

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

FEBRUARY 5, 2018

AGENDA
INFORMATION SESSION

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

Prayer

Reports from Staff:

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

Comments from Scheduled Attendees:

Probate Judge Steven L. Reed
CEO Doris D. Crenshaw with the Southern Youth Leadership Development Institute
General Manager Dr. Billy Powell with the Alabama Cattleman's Association
President Derrick Dean and Member Antonio Parker with Maggie Street Community
Development Corporation
Senior Vice President of Corporate Development Ellen G. McNair with the Montgomery
Area Chamber of Commerce

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Walker

Pledge of Allegiance Led by Commissioner Sankey

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of January 22, 2018

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization to Purchase Three Additional Vehicles, Appraisal Department
2. Consider Authorization of Contract with Goodwyn, Mills and Cawood, Inc., regarding Construction Engineering and Inspection Services for the Gerhardi Industrial Access Road Project, County Commission
3. Consider Authorization of Amendment Number 1 to Contract with MAC Uniforms for Sheriff's Office Uniforms, Items 22, 37-58 regarding a One (1) Year Extension, beginning February 7, 2018 and ending on February 6, 2019 and a 5% Pricing Increase, Contract Number 52110-17B-008, Sheriff's Office
4. Consider Authorization of Amendment Number 1 to Contract with Gulf States Distributors for Sheriff's Office Uniforms, Items 28 and 29 regarding a One (1) Year Extension, beginning February 7, 2018 and ending on February 6, 2019 and a 5% Pricing Increase, Contract Number 52110-17B-008, Sheriff's Office
5. Consider Authorization of Amendment Number 2 to Contract with Dunn Construction, Co., Inc., for Crushed Stone regarding a One (1) Year Extension, beginning January 4, 2018 and ending on January 3, 2019, Contract Number 53000-16B-006, Engineering Department
6. Consider Authorization of Amendment Number 2 to Contract with Dieter Consulting Services, Inc., for Inspection and Evaluation of Elevators regarding a One (1) Year Extension, beginning February 15, 2018 and Ending February 14, 2019, Contract Number 59310-16P-002, County Commission
7. Consider Authorization of Change Order Number 2 to Contract with Stallings & Sons, Inc., for Annex I, First Floor Renovations, County Commission
8. Consider Authorization of Payment of Ex-Officio Membership to the Montgomery Area Committee of 100, Inc., for Chairman Dean, County Commission
9. Consider Authorization of Payment to the City of Montgomery regarding the Insolvent 2017 Tax Bill for the IREP Facility in the Amount of \$40,905, County Commission
10. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission

11. Consider Authorization of Budget Change Request Number 10 to the Blue Gray National Collegiate Tennis Classic in the Amount of \$8,000 for the 2018 Blue Gray National Tennis Tournament, County Commission Appropriations
12. Consider Authorization of Position Fill Requests – Detention Facility (4)
 - Corrections Officer Trainee, Position Number 500419042
 - Corrections Officer Trainee, Position Number 500419187
 - Corrections Officer Sergeant, Position Number 500421129
 - Corrections Officer Corporal, Position Number 500425092
13. Consider Authorization of Position Fill Request – Engineering Department (1)
 - Civil Engineer Tech IV, Position Number 640631001
14. Consider Authorization of Position Fill Request – Probate Judge’s Office (1)
 - Administrative Support Specialist, Position Number 750015006
15. Consider Authorization of Position Fill Request – Sheriff’s Office (1)
 - Deputy Sheriff Trainee, Position Number 550430023
16. Consider Authorization of Position Fill Request for Assistant Revenue Manager, Position Number 810119003, Tax and Audit Department
17. Consider Authorization to Add the Senior Revenue Auditor Position, Pay Grade A08 to the County Pay Plan, Tax and Audit Department
18. Consider Authorization to Add the Revenue Compliance Officer Position, Pay Grade A07 to the County Pay Plan, Tax and Audit Department
19. Consider Authorization to Reallocate Two Administrative Support Associates, Position Numbers 8100113007 and 810013009, Pay Grade A03 to Customer Service Clerks, Pay Grade A04, Tax and Audit Department
20. Consider Authorization to Change the Pay Grade for Finance Director from A14 (\$82,224 - \$122,851) to A15 (\$89,701 - \$133,664) and that the Finance Director be compensated at A15, Step 9, County Commission
21. Consider Authorization of Reallocate the Administrative Support Specialist, Pay Grade A04, Position Number 260015033 to Administrative Assistant, Pay Grade A05, Support Services
22. Consider Authorization of Travel/Training Requests (19)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

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

APRIL 2, 2018

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

APRIL 16, 2018

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

AGENDA

FEB -5 2018

2-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-19-18

Check Number	To	Check Number
275174		275211
Total Checks Paid		\$73,964.42

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

AGENDA

FEB -5 2018

2-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-19-18

Check Number	To	Check Number
275212		275261
Total Checks Paid		\$380,677.76

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

AGENDA

FEB -5 2018

2-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-26-18

Check Number	To	Check Number
275262		275315
Total Checks Paid		\$551,243.26

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

AGENDA

FEB - 5 2018

2-5-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-26-18

Check Number	To	Check Number
275316		275407
Total Checks Paid		\$1,402,477.08

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

FEB -5 2018

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
1/19/18

Payroll Check Number	129428	To	Payroll Check Number	129485	\$	55,776.77
Direct Deposits					\$	932,743.47
Payroll Check Number	129486	To	Payroll Check Number	129507	\$	295,007.30
Direct Deposits					\$	414,031.90
Federal Deposits					\$	347,038.80
Total Payroll Paid					\$	2,044,598.24

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

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY

REVENUE COMMISSIONER'S OFFICE

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



AGENDA

FEB - 5 2018

January 16, 2018

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Montgomery County Commissioners

Cc: Janet Y. Buskey, Revenue Commissioner

FROM: Clay Henley, Chief Appraiser *CH*

SUBJECT: Appraisal Department Vehicles

In 2016 the Appraisal Department purchased 8 vehicles for field use. My purpose for changing from private vehicles to County owned vehicles was to save money and increase safety for our employees. Going from mileage reimbursement to maintenance of County owned vehicles has decreased expenses by roughly 70%. Employees face less questions from the public about who they are and what they are doing because the vehicles are easily identifiable. We currently have 13 field employees with 8 vehicles. We are not always able to stagger field work with office work so that there are enough cars available at all times. More often than not we have employees who need to go to the field and there are not any cars available. Therefore, I am requesting approval to purchase 3 additional vehicles. This purchase would not require additional funding due to a surplus from our aerial photography budget.

