

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MAY 15, 2017

AGENDA
INFORMATION SESSION

Call to Order Welcome at 5:00 p.m.

Prayer

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
Chief Information and Technology Officer
County Attorney

Comments from Scheduled Attendees:

Outreach Coordinator Marie Singleton and Volunteer Jackie Jackson with Neighbors Inc
Executive Director Ashley DuBose Ledbetter with the Montgomery Area Business
Committee of Arts
Director of Risk Management Scott Kramer
Chief Appraiser Clay Henley
Attorney Clinton Graves with Gilpin Givhan, PC
Realtor Frank Thomas with Frank Thomas and Associates, LLC

Recess to Formal Session

FORMAL SESSION

Welcome at 6:30 p.m.

Invocation by Pastor Gary Burton

Pledge of Allegiance Led by Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of May 1, 2017

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Proposal from IPT Associates, Inc., to Provide Akamai Technologies, Inc., Cyber Security Services, Information Systems
2. Consider Authorization of Proposal for Services – Master Planning from Goodwyn, Mills and Cawood, Inc., regarding Master Plan of Proposed County Park located off Airbase Boulevard & Terminal Road, County Commission
3. Consider Authorization of a Memorandum of Agreement with Questia Corps LLC to provide grant evaluation services for the BJA FY16 Justice and Mental Health Collaboration Program: Planning and Implementation Grant Award Number 2016-MO-BX-0019, Sheriff's Office
4. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission
5. Consider Authorization of Budget Change Request Number 46 to The Southern Youth Leadership Development Institute for the Summer Youth Program in the Amount of \$25,000, County Commission Appropriations
6. Consider Authorization of Budget Change Request Number 5, Engineering Department
7. Consider Authorization of Position Fill Request – Community Corrections (1)
 - Community Corrections Technician, Position Number 300357001
8. Consider Authorization of Position Fill Requests – Detention Facility (3)
 - Corrections Officer Corporal, Position Number 500425047
 - Corrections Officer Trainee, Position Number 500419077
 - Corrections Officer Trainee, Position Number 500419208
9. Consider Authorization of Position Fill Request – Finance Department (1)
 - Payroll and Benefits Assistant, Position Number 210112001
10. Consider Authorization of Position Fill Requests – Youth Facility (3)
 - Switchboard Operator, Position Number 900780006
 - Juvenile Detention Officer - Relief, Position Number 910300003
 - Juvenile Detention Officer - Relief, Position Number 910300004
11. Consider Travel/Training Requests (11)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

MAY 15, 2017

Regular County Commission Meeting
5:00 p.m. - Information Session
6:30 p.m. - Formal Session
District 2 Meeting – Pintlala Baptist Church
73 Federal Road, Hope Hull, AL 36043
After Conclusion of the Formal Session, an
Information Session may be conducted

MAY 29, 2017

County Holiday (Memorial Day)

JUNE 5, 2017

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.

JUNE 19, 2017

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.

JULY 4, 2017

County Holiday (Independence Day)

JULY 10, 2017

Regular County Commission Meeting
5:00 p.m. - Information Session
6:30 p.m. - Formal Session
District 3 Meeting – Location To Be Determined
After Conclusion of the Formal Session, an
Information Session may be conducted

JULY 24, 2017

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.

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 4-28-17

Check Number	To	Check Number
268542		268590
Total Checks Paid		\$128,951.89

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

5-15-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 4-28-17

Check Number	To	Check Number
268591		268659
Total Checks Paid		\$376,289.50

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 5-5-17

Check Number	To	Check Number
268660		268719
Total Checks Paid		\$102,537.73

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 5-5-17

Check Number	To	Check Number
268721		268801
Total Checks Paid		\$575,988.77

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

CHECK # 268720 REPLACES CK# 268460

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
5/12/17

Payroll Check Number	127837	To	Payroll Check Number	127907	\$ 49,109.75
Direct Deposits					\$ 848,670.39
Payroll Check Number	127908	To	Payroll Check Number	127929	\$ 255,716.69
Direct Deposits					\$ 399,365.19
Federal Deposits					\$ 322,337.17
Total Payroll Paid					\$ 1,875,199.19

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

MAY 15 2017

Interoffice Memo

To: County Commission

From: Lou Lalacci 

Cc: Donnie Mims, Florence Cauthen

Date: May 9, 2017

RE: Akamai Cyber Security Services

I presented the attached professional services security proposal at the May 1, 2017 Information Session for review by the Commission and County Attorney. The agreement has been reviewed and approved by the County Attorney.

