

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 5, 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:

Broker Agent Mike Dunn with Stifel, Nicolaus & Company, Inc.
Revenue Commissioner Janet Buskey and GIS & Cadastral Mapping Manager Todd Grant
Sheriff D.T. Marshall and Chief Deputy Derrick Cunningham
Juvenile Court Administrator Bruce R. Howell

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 December 15, 2014 and the
Special Call Meeting of December 29, 2014

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Board Member Appointment to the Central Alabama Regional Planning and Development Commission, County Commission
2. Consider Change Order Number 1 to the Agreement with Russell Construction of Alabama, Inc., Regarding County Courthouse Annex I Third Floor Renovations and Alterations for the District Attorney and Child Support Offices, County Commission
3. Consider Change Order Request to the Agreement with Stallings & Sons, Inc., Regarding Alterations to Third Floor Montgomery County Courthouse Annex III for the Probate Judge's Office, County Commission
4. Consider General Contingency Allowance Authorization Numbers 3 and 4 with Bear Brothers, Inc., Regarding Montgomery County Youth Facility Renovation Project, County Commission
5. Consider Transfer of Ownership and Liability Agreement for Retired K-9 "Mondo", Sheriff's Office
6. Consider Bid Award for Renovations to Circuit Clerk's Teller Lines at the Montgomery County Courthouse, County Commission
7. Consider Position Fill Requests – Detention Facility (6)
 1. Corrections Officer Trainee/Corrections Officer, Position Number 77
 2. Corrections Officer Trainee/Corrections Officer, Position Number 78
 3. Corrections Officer Trainee/Corrections Officer, Position Number 115
 4. Corrections Officer Trainee/Corrections Officer, Position Number 199
 5. Clerk II, Position Number 234
 6. Clerk III, Position Number 98
8. Consider Position Fill Request for Records & Identification Clerk, Position Number 136, Sheriff's Office
9. Consider Position Fill Request for a Court Operations Clerk I, Position Number 900377001, Youth Facility
10. Consider Position Fill Request for a Juvenile Detention Officer, Relief, Position Number 910300010, Youth Facility
11. Consider Travel/Training Requests (16)

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:

Community Corrections Executive Director Paul Brown
Board of Registrars Chairman George Noblin
Director of Risk Management Scott Kramer
Finance Director Sherrill Thomas

Reports from Staff:

Deputy Administrator
County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JANUARY 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.

JANUARY 19, 2015

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

JANUARY 20, 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.

FEBRUARY 2, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

FEBRUARY 16, 2015

County Holiday (President's Birthday)

FEBRUARY 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.

PERSONNEL ACTIONS

Fill action continues for 1 Appraiser I – Appraisal Department
Fill action continues for 2 Appraiser II – Appraisal Department
Fill action continues for 1 Appraiser III – Appraisal Department
Fill action continues for 1 IT Engineering/Systems – Information Systems
Fill action continues for 1 Clerk IV – Information Systems
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Purchasing Manager – Support Services Department
Fill action continues for 1 Runner – District Attorney’s Office
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 1 Child Support Case Manager I – District Attorney Child Support
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 23 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Corrections Officer Corporal – Detention Facility
Fill action continues for 2 Clerk II – Detention Facility
Fill action continues for 1 CREO 1 – Engineering Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 2 Customer Service Clerk – 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 Tag and License Supervisor – Probate Judge’s Office
Fill action continues for 1 Elections Training Coordinator – Probate Judge’s Office (Elections)
Fill action continues for 1 Customer Service Clerk – Revenue Commissioner’s Office
Fill action continues for 1 Court Security Officer – Sheriff’s Office
Fill action continues for 1 Fingerprint Classifier – Sheriff’s Office
Fill action continues for 2 Emergency Communication Operator 1/II – Sheriff’s Office
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 3 Juvenile Detention Officer’s – Youth Facility
Fill action continues for 3 Juvenile Detention Officer’s – Youth Facility

January 5, 2015

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-12-14

Check Number	To	Check Number
249760		249818
Total Checks Paid		\$230,929.84

CHECK #	PAYEE	AMOUNT	DATE
249758	Bridgitte Valencia Rollins	\$ 100.00	12-04-14
249759	Charlie Mae J Henderson	\$ 100.00	12-04-14

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-12-14

Check Number	To	Check Number
249819		249903
Total Checks Paid		\$461,362.66

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-19-14

Check Number	To	Check Number
249904		249978
Total Checks Paid		\$843,877.10

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-19-14

Check Number	To	Check Number
249979		250077
Total Checks Paid		\$827,805.25

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-26-14

Check Number	To	Check Number
250078		250118
Total Checks Paid		\$546,234.42

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-26-14

Check Number	To	Check Number
250119		250168
Total Checks Paid		\$215,613.74

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

MONTGOMERY COUNTY COMMISSION

01/05/15 Meeting

Agenda

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

JAN - 5 2015

CHECKS ARE DATED
12/24/14

Payroll Check Number	121712	To	Payroll Check Number	121799	\$ 60,726.60
Direct Deposits					\$ 814,278.51
Payroll Check Number	121800	To	Payroll Check Number	121828	\$ 250,470.22
Direct Deposits					\$ 358,055.86
Federal Deposits					\$ 318,806.24
Total Payroll Paid					\$ 1,802,337.43

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.