CH

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

1-1

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

FEB - 5 2018

January 24, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Contract with Goodwyn, Mills and Cawood, Inc., regarding Construction Engineering and Inspection Services for the Gerhardi Industrial Access Road Project

The Montgomery County Commission, at its meeting on January 22, 2018, agreed to place on the next agenda a Contract with Goodwyn, Mills and Cawood, Inc., regarding Construction Engineering and Inspection Services for the Gerhardi Industrial Access Road Project

I am requesting approval of this item.

DLM/tn

STATE OF ALABAMA
MONTGOMERY COUNTY

THIS AGREEMENT is made and entered into this the _____ day of _____, 20____
between The Montgomery County Commission, (hereinafter called the OWNER), and
Goodwyn, Mills and Cawood, Inc. (hereinafter called the ENGINEER).

WITNESSETH:

WHEREAS, the OWNER has entered into an Agreement with the State of Alabama acting
through the Alabama Department of Transportation (ALDOT) for Project No. IAR-051-000-
012 AND WHEREAS, the PROJECT provides A New Side Road in Montgomery Industrial
Park Off of Industrial Park Boulevard to Benefit Gehardi AND WHEREAS, ALDOT grant
eligible activities including construction engineering activities and it has been agreed between
the parties that the OWNER retain Goodwyn, Mills and Cawood, Inc. in the capacity of
ENGINEER to provide such services.

ARTICLE I: DESCRIPTION AND SCOPE OF WORK:

The ENGINEER will provide the following services to the OWNER:

A. Construction Engineering

After State approval of the plans, contract documents, and authorization to award to
the lowest responsible bidder, the ENGINEER will perform Construction and
Engineering Services for the OWNER in accordance with the Engineer's current
Construction Engineering and Inspection Services Statewide Agreement as prepared
by The Alabama Department of Transportation. Contract ID: 2003

B. Estimated Engineering Cost for Construction Engineering:

New Side Road in Montgomery Industrial Park

ALDOT PROJECT No. IAR-051-000-012

Goodwyn | Mills | Cawood

3.6 Miles 10 Minute Travel Time (One Way Per Week Charge on Inspector)

45 Working Days	Overhead Rate	Hrs/Day 8 Hr Rate	OT/Day OT Rate	Days on Job	FEE
Inspector 1	148.11%	\$22.00	\$33.00	50	\$22,625.15
Inspector 1 Overtime	8 hrs per week		\$33.00		\$6,550.10
Inspector 1 (Hours on Job not Charged to Contractor) Due to Half Days, Weather Days, etc.)		\$22.00		5	\$880.00
Inspector 2 (During Paving Operations)		\$20.00		5	\$2,056.83
Inspector 2 Overtime	10 hrs per week		\$30.00	5	\$744.33
Project Superintendent		\$28.00		8	\$5,251.99
Project Manager		\$36.50		6	\$4,346.89
Professional Engineer		\$51.00		5	\$5,978.83
Engineering Administrator (Close Out)		\$28.00		4	\$2,223.07
					<u>\$50,657.19</u>
Facilities Cost of Capital Rate	0.880%				<u>\$445.78</u>
				Total Labor (a)	\$51,102.97
Geotech & Testing (Not Included)				(b)	
				Total (a)+(b)	<u>\$51,102.97</u>
		10.00%	PROFIT		<u>\$5,110.30</u>
			Grand Total		\$56,321.39

Total Estimated Cost \$56,321.39
ALDOT LIMITING AMOUNT: \$42,510.00

The amount of this contract is \$42,510.00, Forty Two Thousand, Five Hundred Ten Dollars and 00/100 based upon the ALDOT approved amount.

Note: The above time shown is for estimating purposes only and is subject to change. In the event that the actual cost for inspection exceeds the ALDOT Limiting amount, the scope of the project changes, additional services of the ENGINEER is requested, delays in the project due to, but not limited to, utility conflicts, weather, etc, the ENGINEER shall be compensated in full for any and all additional services rendered beyond the terms of the original scope of work and this agreement. In the event that additional charges are made, the charges will be applied at the same rate and manner as regular charges which are in accordance with the terms of the aforementioned Construction Engineering and Inspection Services Statewide Agreement. All charges will be the responsibility of the OWNER, regardless of reimbursement by State or Federal Agencies and will be payable to the ENGINEER within 30 calendar days of receipt.

Overtime charges may be applied at the rates shown for hourly employees of the ENGINEER if the contractor exceeds 40 hours per week or as the project dictates. No additional approval shall be required.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective officers, and persons thereunto duly authorized; for the ENGINEER on the

_____ day of _____, 20____, and the OWNER on the

_____ day of _____, 20 ____.

:

OWNER: The Montgomery County Commission

ATTEST (SEAL)

ENGINEER: Bobby Kemp
Goodwyn|Mills|Cawood

WITNESS

DISPUTE RESOLUTION

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 Goodwyn, Mills and Cawood, Inc.

Tammy Nix

From: Donald Mims
Subject: FW: Project No. IAR-051-000-012 Construction of a New Side Road in Montgomery Industrial Park off of Industrial Park Boulevard Located between Old Dominion and the South edge of the New Gerhardi Site to Benefit Gerhardi.
Attachments: UNEXECUTED GMC- AGREEMENT CE&I SERVICES 1-16-2018.pdf

From: Jeff Fennell [mailto:jeff.fennell@gmcnetwork.com]
Sent: Tuesday, January 16, 2018 2:07 PM
To: Donald Mims <DonaldMims@mc-ala.org>; Florence Cauthen <FLORENCECAUTHEN@mc-ala.org>
Cc: Kevin Boone <kevinboone@mc-ala.org>; George Speake <GeorgeSpeake@mc-ala.org>
Subject: RE: Project No. IAR-051-000-012 Construction of a New Side Road in Montgomery Industrial Park off of Industrial Park Boulevard Located between Old Dominion and the South edge of the New Gerhardi Site to Benefit Gerhardi.

