

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
DECEMBER 21, 2015

INFORMATION SESSION

Chairman Dean called the meeting to order at 8:12 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a Christmas card to the Commission from Supernumerary Sheriff D.T. Marshall.

Administrator Mims briefed the Commission on scheduled attendees.

Administrator Mims informed the Commission that he would be on vacation Tuesday, December 22nd, Wednesday, December 23rd, Monday December 28th and Tuesday, December 29th.

Administrator Mims noted that a copy of the Unappropriated Balances for the Commissioners' In-House Miscellaneous Appropriations were in each of their packets.

At the request of Chairman Dean, Administrator Mims explained that, during the last few meetings, public attendees of the Information Session were talking amongst themselves so loud that the Commissioners and Administrator could not hear each other while the Commissioners were conducting business. He asked that everyone keep the noise down in the room.

PRESENTATION BY FINANCE DIRECTOR SHERRILL THOMAS

Finance Director Sherrill Thomas briefed the Commission regarding the 2015 Clerical Study, issued by City-County Personnel Department. Ms. Thomas recommended that the Commission implement a change in the position titles and pay grades and reassign certain Clerk positions to a new classification and position based on the study analysis of the position duties, effective January 1, 2016, subject to City-County Personnel Board approval. Ms. Thomas recommended that the impact of assignment pay for direct report administrative support staff of the Department Heads and Elected Officials, which was recommended in the 2015 clerical study, be researched further. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Commissioner Walker noted the high number of waived rules items that were on the briefing memo and reminded Department Heads to submit their requests in a timely manner so that the Commission will have more time to review the information. She asked Administrator Mims and Deputy Administrator Cauthen to not allow Department Heads to submit so many waived rules items and Vice Chairman Harris agreed with her.

PRESENTATION BY SHERIFF DERRICK CUNNINGHAM

Sheriff Derrick Cunningham presented a Position Fill Request for Corrections Officer Captain, Position Number 121 from the Detention Facility. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Sheriff Cunningham presented Position Fill Requests for Deputy Sheriff Lieutenant, Position Number 080 and Deputy Sheriff Sergeant, Position Number to be determined, from the Sheriff's Office. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Sheriff Cunningham requested authorization for a one step raise for Deputies and Correctional Officers who obtain an Associate's Degree and a one-time pay stipend of \$700 for an Associate's Degree for Deputies and Correctional Officers who are at the top of their pay grade. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Sheriff Cunningham briefed the Commission regarding a Bid Award to Gulf States Distributors, Inc., for emergency equipment, Bid No. 52110-16B-008. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Sheriff Cunningham briefed the Commission regarding a Bid Award to MSF, Inc., for inmate security, Bid No. 52110-15B-002 for the Detention Facility. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Sheriff Cunningham presented Position Fill Requests for Corrections Officer Corporal, Corrections Officer Sergeant, Corrections Officer Lieutenant and Corrections Officer Trainee/Corrections Officer, Position Numbers to be determined, from the Detention Facility. After discussion, the Commission agreed to place these items on the next agenda.

Sheriff Cunningham presented Position Fill Requests for Deputy Sheriff Corporal, Position Number To Be Determined, Deputy Sheriff Trainee/Deputy Sheriff, Position Number 059 and Deputy Sheriff Trainee/Deputy Sheriff, Position Number to be determined, from the Sheriff's Office. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY CHIEF ADMINISTRATOR RHONDA CAPE

Chief Administrator Rhonda Cape presented Budget Change Request Number 3 from the District Attorney's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Ms. Cape presented a Position Fill Request for Case Manager I, Position Number 438045005 for the Worthless Check Unit of the District Attorney's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY CEO BRENDA ALLEN WITH LIFE TIME RESOLUTIONS

CEO Brenda Allen with Life Time Resolutions briefed the Commission regarding the program and requested funding in the amount of \$50,000. After discussion, the Commission requested for Ms. Allen to submit the budgeted revenues and expenditures for this program.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE HOWELL

Juvenile Court Administrator Bruce Howell informed the Commission that he would be submitting a request to award the Request for Proposal (RFP) for Community-Based Adolescent Alternative Program, at the next Commission meeting.

Mr. Howell presented a Position Fill Request for Juvenile Probation Officer I, Position Number 900304053, from the Youth Facility. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Howell informed the Commission that Family Court Circuit Judge John Walter Davis, III, passed away two weeks ago.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci informed the Commission that the City and County along with several other participating entities are tentatively planning a formal announcement on January 21 about their joint efforts to create an Internet Exchange in Montgomery.

PRESENTATION BY COMMUNITY CORRECTIONS EXECUTIVE DIRECTOR PAUL BROWN

Community Corrections Executive Director Paul Brown briefed the Commission regarding Amendment Number 1 to Contractual Agreement with Sentinel Offender Services, LLC, (formerly G4S Justice Services, Inc.), regarding electronic monitoring of offenders. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Brown presented a Position Fill Request for Community Corrections Officer, Position Number 300359009, from Community Corrections. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding items on the agenda.

DISCUSSION BY THE COMMISSION

Vice Chairman Harris requested a \$1,000 miscellaneous appropriation from his account to the Montgomery County Recreation Department for Cleveland Avenue YMCA for Montgomery Fire AAU Basketball program.

Commissioner Williams requested a \$500 miscellaneous appropriation from his account to the City of Montgomery Parks and Recreation Department for Hayneville Road Community Center for senior citizens program.

The Commission agreed to add these items to the miscellaneous appropriations.

Commissioner Williams presented a letter from ECHO requesting funding for the program. After discussion, the Commission agreed to a Budget Change Request in the amount of \$3,000 from donation revenue and to waive rules and add this item to the agenda.

Chairman Dean presented an invoice from Leadership Montgomery, Inc., for the EMERGE Montgomery Program. After discussion, the Commission agreed to a Budget Change Request in the amount of \$15,000 from donation revenue and to waive rules and add this item to the agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a proposed 2016 Legislative Agenda item relating to Montgomery County and levying a sales tax on the retail and wholesale price of all spirituous or vinous liquors sold in the County, and providing for disposition of the proceeds for the District Attorney's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a proposed 2016 Legislative Agenda item relating to Montgomery County; to Amend Act 2012-82 of the 2012 Regular Session (Acts 2012, p. 143), providing for an improved system of recording documents in the Office of the Judge of Probate and for the collection of a special recording fee; to further provide for the use of the fees. He noted that this bill does not increase the recording fee, but is an amendment as to how the proceeds are used. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE AND ASSISTANT COUNTY ENGINEER JAMES KELLEY

County Engineer George Speake recommended a Bid Award to Dunn Construction Co., Inc., for crushed stone, Bid No. 53000-16B-006. Also, he recommended a Bid Award to Osburn Associates, Inc., for traffic signage & supplies, Bid No. 53104-16B-005. After discussion, the Commission agreed to place these items on the next agenda.

Additionally, he advised the Commission that the final layer of asphalt was placed on Dozier Road last week; this project will be complete after shoulder work and permanent striping are finished. Resurfacing work on Mt. Zion Road remains on schedule to begin in January 2016.

The Commission inquired about when the Outer Loop would be opened for traffic and Assistant County Engineer James Kelley advised that a ribbon cutting ceremony would be held around the middle of January depending on the weather.

PRESENTATION BY EXERCISE AND TRAINING COORDINATOR MARK BARRETT
WITH MONTGOMERY CITY-COUNTY EMERGENCY MANAGEMENT AGENCY

Exercise and Training Coordinator Mark Barrett with the Montgomery City-County Emergency Management Agency briefed the Commission regarding the 2015 Montgomery County Hazard Mitigation Plan Update. After discussion, the Commission agreed to waive rules and add a Resolution to adopt this plan to the agenda.

PRESENTATION BY GRANT MANAGER REGINA WALKER, PARKS AND
RECREATION SUPERINTENDENT JAMES WILLIAMS AND EXECUTIVE DIRECTOR
GREG CLARK WITH CENTRAL ALABAMA REGIONAL PLANNING AND
DEVELOPMENT COMMISSION

Grant Manager Regina Walker with the Sheriff's Office briefed the Commission regarding a Land and Water Conservation Grant through the Alabama Department of Economic and Community Affairs. She stated that the grant maximum is \$150,000 with a 50/50 cash match, of which some can be in-kind. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a Position Fill Request for Clerk II, Position Number 290002004, from the Board of Registrars. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a Schedule of Upcoming Bids/Contract Renewals.

Administrator Mims briefed the Commission regarding the Service of Process Fee (Sheriff Process Fee) Collection for December 2015.

Administrator Mims briefed the Commission regarding the Population Report for November 2015 for the Mac Sim Butler Detention Facility.

Administrator Mims presented a Census and Fiscal Report for November 2015 for Community Corrections.

COMMENTS FROM PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry updated the Commission regarding Montgomery County's 200th Birthday celebration events, the calendar of events and the Employee Christmas luncheon. Vice Chairman Harris stated that Chappy's did a great job on the luncheon and the legislative breakfast. Chairman Dean said that before he and Commissioner Williams were Commissioners, there was no Employee Appreciation luncheon or Christmas luncheon for County employees. He added that the Commission needs to continue to show the department heads and employees how much they are appreciated. Mr. Dean asked how many participated in the lunch and DiDi stated that 648 enjoyed the lunch, with 211 of those being takeout.

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen briefed the Commission regarding the proposed Minority and Women Business Enterprise Initiative Policy and Plan. She stated that she would present the final document at the next Commission meeting. Commissioners agreed to discuss with her the percentage participation target for qualified Minority and Women Business Enterprises prior to the next County Commission meeting.

DISCUSSION BY THE COMMISSION

Commissioner Walker stated that she had a doctor's appointment and would have to leave immediately following the Formal Session.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Commissioner Hall.

The Pledge of Allegiance was led by Vice Chairman Harris.

County Administrator Mims called Roll to establish a quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Hall, Walker, and Williams. Also present were County Attorney Tyrone C. Means, and County Engineer George C. Speake.

Commissioner Williams made a motion to approve the Minutes of the Regular Meeting of December 7, 2015. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

CONSENT AGENDA

Administrator Mims presented the Accounts Payable and Payroll Checks Authorization for approval.

Commissioner Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 5, are attached to these Minutes.)

