

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

DECEMBER 21, 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:

Chairman George Noblin with the Montgomery County Board of Registrars
Finance Director Sherrill Thomas
CEO Brenda Allen with Life Time Resolutions
Sheriff Derrick Cunningham
Chief Administrator Rhonda Cape
Juvenile Court Administrator Bruce Howell
Community Corrections Executive Director Paul Brown

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Hall

Pledge of Allegiance Led By Vice Chairman Harris

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of December 7, 2015

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

PRESENTATION:

Presentation of \$20,000 Check to Troy University for Davis Theatre Upgrades

NEW BUSINESS:

1. Consider Authorization of Proposal from JMR+H Architects, Inc., Regarding Modification of Existing South Lawrence Street Parking and Public Access to Annex III, County Commission
2. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
3. Consider Bid Award to MSF, Inc., for Security Guard Service, Bid Number 51100-16B-004, County Commission
4. Consider Position Fill Requests – County Commission (2)
 1. Clerk III/Administrative Support Specialist, Position Number 200003017
 2. Clerk Typist II/Administrative Support Associate, Position Number 200012014
5. Consider Position Fill Requests – Detention Facility (4)
 1. Corrections Officer Trainee/Corrections Officer, Position Number 106
 2. Corrections Officer Trainee/Corrections Officer, Position Number 208
 3. Corrections Officer Trainee/Corrections Officer, Position Number 219
 4. Stores Clerk I, Position Number 193
6. Consider Position Fill Request for Revenue Branch Supervisor, Position Number 800120022, Revenue Commissioner's Office
7. Consider Position Fill Request for Mail Room and Stores Clerk, Position Number 260775002, Support Services
8. Consider Travel/Training Requests (14)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Director Calvin Brown with Montgomery City/County Emergency Management Agency
Director of Development Brenda Dennis with Alabama Dance Theatre
Christy Holding with The Samaritan Counseling Center
Mayor Todd Strange

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

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 24, 2015

County Holiday (Christmas Day)

DECEMBER 25, 2015

County Holiday (Christmas Day)

JANUARY 1, 2016

County Holiday (New Year's Day)

JANUARY 4, 2016

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 19, 2016

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 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 Maintenance Mechanic – Support Services Department
Fill action continues for 1 Community Corrections Technician – Community Corrections
Fill action continues for 29 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 2 Clerk II's – Detention Facility
Fill action continues for 3 Maintenance Mechanics – Detention Facility
Fill action continues for 2 Legal Support Assistant – District Attorney's Office
Fill action continues for 1 Office Runner – District Attorney's Office
Fill action continues for 3 Investigator I's – District Attorney's Office
Fill action continues for 1 Case Manager I – District Attorney's Office
Fill action continues for 1 Officer Supervisor – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 4 CREO I – Engineering Department
Fill action continues for 1 CREO II – 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 3 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 Director of Elections – Probate Judge's Office (Election Center)
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 Deputy Sheriff Trainee / Deputy Sheriff
Fill action continues for 1 Revenue Auditor – Tax and Audit Department
Fill action continues for 1 Clerk Typist II – Youth Facility
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 2 Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officer (Part-Time) – Youth Facility
Fill action continues for 1 Juvenile Detention Supervisor – Youth Facility

December 21, 2015

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-4-15

Check Number	To	Check Number
257111		257192
Total Checks Paid		\$772,816.29

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

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-4-15

Check Number	To	Check Number
257193		257261
Total Checks Paid		\$380,836.96

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

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-11-15

Check Number	To	Check Number
257262		257330
Total Checks Paid		\$288,388.73

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

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-11-15

Check Number	To	Check Number
257331		257424
Total Checks Paid		\$810,975.62

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

12/21/15 Meeting

AGENDA

DEC 21 2015

CHECKS ARE DATED
12/11/15

Payroll Check Number	124394	To	Payroll Check Number	124462	\$ 52,538.38
Direct Deposits					\$ 902,466.91
Payroll Check Number	124463	To	Payroll Check Number	124486	\$ 252,597.86
Direct Deposits					\$ 382,394.41
Federal Deposits					\$ 350,919.04
Total Payroll Paid					\$ 1,940,916.60

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

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

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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

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AGENDA

DEC 21 2015

December 2, 2015

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Proposal for Modification of Existing Lawrence Street Parking and Access

After Probate Court moved to Annex III in early May 2015, public access to Annex III from the upper level of the parking deck was closed. The public is now required to enter on Lawrence Street for security screening. A Probate customer, who had previously parked in the handicap spaces on the third level, expressed concern over the handicap access at the Lawrence Street entrance and the availability of handicap accessible parking on Lawrence Street.