Donnie,
Attached is our Contract to perform the CE&I services for the Gerhardi Industrial Access Road project. I've included the County's Dispute Resolution clause as an attachment to the Contract. Per the terms required by ALDOT, this contract is a Cost-Plus contract so we only invoice for actual time incurred on the project. You'll notice we have a cost breakdown Estimate on Page 2, which is what we submitted to ALDOT for approval. Since their limiting amount was less than our estimate, we noted this on Page 3 along with the statement that the amount of this contract is \$42,510 based on the ALDOT approved amount.

In the event our costs begin to approach the limiting amount before the construction is finished, we will approach ALDOT with a request to revise the limiting amount as needed. Considering the original grant amount was \$521,100 and the low bid from Dubose was \$367,911.50, we still have over \$150,000 remaining in the grant to cover the inspection costs and any possible overruns that might arise during construction so we're in really good shape for the grant to cover all costs during construction.

If you have any questions about the contract, please let me know.

Thanks,

Jeff Fennell PE
Transportation Engineering
T: 334.271.3200
D: 334.387.0772
E: JFennell@gmcnetwork.com

2660 EastChase Lane
Suite 200
Montgomery, AL 36117

Building Communities

GMC



Kay Ivey
Governor

ALABAMA DEPARTMENT OF TRANSPORTATION

SOUTHEAST REGION
OFFICE OF REGION ENGINEER
CAPITOL COMMERCE CENTER
100 CAPITOL COMMERCE BLVD.
SUITE 210, BUILDING B
MONTGOMERY, ALABAMA 36117
Telephone: (334) 353-6850 FAX: (334) 801-9804



John R. Cooper
Transportation Director

January 10, 2018

Mr. Elton N. Dean, Sr.
Montgomery County Commission Chairman
ATTN: Mr. Donald L. Mims
P.O. Box 1667
Montgomery, AL 36102

Dear Mr. Mims:

Re: Project No. IAR-051-000-012
A New Side Road in Montgomery Industrial Park
To Benefit Gerhardi
Montgomery, County

Reference is made to your letter, regarding Construction Engineering and Inspection for the Montgomery County on the above-referenced project.

The County shall require Goodwyn, Mills & Cawood to maintain inspectors on the project at all times when construction work is ongoing. Also, I would like to point out the Consultant shall submit, in writing, to this office the name of all personnel to be considered for assignment to the above-referenced project, with a detailed resume of each person's qualifications and copies of current certifications with respect to salary, education, and experience. The Consultant's personnel approval request shall be submitted to this office at least two weeks prior to and approved by this office prior to the date an individual is to report to work.

The limiting amount for this work will be \$42,510.00. The overhead rate and operating margin have previously been approved by the Bureau of Finance and Audits, External Audit Section.

The Montgomery County may proceed to enter into a cost-plus agreement with Goodwyn, Mills & Cawood. Please let me know if you have any questions.

Sincerely,

Daryl Calhoun
Southeast Region
Preconstruction Consultant Management

DC/ms
Attachment

cc: Mr. David Bollie, P.E.
File

2-7

AGENDA

FEB - 5 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: February 1, 2018

RE: Contract No. 52110-17B-008
Sheriff's Office Uniforms

I request that the attached Amendment No. 1 to MAC Uniforms contract for Sheriff's Office uniforms items 22, 37-58 be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning February 7, 2018 and ending on February 6, 2019.

MAC Uniforms would like to increase pricing by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Sheriff Derrick Cunningham.

Attachment

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

Amendment
To
Contract # 52110-17B-008

Amendment No. 1

Contract with MAC Uniforms for Sheriff's Office uniforms, is hereby extended for one (1) year, beginning February 7, 2018 and ending February 6, 2019.

Prices will increase by 5%, in accordance with the contract.

All other provisions of the contract remain the same.

WITNESS:

MAC UNIFORMS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

FEB -5 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II II

DATE: January 4, 2018

RE: Contract No. 52110-17B-008
Sheriff's Office Uniforms

I request that the attached Amendment No. 1 to Gulf States Distributors contract for Sheriff's Office uniforms items 28 and 29 be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning February 7, 2018 and ending on February 6, 2019.

Gulf States Distributors would like to increase pricing by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Sheriff Derrick Cunningham.

Attachment

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

Amendment
To
Contract # 52110-17B-008

Amendment No. 1

Contract with Gulf States Distributors for Sheriff's Office uniforms is hereby extended for one (1) year, beginning February 7, 2018 and ending February 6, 2019.

Prices will increase by 5%, in accordance with the contract.

All other provisions of the contract remain the same.

WITNESS:

GULF STATES DISTRIBUTORS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

FEB - 5 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II TT

DATE: January 5, 2018

RE: Contract No. 53000-16B-006
Crushed Stone

I request that the attached Amendment No. 2 to Dunn Construction Co., Inc. contract for crushed stone be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for one (1) year, beginning January 4, 2018 and ending on January 3, 2019.

Dunn Construction Co., Inc. chooses not to increase prices during the terms of this contract period. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with George Speake, County Engineer.

Attachment

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

Amendment
To
Contract # 53000-16B-006

Amendment No. 2

Contract for crushed stone, is hereby extended for one (1) year beginning January 4, 2018 and ending January 3, 2019.

There will be no price increase during this contract period.

All other provisions of the contract will remain the same.

WITNESS:

DUNN CONSTRUCTION CO., INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

FEB -5 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II 

DATE: January 4, 2018

RE: Contract No. 59310-16P-002
Inspection and Evaluation of Elevators

I request that the attached Amendment No. 2 to Dieter Consulting Services, Inc. contract for inspection and evaluation of elevators be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for one (1) year, beginning February 15, 2018 and ending on February 14, 2019.

Dieter Consulting Service, Inc. chooses not to increase prices during the terms of this contract period. All other provisions of the contract shall remain the same.

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

Attachment

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

Amendment
To
Contract # 59310-16P-002

Amendment No. 2

Contract for inspection and evaluation of elevators, is hereby extended for one (1) year beginning February 15, 2018 and ending February 14, 2019.

There will be no price increase during this contract period.

All other provisions of the contract will remain the same.

WITNESS:

DIETER CONSULTING SERVICES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

January 18, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence Cauthen 
Deputy Administrator

SUBJECT: Change Order 2 for Annex I, First Floor Renovation

Please find attached Change Order 2 for Annex I, First Floor Renovation to reduce the contract sum by \$5,324.09 for that portion of the owner's allowance not used.

