

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 28, 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:

CEO Jackie Bushman and President Lewis Figh with Buckmasters
General Manager Steve Barber and Service Manager Bryan Clark with Norment Security
Group, Inc.
General Manager Billie Porter with Advanced Disposal

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 14, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Contract Agreement with Montgomery Area Chamber of Commerce Regarding Management of Federal Issues Impacting the Growth and Development of Montgomery County, County Commission
2. Consider Preventative Maintenance Contract on Security System at Various County Buildings, County Commission
3. Consider Contract Renewal with Rivertree Systems, Inc., for External Audit Services, Tax and Audit
4. Consider Liquor License to Sip & Save, County Commission
5. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
6. Consider Bid Award for Preventive Maintenance on HVAC and Controls at the Youth Facility, Bid Number 52602-11B-004, Youth Facility
7. Consider Budget Change Request Number 15, County Commission
8. Consider Budget Change Request Number 14, Parks and Recreation Department
9. Consider Budget Change Request Number 1, Probate Judge's Office, Election Center
10. Consider Position Fill Request for Clerk Typist II, Position Number 006, Engineering Department
11. Consider Position Fill Request for Application Development Manager, Position Number 015, Information Systems
12. Consider Position Fill Request for Food Service Supervisor, Position Number 046, Youth Facility
13. Consider Travel/Training Requests (4)

OLD BUSINESS:

14. Consider Board Member Appointment to Montgomery County Community Punishment and Corrections Authority, County Commission

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

MARCH 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.

APRIL 11, 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.

APRIL 25, 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.

MAY 9, 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.

MAY 23, 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 Applications Development Manager – Information System
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 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 1 Juvenile Detention Supervisor – Youth Facility

Fill action continues for 1 Cook/Mess Steward – Youth Facility

March 28, 2011

03-28-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-11-11

Check Number	To	Check Number
215667		215700
Total Checks Paid		\$327,775.43

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

Agenda

MAR 28 2011

03-28-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-18-11

Check Number	To	Check Number
215703		215824
Total Checks Paid		\$525,268.37

CHECK #	PAYEE	AMOUNT	DATE
215701	Appraisal Institute	\$ 700.00	03/11/11
215702	CDW-Government Inc.	\$ 343.57	03/11/11

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 03-18-11

Check Number	To	Check Number
215825		215918
Total Checks Paid		\$470,202.56

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 03-18-11

Check Number	To	Check Number
215919		215923
Total Checks Paid		\$20,445.00

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

03-28-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 03-25-11

Check Number	To	Check Number
215926		215968
Total Checks Paid		\$103,459.83

CHECK #	PAYEE	AMOUNT	DATE
215924	Napa Auto Parts	\$ 189.60	03/18/11
215925	Postmaster – Permit# 206	\$ 344.96	03/21/11

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

03-28-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-25-11

Check Number	To	Check Number
215969		215982
Total Checks Paid		\$214,753.66

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
03/25/11**

Payroll Check Number	107658	To	Payroll Check Number	107802	\$ 108,909.22
Direct Deposits					\$ 784,290.19
Payroll Check Number	107803	To	Payroll Check Number	107833	\$ 274,720.38
Direct Deposits					\$ 323,735.59
Federal Deposits					\$ 300,461.59
Total Payroll Paid					\$ 1,792,116.97

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DATE</u>
107656	Employees Retirement Sys. of AL	\$55.12	03/11/11
107657	Central United Life Ins. Co.	\$404.24	03/11/11

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

March 10, 2011

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

Dear Donnie:

Please find enclosed an executed contract between Montgomery County and the Montgomery Area Chamber of Commerce in the amount of \$30,000. The contract deals expressly with the Chamber's management of federally related issues to positively impact the growth and development of Montgomery County.

Pending the County's execution of said contract, the Chamber hereby requests the release of the first installment of \$15,000 under the terms of the contract effective April 1, 2011.

As always, thank you for your support of the Chamber's mission to create jobs and a better quality of life for the citizens of Montgomery County.

Sincerely,



PAUL J. REDHEAD
Vice President, Administration

Encl.



2011 MAR 10 AM 10:36

MONTGOMERY
AREA CHAMBER OF COMMERCE

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

CONTRACT AGREEMENT

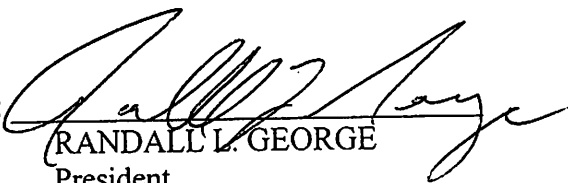
WITNESS THIS AGREEMENT by and between the Montgomery County Commission, a body corporate and political, hereinafter referred to as the County, and Montgomery Area Chamber of Commerce, Inc. hereinafter referred to as The Chamber, for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

The County agrees to pay to the Chamber for a term of six (6) months, commencing April 1, 2011 through September 30, 2011, a sum of \$30,000 which shall be paid in two (2) installments of \$15,000.00 with the first payment issued in April 2011 and second payment issued in July 2011.

The Chamber will utilize these funds for the management of federal issues impacting the growth and development of Montgomery County.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this instrument to be duly executed on this 1st day of April 2011.

Montgomery Area Chamber of Commerce

By: 
Its: RANDALL L. GEORGE
President
P.O. Box 1667
Montgomery, Alabama 36101

Montgomery County Commission

By: _____
Its: ELTON N. DEAN, SR.
Chairman, County Commission
P.O. Box 79
Montgomery, Alabama
36102-1667

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
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www.mc-ala.org

Agenda

MAR 28 2011

March 21, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Preventative Maintenance Contract with Norment Security Group

During the County Commission Information Session on March 14, 2011, representatives with Norment Security Group, Inc., made their second presentation to the Commission regarding a preventative maintenance contract on security systems for various county buildings, which contain three savings options. After discussion, the Commission instructed for this item to be placed on the next agenda, at which time you will decide on which of the three options to select.

DLM/tn

March 8, 2011

Montgomery County Sheriff's Department
250 S. McDonough St
Montgomery, AL 36104

Re: Service Contracts for security systems

Mr. Mims,

We have previously proposed to provide full parts and labor as well as preventative maintenance on the old and new jail electronic security system and security locks for \$140,992.00 per year.

In an effort to propose several cost saving alternatives we offer the following as reductions to the old and new jail full coverage pricing of \$140,992.00 per year:

1. Deletion of material coverage. All material cost for replacement parts and new equipment associated with service calls for the old and new jails will be billed to customer. Savings: **\$35,248 per year.**
2. Deletion of preventative maintenance for the old and new jail electronic security system and security locks. No preventative maintenance would be provided. Savings: **\$21,149.00 per year.**
3. Deletion of 24/7 service call response. Service calls would be performed during normal business hours, Monday thru Friday, 8 AM to 5 PM. Service calls performed after hours or on weekends would be billed to the customer at a rate of \$90 per hour. Savings: **\$28,198.00 per year.**

If all three saving options are taken the total cost of the service contract for both the old jail and the new jail would be \$56,397.00 per year. Please contact me if you have any questions.

Sincerely,



Steven Barber
General Manager
Norment Security Group, Inc.

Cc File

Clarification Notes:

If option 1 deduction is taken, Norment will bill the County for material cost or replacement parts. As a service contract customer, this material would be sold to the County at a 10% discount off of our normal list pricing.

