

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

AUGUST 23, 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:

Juvenile Court Administrator Bruce R. Howell
Risk Manager Scott Kramer
Sheriff D.T. Marshall and Colonel Wanda Robinson
District Attorney Ellen Brooks
Executive Director Bill Tucker with Central Alabama Regional Planning and
Development Commission
Revenue Commissioner Janet Buskey

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Polizos

Pledge of Allegiance Led By Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of August 9, 2010

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Grant Application with Alabama Power Foundation Regarding Tree Grant for Snowdown Park, Parks and Recreations Department
2. Consider Professional Services Contract with Ebony Scott for E.V.E.N. Facilitation Services, Community Corrections
3. Consider Professional Services Contract with Charles Stephen Davis for Substance Abuse Assessment Services, Community Corrections
4. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
5. Consider Bid Award for Installation of Lights at the Courthouse, Bid Number 51901-10B-028, County Commission
6. Consider Bid Award for Renovations of 530 S. Lawrence Street, Bid Number 51100-10C-027, County Commission
7. Consider Final Payment to CannDauSon Construction, Inc., Regarding Sheriff's Office Renovations in Annex I, County Commission
8. Consider Final Payment to Ingram Construction, LLC, Regarding Montgomery County K-9 Facility, County Commission
9. Consider Final Payment to Wm. Barry Robinson, Architect, Regarding Montgomery County K-9 Facility, County Commission
10. Consider Position Fill Requests for Stores Clerk I, Detention Facility
11. Consider Position Fill Requests for 3 Corrections Officer Trainee / Corrections Officers, Detention Facility
12. Consider Travel/Training Requests (16)

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:

Dr. Keivan Deravi of AUM
Budget Discussions

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

AUGUST 23, 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.

SEPTEMBER 6, 2010

County Holiday (Labor Day)

SEPTEMBER 13, 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.

SEPTEMBER 27, 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.

OCTOBER 11, 2010

County Holiday (Columbus Day/American Indian
Heritage Day)

OCTOBER 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.

OCTOBER 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.

PERSONNEL ACTIONS

Fill action continues for 1 Clerk Typist II – County Commission Office
Fill action continues for 1 Computer Operation Manager – Information Systems Department
Fill action continues for 1 Grant Specialist – Public Affairs Department
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit
Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit
Fill action continues for 4 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Correction Officer Sergeant – Detention Facility
Fill action continues for 1 Correction Officer Corporal's – Detention Facility
Fill action continues for 1 County Road Equipment Operator I – Engineering Department
Fill action continues for 1 Civil Engineer Tech I – Engineering Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Customer Service Clerk's – 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 2 Deputy Sheriff Trainees – Sheriff's Office
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility

August 23, 2010

08-23-10 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 08-06-10

Check Number	To	Check Number
210309		210451
Total Checks Paid		\$579,794.38

CHECK #	PAYEE	AMOUNT	DATE
210307	Montgomery Cash & Carry	\$ 93.58	08/02/10
210308	Alabama Gas Corporation	\$ 65.17	08/06/10

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

Agenda

AUG 23 2010

08-23-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-06-10

Check Number	To	Check Number
210452		210579
Total Checks Paid		\$655,547.88

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

08-23-10 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 08-13-10

Check Number	To	Check Number
210581		210618
Total Checks Paid		\$325,495.87

CHECK #	PAYEE	AMOUNT	DATE
210580	MSGOVERN	\$ 2,000.00	08/12/10

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

Agenda

AUG 23 2010

08-23-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-13-10

Check Number	To	Check Number
210619		210654
Total Checks Paid		\$477,783.36

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
08/13/10**

Payroll Check Number	104651	To	Payroll Check Number	104836	\$ 125,837.69
Direct Deposits					\$ 805,117.72
Payroll Check Number	104837	To	Payroll Check Number	104868	\$ 297,285.67
Direct Deposits					\$ 331,408.49
Federal Deposits					\$ 327,360.66
Total Payroll Paid					\$ 1,887,010.23

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

AUG 23 2010

CARPDC

CENTRAL ALABAMA REGIONAL PLANNING
AND DEVELOPMENT COMMISSION

AUTAUGA, ELMORE & MONTGOMERY COUNTIES

Jiles Williams, Jr.
Chairman

Bill J. Tucker
Executive Director

MEMO TO: Mr. Donnie Mims, County Administrator

FROM: Sara Byard
Grant Specialist, CARPDC

DATE: August 18, 2010

RE: Alabama Power Foundation Tree Grant

Please put the above referenced item on the agenda for brief at the Commission meeting on Monday, August 23. I am requesting that the Commission give approval for CARPDC to make this application on the County's behalf. Rachel Barker, Regional Urban Forester from CARPDC has been working with James Williams of your Parks and Recreation Department regarding applying for a grant to place trees at Snowdun Park. The grant request will range from \$1250 to \$2000 and requires no match. Rachel is visiting the Park today to determine exactly how many trees should be planted and the final dollar amount to be requested will be established once I receive her recommendation.

Chairman Dean will need to sign the grant application, which must be postmarked by August 31, 2010. As we are still working the final details of the request, I will deliver the application and signature page to your office as soon as possible. A copy of a blank application is attached for your reference.

Thank you for the opportunity to continue to work with the Commission.



July 6, 2010

To All Potential Grant Applicants:

Trees add beauty to any landscape, but they add even more to the quality of life than meets the eye. In an effort to foster public awareness about the benefits of a productive urban forest, the Alabama Power Foundation and the Alabama Urban Forestry Association (AUFA) are pleased to announce the Foundation will again provide grants up to \$2,000 each for tree planting through the "Plant A Tree in Alabama - Community Forestry Project".

In addition, we are glad to announce the Foundation will award \$4,000 in "Gateway" grants to communities across the state to develop and/or enhance the gateway to their community.

"Community Forestry Project" and "Gateway" grants are available to:

- Local governments (cities, towns, communities)
- Educational institutions (city and county school systems, private schools & universities)
- Any 501(c)(3) organization (a copy of the IRS letter of determination must be submitted with application)

Community Forestry Project grants will be based on the environmental benefits of the proposed project, support of local community leaders and volunteers, as well as needs of the local area (see enclosed application for details).

Gateway grants provide funds to buy trees, mulch, landscape timber, shrubs, signage, excavating and development of flower beds (not the planting of annuals) for the entrance to the city. See application for details.

