

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

APRIL 9, 2012

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:

Executive Director Evette Hester with the Montgomery Housing Authority
President Donald Jenkins with Centennial Hill Gardening Project, Inc.
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair and Special Projects Manager Bill Tucker with CARPD
Risk Manager Scott Kramer

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Polizos

Pledge of Allegiance Led By Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 26, 2012

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

RESOLUTION:

Consider Resolution Proclaiming the Month of April as Child Abuse Awareness Month in Montgomery County, Alabama

PUBLIC HEARING:

Public Hearing Regarding Community Development Block Grant (CDBG) Projects for Montgomery County, Alabama

NEW BUSINESS:

1. **Consider Resolution Regarding Resurfacing Mitchell Young Road (3.633 Miles), Project Number MCP 51-71-12, Engineering Department**
2. **Consider Resolution Regarding Resurfacing Pike/Old Carter Hill Road (7.095 Miles), Project Number 51-72-12, Engineering Department**
3. **Consider Amendment Number 1 to Contract with Norment Security Group, Inc., Regarding Preventive Maintenance for the Security Cameras, Doors, Locks and Any Other Security Components, Sheriff's Office**
4. **Consider Amendment Number 1 to Contract with The Bridge, Inc., Regarding the Operation of Camp Davis, Youth Facility**
5. **Consider Miscellaneous Appropriations Reprogramming Requests, County Commission**
6. **Consider Budget Change Request Number 11 for 2012 Buckmasters Expo, County Commission Appropriations**
7. **Consider Budget Change Request Number 12 for Upgrade of Weather Warning Sirens, County Commission Appropriations**
8. **Consider Position Fill Request for Clerk III, Position Number 200003017, County Commission**
9. **Consider Position Fill Request for Clerk II, Position Number 236, Detention Facility**

10. Consider Position Fill Requests for Corrections Officer Trainee / Corrections Officer – Position Number's 025 and 113, Detention Facility
11. Consider Position Fill Request for Clerk Typist II, Position Number 810012009, Tax & Audit Department
12. Consider Position Fill Request for Relief Cook (Temporary), Position Number 910442006, Youth Facility
13. Consider Travel/Training Requests (8)

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

APRIL 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.

APRIL 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.

MAY 14, 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.

MAY 28, 2012

County Holiday (Memorial Day)

MAY 29, 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.

JUNE 11, 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.

JUNE 25, 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 Plumber III – Support Services Department
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
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 22 Correction Officer Trainee's – Detention Facility
Fill action continues for 2 Clerk II – Detention Facility
Fill action continues for 3 Corrections Officers – Detention Facility
Fill action continues for 1 Inmate Grievance/Disciplinary Clerk – 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 Road Maintenance Supervisors – Engineering Department
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 License Inspector – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 2 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officers – Youth Facility

April 9, 2012

04-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 03-30-12

Check Number	To	Check Number
224492		224537
Total Checks Paid		\$57,156.72

CHECK #	PAYEE	AMOUNT	DATE
224490	Gardner, Jeffery Allen	\$ 2,000.00	03/22/12
224491	Williams, Ray Michael	\$ 49.00	03/26/12

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

Agenda

APR - 9 2012

04-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-30-12

Check Number	To	Check Number
224538		224642
Total Checks Paid		\$1,694,529.79

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

04-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 04-06-12

Check Number	To	Check Number
224645		224697
Total Checks Paid		\$110,299.39

CHECK #	PAYEE	AMOUNT	DATE
224643	Alexander Thomas L., Jr. & Valeria S.	\$ 500.00	03/29/12
224644	Stivers Ford Lincoln Mercury	\$46,308.00	04/02/12

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

Agenda

APR - 9 2012

04-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 04-06-12

Check Number	To	Check Number
224698		224779
Total Checks Paid		\$321,792.58

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

Agenda

APR - 9 2012

04-09-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 04-06-12

Check Number	To	Check Number
224780		224785
Total Checks Paid		\$600.00

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

04/09/12 Meeting

Agenda

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

APR - 9 2012

CHECKS ARE DATED
04/06/12

Payroll Check Number	112009	To	Payroll Check Number	112124	\$ 107,983.16
Direct Deposits					\$ 786,504.66
Payroll Check Number	112125	To	Payroll Check Number	112150	\$ 247,698.25
Direct Deposits					\$ 320,921.97
Federal Deposits					\$ 300,044.88
Total Payroll Paid					\$ 1,763,152.92

