

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

NOVEMBER 21, 2016

AGENDA
INFORMATION SESSION

Call to Order Welcome at 4:00 p.m.

Prayer

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer
Chief Information and Technology Officer
Manager of Public Affairs

Comments from Scheduled Attendees:

Sheriff Derrick Cunningham
Executive Director Aieda Harris with Empowering Communities Helping Ourselves (ECHO)
Director Michelle Browder with Faith Crusades Ministries, Inc.
Sponsorship Chairman Antonio Fortson for the Martin Luther King, Jr., Memorial
Scholarship Breakfast
Chief Administrator Rhonda B. Cape with the District Attorney's Office
Realtor Frank Thomas with Frank Thomas and Associates, LLC

Recess to Formal Session

FORMAL SESSION

Welcome at 5:30 p.m.

Invocation by Guest of Chairman Dean

Pledge of Allegiance Led by Guest of Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of November 7, 2016

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

PRESENTATION:

Presentation of Resolution by the Association of County Commissions of Alabama recognizing Senator Dick Brewbaker for his Service to the Association and the Montgomery County Commission

NEW BUSINESS:

1. Consider Authorization of Peering Agreement with the Montgomery Internet Exchange (MIX) to Formally Allow the County to Utilize the Services of the MIX, Information Systems
2. Consider Authorization of Contract Agreement with Crosby Drinkard Group, LLC, for Governmental Affairs Representation/Consulting Services, County Commission
3. Consider Authorization of Amendment Number 2 to Contract with Haynes Ambulance of Alabama, Inc., for Emergency Medical Treatment and Transportation Services, Contract Number 52110-15B-009, Sheriff's Office
4. Consider Authorization of Amendment Number 3 to Contract with SharpCut Lawn Service, for Landscape Maintenance at Montgomery Industrial Park, Contract Number 53100-14B-030, Engineering Department
5. Consider Authorization to Recognize and Deny a Claim filed by William Patrick Taylor and Kimberly Taylor, County Commission
6. Consider Payment of 2017 Membership Dues to the National Association of Counties (NACo), County Commission
7. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Authorization of Bid Award to Chappy's Deli for Employee Luncheon, Bid Number 51988-17B-001, County Commission
9. Consider Authorization to Sell a 2013 Ford E-350 Surplus Transport Van to Geneva County Sheriff's Office in the Amount of \$10,000, Sheriff's Office
10. Consider Authorization of Bank Depositories for the Remainder of 2016 and the 2017 Calendar Year, County Commission

11. Consider Authorization of Budget Change Request Number 9 in the Amount of \$25,000 to Liberty Learning Foundation, County Commission Appropriations
12. Consider Authorization of Budget Change Request Number 10 in the Amount of \$10,000 to The Scott and Zelda Fitzgerald Museum Association, Inc., County Commission Appropriations
13. Consider Budget Change Request Number 11 in the Amount of \$4,500 to the Chamber of Commerce for the 2016 Veterans Day Parade, County Commission Appropriations
14. Consider Authorization of Two Additional Deputy Sheriff Positions and Related Position Fill Requests, Sheriff's Office
15. Consider Authorization of a Part-Time Seamstress Position and Related Position Fill Request, Sheriff's Office
16. Consider Authorization of a Customer Service Clerk Position and Related Position Fill Request, Revenue Commissioner's Office
17. Consider Travel/Training Requests (14)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

NOVEMBER 21, 2016

Regular County Commission Meeting
4:00 p.m. - Information Session
5:30 p.m. - Formal Session
Fresh Anointing House of Worship
150 E. Fleming Road
After Conclusion of the Formal Session, an
Information Session may be conducted

NOVEMBER 24 & 25, 2016

County Holiday (Thanksgiving Day)

DECEMBER 5, 2016

Regular County Commission Meeting
4:00 p.m. - Information Session
5:30 p.m. - Formal Session
Eastmont Baptist Church
4505 Atlanta Highway
After Conclusion of the Formal Session, an
Information Session may be conducted

DECEMBER 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.

DECEMBER 26, 2016

County Holiday (Christmas Day)

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-4-16

Check Number	To	Check Number
264457		264497
Total Checks Paid		\$1,096,132.09

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

AGENDA

NOV 21 2016

11-21-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-4-16

Check Number	To	Check Number
264498		264574
Total Checks Paid		\$668,647.17

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

11-21-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-10-16

Check Number	To	Check Number
264575		264650
Total Checks Paid		\$201,849.92

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

AGENDA

NOV 21 2016

11-21-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-10-16

Check Number	To	Check Number
264651		264792
Total Checks Paid		\$349,761.82

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

11/21/16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

AGENDA

NOV 21 2016

CHECKS ARE DATED
11/10/16

Payroll Check Number	126666	To	Payroll Check Number	126735	\$ 54,515.68
Direct Deposits					\$ 859,336.85
Payroll Check Number	126736	To	Payroll Check Number	126760	\$ 258,512.97
Direct Deposits					\$ 409,456.37
Federal Deposits					\$ 331,589.03
Total Payroll Paid					\$ 1,913,410.90

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

NOV 21 2016

Memo

To: County Commission

From: Lou Ialacci 

CC: Donnie Mims, Florence Cauthen, Tammy Nix

Date: November 10, 2016

Re: Montgomery Internet Exchange Peering Agreement

I am requesting the attached Peering Agreement (PA) with the Montgomery Internet Exchange (MIX) be placed on the November 21, 2016 formal session agenda for approval.

This is for the County Commission to enter into the attached Peering Agreement with the Montgomery Internet Exchange (MIX). The County and the City are the current owners of the MIX. The Peering Agreement (PA) ensures all participants that the rules are consistent for all entities utilizing the services of the MIX. This was presented to the Commissioners in the briefing session on November 7, 2016.

Thank you for your support.



Montgomery Internet Exchange

25 Washington Avenue, 6th Floor
Montgomery, AL 36104

www.mix-al.net
admin@mix-al.net
(334)625-2424

Peering Agreement

Between

The **Montgomery Internet Exchange (MIX)**

Facilitated by the City of Montgomery and located at 445 Dexter Avenue 6th Floor, Montgomery, Alabama, 36104 in a facility known as the Retirement Systems of Alabama Data Center.

And

Elton N. Dean Sr.
Authorized Agent for Participant

Montgomery County Commission
Participant Company

101 South Lawrence Street
Address

Montgomery, Alabama 36104

AS395612
Participant ASN

agree to exchange data traffic in accordance with the terms of this agreement.

