

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

June 27, 2011

AGENDA

INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Ken Upchurch with T.C.U. Consulting Services, LLC
Revenue Commissioner Janet Buskey
Probate Judge Reese McKinney, Jr.
Grant Writer Sara Byard with Central Alabama Regional Planning and
Development Commission
Juvenile Court Administrator Bruce Howell

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Polizos

Pledge of Allegiance Led By Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of June 13, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Resolution Supporting Prepaid Postage on Absentee Ballots, Specifically for Incapacitated Voters, County Commission
2. Consider Board Member Appointment, Montgomery County Community Punishment & Corrections Authority
3. Consider Board Member Appointment, Montgomery County Parks & Recreation Board
4. Consider Approval 2010 Annual Report of Insolvents, Errors in Assessments, Litigations, Lands Bid and Abatements and Adoption of Related Resolution, Revenue Commissioner's Office
5. Consider Policy Regarding Unauthorized Parking in Prohibited Spaces, County Commission
6. Consider to Recognize and Deny Claim Filed by Irving Johnson, County Commission
7. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Budget Change Request Number 22, County Commission Appropriations
9. Consider Approval of Payment to AUM for 2011-2012 AUM Business Breakfast Series, County Commission
10. Consider Position Fill Request for a Customer Service Clerk, County Commission
11. Consider Early Position Fill Requests for Two District Maintenance Superintendents, Engineering Department
12. Consider Position Reallocation and Reclassification from Account Clerk to Clerk III, Probate Judge's Office
13. Consider Travel/Training Requests (17)

OLD BUSINESS:

14. Consider Position Fill Request for Customer Service Clerk, Probate Judge's Office

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JUNE 27, 2011

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

JULY 4, 2011

County Holiday (Independence Day)

JULY 11, 2011

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

JULY 25, 2011

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

AUGUST 8, 2011

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

AUGUST 22, 2011

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

PERSONNEL ACTIONS

Fill action continues for 1 Clerk Typist II – County Commission Office

Fill action continues for 1 Applications Development Manager – Information System

Department

Fill action continues for 1 Grant Specialist – Public Affairs Department

Fill action continues for 1 Clerk Typist II – Support Services Department

Fill action continues for 1 Revenue Auditor – Tax & Audit Department

Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department

Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit

Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit

Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit

Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit

Fill action continues for 1 Dept. District Attorney Level 1 – District Attorney's Child Support

Unit

Fill action continues for 1 Pre-Trial Director – District Attorney Pre-Trial

Fill action continues for 12 Correction Officer Trainee's – Detention Facility

Fill action continues for 1 Correction Officer Sergeant – Detention Facility

Fill action continues for 1 Corrections Officer Corporal – Detention Facility

Fill action continues for 1 Corrections Officer Lieutenant – Detention Facility

Fill action continues for 1 Stores Clerk 1 – Detention Facility

Fill action continues for 1 County Road Equipment Operator I – Engineering Department

Fill action continues for 1 Civil Engineer Tech I – Engineering Department

Fill action continues for 1 Clerk Typist II – Engineering Department

Fill action continues for 1 Clerk III – Probate Judge's Office

Fill action continues for 3 Customer Service Clerk's – Probate Judge's Office

Fill action continues for 1 Probate Court Clerk – Probate Judge's Office

Fill action continues for 1 Clerk III – Revenue Commissioner's Office

Fill action continues for 4 Deputy Sheriff Trainee/Deputy Sheriff – Sheriff's Office

Fill action continues for 1 Deputy Sheriff Corporal – Sheriff's Office

Fill action continues for 1 Emergency Communications Operator 1 or 2 – Sheriff's Office

Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility

Fill action continues for 1 Cook/Mess Steward – Youth Facility

Fill action continues for 1 Food Service Supervisor – Youth Facility

Fill action continues for 1 Juvenile Detention Officer – Youth Facility

June 27, 2011

06-27-11 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 05-27-11

Check Number	To	Check Number
217340		217340
Total Checks Paid		\$1,030.00

CHECK #	PAYEE	AMOUNT	DATE
217340	Construction Materials	\$ 1,030.00	05/27/11

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

**Note: Out of sequence replacement check for approval by Montgomery County
Commission**

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-17-11

Check Number	To	Check Number
217593		217709
Total Checks Paid		\$543,987.57

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

06-27-11 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 06-24-11

Check Number	To	Check Number
217711		217742
Total Checks Paid		\$5,177.12

CHECK #	PAYEE	AMOUNT	DATE
217710	Eagle Business Systems, Inc.	\$ 458.50	06/23/11

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

06-27-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-24-11

Check Number	To	Check Number
217743		217916
Total Checks Paid		\$1,223,286.04

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
06/17/11**

Payroll Check Number	108687	To	Payroll Check Number	108845	\$ 112,970.31
Direct Deposits					\$ 790,287.20
Payroll Check Number	108846	To	Payroll Check Number	108875	\$ 272,122.81
Direct Deposits					\$ 319,761.74
Federal Deposits					\$ 307,773.54
Total Payroll Paid					\$ 1,802,915.60

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

RESOLUTION

WHEREAS, Ms. K.T. Brown, a volunteer representative for incapacitated absentee voters in Montgomery County, has appeared before the Commission to express her assessment of the need for pre-paid postage on Absentee Ballots of Incapacitated Voters; and

WHEREAS, Ms. Brown has informed the Montgomery County Commission that due to physical and financial limitations, many incapacitated voters, particularly the registered handicapped, paralytic and bedridden citizens, are unable to self-deliver their ballots to the local post office or afford the postage required to mail the ballot; and

WHEREAS, Ms. Brown has met with Alabama State Representative John Knight, Montgomery County Probate Judge Reese McKinney, Jr., Montgomery County Election Center Director Justin Aday and members of the Montgomery County Administration to discuss the importance of this issue; and

WHEREAS, Ms. Brown has requested that the Montgomery County Commission pass a Supportive Resolution for the statewide institution of Pre-Paid Absentee Ballots for registered Incapacitated Voters,

NOW THEREFORE BE IT RESOLVED that the Montgomery County Commission does hereby adopt this resolution, supporting the statewide institution of Pre-Paid Postage on Absentee Ballots, specifically for Incapacitated Voters.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 27th day of June, 2011.

P.O. Box 250902
Montg., AL 36125
06/08/11

The Honorable Elton Dean, Ch'man County Commissioners
100 S. Lawrence St.
Montg., AL 36104

Re: Supportive Resolution for pre-paid postage on Absentee
Ballots, specifically the registered handicapped Paralytic
bedridden Citizens.

Dear Mr. Dean:

Being that I have appeared before the County Commissioners
Previously as a Volunteer representative relative to the Absentee
ballot for registered voters pleading their Case for the
retention/exercise of their right to vote and have it remitted
to the Election Center...

Being that there are within our City/County Citizens who
are incapacitated to the point of being in a Paralytic state
physically and thus unable to either self-deliver their
Absentee ballot to the Election Center nor to take the
ballot to the post office to be stamped & mailed nor even to
afford the high cost of postage due to their limited income,
We the Volunteer representatives therefore presented to you
our problematic situation.

After pursuing the advice rendered us by you as to what direct-
ion we need to take, we the Volunteers have met and discussed
possibilities for the above through Meeting with;
#1. Mr. Trey Grainger, Mr. Donald M. MS and others
#2. Discussion Meeting with Probate Judge Reese McKinney
and #3. Representative John Knight, Mr. D. Mims, Mr. J. Mitchell, Mr. S.
Adair and Mrs. Pamela K. Patrick.

Now we are back before you requesting a Supportive Resolution
for the institution of pre-paid Absent Ballots so that we do not dis-
franchise Approx. one third of our registered Citizenry's Voting Rights.
We thank you for your support and consideration and we are eternally
indebted to you for your compassion and generosity.

In Christ,
Ms. KT Brown, Volunteer Representative
264-4597

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

JUN 27 2011

June 21, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Montgomery County Community Punishment & Correction Authority Board
Appointment

On May 10, 2011, Edward J. Nettles, Sr., resigned his position as a board member of the Montgomery County Community Punishment & Corrections Authority. The County Commission, during its meeting on June 13, 2011, agreed to consider the appointment of Carolyn Millender to this board.

