

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

FEBRUARY 14, 2011

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:

School Superintendent Barbara Thompson
Revenue Commissioner Janet Buskey
Cassandra Crosby and Ron Drinkard with Crosby Drinkard Group, LLC
Executive Director Steve Searcy with One Place Family Justice Center
Chairman Paul Winn and Lewis Figh with Blue Gray National Collegiate Tennis Classic

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 January 24, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider County Tax Levies for the Year 2011
2. Consider Board Member Reappointment to The Waters Improvement District, County Commission
3. Consider Memorandum of Agreement with Auburn Montgomery Center for Government and Public Affairs for Montgomery County Veteran's Court, County Commission
4. Consider Modification of Project Authorization with Environmental-Materials Consultants, Inc., for Continuing Investigation and Remedial Actions of Environmental Issues at Annex III, County Commission
5. Consider Donation of Unusable Blackberry Devices to the Family Sunshine Center and to Verizon Wireless for Repair and donation to Family Sunshine Center, County Commission
6. Consider Payment of 2011 Membership Dues to Montgomery Area Committee of 100 for Chairman Elton N. Dean, Sr., County Commission
7. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Position Fill Requests for Deputy Sheriff Trainee/Deputy Sheriff, Position Numbers 45 and 73, Sheriff's Office
9. Consider Travel/Training Requests (20)

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:

Susan Goldthwaite with Brewbaker Middle School
Commissioners David Pinkston, Janelle Diggs, and John Martin with Cub Scouts and
Boy Scouts of the Tukabatchee Council
Billie Porter with Advanced Disposal
Sonny Cauthen with Cauthen & Associates

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

FEBRUARY 14, 2011

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

FEBRUARY 21, 2011

County Holiday (George Washington /
Thomas Jefferson's Birthday's)

FEBRUARY 28, 2011

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 14, 2011

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 28, 2011

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 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 6 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Correction Officer Sergeant – 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 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 2 Juvenile Detention Supervisor – Youth Facility
Fill action continues for 1 Cook/Mess Steward – Youth Facility

February 14, 2011

Agenda

FEB 14 2011

02-14-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-21-11

Check Number	To	Check Number
214563		214648
Total Checks Paid		\$688,014.44

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

02-14-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-21-11

Check Number	To	Check Number
214649		214735
Total Checks Paid		\$400,899.87

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

02-14-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-28-11

Check Number	To	Check Number
214739		214777
Total Checks Paid		\$210,909.38

CHECK #	PAYEE	AMOUNT	DATE
214736	Auburn University Gov. Svcs.	\$ 525.00	01/24/11
214737	Postmaster – Permit #206	\$ 336.38	01/24/11
214738	ACCMA	\$ 600.00	01/25/11

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

02-14-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 02-04-11

Check Number	To	Check Number
214780		214918
Total Checks Paid		\$419,811.12

CHECK #	PAYEE	AMOUNT	DATE
214778	David Armster, General Contractor	\$ 2,805.57	01/28/11
214779	Postmaster Bulk Mailing	\$ 5,932.74	02/02/11

**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 ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 02-04-11

Check Number	To	Check Number
214919		215080
Total Checks Paid		\$1,635,380.64

**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
01/28/11**

Payroll Check Number	106948	To	Payroll Check Number	107097	\$ 116,708.30
Direct Deposits					\$ 800,119.36
Payroll Check Number	107098	To	Payroll Check Number	107126	\$ 276,983.36
Direct Deposits					\$ 324,728.56
Federal Deposits					\$ 308,164.38
Total Payroll Paid					\$ 1,826,703.96

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
02/11/11

Payroll Check Number	107127	To	Payroll Check Number	107269	\$ 111,732.38
Direct Deposits					\$ 796,677.40
Payroll Check Number	107270	To	Payroll Check Number	107299	\$ 276,635.46
Direct Deposits					\$ 325,119.96
Federal Deposits					\$ 303,218.95
Total Payroll Paid					\$ 1,813,384.15

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

COUNTY TAX LEVIES FOR THE YEAR 2011

RESOLUTION #1

RESOLVED, that it is hereby ordered by the County Commission of Montgomery County, Alabama, that for the purpose of paying the expenses of Montgomery County for the current tax year, there is hereby levied for the tax year 2011, a tax of fifty cents upon each \$100.00 of taxable property in said County liable or subject to taxation for the year 2011, which began with October, 2010.

RESOLUTION #2

RESOLVED, that it is hereby ordered by this County Commission of Montgomery County, that for the purpose of paying any debt or liability now existing incurred for erection, construction or maintenance of necessary public buildings, bridges, or roads, there is hereby levied a special tax of twenty-five cents upon each \$100.00 of taxable property subject to or liable to taxation in said County for the tax year 2011, which began with October, 2010.

RESOLUTION #3

RESOLVED, that it is hereby ordered by the County Commission of Montgomery County, Alabama, that there be and is hereby levied in the County of Montgomery, Alabama, effective on June 1, 1951, an excise tax of one-cent per gallon upon the sale of gasoline and other motor fuels, as defined in said Act of the Legislature of Alabama, approved May 30, 1951. The proceeds of said tax when collected by this Commission, less the cost of the collection of same, shall be paid monthly to the custodian of County school funds of Montgomery County, to be used for the maintenance and operation of the public school system of said Montgomery County, Alabama.

RESOLUTION #4

RESOLVED, that it is hereby ordered and adjudged by the County Commission of Montgomery County, Alabama, at a Regular Meeting of said Commission held in the Commission Chambers, Montgomery County, Alabama, on this Monday, February 14, 2011, that there be and is hereby levied an annual special ad valorem tax to provide funding for the Volunteer Fire Departments who provide services in the unincorporated areas of Montgomery County in the amount of twenty-five cents on each \$100.00 of taxable property in the unincorporated areas of Montgomery County for the fiscal year 2010-2011, in addition to the taxes now authorized. Said tax to be assessed and collected annually for fire and rescue service to be provided within the said unincorporated areas of Montgomery County for said fiscal year, and the Revenue Commissioner of Montgomery County be and is hereby directed to assess the tax herein levied annually as other State ad valorem taxes are assessed and the Revenue Commissioner of said Montgomery County is hereby directed to collect said tax annually as provided and directed by Act No. 93-319 of the Regular Session of the 1993 Legislature of Alabama.

RESOLUTION #5

RESOLVED, that it is hereby ordered and adjudged by the County Commission of Montgomery County, Alabama, at a Regular Meeting of said Commission held in the Commission Chambers, Montgomery County, Alabama, on this Monday, February 14, 2011, that there be and is hereby levied an annual special ad valorem tax to provide funding for the Volunteer Fire Departments who provide services in the unincorporated areas of Montgomery County in the amount of twenty-five cents on each \$100.00 of taxable property in the unincorporated areas of Montgomery County for the fiscal year 2010-2011, in addition to the taxes now authorized. Said tax to be assessed and collected annually for fire and rescue service to be provided within the said unincorporated areas of Montgomery County for said fiscal year, and the Revenue Commissioner of Montgomery County be and is hereby directed to assess the tax herein levied annually as other State ad valorem taxes are assessed and the Revenue Commissioner of said Montgomery County is hereby directed to collect said tax annually as provided and directed by Act No. 2001-449 of the Regular Session of the 2001 Legislature of Alabama.

