

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

DECEMBER 16, 2013

AGENDA

INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Mayor Todd Strange and Chief Information and Technology Officer Lou Ialacci
Chief Appraiser Clay Henley
County Extension Coordinator Jimmy Smitherman
Chief Probate Clerk William Flowers
Executive Director Greg Clark and Planning Director Katherine E. Ennis with Central
Alabama Regional Planning and Development Commission

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Ingram

Pledge of Allegiance Led By Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of December 2, 2013

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
2. Consider Position Fill Request for Investigator I, Position Number 430002010, District Attorney's Office
3. Consider Position Fill Requests for two Corrections Officer Trainee/Corrections Officers, Position Numbers 51 and 201, Detention Facility
4. Consider Position Fill Requests for a Deputy Sheriff Trainee/Deputy Sheriff, Position Number 75 and a Clerk Typist II, Position Number 105, Sheriff's Office
5. Consider Travel/Training Requests (6)

Reports from Staff:

County Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

DECEMBER 16, 2013

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 24, 2013

County Holiday (Christmas)

DECEMBER 25, 2013

County Holiday (Christmas)

JANUARY 1, 2014

County Holiday (New Year's Day)

JANUARY 6, 2014

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 20, 2014

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

JANUARY 21, 2014

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's – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 2 Service Maintenance Worker I's – Support Services Department
Fill action continues for 1 Groundskeeper – Support Services Department
Fill action continues for 1 Painter II – Support Services Department
Fill action continues for 1 Purchasing Manager – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
Fill action continues for 1 Revenue Auditor – Tax & Audit 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 Investigator II – 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 Case Manager II – District Attorney's Child Support Unit
Fill action continues for 1 Deputy D. A. Level 1 – District Attorney's Child Support Unit
Fill action continues for 21 Correction Officer Trainees – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 3 Road Maintenance Supervisor's – Engineering Department
Fill action continues for 3 Service Maintenance Worker I's – Personnel Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Probate Court Clerk – Probate Judge's Office
Fill action continues for 8 Customer Service Clerks (Part-Time) – Probate Judge's Office
Fill action continues for 2 Clerk III – Revenue Commissioner's Office
Fill action continues for 1 Revenue Branch Supervisor – Revenue Commissioner's Office
Fill action continues for 1 Deputy Sheriff Corporal – Sheriff's Office
Fill action continues for 2 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office
Fill action continues for 1 Court Security Officer – Sheriff's Office
Fill action continues for 1 Fingerprint Classifier – Sheriff's Office
Fill action continues for 1 Clerk Typist II – Youth Facility
Fill action continues for 2 Relief Cook – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 3 Juvenile Detention Officer's (Part-Time) – Youth Facility

December 16, 2013

12-16-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 12-06-13

Check Number	To	Check Number
240034		240084
Total Checks Paid		\$619,860.29

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

12-16-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-06-13

Check Number	To	Check Number
240085		240187
Total Checks Paid		\$442,522.55

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
12/13/13**

Payroll Check Number	118292	To	Payroll Check Number	118395	\$ 89,569.87
Direct Deposits					\$ 831,615.85
Payroll Check Number	118396	To	Payroll Check Number	118424	\$ 278,216.36
Direct Deposits					\$ 336,971.45
Federal Deposits					\$ 356,860.81
Total Payroll Paid					\$ 1,893,234.34

**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

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, 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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

DEC 16 2013

December 16, 2013

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) and to sign the contracts:

****NC-2014-44:** Rescind Appropriation to BOE, Southlawn Elementary School, for 6th Grade Expenses - \$500; (Williams)

NOTE: This should be appropriated to Southlawn Middle School.

