

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

OCTOBER 19, 2015

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
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Juvenile Probation Supervisor Beverly Wise
Executive Director Paul Brown with Community Corrections
Regional Director Renae Thompson with the Alabama Kidney Foundation
Chief Administrator Rhonda Cape with the District Attorney's Office
President Ann McKimmon Sikes and Chairman Paul Hankins with the Montgomery
Education Foundation

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Williams

Pledge of Allegiance Led By Chairman Dean

United States of America National Anthem Performed by Sidney Lanier High School Choir

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of October 5, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Resolution Celebrating January 1, 2016 as the Sesquicentennial of the Observance of the Signing of the Emancipation Proclamation in Montgomery County, County Commission
2. Consider Contract Agreement with Crosby Drinkard Group, LLC, Regarding Governmental Affairs Consulting Services and Budget Change Request Number 3 for \$15,000 to Increase the Contract Amount to \$67,500, County Commission
3. Consider Amendment Number 1 to Contract with Gulf State Distributors for Leather and Accessories, Contract Number 52110-14B-026, Sheriff's Office
4. Consider Amendment Number 1 to Contract with Azar's Uniforms, Inc., for Sheriff's Office Uniforms, Contract Number 52110-14B-025, Sheriff's Office
5. Consider Revised Montgomery City/County Emergency Operations Plan (EOP), Published August 2015, County Commission
6. Consider Payment of 2015-2016 Membership Dues to the Alabama City/County Management Association (ACCMA) for Administrator Donald L. Mims, Deputy Administrator Florence M. Cauthen and Director of Risk Management Scott Kramer, County Commission
7. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Invitation to Bid to Sea Cost Disposal for Clean Saturday Refuse Collection Service, Bid Number 51100-15B-033, County Commission
9. Consider Position Fill Requests – Detention Facility (2)
 1. Corrections Officer Trainee/Corrections Officer, Position Number 82
 2. Corrections Officer Trainee/Corrections Officer, Position Number 180
10. Consider Position Fill Requests – Engineering Department (3)
 1. County Road Equipment Operator I, Position Number 620551022
 2. County Road Equipment Operator I, Position Number To Be Determined
 3. County Road Equipment Operator II, Position Number 660552002

11. Consider Position Fill Request for Maintenance Mechanic, Position Number 260748051, Support Services
12. Consider Position Fill Request for Clerk Typist II, Position Number 900012009, Youth Facility
13. Consider Budget Change Request Number 2 for \$60,000 to the Lighthouse Counseling Center, Inc., for Drug Treatment Program in the Mac Sim Butler Detention Facility, County Commission Appropriations
14. Consider Budget Change Request Number 4 for \$13,670 to Central Alabama Regional Planning and Development Commission to Increase Dues for Montgomery County for FY 2016, County Commission Appropriations
15. Consider Budget Change Request Number 5 for \$3,000 to Have A Heart 4 Children, Inc., County Commission Appropriations
16. Consider Budget Change Request Number 6 for \$5,000 to Montgomery Area Chamber of Commerce, for the 2016 Lacey-Boyd Annual New Year's Day Parade, County Commission Appropriations
17. Consider Budget Change Request Number 7 for \$100,000 to Central Alabama Sports Commission, Inc., for the Raycom Media Camellia Bowl College Football Game to be held at Cramton Bowl in Montgomery, County Commission Appropriations
18. Consider Travel/Training Requests (6)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Presentation by President Kyle Searcy of the Fresh Start Community Development Corporation Regarding Youth City – The Center for Youth Leadership and Development

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendee:

President/CEO Gary Cobbs with Montgomery YMCA

Reports from Staff:

Deputy Administrator
County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

OCTOBER 19, 2015

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.

NOVEMBER 2, 2015

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.

NOVEMBER 11, 2015

County Holiday (Veteran's Day)

NOVEMBER 16, 2015

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.

NOVEMBER 26, 2015

County Holiday (Thanksgiving Day)

DECEMBER 7, 2015

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 21, 2015

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 25, 2015

County Holiday (Christmas Day)

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II's – Appraisal Department
Fill action continues for 1 IT Technician – Information Systems
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Community Corrections Technician – Community Corrections
Fill action continues for 26 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 3 Maintenance Mechanics – Detention Facility
Fill action continues for 1 Legal Support Assistant – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
Fill action continues for 2 Investigator I's – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 2 Traffic Control Technician I's – Engineering Department
Fill action continues for 1 CREO I – Engineering Department
Fill action continues for 3 CREO II's – Engineering Department
Fill action continues for 1 Payroll & Benefits Assistant – Finance Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 4 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 1 Assistant Tag & License Supervisor – Probate Judge's Office
Fill action continues for 1 Clerk III – Sheriff's Office
Fill action continues for 2 Court Security Officer's – Sheriff's Office
Fill action continues for 2 Clerk Typist II's – Sheriff's Office
Fill action continues for 2 Deputy Sheriff's (Part-Time) – Sheriff's Office
Fill action continues for 1 Records & Identification Clerk – Sheriff's Office
Fill action continues for 1 Clerk Typist II – Tax and Audit Department
Fill action continues for 1 Revenue Auditor – Tax and Audit Department
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 3 Juvenile Detention Officer's – Youth Facility
Fill action continues for 4 Juvenile Detention Officer's (Part-Time) – Youth Facility
Fill action continues for 1 Juvenile Detention Supervisor – Youth Facility

October 19, 2015

AGENDA

OCT 19 2015

10-19-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-2-15

Check Number	To	Check Number
255861		255895
Total Checks Paid		\$163,068.49

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

AGENDA

OCT 19 2015

10-19-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-2-15

Check Number	To	Check Number
255896		255996
Total Checks Paid		\$279,464.77

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

AGENDA

OCT 19 2015

10-19-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-9-15

Check Number	To	Check Number
255998		256060
Total Checks Paid		\$152,988.91

CHECK #	PAYEE	AMOUNT	DATE
255997	Postmaster Bulk Mailing	\$ 4,394.34	10-1-15

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

AGENDA

OCT 19 2015

10-19-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 10-9-15

Check Number	To	Check Number
256061		256146
Total Checks Paid		\$965,667.74

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
10/16/15

10/19/15 Meeting
AGENDA
OCT 19 2015

Payroll Check Number	124031	To	Payroll Check Number	124099	\$ 53,543.87
Direct Deposits					\$ 839,340.94
Payroll Check Number	124100	To	Payroll Check Number	124126	\$ 249,662.35
Direct Deposits					\$ 379,057.47
Federal Deposits					\$ 324,581.31
Total Payroll Paid					\$ 1,846,185.94

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



Office of Public Affairs
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102
334.832-1270

AGENDA

OCT 19 2015

MEMORANDUM

September 29, 2015

To: Montgomery County Commission

From: DiDi Henry, public affairs director

A handwritten signature in blue ink, appearing to be "DdH", is written over the name "DiDi Henry".

