years Mobilization in December/January
 - c. "Drunk Driving. Over the Limit. Under Arrest."/Independence Day Mobilization in July
 - d. Sustained Enforcement and other specified projects as directed by CAHSO or ADECA/LETS.
- d. During enforcement efforts, AGENCY shall maintain an average of two written Contacts Per Hour (CPH) excluding educational or administrative hours and material or verbal contacts throughout the life of the project. This 2 CPH rule is a measure of productivity—not a quota. Agencies who do not maintain the average are still reimbursed, however low productivity may influence distribution and return on investment computations. No productivity—e.g. 0 CPH may result in "No" reimbursement to agencies—e.g. \$0.00. Contacts may be written citations or warnings. CAHSO/CALEC will review any extenuating circumstances for approval.
- e. Agreement-related activities shall only be conducted in 2, 4, or 6 hour time blocks. Officers may only be assigned 6-hour blocks on their days scheduled off from normal duty. Due to safety concerns, 6 hours is the maximum time an officer can work per day under this agreement.
- f. To promote officer safety, **at least 2 officers** must be assigned to each patrol detail. However, for checkpoints the minimum number may not be less than 2 and in accordance with AGENCY policy. Deviation from this policy shall be at the discretion of the AGENCY Chief and CALEC President.
- g. AGENCY may utilize part-time officers provided the officers are APOST certified. AGENCY must verify that officers are presently on payroll. Part-time officers may only work a maximum of number of hours under this agreement equal to 50% of the total hours paid by AGENCY during the month. Part time employees shall be paid their normal hourly rate.
- h. AGENCY may use a maximum of 20% of their funds for project administration purposes. All such use must be in accordance with ATTACHMENT B.
- i. AGENCY shall conduct public information or educational activities during Blitz periods and throughout the term of the agreement. AGENCY shall participate in "Passive Seat Belt and Child Restraint Checkpoints" as one method of education.
- j. AGENCY shall submit a Departmental Demographics breakdown to the CAHSO.

ATTACHMENT B

OPERATIONAL & REIMBURSEMENT DOCUMENTATION PROCEDURES

Minimum operational and reimbursement documentation requirements have been established and will be required of each department before operations are approved and reimbursement to the city, county, or state agency involved is made. The following is a list of written standards, which each department will be required to adhere to in order to receive reimbursement of enforcement overtime project funds. Attached are developed forms, which will be utilized to ensure accurate documentation. Other required documentation procedures may be developed and implemented as the projects progress.

1. Pay Information (FORM 1)

- a. Use Pay Information form to establish an individual/overtime pay rate for each employee expected to participate in the CAHSO project.
- b. This form requires the signature of the Chief Law Enforcement Official and Chief Financial Representative.
- c. This form should be updated when the officer/deputy pay rate changes.

2. Operation Plan (FORM 2)

- a. The Operation Plan form is used to plan all selective overtime traffic enforcement details as well as Blitz and Mobilization enforcement initiatives. **Details should be planned at or near Hotspots or Hotspot roadways.**
- b. Agency name, grant number, grant name, blitz/operation name, enforcement type, location, date, and start/end times must be included to complete the Operation Plan.
- c. Chief Law Enforcement Official (or designee) and Lead Officer must sign this form.
- d. This form must be submitted by Fax and/or Mail to the CAHSO 5 days prior to start of detail. If doing a Blitz or Mobilization, this form must be submitted 30 days prior to start of operation. Agencies may not perform reimbursement details if this form has not been approved and sent to the CAHSO. The AGENCY is responsible for following up on all mailed or faxed plans.

3. Individual Contact Report (FORM 3)

- a. The Individual Contact Report form is used to document each officer's individual activity while working on a detail.
- b. Each Officer/Deputy working an overtime detail will complete the Individual Contact Report form.
- c. Each report will include at a minimum: date, time, location, number of hours, officer's name, number and type of contacts or if educational, a description of educational material distributed along with topic discussed.
- d. Officer and Lead Officer (Shift Supervisor) **must** sign this form. This form must be collected by the Lead Officer (Shift Supervisor) when the shift or detail terminates.
- e. This form will be used to maintain and document public information/education contacts performed by the AGENCY.

ATTACHMENT B

(Continued)

- f. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO. Lead Officer or AGENCY designated representative utilizes this form to accumulate data to complete the Activity/Monthly Roll up and Agency Reimbursement Request forms.

4. Agency Reimbursement Request & Consolidated Activity Report (FORM 4)

- a. The Agency Reimbursement Request & Consolidated Activity Report form is AGENCY's invoice to CAHSO for reimbursement and documentation of activities performed. This form is used to claim reimbursement and accumulate activity during each Blitz and overtime enforcement detail. This form shall be completed and maintained for each Blitz, Mobilization, and overtime enforcement detail.
- b. Each form shall include Department name, Blitz or Mobilization, Grant name, officer's name, date worked, rate of overtime pay, number of hours, administrative hours, number of contacts, type of contacts and month claimed. This information comes from FORMS 1, 2 and 3.
- c. This form is to be completed and submitted no later than 5 days after the completion of a Blitz period. When filing reimbursement claim for monthly selective traffic enforcement activity, this form is to be completed and submitted on a monthly basis no later than the 10th of the month following month that the overtime occurred to coincide with departments pay periods.
- d. If overtime enforcement operations occur in more than one quarter, a separate form must be submitted for each (i.e. July 4th Mobilization 6/30 through 7/04 – a form for June and July should be submitted).
- e. The Lead Officer (CALEC Representative, Sheriff, Chief or Shift Supervisor) can claim up to 20% of personally claimed funds for administrative purposes. If CALEC Representative is Lead Officer they can not claim Administrative time for both a detail and overall grant administration per operation. Time can be claimed for CALEC Representative not working a detail provided work is performed outside of normal duty hours. Time for all other officers shall be accounted for under the new matching criteria at ATTACHMENT C.
- f. Agency shall maintain copies of tickets and warnings for three years.
- g. This form requires two signatures: (1) Chief Financial Representative; (2) Chief Law Enforcement Officer or Chief Elected Official.

5. Blitz Report (FORM 5)

- a. This form is only used during blitz campaigns. It should not be used when overtime operations or details are conducted outside a Blitz period (e.g. sustained enforcement or match), unless directed by CAHSO.
- b. This form shall be updated and submitted during the blitz by e-mail, mail or fax to CAHSO the day following each individual operation.
- c. A final Blitz Report form shall be updated and submitted by fax, mail or e-mail to CAHSO no later than 3 days after end of the overall blitz period.

6. Monthly Department Expenditure Sheet (FORM 7)

- a. The Monthly Department Expenditure Sheet form is to be maintained by the AGENCY to track grant expenditures.
- b. This form is for AGENCY use only and shall not be submitted to CAHSO.

