

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 8, 2010

AGENDA

INFORMATION SESSION

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

Prayer

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Probate Judge Reese McKinney, Jr.

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Vice Chairman Ingram

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of February 22, 2010

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

RESOLUTION:

Consider Adoption of Resolution Proclaiming March 2010 as Certified Government Financial Manager Month in Montgomery County, Alabama

NEW BUSINESS:

1. Consider Approval of Board Appointment for Pine Level Water Authority, County Commission
2. Consider Approval of FY 2010 Community Traffic Safety Program Agreement for Overtime Funds, Sheriff's Office
3. Consider Approval of Agreement Regarding Funding from the Alabama Department of Forensic Sciences, County Commission
4. Consider Approval of Miscellaneous Appropriations Reprogramming Requests, County Commission
5. Consider Approval of Bid Award for Inmate Laundry Service, Bid Number 52200-10C-005, Detention Facility
6. Consider Approval of Budget Change Request Numbers 16, County Commission Appropriations
7. Consider Approval of Position Fill Requests for a Legal Support Assistant and an Administrative Secretary, District Attorney's Office
8. Consider Approval of Position Fill Request for Mail/Supply Room Clerk, Support Services
9. Consider Approval of Travel/Training Requests (6)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

MARCH 8, 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.

MARCH 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.

APRIL 12, 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.

APRIL 26, 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 Assistant Revenue Chief Clerk – Revenue Commissioner's Office
Fill action continues for 1 Revenue Auditor – Tax & Audit Department
Fill action continues for 1 Clerk Typist II – Tax & Audit Department
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 Computer Operation Manager – Information Systems Department
Fill action continues for 1 Latent Fingerprint Examiner – Sheriff's Office
Fill action continues for 1 Records and Identification Clerk – Sheriff's Office
Fill action continues for 4 Deputy Sheriff Trainees – Sheriff's Office
Fill action continues for 7 Correction Officer Trainees – Detention Facility
Fill action continues for 2 Correction Officer Sergeant – Detention Facility
Fill action continues for 3 Correction Officer Corporal – Detention Facility
Fill action continues for 2 Correction Officer Captain – Detention Facility
Fill action continues for 2 Correction Officer Lieutenant – Detention Facility
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Probation Officer I – Youth Facility
Fill action continues for 1 County Road Equipment Operator I – 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

March 8, 2010

03-08-10 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 02-25-10

Check Number	To	Check Number
205948		205953
Total Checks Paid		\$49,804.67

CHECK #	PAYEE	AMOUNT	DATE
205945	Bryan, David	\$ 513.73	02/19/10
205946	Postmaster Bulk Mailing	\$ 338.21	02/22/10
205947	United States Postal Svc. Hasler TMS #20	\$ 6,000.00	02/22/10

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

03-08-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-26-10

Check Number	To	Check Number
205954		205990
Total Checks Paid		\$141,502.37

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

03/08/10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

Agenda

MAR - 8 2010

CHECKS ARE DATED
02/26/10

Payroll Check Number	102144	To	Payroll Check Number	102319	\$ 134,128.01
Direct Deposits					\$ 813,114.89
Payroll Check Number	102320	To	Payroll Check Number	102349	\$ 277,527.20
Direct Deposits					\$ 332,572.30
Federal Deposits					\$ 335,041.70
Total Payroll Paid					\$ 1,892,384.10

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DATE</u>
102141	Sarah G. Spear	\$ 2,170.30	02/12/10
102142	AFLAC	\$ 31.20	02/12/10
102143	Rufus Hagood Craig	\$ 49.73	02/18/10

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

RESOLUTION

WHEREAS, the Alabama Chapter of the Association of Government Accountants (AGA) is a professional organization and is part of the Association of Government Accountants which has a network of 15,000 members in 100 chapters in the United States and around the world. AGA currently has approximately 360 active members representing state, federal, county, municipal and private sector accountants, auditors, and financial managers in Alabama; and

WHEREAS, Alabama AGA Chapter members have responded to AGA's mission of Advancing Government Accountability, as it continues its broad educational efforts, with emphasis on high standards of conduct, honor, and character in its Code of Ethics, and are making significant advances both in professional ability and in service to the citizens of Alabama by mastering increasingly technical and complex requirements; and

WHEREAS, the Certified Government Financial Manager (CGFM) program of AGA provides a means of demonstrating professionalism and competency by requiring CGFM candidates to have appropriate educational and employment history; to abide by AGA's Code of Ethics and to pass three examinations requiring expertise in Governmental Environment, Governmental Financial Management and Control, and Governmental Accounting, Financial Reporting and Budgeting; and requires each CGFM holder to maintain certification by completing at least 80 hours of continuing professional education in government financial management topics or related technical subjects every two years.