RE: Request for resolution for 150th Anniversary of the Emancipation Observance

Mr. Richard Bailey, president of the Emancipation Association of Montgomery, Alabama, has asked that the Commission adopt a resolution celebrating the 150th anniversary of Emancipation Day which will be celebrated on Friday, January 1, 2016. The resolution should be returned to the Mr. Bailey by November 2, 2015, so that it can be added to the souvenir program. Therefore, I am asking that the commission place this on the October 19, 2015 agenda.

Thank you for your consideration.

Montgomery County Commission

A County Older Than The State



*Established 1816
Montgomery, Alabama*

Resolution

WHEREAS, the Emancipation Proclamation was a presidential proclamation and executive order issued by President Abraham Lincoln on January 1, 1863; and

WHEREAS, the Proclamation was issued as a war measure during the American Civil War and changed the federal legal status of more than three million enslaved persons in the designated areas of the South from "slave" to "free"; and

WHEREAS, the Thirteenth Amendment (Amendment XIII) to the United States Constitution, passed by the Senate on April 8, 1864, and by the House on January 31, 1865, formally abolished slavery and involuntary servitude, except as punishment for a crime; and

WHEREAS, on December 6, 1865, the Thirteenth Amendment was ratified by the required number of states, including the State of Alabama which ratified it on December 2, 1865; and

WHEREAS, on December 18, 1865, Secretary of State William H. Seward proclaimed its adoption, as the first of the three Reconstruction Amendments adopted following the American Civil War; and

WHEREAS, Montgomery, Alabama's first observance of the signing of the Emancipation Proclamation was January 1, 1866, at Wilson's Grove on Mildred Street, and has been an annual event celebrated in Montgomery County since 1954; and

WHEREAS, on January 1, 2016, the Emancipation Association of Montgomery will commemorate the 150th anniversary of the observance of the signing of the Emancipation Proclamation in Montgomery County and recognize the historical significance of this document,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby celebrate January 1, 2016, as the Sesquicentennial of the observance of the signing of the Emancipation Proclamation in Montgomery County, Alabama, thank the Emancipation Association of Montgomery for their continued efforts to commemorate this historical event and encourage all citizens of Montgomery County, Alabama to reflect upon the importance of freedom for all mankind.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 19th day of October, 2015.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

TDD (334) 265-3568

www.mc-ala.org

AGENDA

OCT 19 2015

October 15, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Contract Agreement with the Crosby Drinkard Group, LLC and Budget Change
Request Number 3 from County Commission Appropriations

The Montgomery County Commission, at its meeting on October 5, 2015, agreed to place on the next agenda a Contract Agreement with Crosby Drinkard Group, LLC, regarding Governmental Affairs Consulting Services and Budget Change Request Number 3 for \$15,000 to increase the contract amount to \$67,500.

I am requesting approval of these items.

DLM/tn

Attachments

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, 2016 and shall terminate December 31, 2016.
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 \$67,500.00 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 _____, 2015.

Crosby Drinkard Group, LLC

Montgomery County Commission

Cassandra Crosby

Elton N. Dean, Sr., Chairman

Ron Drinkard

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT:	County Comm Appropriat	REVIEWED:	S. Thomas	10/5/2015
DATE:	10/5/2015		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
Crosby Drinkard Group LLC	001-59315.304	52,500	15,000	67,500
Fund Balance	001.35900	0	(15,000)	
TOTAL		52,500	0	67,500

JUSTIFICATION:

To increase the professional services contract with Crosby Drinkard LLC.

AGENDA

OCT 19 2015

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager *ms*
DATE: October 1, 2015
RE: Contract No. 52110-14B-026
Leather and Accessories

I request that the attached Amendment No. 1 to Gulf State Distributors contract for leather and accessories be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning November 7, 2015 and ending on November 6, 2016.

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

This contract extension has been coordinated with Derrick Cunningham, Sheriff.

Attachment

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

Amendment
To
Contract # 52110-14B-026

Amendment No. 1

Contract with Gulf States Distributors for Leather and Accessories is hereby extended for one (1) year, beginning November 7, 2015 and ending November 6, 2016.

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

All other provisions of the contract remain the same.

WITNESS:

GULF STATES DISTRIBUTORS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____



Gulf States Distributors
6000 E Shirley Lane Montgomery, AL 36117
(334-271-2010) 1-800-223-7869 Fax: 334-279-9267
Distributors of Quality Law Enforcement Products

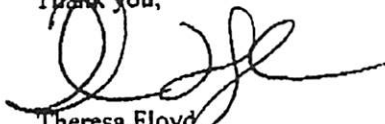
September 30, 2015

Montgomery County Commission
Tammy Turner
Montgomery AL 36102-1667

Dear Ms. Turner

Gulf States distributors would like to renew contract # 52110-14B-026 for leather and accessories. We will have to request the 5% increase. If you have additional questions please feel free to give me a call.

Thank you,



Theresa Floyd
Office Manager

AGENDA

OCT 19 2015

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager *MLS*
DATE: October 1, 2015
RE: Contract No. 52110-14B-025
Sheriff's Office Uniforms

I request that the attached Amendment No. 1 to Azar's Uniforms, Inc. contract for sheriff's office uniforms be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning November 7, 2015 and ending on November 6, 2016.

Azar's Uniforms, Inc. would like to increase prices by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Derrick Cunningham, Sheriff.

Attachment

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

Amendment
To
Contract # 52110-14B-025

Amendment No. 1

Contract with Azar's Uniforms, Inc. for Sheriff's Office Uniforms is hereby extended for one (1) year, beginning November 7, 2015 and ending November 6, 2016.

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

All other provisions of the contract remain the same.

WITNESS:

AZAR'S UNIFORMS, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AZAR'S *Uniforms, Inc.*

ESTABLISHED 1914

5767 CARMICHAEL ROAD
MONTGOMERY, ALABAMA 36117
PHONE 334-244-1133

September 23, 2015

Montgomery County Purchasing

Tammy Turner

Tammy, we will renew the contract # 52110-148-025 for another year. I have included the items that will increase in price by 5%.



