

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 2, 2015

AGENDA

INFORMATION SESSION

Call to Order Welcome at 8:00 a.m.

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Juvenile Court Administrator Bruce Howell with the Youth Facility
Executive Director Paul Brown with Community Corrections
President Barbara Mays with Royal Ambassadors M. E. D., Inc.
Revenue Commissioner Janet Buskey

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Williams

Pledge of Allegiance Led By Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of February 17, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Board Member Reappointment to the Montgomery Area Mental Health Authority, County Commission
2. Consider Board Member Appointment to the Pintlala Water and Fire Protection Authority, County Commission
3. Consider Proposed Legislative Agenda Item Relating to any Class 3 Municipality Organized under Act 618, 1973 Regular Session (Acts 1973), p. 879); to further Provide for the Membership of any Airport Authority Established by the City, County Commission
4. Consider Proposed Legislative Agenda Item Relating to Montgomery County; to Provide for Service of Process in Montgomery County; to Increase the Fee for Civil or Criminal Documents with Certain Exceptions; and to Provide for the Disposition of Funds, County Commission
5. Consider to Recognize and Deny Claim Filed by Patrick G. Montgomery on Behalf of Dana Shannon for Minor Kimora Brenson, County Commission
6. Consider Payment of 2015 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen, County Commission
7. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Budget Change Request Number 17 for \$5,000 to A-KEEP for Global Youth Leadership Training Program, County Commission Appropriations
9. Consider Advantage Site Application for the Montgomery Industrial Park and Related Budget Change Request Number 18 for \$2,500, County Commission Appropriations
10. Consider Establishment of the Classification Community Corrections Technician (0357), Pay Grade A04, Community Corrections
11. Consider Position Fill Requests for Two Juvenile Detention Officers, Position Numbers 900300004 and 900300010, Youth Facility
12. Consider Travel/Training Requests (9)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

Deputy Administrator
County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

MARCH 2, 2015

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 16, 2015

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

APRIL 6, 2015

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

APRIL 20, 2015

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

MAY 4, 2015

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

MAY 18, 2015

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

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II – Appraisal Department
Fill action continues for 1 Clerk II – Board of Registrars
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
Fill action continues for 1 Legal Support Assistant – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
Fill action continues for 1 Chief Investigator – District Attorney's Office
Fill action continues for 2 Investigator I's – District Attorney's Office
Fill action continues for 1 Investigator II – District Attorney's Office
Fill action continues for 1 Investigator III – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 29 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 3 Clerk II – Detention Facility
Fill action continues for 1 Corrections Officer Corporal – Detention Facility
Fill action continues for 1 CREO 1 – Engineering Department
Fill action continues for 1 Administrative Assistant to the County Engineer – Engineering Department
Fill action continues for 1 Civil Engineer Tech I - Engineering
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Assistant Tag & License Supervisors – Probate Judge's Office
Fill action continues for 1 Customer Service Clerk (Part-Time) – Probate Judge's Office
Fill action continues for 1 Tag and License Supervisor – Probate Judge's Office
Fill action continues for 1 County Archivist – Probate Judge's Office
Fill action continues for 1 Elections Training Coordinator – Probate Judge's Office (Elections)
Fill action continues for 1 Clerk III – Sheriff's Office
Fill action continues for 1 Records & ID Clerk – Sheriff's Office
Fill action continues for 2 Court Security Officer – Sheriff's Office
Fill action continues for 1 Emergency Communication Operator 1/II – Sheriff's Office
Fill action continues for 10 Deputy Sheriff's (Part-Time) – Sheriff's Office
Fill action continues for 1 Deputy Sheriff / Deputy Sheriff Trainee – Sheriff's Office
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 2 Juvenile Detention Officer's – Youth Facility
Fill action continues for 4 Juvenile Detention Officer's (Part-Time) – Youth Facility

March 2, 2015

MONTGOMERY COUNTY COMMISSION

MAR - 2 2015

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-13-15

Check Number	To	Check Number
250931		251007
Total Checks Paid		\$386,109.13

CHECK #	PAYEE	AMOUNT	DATE
250928	Marshall Lumber Co.	\$ 56.13	02-05-15
250929	Chuck Steven's Automotive, Inc.	\$ 87,001.00	02-11-15
250930	Lighthouse Counseling Center	\$ 6,456.24	02-12-15

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

MAR - 2 2015

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-13-15

Check Number	To	Check Number
251010		251099
Total Checks Paid		\$572,298.64

CHECK #	PAYEE	AMOUNT	DATE
251008	Parnell & Crum, PA	\$ 4,000.00	02-12-15
251009	Parnell & Crum, PA	\$ 50.00	02-12-15

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

MAR - 2 2015

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-20-15

Check Number	To	Check Number
251101		251137
Total Checks Paid		\$438,246.80

CHECK #	PAYEE	AMOUNT	DATE
251100	Albert L. Moseley	\$ 3,500.00	02-12-15

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

03-02-15 Meeting

AGENDA

MONTGOMERY COUNTY COMMISSION

MAR - 2 2015

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-20-15

Check Number	To	Check Number
251138		251188
Total Checks Paid		\$149,407.92

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
02/20/15

03/02/15 Meeting

AGENDA

MAR - 2 2015

Payroll Check Number	122153	To	Payroll Check Number	122226	\$ 52,401.01
Direct Deposits					\$ 805,368.88
Payroll Check Number	122227	To	Payroll Check Number	122256	\$ 248,758.48
Direct Deposits					\$ 356,370.18
Federal Deposits					\$ 307,916.25
Total Payroll Paid					\$ 1,770,814.80

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

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, 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

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

TDD (334) 265-3568

www.mc-ala.org

AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims ^{DLM}
County Administrator

SUBJECT: Board Member Reappointment to the Montgomery Area Mental Health Authority

On April 1, 2015, the term of Rev. Albert Perkins, III, will expire as a board member of the Montgomery Area Mental Health Authority. Rev. Perkins would like to be reappointed to this board.

The Montgomery County Commission, at its meeting on February 17, 2015, agreed to place this reappointment on the next agenda for a term ending April 1, 2021.

I am requesting that the Commission approve this reappointment.

DLM/tn

Attachment



E. Baxter Morris
President

MONTGOMERY AREA MENTAL HEALTH AUTHORITY

2140 UPPER WETUMPKA ROAD, P.O. BOX 3223

MONTGOMERY, ALABAMA 36107

(334) 279-7830

mamha@mamha.org

SERVING MONTGOMERY, ELMORE,
AUTAUGA AND LOWNDES COUNTIES

Henry E. Parker
Executive Director

January 30, 2015

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

Dear Mr. Mims:

This letter comes to you regarding an appointment to the Board of Directors of the Montgomery Area Mental Health Authority, Inc.

Rev. Albert Perkins, III 425 North Moya Drive, Montgomery, AL 36109 serves on the Board as appointed by the Montgomery County Commission. His term expired March 31, 2015.

Rev. Perkins has been an outstanding Board member with an excellent attendance record. He has expressed a willingness to be reappointed. The Montgomery County Commission will need to reappoint Rev. Perkins or another Board member to the Authority Board for a six year term expiring March 31, 2021.