NOW, THEREFORE BE IT RESOLVED that the Montgomery County Commission, does hereby proclaim the month of March 2010 as

Certified Government Financial Manager Month
In Montgomery County, Alabama

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 8th day of March, 2010.

Pine Level Water Authority

Agenda

MAR - 8 2010

January 21, 2010

Mr. Donald Mims
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Mims:

This is to notify you that Terry Stone resigned as a board member of the Pine Level Water Authority effective January 2010.

The Board of Directors respectfully submits one name only for the person to finish Mr. Stone's term as Board Member. This is not a unanimous nomination, since not all members of the Board agree that the nominee should be seated.

The reason for concern is that the candidate is the father of the current Certified Operator of Pine Level Water Authority and is the uncle of the Maintenance Coordinator of the Authority. Therefore, fraternization is a concern.

However, the majority of the Board concurred with the choice for nomination.

Therefore, the name of Newton Rials is submitted for appointment to the Board of Directors of Pine Level Water Authority for the remainder of Mr. Stone's term.

Pine Level Water Authority requests that Mr. Rials be accepted as the replacement at your earliest convenience.

Thank you for your assistance regarding this matter.

Sincerely,

Tamara Ray for Tommy O Sikes

Tommy O. Sikes
President of the Board of Directors
Pine Level Water Authority

Quality On Tap

2010 FEB 10 AM 10:35

MONTGOMERY COUNTY COMMISSION

Pine Level Water Authority

Members:

Term Expires:

Tommy O. Sikes (Chairman)
25882 Troy Highway
Grady, AL 36036
Home: 584-7621
Work: 584-7016

3/1/2015

Flora Merritt
13268 County Road 1101
Goshen, AL 36035
(Appt. by Pike County)

3/1/2011



Terry Stone (Sec.- Treas.)
140 Dear Run Road
Grady, AL 36036

3/1/2013

Win Broadway (Vice President)
59 Broadway Trail
Ramer, AL 36069

3/1/2014

Charles "Trey" Trussell, III
231 Patsaliga Lane
Grady, AL 36036

3/1/2012

cc: Chairman Sikes

Maintenance: Mr. Ryals, Dist. III, Engineering Dept.

Term: 6 years

D.T. MARSHALL, SHERIFF



MONTGOMERY COUNTY
COMMISSION

2010 FEB 23 AM 9:01
OFFICE: (334) 832-4980
FAX: (334) 832-2500

Agenda

MAR - 8 2010

February 22, 2010

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Attached Overtime Traffic Grant

Please have the attached overtime traffic grant placed on the next County Commission agenda for approval. There are no required matching funds for this grant.

DTM/tb



City of Montgomery, Alabama

Office of the Mayor

Todd Strange
Mayor

City Council Members

Charles W. Jirright
President

Tracy Larkin
President Pro tem

David Michael Burkette
Cornelius Calhoun

Willie Cook

Glen O. Pruitt, Jr.

Martha Roby

Charles W. Smith

Jim Spear

February 10, 2010

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

Dear Commissioner Dean:

RE: Section 406 & 410 Federal Grant Funds

We are pleased to notify you that your law enforcement agency has been awarded the following federal grant funds to keep our roadways safe:

- Section 406 (10-HS-K4-007) – \$4,000.00 “Click It Or Ticket” (May 24 – June 6, 2010)
- Section 410 (10-HS-K8-010) – \$4,500.00 “Drunk Driving. Over The Limit. Under Arrest.” (August 20 – September 6, 2010)

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

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

Sincerely,

Todd Strange
Mayor, City of Montgomery

cc: Sheriff D.T. Marshall

2010 FEB 23 AM 9:05

MONTGOMERY COUNTY
COMMISSION

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 May 24, 2010 through June 6, 2010; and August 20, 2010 through September 6, 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 grants between the CITY and the State of Alabama Department of Economic and Community Affairs - Law Enforcement and Traffic Safety Division (ADECA/LETS). Funding is for overtime traffic enforcement and shall only be used during the designated enforcement period listed below. The AGENCY has been awarded the following dollar amounts under this agreement.

GRANT NAME	ADECA GRANT #	AWARD	ENFORCEMENT PERIOD
406 PTS	10-HS-K4-007	\$4,000.00	May 24 – June 6, 2010 "Click It Or Ticket"
410 HVE	10-HS-K8-010	\$4,500.00	August 20 – September 6, 2010 "Drunk Driving. Over The Limit. Under Arrest."

