

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 22, 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 Retention Jessica G. Horsley with the Montgomery Area Chamber of
Commerce
Chief Appraiser Clay Henley
Sheriff Derrick Cunningham
Transportation Engineer Jeff Fennell with Goodwyn, Mills and Cawood, Inc.

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led by Vice Chairman Walker

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of January 8, 2018

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Adoption of Resolution Endorsing the Efforts of the Alabama Bicentennial Commission and Authorizing the Establishment of a Community Celebration Committee to Observe and Commemorate the Bicentennial of the State of Alabama, County Commission
2. Consider Adoption of Resolution Authorizing Funding Alabama Air National Guard Infrastructure Projects for the 187th Fighter Wing, County Commission
3. Consider Authorization of Amendment Number 4 to Contract with Gulf States Distributors regarding a Sixty (60) Day Extension, beginning January 7, 2018 and ending on March 8, 2018, for Sheriff's Leather and Accessories, Contract Number 52110-14B-026, Sheriff's Office
4. Consider Authorization of Amendment Number 2 to Contract with Keefe Commissary Network, LLC regarding a Sixty (60) Day Extension, beginning February 1, 2018 and ending on April 2, 2018, for Commissary & Trust Fund Management, Contract Number 52200-14B-024, Detention Facility
5. Consider Authorization of Amendment Number 4 to Contract with SharpCut Lawn Service regarding a Sixty (60) Day Extension, beginning January 17, 2018 and ending on March 18, 2018, for Landscape Maintenance at the Montgomery Industrial Park, Contract Number 53100-14B-030, Engineering Department
6. Consider Authorization of 2018 County Employee Blood Drives, County Commission
7. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Authorization of Relocation of Three Office Trailers from the Youth Facility to the Sheriff's Firing Range, County Commission
9. Consider Authorization of Bid Award to Signs Now for Graphics and Lettering, Bid Number 52110-18B-013, Sheriff's Office
10. Consider Authorization of Position Fill Requests – Detention Facility (3)
 - Corrections Officer Trainee, Position Number 500419049
 - Corrections Officer Sergeant, Position Number 500421132
 - Corrections Officer Lieutenant, Position Number 500422063

11. Consider Authorization of Position Fill Requests – District Attorney’s Office (2)
 - Pre Trial Diversion Secretary, Position Number 428055002
 - Receptionist/Secretary, Position Number 400016001
12. Consider Authorization of Position Fill Request – Sheriff’s Office (1)
 - Deputy Sheriff Trainee, Position Number 550430102
13. 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 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

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
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 22 2018

1-22-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-5-18

Check Number	To	Check Number
274902		274946
Total Checks Paid		\$95,854.70

Check Numbers 274899 – 274901 Poll Worker replacement checks for a total of \$325.00

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

AGENDA

JAN 22 2018

1-22-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-5-18

Check Number	To	Check Number
274947		275016
Total Checks Paid		\$285,956.63

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

AGENDA

JAN 22 2018

1-22-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-12-18

Check Number	To	Check Number
275018		275068
Total Checks Paid		\$384,695.15

Check Number 275017 was deleted.

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

AGENDA

JAN 22 2018

1-22-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-12-18

Check Number	To	Check Number
275069		275173
Total Checks Paid		\$399,537.85

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
1/5/18

Payroll Check Number	129347	To	Payroll Check Number	129406	\$	48,900.08
Direct Deposits					\$	882,044.64
Payroll Check Number	129407	To	Payroll Check Number	129427	\$	263,889.44
Direct Deposits					\$	413,868.00
Federal Deposits					\$	335,931.83
Total Payroll Paid					\$	1,944,633.99

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
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FAX: 334.832.2533
TDD: 334.265.3568
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AGENDA

JAN 22 2018

January 9, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Grant Application to the Alabama Bicentennial Commission

The Montgomery County Commission, at its meeting on January 8, 2018, agreed to place on the next agenda a Resolution in which the Commission agrees to aid the Alabama Bicentennial Commission in supporting a Community Celebration Committee to observe and commemorate the bicentennial of the State of Alabama. The Commission agreed that the Commissioner Isaiah Sankey, Administrator Donald L. Mims, Deputy Administrator Florence Cauthen and Manager of Public Affairs Hannah Hawk would serve on the Committee.