1. Definitions

Internet network shall mean a communications network running the TCP/IP and other Internet protocols. The Participant is the ISP with a legitimately assigned ASN from an appropriate authority that connects to the switch fabric provided by the MIX.

2. General Terms

2.1 Exchange of traffic

The Participant agrees that they will exchange digital communications traffic at MIX, subject to all terms mentioned in this agreement.



2.2 Traffic Information/Statistical Data

Each of the parties will make reasonable efforts to collect during the term hereof, and provide to the other party, traffic information with respect to its Internet network in order to better understand the nature of the traffic passing through the parties' respective Internet networks.

Except for control traffic which must be examined in order for the parties to operate their respective Internet networks, neither party shall monitor or capture the contents of any data or other traffic which passes through the MIX. Neither party shall modify the infrastructure in any way for the express purpose of examining the contents of the other party's customer's data unless an appropriate court order is in force.

Except as otherwise agreed between the parties and with third parties as appropriate, neither party shall, with respect to data passing through the MIX, provide to third parties any statistical information itemized by service provider, by company, or by IP address; provided that each party may provide its customers with their own statistical data.

This does not exclude the MIX from collecting statistical data for operational use or from sharing statistical data with the public.

3. Network operations

3.1 Operations

Each party will at its own expense and on a reasonable efforts basis, provide network operations center (NOC) support in cooperation with the other so as to maintain the smooth operation of the Internet network service. Each party will make reasonable efforts to achieve a minimum end-to-end one-way packet delay.

3.2 Peering Partner support

Each party will be responsible for handling the interface (e.g. receiving descriptions of, and solving problems or answering questions) with its customers.

The Participant agrees to create and maintain a current network profile as well as indicate the Participant is peering at the MIX in the global peering database located at peeringdb.com.

3.3 Route aggregation

Each party will use reasonable efforts to provide the highest practical level of route aggregation in its exchange of routes with the other party.

3.4 Route flap

Each party will make reasonable efforts to minimize the amount of route flap (or change in routes) transmitted from their own network to the other party's network.



3.5 Notification

Each Party will provide reasonable written notice if any changes need to be made to equipment directly attached to the MIX switch fabric. This will ensure proper security and minimize outages. This includes but is not limited to, MAC addresses that may need to be modified.

4. Transit traffic

The MIX is not an Internet Service Provider (ISP) and it is not intended for the sale of Internet transit services over the peering LAN. The MIX provides an infrastructure to its participants for optimization of regional Internet traffic flows.

5. Press releases

The parties reserve the right to publicly announce that they have completed this agreement.

6. Liability/warranty disclaimer

The parties make no warranties of any kind regarding the interconnection, express or implied, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. In no event shall either party be liable to the other party, its customers or any third party for any lost or distorted messages, damage to or destruction of data, information files or databases, loss of profits or other economic loss, or for any other direct, indirect, special or consequential damages resulting from the performance or non-performance of this agreement.

7. Service fees

Currently there are no fees associated with joining the exchange for basic service. Basic service includes up to two 10Gb ports with a ten (10) kilometer distance limit. Additional ports are available for a \$500 per port per month fee.

Service fees are subject to a review annually. Any necessary changes will be communicated in writing at least 180 days in advance.

Interconnect requests in the RSA Data Center's "meet me room" to the MIX switch fabric should be directed to MIX personnel by email to admin@mix-al.net or by calling (334)625-2424.

8. Force majeure

Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its control.



9. Term and termination

This agreement shall continue in effect until terminated by one of the parties, with 45 days written notice. MIX reserves the right to temporarily suspend service for any inappropriate use of the MIX switch fabric. Resolution to service suspensions will be handled via section 14 of this agreement.

MIX reserves the right to modify, change, or replace this agreement with 90 days written notice.

10. Assignment

Each party may assign its rights and responsibilities to another organization upon written notice to the other party in the event of merger, sale, or transfer of its ownership to such organization, provided that the assignee is a firm duly organized to conduct Internet network business. Each party may also assign its rights and responsibilities to a parent, affiliate or subsidiary of the assignor upon written notice to the other party, provided that the assignee is a firm duly organized to conduct Internet network business.

11. Severability

If any provision of this agreement is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this agreement will remain in full force and effect.

12. Disputes

12.1 Resolution

If either party gives written notice that the other party is in default of this agreement, the defaulting party must respond in writing within 30 days with the resolution or have a mutually agreed upon plan for resolution.

12.2 Mediation

If the dispute cannot be settled through direct discussions or negotiations as per section 13.1, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution.

12.3 Governing Law

If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama.

13. Indemnification

Participant agrees to indemnify, defend and hold harmless City of Montgomery and The Retirement Systems of Alabama (RSA), its agents, officers, employees, affiliates and subsidiaries harmless against claims and liability for injuries to all persons and for damages to or loss of property occurring in or about the building, to the extent such claims and liabilities are due to any act of negligence, gross negligence, or willful misconduct of Participant, its agents or employees.



14. Signatures

This agreement is made and entered into effect the _____ day of _____, 20__.

On behalf of the Montgomery Internet Exchange (MIX)

Signatory

Printed Name

Title

AND

On behalf of

Montgomery County Commission
Participant Company

Elton N. Dean Sr.
Printed Name

Chairman
Job Title

Ports Requested.

Port Speed: X 1GB ___ 10GB

Quantity: One

Signature

Date

MIX USE ONLY

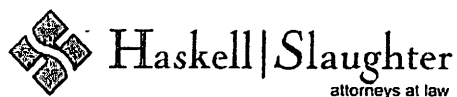
Switch Port Number: _____

Port Speed: _____

IP Assigned: _____

Date provisioned: _____

Provisioned by: _____



Haskell Slaughter & Gallion, LLC
8 Commerce Street
Suite 1200
Montgomery, Alabama 36104
t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

November 10, 2016

TTG

To: Donnie Mims
From: Thomas T. Gallion, III
Re: Montgomery Internet Exchange (MIX) Peering Agreement

I have reviewed your memorandum dated November 9, 2016, regarding a Peering Agreement with the Montgomery Internet Exchange (MIX). This agreement formally allows the County to utilize the services of the MIX.

It is my opinion that this agreement appears to be in order. This agreement will be binding on all parties, if executed.

I am also of the opinion that the services provided for in this agreement are in the best interest of the public health, safety, education, and general welfare of the citizens of Montgomery County. I, therefore, see no reason why the above agreement cannot be executed if it is the desire of the Montgomery County Commission.