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

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David T. Marshall
David T. Marshall

Sheriff, Montgomery County
Title

2-22-10
Date

Elton Dean
Elton Dean

Chairman, Montgomery County Commission
Title

Date

Carlos L. Kimbrough
Carlos L. Kimbrough

Highway Safety Director
Title

2/11/10
Date

Todd Strange
Todd Strange

Mayor, City of Montgomery
Title

2/17/10
Date

2-4

ATTACHMENT A

STATEMENT OF WORK

AGENCY shall perform enforcement duties during directed time period (May 24 – June 6, 2010 & August 20 – September 6, 2010). Enforcement duties entail check points (Seat Belt/DUI), saturation patrols, and line patrols as outlined in this document. The purpose of enforcement is to change driver behavior through presence, issuance of tickets, warnings, and educational awareness. Overtime traffic enforcement must be conducted within AGENCY's jurisdiction as designated by CAHSO or AGENCY. Authorized administrative work includes documentation as outlined in ATTACHMENT B of Mobilization/Blitz events, number of citations or warnings issued, and number of arrests.

1. Statement of Work:

- a. AGENCY shall schedule overtime operations during the Click It or Ticket Mobilization (May 24 – June 6, 2010) and Drunk Driving. Over The Limit. Under Arrest. Mobilization (August 20 – September 6, 2010) as designated by CAHSO or AGENCY.
- b. AGENCY agrees to schedule and conduct check points (road blocks) by attending pre-briefing and training, stopping all drivers, checking driver license, registration, insurance and seat belt use. Participating Law Enforcement Officers (LEOs) may provide handouts or brochures, incentive items, or written citations or warnings. LEOs are required to conduct arrests when necessary, clean up the area of cones, brochures, etc, and submit forms and enforcement activity reports as required by ATTACHMENT B.
- c. AGENCY agrees to schedule and conduct saturation patrols and/or line patrols, defined as repeatedly patrolling a predetermined area with more than one enforcer, giving the impression of increased presence. Participating Law Enforcement Officers (LEOs) may provide handouts or brochures along with written citations or warnings. LEOs are required to conduct arrests when necessary and submit forms and enforcement activity reports as required by ATTACHMENT B.
- d. AGENCY agrees to comply with all rules, policies and procedures as set by the Central Alabama Law Enforcement Committee (CALEC) as outlined in the CALEC Policy & Procedure Manual.

2. CALEC Participation and Representation:

- a. The Chief Law Enforcement Official (Chief of Police or Sheriff), or his/her designee, is the AGENCY's official voting representative on the CALEC. This person will be responsible for (1) attending meetings, news conferences, and briefings; (2) submitting required operational and activity report information; (3) preparing reimbursement documentation consistent with overtime policy (O/T) and general accounting invoicing rules, and (4) coordinating the overtime fund program from within the AGENCY.
- b. If the official voting representative is someone other than the Chief Law Enforcement Official, this person must be identified and approved by the Chief Law Enforcement Official in a Designation Letter attached to this agreement.

3. Additional Terms:

- a. AGENCY shall attend monthly planning meetings as outlined in the CALEC Policy & Procedure manual. AGENCY shall forward quarterly equipment use reports to the CAHSO.
- b. AGENCY shall agree to participate in check points when specified percentages are requested per project.

ATTACHMENT A
(Continued)

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

ATTACHMENT B

OPERATIONAL & REIMBURSEMENT DOCUMENTATION PROCEDURES

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

1. Pay Information (FORM 1)

- a. Use Pay Information form to establish an individual/overtime pay rate for each employee expected to participate in the CAHSO project.
- b. This form requires the signature of the Chief Law Enforcement Official and Chief Financial Representative.
- c. This form should be updated when the officer/deputy pay rate changes.
- d. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.

2. Operation Plan (FORM 2)

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

3. Individual Contact Report (FORM 3)

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

ATTACHMENT B
(Continued)

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

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

- a. The Agency Reimbursement Request & Consolidated Activity Report form is AGENCY's invoice to CAHSO for reimbursement and documentation of activities performed. This form is used to claim reimbursement and accumulate activity during each Blitz and overtime enforcement detail. This form shall be completed and maintained for each Blitz, Mobilization, and overtime enforcement detail.
- b. Each form shall include Department name, Blitz or Mobilization, Grant name, officer's name, date worked, rate of overtime pay, number of hours, administrative hours, number of contacts, type of contacts and month claimed. This information comes from FORMS 1, 2 and 3.
- c. For activity reporting purposes, this form is to be completed with consolidated activity and submitted via email or fax to CAHSO no later than 5 days after the completion of a Blitz period or as instructed by ADECA/CAHSO. When filing a reimbursement claim for monthly traffic enforcement activity or blitz activity, this form is to be completed and submitted in a timely manner after AGENCY has disbursed funds to their officers/deputies for overtime services performed during the time period being claimed. Failure to submit this form in a timely manner may result in the AGENCY's claim not being paid.
- d. If overtime enforcement operations occur in more than one quarter, a separate form must be submitted for each (i.e. July 4th Mobilization 6/30 through 7/04 – a form for June and July should be submitted).
- e. The Lead Officer (CALEC Representative, Sheriff, Chief or Shift Supervisor) can claim up to 20% of personally claimed funds for overtime administrative purposes. There are two types of administrative time; hard and soft (*reference Alabama Community Traffic Safety Program ADECA Forms Instruction Guide, Section IV, para 7, pg. 14*). Administrative time must be consistent with AGENCY's overtime policy. If CALEC Representative is Lead Officer, administrative time can not be claimed for both a detail and overall grant administration per operation. Time can be claimed for CALEC Representative not working a detail provided work is performed outside of normal duty hours.
- f. AGENCY shall maintain copies of uniform traffic citations and warnings for three years. Form 4 must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.
- g. This form requires two certification signatures: (1) Chief (or designated) Financial Representative; (2) Chief Law Enforcement Officer or Chief Elected Official. Signees are certifying all individuals listed on the form did work, pay rates are correct, and persons listed have satisfied AGENCY overtime policy.