I am requesting that the Commission adopt the attached Resolution.

DLM/tn

RESOLUTION

WHEREAS, the United States Congress created the Alabama Territory from the eastern half of the Mississippi Territory on March 3, 1817; and,

WHEREAS, by 1819, the birth and growth of cities, towns, and communities in the Alabama Territory ensured that the population of the Territory had developed sufficiently to achieve the minimum number of inhabitants required by Congress to qualify for Statehood; and,

WHEREAS, the United States Congress and President James Monroe approved Statehood for the Alabama Territory on December 14, 1819 making it the nation's twenty-second state; and,

WHEREAS, the Alabama Legislature approved a resolution in 2013 establishing the Alabama Bicentennial Commission to mark the 200th anniversary of Statehood; and,

WHEREAS, constitutional officers and other officials appointed Commission members to organize and execute a bicentennial celebration intended to improve the education and understanding of all Alabamians and visitors regarding the State's history and heritage; and to create and promote lasting initiatives designed to benefit the State and its citizens; and,

WHEREAS, the bicentennial period of reflection and commemoration, 2017 to 2019, has been divided into three thematic years to acknowledge distinctly: the environment, both natural and constructed, including especially the cities, towns, and communities which compose the State; the people, regardless of race, culture, or background; and the history, both ancient and recent, of the State of Alabama; and,

WHEREAS, commemorations and celebrations will enable and encourage Alabamians of all ages and backgrounds, together with visitors, to experience Alabama's rich cultural, historic, and natural resources, thereby stimulating the economy of Alabama through local economic growth; and,

WHEREAS, full participation and contributory efforts by the localities of the State, through their various councils, committees, and congregations, are paramount to the success of this historic endeavor; and,

WHEREAS, participation in Alabama's bicentennial is a unique opportunity to celebrate and uplift the State during this historic time;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission, by this action, endorses the efforts of the Alabama Bicentennial Commission and hereby resolve to aid the Alabama Bicentennial Commission in promoting, planning, and executing the Commission's historic, educational, celebratory, and cultural initiatives by forming or supporting a Community Celebration Committee to observe and commemorate the bicentennial of the State of Alabama;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Montgomery County Commission appoints Commissioner Isaiah Sankey, Administrator Donald L. Mims, Deputy Administrator Florence M. Cauthen and Manager of Public Affairs Hannah Hawk as members of the Community Celebration Committee.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 22nd day of January 2018.

BY: _____
Chairman

ATTEST: _____
County Administrator

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

JAN 22 2018

January 18, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Resolution regarding Funding for the 187th Fighter Wing Infrastructure Projects

The Montgomery County Commission, at its meeting on January 8, 2018, agreed to place on the next agenda a Resolution authorizing funding of the Alabama Air National Guard Infrastructure Projects for the 187th Fighter Wing.

I am requesting that the Commission adopt the attached Resolution.

DLM/tn

RESOLUTION

WHEREAS, the United States Air Force announced that the 187th Fighter Wing was selected to receive new F-35 fighter jets; and,

WHEREAS, the direct economic impact will be \$70 million up front capital investment and the increase of 1,000 jobs; and,

WHEREAS, Mayor Todd Strange and Chairman Elton N. Dean, Sr., executed a commitment letter on May 8, 2017 to the Honorable Heather Wilson, Secretary of the Air Force, in which they committed \$2,660,000 total funds for the construction of a new Entry Control Point for use by the 187th Fighter Wing at Dannelly Field Guard Station to be provided by September 30, 2020; and,

WHEREAS, this commitment was based upon design estimates to meet the Air Force requirements related to force protection and installation security; and,

WHEREAS, the 187th Fighter Wing is integral to the economic well-being of Montgomery Alabama. It continues the legacy of the Tuskegee Airman "Red Tails" flying under the historic designation of the 100th Fighter Squadron; and,

