

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 5, 2018

AGENDA
INFORMATION SESSION

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

Prayer

Reports from Staff:

County Administrator
Deputy Administrator
Chief Information and Technology Officer
County Engineer
Manager of Public Affairs
County Attorney

Comments from Scheduled Attendees:

Director of Elections Daryl Parker
Honorary Walk Chairs Bill Wallace and Julia Wallace and South Alabama Regional
Director Becki Connally with the Alabama Kidney Foundation
Director of General Services Tom Pierce with the City of Montgomery
Chief Appraiser Clay Henley
Sheriff Derrick Cunningham
Executive Director Paul Brown with Community Corrections

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Singleton

Pledge of Allegiance Led by Commissioner Harris

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of February 20, 2018

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of County Levies for Alcohol Licensing for 2018-2019, County Commission
2. Consider Authorization of Amendment Number 4 to Contract with MASTSEC, LLC, regarding a One Hundred Twenty (120) Day Extension, beginning March 1, 2018 and ending on June 29, 2018, for Security Guard Services, Contract Number 51100-16B-004, County Commission
3. Consider Authorization to Transfer Ownership of an Office Trailer to the Tuscaloosa County Commission to be used by The Bridge, Inc., County Commission
4. Consider Adoption of Resolution Changing the Time and Location of the March 19, 2018 County Commission Meeting, County Commission
5. Consider Authorization of Miscellaneous Appropriations, County Commission
6. Consider Authorization of Budget Change Request Number 1, Appraisal Department
7. Consider Authorization of Budget Change Request Numbers 1 and 2, Engineering Department
8. Consider Authorization of Budget Change Request Number 1, Information Systems
9. Consider Authorization of Budget Change Request Number 1, Revenue Commissioner's Office
10. Consider Authorization of a Two-Step Irregular Pay Increase for Administrative Assistant Christie Vazquez, Sheriff's Office
11. Consider Authorization to Add the Automotive Mechanic Position, Pay Grade S09 to the County Pay Plan, to Allocate One Position to the Sheriff's Office and to Approve the Related Position Fill Request, Sheriff's Office
12. Consider Authorization to Add the Auto Servicer Position, Pay Grade S06 to the County Pay Plan, to Allocate One Position to the Sheriff's Office and to Approve the Related Position Fill Request, Sheriff's Office
13. Consider Authorization of Position Fill Requests – Detention Facility (2)
 - Corrections Officer Trainee, Position Number 500419025
 - Corrections Officer Trainee, Position Number 500419174

14. Consider Authorization of Position Fill Request – Personnel Department (1)
 - Public Administration Intern, Position Number 700186001
15. Consider Authorization of Position Fill Request – Tax and Audit Department (1)
 - Customer Service Clerk, Position Number 810016009
16. Consider Authorization of Travel/Training Requests (8)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

MARCH 5, 2018

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 19, 2018

Regular County Commission Meeting
4:00 p.m. - Information Session
5:30 p.m. - Formal Session
Faulkner University, Lester Chapel
5345 Atlanta Highway
Montgomery, Alabama

APRIL 2, 2018

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 16, 2018

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 7, 2018

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 21, 2018

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 28, 2018

County Holiday (Memorial Day)

3-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-16-18

Check Number	To	Check Number
275680		275737
Total Checks Paid		\$673,518.92

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 ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-16-18

Check Number	To	Check Number
275738		275796
Total Checks Paid		\$237,967.69

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

AGENDA

MAR - 5 2018

3-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-23-18

Check Number	To	Check Number
275797		275840
Total Checks Paid		\$167,814.67

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

AGENDA

MAR - 5 2018

3-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-23-18

Check Number	To	Check Number
275841		275921
Total Checks Paid		\$819,377.22

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

3-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-2-18

Check Number	To	Check Number
275922		275984
Total Checks Paid		\$794,788.85

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

3-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-2-18

Check Number	To	Check Number
275985		276051
Total Checks Paid		\$449,715.85

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
2/16/18

Payroll Check Number	129589	To	Payroll Check Number	129644	\$	45,464.97
Direct Deposits					\$	863,472.73
Payroll Check Number	129645	To	Payroll Check Number	129664	\$	252,495.07
Direct Deposits					\$	407,979.18
Federal Deposits					\$	295,634.44
Total Payroll Paid					\$	1,865,046.39