ATTACHMENT C

IN-KIND MATCH DOCUMENTATION PROCEDURES

1. The purpose of "In-Kind Match" is to illustrate the AGENCY's concern for crashes and fatalities in its respective jurisdiction. The State Government often provides funds to promote safety and reduce fatalities. Because the State is not in a position to provide 100% funding on all initiatives, AGENCY should illustrate their commitment to the same goal, either matching Grant funds dollar to dollar (Hard match), using indirect costs, or quantifying time related activities to dollars (In-Kind Match). This matching initiative satisfies the "Accountability" function of Safe Accountable Flexible Efficient Transportation Equity Act—A legacy for Users (SAFETEA-LU) authorization (*reference U.S. Department of Transportation Section 402 Regulations (23 CFR Part 1251); SAFETEA-LU Highway Safety Programs*).
2. Activities that qualify as "In-Kind Match" are those events that are special assignment details or events performed during normal duty assignments or hours. The activities must have emphasis on Traffic Safety and consistent with the Highway Safety Mission. Events such as meetings and training are considered for "Soft Match" time if such training is required to perform CAHSO overtime details (Acceptable training events include Safe and Legal Traffic Stops, Safe and Legal Check Points, and Mobile Videotaping for Practitioners, Fake ID, etc.).
3. The methodology used in determining and reporting "In-Kind" Match is as follows:
 - a. Determine WHO in the agency participates in direct grant functions (*source: ADECA Form 1's*), then consolidate hourly or monthly salary. Administrative personnel may be included (*Complete a Form 1 for each person included*). Utilize the ADECA/LETS FM 93 (Time and Accounting Certification) to account for and certify time allocated to match grants. This process is performed by compiling time and hourly pay expenditures at the end of the month, and reporting no later than the 15th duty day of the next month.
 - b. Determine estimated percentage of time performing grant-related functions (*Defined as patrolling and citing for seat belts, speeding; processing drug and DUI arrests; conducting check points for seatbelts and alcohol; conducting speed enforcement details, tactical line patrols and saturation patrols. These activities are performed during regular hours and non-grant overtime.*) This percentage is applied at paragraphs 2b. and 2c. of Certification of Matching Funds Form.
 - c. Determine the vehicle maintenance and fuel expended to perform grant-related functions while on regular time and grant overtime. This process is performed by logging fuel and maintenance expenditures, compiling by the end of the month, and reporting no later than the 15th duty day of the next month. AGENCY will provide a monthly invoice from approved accounting system highlighting the total line expense for each month. Maintenance should be relative to vehicles used only by those AGENCY personnel that participate in grant-related functions. The total monthly amount should be multiplied by the percent allocated to grants as calculated in paragraph 2a. of Certification of Matching Funds.
4. AGENCY must submit a certified statement each month (October 2008 – September 2009) relative to the accuracy of expenditures. To participate in the grant program, AGENCY must have a certification statement (see Certification of Matching Funds on next page) on file denoting "activity percentage, monthly salary expenditure estimate, and fuel expenditures that will be used for Highway Safety Grants and not be used as In-Kind Match for other federal or state grant programs or procurement contracts". The Central Alabama Highway Safety Office is responsible for maintaining submissions for In-Kind Match.

CERTIFICATION OF MATCHING FUNDS

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

SAFETEA LU-- HIGHWAY SAFETY PROGRAMS

1. As a participant to the Governors Highway Safety Task Force headed by the Alabama Department of Economic Affairs Law Enforcement and Traffic Safety Division (Sub-Grantee being the City of Montgomery); The "Police Department/Sheriff's Office" will set aside approximately *(Sum paragraphs 2b. + 2c. =>)* \$.00 during FY09; relative to "In-Kind" personnel cost, and vehicle maintenance/fuel cost to match the Section 402 Highway Safety Grant funding.
2. The methodology used in determining and reporting "In-Kind Match" is as follows:
 - a. Determine estimated percentage of time performing grant related functions *(Defined as patrolling and citing for seat belts, speeding, processing drug and DUI arrests; conducting check points for seatbelts and alcohol; conducting speed enforcement details, tactical line patrols and saturation patrols. These activities are performed during regular hours and overtime not covered by the grant).* The estimation is "15 %". *(This percentage is applied at paragraphs 2b. and 2c.)*
 - b. Determine WHO in the agency participates in direct grant functions *(source: ADECA Form 1's), then consolidate hourly or monthly salary. Administrative personnel may be included (Complete a Form 1 for each person included.)* The total personnel expenditure formula is $\text{Hrly Pay} \times 86 \text{ hrs} \times \text{Estimated \%}$. The value used for matching is estimated at \$ $\times 86 \times \text{ }\% =$ \$.00. Once this formula is completed for each person, then total the results.
 - c. Determine the vehicle maintenance and fuel expended to perform grant related functions while on regular time and grant overtime. This process is performed by using the percentage identified in paragraph 2a. and applying to AGENCY operating expense (Vehicle maintenance or Fuel line). AGENCY will provide a monthly invoice from approved accounting system highlighting the total line expense for each month.
3. "Police Department/Sheriff's Office" certifies such expenditures will not be used as In-Kind Match for other federal or state grant programs or procurement contracts. Relative In-Kind Match accounting records and supporting documents will be provided monthly (October 2008 – September 2009) and kept on file at the Central Alabama Highway Safety Office.

D. J. Marshall 11-18-08
Chief/Sheriff Date
Police Department

Finance Rep Date
Name:

D.T. MARSHALL, SHERIFF



OFFICE: (334) 832-4980
FAX: (334) 832-2500

Agenda

NOV 24 2008

November 19, 2008

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Narcotics Software Maintenance Agreement

I am forwarding a contract for a Narcotics Software Maintenance Agreement. Please place this on the agenda to be presented to the Montgomery County Commission at the next meeting. Your assistance in this matter will be appreciated.

DTM/tb

Memo

To: Donnie Mims, County Administrator
From: Sgt Jon G. Briggs
Date: November 10, 2008
Re: Allstar Knowledge Contract Upgrade

The Sheriffs Office Narcotics Unit has been using a custom software product from a company called "All-star Knowledge Engineering Inc" since February 1995. Recently, Allstar Knowledge, ceased operations and rights to the software and maintenance were purchased by the founding members of the old company and a new company was formed called "*Automated Investigation Management Solutions Incorporated*" (AIMS). John Alcazar is the president and at my request, has provided us with a new contract with the newly formed company. Contract provisions have not changed and the price is the same as contracted in 1995. I have attached a copy of the original agreement and the new original contract for your signature. If you have any questions, please call me at 832-7117.

Thank You



145 Mallard Pointe Drive, Pelham, AL 35124

October 2, 2008

Sergeant John Briggs
Montgomery County Sheriff's Office
115 S Perry St
Montgomery, Alabama 36104

Dear Sgt. Briggs:

I am pleased to introduce Automated Investigation Management Solutions (AIMS, Inc.) Incorporated.

