

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

OCTOBER 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:

Community Corrections Executive Director Paul Brown
Chief Probate Clerk Wells Robinson and Attorneys James N. Walter, Jr. and Henry H.
Hutchinson with Capell & Howard, P.C.
Chief Information and Technology Officer Lou Ialacci
Grant Writer Leslie York with Central Alabama Regional Planning and Development
Commission
First Vice President Junie J. Pierce, III with the Montgomery Humane Society and
Executive Director Rachel Tears with Alabama Animal Alliance Spay/Neuter Clinic

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Vice Chairman Ingram

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of September 24, 2012

RESOLUTION:

Consider Resolution Recognizing Reverend Claude A. Shuford on the Occasion of His 25th Anniversary as Pastor of the Mount Zion AME Zion Church, in Montgomery, Alabama

Consider Resolution Proclaiming October 21-27, 2012, to be “Pro Bono Week”

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Revised Independent Contractor Agreement with David Thrasher, M.D., Regarding County Coroner Services, County Commission
2. Consider Budget Change Request Number 1, County Commission Appropriations
3. Consider Budget Change Request Number 2, County Commission Appropriations
4. Consider Position Fill Request for Bridge Maintenance Superintendent, Position Number 660582001, Engineering Department
5. Consider Position Fill Requests for Deputy Sheriff Trainee/Deputy Sheriff, Position Number 101 and Emergency Communications Operator I/II, Position Number 009, Sheriff's Office
6. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
7. Consider Travel/Training Requests (9)

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

OCTOBER 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.

OCTOBER 22, 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.

NOVEMBER 5, 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.

NOVEMBER 12, 2012

County Holiday (Veterans Day)

NOVEMBER 19, 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's – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
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 Case Manager II – 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 18 Correction Officer Trainees – Detention Facility
Fill action continues for 2 Corrections Corporal – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 1 Corrections Officer – Detention Facility
Fill action continues for 1 Inmate Grievance/Disciplinary Clerk – Detention Facility
Fill action continues for 1 County Road Equipment Operator III's – Engineering Department
Fill action continues for 1 Road Maintenance Supervisor – Engineering Department
Fill action continues for 3 Service Maintenance Worker I's – Personnel Department
Fill action continues for 1 Clerk Typist II – Probate Judge's Office
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 County Archivist – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 1 Deputy Sheriff Lieutenant – Sheriff's Office
Fill action continues for 3 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office
Fill action continues for 1 Clerk Typist II – Sheriff's Office
Fill action continues for 1 Fingerprint Classifier – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Corporal – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Sergeant – Sheriff's Office
Fill action continues for 1 Emergency Communications Operator I/II – Sheriff's Office
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 1 Relief Cook – Youth Facility
Fill action continues for 1 Clerk Typist II – Youth Facility

October 9, 2012

Agenda

OCT - 9 2012

10-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-21-12

Check Number	To	Check Number
228737		228816
Total Checks Paid		\$347,158.95

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

Agenda

OCT - 9 2012

10-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-21-12

Check Number	To	Check Number
228817		228931
Total Checks Paid		\$367,975.18

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

10-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-21-12

Check Number	To	Check Number
228932		229282
Total Checks Paid		\$37,400.00

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

Agenda

OCT - 9 2012

10-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-28-12

Check Number	To	Check Number
229284		229347
Total Checks Paid		\$1,120,259.18

CHECK #	PAYEE	AMOUNT	DATE
229283	Dorothy Jean Roberts	\$ 125.00	09/24/12

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

Agenda

OCT - 9 2012
10-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-28-12

Check Number	To	Check Number
229348		229471
Total Checks Paid		\$636,812.05

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

10/09/12 Meeting
Agenda

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

OCT - 9 2012

CHECKS ARE DATED
10/05/12

Payroll Check Number	113989	To	Payroll Check Number	114106	\$ 88,187.89
Direct Deposits					\$ 793,715.68
Payroll Check Number	114107	To	Payroll Check Number	114128	\$ 250,160.18
Direct Deposits					\$ 324,147.84
Federal Deposits					\$ 300,056.68
Total Payroll Paid					\$ 1,756,268.27

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

RESOLUTION

WHEREAS, the Reverend Claude A. Shuford, a native of Wetumpka, Alabama, received his Bachelor of Liberal Arts degree in Religion and Philosophy from Huntingdon College (Montgomery, Alabama), in 1983, and his Master of Divinity from Candler School of Theology at Emory University, (Atlanta, Georgia) in 1986; and

WHEREAS, in 1993, he was bestowed an Honorary Doctorate Degree of Divinity from Livingstone Colleges in Salisbury, North Carolina; and

WHEREAS, Rev. Shuford is married to Rev. Brenda K. Booker Shuford and is the proud father of one son and two daughters; and

WHEREAS, under his leadership in 1990, the church moved to its new location on West Jefferson Davis Avenue and later acquired property for the church, which is now the location of the Zion Center; and

