

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

AUGUST 1, 2016

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:

1st Vice President Junie J. Pierce, III and Executive Director Steven Tears with the
Montgomery Humane Society
Director of General Services Steve Jones with the City of Montgomery
Director of Corporate Development Justice Smyth with the Montgomery Area Chamber
of Commerce
Executive Director Paul Brown with Community Corrections
Council Director Jenny Roth and Program Director Maggie Brooks with Girls on the Run
Board President Jay Thompson and Board Vice President Regina Berry Meadows with
Neighbors In Christ
District Attorney Daryl Bailey

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Guest of Commissioner Williams

Pledge of Allegiance Led by Guest of Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of July 18, 2016

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Resolution to Move August 15, 2016 County Commission Meeting to Cleveland Avenue Y.M.C.A., County Commission
2. Consider Authorization of Resolution to Move the Scheduled Commission Meeting from September 19, 2016 to September 12, 2016, County Commission
3. Consider Authorization of Board Member Appointment to the Montgomery City/County Public Library Board, County Commission
4. Consider Authorization of Grant Application to Alabama 911 Board for Cycle 3, Sheriff's Office
5. Consider Authorization of Changes in Prescription Drug Plan, Risk Management
6. Consider Authorization of Budget Change Request Number 6, Youth Facility
7. Consider Authorization of Position Fill Requests – Detention Facility (2)
 - (1) Corrections Officer Trainee (CO0419)/Corrections Officer (CO0420), Position Number 201
 - (2) Administrative Support Associate, (CO0013), Position Number 237
8. Consider Authorization of Position Fill Requests – Youth Facility (5)
 - (1) Cook, Relief (CO0442), Position Number 910442008
 - (2) Juvenile Detention Officer, Relief (CO0300), Position Number 910300002
 - (3) Juvenile Detention Officer, Relief (CO0300), Position Number 910300007
 - (4) Juvenile Detention Officer, Relief (CO0300), Position Number 910300005
 - (5) Court Operations Clerk I (CO0377), Position Number 900377001
9. Consider Travel/Training Requests (9)

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:

Interim Executive Director Beth Anne Dunagan and Development Director Sara Byard
with EAT South (Education. Act. Transform.)

Reports from Staff:

Administrator
Deputy Administrator
County Attorney
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

AUGUST 1, 2016

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

AUGUST 15, 2016

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

SEPTEMBER 5, 2016

County Holiday (Labor Day)

SEPTEMBER 6, 2016

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

SEPTEMBER 19, 2016

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

PERSONNEL ACTIONS

Accurate information was not available to generate the Personnel Actions Report.

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-21-16

Check Number	To	Check Number
262287		262350
Total Checks Paid		\$157,850.34

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

AGENDA

AUG - 1 2016

8-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-22-16

Check Number	To	Check Number
262351		262437
Total Checks Paid		\$391,874.13

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

AGENDA

AUG - 1 2016

8-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-29-16

Check Number	To	Check Number
262438		262483
Total Checks Paid		\$186,321.60

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

8-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-29-16

Check Number	To	Check Number
262484		262567
Total Checks Paid		\$520,333.60

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

8/1/16 Meeting

AGENDA

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

AUG - 1 2016

CHECKS ARE DATED
7/22/16

Payroll Check Number	125914	To	Payroll Check Number	125993	\$ 55,554.84
Direct Deposits					\$ 876,113.97
Payroll Check Number	125994	To	Payroll Check Number	126017	\$ 259,044.77
Direct Deposits					\$ 393,381.11
Federal Deposits					\$ 337,538.83
Total Payroll Paid					\$ 1,921,633.52

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



AGENDA

AUG - 1 2016

RESOLUTION

WHEREAS, Montgomery County is celebrating its bicentennial throughout the year 2016; and

WHEREAS, in conjunction with this celebration, the County Commission wishes to host a regular meeting in each commission district from August to December, as part of this celebration; and

WHEREAS, the Montgomery County Commission wishes to change the meeting location for the August 15, 2016, meeting from the Montgomery County Courthouse Administration Building, Annex III, 101 South Lawrence Street to the Cleveland Avenue Y.M.C.A., which is located at 1400 Aaron Street, in Montgomery, Alabama; the information session will begin at 4:00 p.m., with the formal session at 5:30 p.m.,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to change the meeting time, as stated above, and location for the August 15, 2016, meeting from the Montgomery County Courthouse Administration Building, Annex III, to the Cleveland Avenue Y.M.C.A.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 1st day of August, 2016.

