

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

DECEMBER 2, 2019

AGENDA
INFORMATION SESSION

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

Prayer

Reports from Staff:

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

Comments from Scheduled Attendees:

Director of Elections Darryl Parker
Presiding Circuit Judge Johnny Hardwick
Architect Johnny Raines with Barganier, Davis and Williams Architects
Parks and Recreation Director James Williams
Lobbyists Cassandra Crosby and Ron Drinkard with Crosby Drinkard Group, LLC
Personnel Director Carmen Douglas
Director of Risk Management Holly Leverette
Executive Director Patricia G. Clark with Montgomery County Historical Society
Sponsorship Chairman Antonio Fortson for the Martin Luther King, Jr., Memorial
Scholarship Breakfast

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

Comments from Citizens

Presentation of the Minutes of the Regular Meeting of November 18, 2019

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Resolution Supporting the Interstate 14 Extension to and through Montgomery County, County Commission
2. Consider Authorization of Alabama Department of Youth Services Grant/Subsidy Agreement for 2019-2020, Youth Facility
3. Consider Authorization of 2020 Contract Agreement with Crosby Drinkard Group, LLC, for Governmental Affairs Representation/Consulting Services, County Commission
4. Consider Authorization of Amendment Number 3 to Contract with Falls Facility Services, Inc., regarding a Sixty (60) Day Extension Beginning January 1, 2020 and Ending February 29, 2020, Contract Number 51901-19B-007, Support Services
5. Consider Authorization of Signatures for County Bank Accounts Effective January 1, 2020, as Per the Request of Finance Director Sherrill Thomas, Subject to Provisions of Act 1949-333 and Opinion from County Attorney, County Commission
6. Consider Authorization of Payment of 2020 Membership Dues in the Amount of \$385 to the Public Risk Management Association (PRIMA) for Director of Risk Management Holly Leverette, Risk Management
7. Consider Authorization of Sponsorship for AUM's Business Breakfast Series 2019-2020 in the amount of \$1,500, County Commission
8. Consider Authorization of Miscellaneous Appropriations to Agencies, County Commission
9. Consider Authorization of Miscellaneous Appropriations to Education, County Commission
10. Consider Authorization of Miscellaneous Appropriations from Designated Revenue, County Commission
11. Consider Authorization of Bid Award to Holley-Henley Builders, Inc., for Annex I Second Floor Renovations, PH&J Number 1714-GV, County Commission

12. Consider Authorization of Budget Change Request Numbers 9, 10 and 11, County Commission Appropriations
13. Consider Authorization of Revised Compensation for College Internship Classifications, Personnel Department
14. Consider Authorization of Job Description for the Position of County Administrator, County Commission
15. Consider Authorization of Position Fill Request – County Commission (1)
 - County Administrator – Position Number 200165011
16. Consider Authorization of Position Fill Requests – Detention Facility (3)
 - Corrections Officer Trainee, Position Number 500419139
 - Corrections Officer Trainee, Position Number 500419143
 - Corrections Officer Corporal, Position Number 500425014
17. Consider Authorization of Position Fill Requests – Probate Judge’s Office (2)
 - Probate Staff Attorney, Position Number 750034001
 - Assistant Tag & License Supervisor, Position Number 750053012
18. Consider Authorization of Position Fill Requests – Sheriff’s Office (2)
 - Deputy Sheriff Trainee, Position Number 550430051
 - Deputy Sheriff Corporal, Position Number 550429143
19. Consider Authorization of Travel/Training Requests (6)

Reports from Staff:

Deputy Administrator
County Attorney
County Engineer

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

DECEMBER 2, 2019

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session

DECEMBER 16, 2016

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
10:30 a.m. – Retirement Reception for Administrator
Donald L. Mims

DECEMBER 24-25, 2019

County Holiday (Christmas)

JANUARY 1, 2020

County Holiday (New Year's Day)
Administrator Mims' Retirement Date *

JANUARY 14, 2020

Regular County Commission Meeting
3:30 p.m. - Information Session
5:00 p.m. - Formal Session

JANUARY 20, 2020

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

JANUARY 28, 2020

Regular County Commission Meeting
3:30 p.m. - Information Session
5:00 p.m. - Formal Session

***Administrator Mims will be taking Annual Leave for several days during the period of
December 17-31, 2019**

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-8-19

Check Number	To	Check Number
289971		290024
Total Checks Paid		\$153,146.06

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

EFT's included in amount

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-8-19

Check Number	To	Check Number
290025		290114
Total Checks Paid		\$409,795.06

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

EFT's included in amount

12-2-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-8-19

Check Number	To	Check Number
290117		290138
Total Checks Paid		\$42,826.00

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

Replaced ck# 289417 with ck# 290115

Replaced ck# 289679 with ck# 290116

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-15-19

Check Number	To	Check Number
290139		290192
Total Checks Paid		\$1,142,309.62

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

EFT's included in amount

12-2-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-15-19

Check Number	To	Check Number
290193		290246
Total Checks Paid		\$224,868.63

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

EFT's included in amount

Checks 290247 – 290360 totaling \$12,290 is for Poll Workers

12-2-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-22-19

Check Number	To	Check Number
290361		290404
Total Checks Paid		\$809,666.58

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

EFT's included in amount

12-2-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-22-19

Check Number	To	Check Number
290405		290487
Total Checks Paid		\$243,514.06

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

EFT's included in amount

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
11/22/19

Payroll Check Number	133305	To	Payroll Check Number	133370	\$	49,686.48
Direct Deposits					\$	917,901.03
Payroll Check Number	133371	To	Payroll Check Number	133391	\$	49,670.39
Direct Deposits					\$	611,809.87
Federal Deposits					\$	327,889.30
Total Payroll Paid					\$	1,956,957.07

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

AGENDA

DEC - 2 2019

November 27, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Resolution Supporting the Interstate 14

The Montgomery County Commission, at its meeting on November 18, 2019, agreed to place on the next agenda a Resolution Supporting the Interstate 14 Extension to and through Montgomery County.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

1-1

RESOLUTION

WHEREAS, Interstate 14 is under construction in Texas, and officially opened on January 26, 2017 near Killeen, Texas;

WHEREAS, the community of Natchez, Mississippi and communities in Louisiana are taking action to make an extension of I-14 a reality in their jurisdictions;

WHEREAS, if extended through Montgomery County, AL, I-14 could run along Interstate 85 until continuing along the Montgomery Outerloop and join with existing US 80;

WHEREAS, I-14 will connect a significant number of military instillations, seaports, major cities, and large highways to each other, and Montgomery County should share in this significant extension;

WHEREAS, this council desires that the local legislative delegation to the Alabama General Assembly support an extension of I-14 to and through Montgomery County, AL and take any appropriate legislative action concerning highway extension.

**NOW, THEREFORE, THE COMMISSION OF MONTGOMERY COUNTY
HEREBY RESOLVES:**

We hereby respectfully request that the local legislative delegation to the Alabama General Assembly support an extension of I-14 to and through Montgomery County, AL and take any appropriate legislative action concerning highway extension. Let a copy of this resolution be forwarded by the Clerk of Council to each member of the local delegation to the Alabama General Assembly.

We hereby certify that the above Resolution
was adopted by the Montgomery County
Commission on this, the 2nd day of
December, 2019.

CHAIRMAN ELTON N. DEAN, SR.

VICE CHAIRMAN RONDA M. WALKER

COMMISSIONER DANIEL HARRIS, JR.