Akamai Technology is a publicly traded company that provides one of the best security systems in the world. They are also one of the participants in the Montgomery Internet Exchange. Akamai's very specialized services will provide improved performance and the best security possible for our outward facing portals, like the County website and payroll portal. Akamai works with Interactive Process Technology as their implementation management team to provide these highly technical unique services. The process provided by this team will significantly enhance the county's technical security, reliability, and performance.

I will be able to cover the cost through eliminating less effective security services this year.

I am requesting the proposal be placed on the May 15, 2017 agenda for approval by the County Commission.

Thank you for your support 



MONTGOMERY COUNTY, ALABAMA

IPT ASSOCIATES, LLC EXECUTIVE SUMMARY & PROPOSAL

17 April 2017

Submitted by:
Interactive Process Technology, LLC (IPT Associates, LLC)
700 Technology Park Drive, Suite 204 • Billerica, MA, 01821
A Service-Disabled Veteran-Owned Small Business (SDVOSB)
Cage Code: 1WV89 • DUNS Number: 077479959
POC: Mr. Dan Cronin • Director, Cyber Initiatives
P: 857.453.4021 • E: dan.cronin@iptassociates.com
www.iptassociates.com



EXECUTIVE SUMMARY

IPT Associates, LLC (IPTA), a Service-Disabled Veteran-Owned Small Business (SDVOSB), is pleased to submit this proposal to support Montgomery County, AL in delivering Akamai Technologies, Inc. (Akamai) managed services. IPTA's low risk, best value solution will provide the required Akamai solutions to Montgomery County as well as assist the county in enhancing end user response times and the county's security posture.

IPTA and Akamai Technologies are extremely active companies within the Greater Montgomery Alabama River Region. Both companies actively supported the original design, development and stand up of the Montgomery Internet Exchange (MGMix). While we are very proud to have been part of this effort, our focus now is on working with you to help drive growth for both the Montgomery County and the Alabama River Region.

The following sections outline the Montgomery County benefits for the <http://www.mc-ala.org> domain:

1. **Intimate Akamai Knowledge:** IPTA offers a unique blend of Akamai services expertise which will enable the County to optimize Akamai's managed services. By partnering with IPTA the County will get the value-added subject matter expertise of IPTA's Mr. Dan Cronin. Dan is our Director of Cyber Initiatives and our resident Akamai expert. Dan will serve as the point of contact on this effort and for any escalations deemed necessary. He brings over 13 years of Akamai experience supporting commercial and government clients both as a customer and as an Akamai integrator. Dan will leverage his expertise to effectively tailor Akamai solutions for Montgomery County.
2. **Competitive Akamai Reseller Pricing:** IPTA has presented the County with a **highly competitive price** for Akamai managed services which represents our commitment to being the most cost-effective solution for not just the County but the entire Alabama River Region. We have worked aggressively with Akamai to offer the county this extremely discounted price and, as such, this pricing shall be considered proprietary.
3. **Web Application Protector & Content Delivery:** Benefits of this Akamai solution include:
 - a. Improved Customer satisfaction with faster delivery of content,
 - b. Reduced risk of downtime, defacement and data theft,
 - c. Reduced operational overhead associated with on-site firewall rules updates,
 - d. Improved customer satisfaction while thwarting attacks,
 - e. Reduced capital expenditure outlays on security hardware and software
 - f. As new attack methods are detected by Akamai, additional rules are added to your configuration without requiring any direct action from the County.



IPTA Montgomery County AL Quote	Price
Web Application Protector (Web) Please see attachments for full description of WAP	\$3,500.00/Month
Production: Standard Integration (one-time occurrence)	\$1,000.00
	One time (Non-Recurring) set up
Total Monthly Quote	\$3,500.00
Total Annual Quote (to include One Time Std Integration)	\$43,000.00

All potential technical conflicts will be handled via remediation within Montgomery County.

