

REGULAR MEETING  
MONTGOMERY COUNTY COMMISSION

FEBRUARY 8, 2010

AGENDA

INFORMATION SESSION

Call to Order, Welcome at 9:00 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.

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Williams

Pledge of Allegiance Led By Commissioner Wilson

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of January 25, 2010

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

**NEW BUSINESS:**

1. Consider Approval of County Tax Levies for the Year 2010
2. Consider Approval of Board Reappointments for The Waters Improvement District, County Commission
3. Consider Approval of Application for 2009 Edward Byrne Memorial Justice Assistance Grant with ADECA and Adoption of Related Resolution of Applicant for Matching Funds, Sheriff's Office
4. Consider Approval of Amendment Number One to Contract with Swanson Services Corporation Regarding Commissary and Trust Fund Management, Detention Facility
5. Consider Approval of Miscellaneous Appropriations Reprogramming Requests, County Commission
6. Consider Approval of Bid Award for Roofing of 530 S. Lawrence Street, Bid Number 51100-10B-001, County Commission
7. Consider Approval of Bid Award for Toner Cartridges, Part 1 New Cartridges and Part 2 Remanufactured Cartridges, Bid Number 51901-09C-032, County Commission
8. Consider Approval of Position Fill Request for Assistant Revenue Chief Clerk, Revenue Commissioner's Office
9. Consider Approval of Position Fill Request for Clerk Typist II, Tax & Audit Department
10. Consider Approval of Position Fill Request for Probation Officer I, Youth Facility
11. Consider Approval of Travel/Training Requests (9)

**Reports from Staff:**

**County Administrator  
Deputy Administrator  
County Engineer  
County Attorney**

**Comments from Citizens**

**Discussion Items by Commissioners**

**Recess to Special Call Meeting of the Montgomery County Emergency  
Management Communications District Board**

**Recess to Information Session**

**INFORMATION SESSION**

**Comments from Scheduled Attendees:**

**Finance Director Sherrill Thomas  
Risk Manager Scott Kramer  
Information Systems Director Lou Ialacci  
Stan Cauthen with Professional Engineering Consultants, Inc.  
City-County Public Library Director Jaunita Owes  
Parks and Recreation Superintendent James Williams  
Juvenile Court Administrator Bruce R. Howell**

**Reports from Staff:**

**County Administrator  
Deputy Administrator  
Manager of Public Affairs**

**Adjourn**

## **CALENDAR OF EVENTS**

### **FEBRUARY 8, 2010**

Regular County Commission Meeting  
9:00 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 15, 2009**

County Holiday (George Washington & Thomas  
Jefferson's Birthdays)

### **FEBRUARY 22, 2010**

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

### **MARCH 8, 2010**

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

### **MARCH 22, 2010**

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

## **PERSONNEL ACTIONS**

Fill action continues for 1 Clerk Typist II – County Commission Office  
Fill action continues for 1 Grant Specialist – Public Affairs Department  
Fill action continues for 3 Customer Service Clerks – Probate Judge's Office  
Fill action continues for 1 Clerk III – 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 Revenue Auditor – Tax & Audit Department  
Fill action continues for 1 Clerk Typist II – Support Services Department  
Fill action continues for 1 Program Analyst I – Information Systems Department  
Fill action continues for 1 Latent Fingerprint Examiner – Sheriff's Office  
Fill action continues for 2 Fingerprint Classifier II's – Sheriff's Office  
Fill action continues for 1 Clerk Typist II – Sheriff's Office  
Fill action continues for 4 Deputy Sheriff Trainees – Sheriff's Office  
Fill action continues for 10 Correction Officer Trainees – Detention Facility  
Fill action continues for 2 Correction Officer Sergeant – Detention Facility  
Fill action continues for 3 Correction Officer Corporal – Detention Facility  
Fill action continues for 2 Correction Officer Captain – Detention Facility  
Fill action continues for 2 Correction Officer Lieutenant – Detention Facility  
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility  
Fill action continues for 2 County Road Equipment Operator I's – Engineering Department  
Fill action continues for 1 County Road Equipment Operator II – Engineering Department  
Fill action continues for 1 Civil Engineer Tech I – Engineering Department  
Fill action continues for 1 Community Corrections Officer – Community Corrections  
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit  
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit  
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit  
Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit

February 8, 2010

02-08-10 Meeting

**MONTGOMERY COUNTY COMMISSION**

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

**CHECKS ARE DATED 01-29-10**

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 205370            |    | 205378       |
|                   |    |              |
| Total Checks Paid |    | \$27,110.78  |

| CHECK # | PAYEE             | AMOUNT         | DATE     |
|---------|-------------------|----------------|----------|
| 205368  | AVMS              | \$ 75.00       | 01/22/10 |
| 205369  | Servis First Bank | \$2,000,000.00 | 01/22/10 |

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

02-08-10 Meeting

### MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 01-29-10

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 205379            |    | 205391       |
|                   |    |              |
| Total Checks Paid |    | \$389,246.15 |

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

**MONTGOMERY COUNTY COMMISSION**

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

**CHECKS ARE DATED 02-05-10**

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 205396            |    | 205447       |
|                   |    |              |
| Total Checks Paid |    | \$594,473.69 |

| CHECK # | PAYEE                                  | AMOUNT      | DATE     |
|---------|----------------------------------------|-------------|----------|
| 205392  | Postmaster Bulk Mailing                | \$ 6,006.62 | 01/29/10 |
| 205393  | R.L. Jones DBA R.L. Jones Construction | \$ 1,800.00 | 01/29/10 |
| 205394  | Build Ramp for New Shop in Sally Port  | \$ 1,701.00 | 01/29/10 |
| 205395  | Postmaster                             | \$ 4,487.76 | 02/04/10 |

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

02-08-10 Meeting

**MONTGOMERY COUNTY COMMISSION**

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

**CHECKS ARE DATED 02-05-10**

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 205448            |    | 205504       |
|                   |    |              |
| Total Checks Paid |    | \$419,059.59 |

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

02-08-10 Meeting

### MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 02-05-10

| Check Number      | To | Check Number   |
|-------------------|----|----------------|
| 205505            |    | 205684         |
|                   |    |                |
| Total Checks Paid |    | \$1,741,183.62 |

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

02/08/10 Meeting

**Agenda**

**FEB - 8 2010**

CHECKS ARE DATED  
01/29/10

|                      |        |    |                      |        |                 |
|----------------------|--------|----|----------------------|--------|-----------------|
| Payroll Check Number | 101702 | To | Payroll Check Number | 101872 | \$ 133,162.05   |
|                      |        |    |                      |        |                 |
| Direct Deposits      |        |    |                      |        | \$ 798,802.82   |
|                      |        |    |                      |        |                 |
| Payroll Check Number | 101904 | To | Payroll Check Number | 101932 | \$ 277,697.98   |
|                      |        |    |                      |        |                 |
| Direct Deposits      |        |    |                      |        | \$ 331,053.55   |
|                      |        |    |                      |        |                 |
| Federal Deposits     |        |    |                      |        | \$ 325,006.25   |
|                      |        |    |                      |        |                 |
| Total Payroll Paid   |        |    |                      |        | \$ 1,865,722.65 |

| <u>CHECK #</u>     | <u>PAYEE</u>   | <u>AMOUNT</u> | <u>DATE</u> |
|--------------------|----------------|---------------|-------------|
| 101873             | Sarah G. Spear | \$ 2,130.30   | 01/29/10    |
| 101874 thru 101903 | VOIDED         |               |             |

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

### RESOLUTION #1

RESOLVED, that it is hereby ordered by the County Commission of Montgomery County, Alabama, that for the purpose of paying the expenses of Montgomery County for the current tax year, there is hereby levied for the tax year 2010, a tax of fifty cents upon each \$100.00 of taxable property in said County liable or subject to taxation for the year 2010, which began with October, 2009.

### RESOLUTION #2

RESOLVED, that it is hereby ordered by this County Commission of Montgomery County, that for the purpose of paying any debt or liability now existing incurred for erection, construction or maintenance of necessary public buildings, bridges, or roads, there is hereby levied a special tax of twenty-five cents upon each \$100.00 of taxable property subject to or liable to taxation in said County for the tax year 2010, which began with October, 2009.

### RESOLUTION #3

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

### RESOLUTION #4

RESOLVED, that it is hereby ordered and adjudged by the County Commission of Montgomery County, Alabama, at a Regular Meeting of said Commission held in the Commission Chambers, Montgomery County, Alabama, on this Monday, February 8, 2010, that there be and is hereby levied an annual special ad valorem tax to provide funding for the Volunteer Fire Departments who provide services in the unincorporated areas of Montgomery County in the amount of twenty-five cents on each \$100.00 of taxable property in the unincorporated areas of Montgomery County for the fiscal year 2009-2010, in addition to the taxes now authorized. Said tax to be assessed and collected annually for fire and rescue service to be provided within the said unincorporated areas of Montgomery County for said fiscal year, and the Revenue Commissioner of Montgomery County be and is hereby directed to assess the tax herein levied annually as other State ad valorem taxes are assessed and the Revenue Commissioner of said Montgomery County is hereby directed to collect said tax annually as provided and directed by Act No. 93-319 of the Regular Session of the 1993 Legislature of Alabama.

#### RESOLUTION #5

RESOLVED, that it is hereby ordered and adjudged by the County Commission of Montgomery County, Alabama, at a Regular Meeting of said Commission held in the Commission Chambers, Montgomery County, Alabama, on this Monday, February 8, 2010, that there be and is hereby levied an annual special ad valorem tax to provide funding for the Volunteer Fire Departments who provide services in the unincorporated areas of Montgomery County in the amount of twenty-five cents on each \$100.00 of taxable property in the unincorporated areas of Montgomery County for the fiscal year 2009-2010, in addition to the taxes now authorized. Said tax to be assessed and collected annually for fire and rescue service to be provided within the said unincorporated areas of Montgomery County for said fiscal year, and the Revenue Commissioner of Montgomery County be and is hereby directed to assess the tax herein levied annually as other State ad valorem taxes are assessed and the Revenue Commissioner of said Montgomery County is hereby directed to collect said tax annually as provided and directed by Act No. 2001-449 of the Regular Session of the 2001 Legislature of Alabama.