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

3/5/18 Meeting

AGENDA

MAR - 5 2018

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
3/2/18

Payroll Check Number	129665	To	Payroll Check Number	129719	\$	67,637.70
Direct Deposits					\$	885,225.40
Payroll Check Number	129720	To	Payroll Check Number	129740	\$	261,744.89
Direct Deposits					\$	408,580.98
Federal Deposits					\$	307,144.60
Total Payroll Paid					\$	1,930,333.57

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
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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 - 5 2018

March 1, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: County Levies for Alcohol Licensing for 2018-2019

The Montgomery County Commission, at its meeting on February 20, 2018, agreed to place on the next agenda authorization of the County Levies for Alcohol Licensing for 2018-2019, with the provision of "no change" from the prior year license renewal.

I am requesting approval of these items.

/tn

Attachment



**Alabama Alcoholic Beverage Control Board
Licensing and Compliance Division**

2715 Gunter Park Drive West
Montgomery, AL 36109
Phone: 334-213-6300
Fax: 334-213-6322

February 05, 2018

MEMORANDUM

To: All Wet County Commissions

From: Summer Childers
Licensing and Compliance Division Director

Subject: County Levies for Alcohol Licensing

Sec. 28-3A-4, Code of Alabama, requires the Alcoholic Beverage Control Board to collect all county license fees for all new license applications and renewed licenses. In order for this program to be set up for fiscal year 2018-2019, the **attached form must be completed** listing all amounts set by your county in column three (3). **If your county does not wish to make changes to the fees for a particular license type, please indicate that by writing "no change".**

Limitations of the maximum amount of county fees for the following ten (10) types of licenses have been set.

<u>Type</u>	<u>Maximum County Fee</u>
Retail Beer (On or Off Premises)	\$75.00
Retail Beer (Off Premises Only)	\$75.00
Retail Table Wine (On or Off Premises)	\$75.00
Retail Table Wine (Off Premises Only)	\$75.00
Wholesale Beer Only	\$275.00
Wholesale Table Wine Only	\$275.00
Wholesale Table Wine and Beer	\$375.00
Additional Warehouse Wine or Beer or Both	\$100.00
Importer	\$250.00
Brewpub	\$500.00

Please supply us with this information no later than **April 25, 2018**. This form must be signed by an authorized county official. Please return your completed document to Courtney.Craig@abc.alabama.gov or mail to the address above. If there are any changes in your contact information, it is your responsibility to notify the ABC Board as soon as possible.