BY: _____
Chairman

ATTEST: _____
County Administrator

AGENDA

AUG - 1 2016



RESOLUTION

WHEREAS, in the 2004 Regular Legislative Session, the Alabama Legislature passed a bill, assigned Act No. 2004-384, which amends Section 11-3-8 of the Code of Alabama 1975, and repeals Sections 11-3-8.1 and 11-3-9 relating to County Commission meeting days; and

WHEREAS, the County Commission may reschedule a regular meeting that falls on a legal holiday, and may alter the regular meeting days as necessary; and

WHEREAS, the County Commission wishes to change the scheduled meeting date from September 19th to September 12, 2016,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to move the September 19th County Commission Meeting date to Monday, September 12, 2016.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 1st day of August, 2016.

BY: _____
Chairman

ATTEST: _____
County Administrator

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 - 1 2016

July 20, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Montgomery City-County Public Library Board Reappointment

The Montgomery County Commission, at its meeting on July 18, 2016, agreed to place on the next agenda the appointment of Ms. Patina Moss to the Montgomery City-County Public Library Board of Trustees.

I am requesting that the Commission consider approval of this appointment for a term expiring June 1, 2020.

/tn

Attachment

**Montgomery City-County Public Library
Board of Trustees
2016 Directory**



Thomas McPherson
County Appointment
321 N. Anton Drive
Montgomery, AL 36105-2112
Phone H #834-9636
Phone W #264-7919 F #264-7917
Cell #202-5533
edrs@knology.net
Term Expires: June 1, 2016

Katie Bell, Treasurer
City Appointment
3613 Winterset Court
Montgomery, AL 36111-3361
Phone H #284-1800
Cell #318-1509
Fax #284-4002
katierb@charter.net
Term Expires: June 1, 2016

Catherine Wright
County Appointment
3865 Colline Drive
Montgomery, AL 36106-3357
Phone W #420-4252 H #277-9956
Cell #315-6854
cwright@trenholmstate.edu
Term Expires: June 1, 2018

ShaKenya Calhoun
City Appointment
4155 Lomac Street, Ste. G
Montgomery, AL 36106
Phone W #272-4400
shakenyac@aol.com
Term expires: September 21, 2017

Joseph D. Trimble
County Appointment
512 Martha Street
Montgomery, AL 36104
Phone H #263-4989; C# 235-8225
jsph_trimble@yahoo.com
Term Expires: June 1, 2019

Jim Earnhardt, Vice President
City Appointment
4013 Meredith Drive
Montgomery, AL 36109-2344
Phone Cell #202-7154
jme@knology.net (H)
Term Expires: June 1, 2017

Gary Burton
County Appointment
13812 U.S. Hwy 31
Hope Hull, AL 36043-5104
Phone H #288-7414
Phone W #281-9439
Cell #315-2235 Fax #281-9419
garyburton1@charter.net
Term Expires: June 1, 2018

Courtney Williams
City Appointment
P.O. Box 2069
Montgomery, AL 36102-2069
Phone W #241-8054
Fax W #241-8254
mcw@chlaw.com
Term Expires: September 21, 2016

Amy Knudsen
County Appointment
2926 Jamestown Drive
Montgomery, AL 36111-1211
Phone W #244-2587
Phone H #834-1808
Cell #549-5005
Amy.Knudsen@aronov.com
Term Expires: June 1, 2020

Janet Waller, Secretary
City Appointment
2307 Allendale Place
Montgomery, AL 36111-1636
Phone H #264-8923
*Cell #504-250-1219
jmwaller7@gmail.com
Term Expires: September 21, 2018

Betsy Atkins
County Appointment
201 Laurel Springs Court
Pike Road, AL 36064
Phone H #260-0998
Betsy@goakd.com
Term Expires: June 1, 2017

Julia Henig, President
City Appointment
301 Brown Springs Road
Montgomery, AL 36117
Phone W #273-4405
Cell #451-5040
jhenig@baptistfirst.org
Term expires: June 21, 2019