WHEREAS, the Montgomery County Commission believes this support for the mission of the 187th Fighter Wing strengthens our continued commitment to being known as the "Best Hometown in the Air Force"; and,

WHEREAS, the Montgomery County Commission desires to fund \$1,080,000 for construction of the entry control point "gate" and to fund \$30,000 for an industrial access road grant, which represents 40% of the cost with the City of Montgomery contributing 60%; and,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission authorizes funding prior to September 30, 2020 of \$1,080,000 for construction of the entry control point "gate" and \$30,000 for an industrial access road grant for the Alabama Air National Guard, 187th Fighter Wing.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 22nd day of January 2018.

BY: _____
Chairman

ATTEST: _____
County Administrator

AGENDA

JAN 22 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager ^{ML}
DATE: January 3, 2018
RE: Contract No. 52110-14B-026
Sheriff's Leather & Accessories

I request that the attached Amendment No. 4 to Gulf States Distributors be considered for approval on a future agenda.

Amendment No. 4 will allow the contract to be extended for sixty (60) days, beginning January 7, 2018 and ending on March 8, 2018.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Derrick Cunningham, Sheriff.

Attachment

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

Amendment
To
Contract # 52110-14B-026

Amendment No. 4

Contract with Gulf States Distributors for leather and accessories is hereby extended for sixty (60) days beginning January 7, 2018 and ending March 8, 2018.

All other provisions of the contract will remain the same.

WITNESS:

GULF STATES DISTRIBUTORS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

JAN 22 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager ^{MLC}
DATE: January 3, 2018
RE: Contract No. 52200-14B-024
Commissary & Trust Fund Management

I request that the attached Amendment No. 2 to Keefe Commissary Network, LLC be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for sixty (60) days, beginning February 1, 2018 and ending on April 2, 2018.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Derrick Cunningham, Sheriff.

Attachment

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

Amendment
To
Contract # 52200-14B-024

Amendment No. 2

Contract with Keefe Commissary Network for commissary and trust fund management off-site service to be provided at Montgomery County Detention Facility is hereby extended for sixty (60) days beginning February 1, 2018 and ending April 2, 2018.

All other provisions of the contract will remain the same.

WITNESS: KEEFE COMMISSARY NETWORK, LLC.

BY: _____

TITLE: _____

WITNESS: MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

JAN 22 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mps*

DATE: December 26, 2017

RE: Contract No. 53100-14B-030
Landscape Industrial Park

I request that the attached Amendment No.4 to SharpCut Lawn Service contract for landscape maintenance at Montgomery Industrial Park be considered for approval on a future agenda.

Amendment No. 3 will allow the contract to be extended for sixty (60) days, beginning January 17, 2018 and ending on March 18, 2018.

All other provisions of the contract shall remain the same.

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

Attachment

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

Amendment
To
Contract # 53100-14B-030

Amendment No. 4

Contract with SharpCut Lawn Service for landscape maintenance at Montgomery Industrial Park, is hereby extended for sixty (60) days, beginning January 17, 2018 and ending March 18, 2018.

All other provisions of the contract remain the same.

WITNESS:

SHARPCUT LAWN SERVICE

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____



Office of Public Affairs
P.O. Box 1667
Montgomery, AL 36102
(334) 832-1270

AGENDA

JAN 22 2018

January 04, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Hannah Hawk
Manager of Public Affairs

SUBJECT: 2018 County Employee Blood Drives

Historically, the Montgomery County Commission has sponsored two employee blood drives annually. I am requesting the county continue this tradition by sponsoring two blood drives in 2018. The first would be scheduled for February 28, 2018 with the American Red Cross and the second on August 23, 2018 with LifeSouth.

I am also requesting that the Commission allow elected officials and department heads, at their discretion, to give employees who donate blood four hours of paid administrative leave. This time off must be scheduled in advance with the department head or supervisor.

I am requesting that this item be placed on the January 22nd meeting agenda. Thank you.