Received by: _____

County: _____

COUNTY (51) MONTGOMERY 2018-2019

	*FILING FEE	STATE LICENSE FEE	COUNTY LICENSE FEE	RENEWAL TOTAL	NEW LICENSE TOTAL
TYPE LICENSE & CODE					
010 - LOUNGE RETAIL LIQUOR - CLASS I	\$ 50.00	\$300.00	\$300.00	\$600.00	\$650.00
011 - LOUNGE RETAIL LIQUOR - CLASS II - (PACKAGE)	\$ 50.00	\$300.00	\$300.00	\$600.00	\$650.00
020 - RESTAURANT RETAIL LIQUOR	\$ 50.00	\$300.00	\$300.00	\$600.00	\$650.00
031 - CLUB LIQUOR - CLASS I	\$ 50.00	\$300.00	\$500.00	\$800.00	\$850.00
032 - CLUB LIQUOR - CLASS II	\$ 50.00	\$750.00	\$750.00	\$1,500.00	\$1,550.00
**					
040 - RETAIL BEER - (ON OR OFF PREMISES)	\$ 50.00	\$150.00	\$75.00	\$225.00	\$275.00
**					
050 - RETAIL BEER (OFF PREMISES ONLY)	\$ 50.00	\$150.00	\$75.00	\$225.00	\$275.00
**					
060 - RETAIL TABLE WINE (ON OR OFF PREMISES)	\$ 50.00	\$150.00	\$75.00	\$225.00	\$275.00
**					
070 - RETAIL TABLE WINE (OFF PREMISES ONLY)	\$ 50.00	\$150.00	\$75.00	\$225.00	\$275.00
080 - LIQUOR WHOLESALE	\$ 50.00	\$500.00	\$500.00	\$1,000.00	\$1,050.00
**					
090 - WHOLESALE BEER ONLY	\$ 50.00	\$550.00	\$275.00	\$825.00	\$875.00
**					
100 - WHOLESALE TABLE WINE ONLY - 16.5% OR LESS	\$ 50.00	\$550.00	\$275.00	\$825.00	\$875.00
**					
110 - WHOLESALE TABLE WINE & BEER COMBINED	\$ 50.00	\$750.00	\$375.00	\$1,125.00	\$1,175.00
120 - WAREHOUSE LICENSE	\$ 50.00	\$200.00	\$200.00	\$400.00	\$450.00
**					
130 - ADDITIONAL WAREHOUSE-WINE, BEER OR BOTH	\$ 50.00	\$200.00	\$100.00	\$300.00	\$350.00
140 - SPECIAL EVENTS RETAIL	\$ 50.00	\$150.00	\$150.00	N/A	\$350.00
150 - SPECIAL RETAIL LICENSE - 30 DAYS OR LESS	\$ 50.00	\$100.00	\$100.00	N/A	\$250.00
160 - SPECIAL RETAIL - MORE THAN 30 DAYS	\$ 50.00	\$250.00	\$250.00	\$500.00	\$550.00
170 - RETAIL COMMON CARRIER	\$ 50.00	\$150.00	\$150.00	\$300.00	\$350.00
200 - MANUFACTURER	\$ 50.00	\$500.00	\$500.00	\$1,000.00	\$1,050.00
**					
210 - IMPORTER	\$ 50.00	\$500.00	\$250.00	\$750.00	\$800.00
**					
220 - BREWPUB	\$ 50.00	\$1,000.00	\$500.00	\$1,500.00	\$1,550.00
230 - INTERNATIONAL MOTOR SPEEDWAY	\$ 50.00	\$300.00	\$300.00	\$600.00	\$650.00
240 - NON-PROFIT - TAX EXEMPT		\$0.00	N/A	N/A	N/A

* A \$50.00 non-refundable filing fee is charged to all new licenses.

** May not charge more than one-half of the state fee for this type of license.

SIGNED: _____
 Authorized County Official Title Date

AGENDA

MAR -5 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MRS*

DATE: February 14, 2018

RE: Contract No. 51100-16B-004
Security Guard Services

I request that the attached Amendment No. 4 to MASTSEC, LLC. contract for security guard services be considered for approval on a future agenda.

Amendment No. 4 will allow the contract to be extended for one hundred twenty (120) days, beginning March 1, 2018 and ending on June 29, 2018.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Florence Cauthen, Deputy Administrator.

Attachment

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

Amendment
To
Contract # 51100-16B-004

Amendment No. 4

Contract with MASTSEC, LLC. for security services, is hereby extended for one hundred twenty days (120) days beginning March 1, 2018 and ending June 29, 2018.

All other provisions of the contract will remain the same.

WITNESS:

MASTSEC, LLC

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

February 14, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Transfer of MYF Trailer

Please find attached a request from Tuscaloosa County Probate Judge and Commission Chairman Hardy McCollum that the Montgomery County Commission transfer the remaining MYF mobile unit to the Tuscaloosa County Commission to be used by The Bridge, Inc., to provide services to the youth of Tuscaloosa County. The Bridge will pay all costs of moving the unit.

I request that approval of the request and related documents be placed on the next agenda.



The Bridge, Inc.