COMMISSIONER ISAAH SANKEY

COMMISSIONER DOUG SINGLETON

JUVENILE DETENTION

Memo

To: Donnie Mims, County Administrator
From: Brandi K. Alexander, Juvenile Detention Director *BKA*
Date: November 13, 2019
Re: Detention Center Subsidy Agreement

Each year the Department of Youth Services submits funds based on a formula for one detention bed for Autauga, Butler, Elmore, Monroe and Montgomery County. Please attach the DYS 2020 Detention Center Subsidy/Agreement in the amount of \$170,264 for the acceptance by the County Commission. Contact me if you have any further questions.

State of Alabama

KAY IVEY
GOVERNOR

DEPARTMENT OF YOUTH SERVICES

STEVEN P. LAFRENIERE
EXECUTIVE DIRECTOR

Post Office Box 66
Mt. Meigs, Alabama 36057

October 23, 2019

MS Beverly Riddle Wise
Montgomery County Youth Facility
P.O. Box 9219
Montgomery, Alabama 36108

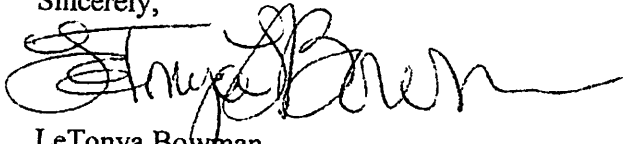
Dear MS Wise:

Please find the enclosed FY 2020 grant agreement for the Local Detention Center Subsidy. This agreement incorporates the new distribution formula as required by Legislative Act 19-394. Population numbers are based on the 2010 U. S. Census.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "LeTonya Bowman", with a long horizontal flourish extending to the right.

LeTonya Bowman
Accounting Director

ALABAMA DEPARTMENT OF YOUTH SERVICES
GRANT/SUBSIDY AGREEMENT
Fiscal Year 2019 – 2020

The Alabama Department of Youth Services hereby awards to **Montgomery County Commission** (hereinafter called Recipient) the total amount of **One hundred seventy thousand, two hundred, sixty-four and no/100 dollars (\$170,264.00)** for programs pursuant to DYS community grants/subsidy authorization (Title 44-1-28, Code of Alabama 1975). These funds shall provide at least one detention bed for each of the following counties: **Autauga, Butler, Elmore, Monroe, Montgomery**. These funds are formula driven by Legislative Act 19-394 as summarized in the table below.

#	#	Part I	Part II			2010 U S Census
Beds	COs	\$14,000 per county			FY20 TOTAL	Combined County Population
52	5	70,000	100,264		170,264	407,252

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

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

Acceptance of Award

Recipient hereby signifies its acceptance of the grant/subsidy award and the terms and conditions set forth, this the _____ day of _____, 2019.

Accepted by: _____ Title _____

Alabama Department of Youth Services

Steven P. Lafreniere
Executive Director

Legal Counsel
Reviewed for legal form.

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

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

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

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

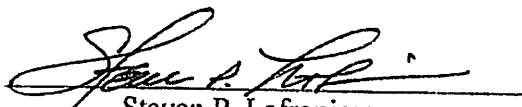
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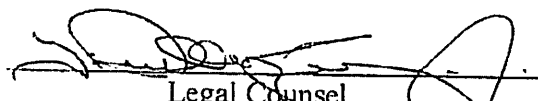
Acceptance of Award

Recipient hereby signifies its acceptance of the grant/subsidy award and the terms and conditions set forth, this the 8th day of January, 2018.

Accepted by: Elton M. Henson Title Chairman

Alabama Department of Youth Services


Steven P. Lafreniere
Executive Director


Legal Counsel
Reviewed for legal form.

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

AGENDA

DEC - 2 2019

November 27, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Contract Agreement with the Crosby Drinkard Group, LLC

The Montgomery County Commission, at its meeting on November 18, 2019, agreed to place on the next agenda the 2020 Calendar Year Contract Agreement with Crosby Drinkard Group, LLC, regarding Governmental Affairs Consulting Services.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

CONTRACT AGREEMENT

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

This Agreement is made and entered into between the Montgomery County Commission (hereinafter referred to as "MCC") and Cassandra Crosby and Ron Drinkard, d/b/a the Crosby Drinkard Group, LLC (hereinafter referred to as "CDG"), whose offices are located in Montgomery, Alabama.

WITNESS:

For and in consideration of the Agreement set forth below, the parties hereto agree as follows:

1. Engagement as Governmental Affairs Representative/Consultant. MCC hereby retains and engages CDG to provide governmental affairs consulting services. CDG hereby accepts such engagement and agrees to render such services upon the terms and conditions hereinafter set forth.
2. Term. The term of this agreement shall commence January 1, 2020 and shall terminate December 31, 2020.
3. Compensation. As compensation for the performance of their obligations under this agreement, MCC agrees to pay a consulting fee through the term hereof in the amount of \$77,500.00 on an annual basis, un-diminished by withholding or other taxes. Payment shall be made in monthly installments with the payments becoming due and payable on the first day of each month.
4. Compliance with the Law. CDG will comply with the requirements of all applicable laws (including, without limitation, the Alabama Code of Ethics of 1973, as amended) and at all times pertinent to this agreement, will assure that all applicable laws and requirements governing the relationship between MCC and CDG are met.
5. Relationship. The relationship of the parties hereto is that of independent contractor and not that of employer and employee.
6. No Conflicts of Interest. CDG understands the unique representation required by the firm hereunder and accordingly will not undertake to consult with or otherwise represent any other entity, organization or company in a matter of the interest of such entity, organization or company with respect to such matter are adverse to the interests of MCC.

7. Confidentiality. CDG shall not, without the written consent of MCC, disclose to any person, confidential, proprietary or any information concerning MCC's business, financial or other affairs. MCC shall not, without written consent of CDG disclose to any person confidential proprietary or any other information concerning CDG's business, financial or other affairs except for the terms and conditions of this contract.
8. Modification. No modification amendment or waiver of any of the provisions of this agreement shall be effective unless made in writing specifically referring to this agreement and signed by each of the parties hereto.
9. Entire Agreement. This instrument constitutes the entire agreement of the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto cause this instrument to be duly executed on the ____ day of _____, 2019.

Crosby Drinkard Group, LLC

Montgomery County Commission

Cassandra Crosby

Elton N. Dean, Sr., Chairman

Ron Drinkard

CONTRACT AGREEMENT

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

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WITNESS:

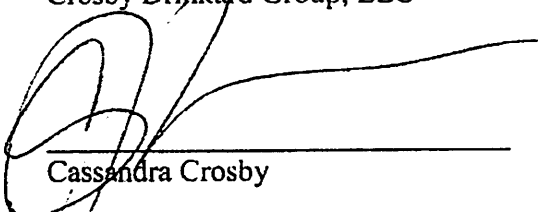
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2. **Term.** The term of this agreement shall commence January 1, 2019 and shall terminate December 31, 2019.
3. **Compensation.** As compensation for the performance of their obligations under this agreement, MCC agrees to pay a consulting fee through the term hereof in the amount of \$77,500.00 on an annual basis, un-diminished by withholding or other taxes. Payment shall be made in monthly installments with the payments becoming due and payable on the first day of each month.
4. **Compliance with the Law.** CDG will comply with the requirements of all applicable laws (including, without limitation, the Alabama Code of Ethics of 1973, as amended) and at all times pertinent to this agreement, will assure that all applicable laws and requirements governing the relationship between MCC and CDG are met.
5. **Relationship.** The relationship of the parties hereto is that of independent contractor and not that of employer and employee.
6. **No Conflicts of Interest.** CDG understands the unique representation required by the firm hereunder and accordingly will not undertake to consult with or otherwise represent any other entity, organization or company in a matter of the interest of such entity, organization or company with respect to such matter are adverse to the interests of MCC.

