

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 4, 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:

Presiding Judge Family Court Anita L. Kelly
Director of Risk Management Scott Kramer
Executive Director Meesoon Han with the Alabama-Korea
Education & Economic Partnership (A-KEEP)
President Randy George and Senior Vice President of Corporate Development Ellen G.
McNair with the Montgomery Area Chamber of Commerce
Grant Manager Regina Walker

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Harris

Pledge of Allegiance Led By Commissioner Walker

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of December 21, 2015

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of a Grant Application to the Alabama Department of Economic and Community Affairs for a Land and Water Conservation Fund (LWCF) Grant for the Development of the County Ponds on Highway 231, Sheriff's Office
2. Consider Amendment Number 1 to Contractual Agreement with Sentinel Offender Services, LLC, (formerly G4S Justice Services, Inc.), regarding GPS Electronic Monitoring of Offenders, Community Corrections
3. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
4. Consider Bid Award to Dunn Construction Co., Inc., for Crushed Stone, Bid No. 53000-16B-006, Engineering Department
5. Consider Bid Award to Osburn Associates, Inc., for Traffic Signage & Supplies, Bid No. 53104-16B-005, Engineering Department
6. Consider Budget Change Request Number 23 for \$15,000 to Alabama Dance Theatre, County Commission Appropriations
7. Consider Budget Change Request Number 24 for \$7,500 to The Samaritan Counseling Center, County Commission Appropriations
8. Consider Position Fill Request for Community Corrections Officer, Position Number 300359009, Community Corrections
9. Consider Position Fill Requests – Detention Facility (4)
 1. Corrections Officer Corporal, Position Number To Be Determined
 2. Corrections Officer Sergeant, Position Number To Be Determined
 3. Corrections Officer Lieutenant, Position Number To Be Determined
 4. Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined
10. Consider Position Fill Requests – Sheriff's Office (3)
 1. Deputy Sheriff Corporal, Position Number To Be Determined
 2. Deputy Sheriff Trainee/Deputy Sheriff, Position Number 059
 3. Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

11. Consider Position Fill Request for Juvenile Probation Officer I, Position Number 900304053, Youth Facility
12. Consider Travel/Training Requests (6)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JANUARY 4, 2016

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

JANUARY 18, 2016

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

JANUARY 19, 2016

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

FEBRUARY 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.

FEBRUARY 15, 2016

County Holiday (Washington's Birthday)

FEBRUARY 16 2016

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

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II's – Appraisal Department
Fill action continues for 1 IT Technician – Information Systems
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Maintenance Mechanic – Support Services Department
Fill action continues for 1 Community Corrections Technician – Community Corrections
Fill action continues for 29 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 2 Clerk II's – Detention Facility
Fill action continues for 3 Maintenance Mechanics – Detention Facility
Fill action continues for 2 Legal Support Assistant – District Attorney's Office
Fill action continues for 3 Investigator I's – District Attorney's Office
Fill action continues for 1 Case Manager I – District Attorney's Office
Fill action continues for 1 Officer Supervisor – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 4 CREO I – Engineering Department
Fill action continues for 1 CREO II – Engineering Department
Fill action continues for 1 Payroll & Benefits Assistant – Finance Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 3 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 1 Assistant Tag & License Supervisor – Probate Judge's Office
Fill action continues for 1 Director of Elections – Probate Judge's Office (Election Center)
Fill action continues for 1 Clerk III – Sheriff's Office
Fill action continues for 2 Court Security Officer's – Sheriff's Office
Fill action continues for 2 Clerk Typist II's – Sheriff's Office
Fill action continues for 2 Deputy Sheriff's (Part-Time) – Sheriff's Office
Fill action continues for 1 Records & Identification Clerk – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Trainee / Deputy Sheriff
Fill action continues for 1 Revenue Auditor – Tax and Audit Department
Fill action continues for 1 Clerk Typist II – Youth Facility
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 2 Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officer (Part-Time) – Youth Facility
Fill action continues for 1 Juvenile Detention Supervisor – Youth Facility