#### RESOLUTION # 6

There is hereby levied upon all property and subjects of taxation within Montgomery County for the tax year that began October 1, 2009 (for which tax year taxes become due and payable on October 1, 2010), and for each succeeding tax year thereafter as set forth below, the following:

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

#### RESOLUTION # 7

There is hereby levied upon all property and subjects of taxation within the Montgomery County School District No. 2 (the boundaries of which are conterminous with the corporate limits of the City of Montgomery), for the tax year that began October 1, 2009 (for which tax year taxes become due and payable on October 1, 2010), and for each succeeding tax year thereafter for the remaining period of fifteen (15) consecutive years a special district school tax at the rate of three and one-half (3-1/2) mills on each dollar of the assessed value of taxable property, beginning with the levy that began October 1, 2005 (for which first tax year taxes become due and payable on October 1, 2006), pursuant to Section 2 of Amendment No. 3 of the said Constitution and the said election held on November 2, 2004.

#### RESOLUTION #8

There is hereby levied upon all property and subjects of taxation within the Montgomery County School District No. 1 (the boundaries outside the corporate limits of the City of Montgomery excluding the Town of Pike Road) and Montgomery County School District No. 4 (Town of Pike Road) for the tax year that began October 1, 2009 (for which tax year taxes become due and payable on October 1, 2010), a special district school tax at the rate of six and one-half (6-1/2) mills on each dollar of the assessed value of taxable property pursuant to Amendment No. 2 of the said Constitution of the State of Alabama and the said election held on November 7, 2006.

#### RESOLUTION #9

There is hereby levied upon all property and subjects of taxation within the Montgomery County School District No. 2 (the boundaries inside the corporate limits of the City of Montgomery excluding the areas not receiving all city services) and Montgomery County School District No. 3 (the areas inside the corporate limits of the City of Montgomery not receiving all city services) for the tax year that began October 1, 2009, (for which tax year taxes become due and payable on October 1, 2010) a special district school tax at the rate of three (3) mills on each dollar of the assessed value of taxable property pursuant to Amendment No. 2 of the said Constitution of the State of Alabama and the said election held on November 7, 2006.

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

D. BRENT WILLS  
SARAH S. JOHNSTON  
S. REAGAN RUMSEY  
JENNY R. WILSON  
CLINTON D. GRAVES

OF COUNSEL:  
SAMUEL KAUFMAN  
GREGG B. EVERETT  
\* ALSO ADMITTED IN GEORGIA



KAUFMAN | GILPIN | MCKENZIE

KAUFMAN, GILPIN, MCKENZIE, THOMAS & WEISS, P.C.

**Agenda**

**FEB - 8 2010**

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

January 13, 2009

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

Re: The Waters Improvement District -  
Resolution Electing Director (Edward V. Welch)  
Our File No. 2541.1004

Dear Donnie:

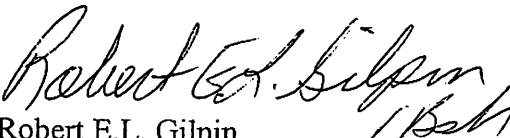
The Waters Improvement District (the "District") was established by The Montgomery Commission by a Resolution adopted June 28, 2004.

The term of one of the Directors, Edward V. Welch, expired on December 31, 2009. On behalf of the District, we hereby request that Mr. Welch be reappointed to a full three-year term with a stated expiration date of December 31, 2012. Please forward a copy of the Resolution effecting the reappointment of Mr. Welch to me upon its adoption.

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

Sincerely,

KAUFMAN GILPIN MCKENZIE THOMAS WEISS, PC

  
Robert E.L. Gilpin

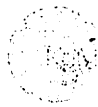
RELG:bsh  
Enclosures

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

D BRENT WILLS  
SARAH S. JOHNSTON  
S. REAGAN RUMSEY  
JENNY R. WILSON  
CLINTON D. GRAVES  
OF COUNSEL:  
SAMUEL KAUFMAN  
GREGG B. EVERETT

\* ALSO ADMITTED IN GEORGIA



KAUFMAN | GILPIN | MCKENZIE

ALABAMA BAR ASSOCIATION

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

January 13, 2009

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

Re: The Waters Improvement District -  
Resolution Electing Director (William D. Henderson)  
Our File No. 2541.1004

Dear Donnie:

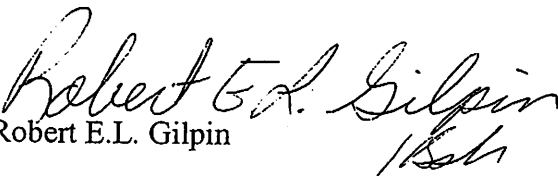
The Waters Improvement District (the "District") was established by The Montgomery Commission by a Resolution adopted June 28, 2004.

The term of one of the Directors, William D. Henderson, expired on December 31, 2009. On behalf of the District, we hereby request that Mr. Henderson be reappointed to a full three-year term with a stated expiration date of December 31, 2012. Please forward a copy of the Resolution effecting the reappointment of Mr. Henderson to me upon its adoption.

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

Sincerely,

KAUFMAN GILPIN MCKENZIE THOMAS WEISS, PC

  
Robert E.L. Gilpin

RELG:bsh

Enclosures

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

WHEREAS, Edward V. Welch has been requested to serve as a member of the Board of Directors of The Waters Improvement District.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MONTGOMERY COUNTY, ALABAMA, that Edward V. Welch be and is hereby appointed to serve on The Waters Improvement District for a term ending December 31, 2012.

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 \_\_\_\_\_, 2010.

This is the \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Donald L. Mims, Administrator

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

WHEREAS, William D. Henderson has been requested to serve as a member of the Board of Directors of The Waters Improvement District.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MONTGOMERY COUNTY, ALABAMA, that William D. Henderson be and is hereby appointed to serve on The Waters Improvement District for a term ending December 31, 2012.

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 \_\_\_\_\_, 2010.

This is the \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Donald L. Mims, Administrator

**D.T. MARSHALL, SHERIFF**



OFFICE: (334) 832-4980

FAX: (334) 832-2500

## **Agenda**

**FEB - 8 2010**

February 3, 2010

### MEMORANDUM

TO : Mr. Donnie Mims  
County Administrator

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

SUBJECT : Item for County Commission Agenda

Please find attached grant applications for the 2009 Edward Byrne Justice Assistance Grant for \$25,000.00. This is a zero dollar matching grant. Please place this on the Commission Agenda for approval.

Your assistance will be appreciated.

DTM/tb

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**D.T. MARSHALL, SHERIFF**



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

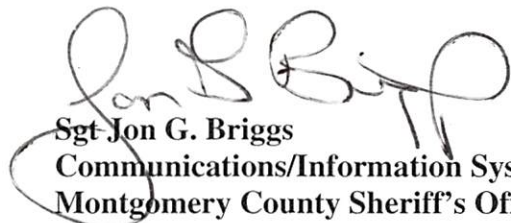
24 January, 2010

Mr Randy Ray  
Alabama Department of  
Economic & Community Affairs  
401 Adams Avenue Suite 850  
Montgomery, Alabama 36103

Mr Ray,

Attached, please find the Grant Application for the Montgomery County Sheriff's Office for the 2009 Edward Byrne Justice Assistance Grant. If you have any questions regarding this grant please contact myself at 334-4511-5222.

Thank You



Sgt Jon G. Briggs  
Communications/Information Systems  
Montgomery County Sheriff's Office

**Alabama Department of Economic & Community Affairs****Law Enforcement/Traffic Safety Division**

401 Adams Avenue

P.O. Box 5690

Montgomery, AL 36103-5690

Form Revised January 10, 2009

Page 1

Application is hereby made for a grant under the program described in item 7 below in the amount and for the purpose set forth in this application

**1. Applicant**

Name Montgomery County Sheriff's Office  
Address 115 South Perry Street  
Montgomery, Alabama, 36103-4219  
Phone #: 334-832-1339  
Fax # 334-832-2500  
E-Mail johnbriggs@mc-ala.org

**2. Implementing Agency**

Name Montgomery County Sheriff's Office  
Phone # 334-832-1339

**3. Authorizing Official**

Name Elton Dean  
Title Chairman, County Commission  
Address 101 South Lawrence Street  
Montgomery, Alabama 36102  
Phone # 334-832-1210  
Fax # 334-832-2533  
E-Mail eltondean@mc-ala.org

Signature

Date:

**4. Project Director**

Name Sgt Jon G. Briggs  
Address 115 South Perry Street  
Montgomery, Alabama 36104  
Phone # 334-832-7117  
Fax # 334-832-2500  
E-Mail johnbriggs@mc-ala.org

Signature

Date: 1/18/10

**5. Financial Officer**

Name Sherrill Thomas  
Address 100 South Lawrence Street  
Montgomery, Alabama 36104  
Phone # 334-832-1207  
Fax # 334-832-2500  
E-Mail sherrillthomas@mc-ala.org

Signature

Date: 1/25/10

**6. Type of Application**☒ Original☐ Continuation of Previous Grant

Number:

**7. Program Under Which Application is Made**

2009 Byrne Justice Assistance Grant

**8. Project Start Date (Estimated)**

1 April, 2010

**9. Project Ending Date (Estimated)**

30 May, 2010

**10. Does this application require a prior cost approval?**☐ Yes☒ No**11. Name of the Project (Brief Descriptive Title)**

Montgomery County Sheriffs Office Equipment  
Enhancement Program

**12. Grant Funds Requested**

\$ 25,000.00

**13. Will other Federal Support be available for any part of this project?**☐ Yes☒ No

(If yes, identify and explain on Page 9)

**14. Total Project Duration (in Months)**

2

**15. DUNS Number**

99839086

**15. CCR Number**

373Z8

**15. Project Summary:** (Suitable for a news release pertaining to this project)

The Montgomery County Sheriffs Office has been awarded a Grant by the Alabama Department of Economic and Community Affairs (ADECA) for the purchase of equipment for County Deputies. The grant will provide 10 Mobile Data Computers needed by the Sheriffs Office to keep pace with the growing population within Montgomery County. Officials with the Sheriff's Office stated that the Grant totaling \$25,000.00, will outfit 10 new Police cruisers with In-Vehicle Mobile Data Computers and mounting hardware for Deputies to use with the State of Alabama's "E-Citation" program. This program permits Officers to issue Electronic Uniform Traffic Citations and Warnings to violators of the States traffic laws within Montgomery County to help reduce speeding and traffic accidents. The Grant was made possible through a cooperative agreement between the Montgomery County Sheriffs Office and the Alabama Department of Economic and Community Affairs.