IPTA requests payment within 60 days of invoice receipt. No late fees will apply. The start date for this managed service will be determined on a mutually agreeable date and for a 12-month period.

The parties agree to review the business terms of this agreement in good faith once during the applicable Term. Each party may invite the other party to such review by prior written notice, which may be sent by e-mail. For clarity, any change resulting from such discussions shall not go into effect until an applicable Transaction Document is executed in writing by the parties.

IPTA's quote is valid until 26 May 2017. IPTA's quote contains proprietary information and shall remain confidential.

Please contact Dan Cronin (dan.cronin@iptassociates.com) at IPTA if you have any further questions or need any additional information. We look forward to working with Montgomery County on this critical effort associated with the MGMix.

Montgomery County, AL

Date: _____

Authorized Signature: _____ Title: _____

Name (Printed): _____ Title(Printed): _____

IPT Associates, LLC

Date: _____

Authorized Signature: _____ Title: _____

Name (Printed): _____ Title(Printed): _____



April 19, 2017

Chairman Elton N. Dean, Sr.
MONTGOMERY COUNTY COMMISSION
P O Box 1667
Montgomery, AL 36102-1667

REFERENCE: PROPOSAL FOR SERVICES - MASTER PLANNING

PROJECT: MASTER PLAN OF COUNTY PARK
LOCATED OFF AIRBASE BOULEVARD & TERMINAL ROAD

Dear Chairman Dean,

Goodwyn, Mills and Cawood, Inc. (GMC) is pleased to submit this proposal for "master planning phase" services for Montgomery County, Alabama. The purpose of this scope of work is to develop a master plan for a park location in Montgomery County. In accordance with our conversations about the project location we have the following understanding of the project scope.

SCOPE OF SERVICES

Using GIS analysis of accumulated data and aerial photographs, site visits, input from local officials, we will become familiar with all characteristics, destinations, land uses and possible uses for the park.

DEVELOP SCHEMATIC MASTER PLAN FOR EACH PARK

We will participate in a community meeting led by yourself and James Williams to get residents input and build enthusiasm for the park. After this meeting with key stakeholders and site visits, plans will be developed, sketches and conceptals prepared. This park location takes on its own set of challenges and through this schematic process it will allow us to provide design direction moving forward with the park.

Items of Interest for the Park Development:

- Several ballfields
- Soccer field / Football field
- Pool in place of the existing tennis court and alternative pool location on the main property site
- Feasibility study of existing Boy's Club building and alternative recreational facility building on the main property site
- Connection to Park to the Boy's Club property and building
- Fencing around the entire property w/ possible renovation of existing perimeter walls



- The Park is intended to be used by kids and adults
- Paved walking trail

FINAL DESIGN AND COMPLETION

With your input we will complete the Master Plan Phase for the park. The final plan will be printed large boards approximately 24x36. The Master Plan will include a narrative of the plan elements and work items identified in this proposal. All recommendations will be presented on maps, sketches and/or written text as necessary to convey the concepts and recommendations. A budget cost estimate will be provided for the park. Consultant will provide the client with 3 copies of the final master plan and a pdf/electronic version suitable for reproduction.

1. Final Master Plan shall include:
 - a) Color illustrations of site plan view.
 - b) Complete narrative descriptions of plan recommendations

COMPENSATION

Compensation will be hourly not to exceed \$20,000.00 plus the reimbursement of expenses incurred in the course of providing the services. We estimate these reimbursables, mostly for printing of the project deliverables, to be no more than \$750.00. Hourly rate sheet attached.

SCHEDULE

GMC is prepared to begin these services immediately upon notice. It is anticipated that these services will require at least two months possibly three depending on the availability and response time of the client. However, GMC is prepared to move as quickly as the Owner mandates.

If this proposal meets with your approval, please signify by adding your signature below. We look forward to partnering with your team to create a great park and addition to Montgomery County.