PRESENTATION

Presentation of \$20,000 Check to Troy University for Davis Theatre Upgrades

Commissioner Walker spoke about the history of the Davis Theatre, stating that it was built in the 1930's, showed movies without sound and was "the" place to go in Montgomery. It closed in 1976 and was purchased by Troy University in 1983. She added that it is a nostalgic beauty and has served schools, residents, ballet dance and all types of theatre. Commissioner Walker presented the check to Vice President of Troy University Dr. Lance Tatum. Dr. Tatum thanked the Commission for its support and commented on Troy University's significant role in the revitalization of Montgomery over the past decade and the many events hosted by local groups at the Theatre. He thanked the Commission again for the gift and added that the Theatre will be more interactive and appealing with the upgrades to be done.

NEW BUSINESS

COUNTY COMMISSION – APPROVED AUTHORIZATION OF PROPOSAL FROM JMR+H ARCHITECTS, INC., REGARDING MODIFICATION OF EXISTING SOUTH LAWRENCE STREET PARKING AND PUBLIC ACCESS TO ANNEX III

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

December 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Proposal for Modification of Existing Lawrence Street Parking and Access

After Probate Court moved to Annex III in early May 2015, public access to Annex III from the upper level of the parking deck was closed. The public is now required to enter on Lawrence Street for security screening. A Probate customer, who had previously parked in the handicap

spaces on the third level, expressed concern over the handicap access at the Lawrence Street entrance and the availability of handicap accessible parking on Lawrence Street.

The building architects, JMR+H, were asked to review access after implementation of the new security procedures and recommend the addition of two handicap parking places on Lawrence Street to meet ADA requirements. Attached is their proposal for architectural/engineering services to design the compliant access and parking.

I request that approval of the proposal from JMR+H be placed on a future agenda.

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Proposal, Agenda Page 1-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

Administrator Mims requested approval of the following miscellaneous appropriations reprogramming requests:

December 21, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

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-2016-29: Montgomery Community Action Agency, for Senior Citizens Christmas Luncheons and Dinners - \$290; (Williams)

NC-2016-66: City of Montgomery, to be used by BONDS to Flatwood Community, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$250; (Williams)

NC-2016-67: Snowdown Volunteer Fire Department, for General Operations - \$1,000; (Hall)

- NC-2016-68: South Montgomery County Fire Protection Authority and Rescue Squad, for General Operations - \$1,000; (Hall)
- NC-2016-69: Pike Road Volunteer Fire Protection Authority, for General Operations - \$1,000; (Hall)
- NC-2016-70: Waugh-Mt. Meigs Volunteer Fire Protection Authority, for General Operations - \$1,000; (Hall)
- NC-2016-71: Rolling Hills-Lakes Volunteer Fire Department, for General Operations - \$1,000; (Hall)
- NC-2016-72: Pintlala Volunteer Fire Department, for General Operations - \$1,000; (Hall)
- NC-2016-73: Alabama Cooperative Extension System, for Jimmy Smitherman's Certified Crop Adviser Renewal Fee - \$75; (Harris)

End of Memorandum

During the County Commission Meeting this date, Chairman Dean requested that the following miscellaneous appropriations reprogramming requests be added and his fellow Commissioners concurred:

- C-2016-30: Montgomery County Recreation Department, Cleveland Avenue YMCA, for Montgomery Fire AAU Basketball Program - \$1,000; (Harris)
- NC-2016-74: City of Montgomery Parks and Recreation Department, for Hayneville Road Community Center for Senior Citizens Program - \$500; (Williams)

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Walker and unanimously approved by the Commission.

COUNTY COMMISSION – APPROVED BID AWARD TO MSF, INC., FOR SECURITY GUARD SERVICE, BID NUMBER 51100-16B-004

Administrator Mims presented the following memorandum from Purchasing Manager Myrtle Singleton:

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: December 1, 2015

RE: Invitation to Bid No. 51100-16B-004
 Security Guard

I request approval of award on the above referenced Invitation to Bid to the low bidder, MSF, Inc., be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for two (2) years in one year periods. A price escalation may be allowed, but shall not exceed 5% per year. The low bid was for \$10.22 per hour based on unit pricing.

Coordination of award made with William Flowers, Chief Clerk of Probate.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Spreadsheet, Memorandum and Contractual Agreement, Agenda Pages 3-2 through 3-6, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED POSITION FILL REQUESTS (2)

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

December 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Position Fill Requests for Clerks

Please find attached position fill requests for two clerk vacancies in the County Commission. Clerk III Tonya Mitchell took a position with the City, and Clerk Typist II Courtney Williams resigned to move out of state following her marriage next week.

Pursuant to the 2015 Clerical Study recently completed by City-County Personnel, new titles, job descriptions and minimum qualifications have been developed for administrative clerks, including the two positions above, to reflect the changes in responsibilities of support staff in recent years.

The Clerical Study and Personnel's recommendations for implementation will be presented at a later Commission meeting. The position fill requests include both the old and new job titles for each position. The pay grade for each of these positions is not changed as a result of the study. I request that the position fill requests be placed on the next agenda.

End of Memorandum

Commissioner Walker made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 4-2 and 4-3, are attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUESTS (4)

Administrator Mims presented the following memorandum:

December 11, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on December 7, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Trainee/Corrections Officer, Position Number 106
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 208
- (3) Corrections Officer Trainee/Corrections Officer, Position Number 219
- (4) Stores Clerk I, Position Number 193

I am requesting approval of these items.

Attachments

End of Memorandum

Commissioner Hall made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 5-2 through 5-5, are attached to these Minutes.)

REVENUE COMMISSIONER'S OFFICE – APPROVED POSITION FILL REQUEST FOR
REVENUE BRANCH SUPERVISOR, POSITION NUMBER 800120022

Administrative Mims presented the following memorandum from Revenue Commissioner Janet Y. Buskey:

November 30, 2015

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Cc: Donnie Mims, County Administrator
FROM: Janet Y. Buskey, Revenue Commissioner
SUBJECT: Revenue Branch Supervisor Position# 800120022

I respectfully request that the Montgomery County Commission consider my request to fill the vacant position of Revenue Branch Supervisor for our new South Office. This position is currently vacant in the 2016 FY budget. With respect to the current hiring freeze, I am requesting that this position be filled in order to train and staff the new South Office.

I respectfully request approval of the accompanying fill request for this position. Thank you for your consideration in this matter.

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 6-2, is attached to these Minutes.)

SUPPORT SERVICES – APPROVED POSITION FILL REQUEST FOR MAIL ROOM AND
STORES CLERK, POSITION NUMBER 260775002

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

December 2, 2015

MEMORANDUM

TO: Montgomery County Commission
FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Position Fill Request for Mail Room and Stores Clerk

Please find attached a position fill request for a Mail Room and Stores Clerk to replace Otis Williams, who has retired after 25 years of service. I request that the position fill request be placed on the next agenda.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 7-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (14)

Administrator Mims recommended the following Travel/Training Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. County Commission	Request Numbers 8, 9, 10, 11, and 12
2. Probate Judge's Office	Request Numbers 2 and 3
3. Revenue Commissioner's Office	Request Number 1
4. Sheriff's Office	Request Number 11
5. Detention Facility	Request Number 5
6. Parks and Recreation	Request Number 1
7. Appraisal Department	Request Number 3
8. Personnel Department	Request Number 3
9. Community Corrections	Request Number 1

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 8-1 through 8-14, are attached to these Minutes.)

WAIVE RULES

Chairman Dean requested to waive rules and add the following items to the agenda, and his fellow Commissioners concurred:

BOARD OF REGISTRARS – APPROVED POSITION FILL REQUEST FOR CLERK II, POSITION NUMBER 290002004

Administrator Mims presented the following memorandum from Chairman of the Board of Registrars:

MEMORANDUM

DATE: December 7, 2015

TO: Donald L. Mims, Administrator
Montgomery County Commission

FROM: George M. Noblin, Chairman
Montgomery County Board of Registrars

RE: Request to Fill Employee Vacancy

As per the attached retirement notice from Barbara A. Jenkins, Clerk II, indicating that her last day of employment will be December 31, 2015, this is to request that the Board, which conducts voter file maintenance on a daily basis for the more than 140,000 Registered Voters in Montgomery County. This Clerk, in addition to performing the full range of voter file maintenance duties, including performing newly mandated Photo Voter ID Card transactions, also handles all felony notifications and related issues.

It would be greatly appreciated if this matter could be added to the agenda for the next Montgomery County Commission meeting. The appropriate Position Fill Request form for further action pending approval by the Commission is herewith attached.

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 9-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED IMPLEMENTATION OF 2015 CLERICAL STUDY, ISSUED BY CITY-COUNTY PERSONNEL DEPARTMENT, ITEMS 1 AND 2, AS PRESENTED BY FINANCE DIRECTOR SHERRILL THOMAS, EFFECTIVE JANUARY 1, 2016

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

December 17, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Waive Rules Request for Approval and Implementation of 2015 Clerical Study

Finance Director Sherrill Thomas submitted the attached summary of the 2015 Clerical Study recently completed by the Personnel Department. She recommends, and I concur, that the County implement items 1 and 2.

I request that the Commission waive rules and approve implementation of items 1 and 2, effective January 1, 2016.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Memoranda and General Clerical Series Functions, Agenda Pages 10-2 through 10-7, are attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUEST FOR CORRECTIONS
OFFICER CAPTAIN, POSITION NUMBER 121

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:
December 16, 2015

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator
FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: ~3 Position Fill Requests~
Sheriff's Office Lieutenant
Sheriff's Office Sergeant
Corrections Officer Captain

I am requesting that the County Commission approve the immediate positions for a Deputy Sheriff Lieutenant and Deputy Sheriff Sergeant. We had a Lieutenant resign his position effective immediately which has caused a shift in work load for the other supervisors.

Also, one of our Corrections Officer Captains will be retiring at the end of the month and there is not a current register on file with City-County Personnel. If we do not have this position on the next agenda, we will have to wait six (6) months to obtain another register.

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

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 11-2, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUESTS (2)

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

December 16, 2015

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: ~3 Position Fill Requests~
Sheriff's Office Lieutenant
Sheriff's Office Sergeant
Corrections Officer Captain

I am requesting that the County Commission approve the immediate positions for a Deputy Sheriff Lieutenant and Deputy Sheriff Sergeant. We had a Lieutenant resign his position effective immediately which has caused a shift in work load for the other supervisors. Also, one of our Corrections Officer Captains will be retiring at the end of the month and there is not a current register on file with City-County Personnel. If we do not have this position on the next agenda, we will have to wait six (6) months to obtain another register.