I am requesting that the Commission consider appointment of Carolyn Millender to this authority, whose term will expire December 1, 2013.

DLM/tn

Attachment

CAROLYN MILLENDER

3552 Dee Drive ♦ Montgomery, AL 36116 ♦ Home: (334) 281-2108 ♦ Cell: (334) 313-1653
millender1908@gmail.com

PROFESSIONAL EXPERIENCE

- 2007 – Present **Director for Faculty Services**, Trenholm State Technical College
Coordinate instructional support, professional development, and workforce development training for faculty, students and customers.
- 2006 – 2007 **Director, WorkKeys and Tech Prep**, Trenholm State Technical College
Develop articulation agreements based on review of K-12 and postsecondary curriculum and administer WorkKeys assessments.
- 2004 – 2006 **Director, Automotive Workforce Development, Tech Prep, and Off Campus Instructional Sites**, Trenholm State Technical College
Conduct assessments of automotive industry partners needs, develop training course, and negotiate contracts.
- 2002 - 2004 **Director, Fathers Work Program**, Trenholm State Technical College
Managed a \$2.5 million Department of Labor grant to provide educational and job training assistance to non-custodial parents.
- 2000 – 2002 **Case Management Specialist, Fathers Work Program**,
Trenholm State Technical College
Interview potential clients to determine eligibility, develop individual service plans, assist with job placement, court advocate.
- 1993 – 2000 **Financial Support Social Worker**, Department of Human Resources
Interview clients to determine program eligibility; conduct annual reviews, and refer for other supportive services.

AFFILIATIONS

Aid to Inmate Mothers, Inc., *Board of Directors, Chair*
Antioch Missionary Baptist Church
Alpha Kappa Alpha Sorority, Inc.
Elmore County Career Tech Advisory Council
Lanier High Business and Finance Advisory Council
Leadership Montgomery, Class 25
Leadership Montgomery Board of Directors
Lowndes County Career Tech Advisory Council, *Past Chair*
Montgomery Public Schools Career Tech Advisory Council
Region 7 Workforce Development Council

EDUCATION

- 2001 **Master of Science (M.S.)**, Faulkner University
Montgomery, Alabama
- 1992 **Bachelor of Arts (B.A.)**, Stillman College
Tuscaloosa, Alabama

Montgomery County Community Punishment & Corrections Authority

Members:**Term Expires:**

Robert E. L. (Bobo) Gilpin
 Kaufman Gilpin McKenzie Thomas Weiss, PC
 P.O. Drawer 4540
 Montgomery, Alabama 36103-4540
 Direct Dial: 334-409-2236
 Email: rgilpin@kgmlegal.com

12/1/2012

* Rev. Edward J. Nettles, Sr.
 3706 Menlo Court
 Montgomery, AL 36116
 Home: 284-5210 Work: 262-2205

12/1/2013

Daniel Harris
 3857 Colline Drive
 Montgomery, AL 36106

12/1/2013

Frank Brown
 7289 Pepper Tree Lane
 Montgomery, AL 36117
 Cell: 224-2281 Work: 353-4609

12/1/2012

James E. Williams
 P.O. Drawer 5130
 Montgomery, AL 36103
 Home: 834-4746 Work: 263-6621

12/1/2012

Dimitri Polizos
 206 Pierce Street
 Montgomery, AL 36109
 Home: 396-7173

12/1/2012

Paul R. Cooper
 312 Scott Street
 Montgomery, AL 36104
 Work: 262-4887

12/1/2012

District Attorney Ellen Brooks
 Work: 832-2550

12/1/2016

Sheriff D.T. Marshall
 Work: 832-2593

12/1/2014

Sheriff
District Attorney
All others

4 year term
6 year term
3 year term

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

May 12, 2011

MEMORANDUM

TO: Donnie Mims – County Administrator
Montgomery County Commission

FROM: Paul Brown, Executive Director

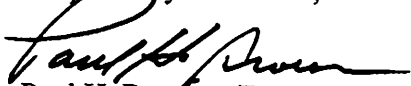
SUBJECT: Resignation of MCCPCA Board Vice-Chair – Reverend Edward J. Nettles

