

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 3, 2017

AGENDA
INFORMATION SESSION

Call to Order Welcome at 8:00 a.m.

Prayer

Reports from Staff:

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

Comments from Scheduled Attendees:

ADA Compliance Coordinator Maze Marshall and Director of General Services Steve Jones with the City of Montgomery
Director of Public Information & External Affairs Michael Briddell and Director of General Services Steve Jones with the City of Montgomery
Acting Juvenile Court Administrator Beverly Wise and Juvenile Detention Director Brandi K. Alexander with the Youth Facility
Probate Judge Steven L. Reed
General Services Director Lamar Allen
Senior Vice President of Corporate Development Ellen G. McNair with the Montgomery Area Chamber of Commerce

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led by Vice Chairman Walker

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of December 19, 2016

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Board Member Appointment, Central Alabama Aging Consortium
2. Consider Authorization of Amendment Number 3 to Agreement – Sharing of On-Site Primary Care Clinics with the City of Montgomery, Alabama and Montgomery Water Works and Sanitary Sewer Board regarding Participation and Location of Workers Compensation and Occupational Health Services, Risk Management
3. Consider Authorization of Amendment Number 1 to Contract with Osburn Association, Inc., for Traffic Signage & Supplies, Contract Number 53104-16B-005, Engineering Department
4. Consider Authorization of Written Notice of Renewal of the Lease Agreement with East Montgomery Investment Company for the Probate-Revenue East Office, County Commission
5. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
6. Consider Authorization of a Public Administration Intern Position and Related Position Fill Request, Finance Department
7. Consider Authorization of Position Fill Request for Administrative Support Associate (CO0013), Position Number 500013232, Detention Facility
8. Consider Authorization of Position Fill Request for Deputy Sheriff Corporal (CO0429), Position Number 550429131, Sheriff's Office
9. Consider Budget Change Request Number 3, Board of Registrars
10. Consider Travel/Training Requests (14)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

JANUARY 2, 2017

County Holiday (Observance of New Year's Day)

JANUARY 3, 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

JANUARY 16, 2017

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

JANUARY 17, 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.

FEBRUARY 6, 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.

FEBRUARY 20, 2017

County Holiday (Washington's and Jefferson's Birthday)

FEBRUARY 21, 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.

AGENDA

JAN - 3 2016

1-2-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-16-16

Check Number	To	Check Number
266048		266099
Total Checks Paid		\$819,767.92

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

AGENDA

JAN - 3 2016

1-2-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-16-16

Check Number	To	Check Number
266100		266178
Total Checks Paid		\$435,390.86

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

AGENDA

JAN - 3 2016

1-2-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-23-16

Check Number	To	Check Number
266179		266276
Total Checks Paid		\$917,276.44

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

1/2/17 Meeting

AGENDA

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

JAN - 3 2016

CHECKS ARE DATED
12/23/16

Payroll Check Number	126947	To	Payroll Check Number	127018	\$ 49,327.64
Direct Deposits					\$ 857,310.24
Payroll Check Number	127019	To	Payroll Check Number	127042	\$ 257,240.73
Direct Deposits					\$ 407,841.84
Federal Deposits					\$ 328,020.33
Total Payroll Paid					\$ 1,899,740.78

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
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

JAN - 3 2016

December 29, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Board Member Appointment to Central Alabama Aging Consortium

The Montgomery County Commission, at its meeting on December 19, 2016, agreed to place on the next agenda the appointment of Commissioner Doug Singleton as a board member of the Central Alabama Aging Consortium. This appointee will serve at the pleasure of the County Commission.

I am requesting approval of this appointment.

DLM/tn

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

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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AGENDA

JAN - 3 2016

December 20, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer *SK*
Director of Risk Management

SUBJECT: Sharing of CareHere Clinic for Workers Compensation Medical Services

As you are aware, the County Commission, the Montgomery Water Works, and the City of Montgomery have partnered to share three CareHere primary care clinics since 2010. As I discussed with the County Commission on December 19, 2016, over the last three years, the City and County have also shared the CareHere clinic for workers compensation medical services as well.

