

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

AUGUST 17, 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:

Director of Retention Jessica G. Horsley with the Montgomery Area Chamber of
Commerce
Director of Risk Management Scott Kramer
Fire Chief Matt Missildine with Pike Road Volunteer Fire Protection Authority
Architect John Chambless with Chambless King Architects

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Commissioner Hall

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of August 3, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. **Consider Board Member Appointments to the Montgomery County Board of Human Resources, for terms expiring September 5, 2021, County Commission**
2. **Consider Change Order Number 1 to the Agreement with Stallings & Sons, Inc., Regarding Renovations to the Circuit Clerk Teller Lines at the Montgomery County Courthouse, County Commission**
3. **Consider Amendment Number 1 to Contract with Climate Service, Inc., for Preventive Maintenance Services on Heating/AC System for Various County Buildings (Contract #51901-14B-022), Support Services**
4. **Consider Amendment Number 2 to Contract with Chano & Sons, for Janitorial Services (Contract #51901-14B-012), Support Services**
5. **Consider Miscellaneous Appropriations Reprogramming Requests, County Commission**
6. **Consider Budget Change Request Number 38, District Attorney's Office**
7. **Consider Position Fill Requests – Engineering Department (3)**
 1. **County Road Equipment Operator III, Position Number 610553005**
 2. **County Road Equipment Operator III, Position Number 610553006**
 3. **County Road Equipment Operator III, Position Number 610553008**
8. **Consider Position Fill Requests – Sheriff's Office (2)**
 1. **Public Safety Communications Dispatcher, Position Number 10**
 2. **Records and Identification Clerk, Position Number 187**
9. **Consider Position Fill Request for Juvenile Detention Supervisor, Position Number 900302058, Youth Facility**
10. **Consider Position Fill Request for Customer Service Clerk, Position Number 750016023, Probate Judge's Office**
11. **Consider Travel/Training Requests (12)**

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

AUGUST 17, 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.

SEPTEMBER 7, 2015

County Holiday (Labor Day)

SEPTEMBER 8, 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.

SEPTEMBER 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.

OCTOBER 5, 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.

OCTOBER 12, 2015

County Holiday (Columbus Day)

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.

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 31 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 1 Stores Clerk I – 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 3 Investigator I's – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 1 Traffic Control Technician I – Engineering Department
Fill action continues for 1 CREO I – Engineering Department
Fill action continues for 1 Master Auto Mechanic – 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 1 Personnel Associate – Personnel Department
Fill action continues for 1 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Assistant Tag & License Supervisors – Probate Judge's Office
Fill action continues for 1 Customer Service Clerk (Part-Time) – Probate Judge's Office
Fill action continues for 1 County Archivist – 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 2 Deputy Sheriff / Deputy Sheriff Trainees – Sheriff's Office
Fill action continues for 1 Public Safety Communication Operator – Sheriff's Office
Fill action continues for 1 Revenue Auditor – Tax and Audit Department
Fill action continues for 2 Court Operations Clerk I's – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 3 Juvenile Detention Officers – Youth Facility
Fill action continues for 4 Juvenile Detention Officer's (Part-Time) – Youth Facility

August 17, 2015

AGENDA

AUG 17 2015

08-17-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-31-15

Check Number	To	Check Number
254545		254595
Total Checks Paid		\$333,633.63

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

AGENDA

AUG 17 2015

08-17-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-31-15

Check Number	To	Check Number
254596		254692
Total Checks Paid		\$295,508.23

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

AGENDA

AUG 17 2015
08-17-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-07-15

Check Number	To	Check Number
254693		244750
Total Checks Paid		\$78,510.29

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

AGENDA

AUG 17 2015

08-17-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-07-15

Check Number	To	Check Number
254751		254835
Total Checks Paid		\$613,985.82

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
08/07/15

Payroll Check Number	123506	To	Payroll Check Number	123609	\$ 61,328.98
Direct Deposits					\$ 821,677.65
Payroll Check Number	123610	To	Payroll Check Number	123635	\$ 242,654.99
Direct Deposits					\$ 353,062.30
Federal Deposits					\$ 318,804.67
Total Payroll Paid					\$ 1,797,528.59

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



Robert Bentley
Governor

Montgomery County
Department of Human Resources

3030 Mobile Highway
Montgomery, Alabama 36108
(334) 293-3100 phone

Karen H. Smith
Director



Nancy T. Buckner
Commissioner

AGENDA

AUG 17 2015

July 23, 2015

Mr. Donald L. Mims, County Administrator
PO Box 1667
Montgomery, AL 36102

Dear Mr. Mims:

It was with great excitement that I write to inform you that Dr. Paulette Thompson and Frank Jenkins would like to be reappointed to the Montgomery County Department of Human Resources Board.

