

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 11, 2010

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:

Community Corrections Executive Director Paul Brown
City-County Public Library Director Jaunita Owes
Stan Cauthen, with Professional Engineering Consultants, LLC
Ken Upchurch with T.C.U. Consulting Services, LLC

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of December 21, 2009

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

RESOLUTION:

Consider Adoption of Resolution Proclaiming January 2010 as National Mentoring Month in Montgomery County

NEW BUSINESS:

1. **Consider Approval of Time Change for the February 8, 2010 Commission Meeting, County Commission**
2. **Consider Approval of Memorandum of Understanding with the City of Montgomery Regarding the BONDS Program, County Commission**
3. **Consider Approval of Miscellaneous Appropriations Reprogramming Requests, County Commission**
4. **Consider Approval of Bid Award for Computer Equipment Hardware Maintenance, Bid Number 51965-09C-031, Information Systems**
5. **Consider Approval of Bid Award for Commissary and Trust Fund Management, Bid Number 53100-09C-025, Detention Facility**
6. **Consider Approval of Final Payment to Bradley Plumbing, Inc., for Cooling Tower & Chiller Replacement at Montgomery County Courthouse, County Commission**
7. **Consider Approval of Budget Change Request Number 8, County Commission Appropriations**
8. **Consider Approval of Position Fill Request for Worthless Check Unit Office Supervisor, District Attorney's Office**
9. **Consider Approval of Travel/Training Requests (12)**

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:

City/County Emergency Management Agency Director Steve Jones
Laslie Hall, Montgomery County Citizen
Central Alabama Regional Planning and Development Commission Executive Director
Bill Tucker and Sabra Sutton with CH2M Hill
Executive Director Bill Tucker and Grant Writer Sara Byard with Central Alabama
Regional Planning and Development Commission
Risk Manager Scott Kramer

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JANUARY 11, 2010

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.

JANUARY 18, 2009

County Holiday (Martin Luther King Jr.'s Birthday)

JANUARY 25, 2010

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.

FEBRUARY 8, 2010

Regular County Commission Meeting
9:00 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.

FEBRUARY 15, 2009

County Holiday (George Washington & Thomas
Jefferson's Birthdays)

FEBRUARY 22, 2010

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.

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 Revenue Auditor – Tax & Audit Department
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 Latent Fingerprint – 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 1 Clerk Typist II – 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 4 Clerk II's – Detention Facility
Fill action continues for 1 Detention Facility Assistant Director – Detention Facility
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Maintenance Mechanic – 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

January 11, 2010

Agenda

JAN 11 2010

01-11-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-24-09

Check Number	To	Check Number
204723		204755
Total Checks Paid		\$180,931.63

CHECK #	PAYEE	AMOUNT	DATE
204722	Benkwith & Heard, P.C.	\$571,218.34	12/21/09

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

01-11-10 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 12-24-09

Check Number	To	Check Number
204756		204831
Total Checks Paid		\$208,698.98

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

01-11-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-31-09

Check Number	To	Check Number
204832		204870
Total Checks Paid		\$160,100.41

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

01-11-10 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 12-31-09

Check Number	To	Check Number
204871		204926
Total Checks Paid		\$371,782.19

**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
12/31/09**

Payroll Check Number	101310	To	Payroll Check Number	101482	\$ 160,703.42
Direct Deposits					\$ 871,676.50
Payroll Check Number	101483	To	Payroll Check Number	101497	\$ 198,490.74
Direct Deposits					\$ 66,685.37
Federal Deposits					\$ 338,615.73
Total Payroll Paid					\$ 1,636,171.76

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



MONTGOMERY COUNTY COMMISSION

Office of Public Affairs

101 S. Lawrence Street, Montgomery, AL 36104 Tel. (334) 832-1270 Fax (334)-832-2533

Agenda

JAN 11 2010

December 16, 2009

To: Donnie Mims

From: DiDi Henry

Re: Future Agenda Item for the January 11th Meeting

Chacolby Burns-Johnson, Executive Director of Partners In Education, has asked that the Commission do a resolution, recognizing the month of January 2010 as National Mentoring Month in Montgomery County. She will be present at the January 11th meeting to receive the framed resolution.