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

JAN - 5 2015

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Central Alabama Regional Planning and Development Commission Board
Member Appointment

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda the appointment of Deputy Administrator Florence M. Cauthen to the Central Alabama Regional Planning and Development Commission for a term expiring November 13, 2016.

I am requesting approval of this board member appointment.

DLM/tn

Attachment

Central Alabama Regional Planning
And Development Commission Board

Members:

Term Expires:

Jiles Williams, Jr.
944 Alma Drive
Montgomery, AL 36108

11/13/2016

Donald L. Mims
County Administrator

11/13/2016

John A. Mitchell, Sr.
Deputy County Administrator

11/13/2016

James Williams
Montgomery County Parks and Recreation Department

11/13/2016

George C. Speake
Montgomery County Engineering Department

11/13/2016

James Kelly
Montgomery County Engineering Department

11/13/2016

THE TERM OF OFFICE OF THE CARPDC BOARD MEMBERS RUNS
CONCURRENTLY WITH THE OFFICE OF THE COUNTY COMMISSION

Term: 4 years

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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Agenda

JAN - 5 2015

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Change Order Request Number 1 regarding County Courthouse Annex I Third Floor Renovations and Alterations for the District Attorney and Child Support Offices

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda Change Order Request Number 1 to the Agreement with Russell Construction of Alabama regarding County Courthouse Annex I Third Floor renovations and alterations for the District Attorney and Child Support Offices.

I am requesting approval of this Change Order.

DLM/tn

Attachment



AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: ☒
Renovations & Alterations to the Montgomery County Courthouse – Annex 1, District Attorney & Child Support Suites for the Montgomery County Commission	DATE: December 10, 2014	ARCHITECT: ☒
		CONTRACTOR: ☒
		FIELD: ☐
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 1208-GVC	OTHER: ☐
Russell Construction of Alabama, Inc. 1616 Mt. Meigs Road Montgomery, AL 36107	CONTRACT DATE: July 21, 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 3 Days due to encumbered start on Phase I	(3 days)	\$0.00
ADD Data wiring, equipment and installation	(21 days)	\$139,186.00
ADD Modify furring at structural clay tile exterior wall from furring channels to 1.5" metal stud wall		\$1,679.00
ADD Provide and install new louvered hollow metal door at telephone closet 136		\$1,796.00
DEDUCT Alter protective measures at Sherriff's dispatch windows		\$(575.00)
ADD Miscellaneous unforeseen plumbing items and associated work (Field Order #1)		\$8,233.00
ADD Replace existing restrooms deteriorated floor/slab setting beds (Field Order #2)		\$3,727.00
ADD Miscellaneous unforeseen block work at rated fire wall (Field Order #2)		\$1,076.00

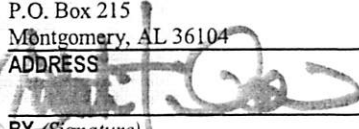
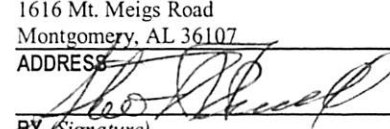
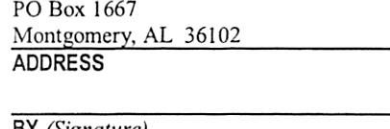
TOTAL \$155,122.00

The original Contract Sum was	\$ 2,850,274.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 2,850,274.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 155,122.00
The new Contract Sum including this Change Order will be	\$ 3,005,396.00

The Contract Time will be increased by Twenty Four (24) 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.

<u>PH&J Architects, Inc</u>	<u>Russell Construction of Alabama, Inc.</u>	<u>Montgomery County Commission</u>
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
<u>P.O. Box 215</u>	<u>1616 Mt. Meigs Road</u>	<u>PO Box 1667</u>
<u>Montgomery, AL 36104</u>	<u>Montgomery, AL 36107</u>	<u>Montgomery, AL 36102</u>
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
<u>Patrick T. Addison, Vice President</u>	<u>Steve Russell, President</u>	<u>Elton Dean, Sr. Chairman</u>
(Typed name)	(Typed name)	(Typed name)
<u>DEC. 15, 2014</u>	<u>12-17-14</u>	
DATE	DATE	DATE

CHANGE ORDER NUMBER ONE SUMMARY SHEET

Renovations and Alterations to the Montgomery County Courthouse Annex 1 Building
District Attorney & Child Support Suites

PH&J #1208-GVC

<u>ITEM</u>	<u>RFP #</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>DAYS</u>
A	-	Time Extension Due to Encumbered Start on Phase I	\$0.00	3
B	1	Add Data Wiring, Equipment and Installation (This amount is for the work contracted to the GC, that was deducted from the IT Allowance of \$150,000.00, which will need to be added back to cover the work designated for County IT)	\$139,186.00	21
C	-	Modify Furring at Structural Clay Tile Exterior Wall from Furring Channels to 1.5" Metal Stud Wall	\$1,679.00	0
D	4	Provide and Install new louvered Hollow Metal Door at Telephone Closet 136	\$1,796.00	0
E	-	Alter Protective Measures at Sheriff's Dispatch Windows	(\$575.00)	0
F	-	Miscellaneous Unforeseen Plumbing Items and Associated Work (Field Order #1)	\$8,233.00	0
G	-	Replace Existing Restrooms Deteriorated Floor/Slab Setting Beds (Field Order #1)	\$3,727.00	0
H	-	Miscellaneous Unforeseen Block Work at Rated Fire Wall (Field Order #2)	\$1,076.00	0
TOTALS			\$155,122.00	24

RFP = Request for Proposal Number

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Agenda

JAN - 5 2015

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Change Order Request regarding Alterations to Third Floor Montgomery County Courthouse Annex III for the Probate Judge's Office

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda a Change Order Request to the Agreement with Stallings & Sons, Inc., regarding Alterations to Third Floor Montgomery County Courthouse Annex III for the Probate Judge's Office. The Change Order Request is for items reviewed and negotiated with the General Contractor in the amount of \$5,501.60 and an item requested by Probate Judge Steven L. Reed in the amount of \$3,770.42 for a total of \$9,272.02.