RESOLUTION # 6

There is hereby levied upon all property and subjects of taxation within Montgomery County for the tax year that began October 1, 2010 (for which tax year taxes become due and payable on October 1, 2011), and for each succeeding tax year thereafter as set forth below, the following:

A special countywide tax at the rate of three and one-half (3-1/2) mills on each dollar of the assessed value of taxable property, for a period of twenty (20) consecutive years beginning with the levy of the tax that began October 1, 2005 (for which first tax year taxes become due and payable on October 1, 2006), pursuant to Section 1 of Amendment No. 3 of the said Constitution and the said election held in Montgomery County, Alabama, on November 2, 2004.

RESOLUTION # 7

There is hereby levied upon all property and subjects of taxation within the Montgomery County School District No. 2 (the boundaries of which are conterminous with the corporate limits of the City of Montgomery), for the tax year that began October 1, 2010 (for which tax year taxes become due and payable on October 1, 2011), and for each succeeding tax year thereafter for the remaining period of fourteen (14) consecutive years a special district school tax at the rate of three and one-half (3-1/2) mills on each dollar of the assessed value of taxable property, beginning with the levy that began October 1, 2005 (for which first tax year taxes become due and payable on October 1, 2006), pursuant to Section 2 of Amendment No. 3 of the said Constitution and the said election held on November 2, 2004.

RESOLUTION #8

There is hereby levied upon all property and subjects of taxation within the Montgomery County School District No. 1 (the boundaries outside the corporate limits of the City of Montgomery excluding the Town of Pike Road) and Montgomery County School District No. 4 (Town of Pike Road) for the tax year that began October 1, 2010 (for which tax year taxes become due and payable on October 1, 2011), a special district school tax at the rate of six and one-half (6-1/2) mills on each dollar of the assessed value of taxable property pursuant to Amendment No. 2 of the said Constitution of the State of Alabama and the said election held on November 7, 2006.

RESOLUTION #9

There is hereby levied upon all property and subjects of taxation within the Montgomery County School District No. 2 (the boundaries inside the corporate limits of the City of Montgomery excluding the areas not receiving all city services) and Montgomery County School District No. 3 (the areas inside the corporate limits of the City of Montgomery not receiving all city services) for the tax year that began October 1, 2010, (for which tax year taxes become due and payable on October 1, 2011) a special district school tax at the rate of three (3) mills on each dollar of the assessed value of taxable property pursuant to Amendment No. 2 of the said Constitution of the State of Alabama and the said election held on November 7, 2006.

ROBERT E.L. GILPIN
RICHARDSON B. MCKENZIE III
GEORGE W. THOMAS
JOHN WARD WEISS
ROBERT M. RITCHEY
SIMEON F. PENTON
CARLA COLE GILMORE
JOHN A. HOWARD, JR.*
DAVIS H. SMITH

D. BRENT WILLS
SARAH S. JOHNSTON
CLINTON D. GRAVES
LESLIE H. PITMAN

OF COUNSEL:
SAMUEL KAUFMAN
GREGG B. EVERETT

* ALSO ADMITTED IN GEORGIA

DIRECT DIAL: (334) 409-2236
E-MAIL: RGILPIN@KGMLEGAL.COM



KAUFMAN | GILPIN | MCKENZIE

KAUFMAN, GILPIN, MCKENZIE, THOMAS, WEISS, PC

Agenda

FEB 14 2011

MONTGOMERY COUNTY
COMMISSION
2011 JAN 11 PM 3:00

January 7, 2011

Mr. Donald L. Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102-1667

Re: The Waters Improvement District -
Resolution Electing Director (Thomas H. Brigham)
Our File No. 7493.1001

Dear Donnie:

The Waters Improvement District (the "District") was established by The Montgomery Commission by a Resolution adopted June 28, 2004.

The term of one of the Directors, Thomas H. Brigham, expired on December 31, 2010. On behalf of the District, we hereby request that Mr. Brigham be reappointed to a full three-year term with a stated expiration date of December 31, 2013. Please forward a copy of the Resolution effecting the reappointment of Mr. Brigham to me upon its adoption.

Thank you for your assistance on this matter. If you have any questions about this request, please do not hesitate to contact me.

Sincerely,

KAUFMAN GILPIN MCKENZIE THOMAS WEISS, PC

Robert E.L. Gilpin

RELG:bsh

Enclosure

H:\WDOX\CLIENTS\7493\1001\00223581.WPD

2660 EASTCHASE LANE SUITE 300 | MONTGOMERY, ALABAMA 36117

MAILING ADDRESS: PO DRAWER 4540 36103-4540

T: 334.244.1111 F: 334.244.1969

WEBSITE: WWW.KGMLEGAL.COM

2-1

**RESOLUTION ELECTING DIRECTOR
TO THE WATERS IMPROVEMENT DISTRICT**

WHEREAS, Thomas H. Brigham has been a member of the Board of Directors of The Waters Improvement District since his appointment by Resolution dated August 9, 2010;

WHEREAS, Thomas H. Brigham's term as a member of the Board of Directors of the District expired on December 31, 2010;

WHEREAS, it has been requested that Thomas H. Brigham continue to serve on said board; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MONTGOMERY COUNTY, ALABAMA, that Thomas H. Brigham be and is hereby appointed to serve on The Waters Improvement District for a three-year term, with term ending December 31, 2013.

STATE OF ALABAMA)
 :
MONTGOMERY COUNTY)

I, Donald L. Mims, Administrator of the County Commission of Montgomery County, Alabama, HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution which was duly adopted by the County Commission of Montgomery County, Alabama, at a regular meeting held the ____ day of _____, 2011.

This is the ____ day of _____, 2011.

Donald L. Mims, Administrator

APPROVED: _____, 2011

The Waters Improvement District

Board of Directors

Members:

Term Expires:

Thomas H. Brigham
Chairman

12/31/2010

James T. Holloway
Chief Administrative Officer

12/31/2012

J. Garrett McNeil
Chief Executive Officer

12/31/2011

FEB 14 2011

MEMORANDUM OF AGREEMENT
BETWEEN
MONTGOMERY COUNTY COMMISSION
AND
AUBURN MONTGOMERY
CENTER FOR GOVERNMENT AND PUBLIC AFFAIRS

Because of an identifiable need for assistance in developing a competitive grant proposal for the Justice and Mental Health Collaboration Program in response to Program Announcement Number PAR-09-153 from the United States Department of Health and Human Services, (hereinafter HHS), National Institute of Health (hereinafter NIH), National Institutes of Mental Health (hereinafter NIMH), the Montgomery County Commission (hereinafter MCC) and the Auburn Montgomery Center for Government and Public Affairs (hereinafter CGOV) have entered into an agreement for provision of these professional services effective the 3rd day of February 2011.