3-3

3-4

**ADECA / LETS Grant Application Part 2**  
**Edward Byrne Memorial JAG Program**  
**Project Narrative Description / Problem Identification**

The Montgomery County Sheriffs Office has a very aggressive traffic enforcement program within the unincorporated areas of Montgomery County. Throughout the year, Officers with the Sheriffs Office participate in programs that are offered by various agencies aimed at reducing traffic related incidents. The CALEC program that is sponsored through the Alabama Department of Economic and Community Affairs (ADECA) is the main program utilized by the Sheriffs Office. During the CALEC details, Montgomery Sheriff's Office personnel conduct drivers license checkpoints, DUI enforcement, and Saturation Patrol activities during peak travel times. Montgomery County has major travel routes that traverse the County in every direction. With two major Interstate Highways, I-65 and I-85, that connect large cities like Birmingham, Mobile, and Atlanta, Georgia, we encounter many thousands of vehicles that travel these Interstate routes through Montgomery County on a daily basis. We also have major highways that lead to popular areas South of Montgomery. US Highway 231, highway 331 and highway 31 are the major routes to the Dothan/Enterprise areas, Panama City, Ft Walton Beach, Pensacola, Florida and to Interstate 10 for locations in the Florida panhandle. As our Officers patrol these highways, we come into contact with many motorists who violate the motor vehicle traffic laws of Alabama. When these contacts result in the need for a Uniform Traffic Citation (UTC) to be issued, the Officers must hand write each citation. When writing multiple citations, Officers spend a considerable amount of time transcribing the same information multiple times to complete the citations. The time that it takes an Officer to write a citation during a traffic stop reduces the amount of time that the Officer is on the road patrolling. During the CALEC check points, Officers at times must close down Drivers License check points to "catch up" on the citations that are being written, due to the volume of contacts. This causes less than effective check points and less contact with the public as we patrol the County's Highways. The County is equipped with 33 vehicles for the e-citation program out of 53 total patrol units. The Sheriff's Office is expanding the current fleet of vehicles by adding 10 additional units. This will enable the Sheriff's Office to convert to one Officer units adding additional patrol units into areas in need of greater attention. This grant application will provide the Mobile Data Computers for the 10 additional units.

**ADECA / LETS Grant Application Part 8**  
**Edward Byrne Memorial JAG Program**

Project Budget Narrative

The equipment projected for this project is currently in use by numerous agencies throughout the State. The Alabama State Troopers have completed the bid process and all items that are needed to complete the project for the Montgomery County Sheriffs Office are available through the State Contracts. There are no other expenses associated with this application.

| Item                            | Qty | Unit Price | Total Item Cost |
|---------------------------------|-----|------------|-----------------|
| Fujitisu Tablet PC Model T-5010 | 10  | \$ 2670.50 | \$ 26,705.00    |
|                                 |     | \$         | \$              |
| Equipment Purchase Sub-Total    |     |            | \$ 26,705.00    |

**Budget Prepared By:**

Name: Sherrill Thomas

Address: 101 S. Lawrence St  
Montgomery, Alabama 36102

Phone #: 334-832-1268

*Sherrill Thomas*

Signature

Date  
*1/25/10*

If the budget is prepared by an individual other than the Financial Officer, the Financial Officer must sign here as approving the budget as submitted.

Signature

Date

## Resolution of Applicant for Matching Funds

**Whereas**, the State of Alabama, through the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, under the Omnibus Crime Control and Safe Streets Act of 1968, (PL 90-351 as amended and other appropriate federal authorizations, is offering financial aid to combat rising crime, improve the criminal justice system, assist victims of crime, and assist in the problems of juvenile justice; and

**Whereas**, the Montgomery County Sheriffs Office hereinafter referred to as Applicant, is of the opinion that it would be beneficial to make application for such assistance and

**Whereas**, said applicant agrees to be accountable for providing the cash match toward the total cost of said project,

**NOW, THEREFORE, BE IT RESOLVED** by the Applicant

that, Elton Dean, in his/her official capacity

as Chairman, Montgomery Co Commission, be authorized to make

application to the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, for said financial Assistance.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 2010

I, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)

In and for the \_\_\_\_\_

Do hereby certify that the above is a true and correct copy of a resolution adopted at their regular meeting of \_\_\_\_\_, 2010, and the same appears in the minutes of said meeting.

Witness by hand and official seal of the \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: February 3, 2010

SUBJECT: Contract No. 52200-06B-053, Commissary and  
Trust Fund Management

Request approval of the attached Amendment No. 1 to the above referenced contract, be placed on the agenda for the County Commission meeting on February 8, 2010.

Swanson Services Corp. has agreed to continue the existing contract until the new contract vendor, Keefe Commissary Network, can get their equipment in place and take over the commissary management.

Coordination of this Amendment made with Sheriff D.T. Marshall.

Attachment

MONTGOMERY COUNTY COMMISSION  
PURCHASING OFFICE  
P.O. BOX 1667  
MONTGOMERY, ALABAMA 36102

AMENDMENT  
TO  
CONTRACT NO. 52200-06B-053

AMENDMENT NO. 1

DATE: January 15, 2010

CONTRACT NO. 52200-06B-053 IS HEREBY AMENDED AS FOLLOWS:

-CONTRACT PERIOD IS EXTENDED FOR AN ADDITIONAL SEVENTY-FIVE (75)  
DAY PERIOD, BEGINNING JANUARY 16, 2010 AND ENDING MARCH 31, 2010.

ALL OTHER SPECIFICATIONS AND SPECIAL PROVISIONS SHALL REMAIN  
THE SAME.

WITNESS:

SWANSON SERVICES CORPORATION

G. Stephen Whitcomb

BY: Kelly A. Swanson

TITLE: President

WITNESS:

MONTGOMERY COUNTY COMMISSION

\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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**

**FEB - 8 2010**

February 8, 2010

**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-2010-51: Montgomery Humane Society, for Capital Expenditures - \$1,000; (Wilson)
- C-2010-52: One Place Family Justice Center, for Domestic Violence Program - \$1,000; (Wilson)
- C-2010-53: Montgomery County Recreation Department for, Freedom Forums, Inc., for the Annual 5<sup>th</sup> Grade Field Trip for Montgomery County Schools - \$500; (Wilson)
- NC-2010-55: Alabama Cooperative Extension System, for the 4H Cow Show - \$500; (Wilson)
- NC-2010-56: BOE, Fitzpatrick Elementary School, for Principal's Discretionary Fund - \$1,000; (Wilson)
- NC-2010-57: City of Montgomery, to be used by BONDS to Support the Brighton Area Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,500; (Wilson)
- NC-2010-58: BOE, Dunbar-Ramer School, for Baseball Program - \$500; (Ingram)
- NC-2010-59: City of Montgomery, to be used by BONDS to Support the Halcyon South Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Ingram)

DLM/tll

2010 JAN 28 PM 2:51  
MONTGOMERY COUNTY  
COMMISSION

## MEMORANDUM

TO: Donald L. Mims, Administrator

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

DATE: January 28, 2010

SUBJECT: Invitation to Bid No. 51100-10B-001,  
Roofing at 530 S. Lawrence Street

Request approval of award on the above referenced bid to the low bid of Standard Roofing of Montgomery, Inc., for the amount of \$33,189.00 plus the unit price amount of \$3.45 sf to replace rotten deck and \$2.85 lf for wood nailer, if needed, be placed on the agenda for the County Commission meeting on February 8, 2010. (copy of spread sheet attached)

The award of the bid is for the base bid, alternate number 1, which will be an upgrade to a 30 year shingle in lieu of a 20 year shingle and alternate number 2 for replacement of all the metal flashing.

Coordination of award made with you, Mr. Tommy Gallion, County Attorney, and Mr. Thomas L. Lawrence of TCU Consulting.

Attachment



Haskell | Slaughter  
attorneys at law

Copy { Pat Siler  
John  
File DCM

MONTGOMERY OFFICE

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

**M E M O R A N D U M**

January 25, 2010

**TO:** Donnie Mims  
**FROM:** Tommy Gallion

TTG

**RE:** 530 S. Lawrence Street  
Invitation to Bid on Roof

---

I have reviewed your January 22, 2010 memorandum. I also reviewed the attachments playing special attention to the bids from Stallings & Sons and Standard Roofing. You have asked me to look at the base bid for both of these Montgomery companies as well their bids for Alternate 1 and Alternate 2 and determine who actually submitted the low bidder.

It is my legal opinion that the low bid submitted by Standard Roofing is the company the bid should be awarded to.