50051-317

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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

NOV 21 2016

November 17, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Contract Agreement with the Crosby Drinkard Group, LLC

The Montgomery County Commission, at its meeting on November 7, 2016, agreed to place on the next agenda a Contract Agreement with Crosby Drinkard Group, LLC, regarding Governmental Affairs Consulting Services.

I am requesting approval of this item.

DLM/tn

Attachment

CONTRACT AGREEMENT

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

This Agreement is made and entered into between the Montgomery County Commission (hereinafter referred to as "MCC") and Cassandra Crosby and Ron Drinkard, d/b/a the Crosby Drinkard Group, LLC (hereinafter referred to as "CDG"), whose offices are located in Montgomery, Alabama.

WITNESS:

For and in consideration of the Agreement set forth below, the parties hereto agree as follows:

1. Engagement as Governmental Affairs Representative/Consultant. MCC hereby retains and engages CDG to provide governmental affairs consulting services. CDG hereby accepts such engagement and agrees to render such services upon the terms and conditions hereinafter set forth.
2. Term. The term of this agreement shall commence January 1, 2017 and shall terminate December 31, 2017.
3. Compensation. As compensation for the performance of their obligations under this agreement, MCC agrees to pay a consulting fee through the term hereof in the amount of \$67,500.00 on an annual basis, un-diminished by withholding or other taxes. Payment shall be made in monthly installments with the payments becoming due and payable on the first day of each month.
4. Compliance with the Law. CDG will comply with the requirements of all applicable laws (including, without limitation, the Alabama Code of Ethics of 1973, as amended) and at all times pertinent to this agreement, will assure that all applicable laws and requirements governing the relationship between MCC and CDG are met.
5. Relationship. The relationship of the parties hereto is that of independent contractor and not that of employer and employee.
6. No Conflicts of Interest. CDG understands the unique representation required by the firm hereunder and accordingly will not undertake to consult with or otherwise represent any other entity, organization or company in a matter of the interest of such entity, organization or company with respect to such matter are adverse to the interests of MCC.

7. Confidentiality. CDG shall not, without the written consent of MCC, disclose to any person, confidential, proprietary or any information concerning MCC's business, financial or other affairs. MCC shall not, without written consent of CDG disclose to any person confidential proprietary or any other information concerning CDG's business, financial or other affairs except for the terms and conditions of this contract.
8. Modification. No modification amendment or waiver of any of the provisions of this agreement shall be effective unless made in writing specifically referring to this agreement and signed by each of the parties hereto.
9. Entire Agreement. This instrument constitutes the entire agreement of the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto cause this instrument to be duly executed on the ____ day of _____, 2016.

Crosby Drinkard Group, LLC

Montgomery County Commission

Cassandra Crosby

Elton N. Dean, Sr., Chairman

Ron Drinkard

AGENDA

NOV 21 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mps*

DATE: October 25, 2016

RE: Contract No. 52110-15B-009
Emergency Medical Treatment & Transportation

I request that the attached Amendment No. 2 to Haynes Ambulance of Alabama, Inc. contract for emergency medical treatment and transportation be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for one (1) year, beginning December 1, 2016 and ending on November 30, 2017.

Haynes Ambulance of Alabama, Inc. chooses not to increase prices during this contract period. All other provisions of the contract shall remain the same.

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

Attachment

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

Amendment
To
Contract # 52110-15B-009

Amendment No. 2

Contract with Haynes Ambulance of Alabama, Inc. for emergency medical treatment and transportation, is hereby extended for one (1) year beginning December 1, 2016 and ending November 30, 2017.

There will be no price increase during this contract period.

All other provisions of the contract remain the same.

WITNESS:

HAYNES AMBULANCE OF ALABAMA, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

NOV 21 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MLS*

DATE: October 27, 2016

RE: Contract No. 53100-14B-030
Landscape at Montgomery Industrial Park

At its meeting on October 17, 2016, the Montgomery County Commission approved the above reference amendment No. 2 to the contract for landscape maintenance at Industrial Park, Contract Number 53100-14B-030. Amendment No. 2 failed to include the 5% increase, as requested by SharpCut Lawn Service per the contract.

I request that Amendment No. 2 with SharpCut Lawn Service be rescinded and that attached amendment No. 3 be considered for approval on a future agenda.

Amendment has been coordinated with George Speake, County Engineer and Florence Cauthen, Deputy Administrator.

Attachment

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

Amendment
To
Contract # 53100-14B-030

Amendment No. 3

Contract with SharpCut Lawn Service for landscape maintenance at Montgomery Industrial Park, is hereby extended for one (1) year, beginning November 17, 2016 and ending November 16, 2017.

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

All other provisions of the contract remain the same.

WITNESS:

SHARPCUT LAWN SERVICE

BY: _____

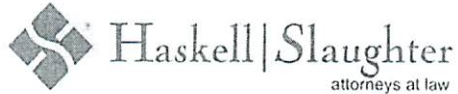
TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____



Haskell Slaughter & Gallion, LLC

8 Commerce Street

Suite 1200

Montgomery, Alabama 36104

t. 334.265.8573 | f. 334.264.7945

AGENDA

NOV 21 2016

MEMORANDUM

TTG

October 24, 2016

To: Donnie Mims
From: Thomas T. Gallion, III
Re: Claim of William Patrick Taylor and Kimberly Taylor

I am in receipt of your October 21, 2016, memo regarding a notice of claim filed by William and Kimberly Taylor regarding subterranean soil subsidence on their property in Lockshire Subdivision in Pike Road, Alabama. Based on the information that I reviewed, it is my legal opinion that this is not the responsibility of Montgomery County.

It is my recommendation that this claim be recognized and denied at the next commission meeting.

50051-317

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

October 21, 2016

MEMORANDUM

TO: Thomas T. Gallion, III
County Attorney

FROM: Donald L. Mims *DLM*
County Administrator

RE: Claim of William Patrick Taylor & Kimberly Taylor

Attached is a letter from Attorney D. Craig Allred regarding a Notice of Claim filed on behalf of his clients, William Patrick Taylor & Kimberly Taylor concerning Subterranean Soil Subsidence on the westernmost boundary of the Taylors' property on Ottershaw Court in Lockshire Subdivision in Pike Road, Alabama.

Please discuss this claim with County Engineer George Speake and advise by Tuesday, October 25, 2016, as to what action the County needs to take regarding this matter.

As always, thank you for your assistance.

