

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

July 25, 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:

Risk Manager Scott Kramer
Guthrie Jeffcoat with Jeffcoat Engineers & Surveyors, LLC and Attorney Floyd Minor
Assistant Personnel Director Karen Cason
Todd Smith with Schneider Electric

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Wilson

Pledge of Allegiance Led By Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of July 11, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

RESOLUTION:

Consider Resolution Congratulating the Montgomery County Parks and Recreation Department, Deacon Clarence Shule and the Senior Citizens of Flatwood Community Center on the Fourth Anniversary of their Senior Exercise Program, Parks and Recreation Department

PUBLIC HEARING:

Public Hearing Regarding Community Development Block Grant (CDBG) for Eastwood Villa Housing Rehabilitation

NEW BUSINESS:

1. Consider Resolution Regarding Community Development Block Grant (CDBG) for Eastwood Villa Housing Rehabilitation, County Commission
2. Consider Resolution Changing the Membership of the Emergency Management Communications District Board, County Commission
3. Consider Professional Services Contracts with Angela Orum, Lisa Fox, and Eric Marshall to Provide Services for the "End Violence Effectively Now" (E.V.E.N.) Domestic Violence Intervention/ Education Program, Community Corrections
4. Consider Contract with Chemical Addictions Program, Inc., for Drug Court Offender Services, Community Corrections
5. Consider Contract with Lifetime Resolutions, LLC, for Drug Court Offender Services, Community Corrections
6. Consider 2011-2012 Annual Community Corrections Plan, Community Corrections
7. Consider to Recognize and Deny Claim Filed by Attorney Mark Overall on Behalf of Norma Stephens, County Commission
8. Consider Payment of Tuition to Leadership Montgomery for Manager of Public Affairs DiDi Henry, Public Affairs
9. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
10. Consider Bid Award for Janitorial Services at Probate/Revenue Offices, Bid Number 51300-11B-014, County Commission

11. Consider Bid Award for Food Trays, Bid Number 51988-11C-017, County Commission
12. Consider Bid Award for Inmate Uniforms, Bid Number 52200-11B-013, Detention Facility
13. Consider Bid Award for Repairs to Pine Level Walking Trail, Bid Number 57201-011-011, Parks and Recreation Department
14. Consider Budget Change Request Numbers 23, 24, 25, and 26 County Commission Appropriations
15. Consider Position Fill Request for Programmer Analyst II, Position Number 014, Information Systems
16. Consider Position Fill Request for Web and Database Specialist, Position Number 007, Information Systems
17. Consider Position Fill Request for Deputy Sheriff Trainee/Deputy Sheriff, Position Number 123, Sheriff's Office
18. Consider Travel/Training Requests (8)

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

JULY 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.

AUGUST 8, 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.

AUGUST 22, 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.

SEPTEMBER 5, 2011

County Holiday (Labor Day)

SEPTEMBER 12, 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.

SEPTEMBER 26, 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 Customer Service Clerk – County Commission Office
Fill action continues for 1 Applications Development Manager – Information Systems
Department
Fill action continues for 1 Programmer Analyst II – Information Systems
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 1 Dept. District Attorney Level 1 – District Attorney's Child Support
Unit
Fill action continues for 1 Pre-Trial Director – District Attorney Pre-Trial
Fill action continues for 13 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Stores Clerk 1 – 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 2 District Maintenance Superintendents #1 – Engineering Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 3 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 GIS Coordinator – Reappraisal Department
Fill action continues for 1 Chief Appraiser – Reappraisal Department
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 2 Deputy Sheriff Trainee/Deputy Sheriff – Sheriff's Office
Fill action continues for 1 Emergency Communications Operator 1 or 2 – Sheriff's Office
Fill action continues for 2 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Director – Youth Facility
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Cook/Mess Steward – Youth Facility
Fill action continues for 1 Food Service Supervisor – Youth Facility

July 27, 2011

07-25-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-15-11

Check Number	To	Check Number
218187		218257
Total Checks Paid		\$98,143.86

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

07-25-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 07-15-11

Check Number	To	Check Number
218258		218359
Total Checks Paid		\$668,807.35

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

07-25-11 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 07-22-11

Check Number	To	Check Number
218361		218447
Total Checks Paid		\$197,172.20

CHECK #	PAYEE	AMOUNT	DATE
218360	Smith, Marjorie	\$1,250.00	07/15/11

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

07-25-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-22-11

Check Number	To	Check Number
218448		218563
Total Checks Paid		\$671,551.25

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
07/15/11

Payroll Check Number	109067	To	Payroll Check Number	109225	\$ 123,059.22
Direct Deposits					\$ 786,752.97
Payroll Check Number	109226	To	Payroll Check Number	109252	\$ 267,979.23
Direct Deposits					\$ 319,160.95
Federal Deposits					\$ 305,645.60
Total Payroll Paid					\$ 1,802,597.97

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

RESOLUTION

WHEREAS, the National Center for Health Statistics, finds that only 32% of American senior citizens exercise daily; and

WHEREAS, according to the Centers for Disease Control and Prevention, 88% of those over 65 years of age have at least one chronic health condition. Many of these chronic conditions are directly related to health damaging behaviors; and

WHEREAS, as people age, their quality of life may begin to diminish. This can be slowed and in many cases reversed through proper nutrition and regular exercise.

WHEREAS, exercise makes it easier to do common daily tasks, a proven factor in maintaining independence and mobility, and no matter the age, strength exercises will increase bone density, which reduces the likelihood of fractures; and

WHEREAS, according to many studies, including Harvard's National Study of Health and Stress, socialization through exercise is a deterrent to depression and anxiety, and new research in dementia and Alzheimer's indicates that regular exercise may ward off mental deterioration as well; and

WHEREAS, the Montgomery County Parks and Recreation Department has worked diligently to improve the quality of life among its citizen, particularly, the senior citizens; and

WHEREAS, the Montgomery County Parks and Recreation Department established a successful senior citizens exercise program at Flatwood Community Center four years ago; and

WHEREAS, under the direction of Deacon Clarence Shule, 15 – 20 seniors attend the classes each week, and are enjoying the benefits of leading a healthy lifestyle,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby congratulate the Montgomery County Parks and Recreation Department, Deacon Clarence Shule and the Senior Citizens of Flatwood Community Center on the fourth anniversary of their senior exercise program and for their tireless efforts on behalf of Montgomery County seniors in promoting a healthy lifestyle through exercise and socialization.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 25th day of July, 2011

**Notice of Public Hearing
Regarding Community Development Projects
for Montgomery County, Alabama**

The Montgomery County Commission will hold a public hearing on Monday, July 25, 2011 at 9:30 a.m. in Annex III, 101 South Lawrence Street, Commissioner's Court, Montgomery, Alabama 36104. All citizens are urged to attend and express their views regarding the community's most pressing community development needs.

The purpose of this hearing will be to discuss the submission of an application for Community Development Block Grant (CDBG) funds to primarily benefit low and moderate income persons in Montgomery County. Information to be presented includes the amount of grant funds available, the range of eligible activities that may be undertaken and a discussion of the proposed project for which the County intends to submit an application to the State of Alabama requesting CDBG funds.

Any person with a disability or communication impairment should contact the Montgomery County Commission, at (334) 832-1210, if special accommodations are needed. The County will attempt to accommodate all reasonable requests.