January 4, 2016

AGENDA

JAN - 4 2016

1-4-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-18-15

Check Number	To	Check Number
257425		257492
Total Checks Paid		\$247,552.93

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

AGENDA

JAN - 4 2016

1-4-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-18-15

Check Number	To	Check Number
257493		257559
Total Checks Paid		\$767,690.16

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

AGENDA

JAN - 4 2016

1-4-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-23-15

Check Number	To	Check Number
257560		257676
Total Checks Paid		\$875,544.88

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

1/4/16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

AGENDA

JAN - 4 2016

CHECKS ARE DATED
12/23/15

Payroll Check Number	124487	To	Payroll Check Number	124559	\$ 55,599.41
Direct Deposits					\$ 852,612.93
Payroll Check Number	124560	To	Payroll Check Number	124585	\$ 250,381.80
Direct Deposits					\$ 378,846.97
Federal Deposits					\$ 330,212.96
Total Payroll Paid					\$ 1,867,654.07

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

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

JAN - 4 2016

December 31, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Land and Water Conservation Fund (LWCF) Grant

The Montgomery County Commission, at its meeting on December 21, 2015, agreed to place on the next agenda consideration of authorizing a grant application to the Alabama Department of Economic and Community Affairs for a Land and Water Conservation Fund (LWCF) Grant for the development of the County ponds on Highway 231.

Attached is a memorandum from Grant Manager Regina Walker requesting the withdrawal of this LWCF grant application from the agenda due to additional research concerning this grant. Ms. Walker's memorandum outlines the reasons for the recommended withdrawal of the grant.

After talking with Sheriff Derrick Cunningham, I am requesting that the Commission table this item since it has been placed on the agenda as per the authorization of the County Commission.

DLM/tn

Attachment

1-1

December 30, 2015

MEMORANDUM

TO: Elton Dean, Chair, Montgomery County Commission

FROM: Regina Walker, Grant Manager
Montgomery County Sheriff's Office

Subject: Land and Water Conservation Fund (LWCF) Grant

After the December 21, 2015 County Commission meeting, James Williams and I did some additional research into the LWCF grant. Several requirements listed in the grant are of concern to us. Among them are, the mandatory designation as a public park, staffing the park, hours of operation, and project sustainability. Requirements of this nature doesn't seem feasible at this time. Also, the grant requires the property be designated as a public (LWCF) assisted site in perpetuity. Considering these restrictions, we would like to withdraw the LWCF grant for development of the county ponds item from the January 4th agenda.

We believe the county ponds are still a "value added" resource for the county. They can be utilized to host district fishing days, county employee fishing day, youth fishing workshops and parks and recreation summer programs, etc. When used for youth events, we will follow the standard adult/child ratio guidelines, 1:6.

It is our plan to continue working with Dixie electric and county engineering to explore our options for adding electricity, as well as, working with Goodwyn, Mills and Cawood to acquire a comfort station.

RW

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

AGENDA

JAN -4 2016

DATE: December 22, 2015

TO: Elton Dean - Chairman

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections

SUBJECT: Request for Commission to Consider/Approve Amendment to GPS Electronic
Monitoring Agreement - Community Corrections

Dear Chairman Dean:

Community Corrections is seeking (by amendment) an extension to an agreement with G4S – (Now referred to as Sentinel Offender Services, Inc.) for Geo-Positioning System electronic monitoring of offenders. It is considered likely that the State of Alabama may have a procurement contract for similar services as early as mid-year, 2016. The amendment extends the period of services and is sufficient for Community Corrections to continue to provide this service through April of 2016; until it is known whether Community Corrections will be in a position to participate in a program under a State contract.

The MCCPCA Board met on December 8, 2015 at its regular scheduled meeting and approved for me to proceed to the County Commission with this request to approve the amended agreement which will expire April 30, 2016. Please place this item on the Agenda for the next regularly scheduled Commission meeting.