Sincerely,

John B. Bricken III, RLA, ASLA
Vice President Landscape Architecture

cc: Bill Wallace, AIA
David Reed, PE

AGREED:

Signed

Date



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

MAY 15 2017

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

May 8, 2017

MEMORANDUM

TO: Mr. Donald Mims
County Administrator

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

SUBJECT: Mental Health Grant (Evaluator Contract)
GMS Award 2016-MO-BX-0019- \$52,000

I am requesting that the attached Contract Agreement between Questiacorp, LLC and the Montgomery County Commission be placed on the agenda for the May 15, 2017 County Commission meeting. After the agreements are approved and signed, please notify me.

If you have any questions, please do not hesitate to contact me, 832-1660 or 313-7216.

RW/dc

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

3-1

**MEMORANDUM OF AGREEMENT
BETWEEN
QUESTIA CORPS LLC
AND
MONTGOMERY COUNTY**

In response to Montgomery County's identified need for grant evaluation services for the BJA FY 16 Justice and Mental Health Collaboration Program: Planning and Implementation Grant Award Number 2016-MO-BX-0019, Questia Corps LLC 1700 Morningside Park Drive, Montgomery, AL 36117 (hereinafter referred to as Questia Corps), and Montgomery County Commission, 101 South Lawrence Street, Montgomery, AL 36104, have entered into this Agreement for the provision of such professional services.

WHEREAS, Montgomery County has identified needs for professional services; and

WHEREAS, Montgomery County and Questia Corps have statutory authority to enter into an agreement with any person, organization or group;

NOW, THEREFORE, Montgomery County and Questia Corps, intending to be mutually bound and in consideration of the mutual covenants and stipulations set forth herein, agree as follows:

SCOPE OF SERVICES

Questia Corps shall provide grant evaluation services per the specifications of the GRANT outlined below.

Task	Cost
Evaluation Design and Set-up (includes finalizing the evaluation plan for the project, finalizing program outcomes with the task forces, collecting baseline data, designing data collection instruments, training staff on use of data collection instruments, and design of data reporting dashboard)	\$12,000
Quarterly Reporting (includes preparing all information required to submit for quarterly reports for the duration of the grant)	\$6,000
Monthly Data Collection and Analysis (includes collecting all required data from the approved data sources; cleaning and preparing the data for analysis; and	\$31,500

Task	Cost
analysis with the task forces for the duration of the grant)	
Final Report (includes preparing all information required for the final report)	\$2,500
Total Amount for Evaluation Services	\$52,000

Summary of Actual Deliverables

- ☐ Evaluation Plan with finalized program outcomes
- ☐ Monthly data collection, analysis, and reporting
- ☐ Data for quarterly and final reports

AGREEMENT SCHEDULE AND COSTS

Questia Corps proposes to begin work on April 1, 2017 and conclude the project on September 30, 2019.

Questia Corps will provide said services for an amount not to exceed \$52,000 to be invoiced on the 15th of each month and payable on the last day of each month. The amount invoiced each month will be based on actual hours worked by Questia Corps staff and its subcontractors at the rates listed below:

Senior Consultant: \$125 per hour
 Consultant: \$100 per hour

This payment schedule shall commence on April 15, 2017 and conclude on September 30, 2019. All invoices will be sent to, Montgomery County Sheriff's Office, attn.: Regina Walker, 115 South Perry Street, 334.832.1660, reginawalker@mc-ala.org. Montgomery County is the funding source for this Agreement.

IDENTIFIED POINTS OF CONTACT

Each of the parties has identified a point of contact for the effort. The point of contact for each is as follows:

Regina Walker
 Montgomery County Sheriff's Office
 115 South Perry Street
 Montgomery, AL 36104
Reginawalker@mc-ala.org

Linnea Conely, CEO
 Questia Corps
 1700 Morningside Park Dr
 Montgomery, AL 36117
linnea.conely@questiacorps.com

Should a party change its identified point of contact, it must notify the other party of this change in writing within 30 days.

ASSUMPTIONS

In formulating this Agreement, Questia Corps staff made specific assumptions. These assumptions include:

1. This Agreement encompasses all aspects of the work to be performed and deliverables to be produced. Any litigation-related work, such as the production of courtroom materials and courtroom testimony including preparation for testifying, are not covered under this Agreement.
2. Montgomery County will be responsible for assisting in the identification of contact people and will authorize and provide assistance to Questia Corps in arranging appointments (i.e., scheduling times, locations, meeting space, etc.) with stakeholders as needed to complete this project.
3. Montgomery County will inform its stakeholders of the project, its purpose, and the role of Questia Corps in the project.