Automated Investigation Management Solutions (AIMS) Inc. is licensed by Allstar Knowledge Systems, LLC (Allstar) to sell, support, modify, update and provide any related services to its product line including the Computer Assisted Narcotics (CANE) Enforcement System. This product is currently installed at the Montgomery County Sheriff's Office, Special Operations Unit.

AIMS, Inc. is presently the sole supplier of support and maintenance services for Allstar's intelligence and case management systems. Allstar has sub-licensed the software and support services to AIMS, Inc. who is now the sole source both for AIMS technical support and maintenance service. At this time, support and annual maintenance services can only be provided by AIMS, Inc.

AIMS, Inc. is an independently owned and operated company and is not affiliated with Allstar Knowledge Systems. Accordingly, AIMS, Inc. cannot "adopt" the existing Allstar contract or assume any of Allstar's obligations. We are, however, happy to provide the attached new Agreement between the Montgomery County Sheriff's Office and AIMS, Inc. using familiar terms and conditions and without any price increase.

AIMS, Inc.'s experienced staff have over thirty-two (32) years of experience with the Allstar software, with automated intelligence and case management systems and with the Allstar software and in the marketplace we serve.

Enclosed are an Annual Support/Maintenance Agreement and an invoice to cover services for the coming year. We are proud for the opportunity to be part of the Montgomery County Sheriff's Office's automation future.

Sincerely,

A handwritten signature in dark ink, reading "John V. Alcazar". The signature is written in a cursive, flowing style with a prominent initial "J".

John V. Alcazar
President
AIMS, Inc.



145 Mallard Pointe Drive, Pelham, AL 35124

**New Annual Support/Maintenance Agreement
between
Montgomery County Sheriff's Office
and
Automated Investigation Management Solutions, Inc.**

This is the new annual support and maintenance agreement between The Montgomery County Sheriff's Office, Montgomery, Alabama and Automated Investigation Management Solutions, Inc. (AIMS, Inc.)

AIMS, Inc. is presently the sole supplier of support and maintenance services for Allstar Knowledge Systems' LLC (Allstar) intelligence and case management systems. Allstar has sub-licensed the software and support services to AIMS, Inc. who is the sole source both for licensing as well as technical support for the Computer Assisted Narcotics Enforcement (CANE) System. The CANE system is currently installed at the Montgomery County Sheriff's Office, Special Operations Unit. At this time, support and annual maintenance services are only available from AIMS, Inc.

Maintenance Services provided by AIMS, Inc. includes telephone service, on-line service via VPN (remote diagnostic capabilities) and, at AIMS, Inc.'s option, on-site service.

AIMS, Inc. will provide error correction, maintenance, enhancements, updates and new releases to the CANE software during the term of this agreement.

Routine maintenance is handled on an "on-call" basis and is available 5 days per week, from 8:00 am to 6:00 pm CST. AIMS, Inc. personnel are also available after hours for emergency coverage.

The term of one year for Maintenance Services commences on 10/01/2008 and ends on 9/3/2009. The cost for the time frame listed above is \$3,800.

Agreed and Accepted:

Montgomery County Sheriff's Office

Automated Investigation Management Solutions, Inc.

John V. Alcazar

10/02/2008

Name Printed:

Date

John V. Alcazar
President

Date

3-4

TODD STRANGE
Chairman
ELTON N. DEAN, SR.
Vice Chairman
REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

**MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT**

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

GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
FAX (334) 832-7190

Agenda

NOV 24 2008

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

George C. Speake
11/10/08

DATE: November 10, 2008

RE: **CHANGE ORDER NO. 1
SIGN / VEHICLE MAINTENANCE SHOPS
BID NO. 53600-08B-056**

Please place on the agenda of the next regular meeting of the Montgomery County Commission the approval of attached Change Order No. 1 concerning additional items of work associated with the ongoing Sign Shop and Vehicle Maintenance Shop construction project. These additional items of work can be funded within our present budget for this construction contract.

If approved please have the attached change order executed and return to this office for further processing.

GCS/gcs

cc: File

2008 NOV 10 AM 10:23

MONTGOMERY COUNTY
COMMISSION

AIA Document G701™ – 2001

Change Order

PROJECT: (Name and address) Sign/Vehicle Maint. Shops 1800 Terminal Road Montgomery, AL 36108	CHANGE ORDER NUMBER: 1 DATE: November 7, 2008 ARCHITECT'S PROJECT NUMBER: Bid No. 53600-08B-056	OWNER ☒ ARCHITECT ☒ CONTRACTOR ☐ FIELD ☐ OTHER ☐
TO CONTRACTOR: (Name and address) MTS Construction, Inc. 281 East Mendel Parkway Montgomery, AL 36117	CONTRACT DATE: September 23, 2008 CONTRACT FOR: Sign/Vehicle Maintenance Shops	

The Contract is changed as follows:

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

SEE ATTACHED

The original (Contract Sum) was	\$ 1,155,549.00
The net change by previously authorized Change Orders	\$ 0.00
The (Contract Sum) prior to this Change Order was	\$ 1,155,549.00
The (Contract Sum) will be increased by this Change Order in the amount of	\$ 18,651.00
The new (Contract Sum) including this Change Order will be	\$ 1,174,200.00
The Contract Time will be unchanged by (0) days.	

The date of Substantial Completion as of the date of this Change Order therefore is May 18, 2009.

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

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

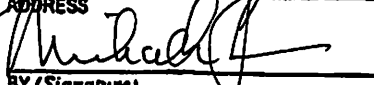
W.L. Bush Architect
ARCHITECT (Firm name)
3232 Rosa L. Parks Ave.
Montgomery, AL 36105
ADDRESS


BY (Signature)

W.L. Bush
(Typed name)

7 Nov 2008
DATE

MTS Construction, Inc.
CONTRACTOR (Firm name)
281 East Mendel Parkway
Montgomery, AL 36117
ADDRESS


BY (Signature)

Mike Taylor
(Typed name)

7 Nov 08
DATE

Montgomery County Commission
OWNER (Firm name)
100 South Lawrence Street
Montgomery, AL 36104
ADDRESS


BY (Signature)

Todd Strange
(Typed name)

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G701™ – 2001. Copyright © 1979, 1987, 2000 and 2001 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

4-2

SIGN / VEHICLE MAINTENANCE SHOPS
MONTGOMERY COUNTY ENGINEERING DEPARTMENT
1800 TERMINAL ROAD, MONTGOMERY, AL 36108

Date: 11/7/08

<u>CHANGE ORDER PROPOSAL No. One (1)</u>	<u>Total</u>	<u>Accept</u>	<u>Reject</u>
1.1 Add 10 ft. wide canopy overhang at rear roll-up door on Vehicle Maintenance Shop	\$ 6,278.00	☒	☐
1.2 Place and finish 8" thick concrete apron at rear of Vehicle Maintenance Shop (approx. 750 s.f.)	\$ 8,377.00	☒	☐
2.1 Raise Sign Shop mezzanine height from 10 ft. to 12 ft. including necessary HVAC, stair and handrail adjustments, and painting	\$ 2,801.00	☒	☐
3.1 Relocate Sign Shop handwash utility sink from sign fabrication area to chemical storage area for compliance with HAZMAT safety guidelines	\$ 1,195.00	☒	☐
 TOTAL	 \$ 18,651.00		

Recommended by:

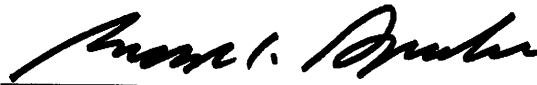
Architect


W. L. Bush, A.I.A.

7 Nov 2008
Date

Recommended by:

County Engineer


George C. Speake, P.E.