Respectfully submitted,


Paul H. Brown – Executive Director

PAUL BROWN - EXECUTIVE DIRECTOR

(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

2-1

AMENDMENT NO. 1 TO CONTRACTUAL AGREEMENT

CONTRACTUAL AGREEMENT NO. .51100-09P-004 (Agreement) was entered into on the 27th day of April, 2009 between G4S Justice Services, Inc. and Montgomery County Commission, Montgomery, Alabama (the parties). The parties mutually agree to the following amended terms as Amendment #1 to the Agreement:

1) Effective May 1, 2012, Sentinel Offender Services, LLC acquired G4S Justice Services, LLC thus, effective that date, all Contractor obligations and rights of the Agreement shall refer to:

Sentinel Offender Services, LLC
201 Technology Drive Irvine, CA 92618
Phone: 1-800-589-6003
Fax: 1-800-327-1178

2) The term of the Agreement is extended from May 1, 2014 through April 30, 2016.

All other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, we have hereunto set forth set our hands on the day and year indicated below and the signing of this Amendment signifies the acceptance of terms and conditions as specified above.

SENTINEL OFFENDER SERVICES, LLC

WITNESS:

BY: _____

BY: _____

DATE: _____

MONTGOMERY COUNTY COMMISSION

WITNESS:

BY: _____

BY: _____

TITLE: _____

DATE: _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

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www.mc-ala.org

AGENDA

JAN - 4 2016

January 4, 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 fund code 001-59320-498
Agency, Miscellaneous Appropriations):

NC-2016-75: BOE, Robert E. Lee High School, for Band Program, - \$2,000; (Walker)

DLM/tll

AGENDA

JAN - 4 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mls*

DATE: December 16, 2015

RE: Invitation to Bid No. 53000-16B-006
Crushed Stone

I request approval of award on the above referenced Invitation to Bid, to the low bidder, Dunn Construction Co., Inc., in the amount of \$224.50, based on unit pricing for crushed stone, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with George Speake, County Engineer.

Attachment

4-2

Notes:

STATE OF ALABAMA
MONTGOMERY COUNTY

CONTRACT NO. 53000-16B-006

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 4th day of January, 2016, between Dunn Construction Co., Inc. of Birmingham, Alabama and Montgomery County Commission, Montgomery, Alabama.

WITNESSETH

WHEREAS, Dunn Construction Co., Inc. agrees to furnish Crushed Stone for the Montgomery County Commission, Engineering Department in accordance with all provisions of Invitation to Bid No. 53000-16B-006, as issued by the Montgomery County Commission on November 20, 2015, (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, Dunn Construction Co., Inc. and Montgomery County Commission agree as follows:

1. That Dunn Construction Co., Inc. will furnish Crushed Stone in accordance with all specifications and provisions of the above referenced Invitation to Bid.
2. That the Contract will begin on January 4, 2016 and will end on January 3, 2016, with the option to renew for two (2) years, in one (1) year periods
3. That prices shall remain firm for a one (1) year period. At the end of each one (1) year period, a price increase may be allowed but shall not exceed 5% per year.
4. That Montgomery County Commission and Dunn Construction Co., Inc. shall have the right to terminate this agreement at any time during the contract period with a sixty (60) day written notice by either party.
5. Dunn Construction Co., Inc. shall hold Montgomery County Commission harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work of any obligation of Dunn Construction Co., Inc. or failure of Dunn Construction Co., Inc. to perform any work or obligation provided for in this agreement.
6. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be

delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Dunn Construction Co., Inc.

7. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an authorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 4th day of January, 2016.