DLM/tn

Attachment

cc: George Speake, County Engineer
James Kelley, Assistant County Engineer
Florence M. Cauthen, Deputy Administrator

NOTICE OF CLAIM

TO: Commissioner Elton N. Dean, Sr.
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102
eltondean@mc-ala.org

RE: *Claim of William Patrick Taylor & Kimberly Taylor
Subterranean Soil Subsidence
Ottershaw Court - Pike Road, Alabama*

NOTICE OF CLAIM is hereby made, pursuant to ALA. CODE § 6-5-20, § 11-12-5, and § 11-12-8, against Montgomery County, Alabama, the Montgomery County Commission and any Montgomery County Employees, whose true identities are not yet known, (collectively, "the County") on behalf of William Patrick Taylor and Kimberly Taylor ("the Taylors"), seeking actual damages and/or declaratory and injunctive relief (or a combination thereof) against the County. The Taylors' claims against the County arise from the negligent or wanton engineering, negligent or wanton design, negligent or wanton construction, negligent or wanton maintenance and negligent or wanton inspection of a storm water drainage line¹ on the westernmost boundary of the Taylors' property on Ottershaw Court in the Lochshire Subdivision in Pike Road, Alabama. The County's

¹ The subject drainage line originates at the storm drain inlet on Ottershaw Court at the northwest corner of the Taylors' property. From there, the line runs southwest (generally), terminating in a retention pond south of the property.

negligent or wanton acts and omissions proximately resulted in subterranean soil subsidence along the western boundary of the Taylors' property, creating a nuisance, a hazardous condition and diminution in value of the property.

[EXECUTIONS TO FOLLOW ON NEXT PAGES]


WILLIAM PATRICK TAYLOR

STATE OF ALABAMA)
)
COUNTY OF MONTGOMERY)

Before me, the undersigned authority, a Notary Public in and for the said State and County, personally appeared William Patrick Taylor, who, after being duly sworn, deposes that the same is true, and that after reading the same, or having the same read to him, and with a full understanding of the terms and effect thereof, he executed the same as his free act and deed and for the uses and purposes therein expressed.

SWORN TO and SUBSCRIBED before me this the 14th day of October, 2016.

[SEAL]


NOTARY PUBLIC
My Commission Expires: 02/16/2020

Attorney for Claimants:

/s/ D. Craig Allred
D. CRAIG ALLRED
ALLRED & ALLRED, P.C.
Post Office Box 241594
Montgomery, Alabama 36124-1594
Telephone: (334) 396-9200
Facsimile: (334) 396-9977

ACKNOWLEDGMENT OF RECEIPT

I, the undersigned, hereby acknowledge receipt on behalf of the Town of Pike Road,
Alabama, of the foregoing Notice of Claim on this the _____ day of
_____, 2016.

By: _____

Title: _____

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
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DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

AGENDA

NOV 21 2016

November 17, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2017 Membership Dues to the National Association of Counties (NACo)

The Montgomery County Commission, at its meeting on November 7, 2016, agreed to place the payment of 2017 Membership Dues to the National Association of Counties (NACo) on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment



2016 OCT 24 AM 9:22

National Association of Counties
PO Box 79007
Baltimore, MD 21279-0007
Phone: 888.407.NACo (6226) x291
Direct: 202.942.4291
Fax: 866.467.1825
EIN# 53-0190321

ID: 1101

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

Invoice

Invoice #: 152357
Invoice Date: 10/1/2016

Description

Dues Amount

County Membership Dues

01/01/2017 - 12/31/2017

\$4,587

NACo knows you have a difficult job. Counties are continually asked to do more with less. Federal unfunded mandates and unnecessary regulations make your job harder. But you aren't working on this alone, NACo is here to help.

Spend a moment looking at the enclosed NACo Participation and Benefits Report. Membership in NACo connects you with an important support network to help you excel in county government. Please return this invoice by December 31 to renew your membership for 2017, or let us know if you need to wait until the new year begins.

Thank you for your continued membership in NACo!

If there is any additional information you need, please contact Alex Koroknay-Palicz, Membership Coordinator, at 1-888-407-NACo (6226) x291 or e-mail akpalicz@naco.org.

Amount Paid: \$0

Amount Due: \$4,587

◆ PLEASE DETACH AND RETURN WITH PAYMENT ◆

ID: 1101
Mr. Donald L. Mims
County Administrator
Montgomery County
PO BOX 1667
Montgomery, AL 36102-1667

Invoice #: 152357

Remit Payment To:
National Association of Counties
PO Box 79007
Baltimore, MD 21279-0007

Select the Method of Payment on Reverse Side

We encourage you to submit payments electronically by ACH credit
Bank Routing# (ABA) - 021052053 Account # 93404817

6-2

PARTICIPATION & MEMBERSHIP BENEFITS REPORT

This report provides a detailed summary of services and dollars Montgomery County has received as a direct benefit from being a member of the National Association of Counties.

MEMBERSHIP OVERVIEW

NACo Member County
Member Dues: \$4,587

Montgomery County, AL
PO BOX 1667
County Administration Building
Montgomery, AL 36102-1667
<http://www.mc-ala.org>



FEDERAL FUNDING RESULTS OF NACo'S ADVOCACY

At the federal level, NACo works to increase, maintain, or create funding for programs that benefit county governments and their residents. It is important to note that these programs listed here represent the types of programs on which NACo lobbies. This is not the complete list of all the federal funds counties receive, but a sample of specific federal programs through which counties receive funding as a result of NACo's lobbying efforts.



Year	PILT	SCAAP	CDBG	HOME	SRS	USDA RD
2016	\$2,011	TBD			TBD	TBD
2015	\$1,819	\$7,413				\$640,845
2014	\$1,998	\$10,185				\$192,659
2013	\$1,867	\$14,567				\$815,671
2012	\$1,912	\$21,367				\$2,123,021

MONEY SAVING PROGRAMS

US Communities Estimated Annual Savings



\$14,783 Estimated savings since 2011 by using US Communities



Deferred Compensation Program Participant



Stepping Up Initiative Participant

AWARDS & RECOGNITION



Started in 1970, the annual Achievement Award Program is a non-competitive awards program that recognizes innovative county government programs. Each application is judged on its own merits and not against other applications received. For more information, please visit www.naco.org/achievementawards.

Montgomery County is not participating in NACo's Award Program.

EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT



Events and conferences attended by individuals in Montgomery County. The savings figures indicate reduced rates for member counties over the prices for non-member counties to participate. Other events are only open to member counties or are free to attend so there is no non-member rate. In all cases, the true value of the networking, education and professional development far exceeds the savings.

Conference / Event	Total Attendees	Member Savings
2016 NACo Legislative Conference	3	\$675
2016 NACo Annual Conference and Exposition	2	\$450
2014 NACo Legislative Conference	2	\$450
2014 NACo Annual Conference: County Solutions and Ideas Marketplace	3	\$675

Total Saved: \$2,250

BOARDS & COMMITTEE PARTICIPATION

Montgomery County is not participating in NACo's committees. Learn more by visiting www.naco.org/committees.

PUBLICATIONS & SUBSCRIPTIONS



NACo is happy to provide member counties with these free newsletters to keep you up to date on issues affecting counties across the country. Our acclaimed publication, County News, typically costs \$50/subscription for non-member counties, but you get the subscriptions for FREE as a member. The subscription saving figure is the money Montgomery County saved by being a member county.

Subscription	Subscription Saving
18 County News subscriptions	18 @ \$50ea = \$ 900
26 Washington Watch and electronic County News subscriptions	

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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

NOV 21 2016

November 7, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator *DLM*

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) and to sign the contracts:

- C-2017-23: Kappa Alpha Psi Guide Right Foundation of Montgomery, Inc., for Guide Right Programs for Senior High School Program Including Expenses Associated with Senior Trip to Washington, D.C. - \$3,000; (Harris)
- **NC-2017-46: Rescind Appropriation to BOE, Carver Senior High School, for Principal's Discretionary Fund -\$1,000; (Dean)
- **NC-2016-145: Rescind Appropriation to BOE, Morningview Elementary School, for Principal's Discretionary Fund - \$3,000; (Walker)
- NC-2017-47: BOE, Garrett Elementary School, for Boys into Gentlemen Program (Attn: Principal Officer) - \$3,000; (Walker)

DLM/tll

7-1

AGENDA

NOV 21 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MS*

DATE: November 3, 2016

RE: Invitation to Bid No. 51988-17B-001
Employee Luncheon

Request that approval of award on the above referenced Invitation to Bid to the low bid of Chappy's Deli, for a unit price of \$9.99 each and a total amount of \$5,994.00, be placed on a future agenda. (Copy of spreadsheet attached.)

This will be a one (1) year contract, with the option to renew for two (2) years in one year periods. A price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Florence Cauthen, Deputy Administrator.

Attachment

**Purchasing Department
Montgomery County Commission**

[illegible]

Notes:

8.2



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

MEMORANDUM

AGENDA

NOV 21 2016

TO : Mr. Donnie Mims
Montgomery County Administrator

FROM : Sheriff Derrick Cunningham *D.C.*
Montgomery County Sheriff's Office

DATE : October 25, 2016

SUBJECT : 2013 Ford E-350 Van

2016 OCT 25 PM 2:39

The Montgomery County Sheriff's Office has a 2013 Ford E-350 Transport Van, County Vehicle # 6458 (VIN 1FTSS3EL4DDA81252) that has been replaced by a newer vehicle.

I have spoken with Sheriff Tony Helms of the Geneva County Sheriff's Office and he is very interested in obtaining this vehicle. We have agreed upon a price of \$10,000.00 to be paid in exchange for the van.

I am requesting that the Commission approve the sale of this vehicle to the Geneva County Sheriff's Office.

DANNY STALEY
CHIEF DEPUTY

TONY HELMS
SHERIFF

FRANCES HELMS
ADMINISTRATIVE ASSISTANT



OFFICE OF SHERIFF

P.O. BOX 115 • 200 N. COMMERCE STREET • GENEVA, ALABAMA, 36340
PHONE (334) 684-5660 • FAX (334) 684-5666 • JAIL (334) 684-5100

TO: DONNIE MIMS, ADMINISTRATOR
MONTGOMERY COUNTY COMMISSION
FROM: SHERIFF TONY HELMS
RE: 2013 FORD E-350 SUPERDUTY VAN
DATE: 10-21-2016

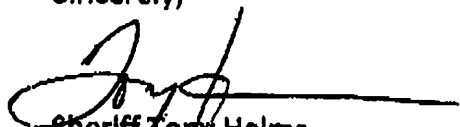
Mr. Mims,

I am writing you this letter requesting the transfer of a 2013 Ford E-350 super duty prisoner van from Montgomery County Sheriff's Office to the Geneva County Sheriff's Office.

Our Agency is in need of the prisoner van, and since our agency currently does not have one in operation, we are interested in the purchase of said vehicle.

Please contact me or Chief Deputy Danny Staley at 334-684-5660, to complete the purchase and transfer of the Ford E-350 super duty van to the Geneva County Sheriff's Office.

Sincerely;


Sheriff Tony Helms

ELTON N. DEAN, SR., CHAIRMAN
DANIEL HARRIS, JR., VICE CHAIRMAN
ANDREW HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT
101 S. LAWRENCE STREET • P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, ADMINISTRATOR
SHERRILL R. THOMAS, CPA, FINANCE DIRECTOR
(334) 832-1230
TDD (334) 265-3568
FAX (334) 832-2533

AGENDA

NOV 21 2016

TO: Donald L. Mims, Administrator
FROM: Sherrill R. Thomas, Finance Director *ST*
DATE: November 3, 2016
RE: LIST OF BANK DEPOSITORIES

Following is a list of banks currently doing business in Montgomery County and should be designated depositories for the remainder of Calendar Year 2016 and Calendar Year 2017.

US AmericaBank

Amerifirst Bank

Auburn Bank

BB&T

BBVA Compass

Cadence Bank

Community Bank & Trust

Hancock Bank

IberiaBank

Liberty Bank & Trust Co.

PNC Bank

PrimeSouth Bank

Regions Bank

Renasant Bank

River Bank & Trust

ServisFirst Bank

Sterling Bank

Trustmark National Bank

Wells Fargo Bank

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NOV 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 9

DEPARTMENT: County Comm Appropriation: REVIEWED: S. Thomas 11/7/2016
 DATE: 11/7/2016 Finance Director Date
 REQUESTED BY: Donald L. Mims APPROVED: _____
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Liberty Learning Foundation	001-58100.498	0	25,000	25,000
Donation Revenue	001-40000.47701	(82,500)	(25,000)	(107,500)
TOTAL		(82,500)	0	(82,500)

JUSTIFICATION:

To provide funding to Liberty Learning Foundation for program expenses.

