

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JANUARY 17, 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:

Probate Judge Steven L. Reed
Mr. William “Levi” Gailliard with American Association for Children
Executive Director Greg Clark with Central Alabama Regional Planning and
Development Commission and Executive Vice President of Transportation David
Reed with Goodwyn, Mills and Cawood, Inc.
Lobbyists Cassandra Crosby and Ron Drinkard with Crosby Drinkard Group, LLC
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 Vice Chairman Walker

Pledge of Allegiance Led by Commissioner Sankey

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of January 3, 2017

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Alabama Department of Youth Services Grant/Subsidy Agreement for Part I and Part II Funds, Youth Facility
2. Consider Authorization of Amendment Number 1 to Contract with Dunn Construction Co., Inc., for Crushed Stone (Contract Number 53000-16B-006), Engineering Department
3. Consider Authorization of Payment of 2016-2017 Membership Dues to Leadership Alabama for Commissioner Harris, County Commission
4. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
5. Consider Budget Change Request Number 1, Probate Judge's Office
6. Consider Position Fill Requests - Detention Facility (5)
 - Administrative Support Associate, Position Number 50013234
 - Corrections Officer, Position Number 500420035
 - Corrections Officer, Position Number 500420008
 - Corrections Officer, Position Number 500420186
 - Corrections Officer, Position Number 500420032
7. Consider Position Fill Request - Sheriff's Office (1)
 - Deputy Sheriff Part Time, Position Number 550431008
8. Consider Travel/Training Requests (19)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Presentations by Candidates for the Minority and Women-Owned Business Initiative

Reports from Staff:

Administrator
Deputy Administrator
County Attorney
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

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.

MARCH 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.

MARCH 20, 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 17 2017

1-17-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-30-16

Check Number	To	Check Number
266277		266382
Total Checks Paid		\$916,684.88

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

AGENDA

JAN 17 2017

1-17-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-6-17

Check Number	To	Check Number
266383		266431
Total Checks Paid		\$354,088.90

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

1-17-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 1-6-17

Check Number	To	Check Number
266432		266498
Total Checks Paid		\$302,152.34

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 TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
1/17/17

Payroll Check Number	127043	To	Payroll Check Number	127108	\$ 49,895.72
Direct Deposits					\$ 884,815.66
Payroll Check Number	127109	To	Payroll Check Number	127132	\$ 295,970.55
Direct Deposits					\$ 408,825.85
Federal Deposits					\$ 348,131.35
Total Payroll Paid					\$ 1,987,639.13

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

JAN 17 2017

Montgomery County Youth Facility

Memo

To: Mr. Donnie Mims
From: Brandi K. Alexander, Juvenile Detention Director *BKA*
Date: December 20, 2016
Re: DYS 2016-2017 Community Grant/Subsidy
Authorization

The attached grant agreement needs to be put on a future County Commission agenda. These are Part I and Part II DYS Community Grant/Subsidy Authorization funds.

Thank you for your consideration in this matter.

1-1

STATE OF ALABAMA
DEPARTMENT OF YOUTH SERVICES

ROBERT BENTLEY
GOVERNOR

POST OFFICE Box 66
MT. MEIGS, ALABAMA 36057

STEVEN P. LAFRENIERE
EXECUTIVE DIRECTOR

December 15, 2016

Mr. Bruce Howell
Montgomery County Youth Facility
P.O. Box 9219
Montgomery, Alabama 36108

Dear Mr. Howell:

Please find the enclosed FY 2017 grant agreement for the Local Detention Center Subsidy. This agreement incorporates the new distribution formula as required by Legislative Act 16-116. Population numbers are based on the 2010 U. S. Census.

Once signed, please return an original to the address below and if you have any questions please call me at (334) 215-3839.

Department of Youth Services
Attn: LeTonya Bowman
P.O. Box 66
Mount Meigs, AL 36057

Sincerely,



LeTonya Bowman
Chief Accountant

**ALABAMA DEPARTMENT OF YOUTH SERVICES
GRANT/SUBSIDY AGREEMENT
Fiscal Year 2016 – 2017**

The Alabama Department of Youth Services hereby awards to **Montgomery County Commission** (hereinafter called Recipient) the total amount of **One hundred seventy thousand, two hundred, sixty-four and no/100 dollars (\$170,264.00)** for programs pursuant to DYS community grants/subsidy authorization (Title 44-1-28, Code of Alabama 1975). These funds shall provide at least one detention bed for each of the following counties: **Autauga, Butler, Elmore, Monroe, Montgomery**. These funds are formula driven by Legislative Act 16-116 as summarized in the table below.