5. Blitz Report (FORM 5)

- a. This form is only used during blitz campaigns. It should not be used when overtime operations or details are conducted outside a Blitz period (e.g. sustained enforcement or match), unless directed by CAHSO.
- b. This form shall be updated and submitted during the blitz by e-mail, mail or fax to CAHSO the day following each individual operation.

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ATTACHMENT B
(Continued)

- c. A final Blitz Report form shall be updated and submitted by fax, mail or e-mail to CAHSO no later than 3 days after end of the overall blitz period.
 - d. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.
6. Monthly Department Expenditure Sheet (**FORM 7**)
- a. The Monthly Department Expenditure Sheet form is to be maintained by the AGENCY to track grant expenditures.
 - b. This form is for AGENCY use only and shall not be submitted to CAHSO.

OFFICERS
HON. LARRY WHITE
PRESIDENT
ESCAMBIA COUNTY
HON. RICKY BURNEY
FIRST VICE PRESIDENT
CLAY COUNTY
HON. TIM CHOATE
SECOND VICE PRESIDENT
ETOWAH COUNTY



SONNY BRASFIELD
EXECUTIVE DIRECTOR
OFFICE
100 NORTH JACKSON STREET
MONTGOMERY, ALABAMA 36104
PHONE (334) 263-7594
FAX (334) 263-7678
WWW.ACCA-ONLINE.ORG

ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA Agenda

A Nonprofit Corporation

February 4, 2010

MAR - 8 2010

MEMORANDUM

TO: Chairs and Administrators, Montgomery and Madison Counties
FROM: Sonny Brasfield *Sonny*
RE: Funding from Department of Forensic Sciences

2010 FEB - 8 PM 3:44
MONTGOMERY COUNTY
COMMISSION

On several occasions we have discussed the \$250,000 that is allocated in this year's state general fund budget for the transportation of bodies for the purpose of conducting autopsy. Initially we believed this money would be used by the state to reinstate its transportation of the bodies, but have now agreed that the money will be distributed to county commissions to help defray any expenses you may have incurred this budget year.

Enclosed is a contract that is necessary in order to get the funds from the state to your county. In the case of Madison and Montgomery Counties, the reimbursement will be a rather small amount because there are forensic labs located in both Huntsville and Montgomery. Once the contracts have been signed by the counties, they must be signed by the Governor, processed through the Legislative Contract Review Committee and then payments can be made sometime in late June and October.

In order to facilitate an orderly collection of the contracts, the Association has agreed to receive the contracts from the counties and then forward the contracts to the Department of Forensic Sciences. Please date the contracts, fill in the county name and then have the chair sign on behalf of the county commission as needed on pages 1, 2 and 3. **The completed contract should be returned to the ACCA office at 100 N. Jackson Street, Montgomery, AL 36117, no later than March 11, 2010.** Contracts received after this date may not be processed in time for the June payment.

We are also working on legislation to address this issue – Senate Bill 232 by Sen. Bobby Denton and House Bill 312 by Rep. Leslie Vance – during this year's regular session. Please encourage your legislators to support the passage of this bill.

If you have any questions, please let us know.



Haskell|Slaughter
attorneys at law

MONTGOMERY OFFICE

305 South Lawrence Street • Montgomery, Alabama 36104
Post Office Box 4660 • Montgomery, Alabama 36103-4660
f. 334.264.7945 • t. 334.265.8573
www.hsy.com

File
DLW
2010 FEB 19 AM 10:15
CONFIDENTIAL

MEMORANDUM

February 11, 2010

TO: Donnie Mims
FROM: Tommy Gallion
RE: Department of Forensic Sciences Agreement

116

I have reviewed your February 10, 2010 memorandum, Sonny Brasfield's February 4, 2010 memorandum and its attachments.

