

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

January 9, 2012

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:

Probate Judge Reese McKinney, Jr.
Probate Chief Clerk Wells Robinson
Juvenile Court Administrator Bruce R. Howell
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair
CARPDC Executive Director Greg Clark, Community Development Manager Sara Byard
and Weatherization Manager Donnie Barber

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Resolution Electing Director to The Waters Improvement District, County Commission
2. Consider Resolution Regarding Financing of Energy Conservation Project, County Commission
3. Consider Additional Services Agreement with New World Systems Regarding Financial and Payroll Systems Software Update, County Commission
4. Consider Medical Emergency Policy, Risk Management
5. Consider Payment to Retired Circuit Judge William R. Gordon, for Services Rendered as Hearing Officer, Community Corrections
6. Consider County Employee Blood Drives for 2012, County Commission
7. Consider Payment of 2012 Membership Dues to the Public Risk Management Association (PRIMA) for Scott Kramer, Risk Management
8. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
9. Consider Budget Change Request Number 7, County Commission Appropriations
10. Consider Position Fill Request for Corrections Officer Trainee/Corrections Officer, Position Number 041, Detention Facility
11. Consider Travel/Training Requests (14)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Risk Manager Scott Kramer
Revenue Commissioner Janet Buskey and Chief Appraiser Clay Henley

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JANUARY 9, 2012

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.

JANUARY 16, 2012

County Holiday (Martin Luther King, Jr's Birthday)

JANUARY 23, 2012

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

FEBRUARY 13, 2012

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

FEBRUARY 20, 2012

County Holiday (President's Day)

FEBRUARY 27, 2012

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 2 Programmer Analyst II – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 HVAC Specialist – 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 23 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Clerk II – Detention Facility
Fill action continues for 3 Corrections Officers – Detention Facility
Fill action continues for 1 Stores Clerk 1 – Detention Facility
Fill action continues for 1 Correction Officer Sergeant – Detention Facility
Fill action continues for 1 Correction Officer Corporal – Detention Facility
Fill action continues for 1 County Road Equipment Operator I – Engineering Department
Fill action continues for 1 Civil Engineer Tech I – Engineering Department
Fill action continues for 1 Administrative Secretary – Personnel 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 Clerk III – Revenue Commissioner's Office
Fill action continues for 1 Clerk Typist II – Sheriff's Office
Fill action continues for 1 Court Security Officer – Sheriff's Office
Fill action continues for 2 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 2 Juvenile Detention Officer – Youth Facility

January 9, 2012

Agenda

JAN - 9 2012

01-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-22-11

Check Number	To	Check Number
221887		221950
Total Checks Paid		\$183,048.71

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

01-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-30-11

Check Number	To	Check Number
221951		221999
Total Checks Paid		\$49,642.90

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

01-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-30-11

Check Number	To	Check Number
222000		222044
Total Checks Paid		\$176,899.41

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-06-12

Check Number	To	Check Number
222048		222097
Total Checks Paid		\$55,983.24

CHECK #	PAYEE	AMOUNT	DATE
222045	US Postal Service	\$ 30,000.00	12/30/11
222046	Postmaster Bulk Mailing	\$ 700.93	01/05/12
222047	Postmaster Bulk Mailing	\$ 4,895.16	01/05/12

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

Agenda

JAN - 9 2012

01-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-06-12

Check Number	To	Check Number
222098		222171
Total Checks Paid		\$539,217.48

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
12/30/11**

Payroll Check Number	110993	To	Payroll Check Number	111120	\$ 115,068.14
Direct Deposits					\$ 857,487.66
Payroll Check Number	111121	To	Payroll Check Number	111135	\$ 202,899.23
Direct Deposits					\$ 62,265.67
Federal Deposits					\$ 313,135.37
Total Payroll Paid					\$ 1,550,856.07

CHECK #

110992

PAYEE

District Court of Tuscaloosa County

AMOUNT

\$217.71

DATE

12/19/11

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

JAN - 9 2012



ROBERT E.L. GILPIN
DIRECT DIAL: 334.409.2236
E-MAIL: RGILPIN@GILPINGIVHAN.COM

December 8, 2011

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

Re: The Waters Improvement District -
Resolution Electing Director (J. Garrett McNeil)
Our File No. 7493.1001

Dear Donnie:

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

The term of one of the Directors, J. Garrett McNeil, will expire on December 31, 2011. On behalf of the District, we hereby request that Mr. McNeil be reappointed to a full three-year term with a stated expiration date of December 31, 2014. Please forward a copy of the Resolution effecting the reappointment of Mr. McNeil to me upon its adoption.