TERMINATION

This Agreement shall be governed by the laws of the State of Alabama.

This Agreement is terminable at will by either party upon 30 days written notice.

In the event of termination, all work products developed during the course of the agreement by, for and on behalf of Montgomery County is the property of Montgomery County and will be returned to Montgomery County within 30 days of receipt of notice of cancellation.

Questia Corps will cease performance of any work upon the receipt of notification of cancellation and all costs incurred prior to the issuance and receipt of that notice of cancellation shall be paid by Montgomery County.

Questia Corps acknowledges and understands that this Agreement is not effective until it has been executed by Montgomery County and Questia Corps shall not begin performing work under this Agreement until requested to do so, in writing, by Montgomery County. Questia Corps is entitled to no compensation for work performed prior to the effective date of this Agreement.

INDEMNIFICATION AND HOLD HARMLESS.

Questia Corps agrees to indemnify and to hold harmless Montgomery County against all and any loss, liability, claim, damage, expense, including reasonable attorney's fees and expenses, which may be incurred as a result of services provided under this agreement

DISPUTE RESOLUTION

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 Questia Corps.

IMMIGRATION LAW

By signing this Agreement, 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 unauthorized 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.

EQUAL EMPLOYMENT OPPORTUNITY

Questia Corps and Montgomery County agree to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Hotel agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Questia Corps and Montgomery County agree not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or because of an individual's sexual orientation. Any act of discrimination committed by Montgomery

County, or failure to comply with these obligations when applicable shall be grounds for termination of this Agreement.

Questia Corps and Montgomery County agree to abide by the requirements of 41 CFR subsection 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

FORCE MAJEURE

Notwithstanding any other provision of this Agreement, in the event that the performance of any obligation under this Agreement by any party to this Agreement (Montgomery County or Questia Corps) is prevented due to acts of God, any government restriction, wars, hostilities, civil disturbances, revolutions, strikes (except those involving the employees or agents of the party seeking the protection of this clause), terrorist attacks, lockouts, or any other cause beyond the reasonable control of any party, then such party shall not be responsible to the other parties for failure or delay in performance of its obligations under this Agreement. The terms of this clause shall not exempt, but merely suspend, any party from its duty to perform the obligations under this Agreement as soon as practicable after a force majeure condition ceases to exist.

ENTIRETY OF AGREEMENT

It is understood and agreed that all terms and conditions are herein included. No oral agreements of any kind shall be binding or recognized. This contract may be amended by written agreement only.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be entered into by their duly authorized representatives.

Elton N. Dean, Sr.
Chairman
Montgomery County Commission

Date: _____

Linnea Conely
CEO
Questia Corps

Date: _____

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

MAY 15 2017

May 11, 2017

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-2017-63: Riley Relief Foundation Inc., for Support of the following events: "Alabama's Missing" / "Montgomery Never Forgets"; Candlelight Vigil at the Capitol steps; and "National Missing Children's Day"- \$800; (Dean)

C-2017-64: Whom it Concerns, Inc., for the Safe Summer Youth Initiative Project - \$600; (Sankey)

NC-2017-94: City of Montgomery, to be used by BONDS to Support the Woodley Park Area Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$600; (Harris)

NC-2017-95: Alabama Cooperative Extension System, for office equipment - \$500; (Walker)

From fund code 001-59320-494 (Commissioner's Education Miscellaneous Appropriations) to:

BOE-2017-19: BOE, Johnny Carr Middle School, for Principal's Discretionary Fund- \$600; (Harris)

DLM/sw

MAY 15 2017

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

Request Number: 46

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 5/01/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 05/01/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
 Agenda ☒

COUNTY COMMISSION APPROVAL: _____
 Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Southern Youth Leadership Dev. Inst.	001-58100.498	0	25,000	25,000
Donation Revenue	001-40000.47701	(371,764)	(25,000)	(396,764)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 371,764)	\$ 0	(\$ 371,764)

JUSTIFICATION: To budget for an appropriation to the Southern Youth Leadership Development Institute for the Summer Youth program with focus on the Washington D.C. experience.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