I request that the change order be placed on the next agenda.

Attachment



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
Montgomery County Courthouse
Annex 1 Sheriff's Dispatch & First
Floor Renovations
PH&J 1208GVO

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 002

Date: September 21, 2016

Date: December 13, 2017

OWNER: (Name and address)
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102

ARCHITECT: (Name and address)
PH&J Architects, Inc.
807 S. McDonough Street
Montgomery, AL 36104

CONTRACTOR: (Name and address)
Stallings & Sons, Inc.
PO Box 70040
Montgomery, AL 36107

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

ITEM A DEDUCT: delete remaining Owner's allowance.....(\$5,324.09)

ITEM B/C justification of IT's security allowances.....0.00

ITEM D justification of gas allowance.....0.00

ITEM E add 90 days to project for IT delay

TOTAL (\$5,324.09)

The original Contract Sum was	\$ 1,983,362.00
The net change by previously authorized Change Orders	\$ 41,200.45
The Contract Sum prior to this Change Order was	\$ 2,024,562.45
The Contract Sum will be decreased by this Change Order in the amount of	\$ 5,324.09
The new Contract Sum including this Change Order will be	\$ 2,019,238.36

The Contract Time will be increased by Ninety (90) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PH&J Architects, Inc.

ARCHITECT (Firm name)

SIGNATURE

Patrick Addison, Vice President

PRINTED NAME AND TITLE

DATE

Stallings & Sons, Inc.

CONTRACTOR (Firm name)

SIGNATURE

Jeff Stallings, Secretary/Treasurer

PRINTED NAME AND TITLE

DATE

Montgomery County Commission

OWNER (Firm name)

SIGNATURE

Elton Dean Sr., Chairman

PRINTED NAME AND TITLE

DATE

Travelers Casualty and Surety Company of America

Rene Ellis



POWER OF ATTORNEY

Farmington Casualty Company
 Fidelity and Guaranty Insurance Company
 Fidelity and Guaranty Insurance Underwriters, Inc.
 St. Paul Fire and Marine Insurance Company
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
 Travelers Casualty and Surety Company
 Travelers Casualty and Surety Company of America
 United States Fidelity and Guaranty Company

Attorney-In Fact No. 228023

Certificate No. 007200504

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Billie Jo Sanders, Paul B. Scott Jr., Renee Ellis, Thomas J. Gentile, David J. Durden, and Milton A. Kopf

of the City of Montgomery, State of Alabama, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 24th day of April, 2017.

Farmington Casualty Company
 Fidelity and Guaranty Insurance Company
 Fidelity and Guaranty Insurance Underwriters, Inc.
 St. Paul Fire and Marine Insurance Company
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
 Travelers Casualty and Surety Company
 Travelers Casualty and Surety Company of America
 United States Fidelity and Guaranty Company



State of Connecticut
 City of Hartford ss.

By: _____

Robert L. Raney, Senior Vice President

On this the 24th day of April, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
 My Commission expires the 30th day of June, 2021.



Marie C. Tetreault
 Marie C. Tetreault, Notary Public

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

FEB -5 2018

January 24, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2018 Ex-Officio Membership Dues to the Montgomery Area
Committee of 100, Inc.

The Montgomery County Commission, at its meeting on January 22, 2018, agreed to place on the next agenda the payment of Ex-Officio Membership to the Montgomery Area Committee of 100, Inc., for Chairman Dean.

I am requesting approval of this item.

DLM/tn

Attachment



Montgomery Area Committee of 100, Inc.
P. O. Box 79
Montgomery, AL 36101

Invoice

Honorable Elton Dean
Montgomery County Commission
P O Box 1667
Montgomery, AL 36102

Date	Invoice #
1/8/2018	1909

Item Code	Description	Amount
Ex-Officio	Ex-Officio Membership	500.00
Please remit upon receipt to: Montgomery Area Committee of 100 P. O. Box 79 Montgomery, AL 36101-0079		Total \$500.00

MTGY CO. COMMISSION
JAN 12 '18 AM 8:58

8.2

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

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AGENDA

FEB - 5 2018

January 24, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment to the City of Montgomery regarding the Insolvent 2017 Tax Bill for the IREP Facility

The Montgomery County Commission, at its meeting on January 22, 2018, agreed to place on the next agenda payment to the City of Montgomery regarding the Insolvent 2017 Tax Bill for the IREP Facility in the amount of \$40,905.

I am requesting approval of this item.

DLM/tn

Attachment

Tammy Nix

From: Crabb, Barry O. <bcrabb@montgomeryal.gov>
Sent: Thursday, December 21, 2017 8:17 AM
To: Donald Mims
Cc: tstrange2@aol.com
Subject: FW: Message from Finance Admin Copier
Attachments: SFinance Ad17122108070.pdf

Donnie,

Attached are the property tax bills for the IREP facility which we hope to close on by the end of the year. This is what the mayor and I called you about earlier this week – if we had more time, we would go through the lengthy process of getting these taxes abated and simply would not have to pay. In the interest of time, we are proposing to go ahead and pay them realizing 35% (12.5 mills out of 36.5) will be coming directly to us and we are asking the Commission to send us a check for 21% (7.5 mills out of 36.5) which they will be receiving. I'm sure Elton and the Mayor could get this worked out with Janet given some additional time, but with year-end approaching and our trying to get control of the facility, we think this may be the best way to proceed. Our attorneys are talking to the State Finance Commissioner about getting the State share – we realize probably nothing can be done about the School portion. You may recall that IREP received abatements from most of these taxes, however, when they ceased operations, those abatements were cancelled – so in a sense, neither we, nor the county or State were ever receiving these tax payments.