The building architects, JMR+H, were asked to review access after implementation of the new security procedures and recommend the addition of two handicap parking places on Lawrence Street to meet ADA requirements. Attached is their proposal for architectural/engineering services to design the compliant access and parking.

I request that approval of the proposal from JMR+H be placed on a future agenda.

JMR+H

Architecture, PC

December 1, 2015

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

Re: **Modification of Existing Lawrence Street Parking - Annex III**

Mr. Mims,

Thank you for the opportunity to submit our proposal for Architectural / Engineering services for the project referenced above. We recommend the following for this project:

ADA Parking and Access Evaluation

Principal Architect	4 hr. x \$ 180/hr. =	\$ 720.00
Architect	12 hr. x \$ 130/hr. =	\$ 1,560.00
Contract Administrator	18 hr. x \$ 95/hr. =	\$ 1,710.00
Administrative	2 hr. x \$ 55/hr. =	<u>\$ 110.00</u>

Subtotal Evaluation:

\$ 4,100.00

Construction Documents / Design

Civil Design:

Senior CAD	20 hr. x \$ 85/hr. =	\$ 1,700.00
Engineer – McClendon	10 hr. x \$ 135/hr. =	\$ 1,350.00
Engineer – Speaks	2.5 hr. x \$ 185/hr. =	<u>\$ 462.50</u>

Subtotal Civil Design Fee

\$ 3,512.50

Architect Design Fee

\$ 2,735.00

Subtotal Construction Documents / Design:

\$ 6,247.50

Reimbursable for City Reviews and Approvals (Board of Adjustments):

Senior CAD	5 hr. x \$ 85/hr. =	\$ 425.00
Engineer- McClendon	4 hr. x \$ 135/hr. =	\$ 540.00
Topo Survey		<u>\$ 1,500.00</u>

Subtotal Reimbursable:

\$ 2,465.00

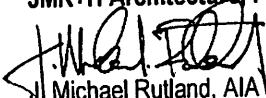
GRAND TOTAL

\$12,812.50

Thanks again for the opportunity to provide you with our proposal for A/E Services. We are excited to be a part of this project. Should you have additional questions, please do not hesitate to contact me.

Sincerely,

JMR+H Architecture, PC


Michael Rutland, AIA
President

445 Dexter Avenue | Suite 5050 | Montgomery, AL 36104 | P: 334.420.5672 | F: 334.420.5692

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DANIEL HARRIS, JR.
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AGENDA

DEC 21 2015

December 21, 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:

C-2016-29: Montgomery Community Action Agency, for Senior Citizens Christmas Luncheons and Dinners - \$290; (Williams)

NC-2016-66: City of Montgomery, to be used by BONDS to Flatwood Community, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$250; (Williams)

NC-2016-67: Snowdoun Volunteer Fire Department, for General Operations - \$1,000; (Hall)

NC-2016-68: South Montgomery County Fire Protection Authority and Rescue Squad, for General Operations - \$1,000; (Hall)

NC-2016-69: Pike Road Volunteer Fire Protection Authority, for General Operations - \$1,000; (Hall)

NC-2016-70: Waugh-Mt. Meigs Volunteer Fire Protection Authority, for General Operations - \$1,000; (Hall)

MEMORANDUM
Montgomery County Commission
December 21, 2015
Page 2

- NC-2016-71: Rolling Hills-Lakes Volunteer Fire Department, for General Operations - \$1,000; (Hall)
- NC-2016-72: Pintlala Volunteer Fire Department, for General Operations - \$1,000; (Hall)
- NC-2016-73: Alabama Cooperative Extension System, for Jimmy Smitherman's Certified Crop Adviser Renewal Fee - \$75; (Harris)

DLM/tll

AGENDA

DEC 21 2015

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mes*

DATE: December 1, 2015

RE: Invitation to Bid No. 51100-16B-004
Security Guard

I request approval of award on the above referenced Invitation to Bid to the low bidder, MSF, Inc., 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 \$10.22 per hour based on unit pricing.