The preventative maintenance portion includes testing, adjusting, cleaning and lubricating every security swing and sliding lock in both the old and the new jail. Additionally, it would include cleaning all security electronic equipment rack components of dust and contamination accumulation, backing up the operational software, checking power supplies and voltage levels, cleaning exterior cameras domes, clean or replace air filters in DVR units and power equipment. The preventative maintenance will extend the life of the security locks and the electronic security equipment. Norment cannot cover the cost of the material without also including the preventative maintenance.

The 24/7 response time included in our original proposal includes the cost of having a technician available to respond to a service call full time. In other words to include this in the service agreement, Norment essentially has to include the cost of a service technician dedicated to the Montgomery County Service Contract. If the option 3 deduction is taken, Norment will not have a full time technician available, so service calls will need to be scheduled. Without the 24/7 response option included response times could be greater than 24 hours during normal business hours and we cannot guarantee a response on the weekend or at night.

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director 
Support Services

DATE: February 9, 2011

SUBJECT: Preventative Maintenance Contract on Security
System at the Detention Facility

Imperial Systems has submitted the attached preventative maintenance proposal for the security systems at the new and old Detention Facilities.

The existing contract covers the old Detention Facility but only includes the front door, 6 DVR's and the Employee door. Since the beginning of the original contract there has been a lot more cameras and dvr's that were added during the construction of the new facility.

The cost of the original contract is \$8,000.00 per month or \$96,000.00 per year, which includes the Courthouse, Annex I, Annex II, Annex III and Parking Deck, old Detention Facility, Carnegie Building, Lawrence Street Parking Deck, Revenue Department Parking Area, Community Corrections and the Youth Facility.

Imperial has advised that if we go with one contract on all buildings, including the new and old Detention Facility that the total price will be \$236,992.00 annually or \$19,749.33 per month. This cost includes the replacement part coverage on electronics, replacement part coverage on the security hardware(locks), electronic preventative maintenance, and security hardware (locks) preventative maintenance.(see attached)

Imperial said that some of the locks in the old jail were approximately 20 years old and would soon have to be replaced and the batteries for UPS will soon need to be replaced which will cost around \$80,000.00. The Replacement Part Coverage of this Proposal will cover these items.

Please advise as to what parts of the proposal need to included in the amendment of the existing contract.

Attachment

STATE OF ALABAMA
MONTGOMERY COUNTY

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into on the 1ST day of April, 2011 by and between Imperial Systems, Inc. of Millbrook, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Imperial Systems, Inc. agrees to furnish Preventive Maintenance Services on the Existing Security System and All New Equipment installed during the life of the contract for the Montgomery County Courthouse, Courthouse Annex I, Courthouse Annex II, Courthouse Annex III and Parking Deck, Detention Facility (Old and New), Carnegie Building, Lawrence Street Parking Deck, Revenue Department Parking Area, Community Corrections and the Youth Facility.

WHEREAS, In Consideration thereof, Imperial Systems, Inc. and Montgomery County Commission agree as follows:

1. That the Contract period will begin on March 1, 2011 and shall automatically renew each year, providing funds are made available by the Montgomery County Commission and unless cancelled by Montgomery County Commission or Imperial Systems, Inc., upon written notice by certified mail, given sixty (60) days before the expiration of such initial or renewal term.
2. That the annual maintenance price of \$236,992.00 shall be firm for the first year and any year after that the price may be adjusted by a mutually agreeable amount but shall not exceed 5% each year, which will be added to the annual cost.
3. 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. EITHER PARTY MAY TERMINATE THE MEDIATION AT ANY TIME AFTER THE 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. IF THE PARTIES CANNOT AGREE ON A MUTUAL RESOLUTION THEN ANY DISPUTES NOT RESOLVED BY MEDIATION SHALL BE DECIDED IN THE CIRCUIT COURT OF MONTGOMERY COUNTY, ALABAMA AND GOVERNED BY THE LAWS OF THE STATE OF ALABAMA BETWEEN THE MONTGOMERY COUNTY COMMISSION AND IMPERIAL SYSTEMS, INC.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 1st day of April, 2011.

WITNESS:

IMPERIAL SYSTEMS, INC.

BY: _____

TITLE: _____

WITNESS

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

Montgomery County Sheriff's Department

Norment (Imperial) Service and Preventative Maintenance

Summary

Existing Contract	\$ 96,000.00 Per Year
Card Access and CCTV System for Courthouse, Parking Deck, Annex I, Annex II, Annex III, Community Corrections, Carnegie Building, and the Youth	

Old jail and New Jail	
Base Contract - All labor for 24/7 service response.	\$ 75,654.00 Per Year
Replacement Part Coverage - Electronics	\$ 44,500.00 Per Year
Replacement Part Coverage - Security Hardware (Locks)	\$ 65,500.00 Per Year
Electronic Preventative Maintenance	\$ 23,060.00 Per Year
Security Hardware (Locks) Preventative Maintenance	<u>\$ 73,270.00 Per Year</u>

	\$ 377,984.00 Per Year
Discount for entire package	\$ (140,992.00)
Entire Package	\$ 236,992.00 Per Year

perform visual inspections, align and replace minor parts as needed to ensure proper operation of devices. Details are included in Attachment "B".

2-9

ATTACHMENT "B"

1) Preventive Maintenance Inspection (PMI) Procedures

- a. Norment will perform thorough cleaning, testing, servicing, and adjustments of all equipment below, on an annual basis. Norment will identify and major equipment malfunctions or irregularities to the Customer immediately upon discovery.

i. Electronic Preventive Maintenance (PMI) (IF SELECTED)

1. Programmable Logic Control System

- a. Back up each PLC CPU and turn data over to the customer
- b. Input voltage check at each system
- c. All cards are securely seated.
- d. Removal of dust and contamination accumulation

2. Touch Screen System

- a. Removal of all exterior and interior dust/contamination accumulation
- b. Check CPU power supply and cooling fans for proper operation
- c. Ensure all cards are securely seated
- d. Calibrate Touch Screen monitor

3. Intercom System

- a. Input voltage check at each system
- b. Equipment ambient temperature
- c. General sound level and quality in each area
- d. Dust and contamination accumulation

4. Closed Circuit Television (CCTV) System

- a. Check all power supplies for proper output voltages
- b. Verify that all cameras are properly focused/aligned; adjust as necessary
- c. Surface clean all viewing monitors of dust and contamination accumulation
- d. Test keyboards for proper functions to include PTZ functionality
- e. Clean exterior camera domes
- f. Clean interior camera domes as necessary
- g. Clean or replace air filters in DVR units

5. UPS System

2-10

- a. Test functionality on annual basis
- b. Removal of dust and contamination accumulation

ii. *Hard-line Preventive Maintenance (PMI) (IF SELECTED)*

1. Swing Door Devices

- a. Visual inspection of doors and locks for wear and tear
- b. Test functionality of locking device
- c. Test/adjust lock and door position switches
- d. Clean and lubricate as necessary
- e. Test/adjust all door closures as necessary

2. Sliding Door Devices

- a. Check and lubricate locking mechanism
- b. Check bottom guide wear pads
- c. Clean roller track
- d. Adjust lock bars, door drive brackets, & rollers as necessary
- e. Check and adjust limit switches as necessary
- f. Check and adjust drive pressure and speed as necessary
- g. Adjust all closures and Door Position Switches as necessary.