Thank you for your assistance and if you should need further information, please contact me at 334-293-3450.

Sincerely,

A handwritten signature in blue ink that reads "Karen H. Smith".

Karen H. Smith, Director
Montgomery County Department of Human Resources

Cc: Dr. Paulette Thompson, Chairman

2015 JUL 24 AM 9:33

Montgomery County Board of Human Resources
Appointments Made Jointly with City

Members:

Term Expires:

Sam Munnerlyn
1225 Air Base Blvd.
Montgomery, AL 36108
Work: 420-4216

9/5/2017

* Dr. Paulette Thompson
1916 S. Hull Street
Montgomery, AL 36104-5625
Phone: 264-6164

9/5/2015

Henry L. Jackson, Jr.
808 Lynwood Drive
Montgomery, AL 36111
Cell: 678-571-5449
henry.jackson11@gmail.com

9/5/2019

George Goodwyn (Chairman)
3608 Oak Grove Circle
Montgomery, AL 36116

9/5/2019

Stacia Robinson
P.O. Box 210894
Montgomery, AL 36121-0894
Phone: 279-1824

9/5/2017

* Frank Jenkins
19 N. Anton Drive
Montgomery, AL 36105
Phone: 834-7903

9/5/2015

Wallace Bush
10521 U.S. Highway 31
Hope Hull, AL 36043

9/5/2019

Ms. Karen Smith, Director
County Department of Human Resources
P.O. Box 250380, Montgomery, AL 36125-0380

Brenda Blalock, City Clerk, City Hall

Term: 6 years

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

AUG 17 2015

July 30, 2015

MEMORANDUM

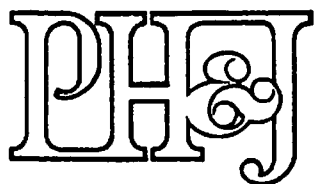
TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Circuit Clerk Teller Line-Change Order #1

At the June 1, 2015, meeting of the County Commission, I briefed you on progress of renovations to the Circuit Clerk teller lines and advised you that an additional estimated \$1,200 was needed to complete the security installation and to cover the cost of depleted attic stock for flooring.

Please find attached Change Order #1 in the amount of \$1,369.60 for costs described above. I request that Change Order #1 be placed on a future agenda for approval by the Commission.



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

807 SOUTH MCDONOUGH STREET • MONTGOMERY, AL 36104-5080 POST OFFICE BOX 215-36101
Tel 334/265-8781 / Fax 334/265-9208 • Email: phjarch@bellsouth.net • Website: www.phjarchitects.com

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

July 9, 2015

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, AL 36102-1667

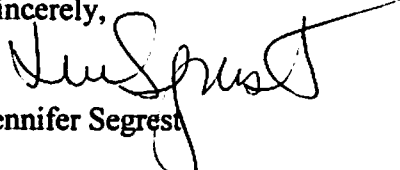
RE: RE: Renovations to the Circuit Clerk Teller Lines at the Montgomery County Courthouse for the Montgomery County Commission, Montgomery, Alabama Project: PH&J #1208-GVF

Dear Mr. Mims:

Enclosed please find four (4) copies of **Change Order #1** on the above referenced project for your review and Chairman Dean's signature.

Once the documents have been signed, please return to our office to my attention for further processing.