At this time, the Montgomery Water Works has decided to join the City and the County Commission in sharing the CareHere Clinic for workers compensation medical services. The costs of the labs, supplies, staffing costs, drug test costs and management fees will be based on an allocation of 80% assumed by the City, 10% assumed by the County and 10% assumed by the Water Works. The management fees will be based on 30% of the staffing costs. The Amendment to the Agreement with the three government entities is attached. This agreement has been reviewed by the County Attorney. I am requesting the County Commission's approval of this item outlined above and in the attachment.

cc: Florence Cauthen

AMENDMENT TO AGREEMENT - SHARING OF ON-SITE PRIMARY CARE CLINICS

between

THE MONTGOMERY COUNTY COMMISSION

and

THE CITY OF MONTGOMERY, ALABAMA

and

MONTGOMERY WATER WORKS AND SANITARY SEWER BOARD

AMENDMENT NO. 3

DATE: December 5, 2016

The above contract is hereby amended as follows (of original MOA dated August 2, 2010):

I. Participation and Location of Workers Compensation and Occupational Health Services

The location of the Primary Care Clinic to be used for Workers Compensation and Occupational Health services to be used by the participants of the City, the County and the Montgomery Water Works is 310 South Hull Street, Montgomery, Alabama.

III. Costs / Fees Associated with Workers Compensation and Occupational Health Services

The allocation of pass-through costs and management fees will be based on 80% assumed by the City, 10% assumed by the County and 10% assumed by the Montgomery Water Works. The pass-through costs, include, but are not limited to, items such as labs, supplies, staffing costs and drug testing costs. Management fees will be based on 30% of staffing costs.

{Execution on Following Page}

THE CITY OF MONTGOMERY

By: _____
Todd Strange
Mayor

Date: _____

MONTGOMERY COUNTY COMMISSION

By: _____
Elton N. Dean, Sr.
Chairman

Date: _____

**MONTGOMERY WATER WORKS AND
SANITARY SEWER BOARD**

By:  _____
Thomas R. Morgan
General Manager

Date: 12/5/16

AGENDA

JAN - 3 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: December 9, 2016

RE: Contract No. 53104-16B-005
Traffic Signage & Supplies

I request that the attached Amendment No. 1 to Osburn Associates, Inc. contract for traffic signage and supplies be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning January 4, 2017 and ending on January 3, 2018.

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

This contract extension has been coordinated with George Speake, County Engineer.

Attachment

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

Amendment
To
Contract # 53104-16B-005

Amendment No. 1

Contract with Osburn Associates, Inc. for Traffic Signage and Supplies is hereby extended for one (1) year, beginning January 4, 2017 and ending January 3, 2018.

There will be no price increase during this contract period

All other provisions of the contract remain the same.

WITNESS:

OSBURN ASSOCIATES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

December 13, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen *FMC*
Deputy Administrator

SUBJECT: Probate-Revenue East Office

Under the terms of the Lease Agreement between the Montgomery County Commission and East Montgomery Investment Company for the Probate-Revenue East Office, the Commission has an option to extend the lease for an additional five years at the same rate of rent, \$53,280, in years one and two. Rent will increase to \$54,800 in years three and four and \$56,480 in year five. The annual operating costs fee will remain \$18,400 in years one and two. It will increase to \$19,040 in years three and four and \$19,600 in year five.

Written notice to renew must be delivered to the landlord 180 days prior to expiration of the term on October 31, 2017. I request that the Commission authorize written notice of renewal of the lease agreement as provided in Section 19.29 of the Lease Agreement dated February 21, 2012, and the Commencement of Term Agreement dated May 4, 2015.