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

RESOLUTION

Whereas, more than three million reports of child abuse are made each year; and

Whereas, approximately five children die as a result of abuse or neglect every day, and approximately 80% of these are under the age of four; and

Whereas, a study by the U.S. Centers for Disease Prevention and Control found that approximately one-in-fifty or 2.1 percent of infants under the age of one suffer from non-fatal child abuse or neglect every year in the United States, and close to a third of those infants are newborns; and

Whereas, in 2010, 9,586 of Alabama's children were victims of abuse or neglect, a 15.6% increase over the previous year; and

Whereas, 27.7% of the population of Montgomery County is comprised of children, 19 years and under; and

Whereas, according to the 2011 Kids Count Data Book supported by the Casey Foundation, 401 children in Montgomery County were identified with indication of abuse/neglect; and

Whereas, the Family Sunshine Center partners with other agencies to accomplish missions related to protecting and safeguarding children through activities related to prevention, shelter, counseling, mentoring and related services; and

Whereas, Family Sunshine Center Executive Director Karen Sellers was nominated by the Alabama Governor's Office and was selected to receive the 2012 Administration on Children, Youth and Families (ACYF) Commissioner's Award for making an exceptional contribution to the prevention and treatment of child abuse and neglect in Alabama;

Now, therefore, be it resolved that the Montgomery County Commission hereby proclaims the month of April 2012, as Child Abuse Awareness Month in Montgomery County in recognition of the victims of child abuse and/or neglect and the special work of Karen Sellers to overcome barriers to prevention and healing of child victims of family violence.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 9th day of April, 2012.

**Notice of Public Hearing
Regarding Community Development Projects
for Montgomery County, Alabama**

The Montgomery County Commission will hold a public hearing on Monday, April 9, 2012 at 9:30 AM in Annex III, 101 South Lawrence Street, Commissioner's Court, Montgomery, Alabama 36104. All citizens are urged to attend and express their views regarding the community's most pressing community development needs.

The purpose of this hearing will be to discuss the Community Development Block Grant (CDBG) program as administered by the Alabama Department of Economic and Community Affairs (ADECA) and possible submission of one or more applications through this program's various funds. CDBG funds are to primarily benefit low and moderate income persons in Montgomery County. Information to be presented will include the amount of grant funds available, the range of eligible activities that may be undertaken, and a discussion of proposed possible projects for which the County intends to submit an application to the State of Alabama requesting CDBG funds.

Any person with a disability or communication impairment should contact the Montgomery County Commission, at (334) 832-1210, if special accommodations are needed. The County will attempt to accommodate all reasonable requests.

Elton Dean, Chairman
Montgomery County Commission

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

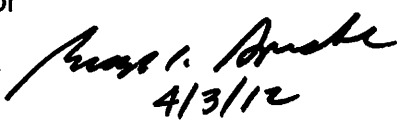
GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
Fax (334) 832-7190

Agenda

APR - 9 2012

M E M O R A N D U M

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer 
4/3/12

DATE: April 3, 2012

RE: **APPROVAL OF RESOLUTION FOR PROJECT NO. MCP 51-71-12
RESURFACING MITCHELL YOUNG ROAD (3.633 MILES)**

Please place on the agenda of the next regular meeting of the Montgomery County Commission the approval of the resolution for Project No. MCP 51-71-12 as referenced above.

If approved, please have two copies with original signatures executed and returned to this office for further processing.

GCS/jmk

Attachments

C: File

RESOLUTION

COUNTY OF MONTGOMERY

Project No. MCP 51-71-12

STATE OF ALABAMA

WHEREAS, the County Commission of Montgomery County, Alabama, is desirous of constructing or improving, by force account, by contractor or both, a section of road included in the Montgomery County Road System and described as follows:

Resurfacing Mitchell Young Road (CR-17) from US 80, north to the junction of Old Selma Road (CR-54) for a length of 3.633 miles.

Link Node and Location maps are attached.

WHEREAS, the County agrees to all of the provisions of the County-wide agreement executed between the State and the County covering preliminary engineering by State forces and equipment on this project, and

WHEREAS, the County agrees to all of the provisions of any agreement which has been executed or will be executed covering the construction of the project.

Done at the regular session of the County Commission of Montgomery County, this ____ day of _____, 2012.