C. Mark Azar

Montgomery county Sheriff's Contract #52110-14b-025

New prices for 2015/2016 budget year.

Ball cap	\$14.00 deputy cap
Bla-8139	\$47.00 short sleeve polo w/embroidery
Bla-8149	\$45.00 long sleeve " " "
Dlc-874	\$25.50 dickie pant detention fac
Dlc-fp221	\$23.50 ladies dickie pant detention fac
Fec-19W6604	\$54.50 deputy long sleeve class A shirt
Fec 39409	\$58.50 " " class A pant
Fec-39459	\$58.50 Ladies class A pant
Har-201A	\$27.00 det. windbreaker
Ryl-41060	\$45.00 5.11 polo with embroidery
Ryl-42056	\$49.00 5.11 l.s. " " " "
Ryl-48026	\$92.00 jacket detention fac.
Ryl-64358	\$49.00 5.11 ladies pant det. fac
Ryl-74251	\$49.00 5.11 men pant detention fac
Tbw-300	\$13.65 trouser belt

ELTON N. DEAN, SR.
CHAIRMAN

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AGENDA

OCT 19 2015

October 15, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Revised Montgomery City/County Emergency Operations Plan (EOP), Published August 2015

The Montgomery County Commission, at its meeting on October 5, 2015, agreed to place on the next agenda the revised Montgomery City/County Emergency Operations Plan (EOP), published August 2015.

I am requesting approval of this item.

DLM/tn

Attachment

MONTGOMERY CITY/COUNTY EMERGENCY OPERATIONS PLAN (EOP)



PUBLICATION DATE: August 2015

Emergency Operations Plan (EOP)

Basic Plan

The Basic Plan contains the following sections:

- I. Introduction
- II. Situation
- III. Concept of Operations
- IV. Responsibilities
- V. Financial Management
- VI. References and Authorities
- VII. Attachments

Basic Plan

I. Introduction

I. INTRODUCTION

This plan provides:

- Guidance in mitigating, preparing for, responding to, and recovering from emergencies and disasters threatening life or property within Montgomery City/County.
- A framework that will guide organizational behavior (response) during emergency(ies) or disaster(s).
- A framework of interagency and community-wide cooperation to enhance disaster mitigation, preparedness, response and recovery.

Each City/County department and participating agency is to become familiar with this plan to ensure efficient and effective execution of emergency responsibilities. Each City/County department and participating agency must develop and maintain Standard Operating Procedures (SOPs). By being prepared we can better serve the citizens of Montgomery City/County.

This is a strategic document that will continue to be evaluated, updated, and refined to meet our changing needs. City/County departments have contributed to this plan. Montgomery City/County Emergency Management will continue to coordinate input and updates to this plan to meet State and Federal planning requirements. City/County departments and agencies will be included in the emergency planning process.

A. PURPOSE (MISSION)

- I. The Montgomery City/County Emergency Management Agency, in cooperation with City/County administration, City/County departments and other members of our community and in an effort to maximize the efficiency and effectiveness of available resources, endeavors to mitigate, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of Montgomery City/County by:
 - Identifying major natural and man-made hazard threats to life, property and/or the environment that are known or thought to exist.
 - Assigning emergency management responsibilities and tasks.
 - Describing predetermined actions (responsibilities, tasks) to be taken by City/County departments and other cooperating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.

- Providing for effective assignment and utilization of City/County employees.
- Documenting the current capabilities and existing resources of City/County departments and other cooperating organizations and institutions which must be maintained to enable accomplishment of those predetermined actions.
- Providing for the continuity of City/County government during and after an emergency or disaster.
- Enhancing cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, and county, state, and federal agencies.
- Providing for a City/County emergency planning team comprised of representatives from all departments as identified and utilized through this plan development for: continuing review and revision of the plan; exercise planning and evaluation; reviewing and offering recommendations on Montgomery City/County emergency management initiatives.

2. To provide guidance for:

- Mitigation, preparedness, response and recovery policy and procedures.
- Disaster and emergency responsibilities.
- Training and public education activities.

3. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes the City/County chief elected officials and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

B. SCOPE

1. This plan is "operations and task" oriented and addresses:

- Coordinated departmental, regional and interregional evacuation, shelter, and post-disaster response and recovery.
- Rapid deployment and pre-deployment of resources.
- Communications and warning systems.
- Regular exercises to determine the ability to respond to emergencies.
- Clearly defined responsibilities for Montgomery City/County departments through an Emergency Support Function (ESF) approach to planning and operations.

2. This plan describes the basic strategies, assumptions and mechanisms through which the City/County will mobilize resources and conduct activities to guide and support local emergency management efforts

through response and recovery. To facilitate effective intergovernmental operations this plan adopts a functional approach that groups the type of assistance to be provided under ESFs to address functional needs at the city, county and state level. Each ESF is headed by a City/County lead agency, which has been selected based on its authorities, resources, and capabilities in the functional area. The ESFs serve as the primary mechanism through which assistance is managed in an affected area.

3. Definitions

Emergency: Means the occurrence or imminent threat of a condition, incident, or event which requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster. At the Federal level, an emergency is defined by Title V of P.L. 93-288, Section 102(1), as any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety. Title V includes authority for the President to direct federal agencies to provide emergency assistance to save lives and protect property and public health and safety for emergencies other than natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor (Section 501(a) or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States ... (501(b)).

Disaster: Means the occurrence of widespread or severe damage, injury, loss of life or property, or such severe economic or social disruption that supplemental relief assistance is necessary for the City/County to recover and alleviate the damage, loss, hardship, or suffering caused thereby. At the Federal level, as defined under P.L. 93-288, a disaster is any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident, which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. For the purpose of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces and overwhelming demand on state and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects state, local, and private sector capabilities to begin and sustain response activities.

C. ASSUMPTIONS

1. When a community experiences a disaster, its surviving citizens fall into three broad categories: those directly affected through personal or family injury or property damage; those indirectly affected by an interruption of the supply of basic needs; and those that are not personally impacted.
2. Each individual or head of household living within City/County boundaries is encouraged to develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.
3. Businesses are expected to develop internal disaster plans that will integrate and be compatible with City/County resources and this plan.