ATTACHMENT "C"

Response Matrix

Service Level	Qualifying Condition	Response
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2-11

Emergency Repair	- Any condition that renders a large group of doors inoperable (5 or more opening) - Life Safety issues such as emergency release system inoperable. - Public Safety issues such as exterior security door not locking. - Critical Doors as determined by the Customer.	NSG will have a qualified technician respond to the facility within 4 hours of notification. Service response time is defined as the period between the placing of a service request and established communications between Norment and County personnel. NSG will affect repairs with customer provided spare parts. If parts are not available, NSG's technician will arrange for delivery of the required parts by the fastest method possible and be on site when the parts arrive.
Critical Repair	- Multiple intercom failure. - Multiple CCTV camera failure. - Booking Area CCTV failure. - Staff Duress receiver failure. - Corridor door failure. - Vehicle gate failure. - UPS failure.	NSG will have a qualified technician respond, via telephone, to the facility within 4 hours of notification. Service response time is defined as the period between the placing of a service request and established communications between Norment and County personnel. NSG personnel will be on site within 24 hours of notification, or by noon of the next business day. NSG will affect repairs with customer provided spare parts. If parts are not available, NSG's technician will arrange for delivery of the required parts by the fastest method possible and be on site when the parts arrive.
Minor Repair	- Individual Cell door failure. - Individual CCTV camera failure. - Individual intercom failure. - Any failures of non-critical systems.	NSG will have a qualified technician on site within five (5) business days. NSG's technician will affect repairs using customer supplied spare parts. If parts are not available, NSG's technician will arrange delivery of the required parts. Once the parts are received, NSG will schedule a technician to complete the repair within five (5) business days.

2-12

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
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DEPUTY ADMINISTRATOR
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Agenda

MAR 28 2011

March 21, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

SUBJECT: Contract Renewal for External Audit Services

Terri Henderson, Revenue Manager, submitted the attached renewal contract for external audit services with Rivertree Systems. Their current contract expires March 31, 2011. The new contract will run through March 31, 2014.

Rivertree Systems' audit services have been very cost effective in past years. Their past audits have yielded higher revenue to costs. This has brought additional audit revenue to the County at approximately \$2.1 million in unpaid taxes.

This contract renewal was reviewed during the working session on March 14, 2011. I ask the Commission to approve this contract at the next meeting on March 28, 2011.

JAM/rw

Attachments

John Mitchell

From: Terri Henderson
Sent: Friday, March 04, 2011 11:04 AM
To: John Mitchell
Subject: Rivertree Systems, Inc. - Renewal Agreement for Auditing Services

Mr. Mitchell,

The current agreement with RiverTree Systems, Inc. for auditing services provided on behalf of the Tax & Audit Department expires on March 31, 2011. I have reviewed the renewal agreement presented by Rivertree Systems, Inc. for auditing services for the period of April 1, 2011 through March 31, 2014. I had previously forwarded this renewal agreement to your attention for further review and consideration. In follow up to our discussion today, I am submitting this email to reflect that it is my recommendation that this renewal agreement with Rivertree Systems, Inc. be placed on the agenda for consideration and approval at the next Montgomery County Commission Meeting.

Please let me know if you have any questions or need any additional information on this, Thank you in advance for your assistance and consideration in this matter.

Respectfully,

Terri A. Henderson, CRE, Revenue Auditor
Montgomery County Commission
Tax & Audit Department
P.O. Box 4779
Montgomery, AL 36103-4779
Phone: 334-832-1698
FAX: 334-832-1223

Rivertree Systems

P. O. Box 242061
Montgomery, AL 36124-2061
Tel. 334-270-3234
Fax 334-274-0980

January 24, 2011

Ms Terri Henderson
Montgomery County Tax & Audit
P. O. Box 4779
Montgomery, AL 36103

Dear Terri:

The auditing contract between Rivertree Systems and Montgomery County expires on March 31, 2011.

Enclosed is a renewal for the next three years as required by the Alabama Taxpayers' Bill of Rights and Uniform Revenue Procedures Act. The provisions remain the same as in the current agreement.

Since we have been auditing for the County we have been successful in finding \$2,097,390 in unpaid taxes. Total cost to the County for these audits was \$471,445.

We enjoy our working relationship with the County and hopefully we can continue for the next three years.

Thanks and please give me a call if you have any questions.

Sincerely,



Tom Stephenson, CRE

STATE OF ALABAMA }
COUNTY OF MONTGOMERY }

AGREEMENT

THIS AGREEMENT is made this _____ day of _____ 2011
between the Montgomery County Commission ("COUNTY") and Rivertree Systems, Inc.
("RIVERTREE").

WITNESSETH:

WHEREAS, The COUNTY is in need of an agent capable of performing certain tax compliance and enforcement services specifically including auditing services; and

WHEREAS, RIVERTREE has met, as of the above date, the requirements under the "The Local Tax Procedures Act of 1998"; and

WHEREAS, the COUNTY and RIVERTREE desire to enter into Agreement under which RIVERTREE shall provide such services for the COUNTY as are set forth herein and in accordance with the Code of Alabama "Local Tax Procedures Act of 1998".

NOW, THEREFORE, in consideration of the foregoing premises and the covenants of the parties hereinafter set forth, the COUNTY and RIVERTREE hereby agree as follows.

1. Services/Scope.

During the term of this Agreement, RIVERTREE agrees to perform tax compliance and enforcement services for some designated portion of businesses within the Montgomery County Tax & Audit Department universe of non-property taxpayers as assigned or approved by the COUNTY Revenue Manager. That tax universe shall include sales, consumers use, lodgings, gasoline, fuel or any other applicable COUNTY taxes. Such tax compliance and enforcement services will be in conformance with the Alabama Taxpayers' Bill of Rights Act and Uniform Revenue Procedures Act codified as Title 40, Chapter 2A, Code of Alabama 1975, as amended. The audit plans for the various taxes will be determined for compliance with the rules and regulations that govern each of the respective taxes.

Audit services will include investigation and verification of records, contracts, subcontracts, purchase invoices, lease agreements, and other pertinent data pertaining to operations which might subject an individual, partnership, corporation or other entity to sales, consumer use, lodging, gasoline and fuel taxes, and any other applicable tax and franchise ordinances of the COUNTY. If any taxes are owed to the COUNTY, RIVERTREE shall issue assessments as provided by Code of Alabama §40-2 A-7. Collection services will be infrequent and will be performed on taxpayer accounts specified approved by the COUNTY Revenue Manager.

All taxpayer information is confidential and may not be used by RIVERTREE outside the scope and performance of this contract. All working papers, reports and supporting schedules produced under this contract are the property of the COUNTY and each such document shall be given to the COUNTY Revenue Manager with the completion of each audit assignment. All such documents may be shared with other tax jurisdictions with an Information Sharing Agreement with the COUNTY.

The COUNTY will provide generic letters of authorization and introduction of RIVERTREE as a representative of the COUNTY. Also, the COUNTY will provide direct audit letters to any taxpayer that requests one.

2. Conditions of Work.

It is understood that RIVERTREE may employ a broad range of means, methods, and conditions of work with prior approval by the COUNTY Revenue Manager, so long as such remain consistent with established and acceptable business practices for professional auditors. RIVERTREE may devote such time and effort as it deems appropriate to perform the services enumerated in paragraph One (1) above, but shall demonstrate a high degree of consistency and regularity with respect to contacts made with persons and firms described in said paragraph for the express purpose of carrying out the terms and conditions therein described.