WHEREAS, he has dedicated over 33 years to serving God and his fellow man, as a minister and as a community leader through his numerous volunteer efforts, including those at the AME Zion Ministerial Alliance, where he served as president for 10 years, the Alabama Florida Episcopal District of the AME Zion Church, the Montgomery Board of Adjustment, the Cleveland Avenue YMCA, the Metro Montgomery NAACP, the Board of Trustees for Huntingdon College, the Board of Trustees for Lomax-Hannon Jr. College in Greenville, Alabama; and

WHEREAS, for 25 years, Rev. Shuford has served as spiritual leader and friend to the loving and close-knit congregation of Mount Zion African Methodist Episcopal Zion Church, and has contributed immeasurably to the lives and faith of its many members. He also continues to make a lasting and positive impact in the lives of Montgomery County citizens,

NOW, THEREFORE, BE IT RESOLVED that the Montgomery County Commission does hereby recognize Reverend Claude A. Shuford on the occasion of his 25th anniversary as pastor of the Mount Zion AME Zion Church, in Montgomery, Alabama, and extend our congratulations, as church members and family celebrate his special day on Sunday, October 14, 2012.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 9th day of October, 2012.

RESOLUTION**OCT - 9 2012**

WHEREAS, last year one-in-every-four of the 821,268 Alabamians living in poverty experienced legal problems; and

WHEREAS, the majority of these civil problems are consumer issues (creditor harassment, utility non-payment, bankruptcy issues), health issues (Medicaid, government insurance, nursing home), family law issues (divorce, child support/custody, abuse), employment issues (unemployment benefits, pension, lost job), and housing issues (unsatisfactory repairs, foreclosure, eviction, poor living conditions); and

WHEREAS, 18.9% of the citizens in Montgomery County live in poverty; and

WHEREAS, each year the low-income citizens of Montgomery County lack access to legal assistance for their legal problems that are often critical to their safety and independence, forcing them to resolve complex legal problems on their own; and

WHEREAS, the need for legal aid in Alabama is dire, since unlike in the criminal defense system, funding for low-income Alabamians who need civil legal assistance has not yet been met, with the consequences being a lack of access to justice which is devastating for the poor and which weakens our democratic society as a whole; and

WHEREAS, there are fewer than 60 paid legal aid lawyers to serve the more than 422,119 low-income households in the State of Alabama; and

WHEREAS, although 36% of the members of the Montgomery County legal community donated their time and talents in free legal services each year, a huge unmet need for legal assistance remains for the disadvantaged in our area; and

WHEREAS, sponsored by the Alabama State Bar and its Pro Bono Celebration Task Force, with support from bar associations statewide, Pro Bono Week 2012, will educate the public about the extensive work Alabama lawyers are doing donating their time to improve the lives of vulnerable members of our community; and

WHEREAS, Pro Bono Week 2012 will feature legal aid clinics throughout the State, assisting Alabamians, who greatly need legal assistance but cannot afford to pay for that help; and

WHEREAS, it will also feature service projects throughout the State of Alabama helping lawyers and law students make volunteer connections with legal aid organizations serving Alabamians:

NOW, THEREFORE, Montgomery County, does hereby proclaim October 21-27, 2012, to be **PRO BONO WEEK**, and urge all Montgomery County residents to recognize the contributions of our legal community helping those most in need.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 9th day of October, 2012.

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 1818

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

Agenda

OCT - 9 2012

September 25, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Montgomery County Coroner – Revised Independent Contractor Agreement

During the County Commission meeting on September 10, 2012, I presented County Coroner David Thrasher's letter regarding reducing the Coroner's Agreement by \$20,000 annually and elimination of the \$1,500 for Continuing Medical Education.

During the County Commission meeting on September 24, 2012, I presented the Revised Independent Contractor Agreement to the Commission and was instructed to place it on the next agenda for consideration of approval.

I request that the Commission approve this Revised Independent Contractor Agreement for County Coroner services.

DLM/tn

Attachment

STATE OF ALABAMA)
COUNTY OF MONTGOMERY)

REVISED
INDEPENDENT CONTRACTOR AGREEMENT

WITNESS THIS AGREEMENT, by and between the Montgomery County Commission, a body corporate and political (hereinafter referred to as "County") and David Thrasher, M.D., (hereinafter referred to as "Thrasher"), for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

(1) Effective May 25, 2001, Thrasher was legally appointed as Coroner of Montgomery County. As such, the Coroner must comply with certain duties as specified by various Acts of the Legislature and the Code of Alabama. As specified in those laws, such duties are to be compensated by the County; therefore, the County hereby agrees to contract with Thrasher to conduct Coroner operations for the County of Montgomery, Alabama. In no way does this contract constitute an employer/employee relationship, but rather is solely a contract for services;

(2) The County agrees to pay Thrasher the sum of \$117,280 per annum in monthly payments of \$9,773.33 per month as full and total compensation for all duties and costs associated with Coroner operations for the County of Montgomery continuing from October 1, 2012, to September 30, 2014;