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

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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AGENDA

JAN 22 2018

January 22, 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-2018-48: Montgomery Community Action Agency, for Ramer Senior Center for Community Service Programs (Attn: Mr. Pringle) - \$500; (Singleton)
- C-2018-49: Alabama Cattlemen's Association, for "Little Boots" Rodeo - \$500; (Singleton)
- C-2018-50: Lagoon Park Trails, Inc., for Lagoon Park Trail Project - \$1,000; (Walker)
- NC-2018-51: City of Montgomery, to be used by BONDS to Support the Woodley Park Area Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)
- NC-2018-52: City of Montgomery, to be used by BONDS to Green Acres Neighborhood, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)
- NC-2018-53: City of Montgomery, to be used by BONDS to support Spring Valley/Cross Creek/Valley Village, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)

MEMORANDUM

Sherrill Thomas, Finance Director

January 22, 2018

Page 2

NC-2018-54: City of Montgomery, to be used by BONDS to Support Carriage Hills Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)

NC-2018-55: City of Montgomery, to be used by BONDS to Support the Vaughn Meadows Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)

DLM/tll

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

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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AGENDA

JAN 22 2018

January 4, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims **DLM**
County Administrator

SUBJECT: Relocation of Office Trailers from Youth Facility to Firing Range

The Montgomery County Commission, at its meeting on January 8, 2018, agreed to place on the next agenda authorization for the Sheriff's Office to relocate three doublewide office trailers from the Youth Facility to the Firing Range.

I am requesting approval of this authorization.

DLM/tn

AGENDA

JAN 22 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II π

DATE: January 2, 2018

RE: Invitation to Bid No. 52110-18B-013
Graphics and Lettering

Request that approval of award on the above referenced Invitation to Bid to the only bid of Signs Now, in the amount of \$4,986.38 be placed on a future agenda. (Copy of spread sheet attached.)

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

Coordination of award made with Sheriff Derrick Cunningham.

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 52110-18B-013				Signs Now Montgomery 1113 Perry Hill Rd, Ste B Montgomery, AL 36109 Attn: Kippy Paige (334)395-6586 Is Company Minority Owned XYes No		Lawmen's & Shooters' Supply NO BID		Graphic Designs Int. Inc. NO BID		K & K Systems, Inc. NO BID		Hall Signs NO BID	
DATE ISSUED: DECEMBER 6, 2017													
DATE OPENED: DECEMBER 27, 2017													
SHERIFF' S OFFICE													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Graphics for PPV/SUV	Ea	1	\$685.50	\$685.50								
2	Graphics for PPV/SUV	Ea	1	\$600.00	\$600.00								
	K-9 Unit												
3	Graphics for Probate	Ea	1	\$865.85	\$865.85								
	Transit Van												
4	Graphics for Prisoner	Ea	1	\$995.50	\$995.50								
	Transport Van												
5	Graphics for Ford	Ea	1	\$750.00	\$750.00								
	F-150												
6	Graphics for Ford	Ea	1	\$775.00	\$775.00								
	F-250												
7	Graphics for Motorcycles	Ea	1	\$164.17	\$164.17								
8	Graphics & Lettering	Ea	1	\$150.36	\$150.36								
	Montgomery County												
	Seal												
TOTAL BID AMOUNTS					\$4,986.38								

Notes:

55 BIDS SENT OUT

9.2

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 22nd day of January, 2018, between Signs Now, Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Signs Now agrees to furnish and install graphics and lettering on vehicles for the Montgomery County Commission and Sheriff's Office in accordance with all provisions and specifications of Invitation to Bid No. 52110-18B-013, as issued by the Montgomery County Commission on December 6, 2017 (hereinafter referred to as the Invitation to Bid, a copy of which is attached hereto).