I appreciate the consideration of the Montgomery County Commission. If I can ever be of assistance to you, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads "Henry E. Parker".

Henry E. Parker
Executive Director
Montgomery Area Mental Health Authority, Inc.



2015 FEB -3 AM 8:53
MONTGOMERY COUNTY COMMISSION

1-2

Montgomery Area Mental Health Authority

Members:

Term Expires:



Rev. Albert Perkins, III
Montgomery, AL

4/1/2015

Arica Smith
Montgomery, AL

4/1/2019

Barbara W. Kornegay
Montgomery, AL

4/1/2017

Mr. Henry E. Parker, Executive Director
Montgomery Area Mental Health Authority
Montgomery, AL

Term: 6 years

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

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AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Board Member Appointment to the Pintlala Water and Fire Protection Authority

I received notice from Pintlala Water and Fire Protection Authority Chairman Cecil Brendle that Board Member L.E. Ward has passed away. Chairman Brendle recommended William (Bill) Huneycutt to serve the remainder of Mr. Ward's term. Mr. Huneycutt confirmed that he is a resident of Montgomery County.

The Montgomery County Commission, at its meeting on February 17, 2015, agreed to place on the next agenda the appointment of Mr. William "Bill" Huneycutt to the Pintlala Water and Fire Protection Authority for a term ending March 1, 2017.

I am requesting that the Commission approve this appointment.

DLM/tn

Attachment

MONTGOMERY COUNTY
COMMISSION

2015 FEB -2 AM 9:28

January 28, 2015

Montgomery County Commission
ATTN: Donald L. Mims
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Mims,

I am writing to inform the Commission of the death of our beloved friend and neighbor L.E. Ward. We would like to appoint William (Bill) Huneycutt to finish the term of Mr. Ward for the Pintlala Water and Fire Protection Authority.

The current address for Bill Huneycutt is:
19675 U.S. Highway 31
Letohatchee, AL 36043
Phone: 284-1485

Thank you for your help in this matter. If I can be of any assistance, please feel free to call me at (334)-281-4284.

Sincerely,



CECIL BRENDLE

CGB/fp

Pintlala Water & Fire Protection Authority

Members:

Term Expires:

* L. E. Ward
Hope Hull, AL

3/1/2017

Cecil Brendle
Hope Hull, AL

3/1/2019

Wayne G. Hatcher
Hope Hull, AL

3/1/2015

Cc: Chairman (Brendle)
Maintenance: Fran Pugh, 288-5054)

Term: 6 years

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: 2015 Legislative Agenda - Airport Authority Bill

Lobbyist Cassandra Crosby with Crosby Drinkard Group, LLC briefed the Commission during its February 17, 2015 meeting, regarding the 2015 Legislative Agenda which included a bill relating to any Class 3 Municipality organized under Act 618, 1973 Regular Session (Acts 1973, p. 879); to further provide for the membership of any airport authority established by the City. The Commission agreed for the proposed bill to be placed on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment

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9 A BILL
10 TO BE ENTITLED
11 AN ACT
12

13 Relating to any Class 3 municipality organized under
14 Act 618, 1973 Regular Session (Acts 1973, p. 879); to further
15 provide for the membership of any airport authority
16 established by the city.

17 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

18 Section 1. Notwithstanding any other provision of
19 law, any airport authority established by any Class 3
20 municipality organized under Act 618, 1973 Regular Session
21 (Acts 1973, p. 879), shall have two additional members
22 appointed by the county commission of the county where the
23 municipality is located. Members appointed pursuant to this
24 section shall serve for terms as currently provided for other
25 members of the authority.

26 Section 2. All laws or parts of laws which conflict
27 with this act are repealed.

1 Section 3. This act shall become effective
2 immediately following its passage and approval by the
3 Governor, or its otherwise becoming law.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
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www.mc-ala.org

AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims ^{DLM}
County Administrator

SUBJECT: 2015 Legislative Agenda - Service of Process Fee Bill

Lobbyist Cassandra Crosby with Crosby Drinkard Group, LLC briefed the Commission during its February 17, 2015 meeting, regarding the 2015 Legislative Agenda which included a bill relating to Montgomery County; to provide for service of process in Montgomery County; to increase the fee for civil or criminal documents with certain exceptions; and to provide for the disposition of funds. The Commission agreed for the proposed bill to be placed on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment

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9 A BILL
10 TO BE ENTITLED
11 AN ACT
12

13 Relating to Montgomery County; to provide for
14 service of process in Montgomery County; to increase the fee
15 for civil or criminal documents with certain exceptions; and
16 to provide for the disposition of funds.

17 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

18 Section 1. This act shall only apply to Montgomery
19 County.

20 Section 2. (a) In addition to all existing charges,
21 fees, judgments, and costs of court, in the criminal division
22 of the district and circuit courts of Montgomery County, an
23 additional one-time service of process fee of thirty dollars
24 (\$30) per document shall be imposed.

25 (b) In addition to all existing charges, fees,
26 judgments, and costs of court, in the civil division of the
27 district and circuit courts of Montgomery County, an

1 additional one-time service of process fee of thirty dollars
2 (\$30) per document shall be imposed.

3 (c) The court official designated in Montgomery
4 County by law for the respective courts shall collect the
5 service of process fee designated in subsections (a) and (b)
6 and shall remit the fees collected to the Montgomery County
7 Commission to be deposited in the county general fund.
8 Notwithstanding the foregoing, the fee shall not be imposed
9 and collected if the court finds payment of the fee will
10 create a substantial hardship. A verified statement signed by
11 the person requesting service and approved by the court
12 attesting the substantial hardship shall be filed with the
13 clerk of the court.

14 (d) The district attorney, law enforcement, and
15 grand juries shall be exempt from payment of the fees provided
16 in this act.

17 Section 3. This act shall become effective on the
18 first day of the third month following its passage and
19 approval by the Governor, or its otherwise becoming law.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

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www.mcga.org

AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

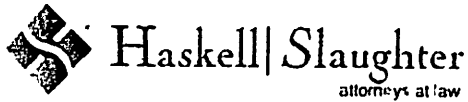
SUBJECT: Recognize and Deny Claim regarding Dana Shannon for Minor Kimora Brenson

The Montgomery County Commission, at its meeting on February 17, 2015, agreed to place on the next agenda consideration to recognize and deny a Claim filed by Patrick G. Montgomery on behalf of Dana Shannon for minor Kimora Brenson.

I am requesting that the Commission approve this item.

DLM/tn

Attachments



Haskell Slaughter & Gallion, LLC
8 Commerce Street
Suite 1200
Montgomery, Alabama 36104
t 334 265 8573 | f 334 264 7945

MEMORANDUM

TTC

ATTORNEY/CLIENT PRIVILEGED

TO: Donnie Mims
FROM: Tommy Gallion
DATE: January 28, 2015
RE: Claim of Dana Shannon for Kimora Brenson

I am in receipt of your January 27, 2015 memo regarding a claim filed by Patrick G. Montgomery on behalf of Dana Shannon for minor Kimora Brenson. I have reviewed the Notice of Claim. Based on the information that I reviewed, it is my legal opinion that this accident is not the responsibility of Montgomery County.