4. Montgomery County will continue to be exposed to the hazards noted as well as others that may develop in the future. Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this plan.
5. State and Federal resources and disaster funds will be available in most emergency situations affecting Montgomery County. Although this plan defines procedures for coordinating such assistance, it is essential for Montgomery City/County to be prepared to carry out disaster response and short-term actions on an independent basis.

Note: This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparedness, response, and recovery.

D. METHODOLOGY

1. This plan was developed by a planning process coordinated by the City/County Emergency Management Director.
2. This plan is "approved and implemented" by the County Commissioner, the Mayor of Montgomery, the Mayor of the Town of Pike Road, and the Emergency Management Director. (See page I-9)
3. Departmental letters of acknowledgment accepting the planning process and the plan responsibilities are on file in the City/County's Emergency Management office.
4. A distribution list containing department/agency names and the number of copies of the Emergency Operations Plan (EOP) that are issued is on file in the City/County's Emergency Management office.
5. Plan maintenance and record of changes. (See Record of Changes Form, this section.)
 - The City/County's Emergency Management Director ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.
 - This plan will undergo revision whenever:
 - It fails during an emergency.
 - Exercises, drills reveal deficiencies or "shortfall(s)."
 - City/County government structure changes.
 - Community situations change.
 - State requirements change.
 - Any other condition occurs that causes conditions to change.
 - The Emergency Management Director will maintain a list of individuals and organizations which have copies of the plan.

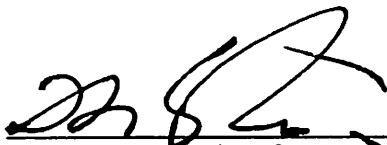
The City/County of Montgomery, Alabama

EMERGENCY OPERATIONS PLAN

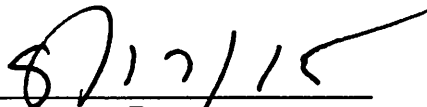
This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

Montgomery County Commission Chairperson

Date



Mayor, City of Montgomery



Date

EMA Director

Date

*Reviewed
Approved
Emergency Management
Director
8-17-15*

Record of Changes

ELTON N. DEAN, SR.
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VICE CHAIRMAN

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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
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

OCT 19 2015

October 15, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2015-2016 Membership Dues to the Alabama City/County
Management Association (ACCMA)

The Montgomery County Commission, at its meeting on October 5, 2015, agreed to place on the next agenda the payment of 2015-2016 Membership Dues to the Alabama City/County Management Association (ACCMA) for Administrator Donald L. Mims, Deputy Administrator Florence M. Cauthen and Director of Risk Management Scott Kramer.

I am requesting approval of this item.

DLM/tn

Attachment



ALABAMA CITY/COUNTY MANAGEMENT ASSOCIATION

September 29, 2015

ACCMA ANNUAL MEMBERSHIP DUES Renewal Form for 2015-2016 Membership Year (October 1, 2015 – September 30, 2016)

Organization Name: Montgomery County Commission Telephone: 334-832-1210

Address: P.O. Box 1667, Montgomery, AL 36102 Web Address: www.mc-ala.org

You are receiving this membership renewal form because you and others from your organization were members of the Alabama City/County Management Association during the 2014-2015 membership year. In order to continue to receive all ACCMA mailings and to attend the association's two annual educational events, persons must be current ACCMA members. Eligible members include City and County Managers, Administrators, Assistant Managers, Assistant Administrators, Clerks, Finance Directors, Accounting Clerks, Personnel Directors, Mayors, Council Members, Chairpersons, Commissioners, other administrative & assistant administrative personnel, MPA students and professors from Alabama's colleges and universities, and Businesses in good standing with the Association whose products or services do not compete with the Alabama League of Municipalities or the Association of County Commissions of Alabama. Renewal of membership in ACCMA for 2015-2016 is due October 1, 2015. Direct any questions regarding ACCMA membership to Julia Heflin at 334-844-4782 or heflijb@auburn.edu.

(Please list all persons renewing membership)

Name: Donald L. Mims Title: Administrator Email: donaldmims@mc-ala.org

Name: Florence M. Cauthen Title: Dep. Administrator Email: florencecauthen@mc-ala.org

Name: Scott Kramer Title: Dir. of Risk Mgmt. Email: scottkramer@mc-ala.org

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Total Amount Enclosed: \$ 150.00 (\$50 City/County Regular or Associate Member p/person;
\$10 Student Member p/person; \$100 Business Member p/business)

Renewal Due October 1, 2015!

EXPEDITE YOUR RENEWAL BY FAXING FORM TO: 334-844-1919

Make checks payable to: Auburn University
Mail to: Center for Governmental Services, 2236 Haley Center, Auburn AL 36849-5225

6-2

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AGENDA

OCT 19 2015

October 19, 2015

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-2016-36: Rescind Appropriation to Alabama State University, for the WVAS FM Radio Veteran's Initiative - \$2,000; (Harris)

NOTE: Appropriation will be made by Chairman Dean, Vice Chairman Harris, and Commissioner Hall

NC-2016-39: Alabama State University, for the WVAS FM Radio Veteran's Initiative - \$2,000; (Dean-\$500, Harris-\$1,000 and Hall \$500)

C-2016-6: Alabama Junior Miss, Inc., d/b/a Distinguished Young Women of Alabama, for Expenses used during the Distinguished Young Women of Montgomery County Contest - \$1,500; (Hall-\$500 and Walker-\$1,000)

C-2016-7: Aid to Inmate Mothers, Inc., for Programs for Inmate Mothers - \$500; (Walker)

DLM/tll

AGENDA

OCT 19 2015

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: September 30, 2015

RE: Invitation to Bid No. 51100-15B-033
Clean Saturday Refuse Collection Service

I request approval of award of Part I of the above referenced Invitation to Bid to the low bidder, Sea Coast Disposal, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for two (2) years in one year periods. A price escalation may be allowed, but shall not exceed 5% per year. The low bid was for \$49,800.00 based on unit pricing.

Coordination of award made with George Speake, County Engineer.