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

Sincerely,

GILPIN | GIVHAN, PC

Robert E.L. Gilpin

RELG:bsh

Enclosure

pc: Mr. J. Garrett McNeil (w/enclosure)

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

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

WHEREAS, J. Garrett McNeil's term as a member of the Board of Directors of the District will expire on December 31, 2011;

WHEREAS, it has been requested that J. Garrett McNeil continue to serve on said board; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MONTGOMERY COUNTY, ALABAMA, that J. Garrett McNeil be and is hereby appointed to serve on The Waters Improvement District for a three-year term, with term ending December 31, 2014.

STATE OF ALABAMA)
 :
MONTGOMERY COUNTY)

I, Donald L. Mims, Administrator of the County Commission of Montgomery County, Alabama, HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution which was duly adopted by the County Commission of Montgomery County, Alabama, at a regular meeting held the ____ day of _____, 20__.

This is the ____ day of _____, 20__.

Donald L. Mims, Administrator

APPROVED: _____, 20__

The Waters Improvement District

Board of Directors

Members:

Thomas H. Brigham
Chairman

Jennifer Atkins
Chief Administrative Officer

J. Garrett McNeil
Chief Executive Officer

Term Expires:

12/31/2013

12/31/2012

12/31/2011

Agenda

JAN - 9 2012

Agenda Item Number 2 – Consider Resolution Regarding Financing of Energy Conservation
Project, County Commission

Resolution to be presented at Monday's Meeting

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

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ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
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TDD (334) 265-3568
www.mc-ala.org

Agenda

JAN - 9 2012

December 21, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator 

RE: New World Systems Upgrades

The above-referenced item was discussed as a future agenda item during the working session of the December 19, 2011 Commission meeting. The discussion was regarding the need for financial and payroll systems software upgrades that were implemented in 2009.

I ask the Commission to approve this item at the next meeting on January 9, 2012. Your timely approval is very much appreciated.

JAM/rw

Attachments

Interoffice Memo

To: John Mitchell
From: Lou Ialacci
Cc: Sherrill Thomas
Date: December 15, 2011
RE: Financial and Payroll Systems Software Update

In June 2009 the County implemented a new financial system software package that provides general ledger, fixed assets, purchasing, accounts payable, and other basic accounting functions. On October 1, 2009 we converted the payroll function to this same software – New World Systems. The new systems have provided improved reporting of most all of the financial information and reduced the need for paper significantly.

Attached is a document for additional services from our vendor New World Systems to assist us with the migration to their newest version of their financial and payroll software. The document, "Additional Services Agreement" and "Additional Support Services and Fees" (Exhibit B) explains that this software upgrade will require special migration of our current data/information from our existing software to the new or "Next-Gen" software system.

The total cost for this process will not exceed \$20,000. The document shows the fee of \$14,250 for the time and expertise to help us implement the upgrade. The additional amount is for travel expenses for their personnel to come to Montgomery for the project. The project was anticipated and the costs are included in the budget.

All New World Systems customers using the financial and payroll systems will be making this same upgrade during 2012; consequently, there is a growing backlog to schedule the migration services by the vendor. The vendor will not schedule our project until the attached document is signed and returned. We are requesting the Commission's approval and signature on the document at their earliest opportunity so we can get the County's upgrade project scheduled to meet our needs.

Thank you



December 13, 2011

ADDITIONAL SERVICES AGREEMENT

Mr. Lou Ialacci
Montgomery County
100 South Lawrence Street
Montgomery, AL 36104

Dear Mr. Ialacci:

New World Systems is pleased to provide additional services Logos.Net Human Resources - Next Gen.

The attached form (Exhibit B) is to be reviewed and approved by you and/or your authorized representative. It describes the additional services you have requested along with the related fees.

Other than for the purposes of internal review, we ask that you treat our fees as confidential information. This is due to the competitive nature of our business.

The General Terms and Conditions from our original License Agreement are incorporated and continue to apply. Any taxes or fees imposed from the course of this Agreement are the responsibility of the Customer.

We thank you for your continued business with New World Systems. We look forward to working on this project with you.

ACKNOWLEDGED AND AGREED TO BY:

NEW WORLD SYSTEMS® CORPORATION
(New World)

MONTGOMERY COUNTY, AL
(Customer)

By: _____
Larry D. Leinweber, President

By: _____
Authorized Signature Title

By: _____
Authorized Signature Title

Date: _____

Date: _____

Each individual signing above represents that (s)he has the requisite authority to execute this Agreement on behalf of the organization for which (s)he represents and that all the necessary formalities have been met.