Sincerely,


Jennifer Segrest

Enclosures
Cc - file



AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: ☒
Renovations to the Circuit Clerk Teller Lines at the Montgomery County Courthouse for the Montgomery County Commission	DATE: June 30, 2015	ARCHITECT: ☒
		CONTRACTOR: ☒
		FIELD: ☐
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: PH&J 1208GVF	OTHER: ☐
Stallings & Son, Inc. 1140 Newell Parkway Montgomery, AL 36110	CONTRACT DATE: December 3, 2014 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

ADD additional allowance to furnish additional floor prep and tile patching and finish and install two electric strikes....\$1,369.60

TOTAL.....\$1,369.60

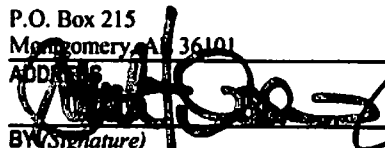
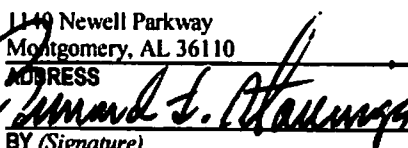
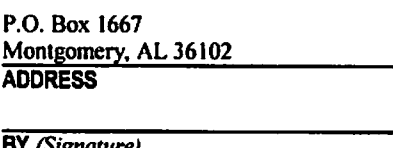
The original Contract Sum was	\$	61,370.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	61,370.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,369.60
The new Contract Sum including this Change Order will be	\$	62,739.60

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

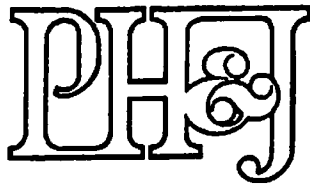
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PH&J Architects, Inc.	Stallings & Son, Inc.	Montgomery County Commission
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
P.O. Box 215 Montgomery, AL 36101	1140 Newell Parkway Montgomery, AL 36110	P.O. Box 1667 Montgomery, AL 36102
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Patrick Addison, Vice President	Richard Stallings, President	Elton Dean Sr., Chairman
(Typed name)	(Typed name)	(Typed name)
6-30-2015	7/6/15	
DATE	DATE	DATE

Travelers Casualty and Surety Company of America



Billie Jo Sanders
Attorney in Fact



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

807 SOUTH McDONOUGH STREET • MONTGOMERY AL 36104-5080 POST OFFICE BOX 215-36101
Tel 334/265-8781 / Fax 334/265-9208 • Email: phjarch@bellsouth.net • Website: www.phjarchitects.com

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

Wednesday, May 27, 2015

Florence Cauthen, Deputy Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102-1667

Re: Tenant Improvements of the Montgomery County Courthouse for the Montgomery County Circuit Clerk - Teller Lines
PH&J Project # 1208-GVF

Florence,

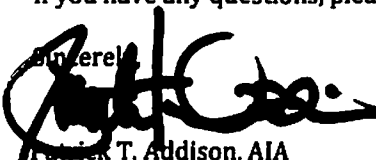
As we discussed this morning, we have two items with the above mentioned project that require additional funding to complete the project.

The first is the Door Access Allowance: We estimated that we needed approximately \$10,000.00 to complete the security upgrades at the Circuit Clerk's area due to the renovations. The actual cost has exceeded the \$10,000.00 allowance set aside for these modifications. We need to increase the allowance by \$627.10 to have the contractor complete the work. Note, that we still have \$507.00 in the \$10,000.00 allowance after we deduct Norment Securities work totaling \$9,493.00. Therefore the electric door strikes we need purchased totals \$1,134.10, so the difference needed is the \$627.10.

The second item has to do with the flooring at the modified walls and teller lines. We had planned to use the existing attic stock flooring to make the miscellaneous repairs to the floors. Unfortunately, when the contractor asked for the attic stock, what was found was not sufficient to complete the floor repairs. We are going to substitute standard VCT, creating a border condition at the new door and along the front of the teller line(s), similar to the existing condition at the door off the building's first floor corridor. I met with the Circuit Clerk and discussed with her the condition and how we plan to repair and finish the floor. Mrs. McCord was accommodating and said she could live with and accept our recommendation to repair and fix the floor. The additional cost for the VCT flooring is \$742.50. The labor to install it was already priced in the project.

Please see attached the proposal from Stalling & Sons to complete the work described above. Please note the contractor did not account for the \$507.00 that remains in our allowance that will be applied, so the amount we are asking the Commission to approve is \$1,369.60.

If you have any questions, please call.