Janice Franklin, Ph D
County Appointment
4424 Woodcrest Drive
Montgomery, AL 36108
Phone H #288-9153
Office: #229-4106
jfranklin@alasu.edu
Term Expires: June 1, 2017

Chester Mallory
City Appointment
P.O. Box 6056
Montgomery, AL 36106-0056
Phone W #262-7773
Cell #303-4802
cmallory@mindspring.com
Term expires: September 21, 2018

Mary McLemore
President, Friends of the Library
122 Laurelwood Drive
Pike Road, AL 36064-2213
Phone H #277-0039 Cell #652-8285
mary_mclemore@mindspring.com

Leslie Sanders
City Appointment
P.O. Box 160
Montgomery, AL 36101-0160
Phone W #832-3301
llsanders@southernco.com
Term expires: September 21, 2016

Vanzetta McPherson
President, Library Foundation
321 N. Anton Drive
Montgomery, AL 36105-2112
Phone H #834-9636
Cell #462-6696
judgemcpherson@knology.net

Jaunita Owes, Library Director
City-County Public Library
P.O. Box 1950
245 High Street
Montgomery, AL 36102-1950
Phone #240-4300
Fax #240-4977
jowes@mccpl.lib.al.us

Vivian White, Asst. Director
City-County Public Library
P.O. Box 1950
245 High Street
Montgomery, AL 36102-1950
Phone #240-4300
Fax #240-4977
vwhite@mccpl.lib.al.us

Library Home Page <http://www.mccpl.lib.al.us>

4 year terms

AUG - 1 2016

MEMORANDUM

To: Elton Dean, Chair, Montgomery County Commission

From: Derrick Cunningham, Sheriff 
Montgomery County Sheriff's Office

Subject: Approval to pursue Alabama 911 Board Grant

Date: July 12, 2016

We are requesting the County Commission's approval to pursue the Alabama 911 Board Grant, Grant for Cycle 3. This is a twelve month grant with no local match required. During Cycle 2 we were awarded \$49,927.00, our Cycle 3 grant application will request headsets, chairs and other items for our 911 dispatch center. These funds are designed to provide financial assistance to Emergency Communications Districts (ECDs) based on demonstrated need.

Funds can be used to establish, operate, maintain, and replace communications equipment to be used in answering, transferring, and dispatching public emergency telephone calls, emergency radio communications equipment and recurring costs necessary to implement, operate, and maintain an emergency communication system.

AUG - 1 2016

July 20, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Scott Kramer *SK*
Director of Risk Management

SUBJECT: Approval of Recommended Changes in Prescription Drug Plan

The Montgomery County Commission, at its meeting on July 18, 2016, agreed to place the following two changes to our prescription plan effective 10/1/16:

1. Utilize the PreferredONE network – this network includes Walgreens, Walmart, Publix, independents, but excludes CVS. BCBS employees currently use this network. PRIME, the Blue Cross Blue Shield pharmacy benefit manager, has negotiated savings with these pharmacies that will result in approximately \$110,000 in savings.
2. Utilize PRIME's NetResults formulary with competitive discounts. It drives to the most cost-effective care. This formulary will utilize lower cost alternatives, increase the amount of manufacturer rebates, exclude prescriptions that can be purchased over the counter (for example, allergy medications), non-essential drugs or drugs with safety or efficacy concerns. The approximate savings of using this formulary will be approximately \$300,000.

I am requesting approval of these changes.

Cc: Florence Cauthen, Deputy Administrator

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 6

DEPARTMENT:	Youth Facility	REVIEWED:	S. Thomas	
	7/6/2016		Finance Director	7/13/2016
REQUESTED BY:	Bruce R. Howell	APPROVED:		Date
Elected Official/Dept. Head		Administrator		Date

ACCOUNT	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE	REVISED BUDGET
Groceries	001-52602.328	70,000	24,000	94,000
Revenue-Housing other County Juv	001-40000.44000	(75,000)	(24,000)	(99,000)
TOTAL			24,000	

JUSTIFICATION:

To increase the grocery budget caused by the increased population and length of stays experienced during this fiscal year. We will receive additional revenue of \$24,000 for housing other County juveniles to cover this expense.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

AUG - 1 2016

July 20, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests from the Detention Facility

The Montgomery County Commission, at its meeting on July 18, 2016, agreed to place on the next agenda the following Position Fill Requests from the Detention Facility:

- (1) Corrections Officer Trainee (CO0419)/Corrections Officer (CO0420), Position Number 201
- (2) Administrative Support Associate, (CO0013), Position Number 237

I am requesting approval of these items.