50051-317  
3403645\_1

# Purchasing Department Montgomery County Commission

| ABSTRACT FOR BIDS:             |                     |       |     | BID # 1                                                                         |                 | BID # 2                                                                  |                 | BID # 3                                                                   |                 | BID # 4                                                                      |                 | BID # 5                                                                      |                 |
|--------------------------------|---------------------|-------|-----|---------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------|-----------------|
| BID NO. 51100-10B-001          |                     |       |     | STALLINGS & SONS, INC. -<br>JEFFREY STALLINGS -<br>PHONE#244-2093; FAX#244-2099 |                 | PIERCE ROOFING, INC. -<br>RALPH PIERCE -<br>PHONE#799-1122; FAX#365-7062 |                 | STANDARD ROOFING -<br>RONNIE SMITHERMAN -<br>PHONE#265-1262; FAX#834-0239 |                 | MONTGOMERY ROOFING<br>GROUP - JOHN S. TILL -<br>PHONE#262-6550; FAX#262-0168 |                 | CENTRAL ALA. METAL &<br>ROOFING-LIGE PENTON-<br>PHONE#271-6122; FAX#271-6869 |                 |
| ISSUE DATE: JANUARY 6, 2010    |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
| OPENING DATE: JANUARY 19, 2010 |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
| COUNTY COMMISSION              |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
| TERMS OF PAYMENT / DISCOUNT:   |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
| ITEM NO.                       | DESCRIPTION OF ITEM | Units | QTY | UNIT PRICE                                                                      | EXTENDED AMOUNT | UNIT PRICE                                                               | EXTENDED AMOUNT | UNIT PRICE                                                                | EXTENDED AMOUNT | UNIT PRICE                                                                   | EXTENDED AMOUNT | UNIT PRICE                                                                   | EXTENDED AMOUNT |
|                                | ROOF: 530 S.        |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                | LAWRENCE ST.        |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
| 1                              | BASE BID - 20 YR.   | EA    | 1   | \$28,293.00                                                                     | \$28,293.00     | \$28,400.00                                                              | \$28,400.00     | \$29,849.00                                                               | \$29,849.00     | \$31,870.00                                                                  | \$31,870.00     | \$33,500.00                                                                  | \$33,500.00     |
|                                | ALT. 1 - ADD        |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                | 30 YR SHINGLE       | EA    | 1   | \$24,354.00                                                                     | \$24,354.00     | \$5,450.00                                                               | \$5,450.00      | \$32,103.00                                                               | \$32,103.00     | \$2,065.00                                                                   | \$2,065.00      | \$1,900.00                                                                   | \$1,900.00      |
|                                | ALT. 2 - ADD        |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                | REPL.METAL FLASH.   | EA    | 1   | \$9,969.00                                                                      | \$9,969.00      | \$3,410.00                                                               | \$3,410.00      | \$30,935.00                                                               | \$30,935.00     | \$9,195.00                                                                   | \$9,195.00      | \$3,500.00                                                                   | \$3,500.00      |
|                                |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                | REPL.ROTTEN DECK    | SF    | 1   | \$2.50                                                                          | \$2.50          | \$1.60                                                                   | \$1.60          | \$3.45                                                                    | \$3.45          | \$3.50                                                                       | \$3.50          | \$7.50                                                                       | \$7.50          |
|                                | WOOD NAILER         | LF    | 1   | \$7.50                                                                          | \$7.50          | \$3.00                                                                   | \$3.00          | \$2.85                                                                    | \$2.85          | \$10.00                                                                      | \$10.00         | \$10.00                                                                      | \$10.00         |
|                                |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                | COMPLETION TIME     |       |     | 60 DAYS                                                                         |                 | 30 DAYS                                                                  |                 | 30 DAYS                                                                   |                 | 45 DAYS                                                                      |                 | 5 DAYS                                                                       |                 |
|                                |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                | 33 BIDS MAILED      |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
|                                |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |
| TOTAL BID AMOUNTS              |                     |       |     |                                                                                 |                 |                                                                          |                 |                                                                           |                 |                                                                              |                 |                                                                              |                 |

Notes:

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**Purchasing Department  
Montgomery County Commission**

| ABSTRACT FOR BIDS:             |                     |       |     | BID # 6                                                            |                 | BID # 2    |                 | BID # 3    |                 | BID # 4    |                 | BID # 5    |                 |
|--------------------------------|---------------------|-------|-----|--------------------------------------------------------------------|-----------------|------------|-----------------|------------|-----------------|------------|-----------------|------------|-----------------|
| BID NO. 51100-10B-001          |                     |       |     | RALPH M. JACKSON -<br>PHONE #(334) 421-2170;<br>FAX#(334) 727-0210 |                 |            |                 |            |                 |            |                 |            |                 |
| ISSUE DATE: JANUARY 6, 2010    |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
| OPENING DATE: JANUARY 19, 2010 |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
| COUNTY COMMISSION              |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
| TERMS OF PAYMENT / DISCOUNT:   |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
| ITEM NO.                       | DESCRIPTION OF ITEM | Units | QTY | UNIT PRICE                                                         | EXTENDED AMOUNT | UNIT PRICE | EXTENDED AMOUNT | UNIT PRICE | EXTENDED AMOUNT | UNIT PRICE | EXTENDED AMOUNT | UNIT PRICE | EXTENDED AMOUNT |
|                                | ROOF: 530 S.        |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                | LAWRENCE ST.        |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
| 1                              | BASE BID - 20 YR.   | EA    | 1   | \$31,000.00                                                        | \$31,000.00     |            |                 |            |                 |            |                 |            |                 |
|                                | ALT. 1 - ADD        |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                | 30 YR SHINGLE       | EA    | 1   | \$5,280.00                                                         | \$5,280.00      |            |                 |            |                 |            |                 |            |                 |
|                                | ALT. 2 - ADD        |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                | REPL.METAL FLASH.   | EA    | 1   | \$2,720.00                                                         | \$2,720.00      |            |                 |            |                 |            |                 |            |                 |
|                                |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                | REPL.ROTTEN DECK    | SF    | 1   | NO BID                                                             |                 |            |                 |            |                 |            |                 |            |                 |
|                                | WOOD NAILER         | LF    | 1   | NO BID                                                             |                 |            |                 |            |                 |            |                 |            |                 |
|                                |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                | COMPLETION TIME     |       |     | 10 DAYS                                                            |                 |            |                 |            |                 |            |                 |            |                 |
|                                |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                | 33 BIDS MAILED      |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
|                                |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |
| <b>TOTAL BID AMOUNTS</b>       |                     |       |     |                                                                    |                 |            |                 |            |                 |            |                 |            |                 |

**Notes:**

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January 21, 2010

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

Re: Reroofing 530 So. Lawrence Street Building for the Montgomery County Commission

Dear Donnie:

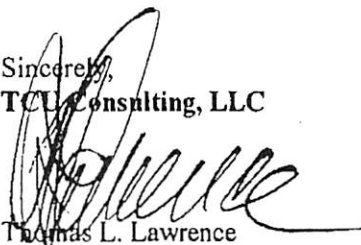
I have reviewed the bids on the above referenced roofing project and recommend that the commission accept the bid presented by Standard Roofing in the amount of \$33,189.00.

There were two alternates submitted along with the base bid. We included alternate one to upgrade from a 20 year shingle to a 30 year architectural shingle and alternate number 2 for replacement of all the metal flashing. The desire was to be able to install the 30 year shingle and replace the metal for a longer lasting roof system. If the objective of the commission is to utilize this building for an extended period of time the 30 year shingle and new metal are by far the best purchase and Standard Roofing would be the lowest bidder.

If the use of the facility is temporary in nature then you can consider the base bid only utilizing a 20 year 3 tab shingle and the low bidder would be Stallings and Son at \$28,293.00.

Please do not hesitate to call if you have any questions.

Sincerely,  
TCU Consulting, LLC



Thomas L. Lawrence  
Program Director

cc: file  
John Mitchell  
Ken Upchurch  
Percy Thomas

MONTGOMERY COUNTY COMMISSION  
PURCHASING OFFICE  
P.O. BOX 1667  
MONTGOMERY, ALABAMA

AMENDMENT  
TO  
INVITATION TO BID NO. 51100-10B-001

Amendment No. 1

Date: January 15, 2009

Invitation to Bid No. 51100-10B-001, Roofing at 530 S. Lawrence Street, Montgomery, Alabama, is hereby amended as follows:

-By adding the following to the Bid Form:

-Replace rotten Deck.      \$ 3.45      SF Price

-Wood Nailer      \$ 2.85      LF Price

All other specifications and the bid opening date shall remain the same.

Please sign and date below and attach to front of Bid Form when submitting to the Purchasing Office.

Ronnie Smitherman      Standard Roofing of Montgomery, Inc.      January 19, 2010  
Name      Company      Date

Donald L. Mims  
Donald L. Mims, Administrator/Purchasing Agent

**MEMORANDUM**

**TO:** Donald L. Mims, Administrator

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

**DATE:** February 2, 2010

**SUBJECT:** Invitation to Bid No. 51901-09C-032,  
Toner Cartridges

Request approval of award on the above referenced Invitation to Bid, to Crown Office Supply, in the amount of \$9,728.86, for Part I, which are new cartridges, and \$5,443.23, for Part II, which are remanufactured cartridges, be placed on the agenda for the County Commission meeting on February 8, 2010. Awarded prices are based on unit price of each cartridge. (copy of spread sheet attached)

The using departments will now have the option of selecting new or remanufactured cartridges for their printers and fax machines in lieu of new cartridges only.

Your help with this is appreciated.