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

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 12-2 and 12-3, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED AUTHORIZATION OF ONE STEP RAISE FOR DEPUTIES AND CORRECTIONAL OFFICERS WHO OBTAIN AN ASSOCIATE'S DEGREE AND A ONE-TIME PAY STIPEND OF \$700 FOR AN ASSOCIATE'S DEGREE FOR DEPUTIES AND CORRECTIONAL OFFICERS WHO ARE AT THE TOP OF THEIR PAY GRADE

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

MEMORANDUM

TO: Montgomery County Commission

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: College Incentive Program

On April 6, 2015, the County Commission approved revising the College Incentive Program for the Sheriff's Office as follows:

Undergraduate Courses

- Final grade of A: 90% tuition reimbursement or a maximum of \$250.00 per credit hour
- Final grade of B: 80% tuition reimbursement or a maximum of \$220.00 per credit hour
- Final grade of C: 60% tuition reimbursement or a maximum of \$165.00 per credit hour

Graduate Courses

- Final grade of A: 90% tuition reimbursement or a maximum of \$310.00 per credit hour
- Final grade of B: 80% tuition reimbursement or a maximum of \$275.00 per credit hour
- Final grade of C: No reimbursement

In addition to this incentive, the Sheriff's Office currently has an Awarded College Degree Benefit Program which is outlined below:

Employed, full-time deputies and correctional officers of the Montgomery County Sheriff's Office who have an awarded college degree from an accredited university shall have the following increase added to their base salary, upon final approval of the Sheriff:

1. Bachelor's Degree: 2 step raise
2. Master's Degree: 3 step raise

Employees may not exceed the steps of their pay grade in compensation for a college degree. In the event an employee is at the top of their pay grade and have not received a pay increase (compensation), a one-time pay stipend of \$2,000.00 for a bachelor's degree or \$2,700.00 for a master's degree shall be awarded upon the final approval of the Sheriff.

Currently, as stated above, deputies and correctional officers who receive a Bachelor's Degree receive a two-step raise and deputies and correctional officers who receive a Master's Degree receive a three-step raise. In addition to these incentives, I am requesting for the County Commission to authorize a one-step raise for deputies and correctional officers who obtain an Associate's Degree and in the event an employee is at the top of their pay grade and have not received a pay increase (compensation), a one-time pay stipend of \$700.00 for an Associate's Degree shall be awarded upon final approval of the Sheriff.

I appreciate the Commission's support of the College Incentive Program and these modifications would greatly benefit the Sheriff's Office in helping encourage further education by the Sheriff's Office employees.

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

SHERIFF'S OFFICE – APPROVED BID AWARD TO GULF STATES DISTRIBUTORS, INC., FOR EMERGENCY EQUIPMENT, BID NO. 52110-16B-008

Administrator Mims presented the following memorandum from Purchasing Manager Myrtle Singleton:

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: December 16, 2015

RE: Invitation to Bid No. 52110-16B-008
Emergency Equipment

Request that rules be waived to approve award on the above referenced Invitation to Bid to the lowest eligible bidder, Gulf States Distributors, Inc., in the amount of \$56,065.78 based on unit pricing, be placed on the agenda for the County Commission December 21, 2015. (Copy of spreadsheet attached.) The lowest bidder, Interceptor Public Safety Products, Inc. did not bid the models listed per the specifications and was not approved by the Sherriff, as provided for in the Invitation to bid.

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

Coordination of award made with Derrick Cunningham, Sherriff.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Memorandum and Spreadsheet, Agenda Pages 14-2 through 14-5, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED BID AWARD TO MSF, INC., FOR INMATE SECURITY, BID NO. 52110-15B-002

Administrator Mims presented the following memorandum from Purchasing Manager Myrtle Singleton:

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager
DATE: December 17, 2015
RE: Invitation to Bid No. 52110-15B-002
Inmate Security

Request that rules be waived at the Commission meeting on December 21, 2015, to approve the award of the above referenced Invitation to Bid to next lowest bidder MSF, Inc., in the amount of \$41.13, based on hourly pricing of \$13.71 for scheduled, \$13.71 for unscheduled and \$13.71 for holiday hours. Please see attached opinion from Attorney Gallion approving immediate cancellation of the contract and award to the net lowest bidder.

This contract will be from December 28, 2015 to November 14, 2016, with the option to renew for one (1) year. A price escalation may be allowed, but shall not exceed 5% per year. Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Attorney Gallion's Opinion and Memorandum, Agenda Pages 15-2 and 15-3, are attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED BUDGET CHANGE REQUEST NUMBER 3

Administrator Mims requested approval of Budget Change Request Number 3, District Attorney's Office

Commissioner Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 16-1, is attached to these Minutes.)

DISTRICT ATTORNEY’S OFFICE – APPROVED POSITION FILL REQUEST FOR CASE
MANAGER I, POSITION NUMBER 438045005 FOR THE WORTHLESS CHECK UNIT

Administrator Mims presented the following memorandum from Chief Administrator of the District Attorney’s Office Rhonda B. Cape:

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Rhonda B. Cape
Chief Administrator

DATE: December 14, 2015

SUBJECT: Position Fill Request

I respectfully request the County Commission waive rules at the December 21 meeting and approve the attached Case Manager I position fill request in the Worthless Check Unit. This is due to an internal transfer and is paid by the Worthless Check Unit.

Please contact me if you have any questions.

Attachment

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 17-2, is attached to these Minutes.)

COUNTY COMMISSION – ADOPTED RESOLUTION AUTHORIZING THE 2015
MONTGOMERY COUNTY HAZARD MITIGATION PLAN UPDATE

Administrator Mims requested adoption of resolution authorizing the 2015 Montgomery County Hazard Mitigation Plan Update.

Vice Chairman Harris made a motion to adopt the resolution authorizing the 2015 Montgomery County Hazard Mitigation Plan Update. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Email, Approval and Implementation Page and Resolution, Agenda Pages 18-1 through 18-3, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED PROPOSED 2016 LEGISLATIVE AGENDA ITEM
RELATING TO MONTGOMERY COUNTY; LEVYING A SALES TAX ON THE RETAIL
AND WHOLESALE PRICE OF ALL SPIRITUOUS OR VINOUS LIQUORS SOLD IN THE
COUNTY, AND PROVIDING FOR DISPOSITION OF THE PROCEEDS FOR THE
DISTRICT ATTORNEY’S OFFICE

Administrator Mims presented the following memorandum:

December 16, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: 2016 Legislative Agenda – District Attorney’s Liquor Tax Bill

District Attorney Daryl Bailey has proposed a bill relating to Montgomery County and the Levying a Sales Tax on the Retail and Wholesale Price of all Spirituous or Vinous Liquors Sold in the County, and Providing for Disposition of the Proceeds.

Attached is the proposed bill for your consideration, which was distributed during the legislative breakfast on December 14, 2015.

Should you have any questions, please contact me.

Attachment

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copy of A Bill to be Entitled an Act, Agenda Pages 19-2 and 19-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED PROPOSED 2016 LEGISLATIVE AGENDA ITEM
RELATING TO MONTGOMERY COUNTY; TO AMEND ACT 2012-82 OF THE 2012
REGULAR SESSION (ACTS 2012, P. 143), PROVIDING FOR AN IMPROVED SYSTEM OF
RECORDING DOCUMENTS IN THE OFFICE OF THE JUDGE OF PROBATE AND FOR
THE COLLECTION OF A SPECIAL RECORDING FEE; TO FURTHER PROVIDE FOR
THE USE OF THE FEES

Administrator Mims presented the following memorandum:

December 16, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: 2016 Legislative Agenda – Amendment to the Judge of Probate Document
Recording System and Special Recording Fee

Probate Judge Steven L. Reed has proposed a bill relating to Montgomery County to amend Act 2012-82 of the 2012 Regular Session (Acts 2012, p. 143), providing for an improved system of recording documents in the office of the judge of probate and for the collection of a special recording fee and to further provide for the use of the fees. Please note that this bill does not increase the recording fee, but is an amendment as to how the proceeds are used.

Attached is the proposed bill for your consideration, which was distributed during the legislative breakfast on December 14, 2015.

Should you have any questions, please contact me.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copy of A Bill to be Entitled an Act, Agenda Pages 20-2 through 20-4, is attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST 22 FOR \$3,000 TO ECHO FOR PROGRAM SERVICES, \$15,000 TO
LEADERSHIP MONTGOMERY, INC., FOR THE EMERGE MONTGOMERY PROGRAM,
AND \$4,000 TO MONTGOMERY BOARD OF EDUCATION, BREWBAKER
TECHNOLOGY MAGNET HIGH SCHOOL FOR ATHLETIC DEPARTMENT FOR
BASKETBALL TEAM

Administrator Mims requested approval of Budget Change Request Number 22, for \$3,000 to Echo for Program Services, \$15,000 to Leadership Montgomery, Inc., for the Emerge Montgomery Program, and \$4,000 to Montgomery Board of Education, Brewbaker Technology Magnet High School for Athletic Department for Basketball Team, County Commission Appropriations.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 21-1, is attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

Coach Chauncey Shines of Brewbaker Technology Magnet High School asked the Commission to help fund his basketball team's travel to a basketball tournament in Florida the last week in December. The funding will help with the travel expenses so that the team can enjoy this once in a lifetime opportunity. Vice Chairman Harris told Coach Shines that he had helped fund the team mascot and that it would be an honor to help fund the team's trip to Florida. He told the coach that he produces outstanding players and suggested the Commission appropriate \$4,000. His fellow Commissioners concurred. The coach thanked the Commission for its help and Chairman Dean wished him much success.

County Engineer George C. Speake thanked the Commission for another good year and wished everyone a Merry Christmas and Happy New Year.

Commissioner Hall wished everyone a Merry Christmas and Happy New Year. He stated that he learned in church recently that another word for faithfulness is loyalty. He expressed his appreciation for all that Coach Shines does for the young and for all the employees who are loyal to their work in Montgomery. He wished his fellow Commissioners a Merry Christmas and restful time with their families.

Commissioner Williams told the audience good morning and wished everyone a Merry Christmas and Happy New Year. He stated that it is a pleasure working with his fellow Commissioners. He wished Coach Shines much success and told Commissioner Walker that he hopes she gets a good report from the doctor today.

Commissioner Walker spoke about the huge success of the Camellia Bowl this past weekend. She described herself as a sports junkie and a Montgomery girl and encouraged everyone to attend next year's game. She commented on the number of tourists the Bowl brings to Montgomery and the extremely positive comments she had heard. She gave kudos to everyone and wished them a Merry Christmas.