Elton Dean, Chairman
Montgomery County Commission

CARPDC

CENTRAL ALABAMA REGIONAL PLANNING &
DEVELOPMENT COMMISSION

AUTAUGA, ELMORE & MONTGOMERY COUNTIES

George McCain
Chairman

Greg Clark
Executive Director

Agenda

JUL 25 2011

MEMO TO: Mr. Donnie Mims, County Administrator

FROM: Sara Byard
Grant Specialist, CARPDC

DATE: July 19, 2011

RE: Community Development Block Grant (CDBG)
Eastwood Villa Housing Rehab

Please place the attached resolution on the County Commission agenda for formal approval at the July 25, 2011 meeting. You will recall that CARPDC has briefed the Commission on this item at the last several meetings. Please also recall that we will have a public hearing relative to this application that is scheduled for 9:30 AM. The public hearing is required for the submission of the grant. I will speak very briefly and take any comments or questions from the audience or commission. I expect the hearing to take less than five minutes. Please let me know if you have any questions. Thanks.

RESOLUTION

WHEREAS, the Montgomery County Commission has been determined eligible to request financial assistance through the PY 2011 Community Development Block Grant Program as made available through the Housing and Community Development Act of 1974, as amended, as administered by the Alabama Department of Economic and Community Affairs and overseen by the U.S. Department of Housing and Urban Development, and

WHEREAS, it has been determined that the greatest community development need that exists in the County and can be best addressed by the CDBG County Competitive Fund is providing housing rehabilitation assistance in a specific neighborhood of the County, namely Eastwood Villa, that has been identified as requiring such assistance and consisting of predominantly low-and-moderate income persons.

NOW, THEREFORE, BE IT RESOLVED by the Montgomery County Commission, as follows:

SECTION 1. That the Montgomery County Commission submit an application for financial assistance to the Alabama Department of Economic and Community Affairs for a PY 2011 Community Development Block Grant through the County Competitive Fund in the amount of \$350,000.00 for the purpose of implementing a housing rehabilitation program in the Eastwood Villa neighborhood of the County.

SECTION 2. That the Montgomery County Commission is not required to submit matching funds as match will be provided by the individual homeowners.

SECTION 3. That Elton N. Dean, Sr., in his capacity as Chairman, is hereby authorized and directed to execute all required application documents on behalf of the County, and take such other actions as may be required to have the same submitted for funding consideration.

PASSED, ADOPTED AND APPROVED this 25th day of July, 2011.

Elton N. Dean, Sr., Chairman

ATTEST:

Donald L. Mims, County Administrator

RESOLUTION

WHEREAS, Section 11-98-1 through 11-98-8 of the Code of Alabama, 1975 authorized the Enhanced 9-1-1 Emergency Service; and

WHEREAS, said Code authorized the County Governing Body to Create a Countywide Emergency Management Communications District; and

WHEREAS, the implementation of the Enhanced 9-1-1 Emergency Service has been recognized nationwide as a means of making assistance, in times of emergencies and disasters, more readily available to citizens; and

WHEREAS, on December 21, 1998, the Montgomery County Commission adopted a Resolution establishing the seven-member board composed of Montgomery County Commissioners Districts 1-5, the Sheriff of Montgomery County, and the Director of GIS of Montgomery County; and

WHEREAS, Code Section 11-98-4 (e) Board of Commissioners states, “ In lieu of appointing a board of commissioners, the governing body of the creating authority may serve as the board of commissioners of the district, in which case it shall assume all the powers and duties of the board of commissioners as provided in this chapter”; and

WHEREAS, the Montgomery County Commission desires to rescind the portion of the December 21, 1998, resolution that defines the current seven-member composition of the Montgomery County Emergency Management Communications District Board; and

WHEREAS, the Montgomery County Commission desires to establish the Montgomery County Commission as the board commissioners of the Montgomery County Emergency Management Communications District Board,

NOW, THEREFORE, BE IT RESOLVED THAT the Montgomery County Commission does hereby rescind the portion of the December 21, 1998, resolution that defines the current composition of the board and approves a change in the membership of the Montgomery County Emergency Management Communications District Board, from the current seven members to members of the Montgomery County Commission, as of July 26, 2011.

We hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 25th day of July, 2011.

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

Agenda

JUL 25 2011

July 13, 2011

TO: Donnie Mims – County Administrator
Montgomery County Commission

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

RE: Commission Agenda Item – Contracts for E.V.E.N. Services

Mr. Mims:

Please see the attached proposed contracts for Professional Services with Angela Orum, Lisa Fox, and Eric Marshall for the E.V.E.N. Domestic Violence Intervention/Education program. The proposed contracts are the same format as used in other contracts with E.V.E.N. professional providers and have been previously reviewed and approved by the County Attorney.

Ms. Orum has served as a student intern providing over 300 hours of free services to Community Corrections and the County Commission which are valued at over \$6,000. It is the unanimous review of his E.V.E.N. professional peers that Ms. Orum does a fine job and would make a welcome addition to the part-time contract E.V.E.N. staff. Ms. Fox is a professional counselor with the Alabama Department of Corrections and has volunteered a considerable number of hours to the E.V.E.N. program to become familiar with the program format, goals and expectations. The E.V.E.N. program staff have endorsed the application and request of Ms. Fox to become a compensated provider for the program. Mr. Marshall is presently serving as a post-graduate student intern providing many hours of free services to Community Corrections and the County Commission. It is the recommendation of his E.V.E.N. professional peers that Mr. Marshall would make a welcome addition to the part-time contract E.V.E.N. staff. The E.V.E.N. Program has historically experienced attrition, especially during the summer period as well as a shortage of qualified male facilitators, therefore, I have asked the MCCPCA Board to approve my recommendation to the County Commission to contract with these three individuals to continue each of their respective services as paid providers. These services would be reimbursed from offender/participant fees and would not result in any additional cost in operating the E.V.E.N. program and no additional costs would be incurred on the part of the County beyond that which is already budgeted.

The MCCPCA Board met on Tuesday July 12, 2011 and unanimously approved the three (3) proposed contracts. I am requesting that consideration for approval of the three (3) E.V.E.N. contracts be placed on the Commission Agenda for the July 25, 2011 Commission Meeting.

Respectfully submitted,



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

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

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

**STATE OF ALABAMA
COUNTY OF MONTGOMERY**

PROFESSIONAL SERVICES CONTRACT

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

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

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

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

Invoicing for services charged under this Professional Services Contract shall be submitted to the Montgomery County Community Corrections Department Executive Director on an approved Monthly Invoice Form to be provided by the Montgomery County Community Corrections Department and shall contain: The name and mailing address of the provider, the Federal Tax I.D. Number or Social Security Number of the provider, the date of service, the amount of time charged, the nature of the service rendered (class instruction, tutoring, orientation, intake, Court advocacy, reporting, etc.), a total calculation or amount invoiced for each service, an aggregate total of all charges for the month, and the providers signature attesting that the invoice is accurate and correctly reflects services actually performed and the date signed. Invoice forms may be submitted no more than twice per month. Invoice Forms for any preceding month's services are due no later than the fifth business day of the month following the month services are rendered. Upon verification of the accuracy of any invoice by the Executive Director, the invoice shall be forwarded to the Montgomery County Commission for payment. Payment shall be disbursed according to the course of normal business by the Montgomery County Finance Department (presently disbursements are made twice per month). Requests for expedited payment or exceptional disbursements will not be honored.