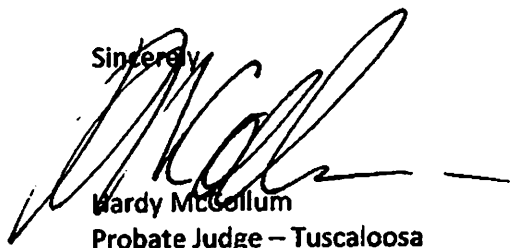
February 13, 2018

Montgomery County Commission
101 South Lawrence Street
P O Box 1667
Montgomery, AL 36102

Re: Transfer of mobile unit

Please accept this as an official request to transfer the mobile office unit (Serial Number DBI-3724A and DBI-3724B) to the Tuscaloosa County Commission. This unit will be used by The Bridge, Inc., a non-profit adolescent treatment center that provides services to the youth of Tuscaloosa County. The Bridge, Inc. will incur all costs associated with the relocation of the mobile unit from Montgomery to Tuscaloosa.

Sincerely,



Hardy McCollum
Probate Judge – Tuscaloosa



Tim Naugher
Executive Director – The Bridge, Inc.

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
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AGENDA

MAR - 5 2018

March 1, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Resolution regarding Changing Time and Location of the March 19, 2018
Commission Meeting

The Montgomery County Commission, at its meeting on February 20, 2018, agreed to place on the next agenda a Resolution to change the time and location of the March 19, 2018, County Commission Meeting to Lester Chapel, Faulkner University, located at 5345 Atlanta Highway, Montgomery, Alabama; the information session will begin at 4:00 p.m., with the formal session at 5:30 p.m.

I am requesting approval of this item.

DLM/tn

Attachment



RESOLUTION

WHEREAS, the County Commission wishes to host a regular meeting in each commission district in 2018; and

WHEREAS, the Montgomery County Commission wishes to change the time and meeting location of the March 19, 2018, meeting from the Montgomery County Courthouse Administration Building, Annex III, 101 South Lawrence Street to Lester Chapel, Faulkner University, which is located at 5345 Atlanta Highway, Montgomery, Alabama. The information session will begin at 4:00 p.m., with the formal session at 5:30 p.m.

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to change the meeting location, and time, as stated above for the March 19, 2018, meeting.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 5th day of March 2018.

BY: _____
Chairman

ATTEST: _____
County Administrator

MISCELLANEOUS APPROPRIATIONS TO EDUCATION - Meeting Date: 3/5/18 - CODE: 001-59320.494

Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
BOE-2018-47	Jefferson Davis High School	For STEMPERATURE Robotics Trip to Washington D.C.	6,000					6,000
								0
			6,000	0	0	0	0	6,000

AGENDA

MAR - 5 2018

5.2.

AGENDA
MAR - 5 2018

MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 3/5/18 - CODE: 001-59320.450

Contract Number	Organization	Description of Program	Joint	Infrastructure	Harris	Dean	Walker	Sankey	Singleton	TOTAL
DR-C-2018-18	Dream Court, Inc.	Program Services							1,500	1,500
DR-C-2018-19	Air University Foundation	Maxwell Air Force Base Centennial Celebration	3,000							3,000
DR-C-2018-20	Alabama Shakespeare Festival	Educational Programs			10,000					10,000
										0
										0
DR-NC-2018-3	City of Montgomery	Old Armory at Dalraida Project and Goodwyn Ballfield Access to Atlanta Highway Project					75,000			75,000
			3,000	0	10,000	0	75,000	0	1,500	89,500

MAR - 5 2018

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	Appraisal Department	REVIEWED:	S. Thomas	2/23/2018
DATE:	2/23/2018		Finance Director	Date
REQUESTED BY:	Clay Henley	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Aerial Photography	120-51985.179	175,000	(62,225)	112,775
Motor Vehicles	120-51985.551	0	62,225	62,225
TOTAL BUDGET CHANGE		175,000	0	175,000
TOTAL 2018 APPRAISAL BUDGET		2,975,346	0	2,975,346

To fund the purchase of two 2018 Ford F150 trucks @ \$22,334 each and one 2018 Ford Fusion Sedan @ \$17,557 totaling \$62,225.