Please note that you may apply for both the Community Forestry and Gateway grants, but you can only be awarded one grant.

Applications must be postmarked on or before August 31, 2010. Winners will be announced no later than October 28, 2010.

Please feel free to duplicate this application and give it to others or download the application directly at www.alabamapowerfoundation.com.

If you have questions, call the Alabama Power Foundation at 205-257-2508 or the Alabama Urban Forestry Association at 1-877-548-0440.

Sincerely,

A handwritten signature in black ink, appearing to read "Leigh D. Perry".

Leigh D. Perry
President

A handwritten signature in black ink, appearing to read "Gary Ickes".

Gary Ickes
President of the Board, AUFA

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

July 19, 2010

Agenda

AUG 23 2010

TO: Donnie Mims – County Administrator
Montgomery County Commission

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

RE: Request for Agenda Item – Contract for Professional Services – E.V.E.N.
Facilitator Candidate, Ebony Scott

Please find attached a proposed contract for Professional services for Domestic Violence education-facilitation services to be performed by Ebony Scott. Ms. Scott has worked with the MCCCCD as an intern for over two months donating scores of hours of free labor while learning how to facilitate the E.V.E.N. Domestic Violence Curriculum. After critical review and observation by her E.V.E.N. professional facilitator peers, it has been recommended that Ms. Scott be offered the opportunity to provide E.V.E.N. facilitation services for compensation under the same terms and conditions as the other paid E.V.E.N. facilitators.

Presently, there is a shortage of qualified facilitators and a number of present facilitators are not expected to return to work under a new contract offer during the upcoming fiscal year.

On Tuesday, August 10, 2010, the Montgomery County Community Punishment and Corrections Authority Board met and approved the proposed Contract for Professional Services.

The attached proposed contract is the same contract previously approved by the County Attorney and is the same contract presently in force with all other E.V.E.N. facilitators. I am requesting that the attached proposed Contract for E.V.E.N. Facilitator Services be placed on the August 23, 2010 Commission Agenda for consideration and approval by the Commission.

Respectfully submitted,



Paul H. Brown - Executive Director
Montgomery County Community Corrections Department

PAUL BROWN - EXECUTIVE DIRECTOR
(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

STATE OF ALABAMA
COUNTY OF MONTGOMERY

PROFESSIONAL SERVICES CONTRACT

The Montgomery County Commission desires to enter into a Professional Services Contract with Eboni Scott (also referred to as Provider), Federal Tax I.D. or Social Security Number: _____, to provide offender Domestic Violence Education and related services (tutoring, orientation, Court advocacy, intake, collection of participant fees, taking attendance, documenting and reporting participant progress, etc.). Participants in said services shall be individuals who self refer or are referred by area and regional Courts to the Montgomery County Community Corrections Department for the E.V.E.N. (End Violence Effectively Now) domestic violence education/intervention program. These services shall be funded by participant/referral fees and all provisions of this contract shall be contingent on the Montgomery County Community Corrections Department receiving sufficient numbers of fee paying referrals to operate and sustain the program. Unless directed by the Executive Director of the Department and with the exception of Court advocacy services, all services performed under this Professional Services Contract shall be performed on the premises of the Montgomery County Community Corrections Department, 301, Adams Avenue, Montgomery Alabama, 36104. The Montgomery County Community Corrections Department shall be responsible for providing adequate classroom and workspace as well as materials necessary for the participants in the program. This is a Professional fee of Services Contract and compensation for materials purchased by the provider shall not be reimbursed.

Provider agrees to work with the Montgomery County Commission, the Montgomery County Community Corrections Department and consultants from the Montgomery, Alabama, Family Sunshine Center to provide the services mentioned herein and shall attend and participate in assigned in-service training to maintain minimum professional competency in the subject matter being provided to participants. It is understood that in-service training to maintain minimum level competency shall be determined by the Executive Director of the Montgomery County Community Corrections Department with consultation provided by the Montgomery, Alabama Family Sunshine Center. The cost of registration/tuition for any assigned training shall be paid by the Montgomery County Commission. It is understood that failure to maintain a minimum level of proficiency and competency in the subject matter being provided to participants, as determined by participation in either assigned or substantially similar training may constitute grounds for termination of this Professional Services Contract.

The Montgomery County Commission agrees to pay to the provider a fee, of \$20.00 per hour for all services rendered under this Professional Services Contract. Fees shall be invoiced in increments of a quarter hour (15 minute periods), a half hour (30 minute periods) and/or whole hours. Only services that are scheduled and pre-approved by the Executive Director of the Montgomery County Community Corrections Department shall be compensated under this Professional Services Contract. Modifications to the monthly schedule must be approved by the Executive Director and made in writing to be compensated.

A monthly schedule of services and assignments shall be posted or otherwise made available at the office of the Montgomery County Community Corrections Department at 301 Adams Avenue, Montgomery, Alabama, 36104.

Invoicing for services charged under this Professional Services Contract shall be submitted to the Montgomery County Community Corrections Department Executive Director on an approved Monthly Invoice Form to be provided by the Montgomery County Community Corrections Department and shall contain: The name and mailing address of the provider, the Federal Tax I.D. Number or Social Security Number of the provider, the date of service, the amount of time charged, the nature of the service rendered (class instruction, tutoring, orientation, intake, Court advocacy, reporting, etc.), a total calculation or amount invoiced for each service, an aggregate total of all charges for the month, the providers signature attesting that the invoice is accurate and correctly reflects services actually performed and the date signed. Monthly Invoice Forms are due no later than the fifth business day of the month following the month services are rendered. Upon verification of the accuracy of any invoice by the Executive Director, the invoice shall be forwarded to the Montgomery County Commission for payment.

The contract period shall begin from date of signing this contract by both parties and shall end at the close of business, September 30, 2010. Actual services to be compensated under this Contract shall commence no earlier than October 1st, 2009. This Contract may be terminated, without prior notice upon notification of the Montgomery County Community Corrections Department that all available funds from participant fees and other authorized sources have been exhausted. The provider shall have the right to terminate the contract with the Montgomery County Commission provided 30 days written notice is provided to the Commission.

If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Once a party files a request for mediation with the other party, the parties shall select a local mediator that is agreeable between the parties and the parties agree to commence such mediation within thirty (30) days of the filing of the request. Either party may terminate the mediation at any time after the first session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. Disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama between the Montgomery County Commission and Provider.