11/7/08
Date

TODD STRANGE
CHAIRMAN

ELTON N. DEAN, SR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

NOV 24 2008

November 24, 2008

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
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-2009-36: Have a Heart for Children, for the 7th Annual Christmas Party, for Special Needs Children - \$500; (Williams)
- C-2009-37: Alabama National Fair to help pay premiums and prizes to exhibitors - \$1,000; (Ingram)
- NC-2009-38: Montgomery County Recreation Department, for Senior Citizens Christmas Luncheon at King Hill Community Center - \$900.00; (Williams)
- NC-2009-39: Montgomery County Recreation Department, for Senior Citizens Christmas Luncheon at Richardson Terrace Community Center - \$750.00; (Williams)
- NC-2009-40: Montgomery County Recreation Department, for Senior Citizens Christmas Dinner at Gibbs Village Community Center - \$450.00; (Williams)
- NC-2009-41: Montgomery County Recreation Department, for Senior Citizens Christmas Dinner for North Montgomery Advisory Council at Flatwood Community Center- \$937.50; (Williams)

MEMORANDUM

Montgomery County Commission

November 24, 2008

Page 2

- NC-2009-42: Montgomery County Recreation Department, for Senior Citizens Christmas Luncheon at Flatwood Community Center - \$750.00; (Williams)
- NC-2009-43: BOE, Carver Elementary School for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-44: BOE, Floyd Middle Magnet School for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-45: BOE, Floyd Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-46: BOE, William R. Harrison Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-47: BOE, Davis Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-48: BOE, Catoma Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-49: BOE, Martin L. King Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-50: BOE, Southlawn Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-51: BOE, Southlawn Middle School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-52: BOE, MacMillian International Academy, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-53: BOE, Hayneville Road Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-54: BOE, Pintlala Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

MEMORANDUM
Montgomery County Commission
November 24, 2008
Page 3

- NC-2009-55: BOE, Carver Senior High School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2009-56: BOE, Bellingrath Junior High School, for Principal's Discretionary Fund - \$1,000; (Dean)
- C-2009-38: Montgomery County Recreation Department, Cleveland Avenue YMCA, for Southlawn YMCA Pool - \$5,000; (Dean)
- C-2009-39: Montgomery County Recreation Department, Kershaw YMCA, for Youth Programs - \$5,000; (Dean)
- C-2009-40: Montgomery County Recreation Department, for Boys & Girls Clubs of Montgomery, for Youth Programs for Youngsters, Primarily from Disadvantaged Circumstances, at West End Boys & Girls Clubs - \$5,000; (Dean)
- C-2009-41: Montgomery Community Action Agency, for Antioch Adult Day Care - \$2,000; (Dean)
- C-2009-42: Working in Neighborhood Groups through Support (W.I.N.G.S.), for Educational and Cultural Programs for Youth - \$1,000; (Dean)
- C-2009-43: Montgomery County Recreation Department, for Country Estates Community Center, Inc., for Summer Swimming Program - \$1,000; (Dean)
- C-2009-44: Empowering Communities Helping Ourselves (ECHO), for Program Services - \$2,000; (Dean)
- C-2009-45: Montgomery County Recreation Department, for the Cleveland Avenue YMCA, for Youth Programs - \$6,000; (Dean)
- NC-2009-57: Montgomery City-County Public Library's Friends of the Library, for Books for Pintlala Library - \$2,000; (Dean)
- NC-2009-58: Alabama State University, Department of Athletics, for Baseball Camp, Attn: Coach Larry Watkins - \$1,000; (Dean)

MEMORANDUM

Montgomery County Commission

November 24, 2008

Page 4

- NC-2009-59: Alabama State University, Department of Athletics, for Tennis Camp,
Attn: Coach Bernard Sewell - \$1,000; (Dean)
- NC-2009-60: Alabama State University, Department of Athletics, for Men's Basketball
Camp, Attn: Lewis Jackson - \$1,000; (Dean)
- NC-2009-61: Alabama State University, Department of Athletics, for Ladies' Basketball
Camp, Attn: Coach Freda Jackson - \$1,000; (Dean)
- NC-2009-62: Alabama State University, for Alabama State University Marching Band
Camp, Attn: James Oliver - \$1,000; (Dean)
- NC-2009-63: Alabama State University, Department of Athletics, for Football Camp,
Attn: Coach Reggie Barlow - \$2,000; (Dean)
- NC-2009-64: Alabama State University, Department of Athletics, for Track Camp -
\$1,000; (Dean)
- NC-2009-65: BOE, Carver Junior High School, for the Cheerleaders - \$1,000; (Dean)
- NC-2009-66: BOE, Bear Exploration Center for Mathematics, Science and
Technology, for Principal's Discretionary Fund - \$1,000; (Dean)

DLM/tn

NOV 24 2008

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director *PS*
Support Services

DATE: November 18, 2008

SUBJECT: Bid No. 51100-08B-064, Window Treatments
For Annex 3

Request approval of award on the above referenced bid to low bid of McKinney Drapery Company, in the amount of \$11,280.00, be placed on the agenda for the County Commission meeting on November 24, 2008. (Copy of spread sheet attached)

Coordination of award made with Mr. John A. Mitchell, Sr., Deputy Administrator and Mr. Larry Carter of TCU Consulting.

Your approval is appreciated.

Attachment

NOV 24 2008

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director *PS*
Support Services

DATE: November 18, 2008

SUBJECT: Bid No. 51100-08B-065, Catering of
Employee Luncheon

Request approval of award on the above referenced bid to low bid of Silver Spoon Caterers, Inc., in the amount of \$7,287.50, be placed on the agenda for the County Commission meeting on November 24, 2008. (Copy of spread sheet attached)

Your approval is appreciated.