7. Confidentiality. CDG shall not, without the written consent of MCC, disclose to any person, confidential, proprietary or any information concerning MCC's business, financial or other affairs. MCC shall not, without written consent of CDG disclose to any person confidential proprietary or any other information concerning CDG's business, financial or other affairs except for the terms and conditions of this contract.
8. Modification. No modification amendment or waiver of any of the provisions of this agreement shall be effective unless made in writing specifically referring to this agreement and signed by each of the parties hereto.
9. Entire Agreement. This instrument constitutes the entire agreement of the parties with respect to the subject matter hereof.

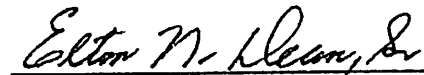
IN WITNESS WHEREOF, the parties hereto cause this instrument to be duly executed on the 3rd day of December, 2018.

Crosby Drinkard Group, LLC


Cassandra Crosby


Ron Drinkard

Montgomery County Commission


Elton N. Dean, Sr., Chairman

AGENDA

DEC - 2 2019

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Tammy Turner, Buyer II *TT*
DATE: November 20, 2019
RE: Invitation to Bid No. 51901-19B-007
Janitorial Services

Request the attached Amendment No. 3 to be considered for approval on a future agenda.

This will allow for the contract with Falls Facility Services, Inc. to be extended for sixty (60) days, beginning January 1, 2020 and ending on February 29, 2020.

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 # 51901-19B-007

Amendment No. 3

Contract with Falls Facility Services Inc. for Janitorial Services, is hereby extended for sixty (60) days beginning January 1, 2020 and ending February 29, 2020.

All other provisions of the contract will remain the same.

WITNESS:

FALLS FACILITY SERVICES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

Montgomery County Commission

Finance Department
P.O. Box 1667
Montgomery, Alabama 36102

Memo:

To: Donnie L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director 
Date: November 12, 2019
Re: Authorized Signatures for County Bank Accounts

The County Commission needs to approve new authorized signatures to be in place by the first of January 2020. The County currently has one authorized signature, (Donnie Mims) but most banks have suggested that two signatures be authorized.

The banks with County deposits will be notified once the new signatures are approved and will prepare paperwork to make the change.

The financial software needs updating to reflect the authorized signature for all vendor and payroll disbursements for the County. This will be done by the software provider, so we want to make sure we have approved authorized signatures in time to get the software modified.

I am assuming the signature will be Florence M. Cauthen, as the Deputy County Administrator. This is the signature that will be shown on all the checks of the County.

I am also asking for consideration of adding the Finance Director as a second signature on the bank accounts to make account transfers on behalf of the County. This is only needed when we on occasion need to transfer funds between investment accounts that we cannot do electronically.

Tammy Nix

From: Thomas Gallion <ttg@hsg-law.com>
Sent: Tuesday, November 26, 2019 5:32 PM
To: Tammy Nix; Donald Mims
Cc: Donald Mims; Dekle, Teresa (teresa.dekle@examiners.alabama.gov); tmp@hsg-law.com
Subject: Re: Request for Opinion - Authorized Signatures for County Bank Accounts

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We closed at 5 today. I can get a formal opinion to Donnie on Monday. I agree with Ms. Dekle at the Pubic Examiners that County Finance Director Sherrill Thomas's name be added as a second signature on bank accounts to make account transfers. In that you are retiring at the end of the year and no replacement had been made at this time payroll and other payments have to be made in an orderly fashion, then this should be done as soon as possible. Sherrill has certainly been proven over the years to be a very trustworthy and competent person. I therefore opine that Sherrill Thomas be added as stated above. In fact because this is an old and antiquated law the County needs to take steps to make the Montgomery County Finance Director a permanent second signature. This is a good safeguard and if the County Administrator is out of town or ill then this would not delay payroll etc.

Sent from my iPhone

On Nov 26, 2019, at 4:14 PM, Tammy Nix <TammyNix@mc-ala.org> wrote:

Mr. Gallion,

Please review the attached memo from Donnie. Opinion needed by Noon, Wednesday, November 27, 2019.

Thanks,
Tammy

Tammy Nix
Executive Assistant
Montgomery County Commission
Office: 334/832-1204
P.O. Box 1667, Montgomery 36102-1667
101 S. Lawrence St., Montgomery AL 36104
www.mc-ala.org

<image001.png><image002.png><image003.png>:@mccalabama

<image004.png>

<Request for Opinion - Authorized Signatures for County Bank Accounts.pdf>

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

November 26, 2019

MEMORANDUM

TO: Thomas T. Gallion, III
County Attorney

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Authorized Signatures for County Bank Accounts

Based upon my announced retirement effective January 1, 2020, the attached Memorandum from Finance Director Sherrill R. Thomas was issued regarding authorized signatures for County bank accounts. Also, attached is Local Law Act Number 1949-333 concerning the authority, duties and responsibilities of the position of the Montgomery County Administrator.

In her letter, Finance Director Thomas states, *"The County Commission needs to approve new authorized signatures to be in place by the first of January 2020. The County currently has one authorized signature, (Donnie Mims) but most banks have suggested that two signatures be authorized."* Act Number 1949-333, Section 2J states, *"He (County Administrator) shall receive and safely keep all funds of the county in their proper accounts in a depository designated by the board, and shall disburse all funds of the county in the name of the board on his signature as clerk."*

Also, in her letter, Finance Director Thomas states *"I am also asking for consideration of adding the Finance Director as a second signature on the bank accounts to make account transfers on behalf of the County. This is only needed when we on occasion need to transfer funds between investment accounts that we cannot do electronically."* As technology has developed, the Montgomery County Finance Director, under their sole authority, has transferred funds electronically.

Please review and issue an opinion by Noon, Wednesday, November 27, 2019, as to whether the Deputy Administrator should be the authorized signature on Montgomery

A COUNTY OLDER THAN THE STATE

MEMORANDUM
Thomas T. Gallion, III
November 26, 2019
Page 2

County Commission checking accounts and whether the Finance Director should be added as a second signature on bank accounts to make account transfers on behalf of the County.

Yesterday, I talked to Examiner Teresa Dekle who is the Examiners of Public Accounts Audit Manager over Montgomery County Commission audits. She considered the requests for the Deputy Administrator to be the authorized signature on Montgomery County Commission checking accounts and for the Finance Director to be added as a second signature on bank accounts to make account transfers on behalf of the County to be acceptable.

As always, thank you for your assistance.

DLM/tn

cc: Teresa Dekle, Examiner of Public Accounts

Act No. 332

S. 528—Cater

AN ACT

Relating to the salaries of the officers of the Juvenile and Court of Domestic Relations—Montgomery County, Alabama, to fix the salary of the Clerk of the Juvenile and Court of Domestic Relations—Montgomery County Alabama, and to fix the maximum amount of the respective salaries to be received by the Probation Officers of said Juvenile and Court of Domestic Relations—Montgomery County, Alabama.

Be It Enacted by the Legislature of Alabama:

Section 1. The salary of the Clerk of the Juvenile and Court of Domestic Relations—Montgomery County, Alabama, shall be \$2,220.00 per annum payable in twelve equal monthly installments out of the general fund of Montgomery County, Alabama.