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

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
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AGENDA

JAN - 3 2016

January 3, 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:

- NC-2017-59: City of Montgomery, to be used by BONDS to Support Knollwood Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-60: City of Montgomery, to be used by BONDS to Support Homeview/Bearmash Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,500 (Harris-\$750, Sankey-\$750)
- NC-2017-61: City of Montgomery, to be used by BONDS to Support Capitol Heights Civic Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$250; (Sankey)
- NC-2017-62: City of Montgomery, to be used by BONDS to Support Brookview Estates Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Sankey)
- NC-2017-63: City of Montgomery, to be used by BONDS to Support Sheridan Heights Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Sankey)

NC-2017-64: BOE, Wares Ferry Road Elementary School, for Principal's Discretionary Fund - \$500; (Sankey)

NC-2017-65: BOE, ED Nixon Elementary School, for Principal's Discretionary Fund - \$500; (Sankey)

DLM/tn

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



DONALD L. MIMS
ADMINISTRATOR
SHERRILL R. THOMAS, CPA
FINANCE DIRECTOR

DANIEL HARRIS, JR.
ISAJAH SANKEY
DOUG SINGLETON

MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT

334.832.1230
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FAX 334.832.2533

AGENDA

JAN - 3 2016

Memo

To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director *ST*
Date: 12/13/2016
Re: Position Request Finance Department- Public Administration Intern

In 2016 the Personnel department implemented a College Intern Program whereby college students can earn credit while getting experience in their career field. The internship can be paid or unpaid.

The Finance Department has selected an Accounting student to intern for the 2017 spring semester. The student will work a minimum of 9 hours per week for 15 weeks.

I would like to pay the intern and have available funds in my budget to cover the estimated \$2,100 cost of the temporary Public Administration Intern position.

Approval of the attached position fill request is requested.

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Commission - Finance

DEPARTMENT HEAD: Sherrill Thomas

SUPERVISOR: Sherrill Thomas

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

1. Position Title Public Administration Intern

Position Number TBD

Proposed Effective Date January 9, 2017

Type of Appointment () Permanent (x) Temporary

Recruiting

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

Pay Grade A04 - \$13.8295 per hour

Sherrill Thomas
 Department Head

Date December 13, 2016

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.
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AGENDA

JAN - 3 2016

December 29, 2016

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Position Fill Request for Detention Facility

The Montgomery County Commission, at its meeting on December 19, 2016, agreed to place on the next agenda a Position Fill Request for Administrative Support Associate (CO0013), Position Number 500013232, from the Detention Facility.

I am requesting approval of this item.

/tn

Attachment

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

Status: Routed to County Commission
Requisition ID: 1288

Date Requisition Created: 11/30/2016 7:45:07 AM

Requisition Properties

Start Date	11/30/2016		Position Number	500013232
Desired Hire Date	12/19/2016		Recruitment Number	
Position Type	Prefer Position(s) to be Filled By			
Open Competitive	☒	Open Competitive	☒	

Department and Class Information**Administrative Support Associate**

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

List Requirements

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

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

Notes

[View Details](#)

Requisition Supporting Information

Proposed	County
Effective 12/19/2016	Payroll
Date of Hire	Number
Pay Grade A03-1	
(\$25,630 - \$38,294)	

Notes

Replacement of Tynida Sayles - Position #232

COUNTY
USE ONLY
Manpower
Data Entered
By

COUNTY
USE ONLY
Manpower
Data Entered
On



7-2

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

DANIEL HARRIS, JR.
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AGENDA

JAN - 3 2016

December 29, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims ^{DLM}
County Administrator

SUBJECT: Position Fill Request from the Sheriff's Office

The Montgomery County Commission, at its meeting on December 19, 2016, agreed to place on the next agenda a Position Fill Request for Deputy Sheriff Corporal (CO0429), Position Number 550429131 from the Sheriff's Office.

I am requesting approval of this item.

DLM/tn

Attachment

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

Status: Routed to County Commission

Date Requisition Created: 12/12/2016 11:43:02 AM

Requisition ID: 1299

Requisition Properties

Start Date	12/12/2016		Position Number	550429131
Desired Hire Date	1/3/2017		Recruitment Number	
Position Type	Promotional	☒	Prefer Position(s) to be Filled By	Select One ☐

Department and Class Information

Department Name	Sheriff	☒	Self Budget	55 - SHERIFF	☒	Job Class Code and Title	CO0429 - Deputy Sheriff Corporal	☒
Override Dept Name	Select Department	☒	Certify Register from Alternate Job Class	Select Job Class and Job Title	☒			