Patrick T. Addison, AIA

Cc: Donald Mims, Griff Harris, File

PH&J Architects

From: "Jeff Stallings" <jeff@stallingsgc.com>
Date: Friday, May 29, 2015 1:12 PM
To: "Patrick Addison (Patrick Addison)" <phjarch@bellsouth.net>
Subject: Circuit Clerk Teller Line

Patrick,

Stallings & Sons, Inc. proposes to furnish the additional floor prep and tile patching for the amount of \$742.50 and furnish and install two (2) each 1006 –KM HES Electric strikes for the amount of \$ 1,134.10. Listed below is a breakdown of cost for your use.

1.)		
VCT Patching	225 s.f. @ 2.00 per s.f.	450.00
Floor Prep.	225 s.f. @ 1.00 per s.f.	<u>225.00</u>
Subtotal		675.00
10% OH & Profit		<u>67.50</u>
TOTAL		742.50
2.)		
Electric Strikes 2 each @ 390.50		781.00
Prep Frames & Installation 2 each @ 125.00 each		<u>250.00</u>
Subtotal		1,031.00
10% OH & Profit		<u>103.10</u>
TOTAL		1,134.10

Total change Order Request for Items 1 & 2 \$ 1,876.60

Should you need any additional information or have any questions, please feel free to call.

Thanks,

Jeff

AGENDA

AUG 17 2015

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: July 28, 2015

RE: Contract No. 51901-14B-022
Preventive Maintenance Services
Heating/AC System for Various County Buildings

Request the attached Amendment No. 1 to be considered for approval on a future agenda.

This will allow for the contract with Climate Service Inc. to be extended for one (1) year, beginning September 15, 2015 and ending on September 14, 2016. The following buildings under this service contract are Phelps and Price Judicial Center, Courthouse Annex I, Courthouse Annex II, Courthouse Annex III, and the Old Detention Facility.

Climate Services would like to increase pricing by 2.5% in accordance with the terms of the contract. The total cost for the twelve month period of September 15, 2015 to September 14, 2016 will be \$130,920.00.

This contact extension has been coordinated with Pat Litchfield, Plant Maintenance Engineer.

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

**Amendment
To
Contract # 51901-14B-022**

Amendment No. 1

Contract with Climate Service Inc. for Preventative Maintenance Services on Heating/AC System for Various County Buildings, is hereby extended for one (1) year beginning September 15, 2015 and ending September 14, 2016. The following buildings under this service contract are Phelps and Price Judicial Center, Courthouse Annex I, Courthouse Annex II, Courthouse Annex III, and the Old Detention Facility.

Prices will increase by 2.5%, in accordance with the contract

All other provisions of the contract remain the same.

WITNESS:

CLIMATE SERVICE INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

SERVICE ON HEATING.
AIR CONDITIONING.
ICE MACHINES. &
REFRIGERATION UNITS.



596F OLIVER ROAD
MONTGOMERY, ALABAMA 36117
TELEPHONE:
279-6933

July 28, 2015

Ms. Myrtle Singleton
Montgomery County Commission
Purchasing Manager
100 South Lawrence Street
Montgomery, Alabama 36104

RE: Contract No. 51901-14B-022
Preventive Maintenance Services
Heating/AC System for various county buildings

Dear Ms. Singleton,

Following a detailed cost analysis of our previous year of service, we would like to renew the contract and exercise an allowable 2.5% price increase for the upcoming year. The total contract price for the twelve-month period of September 15, 2015 to September 14, 2016 is \$130,920.00.

We want to thank you for the opportunity to serve you. If you have any questions regarding this price increase, or our on the job performance, please do not hesitate to call.

Sincerely,
CLIMATE SERVICE INC.

A handwritten signature in black ink, appearing to read "Dan Downes, Jr.", written over a horizontal line.

Dan Downes, Jr.

AGENDA

AUG 17 2015

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager
DATE: July 28, 2015
RE: Contract No. 51901-14B-12
Janitorial Services

I request that the attached Amendment No. 2 to Chano & Sons contract for janitorial services be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for sixty (60) days, beginning September 1, 2015 and ending on October 30, 2015. This will allow us time to issue a new bid.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Florence Cauthen, Deputy Administrator.

Attachment

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

**Amendment
To
Contract # 51901-14B-012**

Amendment No. 2

Contract with Chano & Sons for janitorial services, to be provided at Annex II, Annex III, Community Corrections, Care Here Clinic, Probate/Revenue East and Probate/Revenue West, is hereby extended for sixty (60) days beginning September 1, 2015 and ending October 30, 2015.