Montgomery County Commission
Governing Body

Elton N. Dean, Sr., Chairman

Reed Ingram, Vice Chairman

Jiles Williams, Jr., Member

Dimitri Polizos, Member

Ham Wilson, Jr., Member

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

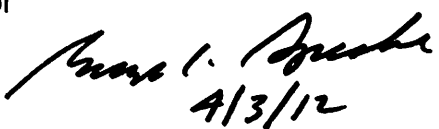
GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
Fax (334) 832-7190

Agenda

APR - 9 2012

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer 
4/3/12

DATE: April 3, 2012

RE: **APPROVAL OF RESOLUTION FOR PROJECT NO. MCP 51-72-12
RESURFACING PIKE/OLD CARTER HILL ROAD (7.095 MILES)**

Please place on the agenda of the next regular meeting of the Montgomery County Commission the approval of the resolution for Project No. MCP 51-72-12 as referenced above.

If approved, please have two copies with original signatures executed and returned to this office for further processing.

GCS/jmk

Attachments

C: File

RESOLUTION

COUNTY OF MONTGOMERY

Project No. MCP 51-72-12

STATE OF ALABAMA

WHEREAS, the County Commission of Montgomery County, Alabama, is desirous of constructing or improving, by force account, by contractor or both, a section of road included in the Montgomery County Road System and described as follows:

Resurfacing Pike Road and Old Carter Hill Road (CR-85) from US 82, north to the junction of Wallahatchie Road (CR-83) for a length of 7.095 miles.

Link Node and Location maps are attached.

WHEREAS, the County agrees to all of the provisions of the County-wide agreement executed between the State and the County covering preliminary engineering by State forces and equipment on this project, and

WHEREAS, the County agrees to all of the provisions of any agreement which has been executed or will be executed covering the construction of the project.

Done at the regular session of the County Commission of Montgomery County, this ____ day of _____, 2012.

Montgomery County Commission
Governing Body

Elton N. Dean, Sr., Chairman

Reed Ingram, Vice Chairman

Jiles Williams, Jr., Member

Dimitri Polizos, Member

Ham Wilson, Jr., Member

APR - 9 2012

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services *PA*

DATE: April 3, 2012

SUBJECT: Contract on Security Cameras
For the Sheriff's Office

Request approval of Amendment No. 1 on the Preventive Maintenance contract for the Security Cameras, Doors, Locks and any other security components, with Norment Security Group, Inc. be placed on the agenda for the County Commission meeting on April 9, 2012.

The monthly price will increase from \$19,749.33 to \$20,736.79, the 5% allowable increase on the original contract.

Coordination made with Sheriff D.T. Marshall.

Attachment

MONTGOMERY COUNTY COMMISSION
PURCHASING OFFICE
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102

AMENDMENT
TO
CONTRACT BETWEEN
MONTGOMERY COUNTY COMMISSION
AND
NORMENT SECURITY GROUP, INC.

AMENDMENT NO. 1

DATE: April 1, 2012

Contract for Preventive Maintenance on the Security Cameras, Doors, Locks, and any other Security Components within the County buildings, is hereby extended for one (1) year beginning April 1, 2012 and ending March 31, 2013, with the option to renew for one (1) year. A price escalation may be allowed but shall not exceed 5% per year.

Monthly price of \$19,749.33 will increase by \$987.46, changing the price to \$20,736.70.

All other provisions of the contract will remain the same.

WITNESS: Norment Security Group, Inc.

BY: _____

TITLE: _____

WITNESS: MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

APR - 9 2012

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services 

DATE: April 4, 2012

SUBJECT: Amendment No. 1 to Contract No. 52601-10P-006,
Operation of Camp Davis

Request approval of the attached Amendment No. 1 on the Operation of Camp Davis contract with The Bridge, Inc., be placed on the agenda for the County Commission meeting on April 9, 2012.

The cost of \$500,000.00 and all other provisions of the contract will remain the same.

Coordination of contract made with Mr. Bruce Howell, Juvenile Court Administrator.

Attachment

STATE OF ALABAMA
AGREEMENT
BETWEEN
MONTGOMERY COUNTY COMMISSION
AND
THE BRIDGE, INC.

Amendment No. 1

Contract No. 52601-10P-006

Contract No. 52601-10P-006, Operation of Camp Davis, is hereby extended for an additional one (1) year period with the option to renew for one (1) year.

Contract period will begin on July 1, 2011 and will end on June 30, 2012.

All pricing and other special provisions shall remain the same.