Tammy Nix

From: Sherrill Thomas
Sent: Friday, February 23, 2018 2:14 PM
To: Tammy Nix
Cc: Theresa LeGrady
Subject: Budget Change Appraisal #1
Attachments: Appraisal 2018 -1.xlsx

This budget change on the old form since it needs to include the total budget at the bottom for the State.
Should go to the Agenda since funding form within and Clay already talked to them about purchasing the vehicles.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

Request Number: 1**AGENDA****MAR - 5 2018**

DEPARTMENT: Engineering REQUESTED BY: George Speake 2/14/18
 Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 2/15/18
 Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
 Agenda ☒

COUNTY COMMISSION APPROVAL:

 Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Road Const & Main Supplies	111-53199.213	172,325	(1,500)	170,825
Office Supplies & Minor Equipment	111-53199.211	1,500	1,500	3,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 173,825	\$ 0	\$ 173,825

JUSTIFICATION: To realign budget in Construction for computer, keyboard, office supplies

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 2

AGENDA

MAR -5 2018

DEPARTMENT: Engineering REQUESTED BY: George Speake 2/27/18
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 2/27/18
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Road Const and Main Supplies	117-53105.213	2,059,662	(4,500)	2,055,162
Professional Services	117-53105.307	0	4,500	4,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 2,059,662	\$ 0	\$ 2,059,662

JUSTIFICATION: To realign the budget to cover ADEM Permits.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 1

AGENDA

MAR - 5 2018

DEPARTMENT: Information Systems REQUESTED BY: Lou Ialacci 2/08/18
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 2/13/18
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☒
Agenda ☐

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Professional Services	001-51965-307	47,000	178,000	225,000
Fund Balance	001.35900	0	(178,000)	(178,000)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 47,000	\$ 0	\$ 47,000

JUSTIFICATION: Increase professional services for additional annual costs for ransomware protection and cloud based backups

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 1

AGENDA

MAR - 5 2018

DEPARTMENT: Revenue Commissioner REQUESTED BY: Janet Buskey 2/27/18
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 2/28/18
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Postage	001-51500.252	80,000	9,000	89,000
Advertising	001-51500.253	13,000	(6,000)	7,000
Insurance-Public Off Liab	001-51500.275	4,500	(2,000)	2,500
Printing and Bookbinding	001-51500.309	1,210	(1,000)	210
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 98,710	\$ 0	\$ 98,710

JUSTIFICATION: Realign budget to cover outsourced certified mail postage and printing.



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

MAR -5 2018

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

February 6, 2018

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Request for Irregular Pay Increase
Administrative Assistant - Grade A06, Step 9 \$46,529

Mr. Mims, I am one of the elected officials that follow protocol as it relates to pay increases. But when you have a person that works late and come in on weekends for your agency, it's hard not to recognize her. I am hereby requesting that my Administrative Assistant, Christie Vázquez, receive an irregular pay increase. In addition to her regular work load, she is also the Spanish translator for our agency as well as other county entities, i.e., Probate Office or any other department that request her assistance. Ms. Vázquez has recently retained the title of "Social Media Liaison" in which she maintains all social media matters on behalf of the Montgomery County Sheriff's Office and website just as the Public Affairs Manager handles for the County Commission. As you all know, this is how we gather information about our communities. The Administrative Secretary will be on medical leave for six (6) weeks for knee surgery; at which time, Ms. Vázquez will be maintaining the office by herself.

As Sheriff of Montgomery County, I have full and complete confidence in Ms. Vázquez' ability to follow through with assignments and is an asset to our agency. I know firsthand how the commission feels about these request but given the importance of the workload; I feel it's necessary to make this request.

Thanks for your consideration.

cc: Florence Cauthen



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

MAR -5 2018

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

February 7, 2018

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT : 2 New MCSO Positions

As we are near completion of the Sheriff's Office Mechanic Shop, I would like to go ahead and place on the agenda two (2) new positions. They are as follows:

* Automotive Mechanic
Auto Servicer

Automotive Mechanic will be a full-time position at the new Mechanic Shop and will start at pay classification S09. I would like to place the Automotive Mechanic on the agenda as we would like to fill this position in the next few weeks. It is vital that the mechanic began working soon so that he can prepare the shop/bay areas for servicing of vehicles, i.e., installing equipment and tools. An Auto Servicer will need to be hired about one (1) month after the mechanic has been hired and the shop prepped and will be classified at pay classification S06.