The "Effective Date" of this Agreement is the latter of the two dates in the above signature block.

PRICING IS VALID THROUGH FEBRUARY 29, 2012.

EXHIBIT B
ADDITIONAL SUPPORT SERVICES AND FEES

1. Service Fees and Travel Costs

Support services for implementation of Logos.Net Human Resources - Next Gen includes the following:

- (a) Current system review/analysis;
- (b) Participation in initial web-based overview;
- (c) Upgrade planning and consultation;
- (d) Detail Implementation Plan;
- (e) Conversion tools and documentation (the Logos.Net Human Resources - Next Gen conversion utility will utilize a wizard type approach and will provide end users with tools to build translation tables and execute the new conversion process. This process is designed to allow for multiple test conversion runs providing Customers the option to set up and test multiple configurations, around select areas of the new software, prior to executing the final conversion);
- (f) Up to 2 weeks of onsite implementation and training support services

Support service resources for Logos.Net Human Resources - Next Gen will be \$14,250. (Plus all actual and reasonable travel expenses incurred by New World divided proportionately between all New World customers visited on a single trip and actual employee travel time for Installation and Training up to but not exceed four (4) hours per Customer visit.) The installation and training support services are typically performed at Customer's premises but, at Customer's option, may be provided at New World national headquarters in Troy, Michigan. (Other support services often involve services performed at the New World's national headquarters.) Customer agrees to reimburse New World for support trips canceled by Customer less than ten (10) days before the scheduled start date to cover New World's out of pocket costs and lost revenues.

Additional support services provided by New World after execution of this Agreement will be provided at the Customer's hourly rate in effect at that time, currently \$165 per hour.

2. Additional Services Available

Other New World services may be required or requested for the following:

- (g) File conversion assistance;
- (h) Consulting with New World technical staff;
- (i) Modifying the Licensed Standard Software;
- (j) Designing and programming Custom Software;
- (k) Maintaining modified Licensed Standard Software and/or Custom Software;
- (l) New World Consultation with other vendors or third parties;
- (m) Software testing; and/or
- (n) Assistance as Customer is going "live".

Customer may request these additional services in writing using New World's Request For Service (RFS) procedure (or other appropriate procedure mutually agreed upon by Customer and New World).

3. Payments for Services and Travel Costs

Support Services will be billed as follows:

- | | |
|---|------------------------|
| a) Amount invoiced upon the Effective Date (100%) | \$14,250 |
| TOTAL DUE | <u>\$14,250</u> |

All travel costs will be billed weekly for the previous calendar week. Any taxes or fees imposed from the course of this Agreement are the responsibility of the Customer and Customer agrees to remit when imposed. If an exemption is claimed by the Customer, an exemption certificate must be submitted to New World. Payments are due within fifteen (15) days from receipt of invoice.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

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

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Agenda

JAN - 9 2012

January 5, 2012

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Risk Manager

SK

SUBJECT: Medical Emergency Policy

During the December 19, 2011 County Commission meeting, I discussed the proposed Medical Emergency Policy with the Commission. Instances have occurred relating to emergencies on the premises of the Montgomery County Commission in the past. A medical emergency policy has been developed to ensure our employees know what action to take in these situations. I have enclosed a copy of this policy which I would like for the County Commission to consider for approval at the next meeting.

cc: John A. Mitchell, Sr.

MEDICAL EMERGENCY POLICY

An event may occur on County property that results in an individual(s) need for medical treatment. The event may be the result of an accident or medical condition involving an employee of the Montgomery County Commission or a non-employee on Montgomery County Commission property. County Commission offices exist to serve public citizens and provide a safe environment for them while conducting business with the County. At any given time, a large number of citizens as well as Montgomery County Commission employees occupy County Buildings and property. This policy has been developed to establish procedures that should be followed in the event a member of the public or a County Commission employee requires emergency medical attention while on the premises of a Montgomery County Commission property.

SCOPE

This policy covers Montgomery County Commission employees working in Administrative Building (Annex 1), Main Courthouse, Carnegie Building, Annex II, Annex III, and the Community Corrections Buildings. The policy also includes members of the general public and/or vendors, contractors in or on the premises of the Montgomery County Commission.