The Bridge, Inc.

By: _____
Tim Naugher, Executive Director Date

Montgomery County Commission

BY: _____
Donald L. Mims, Administrator Date

Memo

Date: April 5, 2012
To: Mr. Donnie Mims
From: Bruce R. Howell, Court Administrator
Re: The Bridge, Inc. Contract

Please place the attached contract with The Bridge, Inc. to operate our Davis Treatment Program on the next agenda. Please approve the attached amendment to the original contract that extends the time of the contract to coincide with a calendar year. Thank you for your assistance in this matter.

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

APR - 9 2012

April 9, 2012

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:

C2012-49: Alpha Upsilon Lambda Chapter Educational Foundation, Alpha Phi Alpha Fraternity, Inc., for Expenses used during the Miss Black and Gold Scholarship Pageant - \$500; (Williams)

NC-2012-65: BOE, Brewbaker Junior High School, for Principal's Discretionary Fund, for Special Needs Dance - \$2,500; (Ingram-\$500, Williams-\$500, and Wilson-\$500)

NC-2012-66: City of Montgomery, to be used by BONDS to Support Brookview Neighborhood, for the "National Night Out" Event - \$200; (Williams)

NC-2012-67: City of Montgomery, to be used by BONDS to Support the Neighbors Helping Neighbors Community Watch Association, for the "National Night Out" Event - \$200; (Williams)

NC-2012-68: City of Montgomery, to be used by BONDS to Support Nixon Times Neighborhood, for the "National Night Out" Event - \$200; (Williams)

NC-2012-69: BOE, Robert E. Lee High School, for Hall of Fame Ceremony - \$2,000; (Polizos)

NC-2012-70: City of Montgomery, to be used by BONDS to the Willie Cook Community Center, for Purchase of Computers - \$1,500; (Wilson)

DLM/tll

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 11

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	4/5/2012
DATE:	4/5/2012	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Area Chamber of Commerce	001-59320-483	332,500	35,000	367,500
Fund Balance	001.35900		-35,000	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		332,500	0	367,500

JUSTIFICATION:

To provide funding for tourism development regarding the 2012 Buckmaster Expo.

APR - 9 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 12

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	4/5/2012
DATE:	4/5/2012	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Emergency Mgmt Equipment	001-52300.219	0	18,480	18,480
Fund Balance	001.35900		-18,480	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	18,480

JUSTIFICATION:

To purchase narrow banded radios for the 28 County weather warning sirens.



Todd Strange
Mayor

City of Montgomery, Alabama

MONTGOMERY CITY COUNCIL MEMBERS

Charles W. Jinright-President
Tracy Larkin- Pres. Pro Tem
Richard Bollinger

David M. Burkette
Cornelius 'C.C.' Calhoun
Jonathon Dow

Arch Lee
Glen O. Pruitt, Jr.
Charles W. Smith



J. Christopher Murphy
Director of Public Safety

March 21, 2012

Donald Mims, County Administrator
Montgomery County
P.O. Box 1667
Montgomery, AL 36102

RE: Request to Amend Budget for Narrow Banding of County Sirens

Dear Donnie:

I request an increase in the current fiscal year budget in the amount of \$18,480.00 for the purchase of 28 radios that are narrow banded from the current 12.5 mhz to 6.25 mhz. Narrow-banding is an unfunded mandate from the Federal Communications Commission that has to be completed by January 1, 2013. We have been unsuccessful in finding any grant funding for this mandate.

The price of the needed radios is \$660.00 each. There are currently a total of 78 active weather warning sirens in the system. Forty-seven are in the City of Montgomery, 28 in Montgomery County and 3 are in the Town of Pike Road. The Montgomery Department of Communications has committed to replacing the radios in all 78 sirens and there will be no labor charge for this work.

Although we have until January 1, 2013 to complete this narrow-banding, we need to purchase the radios as soon as possible in order to ensure they are not back ordered and are on hand when we begin the conversion process. We expect to begin replacing the radios in the later part of the year when we hope to have good weather and dry soil conditions around the poles the sirens are located on. Montgomery Department of Communications will make this project a priority once begun in order to minimize the period of time some sirens may not activate during the conversion process.



Mims Cont.
March 21, 2012
Page 2

Montgomery City/County EMA will work through the local media to notify the public that sirens may not work as expected during the time they are being converted. This will also afford us the opportunity to continue stressing that weather warning sirens are strictly outdoor notification systems and should not be solely relied on as a means of severe weather notification. As always, we will stress the importance of each household and place of business having a NOAA Weather Radio on hand and staying tuned to local media and Smart Phone Apps for additional warning of severe weather.