All other provisions of the contract will remain the same.

WITNESS:

CHANO & SONS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

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

AUG 17 2015

August 17, 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-2015-80: Cancer Wellness Foundation of Central Alabama, for Social Services Program to Provide Transportation - \$2,500; (Walker)

C-2015-81: Empowering Communities Helping Ourselves (ECHO), for Program Services - \$1,000; (Harris)

NC-2015-117: BOE, Brewbaker Technology Magnet High School, for Principal's Discretionary Fund, for Mascot Costume - \$1,035; (Harris)

NC-2015-118: Montgomery County Recreation Department, for Pine Level Park's Summer Activities - \$1,300 (Hall)

DLM/tll



www.mc-ala.org/da

Daryl D. Bailey
District Attorney
Fifteenth Judicial Circuit of Alabama
251 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667



(334)832-2550

AGENDA

AUG 17 2015

July 21, 2015

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

RE: HMFI Funding for FY2015-2016

Dear Chairman Dean:

The Montgomery County Commission has supported the Helping Montgomery Families Initiative (HMFI) for over eight years in our efforts to provide intervention/prevention services to suspended and/or truant MPS students and their families.

Last year, the goal was to reduce the number of suspensions and unexcused absences by 5% from the previous school term. We are pleased to report that in partnership with MPS the goals were exceeded and suspensions were reduced by 20% and unexcused absences were reduced by 15.5%.

We are committed to continue our partnership with Montgomery Public Schools to keep children in school and need your continued support. I respectfully request the Commission to approve funding for HMFI in the amount of \$100,000 for the upcoming fiscal year 2015-2016.

Thank you joining with our office, the Montgomery Public Schools, and the City of Montgomery to provide a proven, unique, and true crime prevention program for the children and families of Montgomery County.

Sincerely,

Daryl D. Bailey
District Attorney

cc: Donnie Mims, County Administrator

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 38

DEPARTMENT:	County Comm Appropriat	REVIEWED: S. Thomas	7/22/2015
DATE:	7/22/2015	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
Helping Mtgy Families Initiative	001-58100.455	0	100,000	100,000
Fund Balance	001.35900		(100,000)	
TOTAL		0	0	100,000

JUSTIFICATION:

Provide funding to the Helping Montgomery Families Initiative for program expenses for the period September 1, 2015 through August 31, 2016.

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

ESTABLISHED 1816

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
JAMES M. KELLEY, PE
ASSISTANT COUNTY ENGINEER
(334) 832-1310
FAX (334) 832-7190
www.mc-ala.org

AGENDA

AUG 17 2015

July 23, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: George C. Speake
County Engineer

George C. Speake
7/23/15

SUBJECT: Position Fill Requests for County Road Equipment Operator III Positions

As discussed during the July 22, 2015, budget review, it is requested we be allowed to fill three County Road Equipment Operator III (CREO III) vacancies in the Engineering Department. These positions would be filled by promoting existing employees from within. The total additional annual costs for these promotions would be \$7,691. There are sufficient funds remaining in the Engineering Department's FY 2015 budget to cover these costs for the remainder of the FY 2015 budget year; however, these additional costs would need to be included in our proposed FY 2016 budget. An itemized annual cost summary is as follows:

Position	Grade	Step	Current Salary	Current Benefits	Current Total	New Grade	New Step	New Salary	New Benefits	New Total	Total Increase
CREO II	S06	6	28,469	13,664	42,133	S08	4	29,958	13,961	43,919	1,786
CREO I	S04	2	23,415	12,655	36,070	S08	1	27,090	13,388	40,478	4,409
CREO II	S06	13	34,447	14,857	49,304	S08	10	35,694	15,106	50,800	1,496
Total			86,331	41,175	127,506			92,742	42,455	135,197	7,691

GCS/gcs

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering District 1

DEPARTMENT HEAD: George Speake

SUPERVISOR: Andrew McCall

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

1. Position Title CREO III

Position Number 610553005

Proposed Effective Date August 3, 2015

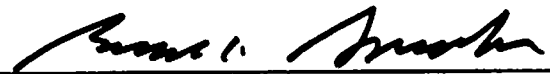
Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S08 - 1 (\$27,090)