Attachment

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 27 BIDS MAILED						BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51100-15B-033						Advanced Disposal 1121 Wilbanks Drive, Montgomery, AL 36108 Attn: Walter Hamlett (334) 239-3280		Sea Coast Disposal 3461 Coosada Ferry Rd. Montgomery, AL 36110 Attn: Debra Issacs (334) 202-0880							
DATE ISSUED: 09/10/2015															
DATE OPENED: 09/30/2015															
REQUESTING DEPARTMENT: Montgomery County Commission															
TERMS OF PAYMENT / DISCOUNT:															
DELIVERY DATE:															
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
Part I- Residential Compactor Collection Trucks															
1	Pike Road	MO	12	\$756.00	\$ 9,072.00		\$550.00	\$6,600.00							
2	Hope Hull	MO	12	\$756.00	\$ 9,072.00		\$550.00	\$6,600.00							
3	Pintala School	MO	12	\$756.00	\$ 9,072.00		\$550.00	\$6,600.00							
4	Ramer Transfer Station	MO	12	\$756.00	\$ 9,072.00		\$550.00	\$6,600.00							
5	Pine Level Park	MO	12	\$756.00	\$ 9,072.00		\$550.00	\$6,600.00							
6	Mount Meigs	MO	12	\$756.00	\$ 9,072.00		\$550.00	\$6,600.00							
Total cost of six residential type collection trucks					\$ 54,432.00		\$39,600.00								
Land Fill Cost Per Ton					\$40.00 \$ 40.00		\$34.00	\$408.00							
Land Fill Cost Per Ton Based on approx.				25	\$1,000.00 \$ 12,000.00		\$850.00	\$10,200.00							
25 tons per month															
Total Bid Amount for Compactor Trucks					\$ 66,432.00		\$49,800.00								

Notes:

8-2

8.3

Page 2

Abstract for bid- Clean Saturday Refuse Collection Service

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 1st day of November, 2015, between Sea Coast Disposal, Inc. of Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Sea Coast Disposal, Inc. agrees to furnish Refuse Collection and Disposal Services for the Montgomery County Commission, Clean Saturday Trash Pick-Up in accordance with all provisions of Invitation to Bid No. 51100-15B-033, as issued by the Montgomery County Commission on September 10, 2015 (hereinafter referred to as the Invitation to Bid), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, Sea Coast Disposal, Inc. and Montgomery County Commission agree as follows:

1. That Sea Coast Disposal, Inc. will haul and dispose of non-hazardous and non-infectious solid waste for the locations listed on the Invitation to Bid.
2. That Sea Coast Disposal, Inc. shall furnish Residential Type Compactor Collection Trucks capable of compacting not less than twenty (20) CY of solid waste. All trucks shall be manned during the hours of 10:00 a.m. and 2:00 p.m. on the last Saturday of each month or adjusted in accordance with the Montgomery County Clean-up days schedule approved by the Montgomery County Commission.
3. That the Contract will begin on the 1st day of November, 2015 and will end on the 31st day of October, 2016, with the option to renew for two (2) years, in one (1) year periods. A price escalation may be allowed after the first year but shall not exceed 5% per year.
4. That Montgomery County Commission and Sea Coast Disposal, Inc. may terminate this agreement at any time during the contract period by giving a sixty (60) day written notice by either party.
5. That Sea Coast Disposal, Inc. will furnish Refuse Collection and Disposal Services at prices stipulated in the Invitation to Bid for residential compactor trucks and prices shall remain firm during this contract period.

6. That Sea Coast Disposal shall at all times be in compliance with all specifications and special provisions of the Invitation to Bid.
7. That Montgomery County Commission may add other locations, as needed during the period of the contract.
8. Sea Coast Disposal, Inc. shall hold Montgomery County Commission harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work of any obligation of Sea Coast Disposal, Inc. or failure of Sea Coast Disposal, Inc. to perform any work or obligation provided for in this agreement.
9. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama between the Montgomery County Commission and Sea Coast Disposal, Inc.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 1st day of November, 2015.

WITNESS:

SEA COAST DISPOSAL, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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FLORENCE M. CAUTHEN

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AGENDA

OCT 19 2015

October 15, 2015

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 October 5, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Trainee/Corrections Officer, Position Number 82
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 180

I am requesting approval of these items.

DLM/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
DEPARTMENT HEAD: Derrick Cunningham, 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 Correction Officer/ Correction Officer Trainee

Position Number 82

Proposed Effective Date September 28, 2015

Type of Appointment ☒ Permanent ☐ Temporary

Recruiting

- ☐ Promotional Register ☐ Transfer
☒ Open Competitive Register ☐ Reemployment

Pay Grade Corrections Officer Trainee - \$29.244 PCT

Corrections Office - \$30.456 - \$43.356 Grade PC1

Derrick Cunningham plw
Department Head

Date Sept 17, 2015

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

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

DEPARTMENT HEAD: Derrick Cunningham, 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 Correction Officer/ Correction Officer Trainee

Position Number 180

Proposed Effective Date 9-28-2015

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 PCT

Corrections Officer - \$30,456 - \$43,356 Grade PC1

Derrick Cunningham
Department Head

Date Sept 17, 2015

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 _____

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MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

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AGENDA

OCT 19 2015

October 15, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests from Engineering Department

The Montgomery County Commission, at its meeting on October 5, 2015, agreed to place the following Position Fill Requests from the Engineering Department on the next agenda:

- (1) County Road Equipment Operator I, Position Number 620551022
- (2) County Road Equipment Operator I, Position Number To Be Determined
- (3) County Road Equipment Operator II, Position Number 660552002

I am requesting approval of these items.

DLM/tn

Attachments

10-1

ORIGINAL

POSITION FILL REQUEST

IN HOUSE PROMOTION
DO NOT PROCESS WITH
PERSONNEL DEPARTMENT

DEPARTMENT: Montgomery County Engineering District 2
DEPARTMENT HEAD: George Speake
SUPERVISOR: Ron Betts

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

1. Position Title CREO I

Position Number 620551022 - Replacing Christopher Jeffers

Proposed Effective Date October 12, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S04 - 1 \$22,617.

Pay Step to be based upon City /
County of Montgomery Personnel
Board Rules and Regulations, Rule
6 Section 10 b Transfers


Department Head

Date 9/23/15

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

DEPARTMENT: Montgomery County Engineering Bridge Mainta

DEPARTMENT HEAD: George Speake

SUPERVISOR: Timothy Dicks

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

1. Position Title CREO I

Position Number To be determined

Proposed Effective Date October 12, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S04- \$22,617

Pay Step to be based upon City /
County of Montgomery Personnel
Board Rules and Regulations, Rule
6 Section 10 a Promotions


Department Head

Date 9/28/15

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

DEPARTMENT: Montgomery County Engineering Bridge Mainta
DEPARTMENT HEAD: George Speake
SUPERVISOR: Timothy Dicks

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 CREO II

Position Number 660552002 - REPLACING JON BETTS

Proposed Effective Date October 12, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S06- 1 \$24,198

Pay Step to be based upon City /
County of Montgomery Personnel
Board Rules and Regulations, Rule
6 Section 10 a Promotions



Department Head

Date 9/28/15

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 _____
() Payroll entered by _____

Date _____
Date _____

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AGENDA

OCT 19 2015

October 1, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator *fm*

SUBJECT: Position Fill Request

Please find attached a position fill request for a maintenance mechanic in Support Services to replace David Smiley. I request that the position fill request be placed on the next agenda.