/tn

Attachments

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission
Requisition ID: 1127

Date Requisition Created: 7/11/2016 2:28:44 PM

Requisition Properties

Start Date	7/11/2016		WorkOrderNumber	
Desired Hire Date	8/1/2016		Recruitment Number	
Position Type			Prefer Position(s) to be Filled By	
Select One		☐	Select One	☐

Department and Class Information

Department Name		SelBudget		Job Class Code and Title
Detention Facility	☐	50 - DETENTION FACILITY	☐	CO0420 - Corrections Offic
Override Dept Name		Certify Register from Alternate Job Class		
Select Department	☐	CO0419 - Corrections Officer Trainee		☐

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status
1 ☐	Montgomery County ☐	Full-Time ☐

Notes

Position #201 - Replacement of Nwankwo Jackson

[View Details](#)

Requisition Supporting Information

Proposed Effective Date of Hire		Pay Grade	County Payroll Number
Notes			
COUNTY USE ONLY	COUNTY USE ONLY		
Manpower Data Entered By	Manpower Data Entered On		

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission
Requisition ID: 1128

Date Requisition Created: 7/11/2016 2:35:15 PM

Requisition Properties

Start Date	7/11/2016		WorkOrderNumber	
Desired Hire Date	8/1/2016		Recruitment Number	
Position Type	Prefer Position(s) to be Filled By			
Select One		Select One		

Department and Class Information

Department Name		SelBudget	Job Class Code and Title
Detention Facility		50 - DETENTION FACILITY	CO0013 - Administrative St
Override Dept Name		Certify Register from Alternate Job Class	
Select Department		Select Job Class and Job Title	

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status
1	Montgomery County	Full-Time

Notes

Position #237 - Replacement of Diana Jackson

[View Details](#)

Requisition Supporting Information

Proposed Effective Date of Hire		Pay Grade	County Payroll Number
Notes			
COUNTY USE ONLY	COUNTY USE ONLY		
Manpower Data Entered By	Manpower Data Entered On		

ELTON N. DEAN, SR.
CHAIRMAN

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VICE CHAIRMAN

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AGENDA

AUG - 1 2016

July 20, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests from the Youth Facility

The Montgomery County Commission, at its meeting on July 18, 2016, agreed to place on the next agenda the following Position Fill Requests from the Youth Facility:

- (1) Cook, Relief (CO0442), Position Number 910442008
- (2) Juvenile Detention Officer, Relief (CO0300), Position Number 910300002
- (3) Juvenile Detention Officer, Relief (CO0300), Position Number 910300007
- (4) Juvenile Detention Officer, Relief (CO0300), Position Number 910300005
- (5) Court Operations Clerk I (CO0377), Position Number 900377001

I am requesting approval of these items.

/tn

Attachments

8-1

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission
Requisition ID: 1125

Date Requisition Created: 7/11/2016 9:49:14 AM

Requisition Properties

Start Date	7/11/2016		WorkOrderNumber	
Desired Hire Date	8/1/2016		Recruitment Number	
Position Type	Prefer Position(s) to be Filled By			
Open Competitive	☒	Open Competitive		☒

Department and Class Information

Department Name		SelfBudget	Job Class Code and Title
Youth Facility	☒	90 - YOUTH FACILITY	☒ CO0442 - Cook
Override Dept Name		Certify Register from Alternate Job Class	
Select Department	☒	CO0442 - Cook	☒

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status
1 ☒	Montgomery County ☒	Part-Time ☒

Notes

This is to backfill Position 910442008.