Chairman Dean told the audience good morning. He told everyone that the Commission gives to the right causes, like Valiant Cross Academy. He stated that the Commission gave money to the school and donated forty tickets for the students to attend the Camellia Bowl. He said that he is proud to live in Montgomery and wished everyone a Merry Christmas and Happy New Year. He told the audience that the Commission loves and cares for the employees of Montgomery County and hopes to give them the raise they deserve. He told everyone Happy New Year and encouraged them to reach out and touch someone; tell someone you love them.

Vice Chairman Harris told the audience good morning and commented that this is the season for giving. He said that God gave us the best gift of all, His only Son, and this is what the season is all about. He said that someone he knows had their gifts stolen and their bank account depleted. He called Administrator Donnie Mims because he knew Donnie would know what to do. Administrator Mims put the constituent in touch with Hands On River Region and Neighbors in Christ and within a short time the constituent received \$200 in vouchers to Walmart. He stated

that Montgomery is a great place to live and that no matter how much or little you have, the best feeling is to give. He wished everyone a Merry Christmas and Happy New Year.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

Commissioner Walker left the meeting for a doctor's appointment.

PRESENTATION BY DIRECTOR OF DEVELOPMENT BRENDA DENNIS, ARTISTIC DIRECTOR KITTY SEALE AND DANCE STUDENTS KE'YANA ROBINSON, JORDAN RICKS, KAREN LICARI AND SAFIYA HAQUE WITH THE ALABAMA DANCE THEATRE

Director of Development Brenda Dennis with the Alabama Dance Theatre briefed the Commission regarding their educational outreach program and requested funding for the program. Artistic Director Kitty Seale introduced dance students Ke'Yana Robinson, Jordan Ricks, Karen Licari and Safiya Haque, who spoke about their experience with the program. After discussion, the Commission agreed to place a Budget Change Request in the amount of \$15,000 from donation revenue on the next agenda.

PRESENTATION BY COMMUNITY LIAISON CHRISTY HOLDING WITH THE SAMARITAN COUNSELING CENTER

Community Liaison Christy Holding with The Samaritan Counseling Center briefed the Commission regarding the program and requested funding. Probate Judge Steven L. Reed expressed his support for the program. After discussion, the Commission agreed to place a Budget Change Request in the amount of \$7,500 from donation revenue on the next agenda.

RECESS TO EXECUTIVE SESSION

Administrator Mims presented a letter from County Attorney Tyrone C. Means, requesting the convening of an Executive Session to discuss possible pending or threatened litigation. Vice Chairman Harris made a motion to go into the Executive Session. The motion was seconded by Commissioner Hall and unanimously approved by each Commissioner, openly giving their individual vote. Administrator Mims noted that Chairman Dean, Vice Chairman Harris, Commissioner Hall and Commissioner Williams were present and stated that the Commission would recess to the Information Session immediately following the Executive Session. Chairman Dean recessed the Information Session to the Executive Session. (Letter from County Attorney Tyrone C. Means and a Checklist for Conducting Lawful Executive Sessions, Pages 22-1 and 22-2, are attached to these Minutes).

RECESS TO INFORMATION SESSION

Vice Chairman Harris made a motion to recess the Executive Session. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. Chairman Dean recessed the Executive Session to the Information Session.

INFORMATION SESSION

ADJOURNMENT

Vice Chairman Harris made a motion to adjourn the meeting of the Montgomery County Commission on December 21, 2015, at 11:37 a.m. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-4-15

Check Number	To	Check Number
257111		257192
Total Checks Paid		\$772,816.29

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

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-4-15

Check Number	To	Check Number
257193		257261
Total Checks Paid		\$380,836.96

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

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-11-15

Check Number	To	Check Number
257262		257330
Total Checks Paid		\$288,388.73

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

AGENDA

DEC 21 2015

12-21-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-11-15

Check Number	To	Check Number
257331		257424
Total Checks Paid		\$810,975.62

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
12/11/15

12/21/15 Meeting

AGENDA

DEC 21 2015

Payroll Check Number	124394	To	Payroll Check Number	124462	\$ 52,538.38
Direct Deposits					\$ 902,466.91
Payroll Check Number	124463	To	Payroll Check Number	124486	\$ 252,597.86
Direct Deposits					\$ 382,394.41
Federal Deposits					\$ 350,919.04
Total Payroll Paid					\$ 1,940,916.60

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

JMR+H

Architecture, PC

December 1, 2015

Donald L. Mims, County Administrator
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102-1667

Re: **Modification of Existing Lawrence Street Parking - Annex III**

Mr. Mims,

Thank you for the opportunity to submit our proposal for Architectural / Engineering services for the project referenced above. We recommend the following for this project:

ADA Parking and Access Evaluation

Principal Architect	4 hr. x \$ 180/hr. =	\$ 720.00
Architect	12 hr. x \$ 130/hr. =	\$ 1,560.00
Contract Administrator	18 hr. x \$ 95/hr. =	\$ 1,710.00
Administrative	2 hr. x \$ 55/hr. =	<u>\$ 110.00</u>

Subtotal Evaluation:

\$ 4,100.00

Construction Documents / Design

Civil Design:

Senior CAD	20 hr. x \$ 85/hr. =	\$ 1,700.00
Engineer – McClendon	10 hr. x \$ 135/hr. =	\$ 1,350.00
Engineer – Speaks	2.5 hr. x \$ 185/hr. =	<u>\$ 462.50</u>

Subtotal Civil Design Fee

\$ 3,512.50

Architect Design Fee

\$ 2,735.00

Subtotal Construction Documents / Design:

\$ 6,247.50

Reimbursable for City Reviews and Approvals (Board of Adjustments):

Senior CAD	5 hr. x \$ 85/hr. =	\$ 425.00
Engineer- McClendon	4 hr. x \$ 135/hr. =	\$ 540.00
Topo Survey		<u>\$ 1,500.00</u>

Subtotal Reimbursable:

\$ 2,465.00

GRAND TOTAL

\$12,812.50

Thanks again for the opportunity to provide you with our proposal for A/E Services. We are excited to be a part of this project. Should you have additional questions, please do not hesitate to contact me.

Sincerely,

JMR+H Architecture, PC


Michael Rutland, AIA
President

445 Dexter Avenue | Suite 5050 | Montgomery, AL 36104 | P: 334.420.5672 | F: 334.420.5692

Purchasing Department

[illegible]

Notes:

Purchasing Department

[illegible]

Notes:



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

MEMORANDUM

To: Myrtle Singleton, Purchasing Manager

From: William Flowers, Chief Clerk Montgomery County Probate Court

Date: 12/01/15

Re: Invitation to Bid No. 51100-16B-004, Security Guard Service

The Office of the Montgomery County Probate Court is aware of and has reviewed the above mentioned bids. Our current provider has been satisfactory and is the lowest bidder among the many applicants.

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 1st day of January, 2016 between MSF, Inc., of Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, MSF, Inc. owns and operates a business and desires to furnish Security Guard Services for Montgomery County Commission, Probate Offices and other County Departments, as needed, in accordance with all provisions and specifications of Invitation to Bid No. 51100-16B-004 as issued by the Montgomery County Commission on November 10, 2015 (hereinafter referred to as the Invitation to Bid), a copy of which is attached hereto:

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

1. All terms and conditions of the Invitation to Bid are incorporated herein by this reference.
2. That the contract will be begin January 1st, 2016 and will end on December 31, 2016, with the option to renew for two (2) years, in one (1) year periods, providing funds are made available by the Montgomery County Commission.. A price escalation will be allowed after the first year, but shall not exceed 5% per year.
3. That the hourly price of \$10.22 per man hour will remain firm for the one (1) year contract period. Pay for overtime hours, which is time and a half, will be paid based on hourly price bid.
4. Hours will be from 7:45 A.M. CST until the last employee leaves following the close of business, unless an authorized supervisor requests that they stay longer. When a security guard cannot be present, Contractor shall have a replacement on premises no later than 8:30 A.M. CST, or the County shall have the right to secure services elsewhere and the Contractor shall then be responsible for paying the difference in contract price and the price the County will have to pay for the services.
5. Montgomery County Commission will only pay MSF, Inc. for hours worked on County holidays if employees are required to work.

6. That Montgomery County Commission and MSF, Inc. shall have the right to cancel the Contract at any time during the contract period with a sixty (60) day written notice or a five (5) day written notice with cause and non-compliance of the contract.
7. 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 MSF, Inc.
8. 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.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 21st day of December, 2015.

WITNESS:

MSF, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: County Commission
DEPARTMENT HEAD: Donald L. Mims
SUPERVISOR: Tammy L. Nix

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

1 POSITION TITLE: Clerk III/Administrative Support Specialist
POSITION NUMBER: 300003017
PROPOSED EFFECTIVE DATE: 12/21/15
TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY
RECRUITING
() PROMOTIONAL REGISTER (x) TRANSFER
(x) OPEN COMPETITIVE REGISTER () REEMPLOYMENT
PAY GRADE A04 \$28,765 Step 01

DL Mims Date 12/2/2015
Department Head

2 ADMINISTRATIVE REVIEW
() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION
Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4 SELECTEE: _____

Appointing Authority Date _____

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

01/21/15

POSITION FILL REQUEST

DEPARTMENT: County Commission

DEPARTMENT HEAD: Donald L. Mims

SUPERVISOR: Tammy L. Nix

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

1 POSITION TITLE: Clerk Typist II/Administrative Support Associate

POSITION NUMBER: 200012014

PROPOSED EFFECTIVE DATE: 12/21/15

TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER (x) TRANSFER

(x) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A03 \$25,630 Step 01

DL Mims
Department Head

Date 12/2/2015

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4 SELECTEE: _____

Appointing Authority

Date _____

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

4-3

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 106

Proposed Effective Date December 7, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

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

Derrick Cunningham
Department Head *mc*

Date December 2, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

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

1. Position Title Correction Officer/ Correction Officer Trainee

Position Number 208

Proposed Effective Date November 23, 2015 replacement of Brent Shephard

Type of Appointment ☒ Permanent ☐ Temporary

Recruiting

☐ Promotional Register ☐ Transfer
☒ Open Competitive Register ☐ Reemployment

Pay Grade Corrections Officer Trainee - \$30,096 PCT
Corrections Officer \$31,344 - 46,832 PC1

Derrick Cunningham Date November 12, 2015
Department Head

2. Administrative Review

☐ Approved
☐ Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

5. ☐ Manpower data entered by _____ Date _____
☐ Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 219

Proposed Effective Date December 7, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

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

Derrick Cunningham

Department Head

Date December 2, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Stores Clerk I

Position Number 193

Proposed Effective Date December 7, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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