Request Number: 5**AGENDA****MAY 15 2017**DEPARTMENT: Engineering REQUESTED BY: George Speake 5/9/2017
Elected Official/Dept. Head DateFINANCE REVIEW: REVIEWED BY: Sherrill Thomas 5/9/2017
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

✓

COUNTY COMMISSION APPROVAL:

Administrator_____
Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repair & Maint. Buildings/Improvements	111-53300.231	1,000	1,000	2,000
Repair & Main. Constrs. Equip.	111-53300.232	70,000	(1,000)	69,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 71,000	\$ 0	\$ 71,000

JUSTIFICATION: To realign the budget to cover repair and maintenance Buildings/Improvements.

MAY 15 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Community Corrections
 DEPARTMENT HEAD: Paul H. Brown
 SUPERVISOR: ReBecca Johnson

POSITION INFORMATION:

Position Title Community Corrections Technician
 Position Number 300357001
 Pay Grade AO4 Pay Range \$28,765-\$42,978
 Proposed Effective Date June 5, 2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Paul H. Brown Date 5/8/2017
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 5/8/2017
 Employee Benefit Manager

Sherrill Thomas Date 5/8/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Corporal
 Position Number 500425047(replacement of Anthony Nwamadu)
 Pay Grade PC2 Pay Range \$33,747-\$50,423
 Proposed Effective Date May 22, 2017
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 4/28/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 04/28/2017

Sherrill Thomas

Finance Director

Date 05/04/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

MAY 15 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee
 Position Number 500419077 (replacement of Latisha Goodman)
 Pay Grade PCT Pay Range \$30,096
 Proposed Effective Date May 22, 2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 4/28/2017
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/28/2017
 Employee Benefit Manager

Sherrill Thomas Date 05/04/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

MAY 15 2017

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee
 Position Number 500419208 (replacement of Amberanna Butler)
 Pay Grade PCT Pay Range 30,096
 Proposed Effective Date May 22, 2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derick Cunningham

Department Head

Date May 4, 2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 5/4/2017

Sherrill Thomas

Finance Director

Date 5/5/2017

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

MAY 15 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Finance

DEPARTMENT HEAD: Sherrill Thomas

SUPERVISOR: Lisa Herring

POSITION INFORMATION:

Position Title Payroll & Benefits Assistant

Position Number 210112001

Pay Grade A04 Pay Range \$28,765 - \$42,978

Proposed Effective Date July 10, 2017

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Sherrill Thomas

Department Head

Date 5/9/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 5/9/2017

Sherrill Thomas

Finance Director

Date 5/9/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

MAY 15 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Youth Facility

DEPARTMENT HEAD: Beverly Riddle Wise

SUPERVISOR: Lynn Peavey

POSITION INFORMATION:

Position Title Switchboard Operator

Position Number 900780006

Pay Grade A02 Pay Range \$22,918 - \$34,242

Proposed Effective Date May 22, 2017

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Beverly Riddle Wise Date 5/3/17

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 5/3/17

Employee Benefit Manager

Sherrill Thomas Date 5/4/2017

Finance Director

ADMINISTRATIVE APPROVAL:

_____ Date _____

County Administrator

MAY 15 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Youth Facility
 DEPARTMENT HEAD: Beverly Riddle Wise
 SUPERVISOR: Brandi K. Alexander

POSITION INFORMATION:

Position Title Relief Juvenile Detention Officer
 Position Number 910300004
 Pay Grade PC1 Pay Range \$31,344 - \$46,832
 Proposed Effective Date May 22, 2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Beverly Riddle Wise Date 5/4/2017
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 5/4/2017
 Employee Benefit Manager

Sherrill Thomas Date 5/5/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

MAY 15 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 33

Date: 4/25/2017
To: Donald L. Mims, Administrator
From: Donald L. Mims
Re: Approval for the following travel:

Destination: Orange Beach, Alabama
Departure Date: June 6, 2017 Return Date: June 9, 2017
Conference Leave (Days / Hours): 4- Days
Purpose of Travel: to attend the Alabama City/County Management Association