It is my recommendation that this claim be recognized and denied at the next commission meeting.

50051-317

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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ESTABLISHED 1816

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www.mc-ala.org

January 27, 2015

MEMORANDUM

TO: Thomas Gallion, III
County Attorney

FROM: Donald L. Mims *plm*
County Administrator

RE: Dana Shannon for Kimora Brenson

Attached is a Notice of Claim submitted by Patrick G. Montgomery Attorney at Law for Claimant at Alexander Shunnarah Gulf Coast, LLP on behalf of their client, Dana Shannon regarding Kimora Brenson. We received this letter in our office on January 26, 2015.

Please review this letter and take appropriate action as to its validity against the Montgomery County Commission.

A recommendation to the County Commission to recognize and deny this claim is appreciated by February 4, 2015.

Thank you for your assistance in this matter.

/tlm

Attachment



Alexander Shunnarah

GULF COAST, LLP

January 22, 2015

Alexander Shunnarah*
James T. Laura, Jr.**^
Russell D. Johnson****
Damian Zimmerman**
Emily S. Fertig****
Patrick Montgomery*
Brian Connors***
Joseph Oaks*
Scott Soutullo*****x
J. Daniel Rhames*x

* Licensed Only in A
** Licensed in FL & A
*** Licensed Only in FL
**** Licensed Only in IV
***** Licensed in AL & IV
^ Managing Partner
~ Partner
x Of Counsel

Montgomery County
Administrators Office
P.O. Box 1667
Montgomery, Alabama 36102

Dear Donald L. Mims- Administrator:

Please find enclosed the notice of claim of Kimora Brenson.

I have enclosed a duplicate of the first page and a self addressed, stamped envelope. Please file stamp it and return it to me.

Sincerely,

Patrick G. Montgomery
Attorney at Law

2015 JAN 23 10 07 21

59 ST. JOSEPH STREET
MOBILE, AL 36602

P. O. BOX 1388
MOBILE, AL 36633
251-438-7400

25 E. WRIGHT STREET
PENSACOLA, FL 32501

25 E. WRIGHT STREET, SUITE 2508
PENSACOLA, FL 32501
850-542-8000

420 W. BEACH DRIVE
PANAMA CITY, FL 32401

P. O. BOX 728
PANAMA CITY, FL 32402
850-542-8000

204 COURTHOUSE ROAD, SUITE A
GULFPORT, MS 39507

P. O. BOX 6189
GULFPORT, MS 39506-6189
228-222-HURT 2.501.800.0000

5-4

**KIMORA BRENSON'S NOTICE OF
CLAIM TO THE CITY OF MONTGOMERY
AND/OR MONTGOMERY COUNTY**

Pursuant to §§ 11-47-23 and 11-47-192 of the Alabama Code, Kimora Brenson, a minor, by and through her mother, Dana Shannon, submits the following Notice of Claim to the City of Montgomery and Montgomery County:

1. Kimora Brenson is a resident of Montgomery County, Alabama. She is three years old. Dana Shannon is her mother, and next of kin.

2. On September 23, 2014 at approximately 5:30 p.m., Miss Brenson was an invitee attending a football game at the football fields and parks located near Auburn University-Montgomery. While attending the football game, Miss Brenson attempted to use the restroom at one of the field houses. In doing so, she entered the facility when an improperly maintained door slammed shut on right thumb. As a result, part of her right thumb was amputated. The City of Montgomery and/or the County of Montgomery owned and operated the premises at which the events were being held. The door was improperly maintained by employees of the City of Montgomery and/or Montgomery County.

3. At all times relevant to this claim, the personnel in charge of, and control of, the facilities at which the event was held were employees or agents of the City of Montgomery and/or Montgomery County.

4. As a result of the negligent, reckless, and wanton conduct of the City of Montgomery and/or Montgomery County, Miss Brenson suffered a partially amputated right thumb. Based on currently available information, Mr. Lucas's damages include, but are not limited to, medical expenses, pain and

suffering, and permanent disability as well as disfigurement.

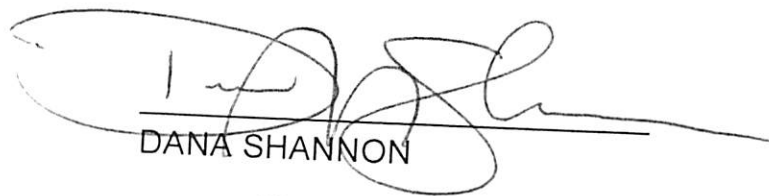
5. The medical expenses include bills from Baptist East, Children's Hospital in Birmingham, the Kirklin Clinic, amongst others, and are anticipated to exceed \$100,000. These expenses are subject to further revision.

6. Based on the foregoing, Miss Brenson demands compensation from the City of Montgomery and/or Montgomery County for the damages caused by the negligent, reckless, and wanton conduct of the City of Montgomery and/or Montgomery County and their employees and agents.

VERIFICATION

STATE OF ALABAMA)
COUNTY- MONTGOMERY)

DANA SHANNON, as mother and next of kin of Kimora Brenson, personally appeared before me, the undersigned authority in and for said state and county, and after being duly sworn, did depose and say that she has read the foregoing Notice of Claim and knows the contents thereof, and that the allegations of the Notice of Claim are true and correct to the best of his knowledge.


DANA SHANNON

Subscribed and sworn to before me
this 5 day of JANUARY, 2015.


NOTARY PUBLIC

My Commission Expires: 21 February 2018
5-6

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, 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
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
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FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2015 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen

The Montgomery County Commission meeting, at its meeting on February 17, 2015, agreed to place on the next agenda the payment of 2015 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen.

I am requesting approval of this item.

DLM/tn

Attachment

ACAA MEMBERSHIP APPLICATION & RENEWAL FORM

For 2015 Membership Year
(January 1 - December 31, 2015)

County: Montgomery County Website: www.mc-ala.org

Address/City/Zip: P.O. Box 1667, Montgomery, AL 36102-1667

Telephone: 334-832-1210 Fax: 334-832-2533

In order to continue to receive all Association of County Administrators of Alabama (ACAA) mailings, persons must be current ACAA members. Please add the names below of all eligible members from your county, along with their titles and email addresses, who wish to join ACAA. Eligible members include county commission Administrators; Assistant Administrators; and any other persons, by whatever title designated, who performs the duties of Administrators or Assistant Administrators to the various governing bodies of the State of Alabama. Renewal of membership in ACAA for 2015 is due by November 30, 2014. Direct any questions regarding ACAA renewal to Paulette Williams at 334-263-7594.