Yours for a safer Montgomery County,



Mike Stoudenmier, Director
Montgomery City/County EMA

Enclosure

ms

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
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Agenda

APR - 9 2012

April 4, 2012

MEMORANDUM

TO: Donald Mims
County Administrator

FROM: John A. Mitchell, Sr. *JAM*
Deputy Administrator

RE: Position Fill Request

Renee Wood has accepted a position as Administrative Secretary with the Montgomery City/County Personnel Department. Her last day of employment with the County Commission will be March 23, 2012. The Clerk III position she holds is critical to the needs of the Administrative Office.

The Clerk III position assists the Deputy Administrator and handles various duties to include: Time Sheets and leave processing, and file maintenance; Payroll; Travel requests, arrangements and reimbursements for Commissioners and staff; Processing legal bills and other invoices including County credit card payments. This position will need to be filled immediately.

This item was discussed during the March 26, 2012 Commission meeting working session. At that time, I was advised to place this item on the agenda for the April 9, 2012 Commission meeting.

JAM/tll

Attachment

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT: MONTGOMERY COUNTY COMMISSION

DEPARTMENT HEAD: DONALD MIMS

SUPERVISOR: JOHN MITCHELL

1. POSITION TITLE CLERK III

POSITION NUMBER 200-003-017

PROPOSED EFFECTIVE DATE APRIL 2, 2012

TYPE OF APPOINTMENT ☒ PERMANENT ☐ TEMPORARY

RECRUITING

☒ PROMOTIONAL REGISTER ☐ TRANSFER

☐ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE A-04 Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, R VI, Section 10(a) promotions.

D2 Mims DATE 3/9/12
Department Head

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 _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Clerk II

Position Number 236

Proposed Effective Date February 20, 2012

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade \$21,830 - \$31, 076 A02

D T Marshall
Department Head RA

Date February 8, 2012

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

APR - 9 2012

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

Agenda

APR - 9 2012

1. Position Title Corrections Officer / Corrections Officer Trainee
Position Number 025
Proposed Effective Date March 19, 2012
Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D T Marshall
Department Head dt

Date March 5, 2012

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 _____

ORIGINAL

POSITION FILL REQUEST

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 / Corrections Officer Trainee

Position Number 113

Proposed Effective Date March 19, 2012

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D T Marshall
Department Head DT

Date March 5, 2012

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 _____

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 1818

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

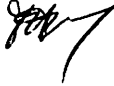
Agenda

APR - 9 2012

April 4, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy County Administrator 

RE: Clerk Typist II Position

Terri Henderson, Revenue Manager, Tax & Audit Department, has submitted a position fill request for a Clerk Typist II. This vacancy became available with the transfer of Christine Brunson to the Revenue Commissioner's Office on April 2, 2012. This is a critical position to the clerical operations of the department and is responsible for processing tax payments.

This request was discussed in the Information Session on March 26, 2012 and was advised to place this item on the agenda for the Montgomery County Commission meeting on April 9, 2012.

JAM/tah

Attachments

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Tax & Audit Department
DEPARTMENT HEAD: Terri A. Henderson
SUPERVISOR: Terri A. Henderson

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

1. Position Title Clerk Typist II SY0120
Position Number 810012009
Proposed Effective Date 03-26-2012
Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade A03 Step 1 \$24,414.00 Annual

Terri A. Henderson Terri A. Henderson Date 03-22-2012
Department Head

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
Youth Facility**

Agenda

APR - 9 2012

Memo

To: Mr. Donnie Mims
From: Bruce R. Howell, Juvenile Court Administrator
Date: March 5, 2012
Re: Temporary Cook Fill Request



We currently have a Cook position vacancy at the Youth Facility. The vacancy is for a full-time employee; however, I am asking that this position be filled with a part-time relief cook. I would like this to be discussed in the working session of the March 12th Commission meeting. Additionally, you should be aware that I am asking for the register for the Mess Steward to fill this position as the two positions essentially have the same job descriptions and the mess steward register is the more current of the two.

Thank you for your consideration!