Dated this 3rd Day of August, 200~~8~~¹⁰

E.V.E.N. Provider

MONTGOMERY COUNTY COMMISSION

BY: Eboni Scott

BY: _____

PRINT NAME: Eboni Scott

TITLE: _____

M.C.C.P.C.A Board Chair or Representative

BY: _____

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

Agenda

AUG 23 2010

July 19, 2010

TO: Donnie Mims – County Administrator
Montgomery County Commission

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

RE: Request for Agenda Item – Contract for Professional Services - ADMH Certified
Offender Assessment Services

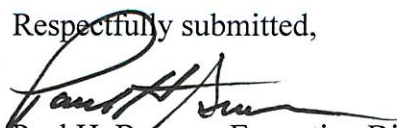
In May of this year, I briefed the Commission on the impending issuance of a Request for Qualifications on behalf of the Montgomery County Drug Court to contract with a provider to administer Certified Offender Substance Abuse Assessments.

In accordance with House Bill 348 (Now entitled ACT No. 2010-754 of the Alabama Legislature), the Montgomery County Drug Court, serving the 15th Judicial Circuit Courts, sought an individual, through a competitive RFP process, to administer substance abuse/chemical dependency assessments of Drug Court applicants/offenders. The assessments are required to be fully in accordance with the criteria certified by the Alabama Department of Mental Health, Substance Abuse Services Division. The services to be performed under the proposed contract are to be paid by either the offender, the Alabama Department of Mental Health, or a combination of both, without any cost to the County Commission of the Community Corrections Department. The proposed contract provides some Community Corrections Department office space for the express purpose of performing the requested assessments. This office space is presently available and would not cause any additional costs to the MCCCCD.

As a result of the issuance of the Request for Qualifications, a potential provider was identified and a Contract for Professional Services has been negotiated with the respondent deemed best qualified to administer the assessments. A copy of the proposed contract was referred to the County Attorney for his review and a favorable report from the County Attorney was returned. On Tuesday, August 10, 2010, the Montgomery County Community Punishment and Corrections Authority Board met and approved the proposed Contract for Professional Services.

I am requesting that the attached proposed Contract for Substance Abuse Assessment Services be placed on the August 23, 2010 Commission Agenda for consideration and approval by the Commission.

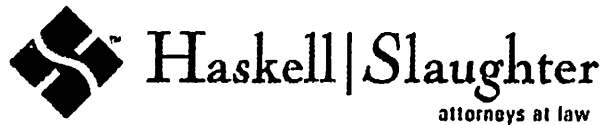
Respectfully submitted,


Paul H. Brown - Executive Director
Montgomery County Community Corrections Department

PAUL BROWN - EXECUTIVE DIRECTOR
(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

3-1



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

MEMORANDUM
August 3, 2010

TT6

TO: Donnie Mims
FROM: Tommy Gallion
RE: Montgomery County Drug Court
Professional Services Contract

I have reviewed your July 26, 2010 memorandum and the July 19, 2010 memorandum from Paul Brown with Montgomery County Community Corrections Authority and the attached Professional Services Contract for Charles Stephen Davis to provide substance abuse assessment services.

It is my understanding that the services to be performed under the proposed contract will be paid by the offender or the Alabama Department of Mental Health or a combination of both. There will be no costs to the Community Corrections Department or to Montgomery County Commission other than providing office space and access to office equipment.

The Professional Services Contract is well written and I was impressed with the General Professional Liability – Indemnity Coverage paragraph on page 3. I do not have any changes or additions.

I am of the opinion that the services provided for in this Professional Services Contract 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 contract should not be executed if it is the desire of the Commissioners.

50051-317
#3,831,840

**STATE OF ALABAMA
COUNTY OF MONTGOMERY**

PROFESSIONAL SERVICES CONTRACT

The Montgomery County Commission, acting on behalf of the Montgomery County Drug Court and the Drug Court Administrator, The Montgomery County Community Corrections Department (MCCCD), desires to enter into a Professional Services Contract with Charles Stephen Davis (also referred to as Provider), Federal Tax I.D. or Social Security Number: _____, to provide substance abuse assessment services. This is a Professional fee for Services Contract, compensated on the basis of a fee for service to be charged directly to the Drug Court Applicant (offender). Other compensation for said services may be available through a contract between the Provider and the Alabama Department of Mental Health, Substance Abuse Services, and the receipt by the provider for such compensation shall be in addition to the fees authorized in this contract. Only services that are scheduled and pre-approved by the Drug Court Coordinator shall be charged or billed to the Drug Court Applicant (offender) under this Professional Services Contract. Modifications to the schedule must be approved by the Drug Court Coordinator and made in writing to be compensated. The amount to be charged to any Drug Court Applicant for the substance abuse assessment service shall not exceed \$75.00 per assessment. Provider shall be permitted to charge a non-refundable reschedule fee for missed appointments not rescheduled at least by 5:00 pm the day prior to a scheduled assessment. The Montgomery County Drug Court shall assist and provide a letter of support for the Provider in applying for a contract with of the Alabama Department of Mental Health, Substance Abuse Services Division, for additional reimbursement for substance abuse assessments, on or before September 15, 2010. Any additional fees recovered by the Provider from the Alabama Department of Mental Health for individual substance abuse assessments shall be the responsibility of the Provider. The provider shall provide evidence of application to the Alabama Department of Mental Health, Substance Abuse Services Division to provide substance abuse assessment services for reimbursement. The award of this Professional Services Contract shall not be contingent on the Alabama Department of Mental Health, Substance Abuse Services Division's determination to contract with the Provider for reimbursement for substance abuse assessments.

The substance abuse assessment instruments to be administered shall be the current Alabama Department of Mental Health instruments including: the UNCOPE Screening Tool, the SASD Adult Integrated Placement Assessment, each U.R.I.C.A. Scale for alcohol or drug use and the Mini International Neuropsychiatric Interview(N.I.N.I.). The provider is authorized and whenever practicable agrees to administer in addition to the Substance Abuse Assessments (above), the Offender Risk Assessment System Instrument, including the Offender Self Report and the Community Corrections version of the instrument. In addition to reporting the Assessment results to the Drug Court Team, the Provider shall participate, with the Drug Court Team, to make a professional determination as to the appropriate level of treatment or substance abuse education referral to be recommended for each applicant as a result of the assessments rendered.

