

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

December 5, 2011

AGENDA
INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Todd M. Smith and Vince Zubicek with Schneider Electric
Probate Chief Clerk Wells Robinson
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair
Juvenile Court Administrator Bruce R. Howell

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Wilson

Pledge of Allegiance Led By Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of November 21, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Contract Agreement with the Crosby Drinkard Group, LLC, Regarding Government Affairs Consulting Services, County Commission
2. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
3. Consider Bid Award for Tactical Vest System, Bid Number 52200-11B-036, Sheriff's Office
4. Consider Position Fill Requests, Detention Facility (3)
 1. Corrections Officer Trainee / Corrections Officer – Position Number to be determined
 2. Corrections Officer Corporal – Position Number to be determined
 3. Corrections Officer Sergeant – Position Number 161
5. Consider Position Fill Request for a Clerk IV, Engineering Department
6. Consider Position Fill Request for a Juvenile Probation Officer I, Youth Facility
7. Consider Travel/Training Requests (4)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

DECEMBER 5, 2011

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.

DECEMBER 19, 2011

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.

DECEMBER 23, 2011

County Holiday (Christmas)

DECEMBER 26, 2011

County Holiday (Christmas)

JANUARY 2, 2012

County Holiday (New Year's)

JANUARY 9, 2012

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

JANUARY 16, 2012

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

JANUARY 23, 2012

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.

PERSONNEL ACTIONS

Fill action continues for 2 Programmer Analyst II – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 HVAC Specialist – Support Services Department
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit
Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit
Fill action continues for 1 Dept. District Attorney Level 1 – District Attorney's Child Support Unit
Fill action continues for 1 Pre-Trial Director – District Attorney Pre-Trial
Fill action continues for 22 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Clerk II – Detention Facility
Fill action continues for 3 Corrections Officer – Detention Facility
Fill action continues for 1 Stores Clerk 1 – Detention Facility
Fill action continues for 1 County Road Equipment Operator I – Engineering Department
Fill action continues for 1 Civil Engineer Tech I – Engineering Department
Fill action continues for 2 District Maintenance Superintendents #1 – Engineering Department
Fill action continues for 1 Administrative Secretary – Personnel Department
Fill action continues for 1 Assistant Chief Clerk – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 3 Customer Service Clerk's – Probate Judge's Office
Fill action continues for 1 Probate Court Clerk – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 2 Deputy Sheriff Trainee/Deputy Sheriff – Sheriff's Office
Fill action continues for 1 Clerk Typist II – Sheriff's Office
Fill action continues for 1 Court Security Officer – Sheriff's Office
Fill action continues for 3 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 2 Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility

December 5, 2011

12-05-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-23-11

Check Number	To	Check Number
221274		221318
Total Checks Paid		\$93,814.65

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

12-05-11 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 11-23-11

Check Number	To	Check Number
221319		221376
Total Checks Paid		\$383,375.36

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

Agenda

DEC - 5 2011

12-05-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-02-11

Check Number	To	Check Number
221377		221442
Total Checks Paid		\$439,326.30

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

12-05-11 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 12-02-11

Check Number	To	Check Number
221443		221515
Total Checks Paid		\$343,456.49

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

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID**

**CHECKS ARE DATED
12/02/11**

Payroll Check Number	110684	To	Payroll Check Number	110810	\$ 97,606.42
Direct Deposits					\$ 803,854.45
Payroll Check Number	110811	To	Payroll Check Number	110836	\$ 248,768.92
Direct Deposits					\$ 321,600.72
Federal Deposits					\$ 300,987.02
Total Payroll Paid					\$ 1,772,817.53

**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

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

DEC - 5 2011

December 1, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Contract Agreement with the Crosby Drinkard Group, LLC

At the last meeting, the Commission discussed the attached Contract Agreement with Crosby Drinkard Group, LLC, regarding Government Affairs Consulting Services and agreed to place this contract on the December 5, 2011 agenda.

DLM/tn

Attachment

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, 2012 and shall terminate December 31, 2012.
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 \$52,500.00 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 _____, 2011.