Department Head

Date December 2, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Revenue Commissioner's Office

DEPARTMENT HEAD: Janet Buskey

SUPERVISOR: Allyson Holland

COMPLETED ACTION DATES

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

1 POSITION TITLE Revenue Branch Supervisor

POSITION NUMBER 800120022

PROPOSED EFFECTIVE DATE January 4, 2016

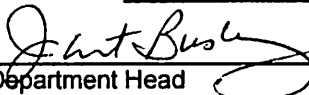
TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTIONAL REGISTER () TRANSFER

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A07 (40,664 - 60,755)


Department Head

Date 11/30/2015

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4 SELECTEE: _____

Appointing Authority

Date _____

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

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: **County Commission**

DEPARTMENT HEAD: **Florence M. Cauthen**

SUPERVISOR: **Pat Litchfield**

COMPLETED ACTION DATES

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

1 POSITION TITLE: **Mail Room and Stores Clerk**

POSITION NUMBER: 360775002

PROPOSED EFFECTIVE DATE: 12/21/15

TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER (x) TRANSFER

(x) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A03 \$25,630 Step 01

Florence M. Cauthen
Department Head

Date 12/2/15

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4 SELECTEE: _____

Appointing Authority

Date _____

5 () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

DEC 21 2015

Date: December 4, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL

Departure Date: January 27, 2016

Return Date: January 29, 2016

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: to attend ACCMA Winter Conference

The Hotel at Auburn University and Dixon Conference Center

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: \$690.40

Advance Registration Required: \$195.00

Department Name: County Commission

Fund Name: General

Additional Comments: Registration- \$195.00 / Meals- \$150.00 / Hotel- \$281 / Mileage- \$64.40

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$690.40 and advance registration of \$195.00 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>\$3,154.60</u>	
Budget Available:	<u>\$19,345.40</u>	
Current Requests:	<u>\$690.40</u>	
Budget Balance:	<u>\$18,655.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/4/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

DEC 21 2015

Date: December 17, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: February 19, 2016 Return Date: February 24, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2016 NACo Legislative Conference

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: \$2,677.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$450.00 / Hotel- \$1,437.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,677.00 and advance registration of \$490.00 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>\$3,845.00</u>
Budget Available:	<u>\$18,655.00</u>
Current Requests:	<u>\$2,677.00</u>
Budget Balance:	<u>\$15,978.00</u>

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

DEC 21 2015

Date: December 17, 2015
To: Donald L. Mims, Administrator
From: Daniel Harris, Jr., Vice Chairman
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.

Departure Date: February 21, 2016 Return Date: February 24, 2016

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: to attend the 2016 NACo Legislative Conference

Traveler (s) Name: 1. Daniel Harris, Jr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,877.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$225.00 / Hotel- \$862.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator

From: Daniel Harris, Jr., Vice Chairman

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,877.00 and advance registration of \$490.00 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>\$3,845.00</u>
Budget Available:	<u>\$18,655.00</u>
Current Requests:	<u>\$4,554.00</u>
Budget Balance:	<u>\$14,101.00</u>

Donald L. Mims, Administrator

Reviewed by: M Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

DEC 21 2015

Date: December 17, 2015
To: Donald L. Mims, Administrator
From: Jiles Williams, Jr., Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: February 21, 2016 Return Date: February 24, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the 2016 NACo Legislative Conference

Traveler (s) Name: 1. Jiles Williams, Jr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,877.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$225.00 / Hotel- \$862.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator
From: Jiles Williams, Jr., Commissioner

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,877.00 and advance registration of \$490.00 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>\$3,845.00</u>
Budget Available:	<u>\$18,655.00</u>
Current Requests:	<u>\$6,431.00</u>
Budget Balance:	<u>\$12,224.00</u>

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

DEC 21 2015

Date: December 17, 2015
To: Donald L. Mims, Administrator
From: Ronda M. Walker, Commissioner
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: February 21, 2016 Return Date: February 24, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend the 2016 NACo Legislative Conference

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

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

Total (est.) Cost: \$1,952.00 Advance Registration Required: \$490.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$490.00 / Meals- \$300.00 / Hotel- \$862.00 / Airfare- \$300.00

To: Donald L. Mims, Administrator
From: Ronda M. Walker, Commissioner

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,952.00 and advance registration of \$490.00 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>\$3,845.00</u>
Budget Available:	<u>\$18,655.00</u>
Current Requests:	<u>\$8,383.00</u>
Budget Balance:	<u>\$10,272.00</u>

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

DEC 21 2015

Date: November 30, 2015
To: Donald L. Mims, Administrator
From: Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: January 13, 2016 Return Date: January 14, 2016
Conference Leave (Days / Hours): 2 days
Purpose of Travel: To attend Alabama Licensing Officials Conference

Traveler (s) Name: 1. William Flowers 4. Cathy Mobley/Vanessa Evans
2. Kim Brown/Donna Cleveland 5. Brenda Robbins/Gina Hicks
3. Brenda Robinson/Virginia Davis 6. Lasheenia Williams

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

Total (est.) Cost: \$1,526.00 Advance Registration Required: \$1,250.00

Department Name: Probate Fund Name: General Fund

Additional Comments: _____

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

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,526.00 and advance registration of \$1,250.00 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>\$14,000.00</u>	
Approved Requests:	<u>\$2,222.03</u>	
Budget Available:	<u>\$11,777.97</u>	
Current Requests:	<u>\$3,176.00</u>	
Budget Balance:	<u>\$8,601.97</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/3/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

DEC 21 2015

Date: December 15 2015
To: Donald L. Mims, Administrator
From: Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington D.C.
Departure Date: February 3, 2016 Return Date: February 5, 2016
Conference Leave (Days / Hours): 3 days
Purpose of Travel: To attend the National Prayer Breakfast

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

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

Total (est.) Cost: \$2,625.00 Advance Registration Required: _____

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: _____

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

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,625.00 and advance registration of \$0.00 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>\$14,000.00</u>	
Approved Requests:	<u>\$5,398.03</u>	
Budget Available:	<u>\$8,601.97</u>	
Current Requests:	<u>\$2,625.00</u>	
Budget Balance:	<u>\$5,976.97</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/16/2015

cc: Finance Director / Buyer

8.7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA

DEC 21 2015

Date: December 14, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: January 31 2016 Return Date: February 3, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Alabama Tax Administrators, Mid-Winter Conference

Traveler (s) Name: 1. Janet Buskey 4. _____
2. Allyson Holland 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,750.00 Advance Registration Required: \$400.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: _____

To: Janet Buskey, Revenue Comm.
From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,750.00 and advance registration of \$400.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$4,400.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$4,400.00</u>	
Current Requests:	<u>\$2,750.00</u>	
Budget Balance:	<u>\$1,650.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/14/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

DEC 21 2015

Date: December 16, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: Sun., January 10, 2016 Return Date: Tues., January 12, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama Interoperable Communications Summit

Traveler (s) Name: 1. Major Jon Briggs 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$600.00 Advance Registration Required: \$0.00

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

Additional Comments: No registration fee

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$600.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$7,987.00</u>
Budget Available:	<u>\$17,013.00</u>
Current Requests:	<u>\$600.00</u>
Budget Balance:	<u>\$16,413.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

DEC 21 2015

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

Request approval to be granted for the following:

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

Traveler (s) Name: 1. Colonel Wanda Robinson 4. _____
2. Captain Etta Matthews 5. _____
3. Lieutenant Tamberly Garner 6. _____

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

Total (est.) Cost: \$800.00 Advance Registration Required: \$75.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

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

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$800.00 and advance registration of \$75.00 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>\$7,122.00</u>	
Budget Available:	<u>\$7,878.00</u>	
Current Requests:	<u>\$800.00</u>	
Budget Balance:	<u>\$7,078.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/16/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA

DEC 21 2015

Date: December 4, 2015
To: Donald L. Mims, Administrator
From: James Williams
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: January 31, 2016 Return Date: February 3, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: 2016 Alabama Recreation & Parks Association State 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: \$854.67 Advance Registration Required: \$225.00

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

Additional Comments: Registration - \$225.00 / Lodging - \$329.67 / Meals - \$300.00

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

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$854.67 and advance registration of \$225.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$854.67</u>
Budget Balance:	<u>\$1,645.33</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/4/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

DEC 21 2015

Date: December 16, 2015
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 13, 2016 Return Date: April 15, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: AL III: Basic Mapping

Traveler (s) Name: 1. Scot Millican 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration: \$275.00

TOTAL EST. COST: \$ 275.00

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

The above request is app. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$275.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$2,634.23</u>
Budget Available:	<u>\$27,365.77</u>
Current Requests:	<u>\$275.00</u>
Budget Balance:	<u>\$27,090.77</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/16/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

DEC 21 2015

Date: December 16, 2015

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 25, 2016

Return Date: February 25, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Trenholm State Community College 2016 Health & Business Career Expo

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. Brittany Lopez 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: Personnel

Fund Name: Merit System

Additional Comments: No registration or setup fees

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 12/21/15 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>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$2,481.97</u>	
Budget Available:	<u>\$17,518.03</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$17,518.03</u>	

Donald L. Mims, Administrator

Reviewed by: M Knighten

Date: 12/17/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

AGENDA

DEC 21 2015

Date: December 2, 2015
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Perdido Beach Resort, Orange Beach, AL

Departure Date: February 22, 2016

Return Date: February 23, 2016

Conference Leave (Days / Hours): two days

Purpose of Travel: To attend the Alabama Assoc. 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: \$327.58

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. 12/21/15 reimbursement of actual and necessary expenses in the
approximate amount of \$327.58 and advance registration of \$50.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,425.00</u>
Approved Requests:	<u>\$1,860.15</u>
Budget Available:	<u>\$10,564.85</u>
Current Requests:	<u>\$327.58</u>
Budget Balance:	<u>\$10,237.27</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/3/2015

cc: Finance Director / Buyer

8-14

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Board of Registrars

DEPARTMENT HEAD: George Noblin

SUPERVISOR: George Noblin

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

1. Position Title Clerk II

Position Number 290002004

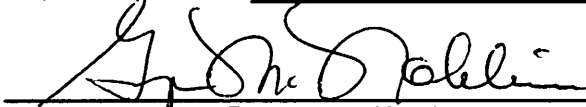
Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade A02 - \$22,918


Department Head

Date December 8, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

Montgomery County Commission

Finance Department
P.O. Box 1667
Montgomery, Alabama 36102
Phone 334-832-1268

Memo

To: Donnie Mims, County Administrator
CC: Florence M. Cauthen, Deputy County Administrator
From: Sherrill R. Thomas, Finance Director *ST*
Date: 12/14/2015
Re: 2015 Clerical Study

The Personnel Department recently completed a clerical study and presented information and options for the consideration of the County Commission.

