

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 8, 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:

District Attorney Daryl Bailey
Finance Director Barry Crabb with the City of Montgomery
Executive Director Sederick Fluker with Montgomery S.T.E.P. Foundation
Sheriff Derrick Cunningham

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Harris

Pledge of Allegiance Led by Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of December 18, 2017

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

PRESENTATION:

Presentation of Certificate of Completion from the National Institute for Jail Operations (NIJO) to Captain James Dill, Lieutenant Angel McCall, Lieutenant Sonya Pritchett, Lieutenant Glenn Teal, Sergeant Sallie Foster and Sergeant Tommie Franklin, Detention Facility

NEW BUSINESS:

1. Consider Authorization of Alabama Department of Youth Services Grant/Subsidy Agreement for 2017-2018, Youth Facility
2. Consider Authorization of Agreement for Preliminary Engineering (PE) Intersection Improvements at Vaughn Road and Ryan Road Project No. STPAA-5117, MCP 51-86-17P, CPMS Ref. #100067610 and Related Resolution, Engineering Department
3. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission
4. Consider Authorization to Sell Two Decommissioned Ford Taurus Vehicles and Two Decommissioned Ford Explorers to the Macon County Sheriff's Office in the Amount of \$4,500 Each for a Total of \$18,000, Sheriff's Office
5. Consider Authorization of Bid Award to Workable Solutions Investigative & Protective Services, LLC, for Inmate Security, Bid Number 52200-18B-006, Detention Facility
6. Consider Authorization of Budget Change Request Number 6 to the Montgomery County Parks and Recreation Department for Repairs to the South Montgomery Recreational Facility, County Commission Appropriations
7. Consider Authorization of Budget Change Request Number 8 to Alpha Upsilon Lambda Chapter Educational Foundation for the Martin Luther King, Jr., Memorial Breakfast in the Amount of \$2,500, County Commission Appropriations
8. Consider Authorization of Budget Change Request Number 9 to the Montgomery County Youth Facility for Repairs to Two Trailers in the Amount of \$9,960, County Commission Appropriations
9. Consider Authorization to Hire a Buyer I at Pay Grade A05, Step 3 (\$34,599), Purchasing Department

10. Consider Authorization of Position Fill Request – Appraisal Department (1)
 - Administrative Support Specialist, Position Number 850015001
11. Consider Authorization of Position Fill Requests – Detention Facility (3)
 - Corrections Officer Corporal, Position Number 500425006
 - Corrections Officer Corporal, Position Number 500425028
 - Corrections Officer Sergeant, Position Number 500421061
12. Consider Authorization of Position Fill Requests, Engineering (4)
 - County Road Equipment Operator I, Position Number 630551020
 - County Road Equipment Operator I, Position Number 630551023
 - County Road Maintenance Supervisor, Position Number 630564002
 - County Road Maintenance Supervisor, Position Number 630564003
13. Consider Authorization of Position Fill Requests – Sheriff's Office (2)
 - Deputy Sheriff Corporal, Position Number 550429055
 - Deputy Sheriff Captain, Position Number 550436088
14. Consider Authorization of Position Fill Requests, Youth Facility (2)
 - Juvenile Detention Supervisor, Position Number 900302059
 - Court Operations Clerk I, Position Number 900377086
15. Consider Authorization of Travel/Training Requests (16)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

JANUARY 8, 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

JANUARY 15, 2018

County Holiday (Martin Luther King, Jr., Birthday)

JANUARY 22, 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

FEBRUARY 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

FEBRUARY 19, 2018

County Holiday (Washington's Birthday)

FEBRUARY 20, 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

AGENDA

JAN - 8 2018

1-8-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-15-17

Check Number	To	Check Number
273945		274001
Total Checks Paid		\$383,393.60

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

AGENDA

JAN - 8 2018

1-8-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-15-17

Check Number	To	Check Number
274002		274072
Total Checks Paid		\$354,795.80

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

AGENDA

JAN - 8 2018

1-8-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-22-17

Check Number	To	Check Number
274073		274685
Total Checks Paid		\$64,755.00

POLL WORKERS

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

AGENDA

JAN - 8 2018

1-8-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-22-17

Check Number	To	Check Number
274686		274821
Total Checks Paid		\$2,289,563.04

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

AGENDA

JAN - 8 2018

1-8-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-29-17

Check Number	To	Check Number
274822		274898
Total Checks Paid		\$214,269.61

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
12/22/17

Payroll Check Number	129265	To	Payroll Check Number	129324	\$	46,002.09
Direct Deposits					\$	886,743.67
Payroll Check Number	129325	To	Payroll Check Number	129346	\$	260,207.80
Direct Deposits					\$	416,317.22
Federal Deposits					\$	338,701.39
Total Payroll Paid					\$	1,947,972.17

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

Youth Facility

Memo

To: Donald L. Mims, County Administrator

From: Beverly Riddle Wise, Acting Juvenile Court Administrator *BRW*

cc: Brandi Alexander

Date: December 8, 2017

Re: Department of Youth Services Grant/Subsidy Agreement for 2017-2018

Please see attached Agreement for the Montgomery County Commission to accept the award of \$170,264.00. The DYS funds will provide for one detention bed for each of the following counties: Autauga, Butler, Elmore, Monroe, and Montgomery. The funds are formula driven by Legislative Act 17-338.

Please place this item on the next agenda. Thank you.

ALABAMA DEPARTMENT OF YOUTH SERVICES
GRANT/SUBSIDY AGREEMENT
Fiscal Year 2017 – 2018

The Alabama Department of Youth Services hereby awards to **Montgomery County Commission** (hereinafter called Recipient) the total amount of **One hundred seventy thousand, two hundred, sixty-four and no/100 dollars (\$170,264.00)** for programs pursuant to DYS community grants/subsidy authorization (Title 44-1-28, Code of Alabama 1975). These funds shall provide at least one detention bed for each of the following counties: **Autauga, Butler, Elmore, Monroe, Montgomery**. These funds are formula driven by Legislative Act 17-338 as summarized in the table below.

#	#	Part I	Part II			2010 U S Census
Beds	COs	\$14,000 per county	\$0.2449789 per person		FY18 TOTAL	Combined County Population
52	5	70,000	100,264		170,264	407,252

The grant/subsidy award contained herein is for a period of twelve months, subject to the availability of funds and adjustment by the Alabama Youth Services' Board as it deems necessary or advisable. Nothing contained herein shall be deemed to be a debt of the State of Alabama in the contravention of the laws and constitution of the State of Alabama.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Acceptance of Award

Recipient hereby signifies its acceptance of the grant/subsidy award and the terms and conditions set forth, this the _____ day of _____, 2017.