WHEREAS, In Consideration thereof, Signs Now and Montgomery County Commission agree as follows:

1. That all terms, conditions, and specifications of Invitation to Bid are incorporated herein by this reference.
2. That the contract will begin on January 22, 2018 and will end on January 21, 2019, with the option to renew for two (2) years, in one year periods, providing funds are made available by the Montgomery County Commission.
3. That prices shall remain firm for a one (1) year period. At the end of each one year period, a price increase may be allowed but shall not exceed five-percent (5%) per year.
4. That Montgomery County Commission or Signs Now may terminate this agreement at any time during the contract period by giving a thirty (30) day written notice to the other party.
5. That Signs Now will furnish and install graphics and lettering on vehicles for Montgomery County at prices stipulated in Invitation to Bid 52110-18B-013.
6. That Signs Now shall at all times be in compliance with all specifications and special provisions within the Invitation to Bid.
7. That Signs Now 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 Signs Now, 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. Signs Now agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Signs Now 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 Signs Now.
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 22nd day of January 2018.

WITNESS:

SIGNS NOW

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

JAN 22 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 500419049(replacement of T Parker)
 Pay Grade PCT Pay Range 30,096
 Proposed Effective Date January 29, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 1/5/2018
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/05/2018
 Employee Benefit Manager

Sherrill Thomas Date 1/5/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

JAN 22 2018

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Sergeant

Position Number 500421132 (replacement of G Williams)

Pay Grade PC3 Pay Range 39,257-58,655

Proposed Effective Date January 15, 2018

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 1/5/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 01/05/2018

Sherrill Thomas

Finance Director

Date 1/5/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

JAN 22 2018

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

POSITION INFORMATION:

Position Title Corrections Officer Lieutenant
 Position Number 500422063(replacement of S Alexander)
 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:

Derrick Cunningham

Department Head

Date 1/5/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 01/05/2018

Sherrill Thomas

Finance Director

Date 1/5/2018

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

JAN 22 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: District Attorney- Pre Trial
 DEPARTMENT HEAD: Daryl D. Bailey
 SUPERVISOR: Duane Johnson

POSITION INFORMATION:

Position Title PTD Secretary
 Position Number 428055002
 Pay Grade A04 Pay Range \$28,765 - \$42,978
 Proposed Effective Date January 29, 2018
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Daryl D. Bailey Date 01/12/2018
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/12/2018
 Employee Benefit Manager

Sherrill Thomas Date 1/16/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

JAN 22 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: District Attorney
 DEPARTMENT HEAD: Daryl D. Bailey
 SUPERVISOR: Lloria James

POSITION INFORMATION:

Position Title Receptionist/Secretary
 Position Number 400016001
 Pay Grade A03 Pay Range \$25,630 - \$38,294
 Proposed Effective Date January 29, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Daryl D. Bailey Date 01/12/2018
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/12/2018
 Employee Benefit Manager

Sherrill Thomas Date 1/16/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

JAN 22 2018

DEPARTMENT: Montgomery County Sheriff's Office
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title DEPUTY SHERIFF TRAINEE
 Position Number 550430102 (Replacement of LaDerika Jackson)
 Pay Grade PS1-4 Pay Range \$38,236
 Proposed Effective Date JANUARY 29, 2018
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 1/10/2018
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 1/10/2018
 Employee Benefit Manager

Sherrill Thomas Date 1/16/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA

JAN 22 2018

Date: January 4, 2018
To: Donald L. Mims, Administrator
From: Donald Mims
Re: Approval for the following travel:

Destination: Huntsville, Alabama
Departure Date: February 21, 2018 Return Date: February 23, 2018
Conference Leave (Days / Hours): (3) days
Purpose of Travel: to attend the GFOAA 34th Annual Conference & Training Seminar

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: \$957.85 Advance Registration Required: \$300.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration \$300.00- Lodging \$300.75- Mileage \$207.10- Meals \$150.00

To: Donald L Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$957.85 and advance registration of \$300.00 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>\$3,183.96</u>
Budget Available:	<u>\$19,316.04</u>
Current Requests:	<u>\$957.85</u>
Budget Balance:	<u>\$18,358.19</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2018

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 2

AGENDA

JAN 22 2018

Date: 01/16/2018
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Huntsville, AL (The Westin Huntsville)
Departure Date: 02/21/2018 Return Date: 02/23/2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend GFOAA 34th Annual Conference & Training Seminar.
Qualifies for 16 CPE Hours toward CRE 2018 certification requirement.
Registration Fee includes the \$50 annual membership for regular members.