#	#	Part I	Part II			2010 U S Census
Beds	COs	\$14,000 per county	\$0.2682012 per person		FY16 TOTAL	Combined County Population
52	5	70,000	100,264		170,264	407,252

The grant/subsidy award contained herein is for a period of twelve months, subject to the availability of funds and adjustment by the Alabama Youth Services' Board as it deems necessary or advisable. Nothing contained herein shall be deemed to be a debt of the State of Alabama in the contravention of the laws and constitution of the State of Alabama.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an 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.

Acceptance of Award

Recipient hereby signifies its acceptance of the grant/subsidy award and the terms and conditions set forth, this the _____ day of _____, 2016.

Accepted by: _____ Title _____

Alabama Department of Youth Services

Steven P. Lafreniere
Executive Director

Legal Counsel
Reviewed for legal form.

AGENDA

JAN 17 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager *ms*
DATE: December 21, 2016
RE: Contract No. 53000-16B-006
Crushed Stone

I request that the attached Amendment No. 1 to Dunn Construction Co., Inc. contract for crushed stone 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.

Dunn Construction Co., Inc. would like to increase prices by 5% in accordance with the terms of the contract. 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 # 53000-16B-006

Amendment No. 1

Contract for crushed stone, is hereby extended for one (1) year beginning January 4, 2017 and ending January 3, 2018.

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

All other provisions of the contract will remain the same.

WITNESS:

DUNN CONSTRUCTION CO., INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

JAN 17 2017



REMINDER

Mr. Daniel Harris Jr.
Vice Chairman, District 1
Montgomery County Commission
3857 Colline Drive
Montgomery, AL 36116

2016-2017 Membership Dues	\$ 175.00
2016-2017 Contribution	\$ <u>-0-</u>
TOTAL	\$ <u>175.00</u>

Your dues and any contribution you make are tax deductible. You may mail your check payable to Leadership Alabama or you may pay online. Visit www.leadershipal.org and scroll over the Members tab on the top right side of the page. Scroll down to click on Pay Online.

Thank you for supporting Leadership Alabama.

Leadership Alabama
P.O. Box 631
Montgomery, AL 36101
Phone: 334-265-2297
www.leadershipal.org



November 30, 2016

Mr. Daniel Harris Jr.
Vice Chairman, District 1
Montgomery County Commission
3857 Colline Drive
Montgomery, AL 36116

Dear Dan,

Leadership Alabama is off to a great new program year with the Class XXVII opening retreat in early October. Governor Bentley welcomed the group to Montgomery, and the new class of impressive leaders learned a great deal about Alabama economic and political history.

I am sending you this second dues notification to encourage you to maintain your active membership by sending in your dues for the 2016-2017 year. Dues and contributions from our members constitute an important part of our annual budget, and our continued success as an organization depends on vital and engaged members. I hope you will renew your membership with the enclosed invoice and also make a personal contribution if possible.

As an active member, you have access to our online database. To use this in the future, go to www.leadershipal.org and roll over to the **Members** link on the top right of the homepage. Scroll down to **Login** and click. Enter your email and password - leadership. Once you have logged in, please click edit and change your password to something you prefer. After you have saved your new password – click the personal information tab. Here you will be able to update your personal contact information and upload a picture. Please review and make any changes needed and SAVE.

We want to know that your contact information is correct as we will be sending a call for class nominations soon. As a member, you are our best resource as we seek to nominate and recruit outstanding leaders from across the state. I hope to hear from you.

Sincerely,

Barbara Larson

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 17 2017

January 17, 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-2017-66: City of Montgomery, to be used by BONDS to Eastwood Villa Homeowners Association, Inc., with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Singleton)
C-2017-31: Optimist International, for Central Montgomery Optimist Club, for Community Services Programs - \$1,000; (Harris)

I am requesting authority to reprogram the following from fund code 001-59320-494 (Commissioner's Education Miscellaneous Appropriations):

BOE-2017-1: BOE, Park Crossing High School, for Weight Room Equipment for the Athletic Program - \$1,500; (Singleton)

DLM/tll

AGENDA

JAN 17 2017

COUNTY COMMISSION APPROVAL: _____

Administrator Date

JAN 17 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: DETENTION FACILITY

DEPARTMENT HEAD: SHERIFF DERRICK CUNNINGHAM

SUPERVISOR: WANDA ROBINSON

POSITION INFORMATION:

Position Title ADMINISTRATIVE SUPPORT ASSOCIATE

Position Number 50013234

Pay Grade A03 \$25,630-\$38,294

Proposed Effective Date 1/17/2017

Type of Appointment ☒ Permanent ☐ Temporary

DEPARTMENT APPROVAL:



Department Head

Date 1-11-17

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.