Attachment

**Purchasing Department
Montgomery County Commission**

[illegible][illegible]

Agenda

NOV 24 2008

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director *ps*
Support Services

DATE: November 18, 2008

SUBJECT: Final Payment on Project No. 0704-GVD,
Renovations of Montgomery County Courthouse –
Annex I Basement

Request approval of final payment on the above referenced project, to Stallings & Sons, Inc. for the amount of \$20,259.68, be placed on the agenda for the County Commission meeting on November 24, 2008. (Copy of pay request attached)

Your approval is appreciated.

Attachment



July 2006

APPLICATION and CERTIFICATE for PAYMENT

Attach Schedule of Values

Estimate No. 08-10-3 (FINAL)Date 09/11/08

B.C. No. _____

TO OWNER: Montgomery County Commission Todd Strange, Chairman P O Box 1667 Montgomery AL 36102	PROJECT: Renovations of Montgomery County Courthouse Annex I
FROM CONTRACTOR: Stallings & Sons Inc 1140 Newell Pkwy Montgomery AL 36110 Ph. 244-2093 Fax 244-2099 FEIN: 63-0810920	TO: ARCHITECT PH&J Architects Inc 807 S. McDonough St. Montgomery AL 36101

TOTAL ORIGINAL CONTRACT

CHANGE ORDERS (\$)

Numbers 1 through 1

TO CONTRACT TO DATE

\$ 334,366.00

\$ (962.40)

\$ 333,403.60

1 Brought Forward:	TOTAL CONTRACT TO DATE	\$ 333,403.60	
	AMOUNT COMPLETE	100%	\$ 333,403.60
2 Stored Materials per the attached inventory of Stored Materials			\$ -
3 Total Completed Work and Stored Materials			\$ 333,403.60
4 Less Retainage	0%		\$ -
5 Total Completed Work and Stored Materials, less retainage			\$ 333,403.60
6 Less credits to Owner for the "Totals To Date: amounts in the referenced Columns of attached MATERIALS INVOICE SUMMARY NO.			
a. Owner's portion of Cash Discounts: Column No. 4 (\$ _____) x 50%			\$ -
b. Owner's Payments for Materials: Column No. 5			\$ 103,337.68
c. Sales & Use Tax Savings: Column No. 6			SEE CHANGE ORDER #1
7 Total Due			\$ 209,806.24
8 Less Total Previous Payments to Contractor			\$ -
9 Balance Due This Estimate			\$ 20,259.68

Balance remaining on contract \$ 0.00**CONTRACTOR'S CERTIFICATION**

The undersigned Contractor certifies that to the best of his knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payments were issued and payments received from the Owner and that current payment shown herein has not yet been received.

By Jeffrey A. Stallings Date: 9-11-08
 (Title) Secretary / Treasurer

Sworn and subscribed before me: 9/11/08
 Notary Public

ARCHITECT'S CERTIFICATION

In accordance with the Contract Documents, the Architect certifies to the Owner that, to the best of the Architect's knowledge and belief, the Work has progressed to the point indicated herein, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount approved.

PH&J Architects, Inc.

(Architect)

By [Signature] p.addDate: 9-22-08**REVIEW AND APPROVALS**

Approved by _____
 (Owner)

Signature

Date

The Owner certifies that funds are available in the amount required for this invoice.

8-3

Continuation Sheet

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored to Date (D+E+F)	H Balance to Finish (C-G)	I Retainage (If Variable Rate)
			From Previous Application (D+E)						
1.0	General Conditions	\$ 27,925	-	\$	\$ 27,925	\$	\$ 27,925	-	\$ 1,396
2.1	Building Protection								
	Moisture Proofing	\$ 3,380	-	\$	\$ 3,380		\$ 3,380	-	\$ 169
2.2	Flashing & Sheet Metal	\$ 18,000	-	\$	\$ 18,000		\$ 18,000	-	\$ 900
	Finishes								
3.1	Resilient flooring	\$ 14,400	-	\$	\$ 14,400		\$ 14,400	-	\$ 720
3.2	Painting	\$ 30,600	-	\$	\$ 30,600		\$ 30,600	-	\$ 1,530
	Mechanical								
4.1	HVAC Equipment	\$ 77,600	-	\$	\$ 77,600		\$ 77,600	-	\$ 3,880
4.2	HVAC Insulation	\$ 7,200	-	\$	\$ 7,200		\$ 7,200	-	\$ 360
4.3	HVAC Piping	\$ 26,300	-	\$	\$ 26,300		\$ 26,300	-	\$ 1,315
4.4	HVAC Controls	\$ 3,600	-	\$	\$ 3,600		\$ 3,600	-	\$ 180
4.5	HVAC Test & Balance	\$ 3,600	-	\$	\$ 3,600		\$ 3,600	-	\$ 180
4.6	Fire Protection	\$ 45,000	-	\$	\$ 45,000		\$ 45,000	-	\$ 2,250
	Electrical								
5.1	Conductors & Cables	\$ 16,761	-	\$	\$ 16,761	\$	\$ 16,761	-	\$ 838
5.2	Raceways & Boxes	\$ 12,000	-	\$	\$ 12,000	\$	\$ 12,000	-	\$ 600
5.3	Panelboards	\$ 23,000	-	\$	\$ 23,000	\$	\$ 23,000	-	\$ 1,150
5.4	Lighting	\$ 25,000	-	\$	\$ 25,000	\$	\$ 25,000	-	\$ 1,250
Totals		\$ 334,366	-	\$	\$ 334,366	\$	\$ 334,366	-	\$ 16,718

NOV 24 2008

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT: Engineering REVIEWED: S. Thomas 11/18/08
 REQUESTED BY: George C. Speake Finance Director Date
 Elected Official/Dept. Head 11/18/2008 Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Surplus Sales	111-47310-400	0	(103,000)	(103,000)
Architect Fees	111-53100-523	0	108,000	108,000
Fund Balance	111-35900-000	0	(5,000)	(5,000)
TOTAL		0	0	0

JUSTIFICATION:

To cover cost of W.L. Bush, Architect & Associates', architectural services contract for plan preparation and construction administration concerning new Sign Shop and Addition to Vehicle Maintenance Shop.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	11/18/08
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	11/18/2008	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Fund Balance	111-35900-000	0	(6,018)	(6,018)
Revenue Account	111-47908-400	(7,500)	(62,757)	(62,757)
Contract	111-53101-330	0	58,775	58,775
Professional Services	111-53101-307	0	10,000	10,000
TOTAL		(7,500)	0	(7,500)

JUSTIFICATION:

To add \$62,757 revenue reimbursement for Estimate No. 2 from the State of Alabama and \$6,018 FY08 monies dedicated to this project that were not spent for the construction of Pike/Vaughn Road intersection improvement project in order to make payment to vendors.