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


Department Head

Date 7/27/15

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 _____

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Engineering District 1

DEPARTMENT HEAD: George Speake

SUPERVISOR: Andrew McCall

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 III

Position Number 610553006

Proposed Effective Date August 3, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S08 - 1 (\$27,090)

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


Department Head

Date 7/27/15

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 _____

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Engineering District 1

DEPARTMENT HEAD: George Speake

SUPERVISOR: Andrew McCall

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 III

Position Number 610553008

Proposed Effective Date August 3, 2015

Type of Appointment (☒) Permanent () Temporary

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

Pay Grade S08 - 1 (\$27,090)

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


 Department Head

Date 7/27/15

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 _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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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

AUG 17 2015

August 11, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on August 3, 2015, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Public Safety Communications Dispatcher, Position Number 10
- (2) Records and Identification Clerk, Position Number 187

I am requesting approval of these items.

DLM/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Public Safety Comm Dispatcher

Position Number 10 Replace of Crystal Jackson

Proposed Effective Date August 3, 2015

Type of Appointment ☒ Permanent () Temporary

Recruiting

() Promotional Register () Transfer

☒ Open Competitive Register () Reemployment

Pay Grade AO5 \$31.708 - \$45.138

Derrick Cunningham plw
Department Head

Date July 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 _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Records & Identification Clerk

Position Number 187

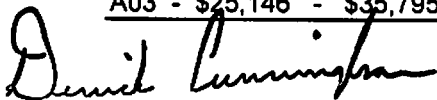
Proposed Effective Date August 3, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade A03 - \$25,146 - \$35,795



Date July 24, 2015

Department Head Derrick Cunningham

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director _____

4. Selectee: _____

Date _____

Appointing Authority _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

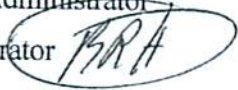
Date _____

**Montgomery County
Youth Facility**

AGENDA

AUG 17 2015

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator 
Date: August 12, 2015
Re: Juvenile Detention Supervisor Fill Request

We have a Juvenile Detention Supervisor vacancy which needs to be filled. I am requesting this fill request be placed on the August 17th County Commission formal agenda.

Thank you for your consideration!

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

1. POSITION TITLE: Juvenile Detention Supervisor - to replace Patricia Boyd

POSITION NUMBER: 900302058

PROPOSED EFFECTIVE DATE: 8/17/2015

TYPE OF APPOINTMENT: (X) Permanent () Temporary

RECRUITING:

(X) PROMOTIONAL REGISTER () TRANSFER

Pay step to be based upon City and County of Montgomery Personnel Rules and Regulations,
Rule VI, Section 10 (a) Promotions.

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC4 (\$42,831/\$1,647.34/\$20.5918)

Bruce R. Howell

Department Head

7/29/2015
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



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA
AUG 17 2015

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Montgomery County Probate Office

Date: 7/28/15

Re: Request to fill a vacant Customer Service Clerk position

The Montgomery County Probate Court is requesting to fill a vacant Customer Service Clerk position. The position is recently vacated and is currently in our budget.

ORIGINAL

POSITION FILL REQUEST

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William D Flowers III

1. POSITION TITLE: Customer Service Clerk
POSITION NUMBER: 750016023
PROPOSED EFFECTIVE DATE: 8/17/15
TYPE OF APPOINTMENT: X PERMANENT TEMPORARY
RECRUITING:
 Promotional Transfer Transfer
X Open Competitive Register Reemployment
PAY GRADE: A03-S1 (A03= \$25,146 - \$35,795)



APPOINTING AUTHORITY

7/28/15
Date

2. ADMINISTRATIVE REVIEW
 APPROVED
 DISAPPROVED

FUNDING AUTHORITY

Date

3. CERTIFICATION
Promotional Candidates
Open-Competitive x 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 # 12

AGENDA

AUG 17 2015

Date: August 12, 2015
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Al
Departure Date: September 29, 2015 Return Date: September 29, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend Governmental and Not-for-Profit Annual Update course

Qualifies toward 40 hours of CPE required for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$385.80 Advance Registration Required: \$260.00

Department Name: Finance Department Fund Name: General Fund

Additional Comments: Registration \$260.00 Mileage \$105.80 Meals \$20.00

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$385.80 and advance registration of \$260.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$1,717.80</u>	
Budget Available:	<u>\$1,282.20</u>	
Current Requests:	<u>\$385.80</u>	
Budget Balance:	<u>\$896.40</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/12/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