Accepted by: _____ Title _____

Alabama Department of Youth Services

Steven P. Lafreniere
Executive Director

Legal Counsel
Reviewed for legal form.

State of Alabama



KAY IVEY
GOVERNOR

STEVEN P. LAFRENIERE
EXECUTIVE DIRECTOR

Post Office Box 66
Mt. Meigs, Alabama 36057

December 05, 2017

Mr. Bruce Howell
Montgomery County Youth Facility
P.O. Box 9219
Montgomery, Alabama 36108

Dear Mr. Howell:

Please find the enclosed FY 2018 grant agreement for the Local Detention Center Subsidy. This agreement incorporates the new distribution formula as required by Legislative Act 17-338. Population numbers are based on the 2010 U. S. Census.

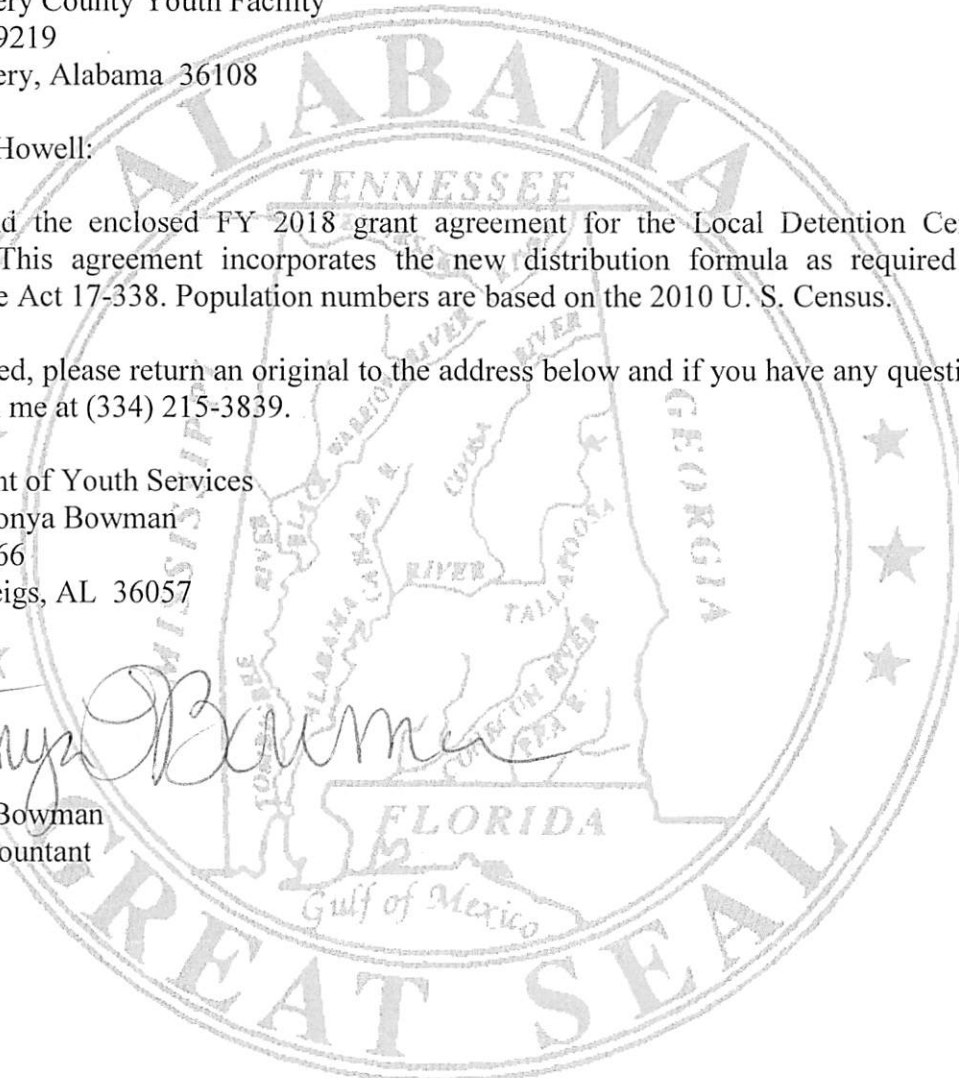
Once signed, please return an original to the address below and if you have any questions please call me at (334) 215-3839.

Department of Youth Services
Attn: LeTonya Bowman
P.O. Box 66
Mount Meigs, AL 36057

Sincerely,



LeTonya Bowman
Chief Accountant



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

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



ENGINEERING DEPARTMENT

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
Kevin A. Boone, PE
ASSISTANT COUNTY ENGINEER
334.832.1310
FAX: 334.832.7190
WWW.MC-ALA.ORG

AGENDA

JAN - 8 2018

December 7, 2017

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

George C. Speake
12/7/2017

SUBJECT: Approval of Agreement for Preliminary Engineering (PE)
Intersection Improvements at Vaughn Road and Ryan Road
Project No. STPAA-5117(), MCP 51-86-17P, CPMS Ref. #100067610

Please place on the agenda for the nearest possible Montgomery County Commission meeting approval of attached agreement between the Alabama Department of Transportation (ALDOT) and Montgomery County necessary for allocation of Federal MPO funds for the Vaughn/Ryan Road Intersection Preliminary Design Engineering Project. After these funds are allocated, we will then request man-day fee proposals from the consultant, request concurrence from ALDOT, and enter into a contract with the consultant to proceed with the design phase of this project.

If approved please have attached agreement executed and return to this office for further processing.

GCS/gcs

Attachment

cc; File

**AGREEMENT FOR
PRELIMINARY ENGINEERING (PE)
ON A FEDERAL MPO PROJECT**

**BETWEEN THE STATE OF ALABAMA
AND
MONTGOMERY COUNTY, ALABAMA**

This agreement is made and entered into by and between the State of Alabama, (acting by and through the Alabama Department of Transportation), hereinafter referred to as the STATE; and MONTGOMERY COUNTY; FEIN 63-6001653, hereinafter referred to as the COUNTY; in cooperation with the United States Department of Transportation, Federal Highway Administration, hereinafter referred to as the FHWA:

WITNESSETH

WHEREAS, the STATE and the COUNTY desire to cooperate in the preliminary engineering for the intersection improvements at Vaughn Road and Ryan Road. Project #STPAA-5117(), MCP 51-86-17P, CPMS Ref. #100067610.