Thank you.

RESOLUTION

WHEREAS, the citizens of Montgomery County recognize that our success depends on helping every child succeed in school and reach their full potential in life, and realize that young people need a solid foundation of support that will help them become well-educated, confident, and productive citizens; and

WHEREAS, mentoring is a proven, effective strategy that helps children and young adults by matching them with caring, responsible adults who will provide guidance and direction, and help build their self-confidence; and

WHEREAS, a mentor builds character, encourages success, boosts self-confidence, lifts expectations, and expands the universe of a child, serving as a friend, role model, teacher, and source of stability and support during a critical time in a child's life; and

WHEREAS, research shows that mentoring has beneficial and long-term effects on children, by increasing their chances of high school graduation and college attendance and decreasing the likelihood of substance abuse and other risky behaviors; and

WHEREAS, mentoring strengthens our local and state's economic and social well-being by helping young people fulfill their potential, while helping to maintain healthy families and promoting more vibrant communities; and

WHEREAS, every day residents of Montgomery County are making a profound difference in the lives of our young people by serving as mentors, supported by many private and public sector organizations that offer mentoring opportunities for youth; and

WHEREAS, thousands of Alabama's children are in need of caring adult mentors in their lives; and

WHEREAS, National Mentoring Month not only raises public awareness of the importance of mentoring programs in young lives, but also recognizes those involved in mentoring projects;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim the month of January 2010, to be National Mentoring Month in Montgomery County, and encourage its citizens to recognize the importance of mentoring; to look for opportunities to serve as mentors in our community; and to observe this month with appropriate activities and programs.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 11th day of January, 2010.



MONTGOMERY COUNTY COMMISSION

Office of Public Affairs

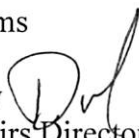
101 S. Lawrence Street, Montgomery, AL 36104 Tel. (334) 832-1270 Fax (334)-832-2533

Agenda

JAN 11 2010

January 6, 2010

To: Donnie Mims

From: DiDi Henry 
Public Affairs Director

Re: Time Change for the February 8, 2010 Commission Meeting

During the December 21, 2009 meeting, I discussed with the Commissioners the Eggs & Issues Breakfast with Senator Richard Shelby scheduled for February 8, 2010, noting that this event conflicted with our regularly scheduled County Commission meeting.

At that time, the Commissioners agreed to move the Information Session to 9:00 a.m. on February 8th, so that they could attend the breakfast. The formal session would be held at its regularly scheduled time of 9:30 a.m.

Due to the State's Sunshine Law, the Commission should have a formal vote on the time change for the February 8th meeting, so that it will be documented in our minutes. Therefore, I am asking that you please add this to the next meeting's agenda.

Thank you.

JAN 11 2010**MEMORANDUM OF UNDERSTANDING**

WHEREAS, Montgomery County, Alabama is a political subdivision of the State of Alabama, which acts by and through its corporate governing body known as the Montgomery County Commission, which is organized under the laws of the State of Alabama; Montgomery County, Alabama, along with its governing body and assigns, is hereinafter referred to as "the County;"

WHEREAS, the Building Our Neighborhoods for Development and Success (BONDS) program is a program of the City of Montgomery designed to strengthen neighborhood associations in an effort to improve the overall quality of life throughout Montgomery County. BONDS seeks to do so by offering training, a resource center, networking opportunities, and financial assistance (grants) to neighborhoods in Montgomery County.

WHEREAS, the County has determined that it is in the best interest of the County and its residents to join in a collaborative partnership with BONDS to provide services and resources to neighborhood associations throughout the city and county of Montgomery.