I'm on the way out of town but am back in office tomorrow. I'll have my cell if you have any questions – many thanks for your consideration,

Barry O. Crabb
Finance Director
City of Montgomery
Office: (334) 625-2025
Cell: (334) 451-9042
bcrabb@montgomeryal.gov

From: wfemail@montgomeryal.gov [mailto:wfemail@montgomeryal.gov]
Sent: Wednesday, December 20, 2017 6:07 PM
To: Crabb, Barry O. <bcrabb@montgomeryal.gov>
Subject: Message from Finance Admin Copier



Personal Property

Janet Buskey

Revenue Commissioner

Montgomery, AL

INSOLVENT TAX BILL - TAX YEAR 2017

101 S. Lawrence St

Montgomery, AL 36104

TEL: (334) 832-1250

PRINTED ON: 11/30/2017

TO WHOM ASSESSED

IREP

IREP

1551 LOUISVILLE ST
MONTGOMERY AL 36104



36104

PARCEL INFORMATION

PARCEL NUMBER: 4950 004 01 001
RECEIPT NUMBER: I13681047 [BASE YEAR: 2014]
ACCOUNT NUMBER: 622712
TAX YEAR: 2017
TAX & COST: \$47,383.08
ESCAPED TAXES DUE: \$0.00
AMT. PAID: \$0.00
TOTAL DUE: \$47,383.08

LEGAL DESCRIPTION

ACCOUNT TYPE: PERSONAL PROPERTY

LESSEE NAME:

LESSEE ADDR:

MUN CODE FIRE DIST ABATE CODE TIF DIST EXMT CODE
02 00 00 00

TOTAL MILLAGE: 0.0365

ASSESSED VALUE:

2,678,740.00

TOTAL MARKET VALUE:

\$9,713,526.00

PAY \$47,383.08 ON OR BEFORE 12/31/2017

PROPERTY LOCATED AT
1551 LOUISVILLE ST
MONTGOMERY AL 36104

	GROSS	EXMT	NET
STATE TAX	8,036.22	0.00	8,036.22
COUNTY TAX	0.00	0.00	0.00
SCHOOL TAX	9,375.59	0.00	9,375.59
DIST SCHOOL TAX	9,375.59	0.00	9,375.59
CITY TAX 02	0.00	0.00	0.00
FOREST TAX	0.00	0.00	0.00
AMD778 TAX	8,036.22	0.00	8,036.22
FIRE TAX	0.00	0.00	0.00
PIKE SCHOOL TAX	0.00	0.00	0.00
TOTAL TAX	34,823.62	0.00	34,823.62
DELINQUENT			5.00
CERT MAIL FEE			10.00
PP ASSESSMENT FEE			5.00
INTEREST			12,539.46
CURRENT TAX & COST:			\$47,383.08

9-3



Montgomery County, AL
REDEMPTION WORKSHEET
(334) 832-1250

Account No.: 1101012000004001
Parcel No.: 11 01 01 2 000 004.001
Status: ACTIVE

Tax Sale Date: 6/1/2016
Redeem Date:

Owner Name: IREP MONTGOMERY MRF LLC
Bidder Name: STATE OF ALABAMA
Location: Montgomery

Save Quote

Redemption Worksheet

Year	Tax & Cost	Over Bid	FMV	FMV-15%	Assessed Val	Interest On Amt	Interest	Total Due
2015 * 6/1/2016	\$21,601.43	0.00	7,902,800	1,185,420	1,580,560	\$21,601.43 [576 days]	\$4,093.56	\$25,694.99
2016	\$57,630.11	0.00	7,840,100	1,176,015	1,568,020	\$57,630.11 [363 days]	\$6,882.59	\$64,512.70
2017	\$56,894.74	0.00	7,793,800	1,169,070	1,558,760	\$56,894.74 [0 days]	\$0.00	\$56,894.74

Per Diem: 0.000329 Total Interest: \$10,976.15

Redemption Fee: \$0.50
Grand Total: \$147,102.93
Amount Paid: \$0.00
Balance: \$147,102.93

AMOUNT DUE IF PAID BY 12/29/2017

Inter office Memo/Instructions:

- ☐ Verify New Owner Information
☐ Attach New Deed

From - JACINTA HERBERT Date: 12/15/2017

9-4

ELTON N. DEAN, SR.
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AGENDA

FEB -5 2018

February 5, 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-2018-53: Central Alabama CrimeStoppers, Inc., for Public Safety, Health and Welfare Program - \$2,500; (Walker)
- C-2018-54: Brantwood Children's Home, for Food, Clothing and Activities for Neglected and Abused Children of Montgomery County - \$1,000; (Walker)
- C-2018-55: Shepherd's Ministries, Inc., for Youth Programs for Underprivileged Children - \$500; (Singleton)
- C-2018-56: Montgomery Area Council on Aging (MACOA), for Meals on Wheels Program for Homebound Seniors - \$2,000; (Singleton)
- NC-2018-57: 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 - \$750; (Harris)
- NC-2018-58: City of Montgomery, to be used by BONDS for the Cost of Two Attendees at the BONDS Community Banquet Meeting - \$50; (Singleton)

MEMORANDUM
Montgomery County Commission
February 5, 2018
Page 2

From fund code 001-59320-494 (Commissioner's Education Miscellaneous Appropriations) to:

- BOE-2018-28: BOE, Lanier High School, for JROTC Program - \$2,000; (Harris-\$1,000 and Sankey-\$1,000)
- BOE-2018-29: Pike Road Board of Education, for Pike Road Schools, for High School Baseball Team - \$4,500; (Singleton)
- BOE-2018-30: BOE, Brewbaker Technology Magnet High School, for Principal's Discretionary Fund, for Baseball Program - \$500; (Singleton)
- BOE-2018-31: BOE, Georgia Washington Middle School, for Principal's Discretionary Fund - \$1,000; (Singleton)
- BOE-2018-32: BOE, Lanier High School, for Band for Cold Weather Accessories - \$1,500; (Sankey)
- BOE-2018-33: BOE, Wares Ferry Road Elementary School, for Physical Education Program - \$2,000; (Sankey)

DLM/tll

Request Number: 10

Date _____

Date _____

☒

Date _____

[illegible]

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

FEB -5 2018

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

POSITION INFORMATION:

Position Title Corrections Officer Trainee
Position Number 500419042 (Replacement of Jeffrey Gourdine)
Pay Grade PCT Pay Range \$30,096
Proposed Effective Date 2/12/2018
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 1/18/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 01/22/2018

Sherrill Thomas

Finance Director

Date 1/23/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date

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 500419187 (Replacement of Kenneth Blackmon)
Pay Grade PCT Pay Range \$30,096
Proposed Effective Date 2/12/2018
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 1/18/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 01/22/2018

Sherrill Thomas

Finance Director

Date 1/23/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

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 Sergeant
Position Number 500421129 (Replacement of Brent Talley)
Pay Grade PC3 Pay Range \$39,257 - \$58,655
Proposed Effective Date February 26, 2018
Type of Hire (☐) New (☒) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date January 30, 2018
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/30/2018
Employee Benefit Manager