NOW THEREFORE, the parties hereto, for, and in consideration of the premises stated herein do hereby mutually promise, stipulate, and agree as follows:

- (1) This agreement will cover only the preliminary design engineering aspect for the proposed improvements in accordance with plans approved by the STATE.
- (2) The preliminary design engineering phase is hereby defined as that work necessary to advance the development of the project through construction authorization by the FHWA. This phase will include all environmental studies and documentation required by the FHWA. The COUNTY will perform all preliminary design engineering with COUNTY forces, or with a consultant selected and approved by the STATE, as part of the project cost. Plans will be approved by the STATE.
- (3) The COUNTY will acquire any additional right-of-way, if needed, for the project at no cost to the STATE or this project.
- (4) The COUNTY agrees that in the event the FHWA determines, due to rules and/or regulations of FHWA (including but not limited to delay of the projects, or delay of projects contemplated to be developed and accomplished in sequence to the current projects) that Federal funds expended on this project must be refunded to the FHWA, the COUNTY will reimburse and pay to the STATE a sum of money equal to the amount of Federal funds expended under this Agreement.

- (5) Funding for this agreement is subject to the availability of Federal Aid funds at the time of authorization. The STATE will not be liable for Federal Aid funds in any amount. The project will be limited to \$12,000.00 Federal MPO Funds unless the Montgomery Area Metropolitan Planning Organization agrees, subject to the approval of the STATE, to reprogram the allocated Federal MPO Funds for the Montgomery Area sufficient to pay 80% of the project cost. In the event of an underrun in preliminary engineering costs, the amount of Federal Aid funds will be the amount stated below, or 80 percent of eligible costs, whichever is less. The estimated cost and participation by the various parties are as follows:

Federal MPO Funds (Montgomery Area Dedicated)	\$ 48,000.00
County Funds	<u>12,000.00</u>
Total (including Indirect Cost)	\$ 60,000.00

It is understood that the above is an estimate only, and in the event the final cost exceeds the estimate, 80% will be financed with Federal funds, if available; and the COUNTY will be billed for 20% of the overrun and the COUNTY agrees to pay same to the STATE, or in the event the cost is less than the estimate, the COUNTY will receive a refund accordingly from the STATE for its proportional share as above noted.

- (6) Any cost for work not eligible for Federal participation will be financed 100 percent by the COUNTY, which payment will be reflected in the final audit.
- (7) It is clearly understood by both parties that the STATE does not commit any STATE or Federal funds beyond those mentioned herein and that a separate Agreement will be required for the construction and construction engineering and inspection of the proposed improvement.
- (8) The performance of the work covered by this Agreement will be in accordance with the current regulations and requirements of the STATE and FHWA.
- (9) The COUNTY will submit reimbursable invoices for work performed under the terms of this agreement to the STATE within six (6) months after the completion and acceptance of the project. Any invoices submitted after this six (6) month period will not be eligible for payment.
- (10) This agreement is made and expressly executed in the names of the parties hereto by their respective officers, officials or other persons who are authorized to execute it, and it is deemed by the parties to be an agreement or contract under seal.
- (11) A final audit will be made of all project records after completion of the project and a copy will be furnished to the Alabama Department of Examiners of Public Accounts, in accordance with Act. 1994, No. 94-414. A final financial settlement will be made between the parties as reflected by the final audit and this agreement.
- (12) Each party will provide without cost to the other, information available from its records that will facilitate the performance of the work.

- (13) Nothing will be construed under the terms of this agreement by the STATE or the COUNTY that will cause any conflict with Section 23-1-63, Code of Alabama (7/24th law).
- (14) The COUNTY shall be responsible at all times for all of the work performed under this agreement and, as provided in Ala. Code § 11-93-2 (1975), the COUNTY shall indemnify and hold harmless the State of Alabama, The Alabama Department of Transportation, its officers, officials, agents, servants, and employees.

For all claims not subject to Ala. Code § 11-93-2 (1975), the COUNTY shall indemnify and hold harmless the State of Alabama, the Alabama Department of Transportation, its officers, officials, agents, servants, and employees from and against any and all damages, claims, loss, liabilities, attorney's fees or expense whatsoever or any amount paid in compromise thereof arising out of, connected with, or related to the (1) work performed under this Agreement, (2) the provision of any services or expenditure of funds required, authorized, or undertaken by the COUNTY pursuant to the terms of this agreement, or (3) misuse, misappropriation, misapplication, or misexpenditure of any source of funding, compensation or reimbursement by the COUNTY, its officers, officials, agents, servants, and employees.

- (15) The COUNTY will be obligated for the payment of damages occasioned to private property, public utilities or the general public, caused by the legal liability (in accordance with Alabama and/or Federal law) of the COUNTY, its agents, servants, employees or facilities.
- (16) By entering into this agreement, the COUNTY is not an agent of the STATE, its officers, employees, agents or assigns. The COUNTY is an independent entity from the STATE and nothing in this agreement creates an agency relationship between the parties.
- (17) By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- (18) Exhibits M and N are attached and hereby made a part of this agreement.
- (19) This agreement may be terminated by either party upon the delivery of a thirty (30) day notice of termination.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be executed by those officers, officials, and persons thereunto duly authorized, and the agreement is deemed to be dated and to be effective on the date stated hereinafter as the date of the approval of the Governor of Alabama.

SEAL

ATTEST:

MONTGOMERY COUNTY, ALABAMA

Clerk (Signature)

BY: _____
Chairman (Signature)
Montgomery County Commission

Type Name of Clerk

Type Name of Chairman

RECOMMENDED:

STATE OF ALABAMA,
ACTING BY AND THROUGH THE
ALABAMA DEPARTMENT OF
TRANSPORTATION

State Local Transportation Engineer
D.E. Phillips, Jr., P.E.

Chief Engineer
Don T. Arkle, P.E.

This agreement has been legally reviewed
and approved as to form and content:

William F. Patty, Chief Counsel
Alabama Department of Transportation

Transportation Director
John R. Cooper

THE WITHIN AND FOREGOING AGREEMENT IS HEREBY APPROVED ON

THE DAY OF , 20 .