[View Details](#)

Requisition Supporting Information

Proposed Effective Date of Hire		Pay Grade	County Payroll Number
Notes			
COUNTY USE ONLY Manpower Data Entered By	COUNTY USE ONLY Manpower Data Entered On		

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission

Date Requisition Created: 7/7/2016 10:27:58 AM

Requisition ID: 1121

Requisition Properties

Start Date	8/1/2016		WorkOrderNumber	
Desired Hire Date			Recruitment Number	
Position Type			Prefer Position(s) to be Filled By	
Open Competitive		☒	Open Competitive	☒

Department and Class Information

Department Name		SelBudget		Job Class Code and Title	
Youth Facility	☒	Select Budget	☒	CO0300 - Juvenile Detention Of	☒
Override Dept Name		Certify Register from Alternate Job Class			
Select Department	☒	CO0300 - Juvenile Detention Officer			☒

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions		Emp. Status	
3 ☒	Montgomery County	☒	Part-Time	☒

Notes

910300002 / 910300007 / 910300005

View Details

Requisition Supporting Information

Proposed Effective Date of Hire	8/1/2016		Pay Grade	PC1	County Payroll Number	
Notes						
COUNTY USE ONLY						
Manpower Data Entered By			COUNTY USE ONLY			
			Manpower Data Entered On			

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission

Date Requisition Created: 7/6/2016 1:28:34 PM

Requisition ID: 1118

Requisition Properties

Start Date	8/1/2016		WorkOrderNumber	
Desired Hire Date			Recruitment Number	
Position Type	Prefer Position(s) to be Filled By			
Open Competitive & Transfer	☒	Open Competitive & Transfer		☒

Department and Class Information

Department Name	☒	SelBudget	Job Class Code and Title	☒
Youth Facility		90 - YOUTH FACILITY	CO0377 - Court Operations Cler	
Override Dept Name		Certify Register from Alternate Job Class		
Select Department	☒	CO0013 - Administrative Support Associate		☒

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status
1 ☒	Montgomery County ☒	Full-Time ☒

Notes

900377001

[View Details](#)**Requisition Supporting Information**

Proposed		County
Effective 8/1/2016		Payroll
Date of Hire	Pay Grade A03	Number

Notes

This position will be filled from the Administrative Support Associate register.

COUNTY
USE ONLY
Manpower
Data Entered
By

COUNTY
USE ONLY
Manpower
Data Entered
On



Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 36

AGENDA

AUG - 1 2016

Date: July 27, 2016

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Opelika, Al (Lee County Meeting Center)

Departure Date: August 3, 2016

Return Date: August 3, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend the Administrator Regional Meeting

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

Check Mode of Transportation: County Vehicle ☐
Private Vehicle ☒

Commercial Air ☐
Other (Specify) ☐

Total (est.) Cost: \$70.20

Advance Registration Required: \$0.00

Department Name: County Commission

Fund Name: General

Additional Comments: Mileage - \$70.20

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 8/1/16 reimbursement of actual and necessary expenses in the
approximate amount of \$70.20 and advance registration of \$0.00 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>\$36,500.00</u>	
Approved Requests:	<u>\$35,391.23</u>	
Budget Available:	<u>\$1,108.77</u>	
Current Requests:	<u>\$169.56</u>	
Budget Balance:	<u>\$939.21</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/28/2016

cc: Finance Director / Buyer

9-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 54

AGENDA

AUG - 1 2016

Date: July 22, 2016

To: Donald L. Mims, Administrator

From: Sheriff Derrick Cunningham

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: August 30, 2016 Return Date: September 2, 2016

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: attend LECC Conference

Traveler (s) Name: 1. Gayle Atchison 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,300.00 Advance Registration Required: \$250.00

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

Additional Comments: _____

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 8/1/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,300.00 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$26,100.00</u>	
Approved Requests:	<u>\$21,325.42</u>	
Budget Available:	<u>\$4,774.58</u>	
Current Requests:	<u>\$2,800.00</u>	
Budget Balance:	<u>\$1,974.58</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/25/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 55

AGENDA

AUG - 1 2016

Date: July 27, 2016

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: August 2, 2016 Return Date: August 5, 2016

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Attend Promotion Evaluation Board

Traveler (s) Name: 1. George Beaudry 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: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: Expenses to be paid by Aurora Colorado Police Department