Section 2. The Chief Probation Officer of the Juvenile and Court of Domestic Relations—Montgomery County, Alabama, shall receive a salary of not exceeding \$2,220.00 per year, and the Deputy Probation Officer of said Juvenile and Court of Domestic Relations—Montgomery County, Alabama shall receive a salary of not exceeding \$2,220.00 per year, the amount of the respective salaries to be received by said Probation Officers within the said limits shall be fixed and regulated as occasion may require by the Judge of the Juvenile and Court of Domestic Relations—Montgomery County, Alabama, which said respective salaries shall be payable monthly out of the general funds of said County.

Section 3. All laws and parts of laws in conflict with the provisions of this Act be and the same are hereby expressly repealed, but only to the extent of such conflict.

Section 4. This Act shall become effective upon its passage and approval by the Governor.

Approved August 4, 1949.
Time 11:42 A. M.

Act No. 333

S. 529—Cater

AN ACT

To provide for the appointment of a Clerk of the Montgomery County Board of Revenue; to prescribe his duties; to authorize the Montgomery County Board of Revenue to fix his compensation, the same to be payable out of the general fund of the county; and to provide for his official bond.

Be It Enacted by the Legislature of Alabama:

Section 1. That the Montgomery County Board of Revenue shall appoint a Clerk of said board, who shall perform the duties herein prescribed, under the direction of said board.

Section 2. That the duties of the Clerk of the Montgomery County Board of Revenue shall be as follows:

A. He shall attend all meetings of the board and shall keep a record of the proceedings and actions of the board.

B. He shall safely keep all records and documents of the board.

C. He shall prepare and present to the board all data pertaining to the responsibility of the board and all matters of business which come to his attention.

D. He shall install, maintain, and keep all accounting and reporting records required by law.

E. He shall prepare and present to the board for approval, not later than the second Monday of August of each year, an estimate of the revenues anticipated and of the required expenses for the several divisions of the county government for the next succeeding fiscal year.

F. Upon the adoption of a budget for the county by the board, he shall be responsible for the execution of the same and insure that all expenditures of county funds are made in strict compliance therewith.

G. He shall have direct control of, and responsibility for, all property of the county over which the board has authority; shall maintain and keep such property in repair; shall maintain in a permanent record a perpetual inventory of such property; and shall insure all of such property as the board may direct.

H. He shall have authority to employ and discharge all employees in the office of the board and all employees of the county who maintain, repair, or perform janitor service in the courthouse, jail, and other county-owned buildings; but such employment shall be only to positions authorized by the board and at salaries set by the board.

I. He shall keep a permanent record of all retired employees of the county as the law may direct.

J. He shall receive and safely keep all funds of the county in their proper accounts in a depository designated by the board, and shall disburse all funds of the county in the name of the board on his signature as clerk.

K. In the handling of the funds of the county, he shall be governed by all general laws pertaining to a county treasurer which are not in conflict with the provisions of this Act.

L. He shall act as purchasing agent for the county in regard to all purchases authorized by law to be made by the board, approving requisitions for purchases from the several divisions of the county government, and issuing purchase orders thereon, unless the board, by resolution or order, may provide otherwise.

M. He shall be charged with the safekeeping of all securities and investments of the county under the jurisdiction of the board, and shall have the authority to rent, at the expense of the county, ample and safe bank storage space to insure the safekeeping of such securities and investments.

N. He shall, when he deems proper or when directed by the

board, examine or cause to be examined the accounts and records of any and all county offices from which revenue is derived; demand and receive all monies due the county from any such office; and institute proceedings for the recovery of money due the county against any defaulters.

O. He shall, when he deems proper or when directed by the board, examine or cause to be examined the accounts and records of any division of county government disbursing or using county funds.

P. He shall perform such other duties as may be lawfully delegated to him by the board.

Section 3. That the Montgomery County Board of Revenue shall fix the compensation to be paid to said clerk, which compensation shall be paid out of the general fund of the county as the compensation of other employees of the county is paid.

Section 4. That the Clerk of the Montgomery County Board of Revenue, before entering upon the discharge of his duties, must give bond in the sum of fifty thousand dollars or such higher sum as may be determined by the board, such bond to be payable to the county and conditioned as prescribed by law, to be fixed and approved by the board, and to be filed and recorded in the office of the judge of probate. The premium on such bond shall be paid out of the general fund of the county.

Section 5. That all laws or parts of laws, general, special, or local, in conflict herewith be and the same are hereby expressly repealed.

Section 6. That the provisions of this Act are hereby declared to be severable and, should any part hereof be declared unconstitutional by a court of competent jurisdiction, such declaration shall not affect the remainder.

Section 7. That this Act shall become effective immediately upon its passage and approval by the Governor or its otherwise becoming a law.

Approved August 4, 1949.
Time 11:44 A. M.

November 6, 2019

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Holly Leverette 
Director of Risk Management

SUBJECT: Public Risk Management Association (PRIMA) Membership Dues

I would like to request your approval for payment of PRIMA membership dues. The cost of membership dues for government members is \$385 for the period of January 1, 2020 – December 31, 2020.

This organization has many members only resources including, but not limited to, sample policies, as well as national trends and regulations affecting our industry that can help strengthen our Risk Management program. There are also several opportunities available to network, share ideas, and exchange information with other Risk Management practitioners nationwide

I am requesting the County Commission's approval of this item outlined above.

Enclosure

Cc: Florence Cauthen, Deputy Administrator

Member Categories & Pricing

Join Now!

PRIMA offers several categories of membership, based on the make up of your entity or organization. The categories include:

- **Government**
 - Government (voting)
 - Associate (non-voting)
- **Affiliate**
 - Corporate affiliate
 - Corporate associate
 - Organizational affiliate
 - Individual affiliate
 - Transitional
 - Student
 - Faculty

For more information, contact PRIMA's membership department via email or by phone at 703.253.1270.

Government

A. Government (voting)

State agencies, local governments and intergovernmental risk sharing pool administrators join PRIMA as regular voting members. Additional benefits include subscriptions to *Public Risk*, access to members-only area of the Web site, program announcements, discounted registration fees for all PRIMA seminars, conference and publications and all access to the PRIMA Cybrary. State agencies, local governments and intergovernmental risk sharing pool administrators must have a government membership to qualify for an associate membership.

Each Government Member will be entitled to up to three votes in the affairs of the Association to be cast by its designated representative(s), provided the entity pays government membership dues for each designated representative.

Membership: \$385 per year.

B. Associate (non-voting)

Additional individuals from government member state agencies, local governments and intergovernmental risk sharing pool staff that already have a PRIMA government membership can join PRIMA as associate members.

Regional offices that specialize in the same sector as the government membership may also join as associate members. An associate membership only covers one individual and not an entire entity/organization. This membership is meant to further personalize a PRIMA membership. Associate members receive all membership benefits including a subscription to *Public Risk* and program announcements, plus discounts on PRIMA seminars, conferences and publications. Additional benefits include receiving PRIMA emails as well as access to members-only area of Web site and access to the PRIMA Cybrary. Associate members do not receive voting rights in the association.

Membership: \$220 per year.

Affiliate (non-voting)

These members receive individual subscriptions to *Public Risk*, access to the members-only area of Web site and program announcements, access to the PRIMA Cybrary, plus discounts on PRIMA seminars, conferences and publications. Service providers, non-profit organizations, educators, students and nongovernmental organizations or individuals join PRIMA in one of three affiliate membership categories:

1. Corporate Affiliate (non-voting)

Private sector organizations. Corporate Affiliate members do not have voting rights and may not hold office.