WHEREAS, BONDS self interests are: (1) to build and expand long term relationships with neighborhood organizations which are committed to the viability of the program; (2) to increase BONDS' visibility as a leader in developing and supporting neighborhood organizations that will enhance the community at large; (3) to ensure that the program has all the necessary resources to continue being a viable resource for neighborhood organizations; (4) to further our own mission to strengthen neighborhood organizations and, thereby, our community.

WHEREFORE, PREMISES CONSIDERED, the County and BONDS understand, acknowledge, covenant, and agree as follows:

1. To enter into this joint partnership to provide services and resources to neighborhood associations throughout the city and county of Montgomery.
2. BONDS is committed to continuing to provide financial assistance on a contractual basis to associations for various projects. The funding provided by the County of Montgomery will be deposited into a BONDS Project Account and then disbursed to neighborhoods. A proof of purchase and or service must be provided to satisfy the contract.
3. BONDS shall remain engaged in open and honest dialogue and discussion, respect the tenets of the mutually agreed upon Governance Agreement, and do its share of the work in order to achieve the desired outcomes.
4. BONDS shall be the fiscal agent for community development projects by way of a grant procedure and maintain accounting records for community project expenses.
5. BONDS agrees to act as the collaboration fiscal agent, receiving monies from Montgomery County Commission and disbursing in the form of neighborhood grants according to the needs of the particular neighborhood.
6. BONDS shall provide on-going training sessions for neighborhood organizations and provide all oversight of the process, subject to the County's approval.

7. The County shall provide funding to the BONDS Project Fund consistent with the County's budgetary capacity and notify BONDS when funding is allocated.
8. The County shall request constituents to comply with the contractual process and reinforce compliance regarding accounting (receipts will be required for all purchases).
9. The process charter shall proceed as follows:
 - a. **PARTICIPATION PROCESS:** Each partner sends a representative, and individual who represents his or her organization. Each partner representative is expected to keep his or her home organization apprised of collaboration events, decisions, and discussions. Each partner representative is expected to attend all meetings, or to assign a substitute representative with whom he or she is in close contact and to participate fully in open, honest communication processes and feedback. Either partner may choose to modify his or her participation and involvement in activities of the collaboration following disclosure and/or discussion with the other partner.
 - b. **DECISION MAKING:** All decisions or determinations shall be made as needed at scheduled meetings by majority vote. Decisions must be made in the spirit of mutual benefit. Specific decisions can be delegated to staff, consultants, task forces, or others, **ONLY** after we have decided to delegate such a decision during a scheduled meeting.
 - c. **CONFLICT** is a normal part of collaboration, and we seek to find creative resolutions to our conflicts. When consultants are employed, they have the right to intervene and direct our conflict dialogues. If we cannot resolve a conflict, we will employ a course of action that is suitable for all parties involved at that time.

DONE this the ____ day of December, 2009.

Todd Strange, Mayor—City of Montgomery

Donald Mims, County Administrator

Elton N. Dean, Sr., Chair—County Commission

Regina R. Berry, Program Director

BUILDING OUR NEIGHBORHOODS FOR DEVELOPMENT & SUCCESS (BONDS)
Organization

Organization: _____

Signatures: _____

TODD STRANGE, Mayor—City of Montgomery

ELTON N. DEAN, Sr., Chair—Montgomery County Commission

REGINA R. BERRY, Program Director

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

JAN 11 2010

January 11, 2010

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-2010-36: Montgomery Symphony Orchestra, for Music Education and Musical Enrichment Programs for All Ages - \$5,000; (Wilson)
- C-2010-37: Montgomery Ballet, for Promotion of Arts in Education and Arts Opportunities for Citizens of Montgomery County - \$5,000; (Wilson)
- C-2010-38: Lighthouse Counseling Center, Inc., for Sexual Assault Response Team Program - \$1,000; (Wilson)
- C-2010-39: Alabama Dance Theatre, for Free Admission for Title One Economically Disadvantaged School Children and Twenty Montgomery Area Outreach Organizations to the Production of "Celebration of the Season", Also to Fund a Teacher Workbook Preparing Each Student for the Performances - \$2,500; (Wilson)
- NC-2010-48: BOE, Bellingrath Junior High School, for Principal's Discretionary Fund - \$500; (Williams)
- NC-2010-49: BOE, Bellingrath Junior High School, for Football Program - \$500; (Williams)