Tommie L. Miller, ACA, CGRPA, Chief Appraiser

John D. Ashmore, Jr., Chief Clerk

November 17, 2008

Services
Provided by your
Revenue
Commissioner's
Office

MEMORANDUM

TO: Montgomery County Commissioners

Ad Valorem Tax
Appraisals
•
Assessments
•

FROM: Sarah G. Spear 
Revenue Commissioner

Classifications
•

RE: Assistant Revenue Chief Clerk position

Sales & Use Tax
Motor Fuels Tax
•
Real & Personal
Property
•

Attached is a letter from Ms. Karen Cason, Assistant Personnel Director, concerning the newly developed Assistant Revenue Chief Clerk position. Personnel has developed a job description and is recommending it be assigned a pay grade of A-10.

Current Use
Application &
Issuance
•

I am requesting your approval of the Assistant Revenue Chief Clerk position at a pay grade of A-10.

Exemptions
•

If you have any questions, please feel free to contact me.

Manufactured
Home Decal
Applications &
Issuance
•

Redemption of Real
Property

2008 NOV 17 AM 11:48
MONTGOMERY COUNTY
COMMISSION

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
BENITA FIDEMMING, CHAIRMAN
CH- JAMES B. PATERSON
JOHN L. BAKER

27 Madison Avenue
Montgomery, Alabama 36104

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

November 17, 2008

Sarah Spear
Montgomery County Revenue Commissioner
100 South Lawrence Street
Montgomery, Al.

Re: Assistant Chief Revenue Clerk

Dear Sarah,

In response to your request, we have developed a job description for a new classification of Assistant Chief Revenue Clerk. We have also evaluated the job for pay purposes it is our recommendation that the job be assigned to pay grade A-10.

This recommendation requires the approval of the County Commission and the Personnel Board. Please call Robbie Estes or me if you have any questions.

Sincerely,



Karen B. Cason
Assistant Personnel Director

C: Donald L. Mims

10-2

POSITION FILL REQUEST

DEPARTMENT: Revenue Commissioner

DEPARTMENT HEAD: Sarah G. Spear

SUPERVISOR: Sarah Spear

COMPLETED ACTION DATES

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

1 POSITION TITLE Assistant Revenue Chief Clerk

POSITION NUMBER xxx

PROPOSED EFFECTIVE DATE ASAP

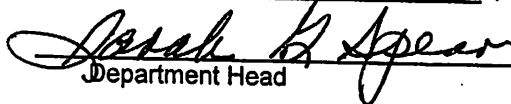
TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

(x) PROMOTIONAL REGISTER () TRANSFER

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A10 (53,523 - 76,192)


Department Head

Date 11/20/2008

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional	_____	Candidates
Open-competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4 SELECTEE: _____

Appointing Authority

Date _____

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

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 3

Date: November 17, 2008
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL
Departure Date: December 9, 2008 Return Date: December 10, 2008
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the ACAA Course: Personnel Management Policies & Procedures

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

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

Total (est.) Cost: \$596.64 Advance Registration Required: \$155.00

Department Name: County Commission Fund Name: General

Additional Comments: 155.00-Registration; 150.00-Meals; 107.64-Mileage; 169.00+ Tax-Hotel;
15.00-Parking

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

The above request is aap. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$596.64 and advance registration of \$155.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100-265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$40,000.00
Approved Requests: \$3,809.48
Budget Available: \$36,190.52
Current Requests: \$596.64
Budget Balance: \$35,593.88

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/17/2008

cc: Finance Director / Buyer

12-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 4

Date: November 20, 2008

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: December 3, 2008

Return Date: December 4, 2008

Conference Leave (Days / Hours): 2 Days

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

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

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

Total (est.) Cost: \$647.64 Advance Registration Required: \$250.00

Department Name: County Commission Fund Name: General

Additional Comments: Meals - 150.00; Mileage - 107.64; Hotel - 140.00; Registration - 250.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$647.64 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

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>\$3,809.48</u>	
Budget Available:	<u>\$36,190.52</u>	
Current Requests:	<u>\$1,244.28</u>	
Budget Balance:	<u>\$34,946.24</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/20/2008

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 3

Date: November 6, 2008
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Albuquerque, New Mexico
Departure Date: December 2, 2008 Return Date: December 4, 2008
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: Leading Implementation for Systems Change Meeting

Traveler (s) Name: 1. Sandra Edwards 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,255.00 Advance Registration Required: _____

Department Name: District Attorney Fund Name: 762-51262-265

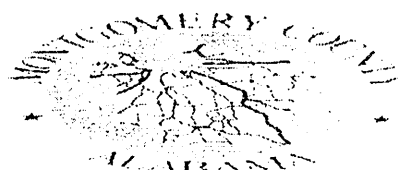
Additional Comments: _____

To: Ellen Brooks
From: Donald L. Mims, Administrator

The above request is app. 11/25/08 reimbursement of actual and necessary expenses in the
approximate amount of \$1,255.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>762-51262-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$9,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$9,000.00</u>
Current Requests:	<u>\$1,255.00</u>
Budget Balance:	<u>\$7,745.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/6/2008

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 5

Date: November 19, 2008
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL
Departure Date: December 1, 2008 Return Date: December 3, 2008
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: Boot Camp for Prosecutors

Traveler (s) Name: 1. Carrie Gray 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$85.00 Advance Registration Required: \$85.00
Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

To: Ellen Brooks, District Attorney
From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$85.00 and advance registration of \$85.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$40,000.00</u>	
Approved Requests:	<u>\$1,557.00</u>	
Budget Available:	<u>\$38,443.00</u>	
Current Requests:	<u>\$85.00</u>	
Budget Balance:	<u>\$38,358.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 11/19/2008
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 6

Date: November 19, 2008
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 21, 2009 Return Date: January 23, 2009
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: ADAA 2009 Winter Conference

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

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

Total (est.) Cost: \$1,051.00 Advance Registration Required: \$375.00
Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: Ms. Brooks would like the option of using either vehicle

To: _____
From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$1,051.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$150.00</u>	
Budget Available:	<u>\$1,850.00</u>	
Current Requests:	<u>\$1,051.00</u>	
Budget Balance:	<u>\$799.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 11/19/2008
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 7

Date: November 19, 2008

To: Donald L. Mims, Administrator

From: Ellen Brooks

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL

Departure Date: December 1, 2008

Return Date: December 3, 2008

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: To Attend: Boot Camp for Prosecutors

Traveler (s) Name: 1. Sean McTear 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$553.00 Advance Registration Required: \$85.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$553.00 and advance registration of \$85.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$40,000.00

Approved Requests: \$1,557.00

Budget Available: \$38,443.00

Current Requests: \$638.00

Budget Balance: \$37,805.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/19/2008

cc: Finance Director / Buyer

12-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 1

Date: November 19, 2008
To: Donald L. Mims, Administrator
From: Trey Granger
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, DC - PEW Conference/Voting In America - The Road Ahead

Departure Date: December 8, 2008 Return Date: December 10, 2008

Conference Leave (Days / Hours): 3 days

Purpose of Travel: to attend PEW Conference sponsored by Make Voting Work -
Topic: Voting In America - The Road Ahead