Membership: \$770 per year.

1B. Corporate Associate (non-voting)

Regional, local and satellite offices of private sector organizations whose corporate headquarters is a Corporate Affiliate member. Corporate Associate members do not have voting rights and may not hold office.

Membership: \$374 per year.

2. Organizational Affiliate (non-voting)

Non-profit organizations, private universities, associations and other community organizations. Organizational Affiliate members do not have voting rights and may not hold office. Please complete the organization application form and submit to PRIMA's membership department at membership@primacentral.org.

Membership: \$374 per year.

3. Individual Affiliate (non-voting)

Educators, retired public risk management professionals and federal employees. Individual Affiliate members do not have voting rights and may not hold office.

Membership: \$220 per year. Please complete the individual member application form and submit to PRIMA's membership department at membership@primacentral.org.

4. Transitional (non-voting)

Public sector risk management professionals who are currently unemployed and actively seeking employment in the public sector within the year. This membership type is non-renewable.

Membership: \$25 from the time of unemployment up to one year.

Please complete the individual member application form and submit to PRIMA's membership department at membership@primacentral.org.

5. Student (non-voting)

This category is for full-time students pursuing a undergraduate or graduate degree in risk management, occupational safety, public administration, insurance or a related field.

Membership: \$65 per year

Please complete the individual member application form and submit to PRIMA's membership department at membership@primacentral.org.

6. Faculty (non-voting)

This category is for risk management and insurance faculty members in public colleges or universities and is renewable at the appropriate individual or organizational member rate.

Membership: 1st year complimentary.

Please complete the individual member application form and submit to PRIMA's membership department at membership@primacentral.org.

Public Risk Management Association

700 S. Washington St., Suite 218

Alexandria, VA 22314

T: 703.528.7701 F: 703.739.0200

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Contact Us

DEC - 2 2019



Office of Public Affairs

P.O. Box 1667
Montgomery, AL 36102
(334) 832-1270

Thursday, November 14, 2019

MEMORANDUM

TO: Donald Mims
County Administrator

FROM: Hannah Hawk 
Manager of Public Affairs

SUBJECT: AUM Chancellor's Business Breakfast

Please find a letter attached from Auburn University at Montgomery requesting Montgomery County Commission continue its support of the Business Breakfast Series. Previously, the Commission was a Community Sponsor. For the AUM Chancellor's Business Breakfast 2019-2020 series, a Community Sponsor costs \$1,500 and includes a table for eight at the Montgomery Breakfast Series (three breakfasts total), recognition in the program for each breakfast and verbal recognition at each breakfast.

The first breakfast starting in January will be held at Wylankes Golf and Country Club and will feature Kevin Harrington who is the inventor of the Infomercial, Original Shark on "Shark Tank" and As Seen on TV Pioneer.

November 8, 2019



Greetings Montgomery County Commission Chairman Elton Dean,

Auburn University at Montgomery (AUM) Chancellor and the Office of Collaborative Partnerships and Distance Education would like to thank your office for its previous support of our Business Breakfast series and for your representatives attending our October 2019 Morning Coffee with the Chancellor event. For more than 30 years, AUM has helped connect River Region leaders from industry, government, academia, and the military for valuable networking and conversation.

Our **new AUM Chancellor's Business Breakfast Series** will now occur on a calendar year schedule and commence in January each year. AUM remains committed to offering attendees professional development and opportunities to build relationships, presentations from national, state, and local speakers on cutting-edge topics relevant to our community, and enhancements for your organization's business operations.

Your support of our series through sponsorship will enable us to continue to give you and your colleagues a chance to network with movers and shakers in the River Region, a platform to gain new business clients, and provide a pathway to bring new opportunities to our students, you, and your employees. Information on the various sponsorship levels and associated registration forms accompany this message. Please contact us if you have questions or if we can provide any other information. For sponsorship support, please contact Ms. Sherry Stearns-Boles, (sherry.boles@aum.edu; 334-244-3018).

Thank you again for your past support of the Business Breakfast. We look forward to seeing you at our first breakfast on **January 30, 2020** at **Wynlakes Golf and Country Club** featuring renowned speaker Mr. Kevin Harrington – Inventor of the Infomercial, Original Shark on "Shark Tank" and As Seen on TV Pioneer – one of the most successful entrepreneurs of our time.

Sincerely,

Dr. Shanta Goswami Varma

Special Advisor to the Chancellor for Collaborative Partnerships and Distance Education
Auburn University at Montgomery

AUBURN UNIVERSITY AT MONTGOMERY | OFFICE OF COLLABORATIVE PARTNERSHIPS AND
DISTANCE EDUCATION

P.O. Box 244023 | Montgomery, AL 36124-4023 | Telephone: 334-244-3018 | sherry.boles@aum.edu | www.aum.edu/OCP

MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 12/2/19 - CODE: 001-59320.498

Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			48,500	35,762	17,150	20,300	51,012	172,724
C-2020-32	King's Canvas Gallery & Studio	Program Services			5,000			5,000
C-2020-33	Have a Heart 4 Children, Inc.	Annual Christmas Party for Special Needs Children			1,500		1,000	2,500
C-2020-34	Georgia Washington Community Development Corp.	2019 Rosa Park's Celebration	5,000	5,000				10,000
C-2020-35	Brantwood Children's Home	Food, Clothing and Activities for Neglected and Abused Children of Montgomery County				2,000		2,000
NC-2020-16	City of Montgomery, Neighborhood Svcs.	Carol Villa Civic Association			1,400			1,400
	Total Appropriations 12/2/19		5,000	5,000	7,900	2,000	1,000	20,900
	APPROPRIATED BUDGET BALANCE		43,500	30,762	9,250	18,300	50,012	151,824
	Administrator	Date						

MISCELLANEOUS APPROPRIATIONS TO EDUCATION - Meeting Date: 12/2/19 - CODE: 001-59320.494								
Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			49,600	70,000	75,000	49,500	72,500	316,600
BOE-2020-22	Pike Road BOE, for Pike Road High School	Band Program					1,500	1,500
BOE-2020-23	Park Crossing High School	Cheerleading Program					1,000	1,000
BOE-2020-24	Highland Gardens Elementary School	Principal's Discretionary Fund				2,500		2,500
BOE-2020-25	Garrett Elementary School	Parent Liaison				2,500		2,500
	Total Appropriations 12/2/19		0	0	0	5,000	2,500	7,500
	APPROPRIATED BUDGET BALANCE		49,600	70,000	75,000	44,500	70,000	309,100
	Administrator	Date						

MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 12/2/19 - CODE: 001-59320.450

Contract Number	Organization	Description of Program	Joint	Infrastructure	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			0	168,267	62,500	300	59,291	35,360	5,330	331,048
DR-C-2020-18	Have a Heart 4 Children, Inc.	Annual Christmas Party for Special Needs Children			2,000					2,000
	Total Appropriations 12/2/19		0	0	2,000	0	0	0	0	2,000
	APPROPRIATED BUDGET BALANCE		0	168,267	60,500	300	59,291	35,360	5,330	329,048
	Administrator	Date								

AGENDA

DEC - 2 2019

November 13, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen
Deputy Administrator

SUBJECT: Bid Award for Annex I Second Floor Renovations

Per the recommendation of PH&J, I recommend that the bid for Annex I Second Floor Renovations submitted by Holley-Henley Builders, Inc., be accepted and request that the bid award to Holley-Henley Builders, Inc., and related construction contract in the amount of \$5,369,800 be placed on a future agenda.