DLM/tll

JAN 11 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: January 6, 2010

SUBJECT: Invitation to Bid No. 51965-09C-031,
Computer Equipment Hardware Maintenance

Request approval of award on the above referenced invitation to bid to low bidder, Unisys Corporation, for the amount of \$69,085.42, be placed on the agenda for the County Commission meeting on January 11, 2010. (copy of spread sheet attached)

The awarded price will be for a one year contract with the option to renew for two (2) years, in one year periods. A price escalation may be allowed after the first year but shall not exceed 5% per year.

Coordination of award made with Mr. Lou Ialacci, Director of Information Systems.

Attachment

ABSTRACT FOR BIDS:						BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51965-09C-031						UNISYS CORP. - ATTN: JOSEPH L. DANIELS - PHONE#(678)387-4265; FAX#(703)439-6122		ALTERNATIVE MAINTENANCE - ATTN: RONALD EALY; PHONE#(770) 719-4450; FAX#(678)833-5247							
ISSUED: DECEMBER 10, 2009															
OPENING DATE: JANUARY 5, 2010															
INFORMATION SYSTEMS															
TERMS OF PAYMENT / DISCOUNT:															
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT			UNIT PRICE	EXTENDED AMOUNT			UNIT PRICE	EXTENDED AMOUNT		
	MAINT. CONTRACT	YR	1	\$69,085.42	\$69,085.42			\$75,612.00	\$75,612.00						
	COMPUTER														
	HARDWARE														
	1 YEAR CONTR. W/														
	OPTIONS TO RENEW														
	FOR TWO YEARS														
	7 BIDS FAXED														
TOTAL BID AMOUNTS															
					\$69,085.42				\$75,612.00						

JAN 11 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director 
Support Services

DATE: January 6, 2010

SUBJECT: Invitation to Bid No. 53100-09C-025,
Commissary and Trust Fund Management

Request approval of award on the above referenced bid to Keefe Commissary Network, who quoted a commission of 43.5% of net sales and met all bid specifications, be placed on the agenda for the County Commission meeting on January 11, 2010. (copy of spread sheet attached)

The contract period will be for three (3) years.

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

Attachment

Purchasing Department

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID 53100-09C-025				KEEFE COMMISSARY NETWORK - RYAN HOCKETT; PHONE #800-864-5986		W.L. PETREY WHOLESALE CO. - RON SUTTON; PHONE NO. 265-0961		SWANSON SERVICES CORP. - KELLY A. SWANSON; PHONE NO. (303) 832-3920		KIMBLE'S COMMISSARY SERVICES - KIMBLE CARTER - PHONE NO. 706-884-5527		FIVE START CORRECTIONAL SERVICES; SAM LORIA; PHONE #(214) 821-9000	
ISSUE DATE: NOVEMBER 6, 2009													
OPENING DATE: DECEMBER 18, 2009													
SHERIFF-MAC SIM BUTLER DETENTION FAC.													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	COMMISSARY AND			43.5%		43%		42.75%		42.5%		41%	
	TRUST FUND												
	MANAGEMENT												
	OFF-SITE SERVICE												
	PERCENTAGE												
	PAID TO												
	MAC SIM BUTLER												
	DETENTION FACILITY												
	PERCENTAGE												
	OF NET SALES												
	28 BIDS MAILED												
TOTAL BID AMOUNTS						43%		42.75%		42.5%		41%	

Agenda

JAN 11 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: January 5, 2010

SUBJECT: Final Payment - Project No. 0720-GVA, Cooling Tower & Chiller Replacement at Montgomery County Courthouse 

Request approval of the attached final payment, on the above referenced project to Bradley Plumbing, Inc. in the amount of \$521,265.59, be placed on the agenda for the County Commission meeting dated January 11, 2010.