(3) The above described Coroner duties and associated costs include, but are not limited to: staff salaries, computers, telephones, fax machines, cellular phones, beepers, utility bills, office space, record storage space, supplies and all other necessary operational materials needed to support the Coroner operations;

(4) The County agrees to reimburse David Thrasher, M.D. for certain additional expenses incurred by him when conducting **coroner's inquests**. These additional expenses must be presented to the County Administrator on an itemized statement from Thrasher and supported by invoices from the vendors/providers who performed the needed services. Thrasher will obtain and coordinate the use of any needed office space with the Montgomery County Judge of Probate and the uses of said office would not constitute an additional expense to the Montgomery County Commission;

(5) It is understood that conditions of this independent contractor relationship are that all employees who assist Thrasher as a result of this contract, will be the sole responsibility of Thrasher. All items of equipment purchased by Thrasher from the funds resulting from this contract becomes the sole property of Thrasher. All on-going costs associated with running and managing the day-to-day operations of the Coroner's office, as a result of this contact, are the sole responsibility of Thrasher;

(6) Under long-standing agreement, Deputy Coroners are not compensated for any work they may conduct on behalf of the Coroner. Should Deputy Coroner compensation become an

issue at some future date, Thrasher may appropriate any portion of these contracted funds that he receives under this contract at his discretion with the understanding the County will not increase this contract as a result;

(7) The aforementioned contract amount will be payable at regular monthly intervals upon written request to the Montgomery County Commission, Attention: Administrator, P.O. Box 1667, Montgomery, Alabama 36102-1667. Such request should be in the form of an original invoice indicating "Payment for Coroner duties for the County of Montgomery, Alabama, for the month and year" and should be submitted not earlier than the 1st day of the month, nor later than the 30th day of the month, following the month being billed. Montgomery County will process said request and will mail check for the services billed within 21 working days, but in no case more than 30 days from receipt of the request;

(8) This contract is on a month-to-month basis, not to exceed three (3) years, at which time a new contract will have to be entered into under the requirements of the Alabama law governing County contracts. Any changes to this funding level must be requested in advance in writing and presented to the Montgomery County Commission for consideration. Said requests should be submitted not later than May 1st of the year of said request so as to be included in the County's annual budgeting process; and

(9) This contract can be terminated at any time by either party with 60 days written notice. Any termination by the County would have to be with the joint agreement with the Judge of Probate and the County. Should, for any reason, the Judge of Probate determines that Thrasher can no longer physically and/or mentally perform the duties of Coroner, this contract is terminated on the date of written notification and pro-rata final payment of any monies owed to Thrasher.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this instrument to be duly executed on this the ____ day of _____, 2012.

David Thrasher, M.D.
1440 Narrow Lane Parkway
Montgomery, AL 36111

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

By: _____
Its: _____

By: _____
Its: Chairman

Witness: _____

Witness: _____

OCT - 9 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT: County Comm Appropriations REVIEWED: S. Thomas 9/12/2012
DATE: 9/12/2012 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
Hyundai Incentives	001-51955.443	0	32,000	32,000
In-house Misc Appropriations	001-59310.498	100,000	-32,000	68,000
TOTAL		100,000	0	100,000

JUSTIFICATION:

Provide funding for an additional traffic signal on Hyundai Blvd. The County funding commitment is 40% of the actual material cost not to exceed a total of \$32,000.

OCT - 9 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 2

DEPARTMENT: County Comm Appropriatic REVIEWED: S. Thomas 9/12/2012
DATE: 9/12/2012 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
Courthouse Security Equipment	206-51104.591	0	17,760	17,760
Fund Balance	206.35900		-17,760	-17,760
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	0

JUSTIFICATION:

Budget for the cost of a camera and monitor for the Judges Chambers and for upgrades to the Duress Alarm System in the Courthouse.

Tammy Nix

From: David Marshall
Sent: Thursday, August 30, 2012 1:58 PM
To: Charles Price; Donald Mims; John Mitchell; Derrick Cunningham
Subject: FW: Courthouse Camera Quote
Attachments: DOC083012-08302012094925.pdf

Importance: High

Judge Price asked me for prices on a camera for the doors leading into the secure hallways with monitors for their secretaries and for panic alarms. I forwarding these quotes for the commission to consider. They both total a little over \$20,000.

-----Original Message-----

From: Tom Lyne [<mailto:tom.lyne@normentsecurity.com>]
Sent: Thursday, August 30, 2012 9:57 AM
To: David Marshall
Subject: Courthouse Camera Quote
Importance: High

Tom Lyne
Imperial Systems, Inc.
A Division of Norment Security Group
3224 Mobile Highway
Montgomery, Alabama 36108
Tel: 334.286-6462 (Direct)
Fax: 334.285.5055

The information contained in this message may be privileged and confidential and protected from disclosure. It is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you. Imperial Systems, Inc.