Name: Donald L. Mims Title: County Administrator Email: donaldmims@mc-ala.org

Name: Florence M. Cauthen Title: Deputy Administrator Email: florencecauthen@mc-ala.org

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

(use additional paper, if needed)

Total Amount Enclosed: \$ 225.00 (\$150 Administrator + \$75 each Asst. Admin. and Others)

Payment Due Upon Receipt

Please make check payable to ACAA and mail to:

ACAA - P.O. Box 5040 - MONTGOMERY, AL 36103

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, 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
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
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www.mc-ala.org

AGENDA

MAR - 2 2015

March 2, 2015

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) and to sign the contracts:

****C-2015-50:** Rescind Appropriation to Montgomery Music Project, for Musical Instruments - \$500; (Harris)

NOTE: Reappropriated to another organization.

C-2015-59: Montgomery Symphony Orchestra, for Montgomery Music Project, for Musical Instruments - \$500; (Harris)

C-2015-60: 100 Black Men of Greater Montgomery, Inc., for the Sock it to Me Program - \$500; (Harris)

NC-2015-84: BOE, Brewbaker Intermediate School, for Principal's Discretionary Fund, - \$500; (Harris)

NC-2015-85: BOE, Robert E. Lee High School, for Basketball Semi Finals in Birmingham, Alabama - \$900; (Walker)

****Rescind**

DLM/tll

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLW*
County Administrator

SUBJECT: Budget Change Request for A-KEEP

The Montgomery County Commission, during its meeting on February 17, 2015, agreed to place on the next agenda a Budget Change Request in the amount of \$5,000 for A-KEEP Global Youth Leadership Training Program.

I am requesting approval of this funding.

DLM/tn

Attachment

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 17

DEPARTMENT:	County Comm Appropriations	REVIEWED: S. Thomas	2/17/2015
DATE:	2/17/2015	Finance Director	Date
REQUESTED BY:	Donald L. Mims	APPROVED:	
Elected Official/Dept. Head		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
A-KEEP	001-58100.498	0	5,000	5,000
In House Misc. Appropriations	001-59310.498	35,500	(5,000)	30,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		35,500	0	35,500

JUSTIFICATION:

To fund an appropriation to Alabama-Korea Educational Exchange Program (A-KEEP) a tax-exempt organization providing academic, educational and cultural exchange between Alabama and Korea. The appropriation will be used for the Global Youth Leadership Program.

Tammy Nix

From: Sandy Greer <sandy.greer@akeep.org>
Sent: Wednesday, February 11, 2015 10:53 AM
To: Elton N. Dean, Sr.; Dan Harris; Jiles Williams, Jr.; Andrew Hall; Ronda Walker
Cc: Tammy Nix; Donald Mims
Subject: Korean Educational and Economic Partnership

Dear all Honorable Montgomery County Commissioners!

I thank each of you for giving me your precious time to go over AKEEP Global Youth Leadership Training Program. The 4th annual program will be held in South Korea, June 3rd to 19th, 2015. As each of you are committed individually, now all of you are committed collectively! As you wished, please sponsor one student from your own district. As large presence as Korean major manufacturing companies are in Montgomery County, considering their economic impact, and we have so much interests from our community. We should be able to send 5 youth representatives from Montgomery County to educate them... They earn a high school credit anointed by Alabama State Department of Education!

(A) \$5,000 per district will guarantee one student or one teacher from that district regardless whether each student can raise their sponsorship or not. Total \$25,000.

(B) If not all of you can agree on (A), can or may an individual district decide under an individual discretionary fund to guarantee a representation?

(C) If not (A) or (B), \$3,000 per district can be possible for a representation as each student or a teacher seeks their own \$2,000 sponsorship. Total \$15,000. Each student is working very hard for this once in a life time opportunity! Please bless them.

(D) 2014, you granted \$7,500. Any contribution is appreciated!

Please bless them with the hope and a great opportunity that only you can offer. I will continuously do my best as I always have done.

Thank you for the continuous support!

Sincerely,

Meesoon Han/ Sandy Greer

Executive Director of A-KEEP, Inc.

334.328.5695 and SeeMeesoon@AKeep.org

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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AGENDA

MAR - 2 2015

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Advantage Site Application for the Montgomery Industrial Park and Budget Change

Project Manager Justice Smyth and Research Manager Charlie Bass with the Montgomery Area Chamber of Commerce briefed the Commission during its February 17, 2015, meeting regarding an Advantage Site application for the Montgomery Industrial Park and requested funding in the amount of \$2,500. The Commission agreed to place this item and a related Budget Change Request in the amount of \$2,500 on the next agenda.

I am requesting approval of the Advantage Site application and related Budget Change Request.

DLM/tn

Attachment

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 18

DEPARTMENT:	County Comm Appropriati	REVIEWED: S. Thomas	2/19/2015
DATE:	2/19/2015	Finance Director	Date
REQUESTED BY:	Donald L. Mims	APPROVED:	
Elected Official/Dept. Head		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Industrial Park Incentives	001-51956.304	0	2,500	2,500
Fund Balance	001.35900	0	(2,500)	
TOTAL		0	0	2,500

JUSTIFICATION:

To provide funding for the development of an AdvantageSite application for the Montgomery Industrial Park.

Tammy Nix

From: Charlie Bass <cbass@montgomerychamber.com>
Sent: Wednesday, February 11, 2015 3:14 PM
To: Donald Mims
Cc: Tammy Nix
Subject: Montgomery Industrial Park
Attachments: Montgomery Ind Park - Advantage Site - CTL Proposal - Feb 4, 2015.pdf

Donnie,

I have attached the proposal from CTL for soil borings. I was waiting on the proposal from Goodwyn Mills and Cawood for a cultural resource study, but the environmental person is out of the office today. The borings from CTL total right at \$4,000. Nim Frazer has agreed to pay half of that cost. The cultural resource study will cost \$500. This will bring the county total to \$2500. Let me know if you need anything else.

Charlie Bass
Manager, Research
Montgomery Area Chamber of Commerce
41 Commerce Street, P.O. Box 79
Montgomery, Alabama 36101
www.montgomerychamber.com
Office: 334-240-9291



February 4, 2015

Mr. Charlie Bass
Montgomery Area Chamber of Commerce
41 Commerce Street
Montgomery, Alabama 36109

Re: Proposal for Geotechnical Exploration
Montgomery Industrial Park
Montgomery, Alabama
CTL Proposal No. 1276.0204.15

Dear Mr. Bass:

CTL, Inc. is pleased to have the opportunity to provide a proposal for geotechnical engineering services for the referenced project. The scope of services will include the necessary soil test borings and soil laboratory testing to provide a Preliminary Geotechnical Exploration for the development of an *AdvantageSite* application for the Montgomery South Industrial Park.

Project Description

We understand that the *Montgomery Area Chamber of Commerce* is seeking the *AdvantageSite* designation by the *Economic Development Partnership of Alabama (EDPA)* for the Montgomery Industrial Park in east Montgomery. The required Preliminary Geotechnical Exploration is part of the due diligence documentation required by the *EDPA* for *AdvantageSite* status.

CTL has performed various geotechnical explorations at the Montgomery Industrial Park over the years and has some subsurface data, primarily for the southern portion of the property. Selected past borings over the southern portion of the property can be included in the proposed Preliminary Geotechnical Exploration report. Additional borings are proposed for the northern portion of the site. The attached *Boring Location Plan* depicts the approximate locations of past borings and the proposed locations of new borings.