Attachment

INVITATION TO BID NO. 51901-09C-032  
TONER CARTRIDGES  
**NEW**

**PART I**

|                      | <u>RIBBONS<br/>EXPRESS</u> | <u>CROWN<br/>OFFICE</u> |
|----------------------|----------------------------|-------------------------|
| <u>CARTRIDGE NO.</u> | <u>UNIT PRICE</u>          | <u>UNIT PRICE</u>       |
| HEW-Q7553A           | <u>\$72.00</u>             | <u>\$74.12</u>          |
| HPC9720A             | <u>\$136.00</u>            | <u>\$134.04</u>         |
| HPC9721A             | <u>\$182.00</u>            | <u>\$183.72</u>         |
| HPC9722A             | <u>\$182.00</u>            | <u>\$183.72</u>         |
| HPC9723A             | <u>\$182.00</u>            | <u>\$183.72</u>         |
| HP CC530A-Black      | <u>\$98.00</u>             | <u>\$106.53</u>         |
| HP5CC531A – Cyan     | <u>\$96.50</u>             | <u>\$105.01</u>         |
| HP CC532A – Yellow   | <u>\$96.50</u>             | <u>\$105.01</u>         |
| HP5CC533A – Magenta  | <u>\$96.50</u>             | <u>\$105.01</u>         |
| HP Color Laser Jet   |                            |                         |
| Q2670A – Black       | <u>\$116.00</u>            | <u>\$115.02</u>         |
| HP Color Laser Jet   |                            |                         |
| Q2671A – Cyan        | <u>\$116.00</u>            | <u>\$124.34</u>         |
| HP Color Laser Jet,  |                            |                         |
| Q2672A – Yellow      | <u>\$116.00</u>            | <u>\$124.34</u>         |
| HP Color Laser Jet   |                            |                         |
| Q2673A – Magenta     | <u>\$116.00</u>            | <u>\$124.34</u>         |
| HP Color Laser Jet   |                            |                         |
| Q6470A – Black       | <u>\$116.00</u>            | <u>\$128.97</u>         |
| HP Q6471A – Cyan     | <u>\$116.00</u>            | <u>\$124.34</u>         |
| HP Q6472A – Yellow   | <u>\$116.00</u>            | <u>\$124.34</u>         |

|                         |                 |                 |
|-------------------------|-----------------|-----------------|
| HP W6473A – Magenta     | <u>\$116.00</u> | <u>\$124.34</u> |
| HP Q7581A – Cyan        | <u>\$148.00</u> | <u>\$157.75</u> |
| HP Q7582A – Yellow      | <u>\$148.00</u> | <u>\$157.75</u> |
| HP Q7583A – Magenta     | <u>\$148.00</u> | <u>\$157.75</u> |
| HP C9720A – Black       | <u>\$136.00</u> | <u>\$134.04</u> |
| HP C9721A – Cyan        | <u>\$182.00</u> | <u>\$183.72</u> |
| C9722A – Yellow         | <u>\$182.00</u> | <u>\$183.72</u> |
| C9723A – Magenta        | <u>\$182.00</u> | <u>\$183.72</u> |
| Q5950A – Black          | <u>\$154.50</u> | <u>\$166.54</u> |
| Q5951A – Cyan           | <u>\$218.00</u> | <u>\$236.81</u> |
| Q5952A – Yellow         | <u>\$218.00</u> | <u>\$236.81</u> |
| Q5953A – Magenta        | <u>\$218.00</u> | <u>\$236.81</u> |
| CV540A – Black          | <u>\$64.00</u>  | <u>\$66.35</u>  |
| CB541A – Cyan           | <u>\$59.00</u>  | <u>\$62.57</u>  |
| CB542A – Yellow         | <u>\$59.00</u>  | <u>\$62.57</u>  |
| CB543A – Magenta        | <u>\$59.00</u>  | <u>\$60.99</u>  |
| CC364X – Black          | <u>\$238.00</u> | <u>\$256.85</u> |
| C4127A – Black          | <u>\$88.00</u>  | <u>\$93.12</u>  |
| C4127X – Black          | <u>\$112.00</u> | <u>\$110.97</u> |
| C8061A – Black          | <u>\$88.00</u>  | <u>\$94.07</u>  |
| C8061X – Black          | <u>\$112.00</u> | <u>\$114.89</u> |
| Q1338A – Black          | <u>\$134.00</u> | <u>\$134.97</u> |
| Q5942X – Black          | <u>\$195.00</u> | <u>\$171.33</u> |
| C4902AN – Black         | <u>\$25.00</u>  | <u>\$22.73</u>  |
| C4903AN – Cyan          | <u>\$18.50</u>  | <u>\$16.43</u>  |
| C4904AN – Magenta       | <u>\$18.50</u>  | <u>\$16.43</u>  |
| C4905An – Yellow        | <u>\$18.50</u>  | <u>\$16.43</u>  |
| 9361 WIN #140-Tri-Color | <u>\$21.00</u>  | <u>\$19.02</u>  |
| 9362 WIN #140           | <u>\$14.00</u>  | <u>\$11.88</u>  |
| C4096A                  | <u>\$88.00</u>  | <u>\$82.75</u>  |
| C7058A                  | <u>\$88.00</u>  | <u>\$82.75</u>  |

|                               |                        |                 |
|-------------------------------|------------------------|-----------------|
| 2610D/A                       | <u>\$187.50</u>        | <u>\$95.28</u>  |
| Q5927A#ABA                    | <u><b>\$NO BID</b></u> | <u>\$65.97</u>  |
| Q5930A#ABA                    | <u><b>\$NO BID</b></u> | <u>\$65.97</u>  |
| C4191A – Black                | <u>\$88.00</u>         | <u>\$86.23</u>  |
| 4191A – Cyan                  | <u>\$128.00</u>        | <u>\$128.34</u> |
| C4194A – Yellow               | <u>\$128.00</u>        | <u>\$128.34</u> |
| C4191A – Magenta              | <u>\$128.00</u>        | <u>\$128.34</u> |
| Q6000A – Black                | <u>\$67.50</u>         | <u>\$68.85</u>  |
| Q6001A – Cyan                 | <u>\$73.50</u>         | <u>\$71.39</u>  |
| Q6002A – Yellow               | <u>\$73.50</u>         | <u>\$71.39</u>  |
| Q6003A – Magenta              | <u>\$73.50</u>         | <u>\$71.58</u>  |
| Fax MachineBrother PC201      | <u>\$22.00</u>         | <u>\$21.97</u>  |
| Brother TN-460                | <u>\$60.00</u>         | <u>\$57.99</u>  |
| Brother MFC-7420TN-350        | <u>\$44.00</u>         | <u>\$43.97</u>  |
| Cannon FP400                  | <u>\$123.00</u>        | <u>\$151.91</u> |
| Cannon PSFR17-07L18R1222      | <u>\$106.00</u>        | <u>\$104.87</u> |
| LexmarkT642LEX64015HS         | <u>\$291.00</u>        | <u>\$293.13</u> |
| LexmarkT634 12A7462           | <u>\$291.00</u>        | <u>\$294.22</u> |
| Lexmark E-31213T0101          | <u>\$153.25</u>        | <u>\$149.90</u> |
| Lexmark E-3208A0476           | <u>\$88.00</u>         | <u>\$88.44</u>  |
| Lexmark E-32112A7400          | <u>\$88.50</u>         | <u>\$85.17</u>  |
| Lexmark E-32312A7400          | <u>\$88.50</u>         | <u>\$85.17</u>  |
| Lexmark E-33024035SAA/12A8302 | <u>\$59.50</u>         | <u>\$58.96</u>  |
| Lexmark E-350dE250A21A        | <u>\$114.00</u>        | <u>\$113.76</u> |
| Lexmark 4039 1380850          | <u><b>\$NO BID</b></u> | <u>\$255.87</u> |
| Lexmark T632#12A7460          | <u>\$106.00</u>        | <u>\$107.25</u> |
| LexmarkE312                   | <u>\$100.75</u>        | <u>\$155.65</u> |
| LexmarkZ816                   | <u>\$22.00</u>         | <u>\$38.50</u>  |
| Minolta 1710517-005 – Black   | <u>\$83.50</u>         | <u>\$62.70</u>  |
| Minolta 1710517-006 – Yellow  | <u>\$136.50</u>        | <u>\$89.73</u>  |
| Minolta 1710517-007 – Magenta | <u>\$136.50</u>        | <u>\$89.73</u>  |

|                                   |                 |                |
|-----------------------------------|-----------------|----------------|
| Minolta 1710517-008 – Cyan        | <u>\$136.50</u> | <u>\$89.73</u> |
| Xerox 108R00669 – Cyan            | <u>\$87.00</u>  | <u>\$85.98</u> |
| Xerox 108R00670 – Magenta         | <u>\$87.00</u>  | <u>\$85.98</u> |
| Xerox 108R00671 – Yellow          | <u>\$87.00</u>  | <u>\$85.98</u> |
| Xerox 108R00672 – Black           | <u>\$87.00</u>  | <u>\$86.67</u> |
| Xerox Printer 106R01486           | <u>\$94.00</u>  | <u>\$87.49</u> |
| Xerox 108R00689                   | <u>\$87.00</u>  | <u>\$41.99</u> |
| IBM Network Printer 17<br>63H2401 | <u>\$175.00</u> | <u>\$69.00</u> |
| Konica Magic Color 2430DL         | <u>\$86.00</u>  | <u>\$62.04</u> |

|           |                   |                   |
|-----------|-------------------|-------------------|
| TOTAL BID | <u>\$9,491.50</u> | <u>\$9,728.86</u> |
|           | <b>NO BID</b>     | <b>ALL ITEMS</b>  |
|           | <b>3 ITEMS</b>    | <b>BID</b>        |