ORIGINAL

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 Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Juvenile Detention Director

1. POSITION TITLE: Cook (Relief)

POSITION NUMBER: 910442006

PROPOSED EFFECTIVE DATE: 3/19/2012

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: A02 (\$21,830/\$839.63/\$10.4954)

Bruce R. Howell

Department Head

3/5/2012
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 _____
☐ Payroll entered by _____

Date _____
Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

APR - 9 2012

Request # 14

Date: April 4, 2012
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: New Orleans, LA

Departure Date: April 16, 2012 Return Date: April 19, 2012

Conference Leave (Days / Hours): 4 days

Purpose of Travel: to attend 12th Annual International Family Justice Center Conference

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,340.00 Advance Registration Required: \$400.00

Department Name: County Commission Fund Name: General

Additional Comments: Meals - \$300; Hotel - \$540; Mileage - \$100; Registration - \$400

To: Donald L. Mims, Administrator

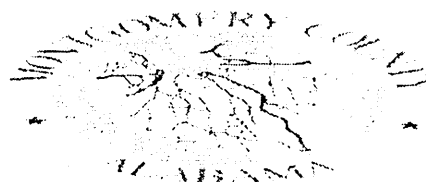
From: Donald L. Mims, Administrator

The above request is app. 04/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$1,340.00 and advance registration of \$400.00 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>\$13,599.02</u>	
Budget Available:	<u>\$8,900.98</u>	
Current Requests:	<u>\$1,340.00</u>	
Budget Balance:	<u>\$7,560.98</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/5/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

APR - 9 2012

Date: April 4, 2012

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: May 16, 2012

Return Date: May 18 2012

Conference Leave (Days / Hours): 3 days

Purpose of Travel: AL XI: Understanding the Tax Collection Function property tax education course through Auburn University Center for Governmental Services

Traveler (s) Name: 1. Christine Brunson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$200.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: Total est. cost includes registration fees.

To: Janet Buskey, Revenue Comm

From: Donald L. Mims, Administrator

The above request is app. 04/09/12 reimbursement of actual and necessary expenses in the approximate amount of \$200.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51500.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$3,400.00

Approved Requests: \$1,750.00

Budget Available: \$1,650.00

Current Requests: \$200.00

Budget Balance: \$1,450.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/5/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

APR - 9 2012

Request # 6

Date: April 3, 2012
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, Alabama
Departure Date: September 21, 2012 Return Date: September 21, 2012

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend ALTIST Certified Revenue Examiner Program "Special Issues for Sales and Use Tax Examination" Class in Hoover, AL. Attendees earn 8 CPE Hours. Registration Fee of \$110 for each attendee.

Traveler (s) Name: 1. Te'Rea T. Smith 4. _____
2. Terri Henderson 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$470.00 Advance Registration Required: \$220.00

Department Name: Tax & Audit Fund Name: 001-51800-265

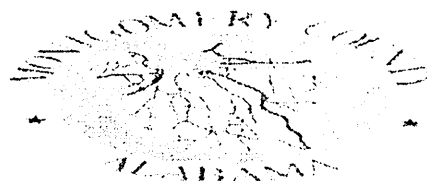
Additional Comments: Registration Fees to be direct billed to Montgomery County
Registration \$220 Meals \$65 Mileage \$185

To: Terri Henderson, Revenue Manager
From: Donald L. Mims, Administrator

The above request is app. 04/09/12 reimbursement of actual and necessary expenses in the approximate amount of \$470.00 and advance registration of \$220.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$6,200.00</u>
Approved Requests:	<u>\$3,065.00</u>
Budget Available:	<u>\$3,135.00</u>
Current Requests:	<u>\$470.00</u>
Budget Balance:	<u>\$2,665.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/3/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

APR - 9 2012

Request # 1

Date: April 4, 2012
To: Donald L. Mims, Administrator
From: Pat Litchfield
Re: Travel / Training Request



Request approval to be granted for the following:

Destination: Hampton Inn & Suites, Montgomery, Alabama

Departure Date: April 10, 2012

Return Date: April 10, 2012

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: UST Operator Training

Traveler (s) Name: 1. Pat Litchfield 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify)

Total (est.) Cost: \$349.00

Advance Registration Required: \$349.00

Department Name: Support Services

Fund Name: General

Additional Comments: Registration - \$349.00

To: Pat Litchfield

From: Donald L. Mims, Administrator

The above request is app. 04/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$349.00 and advance registration of \$349.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51901-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$349.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$349.00</u>	
Current Requests:	<u>\$349.00</u>	
Budget Balance:	<u>\$0.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/5/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

APR - 9 2012

Date: April 4, 2012

To: Donald L. Mims, Administrator

From: James Eldon Wilson, Chairman

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Marriott Shoals Resort, Florence, Ala

Departure Date: May 3, 2012

Return Date: May 4, 2012

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: To attend the spring 2012 Meeting of the Alabama Registrars Association Group.