Coordination of award made with William Flowers, Chief Clerk of Probate.

Attachment

3-2

Notes:

**Purchasing Department
Montgomery County Commission**

[illegible]

Notes:



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

MEMORANDUM

To: Myrtle Singleton, Purchasing Manager

From: William Flowers, Chief Clerk Montgomery County Probate Court

Date: 12/01/15

Re: Invitation to Bid No. 51100-16B-004, Security Guard Service

The Office of the Montgomery County Probate Court is aware of and has reviewed the above mentioned bids. Our current provider has been satisfactory and is the lowest bidder among the many applicants.

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 1st day of January, 2016 between MSF, Inc., of Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

WITNESSETH

WHEREAS, MSF, Inc. owns and operates a business and desires to furnish Security Guard Services for Montgomery County Commission, Probate Offices and other County Departments, as needed, in accordance with all provisions and specifications of Invitation to Bid No. 51100-16B-004 as issued by the Montgomery County Commission on November 10, 2015 (hereinafter referred to as the Invitation to Bid), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, MSF, Inc. and Montgomery County Commission agree as follows:

1. All terms and conditions of the Invitation to Bid are incorporated herein by this reference.
2. That the contract will be begin January 1st, 2016 and will end on December 31, 2016, with the option to renew for two (2) years, in one (1) year periods, providing funds are made available by the Montgomery County Commission.. A price escalation will be allowed after the first year, but shall not exceed 5% per year.
3. That the hourly price of \$10.22 per man hour will remain firm for the one (1) year contract period. Pay for overtime hours, which is time and a half, will be paid based on hourly price bid.
4. Hours will be from 7:45 A.M. CST until the last employee leaves following the close of business, unless an authorized supervisor requests that they stay longer. When a security guard cannot be present, Contractor shall have a replacement on premises no later than 8:30 A.M. CST, or the County shall have the right to secure services elsewhere and the Contractor shall then be responsible for paying the difference in contract price and the price the County will have to pay for the services.
5. Montgomery County Commission will only pay MSF, Inc. for hours worked on County holidays if employees are required to work.

6. That Montgomery County Commission and MSF, Inc. shall have the right to cancel the Contract at any time during the contract period with a sixty (60) day written notice or a five (5) day written notice with cause and non-compliance of the contract.
7. 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 and governed by the laws of the State of Alabama between the Montgomery County Commission and MSF, Inc.
8. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 21st day of December, 2015.

WITNESS:

MSF, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
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AGENDA

DEC 21 2015

December 2, 2015

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Position Fill Requests for Clerks

Please find attached position fill requests for two clerk vacancies in the County Commission. Clerk III Tonya Mitchell took a position with the City, and Clerk Typist II Courtney Williams resigned to move out of state following her marriage next week.

Pursuant to the 2015 Clerical Study recently completed by City-County Personnel, new titles, job descriptions and minimum qualifications have been developed for administrative clerks, including the two positions above, to reflect the changes in responsibilities of support staff in recent years.

The Clerical Study and Personnel's recommendations for implementation will be presented at a later Commission meeting. The position fill requests include both the old and new job titles for each position. The pay grade for each of these positions is not changed as a result of the study.

I request that the position fill requests be placed on the next agenda.

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: County Commission

DEPARTMENT HEAD: Donald L. Mims

SUPERVISOR: Tammy L. Nix

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 III/Administrative Support Specialist

POSITION NUMBER: 300003017

PROPOSED EFFECTIVE DATE: 12/21/15

TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER (x) TRANSFER

(x) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A04 \$28,765 Step 01

DL Mims
Department Head

Date 12/2/2015

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 _____

POSITION FILL REQUEST

DEPARTMENT: **County Commission**

DEPARTMENT HEAD: **Donald L. Mims**

SUPERVISOR: **Tammy L. Nix**

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/Administrative Support Associate**

POSITION NUMBER: **200012014**

PROPOSED EFFECTIVE DATE: **12/21/15**

TYPE OF APPOINTMENT (☒) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER (☒) TRANSFER

(☒) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE **A03 \$25,630 Step 01**

DL Mims
Department Head

Date **12/2/2015**

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 _____

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AGENDA

DEC 21 2015

December 11, 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 December 7, 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 106
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 208
- (3) Corrections Officer Trainee/Corrections Officer, Position Number 219
- (4) Stores Clerk I, Position Number 193

I am requesting approval of these items.