Mr. Mims:

There were a number of notable issues covered in the Special Called Meeting of the MCCPCA on Tuesday, May 10, 2011. The MCCPCA Board Vice-Chair, the Reverend Edward J. Nettles, announced his immediate resignation from the Board and then entertained nominations for Board Chair. The Board unanimously elected Paul (Beau) Cooper as the Board Chair and then subsequently elected Dan Harris to serve as the Vice-Chair. Although Reverend Nettles had a prepared written resignation letter to present to the Board, he apparently departed the meeting without leaving the letter with the newly elected Board Chair. County Commissioner, Dimitri Polizos, was present at the meeting and can verify Reverend Nettles' resignation.

It is my observation that the MCCPCA Board in its present configuration is representative of well-informed civic minded individuals who are interested in advancing the stipulated goals of the Community Corrections Act and support the Mission Statement of the Community Corrections Department. In seeking a replacement appointment to the Board, I encourage and urge the Commission to make an appointment that is representative of the diversity of the community in which the Community Corrections Department operates. I think it is also important to point out that only one female is presently appointed to the Board at the present time. In making the next appointment, I ask that the Commission consider these observations.

Respectfully submitted,


Paul H. Brown – Executive Director

2011 MAY 12 AM 9:45

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

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

2-4

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

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Agenda

JUN 27 2011

June 23, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Montgomery County Parks & Recreation Board Appointment

The Montgomery County Commission, during its meeting on June 13, 2011, agreed to consider the appointment of Isaiah Sankey to the Parks & Recreation Board, to serve the remaining term of the late Willie R. Jones. The term will expire December 4, 2015.

This item is being placed on the June 27, 2011, County Commission agenda.

DLM/tn

Montgomery County Parks and Recreation Board

Members:

Term Expires:

Andrew Hall
12370 Chantilly Parkway
Pike Road, AL 36064
Home: 260-0503
Cell: 221-0087

12/4/2011

Mark Salter
3909 Oak Street
Montgomery, AL 36104
Home: 262-4173
Work: 262-7727

12/4/2014

James B. Phillips
2139 Yarbrough Street
Montgomery, AL 36110
Home: 263-9438
Cell: 850-4667

12/4/2013

* Willie R. Jones
2144 Council Street
Montgomery, AL 36108
(YMCA)

12/4/2015

Lynn Gowan
P.O. Box 241604
Montgomery, AL 36124
Cell: 391-4661

12/4/2012

Term: 5 years

JANET BUSKEY
REVENUE COMMISSIONER

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

ALLYSON HOLLAND
CHIEF CLERK

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



Agenda

JUN 27 2011

June 22, 2011

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Montgomery County Commissioners

Cc: Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner

SUBJECT: Approval of 2010 Annual Report

A handwritten signature in black ink, appearing to read "JYB", is written over the "FROM:" line of the memorandum.

In accordance with the Code of Alabama, 1975 §40-5-23, enclosed please find State form DFC 22, entitled "2010 Tax Year Annual Report of Insolvents, Errors in Assessments, Litigations, Land Bids, and Abatements" and the related County Resolution for approval (and signature) at the June 27, 2011 County Commission meeting.

Thank you for your consideration.

JYB

Enclosures

Main Office
Downtown (Annex III)
101 S Lawrence St
Montgomery, AL 36104

East Office
5340B Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

4-1

**INSOLVENTS, ERRORS AND TAXES IN LITIGATION FOR 2010 AND UNCOLLECTED
INSOLVENTS AND TAXES IN LITIGATION FOR PREVIOUS YEAR(S)**

THE STATE OF ALABAMAMontgomery County

BE IT REMEMBERED That at the meeting of the Board of County Commissioners of said County, held

on this 27th day June, 2011

Janet Y. Buskey, Revenue Commissioner of said County, made her report of

“Insolvents”, Errors in Assessment” and “Taxes in Litigation” on taxes for the current year, 2010,

as required by Code of Ala. 1975, Section 40-5-23. And after a careful and rigid examination of

said reports by said Board, it was considered and adjudged that said collection be allowed credit

on her final settlement with the Comptroller for the following amounts:

Insolvents: State Taxes—General	-----	\$ <u>13,018.45</u>
--Soldier	-----	\$ <u>5,207.38</u>
--School	-----	\$ <u>15,622.14</u>
Errors in Assessments: State Taxes--General	-----	\$ <u>187,032.35</u>
--Soldier	-----	\$ <u>74,812.94</u>
--School	-----	\$ <u>224,438.82</u>
Taxes in Litigation: State Taxes—General	-----	\$ <u>4,575.50</u>
--Soldier	-----	\$ <u>1,830.20</u>
--School	-----	\$ <u>5,490.60</u>

And said Revenue Commissioner has also made her report for final allowance of the uncollected balances of Insolvent Taxes for the previous year 2009, as required by Code of Ala. 1975, Section 40-5-29 and the Board thereupon made the following allowances to said Collector of such Insolvent Taxes as she may have been unable to collect, as follows:

State Taxes—General	-----	\$ <u>12,161.00</u>
--Soldier	-----	\$ <u>4,866.39</u>
--School	-----	\$ <u>14,597.04</u>

And said Collector is also allowed credit for the following taxes in litigation for the previous year(s) which she has been unable to collect as follows:

	General	Soldier	School
2009	\$ <u>4,348.88</u>	\$ <u>1,759.49</u>	\$ <u>5,278.46</u>
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____

Given under my hand this 27th day of June, 2011_____
Presiding Officer

RESOLUTION

WHEREAS, Janet Y. Buskey, Revenue Commissioner of Montgomery County, made her report of "Insolvents" and "Errors in Assessment" on taxes for the year 2010, as required by the Code of Alabama, 1975, Section 40-5-23, and

WHEREAS, after a careful examination of said report by the County Commission of Montgomery, such report was found to be in order and recommended for approval.

NOW, THEREFORE, BE IT RESOLVED, that the said Revenue Commissioner be allowed on her settlement with the State Comptroller the following amounts:

INSOLVENTS:	County's General Fund	\$ 26,036.90
	County's Road & Bridge Fund	\$ 13,018.45
(Homestead Exemptions)	County's General Fund	\$ 0.00
	County's Road & Bridge Fund	\$ 0.00
ERRORS IN ASSESSMENTS:	County's General Fund	\$ 401,499.70
	County's Road & Bridge Fund	\$ 200,749.85
(Homestead Exemptions)	County's General Fund	\$ 13,589.00
	County's Road & Bridge Fund	\$ 6,794.50

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her report on "Lands Bid In" for the year 2010 that such report be and is hereby approved in the following amounts:

LANDS BID IN:	County's General Fund	\$ 27,926.30
	County's Road & Bridge Fund	\$13,963.15
(Homestead Exemptions)	County's General Fund	\$ 325.20
	County's Road & Bridge Fund	\$ 162.60

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her report of "Taxes in Litigation" for 2010, the County Commission does hereby judicially determine the correctness of the listed credits and does approve the same as follows:

TAXES IN LITIGATION:	County's General Fund	\$ 9,171.00
	County's Road & Bridge Fund	\$ 4,585.50
(Homestead Exemptions)	County's General Fund	\$ 10.00
	County's Road & Bridge Fund	\$ 5.00
(Refunds)	County's General Fund	\$ 40,256.17
	County's Road & Bridge Fund	\$ 20,128.09
(Homestead Exemptions)	County's General Fund	\$ 60.00
	County's Road & Bridge Fund	\$ 30.00
(Abatements)	County's General Fund	\$ 0.00
	County's Road & Bridge Fund	\$ 0.00

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her Annual Report and submitted her list of "Insolvents", "Errors in Assessments", "Taxes in Litigations", "Lands Bid" and "Abatements" of accounts applicable to the State of Alabama and the Montgomery County Board of Education in addition to the amounts shown above for the County of Montgomery, that such report and amounts be and are hereby approved.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
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ESTABLISHED 1816

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Agenda

JUN 27 2011

June 22, 2011

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

RE: Unauthorized Parking in Prohibited Spaces

We have received several complaints from elected officials regarding vehicles parking in unauthorized spaces. These complaints include vehicles parked in loading zones, reserved parking spaces, fire lanes, and handicapped spaces. It has gotten out of hand and caused citizens and employees to not be able to do business and work effectively.