I am requesting approval of this Change Order Request.

DLM/tn

Attachment

JMR+H

Architecture.PC

24 November 2014

Mr. Donnie Mims
Montgomery County Commission
101 South Lawrence Street
Montgomery, AL 36110
Phone: 334.270.4255

**RE: Alterations to Third Floor Montgomery County Courthouse Annex No. 3
JMR+H Architects, PC - PROJECT No. 13-210
Change Order Request**

Mr. Mims,

As discussed at our Owner-Contractor-Architect meeting on November 20th 2014, I have listed below Change Order Requests in two (2) columns. Column one (1) are C.O.R. that have been thoroughly reviewed and negotiated with the General Contractor and approved and will be part of Change Order One (1). Column two (2) are C.O.R. that are requests from Judge Reed that have been through the same review process but are pending your final decision.

Column 1

• Additional Steel Lintels (for existing masonry opening)	\$3,480.40
• Demolition and reroute of HVAC duct work (unforeseen)	\$535.70
• Additional Steel for roof top unit (to support the weight of the unit)	\$1,545.50
• Relocate roof vent at raised roof (unforeseen)	\$440.00
• Credit for Piping Insulation (Approved by Plumbing Engineer)	<\$500.00>
Total	\$5,501.60

Column 2

• Judges Office Ceiling Modifications (per Judge Reed)	\$3,770.42
--	------------

Tammy Nix

From: Dave Sawicki <dsawicki@jmrha.com>
Sent: Monday, November 24, 2014 2:30 PM
To: Florence Cauthen
Cc: Donald Mims; Tim Holmes; Mike Rutland; Jeff Cahill
Subject: Emailing: Letter to Donnie Mims concerning COR.pdf
Attachments: Letter to Donnie Mims concerning COR.pdf

<<Letter to Donnie Mims concerning COR.pdf>> Ms. Florence, Please see attached letter for your review and record as we discussed in your office today with Mr. Donnie Mims. In addition, This email serve as confirmation that JMR+H will be at the Montgomery County Commission meeting a 8:45am. The attendees will be Mr. Tim Holmes, Mr. Mike Rutland and Mr. Jeff Cahill.

Your message is ready to be sent with the following file or link attachments:

Letter to Donnie Mims concerning COR.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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Agenda

JAN - 5 2015

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

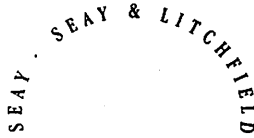
SUBJECT: General Contingency Allowance Authorization Numbers 3 and 4 with Bear Brothers, Inc., regarding Youth Facility Renovation Project

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda General Contingency Allowance Authorization Numbers 3 and 4 with Bear Brothers, Inc., regarding Montgomery County Youth Facility Renovation Project in the amount of \$30,907.00.

I am requesting approval of this Authorization.

DLM/tn

Attachment



January 5, 2015

Mr. Elton Dean
Montgomery County Commission
101 S Lawrence St
Montgomery, AL 36104

RE: Montgomery County Youth Facility – January 5th, 2015 Commission Meeting

Dear Mr. Dean,

We request Commission approval and authorization to proceed with the changes in work by the General Contingency Allowance. The current remaining amount available in the General Contingency Allowance fund is \$22,491.00 and \$8,416 will transfer into General Contingency Allowance from the unused portion of roofing unit prices (\$19,075.00). The total estimated amount of unused credits & unit prices will be \$46,165.00 after transfer. We request approval of \$30,907.00 from the General Contingency Allowance to proceed with the changes in work per the attached spread sheet items. This will deplete the remaining General Contingency Allowance. The above work does not include overhead and profit from Bear Brothers, Inc., since the original amount of the General Contingency Allowance already includes their overhead and profit.

The consideration of the Authorization is very much appreciated.

Sincerely,


Frank E. Litchfield, III

Cc: Donald L. Mims

Authorized By:

Elton N. Dean, Sr.
Chairman, Montgomery County Commission

SECTION 01 2101 - GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

MONTGOMERY COUNTY YOUTH FACILITY, MONTGOMERY, AL

SS&L Project No. 12030 BC Project No. 2013072

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

AUTHORIZATION No. 3 Date: January 5, 2015

In accordance with Specification Section 01 2100 - ALLOWANCES, the Contractor, Bear Brothers, Inc., is hereby authorized to proceed with the changes in Work as are described below and is to be paid for the performance of these changes as provided in Specification Section 01 2100. This Authorization shall become effective when it is signed by the Contractor and the Owner's representative and it is understood and agreed that the amount(s) stipulated below constitute full compensation for these changes in Work.