Employee Benefit Manager

Date 1-11-17



Finance Director

Date 1-11-17

ADMINISTRATIVE REVIEW:

County Administrator

Date _____

JAN 17 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: DETENTION FACILITY

DEPARTMENT HEAD: SHERIFF DERRICK CUNNINGHAM

SUPERVISOR: WANDA ROBINSON

POSITION INFORMATION:

Position Title CORRECTIONS OFFICER

Position Number 500420035

Pay Grade PCT \$30,096-\$46,832

Proposed Effective Date 1/17/2017

Type of Appointment ☒ Permanent ☐ Temporary

DEPARTMENT APPROVAL:



Department Head

Date 1-11-17

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.



Employee Benefit Manager

Date 1-11-17



Finance Director

Date 1-11-17

ADMINISTRATIVE REVIEW:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

JAN 17 2017

DEPARTMENT: DETENTION FACILITY

DEPARTMENT HEAD: SHERIFF DERRICK CUNNINGHAM

SUPERVISOR: WANDA ROBINSON

POSITION INFORMATION:

Position Title CORRECTIONS OFFICER

Position Number 500420008

Pay Grade PCT \$30,096-\$46,832

Proposed Effective Date 1/17/2017

Type of Appointment ☒ Permanent ☐ Temporary

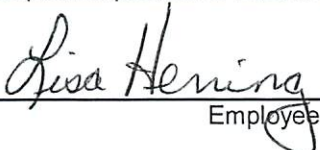
DEPARTMENT APPROVAL:


Department Head

Date 1-11-17

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.


Employee Benefit Manager

Date 1-11-17


Finance Director

Date 1-11-17

ADMINISTRATIVE REVIEW:

County Administrator

Date _____

JAN 17 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: DETENTION FACILITY

DEPARTMENT HEAD: SHERIFF DERRICK CUNNINGHAM

SUPERVISOR: WANDA ROBINSON

POSITION INFORMATION:

Position Title CORRECTIONS OFFICER

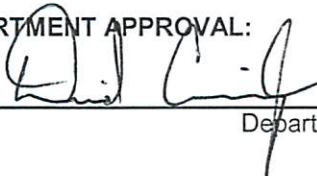
Position Number 500420032

Pay Grade PCT \$30,096-\$46,832

Proposed Effective Date 1/17/2017

Type of Appointment ☒ Permanent ☐ Temporary

DEPARTMENT APPROVAL:


Department Head

Date 1-11-17

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.


Employee Benefit Manager

Date 1-11-17


Finance Director

Date 1-11-17

ADMINISTRATIVE REVIEW:

County Administrator

Date _____

JAN 17 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: SHERIFF

DEPARTMENT HEAD: SHERIFF DERRICK CUNNINGHAM

SUPERVISOR: SHERIFF DERRICK CUNNINGHAM

POSITION INFORMATION:

Position Title DEPUTY SHERIFF PART TIME

Position Number 550431008

Pay Grade PSI \$18.97 per hour

Proposed Effective Date 1/17/2017

Type of Appointment ☐ Permanent ☒ Temporary

DEPARTMENT APPROVAL:

[Signature]
Department Head

Date 1-11-17

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

[Signature]
Employee Benefit Manager

Date 1-11-17

[Signature]
Finance Director

Date 1-11-17

ADMINISTRATIVE REVIEW:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

Date: January 9, 2017
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

AGENDA
JAN 17 2017

Request approval to be granted for the following:

Destination: Prattville, Alabama

Departure Date: January 18, 2017 Return Date: January 19, 2017

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the ACCA Open Meeting and Media Relations Course
(Marriott Legends in Prattville, Alabama)

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

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

Total (est.) Cost: \$190.00 Advance Registration Required: \$190.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration Cost \$190.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$190.00 and advance registration of \$190.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$4,789.27