WHEREAS, MCC has authority to enter into an agreement with any private person, organization or group; and,

WHEREAS, MCC has a need for professional services in the area of grant writing and strategic planning;

NOW, therefore, MCC and CGOV, intending to be mutually bound and in consideration of the mutual covenants and stipulations set forth herein, agree as follows.

I. Services to be Provided:

CGOV proposes to partner with MCC, AltaPointe Health Systems, Inc., (hereinafter AHS) and the University of South Alabama College of Medicine (hereinafter USA) as joint applicants to develop and prepare a competitive grant proposal for submission to the "Collaborative R01s for Clinical and Services Studies of Mental Disorders, AIDS and Alcohol Disorders" Program Announcement published by HHS. The proposed collaborative research study seeks funding to develop and implement a five-year, multi-site evaluation project with a telemedicine component to provide psychiatric services to the Montgomery County Veteran's Court in the 15th Judicial Circuit of Alabama and assess treatment outcomes for the target population of justice-involved Veterans.

Deliverables are:

- Development and facilitation of two (2) strategic planning sessions to finalize the collaborative project design;

- HHS, NIH, NIMH “Collaborative R01s for Clinical and Services Studies of Mental Disorders, AIDS and Alcohol Disorders” grant proposal, with a project narrative regarding the:
 - Capacity of the applicant and major project partners, including relevant organizational experience;
 - Project management structure;
 - Project design that reflects existing needs and priorities of the grantor and the applicant;
 - Training and technical assistance strategy;
 - Program evaluation methodology;
 - Project budget and budget justification;
 - Time and task plan for the project period, including milestones; and
 - Any additional elements required by or relevant to the grant proposal.

In formulating the agreement, CGOV staff made specific assumptions. These assumptions include:

1. This proposal encompasses all aspects of the deliverables to be produced. Any litigation-related work such as courtroom testimony and preparation for testifying is not included in this proposal.
2. Any addendums to this Agreement shall have full force as the same.
3. Substantial reliance will be placed upon staff from MCC, AHS and/or USA, to furnish source documentation and other background information necessary to write sections of the grant application, such as development plans or budgetary data related to this project.
4. Staff from MCC and the Montgomery County Veteran’s Court will be available to meet regularly with CGOV staff in order to confirm status on the effort and maintain an awareness of the progress of CGOV staff on the project.
5. CGOV will be responsible for identifying, informing and gaining the compliance of departments, divisions, agencies and partners involved in this effort.
6. Each project partner will be responsible for attesting to and signing any and all assurance requirements and/or certifications related to the grant application.
7. MCC will be responsible for arranging and publicizing any meetings between partner organizations that may be required in submitting the grant proposal.

If any of the above assumptions are not met, the proposed costs may be exceeded.

II. Authorization to Conduct Work:

MCC reserves the right to specifically and overtly authorize CGOV to engage in activities which result in financial liability under the terms of this agreement. CGOV acknowledges that the statement of services to be provided constitutes the general area of work expected to be performed by CGOV and that specific activities to be

performed for which MCC will be charged must be specifically and overtly authorized by the MCC designee in paragraph V and that no other person employed by MCC may implicitly or explicitly authorize work to be paid under this agreement.

III. Period of Agreement:

CGOV proposes to begin work on the project on or before January 15, 2011, and conclude the project no later than October 31, 2011. This timeframe will be maintained provided no significant project delays are imposed on CGOV as a result of scheduling conflicts with MCC.

IV. Financial Arrangements:

CGOV proposes to complete the MCC Veteran's Court grant proposal and two (2) strategic planning sessions for a fixed fee of \$9,500. All fees will be paid by MCC. CGOV will submit monthly invoices in equal payments of \$950.00 each to Mr. Donald Mims, County Administrator, (334) 832-1357, P. O. Box 1667, Montgomery, AL 36102-1667.

The first invoice, pertaining to work completed in January 2011, will be submitted on or around February 15, 2011. The remaining nine invoices, beginning with the February invoice, will be submitted on the last day of the relevant month, and will conclude with the October 2011 invoice.

The cost estimates herein are valid for 30 days following the submission date of February 3, 2011.

V. Single Source Contact:

MCC and CGOV agree that after signatures to this agreement have been obtained, each will designate a single source contact for the purpose of coordination and problem solving during the period of this agreement. The CGOV designee is Amy Hinton. The MCC designee is the Hon. Tracy S. McCooey.

VI. Terms and Conditions:

It is understood and agreed that all terms and conditions are herein included. No verbal agreements of any kind will be binding or recognized. This agreement may be amended by written agreement of the parties.

VII. Personnel Benefits Excluded:

It is understood and agreed that CGOV is an independent contractor and, as such, is not entitled to the benefits of MCC for services provided under this agreement.

VIII. Indemnity

Neither party shall be held responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be entered into by their duly authorized representatives.

AGREED:

Hon. Elton Dean
Chairman
Montgomery County Commission

John G. Veres III
Chancellor
Auburn University at Montgomery

Date

Date



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

TTG

MEMORANDUM

February 9, 2011

TO: Donnie Mims
FROM: Tommy Gallion
RE: Auburn Montgomery Center for Government and Public Affairs
Memorandum of Agreement

I have reviewed your February 8, 2011 memorandum and the Memorandum of Agreement between Montgomery County Commission ("MCC") and Auburn Montgomery Center for Government and Public Affairs ("CGOV"). This agreement is in regards to developing a competitive grant proposal for the Justice and Mental Health Collaboration Program in response to Program Announcement Number PAR-09 from the U.S. Department of Health and Human Services, National Institute of Health and the National Institutes of Mental Health.

This memorandum of agreement provides for the professional services in the area of grant writing and strategic planning. The CGOV proposes to partner with MCC, AltaPointe Health Systems, Inc and the University of South Alabama College of Medicine as joint applicants to develop and prepare a competitive grant proposal for submission. The agreement also provides for two strategic planning sessions.

I noted that the agreement calls for the signature of John Veres, III, Chancellor at Auburn University at Montgomery and I cannot see where Auburn University at Montgomery is a signature party to this agreement (i.e agreement names Auburn Montgomery Center for Government and Public Affairs). I recommend that the signatories needs to be the authorized legal representative of Auburn Montgomery Center for Government and Public Affairs. (See copy attached)

I am of the opinion that the services provided for in this memorandum of 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.