TOTAL AMOUNT OF THIS AUTHORIZATION

CREDIT FROM UNUSED PORTION OF ROOFING UNIT PRICE (\$8,416.00)

ORIGINAL AMOUNT OF THE GENERAL

CONTINGENCY ALLOWANCE \$150,000.00

NET TOTAL OF PREVIOUS AUTHORIZATIONS

\$127,509.00

PREVIOUS REMAINING GENERAL

CONTINGENCY ALLOWANCE \$22,491.00

TOTAL AMOUNT OF THIS AUTHORIZATION

CREDIT FROM UNUSED PORTION OF ROOFING UNIT PRICE (\$8,416.00)

GENERAL CONTINGENCY ALLOWANCE

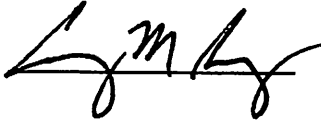
REMAINING AFTER THIS AUTHORIZATION \$30,907.00

Montgomery County Youth Facility
Montgomery, AL

12030

December 2013

Recommended By:



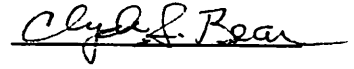
**Casey M. Ivy
Seay Seay & Litchfield**

Authorized By:



**Elton N. Dean, Sr.
Montgomery County Commission**

Accepted By:



**Clyde Bear
Bear Brothers, Inc.**

SECTION 01 2101 - GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

MONTGOMERY COUNTY YOUTH FACILITY, MONTGOMERY, AL

SS&L Project No. 12030 BC Project No. 2013072

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

AUTHORIZATION No. 4 Date: January 5, 2015

In accordance with Specification Section 01 2100 - ALLOWANCES, the Contractor, Bear Brothers, Inc., is hereby authorized to proceed with the changes in Work as are described below and is to be paid for the performance of these changes as provided in Specification Section 01 2100. This Authorization shall become effective when it is signed by the Contractor and the Owner's representative and it is understood and agreed that the amount(s) stipulated below constitute full compensation for these changes in Work.

TOTAL AMOUNT OF THIS AUTHORIZATION	\$30,907.00
ORIGINAL AMOUNT OF THE GENERAL CONTINGENCY ALLOWANCE	\$150,000.00
NET TOTAL OF PREVIOUS AUTHORIZATIONS	\$119,093.00
PREVIOUS REMAINING GENERAL CONTINGENCY ALLOWANCE	\$30,907.00
TOTAL AMOUNT OF THIS AUTHORIZATION	\$30,907.00
GENERAL CONTINGENCY ALLOWANCE REMAINING AFTER THIS AUTHORIZATION	\$0.00

Montgomery County Youth Facility
Montgomery, AL

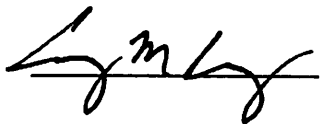
12030

December 2013

Recommended By:

Authorized By:

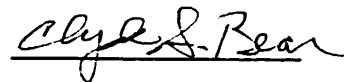
Accepted By:



Casey M. Ivy
Seay Seay & Litchfield



Elton N. Dean, Sr.
Montgomery County Commission



Clyde Bear
Bear Brothers, Inc.

December 15, 2014

4-7

Montgomery County Youth Facility Renovation Project

SS&L

15-Dec-14

DATE	ITEM	CREDIT			
29-Apr-14	Loading Dock Storefront	\$1,650			
24-Jun-14	Delete aluminum ladder at C wing	\$1,400			
24-Jun-14	Delete new gates 277 & 278	\$3,200			
24-Jun-14	Delete removal of ex. Tile in Baths 202 & 222	\$940			
24-Jun-14	Delete "Smart Board" in Training RM 105	\$1,000			
25-Jul-14	Credit on not painting gym ceiling	\$4,989			
9-Sep-14	Credit from roofing unit prices	\$19,075			
2-Sep-14	Delete storefront 7 and S.F. door 292@ Intake	\$3,437			
3-Oct-14	Stained poplar chair rail lieu of stained walnut	\$1,500			
3-Dec-14	Delete security fence between B&C courtyard	\$5,000			
3-Dec-14	Partial credit from concrete ramp @ east entrance	\$440			
Possible credit	From left over sprinkler unit price	\$11,550 (estimated)			
Possible credit	Delete power to the projector in Conference 076	\$400 (estimated)			
TOTAL CREDIT FROM BEAR BROTHERS		\$54,581			
Additional Credit from County					
4-Dec-14	Credit from selling copper from the ex. Roof	\$4,325			
CREDIT TOTAL		\$58,906			

D.T. MARSHALL, SHERIFF



OFFICE: (334) 832-4980
FAX: (334) 832-2500

Agenda

JAN - 5 2015

December 8, 2014

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff D. T. Marshall *DTM*
Montgomery County Sheriff's Office

SUBJECT : Retirement and Transfer of Ownership of K9 Mondo

Please find attached documentation from Dr. Will T. Carter recommending that K9 Mondo be retired due to moderate arthritis in both hips and stifles and upper airway disease related to laryngeal function.

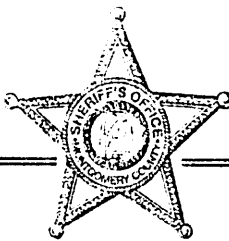
Corporal David Talley has requested that he be allowed to adopt Mondo and will assume all responsibility for the dog. I am attaching an agreement signed by Corporal Talley accepting all liability in this matter.

Please place this on the next agenda for the approval of the County Commission.