DLM/tn

Attachments

POSITION FILL REQUEST

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title **Corrections Officer Trainee / Corrections Officer**

Position Number 106

Proposed Effective Date **December 7, 2015**

Type of Appointment (X) Permanent () Temporary

Recruiting

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

Pay Grade	PCT - Corrections Officer Trainee - \$30,096
	PC1 - Corrections Officer - \$31,344 - \$46,832

PC1 - Corrections Officer - \$31,344 - \$46,832

David Cunningham
Department Head *McKer*

Date December 2, 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 208

Proposed Effective Date November 23, 2015 replacement of Brent Shephard

Type of Appointment ☒ Permanent ☐ Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$30,096 PCT
Corrections Officer \$31,344 - 46,832 PC1

Derrick Cunningham Date November 12, 2015
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

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 Corrections Officer Trainee / Corrections Officer

Position Number 219

Proposed Effective Date December 7, 2015

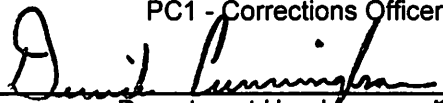
Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PCT - Corrections Officer Trainee - \$30,096

PC1 - Corrections Officer - \$31,344 - \$46,832



Department Head

Date December 2, 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 _____

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. **Position Title** Stores Clerk I

Position Number 193

Proposed Effective Date **December 7, 2015**

Type of Appointment (X) Permanent () Temporary

Recruiting

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

Pay Grade A03 - \$25,630 - \$38,294

David Pennington
Department Head

Date December 2, 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 _____

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



AGENDA

DEC 21 2015

November 30, 2015

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Montgomery County Commissioners

Cc: Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner *JYB*

SUBJECT: Revenue Branch Supervisor Position#800120022

I respectfully request that the Montgomery County Commission consider my request to fill the vacant position of Revenue Branch Supervisor for our new South Office. This position is currently vacant in the 2016 FY budget. With respect to the current hiring freeze, I am requesting that this position be filled in order to train and staff the new South Office.

I respectfully request approval of the accompanying fill request for this position. Thank you for your consideration in this matter.

JYB

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

6-1

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT: Revenue Commissioner's Office

DEPARTMENT HEAD: Janet Buskey

SUPERVISOR: Allyson Holland

1 POSITION TITLE Revenue Branch Supervisor

POSITION NUMBER 800120022

PROPOSED EFFECTIVE DATE January 4, 2016

TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTIONAL REGISTER () TRANSFER

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A07 (40,664 - 60,755)


Department Head

Date 11/30/2015

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 _____

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

DEC 21 2015

December 2, 2015

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Position Fill Request for Mail Room and Stores Clerk

Please find attached a position fill request for a Mail Room and Stores Clerk to replace Otis Williams, who has retired after 25 years of service. I request that the position fill request be placed on the next agenda.

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: **County Commission**

DEPARTMENT HEAD: **Florence M. Cauthen**

SUPERVISOR: **Pat Litchfield**

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: **Mail Room and Stores Clerk**

POSITION NUMBER: 360775002

PROPOSED EFFECTIVE DATE: 12/21/15

TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER (x) TRANSFER

(x) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A03 \$25,630 Step 01

Florence M. Cauthen
Department Head

Date 12/2/15

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 _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

DEC 21 2015

Date: December 4, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: January 27, 2016 Return Date: January 29, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA Winter Conference
The Hotel at Auburn University and Dixon Conference Center

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

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

Total (est.) Cost: \$690.40 Advance Registration Required: \$195.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$195.00 / Meals- \$150.00 / Hotel- \$281 / Mileage- \$64.40

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$690.40 and advance registration of \$195.00 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>\$3,154.60</u>	
Budget Available:	<u>\$19,345.40</u>	
Current Requests:	<u>\$690.40</u>	
Budget Balance:	<u>\$18,655.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/4/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

DEC 21 2015

Date: December 17, 2015

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.