Location and Hours of Services

Services shall be performed at the office of the Montgomery County Community Corrections Department (MCCCD), 301 Adams Avenue, Montgomery, Alabama. At the MCCCD office location, the MCCCD will provide an office space, desk, chairs, locking file cabinet and access to office equipment necessary to perform individual offender interviews and assessments in fulfillment of the requisites of this contract. The ORAS Assessment instruments, scoring sheets, Self Reports and other related ORAS materials will be provided by the MCCCD. One individual office space shall be allotted without cost to the provider. It shall be the provider's responsibility to provide all other necessary materials, including the selected assessment instrument, P.C. Computer (if required) case folders, office supplies and other materials for the purpose of meeting the requisites of this RFP. The ORAS Assessment materials will be provided to the Provider by the MCCCD. Should the ORAS Assessment become automated through the MIDAS database provided by the Alabama Administrative Office of the Courts, the MCCCD shall provide data terminal access for the purpose of administering the ORAS on-line. The MCCCD office hours are Monday through Friday, 7:00 am through 5:00 pm. Additional office hours are Tuesdays from 5:00 pm through 8:00 pm and Saturdays from 8:00 am through 11:00 am with the exception of County Holidays and National (Federal) Holiday weekends.

To streamline and make the application and assessment process more efficient, the provider shall provide to the Drug Court Coordinator (a minimum of two weeks in advance) a schedule of times the provider will make available for assessments. The Drug Court Coordinator and the staff of the MCCCD shall schedule all assessments according to the schedule provided and will make this schedule of appointments available to the provider at the office of the MCCCD. Staff of the MCCCD shall assist in the collection of assessment fees whenever practicable through a collection and receipting process that shall be determined by agreement between the provider and the Executive Director of the MCCCD, however, the ultimate responsibility for collecting applicant assessment fees is with the Provider. The Drug Court, the MCCCD and the Montgomery County Commission shall not be responsible for enforcement of any payment agreement between the provider and any Drug Court applicant assessed.

Compliance with Confidentiality Laws

The provider has previously prepared and signed a general acknowledgement stating that he understands that certain Federal Laws and Regulations provide for penalties for unauthorized release of certain confidential client/offender information including Federal Regulation 42 CFR (2) and Laws governing certain medical information protected under HIPAA Regulations and he further acknowledges that he will abide by all Federal, State and program regulations regarding the confidentiality of client/offender information and will safeguard sensitive and protected information. This document shall be affixed to and shall become a part of this contract.

Termination of services

Once executed, either party may terminate the proposed contract for services by providing the other party with 30 days prior written notice of intent to terminate the contract.

General Professional Liability –Indemnity Coverage

The provider shall, for the entire term of the contract, carry professional malpractice liability insurance in the amount of at least one million dollars (\$1,000,000) covering acts and omissions and other torts resulting from the provision of the services noted in the contract as awarded. The vendor shall cause their professional insurance carrier to name the Montgomery County Commission, its agents and appointed MCCPCA Board and the Montgomery County Drug Court as well as the Montgomery County 15th Judicial Circuit Courts as additional insured's for the services provided in the contract as awarded.

Contract Duration

The duration of this Contractual Agreement is for one (1) year beginning from date of award of the contract and ending one (1) year thereafter, however, at the election of the Drug Court Coordinator and the Executive Director of the MCCCD, the contract may be extended for up to two additional one year periods. The Vendor may elect to increase the fees charged for services by no more than 5% for any succeeding year (years 2 and 3) of the contract.

If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Once a party files a request for mediation with the other party, the parties shall select a local mediator that is agreeable between the parties and the parties agree to commence such mediation within thirty (30) days of the filing of the request. Either party may terminate the mediation at any time after the first session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. Disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama between the Montgomery County Commission and Provider.

Dated this _____ Day of _____, 2010.

Provider

MONTGOMERY COUNTY COMMISSION

BY: Steve Davis

BY: _____

TITLE: _____

PRINT NAME: Steve Davis

M.C.C.P.C.A Board Chair or Representative

BY: _____

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

AUG 23 2010

August 23, 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-2010-91: Capri Community Film Society, Inc., for Southern Circuit Tour of Independent Filmmakers - \$1,000; (Wilson)
- C-2010-92: Julia's Closet, Inc., for Returning Female Citizens Program - \$500; (Ingram)
- C-2010-93: American Legion Post #210, for Dance Program - \$1,000; (Ingram)
- C-2010-94: Montgomery Ballet, for Promotion of Arts in Education and Arts Opportunities for Citizens of Montgomery County - \$1,000; (Ingram)
- NC-2010-119: City of Montgomery, to be used by BONDS to Support the Woodley Park Neighborhood, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,500; (\$500-Ingram and \$1,000-Wilson)

DLM/tll

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: August 18, 2010

SUBJECT: Invitation to Bid No. 51901-10B-028,
Installation of Lights at the Courthouse

Request approval of award on the above referenced bid to low bid of Mid-South Electric Co., Inc., in the amount of \$6,895.00, be placed on the agenda for the County Commission meeting on August 23, 2010. (copy of spread sheet attached)

This award is for installation of lights in five (5) Circuit Court Courtrooms at the Courthouse.

Coordination of award made with Mr. John A. Mitchell, Sr., and Mr. Paul St. John.

Attachment

Purchasing Department
Montgomery County Commission

[illegible]

5.2

Agenda

AUG 23 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: August 17, 2010

SUBJECT: Invitation to Bid No. 51100-10C-027,
Renovations of 530 S. Lawrence Street
(Family Justice Center)

Request approval of award on the above referenced bid to low bid of David Armster General Contracting in the amount of \$109,567.00, be placed on the agenda for the County Commission meeting on August 23, 2010. (copy of spread sheet attached)

Coordination of award made with Mr. Tommy Lawrence of TCU Consulting Services, LLC.