A summary of the proposed changes to the Clerical Positions included in the study are as follows:

- 1) Change position titles and pay grades as follows:

Current Position		Proposed New Position	
Title	Pay Grade	Title	Pay Grade
Clerk II	A02	Administrative Support Associate	A03
Clerk Typist II	A03	Administrative Support Associate	A03
Clerk III	A04	Administrative Support Specialist	A04
Clerk IV	A05	Administrative Assistant	A05
Administrative Secretary	A06	Senior Administrative Assistant	A06
Office Manager	A07	Executive Assistant	A07

- 2) Reassign certain Clerk positions to a new classification and position based on the study analysis of the position duties.
- 3) Issue assignment pay ranging from \$500 to \$1,250 per year for certain administrative staff at the discretion of the Elected Official or Department Head.

The estimated cost of items 1) and 2) is \$42,000. The estimated cost of the assignment pay would be in the range of \$13,000.

It is my recommendation that the County implement items 1 and 2 immediately and further review the methodology and impact of the assignment pay.

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

MEMORANDUM

November 18, 2015

TO: Donnie Mims, County Administrator
CC: Florence Cauthen, Deputy County Administrator
Sherrill Thomas, Finance Director
FR: Carmen Douglas, Personnel Director 
RE: 2015 CLERICAL STUDY

This is a follow-up to my July 15, 2015, memo to you in reference to the results of the 2015 Clerical Study. Effective November 20, 2015, the City of Montgomery implemented the third option of the clerical study for their administrative support staff.

After further discussion with Ms. Cauthen and Ms. Thomas, I would like to make the additional recommendations.

Assignment pay for administrative support staff may or may not be issued at the discretion of the department head or elected official. Only one support staff member may be eligible for assignment pay per department head or elected official.

It is also being recommended that the Office Manager (A07) job be abolished and be reclassified to an Executive Assistant (A07). This will eliminate duplication of duties being performed by similar jobs within the pay and classification plan. The duties performed by the Office Manager should be within the administrative support series.

If you need any additional information or if you would like to discuss further, please let me know.

An Equal Opportunity Employer
www.montgomerypersonnel.com

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

MEMORANDUM

AGENDA

SEP - 8 2015

September 8, 2015

TO: Montgomery County Commissioners

FR: Carmen Douglas, Personnel Director

RE: 2015 CLERICAL STUDY RESULTS

The clerical study has been completed and the Personnel Department has three options for you to consider. In conducting the study, we took into consideration how the responsibilities of support staff have evolved over the last several years. Therefore new titles, job descriptions and minimum qualifications have been developed to reflect this evolution. I have included a spreadsheet that provides greater details of each of the options and I have included a brief summary of each option below.

Option 1

The estimated cost to implement option 1 is less than \$25,000. The support staff will be reclassified to their new classification and when required they will also be moved to their new pay grade without an additional step increase in pay.

Option 2

The estimated cost to implement option 2 is less than \$43,000. The support staff will be reclassified to their new classification and when required they will also be moved to their new pay grade and receive an additional step increase in pay.

Option 3

Is the same as option 1; however, it will also include an option of assignment pay for the direct report support staff of the Division heads and elected officials ranging from \$500 - \$1250 per year. This option will cost less than \$30,000.

It is my recommendation that the county implement option 3 before the end of the calendar year. The main goal of the study was to ensure that the job duties performed are properly reflected in the job descriptions, to streamline the testing process, and to assist in recruiting by ensuring that the minimum qualifications are representative of what an applicant needs to be successful upon employment. Since the market adjustment addressed pay deficiencies, an additional step increase (Option 2) is not recommended.

If you need any additional information or would like to discuss further, please let me know.

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GENERAL CLERICAL SERIES

This series includes positions performing a wide range of clerical and administrative support functions. At higher levels, these positions directly support executive directors, department directors and managers by coordinating office functions such as personnel actions, budget preparation and control, purchasing, and payroll making decisions covered by City, County or Airport policies and procedures and in many cases supervising lower clerical employees. Many positions in this series require qualifications, skill and abilities testing and most positions at higher levels are assumed to possess the knowledge, skills and abilities specified for positions at lower levels. All positions assist departments by performing office, clerical and admin support functions in efforts to allow departments to carry out the major functions of the department.		
Grade	Classifications	Former Class(es)
A07	Executive Assistant. Employees in this class perform a full range of general and specialized clerical procedures with differentiation from lower clerical levels in providing direct support to cabinet members and major department heads in a variety of administrative functions and may supervise lower level clerical employees. Work procedures are similar in nature to the Specialist level such as managing major functions such as payroll, budget preparation and control, purchasing supplies and equipment, personnel actions, various report and document generation, and/or managing record keeping and filing systems but work is differentiated due to the size and complexity of the department supported. Work in this class is non-routine and cyclical in nature. Work requires full knowledge of office administration. Qualifications: 6 years of clerical/office administrative experience which demonstrates full knowledge of office functions. A Technical Certification in Office Administration or closely related area may (required as of Jan 1, 2018) substitute for one year of experience. Advanced training in office administrative or closely related area is preferred at this level.	Executive Secretary
A06	Senior Administrative Assistant. Employees in this class perform a full range of general and specialized clerical procedures with differentiation from lower clerical levels in providing full, direct support to large department managers or cabinet members in a variety of administrative functions and typically supervises lower level clerical employees. Work procedures include but not limited to managing payroll, budget preparation and control, purchasing supplies and equipment, personnel actions, general administrative functions such as developing department various reports and documentation, managing record keeping and filing systems, and/or basic bookkeeping duties such as accounts payable, department billing and receiving payments. Work in this class is non-routine and cyclical in nature. Work requires full knowledge of office administration and supervisory skill. Qualifications: Four (4) years of clerical/office administrative experience which demonstrates full knowledge of office functions. A Technical Certification in Office Administration or closely related area may (required as of Jan 1, 2018) substitute for one year of experience. Advanced training in office administrative or closely related area is preferred at this level.	Admin Secs, Clerk IV

10-5

A05	Administrative Assistant. Employees in this class perform a full range of general and specialized clerical procedures with differentiation from lower clerical levels in providing full, direct support to smaller department managers, cabinet members or large division heads in a variety of administrative functions and typically supervises lower level clerical employees. Work procedures include but not limited to managing payroll, budget preparation and control, purchasing supplies and equipment, personnel actions, general administrative functions such as developing department various reports and documentation, managing record keeping and filing systems, and/or basic bookkeeping duties such as accounts payable, department billing and receiving payments. Work in this class is non-routine and cyclical in nature. Work requires full knowledge of office administration and supervisory skill. Qualifications: Three (3) years of clerical/office administrative experience which demonstrates full knowledge of office functions. A Technical Certification in Office Administration or closely related area may (required as of Jan 1, 2018) substitute for one year of experience. Advanced training in office administrative or closely related area is preferred at this level.	Clerk III/IV
A04	Administrative Support Specialist. Employees in this class perform a wide range of general and specialized clerical procedures designed to assist departments in completing the specific department functions. Work procedures include but not limited to general office duties such as typing various forms, reports, documentation, ordering supplies, organizing office filing systems, assisting in functions such as payroll and budget, handling cash drawers, office inventory, answering phones and/or basic bookkeeping. Work in this class is not always repetitive and may be cyclical in nature. Employees can exercise some judgment and decision making within the defined functions they support. Work requires knowledge of general office procedures and specific knowledge and abilities required by the specific department functions and personnel they support. Employees in this class may lead lower level clerical employees. Qualifications: Two (2) years of general clerical experience which demonstrates knowledge of office functions. A Technical certification in Office Administration or closely related area may (required as of Jan 1, 2018) substitute for one year of experience. Experience must indicate typing proficiency for general clerical work.	Clerk Typist II, Clerk III
A03	Administrative Support Associate. Employees in this entry-level class perform more basic data entry, general clerical work including answering phones (receptionist), filing, retrieving and in-putting information with clearly defined instructions. Tasks in this class are typically repetitive in nature and require no policy interpretation. Qualifications: HS Diploma, Typing test requirement of (25-37 (composite score WPM-errors)) words per minute.	Clerk II, Clerk Typist II

NOTE: Support staff within the clerical series assigned to a cabinet member, elected official and county division heads are eligible to receive incentive pay of \$500 - \$1250 per year as long as they are assigned to that position with that reporting relationship. This incentive accounts for the city/county-wide nature of the administrative support functions and/or the nature of the work performed because of the reporting relationship.

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

MEMORANDUM

July 15, 2015

TO: Donnie Mims, County Administrator

FR: Carmen Douglas, Personnel Director 

RE: 2015 CLERICAL STUDY RESULTS

The clerical study has been completed and the Personnel Department has three options for you to consider. In conducting the study, we took into consideration how the responsibilities of support staff have evolved over the last several years. Therefore new titles, job descriptions and minimum qualifications have been developed to reflect this evolution. I have included a spreadsheet that provides greater details of each of the options and I have included a brief summary of each option below.

Option 1

The estimated cost to implement option 1 is less than \$25,000. The support staff will be reclassified to their new classification and when required they will also be moved to their new pay grade without an additional step increase in pay.

Option 2

The estimated cost to implement option 2 is less than \$43,000. The support staff will be reclassified to their new classification and when required they will also be moved to their new pay grade and receive an additional step increase in pay.

Option 3

Is the same as option 1; however, it will also include assignment pay for the direct report support staff of the Division heads (Finance, Administration, Youth Facility and Personnel) and elected officials ranging from \$500 - \$1250 per year. This option will cost less than \$30,000.

It is my recommendation that the county implement option 3 at the beginning of the upcoming fiscal year. The main goal of the study was to ensure that the job duties performed are properly reflected in the job descriptions, to streamline the testing process, and to assist in recruiting by ensuring that the minimum qualifications are representative of what an applicant needs to be successful upon employment. Since the market adjustment addressed pay deficiencies, an additional step increase (Option 2) is not recommended.

If you need any additional information or would like to discuss further, please let me know.