The contract period shall begin from date of signing this contract by both parties and shall end at the close of business, September 30, 2011. Actual services to be compensated under this Contract shall commence no earlier than June 27th, 2011. Either party shall have the right to terminate this contract. In any case, this Contract may be terminated, without prior notice upon notification of the Montgomery County Community Corrections Department that all available funds from participant fees and other authorized sources have been exhausted. The provider shall have the right to terminate the contract with the Montgomery County Commission provided 30 days written notice is provided to the Commission.

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

Dated this 1st Day of June, 2011.

E.V.E.N. Provider

MONTGOMERY COUNTY COMMISSION

BY: Angela D. Drum

BY: _____

TITLE: _____

PRINT NAME: Angela D. Drum

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

BY: Paul R. Cupper

**STATE OF ALABAMA
COUNTY OF MONTGOMERY**

PROFESSIONAL SERVICES CONTRACT

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

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

The Montgomery County Commission agrees to pay to the provider a fee, of \$25.00 per hour for all services rendered under this Professional Services Contract. Fees shall be invoiced in increments of a quarter hour (15 minute periods), a half hour (30 minute periods) and/or whole hours. Only services that are scheduled and pre-approved by the Executive Director of the Montgomery County Community Corrections Department shall be compensated under this Professional Services Contract. Modifications to the monthly schedule must be approved by the Executive Director and made in writing to be compensated.

A monthly schedule of services and assignments shall be posted or otherwise made available at

the office of the Montgomery County Community Corrections Department at 301 Adams Avenue, Montgomery, Alabama, 36104.

Invoicing for services charged under this Professional Services Contract shall be submitted to the Montgomery County Community Corrections Department Executive Director on an approved Monthly Invoice Form to be provided by the Montgomery County Community Corrections Department and shall contain: The name and mailing address of the provider, the Federal Tax I.D. Number or Social Security Number of the provider, the date of service, the amount of time charged, the nature of the service rendered (class instruction, tutoring, orientation, intake, Court advocacy, reporting, etc.), a total calculation or amount invoiced for each service, an aggregate total of all charges for the month, and the providers signature attesting that the invoice is accurate and correctly reflects services actually performed and the date signed. Invoice forms may be submitted no more than twice per month. Invoice Forms for any preceding month's services are due no later than the fifth business day of the month following the month services are rendered. Upon verification of the accuracy of any invoice by the Executive Director, the invoice shall be forwarded to the Montgomery County Commission for payment. Payment shall be disbursed according to the course of normal business by the Montgomery County Finance Department (presently disbursements are made twice per month). Requests for expedited payment or exceptional disbursements will not be honored.

The contract period shall begin from date of signing this contract by both parties and shall end at the close of business, September 30, 2011. Actual services to be compensated under this Contract shall commence no earlier than October 1st, 2010. Either party shall have the right to terminate this contract. In any case, this Contract may be terminated, without prior notice upon notification of the Montgomery County Community Corrections Department that all available funds from participant fees and other authorized sources have been exhausted. The provider shall have the right to terminate the contract with the Montgomery County Commission provided 30 days written notice is provided to the Commission.

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

Dated this _____ Day of _____, 2011.

E.V.E.N. Provider

MONTGOMERY COUNTY COMMISSION

BY: _____

BY: _____

TITLE: _____

PRINT NAME: _____

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

BY: Paul R. Wynn

**STATE OF ALABAMA
COUNTY OF MONTGOMERY**

PROFESSIONAL SERVICES CONTRACT

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

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

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

A monthly schedule of services and assignments shall be posted or otherwise made available at

the office of the Montgomery County Community Corrections Department at 301 Adams Avenue, Montgomery, Alabama, 36104.

Invoicing for services charged under this Professional Services Contract shall be submitted to the Montgomery County Community Corrections Department Executive Director on an approved Monthly Invoice Form to be provided by the Montgomery County Community Corrections Department and shall contain: The name and mailing address of the provider, the Federal Tax I.D. Number or Social Security Number of the provider, the date of service, the amount of time charged, the nature of the service rendered (class instruction, tutoring, orientation, intake, Court advocacy, reporting, etc.), a total calculation or amount invoiced for each service, an aggregate total of all charges for the month, and the providers signature attesting that the invoice is accurate and correctly reflects services actually performed and the date signed. Invoice forms may be submitted no more than twice per month. Invoice Forms for any preceding month's services are due no later than the fifth business day of the month following the month services are rendered. Upon verification of the accuracy of any invoice by the Executive Director, the invoice shall be forwarded to the Montgomery County Commission for payment. Payment shall be disbursed according to the course of normal business by the Montgomery County Finance Department (presently disbursements are made twice per month). Requests for expedited payment or exceptional disbursements will not be honored.

The contract period shall begin from date of signing this contract by both parties and shall end at the close of business, September 30, 2011. Actual services to be compensated under this Contract shall commence no earlier than October 1st, 2010. Either party shall have the right to terminate this contract. In any case, this Contract may be terminated, without prior notice upon notification of the Montgomery County Community Corrections Department that all available funds from participant fees and other authorized sources have been exhausted. The provider shall have the right to terminate the contract with the Montgomery County Commission provided 30 days written notice is provided to the Commission.

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

Dated this 30 Day of June, 2011.

E.V.E.N. Provider

MONTGOMERY COUNTY COMMISSION

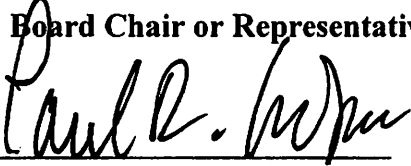
BY: 

BY: _____

TITLE: _____

PRINT NAME: Eric R. Marshall

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

BY: 

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

Agenda

JUL 25 2011

July 13, 2011

TO: Donnie Mims – County Administrator
Montgomery County Commission

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

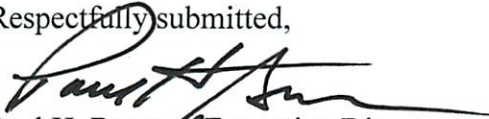
RE: Commission Agenda Item - Proposed Contract with Chemical Addictions
Program, Inc. (CAPS) for Drug Court Offender Services

The Montgomery County Drug Court has a well established relationship with Chemical Addictions Program, Inc. (CAPS) as a provider of outpatient substance abuse treatment services for male and female offenders assigned to the Drug Court. Presently, specified outpatient services are being offered by CAPS without a contract.

The proposed fee for services is the same as has been previously proposed by the provider for offenders receiving Intensive Outpatient Treatment services and has not increased for several years. The contract does not obligate the County Commission, the Drug Court, the MCCPCA or the Community Corrections Department to any requirement for payment.

On Tuesday, July 12, 2011, the MCCPCA Board met and unanimously approved the proposed contract for services. I am therefore referring the proposed contract to the County Commission for consideration and approval at the next Commission meeting on July 25, 2011, subject to the favorable review of the County Attorney.

Respectfully submitted,


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

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

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

STATE OF ALABAMA)
COUNTY OF MONTGOMERY)

CONTRACTUAL AGREEMENT

WITNESS THIS AGREEMENT by and between the Montgomery County Commission and the Chemical Addictions Program, Inc., for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

WHEREAS, Montgomery County, through its Circuit Courts, conducts a Drug Court, hereinafter referred to as DC; and,

WHEREAS, Montgomery County Community Punishment and Corrections Authority and the Montgomery County Community Corrections Department serve as the administrative arm of the DC; and,

WHEREAS, there is a need for substance abuse treatment services for defendants identified by the DC; and,

WHEREAS, Chemical Addictions Program, Inc., is certified by the Alabama Department of Mental Health and Mental Retardation (DMH/MR) Division of Substance Abuse Services (SAS) to provide substance abuse treatment services in the State of Alabama; and,

WHEREAS, Chemical Addictions Program, Inc., is willing and able to provide required substance abuse treatment services for the DC.