Crosby Drinkard Group, LLC

Montgomery County Commission

Cassandra Crosby

Elton N. Dean, Sr., Chairman

Ron Drinkard

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

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www.mc-ala.org

Agenda

DEC - 5 2011

December 5, 2011

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) to:

C-2012-21: Montgomery Area Chamber of Commerce, for the Promotion of Minority-Owned Businesses Located in the West Side of Montgomery, for The Lacey-Boyd Annual New Year's Day Parade 2012 - \$1,000; (Ingram-\$500 and Polizos-\$500)

DLM/tll

DEC - 5 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director Support Services 

DATE: November 30, 2011

SUBJECT: Invitation to Bid No. 52200-11B-036,
Tactical Vest System for the Sheriff's
Office

Request approval of award on the above referenced bid to the only bid received, Gulf States Distributors, Inc., for the unit amount of \$1,949.00, be placed on the agenda for the County Commission meeting on December 5, 2011. (copy of spread sheet attached)

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

Coordination of award made with Captain Mark C. Thompson of the Sheriff's Office.

Attachment

[illegible]

3-2

POSITION FILL REQUEST

ORIGINAL

COMPLETED ACTION DATES

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number _____

Proposed Effective Date November 14, 2011

Type of Appointment (☒) Permanent () Temporary

Recruiting

- () Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment

Pay Grade Corrections Officer Trainee - \$28,393 PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall

Date November 8, 2011

Department Head DM

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director _____

Date _____

4. Selectee:

Appointing Authority _____

Date _____

5. () Manpower data entered by _____
() Payroll entered by _____

Date _____
Date _____

Agenda

DEC - 5 2011

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. Position Title Corrections Officer, Cpl

Position Number _____

Proposed Effective Date November 14, 2011

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
() Open Competitive Register () Reemployment

Pay Grade \$31,837 - \$45,321 (PC2)

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotions)

Date November 8, 2011

D. T. Marshall
Department Head XH

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

Agenda

DEC - 5 2011

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. Position Title Corrections Officer, Sgt

Position Number 161

Proposed Effective Date November 14, 2011

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
- () Open Competitive Register () Reemployment

Pay Grade \$37,035 - \$52,721 (PC3)

Pay step to be based upon City and County of Montgomery Personnel Board Rules and Regulations, Rule VI, Section 10 (A-promotions)

D T Marshall Date November 8, 2011

Department Head DM

2. Administrative Review

- () Approved
- () Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates

Open-Competitive _____ Candidates

Transfer _____ Candidates

Personnel Director Date _____

4. Selectee:

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

Agenda
DEC - 5 2011

ELTON N. DEAN, SR.
Chairman
REED INGRAM
Vice Chairman
DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

**MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT**

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
Fax (334) 832-7190

Agenda

DEC - 5 2011

MEMORANDUM

TO: Mr. Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

George C. Speake
11/28/11

DATE: November 28, 2011

RE: CLERK IV POSITION FILL REQUEST

As discussed at the November 21, 2011, Information Session, it is requested that we be permitted to fill the currently vacant Clerk IV position on our office staff. It is anticipated that we would promote an existing Clerk III to this Clerk IV vacancy; therefore, there would be no additional or new personnel added to our staff at this time.

This clerical employee handles critical daily tasks associated with personnel issues, payroll, leave balances, purchasing, building permits, calls from the general public, and many other matters that are absolutely essential in keeping our department functional. If by some chance one or possibly two of our clerks are out of work with a prolonged illness or other reason, our daily operations would be tremendously impacted.

This position will be funded from currently budgeted gasoline tax revenues. In our ongoing efforts to comply with the hiring freeze now in place, we presently have 24 vacancies in the Engineering Department, and we anticipate there will be six additional vacancies created by retirements within the next two months.

Enclosed is the Position Fill Request for subject Clerk IV. Please place this matter on the agenda for the next meeting of the County Commission. Thank you for your assistance in this matter.

GCS/gcs

Attachment

cc: File

2011 NOV 28 PM 4:46

2011 NOV 28 PM 4:46

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: Angela A. Trimble, Admin. Assistant

1. 11/21/2011 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Clerk IV (0004)

POSITION NUMBER 600616004, Replacing Angela A. Trimble

PROPOSED EFFECTIVE DATE December 12, 2011

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

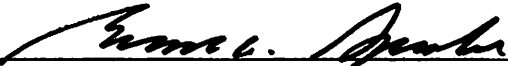
(X) PROMOTION REGISTER
(Department Only)

() TRANSFER

() OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (A05) (\$30,785 – 43,823) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions



Department Head

DATE November 21, 2011

2. ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

DATE _____

Personnel Director

4. SELECTEE: _____

Date _____

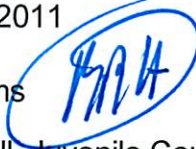
Appointing Authority

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

**Montgomery County
Youth Facility**

Memo

Date: November 23, 2011
To: Mr. Donnie Mims 
From: Bruce R. Howell, Juvenile Court Administrator
Re: Juvenile Probation Vacancy

I am requesting that a Juvenile Probation Officer I position fill request be placed on the 12-5-11 formal agenda for the Commission's consideration. This position is being created by the retirement of Ms. Mary Jeter after 37 years with the County.

Thank you for your consideration in this matter.

POSITION FILL REQUEST **ORIGINAL**

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Ron McKitt, Juvenile Probation Supervisor

COMPLETED ACTION DATES

1. ___ dept request
2. ___ admin review
3. ___ pers dept
4. ___ cert to admin
5. ___ dept selection
6. ___ final review

1. POSITION TITLE: Juvenile Probation Officer I

POSITION NUMBER: 900304091 (to replace Mary Jeter - 900306029)

PROPOSED EFFECTIVE DATE: 12/1/2011

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC1 - S1 (\$34,563/\$1,329.34/\$16.6167))

Bruce R. Howell

Department Head

11/15/2011
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by

Date

() Payroll entered by

Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 5 2011

Request # 3

Date: November 29, 2011
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, DC
Departure Date: March 4, 2012 Return Date: March 7, 2012
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2012 NACo Legislative Conference

Traveler (s) Name: 1. Jiles Williams 4. _____
2. John Mitchell 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$4,360.00 Advance Registration Required: \$980.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - 490.00; Meals - 300.00; Airfare - 500.00; Hotel - 760.00
Taxi/Shuttle - 100.00; Airport Parking - 30.00 (COSTS ARE PER PERSON)

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/05/11 reimbursement of actual and necessary expenses in the
approximate amount of \$4,360.00 and advance registration of \$980.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$1,600.74</u>	
Budget Available:	<u>\$20,899.26</u>	
Current Requests:	<u>\$4,360.00</u>	
Budget Balance:	<u>\$16,539.26</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/29/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

DEC - 5 2011

Request # 8

Date: November 22, 2011
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Columbiana, AL
Departure Date: December 6, 2011 Return Date: December 9, 2011
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Assist with assessment evaluations for Lieutenants and Corrections Lieutenant

Traveler (s) Name: 1. Lieutenant Rodney Barrett 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: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: All expenses will be paid by Shelby County Sheriff's Office

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 12/05/11 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>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$1,876.04</u>	
Budget Available:	<u>\$23,123.96</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$23,123.96</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/22/2011

cc: Finance Director / Buyer

7-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

DEC - 5 2011

Request # 2

Date: November 29, 2011
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Pheonix, Arizona
Departure Date: January 20, 2012 Return Date: January 25, 2012
Conference Leave (Days / Hours): 6 days
Purpose of Travel: Attend American Correctional Association Winter Conference
for our ACA accreditation

Traveler (s) Name: 1. Brandi Alexander 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,800.00 Advance Registration Required: \$290.00

Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: _____

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 12/05/11 reimbursement of actual and necessary expenses in the
approximate amount of \$2,800.00 and advance registration of \$290.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$15,000.00</u>
Current Requests:	<u>\$2,800.00</u>
Budget Balance:	<u>\$12,200.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/29/2011

cc: Finance Director / Buyer

7-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

DEC, - 5 2011

Request # 5

Date: November 22, 2011

To: Donald L. Mims, Administrator

From: Ellen Brooks

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: January 11, 2012

Return Date: January 13, 2012

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: To Attend: ADAA 2012 Winter Conference

Traveler (s) Name: 1. Ellen Brooks 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$914.00

Advance Registration Required: \$375.00

Department Name: District Attorney

Fund Name: 760-51260-265

Additional Comments: Ms Brooks would like the option of using either vehicle

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 12/05/11 reimbursement of actual and necessary expenses in the
approximate amount of \$914.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$45,000.00

Approved Requests: \$1,522.44

Budget Available: \$43,477.56

Current Requests: \$914.00

Budget Balance: \$42,563.56

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/22/2011

cc: Finance Director / Buyer

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