Traveler (s) Name: 1. Terri Henderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$997.10 Advance Registration Required: \$300.00
Department Name: Tax & Audit Fund Name: 001-51800-265
Additional Comments: Registration \$300 Lodging \$302 Mileage \$207.10 Meals \$150 Parking \$38

Earlybird Registration Fee of \$300 has to be paid in advance before 2/8/2018.

To: Terri Henderson, Revenue Manager
From: Donald L. Mims, Administrator
The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$997.10 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,250.00</u>
Approved Requests:	<u>\$455.38</u>
Budget Available:	<u>\$11,794.62</u>
Current Requests:	<u>\$997.10</u>
Budget Balance:	<u>\$10,797.52</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/16/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA

JAN 22 2018

Date: January 9, 2018
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Approval for the following travel:

Destination: Birmingham AL
Departure Date: March 28, 2018 Return Date: March 30, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Wanda Robinson 4. Angel McCall
2. Sallie Foster 5. _____
3. Martinez Tolbert 6. _____

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

Total (est.) Cost: \$2,500.00 Advance Registration Required: \$100.00
Department Name: Detention Facility Fund Name: General
Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$2,500.00 and advance registration of \$100.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52200.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$13,600.00</u>	
Budget Available:	<u>\$6,400.00</u>	
Current Requests:	<u>\$2,500.00</u>	
Budget Balance:	<u>\$3,900.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/16/18
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 4

AGENDA

JAN 22 2018

Date: January 16, 2018
To: Donald L. Mims, Administrator
From: Beverly Riddle Wise
Re: Approval for the following travel:

Destination: Embassy Suites, Montgomery, AL
Departure Date: 2/8/2018 Return Date: 2/9/2018
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Attending the Human Trafficking Summit

Traveler (s) Name: 1. Alex Thomas 4. _____
2. Rhonda Wimbley 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: \$150.00

Department Name: Youth Facility Fund Name: 00152603-265

Additional Comments: Registration check to be addressed to: End It Alabama
Attn: Alabama HT Summit , P.O. Box 4787
Huntsville, AL 35815

To: Beverly Riddle Wise
From: Donald L. Mims, Administrator

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$150.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,000.00</u>
Approved Requests:	<u>\$448.80</u>
Budget Available:	<u>\$9,551.20</u>
Current Requests:	<u>\$150.00</u>
Budget Balance:	<u>\$9,401.20</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/16/2018
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 5

AGENDA

JAN 22 2018

Date: January 16, 2018
To: Donald L. Mims, Administrator
From: Beverly Riddle Wise
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: February 21, 2018 Return Date: February 23, 2018
Conference Leave (Days / Hours): 3 days
Purpose of Travel: to attend the Alabama Conference of Social Work.

Traveler (s) Name: 1. Patricia Strickland 4. _____
2. Preston Frazier 5. _____
3. Jimmy Rogers 6. _____

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

Total (est.) Cost: \$1,500.00 Advance Registration Required: \$300.00

Department Name: Youth Facility Fund Name: 00152603-265

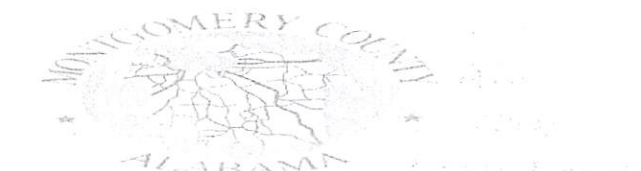
Additional Comments: Registration check to be addressed to the Alabama Conference of Social Work,
P.O. Box 205, Gulf Shores, AL 36547 for Preston Frazier and Jimmy Rogers,
Patricia Strickland already paid her \$150.00 registration.