NOV 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 10

DEPARTMENT: County Comm Appropriation: REVIEWED: S. Thomas 11/7/2016
 DATE: 11/7/2016 Finance Director Date
 REQUESTED BY: Donald L. Mims APPROVED: _____
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
The Scott and Zelda Fitzgerald Museum Association, Inc.	001-57600.450	0	10,000	10,000
Donation Revenue	001-40000.47701	(107,500)	(10,000)	(117,500)
TOTAL		(107,500)	0	(107,500)

JUSTIFICATION:

To provide funding for the Scott and Zelda Fitzgerald Museum.

Montgomery County Commission
Non-Profit Agency Funding Request



Name of Agency	The Scott and Zelda Fitzgerald Museum	
Website	www.thefitzgeraldmuseum.org	
Primary Physical Address with Zip Code	919 Felder Avenue, Montgomery, AL 36106	
Executive Director's Name	Thomas "Willie" Thompson	
Executive Director's Phone	Business: 334.264.4222	Cell: 561.234.5197
Year Organization Founded	1987	
Agency Mission/Function	It is the mission of this Museum and its Board of Directors to preserve and protect the last extant home in which the Fitzgeralds lived as a family; to serve as faithful stewards of the artifacts within its collection; to educate visitors about the lives and legacies of Scott and Zelda Fitzgerald; to continue Scott Fitzgerald's tradition of encouraging neophyte writers by sponsoring writing and author mentoring programs; and to acquire additional artifacts in order to preserve them so that the public may see them, learn the truth about Scott and Zelda Fitzgerald's lives, be motivated to read the books and see the artwork, then appreciate the couple's lasting achievements in the face of tragedy.	
Event/Activity to be Funded	Restoration of Physical Structure	
How will the funds be used?	Monies allocated to the Fitzgerald Museum by the Montgomery County Commission will be used to address a litany of structural issues facing the 110-year-old home at 919 Felder. See attached schedule for details.	
Amount Requested	\$10,000/year for 3 years	
Other Source(s) contacted for Funding and Amounts Requested and Received	Montgomery City Council - \$10,000 for 3 years - AWARDED (to date) \$1500	
Have you received funds from the Commission in the past? If so, please provide the date(s) and amount(s).	\$3,000 (via the Montgomery Chamber of Commerce), 10/28/2013	
Please provide all of the following documents for review by the Commission:		
Articles of Incorporation	Attached:	Comments
Signed Bylaws	☒	
Board of Directors	☒	
Most Recent Financial Statement	☒	
Most Recent Audit, if available	☐	N/A
Current Budget	☒	
Most Recent IRS Form 990	☒	
501(c)(3) Tax Exempt Status Letter	☒	
Attachment A: Schedule of Restoration Needs	☒	
Person Completing Form	Thomas "Willie" Thompson	
Email address	thefitzgeraldmuseum@gmail.com	
Title	Executive Director	
Date	November 2, 2016	

Please return to the attention of Theresa LeGrady at 101 S. Lawrence Street, Montgomery, AL 36104 or by email to: TheresaLeGrady@mc-ala.org. If you have questions, please contact Theresa at 334.832.2555.

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Date: <u>August 31, 2016</u>			Fitzgerald Museum Restoration Schedule		Prepared by: <u>Willie Thompson</u>	
Interior (Downstairs)						
Area	Item	Location	Issue/Need	Estimate		
Entire Downstairs	Closets		Mold/Dirt/Old Paint/Wallpaper			
	Windows		Resealing			
	Outlets		Upgrade all outlets			
	Floorboards		Washed/Touched-up			
	Floors		Refinished and sealed			
Storage Room	Ceiling		Mold/Water Damage			
Office	Ceiling		Water Damage			
	Window		Cracked Window Pane			
	Floorboards		Old Telephone Jack removed			
Office Bathroom	Window		Cracked Window Pane			
Hallway Bathroom	Walls		Repainting			
	Sink		New stand			
Kitchen	Cabinets	Below Sink	Wood Repair			
	Cabinets	Below Sink	Doors Rehung/Latches Replaced			
	Floorboards	Behind Table	Repainting			
Hallway	Ceiling		Water Damage			
	Floorboards		Old Telephone Jack removed			
Hollywood Room	Floorboards		Old Telephone Jack removed			
	Ceiling	Chandelier	Wiring hidden			
	Floor	Border Inlay	Damaged Wood repaired			
30s Room	Fireplace	Walls and Floor	Refinished and sealed			
	Fireplace	Chimney	Sealed with Insualtion			
	Window	South-facing	Cracked Window Pane			
Foyer	Interior Door		Replacement solid wood door w/lock			
	Floor		Pressure washing/cleaning			
	Light Fixture		New, working light fixture			
Front Stairwell	Walls		Old Wires/Conduits removed			
	Stairs		Need total makeover			
	Floor		Vinyl flooring replaced with wood			
20s Room	Walls		Old Electric Box removed			
	Floor	Border Inlay/Near Radiator	Damaged Wood repaired			
	Sub-Floor	Beneath Radiator	Jacked up/reinforced			
	Ceiling	Chandelier	Rewired			
	Windows	Top Windows	Covered			
12						

10s Room	Windows	Top Windows	Scraped
Hallway to Porch	Floors		Cleaned and sealed
	Windows		Sealed/Locked
	Furniture		New Furniture/Chairs
	Windows		Covered
Porch	Windows		Cleaned
	Walls		Old Wiring removed
	Walls	Above Windows	Old Tabs/Brackets removed
	TV		New Table/Mounted
Kitchen	Light Switch	Next to door	Needs cover
	Floorboards		Old Telephone Jack removed
Art Gallery 1	Walls		Crack repaired
	Floorboards		Old Telephone Jack removed
Art Gallery 2	Alarm Box		Mounted and Hidden
	Walls		Cable Wires Removed
	Crawl Space Access		Resealed
Exterior			
Entire Exterior	Eaves		Wasps Nests removed
	All Wood		Repaint
	Flood Lights		Rewired/replaced/timers resynced
	Wiring		Sorted/old wires removed
Front Portico	Eaves		Fix Rotten Wood
	Ceiling	Next to brick	Squirrel Nests removed
	Door		Repainted
	Shingle Shelf	Right Side of House	Repaired
Front of House	Eaves	At Connection to Addition	Wood repair
	Upstairs Window	2nd set right of portico	Needs resetting
	Ornamental Buttress	South-facing Eaves	Repaired
	Windows		Sealed/Locked
Western Porch	Gutters		Defunct Gutters removed
	Door		Replaced
			Defunct Cable/Telephone Wiring/Boxes removed
	Eaves	Above Door to 40s Room	Replace rotting wood
Western Side	Eaves	Above Door to Main Kitchen	Replace rotting wood around old pipe/gutter
	Steps	To Kitchen/Back Stair	Repaired
	Wiring	Basement Stair	Defunct Wiring Removed
	Eaves	Above steps to side Kitchen	Defunct Gutter removed
Northern Side	Brick	Next to steps to side Kitchen	Old Fire/Coal Dump repaired