List Requirements

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

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

Notes

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

Proposed Effective Date of Hire	1/3/2017		Pay Grade	PS2-01	County Payroll Number
				(\$36,689 - \$54,816)	

Notes

Deputy Sheriff Corporal - Replacement of Robert Whitmore, Position #131

COUNTY
USE ONLY
Manpower
Data Entered
By

COUNTY
USE ONLY
Manpower
Data Entered
On



8-2

AGENDA

Request Number: 3

COUNTY COMMISSION APPROVAL: _____

_____ Administrator	_____ Date
------------------------	---------------

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

JAN - 3 2016

Date: December 27, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: January 19, 2017 Return Date: January 19, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend the ACCA District Meeting

Traveler (s) Name: 1. Elton Dean 4. Ronda Walker
2. Dan Harris 5. Doug Singleton
3. Isaiah Sankey 6. Donald Mims

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

Total (est.) Cost: \$120.00 Advance Registration Required: \$120.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$120.00

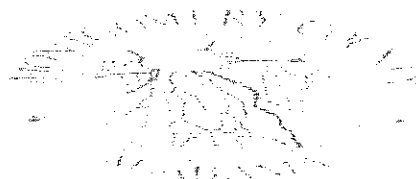
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$120.00 and advance registration of \$120.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$4,644.27</u>	
Budget Available:	<u>\$17,855.73</u>	
Current Requests:	<u>\$120.00</u>	
Budget Balance:	<u>\$17,735.73</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/29/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

JAN - 3 2016

Date: December 29, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: January 19, 2017 Return Date: January 20, 2017

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the Auburn University Government & Economic Development
Institute-University Outreach Public Budgeting and Financial Management Course
/ Administrator Mims is an Instructor at the course

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

Check Mode of Transportation:

County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$25.00

Advance Registration Required: \$0.00

Department Name: County Commission

Fund Name: General

Additional Comments: No Registration Cost (Instructor) - Meals \$25.00

To: Donald L. Mims, Administrator

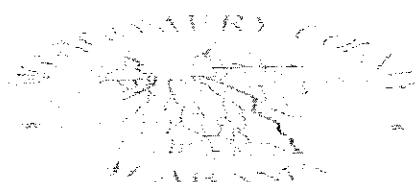
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$25.00 and advance registration of \$25.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$4,644.27</u>	
Budget Available:	<u>\$17,855.73</u>	
Current Requests:	<u>\$145.00</u>	
Budget Balance:	<u>\$17,710.73</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/29/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Probate Judge Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Point Clear, Alabama
Departure Date: January 8, 2017 Return Date: January 11, 2017
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Alabama Probate Judges 2017 Winter Conference

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

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

Total (est.) Cost: \$3,500.00 Advance Registration Required: \$1,000.00

Department Name: Probate Fund Name: 001-51300.265

Additional Comments: registration check will be hand delivered the day of the conference

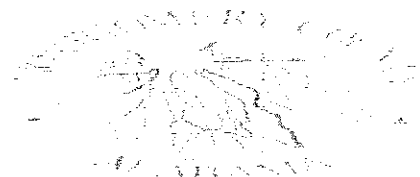
To: Probate Judge Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$3,500.00 and advance registration of \$1,000.00 is authorized.

To be completed by the Finance Department

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>\$5,104.00</u>	
Budget Available:	<u>\$11,896.00</u>	
Current Requests:	<u>\$3,500.00</u>	
Budget Balance:	<u>\$8,396.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/28/2016
cc: Finance Director / Buyer

10-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 24, 2017 Return Date: January 27, 2017
Conference Leave (Days / Hours): 4 days
Purpose of Travel: 3x Logic (Infinias) Certification & Training

Traveler (s) Name: 1. Mike Adams 4. _____
2. Mark Minniefield 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,798.44 Advance Registration Required: \$1,300.00

Department Name: Information Systems Fund Name: General

Additional Comments: Training Registration (2) \$1,300 Lodging (2) \$800 Meals (2) \$600
Mileage \$98.44