It is my understanding that the Alabama Legislature appropriated to the Alabama Department of Forensic Sciences ("Forensic Sciences") the sum of \$250,000 in the fiscal year 2010 General Fund appropriation bill, Acts of Alabama, Act 2009-550 for the specific purpose of funding costs incurred arising from the transportation of decedents for autopsies by Forensic Sciences. These funds are to be doled out to the Alabama counties in the form of a county contract with Forensic Sciences. The Association of County Commissions of Alabama has agreed that Montgomery County would receive a flat fee of Twenty Five Dollars (\$25) per decedent received by Forensic Sciences for autopsy.

In my legal opinion, the Agreement is acceptable. I am of the opinion that the services provided for in this agreement are in the best interest of the public health, safety, education, morals, security, prosperity, contentment and the general welfare of the citizens of Montgomery County. I therefore see no reason why this agreement should not be executed if it is the desire of the Commissioners.

50051-317
#3420706_1

This Agreement (the "Agreement"), dated March 8, 2010, is entered into between Montgomery County in the State of Alabama (the "County") and the Alabama Department of Forensic Sciences (the "Department").

RECITALS

WHEREAS, Department wishes to fully comply with the intentions of the Alabama Legislature (the "Legislature");

WHEREAS, the Legislature appropriated to the Department the sum of \$250,000.00 in the Fiscal Year 2010 General Fund Appropriation Bill, Acts of Alabama, Act 2009-550 for the specific purpose of funding costs incurred arising from the transportation of decedents for autopsies by the Department;

WHEREAS, the Association of County Commissions of Alabama ("Association") and the Department and Department sought to find the most fiscally sound use of the funds the Legislature appropriated to the Department for the costs associated with the transport of decedents pursuant to autopsy;

WHEREAS, it was resolved that the Department would disburse the funds appropriated by the Legislature earmarked for the specific purpose of funding costs incurred arising from the transportation of decedents by the Department in a specified manner to the Counties of the State of Alabama in order to offset the costs incurred by each county's coroner related to the transport of decedents to the Department's medical examiner facilities;

WHEREAS, it was agreed by the Association and the Department that Montgomery and Madison Counties would receive a flat fee of twenty-five dollars (\$25.00) per decedent received by the Department for autopsy;

WHEREAS, it is also understood and agreed that the disbursement of the share of the earmarked decedent transport funds to the Counties shall be disbursed in two installments -- once in the third quarter of fiscal year 2010 and again during the thirteenth accounting period of fiscal year 2010.

GENERAL PROVISIONS

NOW, THEREFORE, an agreement is made this 8th day of March, 2010 between the County and Department. Department agrees to pay the County its share of the earmarked decedent transport funds, as appropriated by the Alabama Legislature in Acts of Alabama, Act 2009-550 and pursuant to the recitals, as detailed above -- the annual average number of decedents for fiscal years 2008 and 2009 of the County multiplied by \$25.

It is understood that the Department will disburse the County's share of the earmarked decedent transport funds in two installments -- once in the third quarter of fiscal year 2010 and again during the thirteenth accounting period of fiscal year 2010.

The Department, notwithstanding any provision of this contract, incorporations or amendments hereto, does not release or waive, expressly or implied its right to assert sovereign immunity or any other affirmative defense right it may have under law.

If any provision of the agreement shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the term of this agreement, be enacted, then that conflicting provision in the agreement shall be deemed null and void.

The County acknowledges and understands that this contract is not effective until Department has received all requisite state government approvals.

DEFAULTS AND REMEDIES

The County's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

Under no circumstances shall the commitment of the Department under this agreement constitute a debt to the State of Alabama as prohibited by Section 213, Constitution of Alabama 1901, as amended by Amendment No. XXVI.

This contract has been reviewed for content, legal form, and compliance with all applicable laws, rules, and regulations of the State of Alabama.

County Commission

Michael F. Sparks, Director
Alabama Department of Forensic Sciences

Marc S. Bass, General Counsel
Alabama Department of Forensic Sciences

APPROVED:

Bob Riley, Governor
State of Alabama

Date Approved: _____

Appendix

Number of Cases per County October 1st, 2007---September 30th, 2009

County	10/2007-09/2009	County	10/2007-09-2009
Mobile	2188	Greene	9
Montgomery	305	Hale	17
Autauga	36	Henry	10
Baldwin	328	Houston	57
Barbour	15	Jackson	17
Bibb	27	Lamar	5
Blount	24	Lauderdale	40
Bullock	13	Lawrence	8
Butler	19	Lee	114
Calhoun	85	Limestone	46
Chambers	40	Lowndes	19
Cherokee	28	Macon	43
Chilton	48	Madison	114
Choctaw	8	Marengo	13
Clarke	13	Marion	10
Clay	12	Marshall	33
Cleburne	10	Monroe	27
Coffee	38	Morgan	57
Colbert	30	Perry	10
Concuuh	24	Pickens	21
Coosa	9	Pike	36
Covington	5	Randolph	14
Crenshaw	8	Russell	92
Cullman	29	St. Clair	66
Dale	40	Shelby	164
Dallas	62	Sumter	14
Dekalb	49	Talladega	59
Elmore	70	Tallapoosa	31
Escambia	94	Tuscaloosa	441
Etowah	75	Walker	67
Fayette	16	Washington	34
Franklin	16	Wilcox	16
Geneva	27	Winston	16