WITNESS:

DUNN CONSTRUCTION CO., INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY
COMMISSION

BY: _____

TITLE: _____

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: December 17, 2015

RE: Invitation to Bid No. 53104-16B-005
Traffic Signage & Supplies

I request approval of award on the above referenced Invitation to Bid to the lowest eligible bidder, Osburn Associates, Inc., in the amount of \$9,761.75, based on unit pricing, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.) The lowest bidder, Traffic Signs, Inc. did not bid the materials listed per the specifications and was not approved by the Engineering Department, as provided for in the Invitation to bid.

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with George Speake, County Engineer and Danise Nettles, Traffic Control Supervisor.

Attachment

MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT



Traffic Control Division
1800 Terminal Rd. Montgomery, AL 36108
Danise Nettles
County Traffic Control Supervisor
(334) 264-9688

December 16, 2015

MEMORANDUM

TO: Myrtle Singleton, Purchasing Manager

FROM: Danise Nettles, Traffic Control Supervisor

DN 12/14/15

SUBJECT: Bid # 53104-16B-005
Traffic Signage & Supplies

We have reviewed subject bid proposals, and we recommend this contract be awarded to the second lowest bidder, Osburn Associates, Inc.

The low bidder, Traffic Signs Inc., had substituted materials of an inferior quality in their bid which did not meet the specifications included in the bid documents.

Thank you for your consideration concerning this matter.

I am in concurrence with Ms. Nettles' recommendation stated above.

George C. Speake

George C. Speake
County Engineer

12/16/15

Date

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 53104-16B-005				OSBURN ASSOC., INC. JENNIFER TREADWAY P.O. BOX 912 LOGAN, OH 43138 (800)523-8917		NEWMAN SIGNS, INC. NAN ELSTON P.O. BOX 1728 JAMESTOWN, ND 58402 (800)437-9770		TRAFFIC SIGNS, INC. JAMES WATSON 850 WHITES GAP RD SE JACKSONVILLE, AL 36265 (256)435-5014					
DATE ISSUED: NOVEMBER 18, 2015													
DATE OPENED: DECEMBER 10, 2015													
TRAFFIC CONTROL SIGNS													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	TRANSFER TAPE	RL	20	\$67.50	\$1,350.00	\$69.26	\$1,385.20						
	100 YDS												
	TRANSFER TAPE	ROL	20					\$24.00	\$480.00				
	50 YDS												
2	R1-1 30" OCT	EA	75	\$19.88	\$1,491.00	\$23.50	\$1,762.50	\$15.80	\$1,185.00				
3	M1-64 24" CRM	EA	25	\$12.72	\$318.00	\$35.67	\$891.75	\$10.59	\$264.75				
4	R2-1 18 X 24	EA	25	\$9.54	\$238.50	\$12.69	\$317.25	\$7.58	\$189.50				
5	R2-1-B 18 X 24	EA	50	\$9.54	\$477.00	\$12.69	\$634.50	\$7.58	\$379.00				
6	W1-B 30" DIA	EA	100	\$19.88	\$1,988.00	\$23.50	\$2,350.00	\$15.80	\$1,580.00				
7	R9-B 24 X 30 DIA	EA	50	\$15.88	\$794.00	\$19.32	\$966.00	\$12.64	\$632.00				
8	W20-B 30" B/O	EA	50	\$19.88	\$994.00	\$30.34	\$1,517.00	\$15.80	\$790.00				
9	4091 DGE	RL	1	\$367.50	\$367.50	\$396.39	\$396.39	\$281.25	\$281.25				
10	1178C BLACK	RL	3	\$348.75	\$1,046.25	\$360.00	\$1,080.00	\$363.69	\$1,091.07				
11	1175C BLUE	RL	1	\$348.75	\$348.75	\$360.00	\$360.00	\$363.69	\$363.69				
12	1172C RED	RL	1	\$348.75	\$348.75	\$360.00	\$360.00	\$363.69	\$363.69				
TOTAL BID AMOUNTS					\$9,761.75		\$12,020.59		\$7,599.95				

Notes:

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CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 4th day of January, 2016, between Osburn Associates, Inc. of Logan, Ohio and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Osburn Associates, Inc. agrees to furnish Traffic Signage and Supplies to the Montgomery County Commission, Engineering Department in accordance with all provisions of Invitation to Bid No. 53104-16B-005, as issued by the Montgomery County Commission on November 18, 2015, (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto:

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

1. All terms and conditions of the Invitation to Bid are incorporated herein by this reference.
2. That the Contract will begin on January 4, 2016 and will end on January 3, 2017, with the option to renew for two (2) years, in one (1) year periods
3. That prices shall remain firm for a one (1) year period. At the end of each one (1) year period, a price increase may be allowed but shall not exceed 5% per year.
4. That Montgomery County Commission and Osburn Associates, Inc. shall have the right to terminate this agreement at any time during the contract period with a sixty (60) day written notice by either party.
5. That Osburn Associates, Inc. will furnish traffic signs and supplies to the Engineering Department at prices stipulated in Invitation to bid No. 53104-16B-005.
6. That Osburn Associates, Inc. shall at all times be in compliance with all specifications and special provisions of the Invitation to bid.
7. Osburn Associates, Inc. shall hold Montgomery County Commission harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work of any obligation of. Osburn Associates, Inc. or failure of Osburn Associates, Inc. to perform any work or obligation provided for in this agreement.

8. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Osburn Associates, Inc.
9. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an authorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 4th day of January, 2016.

WITNESS:

OSBURN ASSOCIATES, INC

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY
COMMISSION

BY: _____

TITLE: _____

JAN - 4 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 23

DEPARTMENT: County Comm Appropriation REVIEWED: S. Thomas 12/29/2015
DATE: 12/29/2015 Finance Director Date
REQUESTED BY: Donald L. Mims APPROVED: _____
Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Alabama Dance Theatre	001-57600.450	0	15,000	15,000
Donation Revenue	001-40000.47701	(259,000)	(15,000)	(274,000)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(259,000)	0	(259,000)

JUSTIFICATION:

Budget for an appropriation to to the Alabama Dance Theatre.

6-1

JAN - 4 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 24

DEPARTMENT:	County Comm Appropriation	REVIEWED:	S. Thomas	12/29/2015
DATE:	12/29/2015		Finance Director	Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
The Samaritan Counseling Center	001-55200.450	0	7,500	7,500
Donation Revenue	001-40000.47701	(274,000)	(7,500)	(281,500)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(274,000)	0	(274,000)

JUSTIFICATION:

Budget for an appropriation to to The Samaritan Counseling Center.

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

AGENDA

JAN - 4 2016

DATE: December 14, 2015

TO: Elton Dean - Chairman

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections

SUBJECT: Request for Commission to Consider a Position Fill Request – Community
Corrections Officer

Dear Chairman Dean:

Please find attached a Position Fill Request Form for the position of Community Corrections Officer. This Position Fill Request is intended to fill the position vacated by the retirement of Community Corrections Officer, J.R. Hornsby, which became effective the close of business, October 31, 2015.

This position is necessary to support the District Courts and to help maintain operational efficiency in the Jail and Prison Diversion Caseloads. This position will help us to meet ADOC minimum standards and to safeguard public safety. The current Community Corrections budget covers this position.

The MCCPCA Board met on December 8, 2015 at its regular scheduled meeting and approved for me to proceed to the County Commission to make this request of the Commission and approved that the position be filled by an APOST Certified Officer.