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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

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

FEB 14 2011

January 6, 2011

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer *SK*
Risk Manager

SUBJECT: Modification of Project Authorization with Environmental Materials Consultants

We have continued our investigative actions and air quality testing in Annex III. We have used Environmental Materials Consultants to perform the collection of samples and analyses. None of the sampling methods have volatile organic compounds which exceed their typical concentration ranges. As we continue our sampling and investigation with consulting of a certified industrial hygienist, I would recommend that the budgeting for this work be increased to \$35,000 as outlined in the enclosed Project Authorization form.

I am requesting this item be on the next agenda for the Commission's consideration of approval.

Cc: John Mitchell, Sr.



PROJECT AUTHORIZATION FORM

Project Name: Annex III - IAQ Investigation and Remediation Date: December 17, 2010

Project Location: 101 South Lawrence Street, Montgomery, AL

Proposed Services and Costs: In continuing our investigative and remedial actions regarding the odor and associated symptoms in Purchasing, EMC has/will provide the following services: 1) Collection of five air samples and analyses of those samples for benzene. 2) Collection of two samples of the black sooty substance and analyses of those samples for volatile organic compounds (VOCs). 3) Collection of twelve airborne particulate samples and analyses for mold. 4) Collection of eleven air samples and rush analyses of those samples for VOCs. 5) Cleaning of the black substance from known accessible locations on the first and second floors of Annex III. 6) Collection of five post-cleaning air samples, and analyses of those samples for VOCs. 7) Purchasing an Aircare Systems RA 204 air filtration machine, and installing it in the County's Purchasing Department. 8) Coordination with the EPA regarding our continued air sampling. 9) Collection of twelve air samples using SUMMA canisters, TO-15 analyses of those samples for VOC's and library searches to hopefully match identified compounds with specific products. 10) Consultation with a certified Industrial hygienist regarding the data collected to date and, if he believes it would be helpful, have him perform onsite observations. 11) Collection and analysis of air samples for formaldehyde, carbon monoxide and sewer gas. 12) Coordination and reporting associated with my proposed investigative and remedial services.

The cost of the services through item 9 will be \$26,235.50. The CIH rate is \$120/hour. I do not know how many hours of CIH time will be required, nor do I know what additional coordination will be required. I therefore suggest that \$35,000 be budgeted for this work.

Prepared By: W. Haynes Kelley, Jr.

W. Haynes Kelley, Jr., P.E., President

The proposed services presented above are authorized and the Terms and Conditions which are attached to or shown on the back of this form are accepted.

The Montgomery County Commission
Print or type Client Name (individual, firm or corporation)

P. O. Box 1667, Montgomery, AL 36102
Client Address

Signature of Authorized Representative

Date

Print or type Name of Authorized Representative and Title

TERMS AND CONDITIONS

SCOPE OF SERVICES. Environmental-Materials Consultants, Inc. as an independent consultant, and hereafter referred to as ENGINEER, agrees to provide CLIENT for CLIENT's sole benefit and exclusive use consulting services set forth in EMC's proposal.

STANDARD OF CARE. Services performed by ENGINEER under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document or otherwise.

BILLING AND PAYMENT. CLIENT recognizes that timely payment of ENGINEER's invoices is a material part of the consideration of this AGREEMENT. CLIENT shall pay ENGINEER for services performed in accordance with the rates and charges set forth herein. Invoices will be submitted by ENGINEER from time to time, but no more frequently than every two weeks, and shall be due and payable within fifteen calendar days of invoice date. If CLIENT objects to all or any portion of an invoice, CLIENT shall so notify ENGINEER within fourteen calendar days of the invoice date, identify the cause of disagreement and pay, when due, that portion of the invoice, if any, not in dispute. CLIENT shall pay an additional charge of one-and-one-half percent (or the maximum percentage allowed by law, whichever is lower) of the invoiced amount per month plus collection costs, including reasonable attorney's fees, for any payment received by ENGINEER more than thirty calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute and resolved in favor of CLIENT. Payment thereafter shall first be applied to accrued interest and then to the principal unpaid amount. Payment of invoices is in no case subject to unilateral discounting or set-offs by CLIENT. Application of the percentage rate indicated above as a consequence of CLIENT's late payments does not constitute any willingness on ENGINEER's part to finance CLIENT's operation, and no such willingness should be inferred. If CLIENT fails to pay undisputed invoiced amounts within thirty calendar days of the date of the invoice, ENGINEER may at any time, without waiving any other claim against CLIENT and without thereby incurring any liability to CLIENTS, suspend or terminate this AGREEMENT. If a project is terminated in whole or in part, then ENGINEER shall be paid for services performed prior to receiving or issuing written notice of such termination in addition to ENGINEER's reimbursable expenses and any shutdown costs incurred. Shutdown costs may, at ENGINEER's sole discretion, include completion of analysis and records necessary to document ENGINEER's files and protect ENGINEER's professional reputation. ENGINEER may require, at any time during the pendency of this AGREEMENT, and at its sole discretion, that CLIENT post a letter of credit issued by a federally insured financial institution in an amount sufficient to assure full payment hereunder.

TERMINATION. CLIENT or ENGINEER may terminate this AGREEMENT by notifying the other party. Termination will become effective thirty calendar days after receipt of the termination notice. Irrespective of which party shall effect termination or the cause therefor, CLIENT shall within thirty calendar days of termination remunerate ENGINEER for services rendered and costs incurred. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities, such as demobilization, decontamination and/or disposing of equipment or samples.

DOCUMENTS. CLIENT will furnish or cause to be furnished such reports, data, studies, plans, specifications, documents and other information deemed necessary by ENGINEER for proper performance of ENGINEER's services. ENGINEER may rely upon CLIENT-provided documents in performing the services required under this AGREEMENT; however, ENGINEER assumes no responsibility or liability for their accuracy. CLIENT-provided documents will remain property of CLIENT. All documents, including but not limited to, drawings, specifications, reports, boring logs, field notes, laboratory test data, calculations and estimates, prepared by ENGINEER as instruments of service pursuant to this AGREEMENT, shall be ENGINEER's sole property. CLIENT agrees that all documents of any nature furnished to CLIENT or CLIENT's agents or designees, if not paid for, will be returned upon demand and will not be used by CLIENT for any purpose whatsoever. CLIENT further agrees that under no circumstances shall any documents produced by ENGINEER pursuant to this AGREEMENT be used at any location or for any project not expressly provided for in this AGREEMENT without ENGINEER's prior written permission. If CLIENT uses all or any portion of ENGINEER's work on another project without ENGINEER's permission, CLIENT shall to the maximum extent permitted by law save ENGINEER harmless from any and all claims arising from such unauthorized reuse. Further, no part of any document ENGINEER delivers to CLIENT shall be reproduced or distributed, whether for advertising or any other purpose, without ENGINEER's prior written consent. Any such reproduction or distribution shall be at CLIENT's sole risk and without liability or legal exposure to ENGINEER.