DTM/crv

2014 DEC -8 AM 10:48
RECEIVED
SHERIFF'S OFFICE
MONTGOMERY COUNTY, ALABAMA

D.T. MARSHALL, SHERIFF



OFFICE: (334) 832-4980
FAX: (334) 832-2500

**MONTGOMERY COUNTY SHERIFF'S OFFICE
K-9 Transfer of Ownership and Liability**

I, David Talley, agree to take immediate ownership of the retiring K-9, Mondo (hereinafter referred to as "dog"). In exchange for the transfer of ownership, I agree to hold the Montgomery County Commission, the Montgomery County Sheriff's Office, and all representatives or employees thereof, harmless from any and all claims, liabilities, suits, actions or orders of any nature in connection with loss of life, bodily or personal injury or property damage or any other claim or damage which may arise from or is related to dog or ownership of the dog, after the transfer of ownership of the dog.

I fully understand that this dog has served the Montgomery County Sheriff's Office for several years, and I will be accepting all responsibility for this dog's care and any future liability for its actions after the effective retirement date mentioned below.

Effective Retirement Date immediately 12-8-14

Signature of New Owner

A handwritten signature in cursive script, appearing to read "D. Talley", written over a horizontal line.

Signature of Sheriff

A handwritten signature in cursive script, appearing to read "D.T. Marshall", written over a horizontal line.

Memo

To: Sheriff D.T. Marshall
From: Captain Jon G. Briggs
Date: December 3, 2014
Re: Retirement Request for K-9

I am requesting approval for the retirement of MCSO K-9 "Mondo" due to health issues at the recommendation of Dr. Carter. Mondo is a 9 year old Belgian Malinois that has moderate arthritis and upper airway disease. Both conditions are permanent and are impacting the workability of the dog in daily patrol operations. Corporal David Talley has volunteered to adopt Mondo and has agreed to accept any and all liability associated with this K-9. I have attached letters from Dr. Carter and Corporal Talley documenting Mondo's current condition. Upon approval, please place on the next available County Commission agenda for their consideration.

JGB



SNOWDOUN VETERINARY HOSPITAL, LLC
8632 U.S. HIGHWAY 331
MONTGOMERY, AL 36105

PHONE: 334-281-7388 FAX: 334-284-3883

To Whom It May Concern:

This letter is in regards to "Mondo", a 9 year old male Belgian Malinois. He was examined on 10/09/14 by Will T. Carter D.V.M. He is exhibiting moderate arthritis in both hips and stifles. He also develops labored breathing when exerted. This is due to upper airway disease related to laryngeal function. These conditions lead me to recommendation of retirement for this dog within 6 months. Both conditions are progressive and will lead to the inability to be an effective tool for the sheriff's department in the near future.

Sincerely,

Will T. Carter D.V.M.

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

JAN - 5 2015

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

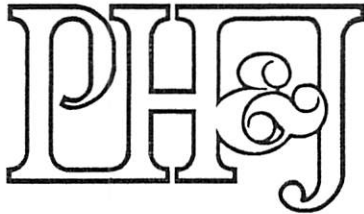
SUBJECT: Bid Award for Renovations to Circuit Clerk's Teller Lines at the Montgomery
County Courthouse

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda a Bid Award for Renovations to Circuit Clerk's Teller Lines at the Montgomery County Courthouse.

I am requesting approval of this Bid Award.

DLM/tn

Attachment



PH&J Job Number: 1208-GVF

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, November 26, 2014

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post office Box 1667
Montgomery, Alabama 36102-1667

Re: Renovations to the Circuit Clerks Teller Lines at The Montgomery County
Courthouse for the Montgomery County Courthouse
PH&J Number: 1208-GVF

Mr. Mims:

Bids were received for the above mentioned project on Tuesday, November 25,
2014 at 2:00 pm (Central Time) with five bidders submitting sealed proposals:

The amounts listed are for Base Bid price:

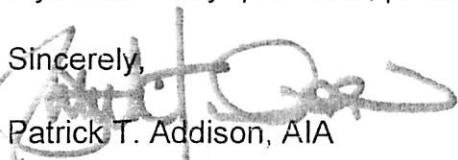
1. Stallings & Sons, inc.	\$61,370.00
2. Norris Building Company	\$78,814.00
3. Hutcheson Construction Company, Inc.	\$85,660.00
4. Holly Henley Builders, Inc.	\$99,458.00
5. Pemberton, Inc.	\$95,528.00

Included with the certified bid tab sheet is a bid discrepancy sheet listing any
irregularities with the bidder's proposals.

It is our recommendation, that the project be awarded to Stallings & Sons, Inc.
and enter into a construction contract for the amount of \$61,370.00, the amount
of their bid.

If you have any questions, please call.

Sincerely,


Patrick T. Addison, AIA

Attachments: Project's Certified Bid Tabulation Sheet, Original Contractor Bid Proposals
Cc: Griff Harris, Chevette Culver, File

PHJ architects inc.