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Support Services - Maintenance

DEPARTMENT HEAD: Pat Litchfield

SUPERVISOR: Pat Litchfield

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

1. Position Title Maintenance Mechanic

Position Number 260748051
C0748 - replacing David Smiley

Proposed Effective Date October 26, 2015

Type of Appointment (☒) Permanent ☐ Temporary

Recruiting

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

Pay Grade (S09) (\$29,561-\$42,082)

Pay step to be based upon

Personnel Board Rules
and Regulations Rule VI,
Section 10(a)-Promotions

Pat Litchfield
Department Head

Date 9-17-15

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 _____

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator
Date: October 9, 2015
Re: Clerk-Typist II

We have a Clerk-Typist II vacancy in our Intake Division which needs to be filled due to a recent promotion. I am requesting approval to fill this vacancy at the October 19th County Commission formal session.

Thank you for your consideration!

018-1000000

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 Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Lynn Peavey, Administrative Secretary

1. POSITION TITLE: Clerk-Typist II (to replace Leigh Smith)

POSITION NUMBER: 900012009

PROPOSED EFFECTIVE DATE: 10/26/2015

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER (X) TRANSFER Pay step to be based upon City and County of Montgomery Personnel Rules and Regulations, Rule VI, Section 10(c).

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A03

Rate \$35,630 / \$985.77 / \$12,322 /
(~~\$22,918/\$881.46/\$11,0182~~)

Bruce R. Howell

Department Head

9/30/2015
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

OCT 19 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT:	County Comm Appropriat	REVIEWED:	S. Thomas	10/5/2015
DATE:	10/5/2015		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
Lighthouse Counseling Center	001-55500.431	19,200	60,000	79,200
Fund Balance	001.35900	0	(60,000)	
TOTAL		19,200	0	79,200

JUSTIFICATION:

Provide funding to keep the Lighthouse Counseling Center Drug Treatment Program operational in the Montgomery County Jail due to a lack of funding by the State of Alabama.



JOHNNY HARDWICK
CIRCUIT JUDGE
FIFTEENTH JUDICIAL CIRCUIT

P.O. Box 1667
Montgomery, AL 36102-1667

(334) 832-1380
FAX (334) 832-1323

Mr. Elton Dean, Chairman

Mr. Dan Harris

Mr. Andrew Hall

Mrs. Ronda Walker

Mr. Jiles Williams

Dear Commissioners:

RE: Montgomery County Jail Drug Treatment Program

This missive is a formal request for \$60,000 in assistance to keep the Lighthouse Counseling Center Drug Treatment Program operational in the Montgomery County Jail.

The Judges for the Fifteenth Judicial Circuit have been informed that the Drug Treatment Program offered by the Lighthouse Counseling Center, LLC. (Lighthouse) will no longer be available to inmates in the Montgomery County Jail due to a lack of funding.

The Lighthouse has been a long term provider (nearly 20 years) of in-patient drug treatment for county inmates housed in the Montgomery Jail. The local judges and the community have depended on the services provided by licensed professionals to inmates in need of drug treatment. As you are aware there are limited opportunities for in-patient services in Montgomery County. We believe that the arrangement between the Lighthouse and the County Jail is a very cost effective way to deliver the treatment needed by our residents who are addicted to drugs and incarcerated.

But for the Lighthouse, we know that it would cost considerable sums to provide the type of services delivered to our inmates. Through the Lighthouse, inmates receive individual, group, family and parenting counseling. The treatment is for twenty-days and a certificate is given upon completion of the program.

The Lighthouse estimates that it provided services valued at \$174,348.00 in the past eighteen months. Please see the following enclosures:

Summary of services provided to inmates in the Montgomery County Jail for the period October 2013 to February 2015.

Final Year operational Statistics

Montgomery County Detention Facility Program Description

Lighthouse Proposal

Thank you for your consideration of this request. We appreciate the wonderful work that you do for the citizens of Montgomery County.

Sincerely Yours by and for the Judges of Montgomery County,

/s/Johnny Hardwick

MCDF Program Description

I. Nature:

Lighthouse Counseling Center, Inc. in a contractual agreement with the Alabama Dept. of Mental Health, Substance Abuse Services Division, operates an Intensive Outpatient Program in the Montgomery County Detention Facility to address substance abuse/dependence for those individuals unable to access services in the community setting. The Intensive Outpatient service in this facility includes phase 1 as follows with entrance into phase 2 upon release from the jail. At that time services continue in the other phases at the Lighthouse Counseling Center. During phase 1, clients receive 12 weeks of group counseling in 28 days, 4 hours per day, 5 days per week.

Phase I of the I.O.P. is designed to be the most treatment intensive phase of the program. Individuals who are placed in this phase of the program generally require a period of stabilization - both physically and emotionally - due to the lingering toxic effects of the chemicals abused and the chaos that has been wrought in their lives and the lives of their family members by the phenomenon of addiction itself. The purpose of this treatment phase is to establish and to integrate within each individual a solid foundation of basic recovery principles that may be built upon in the later phases of treatment and recovery. Patients will be expected to participate in group sessions five (5) times each week. The length of time a person remains in **Phase I** will be approximately twelve (12) weeks. Prior to being transferred into **Phase II** of the I.O. P., each patient will have met the following criteria:

1. They will have completed a combined total of at least 160 hours of didactic instruction, group therapy, and individual as needed; and,
2. Will have remained abstinent from all mood-altering substances for at least 4 consecutive weeks prior to their transfer; and,

3. Will have successfully completed all applicable goals as specified in their individual Treatment Plan; and,
4. Will have completed all reading and written assignments to the satisfaction of their Primary Counselor.