Coordination of final payment made with Mr. Patrick Addison of PH&J Architects, Inc.



Form C-10ST (State)
July 2006**APPLICATION AND
CERTIFICATION FOR PAYMENT**Estimate No.: 044-02-Final
Date: 2/27/2009
B.C. No.: _____

Attach Schedule of Values

To Owner: Montgomery County Commission P.O. Box 1667 Montgomery, AL 36102	Project: Montgomery County Courthouse Cooling Tower & Chiller Replacement
From Contractor: Bradley Plumbing & Heating, Inc. 431 Hackel Drive Montgomery, AL 36117 FEIN: <u>63-0461546</u>	To Architect: PH&J Architects, Inc. P.O. Box 215 Montgomery, AL 36101

Total Original Contract		\$ 663,000.00
Change Order(s)	Numbers <u>1</u> through <u>1</u>	\$ (140,818.43)
To Contract to Date		\$ 522,181.57

1.	Brought Forward: TOTAL CONTRACT TO DATE	\$ 522,181.57
	AMOUNT COMPLETE	\$ 522,181.57
2.	Stored Materials per attached inventory of Stored Materials	\$ -
3.	Total Completed Work and Stored Materials	\$ 522,181.57
4.	Less Retainage	\$ -
5.	Total Completed Work and Stored Materials, less Retainage	
6.	Less Credits to Owner for the "Total to Date" amounts in the referenced Columns of attached MATERIALS INVOICE SUMMARY NO. 2	\$ -
	a. Owner's portion of Cash Discounts (Column 4) \$ _____ x 50%	
	b. Owner's payments for Materials (Column 5) 141,422.97	\$ -
	c. Sales & Use Tax Savings (Column 6) 14,142.30	\$ -
7.	Total Due	\$ 522,181.57
8.	Less Total Previous Payments to Contractor	\$ 915.98
9.	Balance due this Estimate	\$ 521,265.59

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: _____

Ray Allen, President

(Title)

Date: 5/21/09Sworn and subscribed before me this 21st day of May, 20 09.
Francis M. Campbell L.S.
 Notary Public
ARCHITECT'S CERTIFICATION

In accordance with the Contract Documents, the Architect certifies to 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 accordance with the Contract Documents, and the Contractor is entitled payment of the amount approved.

PH&J Architects, Inc.

By: _____

Date: 11-6-09**REVIEW AND APPROVALS**

Approved by: _____

(Owner)

Signature

Date: _____

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

PAGE 1 OF 1 PAGES

27044-02

2/27/2009

1/29/08-2/27/09

0720GVA

6-4

JAN 11 2010

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 8

DEPARTMENT: County Comm Appropriations REVIEWED: S. Thomas 12/17/2009
DATE: 12/17/2009 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
Central Alabama Community Foundation (Bonds)	001-56701-464	0	15,500	15,500
Contract Services	001-59310-304	208,000	-15,500	192,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		208,000	0	208,000

JUSTIFICATION:

To provide funding for the Central Alabama Community Foundation (BONDS).



Offices of
Ellen Brooks

District Attorney

Fifteenth Judicial Circuit of Alabama

DARYL D. BAILEY
CHIEF DEPUTY DISTRICT ATTORNEY

RHONDA B. CAPE
ADMINISTRATIVE ASSISTANT

JERRY N. BLOODSWORTH
CHIEF INVESTIGATOR

MONTGOMERY COUNTY COURTHOUSE
251 SOUTH LAWRENCE STREET
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667



(334) 832-2550
FAX (334) 832-1615

Agenda

JAN 11 2010

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Rhonda B. Cape
Administrative Assistant *RBC*

DATE: January 6, 2010

SUBJECT: Worthless Check Unit Office Supervisor Position Fill Request

Attached is the position fill request for the Office Supervisor position in the Worthless Check Unit which District Attorney Ellen Brooks spoke to the Commission about at their last meeting in December. It is anticipated that we will promote from within and the resulting vacant position will not be filled until the current hiring freeze is lifted.