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

Check Mode of Transportation:

County Vehicle

☐
☒

Commercial Air

☐
☐

Private Vehicle

Other (Specify)

Total (est.) Cost: \$472.43

Advance Registration Required: None

Department Name: Board of Registrars

Fund Name: 001-51920.265

Additional Comments: Estimated Costs: Room and Taxes: \$105.45; Rnd trip Mileage (436 miles) \$241.98;
Food (less breakfast 1st day) \$125: Total \$472.43

To: James Eldon Wilson, Chairman

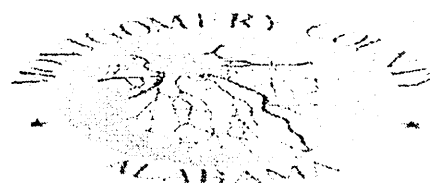
From: Donald L. Mims, Administrator

The above request is app. 04/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$472.43 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51920.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$1,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$1,500.00</u>	
Current Requests:	<u>\$472.43</u>	
Budget Balance:	<u>\$1,027.57</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/5/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

APR - 9 2012

Request # 5

Date: April 2, 2012
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Houston, Texas

Departure Date: April 24, 2012 Return Date: April 26, 2012

Conference Leave (Days / Hours): 3 days

Purpose of Travel: Attend annual Casey Foundation Juvenile Detention Alternatives Initiative
Inter-site Conference

Traveler (s) Name: 1. Beverly Wise 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: _____

Department Name: Youth Facility Fund Name: 001-52604-265

Additional Comments: All costs are provided by the Annie E. Casey Foundation.

To: Bruce R. Howell

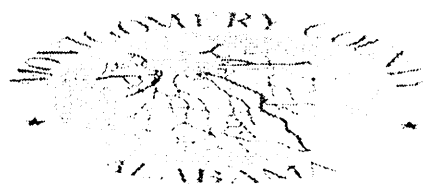
From: Donald L. Mims, Administrator

The above request is app. 04/09/12 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>001-52604.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$1,742.00</u>	
Budget Available:	<u>\$3,258.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$3,258.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/3/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Agenda

APR - 9 2012

Date: April 3, 2012
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: June 26, 2012 Return Date: June 29, 2012
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2012 ACCMA Summer Conference

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

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

Total (est.) Cost: \$1,276.78 Advance Registration Required: \$200.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Mileage - \$219.78; Registration - \$200.00; Hotel - \$582.00; Meals- 275.00

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

The above request is app. 04/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$1,276.78 and advance registration of \$200.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>007-51120.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$5,221.74</u>
Budget Available:	<u>\$9,778.26</u>
Current Requests:	<u>\$1,276.78</u>
Budget Balance:	<u>\$8,501.48</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/3/2012

cc: Finance Director / Buyer

13-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

APR - 9 2012

Date: March 28, 2012

To: Donald L. Mims, Administrator

From: Barbara M. Montoya, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: April 26, 2012

Return Date: April 26, 2012

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend the AUM Administrative Professionals Conference 2012

Traveler (s) Name: 1. Lori Knight

4. Renee Wood

2. Tammy Linton

5.

3. Jessalyn Peck

6.

Check Mode of Transportation: County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$396.00

Advance Registration Required: \$396.00

Department Name: Personnel

Fund Name: Merit System

Additional Comments: Registration - \$99.00/person; Lunch included

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 04/09/12 reimbursement of actual and necessary expenses in the
approximate amount of \$396.00 and advance registration of \$396.00 is authorized.

To be completed by the Finance Department

Fund Code: 123-51961.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

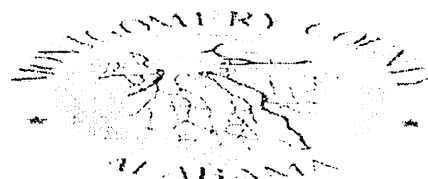
Approved Requests: \$2,420.00

Budget Available: \$12,580.00

Current Requests: \$396.00

Budget Balance: \$12,184.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/2/2012

cc: Finance Director / Buyer

13-8