Attachment

- DO NOT USE COLORED PRINT OR SHADED TABLES -

CERTIFIED TABULATION OF BIDS

PROJECT: Montgomery County
One Place
Family Justice Center

BC PROJECT No. _____
AS TABULATED BELOW, BIDS WERE RECEIVED:
DATE: August 16, 2010 TIME: 10:00a.m.
PLACE: 101 S. Lawrence Street
Purchasing Office

CONTRACTOR	SURETY	BASE BID	BID ALT. #1	BID ALT. #2	REMARKS
Alfa Builders					
Ingram Construction	Western Surety	\$144,142.00	Yes	Yes	
Hutcheson Construction	Travelers	\$110,000.00	No	No	
David Armster General Contracting	Cashiers Check	\$109,567.00	Yes	Yes	
MTS Construction	Grantie E	\$137,151.00	No	No	

I certify that the above bids were received sealed and were publicly opened and read aloud at the time and place indicated and that this is a true and correct tabulation of all bids received for this project.

Sworn and subscribed before me this _____ day of _____

By: _____
Typed or printed Name and Title of Architect or Engineer

Notary Public

L.S.

Signature



TCU CONSULTING SERVICES, LLC
CONSTRUCTION CONSULTANTS

Owner Representation

Program Management

Facilities Planning

Strategic Planning

Construction Claims Consulting

Development Consulting

August 17, 2010

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

Re: Renovation of Family Justice Center – 530 South Lawrence Street for the Montgomery County Commission

Dear Donnie:

I have reviewed the bids received on the above referenced project and recommend that the Commission consider voting to enter into a contract with David Amster General Contracting for the above referenced work. The project bid on August 16, 2010 with bids received from 4 contractors. David Amster General Contracting was the lowest responsive bidder at \$109,567.00. The next lowest bidder was Hutcheson Construction at \$110,000.00.

All bid documents received by the low bidder were in order and there are no findings to indicate that the low bidder was non responsive.

Sincerely,
TCU Consulting, LLC

Thomas L. Lawrence
Program Director

cc: file
John Mitchell
Ken Upchurch
Percy Thomas
Pat Silas
Kelley Pennington

Agenda

AUG 23 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: August 13, 2010

SUBJECT: Project No. 0704-GVA – Montgomery County
Annex 1 Sheriff Renovations

Request approval of the attached final payment to CannDauSon Construction, Inc., on the above referenced project, in the amount of \$121,676.74, be placed on the agenda for the County Commission meeting on August 23, 2010.

All final completion documents have been received and advertisement of completion has been run in the newspaper in accordance with Code of Alabama Public Works Law 39-1-1(f).

Coordination of final payment made with Mr. Tommy Lawrence of TCU Consulting and Mr. Patrick Addison of PH&J Architects, Inc.

Attachment

MCC - Annex 1 - Project No. 07-01-03, 07-01-04, 07-01-05, 07-01-06 

Transmittal - Workflow : 4

Subject: Final Pay Request
Author: Thomas L. (Tommy) Lawrence **Held By:** Thomas L. (Tommy) Lawrence
Date Created: 08.06.2010 07:48am **Date Due:** 08.06.2010 10:00am

To: Montgomery County Commission
Address: Hand Deliver
Montgomery, AL
Attention: Pat Silas
Requested By: GC

We are sending: Application for Payment
Submitted for: Approval, Payment
Sent Via: Attached
Copies: 1
Status: Pending
Remarks: Pat attached is the contractors final pay request in the amount of \$121,676.74, Consent of Surety, copy of Advertisement of Completion and the architect's check list for final payment submittal. I have reviewed the application and recommend that it be presented for payment. Under separate cover you will receive all other closeout documents including warranties and manuals.
Signed: Thomas L. Lawrence



Form Created 08.06.2010 07:48am **To:** Thomas L. (Tommy) Lawrence
CC: Members

BY:_____TCU_____



architects inc.

CONTRACTOR'S SUMMARY

FORMERLY PEARSON, HUMPHRIES, JONES AND ASSOCIATES, INC. ARCHITECTS

P.O. BOX 215 MONTGOMERY, ALABAMA 36101 TELEPHONE (334) 265-8781

SUMMARY OF OWNER-CONTRACTOR ACCOUNT

To: Montgomery Co Commission
PO Box 1667
Montgomery, AL 36102

Attn: Mr. Donnie Mims

PH&J Project: Montg. Co. Annex

Misc. Sheriff Renovations 2007

Project: 0704-GVA

Contractor: CannDauSon Construction. Inc.

We have reviewed the Contractor's Application for Payment (Copy Attached) and have summarized below for your convenience this and previous applications, and the status of this account.

Record of Contract Adjustments

Date	Document	Subject	Add/Deduct Amount	Current Adjusted Contract Sum
	Original Contract			4,867,069.57
09/04/09	Change Order #4	fire dampers, storefront, heat detectors, setting bed, etc.	19,305.09	4,886,374.66
09/24/09	Change Order #5	First floor work	10,248.33	4,896,622.99
11/04/09	Change Order #6	Repair leaks, delete probate area, fire dampers	(12,758.86)	4,883,864.13
11/05/09	Change Order #7	Sales tax savings	(156,362.81)	4,727,501.32

Tabulation of Certified Payments

Pay Contractor >	CannDauSon Construction. Inc.	121,676.74
----------------------------	--------------------------------------	-------------------

[illegible]

PH&J architects, inc.

Distribution: 3 copies to owner

By:

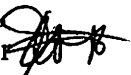
Jennifer Segrest

Agenda

AUG 23 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: John A. Mitchell, Sr. 
Deputy Administrator

DATE: August 18, 2010

SUBJECT: Project No. 08-012 – a New K-9 Facility

Request approval of the attached request for final payment to Ingram Construction, LLC., on the above referenced project, in the amount of \$25,535.29, be placed on the agenda for the County Commission meeting on August 23, 2010.

All final completion documents have been received and advertisement of completion has been run in the newspaper in accordance with Code of Alabama Public Works Law 39-1-1(f).

Coordination of final payment made with Mr. Tommy Lawrence of TCU Consulting.

