

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

NOVEMBER 9, 2009

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:

District Attorney Ellen Brooks
Ken Upchurch with T.C.U. Consulting Services, LLC
Superintendent Barbara Thompson

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Polizos

Pledge of Allegiance Led By Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of October 26, 2009

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Adoption of Resolution Regarding the County's Thanksgiving and Christmas Holidays, County Commission
2. Consider Approval of Board Member Reappointment to the Montgomery County Parks and Recreation Board, County Commission
3. Consider Approval of Depositories for the 2010 Calendar Year
4. Consider Approval of FY 2010 Community Traffic Safety Program Agreements for Overtime Funds, Sheriff's Office
5. Consider Approval of Amendment Number 3 to Contract with Quality Correctional Healthcare, Inc., for Medical Services at the Detention Facility, County Commission
6. Consider Approval of Change Order Number 13 with Bell and Associates Construction, LP Regarding Montgomery County Detention Facility, County Commission
7. Consider Approval of Deductive Change Order Number 6 with CannDauSon Construction, Inc., Regarding Sheriff's Office Renovations in Annex I, Phase 2 Project, County Commission
8. Consider Approval of Miscellaneous Appropriations Reprogramming Requests, County Commission
9. Consider Approval of Position Fill Request for a Revenue Auditor, Tax & Audit Department
10. Consider Approval of Abolishment of the Identification Officer Classification and Establishment of the Classification Latent Fingerprint Examiner (CO0466), Pay Grade A07, Sheriff's Office
11. Consider Approval of Position Fill Request for a Maintenance Mechanic, Youth Facility
12. Consider Approval of Travel/Training Requests (3)

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:

Nurse Manager Pat Schloeder with the Montgomery County Health Department
Executive Director Bill Tucker and Grant Writer Sara Byard with Central Alabama
Regional Planning and Development Commission
Envision 2020 Executive Director Lynn Beshear
Barry Dean with Alabama Baseball Coaches Association

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

NOVEMBER 9, 2009

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 11, 2009

County Holiday (Veterans Day)

NOVEMBER 23, 2009

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 26, 2009

County Holiday (Thanksgiving Day)

DECEMBER 7, 2009

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 21, 2009

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, 2009

County Holiday (Christmas Day)

JANUARY 1, 2010

County Holiday (New Year's 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 2 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 1 Probate Court Clerk – 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 Program Analyst I – Information Systems Department
Fill action continues for 1 Identification Officer – Sheriff's Office
Fill action continues for 2 Fingerprint Classifier II's – Sheriff's Office
Fill action continues for 2 Deputy Sheriff Sergeants – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Lieutenant – Sheriff's Office
Fill action continues for 1 Emergency Communications Operator I or II – Sheriff's Office
Fill action continues for 2 Clerk Typist II's – Sheriff's Office
Fill action continues for 2 Deputy Sheriff Trainees – Sheriff's Office
Fill action continues for 9 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Correction Officer Sergeant – Detention Facility
Fill action continues for 1 Correction Officer Corporal – Detention Facility
Fill action continues for 1 Correction Officer Captain – Detention Facility
Fill action continues for 1 Correction Officer Lieutenant – Detention Facility
Fill action continues for 7 Clerk II's – Detention Facility
Fill action continues for 1 Detention Facility Director – Detention Facility
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 2 County Road Equipment Operator I's – Engineering Department
Fill action continues for 1 County Road Equipment Operator II – Engineering Department
Fill action continues for 1 Civil Engineer Tech I – Engineering Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
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 Case Manager I – District Attorney's Child Support Unit

November 9, 2009

11-09-09 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 10-30-09

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

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

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

11-09-09 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-30-09

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

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

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

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID**

**CHECKS ARE DATED
11/06/09**

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

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

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

RESOLUTION

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

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

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

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

Agenda

NOV - 9 2009

October 15, 2009

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

Dear Mr. Mims:

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

Sincerely,


Willie R. Jones, Chairman
Recreation Board

Montgomery County Parks and Recreation Board

Members:

Term Expires:

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

12/4/2011

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

12/4/2009

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

12/4/2013

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

12/4/2010

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

12/4/2012

Term: 5 years

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT

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

ESTABLISHED 1816

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

Agenda

NOV - 9 2009

TO: DONALD L. MIMS, ADMINISTRATOR

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

DATE: NOVEMBER 4, 2009

RE: LIST OF BANK DEPOSITORIES

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

Aliant Bank

Amerifirst Bank

BankTrust

BB&T

BBVA Compass

Community Bank & Trust

First Tuskegee Bank

IberiaBank

RBC Bank

River Bank & Trust

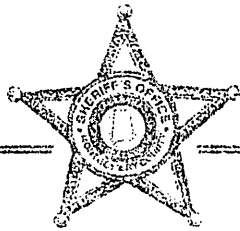
Servisfirst Bank

Sterling Bank

Wachovia Bank

Whitney National Bank

D.T. MARSHALL, SHERIFF



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

Agenda

NOV - 9 2009

Memo To : Donnie Mims
From : Sheriff D.T. Marshall *DM*
Date : November 3, 2009
Subject : Traffic Safety Overtime Grant

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

4-1



City of Montgomery, Alabama

Planning & Development
Kenneth Groves

Todd Strange
Mayor

Montgomery City Council Members

Tracy Larkin -
President Pro tem
Willie Cook

Cornelius Calhoun
Charles W. Smith
David Burkette

Glen O. Pruitt, Jr.
Martha Roby
Jim Spear

October 21, 2009

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

Dear Commissioner Dean:

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

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

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

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

Again, congratulations on your selection for this award.

Sincerely,

Todd Strange
Mayor, City of Montgomery

CC: Sheriff D.T. Marshall

City of Montgomery Highway Safety Office

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

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

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

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

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

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

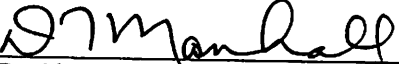
County	City	Route	Beg MP	End MP	Attached Map #
Montgomery	Montgo Rur	I-65	170	180	2
Montgomery/Macon	Multiple	I-85	15.5	25.5	3

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

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

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

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



David T. Marshall

Sheriff, Montgomery County
Title

11-3-09
Date

Elton Dean

Chairman, Montgomery County
Commission
Title

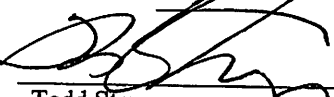
Date



Carlos L. Kimbrough

Highway Safety Director
Title

10/22/09
Date



Todd Strange

Mayor, City of Montgomery
Title

10/26/09
Date

CERTIFICATION OF MATCHING FUNDS

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

SAFETEA LU-- HIGHWAY SAFETY PROGRAMS

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

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

- a. Determine estimated percentage of time performing grant related functions (*Defined as patrolling and citing for seat belts, speeding, processing drug and DUI arrests; conducting check points for seatbelts and alcohol; conducting speed enforcement details, tactical line patrols and saturation patrols. These activities are performed during regular hours and overtime not covered by the grant*). The estimation is "15 %". (This percentage is applied at paragraphs 2b. and 2c.)
- b. Determine WHO in the agency participates in direct grant functions (*source: ADECA Form 1's*), then consolidate hourly or monthly salary. Administrative personnel may be included (*Complete a Form 1 for each person included.*) The total personnel expenditure formula is Hrly Pay X 86 hrs X Estimated %. The value used for matching is estimated at $\$214.98 \times 86 \times 15\% =$ \$2,713.00. Once this formula is completed for each person, then total the results.
- c. Determine the vehicle maintenance and fuel expended to perform grant related functions while on regular time and grant overtime. This process is performed by using the percentage identified in paragraph 2a. and applying to AGENCY operating expense (Vehicle maintenance or Fuel line). AGENCY will provide a monthly invoice from approved accounting system highlighting the total line expense for each month. The total estimated fuel/maintenance match is $\$21,440 \times 15\% =$ \$3,214.00.