PROPOSAL

A Division of Norment Industries
A CompuDyne Company

3224 Mobile Highway
Montgomery, Alabama 36108-4454
334-281-8440
FAX: 334-286-4377

Montgomery Co. Courthouse
Public Entrance Security Camera
4th Floor

August 30, 2012

Montgomery, AL

Attn: Judge Charles Price

12-0829

I. We are pleased to offer the following proposal to Courthouse Security for the installation of a security camera and monitor at the public entrance door 4th Floor leading to the Judges Chambers

1. Furnish and install the following:

- 1 – Sony 1/3" CCD (Super HAD) Wall Mounted Camera, 600 TVL Resolution
- 3 – 10" Wall Mounted LCD Monitors.
- 6 - High Level Video Baluns - Transceivers
- 1 – Video Distribution Amplifier
- 1 – Power Supply
- 1 – All Labor, wire, Plenum CAT5e and installation materials.

Note: Office personnel in all 3 Judges Offices will have the ability to visually identify the party requesting access.

2. Provide (1) year warranty on system equipment provided.

Total \$4,020.00

Sign and return one copy for our files.

This proposal is subject to acceptance within _____ days from date hereon, and to all standard terms and conditions noted on the reverse side of this proposal

We hope this proposal will merit your placing with us this business, which will have our best attention in pursuing the work to completion

By: _____

Accepted: _____ Firm: _____ By: _____



PROPOSAL

A Division of Norment Industries
A CompuDyne Company

3224 Mobile Highway
Montgomery, Alabama 36108-4454
334-281-8440
FAX: 334-286-4377

Montgomery Co. Courthouse
Duress Alarms System Upgrade

August 30, 2012

Montgomery, AL

Attn: Judge Charles Price

12-0830

I. We are pleased to offer the following proposal to Courthouse Security Upgrade / Modernization of the Duress Alarm System for the 2nd, 3rd and 4th floor Judges Offices, All Courtrooms.

1. Furnish and install the following:

Duress System Upgrade / Modernization. System will be controlled by a programmable logic controller (PLC). This will reduce the number of components required and expand the functionality of the system. Duress alarms will be clearly identified on a color LCD touch-screen monitor in the Court Security Office. Any required LCD changes of the description or personnel associated with the alarm location can be updated quickly. Acknowledgement of alarms will be accomplished with the touch-screen feature on the monitor. The system will continuously self-monitor all alarm circuits for trouble. A silent system test mode will enable periodic testing of all duress switches. This will allow the court security and judicial staff to have increased confidence in the duress system. All duress switches will be replaced with Sentrol flip-out switches to insure doubt-free activation. This system has the capability to send email messages of alarm notifications if needed.

- * All Duress Switches, PLC, and (1) Touch-screen for Courtroom Security Office:
- * Work can commence immediately considering the importance of this system.
- * Provide (1) year warranty on system equipment provided.

Total \$13,740.00

~~Add: \$3,780.00 for a second Touch-screen Monitor in Jail 1 Central Control~~

*Not funded in
Budget Change DLM*

Sign and return one copy for our files.

This proposal is subject to acceptance within _____ days from date hereon, and to all standard terms and conditions noted on the reverse side of this proposal

We hope this proposal will merit your placing with us this business, which will have our best attention in pursuing the work to completion

By: _____

Accepted: _____ Firm: _____ By: _____

General Notes:

1. We exclude all items not specifically listed above.
2. We will perform the work as a merit shop contractor and will not comply with any labor Agreements.
3. The proposal is based on current pricing for materials; Norment reserves the right to increase the proposal price if materials prices increase before being awarded a purchase order.
4. We have excluded all sales taxes.
5. We exclude all millwork, casework, and counters.
6. We exclude all replacement of any end of line devices not included in this proposal.
7. We exclude all conduit, raceway and furnishing of standard back boxes etc.
8. Deviations from this proposal could change our price.
9. **We would require an executed contract, or a letter of intent to contract with a notice to proceed, from you prior to performing any work including product data submittals. The first payment consisting of one fourth the cost of the base price will be made within (30) days of the date of execution of any Agreement. The remaining funds will be paid in two additional payments within 30 day increments following the first payment.**
10. This proposal is valid for 60 days.
11. We exclude all Bond costs.
12. The proposal is based on current pricing for materials; Norment reserves the right to increase the proposal price if materials prices increase before being awarded a purchase order.
12. Please contact Mr. Tom Lyne or Bryan Clark with any questions pertaining to this scope, 334/286-6462.

STANDARD TERMS AND CONDITIONS

APPLYING TO MATERIALS INSTALLED BY US:

1. **CLEANING.** NORMENT does not include final cleaning of glass, metal, or other materials installed by our personnel. We are however responsible for the policing and cleaning up of our work areas on a daily basis with regard to trash, cut-offs, and broken glass.
2. **DAMAGE AND PROTECTION.** (a) We are not responsible for broken or damaged glass, metal or other materials (except that caused by our own employees), nor for the protection of same. Our responsibility for damage and loss in transit ceases upon delivery in good condition to a public carrier. (b) All burns, weld spatters, exposed field rivets, bolts, nuts, welds, and any marring of the shop coat of painting on security equipment shall be thoroughly cleaned and retouched by the finish painting contractor. (c) Purchaser shall protect all items installed by us from damage by paint, etc., being installed by other trades. Any material so damaged shall be repaired or replaced by purchaser at no cost to us.
3. **OVERTIME.** All work is to be performed during regular week day working hours. Extra charges will be made for overtime work or for work performed on Saturdays, Sundays, or holidays.
4. **STORAGE.** Purchaser shall provide suitable covered and ventilated storage space for our materials at job site, without charge to us. We do not accept any responsibility for damage of material not stored properly.
5. **PREPARATION.** (a) Purchaser shall be entirely responsible for accuracy of building construction such as locations of beams, columns, and masonry walls, and for accuracy in concrete work. Concrete ceilings must be level and true. Any chipping of concrete or pointing up between the jail steel and the concrete work that may be necessary due to unevenness of concrete shall be done by others at no cost to us. Purchaser is responsible for setting all hollow metal frames true and plumb. We exclude concrete, masonry work, plumbing work, carpentry work, and field painting. (b) Purchaser shall complete all floor finish, cement, curbs, water proofing, and other cement work, where shown or specified in connection with the materials furnished by us, and all plastering and painting on or near such materials. (c) Purchaser, without expense or unnecessary delay to us, shall provide necessary opening through the outside wall of building no less than 6'0" x 8'0" for ingress materials purchased pursuant to this proposal.
6. **CHANGE OR CANCELLATION.** Materials or work in process is not subject to change or cancellation.
7. **CONTINGENCIES.** Delivery and performance by us is contingent upon causes within our control. We shall not be liable for any losses, damages or delays due to or caused by insurrection, riot, war, civil or military authority, transportation difficulties, fire, shortage of labor or material, strike or other labor disputes, flood, storm, or any other cause or circumstance, whether like or unlike the foregoing, beyond our reasonable control or for any delays due to any failure of you or others to furnish and/or approve technical data, drawings, etc. Acceptance of materials on delivery shall constitute a waiver of any claims for losses or damages due to delay, whether or not excused by the foregoing, and shall constitute a waiver of the right to revoke such acceptance for any reason. Further, under no circumstances shall we be liable for any liquidated, special, incidental or consequential damages or for any penalties, whether direct or indirect.
8. **TERMS.** Unless otherwise stated in writing, terms of payment Net thirty (30) days after submittal of monthly pay request on date required by the contract; Net thirty (30) days after delivery of material; Net thirty (30) days after completion of installation during the previous month; Subject to our approval of shall be: credit. Time of payment is of the essence. No shipment will be made to or labor performed for jobs with a past due account.
9. **BACK-CHARGES.** No back-charges against us or deductions from our contract price shall be valid unless made with our prior written consent.
10. **VERBAL statements.** This proposal covers completely our entire understanding and is not to be modified in any way by verbal statements.
11. **TRADE PRACTICES.** All customary trade conditions and practices, not in conflict with anything herein stated, will apply to this proposal and any contract based thereupon.
12. **ACCEPTANCE.** All accepted proposals are subject to our approval, and any contract based upon this proposal will incorporate this proposal in its entirety, including all terms and conditions hereof. Acceptance is limited to the terms of this proposal. Notification of objection is hereby given to any different or additional terms. All prices are subject to acceptance and unless a conditional commitment in writing is received by us within ten (10) days after bid date, prices are subject to change without notice.
13. **CONTRACT.** In the event of any conflict between the terms and conditions stated herein and the terms and conditions of any acceptance or agreement to which these terms may be made a part thereof or in the plans or specifications now or hereafter existing, the terms of this proposal and the terms and conditions herein stated shall govern.
14. **HOISTING.** Purchaser shall provide us free use of purchaser's hoist on regular time.
15. **EMBEDS.** We exclude the distribution, setting, and building in of all embeds.
16. **DISTRIBUTION.** We exclude receiving, unloading, and distribution of any materials we furnish or install except glass, hardware, and control consoles.
17. **ANCHOR BOLTS.** We exclude all erection anchor bolts, screws, shields, etc. for anchoring, and materials we do not install except standard masonry straps for hollow metal frames.
18. **WARRANTY.** We warrant that the materials to be furnished and/or installed by us shall be free from defects in material and workmanship under normal use and service, and when properly installed, for a period of twelve months from the date of installation, if installed by us, or from the date of delivery, if not installed by us. We agree to repair or replace F.O.B. point of shipment, such materials, or any part thereof, found by us after inspection as defective, provided said materials and/or equipment has been properly installed and provided said equipment has been properly operated and maintained in accordance with our recommendations and the recommendations and specifications of the manufacturer. Our obligation hereunder shall be limited to the replacement or repair and in no event shall we be liable for consequential, incidental or special damages. **THIS WARRANTY IS MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND EXCLUDES ANY WARRANTIES OF MERCHANTABILITY OR FITNESS.**
19. **PLANS AND SPECS.** If materials are being furnished by us in accordance with plans and specs, the materials comply with the plans and specs to the best of our knowledge. However, all of the materials and equipment are subject to final acceptance by the architects and/or owners and we do not warrant their acceptance. With respect to any error of deficiency in any provisions of the specifications, plans or drawings furnished to us or in the event of any changes thereto, purchaser shall reimburse us for any additional expense.
20. **TIME FOR ACCEPTANCE.** This proposal is subject to acceptance within the time limitations stated on the reverse side hereof and, further, within said time, prices are subject to change without notice unless a conditional commitment, in writing, is received by us within ten days after bid date.
21. **DEFAULT.** Should purchaser pay labor, materials or supplies furnished by us, when payment is due, or should purchaser otherwise default in any the provisions of this agreement and should we employ an attorney to enforce any provision hereof or collect damages for breach of this agreement or recover on any applicable payment bond, then purchaser and its surety agree to pay us such reasonable attorney's fees and other costs as we may expend therein.
22. **RETENTION.** In no event shall purchaser hold retainage from us at a percentage greater than the percentage retained by the owner from purchaser.
23. **TAXES.** We include all applicable taxes. Unless stated otherwise on the face of this proposal.