NOW THEREFORE IN CONSIDERATION THEREOF, THE MONTGOMERY COUNTY COMMISSION AND THE CHEMICAL ADDICTIONS PROGRAM, INC., HEREBY AGREE AS FOLLOWS:

Montgomery County Commission agrees that individuals enrolled in DC will pay Chemical Addictions Program, Inc., the amount of Three Dollars (\$3.00) for each hour of substance abuse outpatient treatment services provided. Chemical Addictions Program, Inc. will, when needed, assess DC defendants a Seventy Five Dollar (\$75.00) fee for an assessment, which is a requirement for admission into the treatment program. If defendants do not show or give a 24 hour notice they will be required to pay a Seventy Five (\$75.00) rescheduling fee before another appointment can be scheduled. A minimum payment shall be made on a monthly basis of no less than \$20.00 with the balance owed upon successful completion or termination from the program.

Chemical Addictions Program, Inc. will submit a monthly report to Montgomery County Community Punishment and Corrections Authority verifying specific services provided. The report will provide a summary of client's progress, or lack thereof, within that reporting period.

Services will be provided through the Outpatient Program (OP) approved by DMH/MR (SAS) and limited to individual, family education (clients will not be charged for a family member), and group counseling.

Chemical Addictions Program Inc. must maintain its certification by DMH/MR throughout the duration of this Contractual Agreement. Chemical Addictions Program, Inc. will maintain all records related to these services for a minimum of three (3) years and these records will be made available to the Montgomery County Community Punishment and Corrections Authority or other appropriate officials for review and audit upon request.

Either party may terminate this Agreement by providing 30 days written notice.

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

Disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, between the Montgomery County Commission and Chemical Addictions Program, Inc.

The duration of this Contractual Agreement is for one (1) year, beginning from date of award of the contract and ending one (1) year thereafter.

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

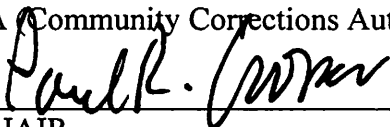
CHEMICAL ADDICTIONS PROGRAM, INC.

BY: _____
EXECUTIVE DIRECTOR

MONTGOMERY COUNTY COMMISSION

BY: _____
CHAIRMAN

MCCPCA (Community Corrections Authority)

BY:  _____
CHAIR

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

Agenda

JUL 25 2011

July 13, 2011

TO: Donnie Mims – County Administrator
Montgomery County Commission

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

RE: Commission Agenda Item - Proposed Contract with Lifetime Resolutions. for
Drug Court Offender Services

The Montgomery County Drug Court has an established relationship with Lifetime Resolutions, LLC as a provider of substance abuse treatment services for female offenders assigned to the Drug Court. Presently services are being provided by Lifetime Resolutions without a contract.

The Drug Court is the recipient of a Federal appropriations grant, a portion of which is designated to cover the cost of residential substance abuse services for up to fifteen (15) offenders at a significantly reduced rate of \$619.00 per episode. This rate was previously negotiated with the provider of inpatient services for males in advance of notification of the grant award.

The proposed contract stipulates that the contract is limited to the fifteen referrals funded by the appropriations grant and has an expiration date which is expected to coincide with the time frame of the duration of the grant funded initiative. The fee is the same as proposed by the provider for male offenders. The contract does not obligate the County Commission, the Drug Court, the MCCPCA or the Community Corrections Department to any requirement for payment.

It is my view that the proposed contract best serves the needs of the offender, the Drug Court, and the interests of public safety. The proposed contract has been referred to the County Attorney and the County Attorney's favorable report and recommendations are attached. With the consent of Lifetime Resolutions, I have made the recommended correction to the proposed document as recommended by the County Attorney.

On Tuesday, July 12, 2011, the MCCPCA Board met and unanimously approved the proposed contract for services. I therefore respectfully request that consideration for approval of the attached contract be placed on the County Commission agenda for the July 25, 2011 meeting.

Respectfully submitted,



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

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

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

STATE OF ALABAMA)
COUNTY OF MONTGOMERY)

CONTRACTUAL AGREEMENT

WITNESS THIS AGREEMENT by and between the Montgomery County Commission and the Lifetime Resolutions, LLC, for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

WHEREAS, Montgomery County, through its Circuit Courts, conducts a Drug Court, hereinafter referred to as DC; and,

WHEREAS, Montgomery County Community Punishment and Corrections Authority serves as the administrative arm of the DC; and,

WHEREAS, there is a need for residential substance abuse treatment services for defendants identified by the DC; and,

WHEREAS, Lifetime Resolutions, LLC, is certified by the Alabama Department of Mental Health and Mental Retardation (DMH/MR) Division of Substance Abuse Services (SAS) to provide residential substance abuse treatment services in the State of Alabama; and,

WHEREAS, Lifetime Resolutions, LLC, is willing and able to provide required substance abuse treatment services for the DC.

WHEREAS, The Montgomery County Commission has secured a grant enumerating funding for residential substance abuse services for DC participants.

NOW THEREFORE IN CONSIDERATION THEREOF, THE MONTGOMERY COUNTY COMMISSION AND THE LIFETIME RESOLUTIONS, LLC, HEREBY AGREE AS FOLLOWS:

Montgomery County Commission agrees that individuals enrolled in DC who are referred by the DC for residential substance services and who are designated to receive residential substance abuse services as funded by the aforementioned grant shall be provided said residential treatment at a rate of \$619.00 per residential treatment episode. Lifetime Resolutions, LLC shall be permitted to bill for any DC participants referred by the DC under the aforementioned grant commencing the beginning of the County Commission fiscal year which commenced on October 1, 2010.

Lifetime Resolutions, LLC will submit a monthly report to Montgomery County Community Punishment and Corrections Authority verifying specific services provided. The report will provide an individual accounting by unique identification number of the client and the specific services rendered by date and duration of service.

Services will be provided through the Residential Substance Abuse Program as approved by DMH/MR (SAS).

Lifetime Resolutions, LLC understands that the funding for these specified services are funded by a special federal appropriations grant which is limited to no more than fifteen (15) referrals during the term of the grant which is expected to expire on or before October 1, 2011. It is further understood that only those referrals made by the DC through the Montgomery County Community Corrections DC Coordinator and deemed eligible for grant funding shall be billed to the Montgomery County Commission.

Lifetime Resolutions, LLC must maintain its certification by DMH/MR throughout the duration of this Contractual Agreement. Lifetime Resolutions, LLC will maintain all records related to these services for a minimum of three (3) years and these records will be made available to the DC, Montgomery County Community Punishment and Corrections Authority or other appropriate officials for review and audit upon request.

Either party may terminate this Agreement by providing 30 days written notice.

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

The duration of this Contractual Agreement shall be from the date of the signing of this agreement by all parties and ending September 30, 2011 or upon depletion of the aforementioned grant funds, whichever occurs first.