PROCEDURES

It is, of course, the first priority of the Montgomery County Commission to obtain needed emergency medical attention for any individual who suffers an injury or medical event on Montgomery County Commission property. All County Commission employees are expected to summon emergency medical assistance immediately, by calling 911, if you witness a fellow employee or visitor in obvious medical distress.

WHEN CALLING 911

1. State your name
2. State the exact location you are calling from
3. State the reason for your call (describe what is happening or what you observed)
4. Stay on the line and answer any questions you can
5. Do not hang up until you are told to or help arrives.
6. Do not move the injured or sick patient unless instructed to by emergency personnel

AFTER calling 911 you should immediately call **832-1217 (County Commission Receptionist)** and relay to her briefly your location and what has occurred. She, in turn, will relay the information to the Risk Management Department, Scott Kramer (832-1280) or Judy Singley (832-1274). Risk Management will respond to the scene of the incident to complete a detailed report of the incident.

Employees should not discuss details of the incident with other employees, by-standers or an injured party. The incident should only be discussed with responding emergency medical personnel or Risk Management.

NON-EMERGENCY MEDICAL INCIDENTS

Should a visitor in or on Montgomery County Commission premises suffer an injury or medical incident that is not obviously serious or life-threatening, the individual should be **ASKED** if they want medical assistance. If so, call 911 and summon help. It should be made clear that you are calling an emergency vehicle at their request and any charges will be their responsibility. If an emergency vehicle is summoned, you should immediately call **832-1217** and tell the receptionist what happened and to notify Risk Management. Risk Management will respond to the scene of the incident. Stay with the person until the emergency vehicle arrives.

If the individual refuses or states he/she does not wish to have emergency response, do not call them.

Should an employee suffer an injury or medical incident that is not an obvious emergency or life threatening it should be reported to the employee's supervisor. If the employee has been injured while performing his/her job duties and needs medical treatment, the treatment will be provided by the Montgomery County Commission designated workers' compensation physician and reported to the Risk Management Department as a work-related injury. If the employee suffers a medical incident due to a health condition he/she will obtain medical treatment of their choice and discretion. An employee who is experiencing a condition that renders them a danger to themselves or others by driving a vehicle should be strongly discouraged from driving. Offer assistance to drive the employee home or to a medical facility or to call a family member to drive them.

Please remember, if you are witness to someone experiencing a medical emergency, that an individual's health and medical issues are a very personal matter and should not be the subject of conversation among you and your co-workers.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

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JAN - 9 2012

January 5, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Request for Payment to Hearing Officer

On December 7, 2011, County Attorney Tyrone C. Means submitted an invoice from Retired Circuit Judge William R. Gordon for services as hearing officer in the matter of Montgomery County Commission v. MCC: Brown, Paul (Personnel Matter) File Number: 2100-437.

After discussing the invoice at the December 19, 2011 Commission meeting, I was instructed to place authorization for payment of the invoice in the amount of \$2,324.63 on the January 9, 2012 agenda.

DLM/tn

THOMAS, MEANS, GILLIS & SEAY, P.C.

ATTORNEYS AND COUNSELLORS AT LAW
ESTABLISHED IN 1981

WEBSITE: www.tmgslaw.com

MONTGOMERY OFFICE
SENDER'S DIRECT DIAL: (334) 213-4446
SENDER'S E-MAIL ADDRESS:
RFSIMMONS@TMGSLAW.COM

KENNETH L. THOMAS^{1,3}
TYRONE C. MEANS^{1,2,4}
H. LEWIS GILLIS¹
QUINTON S. SEAY²
EUGENE FELTON, JR.²
FREDERIC A. BOLLING¹
GERALD C. BROOKS^{1,5}
KELVIN W. HOWARD¹
RICHELE T. HARRIS¹

December 7, 2011

Via Email & U.S. Mail

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

ADMITTED:
¹ ALABAMA
² GEORGIA
³ DISTRICT OF COLUMBIA
⁴ KANSAS
⁵ MISSISSIPPI

Re: *Montgomery County Commission v. MCC: Brown, Paul (Personnel Matter)*
Our File Number: 2100-437

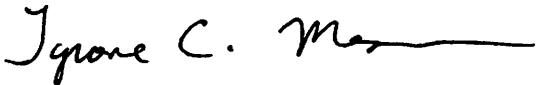
Dear Donnie:

Enclosed please find Judge Gordon's invoice for service as hearing officer.
Please place in line for payment.

Thank you.

Sincerely yours,

THOMAS, MEANS, GILLIS, & SEAY, P. C.