Scope of Services

This proposal is based on four (4) soil test borings widely scattered across the northern (undeveloped) portions of the site. Based on our experience at this site, we are proposing boring depths of about 20 to 30 feet below the ground surface. Ground water is relatively shallow at this site; therefore, we propose to drill at least three (3) of the borings to a depth of about 30 feet in order to document general ground water depths. Also included are related soil laboratory testing and engineering staff time for data review, report preparation and follow-up consultations as required.

The soil test borings will include standard penetration testing in accordance with ASTM procedures. The soil test borings and related field work would be completed with CTL drill rigs and relayed equipment. Testing of selected soil samples collected at the test borings would be performed in our AASHTO accredited laboratory in Montgomery.

CTL, Inc. | Est. 1951

HOME OFFICE - 1211 Newell Parkway - Montgomery, Alabama 36110 - 334.260.91274 - www.CTLtesting.com
SOUTH ALABAMA OFFICE - 715 Cardinal Circle Dr. Suite D - Summerdale, Alabama 36580 - 251.964.7556

9-4

The final engineering report would provide a summary of the soil conditions encountered at the boring locations, an assessment of ground water conditions as related to typical industrial roadway and building construction, and preliminary recommendations for site grading, foundations and pavement buildup. Based on our proposed work scope, we can provide preliminary geotechnical testing and engineering services for a cost of \$3,974.

Based on our knowledge of the site, the proposed boring locations will generally be in open pasture (hay field) areas, or in pecan orchard areas. Considering the cultivation of portions of the site and recent wet weather patterns, we propose to use our all-terrain (ATV) drilling equipment to access the boring locations.

Closure

Attached is our *Scope of Work / Cost Estimate* document which provides a breakdown of the unit costs and estimated quantities for this project. Also attached is a *Boring Location Plan* showing approximate locations of past CTL soil test borings (6) and four (4) proposed borings. Based on our current work schedule, we could mobilize to the site within about one week of a notice to proceed. A completed report would be available within about two (2) weeks of completion of the field work and soil laboratory testing.

We thank you for allowing CTL, Inc. the opportunity of providing this proposal. Please feel free to contact our office if you have any questions or if you need any additional information. We look forward to discussing our services with you in greater detail as this project advances.

Sincerely,

CTL, Inc.



Kevin M. Blake, P.E.
Vice President

Attached: Scope of Work / Cost Estimate
Boring Location Plan

GEOTECHNICAL ENGINEERING/TESTING PROPOSAL

Scope of Work / Cost Estimate

February 4, 2015

Project: Geotechnical Exploration for
Advantage Site Application
Montgomery Industrial Park
Montgomery, Alabama
CTL Proposal No. 1276.0204.15

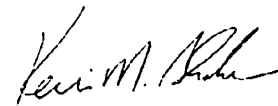
Client: Montgomery Area Chamber of Commerce
41 Commerce Street
Montgomery, Alabama 36104

Attn: Mr. Charlie Bass

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
1.0 FIELD WORK - Mobilization / Drilling			
A. Mobilization of Equipment and Crew			
1. All-terrain drill rig (ATV)		\$400.00 lump	\$400.00
2. Support vehicle - pick-up (3 trips)	90 mi.	\$0.60 per mile	\$54.00
B. Soil Test Borings with SPT			
3 30 ft. borings	90 ft.		
1 20 ft. borings	20 ft.		
4 Borings Total	110 ft. total	\$11.00 per ft.	\$1,210.00
C. Engineering Technician (drilling, sampling, groundwater check, clean-up, etc.)	10 hr.	\$40.00 per hr.	\$400.00
D. Staff Engineer - boring layout	4 hr.	\$95.00 per hour	\$380.00
Total Field Work			\$2,444.00
2.0 LABORATORY TESTING			
A. Soil Grain Size Analysis	4 ea.	\$55.00 ea.	\$220.00
B. Soil Atterberg Limit Test	4 ea.	\$60.00 ea.	\$240.00
C. Soil Moisture Content	20 ea.	\$7.00 ea.	\$140.00
Total Testing			\$600.00
3.0 ENGINEERING - Report			
A. Principal Engineer	5 hrs.	\$110.00 per hr.	\$550.00
B. Project Geotechnical Engineer	4 hrs.	\$95.00 per hr.	\$380.00
Total Engineering			\$930.00
Total Estimated Cost			\$3,974.00

Notes:

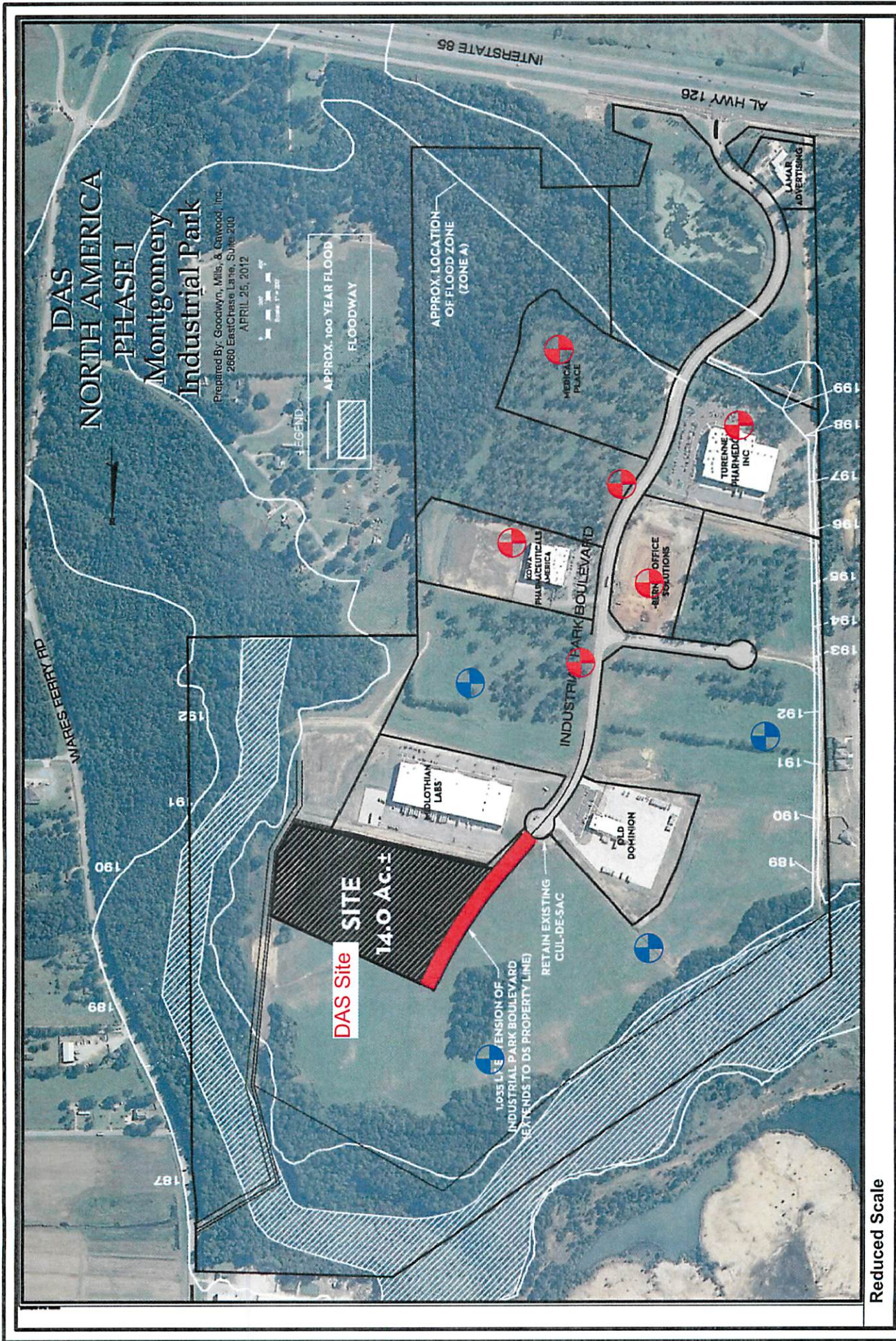
1. Proposal based on the site being open and accessible to our truck mounted drilling equipment.
2. The borings would be backfilled with soil cuttings after monitoring ground water conditions.