HAZARDOUS SUBSTANCES AND CONSTITUENTS. CLIENT agrees to advise ENGINEER upon execution of this AGREEMENT of any hazardous substances or any conditions existing in, on or near the site presenting a potential danger to human health, the environment, or equipment. CLIENT agrees to provide continuing information as it comes available to the attention of CLIENT in the future. By virtue of entering into this AGREEMENT or of providing services hereunder, ENGINEER does not assume control of, or responsibility for, the site or the person in charge of the site, or

undertake responsibility for reporting to any Federal, State or local public agencies any conditions at the site that may present a potential danger to public health, safety or the environment. CLIENT agrees to notify the appropriate Federal, State or local public agencies as required by law, or otherwise to disclose, in a timely manner, any information that may be necessary to prevent any danger to health, safety or the environment. In connection with hazardous waste, CLIENT agrees to the maximum extent permitted by law to defend, hold harmless and indemnify ENGINEER from and against any and all claims and liability resulting from:

(a) CLIENT's violation of any Federal, State or local statute, regulation or ordinance relating to the disposal of hazardous substances or constituents;

(b) CLIENT's undertaking of or arrangement for the handling, removal, treatment, storage, transportation or disposal of hazardous substances or constituents found or identified at the site;

(c) Changed conditions or hazardous substances or constituents introduced at the site by CLIENT or third persons before or after the completion of services herein.

(d) Allegations that ENGINEER is a handler, generator, operator, treator or storer, transporter, or disposer under the Resource Conservation and Recovery Act of 1976 as amended or any other similar Federal, State or local regulation or law.

UNANTICIPATED CONDITIONS OR HAZARDOUS MATERIALS. Unanticipated conditions or certain types of hazardous materials may exist at a site where there is no reason to believe they could or should be present. ENGINEER and CLIENT agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. ENGINEER and CLIENT also agree that the discovery of unanticipated hazardous materials will make it necessary for ENGINEER to take immediate measures to protect human health and safety, and/or the environment. ENGINEER agrees to notify CLIENT as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. CLIENT encourages ENGINEER to take any and all measures that in ENGINEER's professional opinion are justified to preserve and protect the health and safety of ENGINEER's personnel and the public, and/or the environment, and CLIENT agrees to compensate ENGINEER for the additional cost of such work. In addition, CLIENT waives any claim against ENGINEER, and agrees to indemnify, defend and hold ENGINEER harmless from any claim or liability for injury or loss arising from ENGINEER's encountering of unanticipated hazardous materials or suspected hazardous materials. CLIENT also agrees to compensate ENGINEER for any time spent and expenses incurred by ENGINEER in defense of any such claim, with such compensation to be based upon ENGINEER's prevailing fee schedule and expense reimbursement policy.

RIGHT OF ENTRY. CLIENT shall provide for ENGINEER's right to enter from time to time property owned by CLIENT and/or other(s) in order for ENGINEER to fulfill the scope of services included hereunder. CLIENT understands that use of exploration equipment may cause some damage, the correction of which is not part of this AGREEMENT. CLIENT also understands that the discovery of certain conditions and/or taking preventive measures relative to these conditions may result in reduction of the property's value. Accordingly, CLIENT waives any claim against ENGINEER, and agrees to defend, indemnify and hold ENGINEER harmless from any claim or liability for injury or loss allegedly arising from procedures associated with ENGINEER's activities or discovery of hazardous materials or suspected hazardous materials. In addition, CLIENT agrees to compensate ENGINEER for any time spent or expenses incurred by ENGINEER in defense of any such claim, with compensation to be based upon ENGINEER's prevailing fee schedule and expense reimbursement policy.

DAMAGE AT SITE. ENGINEER will not be liable for any property damage or bodily injury arising from damage to or interference with surface or subterranean structures (including, without limitation, pipes, tanks, telephone cables, etc.) which are not called to ENGINEER's attention in writing and correctly shown on the plans furnished by CLIENT in connection with work performed under this AGREEMENT. CLIENT recognizes that the use of exploration and test equipment may unavoidably affect, alter or damage the terrain and effect subsurface, vegetation, buildings, structures and equipment in, at or upon the site. CLIENT accepts the fact that this is inherent to ENGINEER's work and will not hold ENGINEER liable or responsible for any such effect, alteration or damage.

SAMPLING AND TESTING LOCATIONS. The fees included in ENGINEER's Proposal do not include costs associated with surveying of the site and/or facility to determine accurate horizontal and vertical location of tests. If surveying is required, cost of surveying will be paid by CLIENT. Field tests or boring locations described in report or shown on sketches are based on specific information furnished by others or estimates made in the field by personnel. Such dimensions, depths or elevations are approximations.

DISPOSAL OF SAMPLES. Samples obtained from the PROJECT site are the property of CLIENT. ENGINEER shall preserve such samples for no longer than forty-five calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is CLIENT's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples

from ENGINEER's custody and transporting them to a disposal site. CLIENT is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. Due to the risks to which ENGINEER is exposed, CLIENT agrees to waive any claim against ENGINEER, and to defend, indemnify and hold ENGINEER harmless from any claim or liability for injury or loss arising from ENGINEER's containing, labeling, transporting, testing, storing or other handling of contaminated samples. CLIENT also agrees to compensate ENGINEER for any time spent and expenses incurred by ENGINEER in defense of any such claim, with such compensation to be based upon ENGINEER's prevailing fee schedule and expense reimbursement policy.

FIELD PERFORMANCE. The presence of ENGINEER's field personnel either full- or part-time will be for the purpose of providing observation and field testing of specific aspects of the project. Should a contractor be involved in the project, ENGINEER's work does not include supervision or direction of the actual work of the contractor, his employees or agents. The contractor should be so advised. The contractor should also be informed that neither the presence of ENGINEER field representative nor the observation and testing by ENGINEER shall excuse contractor in any way for defects discovered in contractor's work. It is agreed that ENGINEER will not be responsible for job or site safety on the project and that ENGINEER does not have the right to stop the work of the contractor.

PUBLIC LIABILITY. ENGINEER maintains workers' compensation and employer's liability insurance for ENGINEER's employees as required by State laws. In addition, ENGINEER maintains comprehensive general liability with limits of \$1,000,000 and auto liability insurance with limits of \$1,000,000. A Certificate of Insurance can be supplied evidencing such coverage. ENGINEER will not be liable or responsible for any loss, damage or liability beyond the amounts, limits, coverage or conditions of such insurance specified above. In the event any third party brings suit or claim for damages against ENGINEER alleging exposure to or damage from material, elements or constituents at or from CLIENT's facility before, during or after the services of this AGREEMENT, which is alleged to have resulted in or caused disease or any adverse health condition to any third party or resulting in cost for remedial action, uninhabitability of the property or other property damage, then: CLIENT agrees to defend ENGINEER in any such suit or claim and pay, on ENGINEER's behalf, any judgment resulting against ENGINEER, including any interest thereon. Further, CLIENT, with ENGINEER's concurrence, will select, hire and pay an attorney to defend any such suit or claim, will pay Court costs for which ENGINEER may be liable in any such suit and will bear and pay litigation expenses CLIENT incurs in providing a reasonable and professional defense which will be provided by CLIENT according to prevailing local standards. CLIENT will have the right to investigate, negotiate and settle, with ENGINEER's concurrence, any such suit or claim, and ENGINEER will cooperate in the defense of any such suit or claim.