Furthermore, both positions will be stationed at the Mechanic Shop as full-time employees to service and maintain Sheriff's Office vehicles and equipment, at all times. I've attached a copy of the job descriptions for your review.

cc: Ms. Florence Cauthen

DC/crv

11-1



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

Kevin J. Murphy
CHIEF DEPUTY

Colonel WanDa J. Robinson
DIRECTOR OF DETENTION

To: Donald Mims

Date: 2/15/2018

Mr. Mims, we are requesting that the two unbudgeted positions fill request be placed on the agenda to be approved. We are near completion of the auto mechanics shop and we need to start looking at these positions. As you all know it takes time to advertise and hire for these positions. Thank you in advance for your assistance.

Sheriff Derrick Cunningham

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 361034219
OFFICE 334.832.4980
FAX 334.832.7113

WWW.MontgoMerySheriff.CoM

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104
OFFICE 334.832.1386
FAX 334.265.0990

11-2



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

MAR - 5 2018

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

February 7, 2018

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT : 2 New MCSO Positions

As we are near completion of the Sheriff's Office Mechanic Shop, I would like to go ahead and place on the agenda two (2) new positions. They are as follows:

Automotive Mechanic
* Auto Servicer

Automotive Mechanic will be a full-time position at the new Mechanic Shop and will start at pay classification S09. I would like to place the Automotive Mechanic on the agenda as we would like to fill this position in the next few weeks. It is vital that the mechanic began working soon so that he can prepare the shop/bay areas for servicing of vehicles, i.e., installing equipment and tools. An Auto Servicer will need to be hired about one (1) month after the mechanic has been hired and the shop prepped and will be classified at pay classification S06.

Furthermore, both positions will be stationed at the Mechanic Shop as full-time employees to service and maintain Sheriff's Office vehicles and equipment, at all times. I've attached a copy of the job descriptions for your review.

cc: Ms. Florence Cauthen

DC/crv

12-1



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

Kevin J. Murphy

CHIEF DEPUTY

Colonel WanDa J. Robinson

DIRECTOR OF DETENTION

To: Donald Mims

Date: 2/15/2018

Mr. Mims, we are requesting that the two unbudgeted positions fill request be placed on the agenda to be approved. We are near completion of the auto mechanics shop and we need to start looking at these positions. As you all know it takes time to advertise and hire for these positions. Thank you in advance for your assistance.

Sheriff Derrick Cunningham

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12-2

POSITION FILL REQUEST- BUDGETED VACANCY

MAR - 5 2018

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee
 Position Number 500419025 (replace C. Hill)
 Pay Grade PCT Pay Range \$30,096
 Proposed Effective Date 03/12/2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 02/23/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 02/23/2018

Sherrill Thomas

Finance Director

Date 2/23/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

MAR - 5 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee
 Position Number 500419174 (replace L. Poole)
 Pay Grade PCT Pay Range \$30,096
 Proposed Effective Date March 12, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 02/21/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 02/21/2018

Sherrill Thomas

Finance Director

Date 2/23/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

MAR - 5 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Personnel
DEPARTMENT HEAD: Carmen Douglas
SUPERVISOR: Cami Hacker

POSITION INFORMATION:

Position Title Public Administration Intern
Position Number 700186001
Pay Grade A04 Pay Range 28,765
Proposed Effective Date 3/6/2018
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☐) Permanent (☒) Temporary

DEPARTMENT APPROVAL:

Carmen Douglas
Department Head

Date 2/16/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 2/16/2018

Sherrill Thomas
Finance Director

Date 2/16/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

MAR - 5 2018

DEPARTMENT: Tax & Audit Department
DEPARTMENT HEAD: Terri Henderson, Revenue Manager
SUPERVISOR: Terri Henderson, Revenue Manager