AUG 17 2015

Date: August 6, 2015

To: Donald L. Mims, Administrator

From: Lou Ialacci

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University Montgomery

Departure Date: August 31, 2015 Return Date: September 4, 2015

Conference Leave (Days / Hours): 5 days

Purpose of Travel: Certified Wireless Network Administrator

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

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

Total (est.) Cost: \$2,189.00 Advance Registration Required: \$0.00

Department Name: Information Systems Fund Name: General

Additional Comments: _____

To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,189.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51965.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$20,000.00

Approved Requests: \$11,848.90

Budget Available: \$8,151.10

Current Requests: \$2,189.00

Budget Balance: \$5,962.10

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/6/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

AUG 17 2015

Date: August 3, 2014
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL.
Departure Date: Sept.23, 2014 Return Date: Sept.25, 2014
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend Juvenile Probation Officers Annual Conference
Sponsored by Administrative Office of Courts

Traveler (s) Name: 1. Bruce Howell, Preston Frazier 4. Ray Williams, Wade Morgan
2. Tyrone Anderson, Ann Sikes 5. Jamie Burnett, Jimmy Rogers
3. Shannon Silva, Ashlee London 6. Jeannie Tapley, Rachel Wert

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

Total (est.) Cost: \$5,300.00 Advance Registration Required: \$900.00

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

Additional Comments: Please Make advance registration check payable to:
AJCEF
Alabama Judicial College Education Fund c/o AOC

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$5,300.00 and advance registration of \$900.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,395.57</u>	
Budget Available:	<u>\$11,604.43</u>	
Current Requests:	<u>\$5,300.00</u>	
Budget Balance:	<u>\$6,304.43</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/7/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

AUG 17 2015

Date: August 7, 2015
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alabama 4H Center Shelby County
Departure Date: August 31, 2015 Return Date: September 3, 2015
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Attend new Probation Officer Orientation

Traveler (s) Name: 1. Leigh Smith 4. _____
2. Ontkeno Boman 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: _____
Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: _____

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,395.57</u>	
Budget Available:	<u>\$11,604.43</u>	
Current Requests:	<u>\$5,600.00</u>	
Budget Balance:	<u>\$6,004.43</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 8/7/2015
cc: Finance Director / Buyer

11-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

AGENDA

AUG 17 2015

Date: August 12, 2015
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Ross Bridge, Birmingham AL
Departure Date: October 13, 2015 Return Date: October 14, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Blue Cross Advisory Council Meeting

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: \$0.00 Advance Registration Required: \$0.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: ****All expenses will be paid by Blue Cross Blue Shield****

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

The above request is app. 08/17/15 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>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,108.32</u>	
Budget Available:	<u>\$11,891.68</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,891.68</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/12/2015
cc: Finance Director / Buyer

11-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

AUG 17 2015

Date: August 3, 2015
To: Donald L. Mims, Administrator
From: James Williams
Re: Travel / Training Request

fw

Request approval to be granted for the following:

Destination: Orange Beach, Alabama
Departure Date: September 8, 2015 Return Date: September 10, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: 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: \$589.18 Advance Registration Required: \$100.00

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

Additional Comments: Registration \$100
Lodging \$264.18
Meals \$225

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$589.18 and advance registration of \$100.00 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>\$2,850.00</u>	
Approved Requests:	<u>\$2,260.22</u>	
Budget Available:	<u>\$589.78</u>	
Current Requests:	<u>\$589.18</u>	
Budget Balance:	<u>\$0.60</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/3/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

AUG 17 2015

Date: August 7, 2015
To: Donald L. Mims, Administrator
From: George C. Speake
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Renaissance Hotel and Spa, Montgomery, Alabama
Departure Date: September 2, 2015 Return Date: September 2, 2015
Conference Leave (Days / Hours): 1 day, 8 hours
Purpose of Travel: Attend seminar on Roadside Design.