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

LIFETIME RESOLUTIONS, LLC

BY: _____

EXECUTIVE DIRECTOR

MONTGOMERY COUNTY COMMISSION

BY: _____

CHAIRMAN

MCCPCA BOARD REPRESENTATIVE

BY: _____

Chairman

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

Agenda

JUL 25 2011

July 13, 2011

TO: Donnie Mims – County Administrator
Montgomery County, Alabama

RE: Commission Agenda Item –
Request for Commission Consideration and Approval of
2011-2012 Annual Community Corrections Plan

Dear Mr. Mims:

Under the direction and guidance of the Montgomery County Community Punishment and Corrections Authority (MCCPCA), the Montgomery County Community Corrections Department has prepared its annual Community Corrections Plan for submittal to the Montgomery County Commission and the Department of Corrections for approval. The MCCPCA met on July 12, 2011 and unanimously voted to recommend to the County Commission that the proposed Plan be approved by the Commission. The approval of annual Community Corrections Plans by the County Commission and Alabama Department of Corrections are mandated for the Agency to receive continued State funds for Jail/Prison diversion felons on Community Corrections Supervision.

Community Corrections provides a variety of beneficial services to the Courts and the community which include: Pre-Trial Release, Community Service Restitution, County Probation, Drug Court support, GPS Electronic Monitoring of Offenders, administration of the E.V.E.N. Domestic Violence Education/Intervention Program and coordination and direct supervision of felony offenders diverted from incarceration in State prison. Our agency provides vital offender monitoring, referral and supervision services to offenders predicated to help these individuals live a drug and crime free lifestyle while ensuring public safety. Citizens of the State of Alabama benefit from the cost savings of placing non-violent offenders on Community Supervision in lieu of more costly incarceration.

The Montgomery County Community Corrections Department relies greatly on the administrative and financial support it receives from the Community Corrections Division of the Alabama Department of Corrections in order to provide these services and to help safeguard public safety while maintaining offender accountability.

The Community Corrections Plan requires the submittal of evidence of written approval of the Community Corrections Plan on the part of the County Commission. Please place the consideration for approval of the annual Community Corrections Plan on the Agenda for the July 25th, 2011 Commission Meeting.

Respectfully submitted,



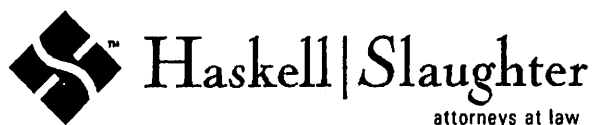
Paul (Beau) Cooper - Chairman
MCCPCA Board

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

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

6-1

JUL 25 2011



MONTGOMERY OFFICE

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

T.T.G

MEMORANDUM

July 6, 2011

TO: Donnie Mims
FROM: Tommy Gallion
RE: Norma Stephens claim

I have reviewed your July 6, 2011 memorandum and the documents submitted by Attorney Mark Overall regarding the seizing of a 1997 GMC truck. It is my legal opinion that at the next regularly scheduled Montgomery County Commission meeting that this claim be recognized and denied.

It is not clear as to whether Norma Stephens is going to and/or has filed this civil action in federal court. This is not the proper way to file a claim under the statute governing same with the Montgomery County Commission.

There appears to be nothing improper that the Sheriff's Deputies did in this matter.

50051-new
#4273439_1



Office of Public Affairs
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102
334.832-1270

Agenda

JUL 25 2011

MEMORANDUM

July 5, 2011

TO: County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Leadership Montgomery Class Acceptance

DiDi Henry has been accepted as a class member of the Leadership Montgomery Class XXVIII. Therefore, I am requesting that her registration fee for the program be paid from her Public Affairs Travel Training Budget 2010/2011. The funds are available in her budget for this program.

I have attached an invoice for the program, as well as the class schedule. She is very excited about this opportunity and believes that this will improve her work as Public Affairs Director for Montgomery County Commission, as she learns more about the county.



...connecting leaders to effect change.

INVOICE #2801

Invoice Reference:
DiDi Henry
LM-CLASS XXVIII

600 S. Court Street, Suite 455 • Montgomery, AL 36104
Phone 334.262.2261 • Fax 334.240.6869
ccarter@leadershipmontgomery.org

TO: Montgomery County Commission
101 South Lawrence Street
Montgomery, AL 36104
334.832.1270

DUE DATE

Upon Receipt of Invoice

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	TUITION: Leadership Montgomery, Class XXVIII	\$1500.00	\$1500.00
AMOUNT REMITTED:			\$0.00
BALANCE DUE			\$1500.00

Please make all checks payable to Leadership Montgomery
THANK YOU FOR YOUR SUPPORT

YEAR AT A GLANCE

Class XXVIII

2011 Leadership Montgomery Class

ORIENTATION

TUESDAY | AUGUST 2, 2011

DAY ONE

FRIDAY | AUGUST 19, 2011

RETREAT

(Mandatory attendance)

DAY TWO

SATURDAY | AUGUST 20, 2011

RETREAT

(Mandatory attendance)

DAY THREE

THURSDAY | SEPTEMBER 8, 2011

DAY FOUR

THURSDAY | OCTOBER 6, 2011

DAY FIVE

THURSDAY | NOVEMBER 3, 2011

DAY SIX

THURSDAY | DECEMBER 1, 2011

DAY SEVEN

THURSDAY | JANUARY 5, 2012

DAY EIGHT

THURSDAY | FEBRUARY 2, 2012

DAY NINE

THURSDAY | MARCH 1, 2012

DAY TEN

TUESDAY | APRIL 3, 2012

DAY ELEVEN

THURSDAY | MAY 5, 2012

GRADUATION

TUESDAY | MAY 22, 2012



LEADERSHIP MONTGOMERY

600 South Court Street, Suite 455
Montgomery, AL 36104
PH- 334-262-2261
334- 262-2270

Cheryl Carter (334) 202-0849
Harold Boone (334) 391-2985

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

JUL 25 2011

July 25, 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-2011-81: Montgomery Area Zoological Society, Inc., to Provide Educational Materials for Elementary Students - \$500; (Wilson)
- C-2011-82: Montgomery AIDS Outreach, Inc., to Provide Services to those Infected and/or Affected by HIV/AIDS - \$750; (Wilson)

DLM/tll

JUL 25 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services 

DATE: July 21, 2011

SUBJECT: Invitation to Bid No. 51300-11B-014,
Janitorial Services at Probate/Revenue
Offices

Request approval of award on the above referenced bid to low bid of Summit Cleaning, for an annual amount of \$18,000.00, be placed on the agenda for the County Commission meeting on July 25, 2011. (copy of spread sheet attached)

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

Attachment

Purchasing Department

Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51300-11B-014				SUMMIT CLEANING SERVICE- ATTN: NORMAN ESTES- PHONE #(334) 328- 3952		TOUCH OF CLASS JANITORIAL - ATTN: TIMOTHY BROWN - PHONE #(334) 538-3811		AMERICAN FACILITY SERVICES, INC. - ATTN: KEVIN MCCAIN; PHONE #(770) 740-1613; FAX#(770) 475-7720		RUDOLPH'S LAWN & JANITORIAL - ATTN: RAYMON RUDOLPH - PHONE #286-0006; FAX#356-1974		PRICES PRESENTLY BEING PAID FROM SUMMIT CLEANING	
ISSUED: JULY 6, 2011													
BID OPENED: JULY 20, 2011													
PROBATE													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	JANITORIAL SERVICE												
1	PROBATE-ATL.HWY.	MO	12	\$550.00	\$6,600.00	\$575.00	\$6,900.00	\$460.00	\$5,520.00	\$750.00	\$9,000.00	\$704.50	\$8,454.00
2	REVENUE-ATL.HWY	MO	12	\$175.00	\$2,100.00	\$380.00	\$4,560.00	\$460.00	\$5,520.00	\$375.00	\$4,500.00	\$315.32	\$3,783.84
3	PROBATE-WOODLEY	MO	12	\$275.00	\$3,300.00	\$519.00	\$6,228.00	\$410.00	\$4,920.00	\$675.00	\$8,100.00	\$382.57	\$4,590.84
4	PRO/REV-MOBILE HW	MO	12	\$500.00	\$6,000.00	\$792.00	\$9,504.00	\$710.00	\$8,520.00	\$1,250.00	\$15,000.00	\$698.99	\$8,387.88
	48 BIDS MAILED												
	NO BIDS RECEIVED												
	PENN & SONS												
	AMSAN MONTG.												
TOTAL BID AMOUNTS					\$18,000.00		\$27,192.00		\$24,480.00		\$36,600.00		\$25,216.56