PROFESSIONAL LIABILITY. CLIENT agrees to limit ENGINEER's liability to CLIENT or any third party arising from negligent professional acts, errors or omissions, such that our total aggregate liability shall not exceed \$50,000 or ENGINEER's total fee, whichever is greater.

CLAIMS. In the event CLIENT makes any claim against ENGINEER at law or otherwise, for any alleged error, omission or injurious act arising out of the performance by ENGINEER of services pursuant to this AGREEMENT, which cannot be mutually resolved without resort to litigation, and CLIENT fails to prove such claim, then: CLIENT shall pay all costs incurred by ENGINEER in defending itself against claim, including without limitation, ENGINEER's personnel-related costs, attorney fees, court costs and other claim-related expenses, including without limitation, costs, fees and expenses of experts. CLIENT agrees that for purposes of this AGREEMENT it has failed to prove its claim when any judgment obtained by it is for a sum of money less than the maximum sum offered in writing by ENGINEER to resolve the matter prior to commencement of trial.

SEVERABILITY. Any element of this AGREEMENT held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force.

SURVIVAL. All obligations arising prior to the termination of this AGREEMENT and all provisions of this AGREEMENT allocating responsibility or liability between CLIENT and ENGINEER shall survive the completion of the services hereunder and their termination of this AGREEMENT.

INTEGRATION. This AGREEMENT comprises a final and complete repository of understandings between CLIENT and ENGINEER. It supersedes all prior or contemporaneous communications, representations or agreements, whether oral or written, relating to the subject matter of this AGREEMENT. CLIENT and ENGINEER agree that modifications to this AGREEMENT shall not be binding unless made in writing and signed by an authorized representative of each party.

GOVERNING LAW. The law of the State of Alabama governs the validity of this AGREEMENT, its interpretation and performance, and remedies for contract breach or any other claims related to this AGREEMENT.

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

MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1818



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

FEB 14 2011

January 4, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

SUBJECT: Disposal of Unusable Blackberry Devices

Lou Ialacci, Information Systems Director, has submitted a proposal to dispose of unusable Blackberry devices. The Information Systems department has 36 devices that are not in use and are sitting in storage. Lou Ialacci would like to donate these devices to the Family Sunshine Center as part of their ongoing service to the Montgomery community.

The Blackberry devices have no significant resale value to the County and have been replaced with free upgraded equipment as part of our service contract. Therefore there will be no monetary loss to the County in making this donation.

I will be available to discuss this request during the information session on January 10, 2011.

JAM/rw

Attachment

Memo

To: John Mitchell
From: Lou Ialacci
CC: ShaKenda Darrington, Rose Pyron
Date: December 23, 2010
Re: Disposal of Unusable Blackberry Devices

The Information Systems Department has thirty- six (36) old or damaged Blackberry devices that can be donated to the Family Sunshine Center and Verizon Wireless.

There are twenty-six of the older outdated model devices that are functional and can be utilized by the Family Sunshine Center. The devices are available as a result of new models being provided to the County at no cost as part of our governmental contract. The balance are defective or missing parts that Verizon will take back as part of their program to refurbish the devices and donate them to the Family Sunshine Center as well.

The devices have no meaningful resale value. The equipment is currently taking up storage space when they can be used to aid a very important cause. Shakenda has made sure all information has been totally removed from all the devices. She will work with Laura Reid, Clinical Service Manager at the Family Sunshine Center to ensure the devices are utilized correctly.

I recommend that the equipment be donated to the Family Sunshine Center and Verizon Wireless to assist them in their community services.

Thank you

FEB 14 2011

**MONTGOMERY AREA COMMITTEE OF 100
P.O. Box 79
MONTGOMERY, AL 36101
(334) 240-9430**

2011 JAN 11 PM 2:58

INVOICE

January 7, 2011

Commissioner Elton Dean
Dean Realty
3550 Audubon
Montgomery, AL
36111

Description:	Amount Due
2011 Dues	\$500

PAYMENT DUE UPON RECEIPT

Make check payable to: The Montgomery Area Committee of 100

**Mail to Attn: Charlotte Smith
P.O. Box 79
Montgomery, AL 36101**

**COPY Mailed to:
Donnie Mims
Montgomery County Commission**

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-tla.org

Agenda

FEB 14 2011

February 14, 2011

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-2011-42: Central Alabama Aging Consortium, for Programs at the Senior Citizens Center in the Dublin Community - \$500 (Ingram)
- C-2011-43: Montgomery Area Council on Aging (MACOA), for Meals on Wheels Program for Homebound Seniors - \$1,000; (Ingram)
- C-2011-44: Dusty Trails Horse Rescue, Inc., for Equine Rescue, Rehabilitation, Education and Adoption Services - \$500; (Ingram)
- NC-2011-49: Alabama Cooperative Extension System, for the 4H Livestock Show - \$1,500; (Ingram-\$500, Williams-\$500 and Wilson-\$500)

DLM/tll

D.T. MARSHALL, SHERIFF



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

Agenda

FEB 14 2011

January 5, 2011

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Early Fill Request
Deputy Sheriff Trainee Positions

Presently, the Montgomery County Sheriff's Office has one opening for Deputy Sheriff. In addition, we have a Deputy who will retire effective March 1, 2011. Her last day of work will be February 28, 2011.

The Academy is scheduled to begin March 4, 2011, for APOST training of new law enforcement officers for this area. It is important that we be allowed to fill these two openings early enough that all background investigations can be completed prior to the start of the Academy. APOST requires that applications must be completed and submitted to APOST three weeks prior to the start of the Academy. If we are not able to fill these positions at this time, it will be approximately a year before we could get additional Deputy Sheriffs trained and on the street.

It is for these reasons that I am requesting that the County Commission allow the Montgomery County Sheriff's Office to fill these positions immediately. If you have any questions regarding this matter, please do not hesitate to let me know. Your assistance in this matter will be appreciated.