GOVERNOR OF ALABAMA
KAY IVEY

RESOLUTION NUMBER _____

BE IT RESOLVED, by the County Commission of Montgomery County, Alabama, that the County enters into an agreement with the State of Alabama; acting by and through the Alabama Department of Transportation for:

The preliminary engineering for the intersection improvements at Vaughn Road and Ryan Road. Project #STPAA-5117(), MCP 51-86-17P, CPMS Ref. #100067610;

which agreement is before this Commission, and that the agreement be executed in the name of the County, by the Chairman of the Commission for and on its behalf and that it be attested by the County Clerk and the seal of the County affixed thereto.

BE IT FURTHER RESOLVED, that upon the completion of the execution of the agreement by all parties, that a copy of such agreement be kept of record by the County Clerk.

Passed, adopted, and approved this _____ day of _____,

20_____.

ATTESTED:

County Clerk

Chairman, County Commission

I, the undersigned qualified and acting clerk of Montgomery County, Alabama, do hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the County Commission of the County named therein, at a regular meeting of such Commission held on the

_____ day of _____, 20_____, and that such resolution is of record in the Minute Book of the County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the County on this

_____ day of _____, 20_____.

County Clerk

SEAL

EXHIBIT M

CERTIFICATION FOR FEDERAL-AID CONTRACTS: LOBBYING

This certification is applicable to the instrument to which it is attached whether attached directly or indirectly with other attachments to such instrument.

The prospective participant/recipient, by causing the signing of and the submission of this Federal contract, grant, loan, cooperative AGREEMENT, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, and the person signing same for and on behalf of the prospective participant/recipient each respectively certify that to the best of the knowledge and belief of the prospective participant or recipient and of the person signing for and on behalf of the prospective participant/recipient, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the prospective participant/recipient or the person signing on behalf of the prospective participant/recipient as mentioned above, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, the prospective participant/recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant/recipient also agrees by submitting this Federal contract, grant, loan, cooperative agreement or other instrument as might be applicable under Section 1352, Title 31, U.S. Code, that the prospective participant/recipient shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

EXHIBIT N

FUNDS SHALL NOT BE CONSTITUTED AS A DEBT

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this AGREEMENT shall contravene any statute or Constitutional provision of amendment, either now in effect or which may, during the course of this AGREEMENT, be enacted, then the conflicting provision in the AGREEMENT shall be deemed null and void.

When considering settlement of controversies arising from or related to the work covered by this AGREEMENT, the parties may agree to use appropriate forms of non-binding alternative dispute resolution.

TERMINATION DUE TO INSUFFICIENT FUNDS

- a. If the agreement term is to exceed more than one fiscal year, then said agreement is subject to termination in the event that funds should not be appropriated for the continued payment of the agreement in subsequent fiscal years.
- b. In the event of proration of the fund from which payment under this AGREEMENT is to be made, agreement will be subject to termination.

NO GOVERNMENT OBLIGATION TO THIRD PARTY CONTRACTORS

The STATE and COUNTY acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations of or liabilities to the STATE, COUNTY, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The COUNTY agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided to FHWA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

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

JAN - 8 2018

January 8, 2018

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-2018-45: Lighthouse Counseling Center, for Standing Together Against Rape (S.T.A.R.) Program's Sexual Assault Volunteers/Advocates Training - \$750; (Walker)
- C-2018-46: Fortitude Foundation, a Foundation of Montgomery, Alabama Alumnae Chapter of Delta Sigma Theta Sorority, for Education and Cultural Community Services - \$500; (Dean)
- NC-2018-48: City of Montgomery, to be used by BONDS to Support the Freeport Estates Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Singleton)
- NC-2018-49: City of Montgomery, to be used by BONDS to Support the Rosewood Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Sankey)

DLM/tll

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

JAN - 8 2018

December 20, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Sale of Four Vehicles to Macon County Sheriff's Office

The Montgomery County Commission, at its meeting on December 18, 2017, agreed to place on the next agenda authorization to sell four decommissioned vehicles (two Ford Taurus and two Ford Explorers) to the Macon County Sheriff's Office in the amount of \$4,500 each for a total of \$18,000.

I am requesting that the Commission approve this sale.

/tn

Attachment



MACON COUNTY SHERIFF DEPARTMENT

246 COUNTY ROAD 10
TUSKEGEE, AL 36083
(334) 724-0669 / FAX (334) 724-0009
DETENTION CENTER (334) 727-2500

ANDRE' BRUNSON
SHERIFF

December 6, 2017

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

Dear Sir:

This letter is serving to purchase four (4) vehicles from the Montgomery County Sheriff's Office that have been deemed decommissioned by Sheriff Derrick Cunningham (below). In an effort to keep up with the demands of daily operations, these vehicles will become part of a fleet that is rebuilding and are needed to serve the citizens of Macon County. As Sheriff of Macon County, I appreciate any and all consideration in this matter.

Vehicles Decommissioned:

- 2 – Ford Taurus
- 2 – Ford Explorers

If there is any additional information needed concerning this matter please call me at 334-339-0522 (cell).

Sincerely

A handwritten signature in black ink, appearing to be the initials "AB" with a stylized flourish.

Sheriff Andre' Brunson

DEC 7 11 AM 9:34
MTGW CO. COMMISSION

AGENDA

JAN - 8 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager^{mrs}

DATE: December 13, 2017

RE: Invitation to Bid No. 52200-18B-006
Inmate Security

I request approval of award on the above referenced Invitation to Bid to the second lowest bidder, Workable Solutions Investigative & Protective Services, LLC., based on hourly pricing of \$18.00 an hour for regular, \$20.00 an hour for unscheduled and \$22.00 an hour for holidays, be placed on the agenda for the County Commission meeting on December 18, 2017 (Copy of spreadsheet attached.)

The contract with North Atlantic Security, the lowest bidder, was terminated due to numerous problems the Montgomery County Detention Facility encountered during the terms of their contract. Since the contract was terminated, the Detention Facility has used its staff for security purposes, which impacts staffing at the jail. Sheriff Cunningham is requesting that rules be waived.

This contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

5-2

Notes:



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY

CHIEF DEPUTY

COLONEL WANDA J. ROBINSON

DIRECTOR OF DETENTION

December 13, 2017

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Bid Request to Workable Solutions

Please find attached a letter from Colonel Robinson indicating the numerous problems they are having with North Atlantic Security providing security for the detention facility. I am hereby requesting that the bid be awarded to the company listed under bid #2, Workable Solutions Investigative & Protective Services, LLC.

If you have any questions, please do not hesitate to contact me.