Sherrill Thomas Date 1/31/2018
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

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 500425092 (Replacement of Q. Dabney)
Pay Grade PC2 Pay Range \$33,747 - \$50,423
Proposed Effective Date 2/12/2018
Type of Hire (☐) New (☒) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 1/18/2018
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/22/2018
Employee Benefit Manager

Sherrill Thomas Date 1/23/18
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering Construction
 DEPARTMENT HEAD: George Speake
 SUPERVISOR: Kevin Boone

POSITION INFORMATION:

Position Title Civil Engineer Tech IV
 Position Number 640631001 - Replacing James May
 Pay Grade A10- 1 Pay Range 56,189 - 83,951
 Proposed Effective Date February 12, 2018
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George Speake

Department Head

Date 1/22/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 01/22/2018

Sherrill Thomas

Finance Director

Date 1/23/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

FEB - 5 2018

DEPARTMENT: Probate
DEPARTMENT HEAD: Judge Steven Reed
SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title Administrative Support Specialist
Position Number 750015006
Pay Grade A04 Pay Range 28,765 - 42,978
Proposed Effective Date 12 February 2018
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:



Department Head

Date 30 January 2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 01/30/2018

Sherrill Thomas

Finance Director

Date 1/31/2018

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 Trainee

Position Number 550430023 (replacement of Roy Foster)

Pay Grade PS1-4 Pay Range 38,236

Proposed Effective Date 2/12/2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 1/19/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 01/22/2018

Employee Benefit Manager

Sherrill Thomas Date 1/23/2018

Finance Director

ADMINISTRATIVE APPROVAL:

_____ Date _____

County Administrator

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

FEB - 5 2018

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

POSITION INFORMATION:

Position Title Assistant Revenue Manager
Position Number 810119003
Pay Grade A09 Pay Range \$50,627 - \$75,642
Proposed Effective Date 02-12-2018
Type of Hire (☐) New (☒) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Terri Henderson
Department Head
Date 01-30-2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager
Date 01/30/2018

Sherrill Thomas
Finance Director
Date 1/31/2018

ADMINISTRATIVE APPROVAL:

County Administrator
Date _____

ELTON N. DEAN, SR.
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January 16, 2018

AGENDA

FEB - 5 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Personnel Review of County Commission Departments and Positions

Over the past year significant changes occurred in personnel and operations in several departments of the Montgomery County Commission. I asked the City-County Personnel Department to consider realignment of positions to reflect actual operations and to review job descriptions and pay grades of certain positions. Personnel recently completed its review, and their recommendations are summarized below.

1. The Finance Director should be compensated at pay grade A15.
- * 2. The Tax and Audit Department should use the Assistant Revenue Manager classification and should request that the City's Senior Auditor (A08) and Revenue Compliance Officer (A07) classifications be added to the County's pay plan. The department's two Administrative Support Associate positions (A03) should be reallocated to Customer Service Clerk (A04) positions.
3. The Administrative Support Specialist (A04) position in General Services should be reallocated to an Administrative Assistant (A05) position.

I recommend that the County Commission implement the Personnel Department's recommendations including that the Finance Director be compensated at A15, Step 9. Funding for these recommendations is included in the 2018 budget. I request that approval of these items be placed on the next agenda.

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January 16, 2018

AGENDA

FEB -5 2018

MEMORANDUM

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County Administrator

SUBJECT: Personnel Review of County Commission Departments and Positions

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January 16, 2018

AGENDA

FEB - 5 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Personnel Review of County Commission Departments and Positions

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January 16, 2018

AGENDA

FEB - 5 2018

MEMORANDUM

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County Administrator

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January 16, 2018

AGENDA

FEB - 5 2018

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County Administrator

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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
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WWW.MC-ALA.ORG

January 16, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Personnel Review of County Commission Departments and Positions

Over the past year significant changes occurred in personnel and operations in several departments of the Montgomery County Commission. I asked the City-County Personnel Department to consider realignment of positions to reflect actual operations and to review job descriptions and pay grades of certain positions. Personnel recently completed its review, and their recommendations are summarized below.

1. The Finance Director should be compensated at pay grade A15.
2. The Tax and Audit Department should use the Assistant Revenue Manager classification and should request that the City's Senior Auditor (A08) and Revenue Compliance Officer (A07) classifications be added to the County's pay plan. The department's two Administrative Support Associate positions (A03) should be reallocated to Customer Service Clerk (A04) positions.
- * 3. The Administrative Support Specialist (A04) position in General Services should be reallocated to an Administrative Assistant (A05) position.

I recommend that the County Commission implement the Personnel Department's recommendations including that the Finance Director be compensated at A15, Step 9. Funding for these recommendations is included in the 2018 budget. I request that approval of these items be placed on the next agenda.

Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA

FEB -5 2018

Date: January 29, 2018
To: Donald L. Mims, Administrator
From: Donald Mims
Re: Approval for the following travel:

Destination: Washington, DC
Departure Date: March 4, 2018 Return Date: March 7, 2018
Conference Leave (Days / Hours): (3 days)
Purpose of Travel: to attend the NACo Legislative Conference

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

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

Total (est.) Cost: \$5,294.49 Advance Registration Required: \$1,620.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration \$1620.00- Lodging \$1750.00- Airfare 1524.00- Meals \$225.00
Mileage \$175.49

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

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$5,294.49 and advance registration of \$1,620.00 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>\$4,141.81</u>
Budget Available:	<u>\$18,358.19</u>
Current Requests:	<u>\$5,294.49</u>
Budget Balance:	<u>\$13,063.70</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/29/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 11

AGENDA

FEB - 5 2018

Date: 1/30/2018
To: Donald L. Mims, Administrator
From: Judge Steven L. Reed
Re: Approval for the following travel:

Destination: Washington D.C.
Departure Date: 2/14/2018 Return Date: 2/20/2018
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Attend the National Capital Region Election Infrastructure SSA Meeting
and attend a Special Clearance Briefing on preventing Cybersecurity
for Elections

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: \$3,775.00 Advance Registration Required: \$625.00

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. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$3,775.00 and advance registration of \$625.00 is authorized.