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

MAR - 8 2010

March 8, 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 001-59320-498 (Agency, Miscellaneous Appropriations) to:

- C-2010-60: Montgomery Area Council on Aging (MACOA), for Meals on Wheels Program for Homebound Seniors - \$1,000; (Ingram)
- C-2010-61: Montgomery County Recreation Department, Cleveland YMCA, for After School Program - \$5,000; (Williams)
- C-2010-62: Health Services, Inc., for Social Service Department, to Assist Uninsured Low Income Patients with Medical Referrals, Medications, Eyeglasses, and Transportation - \$500; (Williams)
- NC-2010-72: Alabama Cooperative Extension System, for the 2010 Citizenship Alabama Focus - \$600; (Dean-\$100, Ingram-\$100, Polizos-\$200, Williams-\$100 and Wilson-\$100)
- NC-2010-73: BOE, Brewbaker Junior High School, for Principal's Discretionary Fund, for Special Needs Dance - \$500; (Ingram)

DLM/tll

MAR - 8 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services 

DATE: March 3, 2010

SUBJECT: Bid No. 52200-10C-005,
Inmate Laundry Service

Request approval of award on the above referenced Invitation to Bid to the only bid received, G & K Services, for the amount of \$.85 per pound, based on unit pricing, be placed on the agenda for the County Commission meeting on March 8, 2010. (copy of spread sheet attached)

This will be a one (1) year contract with the option to renew for two (2) years, in one year periods. A price increased may be allowed after the first year but shall not exceed 5% per year.

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

Your approval is appreciated.

Attachment

[illegible]

15-2

MAR - 8 2010

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST
REQUEST NUMBER 16

DEPARTMENT:	County Comm Appropriations	REVIEWED:	S. Thomas	2/18/2010
DATE:	2/18/2010	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
Chamber of Commerce	001-59320-483	309,250	6,843	316,093
Misc In House Appropriations	001-59310-499	117,050	-6,843	110,207
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		426,300	0	426,300

JUSTIFICATION:

To fund the County's one-third share of the purchase price of the 1 Millionth Hyundai Sonata purchased for economic development promotional purposes.

INVOICE: Purchase of One Millionth Produced Hyundai

February 8, 2010

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

ATTN: Mr. Donald Mims

2010 FEB -9 AM 9:48

MONTGOMERY COUNTY COMMISSION

County share of purchase price of 1 Millionth Hyundai Sonata.....\$6,842.61

The Chamber purchased the 1 Millionth Hyundai Sonata (a 2010 model) for economic development promotional purposes. We are working out an arrangement between Hyundai and the Airport to display the vehicle there and launch that with some type of media event. Ellen McNair is handling that aspect and will be working with you and Chairman Dean regarding an upcoming promotional event. The actual funding agreement for the purchase of the vehicle is being shared between the Chamber's Committee of 100, The City of Montgomery, and the Montgomery County Commission. This is the invoice for the County's share of the purchase price of \$20,527.83. The Chamber has already issued a check for the full amount of the vehicle and has it insured.

Please contact me if you have questions or need additional information.



BUILDING BUSINESS. BUILDING THE River REGION.

PAUL J. REDHEAD
Vice President, Administration
Montgomery Area Chamber of Commerce
P.O. Box 79
41 Commerce St.
Montgomery, AL 36101



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

MAR - 8 2010

February 18, 2010

Chairman Elton N. Dean, Sr.
Montgomery County Commission
Montgomery County Annex III
101 S. Lawrence St.
Montgomery, AL 36104

RE: Position Fill Requests

Dear Chairman Dean:

I am requesting approval to fill two critical positions in the District Attorney's Office.

An opening has been created because of the resignation of a Legal Support Assistant. We plan to fill this position through an internal move. This internal move will create another opening which we also plan to fill through an internal move.

Last year, we experienced a 31% increase in cases. Coupled with the additional work required by specialty courts like the drug and mental health courts, our staff continues to do more without additional assistance. Our legal support and secretarial staff are critical members in our prosecutorial efforts.

Because these are critical positions, we are asking the Commission to approve our position fill requests for a Legal Support Assistant and an Administrative Secretary in order for us to make the internal moves necessary to prevent a shortage that would have an immediate negative effect on productivity. Both positions are in our current budget.