Traveler (s) Name: 1. Trey Granger 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,500.00 Advance Registration Required: _____

Department Name: Probate/Elections Fund Name: 001-51910-265

Additional Comments: It is likely that my transportation and lodging costs will be reimbursed to the county
by the PEW Chairitable Trust - as I have been invited to attend this conference
as one of the 40 contributors who are PEW Trust Advisors

To: Trey Granger, Director of Elections

From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$1,500.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51910-265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$6,000.00
Approved Requests: \$0.00
Budget Available: \$6,000.00
Current Requests: \$1,500.00
Budget Balance: \$4,500.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/19/2008

cc: Finance Director / Buyer

12-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 4

Date: November 17, 2008

To: Donald L. Mims, Administrator

From: Louis Ialacci, Director of I.S.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL

Departure Date: December 9, 2008

Return Date: December 10, 2008

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the ACAA Course: Personnel Management Policies & Procedures

Traveler (s) Name: 1. Louis Ialacci 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$596.64 Advance Registration Required: \$155.00

Department Name: Information Systems Fund Name: General

Additional Comments: 155.00-Registration; 150.00-Meals; 107.64-Mileage; 169.00+ Tax-Hotel;
15.00-Parking

To: Louis Ialacci, Director of I.S.

From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$596.64 and advance registration of \$155.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51965-265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$30,000.00
Approved Requests: \$5,330.00
Budget Available: \$24,670.00
Current Requests: \$596.64
Budget Balance: \$24,073.36

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/17/2008

cc: Finance Director / Buyer

12-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 5

Date: November 17, 2008

To: Donald L. Mims, Administrator

From: Bruce R. Howell

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mount Dora, Florida

Departure Date: December 17, 2008

Return Date: December 19, 2008

Conference Leave (Days / Hours): 3 days

Purpose of Travel: to visit Delisa Simmons at the National Deaf Academy

Traveler (s) Name: 1. Fred Vrgora 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: _____

To: Bruce Howell

From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 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>\$9,900.00</u>	
Budget Available:	<u>\$3,100.00</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$2,850.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/17/2008

cc: Finance Director / Buyer

12-9

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 4

Date: November 17, 2008

To: Donald L. Mims, Administrator

From: Scott Kramer, Risk Manager

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL

Departure Date: December 9, 2008

Return Date: December 10, 2008

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the ACAA Course: Personnel Management Policies & Procedures

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: \$596.64 Advance Registration Required: \$155.00

Department Name: Risk Management Fund Name: General Liability

Additional Comments: 155.00-Registration; 150.00-Meals; 107.64-Mileage; 169.00+ Tax-Hotel;
15.00-Parking

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the
approximate amount of \$596.64 and advance registration of \$155.00 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>\$579.16</u>	
Budget Available:	<u>\$19,420.84</u>	
Current Requests:	<u>\$596.64</u>	
Budget Balance:	<u>\$18,824.20</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/17/2008

cc: Finance Director / Buyer

12-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

Agenda

NOV 24 2008

Date: November 17, 2008

To: Donald L. Mims, Administrator

From: Sarah Spear, Revenue Commissioner

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama

Departure Date: February 4, 2009

Return Date: February 6, 2009

Conference Leave (Days / Hours): Three (3) Days

Purpose of Travel: Attend ArcGIS Desktop: GIS Workflows and Analysis

Traveler (s) Name: 1. Ron Stanfield

4. _____

2. Todd Grant

5. _____

3. _____

6. _____

Check Mode of Transportation: County Vehicle ☐

Commercial Air ☐

Private Vehicle ☒

Other (Specify) ☐

Total (est.) Cost: \$2,950.00

Advance Registration Required: \$1,960.00

Department Name: Appraisal

Fund Name: Reappraisal

Additional Comments: _____

To: Sarah Spear, Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 11/24/08 reimbursement of actual and necessary expenses in the

approximate amount of \$2,950.00 and advance registration of \$1,960.00 is authorized.

To be completed by the Finance Department

Fund Code: 120-51985-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$30,000.00

Approved Requests: \$7,700.00

Budget Available: \$22,300.00

Current Requests: \$2,950.00

Budget Balance: \$19,350.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/17/2008

cc: Finance Director / Buyer

12-11

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 3

Date: November 12, 2008
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Oklahoma City, OK
Departure Date: January 30, 2009 Return Date: February 1, 2009
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Southern Region IPMA-HR Board Meeting

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: \$0.00 Advance Registration Required: \$0.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: * No Cost To Montgomery County

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

The above request is app. 11/25/08 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 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>\$0.00</u>
Budget Balance:	<u>\$14,282.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/12/2008

cc: Finance Director / Buyer

12-12

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 24 2008

Request # 2

Date: November 18, 2008
To: Donald L. Mims, Administrator
From: ReBecca Johnson
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 3801 Mill Creek Ave. Tuscaloosa, AL 35401

Departure Date: December 11, 2008 Return Date: December 12, 2008

Conference Leave (Days / Hours): two days

Purpose of Travel: To attend a NCIC Certification Class

Traveler (s) Name: 1. Eric Williams 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$345.00 Advance Registration Required: \$0.00

Department Name: Community Correction Fund Name: Registration/Training

Additional Comments: _____

To: ReBecca Johnson, Acting Director

From: Donald L. Mims, Administrator

The above request is app. 11/24/200 reimbursement of actual and necessary expenses in the
approximate amount of \$345.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 124-57202-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$9,810.00

Approved Requests: \$4,200.00

Budget Available: \$5,610.00

Current Requests: \$345.00

Budget Balance: \$5,265.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/18/2008

cc: Finance Director / Buyer

12-13

TODD STRANGE
Chairman
ELTON N. DEAN, SR.
Vice Chairman
REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT
MONTGOMERY, ALABAMA 36102-1667

GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
FAX (334) 832-7190

MEMORANDUM

TO: Montgomery County Commission

FROM: George C. Speake, County Engineer *George C. Speake*
11/20/08

DATE: November 20, 2008

RE: ONE STEP IRREGULAR PAY INCREASE
FOR MRS. JESSICA SHAW

It is requested that the County Commission approve a one step irregular pay increase for Mrs. Jessica Shaw, Clerk-Typist II, from Grade A03, Step 2 (\$25,276), to Grade A03, Step 3 (\$26,137), resulting in an \$861.00 per year increase.

Mrs. Shaw has proven to be quick learner and has rapidly progressed to play a central role in the day-to-day operations of the Engineering Department. She is a self-starter with the motivation and knowledge needed to make timely, accurate, and independent decisions which have allowed our essential office functions to progress efficiently and uninterrupted. Her previous work experience with Montgomery County enables her to provide outstanding customer service and assistance to the public by directing their inquiries and requests to the appropriate agencies or individuals as promptly as possible. She accepts new and additional assignments with enthusiasm and is very eager to be involved with all aspects of our department. Additionally, she exhausts every effort to resolve problems at her level before involving her supervisor.