I respectfully request the Commission approve this position fill request at their meeting on January 11, 2010.

Thank you for your assistance with this matter.

DISTRICT ATTORNEY
POSITION FILL REQUEST

ORIGINAL

DEPARTMENT HEAD: Ellen Brooks

SUPERVISOR: Frank Vickery

POSITION TITLE: Worthless Check Unit Office Supervisor

FUNDING CODE/POSITION NO: 08050/ 011

PROPOSED EFFECTIVE DATE: January 11, 2010

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☒ OPEN

☐ TRANSFER

☐ PROMOTION

☒ PROMOTION/TRANSFER

PAY GRADE: AO6-01

SALARY RANGE: \$34,563-\$49,201

Pay step to be based upon the following rules:

☐ **Promotions** – If the rate in the previous position was less than the minimum rate established for the class of the new position, the rate of the pay shall be advanced to the minimum of the class of the new position. If the difference in pay ranges does not automatically result in an increase in the equivalent of a one-step increase in the rate of pay for an employee promoted, a one-step immediate increase within the pay range of the new classification may be given by the appointing authority.

*Merit dates do not change.

☐ **Transfers** – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

1 **ADMINISTRATIVE REVIEW**

☐ APPROVED

☐ DISAPPROVED

Funding

3 **SELECTEE:**

Date:

Appointing Authority Signature – District Attorney Office

4 ☐ Manpower data entered by:

Date:

☐ Payroll entered by:

Date:

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 7

Date: December 24, 2009
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator *SA*
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: February 25, 2010 Return Date: February 26, 2010
Conference Leave (Days / Hours): 2 days
Purpose of Travel: to attend the 2010 Annual Meeting of CARIA

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

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

Total (est.) Cost: \$620.00 Advance Registration Required: \$150.00

Department Name: County Commission Fund Name: General

Additional Comments: 150.00 - Registration; 150.00 - Meals; 170.00 Mileage; 150.00 - Hotel

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$620.00 and advance registration of \$150.00 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>\$6,094.20</u>	
Budget Available:	<u>\$18,905.80</u>	
Current Requests:	<u>\$620.00</u>	
Budget Balance:	<u>\$18,285.80</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/28/2009

cc: Finance Director / Buyer

9-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

Agenda

JAN 11 2010

Date: December 30, 2009

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: January 25, 2010

Return Date: January 27, 2010

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: to attend the ACCMA 2010 Winter Conference: Workplace Management

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: \$736.00

Advance Registration Required: \$200.00

Department Name: County Commission

Fund Name: General

Additional Comments: Registration - 200.00; Mileage - 92.00; Hotel - 284.00; Meals - 150.00;
Parking - 10.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$736.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$25,000.00

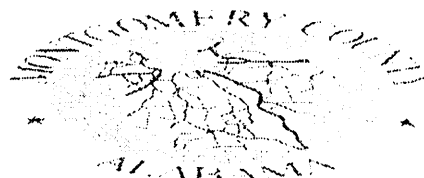
Approved Requests: \$6,094.20

Budget Available: \$18,905.80

Current Requests: \$1,356.00

Budget Balance: \$17,549.80

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/30/2009

cc: Finance Director / Buyer

9-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

Agenda

JAN 11 2010

Date: January 4, 2010

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: February 11, 2010 Return Date: February 12, 2010

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the 2010 County Financial Administration Workshop