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Roof	TV Antenna	On chimney	Removed	
	Shingles	Around air vent	Checked	
Cable lines			Need to be restrung higher from the ground	
Outhouse			Needs to be entirely rebuilt	

NOV 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 11

DEPARTMENT: County Comm Appropriation: REVIEWED: S. Thomas 11/7/2016
 DATE: 11/7/2016 Finance Director Date
 REQUESTED BY: Donald L. Mims APPROVED: _____
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Area Chamber of Commerce	001-59320.483	0	4,500	4,500
Donation Revenue	001-40000.47701	(117,500)	(4,500)	(122,000)
TOTAL		(117,500)	0	(117,500)

JUSTIFICATION: To provide funding for the 2016 Veterans Day Parade.



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

AGENDA

NOV 21 2016

October 25, 2016

MEMORANDUM

TO : Mr. Donnie Mims, County Administrator
Montgomery County Commission

FROM : Sheriff Derrick Cunningham *(D.C.)*
Montgomery County Sheriff's Office

SUBJECT : Additional Personnel Needed

2016 OCT 25 AM 9:23
COMMUNICATIONS SECTION

I have tried to work within the funding allotted by the County Commission for my agency. Due to the increase in calls for service, my agency has been cut short. These requests include a Deputy being placed full time at the Pike Road School due to the increase in the amount of calls for service there. Additionally, the school experienced a burglary this year where a large amount of computer devices were stolen. I am requesting a Deputy for the school, knowing this is after the budget but giving the large amount of problems nationwide concerning schools, I feel we must react in a proactive approach. In speaking with the Town of Pike Road, they do not have funding to handle this matter currently. I don't think it's my job to do funding negotiations with another town since this would have to come through the Commission. Furthermore, I am hereby requesting two additional Deputies to assist with traffic as I am receiving large amounts of complaints from the community as well as the Commission to assist on traffic problems. As you are aware, we have not requested a full time position in years; but the demands are growing and due to the lack of personnel, we must meet this demand.

I'm anxiously awaiting to hear from you on this matter.

DC/crv

encls.

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219

OFFICE 334.832.4980
FAX 334.832.7113

WWW.MONTGOMERYSHERIFF.COM

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104

OFFICE 334.832.1386
FAX 334.265.0990

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DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

AGENDA

NOV 21 2016

October 25, 2016

MEMORANDUM

TO : Mr. Donnie Mims, County Administrator
Montgomery County Commission

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Part Time Seamstress Position

2016 OCT 25 PM 2:39

I would like to propose a part time seamstress position be approved by the County Commission for my agency. As you are aware, I have approximately 370 employees and most all of them are in some type of uniform. Our present uniform budget has alterations included in the bid; however, we have just released a bid to release uniforms in bulk. I propose that we hire a part time person to come in and do alterations to save the county money as the sewing equipment has already been purchased. I would like for the County Commission to approve this matter so that City-County Personnel can prepare the job specification. It is my hope that we would be able to hire someone by the start of the new bid which will be the end of December or first part of January 2017.

If you have any questions, please do not hesitate to contact me.

DC/crv

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY

REVENUE COMMISSIONER'S OFFICE

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



AGENDA

NOV 21 2016

To: Elton Dean, Chairman
Montgomery County Commission

From: Allyson Holland, Chief Clerk *ah*
Revenue Commissioner's Office

cc: Dan Harris, Vice-Chairman, Jiles Williams, Rhonda Walker, Andrew Hall

Date: October 26, 2016

Re: Position Request

As you know, the County Commission recently opened a South satellite office for the Revenue Commissioner's Office. We are grateful to the commission for allowing us to better serve the taxpayers of Montgomery County with this additional location for their convenience. Due to the opening of this new office we moved two employees from our Downtown office to the new location. This left a shortage in our Downtown office, which is our main office where all mail-in payments are sent for processing.

During our budget hearing we discussed this shortage with the commission and respectfully requested that an additional position of Customer Service Clerk (**A4 Step 1- \$28,765**) be added to our budget. We are requesting that the Commission approve this additional position to our budget on your next agenda, as well as the position fill request. Thank you for your consideration in this matter.

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

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

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

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

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

NOV 21 2016

Date: November 9, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mountain Brook, Alabama

Departure Date: January 25, 2017 Return Date: January 27, 2017

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: to attend the ACCMA 2017 Winter Conference

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

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

Total (est.) Cost: \$878.60 Advance Registration Required: \$195.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration -\$195.00: Hotel \$385.32: Meals- \$200.00: Mileage- \$98.28

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$878.60 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$853.75

Budget Available: \$21,646.25

Current Requests: \$878.60

Budget Balance: \$20,767.65

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/9/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Date: November 7, 2016
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

AGENDA

NOV 21 2016

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: December 1, 2016 Return Date: December 2, 2016

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Auburn University: Tax Professional Seminar
Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Mike Knighten 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$200.00

Department Name: Finance Department Fund Name: General

Additional Comments: _____

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$200.00</u>	
Budget Available:	<u>\$2,800.00</u>	
Current Requests:	<u>\$200.00</u>	
Budget Balance:	<u>\$2,600.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/7/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

NOV 21 2016

Date: November 14, 2016
To: Donald L. Mims, Administrator
From: Daryl D. Bailey, District Attorney
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 18, 2017 Return Date: January 20, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ADAA 2017 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: \$867.00 Advance Registration Required: \$375.00

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

Additional Comments: _____

To: Daryl D. Bailey, District Attorney

From: Donald L. Mims, Administrator

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$867.00 and advance registration of \$375.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51261.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$2,700.00</u>
Approved Requests:	<u>\$140.00</u>
Budget Available:	<u>\$2,560.00</u>
Current Requests:	<u>\$867.00</u>
Budget Balance:	<u>\$1,693.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/15/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

NOV 21 2016

Date: November 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: Scott, LA
Departure Date: January 22, 2017 Return Date: January 28, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Controlled Force Certification and Re-Certification

Traveler (s) Name: 1. Martinez Tolbert 4. _____
2. Timothy McLoyd 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,500.00 Advance Registration Required: \$1,150.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$3,500.00 and advance registration of \$1,150.00 is authorized.