Budget Available: \$17,710.73

Current Requests: \$190.00

Budget Balance: \$17,520.73

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

Date: January 9, 2017
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

AGENDA

JAN 17 2017

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
(Marriott Legends in Prattville, Alabama)

Traveler (s) Name: 1. Florence Cauthen 4. _____
2. Didi Henry 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$40.00 Advance Registration Required: \$40.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration Cost - \$40.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$40.00 and advance registration of \$40.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$4,789.27

Budget Available: \$17,710.73

Current Requests: \$230.00

Budget Balance: \$17,480.73

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

8.2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Date: January 9, 2017
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

AGENDA

JAN 17 2017

Request approval to be granted for the following:

Destination: Birmingham, Alabama
Departure Date: February 22, 2017 Return Date: February 24, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the Government Finance Officers Association Annual Conference

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

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

Total (est.) Cost: \$740.44 Advance Registration Required: \$300.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$300.00 Hotel- \$192.00 Meals- \$150.00 Mileage \$ 98.44

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$740.44 and advance registration of \$300.00 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>\$4,789.27</u>	
Budget Available:	<u>\$17,710.73</u>	
Current Requests:	<u>\$970.44</u>	
Budget Balance:	<u>\$16,740.29</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

8.3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

Date: January 12, 2017
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

AGENDA

JAN 17 2017

Request approval to be granted for the following:

Destination: Lexington, Kentucky
Departure Date: January 25, 2017 Return Date: January 29, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the Southern Sustainable Agriculture Working Group Conference (SSAWG)

Traveler (s) Name: 1. Isaiah Sankey 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,242.56 Advance Registration Required: \$0.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- (None required) Hotel -372.93 Meals- \$325.00 Mileage \$544.63

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$1,242.56 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$4,789.27

Budget Available: \$17,710.73

Current Requests: \$2,213.00

Budget Balance: \$15,497.73

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/12/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Date: January 3, 2017
To: Donald L. Mims, Administrator
From: Janet Buskey/Revenue Commissioner
Re: Travel / Training Request

AGENDA

JAN 17 2017

Request approval to be granted for the following:

Destination: MONTGOMERY, AL
Departure Date: February 19, 2017 Return Date: February 22, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ALABAMA TAX ADMIN. MID-WINTER CONF.

Traveler (s) Name: 1. JANET BUSKEY 4. _____
2. ALLYSON HOLLAND 5. _____
3. THOMAS BELL, III 6. _____

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

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

Department Name: Revenue Commission Fund Name: General

Additional Comments: _____

TOTAL EST. COST: \$ 400.00

To: Janet Buskey/Revenue Commissioner

From: Donald L. Mims, Administrator

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

To be completed by the Finance Department

Fund Code:	<u>151500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$4,400.00</u>	
Approved Requests:	<u>\$1,351.51</u>	
Budget Available:	<u>\$3,048.49</u>	
Current Requests:	<u>\$400.00</u>	
Budget Balance:	<u>\$2,648.49</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

JAN 17 2017

Date: January 9, 2017

To: Donald L. Mims, Administrator

From: Janet Buskey/Revenue Commissioner

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: MONTGOMERY, AL

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

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: TAX SALE AND REDEMPTION COURSE

Traveler (s) Name: 1. THOMAS BELL, III 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Revenue Commission Fund Name: General

Additional Comments: _____

TOTAL EST. COST: \$ 250.00

To: Janet Buskey/Revenue Commissioner

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code: 151500.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$4,400.00

Approved Requests: \$1,351.51

Budget Available: \$3,048.49

Current Requests: \$650.00

Budget Balance: \$2,398.49

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA
JAN 17 2017

Date: January 5, 2017
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: March 22, 2017 Return Date: March 24, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Alabama Jail Association - Spring Training

Traveler (s) Name: 1. James Dill 4. Wanda Robinson
2. Etta Matthews 5. Martinez Tolbert
3. Carlos Parks 6. Robert Washington Marian Williams

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

Total (est.) Cost: \$1,525.00 Advance Registration Required: \$175.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$1,525.00 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52200-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$8,293.49

Budget Available: \$6,706.51

Current Requests: \$1,525.00

Budget Balance: \$5,181.51

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

8.7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

JAN 17 2017

Date: January 6, 2017
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: February 15, 2017 Return Date: February 16, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Jail Training Academy
Searches and Use of Force

Traveler (s) Name: 1. 10 Attendees-See attached 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