10-2

Agenda

JUL 25 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: July 21, 2011

SUBJECT: Invitation to Bid No. 51988-11C-017,
Food Trays

Request approval of award on the above referenced bid to the only bid received, Chappy's Deli, in the amount of \$647.19 based on unit pricing, be placed on the agenda for the County Commission meeting on July 25, 2011. (copy of spread sheet attached)

This will result in a six (6) month contract, with the option to renew for six (6) months. After the first six months a price increase may be allowed but shall not exceed 5%.

Coordination of award made with you on this date.

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO. 51988-11C-017				CHAPPY'S DELI - DAVID BARRANCO - PHONE#277- 6590; FAX#277-6593									
ISSUE DATE: JULY 8, 2011													
BID OPENING DATE: JULY 21, 2011													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	SANDWICH TRAY												
	SMALL 4 - 5	EA	1	\$36.87	\$36.87								
	MEDIUM - 6 - 8	EA	1	\$46.41	\$46.41								
	STANDARD-8 - 10	EA	1	\$55.57	\$59.75								
	LARGE - 10 - 13	EA	1	\$79.52	\$79.52								
2	VEGGIE TRAY												
	SMALL - 12- 18	EA	1	\$26.51	\$26.51								
	STANDARD - 20 - 25	EA	1	\$40.87	\$40.87								
	LARGE - 30 - 35	EA	1	\$51.10	\$51.10								
3	FRUIT & CHEESE												
	SMALL 10 - 15	EA	1	\$30.64	\$30.64								
	STANDARD 18 - 25	EA	1	\$41.80	\$41.80								
	LARGE 30 - 35	EA	1	\$52.96	\$52.96								
4	CHICK.FINGER TRAY												
	SMALL 9 - 18	EA	1	\$27.76	\$27.76								
	MEDIUM 18 - 36	EA	1	\$55.52	\$55.52								
	LARGE 27 - 54	EA	1	\$83.28	\$83.28								
TOTAL BID AMOUNTS													

Notes:

11-2

[illegible]

11-3

JUL 25 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: July 21, 2011

SUBJECT: Invitation to Bid No. 52200-11B-013,
Inmate Uniforms

Request approval of award on the above referenced bid to low bid of Robinson Textiles, in the amount of \$1,132.50, based on unit pricing of 25 each, be placed on the agenda for the County Commission meeting on July 25, 2011. (copy of spread sheet attached)

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

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

Attachment

ABSTRACT FOR BIDS:				BID NO		BID NO		BID NO	
INVITATION TO BID NO:		52200-11B-013							
DATE ISSUED:		JULY 6, 2011							
DATE OPENED:		JULY 20, 2011							
REQUESTING DEPARTMENT:									
SHERIFF - DETENTION FACILITY									
TERMS OF PAYMENT/DISCOUNT:									
DELIVERY DATE:				7-30 DAYS		30 DAYS ARO		45 DAYS ARO	
ITEM NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE
			MADE IN USA	IMPORTED	MADE IN USA	IMPORTED	MADE IN USA	IMPORTED	
1.	SHIRT:LIGHT BLUE	25 EACH	NO BID	\$4.00 EA = \$100.00	NO BID	EA=\$127.50	\$6.05=\$151.25	\$5.50=\$137.50	
2.	TROUSER:LIGHT BLUE	25 EACH	NO BID	\$5.00 = \$125.00	NO BID	\$6.22 EA = \$155.50	\$737=184.25	\$6.70=\$167.50	
3.	COVERALL	25 EACH	NO BID	\$11.90 EA=\$297.50	NO BID	EA=\$300.00	\$12.65=\$316.25	\$11.50=\$287.50	
4.	STECILING	25 EACH	NO BID	\$5.50=\$12.50	NO BID	INCLUDED	\$5.50	12.50	
5.	OVERSIZED SHIRTS	25 EACH	NO BID	\$5.00=\$125.00	NO BID	\$167.50	\$7.50=187.50	\$7.50=187.50	
6.	OVERSIZED TROUSER	25 EACH	NO BID	\$6.00=\$150.00	NO BID	\$200.50	\$9.00=\$225.00	\$9.00=\$225.00	
7.	OVERSIZED COVERALLS	25 EACH	NO BID	\$12.90 EA = \$322.50	NO BID	\$385.00	\$15.00 = \$375.00	\$15.00 = \$375.00	
					ALL FABRIC FROM USA	IMPORTED FROM MEXICO			
	20 BIDS MAILED								
	TOTAL		NO BID	\$1,132.50	NO BID	\$1,336.00	\$1,451.75	\$1,392.50	

BIDSHEET.

12-2

JUL 25 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: July 6, 2011

SUBJECT: Bid No. 57201-011-011,
Repairs to Pine Level Walking Trail

Request approval of award on the above referenced bid, to the low bidder, A & C Construction Company, Inc., for the amount of \$28,985.00, be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached)

Coordination of award made with Mr. James Williams of the Recreation Department.

Your assistance is greatly appreciated.

Attachment

Purchasing Department

[illegible]

Page 1

13-2

JUL 25 2011

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 23

DEPARTMENT: County Commission Appropriations REVIEWED: S. Thomas 6/23/2011
DATE: 6/23/2011 Finance Director Date
REQUESTED BY: Donald Mims, Administrator APPROVED: _____
Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
River Region Health Care Center	001-56301.498	0	914,791	914,791
Fund Balance	001.35900		-914,791	
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	914,791

JUSTIFICATION:

In 2010 the County budgeted it's \$1,000,000 commitment for the construction of the River Region Health Care Center. During FY 2010 only \$85,209 was expended on the project. This budget change is to carryover the unspent portion to the 2011 budget for the project expenditures.

JUL 25 2011

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 24

DEPARTMENT: County Commission Appropriations REVIEWED: S. Thomas 7/6/2011
 DATE: 7/6/2011 Finance Director Date
 REQUESTED BY: Donald Mims, Administrator APPROVED: _____
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Pintala Library-Roof repairs	001-57100.231	0	91,709	91,709
Transfer to 2002 Debt Service	001-62100.62303	750,247	-91,709	658,538
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		750,247	0	750,247

JUSTIFICATION:

Budget the amount for reimbursement to the City of Montgomery for roof repairs to the Pintlala Library approved by the County Commission on 10/26/2009. Use additional savings realized from the refinancing of the 2002 debt service to fund the Library repairs. (The 2002 Series GO Warrants were refinanced in October 2010. When the 2011 budget was adopted, estimated savings of \$500,000 were budgeted. The actual savings in the 2011 budget period are \$711,000.)