Kevin M. Blake, P.E.
Vice President



9-6



Proposed Boring Location Plan

Project:
Montgomery Industrial Park
Montgomery, Alabama



- - Sept. 2000 Borings
- - Proposed Boring

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

AGENDA

February 19, 2015

MAR - 2 2015

TO: Montgomery County Commission
CC: Donnie Mims – County Administrator
Montgomery County, Alabama

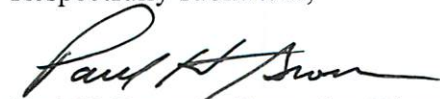
RE: Commission Agenda Item - Request to Establish a New Position Description
Titled – Community Corrections Technician

Dear Commissioners:

On Tuesday the 17th of February, I briefed the Commission on a future agenda item requesting Commission approval of a new position description. At the behest of a number of stakeholders including the judiciary, the Community Corrections Department has been consulting with the City County Personnel Board to establish a position description for a Community Corrections worker that would provide a number of program support services with and for offenders, however, this position would not be a Community Corrections Officer. This position has the potential to reduce some personnel costs. The proposed position is referred to as a Community Corrections Technician. This position would be considered an entry level position for individuals with a college degree in a related field, but without the requisite experience required to qualify as a Community Corrections Officer. Ideally, this position would present an opportunity for this position to promote to a Community Corrections Officer after achieving sufficient practical experience working in the Technician capacity. The position description and duties have been reviewed by the City-County Personnel staff analyst and a salary range of A04 (starting salary \$27,137) is recommended. For comparison purposes, a Community Corrections Officer entry level salary is presently \$35,600.

On Tuesday, February 10, 2015, the Montgomery County Community Punishment and Corrections Authority met and unanimously approved the Position Description and recommended salary range as proposed by the City-County Personnel Board analyst. I respectfully request that the Commission consider and approve the proposed position description titled Community Corrections Technician at its next meeting scheduled for March 2nd, 2015

Respectfully submitted,



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

PAUL BROWN - EXECUTIVE DIRECTOR

(334) 832-7730 • FAX (334) 832-7176

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

10-1

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

January 23, 2015

MEMORANDUM

TO: Paul Brown
Executive Director, MC Community Corrections Department

FROM:  Robbie Estes (2278)
Personnel Analyst

RE: Community Corrections Technician Proposed Job Description/Pay Grade

Per your request in October of 2014, the Personnel Department developed a job title and job description for a new position of "Community Corrections Technician" to support the Community Corrections Officers. A salary range of A04 (\$27,137-\$38,630) is recommended for this position. Attached is a copy of the job description.

Pending the Community Correction Board's approval, please sign and return the job description in order to have this action presented to the next County Commission and Personnel Board meetings. If you have any questions, please contact me.

COMMUNITY CORRECTIONS TECHNICIAN

0357

FLSA: Non-Exempt

1/23/15

Pay Grade: A04

NATURE OF WORK: The fundamental reason this job exists is to provide assistance and support for senior Community Corrections Staff. This position assists senior staff in identifying and monitoring offenders placed into Community Corrections programs and to secure alternative releases for all targeted populations. The essential functions are: assists the Community Correction Officer in researching possible alternative releases or dispositions of both non-adjudicated offenders and adjudicated offenders; assists and supports supervision and monitoring of Community Corrections program populations participating in community corrections programs; monitors and verifies progress of offenders; performs administrative and program support duties; prepares reports and documentation. All routine duties are performed under the guidance of senior Community Corrections Officers and the position reports directly to the Assistant Director of Community Corrections.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of "non-essential functions" is not optional for employees not covered under the ADA.

ESSENTIAL FUNCTIONS: Assists Community Corrections Officers in researching possible alternative releases, Jail/Prison Diversion, Community Service, and/or other programs/diversions including electronic monitoring using a computer and assigned database access in order to enhance the use of alternatives to incarceration for program participants.

Assists in investigating possible alternative sanctions/releases for targeted populations by working with the Courts, and Community Corrections Officers to form recommendations regarding the status and disposition of offenders.

Assists in the evaluation and determination of whether an offender/inmate meets criteria for community corrections programs.

Accesses available databases and other data/information including direct contacts with detention facility for updates on offenders.

Assists in reviewing offender/inmate files and other pertinent information/resources including Criminal Docket sheets to identify potential candidates for Community Corrections programs.

Assists the Correctional Officer in determining an inmate's financial status, position in the community, job status, etc. to aid the Community Corrections Officer in order making assessments regarding the potential for Community Corrections program placement and participation.

Assists Community Corrections Officer in constructing and preparing new case files; files and retrieves documents; prepares documents for storage, maintains current records, and maintains an organized filing system and work area.

Appears in court at hearings to provide information or testimony as required.

COMMUNITY CORRECTIONS TECHNICIAN

Page 2

Assists in the assessment of offenders for appropriate placement in order to identify participants for community service projects and makes recommendations to the court.

Assists in the identification of potential Community Service projects/partnerships.

ESSENTIAL FUNCTIONS: Assists and supports the supervision and monitoring of all Community Corrections participants in various community corrections programs using phones, hand-held portable two-way radios, court documents, county vehicles, PCs and department forms and reports; following court orders and directions from senior Community Corrections Staff in order to provide assistance in supervising offenders and managing caseloads, ensure court-ordered conditions release are complied with, and assist in referring offenders with problems including drug and alcohol abuse, financial, marriage, employer/employment issues, education, and other problems.

Performs the ARAS risk assessment/reassessment of offenders after completion of formal instruction.

Assists the Community Corrections Officer in the implementation and modification of offender case plans, including follow-up with referral assignments to community providers.

Assists the Community Corrections Officer in dealing with crisis situations concerning clients/offenders or their families.

Consults with and refers offenders to social services.