Founded 1957 ♦ Pearson, Humphries, & Jones Architects

Patrick T. Addison, AIA

Harrell G. Gandy, AIA

E. Griffin Harris, AIA

Renis Jones III, AIA

Brian J. Klinkhammer, AIA

Steven R. Hall, AIA

Friday, November 1, 2019

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post office Box 1667
Montgomery, Alabama 36102-1667

Re: New Tenant Improvements for the Montgomery County Courthouse –
Annex I – Second Floor Renovations
PH&J Number: 1714-GV

Mr. Mims:

Bids were received on this project on Thursday, October 31, 2019 at 2:00 pm (Central Time) with Two bidders submitting sealed proposals:

The amounts listed are for Base Bid price, plus Alternates 1 through 4:

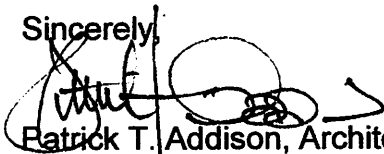
- | | |
|---------------------------------|----------------|
| 1. Holley-Henley Builders, Inc. | \$5,369,800.00 |
| 2. WK Upchurch Co. Inc. | \$5,403,000.00 |

Included with the certified bid tab sheet is a bid discrepancy sheet listing any irregularities with the bidder's proposals.

It is our recommendation, that the project be awarded to Holley-Henley Builders, Inc. and enter into a construction contract for the amount of \$5,369,800.00, the amount of their bid (Base Bid + Alternates 1 through 4).

If you have any questions, please call.

Sincerely,



Patrick T. Addison, Architect
Principal

Attachments: Project's Certified Bid Tabulation Sheet, Original Contractor Bid Proposals

Cc: Griff Harris, Chevette Culver, File



Founded 1957 Pearson, Humphries, & Jones Architects
P.O. Box 215 Montgomery, Alabama 36101
807 S. McDonough Street Montgomery, Alabama 36104
Telephone (334) 265-8781 Fax (334) 265-9208

PH&J #1714GV

TABULATION OF BIDS

Project: Montgomery County Annex 1, 2nd Floor Renovations
for Montgomery County Commission

Time & Date: October 31, 2019 @ 2:00 pm

Place: 101 S. Lawrence St. Montg Co Courthouse Annex 3, Comm Conf Rm

CONTRACTOR	BASE BID	Alternate #1 Work Between Column Lines D & G	Alternate #2 Existing Elevator Rehab & Upgrades	Alternate #3 Floor North Wing-LVT Flooring	Alternate #4 Floor Misc Wrok	TOTAL
Holley-Henley Builders, Inc.	\$3,599,000.00	\$949,100.00	\$689,700.00	\$52,000.00	\$80,000.00	\$5,369,800.00
Upchurch Construction, LLC	\$3,756,000.00	\$915,000.00	\$627,000.00	\$41,500.00	\$63,500.00	\$5,403,000.00

We certify that this is a true and correct tabulation of bids received.

By:

Patrick Addison, Project Architect

By:

Jennifer Segrest, Notary

My Commission Expires:
March 7, 2020

11-3

Montgomery County Annex 1, 2nd Floor Renovations
for Montgomery County Commission
2:00 PM (local prevailing time), October 31, 2019
PH&J#1714GV

Bid Discrepancies

Holley-Henley Builders, Inc.	None
Upchurch Construction, LLC	None

Request Number: 9

COUNTY COMMISSION APPROVAL: _____

Administrator Date

Request Number: 10

Request Number: 10

Briefing Memo	
Agenda	✓

12-2

Request Number: 11

County Commission Appropriations

Elected Official/Dept. Head	Date
-----------------------------	------

Finance Director Date

Agenda

Administrator
Date

[illegible]

JUSTIFICATION: To budget for the Datacenter renovation and video storage equipment for the Information Systems department as part of the Annex I renovation project.

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
J C LOVE



CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675

AGENDA

27 Madison Avenue
Montgomery, Alabama 36104

DEC - 2 2019

MEMORANDUM

November 7, 2019

TO: Montgomery County Commissioners

FR: Carmen Douglas, Personnel Director

RE: College Intern Pay

The Personnel Department conducted a market survey on college intern pay. Please find attached, our recommendation for the compensation for college interns. Interns can provide departments with the opportunity to complete special projects and other routine task. This allows more time for employees to perform more essential duties. Additionally for our harder to fill positions, it provides the interns an opportunity to gain experience and for us to showcase the benefits of working in the public sector.

In most circumstances, it is the recommendation of the Personnel Department to pay interns. In some situations it is appropriate to not compensate the interns if they are receiving college credits.

Thank you for your consideration.

**Montgomery City-County Personnel Department
Intern Salary Compensation
Market Study 2019**

This is a review of the current internship classifications (column 1) and salary compensation (column 2), which are currently listed in our pay plan, with the addition of the Skilled Trade Interns. The figures in column 3, are an average market hourly rate of pay for both the public and private sector. Most public sectors are in line with the private sector in relationship to the compensation of interns, but it's usually paid in the form of a 'stipend' based on a 20 hour work week; which when broken down, equates to the rate of pay listed in that column. Column 4 shows the current rate of pay (hourly) for equivalent classifications once hired by the Airport, City or County of Montgomery.

Classification	Current Pay Plan Intern Hourly Rate	Intern (Market) Average Hourly Rate	Current Pay Plan Hourly Rate (Equivalent Classification)
Public Admin/Service Intern	(A01) \$9.92 – \$14.82	\$10.00 – \$16.45	Various
Civil Engineering Intern	(A01) \$9.92 – \$14.82	\$11.84 - \$20.75	(A08) \$21.85 - \$32.64
Planning Intern	(A01) \$9.92 – \$14.82	\$13.50 - \$18.83	(A07) \$19.55 - \$29.21
Student Law Clerk	(≅A03) \$12.00 – \$18.00	\$12.38 - \$20.00	(A10) \$36.13 – \$53.98
Skilled Trade Intern*	Unestablished	\$12.00 – \$17.00	(S09) \$16.39 - \$24.50

Recommended Pay for Interns

Classification	Recommended Pay
Public Admin/Service Intern	(A02) \$11.02 - \$16.46
Civil Engineering Intern	(A03) \$12.32 - \$18.41
Planning Intern	(A03) \$12.32 - \$18.41
Student Law Clerk Intern	(A04) \$13.83 - \$20.66
Skilled Trade Intern*	(S01) \$11.23 - \$16.78

* Included are the following Skilled Trades – Auto Mechanics (All), Bricklayer, Carpenter, Electrician, HVAC Mechanics, Maintenance Mechanics, Painter, Plumber and Welder. (Please note this list is not exhaustive.)

ADMINISTRATOR, COUNTY COMMISSION

0165

FLSA: Exempt
Pay Grade: A16

11/1/19

NATURE OF WORK: The fundamental reason the position exists is to serve as the manager for the county's administrative departments (Finance, Purchasing, Tax & Audit, Risk Management, Recreation Department, Support Services and Public Affairs) and coordinates administrative functions for other county and state offices (Sheriff's Office, Probate Judge's Office, Revenue Commissioner's Office, Engineering Department, Information Systems, District Attorney's Office, and Presiding Circuit Judge's Office of the Fifteenth Judicial Circuit). The Administrator reports directly to the Montgomery County Commission and assists the Commission in developing policy and directing its implementation and the delivery of services to the community. Major work responsibilities include serving as the administrator to the County Commission, managing the overall county budget, assists the Commission in developing short and long range plans, supervising personnel, receiving and handling complaints or requests, coordinating legal matters with the County Attorneys and informing the County Commissioners regarding compliance with the Alabama Ethics Law, and performing other administrative duties as needed.