Founded 1957 Pearson, Humphries, & Jones Architects
P.O. Box 215 Montgomery, Alabama 36101
807 S. McDonough Street Montgomery, Alabama 36104
Telephone (334) 265-8781 Fax (334) 265-9208

PH&J # 1208GVF

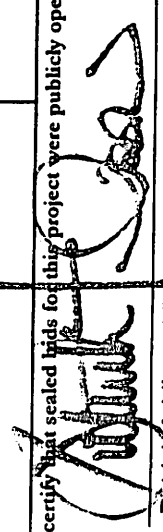
Project: Renovations to Circuit Clerk's Teller Lines
Montgomery County Commission Montgomery, AL
Time & Date: 2:00 PM (local prevailing time), Tuesday November 25, 2014
Place: Conference Room

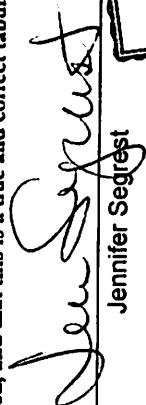
TABULATION OF BIDS

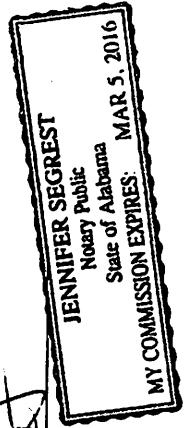
Montgomery County Courthouse - Annex 3, Montgomery, Alabama

CONTRACTOR	BASE BID		TOTAL
Stallings & Son, Inc.	\$62,526.00 -\$1,156.00		\$61,370.00
Russell Construction	No Bid		
Norris Building Company, Inc.	\$78,814.00		\$78,814.00
Amity Construction Co., Inc.	No Bid		
Hutcheson Construction Co., Inc.	\$85,660.00		\$85,660.00
Holley Henley Builders, Inc.	\$99,458.00		\$99,458.00
Pemberton, Inc.	\$96,528.00 -\$1,000.00		\$95,528.00

We certify that sealed bids for this project were publicly opened and read aloud at the time and place indicated, and that this is a true and correct tabulation of bids received.

By: 
Patrick Addison, Vice President

Notary: 
Jennifer Segrest



Renovations to Circuit Clerk's Teller Lines
Montgomery County Courthouse Montgomery, AL
2:00 PM (local prevailing time), Tuesday November 25, 2014
Montgomery County Courthouse - Annex 3, Montgomery, Alabama
PH&J#1208GVF

Bid Discrepancies

Stallings & Son	None
Norris Building Company	None
Hutcheson Construction	Base Bid not written in words on Proposal Form 0030
Holley Henley Builders	None
Pemberton, Inc.	☐ "Data On Bidder" box on Proposal Form 0030 not filled out ☐ No seal on Proposal Form 0030 ☐ No seal on Accounting of Sales Tax Form C-3A

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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TDD (334) 265-3568

www.mc-ala.org

Agenda

JAN - 5 2015

December 18, 2014

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 15, 2014, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Trainee/Corrections Officer, Position Number 77
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 78
- (3) Corrections Officer Trainee/Corrections Officer, Position Number 115
- (4) Corrections Officer Trainee/Corrections Officer, Position Number 199
- (5) Clerk II, Position Number 234
- (6) Clerk III, Position Number 98

I am requesting approval of these items.

DLM/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 77

Proposed Effective Date December 22, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall

Date December 8, 2014

Department Head me

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director _____

4. Selectee: _____

Date _____

Appointing Authority _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 78

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall

Date November 26, 2014

Department Head mm

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: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 115

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall
Department Head *mtc*

Date November 26, 2014

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: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 199

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall Date November 26, 2014
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: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Clerk II

Position Number 234

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade \$22,485 - \$32,008 (A02)

D T Marshall Date November 26, 2014
Department Head *imbo*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title CLERK III

Position Number 98

Proposed Effective Date December 22, 2014

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Clerk III - \$28.223 - \$40.175 Grade A04

D. T. Marshall Date December 5, 2014
Department Head plw

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
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MONTGOMERY COUNTY COMMISSION

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

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FAX (334) 832-2533
TDD (334) 265-3568
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Agenda

JAN - 5 2015

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Request for Records and identification Clerk from the Sheriff's Office

The Montgomery County Commission, at its meeting on December 15, 2014, agreed to place a Position Fill Request for Records and Identification Clerk, Position Number 136 from the Sheriff's Office on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, 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 136

Proposed Effective Date December 22, 2014

Type of Appointment () Permanent () Temporary

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

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

D T Marshall

Date December 8, 2014

Department Head *meal*

2. Administrative Review
() Approved
() Disapproved

Funding Authority

3. Certification
Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee: _____

Date _____

Appointing Authority

5. () Manpower data entered by _____
() Payroll entered by _____

Date _____
Date _____

JAN - 5 2015

Memo

To: Mr. Donnie Mims
From: Bruce R. Howell, Juvenile Court Administrator 
Date: December 17, 2014
Re: Court Operations Clerk I Fill Request

We currently have a Court Operations Clerk vacancy in our Clerk's Office. This vacancy was created by a Court Operations Clerk II, but will be filled with a Court Operations Clerk I. I am requesting that this fill request be considered at the formal session of the January 5, 2015, Commission Meeting.

Thank you for your consideration!

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Angela Starr, Deputy Clerk

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: Court Operations Clerk I (replacing Teresa Wheeler -
Position 900378001 - Court Operations Clerk II)
POSITION NUMBER: 900377001

PROPOSED EFFECTIVE DATE: 1/5/2014

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A03 (\$25,146/\$967.16/\$12.0895)

Bruce R. Howell

Department Head

12/8/2014
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

Memo

To: Mr. Donnie Mims
From: Bruce R. Howell, Juvenile Court Administrator
Date: December 29, 2014
Re: Relief Juvenile Detention Officer Fill Requests

We recently had a relief worker resign. In order to maintain staffing at the Youth Detention Center I am requesting approval to backfill this position at the January 5th County Commission formal session.