REQUEST NUMBER 25

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

JUL 25 2011

MEMORANDUM

TO: John A. Mitchell, Sr.
Deputy Administrator

FROM: James Williams, Superintendent *JW*
Montgomery County Parks and Recreation

DATE: July 6, 2011

RE: Parks and Recreation Budget Reallocation

I am writing to ask that you request a budget change on behalf of my department in the amount of \$12,000. This amount needs to be reallocated to the line item in my budget for Park Improvements and is needed for the resurfacing of the Pine Level walking trail. The low bid to resurface the trail is \$28,985, and I currently only have \$18,000 in my Park Improvements budget.

You may recall that my budget was reduced by \$50,000 on April 11, 2011 so that the Commission could use the funds for other operational priorities. Because the Pine Level walking trail was built with Recreational Trails Grant funds, it is important to maintain it. This is especially important because we have applied to ADECA for Recreational Trails Grant funds again this year. As part of the evaluation of our application, ADECA will visit our previously funded sites and assess them.

Your assistance in this matter is greatly appreciated.

SB:JW/rw

14-4

JUL 25 2011

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 26

DEPARTMENT: County Comm Appropriat REVIEWED: S. Thomas 7/14/2011
DATE: 7/14/2011 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
Office Equipment and Furniture	001-51300.540	0	20,700	20,700
Fund Balance	001-35900		-20,700	
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	20,700

JUSTIFICATION:

To increase the Probate Judge budget for office furniture purchases approved 7/11/11. Revenue from the City Election approved as the funding source is already included in the 2011 budget so offset is fund balance.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
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Agenda

JUL 25 2011

July 14, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

SUBJECT: Critical Position Fill Request for Programmer Analyst II
Information Systems

Lou Ialacci, Information Systems Director, has submitted a position fill request for a Programmer Analyst II. This vacancy is created by the resignation of Dana Thrash effective July 5, 2011. This position fills a critical need of certified programmers required to run the *eRing* program currently being implemented.

There was a vacancy created earlier this year with the resignation of another Programmer Analyst II. This brings the County down to two open slots which are critical to the ongoing and growing technical and programming needs of the County. There are a total of three positions below the County complement for Information Systems.

This item was discussed during the working session on July 11, 2011. I ask the Commission to approve this agenda item at the next meeting on July 25, 2011. Your careful consideration is appreciated.

JAM/rw

Attachments

Memo

To: John Mitchell

From: Lou Ialacci

Date: June 24, 2011

Re: Critical Position Fill Request for Programmer Analyst II, Information Systems

The position of Programmer Analyst II in the Information Systems Department will be vacated July 5, 2011 with the resignation of an employee with excellent programming skills in current technology. This is a critical position for the IS department to be able to maintain the existing applications and implement the new systems being purchased.

The technical and programming skills needed to effectively provide the services required by the Information Systems Department have greatly increased over the last four years. There are essential systems and services that we are responsible for that must be available and functional twenty-four hours a day in order to serve the public. We must have personnel trained in today's technical tools to deliver this service.

Our department's responsibilities continue to expand with new applications in the Sheriff's Office, new website services, and now the implementation of a new mass appraisal and property tax collection system for the Revenue Commissioner's Office. One of the most important services we provide is local hands on support for user applications and development of small new custom reports and applications for departments to provide better customer service for the citizens of Montgomery County. This is not an addition to staff, but an attempt to replace a very valuable employee.

I am requesting approval of the attached position fill request for the Programmer Analyst II position. The current 2011 budget includes the funds to cover the cost of the position.

Thank you for your consideration

ORIGINAL

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: Programmer Analyst II

POSITION NUMBER: 220152014

PROPOSED EFFECTIVE DATE: June 13, 2011

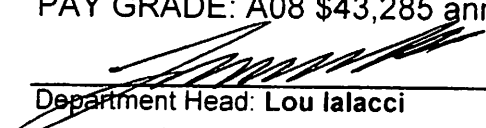
TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A08 \$43,285 annual Step 1


Department Head: Lou Ialacci

6/24/2011
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

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
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Agenda

JUL 25 2011

July 14, 2011

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Critical Position Fill Request for Web and Database Specialist
Information Systems

Lou Ialacci, Information Systems Director, has submitted a position fill request for a Web and Database Specialist. This vacancy is created by promotion of an employee in January, 2011. This position fills a critical need for certified technicians required to run the programs currently in place. This position is critical to the ongoing and growing technical needs of the County. There are a total of three positions below the County complement for Information Systems.

This item was discussed during the working session on July 11, 2011. I ask the Commission to approve this agenda item at the next meeting on July 25, 2011. Your careful consideration is appreciated.

JAM/rw

Attachments

Memo

To: John Mitchell

From: Lou Ialacci

Date: June 24, 2011

Re: Critical Position Fill Request for Web and Database Specialist, Information Systems

The position of Web and Database Specialist in the Information Systems Department was vacated June 13, 2011 with the promotion of an employee to fill the vacancy created In January 2011. This is a critical position for the IS department to be able to maintain the existing applications and implement the new systems being purchased.

This position has a major impact on the County's ability to add more "on-line" functions and new technical services that are required by our citizens. Our department's responsibilities continue to expand with new applications in the Sheriff's Office, new website services, the implementation of a new mass appraisal and property tax collection system for the Revenue Commissioner's Office, and anticipated continued requests for new programs and services. This is not an addition to staff.

I am requesting approval of the attached position fill request for the Web and Database Specialist position. The current 2011 budget includes the funds to cover the cost of the position.

Thank you for your consideration

ORIGINAL

Montgomery County Commission Form 102 (new oct 1996)

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: Information Systems

DEPARTMENT HEAD: Lou Ialacci

SUPERVISOR: John Mitchell

1. POSITION TITLE: Web and Database Specialist

POSITION NUMBER: 220151007

PROPOSED EFFECTIVE DATE: July 25, 2011

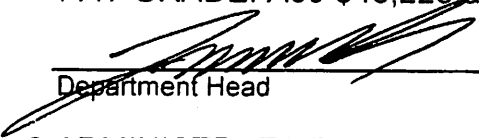
TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A09 \$48,225 annual Step 1


Department Head

6/24/2011
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

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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 123

Proposed Effective Date July 11, 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 DT

Date June 24, 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 _____

Agenda

JUL 25 2011

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 25 2011

Request # 33

Date: July 19, 2011
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Troy, AL
Departure Date: July 27, 2011 Return Date: July 27, 2011
Conference Leave (Days / Hours): 1 day
Purpose of Travel: IED Counterterrorism Workshop

Traveler (s) Name: 1. Deputy G. Thompson 4. Deputy R. Kent
2. _____ 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: No expenses involved with this training.
Request special approval.

To: Sheriff D. T. Marshall

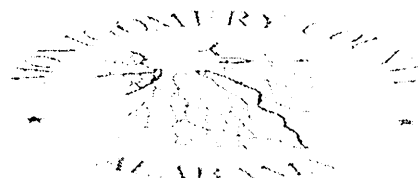
From: Donald L. Mims, Administrator

The above request is app. 07/25/11 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>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$19,450.99</u>	
Budget Available:	<u>\$549.01</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$549.01</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/20/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 25 2011

Request # 34

Date: July 19, 2011
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Florence, AL
Departure Date: October 16, 2011 Return Date: October 21, 2011
Conference Leave (Days / Hours): 6 days
Purpose of Travel: 23rd Annual Southeastern Law Enforcement Executive Development Seminar
SLEDS

Traveler (s) Name: 1. Lieutenant G. Beaudry 4. _____
2. Lieutenant R. Pollard 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,900.00 Advance Registration Required: \$700.00

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

Additional Comments: The \$700.00 registration will be paid out of FY2010-2011 Budget as it must
be paid by September 10, 2011; however, the estimated expenses of
\$2200. will be paid out of FY2011-2012 Budget as training is in October.