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

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

Total (est.) Cost: \$551.00 Advance Registration Required: \$150.00

Department Name: County Commission Fund Name: General

Additional Comments: Hotel - 149.00; Mileage - 92.00; CEU - 10.00; Registration - 150.00;
Meals - 150.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$551.00 and advance registration of \$150.00 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>\$6,094.20</u>	
Budget Available:	<u>\$18,905.80</u>	
Current Requests:	<u>\$1,907.00</u>	
Budget Balance:	<u>\$16,998.80</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2010

cc: Finance Director / Buyer

9-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
JAN 11 2010

Request # 2

Date: December 29, 2009
To: Donald L. Mims, Administrator
From: DiDi Henry, Public Affairs Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: January 25, 2010 Return Date: January 27, 2010
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend a SharePoint Web Class at AUM

Traveler (s) Name: 1. DiDi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$960.00 Advance Registration Required: \$960.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - 960.00

To: DiDi Henry, Public Affairs Manager
From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$960.00 and advance registration of \$960.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$191.20</u>	
Budget Available:	<u>\$3,308.80</u>	
Current Requests:	<u>\$960.00</u>	
Budget Balance:	<u>\$2,348.80</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/30/2009

cc: Finance Director / Buyer

9-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 3

Date: January 6, 2010
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: AUM Technacaenter
Departure Date: January 25, 2010 Return Date: January 27, 2010
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend SharePoint 2007 End User (WSS/MOSS) - Course 50227A

Traveler (s) Name: 1. Dana Thrash 4. _____
2. Jeff Oswalt 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,920.00 Advance Registration Required: \$1,920.00

Department Name: Information Systems Fund Name: General

Additional Comments: Necessary training to provide user assistance.

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

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$1,920.00 and advance registration of \$1,920.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51965-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$6,100.00</u>
Budget Available:	<u>\$13,900.00</u>
Current Requests:	<u>\$1,920.00</u>
Budget Balance:	<u>\$11,980.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/6/2010

cc: Finance Director / Buyer

9.5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
JAN 11 2010

Request # 11

Date: January 6, 2010
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Anniston, AL
Departure Date: January 18, 2010 Return Date: January 23, 2010
Conference Leave (Days / Hours): 40 hours
Purpose of Travel: Managing Civil Actions in Threat Incidents (Protestor Devices)

Traveler (s) Name: 1. Juan Jerry 4. _____
2. Joseph Love 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: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: There will be no expenses involving this travel.

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$7,985.00</u>	
Budget Available:	<u>\$12,015.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$12,015.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/6/2010

cc: Finance Director / Buyer

9-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 3

Date: December 23, 2009
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager *SK*
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL
Departure Date: January 25, 2010 Return Date: January 27, 2010
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the ACCMA 2010 Winter Conference: Workplace Management

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: \$736.00 Advance Registration Required: \$200.00

Department Name: Risk Management Fund Name: General Liability

Additional Comments: Registration - 200.00; Mileage - 92.00; Hotel - 284.00; Meals - 150.00;
Parking - 10.00

To: Scott Kramer, Risk Manager
From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$736.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51120-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$16,000.00</u>	
Approved Requests:	<u>\$448.81</u>	
Budget Available:	<u>\$15,551.19</u>	
Current Requests:	<u>\$736.00</u>	
Budget Balance:	<u>\$14,815.19</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/28/2009

cc: Finance Director / Buyer

9-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 3

Date: December 23, 2009
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Embassy Suites Hotel, Montgomery, AL

Departure Date: February 12, 2010

Return Date: February 12, 2010

Conference Leave (Days / Hours): 8 hours

Purpose of Travel: Attend AL Society of Professional Land Surveyors 47th Annual Membership & Workshop for Professionals - Legal Descriptions & Conveyances Session

Traveler (s) Name: 1. George C. Speake 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$145.00