APPLYING TO MATERIAL(S) WE DO NOT INSTALL:

For materials furnished, but not installed, by us, the above provisions apply; but delete paragraphs 2, 3, 8, 14, 22 and 23 above, and add the following provisions:

1. **TERMS.** (Unless otherwise stated in writing) F.O.B. Shipping Point. Net 30 days. Subject to our approval of credit. Time of payment is of the essence. No shipment will be made to or labor performed for jobs with a past due account.
2. **TAXES.** Any sales or excise taxes (present or future) to be in addition to price(s) named herein, unless stated otherwise on the face of this proposal.
3. **RETENTION.** In no event shall purchaser hold retention on a supply only order.

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

MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

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

September 17, 2012

Agenda

OCT - 9 2012

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

George C. Speake
9/17/12

SUBJECT: Position Fill For Bridge Maintenance Superintendent

During the September 10, 2012, Information Session, I discussed with the Commission that the Engineering Department's Bridge Maintenance Superintendent plans to retire January 2013, and I requested that the Commission approve filling this critical position. Subsequently, it was asked that I look at the possibility of reallocating the bridge maintenance responsibilities to the road maintenance districts. I agreed that I would investigate the feasibility of this proposal.

This position is primarily charged with supervising an 8 person bridge maintenance crew that is responsible for the day-to-day maintenance of 208 bridges throughout the County. This bridge system is estimated to be a \$64 million asset to the County and is currently one of the best and largest County bridge systems in the State. It evolved over a period of many, many years of planning, prudent funding, and hard work. Practically all of these bridges were built at bargain prices many years ago when fuel, labor, and construction materials were much less expensive than today. It would be impossible to reconstruct this bridge system in today's environment of high construction costs and limited infrastructure funding. With this in mind it is essential that we provide for adequate maintenance of our bridge system in order to ensure we extend the life of these bridges as long as possible and keep our bridges safe for public vehicular traffic.

Our bridge maintenance crew performs specialized type work mainly pertaining to bridges, guardrail, and concrete. They have specialized tools, equipment, and expertise for performing this work. We also rely on their experience with concrete for repair of concrete ditch linings, headwalls, piling encasements, bridge abutments, curb and gutter, slabs, etc. They also assist the road maintenance districts as needed during emergency situations associated with heavy rains, storms, flooding, and accidents. Additionally, because they have equipment suitable for working in confined areas, we often ask them to do repair work in County parks and other unusual work requests for which we are reimbursed. Due to the specialized work expertise and equipment associated with bridge work, there would realistically be no cost savings in reallocating this work to the road maintenance districts. Conversely, we foresee this proposal being in a duplication of personnel and equipment which would result as a more expensive and less efficient arrangement.

Therefore, it is requested that the Engineering Department be permitted to fill our Bridge Maintenance Superintendent position. If this request were approved now, it would allow us approximately three months for the Personnel Department to study the position and obtain an employment register so that we would have a new supervisor available for the bridge maintenance crew when the current Bridge Superintendent officially retires in January 2013.

Thank you for your assistance with this matter.

GCS/gcs
Attachments
cc: File

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: George C. Speake, County Engineer

1. 9/17/2012 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Bridge Maintenance Superintendent (0582)

POSITION NUMBER 660582001, Replacing Jesse D. Kirkland

PROPOSED EFFECTIVE DATE January 1, 2013

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTION REGISTER () TRANSFER
(Department Only)

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE (A08) (\$43,285. - \$61,617) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions



DATE September 17, 2012

Department Head

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 _____

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

OCT - 9 2012

September 25, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

During the September 24, 2012 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Trainee/Deputy Sheriff – Position Number 101
- (2) Emergency Communications Operator I/II – Position Number 009

I am requesting approval of these items.