This requested pay increase is justified by Mrs. Shaw's outstanding previous work performance, efficiency, and dependability. She consistently puts forth the additional initiative to ensure that our departmental operations run smoothly and without disruption. The above recommended salary increase is well deserved considering the responsibility Mrs. Shaw bears for our department and can be funded within our presently approved budget. Your favorable consideration of this request will be greatly appreciated.

GCS/gcs

cc: File

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff, Lieutenant

Position Number 082

Proposed Effective Date December 1, 2008

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS4 \$45,145 - \$64,264

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

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

D T Marshall Date November 21, 2008
Department Head AM

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff, Sergeant

Position Number 052

Proposed Effective Date December 1, 2008

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS3 \$40,962 - \$58,309

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

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

D T Marshall
Department Head AM

Date November 21, 2008

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director _____

Date _____

4. Selectee:

Appointing Authority _____

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

16-3

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff, Sergeant

Position Number 064

Proposed Effective Date December 1, 2008

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS3 \$40,962 - \$58,309

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

Rules and Regulations, Title VI, Section 10 (A-promotions)

D. T. Marshall

Date November 21, 2008

Department Head *DM*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director _____

4. Selectee:

Date _____

Appointing Authority _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

16-4

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 999

Proposed Effective Date December 1, 2008

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$35,066 (PS104)
Deputy Sheriff - \$36,186 - \$45,139 Grade PS1

D T Marshall
Department Head *DT*

Date November 21, 2008

2. Administrative Review

() Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____
Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 999

Proposed Effective Date December 1, 2008

Type of Appointment (☒) Permanent () Temporary

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

Pay Grade Deputy Sheriff Trainee - \$35,066 (PS104)
Deputy Sheriff - \$36,186 - \$45,139 Grade PS1

D T Marshall Date November 21, 2008
Department Head AT

2. Administrative Review
() Approved
() Disapproved

Funding Authority

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

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 999

Proposed Effective Date December 1, 2008

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$35,066 (PS104)
Deputy Sheriff - \$36,186 - \$45,139 Grade PS1

D T Marshall
Department Head *DM*

Date November 21, 2008

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4. Selectee: _____

Appointing Authority

Date _____

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

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 8

DEPARTMENT:	County Commission Appropriations	REVIEWED:	S. Johnson	11/21/2008
			Finance Director	Date
REQUESTED BY:	Donald Mims	11/21/08	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	58,677	-5,000	53,677
Alabama State University	001-58300-293	0	5,000	5,000
TOTAL		58,677	0	58,677

JUSTIFICATION:

This budget change is to provide for the promotion of tourism through the Turkey Day Classic.

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST
REQUEST NUMBER 9

DEPARTMENT:	County Commission	REVIEWED:	S. Thomas	11/28/2008
DATE:	11/28/2008	Finance Director		Date:
REQUESTED BY:	Donald Mims, Administrator	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Area Chamber of Commerce	001-59320-408	662,000	13,000	675,000
Project Incentives	001-59310-308	65,000	-13,000	52,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		727,000	0	727,000

JUSTIFICATION:

To provide funding for the Chamber of Commerce Shop Montgomery County First Campaign.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT: <u>Probate</u>	REVIEWED: <u>S. Thomas</u>	11/27/2008
DATE: <u>11/27/2008</u>	Finance Director	Date
REQUESTED BY: <u>Judge Reese McKinney</u>	APPROVED:	
Elected Official/Dept. Head	Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Data Software	001-51300-586	0	35,000	35,000
Commissioners Contingency	001-59310-500	58,677	-35,000	23,677
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		58,677	0	58,677

JUSTIFICATION:

To establish a budget for Probate software expenditures.

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

FINANCE DEPARTMENT

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

ESTABLISHED 1816

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

November 18, 2008

Memorandum

To: John Mitchell, Deputy Administrator
FROM: Sandra Johnson, Finance Director 
RE: Irregular Step Increase for Shirley Bazzell

Shirley Bazzell, the Employee Benefits Manager, is a dedicated, reliable, and conscientious employee.

Ms. Bazzell is responsive to all employee and retiree concerns. She completes all assigned tasks in a timely manner and eagerly embraces new assignments. She, also, is willing to assist wherever needed.

In addition, Ms. Bazzell has worked and continues to work tirelessly for the transition to the Retirement Systems of Alabama (RSA).

Ms. Bazzell worked her normal workload as well as weekends and Sundays to accomplish the transition of about 800 active employees and 300 retirees to the RSA system. Her job included certification of time, prior work service, military service as well as breaks in service for each employee. This required that Ms. Bazzell review each active employee file to make the necessary calculations.

During this time, all retirees submitted information to Ms. Bazzell concerning their deductions, direct deposits, beneficiaries, etc. Because over 75 percent of the retirees returned incomplete information, Ms. Bazzell, on a daily basis, contacted retirees telephonically and through the mail to obtain the needed information.

There are monies in the Finance budget to cover this increase.

Please also see the attached memo from Scott Kramer, Risk Manager, in support of the irregular one-step increase for Ms. Bazzell.

21-2

TODD STRANGE
CHAIRMAN

ELTON N. DEAN, SR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

MONTGOMERY ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR

JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

TDD (334) 265-3568

www.mc-ala.org

November 17, 2008

MEMORANDUM

TO: Sandra Johnson

FROM: Scott Kramer *SK*
Risk Manager

SUBJECT: Transition to the Retirement Systems of Alabama (RSA)

As you are aware, effective October 1, 2008 the Montgomery County Commission changed retirement plans to RSA. This transition involved extensive coordination from Finance, Information, Risk Management and the Retirement Systems of Alabama. Each of these departments had a vital role in these efforts.

However, Shirley Bazzell, demonstrated a diligent effort, which far exceeded the normal course of business. This hard work included coordination with over 300 retirees to ensure the RSA direct deposit and tax withholding forms were properly completed. In addition, Shirley coordinated approximately 800 employee enrollment forms to document and certify their service with the County, as well as, prior service with other RSA agencies and the military. Each file had to be reviewed manually, as some of this history was not automated. Shirley coordinated RSA's certification forms with each law enforcement officer to ensure their eligibility for prior stress time.

Moreover, as a result of this change, Shirley had numerous phone calls related to medical insurance, cost of living adjustments with RSA and the modification of monthly benefits to name a few. As the Montgomery County Commission nears an end of transferring this information to RSA, I feel that an irregular pay increase to Shirley needs to be considered. Her outstanding work performance in this near seamless transition has demonstrated that she is deserving of this pay increase.

cc: John A. Mitchell, Sr.
Deputy Administrator

21-3