Thank you for your favorable consideration in this matter.

Sincerely,

Eleanor I. Brooks
District Attorney

cc: Donnie Mims, County Administrator

2010 FEB 18 PM 1:00
MONTGOMERY COUNTY
COMMISSION

**DISTRICT ATTORNEY
POSITION FILL REQUEST**

DEPARTMENT HEAD: **Ellen Brooks**

SUPERVISOR: **Daryl Bailey**

POSITION TITLE: **Legal Support Assistant**

FUNDING CODE/POSITION NO: **00151261/408020026**

PROPOSED EFFECTIVE DATE: **March 8, 2010**

TYPE OF APPOINTMENT: ☒ **PERMANENT** ☐ **TEMPORARY**

RECRUITING:

☒ **OPEN** ☐ **TRANSFER**

☐ **PROMOTION** ☒ **PROMOTION/TRANSFER**

PAY GRADE: **AO5-01**

SALARY RANGE: **\$30,785-\$43,823**

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: _____

**DISTRICT ATTORNEY
POSITION FILL REQUEST**

DEPARTMENT HEAD: **Ellen Brooks**

SUPERVISOR: **Daryl Bailey**

POSITION TITLE: **Administrative Secretary**

FUNDING CODE/POSITION NO: **00151261/408035010**

PROPOSED EFFECTIVE DATE: **March 8, 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:

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
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Agenda

MAR - 8 2010

March 3, 2010

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Mail/Supply Room Clerk Position Fill Request

Pat Silas, Assistant Director of Support Services, has submitted a position fill request for a Mail/Supply Room Clerk. This vacancy was created by the retirement of Tommie Johnson effective March 1, 2010. This position is already a budgeted and funded position.

The Switchboard Operator will be internally promoted to the Mail/Supply Room Clerk position. The Switchboard Operator position is no longer needed and will be deleted from the County organizational plan. These changes will reflect savings to the County of over \$31,076.00.

This position fill request was discussed during the information session of the February 22, 2010 Commission meeting. I ask the Commission to approve this request at the next meeting on March 8, 2010.

JAM/rw

Attachment

MEMORANDUM

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

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

DATE: February 16, 2010

SUBJECT: Position Fill Request

One of the two Mail/Store Clerks, in the Support Services Department, will be retiring effective March 1, 2010.

Since the closing of the switchboard in Annex I, one of the Switchboard Operators has been working in the Mail/Supply Room and performing the duties of the Mail/Supply Room Clerk.

I would like to request that an internal promotion be given to the Switchboard Operator position, and that the position of the Switchboard Operator be demolished.

The person in the Switchboard Operator position is topped out at \$31,076.00 and if promoted would go to \$32,168.00

With an internal promotion and demolishing of one position, there will be at least a half year salary savings.

Your help with this matter is appreciated.

COPY

POSITION FILL REQUEST

DEPARTMENT: SUPPORT SERVICES

DEPARTMENT HEAD: PAUL ST. JOHN, DIRECTOR

SUPERVISOR: PAT SILAS, ASSIST DIRECTOR OF SUPPORT SERVICES

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 0775 MAIL ROOM & STORE CLERK
POSITION NUMBER 003 Replacement of Tommie Johnson
PROPOSED EFFECTIVE DATE MARCH 22, 2010

TYPE OF APPOINTMENT (☒) PERMANENT () TEMPORARY
RECRUITING

() PROMOTIONAL REGISTER () TRANSFER (X) UPGRADE
() OPEN COMPETITIVE REGISTER () RE-EMPLOYMENT

PAY GRADE A03- Step 10 \$32,168

Pay step to be based upon City and County of Montgomery Personnel Board Rules and Regulations Rule VI, Section 10(a)-Promotions.

Paul St John DATE 3-4-10
Department Head

2. ADMINISTRATIVE REVIEW
() APPROVED
() DISAPPROVED

Funding Authority DATE _____

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

MAR - 8 2010

Request # 10

Date: March 3, 2010
To: Donald L. Mims, Administrator
From: Judge Reese McKinney, Jr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: April 22, 2010 Return Date: April 23, 2010
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Probate Judges' Training Conference
"Real Estate/Record Room/Eminent Domain"

Traveler (s) Name: 1. Judge Reese McKinney Jr. 4. _____
2. Lyn Frazer 5. _____
3. Rita Parker 6. _____

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

Total (est.) Cost: \$1,500.00 Advance Registration Required: \$405.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: _____

To: Judge Reese McKinney, Jr.
From: Donald L. Mims, Administrator

The above request is app. 03/08/10 reimbursement of actual and necessary expenses in the
approximate amount of \$1,500.00 and advance registration of \$405.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51300-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$4,000.00</u>	
Approved Requests:	<u>\$2,344.12</u>	
Budget Available:	<u>\$1,655.88</u>	
Current Requests:	<u>\$1,500.00</u>	
Budget Balance:	<u>\$155.88</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/3/2010