Tyrone C. Means

CC: Paul R. Cooper, Esq.
Honorable William F. Gordon
Retired Circuit Judge

Enclosure:

MONTGOMERY OFFICE:
3121 ZELDA COURT
P.O. DRAWER 5058
MONTGOMERY, AL 36103-5058
TELEPHONE: (334) 270-1033
FACSIMILE: (334) 260-9396

BIRMINGHAM OFFICE:
505 - 20TH STREET NORTH
SUITE #1425 - FINANCIAL CENTER
P.O. DRAWER 11365
BIRMINGHAM, AL 35202-1365
TELEPHONE: (205) 328-7915
FACSIMILE: (205) 214-6160

ATLANTA OFFICE:
191 PEACHTREE STREET, N.E.
SUITE #3550
ATLANTA, GA 30303
TELEPHONE: (404) 222-8400
FACSIMILE: (404) 222-0080

WILLIAM R. GORDON
RETIRED CIRCUIT JUDGE • ARBITRATOR AND MEDIATOR

December 5, 2011

Paul R. Cooper, Esquire
Chair, Board of Directors
MCCPCA
301 Adams Avenue
Montgomery, AL 36104

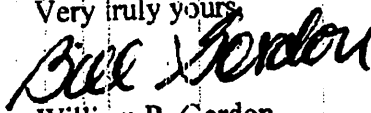
Re: Employee Action, Paul H. Brown

Dear Paul:

My invoice for serving as the hearing officer is enclosed.

Thank you for asking me to participate in this matter.

Very truly yours,



William R. Gordon

✓ Encl.
CC: Tyrone C. Means, Esq.

WRG

INVOICE FOR HEARING OFFICER SERVICES

December 5, 2011

Re: Employee Action Against Paul H. Brown

October 21, 2011: Studied charges and portions of personnel procedures.
30 minutes.

October 21, 2011: Studied motion to dismiss. 14 minutes.

October 24, 2011: Read Alabama Open Meetings Act. 31 minutes.

October 24, 2011: Hearing. 5 hours 44 minutes.

October 25, 2011: First partial draft findings of fact and conclusion. 15 minutes.

November 2, 2011: Drafting recommendation. 14 minutes.

November 3, 2011: Researched open meetings act and non-profit law.
32 minutes.

November 3, 2011: Drafting findings and recommendation. 1 hour 8 minutes.

November 4, 2011: Read case authority. 59 minutes.

November 7, 2011: Got copies of Montgomery City-County Personnel manual.
10 minutes.

November 8, 2011: Drafting findings and recommendation. 1 hour 20 minutes.

November 9, 2011: Final draft and delivered findings and recommendation. NC.

Expense: Postage \$1.30.

Total Due: \$2,324.63.



Office of Public Affairs

P.O. Box 1667
Montgomery, AL 36102
(334) 832-1270

Agenda

JAN - 9 2012

January 6, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: DiDi Henry
Public Affairs Director

SUBJECT: County Employee Blood Drives-2012

Historically, the Montgomery County Commission has sponsored two employee blood drives annually. Permission is hereby requested to sponsor two blood drives in 2012. The first would be scheduled for Tuesday, February 7th with the American Red Cross and the other later in the summer with LifeSouth.

Authorization is requested to permit these blood drives and allow elected officials and department heads, at their discretion, to give employees who actually donate blood, four hours of administrative leave for having donated. This time off must be scheduled in advance with the department head or supervisor.

It is important to note that the County usually has very successful blood drives, and we know that blood donations save lives. After discussion during the December 19, 2011 meeting, the Commission agreed to place this item on the January 9, 2012 meeting.

Thank you.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
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(334) 832-1210
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TDD (334) 265-3568
www.mc-ala.org

Agenda

JAN - 9 2012

January 5, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

SUBJECT: PRIMA Membership Dues

Scott Kramer has asked the Commission to approve a payment for membership dues to the Public Risk Management Association (PRIMA). This item was discussed during the working session of the December 15, 2011 Commission meeting. There was no objection to placing this item on the agenda at the next meeting. The cost is \$385 for membership.

I am asking the Commission to approve this request at the January 9, 2012 meeting. Your consideration is greatly appreciated.

JAM/rw

Attachment

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

December 14, 2011

MEMORANDUM

TO: John Mitchell
Deputy Administrator

FROM: Scott Kramer *SK*
Risk Manager

SUBJECT: Public Risk Management Association (PRIMA) Membership Dues

I would like to request your approval for payment of PRIMA membership dues. The cost of membership dues for government members is \$385 for the period of January 1, 2012 – December 31, 2012.