An Equal Opportunity Employer
www.montgomerypersonnel.com

10-7

POSITION FILL REQUEST

COMPLETED ACTION DATES	
1	2
3	4
5	6
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99	100

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Captain

Position Number 121

Proposed Effective Date January 4, 2016

Type of Appointment (X) Permanent () Temporary

Recruiting

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

Pay Grade **PC5 - \$50,178 - \$74,973**

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

Date December 17, 2015

Department Head

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Lieutenant

Position Number 080

Proposed Effective Date December 21, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS4 \$49,225 - \$73,546

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

Derrick Cunningham

Date December 10, 2015

Department Head

*Replacement
of Donnie
Byrd*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

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

Date _____
Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Sergeant

Position Number _____

Proposed Effective Date December 21, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS3 \$44,664 - \$66,733

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

Date December 10, 2015

Derrick Cunningham
Department Head

*pos # to be
determined
after promotion*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

December 8, 2015

MEMORANDUM

TO : Myrtle Singleton
Purchasing Department

FROM : Sheriff Derrick Cunningham 

SUBJECT : Emergency Equipment

Please be advised that I agree with the bid being awarded as indicated in the attached documentation.

Please let me know if you have any further questions.

Thank you.

DC/crv

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 142

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 58 BIDS MAILED				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 52110-16B-008				Gulf States Distributors 6000 E. Shirley Lane Montgomery, AL 36117 (334) 271-2010 Attn: Conrad Nafel		Emergency Lighting By Haynes 4850 Lakeview Blvd. Montgomery, AL 36110 (334) 241-5200 Attn: Scottie Haynes		Interceptor Public Safety P. O. Box 817 Forsyth, GA 31029 (334) 703-3048 Attn: Steve Meadows		Hurricane Electronics 906 Plantation Way Montgomery, AL 36117 (334) 272-7373 Attn: Brannon Odom		NAFECO NO BID	
ISSUED: November 24, 2015													
BID OPENING: December 8, 2015													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Prisoner Transport Cage		16	\$499.00	\$7,984.00	\$435.00	\$6,960.00	\$504.99	\$8,079.84	\$715.00	\$11,440.00		
2	Cargo Barrier		16	\$311.00	\$4,976.00	\$325.00	\$5,200.00	\$310.99	\$4,975.84	\$464.00	\$7,424.00		
3	Partiton Wings		16	\$75.00	\$1,200.00			\$87.99	\$1,407.84	\$109.63	\$1,754.08		
4	Window Armor Bars		17	\$193.50	\$3,289.50	\$168.00	\$2,856.00	\$197.99	\$3,365.83	\$279.54	\$4,752.18		
5	Police Consoles		17	\$263.50	\$4,479.50	\$400.00	\$6,800.00	\$313.64	\$5,331.88	\$448.51	\$7,624.67		
6	Gun Rack- Dual Weapon.		14	\$202.52	\$2,835.28	\$285.00	\$3,990.00	\$212.29	\$2,972.06	\$315.63	\$4,418.82		
	Partition Mounted , Vertical												
7	Push Bumper		4	\$249.00	\$996.00	\$250.00	\$1,000.00	\$231.50	\$926.00	\$490.75	\$1,963.00		
8	Pit Bar		4	\$259.00	\$1,036.00			\$271.74	\$1,086.96	\$466.67	\$1,866.68		
9	Wing Wraps		4	\$110.00	\$440.00	\$250.00	\$1,000.00	\$146.50	\$586.00	\$176.80	\$707.20		
10	Code 3 C31000 Speaker		17	\$135.00	\$2,295.00	\$150.00	\$2,550.00	\$148.50	\$2,524.50	\$189.00	\$3,213.00		
11	Code 3 6 Button PA		10	\$279.00	\$2,790.00	\$325.00	\$3,250.00	\$302.50	\$3,025.00	\$499.59	\$4,995.90		
12	Hide A Blast Units		26	\$99.00	\$2,574.00	\$108.00	\$2,808.00	\$46.20	\$1,201.20	\$73.88	\$1,920.88		
13	Essex Dual Head Units		34	\$137.00	\$4,658.00	\$125.00	\$4,250.00	\$170.00	\$5,780.00	\$193.60	\$6,582.40		
14	Quad LED Lighthead		17	\$267.00	\$4,539.00	\$170.00	\$2,890.00	\$265.00	\$4,505.00	\$399.32	\$6,788.44		
15	Code 3 Light Bars		10	\$1,017.50	\$10,175.00	\$1,250.00	\$12,500.00	\$690.00	\$6,900.00	\$1,899.00	\$18,990.00		
16	Code 3 SuperVisor Tri-Core Interior Lighting		3	\$599.50	\$1,798.50	\$535.00	\$1,605.00	\$533.50	\$1,600.50	\$959.99	\$2,879.97		
TOTAL BID AMOUNTS													

Notes:

Emergency Lighting By Haynes- Items 1-16
models listed are not per the bid specifications

Interceptor Public Safety- Items 7,8,10,11,12,13
14,15,16 models listed are not per the bid specifications

Hurricane Electronics - Items 7,8 and 9
models listed are not per the bid specifications

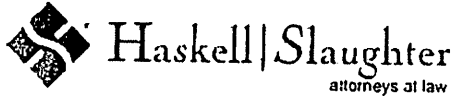
14-4

Notes:

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 6		BID # 7		BID # 8		BID # 9		BID # 10	
BID NO. 52110-16B-008				G& C Supply Co., Inc. NO BID									
ISSUED: November 24 , 2015													
BID OPENING: December 8, 2015													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Prisoner Transport Cage												
2	Cargo Barrier												
3	Partition Wings												
4	Window Armor Bars												
5	Police Consoles												
6	Gun Rack- Dual Weapon,												
	Partition Mounted , Vertical												
7	Push Bumper												
8	Pit Bar												
9	Wing Wraps												
10	Code 3 C31000 Speaker												
11	Code 3 6 Button PA												
12	Hide A Blast Units												
13	Essex Dual Head Units												
14	Quad LED Lightheads												
15	Code 3 Light Bars												
16	Code 3 SuperVisor Tri-Core Interior Lighting												
TOTAL BID AMOUNTS													

Notes:



Haskell Slaughter & Gallion, LLC
8 Commerce Street
Suite 1200
Montgomery, Alabama 36104
t. 334.265.8573 | f 334 264 7945

MEMORANDUM

December 17, 2015

To: Donnie Mims
From: Thomas T. Gallion, III
Re: Inmate Security Guard Services (Revised)

TT6

I have reviewed your memorandum dated December 11, 2015, regarding Inmate Security Guard Services.

I have reviewed all documents, including the letter from Sheriff Cunningham. Based on my review, 8284, Inc., has not provided the service required under the contract. The County can cancel immediately. It does not require the MCC approval. A new contract can be awarded immediately to the next lowest bidder. Please see the attached Memorandum from the Sheriff agreeing to accept the next lowest bidder.

It is the constitutional duty of the Sheriff to provide for the safety of the citizens of Montgomery County. Therefore, I opine that this contract can be terminated.

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

50051-317



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

December 8, 2015

MEMORANDUM

TO : Myrtle Singleton
Purchasing Department

FROM : Sheriff Derrick Cunningham 

SUBJECT : Current Security Service Contract

It has been brought to my attention that the current security service we are currently using does not have a current security license. We must cease and desist services with them immediately and move on to the next company listed. I am requesting that we move forward on this issue as soon as possible.

Please let me know if you have any further questions.

Thank you.

DC/crv

cc: Florence Cauthen
Colonel Wanda Robinson

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 

DEC 21 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT:	District Attorney	REVIEWED:	S. Thomas	12/14/2015
DATE:	12/11/2015	Finance Director		Date
REQUESTED BY:	Daryl D. Bailey	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Surety Bonds	760-51260-273	350	55	405
Grant/Office of Prosecution Ex	760-51260-292	125,000	-55	124,945
				0
				0
				0
				0
				0
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				0
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				0
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				0
				0
				0
				0
				0
TOTAL		125,350	0	125,350

JUSTIFICATION:

To cover increase of fidelity bond

ORIGINAL

DISTRICT ATTORNEY
POSITION FILL REQUEST

DEPARTMENT HEAD: Daryl D. Bailey

SUPERVISOR: Michael J. Thomas

POSITION TITLE: WCU Case Manager I

POSITION NO: 438045005

PROPOSED EFFECTIVE DATE: Dec. 21, 2015

TYPE OF APPOINTMENT: (X) PERMANENT () TEMPORARY

RECRUITING:

(X) OPEN () TRANSFER

() PROMOTION (X) PROMOTION/TRANSFER

PAY GRADE: A03-01 - AO3-15 SALARY RANGE: \$25,630 - \$38,294

Pay step to be based upon the following rules:

(x) Promotions – If the rate in the previous position was less than the minimum rate established for the class of the new position, the rate of the pay shall be advanced to the minimum of the class of the new position. If the difference in pay ranges does not automatically result in an increase in the equivalent of a one-step increase in the rate of pay for an employee promoted, a one-step immediate increase within the pay range of the new classification may be given by the appointing authority.

*Merit dates do not change.

(x) Transfers – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

1 ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

2

Funding

3

SELECTEE: _____

Date: _____

Appointing Authority Signature – District Attorney Office

4

() Manpower data entered by: _____ Date: _____

() Payroll entered by: _____ Date: _____

Donald Mims

From: Brown, Calvin I. [cibrown@montgomeryal.gov]
Sent: Tuesday, December 08, 2015 12:04 PM
To: Donald Mims
Subject: Hazard Mitigation Signature Page
Attachments: County Sign Page.pdf

AGENDA

DEC 21 2015

Donnie,

We have a completed copy of the Hazard Mitigation Plan and I need the Chairman's Signature. Can you put this on the next agenda.

Please call with any questions.



Calvin Brown, Director
Montgomery City/County EMA
Office: 334-240-4181
Cell: 334-850-2880
Fax: 334-241-2622
Email: cibrown@montgomeryal.gov

APPROVAL & IMPLEMENTATION

The purpose of hazard mitigation is to implement action that eliminate the risk from hazards, or reduce the severity of the effects of hazards on people and property. Mitigation actions are both short-term and long-term activities that reduce the cause or occurrence of hazards; reduce exposure to hazards; or reduce effects of hazards through various means to include preparedness, response and recovery measures.

This plan update applies to all local agencies, boards, commissions, and departments assigned mitigation responsibilities, and to others as designated by the Mayor of the City of Montgomery or Director of the Montgomery City-County Emergency Management Agency.

The Montgomery City-County Hazard Mitigation Plan Update was prepared in compliance with Public Law 106-390, *Disaster Mitigation Act of 2000*, as amended. This plan update implements hazard mitigation measures intended to eliminate or reduce the effects of future disasters throughout Montgomery City-County, and was developed in a joint and cooperative venture by members of the Montgomery City-County Hazard Mitigation Planning Committee.