INVITATION TO BID NO. 51901-09C-032  
TONER CARTRIDGES

REMANUFACTURED CARTRIDGES

**PART II**

|                      | <u>RIBBONS<br/>EXPRESS</u> | <u>CROWN<br/>OFFICE</u> |
|----------------------|----------------------------|-------------------------|
| <u>CARTRIDGE NO.</u> | <u>UNIT PRICE</u>          | <u>UNIT PRICE</u>       |
| HEW-Q7553A           | <u>\$41.00</u>             | <u>\$46.99</u>          |
| HPC9720A             | <u>\$71.00</u>             | <u>\$76.82</u>          |
| HPC9721A             | <u>\$75.00</u>             | <u>\$87.90</u>          |
| HPC9722A             | <u>\$80.00</u>             | <u>\$87.90</u>          |
| HPC9723A             | <u>\$80.00</u>             | <u>\$87.90</u>          |
| HP CC530A-Black      | <u>\$NO BID</u>            | <u>\$68.42</u>          |
| HP5CC531A – Cyan     | <u>\$NO BID</u>            | <u>\$68.42</u>          |
| HP CC532A – Yellow   | <u>\$NO BID</u>            | <u>\$68.42</u>          |
| HP5CC533A – Magenta  | <u>\$NO BID</u>            | <u>\$68.42</u>          |
| HP Color Laser Jet   |                            |                         |
| Q2670A – Black       | <u>\$65.00</u>             | <u>\$79.29</u>          |
| HP Color Laser Jet   |                            |                         |
| Q2671A – Cyan        | <u>\$69.00</u>             | <u>\$92.63</u>          |
| HP Color Laser Jet,  |                            |                         |
| Q2672A – Yellow      | <u>\$69.00</u>             | <u>\$92.63</u>          |
| HP Color Laser Jet   |                            |                         |
| Q2673A – Magenta     | <u>\$69.00</u>             | <u>\$92.63</u>          |
| HP Color Laser Jet   |                            |                         |
| Q6470A – Black       | <u>\$74.00</u>             | <u>\$87.06</u>          |
| HP Q6471A – Cyan     | <u>\$74.00</u>             | <u>\$85.12</u>          |
| HP Q6472A – Yellow   | <u>\$74.00</u>             | <u>\$85.12</u>          |

|                         |                 |                 |
|-------------------------|-----------------|-----------------|
| HP W6473A – Magenta     | <u>\$74.00</u>  | <u>\$85.12</u>  |
| HP Q7581A – Cyan        | <u>\$74.00</u>  | <u>\$110.45</u> |
| HP Q7582A – Yellow      | <u>\$74.00</u>  | <u>\$110.45</u> |
| HP Q7583A – Magenta     | <u>\$74.00</u>  | <u>\$110.45</u> |
| HP C9720A – Black       | <u>\$71.00</u>  | <u>\$72.77</u>  |
| HP C9721A – Cyan        | <u>\$75.00</u>  | <u>\$83.27</u>  |
| C9722A – Yellow         | <u>\$80.00</u>  | <u>\$83.27</u>  |
| C9723A – Magenta        | <u>\$80.00</u>  | <u>\$83.27</u>  |
| Q5950A – Black          | <u>\$80.00</u>  | <u>\$98.75</u>  |
| Q5951A – Cyan           | <u>\$94.00</u>  | <u>\$116.95</u> |
| Q5952A – Yellow         | <u>\$94.00</u>  | <u>\$116.95</u> |
| Q5953A – Magenta        | <u>\$94.00</u>  | <u>\$116.95</u> |
| CV540A – Black          | <u>\$NO BID</u> | <u>\$51.90</u>  |
| CB541A – Cyan           | <u>\$NO BID</u> | <u>\$51.90</u>  |
| CB542A – Yellow         | <u>\$NO BID</u> | <u>\$51.90</u>  |
| CB543A – Magenta        | <u>\$NO BID</u> | <u>\$51.90</u>  |
| CC364X – Black          | <u>\$98.00</u>  | <u>\$97.37</u>  |
| C4127A – Black          | <u>\$34.00</u>  | <u>\$29.90</u>  |
| C4127X – Black          | <u>\$36.00</u>  | <u>\$32.00</u>  |
| C8061A – Black          | <u>\$NO BID</u> | <u>\$35.98</u>  |
| C8061X – Black          | <u>\$36.00</u>  | <u>\$38.74</u>  |
| Q1338A – Black          | <u>\$59.00</u>  | <u>\$64.68</u>  |
| Q5942X – Black          | <u>\$77.00</u>  | <u>\$81.50</u>  |
| C4902AN – Black         | <u>\$NO BID</u> | <u>\$19.90</u>  |
| C4903AN – Cyan          | <u>\$NO BID</u> | <u>\$19.90</u>  |
| C4904AN – Magenta       | <u>\$NO BID</u> | <u>\$19.90</u>  |
| C4905An – Yellow        | <u>\$NO BID</u> | <u>\$19.90</u>  |
| 9361 WIN #140-Tri-Color | <u>\$11.00</u>  | <u>\$11.50</u>  |
| 9362 WIN #140           | <u>\$11.00</u>  | <u>\$8.90</u>   |
| C4096A                  | <u>\$37.00</u>  | <u>\$33.67</u>  |
| C7058A                  | <u>\$37.00</u>  | <u>\$33.67</u>  |

|                               |                        |                 |
|-------------------------------|------------------------|-----------------|
| 2610D/A                       | <u>\$64.00</u>         | <u>\$48.05</u>  |
| Q5927A#ABA                    | <u><b>\$NO BID</b></u> | <u>\$41.94</u>  |
| Q5930A#ABA                    | <u><b>\$NO BID</b></u> | <u>\$41.94</u>  |
| C4191A – Black                | <u>\$30.00</u>         | <u>\$34.72</u>  |
| 4191A – Cyan                  | <u>\$45.00</u>         | <u>\$51.31</u>  |
| C4194A – Yellow               | <u>\$45.00</u>         | <u>\$51.31</u>  |
| C4191A – Magenta              | <u>\$45.00</u>         | <u>\$51.31</u>  |
| Q6000A – Black                | <u>\$52.00</u>         | <u>\$56.13</u>  |
| Q6001A – Cyan                 | <u>\$54.00</u>         | <u>\$59.65</u>  |
| Q6002A – Yellow               | <u>\$54.00</u>         | <u>\$59.65</u>  |
| Q6003A – Magenta              | <u>\$54.00</u>         | <u>\$59.65</u>  |
| Fax Machine Brother PC201     | <u>\$12.00</u>         | <u>\$12.90</u>  |
| Brother TN-460                | <u>\$30.00</u>         | <u>\$52.45</u>  |
| Brother MFC-7420TN-350        | <u>\$32.00</u>         | <u>\$32.10</u>  |
| Cannon FP400                  | <u><b>\$NO BID</b></u> | <u>\$149.00</u> |
| Cannon PSFR17-07L18R1222      | <u>\$45.00</u>         | <u>\$46.90</u>  |
| Lexmark T642LEX64015HS        | <u>\$126.00</u>        | <u>\$91.45</u>  |
| Lexmark T634 12A7462          | <u>\$216.00</u>        | <u>\$94.73</u>  |
| Lexmark E-31213T0101          | <u>\$77.00</u>         | <u>\$50.91</u>  |
| Lexmark E-3208A0476           | <u><b>\$NO BID</b></u> | <u>\$59.54</u>  |
| Lexmark E-32112A7400          | <u>\$58.00</u>         | <u>\$59.54</u>  |
| Lexmark E-32312A7400          | <u>\$58.00</u>         | <u>\$59.54</u>  |
| Lexmark E-33024035SAA/12A8302 | <u><b>\$NO BID</b></u> | <u>\$39.41</u>  |
| Lexmark E-350dE250A21A        | <u><b>\$NO BID</b></u> | <u>\$65.36</u>  |
| Lexmark 4039 1380850          | <u><b>\$81.00</b></u>  | <u>\$69.73</u>  |
| Lexmark T632#12A7460          | <u>\$89.00</u>         | <u>\$94.73</u>  |
| Lexmark E312                  | <u><b>\$NO BID</b></u> | <u>\$50.91</u>  |
| Lexmark Z816                  | <u><b>\$NO BID</b></u> | <u>\$15.80</u>  |
| Minolta 1710517-005 – Black   | <u><b>\$NO BID</b></u> | <u>\$48.68</u>  |
| Minolta 1710517-006 – Yellow  | <u><b>\$NO BID</b></u> | <u>\$48.68</u>  |
| Minolta 1710517-007 – Magenta | <u><b>\$NO BID</b></u> | <u>\$48.68</u>  |

|                                   |                       |                       |
|-----------------------------------|-----------------------|-----------------------|
| Minolta 1710517-008 – Cyan        | <u>\$NO BID</u>       | <u>\$48.68</u>        |
| Xerox 108R00669 – Cyan            | <u>\$47.00</u>        | <u>\$48.68</u>        |
| Xerox 108R00670 – Magenta         | <u>\$47.00</u>        | <u>\$48.68</u>        |
| Xerox 108R00671 – Yellow          | <u>\$47.00</u>        | <u>\$48.68</u>        |
| Xerox 108R00672 – Black           | <u>\$47.00</u>        | <u>\$48.68</u>        |
| Xerox Printer 106R01486           | <u>\$NO BID</u>       | <u>\$98.95</u>        |
| Xerox 108R00689                   | <u>\$59.00</u>        | <u>\$29.46</u>        |
| IBM Network Printer 17<br>63H2401 | <u>\$NO BID</u>       | <u>\$59.83</u>        |
| Konica Magic Color 2430DL         | <u>\$NO BID</u>       | <u>\$62.04</u>        |
| <br>TOTAL BID                     | <br><u>\$3,755.00</u> | <br><u>\$5,443.23</u> |
|                                   | NO BID                | ALL ITEMS             |
|                                   | 27 ITEMS              | BID                   |

JANET BUSKEY  
REVENUE COMMISSIONER

ALLYSON HOLLAND  
CHIEF CLERK

MONTGOMERY COUNTY  
REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667  
Montgomery, AL 36102-1667  
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



**Agenda**

**FEB - 8 2010**

January 15, 2010

MEMORANDUM

TO: Donnie Mims  
County Administrator

FROM: Janet Y. Buskey *JYB*  
Revenue Commissioner

SUBJECT: Commission Agenda

I would like to have my request for the Assistant Chief Clerk position that was vacated on September 30, 2009 be put on the agenda for the January 25, 2010 Commission meeting.

This position is included in my current budget.

If you have any questions, please feel free to contact me.