Phase II of the I.O.P. is designed to be less treatment intensive than **Phase I**. Individuals who are placed in **Phase II** typically will be individuals who have already successfully completed an intensive round of treatment and who are able to demonstrate knowledge of good recovery principles. They will be physically and emotionally stable. The purpose of this phase of treatment is to develop an advanced level of knowledge and skill for preventing relapse. Particular emphasis will be given to areas such as understanding the recovery process, understanding the family's involvement in relapse and practical planning for relapse prevention. Patients in this phase of treatment will be expected to participate in group sessions three (3) times per week. Family members are encouraged to participate in family group once a week. The length of time an individual remains in **Phase II** will be approximately forty (40) weeks. While individuals in this phase of the program will be attending fewer treatment sessions at the agency, they will be expected to participate in an average of three (3) 12-Step meetings per week. Prior to being transferred into **Phase III** of the I.O.P., each patient will have met the following criteria:

1. They will have completed a combined total of at least 160 hours of didactic instruction, group, individual and family therapy beyond those hours required in **Phase I**; and,
2. Will have demonstrated to their peer group and the Treatment Team a working knowledge and practice of Steps 1 - 9; and,
3. Will have remained abstinent from all mood-altering substances for at least twenty-six (26) consecutive weeks prior to the transfer; and,
4. Will have successfully completed all applicable goals as specified in their individual Treatment Plan; and,
5. Will have attended an average of three (3) 12-Step meetings per week while in **Phase II**; and,
6. Will have obtained a "permanent sponsor" who is an active member of a local 12-Step group (A.A., N.A., C.A.); and,
7. Will have decided on a "Home Group" among local A.A., N.A., and C.A. groups; and,

8. Will have demonstrated a thorough knowledge and practice of proven relapse prevention principles to their peer group and the Treatment Team; and,
9. Will have completed their Continuing Care Plan to the satisfaction of the members of their peer group and the Treatment Team.

This will also be documented in the patient's record. At this point the individual will be transferred into **Phase III** of the I.O.P.

Final Year Operational Statistics

Approximately 42 classes 2014

Classes Monday – Thursday

Assessments Fridays

Average 20 Males to a Class

10 Females to a Class

Approximately 66 Court Orders (2014)

45 Males

21 Females

Approximately 98 Not Court Ordered

75 Males

23 Females

Note: Inmates were rotated into the class as inmates graduated from the class and as they were released from jail. There have been inmates that entered but may have been released from jail prior to their completion of the program. (Court Ordered and Non-Court ordered).

LIGHTHOUSE PROPOSAL

Lighthouse Counseling Services, Inc. will provide intensive outpatient substance abuse Treatment services for individuals incarcerated in the Montgomery County Jail System. Services include education on drugs and alcohol, relapse prevention, group therapy, referrals, case management, and individual counseling. We also provide HIV testing and post-test counseling. Clients receive 12 weeks of counseling in 28 days, achieved by providing treatment 5 hours a day/ five days a week for 4 weeks. This is Phase I of treatment, Phase II will be completed in an outpatient setting at Lighthouse upon release from MCDF. This lasts 3 - 6 months, followed by aftercare.

This is a successful program that Lighthouse has had in

service for years.

At the closing of the program in March, 2015, Lighthouse averaged serving 160 clients per year.

Program Name: MONTGOMERY COUNTY JAIL PROJECT	
Organization Fiscal Year: 10/01/2015 – 09/30/2016	
Time Period This Budget Covers: 10/01/2015 - 09/30/2016	
EXPENSES	TOTAL PROJECT COST
1. Salaries	\$43,562
2. Payroll Taxes	\$3,333
3. Fringe Benefits	\$11,962
5. Insurance	\$580
6. Travel	\$1,075
8. Supplies	\$4,875
9. Printing & Copying	\$200
10. Telephone & Fax	\$184
11. Postage & Delivery	\$75
12. Rent	\$300
13. Utilities	\$225

TOTAL AMOUNT	\$66,371
---------------------	-----------------

CFO @ \$62,530 annual x 1/40 (one hour per week) =
 \$1,564
 Ex. Director @ \$86,815 annual x 1/40 (one hour per
 week) = \$2,170
 Clinical Director @ \$68,575 x 2/40 (two hours per week)
 = \$3,428
 Counselor @ \$36,400 annual (full time) = \$36,400.00

IRS rate of 7.65% x allocated salaries \$43,562 = \$3,333

State Unemployment Ins. @ 3.15% x allocated salaries
 \$43,562 = \$1,856
 Worker's Comp. Ins. @ 3.045% x allocated salaries
 \$43,562 = \$1,795
 Health Insurance @ \$475/mo. for single rate x 1/40
 allocation for CFO = \$285
 Health Insurance @ \$1075/mo. for family rate x 1/40
 allocation for Ex. Director = \$1,613
 Health Insurance @ \$475/mo. for single rate x 2/40
 allocation for Clinical Director = \$713
 Health Insurance @ \$475/mo. for single rate x 100% for
 Counselor = \$5,700.00
 Total
 \$11,962

General Liability and Property Insurance allocated @ 1%
 of annual cost = \$58,000 x 1% = \$580

Travel between office/ jail for counselor 160 miles/mo x 12
x \$.56 IRS issued mileage rate = \$1,075

A New Direction program curriculum for use with clients
\$4,800

Misc. office supplies -paper, folders, pens, etc.
\$ 75

Printed materials for distribution regarding the program =
\$200

Telephone expense allocation of office telephone =
\$18,384 annual cost x 1% = \$184

Direct expenses for postage = \$75

Rent expense allocation @1% = \$30,000 annual cost x 1%
= \$300

Utility expense allocation of power, water, gas = \$22,246
annual cost x 1% = \$225

OCT 19 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT:	County Comm Appropriat	REVIEWED:	S. Thomas	10/5/2015
DATE:	10/5/2015		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
Central Alabama Regional Planning	001-59320.481	63,075	13,670	76,745
Fund Balance	001.35900	0	(13,670)	
TOTAL		63,075	0	76,745

JUSTIFICATION:

To increase the dues to Central Alabama Regional Planning for FY 2016.

OCT 19 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 5

DEPARTMENT: County Comm Appropriat REVIEWED: _____
 DATE: 10/5/2015 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
Have a Heart 4 Children	Annual Holiday Event	001-56530.498	0	3,000	3,000
Donation Revenue		001-40000.47701	(115,500)	(3,000)	(118,500)
TOTAL			(115,500)	0	(115,500)

JUSTIFICATION:

Budget for appropriations to the organization above for program support.