DLM/tn

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 101

Proposed Effective Date September 17, 2012

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

Date September 10, 2012

Department Head DT

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

COMPLETED ACTION DATES

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

1. Position Title Emerg Comm Oper I / II

Position Number 009

Proposed Effective Date October 1, 2012

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade ECO I - \$24,414 - \$34,753 Pay Grade A03

ECO II - \$27,401 - \$39,005 Pay Grade A04

D T Marshall
Department Head DM

Date September 17, 2012

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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www.mc-ala.org

Agenda

OCT - 9 2012

October 9, 2012

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-2012-96:** Rescind Appropriation to K.E.E.P. Productions, for Youth Development Program - \$500; (Wilson)

NOTE: **To change the initial authorization to the correct Corporate name.**

C-2013-1: Sheyann Webb Foundation, for K.E.E.P. Productions Youth Development Program - \$500; (Wilson)

C-2013-2: Child Protect, Inc., for Support of their Mission of Service to Children of Abuse - \$5,000; (Ingram)

C-2013-3: Montgomery County Recreation Department, for Boys & Girls Clubs of South Central Alabama, for Youth Programs - \$2,500; (Dean)

C-2013-4: Montgomery Bible Institute and Theological Center, for Educational Programs for Low Income Citizens Regarding Computer Training - \$2,500; (Williams)

C-2013-5: Montgomery Symphony Orchestra, for Music Education and Musical Enrichment Programs for All Ages - \$4,000; (Wilson)

C-2013-6: Capri Community Film Society, Inc., for Southern Circuit Tour of Independent Filmmakers - \$1,000; (Wilson)

C-2013-7: Montgomery County Recreation Department, for Boys & Girls Clubs of Montgomery, Youth Programs - \$1,000; (Wilson)

MEMORANDUM
Montgomery County Commission
October 9, 2012
Page 2

NC-2013-1: BOE, Robert E. Lee High School, for Choral Program (c/o Brenda Shuford) - \$500; (Dean)

NC-2013-2: BOE, Carver Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-3: BOE, Floyd Middle Magnet School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-4: BOE, Floyd Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-5: BOE, Davis Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-6: BOE, Catoma Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-7: BOE, Martin L. King Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-8: BOE, Southlawn Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-9: BOE, Southlawn Middle School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-10: BOE, Hayneville Road School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-11: BOE, Sidney Lanier High School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-12: BOE, Pintlala Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2013-13: BOE, Carver Senior High School, for Principal's Discretionary Fund - \$500; (Dean)

MEMORANDUM
Montgomery County Commission
October 9, 2012
Page 3

- NC-2013-14: BOE, Bellingrath Junior High School, for Principal's Discretionary Fund - \$500; (Dean)
- NC-2013-15: BOE, E. D. Nixon Elementary School, for Choir; c/o Sandra Ware - \$500; (Dean)
- NC-2013-16: BOE, MacMillan International Academy for Humanities, Communications and Technology, for Principal's Discretionary Fund - \$500; (Dean)
- NC-2013-17: BOE, McKee Middle School, for Principal's Discretionary Fund - \$500; (Dean)
- NC-2013-18: Alabama State University, Department of Athletics, for Baseball Camp, Attn: Coach Mervyl Melendez - \$500; (Dean)
- NC-2013-19: Alabama State University, Department of Athletics, for Tennis Camp, Attn: Coach Anuk Christiansz - \$500; (Dean)
- NC-2013-20: Alabama State University, Department of Athletics, for Men's Basketball Camp, Attn: Lewis Jackson - \$500; (Dean)
- NC-2013-21: Alabama State University, Department of Athletics, for Ladies' Basketball Camp, Attn: Coach Freda Jackson - \$500; (Dean)
- NC-2013-22: Alabama State University, for Alabama State University Marching Band Camp, Attn: James Oliver - \$500; (Dean)
- NC-2013-23: Alabama State University, Department of Athletics, for Football Camp, Attn: Coach Reggie Barlow - \$500; (Dean)
- NC-2013-24: Alabama State University, Department of Athletics, for Track Camp, Attn: Coach Ritchie Beene - \$500; (Dean)
- NC-2013-25: City of Montgomery Parks and Recreation Department, for the Smiley Court Community Center, for Refrigerator, Attn: Curtis Green - \$500; (Dean)
- NC-2013-26: City of Montgomery, to be used by BONDS to Support Greater McGehee Estates, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Wilson)

MEMORANDUM
Montgomery County Commission
October 9, 2012
Page 4

- NC-2013-27: City of Montgomery, to be used by BONDS to Support Old Cloverdale Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Wilson)
- NC-2013-28: City of Montgomery, to be used by BONDS to Support Brentwood Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Wilson)

****Rescind**

DLM/tll

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 1

Date: October 2, 2012
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: October 24, 2012 Return Date: October 24, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$55.50 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$55.50

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

The above request is app. 10/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$55.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,500.00</u>	
Current Requests:	<u>\$55.50</u>	
Budget Balance:	<u>\$3,444.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/3/2012

cc: Finance Director / Buyer

7-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 2

Date: October 2, 2012
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: November 7, 2012 Return Date: November 7, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$55.50 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$55.50

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

The above request is app. 10/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$55.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,500.00</u>	
Current Requests:	<u>\$111.00</u>	
Budget Balance:	<u>\$3,389.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/3/2012

cc: Finance Director / Buyer

7-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 1

Date: October 3, 2012
To: Donald L. Mims, Administrator
From: Judge Reese McKinney, Jr.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Napa Valley, California
Departure Date: November 13, 2012 Return Date: November 18, 2012
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: to attend 2012 National College of Probate Judges Fall Conference

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

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

Total (est.) Cost: \$3,000.00 Advance Registration Required: \$400.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: _____

To: Judge Reese McKinney, Jr.