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

Orman Hall 11-3-09
Chief /Sheriff Date
Police Department

Finance Rep Date
Name: _____
(Print)

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, 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 - 9 2009

October 29, 2009

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer *SK*
Risk Manager

SUBJECT: Addendum to the Quality Correctional Healthcare Contract

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

cc: John Mitchell, Sr.

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

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

AMENDMENT NO. 3

DATE: October 26, 2009

The above contract is hereby amended as follows:

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

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

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

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

WITNESS:

**QUALITY CORRECTIONAL
HEALTHCARE, INC**

BY: _____

TITLE: _____

WITNESS:

**MONTGOMERY COUNTY
COMMISSION**

BY: _____

TITLE: _____

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, 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 - 9 2009

November 3, 2009

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

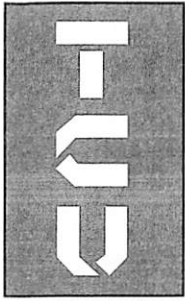
SUBJECT: Change Order No. Thirteen
Bell & Associates Construction
Montgomery County Detention Facility

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

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

JAM/rw

Attachments



T.C.U. CONSULTING SERVICES, LLC

CONSTRUCTION CONSULTANTS

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

October 27, 2009

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

Dear John:

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Larry Carter".

Larry Carter
Enclosures (4)

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



AIA® Document G701™ – 2001

Change Order

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Items 13.01-13.08 COP 13 (see attached)

\$ ~~17,835.15~~
16,522.99 ✓

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

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

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

** Resolution of days pending.

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

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

Goodwyn, Mills and Cawood, Inc.
ARCHITECT (Firm name)
2660 EastChase Lane, Suite 200 (36117) P
O Box 242128
Montgomery, AL 36124-2128

ADDRESS

BY (Signature)

Freddie E. Lynn, Jr., AIA, VP Arch.
(Typed name)
10.26.09
DATE

Bell and Associates Construction, LP
CONTRACTOR (Firm name)
255 Wilson Pike Circle
Brentwood, TN 39249

ADDRESS

BY (Signature)

Elvis H. Butler, Jr.
(Typed name)
10/19/09
DATE

Montgomery County Commission
OWNER (Firm name)
P O Box 1667
Montgomery, AL 36102-1667

ADDRESS

BY (Signature)

Elton N. Dean, Sr.
(Typed name)

DATE

FILE MCOF 12.8

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

MONTGOMERY COUNTY, ALABAMA

CHANGE ORDER PROPOSAL 13 for CHANGE ORDER NO. 13

Total

Accept

Reject

Date: 08/21/09

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

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

CHANGE ORDER PROPOSAL #13 TOTAL

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

Recommended by:

Goodwyn, Mills and Cawood, Inc.

Architect (Firm Name)

Victoria P. Loyd
By (Signature)

Victoria P. Loyd, AIA

(Typed Name)

Date: August 21, 2009

Recommended by:

T.C.U. Consulting, Inc.

Owner's Representative (Firm Name)

Larry Carter
By (Signature)

Larry Carter

(Typed Name)

Date: 08/21/09

Reviewed by:

Montgomery County Commission

Owner (Firm Name)

Donald L. Mims
By (Signature)

Donald L. Mims, County Admin.

(Typed Name)

Date: 08/31/09

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, 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 - 9 2009

November 5, 2009

MEMORANDUM

TO: Montgomery County Commission

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

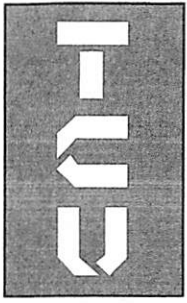
SUBJECT: Change Order Number Six
Sheriff's Office Renovations
Annex 1 – Phase 2 Project

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

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

JAM/tll

Attachments



T.C.U. CONSULTING SERVICES, LLC

CONSTRUCTION CONSULTANTS

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

November 5, 2009

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

Subject: Annex I Phase 2 Change Order #6

Dear John:

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Larry Carter".