DTM/tb

Attachments (Position Fill Requests) 2

2011 JAN -5 AM 10:28

MONTGOMERY COUNTY
SHERIFF'S OFFICE

Antonio Collins

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: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 045

Proposed Effective Date January 10, 2010

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D T Marshall
Department Head JA

Date December 28, 2010

2. Administrative Review

() Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

COPY

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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 Deputy Sheriff Trainee / Deputy Sheriff

Position Number 073

Proposed Effective Date January 10, 2011

Type of Appointment (☒) Permanent () Temporary

Recruiting

() Promotional Register () Transfer

(☒) Open Competitive Register () Reemployment

Pay Grade Deputy Sheriff Trainee - \$35,066 (PS104)

Deputy Sheriff - \$36,186 - \$45,139 (PS1)

D T Marshall

Department Head AT

Date January 5, 2011

2. Administrative Review

() Approved

() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates

Open-Competitive _____ Candidates

Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee: _____

Appointing Authority

Date _____

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 14

Date: February 10, 2011
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: February 16, 2011 Return Date: February 16, 2011
Conference Leave (Days / Hours): 4 Hours
Purpose of Travel: to attend 2011 ACCA District Meeting

Traveler (s) Name: 1. Jiles Williams 4. Donald Mims
2. Dimitri Polizos 5.
3. Reed Ingram 6.

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

Total (est.) Cost: \$80.00 Advance Registration Required: \$80.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$20.00/person

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

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$80.00 and advance registration of \$80.00 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>\$22,500.00</u>
Approved Requests:	<u>\$16,059.72</u>
Budget Available:	<u>\$6,440.28</u>
Current Requests:	<u>\$80.00</u>
Budget Balance:	<u>\$6,360.28</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/10/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 6

Date: January 18, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: March 6, 2011 Return Date: March 9, 2011
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Association of Alabama Tax Administrators Mid-Winter Conference 2011

Traveler (s) Name: 1. Janet Buskey 4. _____
2. Allyson Holland 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,303.52 Advance Registration Required: \$300.00

Department Name: Revenue Fund Name: General Fund

Additional Comments: Cost includes travel, lodging and food.

To: Janet Buskey, Revenue Comm
From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$2,303.52 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$6,900.00</u>	
Approved Requests:	<u>\$1,690.00</u>	
Budget Available:	<u>\$5,210.00</u>	
Current Requests:	<u>\$2,303.52</u>	
Budget Balance:	<u>\$2,906.48</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/27/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 2

Date: January 28, 2011
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: March 7, 2011 Return Date: March 9, 2011
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Certified Chemical Weapons Instructor School

Traveler (s) Name: 1. Jackie Kendrick 4. _____
2. Cedric Grant 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,500.00 Advance Registration Required: \$800.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$1,500.00 and advance registration of \$800.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$4,085.18</u>	
Budget Available:	<u>\$15,914.82</u>	
Current Requests:	<u>\$1,500.00</u>	
Budget Balance:	<u>\$14,414.82</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/1/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

FEB 14 2011

Request # 3

Date: January 28, 2011
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: February 21, 2011 Return Date: February 25, 2011
Conference Leave (Days / Hours): 5 days
Purpose of Travel: SSGT Grappling Instructor Course Level I Training

Traveler (s) Name: 1. Diane Lewis 4. _____
2. Timothy McLoyd 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,100.00 Advance Registration Required: \$900.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$2,100.00 and advance registration of \$900.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$4,085.18</u>
Budget Available:	<u>\$15,914.82</u>
Current Requests:	<u>\$3,600.00</u>
Budget Balance:	<u>\$12,314.82</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/1/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 4

Date: January 28, 2011
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: September 13, 2011 Return Date: September 17, 2011
Conference Leave (Days / Hours): 5 days
Purpose of Travel: PPCT Defensive Tactics Instructor Course

Traveler (s) Name: 1. De'Angelo Surls 4. _____
2. Horton Owens 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,200.00 Advance Registration Required: \$400.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.00 and advance registration of \$400.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$4,085.18</u>	
Budget Available:	<u>\$15,914.82</u>	
Current Requests:	<u>\$4,800.00</u>	
Budget Balance:	<u>\$11,114.82</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 2/1/2011
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 5

Date: February 10, 2011
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Florence, AL
Departure Date: March 23, 2011 Return Date: March 25, 2011
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Wanda Robinson 4. _____
2. Etta Matthews 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$550.00 Advance Registration Required: \$30.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$550.00 and advance registration of \$30.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$4,085.18</u>	
Budget Available:	<u>\$15,914.82</u>	
Current Requests:	<u>\$5,350.00</u>	
Budget Balance:	<u>\$10,564.82</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/10/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 5

Date: January 31, 2011
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Ala.
Departure Date: February 23, 2011 Return Date: February 25, 2011
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend Annual Alabama Social Work Conference

Traveler (s) Name: 1. Dr. Warren Brantley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: CEU's for license

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is 2/14/2011 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>\$5,000.00</u>	
Approved Requests:	<u>\$1,247.23</u>	
Budget Available:	<u>\$3,752.77</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$3,752.77</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/1/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

FEB 14 2011

Request # 6

Date: Sept. 16, 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.
Departure Date: February 15, 2011 Return Date: February 17, 2011
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend "Offender Workforce Development" seminar

Traveler (s) Name: 1. Mary Jeter 4. _____
2. Rosalyn Godwin 5. _____
3. _____ 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: This is free offender employment training offered by the U. S. Probation Office

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is 2/14/2011 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>\$5,000.00</u>	
Approved Requests:	<u>\$1,247.23</u>	
Budget Available:	<u>\$3,752.77</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$3,752.77</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/8/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 5

Date: February 3, 2011
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Fairfield Inn & Suites - Orange Beach, AL

Departure Date: March 7, 2011

Return Date: March 9, 2011

Conference Leave (Days / Hours): 30 hrs.

Purpose of Travel: Attend Alabama Vector Management Society Annual Meeting

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

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

Total (est.) Cost: \$650.00 Advance Registration Required: \$75.00

Department Name: Engineering Dept.-Mosquito Control Fund Name: General Fund-001-55600-265

Additional Comments: Includes registration, lodging mileage & meals

To: George C. Speake, County Engineer

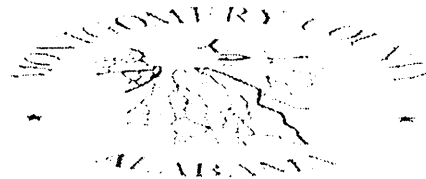
From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$650.00 and advance registration of \$75.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-55600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$750.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$750.00</u>	
Current Requests:	<u>\$650.00</u>	
Budget Balance:	<u>\$100.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/3/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 10

Date: February 2, 2011
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager *SK*
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alexandria, VA
Departure Date: March 10, 2011 Return Date: March 11, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to meet with PRIMA Board of Directors

Traveler (s) Name: 1. Scott Kramer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Risk Management Fund Name: General Liability

Additional Comments: All expenses paid by PRIMA

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

The above request is app. 02/14/11 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>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$16,000.00</u>	
Approved Requests:	<u>\$1,982.00</u>	
Budget Available:	<u>\$14,018.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$14,018.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/3/2011

cc: Finance Director / Buyer

9-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

FEB 14 2011

Request # 11

Date: February 2, 2011
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

SK

Request approval to be granted for the following:

Destination: Portland, OR
Departure Date: June 5, 2011 Return Date: June 8, 2011
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend PRIMA Annual Conference 2011

Traveler (s) Name: 1. Scott Kramer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$570.00 Advance Registration Required: \$570.00

Department Name: Risk Management Fund Name: General Liability

Additional Comments: Registration Fee - \$570.00; Other Expenses to be paid by PRIMA - \$1400

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$570.00 and advance registration of \$570.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$16,000.00</u>	
Approved Requests:	<u>\$1,982.00</u>	
Budget Available:	<u>\$14,018.00</u>	
Current Requests:	<u>\$570.00</u>	
Budget Balance:	<u>\$13,448.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/3/2011

cc: Finance Director / Buyer

9-11

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 5

Date: January 24, 2011
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: April 7, 2011 Return Date: April 8, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Attacking & Defending an Appraisal in Litigation Class

Traveler (s) Name: 1. Dona Wright 4. _____
2. Debbie Richardson 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration cost.