Assists with and co-facilitates educational and/or treatment groups.

Orients, instructs and informs offenders regarding the rules, regulations and purpose of various Community Corrections programs.

Administers drug tests to community corrections participants, outside agency referrals, offenders, and others referred to the Community Corrections Department.

Upon completion of instruction and orientation to lab procedures, assists and serves as back-up/substitute Drug Screen Lab technician.

Operates the drug screening instruments and records test results for dissemination to Community Corrections staff.

Assists Community Corrections Officers in the identification of appropriate programs and services.

Assists in making referrals to outside agencies to include residential and outpatient drug and alcohol treatment, education, job training, mental health, family counseling, budgeting, employment, etc.

ESSENTIAL FUNCTIONS: Monitors and reports progress of offenders and provides offender with information concerning court-ordered/officer-referred community service projects and procedures in order to ensure the Courts and the Community Corrections Directors are informed of community service participants' progress and provide the client information concerning court-ordered activities and procedures.

Assists Community Corrections Officers in writing/constructing violation reports, court reports and modification orders.

Reports Community Corrections project status to court and/or Community Corrections personnel including the Director and other Community Corrections employees.

ESSENTIAL FUNCTIONS: Performs administrative duties associated with Community Corrections programs using personal computers, court orders, and county forms in order to ensure accurate record keeping and fee collection, assist in coordinating public relations activities with the community regarding community service, job development/opportunities and other programs and ensure completion of proper forms or documentation.

Prepares documents for storage, maintains current records, maintains an organized filing system, and maintains current electronic data.

Monitors and/or collects court-ordered monies such as restitution payments, supervision fees, court costs, etc.

Completes administrative forms such as leave, travel, vouchers and statistical forms to document activities.

Prepares documents for copying and/or storage.

Prepares reports and maintains statistics on community service projects.

Contacts and/or meets with local, private and government agencies on community service programs to encourage participation in community service projects.

Contacts local government and private agencies and organizations to develop community service projects as needed.

Works with Community Corrections Staff to develop procedures and documentation methods for all community service assignments, referrals for assessments and services, monitoring, and developing of programs and projects.

Works to identify, from various sources, potential employment opportunities for offenders and helps to list and update job openings with Community Corrections Staff for offenders seeking or in need of employment.

Upon completion of required formal instruction, checks resources, such as NCIC, LET'S and AOC for criminal activity.

Enters offender DATA and conducts the offender interview in the MIDAS database.

Performs front-office support duties as assigned.

ESSENTIAL FUNCTIONS: Prepares reports and documentation for the Executive Director, and other officials related to the status of the programs and provides statistical data regarding program population.

Assists in the preparation of data/statistical reports for the Executive Director regarding program operations using data and other information collected from research and the results of court proceedings.

Assists senior Community Corrections Officers in preparing various reports.

Receives copies of completed field contact reports and enters information into MIDAS database.

Prepares (for senior staff approval) program participant violation reports to document violations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the classification of crimes such as felonies, misdemeanors, and violations as needed to assist in determining appropriate alternative sanctions, dispositions/releases.

Knowledge of the geography of the City and County of Montgomery as needed to travel to

COMMUNITY CORRECTIONS TECHNICIAN

Page 4

locations, conduct authorized community contacts, and provide program participants with directions to various locations.

Knowledge of other city municipalities and law enforcement agencies and their functions for the purpose of coordinating assistance in supervising/monitoring offenders and program participants.

Ability to assimilate a general knowledge of caseload management procedures as needed to assist in supervising and monitoring offenders.

Knowledge of general legal terminology as needed to conduct research, interact with judges, officers of the court, offenders, offenders, etc. and complete reports.

Ability to learn the various functions of Community Corrections Officers as needed to assist them in carrying out department functions.

Ability to assist the Community Corrections Officer to assess/match offenders assigned to Montgomery County Community Corrections to appropriate community-based programs and community service projects based on factors including Risk Assessment Scores, criminal history, current charges, and individual capabilities.

Ability to exhibit the appropriate level of professional boundaries and to use an appropriate level of firmness and authority in dealing with all program participants.

Ability to interact with others to include courtesy, tact and diplomacy as needed to provide/gather information, assign and follow up on assigned work duties, and establish effective, professional and results focused working relationships.

Ability to interact with individuals from varying socio-economic and cultural backgrounds to include the ability to recognize commonly used street or slang terms as needed to explain information to offenders or the general public and encourage or enforce offender compliance with procedures.

Ability to add and subtract as needed to process fees, calculate the number of offenders, and prepare reports for senior staff.

Ability to establish priorities, set and keep deadlines, and develop work schedules and guidelines for completion of multiple projects.

Ability to promote positive relationships with local, private and government entities as needed to identify and develop access to services for program participants, community service programs, encourage and persuade local organizations to participate in community service referrals.

Ability to organize workload of multiple community corrections program participants and projects operating at various stages in progress as needed to maintain the status of all programs, document and report the status of projects.

Ability to assimilate knowledge of community service agencies and service delivery agencies in the local area as needed to match offender populations with programs and services designed to meet the offender's and community needs.

Ability to use reference materials including the Criminal Laws of Alabama and the Alabama Code of Criminal Procedure for the purpose of understanding specific charges and the corresponding court(s) (i.e., district, circuit, juvenile, and domestic relations) having jurisdiction over a particular type of charge for the purpose of preparing reports and determining Court settings.

Ability to perform basic database maintenance and knowledge of case file records as needed to create, document and update case management information into databases.

Ability to utilize common word-processing and spreadsheet computer software.

Ability to operate standard office equipment including word processors computer terminals, typewriters, telephones, printers, adding machines, calculators, copiers and two-way radio.

Ability to follow written and oral instructions from supervisors and judges.

Ability to state and explain policies, procedures and problems in such a way as to enlist support, compliance and acceptance by program participants.

Ability to provide sufficient amount of details in documentation as needed to ensure that all pertinent and necessary information is provided to reader.

Ability to organize facts and present them in a logical order, consistent with the purpose of any written document.

SPECIAL REQUIREMENTS: Must have a valid Alabama Driver's License or have the ability to acquire one at the time of employment.

MINIMUM QUALIFICATIONS: Bachelor's degree in business administration, public administration, criminal justice, criminology, counseling, psychology, sociology or a closely related field from an accredited college or university.

APPROVALS:	
Supervisor	Date
Division Head	Date
Department Head	Date
Appointing Authority	Date

**Montgomery County
Youth Facility**

AGENDA

MAR - 2 2015

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator 
Date: February 18, 2015
Re: Juvenile Detention Officer Fill Requests

We have two Juvenile Detention Officer vacancies which need to be filled. I am requesting that these be placed on the formal agenda of the March 2nd County Commission Meeting.

Thank you for your consideration!