NC-2014-65: BOE, Southlawn Middle School, for 6th Grade Expenses - \$500; (Williams)

NC-2014-66: BOE, Dunbar-Ramer School, for Principal's Discretionary Fund - \$500; (Ingram)

****Rescind**

DLM/tll



Offices of
Ellen Brooks

District Attorney

Fifteenth Judicial Circuit of Alabama

DARYL D. BAILEY
CHIEF DEPUTY DISTRICT ATTORNEY

RHONDA B. CAPE
ADMINISTRATIVE ASSISTANT

JERRY N. BLOODSWORTH
CHIEF INVESTIGATOR

MONTGOMERY COUNTY COURTHOUSE
251 SOUTH LAWRENCE STREET
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667



(334) 832-2550
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www.mc-ala.org/da

Agenda

DEC 16 2013

November 26, 2013

Chairman Elton N. Dean, Sr.
Montgomery County Commission
Montgomery County Annex III
101 S. Lawrence St.
Montgomery, AL 36104

RE: Position Fill Request

Dear Chairman Dean:

Attached is a position fill request for an Investigator I.

Responsibilities of the position include conducting investigations; evaluating and preparing collected evidence for presentation; conducting interviews of suspects, victims and witnesses; and locating witnesses.

This position is paid by the Worthless Check Unit and is no cost to the County.

We ask the Commission to approve this request. I will be available to discuss this with the Commission.

Thank you for your help in this matter.

Sincerely,

Rhonda B. Cape
Administrative Assistant

cc: Donnie Mims, County Administrator

ORIGINAL

DISTRICT ATTORNEY
POSITION FILL REQUEST

DEPARTMENT HEAD: Ellen Brooks

SUPERVISOR: Jerry Bloodsworth

POSITION TITLE: Investigator I

POSITION NO:

430002010

PROPOSED EFFECTIVE DATE: 12/19/13

TYPE OF APPOINTMENT: (X) PERMANENT () TEMPORARY

RECRUITING:

(X) OPEN

() TRANSFER

() PROMOTION

(X) PROMOTION/TRANSFER

PAY GRADE: PS-05

SALARY RANGE: \$52,448 - \$74,661

Pay step to be based upon the following rules:

(x) Promotions – If the rate in the previous position was less than the minimum rate established for the class of the new position, the rate of the pay shall be advanced to the minimum of the class of the new position. If the difference in pay ranges does not automatically result in an increase in the equivalent of a one-step increase in the rate of pay for an employee promoted, a one-step immediate increase within the pay range of the new classification may be given by the appointing authority.

*Merit dates do not change.

(x) Transfers – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

1 ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

2

Funding

3

SELECTEE: _____

Date: _____

Appointing Authority Signature – District Attorney Office

4

() Manpower data entered by: _____

Date: _____

() Payroll entered by: _____

Date: _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, JR.

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Agenda

DEC 16 2013

December 9, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on December 2, 2013, agreed to place the following Position Fill Requests on the next agenda for the Detention Facility:

- (1) Corrections Officer Trainee/Corrections Officer, Position Number 51
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 201

I am requesting approval of these items.

DLM/tn

Attachments

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 Corrections Officer Trainee / Corrections Officer

Position Number 51

Proposed Effective Date November 25, 2013

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,392 Grade PCT
Corrections Officer - \$29,569 - \$42,093 PC1

D T Marshall
 Department Head *mod*

Date November 15, 2013

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 _____

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 Corrections Officer Trainee / Corrections Officer

Position Number 201

Proposed Effective Date November 25, 2013

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,392 Grade PCT

D. T. Marshall
Corrections Officer - \$29,569 - \$42,093 PC1

Date November 15, 2013

meu
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, JR.

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Agenda

DEC 16 2013

December 9, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on December 2, 2013, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Trainee/Deputy Sheriff – Position Number 75
- (2) Clerk Typist II – Position Number 105

I am requesting approval of these items.