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 8/1/16 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:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$26,100.00</u>	
Approved Requests:	<u>\$21,325.42</u>	
Budget Available:	<u>\$4,774.58</u>	
Current Requests:	<u>\$2,900.00</u>	
Budget Balance:	<u>\$1,874.58</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/27/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

AUG - 1 2016

Date: July 15, 2016
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: Sept. 7-8, 2016 Return Date: November 16-17, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Alabama Jail Training Academy
Officer Responsibilities and Offender Supervision
Inmate Management

Traveler (s) Name: 1. James Dill 4. Rodney Brooks
2. Debra Nearer 5. Brent Talley
3. Marian Williams 6. _____

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

Total (est.) Cost: \$1,500.00 Advance Registration Required: \$750.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: 2 more classes (not yet scheduled)
Ethics and Code of Conduct
Games Inmates Play and Staff/Offender Relations

ONE HALF OF COST WILL COME FROM THE 2017 BUDGET

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 8/1/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,500.00 and advance registration of \$750.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$11,086.20</u>	
Budget Available:	<u>\$3,913.80</u>	
Current Requests:	<u>\$750.00</u>	
Budget Balance:	<u>\$3,163.80</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/19/2016

cc: Finance Director / Buyer

9.4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 21

AGENDA

AUG - 1 2016

Date: July 25, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery Renaissance Convention Center
Departure Date: August 12, 2016 Return Date: August 12, 2016
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Attend the corner for children conference
Sponsored by Alabama Dept. of Early Childhood Education

Traveler (s) Name: 1. Ray Williams 4. _____
2. Garry Gregg 5. _____
3. Ebony Rain 6. _____

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

Total (est.) Cost: \$90.00 Advance Registration Required: \$0.00

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

Additional Comments: Registration

To: Bruce R. Howell

From: Donald L. Mims, Administrator

The above request is app. 8/1/16 reimbursement of actual and necessary expenses in the
approximate amount of \$90.00 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>\$11,000.00</u>	
Approved Requests:	<u>\$10,438.99</u>	
Budget Available:	<u>\$561.01</u>	
Current Requests:	<u>\$90.00</u>	
Budget Balance:	<u>\$471.01</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/26/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 18

AGENDA

AUG - 1 2016

Date: July 14, 2016

To: Donald L. Mims, Administrator

From: Scott Kramer, Risk Management

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, Alabama

Departure Date: October 26, 2016 Return Date: October 27, 2016

Conference Leave (Days / Hours): (2) Days

Purpose of Travel: to attend the Municipal Clerks Association

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 Municipal Clerks Association ****

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 8/1/16 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
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>\$4,707.92</u>	
Budget Available:	<u>\$10,292.08</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$10,292.08</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/19/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 20

AGENDA

AUG - 1 2016

Date: July 27, 2016
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Management
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alexandria, VA
Departure Date: September 21, 2016 Return Date: September 23, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend PRIMA Board 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 reimbursed by PRIMA****

To: Scott Kramer, Risk Management

From: Donald L. Mims, Administrator

The above request is app. 8/1/16 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>\$4,707.92</u>	
Budget Available:	<u>\$10,292.08</u>	
Current Requests:	<u>\$99.36</u>	
Budget Balance:	<u>\$10,192.72</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/28/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

AUG - 1 2016

Date: July 21, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 9, 2016 Return Date: August 12, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: 2016 AAAO Summer Conference

Traveler (s) Name: 1. Donna Raney 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,041.00 Advance Registration Required: \$180.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Mileage: \$0 (Auburn CGS paid for Donna's mileage) Hotel: \$561 Meals: \$300
Registration: \$180.00

TOTAL EST. COST: \$1041.00

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

The above request is app. 8/1/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,041.00 and advance registration of \$180.00 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>\$13,354.03</u>	
Budget Available:	<u>\$16,645.97</u>	
Current Requests:	<u>\$1,041.00</u>	
Budget Balance:	<u>\$15,604.97</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 7/25/2016
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 26

Date: July 26, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

AGENDA

AUG - 1 2016

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: October 6, 2016 Return Date: October 6, 2016
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: 2016 Maxwell Employment Expo

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. Brittany Lopez 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 8/1/16 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$922.04</u>	
Budget Available:	<u>\$1,077.96</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$1,077.96</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/26/2016

cc: Finance Director / Buyer