From: Donald L. Mims, Administrator

The above request is app. 10/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$3,000.00 and advance registration of \$400.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51300.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$7,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$7,500.00</u>	
Current Requests:	<u>\$3,000.00</u>	
Budget Balance:	<u>\$4,500.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/3/2012

cc: Finance Director / Buyer

7-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 1

Date: October 3, 2012
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, Alabama
Departure Date: November 7, 2012 Return Date: November 9, 2012
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend ALTIST Certified Revenue Examiner Program Course III "Understanding Laws & Regulations Governing Local Government Revenue" in Hoover, AL.
Attendee earns 20 CPE Hours toward his initial CRE certification requirements.

Traveler (s) Name: 1. Phillipe J. Streeter 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$600.00 Advance Registration Required: \$225.00
Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Registration Fee of \$225.00 to be direct billed to Montgomery County Commission
Tax & Audit Department by Auburn University Center for Governmental Services.
Meals \$100. Lodging \$182. Mileage \$93.

To: Terri Henderson, Revenue Manager
From: Donald L. Mims, Administrator

The above request is app. 10/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$600.00 and advance registration of \$225.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$8,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$8,000.00</u>
Current Requests:	<u>\$600.00</u>
Budget Balance:	<u>\$7,400.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 10/3/2012
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 1

Date: October 4, 2012
To: Donald L. Mims, Administrator
From: Clay Henley Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Alabama
Departure Date: December 12, 2012 Return Date: December 14, 2012
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: "Fundamentals of GIS" offered through the Auburn University
Center for Governmental Services

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: \$637.16 Advance Registration Required: \$350.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Mileage for 112 miles round trip @ \$.555 = \$62.16;
Registration for course = \$350.00; Meals @ maximum of \$75.00 a
day = \$225.00

To: Clay Henley Chief Appraiser

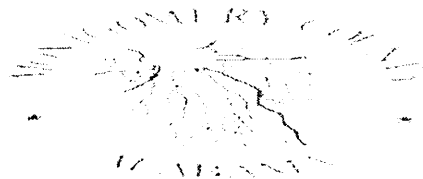
From: Donald L. Mims, Administrator

The above request is app. 10/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$637.16 and advance registration of \$350.00 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>\$30,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$30,000.00</u>	
Current Requests:	<u>\$637.16</u>	
Budget Balance:	<u>\$29,362.84</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/4/2012

cc: Finance Director / Buyer

7-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 1

Date: October 1, 2012

To: Donald L. Mims, Administrator

From: Ellen Brooks

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Eufaula, AL

Departure Date: October 23, 2012

Return Date: October 23, 2012

Conference Leave (Days / Hours): One Day

Purpose of Travel: Speaker at Criminal Law Update Seminar

Traveler (s) Name: 1. Carrie Gray 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: 760-51260-265

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 10/9/12 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>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$45,000.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$45,000.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 3

Date: October 1, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: October 12, 2012 Return Date: October 12, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: To Attend: October Meeting of Alabama Pattern Jury Instructions-Criminal Committee

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

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

Total (est.) Cost: \$20.00 Advance Registration Required: \$0.00

Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: Ms Brooks would like the option of using either vehicle

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 10/9/12 reimbursement of actual and necessary expenses in the
approximate amount of \$20.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$2,000.00</u>	
Current Requests:	<u>\$568.00</u>	
Budget Balance:	<u>\$1,432.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 4

Date: October 1, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Point Clear, AL
Departure Date: November 18, 2012 Return Date: November 20, 2012
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: ADAA 2012 Fall Extended Business Session

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

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

Total (est.) Cost: \$1,052.00 Advance Registration Required: \$375.00

Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: Ms Brooks would like the option of using either vehicle

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

The above request is app. 10/9/12 reimbursement of actual and necessary expenses in the
approximate amount of \$1,052.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$2,000.00</u>	
Current Requests:	<u>\$1,620.00</u>	
Budget Balance:	<u>\$380.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 10/1/2012
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 9 2012

Request # 5

Date: October 2, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: October 26, 2012 Return Date: October 26, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: To Attend: Standards Committee Meeting

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

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

Total (est.) Cost: \$102.00 Advance Registration Required: \$0.00

Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: Ms Brooks would like the option of using either vehicle

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 10/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$102.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$2,000.00</u>	
Current Requests:	<u>\$1,742.00</u>	
Budget Balance:	<u>\$258.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/3/2012

cc: Finance Director / Buyer

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