DC/crv

encls.

cc: Ms. Florence Cauthen
Colonel Wanda Robinson



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

To: Sheriff D. Cunningham
From: Col. Wanda Robinson 
Re: Bid submitted by North Atlantic Security
Date: December 12, 2017

Sheriff Cunningham,

I am requesting that North Atlantic Security not be selected to provide the security service for the detention facility. This company had been our provider and I requested that we terminate their services due to numerous problems we kept having with them.

On several occasions when we called for security there was always a problem with them having ample staff, or they had to get someone to come from outside of Alabama because they were short personnel (not responding in the establish timeframe). This happen several times. We also experience problems actually trying to call them, we utilize the numbers we were given but experience problems making contact or it took several calls to make contact.

We had an incident where an inmate was hospitalized, security was in place, and the inmate became irate, the security company called the jail, saying we needed to send an officer to handle the inmate. The hospital security had to respond to the area.

This company fell short of what we needed and I do not wish to have them providing security services for our agency.

MAILING ADDRESS
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219

WWW.MONTGOMERYSHERIFF.COM

SHERIFF'S OFFICE 334.832.4980
FAX 334.832.7113

DETENTION FACILITY 334.832.1386
FAX 334.265.0990

5-4

STATE OF ALABAMA
MONTGOMERY COUNTY

CONTRACT NO. 52200-18B-006

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 1st day of January, 2018 between Workable Solutions Investigative & Protective Services, LLC. of Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

WITNESSETH

WHEREAS, Workable Solutions Investigative & Protective Services, LLC. owns and operates a business and desires to furnish Inmate Security Guard Services for Montgomery County Detention Facility and Montgomery County Youth Facility, as needed, in accordance with all provisions of Invitation to Bid No. 52200-18B-006, as issued by the Montgomery County Commission on November 16, 2017, (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, Workable Solutions Investigative & Protective Services, LLC. and Montgomery County Commission agree as follows:

1. All terms and conditions of the Invitation to Bid are incorporated herein by this reference.
2. That the period of the contract will begin January 1, 2018 and will end December 31, 2018.
3. That the hourly price for Regular and Scheduled Appointments will be \$18.00 per man hour; Unscheduled Appointments and/or Emergency after Hours or on Weekends will be \$20.00 per man hour; and for Holidays \$22.00 per man hour, which will remain firm for a one (1) year period. At the end of the one (1) year period, a price increase may be allowed, but shall not exceed 5% per year.
5. That Montgomery County Commission and Workable Solutions Investigative & Protective Services, LLC. shall have the right to terminate this agreement at any time during the contract period by giving a thirty (30) day written notice by either party.
6. That Workable Solutions Investigative & Protective Services, LLC. shall at all times be in compliance with all specifications and special provisions of the Invitation to bid.
7. That Workable Solutions Investigative & Protective Services, LLC.

agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of Workable Solutions Investigative & Protective Services, LLC., death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. Workable Solutions Investigative & Protective Services, LLC. agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Workable Solutions Investigative & Protective Services, LLC. also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

8. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and .
9. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 1st day of January, 2018.

WITNESS:

WORKABLE SOLUTIONS INVESTIGATIVE
& PROTECTIVE SERVICES, LLC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 6

AGENDA

JAN - 8 2018

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 12/12/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 12/12/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☒
Agenda ☐

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Recreation Board	001-57201.290	495,691	12,000	507,691
Fund Balance	001.35900	0	(12,000)	(12,000)
South Montgomery Property:				0
Repair & Maintenance	008-57301.231	0	4,660	4,660
Improvements-Fence	008-57301.531	0	7,340	7,340
General Fund Revenue	008-40000.44951	(495,691)	(12,000)	(507,691)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 0	\$ 0	\$ 0

JUSTIFICATION: To establish a budget for repairs and other improvements at the property purchased in South Montgomery.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

Request Number: 8

AGENDA

JAN - 8 2018

DEPARTMENT:

County Commission Appropriations

REQUESTED BY: Donald L. Mims

12/18/17

Elected Official/Dept. Head

Date

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas

12/18/17

Finance Director

Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

✓

COUNTY COMMISSION APPROVAL:

Administrator

Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Alpha Upsilon Lambda Chapter Educational Foundation	001-57600.450	0	2,500	2,500
Donation Revenue	001-40000.47701	(5,236)	(2,500)	(7,736)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 5,236)	\$ 0	(\$ 5,236)

JUSTIFICATION: To budget for an appropriation to the Alpha Upsilon Lambda Chapter Educational Foundation.

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

January 5, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Appropriation to Alpha Upsilon Lambda Chapter Education Foundation

The Montgomery County Commission, at its meeting on December 18, 2017, agreed to place on the next agenda an appropriation in the amount of \$2,500 to Alpha Upsilon Lambda Chapter Education Foundation for the Martin Luther King, Jr., Memorial Breakfast. The source of the funding will be discussed at Monday's meeting.

Last year, the Commission appropriated \$2,500 for this event, which was appropriated through a Budget Change Request from Donation Revenue funds.

/tn

Attachment

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 9

AGENDA

JAN - 8 2018

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 12/18/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 12/18/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repairs	001-52602.231	35,000	9,960	44,960
Fund Balance	001.35900		(9,960)	(9,960)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 35,000	\$ 0	\$ 35,000

JUSTIFICATION: To budget for repairs to the trailers located at the Youth Facility to be used for new programs implemented for the treatment of the youth serviced by the Montgomery County Juvenile Court.



JOHNNY HARDWICK
PRESIDING CIRCUIT JUDGE
15TH JUDICIAL CIRCUIT

MONTGOMERY COUNTY COURTHOUSE
P.O. Box 1667
MONTGOMERY, ALABAMA 36102
EMAIL: Johnny.Hardwick@alacourt.gov

PHONE: (334) 832-1357
FAX: (334) 832-1323

December 14, 2017

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

Dear Commissioners:

This letter is to request that repairs be made to two (2) County owned trailers located on the premises of the Youth Facility. The repairs appear to be required as a matter of routine maintenance and would preserve the life of the structures and permit utilization for the delivery of services to our Clients.

Please review the attached list of repairs and the estimated costs associated with each repair. You can see from the nature of the repairs that immediate action is needed to stop ruination and increased repair costs.