Departure Date: February 19, 2016

Return Date: February 24, 2016

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: to attend the 2016 NACo Legislative Conference

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

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

Total (est.) Cost: \$2,677.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$450.00 / Hotel- \$1,437.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,677.00 and advance registration of \$490.00 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>\$3,845.00</u>	
Budget Available:	<u>\$18,655.00</u>	
Current Requests:	<u>\$2,677.00</u>	
Budget Balance:	<u>\$15,978.00</u>	

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

DEC 21 2015

Date: December 17, 2015
To: Donald L. Mims, Administrator
From: Daniel Harris, Jr., Vice Chairman
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: February 21, 2016 Return Date: February 24, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the 2016 NACo Legislative Conference

Traveler (s) Name: 1. Daniel Harris, Jr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,877.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$225.00 / Hotel- \$862.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator
From: Daniel Harris, Jr., Vice Chairman

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,877.00 and advance registration of \$490.00 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>\$3,845.00</u>	
Budget Available:	<u>\$18,655.00</u>	
Current Requests:	<u>\$4,554.00</u>	
Budget Balance:	<u>\$14,101.00</u>	

Donald L. Mims, Administrator

Reviewed by: M Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

DEC 21 2015

Date: December 17, 2015
To: Donald L. Mims, Administrator
From: Jiles Williams, Jr., Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: February 21, 2016 Return Date: February 24, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the 2016 NACo Legislative Conference

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

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

Total (est.) Cost: \$1,877.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$225.00 / Hotel- \$862.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator

From: Jiles Williams, Jr., Commissioner

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,877.00 and advance registration of \$490.00 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>\$3,845.00</u>	
Budget Available:	<u>\$18,655.00</u>	
Current Requests:	<u>\$6,431.00</u>	
Budget Balance:	<u>\$12,224.00</u>	

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

DEC 21 2015

Date: December 17, 2015
To: Donald L. Mims, Administrator
From: Ronda M. Walker, Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: February 21, 2016 Return Date: February 24, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the 2016 NACo Legislative Conference

Traveler (s) Name: 1. Ronda M. Walker 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,952.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$300.00 / Hotel- \$862.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator

From: Ronda M. Walker, Commissioner

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,952.00 and advance registration of \$490.00 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>\$3,845.00</u>	
Budget Available:	<u>\$18,655.00</u>	
Current Requests:	<u>\$8,383.00</u>	
Budget Balance:	<u>\$10,272.00</u>	

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

DEC 21 2015

Date: November 30, 2015

To: Donald L. Mims, Administrator

From: Steven L. Reed

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL

Departure Date: January 13, 2016

Return Date: January 14, 2016

Conference Leave (Days / Hours): 2 days

Purpose of Travel: To attend Alabama Licensing Officials Conference

Traveler (s) Name: 1. William Flowers 4. Cathy Mobley/Vanessa Evans
2. Kim Brown/Donna Cleveland 5. Brenda Robbins/Gina Hicks
3. Brenda Robinson/Virginia Davis 6. Lasheenia Williams

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

Total (est.) Cost: \$1,526.00

Advance Registration Required: \$1,250.00

Department Name: Probate

Fund Name: General Fund

Additional Comments: _____

To: Steven L. Reed

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,526.00 and advance registration of \$1,250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51300.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$14,000.00</u>	
Approved Requests:	<u>\$2,222.03</u>	
Budget Available:	<u>\$11,777.97</u>	
Current Requests:	<u>\$3,176.00</u>	
Budget Balance:	<u>\$8,601.97</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/3/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

DEC 21 2015

Date: December 15 2015

To: Donald L. Mims, Administrator

From: Steven L. Reed

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington D.C.

Departure Date: February 3, 2016

Return Date: February 5, 2016

Conference Leave (Days / Hours): 3 days

Purpose of Travel: To attend the National Prayer Breakfast

Traveler (s) Name: 1. Judge Steven L Reed

4. _____

2. _____

5. _____

3. _____

6. _____

Check Mode of Transportation: County Vehicle

☐

Commercial Air

☒

Private Vehicle

☐

Other (Specify)

☐

Total (est.) Cost: \$2,625.00

Advance Registration Required: _____

Department Name: Probate

Fund Name: 001-51300-265

Additional Comments: _____

To: Steven L. Reed

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,625.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51300.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$14,000.00