Thank you for your consideration!

ORIGINAL POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

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: Juvenile Detention Officer - Relief - to replace James White

POSITION NUMBER: 910300010

PROPOSED EFFECTIVE DATE: 1/19/2015

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: PC1 (\$30,456/\$1,171.40/\$14.6425)

Bruce R. Howell

Department Head

12/5/2014

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 _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 12

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Al
Departure Date: February 11, 2015 Return Date: February 13, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA Winter Conference
Renaissance, Montgomery

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

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

Total (est.) Cost: \$390.00 Advance Registration Required: \$390.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration -\$390.00

To: Donald L. Mims, Administrator

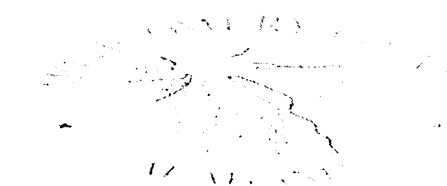
From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$390.00 and advance registration of \$390.00 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>\$8,595.80</u>	
Budget Available:	<u>\$13,904.20</u>	
Current Requests:	<u>\$390.00</u>	
Budget Balance:	<u>\$13,514.20</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

JAN - 5 2015

Request # 6

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: February 18, 2015 Return Date: February 18, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

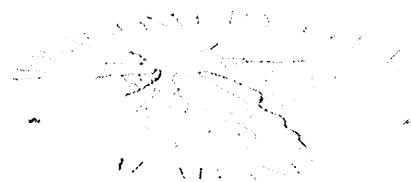
To: Didi Henry
From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.80</u>	
Budget Available:	<u>\$2,669.20</u>	
Current Requests:	<u>\$57.50</u>	
Budget Balance:	<u>\$2,611.70</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 7

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: March 11, 2015 Return Date: March 11, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.80</u>	
Budget Available:	<u>\$2,669.20</u>	
Current Requests:	<u>\$115.00</u>	
Budget Balance:	<u>\$2,554.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 8

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: April 16, 2015 Return Date: April 16, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

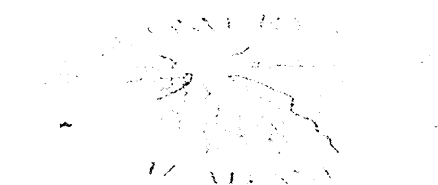
To: Didi Henry
From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.80</u>	
Budget Available:	<u>\$2,669.20</u>	
Current Requests:	<u>\$172.50</u>	
Budget Balance:	<u>\$2,496.70</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 9

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: February 5, 2015 Return Date: February 5, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: State public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$105.80 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$105.80

To: Didi Henry
From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.80</u>	
Budget Available:	<u>\$2,669.20</u>	
Current Requests:	<u>\$278.30</u>	
Budget Balance:	<u>\$2,390.90</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Agenda

JAN - 5 2015

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: May 7, 2015 Return Date: May 7, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: State public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$105.80 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$105.80

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51130.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$3,500.00
Approved Requests: \$830.80
Budget Available: \$2,669.20
Current Requests: \$384.10
Budget Balance: \$2,285.10

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

Request # 11

JAN - 5 2015

Date: December 29, 2014

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: August 6, 2015

Return Date: August 6, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: State public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$105.80 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$105.80

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51130.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$3,500.00

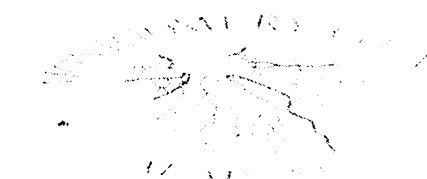
Approved Requests: \$830.80

Budget Available: \$2,669.20

Current Requests: \$489.90

Budget Balance: \$2,179.30

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

Agenda

JAN - 5 2015

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: January 21, 2015 Return Date: January 21, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.50</u>	
Budget Available:	<u>\$2,669.50</u>	
Current Requests:	<u>\$547.40</u>	
Budget Balance:	<u>\$2,122.10</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

Agenda

JAN - 5 2015

Date: December 16, 2014

To: Donald L. Mims, Administrator

From: Daryl D. Bailey

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL

Departure Date: January 21, 2015

Return Date: January 23, 2015

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend & Speak: ADAA 2015 Winter Conference

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

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$0.00

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

Additional Comments: Registration Paid by Other Agency

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51261.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$2,000.00

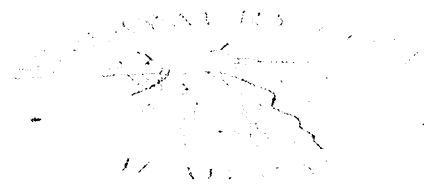
Approved Requests: \$1,038.91

Budget Available: \$961.09

Current Requests: \$100.00

Budget Balance: \$861.09

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/19/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

Agenda

JAN - 5 2015

Date: December 16, 2014

To: Donald L. Mims, Administrator

From: Daryl D. Bailey

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL

Departure Date: January 22, 2015

Return Date: January 23, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Attend & Speak: ADAA 2015 Winter Conference

Traveler (s) Name: 1. Seth Gowan

4. _____

2. _____

5. _____

3. _____

6. _____

Check Mode of Transportation: County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$140.00

Advance Registration Required: \$0.00

Department Name: District Attorney

Fund Name: 760-51260-265

Additional Comments: Registration Paid by Another Agency

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$140.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$65,000.00