Larry Carter
Enclosures (3)

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

AIA® Document G701™ – 2001

Change Order

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

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

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

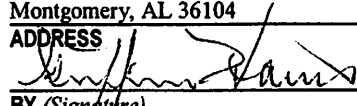
The Contract Time will be increased by Zero (0) days.

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

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

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

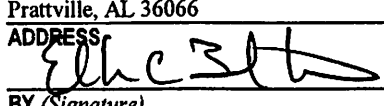
PH&J Architects, Inc
ARCHITECT (Firm name)

807 S. McDonough Street
Montgomery, AL 36104
ADDRESS

BY (Signature)

Griffin Harris, Vice President
(Typed name)

11/4/09
DATE

CannDauson Construction, Inc.
CONTRACTOR (Firm name)

216 Echlin Blvd
Prattville, AL 36066
ADDRESS

BY (Signature)

Ellen Barnett, Vice President
(Typed name)

11/5/09
DATE

Montgomery County Commission
OWNER (Firm name)

PO Box 1667
Montgomery, AL 36102
ADDRESS

BY (Signature)

Elton N. Dean, Sr., Chairman
(Typed name)

DATE

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, 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 - 9 2009

November 9, 2009

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator *DLM*

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

- C-2010-9: Montgomery Area Chamber of Commerce, for the Promotion of Minority-Owned Businesses Located in the West Side of Montgomery - \$2,750; (Dean-\$1,250, Ingram-\$250 and Williams-\$1,250)
- C-2010-10: Child Protect, Inc., for Support of their Mission of Service to Children of Abuse - \$500; (Ingram)
- C-2010-11: Montgomery County Recreation Department, Tukabatchee Area Council, Boy Scouts of America, for Underprivileged Youth Programs - \$2,500; (Polizos)
- C-2010-12: Montgomery County Recreation Department, for Boys & Girls Clubs of South Central Alabama, for Youth Programs - \$5,000; (Dean)
- C-2010-13: Montgomery County Recreation Department, for Boys & Girls Clubs of Montgomery, for Youth Programs for Youngsters, Primarily from Disadvantaged Circumstances, at West End Boys & Girls Clubs - \$5,000; (Dean)
- C-2010-14: Montgomery Community Action Agency, for Antioch Adult Day Care - \$2,000; (Dean)
- C-2010-15: Working in Neighborhood Groups through Support (W.I.N.G.S.), for Educational and Cultural Programs for Youth - \$1,000; (Dean)

MEMORANDUM

Montgomery County Commission

November 9, 2009

Page 2

- C-2010-16: Montgomery County Recreation Department, for Country Estates Community Center, Inc., for Summer Swimming Program - \$1,000; (Dean)
- NC-2010-6: Montgomery County Recreation Department, for Janitorial Services Contract at the Snowdown Park - \$2,600; (Dean-\$867, Ingram-\$867 and Polizos-\$866)
- NC-2010-7: BOE, Carver Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-8: BOE, Floyd Middle Magnet School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-9: BOE, Floyd Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-10: BOE, William R. Harrison Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-11: BOE, Davis Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-12: BOE, Catoma Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-13: BOE, Martin L. King Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-14: BOE, Southlawn Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-15: BOE, Southlawn Middle School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-16: BOE, MacMillian International Academy, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-17: BOE, Hayneville Road Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