This organization has contributed to the success of our Risk Management program in the past, as I have used many of their resources. This year I am completing an application to be on the Board of Directors of this organization. Should I become a Board Member, the cost of travel would be absorbed by the Association.

Scott Kramer

From: Bles Dones [BDones@primacentral.org]
Sent: Friday, December 02, 2011 9:55 AM
To: Scott Kramer
Subject: Thank You For Your PRIMA Membership & Hoping That You Will Renew!



PRIMA MEMBERSHIP INVOICE

Friday, December 02, 2011

Scott Kramer
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102-1667

Membership #: 10009399
Invoice Date: December 1, 2011
Membership Expiration: 01/01/2012

You still have 30 days to renew, however, please consider a PRIMA membership again by renewing. We appreciate your membership at PRIMA. PRIMA is "your association" and your renewal is VITAL to PRIMA's continued support of its members and adding relevant benefits to you as a valued member! We thank you for trusting PRIMA to represent the interests of the public risk management entities and professionals.

***If you have already renewed your membership, please disregard this notice.**

Government \$385.00

Payment: ☐ MasterCard ☐ VISA ☐ American Express

Card Number: _____

Expiration Date: _____

Card CVV #: _____

Authorized Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ (*e-mail required for receipt)

Please include a copy of this invoice when remitting payment.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

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

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Agenda

JAN - 9 2012

January 9, 2012

MEMORANDUM

TO: Sherrill Thomas, Finance Director

FROM: Donald L. Mims, County Administrator *DLM*

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

On this date, the Montgomery County Commission approved reprogramming the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) to:

C-2012-30: Montgomery Ballet, for Promotion of Arts in Education and Arts Opportunities for Citizens of Montgomery County - \$4,000; (Wilson)

DLM/tll

JAN - 9 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION**BUDGET CHANGE REQUEST**REQUEST NUMBER 7

DEPARTMENT:	County Commission	REVIEWED:	S. Thomas	12/13/2011
DATE:	Appropriations	Finance Director		Date
REQUESTED BY:	12/13/2011	APPROVED:		
Elected Official/Dept. Head	Donald Mims, Administrator	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Judicial Supernumerary salaries	001-51210.119	422,721	-18,000	404,721
Judicial Motor Vehicles	001-51210.551	0	18,000	18,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		422,721	0	422,721

JUSTIFICATION:

To budget for the purchase of a motor vehicle to be used by Judge Charles Price.

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

Agenda

JAN - 9 2012

2011 DEC - 8 AM 8:44

PAYROLL

1. Position Title Corrections Officer Trainee . Corrections Officer

Position Number 041

Proposed Effective Date December 12, 2011

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 (PCT)

Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall

Date December 5, 2011

Department Head *AK*

2. Administrative Review

- () Approved
- () Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates

Open-Competitive _____ Candidates

Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 7

Date: January 5, 2011
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Troy, AL
Departure Date: January 10, 2012 Return Date: January 10, 2012
Conference Leave (Days / Hours): 4 Hours
Purpose of Travel: to attend 2012 ACCA District Meeting in Pike County

Traveler (s) Name: 1. Reed Ingram 4. John Mitchell
2. Dimitri Polizos 5. _____
3. Donald Mims 6. _____

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

Total (est.) Cost: \$297.56 Advance Registration Required: \$80.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$20.00/person; Mileage - \$54.39/person

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$297.56 and advance registration of \$80.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$7,161.12</u>	
Budget Available:	<u>\$15,338.88</u>	
Current Requests:	<u>\$472.56</u>	
Budget Balance:	<u>\$14,866.32</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 6

Date: January 5, 2012

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL

Departure Date: March 21, 2012

Return Date: March 22, 2012

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the County Government Education Institute Course: Disaster Relief 101

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

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

Total (est.) Cost: \$175.00

Advance Registration Required: \$175.00

Department Name: County Commission

Fund Name: General

Additional Comments: Registration Fee - 175.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$175.00 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$7,161.12

Budget Available: \$15,338.88

Current Requests: \$175.00

Budget Balance: \$15,163.88

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 4

Date: January 4, 2012
To: Donald L. Mims, Administrator
From: Janet Buskey Revenue Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 26, 2012 Return Date: February 29, 2012
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Association of Alabama Tax Administrators 2012 Mid-Winter Conference

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

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

Total (est.) Cost: \$350.00 Advance Registration Required: \$350.00

Department Name: Revenue Fund Name: General Fund

Additional Comments: Total Est Cost includes registration.