Montgomery City-County will comply with all applicable state and federal statutes and regulations in effect with respect to the periods for which it receives grant funding, in compliance with 44 Code of Federal Regulations (CFR) 13.11c. Montgomery City-County will amend its plan whenever necessary to reflect changes in local/state and/or federal laws and statutes as required in 44 CFR, 13.11d. At a minimum, the Montgomery City-County EMA will review and if necessary, update the plan every five years from the date of approval in accordance with 44 CFR, 201.6 (5) (d) (3) in order to continue program eligibility.

As the Director of the Montgomery City-County Emergency Management Agency, I hereby adopt this plan update in accordance to the powers delegated to me and accept this plan update for implementation in order to protect the lives and property of the citizens of Montgomery City-County, Alabama.

Date

Calvin Brown, Director

Montgomery City-County Emergency Management Agency

County of Montgomery
2015 Montgomery County Hazard Mitigation Plan Update
Resolution of Adoption

WHEREAS, the Montgomery County Hazard Mitigation Plan has been updated in accordance with FEMA requirements at 44 C.F.R. 201.6; and

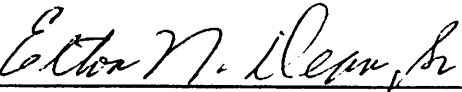
WHEREAS, the County of Montgomery participated in the updating of a multi-jurisdictional plan, the Montgomery County Hazard Mitigation Plan; and

WHEREAS, the County of Montgomery is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the plan and the actions in the plan; and

WHEREAS, the County of Montgomery has reviewed the plan and affirms that the plan will be updated no less than every five years.

NOW THEREFORE, BE IT RESOLVED by the County Commission that the County of Montgomery adopts the 2015 Montgomery County Hazard Mitigation Plan update, and resolves to execute the actions in the plan.

ADOPTED, this 21st day of December, 2015 at the meeting of the County Commission.



Chairman, Montgomery County Commission

1 172669-1 : n : 12/08/2015 : FC / tj LRS2015-3358

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A BILL

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TO BE ENTITLED

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AN ACT

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Relating to Montgomery County; levying a sales tax

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on the retail and wholesale price of all spirituous or vinous

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liquors sold in the county, and providing for disposition of

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the proceeds.

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BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

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Section 1. Pursuant to the authority granted in

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Section 104 of the Constitution of Alabama of 1901, in

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Montgomery County, there is hereby levied and shall be

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collected a sales tax at the rate of five percent upon the

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wholesale and retail price, excluding taxes, of spirituous or

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vinous liquors sold at retail or wholesale in the county by

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the Alcoholic Beverage Control Board, its stores, or its

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successors or assigns. The county tax herein levied shall be

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collected by the board, its successors, or assigns, from the

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wholesale and retail purchaser at the time the wholesale or

1 retail price is paid. The tax shall be collected as are other
2 taxes on alcoholic beverages and deposited into the county
3 general fund to be distributed to the Montgomery County
4 district attorney's office, district attorney fund, for the
5 operation of the office. The Alcoholic Beverage Control Board
6 may withhold five percent of the tax collected under this act
7 for costs for administration and collection not to exceed two
8 thousand dollars (\$2,000) per year.

9 Section 2. This act shall become effective on the
10 first day of the third month following its passage and
11 approval by the Governor, or its otherwise becoming law.

1 165071-1 : n : 03/06/2015 : FC / th LRS2015-805

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A BILL

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TO BE ENTITLED

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AN ACT

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Relating to Montgomery County; to amend Act 2012-82

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of the 2012 Regular Session (Acts 2012, p. 143), providing for

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an improved system of recording documents in the office of the

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judge of probate and for the collection of a special recording

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fee; to further provide for the use of the fees.

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BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

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Section 1. Section 7 of Act 2012-82 of the 2012

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Regular Session (Acts 2012, p. 143), is amended to read as

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follows:

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"Section 7.

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"Effective immediately after the date this act

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becomes applicable to Montgomery County, a special recording

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and filing fee of five dollars (\$5) shall be paid to and

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collected by the Judge of Probate of Montgomery County, with

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respect to each real property instrument, each personal

1 property instrument, and each Uniform Commercial Code document
2 that may be filed for record in the office of the judge of
3 probate and with respect to other instruments and documents in
4 the probate office at the discretion of the judge of probate,
5 and on and after that date, no instrument or document shall be
6 received for record in the office of the judge of probate
7 unless the special recording fee of five dollars (\$5) is paid.
8 The special recording fee shall be in addition to all other
9 fees, taxes, and charges required by law to be paid upon the
10 filing for record of any real property instrument, personal
11 property instrument, or Uniform Commercial Code document, and
12 for the recording of other instruments and documents in the
13 probate office at the discretion of the judge of probate. All
14 special recording fees collected shall be paid to a special
15 fund in the office of the judge of probate to be designated as
16 the Judge of Probate Fund. These funds shall be used at the
17 discretion of the judge of probate for an improved recording,
18 archiving, and retrieving system and other equipment,
19 maintenance, and services necessary for the improvement of the
20 office of the judge of probate, for the general operation of
21 the office of the judge of probate, and for any other lawful
22 public purpose for the improvement of the citizens of the
23 county. The judge of probate shall at the end of each fiscal
24 year report to the Montgomery County Legislative Delegation on
25 the use of the funds. No portion of the fees shall be used for
26 any political purpose."

1 Section 2. This act shall become effective on the
2 first day of the third month following its passage and
3 approval by the Governor, or its otherwise becoming law.

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 22

BUDGET FORM 5
AGENDA

DEC 21 2015

DEPARTMENT:	County Commission Appropriations	REVIEWED:	S. Thomas	12/21/2015
DATE:	12/21/2015		Finance Director	Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME		ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
ECHO	Program services	001-57600.470	5,000	3,000	8,000
Leadership Montgomery Inc.	EMERGE Montgomery Program	001-57904.498	0	15,000	15,000
Montgomery Board of Education	Brewbaker Technology Magnet HS for Basketball Team	001-58100.498	0	4,000	4,000
Donation Revenue		001-40000.47701	(237,000)	(22,000)	(259,000)
					0
					0
					0
					0
					0
					0
					0
					0
TOTAL			(232,000)	0	(232,000)

JUSTIFICATION:

Budget appropriations to the organizations above for program support as listed.

MEANS GILLIS LAW, LLC

ATTORNEYS AND COUNSELLORS AT LAW
ESTABLISHED IN 1981

Post Office Box 5058
60 Commerce Street, Suite 200 · Montgomery, Alabama 36104-3530
TEL: (334) 270-1033 · FAX: (334) 260-9396
WWW.MEANSGILLISLAW.COM

Sender's E-mail Address
tcmeans@meansgillislaw.com

December 16, 2015

AGENDA

DEC 21 2015

H. LEWIS GILLIS¹
TYRONE C. MEANS^{1,2,3}
KRISTEN J. GILLIS¹

ADMITTED
¹ ALABAMA
² GEORGIA
³ KANSAS

Members of the Montgomery County Commission
c/o Donald L. Mims, Administrator
Montgomery County Courthouse Annex
P.O. Box 1667
Montgomery, AL 36102-1667

**Re: Executive Session to Discuss Pending or Threatened Litigation
Our File Number: 2100-000**

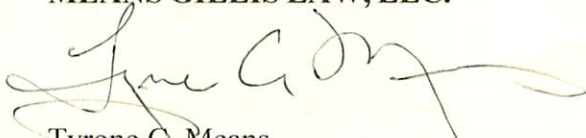
Dear Montgomery County Commission Members:

This is to advise the members of the Montgomery County Commission that I have been consulted on a matter on which the County Commission is considering convening an Executive Session at its next meeting scheduled for December 21, 2015 for discussion with legal counsel and others regarding advice for legal strategies and pending or threatened litigation. Based upon representations made to me, I have determined that, in my legal opinion, this matter is appropriate for Executive Session under Section 7(a) (6) of Act No. 2005-40.

Pursuant to Section 7(a) (3) of Act No. 2005-004, a copy of this letter should be attached to the minutes of the County Commission meeting wherein the body considers a motion to convene an Executive Session to discuss this matter.

Sincerely yours,

MEANS GILLIS LAW, LLC.



Tyrone C. Means
ASB-8760-S80T

ATTACHMENT E:

A Checklist for Conducting Lawful EXECUTIVE SESSIONS

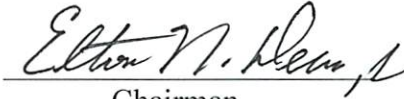
		<i>For Reference, See</i>	
☐ 1. Convene An Open Meeting	Page 21	Section IV (A) 1	
☐ 2. Enter a motion stating the reason for the Executive Session. <i>Executive Sessions may only be called for one of the following reasons:</i>	Page 21	Section IV (A) 2	
a. General Reputation and Character, Job Performance, or Salaries / Compensation	Page 21	Section IV (B) 1	
b. Formal Complaints or Charges Against an Individual or Legal Entity	Page 23	Section IV (B) 2	
c. Discussion with the Government Body's Attorney	Page 23	Section IV (B) 3	
d. Security Plans and Measures	Page 24	Section IV (B) 4	
e. Criminal Investigation and the Identity of an Undercover Agent or Informer	Page 25	Section IV (B) 5	
f. Negotiations to Buy / Sell / Lease Real Property	Page 25	Section IV (B) 6	
g. Preliminary Negotiations in Trade Competition	Page 26	Section IV (B) 7	
h. Negotiations Between The Body and a Group of Public Employees	Page 27	Section IV (B) 8	
i. Discuss and Vote Upon a Public or Contested Case Hearing	Page 27	Section IV (B) 9	
☐ 3. Receive a Written or Oral Declaration (if necessary).	Page 20	Section IV (A) 4	
a. Written Declarations are required for these Executive Sessions:			
I. Discussion with the body's attorney concerning options for, and ramification of, litigation, mediation, or arbitration.			
II. Discussions that would disclose the identity of an undercover informant or that focus on criminal investigations of non-public officials.			
III. Discussions concerning the negotiations between the body and a group of public employees.			
b. It is required that a designated person certify that the Executive Session is warranted for these specific reasons before the body votes to go into Executive Session.			
☐ 4. Vote to go into Executive Session	Page 20	Section IV (A) 4	
a) The vote must be open/public; and			
b) Each member must openly give his/her individual vote.			
☐ 5. Enter a Statement Concerning Reconvention	Page 21	Section IV (A) 5	

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, January 4, 2016, at 8:00 in the morning.



Administrator



Chairman