<i>To be completed by the Finance Department</i>		
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>\$3,996.92</u>	
Budget Available:	<u>\$13,003.08</u>	
Current Requests:	<u>\$3,775.00</u>	
Budget Balance:	<u>\$9,228.08</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/31/2018

cc: Finance Director / Buyer



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

Memo

MTGY CO. COMMISSIO
JAN 31 '18 PM3:35

To: County Commission
From: The Office of Steven L. Reed
cc: Donnie Mims
Date: 1/31/2018
Re: Trip to DC

Judge Reed has been selected as an essential member of the Election Infrastructure Subsector (EIS) Government Coordinating Council (GCC) by the Office of Infrastructure Protection for the Department of Homeland Security. As a result, his presence has been requested to attend the National Capital Region Election Infrastructure SSA Meeting and the Special Clearance Briefing on preventing Cybersecurity for Elections. He has been recruited to give input and solutions facing Cybersecurity for future elections. Lastly, he is attending a secure briefing that will outline ways in which elections can be protected from hackers.

Montgomery County Commission
Travel / Training Request Approval
Request # 3

AGENDA

FEB -5 2018

Date: 01/18/2018
To: Donald L. Mims, Administrator
From: REVENUE COMMISSION
Re: Approval for the following travel:

Destination: STAYBRIDGE SUITES MONTGOMERY-EASTCHASE
Departure Date: 03/07/2018 Return Date: 03/09/2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: BASIC MAPPING

Traveler (s) Name: 1. D. ANITA HOLLEY 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: _____

Department Name: REVENUE COMMISSIONER Fund Name: GENERAL FUND

Additional Comments: _____

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

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51500.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$4,400.00</u>
Approved Requests:	<u>\$2,596.62</u>
Budget Available:	<u>\$1,803.38</u>
Current Requests:	<u>\$275.00</u>
Budget Balance:	<u>\$1,528.38</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/19/2018

cc: Finance Director / Buyer

22-4

Montgomery County Commission
Travel / Training Request Approval
Request # 21

AGENDA

FEB - 5 2018

Date: January 23, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Auburn, AL
Departure Date: February 22, 2018 Return Date: February 23, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend Drone Pilot License Part 107 Workshop

Traveler (s) Name: 1. Robert Irsik 4. _____
2. Scott Cone 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,000.00 Advance Registration Required: \$900.00
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. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,000.00 and advance registration of \$900.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$19,800.00</u>
Budget Available:	<u>\$20,200.00</u>
Current Requests:	<u>\$1,000.00</u>
Budget Balance:	<u>\$19,200.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/23/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 22

AGENDA

FEB - 5 2018

Date: January 24, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Auburn, Alabama
Departure Date: April 3, 2018 Return Date: April 4, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend LECC Conference

Traveler (s) Name: 1. Jeremy Clemens 4. Jessie Oliver
2. Robert Whitmore 5. _____
3. John Moody 6. _____

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

Total (est.) Cost: \$1,300.00 Advance Registration Required: \$300.00
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. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,300.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$19,800.00</u>
Budget Available:	<u>\$20,200.00</u>
Current Requests:	<u>\$2,300.00</u>
Budget Balance:	<u>\$17,900.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/29/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 23

AGENDA

FEB - 5 2018

Date: January 26, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: March 19, 2018 Return Date: March 19, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: attend Administrative Assistants Conference

Traveler (s) Name: 1. Christie Vazquez 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: _____

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

The above request is app.2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$199.00 and advance registration of \$199.00 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>\$50,854.25</u>
Budget Available:	<u>\$314,345.75</u>
Current Requests:	<u>\$199.00</u>
Budget Balance:	<u>\$314,146.75</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/29/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 24

AGENDA

FEB - 5 2018

Date: January 29, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: New Orleans, Louisiana
Departure Date: June 3, 2018 Return Date: June 15, 2018
Conference Leave (Days / Hours): 10 Days
Purpose of Travel: attend Command & Staff Leadership Residency Program

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

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

Total (est.) Cost: \$10,370.00 Advance Registration Required: \$5,000.00

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

Additional Comments: ****There is a 6 week self-paced online course to attend as well that is
included in the total cost of tuition. Then a 2 week residency program
will be held on the travel dates indicated above.****

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

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$10,370.00 and advance registration of \$5,000.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$19,800.00</u>
Budget Available:	<u>\$20,200.00</u>
Current Requests:	<u>\$12,670.00</u>
Budget Balance:	<u>\$7,530.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/29/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 25

AGENDA

FEB - 5 2018

Date: January 29, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Anniston, Alabama
Departure Date: February 20, 2018 Return Date: February 24, 2018
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend Field Force Operations course

Traveler (s) Name: 1. Jordan Ivey 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: _____

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

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$19,800.00</u>
Budget Available:	<u>\$20,200.00</u>
Current Requests:	<u>\$12,770.00</u>
Budget Balance:	<u>\$7,430.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 1/29/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA

FEB - 5 2018

Date: January 29, 2018
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: February 14, 2018 Return Date: February 15, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Jail Training Academy - Corrections Law

Traveler (s) Name: 1. Jalonda Johnson/Michael Lane 4. Ellen Porter
2. Sheena Alexander/Chad Miller 5. Oscar Richardson
3. Kendal Myrick/Kimberly Mims-Harris 6. Angela Eaves

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

Total (est.) Cost: \$675.00 Advance Registration Required: \$675.00

Department Name: Detention Facility Fund Name: General

Additional Comments: _____

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

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$675.00 and advance registration of \$675.00 is authorized.

To be completed by the Finance Department	
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>\$16,100.00</u>
Budget Available:	<u>\$3,900.00</u>
Current Requests:	<u>\$675.00</u>
Budget Balance:	<u>\$3,225.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/30/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 8

AGENDA

FEB - 5 2018

Date: January 29, 2018
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: April 4, 2018 Return Date: April 5, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Jail Training Academy - Officer Responsibilities

Traveler (s) Name: 1. Jalonda Johnson/Michael Lane 4. Ellen Porter
2. Sheena Alexander/Chad Miller 5. Oscar Richardson
3. Kendal Myrick/Kimberly Mims-Harris 6. Angela Eaves

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

Total (est.) Cost: \$675.00 Advance Registration Required: \$675.00

Department Name: Detention Facility Fund Name: General

Additional Comments: _____

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

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$675.00 and advance registration of \$675.00 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>\$16,100.00</u>
Budget Available:	<u>\$3,900.00</u>
Current Requests:	<u>\$1,350.00</u>
Budget Balance:	<u>\$2,550.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/30/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

FEB - 5 2018

Date: January 29, 2018
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
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: Alabama Jail Training Academy - Inmate Management

Traveler (s) Name: 1. Jalonda Johnson/Michael Lane 4. Ellen Porter
2. Sheena Alexander/Chad Miller 5. Oscar Richardson
3. Kendal Myrick/Kimberly Mims-Harris 6. Angela Eaves

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

Total (est.) Cost: \$675.00 Advance Registration Required: \$675.00

Department Name: Detention Facility Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$675.00 and advance registration of \$675.00 is authorized.