Respectfully submitted,



Paul H. Brown – Executive Director

PAUL BROWN - EXECUTIVE DIRECTOR
(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

8-1

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT: **Community Corrections**

DEPARTMENT HEAD: **Paul H. Brown**

SUPERVISOR: **ReBecca Johnson**

1 POSITION TITLE: **Community Corrections Officer**

POSITION NUMBER: **300359009**

PROPOSED EFFECTIVE DATE: **02/05/2015**

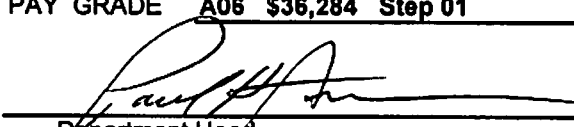
TYPE OF APPOINTMENT ☒ (x) PERMANENT ☐ () TEMPORARY

RECRUITING

☐ () PROMOTIONAL REGISTER ☐ () TRANSFER

☒ (x) OPEN COMPETITIVE REGISTER ☐ () REEMPLOYMENT

PAY GRADE **A06 \$36,284 Step 01**


Department Head

Date

12/14/15

2 ADMINISTRATIVE REVIEW

☐ () APPROVED
☐ () DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date

4 SELECTEE:

Appointing Authority

Date

5

☐ () Manpower data entered by _____ Date _____
☐ () Payroll entered by _____ Date _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

JAN - 4 2016

December 31, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on December 21, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Corporal, Position Number To Be Determined
- (2) Corrections Officer Sergeant, Position Number To Be Determined
- (3) Corrections Officer Lieutenant, Position Number To Be Determined
- (4) Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachments

9-1

ORIGINAL

POSITION FILL REQUEST

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

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Corporal

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PC2 - \$33,747 - \$50,423

Derrick Cunningham Pay step to be based upon City and County of Montgomery Personnel
Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

Date December 17, 2015

Department Head mic

2. Administrative Review

() Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director _____

Date _____

4. Selectee: _____

Appointing Authority _____

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Sergeant

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PC3 - \$39,257 - \$58,655

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

Date December 17, 2015

Derrick Cunningham
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

9-3

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Lieutenant

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PC4 - \$44,078 - \$65,858

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

Date December 17, 2015

Derrick Cunningham
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4. Selectee: _____

Appointing Authority

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

9-4

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

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

Derrick Cunningham

Department Head

Date December 17, 2015

mcc

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director _____

Date _____

4. Selectee: _____

Appointing Authority _____

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

9-5

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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www.mc-ala.org

AGENDA

JAN - 4 2016

December 31, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on December 21, 2015, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Corporal, Position Number To Be Determined
- (2) Deputy Sheriff Trainee/Deputy Sheriff, Position Number 059
- (3) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachments

10-1

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office
DEPARTMENT HEAD: Derrick Cunningham, Sheriff
SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Corporal

Position Number _____

Proposed Effective Date December 21, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS2 \$40,575 - \$54,816

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

Date December 10, 2015

Derrick Cunningham
Department Head

*Pos # to be
determined
after
promotion*

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

10-2

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 059

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST - Deputy Sheriff Trainee - \$38,236
PS105 - Deputy Sheriff - \$39,456 - \$51,661

Derrick Cunningham
Department Head *mac*

Date December 16, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee: _____

Appointing Authority

Date _____

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

Date _____
Date _____

10-3

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date December 21, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST - Deputy Sheriff Trainee - \$38,236

PS105 - Deputy Sheriff - \$39,456 - \$51,661

A. J. Cunningham
Department Head

Date December 10, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee: _____

Date _____

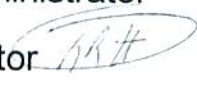
Appointing Authority

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

Date _____
Date _____

10-4

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator 
Date: December 22, 2015
Re: Juvenile Probation Officer I Fill Request

We have a vacancy for a Juvenile Probation Officer I which needs to be filled. We just finished interviewing for a previous vacancy and now we have a second one due to retirement. These two vacancies have created an extreme overload of cases and burden for our probation officers. I am requesting that the Commission place this fill request on the January 4th formal agenda.

Thank you for your consideration.