3. Fee for Services.

(a) As a fee for services to be rendered hereunder, the COUNTY shall pay to RIVERTREE at the maximum rate of \$75.00 per hour. RIVERTREE personnel who have attained status as Certified Revenue Examiners (CRE) or Certified Public Accountants (CPA) shall be paid at \$75.00 per hour. If applicable, audit assistants or collectors who are not so certified, but require the oversight of a RIVERTREE CRE/CPAs, shall be paid at a \$25.00 per hour rate.

(b) It is understood that RIVERTREE shall pay all local travel and other expenses incurred in the performance of all audits performed by RIVERTREE or anyone in its employment. It is further understood that RIVERTREE shall be paid a per diem rate and mileage rate as and when allowed under §40-2A-6(d) for the COUNTY to assess and collect from the taxpayer.

(c) All revenue generated by audits or other assigned compliance and enforcement services shall be received by RIVERTREE in the form of a check, each being payable to the MONTGOMERY COUNTY COMMISSION and shall be forwarded, along with appropriate and applicable correspondence and work papers, as directed by the COUNTY Revenue Manager, to the COUNTY as soon as possible.

(d) RIVERTREE shall submit invoices to the COUNTY. Billing Invoices shall include a breakout of applicable RIVERTREE staff for hours worked on each of the billed audit or other compliance enforcement assignments. Payment shall be due from the COUNTY within thirty (30) days of receipt of such invoice.

(e) RIVERTREE shall not begin work on a project until it has received authorization to do so from the COUNTY.

4. Term of Agreement.

The term of this Agreement shall commence on April 1, 2011 and shall continue in effect through March 31, 2014 or until canceled by either the COUNTY or RIVERTREE upon sixty (60) days prior written notice of cancellation.

5. Assignment.

RIVERTREE may not assign its rights or obligations under this agreement without the prior written consent of the COUNTY.

6. Binding Effect.

This agreement shall be binding upon the parties, and their respective successors and assigns.

7. Governing Law.

This agreement shall be governed by, construed and enforced in accordance with the laws of the State of Alabama.

8. Initial Dispute Resolution

If a dispute arises of or relates to the contract between RIVERTREE and the COUNTY, 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 and negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the 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.

9. Final Dispute Resolution.

Disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama between the COUNTY and RIVERTREE.

10. Entire Agreement.

This agreement contains the entire understanding of the parties and supersedes all previous verbal and written agreements and may only be modified, altered, or amended in writing signed by the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first set forth above.

MONTGOMERY COUNTY COMMISSION

By: _____

Date: _____

RIVERTREE SYSTEMS, INC.

By: David Wagon

Date: 1/24/11

D.T. MARSHALL, SHERIFF



OFFICE: (334) 832-4980

FAX: (334) 832-2500

Agenda

MAR 28 2011

February 2, 2011

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Sip & Save Liquor License Request

Attached please find a request for a Lounge Retail Off Premises Liquor License for the Sip & Save located at 12844 U. S. Highway 80 East, Pike Road, Alabama 36064.

Also attached is a petition from the Knollwood Homeowners Association opposing the issuance of a liquor license for this establishment.

Please add this to the next County Commission agenda for consideration.

DTM/tb



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20101103160147772



Type License: 011 - LOUNGE RETAIL LIQUOR - CLASS II (PACKAGE) **State:** \$300.00 **County:** \$300.00

Type License: **State:** **County:**

Trade Name: SIP AND SAVE **Filing Fee:** \$50.00

Applicant: JEANMARIE CROCKETT LOCKLEY **Transfer Fee:**

Location Address: 12844 U S HWY 80 PIKE ROAD, AL 36064

Mailing Address: P O BOX 640125 PIKE ROAD, AL 36064

County: MONTGOMERY **Tobacco sales:** YES **Tobacco Vending Machines:** 0

Sale of Products Containing Ephedrine: NO **Type Ownership:** INDIVIDUAL

Book, Page, or Document info: **Do you sell Draft Beer:** N

Date Incorporated: **State incorporated:** **County Incorporated:**

Date of Authority: **Alabama State Sales Tax ID:** R007362372

Name: **Title:** **Date and Place of Birth:** **Residence Address:**

JEAN-MARIE CROCKETT LOCKLEY 3657552 - AL	OWNER	02/19/1958 MACON COUNTY AL	421 CAMPBELL ROAD PIKE ROAD, AL 36064

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of cooperation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: JEAN-MARIE CROCKETT LOCKLEY **Home Phone:** 334-272-2698
Business Phone: 334-272-2698 **Cell Phone:**
Fax: **E-mail:** Jean.Lockley@Charter.Net

PREVIOUS LICENSE INFORMATION:

Trade Name:

Applicant:

Previous License Number(s)

License 1:

License 2:

4-2



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20101103160147772



If applicant is leasing the property, is a copy of the lease agreement attached? YES

Name of Property owner/lessor and phone number: LEMIORS STINSON 334-277-8903

What is lessors primary business? PROPERTY MANAGEMENT

Is lessor involved in any way with the alcoholic beverage business? NO

Is there any further interest, or connection with, the licensee's business by the lessor? NO

Does the premise have a fully equipped kitchen? NO

Is the business used to habitually and principally provide food to the public? NO

Does the establishment have restroom facilities? YES

Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? NO

Will the business be operated primarily as a package store? YES

Building Dimensions Square Footage: 1200 Display Square Footage: 800

Building seating capacity: 0 Does Licensed premises include a patio area? NO

License Structure: SINGLE STRUCTURE License covers: ENTIRE STRUCTURE

Number of licenses in the vicinity: 2 Nearest: 0.1

Nearest school: 5 miles Nearest church: 2 miles Nearest residence: 1 blocks

Location is within: CITY LIMITS Police protection: COUNTY

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)?

Name: **Violation & Date:** **Arresting Agency:** **Disposition:**



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20101103160147772



Initial each

JL
JL

In reference to law violations, I attest to the truthfulness of the responses given within the application.

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

JL

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

JL

In reference to Special Retail or Special Events retail license, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

JL

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

JL

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

JL

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

JL

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

JL

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print):

Jean M. Crockett Lockley

Signature of Applicant:

Jean Lockley

Notary Name (print):

Richard M. Houston Jr.

Notary Signature:

Richard M. Houston Jr.

Commission expires: 11/10/2012

Application Taken: 11/03/10

App. Inv. Completed:

Submitted to Local Government:

Forwarded to District Office:

Received from Local Government:

Received in District Office:

Reviewed by Supervisor:

Forwarded to Central Office:



MEMO

To : Sheriff D.T. Marshall

From : Sgt. J. Oliver

RE : Sip & Save liquor license request

Date : January 28, 2011

Sheriff Marshall,

On December 28, 2010 Lt. L. Persky and I, Sgt. J. Oliver, began notifying the citizens in the area of Marler Road and 80 East of a pending liquor license request for 12844 U.S. Highway 80 East (Sip & Save). The citizens of Knollwood Subdivision were very concerned about a business establishment that focused on alcohol beverage sales. A letter and a petition were generated by members of the Knollwood Homeowners Association and was forwarded to me via email. You will find that letter and petition attached to this memo.

JO

The members of the Knollwood Homeowners Association petition the Montgomery County Sheriff Department to deny a liquor license for the business, Sip & Save, at 12844 U.S. Highway 80 East.