DLM/tn

Attachments

01-11-13

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff

Position Number 75

Proposed Effective Date December 9, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$30,590 Grade PST
Deputy Sheriff - \$31,709 - \$45,139 Grade PS1 S\

D T Marshall Date November 26, 2013
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 _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: M. C. Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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 Clerk Typist II

Position Number 105

Proposed Effective Date November 11, 2103

Type of Appointment (☒) Permanent () Temporary

Recruiting

() Promotional Register

() Transfer

(☒) Open Competitive Register

() Reemployment

Pay Grade Pay Grade A03 - \$24,414 - \$34,753 S-1

D T Marshall

Date November 1, 2013

Department Head mdc

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 Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC 16 2013

Request # 6

Date: December 10, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Pelham, Alabama
Departure Date: February 5, 2014 Return Date: February 7, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend CROAA "Course 1: Overview Of County Revenue" Class sponsored by Jacksonville State Univ. at Shelby County Community Service Bldg., Pelham, AL. Attendee to earn 20 CPE Hours to satisfy 2014 CRO certification requirement.

Traveler (s) Name: 1. Courtney Oates 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$560.00 Advance Registration Required: \$195.00

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

Additional Comments: Registration Fee of \$195.00 to be direct billed to Montgomery County Commission Tax & Audit Department by Jacksonville State University. Other Estimated Costs: Lodging \$190. Mileage \$85. Meals \$90.

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

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the approximate amount of \$560.00 and advance registration of \$195.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265 (ex: 000-00000-000)</u>
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$8,000.00</u>
Approved Requests:	<u>\$3,703.00</u>
Budget Available:	<u>\$4,297.00</u>
Current Requests:	<u>\$560.00</u>
Budget Balance:	<u>\$3,737.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/10/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC 16 2013

Request # 5

Date: December 10, 2013
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn Univ. @ Montg. 7400 East Dr. Montgomery, AL
Departure Date: January 10, 2014 Return Date: January 10, 2014
Conference Leave (Days / Hours): 1 day
Purpose of Travel: to attend Investigating and Prosecuting Human Trafficking Crime Training(14CP100)

Traveler (s) Name: 1. J. R. Hornsby 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: _____ Fund Name: _____

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,500.00</u>	
Approved Requests:	<u>\$5,823.00</u>	
Budget Available:	<u>\$6,677.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$6,677.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/10/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC 16 2013

Request # 12

Date: December 3, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: January 9, 2014 Return Date: January 11, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend: Leadership Alabama Retreat

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: \$550.00 Advance Registration Required: \$0.00

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. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$550.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$48,000.00</u>	
Approved Requests:	<u>\$1,495.00</u>	
Budget Available:	<u>\$46,505.00</u>	
Current Requests:	<u>\$550.00</u>	
Budget Balance:	<u>\$45,955.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC 16 2013

Request # 13

Date: December 3, 2013
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 17, 2014 Return Date: January 17, 2014
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: APJI Committee Meeting

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: \$125.00 Advance Registration Required: \$0.00

Department Name: District Attorney Fund Name: 001-51261-265

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. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$70.00</u>	
Budget Available:	<u>\$1,930.00</u>	
Current Requests:	<u>\$125.00</u>	
Budget Balance:	<u>\$1,805.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC 16 2013

Request # 14

Date: December 3, 2013
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 22, 2014 Return Date: January 24, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ADAA 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: \$1,050.00 Advance Registration Required: \$375.00

Department Name: District Attorney Fund Name: 001-51261-265

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. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,050.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$70.00</u>	
Budget Available:	<u>\$1,930.00</u>	
Current Requests:	<u>\$1,175.00</u>	
Budget Balance:	<u>\$755.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

5-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC 16 2013

Request # 15

Date: December 9, 2013
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 22, 2014 Return Date: January 24, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ADAA Winter Conference

Traveler (s) Name: 1. Daryl Bailey 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,050.00 Advance Registration Required: \$375.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,050.00 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: \$48,000.00

Approved Requests: \$1,495.00

Budget Available: \$46,505.00

Current Requests: \$1,600.00

Budget Balance: \$44,905.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

5-6