To: Janet Buskey Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$350.00 and advance registration of \$350.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,400.00</u>	
Approved Requests:	<u>\$600.00</u>	
Budget Available:	<u>\$2,800.00</u>	
Current Requests:	<u>\$350.00</u>	
Budget Balance:	<u>\$2,450.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 9

Date: December 20, 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: January 16, 2012 Return Date: January 19, 2012
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Protecting our Citizens Against Sex Offenders

Traveler (s) Name: 1. Lieutenant L. Persky 4. Sergeant J. Oliver
2. 5.
3. 6.

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

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

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

Additional Comments:

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$900.00 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>\$25,000.00</u>	
Approved Requests:	<u>\$1,576.04</u>	
Budget Available:	<u>\$23,423.96</u>	
Current Requests:	<u>\$900.00</u>	
Budget Balance:	<u>\$22,523.96</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/20/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 10

Date: December 29, 2011
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Helena, AL
Departure Date: February 18, 2012 Return Date: February 18, 2012
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Attend Explorer Advisor State Competition

Traveler (s) Name: 1. Deputy A. Norman 4. _____
2. Deputy A. Lawton 5. _____
3. 4 Explorers 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-

Additional Comments: Expenses will be paid out of the Explorer account.

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 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>\$25,000.00</u>	
Approved Requests:	<u>\$2,476.04</u>	
Budget Available:	<u>\$22,523.96</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$22,523.96</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 11

Date: January 3, 2012
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Trussville, AL
Departure Date: January 12, 2012 Return Date: January 12, 2012
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Sovereign Citizen Seminar

Traveler (s) Name: 1. Sergeant Juan Jerry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$0.00

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

Additional Comments: _____

To: Sheriff D. T. Marshall

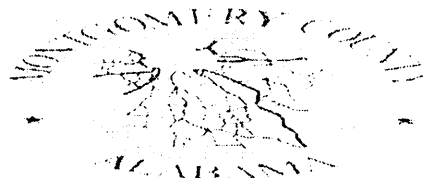
From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 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>\$25,000.00</u>	
Approved Requests:	<u>\$2,476.04</u>	
Budget Available:	<u>\$22,523.96</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$22,423.96</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 6

Date: January 5, 2012
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Jacksonville, FL
Departure Date: April 8, 2012 Return Date: April 13, 2012
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Attend Investigative Interview Techniques for Internal Affairs Officers

Traveler (s) Name: 1. Rodney Brooks 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,425.00 Advance Registration Required: \$695.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$1,425.00 and advance registration of \$695.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$6,440.70</u>	
Budget Available:	<u>\$8,559.30</u>	
Current Requests:	<u>\$1,425.00</u>	
Budget Balance:	<u>\$7,134.30</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 2

Date: January 4, 2012
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Bryant Conference Center, Tuscaloosa, AL
Departure Date: February 27, 2012 Return Date: February 29, 2012
Conference Leave (Days / Hours): 30 hrs.
Purpose of Travel: Attend Alabama Vegetation Management Society Annual Meeting

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

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

Total (est.) Cost: \$550.00 Advance Registration Required: \$75.00
Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600-265

Additional Comments: _____

To: George C. Speake, County Engineer
From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$550.00 and advance registration of \$75.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$125.00</u>	
Budget Available:	<u>\$4,875.00</u>	
Current Requests:	<u>\$550.00</u>	
Budget Balance:	<u>\$4,325.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 6

Date: January 4, 2012
To: Donald L. Mims, Administrator
From: Janet Buskey Revenue Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 26, 2012 Return Date: February 29, 2012
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Association of Alabama Tax Administrators 2012 Mid-Winter Conference

Traveler (s) Name: 1. Clay Henley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$175.00 Advance Registration Required: \$175.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Total Est Cost includes registration.