Traveler (s) Name: 1. George C. Speake 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: \$150.00
Department Name: Engineering Dept. Fund Name: Gasoline Tax 111-53600.265

Additional Comments: _____

To: George C. Speake
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$150.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,300.00</u>	
Approved Requests:	<u>\$9,865.78</u>	
Budget Available:	<u>\$434.22</u>	
Current Requests:	<u>\$150.00</u>	
Budget Balance:	<u>\$284.22</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/7/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

AUG 17 2015

Date: August 7, 2015
To: Donald L. Mims, Administrator
From: George C. Speake
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Renaissance Hotel and Spa, Montgomery, Alabama

Departure Date: October 1, 2015 Return Date: October 1, 2015

Conference Leave (Days / Hours): 1 day, 8 hours

Purpose of Travel: Attend seminar on Introduction to Roundabouts and the ALDOT Roundabout Manual.

Traveler (s) Name: 1. George C. Speake 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: \$150.00

Department Name: Engineering Dept. Fund Name: Gasoline Tax 111-53600.265

Additional Comments: _____

ALL EXPENSE WILL BE INCURRED IN THE 2016 BUDGET

To: George C. Speake
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$150.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,300.00</u>	
Approved Requests:	<u>\$9,865.78</u>	
Budget Available:	<u>\$434.22</u>	
Current Requests:	<u>\$150.00</u>	
Budget Balance:	<u>\$284.22</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 8/7/2015

cc: Finance Director / Buyer

11-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

AUG 17 2015

Date: August 10, 1025
To: Donald L. Mims, Administrator
From: George C. Speake
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Embassy Suite Hotel, Montgomery, Alabama
Departure Date: October 14, 2015 Return Date: October 16, 2015
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend AL Society of Professional Land surveyors 52nd Annual
convention & TECH EXPO

Traveler (s) Name: 1. George C. Speake 4. _____
2. Michael M. Harmon 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$690.00 Advance Registration Required: \$690.00
Department Name: Engineering Dept. Fund Name: Gasoline Tax 111-53600.265

Additional Comments: _____
ALL EXPENSE WILL BE INCURRED IN THE 2016 BUDGET

To: George C. Speake
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$690.00 and advance registration of \$690.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,300.00</u>	
Approved Requests:	<u>\$9,865.78</u>	
Budget Available:	<u>\$434.22</u>	
Current Requests:	<u>\$150.00</u>	
Budget Balance:	<u>\$284.22</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 8/11/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 25

AGENDA

AUG 17 2015

Date: August 6, 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: September 21, 2015 Return Date: September 25, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: IAAO 101: Fundamentals of Real Property Appraisal (30 hours)

Traveler (s) Name: 1. Antreece Stringer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$550.00 Advance Registration Required: \$550.00
Department Name: Appraisal Fund Name: Reappraisal
Additional Comments: Registration/Training: \$550.00

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$550.00 and advance registration of \$550.00 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>\$27,179.91</u>	
Budget Available:	<u>\$2,820.09</u>	
Current Requests:	<u>\$550.00</u>	
Budget Balance:	<u>\$2,270.09</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/7/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 18

AGENDA

AUG 17 2015

Date: July 31, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Guntersville, AL
Departure Date: October 20, 2015 Return Date: October 23, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the AAPPA Conference & Preconference Program

Traveler (s) Name: 1. Carmen Douglas 4. _____
2. Cami Hacker 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,033.95 Advance Registration Required: \$825.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Pre-conference registration -\$150.00/each; Conference registration: Carmen - \$250.00;
Cami - \$275.00; Mileage - \$180.55; Hotel - \$289.20/each; Meals - \$225.00/each

ALL EXPENSE WILL BE INCURRED IN FY 2016

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,033.95 and advance registration of \$825.00 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>\$15,486.38</u>	
Budget Available:	<u>\$4,513.62</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$4,513.62</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/4/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 41

AGENDA

AUG 17 2015

Date: August 7, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Aurora, Colorado
Departure Date: Sunday, August 30, 2015 Return Date: Friday, September 4, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Attend National Institute of Corrections (NIC) Training Program

Traveler (s) Name: 1. Sheriff Cunningham 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$500.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: Sheriff's Fund

Additional Comments: Most expenses paid by National Sheriff's Institute including airfare and hotel

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>749-52110.499</u>	(ex: 000-00000-000)
Description:	<u>Administration Expense</u>	
Current Budget:	<u>\$417,000.00</u>	
Approved Requests:	<u>\$391,970.89</u>	
Budget Available:	<u>\$25,029.11</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$24,529.11</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/10/2015

cc: Finance Director / Buyer

11-12