To be completed by the Finance Department

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>\$9,670.00</u>	
Budget Available:	<u>\$5,330.00</u>	
Current Requests:	<u>\$3,500.00</u>	
Budget Balance:	<u>\$1,830.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/15/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

NOV 21 2016

Date: November 16, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Al.
Departure Date: December 7, 2016 Return Date: December 8, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: First Aid - CPR- AED Instructor Training

Traveler (s) Name: 1. Patricia Boyd 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$450.00 Advance Registration Required: \$300.00

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

Additional Comments: Mrs. Boyd will be certified to train our staff

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

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$450.00 and advance registration of \$300.00 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>\$13,000.00</u>	
Approved Requests:	<u>\$1,350.00</u>	
Budget Available:	<u>\$11,650.00</u>	
Current Requests:	<u>\$450.00</u>	
Budget Balance:	<u>\$11,200.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 11/16/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

NOV 21 2016

Date: November 16, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Al.
Departure Date: December 7, 2016 Return Date: December 7, 2016
Conference Leave (Days / Hours): 1 day
Purpose of Travel: PESI Workshop 6.2 hours for license

Traveler (s) Name: 1. Dr. Warren Brantley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$219.99 Advance Registration Required: \$0.00

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

Additional Comments: _____

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

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$219.99 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,000.00</u>	
Approved Requests:	<u>\$1,350.00</u>	
Budget Available:	<u>\$11,650.00</u>	
Current Requests:	<u>\$669.99</u>	
Budget Balance:	<u>\$10,980.01</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/16/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA

NOV 21 2016

Date: November 4, 2016
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mountain Brook, Alabama
Departure Date: January 25, 2017 Return Date: January 27, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the ACCMA 2017 Winter Conference

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: \$878.60 Advance Registration Required: \$195.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration-\$195.00: Hotel-\$385.32: Meals-\$200.00: Mileage-\$98.28

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

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$878.60 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$15,000.00</u>	
Current Requests:	<u>\$878.60</u>	
Budget Balance:	<u>\$14,121.40</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/9/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

NOV 21 2016

Date: November 15, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: March 8, 2017 Return Date: March 10, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Basic Mapping

Traveler (s) Name: 1. J'Varra McCall-Martin 4. _____
2. Jennifer Palmer 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$550.00 Advance Registration Required: \$550.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REG:\$550.00

TOTAL EST. COST: \$550.00

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

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$550.00 and advance registration of \$550.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$3,868.64</u>	
Budget Available:	<u>\$26,131.36</u>	
Current Requests:	<u>\$550.00</u>	
Budget Balance:	<u>\$25,581.36</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/15/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

NOV 21 2016

Date: November 15, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: May 17, 2017 Return Date: May 19, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Real & Personal Property Calculations

Traveler (s) Name: 1. Jennifer Palmer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REG:\$250.00

TOTAL EST. COST: \$250.00

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

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$250.00 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>\$3,868.64</u>	
Budget Available:	<u>\$26,131.36</u>	
Current Requests:	<u>\$800.00</u>	
Budget Balance:	<u>\$25,331.36</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11.15.16

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

NOV 21 2016

Date: November 15, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: June 19, 2017 Return Date: June 23, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Appraisal Manual (Commercial)

Traveler (s) Name: 1. J'Varra McCall-Martin 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REG:\$275.00

TOTAL EST. COST: \$275.00

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

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$275.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$3,868.64</u>	
Budget Available:	<u>\$26,131.36</u>	
Current Requests:	<u>\$1,075.00</u>	
Budget Balance:	<u>\$25,056.36</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/15/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

NOV 21 2016

Date: November 15, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Opelika, AL
Departure Date: November 30, 2016 Return Date: November 30, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Property Tax Instructor Round Table Discussion

Traveler (s) Name: 1. Clay Henley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$145.20 Advance Registration Required: \$0.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Mileage: \$70.20 Meals: \$75.00

TOTAL EST. COST: \$145.20

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

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$145.20 and advance registration of \$0.00 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>\$3,868.64</u>	
Budget Available:	<u>\$26,131.36</u>	
Current Requests:	<u>\$1,220.20</u>	
Budget Balance:	<u>\$24,911.16</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/15/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA
NOV 21 2016

Date: November 15, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL
Departure Date: February 12, 2017 Return Date: February 17, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: IAAO-102 Income Approach to Valuation

Traveler (s) Name: 1. J'Varra McCall-Martin 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,589.64 Advance Registration Required: \$550.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REG:\$550.00 MILEAGE:\$89.64 HOTEL: \$500.00 MEALS: \$450.00

TOTAL EST. COST: \$1589.64

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,589.64 and advance registration of \$550.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$3,868.64</u>	
Budget Available:	<u>\$26,131.36</u>	
Current Requests:	<u>\$2,809.84</u>	
Budget Balance:	<u>\$23,321.52</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/15/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

NOV 21 2016

Date: November 2, 2016

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: November 30, 2016 Return Date: November 30, 2016

Conference Leave (Days / Hours): 5 hours

Purpose of Travel: to attend the Montgomery Job Fair

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: No Costs

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 11/21/16 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: 123-51961-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$25,000.00

Approved Requests: \$263.84

Budget Available: \$24,736.16

Current Requests: \$0.00

Budget Balance: \$24,736.16

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/7/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

NOV 21 2016

Date: November 14, 2016
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 5901 USA Drive North, Mobile AL 36688
Departure Date: November 29, 2016 Return Date: December 1, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To attend NCIC Full Certification Class

Traveler (s) Name: 1. Ronald Sellers 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$365.00 Advance Registration Required: \$0.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: 2 day's accommodations at \$105 a day = \$210.00
Fuel at \$15.00, Estimated Meals \$70 per day X 2 days = \$140
Total estimated expenses = \$365.00

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 11/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$365.00 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>\$9,000.00</u>	
Approved Requests:	<u>\$1,810.00</u>	
Budget Available:	<u>\$7,190.00</u>	
Current Requests:	<u>\$365.00</u>	
Budget Balance:	<u>\$6,825.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/15/2016

cc: Finance Director / Buyer

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