It is our hope that said repairs could be undertaken *post haste* as it would allow for the implementation of several programs to provide for the treatment of the youth serviced by the Montgomery County Juvenile Court. The following programs will be implemented to address and improve the negative behavior of our clientele:

1. The Getting Real About Violence and Its Effects (GRAVE PROGRAM);
2. Weekly Attitude Improvement Technique (WAIT);
3. Youth Court;
4. Mentoring;
5. Community Service;
6. Effective Communications Training

I gladly appreciate the leadership of the Commissioners and the fine job you do for our county.

Sincerely,


JOHNNY HARDWICK
PRESIDING CIRCUIT JUDGE

Estimate to Repair Two (2) Trailers at Youth Facility

Quoted Items from contractor:

Repair rotten Decks and Walkway	\$6,990.00
Repair Rotten Wood Floors inside Trailers	\$1,575.00
Repair Loose Trim and Doors	\$1,395.00
Total	<u>\$9,960.00</u>

ELTON N. DEAN, SR.
CHAIRMAN

RHONDA WALKER
VICE CHAIRMAN

DAN HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON

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

JAN - 8 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MRS*

DATE: December 11, 2017 *SS*

RE: Buyer I Position

I have selected Cynthia Hill to hire for the Purchasing Department Buyer I position. Ms. Hill has fourteen years of purchasing experience in the private sector. She is currently employed with the County and will be transferring from the Detention Facility.

I recommend and would like approval to hire Ms. Hill at a Step 3 pay level considering her experience in purchasing.

The current annual cost of the step increase is approximately \$2,670. The 2018 budget will cover the partial year increase through the existing vacancy.

cc: Sherrill Thomas, Finance Director

POSITION FILL REQUEST- BUDGETED VACANCY

JAN - 8 2018

DEPARTMENT: Appraisal
 DEPARTMENT HEAD: Clay Henley
 SUPERVISOR: Clay Henley

POSITION INFORMATION:

Position Title Administrative Support Specialist
 Position Number 850015001 (Replacement)
 Pay Grade A04 Pay Range \$28,765 - \$42,978
 Proposed Effective Date March 1, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Clay Henley Date 01/03/2018
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/03/2018
 Employee Benefit Manager

Sherrill Thomas Date 01/03/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

JAN - 8 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 Corporal
 Position Number 500425006 (Replacement of Kimiya Harris)
 Pay Grade PC2 Pay Range \$33,747 - \$50,423
 Proposed Effective Date January 15, 2018
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 12/27/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 12/27/2017

Sherrill Thomas

Finance Director

Date 12/27/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

JAN - 8 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 Corporal

Position Number 500425028 (Replacement of Shandrika Mack)

Pay Grade PC2 Pay Range \$33,747 - \$50,423

Proposed Effective Date January 8, 2018

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 12/18/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 12/18/2017

Sherrill Thomas

Finance Director

Date 12/21/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

JAN - 8 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering D3
 DEPARTMENT HEAD: George Speake
 SUPERVISOR: Rob Chancey

POSITION INFORMATION:

Position Title County Road Equipment Operator I
 Position Number 630551020
 Pay Grade S04 1 Pay Range 26,096-38,992
 Proposed Effective Date January 15, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George Speake

Department Head

Date 12/15/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 12/15/2017

Sherrill Thomas

Finance Director

Date 12/21/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering D3

DEPARTMENT HEAD: George Speake

SUPERVISOR: Rob Chancey

POSITION INFORMATION:

Position Title County Road Equipment Operator I

Position Number 630551023

Pay Grade S04 1 Pay Range 26,096-38,992

Proposed Effective Date January 15, 2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George Speake

Department Head

Date 12/15/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 12/15/2017

Sherrill Thomas

Finance Director

Date 12/21/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

JAN - 8 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering D3
 DEPARTMENT HEAD: George Speake
 SUPERVISOR: Rob Chancey

POSITION INFORMATION:

Position Title County Road Maintenance Supervisor
 Position Number 630564002
 Pay Grade A07 -1 Pay Range 40,664 - 60,755
 Proposed Effective Date January 29, 2018
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George Speake Date 1/3/2018
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/03/2018
 Employee Benefit Manager

Sherrill Thomas Date 1/4/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

JAN - 8 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering D3
 DEPARTMENT HEAD: George Speake
 SUPERVISOR: Rob Chancey

POSITION INFORMATION:

Position Title County Road Maintenance Supervisor
 Position Number 630564003
 Pay Grade A07 Pay Range 40,664 - 60,775
 Proposed Effective Date January 29, 2018
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George Speake Date January 3, 2018
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/03/2018
 Employee Benefit Manager

Sherrill Thomas Date 1/4/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title Deputy Sheriff Corporal

Position Number 550429055(Replacement of Joseph Hunter)

Pay Grade PS2 Pay Range \$40,575 - \$54,816

Proposed Effective Date January 15, 2018

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 12/28/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 12/28/2017

Sherrill Thomas

Finance Director

Date 1/2/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

JAN - 8 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title Deputy Sheriff Captain

Position Number 550436088 (Replacement of G. Atchison)

Pay Grade PS5 Pay Range \$57,188 - \$85,444

Proposed Effective Date January 15, 2018

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 01/02/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 01/02/2018

Sherrill Thomas

Finance Director

Date 01/02/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

JAN - 8 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Youth Facility
 DEPARTMENT HEAD: Beverly Riddle Wise
 SUPERVISOR: Brandi Alexander

POSITION INFORMATION:

Position Title Juvenile Detention Supervisor (replacing V Calhoun)
 Position Number 900302059
 Pay Grade PC4 Pay Range \$44,078 - \$65,858
 Proposed Effective Date January 15, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Johnny Hardwick
 Department Head

Date 12/18/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
 Employee Benefit Manager

Date 12/18/2017

Sherrill Thomas
 Finance Director

Date 12/22/2017

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

JAN - 8 2018

DEPARTMENT: Youth Facility
 DEPARTMENT HEAD: Beverly RiddleWise
 SUPERVISOR: Angela Starr

POSITION INFORMATION:

Position Title Court Operations Clerk I (replacing D.Rolling)
 Position Number 900377086
 Pay Grade A03 Pay Range \$25,630 - \$38,294
 Proposed Effective Date January 15, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Johnny Hardwick Date 12/18/2017
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 12/19/2017
 Employee Benefit Manager

Sherrill Thomas Date 12/22/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

Montgomery County Commission
Travel / Training Request Approval
Request # 4

AGENDA

JAN - 8 2018

Date: December 28, 2017
To: Donald L. Mims, Administrator
From: Donald Mims
Re: Approval for the following travel:

Destination: Mountain Brook, Alabama
Departure Date: January 24, 2018 Return Date: January 24, 2018
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Attend the Alabama City County Management Association Board Meeting

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: \$99.19 Advance Registration Required: \$0.00
Department Name: County Commission Fund Name: General
Additional Comments: Mileage \$99.19

To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$99.19 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$2,864.89</u>
Budget Available:	<u>\$19,635.11</u>
Current Requests:	<u>\$99.19</u>
Budget Balance:	<u>\$19,535.92</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/2/2018
cc: Finance Director / Buyer

15-1

Montgomery County Commission
Travel / Training Request Approval
Request # 5

AGENDA

JAN - 8 2018

Date: January 3, 2018
To: Donald L. Mims, Administrator
From: Florence Cauthen
Re: Approval for the following travel:

Destination: Prattville, Alabama
Departure Date: January 24, 2018 Return Date: January 25, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Attend the CGEI 2018 Workshop in County Financial Administration

Traveler (s) Name: 1. Florence Cauthen 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$219.88 Advance Registration Required: \$185.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration \$185.00- Mileage \$34.88

To: Florence Cauthen

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$219.88 and advance registration of \$185.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$22,500.00</u>
Approved Requests:	<u>\$2,864.89</u>
Budget Available:	<u>\$19,635.11</u>
Current Requests:	<u>\$319.07</u>
Budget Balance:	<u>\$19,316.04</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/3/2018

cc: Finance Director / Buyer

15-2

Montgomery County Commission
Travel / Training Request Approval
Request # 4

AGENDA

JAN - 8 2018

Date: January 3, 2018
To: Donald L. Mims, Administrator
From: Sherrill Thomas
Re: Approval for the following travel:

Destination: Prattville, Alabama
Departure Date: January 24, 2018 Return Date: January 25, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Attend the CGEI 2018 Workshop in County Financial Administration

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$219.88 Advance Registration Required: \$185.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration \$185.00- Mileage \$34.88

To: Sherrill Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$219.88 and advance registration of \$185.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-51110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$254.00</u>
Budget Available:	<u>\$2,746.00</u>
Current Requests:	<u>\$219.88</u>
Budget Balance:	<u>\$2,526.12</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2018

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

JAN - 8 2018

Date: 12/19/17
To: Donald L. Mims, Administrator
From: Judge Steven L. Reed
Re: Approval for the following travel:

Destination: Coral Gables, Florida
Departure Date: 1/23/18 Return Date: 1/26/18
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Attend the U.S. Election Assistance Commission Standard Boards Meeting

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: \$2,600.00 Advance Registration Required: _____
Department Name: Judge of Probate Fund Name: 001-51300.265
Additional Comments: _____

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

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$2,600.00 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>\$6,342.44</u>	
Budget Available:	<u>\$10,657.56</u>	
Current Requests:	<u>\$2,600.00</u>	
Budget Balance:	<u>\$8,057.56</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/19/17
cc: Finance Director / Buyer

15-4

Montgomery County Commission
Travel / Training Request Approval
Request # 10

AGENDA

JAN - 8 2018

Date: 12/19/17
To: Donald L. Mims, Administrator
From: Judge Steven L. Reed
Re: Approval for the following travel:

Destination: San Antonio, Texas
Departure Date: 2/28/18 Return Date: 3/4/18
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To attend the Election Center Special Workshop for Security and Election Services

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: \$2,900.00 Advance Registration Required: _____
Department Name: Judge of Probate Fund Name: 001-51300.265
Additional Comments: _____

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

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$2,900.00 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>\$6,342.44</u>	
Budget Available:	<u>\$10,657.56</u>	
Current Requests:	<u>\$5,500.00</u>	
Budget Balance:	<u>\$5,157.56</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/19/17
cc: Finance Director / Buyer

15-5

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

JAN - 8 2018

Date: 1/03/2018
To: Donald L. Mims, Administrator
From: REVENUE COMMISSIONER
Re: Approval for the following travel:

Destination: BIRMINGHAM,AL- RENAISSANCE ROSS BRIDGE RESORT
Departure Date: 02/11/2018 Return Date: 02/14/2018
Conference Leave (Days / Hours): 4 DAYS
Purpose of Travel: ASSOCIATION OF ALABAMA TAX ADMINISTRATORS

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

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

Total (est.) Cost: \$1,596.62 Advance Registration Required: \$400.00

Department Name: Revenue Commissioner Fund Name: General Fund

Additional Comments: _____

To: Janet Y. Buskey, Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,596.62 and advance registration of \$400.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-51500.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$4,400.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$4,400.00</u>
Current Requests:	<u>\$1,596.62</u>
Budget Balance:	<u>\$2,803.38</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2018

cc: Finance Director / Buyer

15-6

Montgomery County Commission
Travel / Training Request Approval
Request # 2

Date: 1/3/2018
To: Donald L. Mims, Administrator
From: Myrtle Singleton
Re: Approval for the following travel:

AGENDA

JAN - 8 2018

Destination: Prattville, AL
Departure Date: January 24, 2018 Return Date: January 25, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: CGEI: Workshop In County Financial Administration

Traveler (s) Name: 1. Myrtle Singleton 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$219.88 Advance Registration Required: \$185.00

Department Name: Support Services Fund Name: General

Additional Comments: Mileage \$34.88

To: Myrtle Singleton, Purchasing Manager

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$219.88 and advance registration of \$185.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51901.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$25.00</u>
Budget Available:	<u>\$2,975.00</u>
Current Requests:	<u>\$219.88</u>
Budget Balance:	<u>\$2,755.12</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2018

cc: Finance Director / Buyer

15-7

Montgomery County Commission
Travel / Training Request Approval
Request # 12

AGENDA

JAN - 8 2018

Date: December 18, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: June 20, 2018 Return Date: June 21, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend CGEI Ethics for Public Officials & Employees

Traveler (s) Name: 1. Chief Jon Briggs 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$185.00 Advance Registration Required: \$185.00

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

Additional Comments: _____

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$185.00 and advance registration of \$185.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$18,400.00</u>
Budget Available:	<u>\$21,600.00</u>
Current Requests:	<u>\$185.00</u>
Budget Balance:	<u>\$21,415.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/22/17

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 13

AGENDA

JAN - 8 2018

Date: December 18, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: July 11, 2018 Return Date: July 12, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend CGEI Personnel Administration