Signature	Address
1. Hoover T. Burney	141 Pinetree Drive
2. Johnnie Burney	141 Pinetree Drive
3. Annie P. Harris	131 Pinetree Drive
4. Walter L. Harris	131 Pinetree Drive
5. Vickie Murphy	140 Pinetree Dr
6. Jerry Murphy	140 Pinetree Dr
7. Johnny B. Raines	154 Pinetree Dr
8. Teriline H. Raines	154 Pinetree Dr
9. Ed Galt	148 Pinetree Dr
10. [Signature]	148 Pinetree Dr
11. Clyde Jackson	137 Pinetree Drive
12. Lee Vetter Jackson	137 Pinetree Drive
13. [Signature]	136 Pinetree Drive
14. Garland R. Jackson	136 Pinetree Dr
15. Juliet Jackson	136 Pinetree Dr
16.	
17.	
18.	

The members of the Knollwood Homeowners Association petition the Montgomery County Sheriff Department to deny a liquor license for the business, Sip & Save, at 12844 U.S. Highway 80 East.

Signature	Address
1. Brenda B. Harvey	130 Oak Dr. Montgomery, AL 36117
2. Charles Harvey	" " " " " "
3. James Sumner	121 Oak Dr. " "
4. Glenn M. Harris	154 Ash Drive " "
5. Clark M. Clark	167 Ash Drive " "
6. Lynette S. Harris	136 ASH DRIVE " "
7. " "	121 ASH DRIVE
8. Tina K. D. Allen	149 Ash Drive Montgomery AL 36117
9. Janita Walton	142 Oak Dr. Montgomery AL 36117
10. Willie Walton	142 Oak Dr. Montgomery AL 36117
11. John Sumner	121 Oak Dr. " "
12. George Savage	137 ASH DR. " "
13. Brenda Savage	137 Ash Drive
14. Dan Fajin	160 Ash Drive
15. Arthur J. Barnes	125 ASH DRIVE
16.	
17.	
18.	
19.	

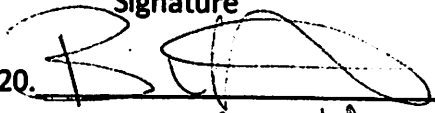
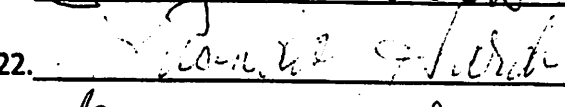
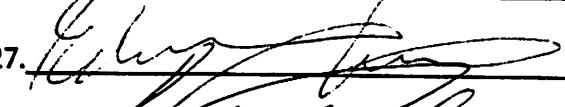
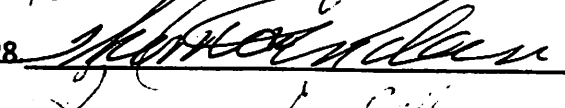
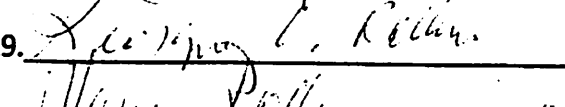
The members of the Knollwood Homeowners Association petition the Montgomery County Sheriff Department to deny a liquor license for the business, Sip & Save, at 12844 U.S. Highway 80 East.

	Signature	Address
1.	Jerry H. Comer	160 Elm Drive
2.	Royell D. Comer, Jr.	160 Elm Drive
3.	Anthony Overton	179 Elm Drive
4.	Janet Overton	179 Elm Drive
5.	Jeff Jones	185 Elm Drive
6.	Valerie Lewis	185 Elm Drive
7.	Zahedah S. Hasan	191 Elm Drive
8.	Yusuf A. Hasan	191 Elm Drive
9.	Martha Brooke	203 Elm Drive
10.	Wayne Brooke	203 Elm Drive
11.	Brian S. Milledge	172 Elm Drive
12.	Jacqueline S. Milledge	172 Elm Drive
13.	Kate Lane	178 Elm
14.	Yvette S. Lane	178 Elm.
15.	Elwood	209 Elm
16.	Ethelene Frank	184 Elm Drive
17.	Adam Frank	184 ELM DR
18.	Natalie M. Young	215 Elm Dr.
19.	Summie Young	215 Elm Dr.

The members of the Knollwood Homeowners Association petition the Montgomery County Sheriff Department to deny a liquor license for the business, Sip & Save, at 12844 U.S. Highway 80 East.

Signature

Address

20.  221 ELN DR. Montg. AL
21. Cheryl B. Newton 221 ELN DR. Montg. AL
22.  237 Elm Dr. Montg. AL
23. Gerson Miles III 196 Elm Dr. Montg. AL
24. Ocarmae Miles 196 Elm Dr. Montg. AL
25. Khalid H. Haws 198 Elm Dr. Montg. AL
26. Ahmad Haws 198 Elm Dr. Montg. AL
27.  239 Elm Dr. Montg. AL
28.  245 Elm Dr. Montg. AL 36117
29.  173 Elm Dr. Montg. AL 36117
30. William Collins 173 Elm Dr. Montg. AL 36117
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____

The members of the Knollwood Homeowners Association petition the Montgomery County Sheriff Department to deny a liquor license for the business, Sip & Save, at 12844 U.S. Highway 80 East.

Signature

Address

1. Samuel McEckel 136 Elm Dr.
2. Samie McEckel 136 Elm Drive
3. Jean P. Malden 130 Elm Drive
4. Charlie Hollworth Jr 112 Elm Dr
5. Donald & Victoria Mitchell 142 Elm Dr.
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____

The members of the Knollwood Homeowners Association petition the Montgomery County Sheriff Department to deny a liquor license for the business, Sip & Save, at 12844 U.S. Highway 80 East.

	Signature	Address
1.	James G. Grant	107 Cottonwood Dr.
2.	Lorine T. Grant	107 Cottonwood Dr.
3.	A. Grant	95 Cottonwood Dr.
4.	Glenda K. Horton	89 Cottonwood Dr.
5.	Jimmie A. Horton	89 Cottonwood Dr.
6.	Lee H. Hume	106 COTTONWOOD DR
7.	W. J. Hume	106 Cottonwood Dr.
8.	Samuel H. Jackson	130 Cottonwood Dr.
9.	Georgia M. Jackson	130 Cottonwood Dr.
10.	Ch. H. Jones	101 Cottonwood Dr.
11.	Wray Deis	95 Cottonwood Dr.
12.	Daisy Banks	142 Cottonwood Dr.
13.	Forrest C. Clayton	151 Cottonwood Dr.
14.	Mavis F. Dudley	160 Cottonwood Dr.
15.	Harold William	124 Cottonwood Dr.
16.	Sandra William	124 Cottonwood Dr.
17.	Kenneth Simon	118 Cottonwood Dr.
18.	Connie Simon	118 Cottonwood Dr.
19.	Therese Simon	101 Cottonwood Dr.

The members of the Knollwood Homeowners Association petition the Montgomery County Sheriff Department to deny a liquor license for the business, Sip & Save, at 12844 U.S. Highway 80 East.