MEMORANDUM
Montgomery County Commission
November 9, 2009
Page 3

- NC-2010-18: BOE, Sidney Lanier High School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-19: BOE, Pintlala Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-20: BOE, Carver Senior High School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-21: BOE, Bellingrath Junior High School, for Principal's Discretionary Fund - \$1,000; (Dean)
- NC-2010-22: Montgomery City-County Public Library's Friends of the Library, for Books for Pintlala Library - \$2,000; (Dean)
- NC-2010-23: Alabama State University, Department of Athletics, for Baseball Camp, Attn: Coach Larry Watkins - \$1,000; (Dean)
- NC-2010-24: Alabama State University, Department of Athletics, for Tennis Camp, Attn: Coach Bernard Sewell - \$1,000; (Dean)
- NC-2010-25: Alabama State University, Department of Athletics, for Men's Basketball Camp, Attn: Lewis Jackson - \$1,000; (Dean)
- NC-2010-26: Alabama State University, Department of Athletics, for Ladies' Basketball Camp, Attn: Coach Freda Jackson - \$1,000; (Dean)
- NC-2010-27: Alabama State University, for Alabama State University Marching Band Camp, Attn: James Oliver - \$1,000; (Dean)
- NC-2010-28: Alabama State University, Department of Athletics, for Football Camp, Attn: Coach Reggie Barlow - \$2,000; (Dean)
- NC-2010-29: Alabama State University, Department of Athletics, for Track Camp, Attn: Track Coach - \$1,000; (Dean)
- NC-2010-30: BOE, Robert E. Lee High School, for Principal's Discretionary Fund, for General's Club - \$500; (Polizos)

DLM/tll

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, 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 - 9 2009

October 16, 2009

MEMORANDUM

TO: Montgomery County Commission

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

RE: Position Fill Request for
Revenue Auditor Position

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

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

JAM/rw

Attachment

COPY

POSITION FILL REQUEST

DEPARTMENT: Tax & Audit

DEPARTMENT HEAD: Larry R. Curvin

SUPERVISOR: Larry R. Curvin

COMPLETED ACTION DATES

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

1 POSITION TITLE : Revenue Auditor

POSITION NUMBER 001 51800 002

PROPOSED EFFECTIVE DATE : 10/19/2009

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER (X) TRANSFER

(x) OPEN COMPETITIVE REGISTER (X) REEMPLOYMENT

PAY GRADE A07

Larry R. Curvin
Department Head

Date 10/15/2009

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4 SELECTEE: _____

Appointing Authority

Date _____

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

9-2

D.T. MARSHALL, SHERIFF



OFFICE: (334) 832-4980

FAX: (334) 832-2500

Agenda

NOV - 9 2009

October 15, 2009

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Latent Fingerprint Examiner

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

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

DTM/tb

10-1

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
BENITA FROEMMING, CHAIRMAN
CHARLES 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

October 13, 2009

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

Dear Sheriff Marshall,

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

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

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

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

Sincerely,



Karen B. Cason
Assistant Personnel Director

C: Chief Derrick Cunningham

LATENT FINGERPRINT EXAMINER

FLSA: Non-exempt
Pay grade: A07

CO0466
(See also CI8470)
Revised 10/7/09

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

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

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

- Provides and reviews registration documentation.

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

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

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

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

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

- Photographs individuals to obtain visual records of the individuals.

- Assigns tracking numbers to individuals/guns.

- Creates identification cards.

- Enters registration information into internal computer database for tracking.

- Files registration information by name and gun serial number.

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

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

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

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

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

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

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

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

Examines fingerprints using a magnifying glass to identify characteristics.

Classifies fingerprints by analyzing and blocking pattern types.

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

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

Verifies the identity of suspects, applicants or other persons.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVALS:

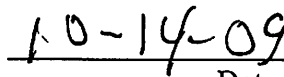
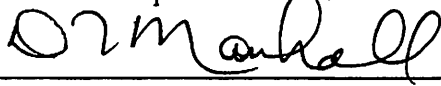
Supervisor

Date

Division Head

Date

Department Head

Date

Appointing Authority

Date

1111 Airbase Blvd. P.O. 9219
Montgomery, Ala. 36108

**Montgomery County
Juvenile Court**

Memo

Agenda

NOV - 9 2009

To: Mr. Donnie Mims

From: Bruce R. Howell



Date: 10/6/2009

Re: Fill request

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

POSITION FILL REQUEST **ORIGINAL**

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Bruce R. Howell

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

1. POSITION TITLE: Maintenance Mechanic

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

PROPOSED EFFECTIVE DATE: 10/06/09

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

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

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


 Department Head

10/6/2009
 Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
 () DISAPPROVED

 Funding Authority

3. CERTIFICATION

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

 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 - 9 2009

Request # 2

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

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: December 2, 2009 Return Date: December 3, 2009
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the 22nd Annual Governmental Accounting and Auditing Forum