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 07/25/11 reimbursement of actual and necessary expenses in the
approximate amount of \$2,900.00 and advance registration of \$700.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$19,300.00</u>	
Budget Available:	<u>\$700.00</u>	
Current Requests:	<u>\$700.00</u>	
Budget Balance:	<u>\$0.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/20/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 25 2011

Request # 11

Date: July 20, 2011
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, Ala.
Departure Date: August 17, 2011 Return Date: August 19, 2011

Conference Leave (Days / Hours): 3 days

Purpose of Travel: Attend Annual Juvenile Probation Officer's Institute
11. Diane Cooper 12. Natalie Mason 13. Bruce Howell
7. Tyrone Anderson 8. Phoenix Martin 9. Jamie Burnett 10. Fred Vrgora

Traveler (s) Name: 1. Wade Morgan 4. Ron McKitt
2. Jimmy Rogers 5. Melinda McGarry
3. Annie Smalls 6. Jeannie Tapley

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

Total (est.) Cost: \$5,500.00 Advance Registration Required:

Department Name: Youth Facility-State budget Fund Name: 001-52603.265

Additional Comments: This is our big yearly conference conducted by AOC We try to send as many as
possible to meet our required training hours

To: Bruce R. Howell

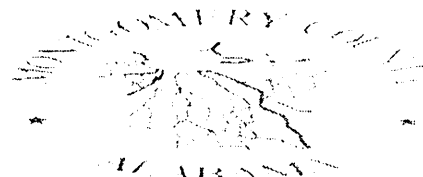
From: Donald L. Mims, Administrator

The above request is app. 07/25/11 reimbursement of actual and necessary expenses in the
approximate amount of \$5,500.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$15,000.00</u>	
Current Requests:	<u>\$5,500.00</u>	
Budget Balance:	<u>\$9,500.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/20/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 25 2011

Request # 3

Date: July 20, 2011
To: Donald L. Mims, Administrator
From: James Williams, Parks and Rec. Supt.
Re: Travel / Training Request

[Signature]

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: September 7, 2011 Return Date: September 8, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the 2011 Alabama Recreation and Parks Association Fall Workshop

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

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

Total (est.) Cost: \$370.54 Advance Registration Required: \$75.00

Department Name: Parks and Recreation Fund Name: Recreation

Additional Comments: Registration - 75.00; Hotel - 145.54 ; Meals - 150.00

To: James Williams, Parks and Rec. Supt.

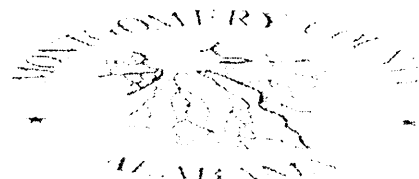
From: Donald L. Mims, Administrator

The above request is app. 07/25/11 reimbursement of actual and necessary expenses in the
approximate amount of \$370.54 and advance registration of \$75.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>008-57200.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$1,500.00</u>	
Approved Requests:	<u>\$887.30</u>	
Budget Available:	<u>\$612.70</u>	
Current Requests:	<u>\$370.54</u>	
Budget Balance:	<u>\$242.16</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/20/2011

cc: Finance Director / Buyer

18-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 25 2011

Request # 18

Date: July 11, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: August 5, 2011 Return Date: August 5, 2011
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: USPAP 7-Hour Update Course

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

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

Total (est.) Cost: \$915.00 Advance Registration Required: \$410.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Total Est Cost includes travel, registration, meals and books.

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

The above request is app. 07/25/11 reimbursement of actual and necessary expenses in the
approximate amount of \$915.00 and advance registration of \$410.00 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>\$7,179.80</u>	
Budget Available:	<u>\$10,320.20</u>	
Current Requests:	<u>\$915.00</u>	
Budget Balance:	<u>\$9,405.20</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/12/2011

cc: Finance Director / Buyer

18-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

JUL 25 2011

Request # 19

Date: July 11, 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: August 7, 2011 Return Date: August 7, 2011
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: National USPAP Update Equivalent (2010-2011) Seminar

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

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

Total (est.) Cost: \$209.00 Advance Registration Required: \$139.00

Department Name: Appraisal Fund Name: Reappraisal

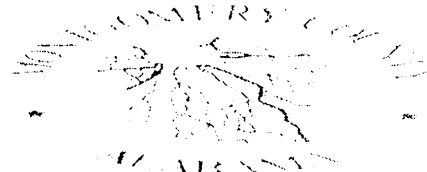
Additional Comments: Total Est Cost includes registration and book.

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

The above request is app. 07/25/11 reimbursement of actual and necessary expenses in the
approximate amount of \$209.00 and advance registration of \$139.00 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>\$7,179.80</u>	
Budget Available:	<u>\$10,320.20</u>	
Current Requests:	<u>\$1,124.00</u>	
Budget Balance:	<u>\$9,196.20</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/12/2011

cc: Finance Director / Buyer

18-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 25 2011

Request # 20

Date: July 15, 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: September 14, 2011 Return Date: September 16, 2011
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: AL IV: Introduction to Property Tax Administration

Traveler (s) Name: 1. Judith Burt 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Revenue Fund Name: General Fund

Additional Comments: Total est. cost includes registration.

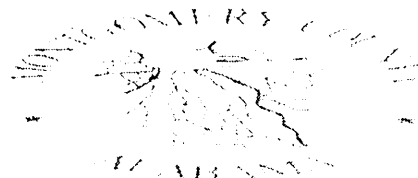
To: Janet Buskey, Revenue Comm

From: Donald L. Mims, Administrator

The above request is app. 07/25/11 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$200.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>755-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$6,000.00</u>	
Approved Requests:	<u>\$5,520.48</u>	
Budget Available:	<u>\$479.52</u>	
Current Requests:	<u>\$200.00</u>	
Budget Balance:	<u>\$279.52</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/19/2011

cc: Finance Director / Buyer

18-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 25 2011

Request # 21

Date: July 20, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 16, 2011 Return Date: August 18, 2011
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: ACCA 83rd Annual Convention

Traveler (s) Name: 1. Jane Reed 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$655.00 Advance Registration Required: \$210.00

Department Name: Emergency Mgmt Dist Bd Fund Name: Emer Mgmt Dist Bd

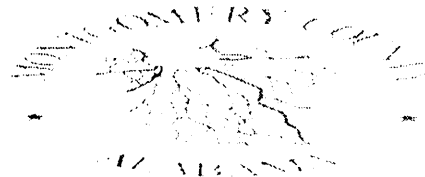
Additional Comments: Total est cost includes registration, food and travel.

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

The above request is app. 07/25/11 reimbursement of actual and necessary expenses in the
approximate amount of \$655.00 and advance registration of \$210.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>784-51986.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$7,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$7,000.00</u>
Current Requests:	<u>\$655.00</u>
Budget Balance:	<u>\$6,345.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/20/2011

cc: Finance Director / Buyer