ATTACHMENT

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Revenue Commissioner

DEPARTMENT HEAD: Janet Y. Buskey

SUPERVISOR: Allyson G. Holland

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 Assistant Revenue Chief Clerk

POSITION NUMBER 800100003

PROPOSED EFFECTIVE DATE 1/25/10

TYPE OF APPOINTMENT (x) PERMANENT ( ) TEMPORARY

RECRUITING

(x) PROMOTIONAL REGISTER ( ) TRANSFER

( ) OPEN COMPETITIVE REGISTER ( ) REEMPLOYMENT

PAY GRADE A10 1 (53,523 - 76,192)

PAY STEP TO BE BASED UPON CITY AND COUNTY OF  
MONTGOMERY PERSONAL BOARD. RULES AND REGULATIONS,  
Date 1/15/2010 RULE VI, SECTION 10  
(A PROMOTIONS)

Janet Y. Buskey  
Department Head

2 ADMINISTRATIVE REVIEW

( ) APPROVED  
( ) DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional \_\_\_\_\_ Candidates  
Open-competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

\_\_\_\_\_  
Personnel Director

Date \_\_\_\_\_

4 SELECTEE: \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority

Date \_\_\_\_\_

5 ( ) Manpower data entered by \_\_\_\_\_ Date \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_ Date \_\_\_\_\_

2010 JAN 19 AM 8:32

PAYROLL

2010 JAN 19 PM 3:54

2010 JAN 19 PM 3:54

ELTON N. DEAN, SR.  
CHAIRMAN

REED INGRAM  
VICE CHAIRMAN

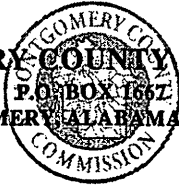
DIMITRI POLIZOS  
JILES WILLIAMS, JR.  
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

**MONTGOMERY COUNTY COMMISSION**

MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1818



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

**Agenda**

**FEB - 8 2010**

February 3, 2010

**MEMORANDUM**

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.  
Deputy County Administrator

SUBJECT: Vacant Clerk Typist II Position  
Tax & Audit Department

Attached is the memo from Larry Curvin, Revenue Manager of the Tax and Audit department, requesting authorization for a Clerk Typist II position.

There is critical need to fill this vacant position as soon as possible. This position is responsible for opening mail which includes sales tax payments. It is imperative that we are able to process these payments in a timely manner.

This item was discussed during the information session on January 25, 2010. I am requesting the Commission approve this request during the February 8, 2010 Commission meeting.

JAM/rw

Attachment



# Montgomery County Commission

Tax & Audit Department  
Montgomery County Alabama  
P.O. Box 4779  
Montgomery, AL 36103-4779



## MEMORANDUM

**DATE:** January 14, 2010

**TO:** John A. Mitchell, Sr.  
Deputy Administrator

**FROM:** Larry R. Curvin, Revenue Manager  
Tax & Audit Department

**RE:** **Critical Vacant Clerk Typist II (Cashier) Position**

A critical vacancy will be created in the Tax & Audit department with Annice Hancock's 2/08/2010 transfer to the Montgomery County Sheriff's department. This position is the only permanent cashier position for our department and any long wait in filling the vacancy will greatly hinder the timely processing of monthly tax revenues received. As a result, I am requesting consideration and approval to this impending vacancy being declared as a critical position. Please discuss this with the Montgomery County Commission at your earliest convenience and advise me accordingly. I have attached a Position Fill Request form for action given requested MCC approval. Thanks.

Attachment

## POSITION FILL REQUEST

DEPARTMENT: Tax & Audit

DEPARTMENT HEAD: Larry R. Curvin

SUPERVISOR: Larry R. Curvin

### 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 : Clerk Typist II

POSITION NUMBER 001 51800 009

PROPOSED EFFECTIVE DATE : 2/08/2010

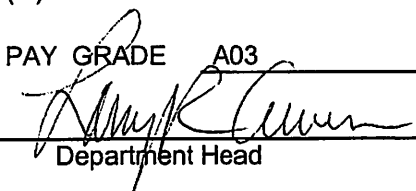
TYPE OF APPOINTMENT (X) PERMANENT ( ) TEMPORARY

RECRUITING

( ) PROMOTIONAL REGISTER (X) TRANSFER

(x) OPEN COMPETITIVE REGISTER (X) REEMPLOYMENT

PAY GRADE A03

  
Department Head

Date 1/14/2010

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 \_\_\_\_\_

9-4

Montgomery County  
Youth Facility

# Memo

**To:** Mr. Donnie Mims  
**From:** Bruce R. Howell, Court Administrator  
**Date:** January 19, 2010  
**Re:** Position Fill Request



2010 JAN 19 PM 3:03  
MONTGOMERY COUNTY  
COURT

---

I am requesting that the Position Fill Request to replace Ronda Beesley, probation officer assigned to intake, be placed on the next agenda for the County Commission Meeting. Ms. Beesley's last day on payroll will be 1/31/01.

Thank you for your consideration.

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Bruce R. Howell

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

1. POSITION TITLE: Probation Officer I

POSITION NUMBER: 001-526020-034 (to replace Ronda Beesley)

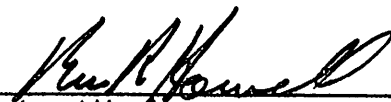
PROPOSED EFFECTIVE DATE: 02/08/10

TYPE OF APPOINTMENT (X) Permanent ( ) Temporary

RECRUITING

- ( ) PROMOTIONAL REGISTER ( ) TRANSFER  
(X) OPEN COMPETITIVE REGISTER ( ) REEMPLOYMENT

PAY GRADE: A06-01 (\$34,563/\$1,329.34/\$16.6167)  
(\$49,201/\$1892.35/\$23.6544)

  
\_\_\_\_\_  
Department Head

1/19/2010  
\_\_\_\_\_  
Date

2. ADMINISTRATIVE REVIEW

- ( ) APPROVED  
( ) DISAPPROVED

\_\_\_\_\_  
Funding Authority

3. CERTIFICATION

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates  
\_\_\_\_\_ Candidates

\_\_\_\_\_  
Personnel Director

\_\_\_\_\_  
Date

4. SELECTEE: \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

5. ( ) Manpower data entered by \_\_\_\_\_ Date \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_ Date \_\_\_\_\_

2010 JAN 19 PM 3:33

2010 JAN 19 PM 3:54

PAYROLL

2010 JAN 19 PM 3:54

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 3

Date: February 1, 2010  
To: Donald L. Mims, Administrator  
From: DiDi Henry, Public Affairs Manager  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL  
Departure Date: April 11, 2010 Return Date: April 13, 2010  
Conference Leave (Days / Hours): 3 Days  
Purpose of Travel: to attend PRCA U: New Thinking in An Old School

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: \$804.00 Advance Registration Required: \$275.00

Department Name: Public Relations Fund Name: General

Additional Comments: Hotel - 250.00; Meals - 225.00; Mileage - 54.00; Registration - 275.00

To: DiDi Henry, Public Affairs Manager

From: Donald L. Mims, Administrator

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$804.00 and advance registration of \$275.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>001-51130-265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$3,500.00</u>                  |                     |
| Approved Requests: | <u>\$1,151.20</u>                  |                     |
| Budget Available:  | <u>\$2,348.80</u>                  |                     |
| Current Requests:  | <u>\$804.00</u>                    |                     |
| Budget Balance:    | <u>\$1,544.80</u>                  |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/2/2010

cc: Finance Director / Buyer

1/-1

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 13

Date: January 26, 2010  
To: Donald L. Mims, Administrator  
From: Sheriff D. T. Marshall  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Ozark, AL  
Departure Date: March 10, 2010 Return Date: March 10, 2010  
Conference Leave (Days / Hours): 8 Hours  
Purpose of Travel: Teach a Crime Scene Investigation Class

Traveler (s) Name: 1. Cpl. S. Z. Smith 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

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

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

Additional Comments: There will be no expenses involving this travel.  
\_\_\_\_\_  
\_\_\_\_\_

To: Sheriff D. T. Marshall  
From: Donald L. Mims, Administrator

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>001-52110-265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$20,000.00</u>                       |
| Approved Requests:                               | <u>\$6,009.43</u>                        |
| Budget Available:                                | <u>\$13,990.57</u>                       |
| Current Requests:                                | <u>\$0.00</u>                            |
| Budget Balance:                                  | <u>\$13,990.57</u>                       |

Donald L. Mims, Administrator



Reviewed by: S. Thomas  
Date: 1/26/2010

cc: Finance Director / Buyer

11-2

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 15

Date: January 28, 2010  
To: Donald L. Mims, Administrator  
From: Sheriff D. T. Marshall  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Anniston, AL  
Departure Date: February 16, 2010 Return Date: February 19, 2010  
Conference Leave (Days / Hours): 4 days  
Purpose of Travel: Weapons of Mass Destruction - Hands on Training (PER 262)  
Program D

Traveler (s) Name: 1. Deputy Michael Chappelle 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

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

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

Additional Comments: There will be no expenses involving this travel.