POSITION INFORMATION:

Position Title Customer Service Clerk CO0016
Position Number 810016009 (to replace K.Gilliam)
Pay Grade A04 Pay Range \$28,765-\$42,978
Proposed Effective Date March 12, 2018
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Terri Henderson
Department Head Date 2/26/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager Date 2/26/2018

Sherrill Thomas
Finance Director Date 2/26/2018

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # 8

AGENDA

MAR -5 2018

Date: February 28, 2018
To: Donald L. Mims, Administrator
From: Donald Mims
Re: Approval for the following travel:

Destination: Vestavia Hills, Alabama
Departure Date: March 23, 2018 Return Date: March 23, 2018
Conference Leave (Days / Hours): (1) Day
Purpose of Travel: Attend the ACCMA Board Meeting and Finalization of Summer Conference Agenda

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

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

Total (est.) Cost: \$92.65 Advance Registration Required: _____
Department Name: County Commission Fund Name: General

Additional Comments: _____
Mileage \$92.65

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

The above request is app. 3/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$92.65 and advance registration of \$0.00 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>\$9,436.30</u>	
Budget Available:	<u>\$13,063.70</u>	
Current Requests:	<u>\$92.65</u>	
Budget Balance:	<u>\$12,971.05</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 2/28/18
cc: Finance Director / Buyer

16-1

Montgomery County Commission
Travel / Training Request Approval
Request # 12

AGENDA

MAR -5 2018

Date: February 22, 2018
To: Donald L. Mims, Administrator
From: Steven L. Reed
Re: Approval for the following travel:

Destination: Huntsville, AL
Departure Date: March 7, 2018 Return Date: March 10, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To attend the Leadership Alabama Conference

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

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

Total (est.) Cost: \$1,032.10 Advance Registration Required: _____

Department Name: Judge of Probate Fund Name: 001-51300.265

Additional Comments: Judge Reed will travel by way of rental car to be reimbursed at allowed mileage rate.

To: Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 3/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,032.10 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-51300.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$17,000.00</u>	
Approved Requests:	<u>\$7,971.92</u>	
Budget Available:	<u>\$9,028.08</u>	
Current Requests:	<u>\$1,032.10</u>	
Budget Balance:	<u>\$7,995.98</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/23/2018

cc: Finance Director / Buyer

16-2

Montgomery County Commission
Travel / Training Request Approval
Request # 4

AGENDA

MAR -5 2018

Date: 02/27/2018
To: Donald L. Mims, Administrator
From: REVENUE COMMISSIONER
Re: Approval for the following travel:

Destination: PERDIDO BEACH RESORT
Departure Date: APRIL 12 2018 Return Date: APRIL 14, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: SUMMER CONFERENCE PLANNING MEETING

Traveler (s) Name: 1. JANET BUSKEY 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$557.70 Advance Registration Required: _____

Department Name: REVENUE COMMISSIONER Fund Name: GENERAL FUND

Additional Comments: _____

To: REVENUE COMMISSIONER
From: Donald L. Mims, Administrator

The above request is app. 3/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$557.70 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51500.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$4,400.00</u>
Approved Requests:	<u>\$2,871.62</u>
Budget Available:	<u>\$1,528.38</u>
Current Requests:	<u>\$557.70</u>
Budget Balance:	<u>\$970.68</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/27/2018

cc: Finance Director / Buyer

16-3

Montgomery County Commission
Travel / Training Request Approval
Request # 5

AGENDA

MAR - 5 2018

Date: February 27, 2018
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: April 6, 2018 Return Date: April 6, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend ALTIST CRE Special Issues for Sales and Use Tax Examination Course.
Qualifies for 8 CPE hours toward CRE 2018 requirement for each attendee.

Traveler (s) Name: 1. Twyla Jackson 4. RoShonda Moultrie
2. Te'Rea Smith 5.
3. Maxine Taylor 6.