Attachment

MCC K-9 Kennel**Transmittal - Workflow : 35**

Subject: Ingram Final Invoice
Author: Thomas L. (Tommy) Lawrence **Held By:** Thomas L. (Tommy) Lawrence
Date Created: 08.16.2010 05:31pm **Date Due:** 08.16.2010 05:00pm

To: Montgomery County Commission
Address: Hand Deliver
Montgomery, AL
Attention: John Mitchell
Requested By: Lee Ingram

We are sending: Application for Payment
Submitted for: Approval, Payment
Sent Via: Attached
Action Taken: Approved
Copies: 3
Status: Approved/Completed
Remarks: John I have reviewed the attached pay request and recommend that it be placed in line for payment. We have received the close out documents previously and provided them to Paul St. John. The final change order to reconcile all changes and tax savings has been fully executed along with the Certificate of Substantial Completion.
Attachment: K9 FINAL PAY REQUEST.pdf
Signed: Thomas L. Lawrence

Form Created 08.16.2010 05:31pm **To:** Thomas L. (Tommy) Lawrence
CC: Members

RECEIVED

APPLICATION AND CERTIFICATE FOR PAYMENT

AUG 13 2010

SCHEDULE OF VALUES

BY: ICU

COVER SHEET

ESTIMATE No.	#9 Retainage
DATE:	8/3/2010
Project No.	08-012

TO OWNER: Montgomery County Commission Mrs. Pat Silas P.O.Box 1667 Montgomery, Alabama 36102-1667	PROJECT: A New K-9 Facility for the Montgomery County Commission 8560 US Hwy 331 Montgomery, Alabama 36105
FROM CONTRACTOR: Ingram Construction, LLC L.E. Ingram, Jr. 1775 Taliaferro Trail Montgomery, Alabama 36117 FEIN 20-5933040	ARCHITECT/ENGINEER: Wm. Barry Robinson, Architect Mr. Barry Robinson 521 Herron Street Montgomery, Alabama 36104

DESCRIPTION OF WORK ITEMS	\$	483,953.00
CHANGE ORDER(S) Numbers 1 through 1	\$	8,880.03
TOTAL CONTRACT TO DATE	\$	492,833.03

1. Work Completed to Date per attached Schedule of Values(100%)	\$	492,833.03
2. Stored Materials:		
(Attach list or form ABC C - SM, Inventory of Stored Materials.)		
3. Total Completed Work and Stored Materials	\$	492,833.03
4. Less Retainage 10% of the first 50% of the Contract Sum	(\$	0.00)
5a. Less Cash Discounts.	(\$	0.00)
5b. Less Materials & Property Payments by the Owner.	(\$	178,727.33)
5c. Less Tax Savings.	(\$	
6. Total Due.	\$	314,105.70
7. Less Total Previous Payments	(\$	288,570.41)
8. Balance Due This Estimate.	\$	25,535.29

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 the Owner and that current payment shown herein has not yet been received.

By [Signature] Date 8/3/2010
 Member

Sworn and subscribed before me this 3rd day of August, 2010

[Signature]
 Notary Public

ARWEN FREEMAN
 Notary Public, AL State at Large
 My Comm. Expires 9/12/2010

ARCHITECT'S CERTIFICATION

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

By Wm. Barry Robinson, Architect
 (Architect)

By [Signature]
 Date August 11, 2010

REVIEW AND APPROVALS

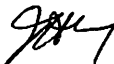
Approved by: _____ (Owner)	Signature _____	Date _____
Approved by: _____ (Owner)	Signature _____	Date _____
Approved by: _____	Signature _____	Date _____

Agenda

AUG 23 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: August 18, 2010

SUBJECT: Project No. 08-012 – a New K-9 Facility

Request approval of the attached request for final payment to Wm. Barry Robinson, Architect, on the above referenced project, in the amount of \$714.00, be placed on the agenda for the County Commission meeting on August 23, 2010.

Coordination of final payment made with Mr. Tommy Lawrence of TCU Consulting.

Attachment

MCC K-9 Kennel**Transmittal - Workflow : 36**

Subject: Architect Invoice
Author: Thomas L. (Tommy) Lawrence **Held By:** Thomas L. (Tommy) Lawrence
Date Created: 08.16.2010 06:06pm **Date Due:** 08.17.2010 06:00pm

To: Montgomery County Commission
Address: hand Deliver
Montgomery, AL
Attention: John Mitchell
Requested By: Robinson

We are sending: Application for Payment
Submitted for: Approval, Payment
Sent Via: Attached
Copies: 3
Status: Pending
Remarks: John I have reviewed the attached architects invoice and recommend that it be placed in line for payment. The architect has completed his contractual obligations relative to closing out the project.
Attachment: K9 ARCH INVOICE FINAL.pdf
Signed: Thomas L. Lawrence

Form Created 08.16.2010 06:06pm **To:** Thomas L. (Tommy) Lawrence
CC: Members

Wm. Barry Robinson, Architect
521 Herron Street
Montgomery, AL 36104
(334) 269-5590
(334) 269-0556 Fax
FED ID #63-1139215

RECEIVED
AUG 03 2010

BY: TCU

INVOICE FOR ARCHITECTURAL SERVICES

TO: Tommy Lawrence
TCU Consulting Servicecs, LLC
P. O. Box 230487
Montgomery, AL 36123

DATE: August 2, 2010

PROJECT: A New K-9 Facility for
The Montgomery County Commission
Snowdoun, Alabama

INVOICE #: EIGHT
PROJECT: 08-012

In accordance with the Owner-Architect agreement there is due at this time for services and reimbursable expenses on the above project for the period ending

08/02/10

\$714.00

THE PRESENT STATUS OF THE ACCOUNT IS:

Lump Sum Fee

\$21,000.00 FEE FOR SERVICES

SERVICES RENDERED TO DATE

DESCRIPTION	% OF FEE		FEE	% COMPLETE	EARNED TO DATE
Schematic Design	15.00%	x	\$21,000.00	x 100.00%	\$3,150.00
Design Development	20.00%	x	\$21,000.00	x 100.00%	\$4,200.00
Construction Documents	40.00%	x	\$21,000.00	x 100.00%	\$8,400.00
Bid	5.00%	x	\$21,000.00	x 100.00%	\$1,050.00
Construction Administration	20.00%	x	\$21,000.00	x 100.00%	\$4,200.00
Reimbursables					

TOTAL FEE EARNED TO DATE

\$21,000.00

LESS PREVIOUS PAYMENTS

\$20,286.00

TOTAL DUE AND PAYABLE UPON RECEIPT

\$714.00

By:

Wm. Barry Robinson, AIA

OK
JLC
720
8-16-10

COMPLETED ACTION DATES	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
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97	98
99	100

SUPERVISOR: W. Robinson, Colonel

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

Pay Grade **\$24,414 - \$34,753 - Grade A03**

Date August 3, 2010

Department Head *RL*

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

Date _____

Appointing Authority

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

2019-01-28 2:55

~~201006-3 PM 3:20~~

ORIGINAL

Agenda

AUG 23 2010

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 171

Proposed Effective Date August 9, 2010

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall Date July 30, 2010
Department Head *DM*