To: Beverly Riddle Wise
From: Donald L. Mims, Administrator

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,500.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,000.00</u>
Approved Requests:	<u>\$448.80</u>
Budget Available:	<u>\$9,551.20</u>
Current Requests:	<u>\$1,650.00</u>
Budget Balance:	<u>\$7,901.20</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/16/2018

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA

JAN 22 2018

Date: 1/16/2018
To: Donald L. Mims, Administrator
From: George Speake, County Engineer
Re: Approval for the following travel:

Destination: Homewood Suites, 1800 Interstate Park Drive, Montgomery, Alabama
Departure Date: February 22, 2018 Return Date: February 22, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend Seminar on Advanced Microsoft Excel

Traveler (s) Name: 1. George Speake 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☒

Private Vehicle

Commercial Air

☐

Other (Specify)

Total (est.) Cost: \$199.00

Advance Registration Required: \$199.00

Department Name: Engineering Department

Fund Name: Gasoline Tax 111-53600.265

Additional Comments: _____

To: George Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 1/22/18 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>111-53600.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,000.00</u>
Approved Requests:	<u>\$2,581.00</u>
Budget Available:	<u>\$7,419.00</u>
Current Requests:	<u>\$199.00</u>
Budget Balance:	<u>\$7,220.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/16/2018

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA

JAN 22 2018

Date: January 4, 2018
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Approval for the following travel:

Destination: Auburn, AL
Departure Date: March 16, 2018 Return Date: March 16, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Alabama Certified Appraiser Exam

Traveler (s) Name: 1. Calvin Johnson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$276.04 Advance Registration Required: \$140.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REG: \$140, Meals \$75, Mileage 61.04
TOTAL EST. COST: \$276.04

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

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$276.04 and advance registration of \$140.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$1,747.90</u>	
Budget Available:	<u>\$28,252.10</u>	
Current Requests:	<u>\$276.04</u>	
Budget Balance:	<u>\$27,976.06</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/5/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA

JAN 22 2018

Date: January 16, 2018
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: February 5, 2018 Return Date: February 9, 2018
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Advanced Appraisal Concepts Class

Traveler (s) Name: 1. Calvin Johnson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$275.00 Advance Registration Required: \$275.00
Department Name: Appraisal Fund Name: Reappraisal
Additional Comments: _____

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

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$275.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>120-51985.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$30,000.00</u>
Approved Requests:	<u>\$1,747.90</u>
Budget Available:	<u>\$28,252.10</u>
Current Requests:	<u>\$551.04</u>
Budget Balance:	<u>\$27,701.06</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/16/2018
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 10

AGENDA

JAN 22 2018

Date: January 4, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: March 8, 2018 Return Date: March 8, 2018
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: ASU Spring 2018 Opportunity Fair

Traveler (s) Name: 1. Monica Caudle 4. _____
2. Henry Jackson 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: \$300.00
Department Name: Personnel Fund Name: Merit System
Additional Comments: Registration - \$300.00

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

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>123-51961-190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$490.75</u>	
Budget Available:	<u>\$4,509.25</u>	
Current Requests:	<u>\$300.00</u>	
Budget Balance:	<u>\$4,209.25</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/5/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 11

AGENDA

JAN 22 2018

Date: January 8, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Bessemer, AL
Departure Date: March 13, 2018 Return Date: March 13, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend Lawson State Community College Career, Health & Community Resource Fair

Traveler (s) Name: 1. Monica Caudle 4. _____
2. Henry Jackson 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: Personnel Fund Name: Merit System

Additional Comments: _____

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 1/22/18 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>123-51961.190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$790.75</u>	
Budget Available:	<u>\$4,209.25</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$4,209.25</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/16/2018

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 12

AGENDA

JAN 22 2018

Date: January 16, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Chicago, IL
Departure Date: June 16, 2018 Return Date: June 21, 2018
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2018 SHRM Annual Conference

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: \$3,540.45 Advance Registration Required: \$1,095.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration: 1095.00; Hotel: 1695.45; Food: 300.00; Airfare: 450.00

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$3,540.45 and advance registration of \$1,095.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>123-51961.265</u>	(ex: 000-00000-000)
Description:	<u>Registration and Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$789.72</u>	
Budget Available:	<u>\$24,210.28</u>	
Current Requests:	<u>\$3,540.45</u>	
Budget Balance:	<u>\$20,669.83</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/16/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 13