To be completed by the Finance Department	
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>\$16,100.00</u>
Budget Available:	<u>\$3,900.00</u>
Current Requests:	<u>\$2,025.00</u>
Budget Balance:	<u>\$1,875.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/30/2018

cc: Finance Director / Buyer

22-12

Montgomery County Commission
Travel / Training Request Approval
Request # 10

AGENDA

FEB -5 2018

Date: January 29, 2018
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: September 26, 2018 Return Date: September 27, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Jail Training Academy - Searches & Use of Force

Traveler (s) Name: 1. Jalonda Johnson/Michael Lane 4. Ellen Porter
2. Sheena Alexander/Chad Miller 5. Oscar Richardson
3. Kendal Myrick/Kimberly Mims-Harris 6. Angela Eaves

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

Total (est.) Cost: \$675.00 Advance Registration Required: \$675.00

Department Name: Detention Facility Fund Name: General

Additional Comments: _____

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

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$675.00 and advance registration of \$675.00 is authorized.

To be completed by the Finance Department		
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>\$16,100.00</u>	
Budget Available:	<u>\$3,900.00</u>	
Current Requests:	<u>\$2,700.00</u>	
Budget Balance:	<u>\$1,200.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 1/30/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 8

AGENDA

FEB - 5 2018

Date: January 31, 2018
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: Franklin, TN
Departure Date: March 12, 2018 Return Date: March 14, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the 2018 CareHere Health & Wellness Center Summit

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 Expenses paid by CareHere**

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

The above request is app. 2/5/18 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 & Travel</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$2,139.79</u>
Budget Available:	<u>\$12,860.21</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$12,860.21</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/31/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 8

AGENDA

FEB -5 2018

Date: 1/22/2018
To: Donald L. Mims, Administrator
From: George Speake, County Engineer
Re: Approval for the following travel:

Destination: Chula Vista Resort, Wisconsin Dells, Wisconsin
Departure Date: April 22, 2018 Return Date: April 26, 2018
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Attend National Association of County Engineers Annual Meeting/Management & Technical Conference

Traveler (s) Name: 1. Kevin Boone 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,841.00 Advance Registration Required: \$645.00
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. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$2,841.00 and advance registration of \$645.00 is authorized.

To be completed by the Finance Department		
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>\$2,780.00</u>	
Budget Available:	<u>\$7,220.00</u>	
Current Requests:	<u>\$2,841.00</u>	
Budget Balance:	<u>\$4,379.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/23/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

FEB - 5 2018

Date: 1/25/2018
To: Donald L. Mims, Administrator
From: George Speake, County Engineer
Re: Approval for the following travel:

Destination: Montgomery, Alabama
Departure Date: 2/12/2018 Return Date: 2/13/2018
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Attend 61st Annual Transportation Conference

Traveler (s) Name: 1. Kevin Boone 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$200.00
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. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$200.00 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>\$2,680.00</u>	
Budget Available:	<u>\$7,320.00</u>	
Current Requests:	<u>\$3,041.00</u>	
Budget Balance:	<u>\$4,279.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/29/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 10

AGENDA

FEB - 5 2018

Date: 1/25/2018
To: Donald L. Mims, Administrator
From: George Speake, County Engineer
Re: Approval for the following travel:

Destination: Orange Beach, Alabama
Departure Date: 3/7/2018 Return Date: 3/10/2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend 29TH Annual Alabama Vector Management Society Annual Meeting

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

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

Total (est.) Cost: \$900.00 Advance Registration Required: \$150.00
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 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$900.00 and advance registration of \$150.00 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>\$2,680.00</u>
Budget Available:	<u>\$7,320.00</u>
Current Requests:	<u>\$3,941.00</u>
Budget Balance:	<u>\$3,379.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/29/2018
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 14

AGENDA

FEB - 5 2018

Date: January 30, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: April 27, 2018 Return Date: April 27, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend the 2018 Administrative Professionals Conference

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

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

Total (est.) Cost: \$327.00 Advance Registration Required: \$327.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Early Bird Registration Fee - \$109/person

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$327.00 and advance registration of \$327.00 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>\$4,330.17</u>	
Budget Available:	<u>\$20,669.83</u>	
Current Requests:	<u>\$327.00</u>	
Budget Balance:	<u>\$20,342.83</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/31/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 15

AGENDA

FEB - 5 2018

Date: January 31, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Nashville, TN
Departure Date: May 9, 2018 Return Date: May 12, 2018
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend BLR RecruitCon 2018

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

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

Total (est.) Cost: \$5,290.00 Advance Registration Required: \$2,290.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Airfare: \$275/person; Registration: \$1145/person; Hotel: \$825/person
Food: \$300/person; Taxi, Luggage, etc.: \$100/person

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 2/5/18 reimbursement of actual and necessary expenses in the
approximate amount of \$5,290.00 and advance registration of \$2,290.00 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>\$4,330.17</u>	
Budget Available:	<u>\$20,669.83</u>	
Current Requests:	<u>\$5,617.00</u>	
Budget Balance:	<u>\$15,052.83</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/31/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

FEB - 5 2018

Date: January 25, 2018
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Approval for the following travel:

Destination: 75 TechnaCenter Drive Montgomery, AL 36117
Departure Date: February 22, 2018 Return Date: February 22, 2018
Conference Leave (Days / Hours): 1 day
Purpose of Travel: To attend The Criminal Behavior Assessment-Montgomery Training

Traveler (s) Name: 1. Jeffery Solomon 4. Demetric Shipman
2. Kimberley Long 5. _____
3. Ronald Sellers 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. 2/5/18 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: 1/29/2018

cc: Finance Director / Buyer