2. Administrative Review
() Approved
() Disapproved

Funding Authority

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

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

2010 AUG -9 PM 2:55

2010 AUG -9 PM 3:26

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 215

Proposed Effective Date August 9, 2010

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall

Date July 30, 2010

Department Head *XH*

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee: _____

Date _____

Appointing Authority

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

POSITION FILL REQUEST

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

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 088

Proposed Effective Date August 9, 2010

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall

Date August 2, 2010

Department Head *AK*

2. Administrative Review

() Approved
 () Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

Date _____

Personnel Director _____

4. Selectee:

Date _____

Appointing Authority _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

AUG 23 2010

Request # 20

Date: August 18, 2010
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: September 8, 2010 Return Date: September 8, 2010
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend ASCPA Course: Excel Hands-On

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

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

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

Department Name: County Commission Fund Name: General

Additional Comments: Registration - 250.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 08/23/10 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:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$22,002.67</u>	
Budget Available:	<u>\$2,997.33</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$2,747.33</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/18/2010

cc: Finance Director / Buyer

12-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 21

Date: August 18, 2010
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: September 24, 2010 Return Date: September 24, 2010
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend 18th Annual Financial Accounting and Auditing Conference

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

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

Total (est.) Cost: \$230.00 Advance Registration Required: \$230.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - 230.00

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

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$230.00 and advance registration of \$230.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$22,002.67</u>
Budget Available:	<u>\$2,997.33</u>
Current Requests:	<u>\$480.00</u>
Budget Balance:	<u>\$2,517.33</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/18/2010

cc: Finance Director / Buyer

12-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 9

Date: August 18, 2010

To: Donald L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama

Departure Date: September 17, 2010

Return Date: September 17, 2010

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend ASCPA Course-ASCPA's Accounting and Auditing Update

Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$165.00 Advance Registration Required: \$165.00

Department Name: Finance Fund Name: General

Additional Comments: _____

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$165.00 and advance registration of \$165.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,800.00</u>	
Approved Requests:	<u>\$824.00</u>	
Budget Available:	<u>\$1,976.00</u>	
Current Requests:	<u>\$165.00</u>	
Budget Balance:	<u>\$1,811.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/18/2010

cc: Finance Director / Buyer

12-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 21

Date: August 18, 2010
To: Donald L. Mims, Administrator
From: Trey Granger
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, Alabama
Departure Date: September 15, 2010 Return Date: September 16, 2010
Conference Leave (Days / Hours): 2 days
Purpose of Travel: to speak at the Alabama Law Institute conference in Tuscaloosa, Alabama

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

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

Total (est.) Cost: \$400.00 Advance Registration Required: \$0.00

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

Additional Comments: Trey will be speaking at the Alabama Law Institute conference so there will be no registration fee - expenses include one night's lodging/meals for two days/and mileage to/from Tuscaloosa, Alabama

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

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the approximate amount of \$400.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51910.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$1,240.34</u>
Budget Available:	<u>\$1,759.66</u>
Current Requests:	<u>\$400.00</u>
Budget Balance:	<u>\$1,359.66</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/18/2010

cc: Finance Director / Buyer

12-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 41

Date: August 5, 2010
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Ft. Myers, Florida
Departure Date: September 19, 2010 Return Date: September 23, 2010
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Advanced Palm Print Comparison Techniques

Traveler (s) Name: 1. Diana Hough 4. _____
2. Mary Beth Shafer 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,725.00 Advance Registration Required: \$800.00

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. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$2,725.00 and advance registration of \$800.00 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>\$14,846.36</u>	
Budget Available:	<u>\$5,153.64</u>	
Current Requests:	<u>\$2,725.00</u>	
Budget Balance:	<u>\$2,428.64</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/5/2010

cc: Finance Director / Buyer

12-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 43

Date: August 9, 2010
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Socorro, New Mexico
Departure Date: September 12, 2010 Return Date: September 18, 2010
Conference Leave (Days / Hours): 7 days
Purpose of Travel: Attend training for Prevention and Response to Suicide Bombing Incidents

Traveler (s) Name: 1. Lieutenant Randy Pollard 4. Corporal Dennis Smithee
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: 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. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$14,846.36</u>
Budget Available:	<u>\$5,153.64</u>
Current Requests:	<u>\$2,825.00</u>
Budget Balance:	<u>\$2,328.64</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/9/2010

cc: Finance Director / Buyer

12-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 18

Date: August 4, 2010

To: Donald L. Mims, Administrator

From: Bruce R. Howell

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Ala. -- Administrative Office of Courts

Departure Date: September 15, 2010

Return Date: September 15, 2010

Conference Leave (Days / Hours): 1 day

Purpose of Travel: Attend AOC sponsored training - Intake officer Certification Course

Traveler (s) Name: 1. Sue Thompson 4. Diane Cooper
2. Lois Caffey 5. _____
3. Charles Glasscock 6. _____

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

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

Department Name: Youth Facility Fund Name: 001-52604-265

Additional Comments: _____

To: Bruce R. Howell

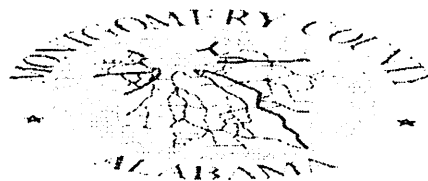
From: Donald L. Mims, Administrator

The above request is app. 08/23/10 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>001-52604.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$4,171.00</u>	
Budget Available:	<u>\$5,829.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$5,829.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/6/2010

cc: Finance Director / Buyer

12-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 2

Date: August 16, 2010
To: Donald L. Mims, Administrator
From: James Williams, Parks and Rec. Supt.
Re: Travel / Training Request



Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: September 15, 2010

Return Date: September 16, 2010

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the 2010 Alabama Recreation and Parks Association Fall Workshop

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

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

Total (est.) Cost: \$359.00 Advance Registration Required: \$75.00

Department Name: Parks and Recreation Fund Name: General

Additional Comments: Registration - 75.00; Hotel - 134.00 + tax; Meals - 150.00

To: James Williams, Parks and Rec. Supt.