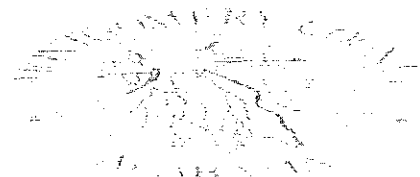
To: Lou Ialacci
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,798.44 and advance registration of \$1,300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51965.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$22,000.00</u>	
Current Requests:	<u>\$2,798.44</u>	
Budget Balance:	<u>\$19,201.56</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/28/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

AGENDA

JAN - 3 2016

Date: December 20, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, Texas
Departure Date: January 28, 2017 Return Date: January 31, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend Mental Health Conference

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

Check Mode of Transportation:

County Vehicle

☐
☐

Commercial Air

☒
☐

Private Vehicle

Other (Specify)

Total (est.) Cost: \$2,400.00

Advance Registration Required: \$800.00

Department Name: Sheriff's Office

Fund Name: 001-52110.265

Additional Comments: _____

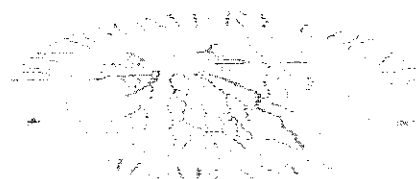
To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,400.00 and advance registration of \$800.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,373.24</u>	
Budget Available:	<u>\$14,626.76</u>	
Current Requests:	<u>\$2,400.00</u>	
Budget Balance:	<u>\$12,226.76</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/21/2016

cc: Finance Director / Buyer

10-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Glynco (Brunswick), GA
Departure Date: February 13, 2017 Return Date: February 17, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: attend Court Security Seminar

Traveler (s) Name: 1. Alton Knight 4. _____
2. Earl Frazier 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$0.00

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

Additional Comments: only expected expense will be for fuel

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,373.24</u>	
Budget Available:	<u>\$14,626.76</u>	
Current Requests:	<u>\$2,600.00</u>	
Budget Balance:	<u>\$12,026.76</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/28/2016
cc: Finance Director / Buyer

10-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

JAN - 3 2016

Date: December 28, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama
Departure Date: January 13, 2017 Return Date: January 13, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: attend Opioid Overdose & Reversal Training

Traveler (s) Name: 1. Wesley Richerson 4. Sheena Tarver
2. Marcus Houser 5. _____
3. Joshua Douglass 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 app. 1/3/17 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>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,373.24</u>	
Budget Available:	<u>\$14,626.76</u>	
Current Requests:	<u>\$2,700.00</u>	
Budget Balance:	<u>\$11,926.76</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/28/2016
cc: Finance Director / Buyer

10-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

JAN - 3 2016

Date: December 5, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, Al.
Departure Date: February 22, 2017 Return Date: February 24, 2017
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend The Alabama Conference of Social Work

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

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

Total (est.) Cost: \$500.00 Advance Registration Required: _____

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

Additional Comments: _____

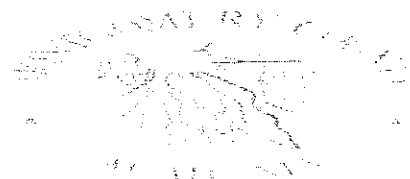
To: Acting Juvenile Court Administrator
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,000.00</u>	
Approved Requests:	<u>\$2,839.99</u>	
Budget Available:	<u>\$10,160.01</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$9,660.01</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/7/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery - Renaissance
Departure Date: March 3, 2017 Return Date: March 3, 2017
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Attend one day training on Psychopharmacology
6 1/4 CEUs

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

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

Total (est.) Cost: \$400.00 Advance Registration Required: _____

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

Additional Comments: _____

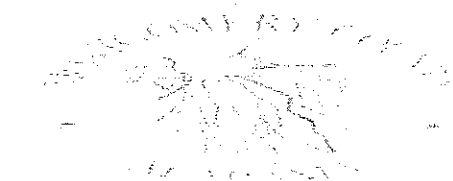
To: Acting Juvenile Court Administrator
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$400.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,000.00</u>	
Approved Requests:	<u>\$3,339.99</u>	
Budget Available:	<u>\$9,660.01</u>	
Current Requests:	<u>\$400.00</u>	
Budget Balance:	<u>\$9,260.01</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/28/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