	Signature	Address
20.	<u>[Signature]</u>	<u>148 Cottonwood Dr</u>
21.	<u>Tonya McDade</u>	<u>148 Cottonwood Dr 36117</u>
22.	<u>Grace H. Hays</u>	<u>137 Cottonwood Dr. 36117</u>
23.	<u>Tim Savage</u>	<u>136 Cottonwood Dr 36117</u>
24.	<u>Thelma C. Jones</u>	<u>149 Maple Dr. 36117</u>
25.	<u>John L. Jones</u>	<u>149 Maple Dr. 36117</u>
26.	<u>Willie L. Muse</u>	<u>161 Maple Dr. 36117</u>
27.	<u>Mamie R. Muse</u>	<u>161 Maple Dr. 36117</u>
28.	<u>Michael Fagan</u>	<u>122 Knollwood Blvd 36117</u>
29.	<u>Dan Fagan</u>	<u>122 Knollwood Blvd 36117</u>
30.	<u>Lee A. Ballard</u>	<u>200 Knollwood Blvd</u>
31.	<u>Bernice Ballard</u>	<u>200 Knollwood Blvd</u>
32.	<u></u>	<u></u>
33.	<u></u>	<u></u>
34.	<u></u>	<u></u>
35.	<u></u>	<u></u>
36.	<u></u>	<u></u>
37.	<u></u>	<u></u>

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

MAR 28 2011

March 28, 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-2011-59: Renaissance, Inc., to Help Non-Violent, Male Ex-Offenders Make a Successful Transition from Prison into the Community - \$500; (Wilson)

NC-2011-58: Alabama Cooperative Extension System, for the 4H National Invitation Competition - \$1,500; (Ingram-\$500, Polizos-\$500 and Wilson-\$500)

DLM/tll

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: March 24, 2011

SUBJECT: Invitation to Bid 52602-11B-004, Preventive
Maintenance on HVAC and Controls at the
Youth Facility

Request that approval of award on the above referenced Invitation to Bid, to low bid of Capital Refrigeration, for the annual amount of \$27,504.00, be placed on the agenda for the County Commission meeting on March 28, 2011. (copy of spread sheet attached)

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

Coordination of award made with Mr. Bruce Howell of the Youth Facility.

Purchasing Department

[illegible]

6-2

MAR 28 2011

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 15

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	3/24/2011
DATE:	3/24/2011	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

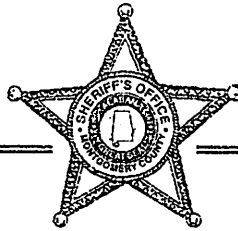
ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Area Chamber of Commerce	001-59320-483	301,000	30,000	331,000
Fund Balance	001.35900		-30,000	-30,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		301,000	0	301,000

JUSTIFICATION:

Appropriation to the Montgomery Area Chamber of Commerce for the management of Federal Issues impacting the Growth and Development of Montgomery.

DEPARTMENT:	County Comm Appropriat	REVIEWED:	S. Thomas	3/23/2011
DATE:	3/23/2011	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

JUSTIFICATION:
Appropriation to the Recreation Department to construct a fence at the County Environmental Park on U.S. Highway 231.



D.T. MARSHALL, SHERIFF

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

March 10, 2011

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Fence at old Trotman Ponds

Per the request of the Montgomery County Commission, please find attached three estimates for a fence on the old Trotman ponds.

If funds are approved for this fence, they should be routed through Parks and Recreation as the Sheriff's Office only obtained the estimates for the fence.

If I may be of further assistance, please do not hesitate to let me know.

DTM/tb

JOHN MOORE
2407 Milam Rd.
Wetumpka, Ala.
Phone (334) 567-6511

DATE: 3 17 2011
JOB NO. _____

Name: Montgomery County

Address: 250 South McDermott St

Montgomery AL 36104

Phone: (334) 832-7790

FAX: 334 265-0990

Quantity	Size	Item		
1800	1 1/2"	Top Rail		
1800	1 1/2"	Wire		
		Wire		
6	2 1/2"	Post End		
4	3"	Post SATE		
		Acorn Caps		
		Acorn Caps		
		Line Caps		
		Rail Ends		
		S. Rail Bands		
		D. Rail Bands		
		Tension Bars		
1	16 FT	Gate		
1	20 FT	Gate		
		Gate		
		Gate		
		Repair		
		Labor		
		TOTAL		

1800 FT Fence: 6 FT BB Wire
Total \$13000

FURNISH YOUR OWN WIRE
TOTAL ~~\$13000~~ \$9400

Top Rail Of Fence To: Follow Ground ☐ Be Level ☐

All Quotations Subject to conditions beyond my control. Customers agree to Furnish and be responsible for property lines and all under ground obstructions. This quotation does not include compressor for digging in underlying rock or clearing trees brush or other obstructions from working area. All work guaranteed to be performed in a professional manner. Payment of services rendered due upon completion.

FENCING

BY: _____

ACCEPTED BY: _____

Assigned To: _____

MAR 28 2011

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT: Elections	Probate-Elections	REVIEWED: S. Thomas	3/1/2011
DATE:	3/1/2011	Finance Director	Date
REQUESTED BY:	Justin Aday	APPROVED:	
Elected Official/Dept. Head		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Fund Balance	001.35900		-10,800	-10,800
Elections-Local Cities	001-40000.44912	-70,000	-10,800	-80,800
Training/Educational Services	001-51911-170	15,000	21,600	36,600
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		-55,000	0	-55,000

JUSTIFICATION:

Reallocation of 2010 Special Municipal Election funds to cover contract for Marjorie Smith/Election Center.
Approved by County Commission at September 27, 2010 meeting - minutes attached.

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

SEPTEMBER 27, 2010

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:00 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY W. HAYNES KELLEY, JR., P.E., WITH ENVIRONMENTAL-MATERIALS CONSULTANTS, INC.

W. Haynes Kelley, Jr., P.E., with Environmental-Materials Consultants, Inc., briefed the Commission regarding the indoor air quality testing performed in Annex III.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

Administrator Mims reviewed items on the agenda.

Administrator Mims informed the Commission that Group Homes will be closing.

DISCUSSION BY THE COMMISSION

Chairman Dean discussed the adoption of a Resolution regarding an increase of privilege tax upon businesses that rent transient lodging within Montgomery County. After discussion, the Commission agreed that the increase should be from \$1.00 per room to \$1.50 per room for each day or portion of a day.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented the Lease Agreement with the State of Alabama Board of Pardons & Paroles, which was on the agenda. He stated that the Renewal Option was revised. The Commission agreed to vote on this item in the Formal Session.

DISCUSSION BY THE COMMISSION

Vice Chairman Ingram discussed a request from Probate Judge Reese McKinney, Jr., for an extension of the Professional Services Contract with Marjorie Smith, which was on the agenda.

Respectfully submitted,

/s/ Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Attorney Gallion's Opinion, Letter and Contract, Agenda Pages 10-2 through 10-5, are attached to these Minutes.)

*

PROBATE JUDGE'S OFFICE/ELECTION CENTER – APPROVED EXTENSION OF PROFESSIONAL SERVICES CONTRACT WITH MARJORIE SMITH FOR IMPROVING THE ACCESSIBILITY OF ELECTIONS TO INDIVIDUALS WITH DISABILITIES

The Administrator presented the following memorandum from Judge Reese McKinney, Jr.:

MEMORANDUM

To: Commissioner Elton Dean

From: Judge Reese McKinney, Jr.

Date: September 7, 2010

CC: Donald Mims, County Administrator

Re: Commission Agenda – Extension of Contract of Marjorie Smith/Election Center

As you are aware, we are conducting the 2010 Special Municipal Election for the City of Montgomery. This relationship has been mutually beneficial for both the City of Montgomery and the citizens of this community. When we conducted the 2009 special City Election, we were able to contract with Marjorie Smith to work with us on a variety of election matters. She has become a vital part of our Election Center and has been instrumental in many of aspects of absentee voting, voter education, interaction with advocacy groups and community outreach. A federal grant allowed us to extend Marjorie's affiliation through December 15th of this year.