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

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$750.00 and advance registration of \$750.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$8,293.49</u>
Budget Available:	<u>\$6,706.51</u>
Current Requests:	<u>\$2,275.00</u>
Budget Balance:	<u>\$4,431.51</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Travel Training Request #5

AGENDA

JAN 17 2017

Alabama Jail Training Academy
February 15-16, 2017

Searches and Use of Force

Attendees

- 1 Rodney Brooks
- 2 James Dill
- 3 Sallie Foster
- 4 Tommie Franklin
- 5 Angel McCall
- 6 Debra Nearer
- 7 Sonja Pritchett
- 8 Brent Talley
- 9 Glenn Teal
- 10 Marian Williams

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

JAN 17 2017

Date: January 6, 2017
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: April 5, 2017 Return Date: April 6, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Jail Training Academy
Corrections Law

Traveler (s) Name: 1. 10 Attendees-See attached 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$750.00 and advance registration of \$750.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$8,293.49</u>	
Budget Available:	<u>\$6,706.51</u>	
Current Requests:	<u>\$3,025.00</u>	
Budget Balance:	<u>\$3,681.51</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

84.0

Travel Training Request #6

AGENDA

JAN 17 2017

Alabama Jail Training Academy

April 5-6, 2017

Corrections Law

Attendees

- 1 Rodney Brooks
- 2 James Dill
- 3 Sallie Foster
- 4 Tommie Franklin
- 5 Angel McCall
- 6 Debra Nearer
- 7 Sonja Pritchett
- 8 Brent Talley
- 9 Glenn Teal
- 10 Marian Williams

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

JAN 17 2017

Date: January 6, 2017
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: July 12, 2017 Return Date: July 13, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Jail Training Academy
Officer Responsibilities and Offender Supervision

Traveler (s) Name: 1. James Dill 4. Angel McCall
2. Sallie Foster 5. Glenn Teal
3. Tommie Franklin 6. _____

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

Total (est.) Cost: \$375.00 Advance Registration Required: \$375.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

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

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$8,293.49</u>	
Budget Available:	<u>\$6,706.51</u>	
Current Requests:	<u>\$3,400.00</u>	
Budget Balance:	<u>\$3,306.51</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

JAN 17 2017

Date: January 6, 2017
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: September 27, 2017 Return Date: September 28, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Jail Training Academy
Inmate Management

Traveler (s) Name: 1. James Dill 4. Angel McCall
2. Sallie Foster 5. Glenn Teal
3. Tommie Franklin 6. _____

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

Total (est.) Cost: \$375.00 Advance Registration Required: \$375.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$8,293.49</u>
Budget Available:	<u>\$6,706.51</u>
Current Requests:	<u>\$3,775.00</u>
Budget Balance:	<u>\$2,931.51</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

JAN 17 2017

Date: January 11, 2017
To: Donald L. Mims, Administrator
From: Beverly Riddle Wise
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL, Renaissance
Departure Date: February 3, 2017 Return Date: February 3, 2017
Conference Leave (Days / Hours): one day
Purpose of Travel: Attend one day training - Alabama Human Trafficking Summit

Traveler (s) Name: 1. Rhonda Whimbley/Alex Thomas 4. Preston Frazier/Ray Williams
2. LaVennia Anthony 5. Ashley London/Ebony Raines
3. Tyrone Anderson/Kim Parhams 6. Sherunda Anthony

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

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

Department Name: Youth Facility Fund Name: General

Additional Comments: _____

To: Beverly Riddle Wise
From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$500.00 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>\$3,739.99</u>	
Budget Available:	<u>\$9,260.01</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$8,760.01</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA
JAN 17 2017

Date: January 4, 2017
To: Donald L. Mims, Administrator
From: James Williams
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: January 29, 2017 Return Date: January 31, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the ARPA 2017 (Alabama Recreation & Park Association Conference)

Traveler (s) Name: 1. James Williams 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$225.00 Advance Registration Required: \$225.00

Department Name: Parks and Recreation Fund Name: Parks & Recreation

Additional Comments: Registration - \$225.00

To: James Williams

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$225.00 and advance registration of \$225.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>008-57200.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$2,500.00</u>	
Current Requests:	<u>\$225.00</u>	
Budget Balance:	<u>\$2,275.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

AGENDA

JAN 17 2017

Date: January 11, 2017
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Opelika, AL
Departure Date: February 27, 2017 Return Date: March 3, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: 2017 AAAO MidWinter Preconference Classes and Conference