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Ray Williams, Probation Supervisor

COMPLETED ACTION DATES

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

1. POSITION TITLE: Juvenile Probation Officer I - (to replace Melinda McGarry - retiring 1/1/16)

POSITION NUMBER: 900304053
(JPO II being replaced with JPO I)

PROPOSED EFFECTIVE DATE: 1/4/2016

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A06 (\$36,284/\$1,395.54/\$17.4443)

Bruce R. Howell

Department Head

12/7/2015
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by

Date

() Payroll entered by

Date

11-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 30, 2015
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 20, 2016 Return Date: January 22, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend: ADAA 2016 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: \$813.00 Advance Registration Required: \$375.00

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

Additional Comments: _____

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ 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>\$2,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$2,000.00</u>
Current Requests:	<u>\$813.00</u>
Budget Balance:	<u>\$1,187.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/30/2015
cc: Finance Director / Buyer

12-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 18, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: January 31, 2016 Return Date: February 3, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Alabama Tax Administrators, Mid-Winter Conference

Traveler (s) Name: 1. Anita Holley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,200.00 Advance Registration Required: \$200.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: _____

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51500.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$4,400.00</u>
Approved Requests:	<u>\$2,750.00</u>
Budget Available:	<u>\$1,650.00</u>
Current Requests:	<u>\$1,200.00</u>
Budget Balance:	<u>\$450.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/22/2015
cc: Finance Director / Buyer

12-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 29, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

bm

Request approval to be granted for the following:

Destination: Tuscaloosa, Alabama (Embassy Suites Downtown)

Departure Date: February 3, 2016 Return Date: February 5, 2016

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend GFOAA 32nd Annual Conference in Tuscaloosa, AL on 2/3 - 2/5/2016.
Attendee will earn 16 CPE Hours toward CRE certification requirement for 2016.
Registration fee includes the \$50 annual membership for regular members.

Traveler (s) Name: 1. Terri Henderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$890.96 Advance Registration Required: \$295.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Registration Fee of \$295.00 has to be paid in advance before 1/9/2016.
Other Estimated Costs: Lodging \$325.00. Mileage \$120.96. Meals \$150.00

To: Terri Henderson

From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

Donald L. Mims, Administrator

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$755.45</u>	
Budget Available:	<u>\$9,244.55</u>	
Current Requests:	<u>\$890.96</u>	
Budget Balance:	<u>\$8,353.59</u>	

Reviewed by: S. Thomas

Date: 12/29/2015

cc: Finance Director / Buyer

12-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

JAN - 4 2016

Request # 12

Date: December 18, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: Wednesday, January 20, 2016 Return Date: Wednesday, January 20, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend DUI class

Traveler (s) Name: 1. Roy Foster 4. _____
2. Danny Moore 5. _____
3. Henry Postell 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: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$8,487.00</u>	
Budget Available:	<u>\$16,513.00</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$16,413.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/22/2015
cc: Finance Director / Buyer

12-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

JAN - 4 2016

Date: December 15, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Guntersville, AL
Departure Date: March 30, 2016 Return Date: April 1, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Lieutenant Angel McCall 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: \$25.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265 (ex: 000-00000-000)</u>
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$7,922.00</u>
Budget Available:	<u>\$7,078.00</u>
Current Requests:	<u>\$100.00</u>
Budget Balance:	<u>\$6,978.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/18/2015
cc: Finance Director / Buyer

12-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 29, 2015
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Ala.
Departure Date: February 24, 2016 Return Date: February 26, 2016
Conference Leave (Days / Hours): 3 days
Purpose of Travel: to attend the Alabama Conference of Social Work

Traveler (s) Name: 1. Patricia Strickland 4. _____
2. Dr. Warren Brantley 5. _____
3. Linda Parsley-Engle 6. _____

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

Total (est.) Cost: \$1,400.00 Advance Registration Required: \$390.00

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

Additional Comments: Required CEU's for these three employees

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$100.00</u>	
Budget Available:	<u>\$14,900.00</u>	
Current Requests:	<u>\$1,400.00</u>	
Budget Balance:	<u>\$13,500.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/29/2015
cc: Finance Director / Buyer

12-6