WORK RESPONSIBILITIES:

WR1. Serves as the administrator to the County Commission in order to ensure that the Commission is informed of county business and to carry out the business of the Commission.

WR2. Develops, manages and monitors the entire County budget for the County Commission to ensure appropriate expenditure of funds.

WR3. Directs the county's financial, material and human resources for the County Commission to include overseeing financial reporting, risk management and employee benefits, purchasing, long term debt, investments, , contracting functions, land acquisitions, facilities construction and maintenance, and personnel in order to ensure the efficient and proper use of all county resources.

WR4. Manages various projects for the County Commission in areas such as economic development, land use, and property development by scheduling and monitoring progress in order to ensure that projects are completed in a timely, cost efficient manner and to ensure that projects are in compliance with federal and state regulations.

WR5. Assists the Commission in developing short and long range plans for overall direction of the county to include developing, implementing and monitoring policies and procedures in accordance with current professional standards.

WR6. Supervises the Deputy Administrator, Finance Director, and Director of Risk Management to include defining job duties, setting performance standards, evaluating performance, and recommending hiring, promotions, and disciplinary actions to the Commission in order to ensure the effective performance of employees, efficient operations, and the consistent application of all policies and procedures.

WR7. Receives and handles complaints or requests from the public and establishes and maintains an effective working relationship with citizens, elected officials, division and department heads and the media.

WR8. Coordinates all legal matters of the County with the County Attorneys in order to ensure compliance with federal and state laws

WR9. Assists the Commission in complying with state ethics laws to include researching and working with the County Attorneys in explaining these laws.

WR10. Performs other administrative duties to include coordinating county activities, recommending policy and procedures and working with all division and departments in order to carry out the instructions of the Commission.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of practices and procedures of public administration in a local government setting.

Knowledge of administrative principles, including goal setting, program development, implementation and evaluation and the management of employees.

Knowledge of local, state and federal laws, regulations, principles and procedures relating to governmental budgeting.

Knowledge of contract management to include establishing timelines and contract requirements as needed to ensure compliance.

Knowledge of procurement procedures to include knowledge of bid requirements, etc.

Knowledge of the organization and functions of local government to include inventory control, personnel management, capital acquisition, etc. as needed to review programs, provide technical assistance, and ensure that various groups are following procedures.

Knowledge of employee benefit programs as needed to administer programs, to identify cost containment measures, to evaluate the effectiveness of programs, etc.

Knowledge of local, state and federal laws, regulations and requirements regarding employee benefit programs and personnel issues or matters to include, but limited to, Personnel Rules and Regulations, Title VII, Fair Labor Standards Act, and Family Medical Leave Act.

Knowledge and awareness of trends as needed to determine long and short range needs for county and to coordinate requests between divisions.

Knowledge of administrative research methods and procedures as needed to make recommendations regarding manpower, space or facility utilization, general operations, or to coordinate resources.

Knowledge of ethics laws as needed to ensure compliance.

Knowledge of accounting principles as applied to county government setting as needed to ensure the county is fiscally responsible in financial reporting and audit compliance.

Knowledge of grant resources as needed to identify possible funding sources and to apply for those funds.

Ability to communicate ideas in writing to include organizing thoughts in a logical manner, clarity, conciseness, adapting style to the reader, and using proper spelling, punctuation, and grammar as needed to compose narrative summaries, reports, and correspondence and to review and edit the work of others.

Ability to communicate one-on-one to include relating to people of diversity and actively listening as needed to provide instruction to employees, supervise employees, and provide information to and coordinate projects.

Ability to prepare and make oral presentations to include researching subject, preparing an outline, preparing the text, preparing handouts and visual aids, anticipating questions, speaking to the audience, and answering questions as needed to conduct presentations.

Ability to establish and maintain effective working relations with employees, division heads, citizens, and elected officials.

Ability to solicit and utilize input received from divisions when making decisions regarding programs, policies or operations.

Ability to interpret local, state and federal laws, rules and regulations for division heads, employees or citizens and to apply them appropriately to specific situations or circumstances.

Ability to plan, both long and short range, in order to coordinate and direct county operations.

Ability to modify existing policies, strategies and/or methods or operations to meet unusual or changing conditions within the context of existing management principles.

Ability to formulate and recommend policy and procedure based laws, trends, and historic perspective.

Ability to analyze and evaluate data and information in order to make a decision or to develop recommendations for the County Commission based on organizational needs, benefits and costs.

Ability to balance competing interest and to make decisions which will benefit the county.

Ability to supervise employees to include assigning and reviewing work, following up, providing feedback and recommending and implementing discipline as needed to accomplish the mission and goals of the county.

Ability to effectively coordinate human resources, equipment and other resources and to handle numerous tasks and projects simultaneously.

Ability to plan and manage highly complex projects as needed to ensure that projects are completed on time and according to established standards.

MINIMUM QUALIFICATIONS: Master's Degree in Public or Business Administration, Juris Doctorate, or Certified Public Accountant and a minimum of ten (10) years senior executive-level experience in administration, finance, accounting or personnel administration. Experience in a county or municipal environment is preferred.

ACKNOWLEDGMENTS:	
_____ Administrator, County Commission	_____ Date
_____ Chairman, County Commission (with concurrence of Commission)	_____ Date

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

DEC - 2 2019

DEPARTMENT: County Commission - Administration
DEPARTMENT HEAD: County Commission
SUPERVISOR: County Commission

POSITION INFORMATION:

Position Title County Administrator
Position Number 200165011
Pay Grade A16 Pay Range \$99,360-\$148,455
Proposed Effective Date January 1, 2020
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Department Head Date _____

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 10/31/2019
Employee Benefit Manager

Sherrill Thomas Date 10/31/2019
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEC - 2 2019

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

POSITION INFORMATION:

Position Title Correction Officer Trainee
 Position Number 500419139 Replace of L. Bennett
 Pay Grade PCT Pay Range \$31,299
 Proposed Effective Date December 16, 2019
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 11/22/2019
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 11/25/2019
 Employee Benefit Manager

Sherrill Thomas Date 11/26/2019
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

DEC - 2 2019

POSITION FILL REQUEST- BUDGETED VACANCY

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

POSITION INFORMATION:

Position Title Corrections Officer Trainee
Position Number 500419143 (Replace P Hopkins)
Pay Grade PCT Pay Range \$31,299
Proposed Effective Date December 16, 2019
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date November 14, 2019
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 11/18/2019
Employee Benefit Manager

Sherrill Thomas Date 11/18/2019
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

DEC - 2 2019

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

POSITION INFORMATION:

Position Title Corrections Officer Corporal
Position Number 500425014 Replace C. Cotton
Pay Grade PC2 Pay Range \$35,097-\$52,440
Proposed Effective Date December 16, 2019
Type of Hire (☐) New (☒) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cuninngham Date 11/22/2019
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 11/25/2019
Employee Benefit Manager

Sherrill Thomas Date 11/26/2019
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