OCT 19 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 6

DEPARTMENT: County Comm Appropriat REVIEWED: Finance Director Date
 DATE: 10/5/2015
 REQUESTED BY: Donald L. Mims APPROVED: Administrator Date
 Elected Official/Dept. Head

ACCOUNT NAME		ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Chamber of Commerce	2016 Lacey Boyd Annual New Year's Day Parade	001-59320.483	0	5,000	5,000
Donation Revenue		001-40000.47701	(118,500)	(5,000)	(123,500)
TOTAL			(118,500)	0	(118,500)

JUSTIFICATION:

Budget for appropriations to the organization above for program support.

OCT 19 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 7

DEPARTMENT:	County Comm Appropriations	REVIEWED:	S. Thomas		10/5/2015
DATE:	10/5/2015		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
Central Alabama Sports Commission, Inc.	001-57600.450	0	100,000	100,000
Fund Balance	001.35900	0	(100,000)	
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	100,000

Appropriation to Central Alabama Sports Commission, Inc., for the 2015 Raycom Media Camellia Bowl College Football Game to be held at Cramton Bowl in Montgomery, which Promotes Tourism and Related Economic Benefits to Montgomery County.

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

OCT 19 2015

Request # 1

Date: October 15, 2015

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL

Departure Date: November 4, 2015

Return Date: November 5, 2015

Conference Leave (Days / Hours): 2 Day

Purpose of Travel: to attend ACCA Workshop in County Financial Administration

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

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

Total (est.) Cost: \$113.80 Advance Registration Required: \$100.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$100.00; Mileage - \$13.80

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 10/19/15 reimbursement of actual and necessary expenses in the
approximate amount of \$113.80 and advance registration of \$100.00 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>\$0.00</u>	
Budget Available:	<u>\$22,500.00</u>	
Current Requests:	<u>\$113.80</u>	
Budget Balance:	<u>\$22,386.20</u>	

Donald L. Mims, Administrator



Reviewed by: S Thomas

Date: 10/15/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

OCT 19 2015

Request # 1

Date: October 8, 2015
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: November 4, 2015 Return Date: November 6, 2015

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend ALTIST CRE Course I: Sales and Use Tax Examination: The Legal Environment in Hoover, AL. The 20 CPE hrs. attendee earns from this course will apply to minimum requirements to obtain CRE designation and certification.

Traveler (s) Name: 1. RoShonda Moultrie 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$755.45 Advance Registration Required: \$250.00

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

Additional Comments: Registration Fees of \$250 to be direct billed to Montgomery County Commission Tax & Audit Department by Auburn University Center for Governmental Services. Lodging \$300 Meals \$110. Mileage \$95.45.

To: Terri Henderson, Revenue Manager

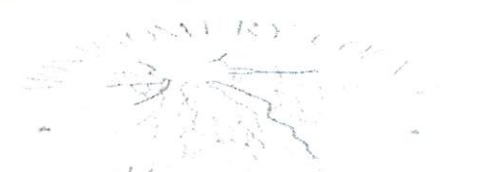
From: Donald L. Mims, Administrator

The above request is app. 10/19/15 reimbursement of actual and necessary expenses in the approximate amount of \$755.45 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$10,000.00</u>	
Current Requests:	<u>\$755.45</u>	
Budget Balance:	<u>\$9,244.55</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 10/8/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA

OCT 19 2015

Date: October 3, 2015
To: Donald L. Mims, Administrator
From: George Noblin, Chair, Bd of Registrars
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: October 29, 2015 Return Date: October 29, 2015
Conference Leave (Days / Hours): 1 day
Purpose of Travel: To attend the Alabama Law Institute 2015 Election Conference

Traveler (s) Name: 1. George M. Noblin 4. _____
2. Lee Sellers 5. _____
3. Brenda Daly 6. _____

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

Total (est.) Cost: \$747.00 Advance Registration Required: \$225.00
Department Name: Board of Registrars Fund Name: General Fund 001-51920.265

Additional Comments: Registration, Mileage, Meals

To: George Noblin, Chair, Bd of Registrars
From: Donald L. Mims, Administrator

The above request is app. 10/19/15 reimbursement of actual and necessary expenses in the
approximate amount of \$747.00 and advance registration of \$225.00 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>\$747.00</u>	
Budget Balance:	<u>\$753.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/8/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA

OCT 19 2015

Date: October 6, 2015
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington DC
Departure Date: October 25, 2015 Return Date: October 27, 2015
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Socrata Users Conference

Traveler (s) Name: 1. Lou Ialacci 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: NA

Department Name: Information Systems Fund Name: N/A

Additional Comments: Will be paid for by the City

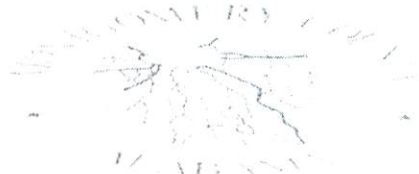
To: Lou Ialacci
From: Donald L. Mims, Administrator

The above request is app. 10/19/15 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>001-51965.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$22,000.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$22,000.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 10/8/2015
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

OCT 19 2015

Date: October 15, 2015
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama
Departure Date: October 29, 2015 Return Date: October 29, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend Alabama Transportation Planners Association meeting
regarding ADA Transition Plan

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: \$105.80 Advance Registration Required: \$0.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Mileage - \$105.80

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 10/19/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51100.265</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>\$274.60</u>	
Budget Balance:	<u>\$14,725.40</u>	

Donald L. Mims, Administrator

Reviewed by: S Thomas

Date: 10/15/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

OCT 19 2015

Date: October 15, 2015
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: November 2, 2015 Return Date: November 2, 2015
Conference Leave (Days / Hours): 1/2 Day
Purpose of Travel: to attend Alabama City/County Management Association Board meeting

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

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

Total (est.) Cost: \$64.40 Advance Registration Required: \$0.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Mileage -\$64.40

To: Scott Kramer, Risk Management

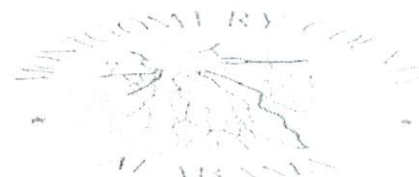
From: Donald L. Mims, Administrator

The above request is 10/19/2015 reimbursement of actual and necessary expenses in the
approximate amount of \$64.40 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51100.265</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>\$339.00</u>	
Budget Balance:	<u>\$14,661.00</u>	

Donald L. Mims, Administrator



Reviewed by: S Thomas

Date: 10/15/2015

cc: Finance Director / Buyer

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