To: Janet Buskey Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$175.00 and advance registration of \$175.00 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>\$2,990.40</u>	
Budget Available:	<u>\$14,509.60</u>	
Current Requests:	<u>\$175.00</u>	
Budget Balance:	<u>\$14,334.60</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 7

Date: January 4, 2012
To: Donald L. Mims, Administrator
From: Janet Buskey Revenue Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: March 16, 2012 Return Date: March 16, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Alabama Certified Appraiser Exam (Real Property) at Auburn University

Traveler (s) Name: 1. Calvin Johnson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$227.00 Advance Registration Required: \$90.00

Department Name: Appraisal Fund Name: Reappraisal

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

To: Janet Buskey Revenue Commissioner

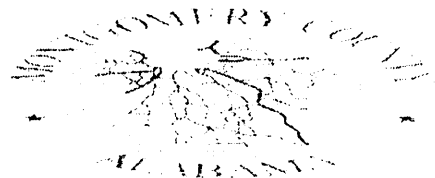
From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$227.00 and advance registration of \$90.00 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>\$2,990.40</u>	
Budget Available:	<u>\$14,509.60</u>	
Current Requests:	<u>\$402.00</u>	
Budget Balance:	<u>\$14,107.60</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2012

cc: Finance Director / Buyer

11-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

Agenda

JAN - 9 2012

Date: January 4, 2012
To: Donald L. Mims, Administrator
From: Janet Buskey Revenue Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 1, 2012 Return Date: February 1, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: IAAO Standards of Professional Practice and Ethics online course

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

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

Total (est.) Cost: \$89.00 Advance Registration Required: \$89.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Total Est Cost includes registration.

To: Janet Buskey Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$89.00 and advance registration of \$89.00 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>\$2,990.40</u>	
Budget Available:	<u>\$14,509.60</u>	
Current Requests:	<u>\$491.00</u>	
Budget Balance:	<u>\$14,018.60</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 7

Date: January 3, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, DC
Departure Date: January 22, 2012 Return Date: January 25, 2012
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: To Attend: New Grantee Orientation: Grants to Encourage Arrest Programs
(GTEAP, Arrest)

Traveler (s) Name: 1. Rhonda Cape 4. _____
2. Steve Searcy 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: District Attorney Fund Name: 760-51260-292

Additional Comments: The expenses will be reimbursed by Arrest Grant funds

To: Ellen Brooks

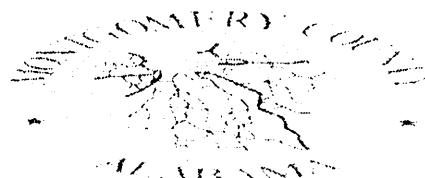
From: Donald L. Mims, Administrator

The above request is 1/9/2012 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>760-51260.292</u>	(ex: 000-00000-000)
Description:	<u>Grant expenses</u>	
Current Budget:	<u>\$225,000.00</u>	
Approved Requests:	<u>\$28,413.00</u>	
Budget Available:	<u>\$196,587.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$196,587.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2012

cc: Finance Director / Buyer

11-12

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 3

Date: January 4, 2012
To: Donald L. Mims, Administrator
From: Judge Reese McKinney, Jr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: January 27, 2012 Return Date: January 27, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend exhibit workshop at the Alabama Dept. of Archives & History

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

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

Total (est.) Cost: \$35.00 Advance Registration Required: \$35.00

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

Additional Comments: _____

To: Judge Reese McKinney, Jr.

From: Donald L. Mims, Administrator

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$35.00 and advance registration of \$35.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>782-51305.499</u>	(ex: 000-00000-000)
Description:	<u>General Administration Expense</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$25,000.00</u>	
Current Requests:	<u>\$35.00</u>	
Budget Balance:	<u>\$24,965.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2012

cc: Finance Director / Buyer

11-13

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 9 2012

Request # 4

Date: January 4, 2012
To: Donald L. Mims, Administrator
From: Judge Reese McKinney, Jr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: January 11, 2012 Return Date: January 12, 2012
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Alabama Licensing Officials Conferece

Traveler (s) Name: 1. Linda Dickey, Monica Marshall 4. Shamika Butts
2. Kim Brown, Virginia Davis 5. Anita Holley
3. Cathy Mobley 6. Mildred Potts

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

Total (est.) Cost: \$710.00 Advance Registration Required: \$600.00

Department Name: Probate Fund Name: see comments

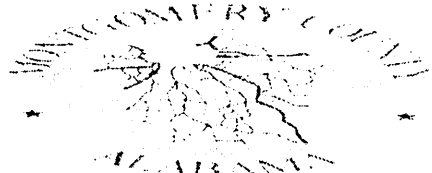
Additional Comments: Advanced Registration \$600 - 783-51350-265
Mileage \$110.00 - 001-51300-260
Please hold registration check. We will hand deliver it.

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

The above request is app. 01/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$710.00 and advance registration of \$600.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>783-51350.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,000.00</u>	
Current Requests:	<u>\$710.00</u>	
Budget Balance:	<u>\$2,290.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/4/2012

cc: Finance Director / Buyer

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