AGENDA

JAN 22 2018

Date: January 16, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Miami, FL
Departure Date: February 8, 2018 Return Date: February 11, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend SHRM Regional Business Meeting

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: \$0.00 Advance Registration Required: \$0.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: All expenses paid by SHRM

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 1/22/18 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>123-51961.265</u>	(ex: 000-00000-000)
Description:	<u>Registration and Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$789.72</u>	
Budget Available:	<u>\$24,210.28</u>	
Current Requests:	<u>\$3,540.45</u>	
Budget Balance:	<u>\$20,669.83</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/16/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 8

AGENDA

JAN 22 2018

Date: January 5, 2018
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Approval for the following travel:

Destination: 301 North Ripley Montgomery, AL
Departure Date: January 25, 2018 Return Date: January 26, 2018
Conference Leave (Days / Hours): 2 days
Purpose of Travel: To attend ORAS End User Training

Traveler(s) Name: 1. Patrice Jackson 4. _____
2. Michael Ligon 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: Community Corrections Fund Name: Community Corrections

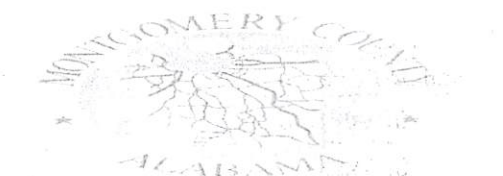
Additional Comments: _____

To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator

The above request is app. 1/22/18 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>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,700.00</u>	
Approved Requests:	<u>\$3,227.00</u>	
Budget Available:	<u>\$7,473.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$7,473.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2018

cc: Finance Director / Buyer

13-13

Montgomery County Commission
Travel / Training Request Approval
Request # 17

AGENDA

JAN 22 2018

Date: January 4, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Meridian, MS
Departure Date: February 4, 2018 Return Date: February 17, 2018
Conference Leave (Days / Hours): 13 Days
Purpose of Travel: attend Mississippi/Alabama DARE Officer Training 2018

Traveler (s) Name: 1. Kofee Anderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,800.00 Advance Registration Required: \$900.00

Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499

Additional Comments: _____

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

The above request is 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$2,800.00 and advance registration of \$900.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>749-52110.499</u> (ex: 000-00000-000)
Description:	<u>Administration Expense</u>
Current Budget:	<u>\$365,200.00</u>
Approved Requests:	<u>\$48,761.00</u>
Budget Available:	<u>\$316,439.00</u>
Current Requests:	<u>\$2,800.00</u>
Budget Balance:	<u>\$313,639.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/5/2018

cc: Finance Director / Buyer

13-14

Montgomery County Commission
Travel / Training Request Approval
Request # 18

AGENDA

JAN 22 2018

Date: January 8, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Anniston, AL
Departure Date: February 19, 2018 Return Date: February 24, 2018
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: attend Field Force Extrication Tactics Course

Traveler(s) Name: 1. James Richardson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$0.00

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

Additional Comments: only expected expense will be fuel

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

The above request is 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$18,770.00</u>
Budget Available:	<u>\$21,230.00</u>
Current Requests:	<u>\$100.00</u>
Budget Balance:	<u>\$21,130.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/9/2018

cc: Finance Director / Buyer

13-15

Montgomery County Commission
Travel / Training Request Approval
Request # 20

AGENDA

JAN 22 2018

Date: January 12, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Homewood, AL
Departure Date: February 7, 2018 Return Date: February 9, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend Investigating Officer-Involved Shooting Course

Traveler (s) Name: 1. Jeff Davis 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$880.00 Advance Registration Required: \$375.00
Department Name: Sheriff's Office Fund Name: 001-52110.265
Additional Comments: _____

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

The above request is app. 1/22/18 reimbursement of actual and necessary expenses in the
approximate amount of \$880.00 and advance registration of \$375.00 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>\$18,820.00</u>
Budget Available:	<u>\$21,180.00</u>
Current Requests:	<u>\$980.00</u>
Budget Balance:	<u>\$20,200.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/16/2018
cc: Finance Director / Buyer

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