During the informal session of the last Commission meeting Trey Granger, our Election Director, apprised each of you of my request to have Marjorie's contract extended using funding from the "grant" or proceeds we receive from the City. We anticipate the 2010 Special City elections to provide enough to extend her contract for one year, and then we will consider additional extensions as we approach the 2011 Municipal Election in August and October of next year. The current contract we have has been approved by you and legal. I ask that you place my request for a one year extension of this contract on the formal agenda of the Commission scheduled for next Monday. This will not require any general fund

allocation and should be viewed as a grant. Since we have appeared before the Commission on this matter, we ask that you place it on the September 13th agenda for a vote of the Commission.

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Wilson. Chairman Dean, Mr. Williams and Mr. Wilson voted in favor of the motion. Vice Chairman Ingram and Mr. Polizos voted in opposition and the motion carried. (Copy of Contract, Agenda Pages 11-2 through 11-4, is attached to these Minutes.)

Vice Chairman Ingram stated that the County is under a hiring freeze and that this should be considered part of that hiring freeze.

YOUTH FACILITY – APPROVED CONTRACT AGREEMENT WITH CLEVELAND AVENUE YMCA FOR THE AFTER-SCHOOL PROGRAM FOR AT-RISK YOUTH IN MONTGOMERY COUNTY, FUNDED BY THE ALABAMA DEPARTMENT OF YOUTH SERVICES

The Administrator presented the following memorandum from Juvenile Court Administrator Bruce R. Howell:

MEMORANDUM

To: Mr. Donnie Mims

From: Bruce R. Howell

Date: 9/16/2010

Re: YMCA Contract

Please place the attached Contract for the after school program for at-risk youth with The Cleveland Avenue YMCA on the next County Commission formal agenda. This is the contract that is a follow up to the contract on the last agenda with the Alabama Department of Youth Services. They give us the Grant money to contract with the YMCA. This is no cost to the County. Thank you for your consideration in this matter.

End of Memorandum

Mr. Polizos made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Contract, Agenda Page 12-2, is attached to these Minutes.)

ELTON N. DEAN, SR.
Chairman
REED INGRAM
Vice Chairman
DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

**MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT**

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
Fax (334) 832-7190

Agenda

MAR 28 2011

MEMORANDUM

TO: Mr. Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

George C. Speake
2/23/11

DATE: February 23, 2011

RE: CRITICAL POSITION FILL REQUEST FOR CLERK TYPIST II

Please place this request on the agenda for the February 28, 2011, Montgomery County Commission meeting along with the attached Position Fill Request. In the past our office has normally been staffed with four (4) clerical employees; however, with the February 1, 2011, retirement of Mrs. Jo Heath, a Clerk III, and a prior Clerk Typist II vacancy, we are now down to only two (2) clerical employees. In efforts to hold personnel costs to a minimum, we are requesting to fill the vacant Clerk Typist II position at this time instead of filling the Clerk III position. Due to the present hiring freeze, we currently have a total of twenty-two (22) vacant positions overall in our department.

These clerical employees handle critical daily tasks associated with personnel issues, payroll, leave balances, purchasing, building permits, calls from the general public, and many other matters that are absolutely essential in keeping our department functional. If by some chance one or possibly both of these employees were out of work with a prolonged illness or other reason, our daily operations would be tremendously impacted.

It is critical that this Clerk Typist II position be filled as soon as possible. This position will be funded out of the gasoline tax fund and is included in our present FY 2011 budget.

GCS/gcs

Attachment

cc: File

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: Angela A. Trimble, Admin. Assistant

1. 2/23/11 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Clerk Typist II (0012)

600-012-006
POSITION NUMBER 111-53600-006, Replacing Jessica P. Shaw

PROPOSED EFFECTIVE DATE March 7, 2011

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

() PROMOTION REGISTER (X) TRANSFER

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE (A03) (\$24,414 - \$34,753) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions

 DATE February 23, 2011
Department Head

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 _____

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

MAR 28 2011

March 21, 2011

MEMORANDUM

TO: Montgomery County Commission

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

RE: Replacement for Application Development Manager

Lou Ialacci, Information Systems Director, submitted a position fill request during the working session of the Commission meeting on March 14, 2011. This position became vacant with the retirement of Charlie Pyron. Mr. Ialacci would like a promotional register to be established to fill the position. This promotion will be a cost savings to the County and will not add to the County compliment.

Please approve this promotional position fill request at the next Commission meeting on March 28, 2011.

/rw

ORIGINAL

Montgomery County Commission Form 102 (new oct 1996)

Position Fill Request

DEPARTMENT: Information Systems

DEPARTMENT HEAD: Lou Ialacci

SUPERVISOR: John Mitchell

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: Applications Development Manager

POSITION NUMBER: 220158015

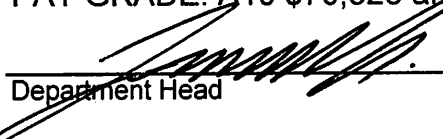
PROPOSED EFFECTIVE DATE: April 4, 2011

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

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

PAY GRADE: A10 \$70,526 annual Step 10


Department Head

3/14/2011
Date

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4 SELECTEE: _____

Appointing Authority

Date

5 () Manpower data entered by _____

Date

() Payroll entered by _____

Date

MAR 28 2011

**Montgomery County
Youth Facility**

Memo

To: Mr. Donnie Mims
From: Bruce R. Howell, Juvenile Court Administrator
Date: March 16, 2011
Re: Food Service Supervisor Vacancy



I am requesting that the position fill request for our juvenile detention Food Service Supervisor vacancy be placed on the County Commission agenda for Monday, March 28th.

Thank you for your consideration.

Memo

ORIGINAL

To: Mr. Bruce R. Howell, Court Administrator**From:** Michael C. Profit, Detention Director**CC:** State & ACA File**Date:** 3/9/2011**Re:** FOOD SERVICE SUPERVISOR VACANCY

The youth detention facility is without a supervisor for the food service department. The position has been vacant for over seven weeks now. The employee formerly serving in the capacity as Food Service Supervisor retired on March 1, 2011, after several weeks on leave of absence.

Along with the duties of supervising the staff in meal preparation and training, the supervisor is responsible for maintaining compliance with the required National School Nutrition records and policies. The federal program reimburses the facility for meals served. Likewise, the supervisor helps in the formulation and compliance with State and ACA accreditation and licensing requirements. These are samples of some important duties. There is not an assistant in the department.

For these and other unstated reasons, I write to request that you ask the Montgomery County Commission to consider approving this position.

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Michael Provitt, Detention Director

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: Food Service Supervisor

POSITION NUMBER: 900445046 (to replace retired supervisor,
Annie Rose McWhorter)

PROPOSED EFFECTIVE DATE: 03/14/11

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER (X) TRANSFER

(Pay step to be based upon City and County of Montgomery Personnel Rules
and Regulations, Rule VI, Section 10(c) Transfers.)