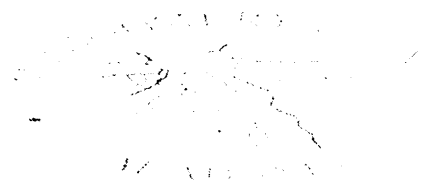
Approved Requests: \$7,770.00

Budget Available: \$57,230.00

Current Requests: \$140.00

Budget Balance: \$57,090.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/19/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Agenda

JAN - 5 2015

Date: December 16, 2014
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Opelika, AL
Departure Date: February 17, 2015 Return Date: February 17, 2015
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Advanced Gang Class at Lee County Sheriff's Office

Traveler (s) Name: 1. Sgt. Rick Thompson 4. _____
2. Cpl. Kenny Gordon 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$235.00 Advance Registration Required: _____
Department Name: Sheriff's Office Fund Name: 001-52110.265

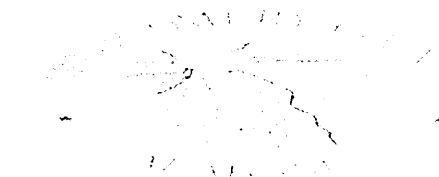
Additional Comments: _____

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$235.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$4,471.31</u>
Budget Available:	<u>\$20,528.69</u>
Current Requests:	<u>\$235.00</u>
Budget Balance:	<u>\$20,293.69</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/22/2014
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Agenda

JAN - 5 2015

Date: December 16, 2014

To: Donald L. Mims, Administrator

From: Sheriff D. T. Marshall

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: 2/18, 3/5, 4/2 & 4/30

Return Date: 2/18, 3/5, 4/2 & 4/30

Conference Leave (Days / Hours): 4 days

Purpose of Travel: EVOC Training (Vehicle Dynamics Course)

Four different days-\$50/person for course

Traveler (s) Name: 1. Shepherd, Fontaine, Guthrey 4. Lyle, McGlown, Spivey
2. Morrow, T. Mathews, Hunter 5. Kilpatrick, Painter, Alford
3. Latimer, J. Davis, Pouncey 6. Norman

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

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

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

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$800.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52110.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$25,000.00

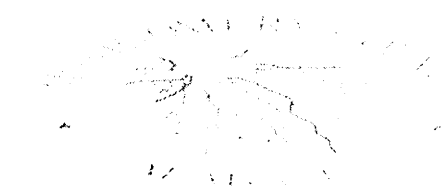
Approved Requests: \$4,471.31

Budget Available: \$20,528.69

Current Requests: \$1,035.00

Budget Balance: \$19,493.69

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/22/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 5

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Al
Departure Date: February 11, 2015 Return Date: February 13, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA Winter Conference
Renaissance, Montgomery

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: \$195.00 Advance Registration Required: \$195.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration- \$195.00

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

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$195.00 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code: 007-51100.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$15,000.00
Approved Requests: \$1,661.64
Budget Available: \$13,338.36
Current Requests: \$195.00
Budget Balance: \$13,143.36

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

JAN - 5 2015

Date: December 16, 2014

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: January 28, 2015

Return Date: January 28, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend CareerTrack Course: Human Resources for Anyone with Newly Assigned HR Responsibilities

Traveler (s) Name: 1. Renee Wood 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐
Private Vehicle ☒

Commercial Air ☐
Other (Specify) ☐

Total (est.) Cost: \$149.00

Advance Registration Required: \$149.00

Department Name: Personnel

Fund Name: Merit System

Additional Comments: Registration Fee- \$149.00

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$149.00 and advance registration of \$149.00 is authorized.

To be completed by the Finance Department

Fund Code: 123-51961-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$20,000.00

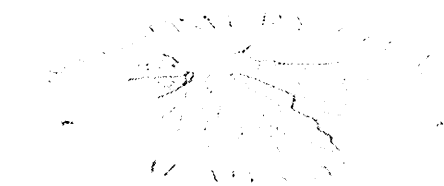
Approved Requests: \$300.00

Budget Available: \$19,700.00

Current Requests: \$149.00

Budget Balance: \$19,551.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/19/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 6

Date: December 22, 2014
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 7400 University Dr Montgomery, AL

Departure Date: December 15, 2014

Return Date: December 15, 2014

Conference Leave (Days / Hours): One day

Purpose of Travel: To attend Preventing Violence Against Law Enforcement and Ensuring Office
Survivability

Traveler (s) Name: 1. J.R. Hornsby 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Community Corrections Fund Name: Registration/Training

Additional Comments: _____

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

The above request is app. 01/05/15 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>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,300.00</u>	
Approved Requests:	<u>\$3,333.00</u>	
Budget Available:	<u>\$8,967.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$8,967.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

JAN - 5 2015

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Jane Riggs Brown
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa , Alabama
Departure Date: January 21, 2015 Return Date: January 22, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Alabama NENA Chapter Meeting
at Phelps Activity Center

Traveler (s) Name: 1. Jane Riggs Brown 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$438.80 Advance Registration Required: \$0.00

Department Name: Emergency Mgmt Comm Board Fund Name: EMCDB

Additional Comments: Mileage - \$128.80; Meals - \$150.00; Lodging - \$160.00

To: Jane Riggs Brown

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$438.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>784-51986.260</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$1,322.61</u>	
Budget Available:	<u>\$3,677.39</u>	
Current Requests:	<u>\$435.44</u>	
Budget Balance:	<u>\$3,241.95</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

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