JAN - 3 2016

Date: December 14, 2016
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, Texas
Departure Date: February 22, 2017 Return Date: February 25, 2017
Conference Leave (Days / Hours): (3) Days
Purpose of Travel: to attend 2017 PRIMA Board Meeting

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

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: ***All expenses will be handled by PRIMA***

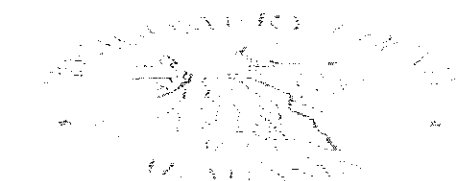
To: Scott Kramer, Risk Manager
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$939.80</u>	
Budget Available:	<u>\$14,060.20</u>	
Current Requests:	<u>\$792.74</u>	
Budget Balance:	<u>\$13,267.46</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/16/2016

cc: Finance Director / Buyer

10-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

JAN - 3 2016

Date: December 16, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 7, 2017 Return Date: February 7, 2017
Conference Leave (Days / Hours): 5 hours
Purpose of Travel: to attend the Career Fair at Faulkner University

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$50.00

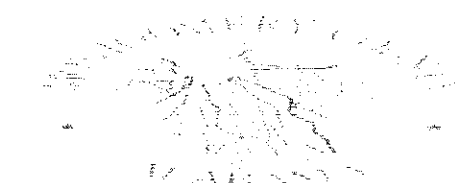
To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$50.00 and advance registration of \$50.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$1,391.40</u>	
Budget Available:	<u>\$608.60</u>	
Current Requests:	<u>\$50.00</u>	
Budget Balance:	<u>\$558.60</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/21/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

JAN - 3 2016

Date: December 16, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: March 10, 2017 Return Date: March 10, 2017

Conference Leave (Days / Hours): 4 Hours

Purpose of Travel: to attend the Spring Career Fair 2017 at ASU

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$300.00

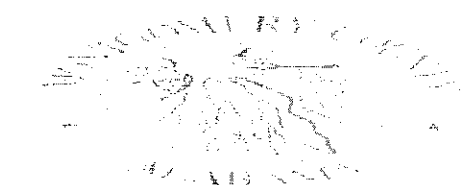
To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$1,391.40</u>	
Budget Available:	<u>\$608.60</u>	
Current Requests:	<u>\$350.00</u>	
Budget Balance:	<u>\$258.60</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/21/2016
cc: Finance Director / Buyer

10-12

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

JAN - 3 2016

Date: December 23, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: New Orleans, LA
Departure Date: June 18, 2017 Return Date: June 22, 2017
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2017 Society of Human Resource Management Conference

Traveler (s) Name: 1. Cami Hacker 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,844.89 Advance Registration Required: \$1,575.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration - 1575.00; Meals - 375.00; Mileage - 349.89; Parking - 85.00
Hotel - 460.00 (Room rate \$920/2 - sharing with another professional attending)

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,844.89 and advance registration of \$1,575.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$263.84</u>	
Budget Available:	<u>\$24,736.16</u>	
Current Requests:	<u>\$2,844.89</u>	
Budget Balance:	<u>\$21,891.27</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 12/28/2016
cc: Finance Director / Buyer

10-13

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

JAN - 3 2016

Date: December 23, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Troy, AL
Departure Date: April 19, 2017 Return Date: April 19, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend the Troy University Career Fair

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

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

Total (est.) Cost: \$125.00 Advance Registration Required: \$125.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$125.00

To: Carmen Douglas, Director

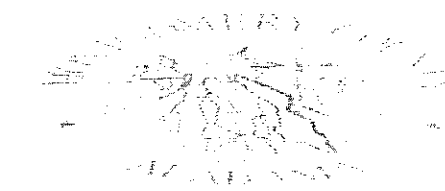
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$125.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$263.84</u>	
Budget Available:	<u>\$24,736.16</u>	
Current Requests:	<u>\$2,969.89</u>	
Budget Balance:	<u>\$21,766.27</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

10-14