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A05-Step 1 (\$30,785/\$1184.02/\$14.8003)


Department Head

3/9/2011
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by _____

Date

() Payroll entered by _____

Date

ORIGINAL

Montgomery County Commission
Travel / Training Request Approval

Appendix F
Agenda

MAR 28 2011

Request # 16

Date: March 21, 2011
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Oxford, AL
Departure Date: April 6, 2011 Return Date: April 8, 2011
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the Alabama Association of R C & D Councils Annual Meeting

Traveler (s) Name: 1. John Mitchell 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: County Commission Fund Name: General

Additional Comments: All Expenses Paid By R C & D Council

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 03/28/11 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>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$18,661.72</u>	
Budget Available:	<u>\$3,838.28</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$3,838.28</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/21/2011

cc: Finance Director / Buyer

13-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

MAR 28 2011

Request # 8

Date: March 18, 2011
To: Donald L. Mims, Administrator
From: John A. Mitchell, Sr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama

Departure Date: September 23, 2011

Return Date: September 23, 2011

Conference Leave (Days / Hours): 1 day

Purpose of Travel: Attend "ALTIST 2011 Annual CRE UPDATE" Course REQUIRED to maintain standing as a Certified Revenue Examiner. The course is sponsored by the ACCA and administered by the AU Center for Governmental Services.

Traveler (s) Name: 1. TeRea T. Smith 4. _____
2. Terri A. Henderson 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify)

Total (est.) Cost: \$220.00

Advance Registration Required: \$220.00

Department Name: Tax & Audit

Fund Name: 001-51800-265

Additional Comments: Attendees receive credit for 8 hours Continuing Professional Education.

To: John A. Mitchell, Sr.

From: Donald L. Mims, Administrator

The above request is app. 03/28/11 reimbursement of actual and necessary expenses in the approximate amount of \$220.00 and advance registration of \$220.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$7,000.00</u>	
Approved Requests:	<u>\$3,145.00</u>	
Budget Available:	<u>\$3,855.00</u>	
Current Requests:	<u>\$220.00</u>	
Budget Balance:	<u>\$3,635.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/18/2011

cc: Finance Director / Buyer

13-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

MAR 28 2011

Request # 12

Date: March 14, 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 28, 2011 Return Date: April 29, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: IAAO 155: Depreciation Analysis

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

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

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

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. 03/28/11 reimbursement of actual and necessary expenses in the
approximate amount of \$650.00 and advance registration of \$650.00 is authorized.

<i>To be completed by the Finance Department</i>		
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>\$4,938.00</u>	
Budget Available:	<u>\$12,562.00</u>	
Current Requests:	<u>\$650.00</u>	
Budget Balance:	<u>\$11,912.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/15/2011

cc: Finance Director / Buyer

13-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAR 28 2011

Request # 8

Date: March 23, 2011

To: Donald L. Mims, Administrator

From: Barbara M. Montoya, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.

Departure Date: 7.17.11

Return Date: 7.21.11

Conference Leave (Days / Hours): 40 hours

Purpose of Travel: To attend International Personnel Assessment Council Conference
to gain knowledge from assessment professionals who develop
state-of-the-science testing & measurement services.

Traveler (s) Name: 1. Blanche Ford 4. Mark Willis
2. Cami Hacker 5. Robbie Estes
3. Kaila Matney 6. Shenita Mitchell

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

Total (est.) Cost: \$8,850.00

Advance Registration Required: \$1,500.00

Department Name: Personnel

Fund Name: Merit System

Additional Comments: Advance Registration \$250 x 6 attendees must be paid before June 1, 2011

Hotel rates based on double occupancy.

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 03/28/11 reimbursement of actual and necessary expenses in the
approximate amount of \$8,850.00 and advance registration of \$1,500.00 is authorized.

To be completed by the Finance Department

Fund Code: 123-51961-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$4,652.60

Budget Available: \$10,347.40

Current Requests: \$8,850.00

Budget Balance: \$1,497.40

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/23/2011

cc: Finance Director / Buyer

13-4

Agenda

MAR 28 2011

2011 JAN 28 AM 9:55

January 24, 2011

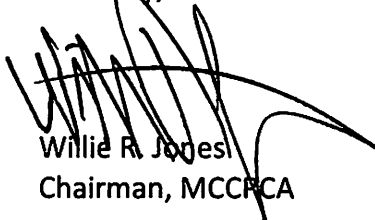
Mr. Donnie Mims
County Administrator
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Mims:

This letter is to inform you of a vacancy on The Montgomery County Community Correction and Punishment Authority Board. This vacancy was created with the recent resignation of Dr. Lawson Bryan. Mrs. Roianne Houlton Connors has expressed an interest in filling the remainder of the term. I have referred her request to Commissioner Ham Wilson, Jr.

I am attaching a copy of Dr. Bryan letter of resignation, thanks for your help in this matter.

Sincerely,



Willie R. Jones
Chairman, MCCPCA

cc: Mr. Elton Dean, Sr., Chairman

cc: Rev. Edward Nettles, Sr.



DR. R. LAWSON BRYAN
SENIOR MINISTER

First United Methodist Church

2416 WEST CLOVERDALE PARK
Montgomery, Alabama 36106

OFFICE: (334) 834-8990
FAX: (334) 834-4333

January 16, 2011

Mr. Willie Jones, Chairman
Montgomery County Community Corrections Authority
P. O. Box 1667
Montgomery, AL 36102-1667

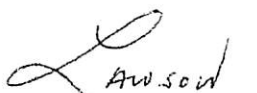
Dear Mr. Jones:

I have benefitted greatly from the opportunity to serve with you and the other devoted members of the Community Corrections Authority. Thank you for your personal leadership in guiding the work of this incredible important agency. The very significance of the work compels me to want to serve faithfully. My schedule, however, no longer permits the kind of regular involvement I expect of myself and that is required by the Authority. In light of this schedule situation, I regret that I must resign; my hope is that in this way I can make room for someone who can give the kind of attention that this important work requires.

I thank you, and Paul Brown, and all others who have extended such gracious hospitality to me. Montgomery County is fortunate to have such people as yourselves overseeing this vital ministry in our region.

God bless you and thank you so very much for your understanding of my situation.

Gratefully,


R. Lawson Bryan

Montgomery County Community Punishment & Corrections Authority

Members:

Term Expires:

Robert E. L. (Bobo) Gilpin
Kaufman Gilpin McKenzie Thomas Weiss, PC
P.O. Drawer 4540
Montgomery, Alabama 36103-4540
Direct Dial: 334-409-2236
Email: rgilpin@kgmlegal.com

12/1/2012

Rev. Edward J. Nettles, Sr.
3706 Menlo Court
Montgomery, AL 36116
Home: 284-5210 Work: 262-2205

12/1/2013

Daniel Harris
3857 Colline Drive
Montgomery, AL 36106

12/1/2013

Willie Jones
2607 Westwood Drive
Montgomery, AL 36108
Home: 262-1199 Work: 834-2232

12/1/2012

James E. Williams
P.O. Drawer 5130
Montgomery, AL 36103
Home: 834-4746 Work: 263-6621

12/1/2012

* Lawson R. Bryan
3000 Bankhead Avenue
Montgomery, AL 36106
Home: 356-3111

12/1/2012

Paul R. Cooper
312 Scott Street
Montgomery, AL 36104
Work: 262-4887

12/1/2012

District Attorney Ellen Brooks
Work: 832-2550

12/1/2016

Sheriff D.T. Marshall
Work: 832-2593

12/1/2014

Sheriff
District Attorney
All others

4 year term
6 year term
3 year term