To: Sheriff D. T. Marshall  
From: Donald L. Mims, Administrator

The above request is app. 02/08/10 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 &amp; Training</u> |                     |
| Current Budget:                           | <u>\$20,000.00</u>                 |                     |
| Approved Requests:                        | <u>\$6,009.43</u>                  |                     |
| Budget Available:                         | <u>\$13,990.57</u>                 |                     |
| Current Requests:                         | <u>\$0.00</u>                      |                     |
| Budget Balance:                           | <u>\$13,990.57</u>                 |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/28/2010

cc: Finance Director / Buyer

11-3

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 16

Date: January 28, 2010  
To: Donald L. Mims, Administrator  
From: Sheriff D. T. Marshall  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Anniston, AL  
Departure Date: February 16, 2010 Return Date: February 20, 2010  
Conference Leave (Days / Hours): 5 days  
Purpose of Travel: Managing Civil Actions in Threat Incidents (MCATI) - Basic  
(PER 200) Program J

Traveler (s) Name: 1. Deputy Cedric Leonard 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

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

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

Additional Comments: There will be no expenses involving this travel.  
\_\_\_\_\_  
\_\_\_\_\_

To: Sheriff D. T. Marshall  
From: Donald L. Mims, Administrator

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                    |                     |
|--------------------------------------------------|------------------------------------|---------------------|
| Fund Code:                                       | <u>001-52110-265</u>               | (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u> |                     |
| Current Budget:                                  | <u>\$20,000.00</u>                 |                     |
| Approved Requests:                               | <u>\$6,009.43</u>                  |                     |
| Budget Available:                                | <u>\$13,990.57</u>                 |                     |
| Current Requests:                                | <u>\$0.00</u>                      |                     |
| Budget Balance:                                  | <u>\$13,990.57</u>                 |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/28/2010

cc: Finance Director / Buyer

11-4

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 2

Date: January 27, 2010  
To: Donald L. Mims, Administrator  
From: Wanda Robinson, Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL  
Departure Date: March 17, 2010 Return Date: March 19, 2010  
Conference Leave (Days / Hours): 3 days  
Purpose of Travel: Attend Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Wanda Robinson 4. \_\_\_\_\_  
2. Etta Matthews 5. \_\_\_\_\_  
3. Barbara Palmer 6. \_\_\_\_\_

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

Total (est.) Cost: \$750.00 Advance Registration Required: \$45.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

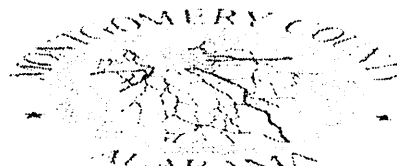
To: Wanda Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$750.00 and advance registration of \$45.00 is authorized.

| To be completed by the Finance Department |                                    |                     |
|-------------------------------------------|------------------------------------|---------------------|
| Fund Code:                                | <u>001-52200-265</u>               | (ex: 000-00000-000) |
| Description:                              | <u>Registration &amp; Training</u> |                     |
| Current Budget:                           | <u>\$20,000.00</u>                 |                     |
| Approved Requests:                        | <u>\$2,562.00</u>                  |                     |
| Budget Available:                         | <u>\$17,438.00</u>                 |                     |
| Current Requests:                         | <u>\$750.00</u>                    |                     |
| Budget Balance:                           | <u>\$16,688.00</u>                 |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/28/2010

cc: Finance Director / Buyer

11-5

Montgomery County Commission  
Travel / Training Request Approval

Appendix C  
**Agenda**

**FEB - 8 2010**

Request # 5

Date: February 3, 2010  
To: Donald L. Mims, Administrator  
From: Scott Kramer, Risk Manager  
Re: Travel / Training Request

*SM*

Request approval to be granted for the following:

Destination: Clanton, AL  
Departure Date: February 25, 2010 Return Date: February 25, 2010  
Conference Leave (Days / Hours): 4 Hours  
Purpose of Travel: to attend PESCA Quarterly Meeting

Traveler (s) Name: 1. Scott Kramer 4. \_\_\_\_\_  
2. Judy Singley 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$59.10 Advance Registration Required: \$0.00

Department Name: Risk Management Fund Name: General Liability

Additional Comments: Mileage - 39.10; Meals - 20.00

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$59.10 and advance registration of \$0.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>007-51120-265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$16,000.00</u>                 |                     |
| Approved Requests: | <u>\$1,258.81</u>                  |                     |
| Budget Available:  | <u>\$14,741.19</u>                 |                     |
| Current Requests:  | <u>\$59.10</u>                     |                     |
| Budget Balance:    | <u>\$14,682.09</u>                 |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/3/2010

cc: Finance Director / Buyer

*11-6*

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 6

Date: February 4, 2010  
To: Donald L. Mims, Administrator  
From: Scott Kramer, Risk Manager  
Re: Travel / Training Request



Request approval to be granted for the following:

Destination: Alexandria, VA  
Departure Date: March 7, 2010 Return Date: March 8, 2010  
Conference Leave (Days / Hours): 2 Days  
Purpose of Travel: to attend PRIMA meeting

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

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

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

Department Name: Risk Management Fund Name: General Liability

Additional Comments: All Expenses Paid By PRIMA  
\_\_\_\_\_  
\_\_\_\_\_

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

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>007-51120-265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$16,000.00</u>                       |
| Approved Requests:                               | <u>\$1,317.91</u>                        |
| Budget Available:                                | <u>\$14,682.09</u>                       |
| Current Requests:                                | <u>\$0.00</u>                            |
| Budget Balance:                                  | <u>\$14,682.09</u>                       |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/4/2010

cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 10

Date: February 2, 2010  
To: Donald L. Mims, Administrator  
From: Jane Mardis, Chief Appraiser  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University  
Departure Date: March 18, 2010 Return Date: March 19, 2010  
Conference Leave (Days / Hours): 2 Days  
Purpose of Travel: Take the Alabama Certified Mapper certification examination

Traveler (s) Name: 1. Scot Millican 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

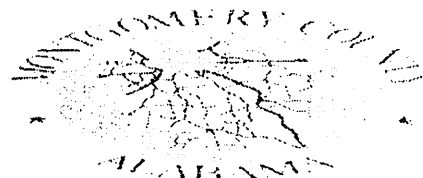
To: Jane Mardis, Chief Appraiser  
From: Donald L. Mims, Administrator

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$300.00 and advance registration of \$0.00 is authorized.

***To be completed by the Finance Department***

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>120-51985-265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$25,000.00</u>                 |                     |
| Approved Requests: | <u>\$10,515.00</u>                 |                     |
| Budget Available:  | <u>\$14,485.00</u>                 |                     |
| Current Requests:  | <u>\$300.00</u>                    |                     |
| Budget Balance:    | <u>\$14,185.00</u>                 |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/3/2010

cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**Agenda**

**FEB - 8 2010**

Request # 11

Date: February 2, 2010  
To: Donald L. Mims, Administrator  
From: Jane Mardis, Chief Appraiser  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University  
Departure Date: March 19, 2010 Return Date: March 19, 2010  
Conference Leave (Days / Hours): 1 Day  
Purpose of Travel: Take the Alabama Certified Appraiser Examination

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: \$100.00 Advance Registration Required: \_\_\_\_\_

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Jane Mardis, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 02/08/10 reimbursement of actual and necessary expenses in the  
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>120-51985-265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$25,000.00</u>                       |
| Approved Requests:                               | <u>\$10,515.00</u>                       |
| Budget Available:                                | <u>\$14,485.00</u>                       |
| Current Requests:                                | <u>\$400.00</u>                          |
| Budget Balance:                                  | <u>\$14,085.00</u>                       |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/3/2010

cc: Finance Director / Buyer

11-9

## MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT: APPRAISAL REVIEWED: S. Thomas 2/3/2010  
Finance Director  
REQUESTED BY: Jane S. Mardis 2/3/ APPROVED: *J. S. Mardis* 2/8/10  
Elected Official/Dept. Head Date Administrator Date

| ACCOUNT NAME          | ACCOUNT NUMBER | CURRENT BUDGET | INCREASE (DECREASE) | REVISED BUDGET |
|-----------------------|----------------|----------------|---------------------|----------------|
| Legal Services        | 120-51985-305  | 10,000         | 5,000               | 15,000         |
| Professional Services | 120-51985-307  | 20,000         | -5,000              | 15,000         |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
|                       |                |                |                     |                |
| TOTAL                 |                | 30,000         | 0                   | 30,000         |

### JUSTIFICATION:

To cover unexpected legal services. We originally had \$10,000 allocated for legal expenses. At this time the balance is \$793.14 and there are still several legal cases pending.



**BUDGET FORM 5**

**REQUEST NUMBER** 2

| ACCOUNT<br>NAME                | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|--------------------------------|-------------------|-------------------|------------------------|-------------------|
| Dues & Membership Fees         | 775-56120-171     | 200               | 750                    | 950               |
| Travel-Registration & Training | 775-56120-265     | 4,300             | -750                   | 3,550             |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
|                                |                   |                   |                        | 0                 |
| TOTAL                          |                   | 4,500             | 0                      | 4,500             |

### To Cover Increase In Expenses



**FEB - 8 2010**

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

|                             |                    |                  |                    |               |
|-----------------------------|--------------------|------------------|--------------------|---------------|
| DEPARTMENT:                 | Personnel          | REVIEWED:        | S. Thomas          | 2/3/2010      |
| DATE:                       | 2/3/2010           | Finance Director |                    | Date          |
| REQUESTED BY:               | Barbara M. Montoya | APPROVED:        | <i>[Signature]</i> | <i>2/3/10</i> |
| Elected Official/Dept. Head |                    | Administrator    |                    | Date          |

**JUSTIFICATION:**

15-1

# MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 13

|                             |                               |                  |           |           |
|-----------------------------|-------------------------------|------------------|-----------|-----------|
| DEPARTMENT:                 | County Comm Appropriations    | REVIEWED:        | S. Thomas | 2/18/2010 |
| DATE:                       | 2/18/2010                     | Finance Director |           | Date      |
| REQUESTED BY:               | Donald L. Mims, Administrator | APPROVED:        |           |           |
| Elected Official/Dept. Head |                               | Administrator    |           | Date      |

| ACCOUNT<br>NAME                               | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|-----------------------------------------------|-------------------|-------------------|------------------------|-------------------|
| Miscellaneous Expense                         | 763-56950.499     | 0                 | 15,000                 | 15,000            |
| Advance from Montgomery<br>Co General Fund    | 763.27000         | 0                 | -15,000                | -15,000           |
|                                               |                   |                   |                        | 0                 |
| Advance to One Place Family<br>Justice Center | 001.14590         | 0                 | 15,000                 | 15,000            |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
|                                               |                   |                   |                        | 0                 |
| TOTAL                                         |                   | 0                 | 15,000                 | 15,000            |

**JUSTIFICATION:**

To establish a budget for One Place Family Justice Center through a cash advance from the General Fund to be repaid. Authorization is subject to review by the County Attorney.