From: Donald L. Mims, Administrator

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$359.00 and advance registration of \$75.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>008-57200.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$1,500.00</u>	
Approved Requests:	<u>\$729.52</u>	
Budget Available:	<u>\$770.48</u>	
Current Requests:	<u>\$359.00</u>	
Budget Balance:	<u>\$411.48</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/16/2010

cc: Finance Director / Buyer

12-9

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 9

Date: August 18, 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: Embassy Suites Hotel, Montgomery, AL

Departure Date: October 20, 2010

Return Date: October 20, 2010

Conference Leave (Days / Hours): 1 day / 8 hrs.

Purpose of Travel: Attend AL Society of Professional Land Surveyors 44th Surveying and Mapping
Conference - Alabama Boundary Law

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. 08/23/10 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: 111-53600.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$750.00

Approved Requests: \$0.00

Budget Available: \$750.00

Current Requests: \$250.00

Budget Balance: \$500.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/18/2010

cc: Finance Director / Buyer

12-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 18

Date: August 3, 2010

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: September 19, 2010

Return Date: September 24, 2010

Conference Leave (Days / Hours): 5 Days

Purpose of Travel: Base Manuscript and Section Layouts course.

Traveler (s) Name: 1. Todd Grant 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$275.00 Advance Registration Required: \$275.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration cost.

To: Janet Buskey, Revenue Comm

From: Donald L. Mims, Administrator

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$275.00 is authorized.

To be completed by the Finance Department

Fund Code: 120-51985.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$25,000.00

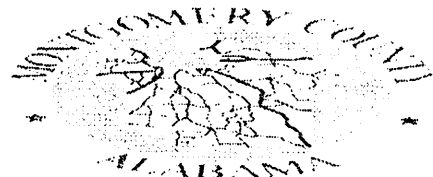
Approved Requests: \$14,930.00

Budget Available: \$10,070.00

Current Requests: \$275.00

Budget Balance: \$9,795.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/11/2010

cc: Finance Director / Buyer

12-11

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

AUG 23 2010

Request # 12

Date: August 13, 2010
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Huntsville, TX
Departure Date: October 17, 2010 Return Date: October 23, 2010
Conference Leave (Days / Hours): Seven days
Purpose of Travel: To attend the National Curriculum Training Institute

Traveler (s) Name: 1. Derrin McNear 4. Edgar Wilson
2. Tracy Pezold 5. Eric Williams
3. Carolyn Green 6. _____

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

Total (est.) Cost: \$10,000.00 Advance Registration Required: \$3,995.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: Registration will be paid from the 2010 budget. Other expense from the
2011 budget.

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$10,000.00 and advance registration of \$3,995.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,500.00</u>	
Approved Requests:	<u>\$11,065.81</u>	
Budget Available:	<u>\$4,434.19</u>	
Current Requests:	<u>\$3,995.00</u>	
Budget Balance:	<u>\$439.19</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/13/2010

cc: Finance Director / Buyer

12-12

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 13

Date: August 13, 2010
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: October 20, 2010 Return Date: October 22, 2010
Conference Leave (Days / Hours): three days
Purpose of Travel: To attend the Annual Court Referral CC Drug Courts Joint Conference

Traveler (s) Name: 1. Paul Brown 4. _____
2. ReBecca Johnson 5. _____
3. Shonda Grissett 6. _____

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

Total (est.) Cost: \$2,150.00 Advance Registration Required: \$525.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____
All expense to be paid from the 2011 budget.

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$2,150.00 and advance registration of \$525.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,500.00</u>	
Approved Requests:	<u>\$11,065.81</u>	
Budget Available:	<u>\$4,434.19</u>	
Current Requests:	<u>\$3,995.00</u>	
Budget Balance:	<u>\$439.19</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/18/2010

cc: Finance Director / Buyer

12-13

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

AUG 23 2010

Request # 18

Date: August 9, 2010
To: Donald L. Mims, Administrator
From: Judge Reese McKinney, Jr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: September 23, 2010 Return Date: September 24, 2010
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Southern Archivists Conference

Traveler (s) Name: 1. Lyn Frazer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$247.40 Advance Registration Required: \$45.00

Department Name: Probate Records Fund Name: 782-51305-499

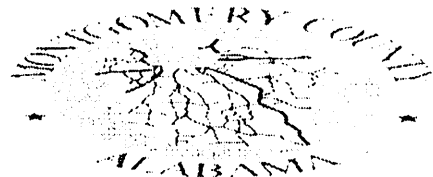
Additional Comments: _____

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

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$247.40 and advance registration of \$45.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>782-51305.499</u> (ex: 000-00000-000)
Description:	<u>Administration Expense</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$15,135.99</u>
Budget Available:	<u>\$9,864.01</u>
Current Requests:	<u>\$247.40</u>
Budget Balance:	<u>\$9,616.61</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/10/2010

cc: Finance Director / Buyer

12-14

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 19

Date: August 9, 2010
To: Donald L. Mims, Administrator
From: Judge Reese McKinney, Jr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: September 22, 2010 Return Date: September 22, 2010
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend "How to Supervise People" Seminar

Traveler (s) Name: 1. Virginia Davis 4. Stacy Manning
2. Vanessa Evans 5. Elizabeth Talley
3. Cathy Mobley 6. _____

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

Total (est.) Cost: \$495.00 Advance Registration Required: \$495.00

Department Name: Probate Fund Name: 783-51350-265

Additional Comments: _____

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

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$495.00 and advance registration of \$495.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>783-51350.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$1,632.70</u>
Budget Available:	<u>\$1,367.30</u>
Current Requests:	<u>\$495.00</u>
Budget Balance:	<u>\$872.30</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/10/2010

cc: Finance Director / Buyer

12-15

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG 23 2010

Request # 20

Date: August 19, 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: September 15, 2010 Return Date: September 17, 2010
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Probate Judges' Training Conference

Traveler (s) Name: 1. Reese McKinney, Jr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$700.00 Advance Registration Required: \$210.00

Department Name: Probate Fund Name: 783-51350-265

Additional Comments: _____

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

The above request is app. 08/23/10 reimbursement of actual and necessary expenses in the
approximate amount of \$700.00 and advance registration of \$210.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>783-51350.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$1,632.70</u>
Budget Available:	<u>\$1,367.30</u>
Current Requests:	<u>\$1,195.00</u>
Budget Balance:	<u>\$172.30</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/19/2010

cc: Finance Director / Buyer

12-16