ORIGINAL POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

COMPLETED ACTION DATES

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

1. POSITION TITLE: Juvenile Detention Officer - to replace F. Clemons

POSITION NUMBER: 900300010

PROPOSED EFFECTIVE DATE: 3/16/2015

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC1 (\$30,456/\$1,171.40/\$14.6425)

Bruce R. Howell
Department Head

2/11/2015
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE: _____

Appointing Authority

Date

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

COMPLETED ACTION DATES

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

1. POSITION TITLE: Juvenile Detention Officer - to replace Dale Clarke

POSITION NUMBER: 900300004

PROPOSED EFFECTIVE DATE: 3/16/2015

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC1 (\$30,456/\$1,171.40/\$14.6425)

Bruce R. Howell

Department Head

2/11/2015

Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE: _____

Appointing Authority

Date

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 15

Date: February 24, 2015
To: Donald L. Mims, Administrator
From: Tonya Mitchell, Clerk III
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Al
Departure Date: April 1, 2015 Return Date: April 2, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Finance and Revenue Class
for Certification in County Administration Training Programs

Traveler (s) Name: 1. Tonya Mitchell 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$202.60 Advance Registration Required: \$175.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration \$175.00; Mileage -\$27.60

To: Tonya Mitchell, Clerk III
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$202.60 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$10,319.96</u>	
Budget Available:	<u>\$12,180.04</u>	
Current Requests:	<u>\$202.60</u>	
Budget Balance:	<u>\$11,977.44</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/24/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA
MAR - 2 2015 *John*

Request # 12

Date: February 24, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: April 24, 2015 Return Date: April 24, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend Fred Pryor Seminars Managing Multiple Priorities, Projects And Deadlines
Seminar in Montgomery, AL On 4/24/2015. Attendees Will Each Earn 6 CPE Hrs.
Toward Their Annual CRE Certification Requirements For Calendar Year 2015.

Traveler (s) Name: 1. Twyla Jackson 4. _____
2. Te'Rea Smith 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$98.00 Advance Registration Required: \$98.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Registration Fees Of \$49.00 Each Or \$98.00 Total Payable In Advance To
Fred Pryor Seminars. Event #166673 Located At Hilton Garden Inn East In
Montgomery, AL. Meals \$0. Mileage \$0. Lodging \$0.

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

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$98.00 and advance registration of \$98.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,600.00</u>	
Approved Requests:	<u>\$5,161.58</u>	
Budget Available:	<u>\$3,438.42</u>	
Current Requests:	<u>\$98.00</u>	
Budget Balance:	<u>\$3,340.42</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/24/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 3

Date: February 24, 2015

To: Donald L. Mims, Administrator

From: Lou Ialacci

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Raleigh, North Carolina

Departure Date: March 10, 2015

Return Date: March 13, 2015

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Specilized training on OnSSI software system for security surveillance cameras
Required to be able to work on the software and install updates for cost savings.

Traveler (s) Name: 1. Mike Adams 4. _____
2. Mark Minniefield 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$4,750.00 Advance Registration Required: \$2,198.00

Department Name: Information Systems Fund Name: General

Additional Comments: Need to issue PO for Advance Registration in class as soon as possible

To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$4,750.00 and advance registration of \$2,198.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51965.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$20,000.00

Approved Requests: \$4,545.50

Budget Available: \$15,454.50

Current Requests: \$4,750.00

Budget Balance: \$10,704.50

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/25/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 18

Date: February 11, 2015

To: Donald L. Mims, Administrator

From: Sheriff Derrick Cunningham

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Stapleton, AL

Departure Date: Thursday, June 25, 2015

Return Date: Friday, June 26, 2015

Conference Leave (Days / Hours): 2 days

Purpose of Travel: Attend Court Security Training Course

Traveler (s) Name: 1. Cpl. Earl Frazier 4. _____
2. Deputy Terrence Smith 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: \$590.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: Registration fee is \$295.00 per person

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$590.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52110.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$25,000.00

Approved Requests: \$10,781.31

Budget Available: \$14,218.69

Current Requests: \$2,000.00

Budget Balance: \$12,218.69

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/23/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 19

Date: February 23, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Louisville, Kentucky
Departure Date: Sunday, May 3, 2015 Return Date: Friday, May 15, 2015
Conference Leave (Days / Hours): 10 days
Purpose of Travel: Basic Crime Prevention Certification Seminar

Traveler (s) Name: 1. Cpl. Isaac Forbes 4. _____
2. Cpl. Cedric Leonard 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,500.00 Advance Registration Required: \$2,300.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: Registration fee for first participant is \$1,250 and second participant is \$1,050

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$3,500.00 and advance registration of \$2,300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,781.31</u>	
Budget Available:	<u>\$14,218.69</u>	
Current Requests:	<u>\$5,500.00</u>	
Budget Balance:	<u>\$8,718.69</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/23/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 4

Date: February 26, 2015
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Island House Hotel, Orange Beach, AL

Departure Date: March 11, 2015

Return Date: March 14, 2015

Conference Leave (Days / Hours): 3 days/30hrs.

Purpose of Travel: Attend Alabama Vector Management Society Annual Meeting

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

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

Total (est.) Cost: \$1,095.00 Advance Registration Required: \$270.00

Department Name: Engineering Department Fund Name: 001-55600.265

Additional Comments: Includes registration, membership dues, lodging, mileage and meals

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

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,095.00 and advance registration of \$270.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-55600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$1,500.00</u>	
Approved Requests:	<u>\$405.00</u>	
Budget Available:	<u>\$1,095.00</u>	
Current Requests:	<u>\$1,095.00</u>	
Budget Balance:	<u>\$0.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/26/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 5

Date: February 20, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 21, 2015 Return Date: April 21, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend AUM Outreach's Administrative Professionals Conference

Traveler (s) Name: 1. Renee Wood 4. _____
2. Jessalyn Peck 5. _____
3. Nina Nolan 6. _____

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

Total (est.) Cost: \$297.00 Advance Registration Required: \$297.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee- \$99.00 each person

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$297.00 and advance registration of \$297.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$449.00</u>	
Budget Available:	<u>\$19,551.00</u>	
Current Requests:	<u>\$297.00</u>	
Budget Balance:	<u>\$19,254.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 2/20/2015
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 6

Date: February 20, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 29, 2015 Return Date: April 29, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend NST Course: The Extraordinary Administrative Professional

Traveler (s) Name: 1. Renee Wood 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$149.00 Advance Registration Required: \$149.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee- \$149.00

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$149.00 and advance registration of \$149.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$449.00</u>	
Budget Available:	<u>\$19,551.00</u>	
Current Requests:	<u>\$446.00</u>	
Budget Balance:	<u>\$19,105.00</u>	

Donald L. Mims, Administrator

[Signature]

Reviewed by: S. Thomas

Date: 2/20/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 23

Date: February 25, 2015
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Huntsville, AL
Departure Date: March 23, 2015 Return Date: March 26, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: National Child Advocacy Symposium on Child Abuse

Traveler (s) Name: 1. Suzanah Moorner 4. _____
2. Seth Gowan 5. _____
3. _____ 6. _____

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

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

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: Transportation provided; All Cost Covered by another agency

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$65,000.00</u>	
Approved Requests:	<u>\$15,913.00</u>	
Budget Available:	<u>\$49,087.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$49,087.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/25/2015

cc: Finance Director / Buyer

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