DEC - 2 2019

DEPARTMENT: Probate
DEPARTMENT HEAD: Judge J C Love, III
SUPERVISOR: Judge J C Love, III

POSITION INFORMATION:

Position Title Probate Staff Attorney
Position Number 750034001
Pay Grade A12 Pay Range \$69,237-\$103,445
Proposed Effective Date December 9, 2019
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Judge J C Love
Department Head Date 11/22/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager Date 11/25/2019

Sherrill Thomas
Finance Director Date 11/25/2019

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: PROBATE

DEPARTMENT HEAD: JUDGE J C LOVE, III

SUPERVISOR: JAMYL A PHILYAW

POSITION INFORMATION:

Position Title Assistant Tag & License Supervisor

Position Number 750053012

Pay Grade A05 Pay Range \$32,318-48,286

Proposed Effective Date December 30, 2019

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Judge J C Love, III Date 11/25/2019

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 11/26/2019

Employee Benefit Manager

Sherrill Thomas Date 11/26/2019

Finance Director

ADMINISTRATIVE APPROVAL:

_____ Date _____

County Administrator

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

DEC - 2 2019

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 550430051 (Replace L. Pritchett)
Pay Grade PST Pay Range \$38,236
Proposed Effective Date December 16, 2019
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 11/20/2019
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 11/21/2019
Employee Benefit Manager

Sherrill Thomas Date 11/25/2019
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

DEC - 2 2019

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title Deputy Sheriff Corporal

Position Number 550429143 (Replace K Moran)

Pay Grade PS2 Pay Range 45,754 - 54,816

Proposed Effective Date December 16, 2019

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 11/25/2019

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 11/25/2019

Employee Benefit Manager

Sherrill Thomas Date 11/25/2019

Finance Director

ADMINISTRATIVE APPROVAL:

_____ Date _____

County Administrator

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

DEC - 2 2019

Date: November 19, 2019
To: Donald L. Mims, Administrator
From: Judge JC Love III
Re: Approval for the following travel:

Destination: Birmingham, Alabama
Departure Date: January 13, 2020 Return Date: January 15, 2020
Conference Leave (Days / Hours): 3 days
Purpose of Travel: To attend the APJA 2020 Winter Conference

Traveler (s) Name: 1. JC Love III 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,331.72 Advance Registration Required: \$500.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: Meals: \$75 x 3 = \$225 Registration \$500
Mileage: \$106.72
Hotel: \$275 X 2 = \$500

To: Judge JC Love III
From: Donald L. Mims, Administrator

The above request is app. 12/2/19 reimbursement of actual and necessary expenses in the
approximate amount of \$1,331.72 and advance registration of \$500.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-51300.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$17,000.00</u>
Approved Requests:	<u>\$1,465.98</u>
Budget Available:	<u>\$15,534.02</u>
Current Requests:	<u>\$1,331.72</u>
Budget Balance:	<u>\$14,202.30</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/25/2019

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 8

AGENDA

DEC - 2 2019

Date: November 15, 2019
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: January 19, 2020 Return Date: January 22, 2020
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend 2020 ASA Winter Training Conference

Traveler (s) Name: 1. Sheriff Cunningham 4. Deputy 3
2. Deputy 1 5. Deputy 4
3. Deputy 2 6. Deputy 5

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

Total (est.) Cost: \$1,750.00 Advance Registration Required: \$1,750.00

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

Additional Comments: _____

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

The above request is app. 12/2/19 reimbursement of actual and necessary expenses in the
approximate amount of \$1,750.00 and advance registration of \$1,750.00 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 & Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$13,845.00</u>
Budget Available:	<u>\$26,155.00</u>
Current Requests:	<u>\$1,750.00</u>
Budget Balance:	<u>\$24,405.00</u>

Donald L. Mims, Administrator

Reviewed by: S Thomas

Date: 11/18/2019

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

DEC - 2 2019

Date: November 19, 2019
To: Donald L. Mims, Administrator
From: Ray Williams/lp, Chief Probation Officer
Re: Approval for the following travel:

Destination: Orange Beach, Alabama
Departure Date: February 19, 2020 Return Date: February 21, 2020
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend the Alabama Conference of Social Work

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

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

Total (est.) Cost: \$2,500.00 Advance Registration Required: \$600.00

Department Name: Youth Facility Juvenile Court Fund Name: 001-52601.265

Additional Comments: _____

To: Ray Williams/lp, Chief Probation Officer

From: Donald L. Mims, Administrator

The above request is app. 12/2/19 reimbursement of actual and necessary expenses in the
approximate amount of \$2,500.00 and advance registration of \$600.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52601.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$5,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$5,000.00</u>
Current Requests:	<u>\$2,500.00</u>
Budget Balance:	<u>\$2,500.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/20/2019

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 2

AGENDA

DEC - 2 2019

Date: November 20, 2019
To: Donald L. Mims, Administrator
From: George Speake
Re: Approval for the following travel:

Destination: Orange Beach, Alabama
Departure Date: April 17, 2020 Return Date: April 23, 2020
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Attend NACE Conference including Conference set up.

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: \$2,838.00 Advance Registration Required: \$645.00
Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600.265
Additional Comments: _____

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

The above request is app. 12/2/19 reimbursement of actual and necessary expenses in the
approximate amount of \$2,838.00 and advance registration of \$645.00 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 and Training</u>	
Current Budget:	<u>\$19,000.00</u>	
Approved Requests:	<u>\$1,085.00</u>	
Budget Available:	<u>\$17,915.00</u>	
Current Requests:	<u>\$2,838.00</u>	
Budget Balance:	<u>\$15,077.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/25/2019
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 3

AGENDA

DEC - 2 2019

Date: November 20, 2019
To: Donald L. Mims, Administrator
From: George Speake
Re: Approval for the following travel:

Destination: Renaissance Hotel, Montgomery, Alabama
Departure Date: February 11, 2020 Return Date: February 12, 2020
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Attend 63rd 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: \$225.00 Advance Registration Required: \$225.00
Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600.265
Additional Comments: _____

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

The above request is app. 12/2/19 reimbursement of actual and necessary expenses in the
approximate amount of \$225.00 and advance registration of \$225.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration and Training</u>	
Current Budget:	<u>\$19,000.00</u>	
Approved Requests:	<u>\$1,085.00</u>	
Budget Available:	<u>\$17,915.00</u>	
Current Requests:	<u>\$3,063.00</u>	
Budget Balance:	<u>\$14,852.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/25/2019
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 2

AGENDA

DEC - 2 2019

Date: November 26, 2019
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Approval for the following travel:

Destination: Alpharetta, GA
Departure Date: December 10, 2019 Return Date: December 11, 2019
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Training for New E-Ring Software

Traveler (s) Name: 1. Clay Henley 4. Mark Sims
2. Pam Trammer 5.
3. Shamari Cooke 6.

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

Total (est.) Cost: \$1,170.00 Advance Registration Required: \$0.00
Department Name: Appraisal Fund Name: Reappraisal
Additional Comments: Mileage: \$220.00 Meals: \$300.00 Lodging: \$650.00
Registration: \$0.00
TOTAL EST. COST: \$1,170.00

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

The above request is app. 12/2/19 reimbursement of actual and necessary expenses in the
approximate amount of \$1,170.00 and advance registration of \$0.00 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>\$10,798.40</u>
Budget Available:	<u>\$19,201.60</u>
Current Requests:	<u>\$1,170.00</u>
Budget Balance:	<u>\$18,031.60</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/26/2019
cc: Finance Director / Buyer