Traveler (s) Name: 1. Chief Jon Briggs 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$185.00 Advance Registration Required: \$185.00

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

Additional Comments: _____

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$185.00 and advance registration of \$185.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration and Training</u>	
Current Budget:	<u>\$40,000.00</u>	
Approved Requests:	<u>\$18,400.00</u>	
Budget Available:	<u>\$21,600.00</u>	
Current Requests:	<u>\$370.00</u>	
Budget Balance:	<u>\$21,230.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/22/17

cc: Finance Director / Buyer

15-9

Montgomery County Commission
Travel / Training Request Approval
Request # 14

AGENDA

JAN - 8 2018

Date: December 26, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Dothan, AL
Departure Date: February 5, 2018 Return Date: February 9, 2018
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: attend annual K9 Seminar

Traveler (s) Name: 1. M. Morrow 4. _____
2. C. Guthery 5. _____
3. J. Lucas 6. _____

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

Total (est.) Cost: \$3,000.00 Advance Registration Required: \$1,050.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.380

Additional Comments: expenses to be paid from K9 budget

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$3,000.00 and advance registration of \$1,050.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-52110.380</u>	(ex: 000-00000-000)
Description:	<u>K-9 Investigations</u>	
Current Budget:	<u>\$45,300.00</u>	
Approved Requests:	<u>\$10,835.05</u>	
Budget Available:	<u>\$34,464.95</u>	
Current Requests:	<u>\$3,000.00</u>	
Budget Balance:	<u>\$31,464.95</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/27/17

cc: Finance Director / Buyer

15-10

Montgomery County Commission
Travel / Training Request Approval
Request # 5

AGENDA

JAN - 8 2018

Date: December 13, 2017
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: Huntsville, Alabama
Departure Date: September 19, 2018 Return Date: September 20, 2018
Conference Leave (Days / Hours): (2) Days
Purpose of Travel: to attend the 2018 Workman's Compensation Seminar

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: \$539.30 Advance Registration Required: \$120.00
Department Name: Risk Management Fund Name: Liability
Additional Comments: Registration \$120.00 - Hotel \$141.00 - Meals \$75.00 - Mileage \$203.30

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

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$539.30 and advance registration of \$120.00 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>\$1,168.05</u>	
Budget Available:	<u>\$13,831.95</u>	
Current Requests:	<u>\$539.30</u>	
Budget Balance:	<u>\$13,292.65</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/22/17
cc: Finance Director / Buyer

15-11

Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA

JAN - 8 2018

Date: December 13, 2017
To: Donald L. Mims, Administrator
From: Judy Singley
Re: Approval for the following travel:

Destination: Birmingham, Alabama
Departure Date: June 20, 2018 Return Date: June 21, 2018
Conference Leave (Days / Hours): (2) Days
Purpose of Travel: to attend the 2018 Workman's Compensation Seminar

Traveler (s) Name: 1. Judy Singley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$432.44 Advance Registration Required: \$120.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration \$120.00 - Hotel \$139.00 - Meals \$75.00- Mileage \$98.44

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$432.44 and advance registration of \$120.00 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>\$1,168.05</u>	
Budget Available:	<u>\$13,831.95</u>	
Current Requests:	<u>\$971.74</u>	
Budget Balance:	<u>\$12,860.21</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/22/17

cc: Finance Director / Buyer

15-12

Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA

JAN - 8 2018

Date: December 18, 2017
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: San Francisco, CA
Departure Date: February 21, 2018 Return Date: February 24, 2018
Conference Leave (Days / Hours): (3) Days
Purpose of Travel: to attend the PRIMA Board Meeting

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

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: ** All Expense Handled by PRIMA**

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

The above request is app. 1/8/18 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>\$1,168.05</u>
Budget Available:	<u>\$13,831.95</u>
Current Requests:	<u>\$971.74</u>
Budget Balance:	<u>\$12,860.21</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/22/17
cc: Finance Director / Buyer

15-13

Montgomery County Commission
Travel / Training Request Approval
Request # 5

AGENDA

JAN - 8 2018

Date: January 3, 2018
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Approval for the following travel:

Destination: Auburn, AL
Departure Date: March 15, 2018 Return Date: March 16, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Certified Appraiser Exam

Traveler (s) Name: 1. J'Varra McCall-Martin 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$481.04 Advance Registration Required: \$140.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REG: \$140, Hotel \$130, Meals \$150, Mileage 61.04
TOTAL EST. COST: \$481.04

To: Clay Henley, Chief Appraiser
From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$481.04 and advance registration of \$140.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>120-51985.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$30,000.00</u>
Approved Requests:	<u>\$1,266.86</u>
Budget Available:	<u>\$28,733.14</u>
Current Requests:	<u>\$481.04</u>
Budget Balance:	<u>\$28,252.10</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/3/2018

cc: Finance Director / Buyer

15-14

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

JAN - 8 2018

Date: January 3, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Birmingham, AL
Departure Date: January 26, 2018 Return Date: January 27, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: ALSHRM Meeting: How to Present Like a Boss Leader

Traveler (s) Name: 1. Carmen Douglas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$100.28 Advance Registration Required: \$0.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Mileage: \$100.28; All other expenses paid by ALSHRM

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$100.28 and advance registration of \$0.00 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>\$25,000.00</u>	
Approved Requests:	<u>\$689.44</u>	
Budget Available:	<u>\$24,310.56</u>	
Current Requests:	<u>\$100.28</u>	
Budget Balance:	<u>\$24,210.28</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/3/2018

cc: Finance Director / Buyer

15-15

Montgomery County Commission
Travel / Training Request Approval
Request # 5

AGENDA

JAN - 8 2018

Date: December 18, 2017
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Approval for the following travel:

Destination: Florence, AL
Departure Date: February 12, 2018 Return Date: February 14, 2018
Conference Leave (Days / Hours): 3 days
Purpose of Travel: To attend the Alabama Association of Drug Court Professionals Conference

Traveler (s) Name: 1. Shonda Williams 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$480.00 Advance Registration Required: \$50.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 1/8/18 reimbursement of actual and necessary expenses in the
approximate amount of \$480.00 and advance registration of \$50.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,700.00</u>	
Approved Requests:	<u>\$2,747.00</u>	
Budget Available:	<u>\$7,953.00</u>	
Current Requests:	<u>\$480.00</u>	
Budget Balance:	<u>\$7,473.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/22/17

cc: Finance Director / Buyer

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