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

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

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

Department Name: County Commission Fund Name: General

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

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

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

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>\$25,000.00</u>	
Approved Requests:	<u>\$278.00</u>	
Budget Available:	<u>\$24,722.00</u>	
Current Requests:	<u>\$641.20</u>	
Budget Balance:	<u>\$24,080.80</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/29/2009

cc: Finance Director / Buyer

12-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

NOV - 9 2009

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

Request approval to be granted for the following:

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

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

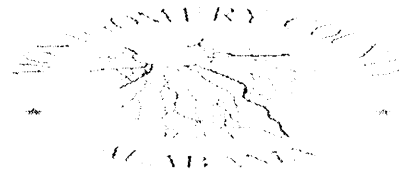
To: Barbara M. Montoya, Director
From: Donald L. Mims, Administrator

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

To be completed by the Finance Department

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

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/4/2009

cc: Finance Director / Buyer

12-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

NOV - 9 2009

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

Request approval to be granted for the following:

Destination: Point Clear, AL
Departure Date: November 22, 2009 Return Date: November 24, 2009
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: ADAA 2009 Fall Extended Business Session

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

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

Total (est.) Cost: \$1,153.00 Advance Registration Required: \$375.00

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

Additional Comments: _____

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

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

To be completed by the Finance Department

Fund Code:	<u>760-51260-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$44,380.00</u>	
Approved Requests:	<u>\$550.00</u>	
Budget Available:	<u>\$43,830.00</u>	
Current Requests:	<u>\$1,153.00</u>	
Budget Balance:	<u>\$42,677.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/29/2009

cc: Finance Director / Buyer

12-3

NOV - 9 2009

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

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

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

JUSTIFICATION:

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

NOV - 9 2009

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

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

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

JUSTIFICATION:

To Cover Increase In Expenses

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, 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

November 4, 2009

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Tammy Nix *TN*
Administrative Secretary

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

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

Please present this request to the Commission for future approval.

/tn

Southeast Alabama Emergency
Medical Services Council, Inc.**Members:****Term Expires:**

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

11/3/2009

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

11/3/2009

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

11/3/2009

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

11/3/2009

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

11/3/2009

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

11/3/2009

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

11/3/2009

Southeast Alabama Emergency
Medical Services Council, Inc.

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

11/3/2009

Term: 1 year

NOV - 9 2009

MEMORANDUM

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

FROM: Karen Cason *KBC*
Assistant Personnel Director

DATE: October 20, 2009

SUBJECT: Account Clerk I and Account Clerk II

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

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

Thank you for your assistance in this matter.

C: Sherrill Thomas

NOV - 9 2009

REQUEST NUMBER 4

NOV - 9 2009

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 3

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

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

JUSTIFICATION:

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

16-2

Agenda

NOV - 9 2009

October ____, 2009

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

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

Dear Director McInnes:

As you know, the Montgomery County Commission (the "Commission") has committed, for the benefit of the citizens of Montgomery County, Alabama, to work with Focus 2000 of the Wiregrass, Inc. ("Focus 2000"), to develop, construct and operate that portion of the long-discussed Montgomery Outer Loop Project (the "Project"). The Project will be in two phases. The first phase would connect I-85 to U.S. Highway 231, south of Montgomery. The second phase would connect U.S. Highway 231, south of Montgomery, to I-65. We understand that the State of Alabama (the "State") may decide to construct part of the first phase. We also understand that the State may decide to use the new state-wide Toll Road Authority as the issuing authority. Though those decisions will be made at a later date, we understand that we will be working in close cooperation with ALDOT and the Federal Highway Administration.

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

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

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

Mr. D. Joseph McInnes
October __, 2009
Page 2

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

Yours truly

MONTOMGERY COUNTY COMMISSION

Elton N. Dean, Sr.
Chairman

Acknowledged and agreed this ____ day
of _____, 2009.

D. Joe McInnes, Director
Alabama Department of Transportation