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

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

Total (est.) Cost: \$1,086.84 Advance Registration Required: \$0.00

Department Name: County Commission Fund Name: General

Additional Comments: Administrator Mims is President of the Alabama City/County Management Association
Hotel- \$574.98 Mileage- \$211.86 Food- \$300.00

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

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$1,086.84 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$22,500.00</u>
Approved Requests:	<u>\$19,830.77</u>
Budget Available:	<u>\$2,669.23</u>
Current Requests:	<u>\$1,086.84</u>
Budget Balance:	<u>\$1,582.39</u>

Donald L. Mims, Administrator

Reviewed by: _____
Date: _____
cc: Finance Director / Buyer

MAY 15 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 12

Date: May 9, 2017
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Pelham, AL
Departure Date: 08/22/2017 Return Date: 08/22/2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend ASCPA 1-Day CPE "Sales and Use Tax Workshop 046" In Pelham, AL.
Course Qualifies For 8 CPE Hours Toward CRE 2017 Certification Requirement.

Traveler (s) Name: 1. Te'Rea Smith 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$395.25 Advance Registration Required: \$300.00

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

Additional Comments: Non-Member Advance Early Registration Fee \$300.00. Meals \$15.00.
Mileage \$80.25. Lodging \$0 (None). Workshop Sponsored By ASCPA.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$395.25 and advance registration of \$300.00 is authorized.

<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>\$11,250.00</u>
Approved Requests:	<u>\$5,041.92</u>
Budget Available:	<u>\$6,208.08</u>
Current Requests:	<u>\$395.25</u>
Budget Balance:	<u>\$5,812.83</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 5/9/17

cc: Finance Director / Buyer

11-2

MAY 15 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 13

Date: May 9, 2017
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: 08/22/2017 Return Date: 08/25/2017
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Attend 2017 ACCA Annual Convention and participate in CROAA training sessions. Qualifies for 20 CPE Hrs. Toward 2017 Certification Requirement.

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

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

Total (est.) Cost: \$2,613.72 Advance Registration Required: \$400.00

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

Additional Comments: Estimated Costs \$400.00 Advance Early Registration Fees (of \$200.00 each). Lodging \$1,290.00. Meals \$500.00. Mileage \$423.72. Sponsored by the ACCA.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the approximate amount of \$2,613.72 and advance registration of \$400.00 is authorized.

<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>\$11,250.00</u>
Approved Requests:	<u>\$5,041.92</u>
Budget Available:	<u>\$6,208.08</u>
Current Requests:	<u>\$3,008.97</u>
Budget Balance:	<u>\$3,199.11</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/9/17

cc: Finance Director / Buyer

11-3

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

MAY 15 2017

Date: 5/9/17
To: Donald L. Mims, Administrator
From: Judge Steven L. Reed
Re: Approval for the following travel:

Destination: Fort Myers, Fl.
Departure Date: 7/9/17 Return Date: 7/14/17
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Election center certification training

Traveler (s) Name: 1. Darryl Parker 4. _____
2. Christopher Turner 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,900.00 Advance Registration Required: \$0.00
Department Name: Probate-Elections Fund Name: General

Additional Comments: _____

To: Judge Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$1,900.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51910.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$3,000.00</u>
Current Requests:	<u>\$1,900.00</u>
Budget Balance:	<u>\$1,100.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/9/17
cc: Finance Director / Buyer

11-4

MAY 15 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 10

Date: 5/9/17
To: Donald L. Mims, Administrator
From: Judge Steven L. Reed
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: 6/11/17 Return Date: 6/14/17
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Probate Judge's Summer Conference

Traveler (s) Name: 1. Judge Steven L. Reed 4. _____
2. William D. Flowers III 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐
Total (est.) Cost: \$4,200.00 Advance Registration Required: \$950.00
Department Name: Probate Fund Name: General
Additional Comments: registration is due by the 19th of May

To: Judge Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$4,200.00 and advance registration of \$950.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51300.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$17,000.00</u>	
Approved Requests:	<u>\$10,192.57</u>	
Budget Available:	<u>\$6,807.43</u>	
Current Requests:	<u>\$4,200.00</u>	
Budget Balance:	<u>\$2,607.43</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/9/17
cc: Finance Director / Buyer

11-5

AGENDA

MAY 15 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 57

Date: May 5, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Chelsea, AL
Departure Date: May 16, 2017 Return Date: May 17, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend Captain Assessments