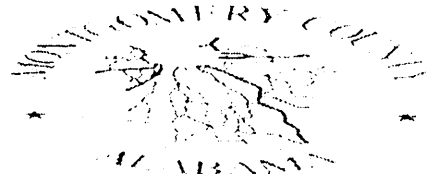
To: Janet Buskey, Revenue Comm
From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$725.00 and advance registration of \$725.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$17,500.00</u>	
Approved Requests:	<u>\$1,613.00</u>	
Budget Available:	<u>\$15,887.00</u>	
Current Requests:	<u>\$725.00</u>	
Budget Balance:	<u>\$15,162.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/25/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 3

Date: January 28, 2011
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Jefferson Davis High School, Montgomery, AL

Departure Date: February 17, 2011 Return Date: February 17, 2011

Conference Leave (Days / Hours): 4 hours

Purpose of Travel: to attend Career Fair from 8:30 am - 12:30 pm in order to recruit qualified applicants.

Traveler (s) Name: 1. Shenita Mitchell 4. _____
2. Blanche Ford 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 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>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,502.60</u>	
Budget Available:	<u>\$11,497.40</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,497.40</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/31/2011

cc: Finance Director / Buyer

9-13

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

FEB 14 2011

Request # 4

Date: January 28, 2011
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Eastdale Mall, Montgomery, AL

Departure Date: March 30, 2011 Return Date: March 30, 2011

Conference Leave (Days / Hours): 4 Hours

Purpose of Travel: to attend Alabama Works 2011 WSFA Job Fair from 11:00 am - 3:00 pm
to recruit qualified applicants.

Traveler (s) Name: 1. Shenita Mitchell 4. _____
2. Karen Cason 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: Personnel Fund Name: Merit System

Additional Comments: Please charge to RECRUITING account # 123-51961-190

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 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>123-51961.190</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$751.07</u>	
Budget Available:	<u>\$1,248.93</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$998.93</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/31/2011

cc: Finance Director / Buyer

9-14

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 5

Date: January 28, 2011
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alabama State University, Montgomery, AL

Departure Date: April 8, 2011

Return Date: April 8, 2011

Conference Leave (Days / Hours): 4 Hours

Purpose of Travel: to attend Spring 2011 Career Fair to recruit qualified applicants.

Traveler (s) Name: 1. Shenita Mitchell 4. _____
2. Karen Cason 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: \$300.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Please charge to RECRUITING account # 123-51961-190

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961.190</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$751.07</u>	
Budget Available:	<u>\$1,248.93</u>	
Current Requests:	<u>\$550.00</u>	
Budget Balance:	<u>\$698.93</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/31/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 6

Date: 2.9.11
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Maxwell Air Force Base, Montgomery, AL

Departure Date: 4.28.11

Return Date: 4.28.11

Conference Leave (Days / Hours): 4.5 hours

Purpose of Travel: to attend "2011 Maxwell-Gunter Employment Expo" from 9:30 am - 2:00 pm
in order to recruit qualified applicants.

Traveler (s) Name: 1. Shenita Mitchell 4. _____
2. Karen Cason 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$0.00

Advance Registration Required: \$0.00

Department Name: Personnel

Fund Name: Merit System

Additional Comments: There is no cost to attend this job fair.

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 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>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,502.60</u>	
Budget Available:	<u>\$11,497.40</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,497.40</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/9/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

FEB 14 2011

Request # 7

Date: 2.9.11
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Destin, Florida
Departure Date: July 12, 2011 Return Date: July 15, 2011
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Alabama Association of Public Personnel Administrators Conference

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

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

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$1,150.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,502.60</u>	
Budget Available:	<u>\$11,497.40</u>	
Current Requests:	<u>\$1,150.00</u>	
Budget Balance:	<u>\$10,347.40</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/9/2011

cc: Finance Director / Buyer

9-17

Montgomery County Commission
Travel / Training Request Approval

Agenda

FEB 14 2011

Request # 3

Date: January 26, 2011
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 27200 Perdido Beach Blvd, Orange Beach, AL, 36561
Departure Date: February 15, 2011 Return Date: February 17, 2011
Conference Leave (Days / Hours): three days
Purpose of Travel: To attend the State and Local Law Enforcement Training Symposium

Traveler (s) Name: 1. Carolyn Green 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: \$0.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,500.00</u>	
Approved Requests:	<u>\$8,630.00</u>	
Budget Available:	<u>\$6,870.00</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$6,620.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/26/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

FEB 14 2011

Request # 4

Date: February 8, 2011
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 2358 Fairlane Drive, Building D Montgomery, AL

Departure Date: February 15, 2011 Return Date: February 17, 2011

Conference Leave (Days / Hours): three days

Purpose of Travel: To attend an Offender Employment Specialist Training

Traveler (s) Name: 1. Edgar Wilson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 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>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,500.00</u>	
Approved Requests:	<u>\$8,630.00</u>	
Budget Available:	<u>\$6,870.00</u>	
Current Requests:	<u>\$250.00</u>	
Budget Balance:	<u>\$6,620.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/9/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

FEB 14 2011

Request # 5

Date: February 10, 2011
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 1600 Interstate Park Dr. Montgomery, AL

Departure Date: April 5, 2011

Return Date: April 6, 2010

Conference Leave (Days / Hours): two days

Purpose of Travel: To attend a Microsoft Excel Seminar

Traveler (s) Name: 1. Edgar Wilson 4. _____
2. ReBecca Johnson 5. _____
3. Charlie Martin 6. _____

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

Total (est.) Cost: \$384.00 Advance Registration Required: \$384.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 02/14/11 reimbursement of actual and necessary expenses in the
approximate amount of \$384.00 and advance registration of \$384.00 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>\$8,630.00</u>	
Budget Available:	<u>\$6,870.00</u>	
Current Requests:	<u>\$634.00</u>	
Budget Balance:	<u>\$6,236.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/10/2011

cc: Finance Director / Buyer

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