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAR - 8 2010

Request # 18

Date: February 25, 2010
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Largo, Florida
Departure Date: June 6, 2010 Return Date: June 12, 2010
Conference Leave (Days / Hours): 7 days
Purpose of Travel: Essential Ridgely Concepts
Fingerprint Examiners

Traveler (s) Name: 1. Diana Skinner 4. _____
2. Mary Shaffer 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,200.00 Advance Registration Required: \$1,200.00

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

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 03/08/10 reimbursement of actual and necessary expenses in the
approximate amount of \$3,200.00 and advance registration of \$1,200.00 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>\$6,009.43</u>	
Budget Available:	<u>\$13,990.57</u>	
Current Requests:	<u>\$3,200.00</u>	
Budget Balance:	<u>\$10,790.57</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/1/2010

cc: Finance Director / Buyer

9-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAR - 8 2010

Request # 5

Date: February 26, 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: ALDOT 4th Division, Alexander City, AL

Departure Date: April 5, 2010

Return Date: April 6, 2010

Conference Leave (Days / Hours): 20 hrs.

Purpose of Travel: Attend ALDOT Radiation Safety Training Course

Traveler (s) Name: 1. Robert B. Lindsey 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☒

Commercial Air

☐

Private Vehicle

☐

Other (Specify)

☐

Total (est.) Cost: \$250.00

Advance Registration Required: \$250.00

Department Name: Engineering Department

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. 03/08/10 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$250.00 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

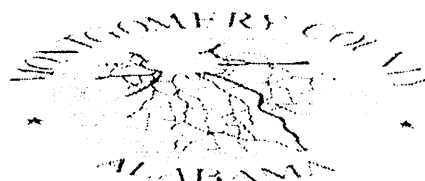
Approved Requests: \$700.00

Budget Available: \$4,300.00

Current Requests: \$250.00

Budget Balance: \$4,050.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/1/2010

cc: Finance Director / Buyer

9-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAR - 8 2010

Request # 6

Date: February 26, 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: Point Clear, AL
Departure Date: April 6, 2010 Return Date: April 8, 2010
Conference Leave (Days / Hours): 24 hrs.
Purpose of Travel: Attendance of 2010 ACEA Annual Conference

Traveler (s) Name: 1. James M. Kelley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$850.00 Advance Registration Required: \$200.00

Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600-265

Additional Comments: Mileage, Lodging & Meals

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 03/08/10 reimbursement of actual and necessary expenses in the
approximate amount of \$850.00 and advance registration of \$200.00 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>\$700.00</u>	
Budget Available:	<u>\$4,300.00</u>	
Current Requests:	<u>\$1,100.00</u>	
Budget Balance:	<u>\$3,200.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/1/2010

cc: Finance Director / Buyer

9-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAR - 8 2010

Request # 8

Date: March 2, 2010
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: April 9, 2010 Return Date: April 11, 2010
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: ADAA 2010 Spring 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: \$1,164.00 Advance Registration Required: \$375.00

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

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

To: Ellen Brooks

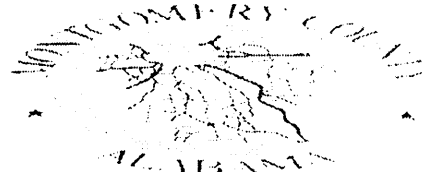
From: Donald L. Mims, Administrator

The above request is app. 03/08/10 reimbursement of actual and necessary expenses in the
approximate amount of \$1,164.00 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>\$3,809.00</u>	
Budget Available:	<u>\$40,571.00</u>	
Current Requests:	<u>\$1,164.00</u>	
Budget Balance:	<u>\$39,407.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/2/2010

cc: Finance Director / Buyer

9-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

MAR - 8 2010

Request # 9

Date: March 3, 2010
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Columbia, South Carolina
Departure Date: April 12, 2010 Return Date: April 16, 2010
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: To Attend: BootCamp for Prosecutors

Traveler (s) Name: 1. Sheena Allen 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$0.00

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

Additional Comments: Ms Allen may need transportation to & from airport

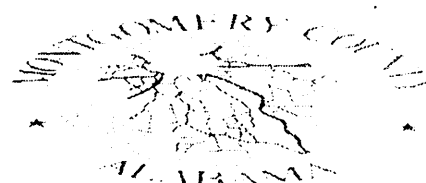
To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 03/08/10 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$3,809.00</u>
Budget Available:	<u>\$40,571.00</u>
Current Requests:	<u>\$1,364.00</u>
Budget Balance:	<u>\$39,207.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/3/2010

cc: Finance Director / Buyer

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