Traveler (s) Name: 1. Clay Henley (3/1-3/2/17) 4. Jennifer Palmer(3/1-3/2/17)
2. Donna Raney(2/28-3/3/17) 5. _____
3. Antreece Stringer(2/27-3/3/17) 6. _____

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

Total (est.) Cost: \$3,147.49 Advance Registration Required: \$715.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration: \$715 Mileage: \$417.30 Meals:\$975.00

Hotel(Antreece and Donna R.): \$1040.19

TOTAL EST. COST: \$3147.49

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$3,147.49 and advance registration of \$715.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$7,073.68</u>	
Budget Available:	<u>\$22,926.32</u>	
Current Requests:	<u>\$3,147.49</u>	
Budget Balance:	<u>\$19,778.83</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

AGENDA

JAN 17 2017

Date: January 11, 2017
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Opelika, AL
Departure Date: March 2, 2017 Return Date: March 2, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: 2017 AAAO MidWinter Conference

Traveler (s) Name: 1. Mark Sims 4. Calvin Johnson
2. Tracy Powell 5. Jeremy Calloway
3. Jimmy Garnett 6. _____

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

Total (est.) Cost: \$972.75 Advance Registration Required: \$250.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration: \$250.00 Mileage: \$347.75 Meals: \$375.00

TOTAL EST. COST: \$972.75

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$972.75 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code: 120-51985.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$30,000.00

Approved Requests: \$7,073.68

Budget Available: \$22,926.32

Current Requests: \$4,120.24

Budget Balance: \$18,806.08

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA
JAN 17 2017

Date: January 9, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 27, 2017 Return Date: January 27, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend the ALSHRM State Leadership Conference

Traveler (s) Name: 1. Carmen Douglas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$98.44 Advance Registration Required: \$0.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: \$98.44 - Mileage. All other expenses covered by ALSHRM.

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$98.44 and advance registration of \$0.00 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>\$3,233.73</u>	
Budget Available:	<u>\$21,766.27</u>	
Current Requests:	<u>\$98.44</u>	
Budget Balance:	<u>\$21,667.83</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/9/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

JAN 17 2017

Date: January 11, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, TX
Departure Date: September 17, 2017 Return Date: September 21, 2017
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the IPMA-HR Conference 2017

Traveler (s) Name: 1. Carmen Douglas 4. _____
2. Brittany Lopez 5. _____
3. Kaila Matney 6. _____

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

Total (est.) Cost: \$7,119.00 Advance Registration Required: \$1,347.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration - 499.00/person; Airfare - 500.00/person; Food - 350.00/person
Hotel - 934.00/person; Taxi - 70.00/person; Tips 20.00/person

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$7,119.00 and advance registration of \$1,347.00 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>\$3,233.73</u>	
Budget Available:	<u>\$21,766.27</u>	
Current Requests:	<u>\$7,217.44</u>	
Budget Balance:	<u>\$14,548.83</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA
JAN 17 2017

Date: January 10, 2017
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 1800 Interstate Park Drive, Montgomery AL
Departure Date: February 22, 2017 Return Date: February 22, 2017
Conference Leave (Days / Hours): one day
Purpose of Travel: To attend Front Desk Safety & Security Class

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

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

Total (est.) Cost: \$298.00 Advance Registration Required: \$298.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$298.00 and advance registration of \$298.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$9,000.00</u>	
Approved Requests:	<u>\$2,250.00</u>	
Budget Available:	<u>\$6,750.00</u>	
Current Requests:	<u>\$298.00</u>	
Budget Balance:	<u>\$6,452.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

JAN 17 2017

Date: January 11, 2017

To: Donald L. Mims, Administrator

From: Paul Brown, Executive Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: February 13, 2017 Return Date: February 15, 2017

Conference Leave (Days / Hours): three days

Purpose of Travel: To attend Alabama Association of Drug Court Professional Annual Training

Traveler (s) Name: 1. Shonda Williams 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$347.58 Advance Registration Required: \$50.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 1/17/17 reimbursement of actual and necessary expenses in the
approximate amount of \$347.58 and advance registration of \$50.00 is authorized.

To be completed by the Finance Department

Fund Code: 124-52960.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$9,000.00

Approved Requests: \$2,250.00

Budget Available: \$6,750.00

Current Requests: \$645.58

Budget Balance: \$6,104.42

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/11/2017

cc: Finance Director / Buyer

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