Advance Registration Required: \$145.00

Department Name: Engineering

Fund Name: Gasoline Tax 111-53600-265

Additional Comments: _____

To: George C. Speake, County Engineer

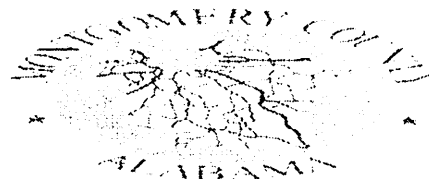
From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the approximate amount of \$145.00 and advance registration of \$145.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$255.00</u>	
Budget Available:	<u>\$4,745.00</u>	
Current Requests:	<u>\$145.00</u>	
Budget Balance:	<u>\$4,600.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/23/2009

cc: Finance Director / Buyer

9-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 4

Date: January 6, 2010

To: Donald L. Mims, Administrator

From: George C. Speake, County Engineer

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Bryant Conference Center, Tuscaloosa, AL

Departure Date: February 22, 2010

Return Date: February 24, 2010

Conference Leave (Days / Hours): 20 hrs.

Purpose of Travel: Attend Alabama Vegetation Management Society Annual Meeting

Traveler (s) Name: 1. Danise D. Nettles 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00

Advance Registration Required: \$75.00

Department Name: Engineering Department

Fund Name: Gasoline Tax 111-53600-265

Additional Comments: Includes registration, lodging & meals

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$75.00 is authorized.

To be completed by the Finance Department

Fund Code: 111-53600-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$5,000.00

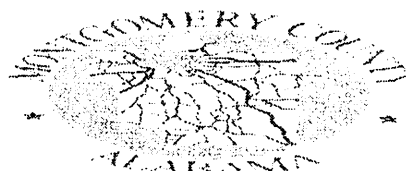
Approved Requests: \$255.00

Budget Available: \$4,745.00

Current Requests: \$445.00

Budget Balance: \$4,300.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/6/2010

cc: Finance Director / Buyer

9-9

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 6

Date: January 5, 2010
To: Donald L. Mims, Administrator
From: Jane Mardis, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: January 25, 2010 Return Date: January 29, 2010
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Attend IAAO 102: Income Approach to Valuation sponsored by Auburn University Governmental Services

Traveler (s) Name: 1. Jimmy Garnett 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration only

To: Jane Mardis, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$5,135.00</u>	
Budget Available:	<u>\$19,865.00</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$19,365.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2010

cc: Finance Director / Buyer

9-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 7

Date: January 7, 2010
To: Donald L. Mims, Administrator
From: Jane Mardis, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: January 25, 2010 Return Date: January 27, 2010
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend SharePoint 2007 End User (WSS/MOSS) - Course 50227A

Traveler (s) Name: 1. Stella Henley 4. _____
2. Ron Stanfield 5. _____
3. Betty Bozeman 6. _____

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

Total (est.) Cost: \$2,880.00 Advance Registration Required: \$2,880.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration only

To: Jane Mardis, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$2,880.00 and advance registration of \$2,880.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$5,135.00</u>	
Budget Available:	<u>\$19,865.00</u>	
Current Requests:	<u>\$3,380.00</u>	
Budget Balance:	<u>\$16,485.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/7/2010

cc: Finance Director / Buyer

9-11

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 11 2010

Request # 7

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

Request approval to be granted for the following:

Destination: Auburn University at Montgomery; Montgomery, AL
Departure Date: January 25, 2010 Return Date: January 27, 2010
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: Training to redesign & maintain new County website

Traveler (s) Name: 1. Samantha Stephenson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$960.00 Advance Registration Required: \$960.00

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

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

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 01/11/10 reimbursement of actual and necessary expenses in the
approximate amount of \$960.00 and advance registration of \$960.00 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>\$2,849.00</u>	
Budget Available:	<u>\$41,531.00</u>	
Current Requests:	<u>\$960.00</u>	
Budget Balance:	<u>\$40,571.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/30/2009

cc: Finance Director / Buyer

9-12