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

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

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

Department Name: Sheriff's Office Fund Name: 749-52110.499

Additional Comments: *lodging and meals are paid by Shelby County Sheriff's Office
*only possible expenses might be fuel

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>749-52110.499</u>	(ex: 000-00000-000)
Description:	<u>Administration Expense</u>	
Current Budget:	<u>\$361,500.00</u>	
Approved Requests:	<u>\$97,679.77</u>	
Budget Available:	<u>\$263,820.23</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$263,720.23</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/8/17

cc: Finance Director / Buyer

11-6

Montgomery County Commission
Travel / Training Request Approval
Request # 58

AGENDA

MAY 15 2017

Date: May 9, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: San Diego, CA
Departure Date: November 6, 2017 Return Date: November 12, 2017
Conference Leave (Days / Hours): 7 Days
Purpose of Travel: attend Grant Professional Association Annual Conference

Traveler (s) Name: 1. Regina Walker 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,800.00 Advance Registration Required: \$499.00
Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265
Additional Comments: Early registration price must be paid by July 31st in order to receive discount

EXPENSE WILL BE INCURRED & PAID FROM 2018 BUDGET

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

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,800.00 and advance registration of \$499.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Travel & Registration</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$23,048.14</u>	
Budget Available:	<u>\$1,951.86</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$1,951.86</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/9/17
cc: Finance Director / Buyer

11-7

MAY 15 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 11

Date: May, 8 2017
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: Florence, Alabama
Departure Date: August 1, 2017 Return Date: August 3, 2017
Conference Leave (Days / Hours): (3) Days
Purpose of Travel: to attend a Customer Advisory Council Meeting

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

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: ** Expense will be handled by BCBS**

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

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,220.44</u>	
Budget Available:	<u>\$11,779.56</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,779.56</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 5/9/17

cc: Finance Director / Buyer

11-8

MAY 15 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 12

Date: May, 8 2017
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: Denver, CO
Departure Date: June 18 2017 Return Date: June 22, 2017
Conference Leave (Days / Hours): (4) Days
Purpose of Travel: to attend the ASSE Safety 2017 Outreach

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

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: ** Expense will be handled by PRIMA**

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

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,220.44</u>	
Budget Available:	<u>\$11,779.56</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,779.56</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 5/9/17

cc: Finance Director / Buyer

11-9

Montgomery County Commission
Travel / Training Request Approval
Request # 4

AGENDA

MAY 15 2017

Date: May 2, 2017
To: Donald L. Mims, Administrator
From: George Speake
Re: Approval for the following travel:

Destination: Orange Beach Alabama
Departure Date: August 21, 2017 Return Date: August 25, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: To attend the ACCA Annual Convention 2017

Traveler (s) Name: 1. Shirley Bazzell 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,800.00 Advance Registration Required: \$200.00
Department Name: Engineering Fund Name: Gasoline Tax

Additional Comments: _____

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

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$1,800.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$1,393.00</u>	
Budget Available:	<u>\$8,607.00</u>	
Current Requests:	<u>\$1,800.00</u>	
Budget Balance:	<u>\$6,807.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 5/4/17

cc: Finance Director / Buyer

11-10

Montgomery County Commission
Travel / Training Request Approval
Request # 24

AGENDA

MAY 15 2017

Date: May 9, 2017
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Approval for the following travel:

Destination: Tuscaloosa, AL
Departure Date: May 17, 2017 Return Date: May 18, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: 2017 Data Conference

Traveler (s) Name: 1. Todd Grant 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$492.31 Advance Registration Required: \$50.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Meals: \$150 Mileage: \$142.31 Hotel: \$150 Reg: \$50.00

TOTAL EST. COST: \$492.31

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 5/15/17 reimbursement of actual and necessary expenses in the
approximate amount of \$492.31 and advance registration of \$50.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51958.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$30,000.00</u>
Approved Requests:	<u>\$14,373.12</u>
Budget Available:	<u>\$15,626.88</u>
Current Requests:	<u>\$2,367.31</u>
Budget Balance:	<u>\$13,259.57</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/9/17

cc: Finance Director / Buyer

11-11