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

Total (est.) Cost: \$829.76 Advance Registration Required: \$700.00
Department Name: Tax & Audit Department Fund Name: 001-51800-265
Additional Comments: Registration Fees \$700.00 Total. Meals \$60.00 Total. Mileage \$69.76 Total.
ALTIST CRE Program Course Sponsored by Auburn University
Government & Economic Development Institute.

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

The above request is app. 3/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$829.76 and advance registration of \$700.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,250.00</u>	
Approved Requests:	<u>\$1,987.12</u>	
Budget Available:	<u>\$10,262.88</u>	
Current Requests:	<u>\$829.76</u>	
Budget Balance:	<u>\$9,433.12</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 2/28/2018

cc: Finance Director / Buyer

16-4

Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA

MAR -5 2018

Date: February 27, 2018
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Hoover, AL
Departure Date: July 11, 2018 Return Date: July 12, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Attend ALTIST CRE Multistate Tax Commission ("MTC")
Computer Assisted Auditing Techniques Course. Qualifies
for 16 CPE hours toward CRE 2018 requirement for each attendee.

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

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

Total (est.) Cost: \$1,980.94 Advance Registration Required: \$1,350.00

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

Additional Comments: Registration Fees \$1,350.00 Total (Due by 5/1/2018). Lodging \$300.00 Total.
Meals \$150.00 Total. Mileage \$180.94 Total. ALTIST CRE Program Course
Sponsored by Auburn University Government & Economic Development Institute.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 3/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,980.94 and advance registration of \$1,350.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,250.00</u>
Approved Requests:	<u>\$1,987.12</u>
Budget Available:	<u>\$10,262.88</u>
Current Requests:	<u>\$2,810.70</u>
Budget Balance:	<u>\$7,452.18</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/28/2018

cc: Finance Director / Buyer

16-5

Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA

MAR -5 2018

Date: February 27, 2018
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: April 11, 2018 Return Date: April 11, 2018

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend Fred Pryor Seminars Sales & Use Tax Workshop.
1 Day Seminar at Homewood Suites by Hilton in Montgomery, AL.
Qualifies for 6 CPE hours toward CRE 2018 requirement for attendee.

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

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

Total (est.) Cost: \$199.00 Advance Registration Required: \$199.00

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

Additional Comments: Advance Registration Fee \$199.00

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

The above request is app. 3/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$199.00 and advance registration of \$199.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,250.00</u>	
Approved Requests:	<u>\$1,987.12</u>	
Budget Available:	<u>\$10,262.88</u>	
Current Requests:	<u>\$3,009.70</u>	
Budget Balance:	<u>\$7,253.18</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 2/28/2018

cc: Finance Director / Buyer

16-6

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

MAR - 5 2018

Date: February 14, 2018
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: Vestavia Hills, Alabama
Departure Date: March 23, 2018 Return Date: March 23, 2018
Conference Leave (Days / Hours): (1) Day
Purpose of Travel: Attend the ACCMA Board Meeting and Finalization of Summer Conference Agenda

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: \$76.30 Advance Registration Required: \$0.00
Department Name: Risk Management Fund Name: Liability

Additional Comments: Mileage \$ 76.30

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

The above request is app. 2/20/18 reimbursement of actual and necessary expenses in the
approximate amount of \$76.30 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 & Travel</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$2,139.79</u>	
Budget Available:	<u>\$12,860.21</u>	
Current Requests:	<u>\$76.30</u>	
Budget Balance:	<u>\$12,783.91</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 2/28/18

cc: Finance Director / Buyer

167

Montgomery County Commission
Travel / Training Request Approval
Request # 10

AGENDA

MAR - 5 2018

Date: February 14, 2018
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: Jacksonville, Florida
Departure Date: April 29, 2018 Return Date: May 1, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the State and Local Government Benefits Association Annual Conference

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: Liability

Additional Comments: **All Expense paid By PRIMA**

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

The above request is app. 2/20/18 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>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$2,139.79</u>	
Budget Available:	<u>\$12,860.21</u>	
Current Requests:	<u>\$76.30</u>	
Budget Balance:	<u>\$12,783.91</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/15/18

cc: Finance Director / Buyer

16-8