Approved Requests: \$5,398.03

Budget Available: \$8,601.97

Current Requests: \$2,625.00

Budget Balance: \$5,976.97

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/16/2015

cc: Finance Director / Buyer

8.7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA

DEC 21 2015

Date: December 14, 2015

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL

Departure Date: January 31 2016

Return Date: February 3, 2016

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Alabama Tax Administrators, Mid-Winter Conference

Traveler (s) Name: 1. Janet Buskey 4. _____
2. Allyson Holland 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,750.00 Advance Registration Required: \$400.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: _____

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,750.00 and advance registration of \$400.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$4,400.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$4,400.00</u>	
Current Requests:	<u>\$2,750.00</u>	
Budget Balance:	<u>\$1,650.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/14/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

DEC 21 2015

Date: December 16, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: Sun., January 10, 2016 Return Date: Tues., January 12, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Interoperable Communications Summit

Traveler (s) Name: 1. Major Jon Briggs 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$600.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: No registration fee

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$600.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$7,987.00</u>	
Budget Available:	<u>\$17,013.00</u>	
Current Requests:	<u>\$600.00</u>	
Budget Balance:	<u>\$16,413.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

DEC 21 2015

Date: December 15, 2015

To: Donald L. Mims, Administrator

From: Wanda J. Robinson, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Guntersville, AL

Departure Date: March 30, 2016

Return Date: April 1, 2016

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Colonel Wanda Robinson 4. _____
2. Captain Etta Matthews 5. _____
3. Lieutenant Tamberly Garner 6. _____

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

Total (est.) Cost: \$800.00 Advance Registration Required: \$75.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$800.00 and advance registration of \$75.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52200-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$7,122.00

Budget Available: \$7,878.00

Current Requests: \$800.00

Budget Balance: \$7,078.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/16/2015

cc: Finance Director / Buyer

8-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA
DEC 21 2015

Date: December 4, 2015
To: Donald L. Mims, Administrator
From: James Williams
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: January 31, 2016 Return Date: February 3, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: 2016 Alabama Recreation & Parks Association State Conference

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

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

Total (est.) Cost: \$854.67 Advance Registration Required: \$225.00

Department Name: Parks and Recreation Fund Name: Parks & Recreation

Additional Comments: Registration - \$225.00 / Lodging - \$329.67 / Meals - \$300.00

To: James Williams
From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$854.67 and advance registration of \$225.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>008-57200.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$2,500.00</u>	
Current Requests:	<u>\$854.67</u>	
Budget Balance:	<u>\$1,645.33</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/4/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

DEC 21 2015

Date: December 16, 2015
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 13, 2016 Return Date: April 15, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: AL III: Basic Mapping

Traveler (s) Name: 1. Scot Millican 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$275.00 Advance Registration Required: \$275.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration: \$275.00

TOTAL EST. COST: \$ 275.00

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

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$275.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$2,634.23</u>	
Budget Available:	<u>\$27,365.77</u>	
Current Requests:	<u>\$275.00</u>	
Budget Balance:	<u>\$27,090.77</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/16/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

DEC 21 2015

Date: December 16, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 25, 2016 Return Date: February 25, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Trenholm State Community College 2016 Health & Business Career Expo

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. Brittany Lopez 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: Personnel Fund Name: Merit System

Additional Comments: No registration or setup fees

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 12/21/15 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>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$2,481.97</u>	
Budget Available:	<u>\$17,518.03</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$17,518.03</u>	

Donald L. Mims, Administrator

Reviewed by: M Knighten
Date: 12/17/2015
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA
DEC 21 2015

Date: December 2, 2015
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Perdido Beach Resort, Orange Beach, AL
Departure Date: February 22, 2016 Return Date: February 23, 2016
Conference Leave (Days / Hours): two days
Purpose of Travel: To attend the Alabama Assoc. of Drug Court Professional Annual Training

Traveler (s) Name: 1. Shonda Williams 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$327.58 Advance Registration Required: \$50.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$327.58 and advance registration of \$50.00 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>\$12,425.00</u>	
Approved Requests:	<u>\$1,860.15</u>	
Budget Available:	<u>\$10,564.85</u>	
Current Requests:	<u>\$327.58</u>	
Budget Balance:	<u>\$10,237.27</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/3/2015

cc: Finance Director / Buyer

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