The attached proposed policy addresses this issue and includes a "No Parking" ordinance passed by the State legislature. It also states procedures for towing vehicles. I would like the Commission to consider this policy and enforce the towing rules through the Sheriff's Office.

This item was discussed during the working session of the June 13, 2011 meeting. Your approval at the next meeting is appreciated.

JAM/rw

Attachment

UNAUTHORIZED PARKING IN PROHIBITED SPACES

POLICY

Certain areas adjoining Montgomery County buildings are designated as "No Parking" spaces. These areas are clearly marked with signage identifying the purpose of the "No Parking" designation given to these spaces. These areas include fire zones, handicap spaces, loading zones, and numbered reserved parking spaces. Unauthorized parking is prohibited in these designated areas. Enforcement of this policy regarding No Park Zones is for the safety and protection of County employees, Public Officials, and the public at large who do business at any County buildings.

SCOPE

This policy covers all areas surrounding Administrative Building (Annex I), Main Courthouse, Carnegie Building, Annex II, Annex III, Annex IV, Community Corrections buildings, Detention Facilities I and II, and The Youth Detention Facility.

PROCEDURES

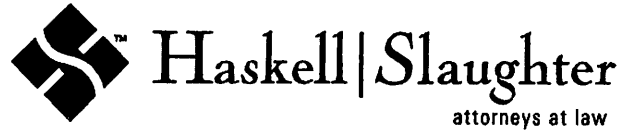
Montgomery County Commission policy will adhere to Alabama Code – Section 32-5A-137 regarding unauthorized vehicle parking in "No Parking" marked space, be it handicapped space, fire zones, loading zones, marked reserve spaces or any other space prohibited by Alabama Code. Unauthorized vehicles observed parked in a designated no parking space should be reported to the Deputy County Administrator or the Risk Manager.

The Deputy County Administrator or Risk Manager will then advise the Montgomery County Sheriff's Office of the offense. The Sheriff's Office will take appropriate corrective action to have the illegally parked vehicle moved from the No Parking space. This action may include towing the vehicle from the premises. Payment of towing charges or other charges incurred as a result of enforcing this Policy will be the responsibility of the vehicle's owner.

EFFECTIVE DATE

This policy was approved by the Montgomery County Commission on _____, 2011, and became effective on that date.

JUN 27 2011



MONTGOMERY OFFICE

305 South Lawrence Street • Montgomery, Alabama 36104
Post Office Box 4660 • Montgomery, Alabama 36103-4660
f. 334.264.7945 • t. 334.265.8573
www.hsy.com

MEMORANDUM

May 31, 2011

TTC

TO: Donnie Mims
FROM: Tommy Gallion
RE: State Inmate Claim – Irving Johnson

I have reviewed your May 18, 2011 memorandum regarding Holman Prison inmate Irving Johnson. I have also reviewed the “claim” that Mr. Johnson sent to the Presiding Commissioner, Montgomery County Commission.

It is my legal opinion that Mr. Johnson’s “claim” be recognized and denied at the next Montgomery County Commission meeting.

50051-317
4234820_1

2011 JUN -1 AM 10:22

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

To the presiding Commissioner,
Montgomery County Commission.

Presentment of claims for the to be case, 00098316X Johnson, Irving vs. The people of Montgomery County and their County Commission presiding Commissioner in connection with Johnson vs Circuit Judges, Johnny Hardwick, Eugene W. Reese, and Charles Price all of the 15th Judicial circuit.

Claims

After being informed of the infliction of the misconduct immoral has, as best I know, done not a thing to cause a just curative remediation.

The without required lawful cause inflicted labor upon me against the acceptance of my free will willingness. And.

The contribution to the resulted.

Supportives

In the copy of Requests and Notice to you that ought been received March 13, 2011 A.M. Informed, that case 01172.00 of 2010, Johnson vs officers, Johnson, Pebo, 1st and 2nd shift Commanders, Davis, and Perry, and Court officials Price, Head and Rittenour had been received not later than September 29th, 2010. The matter has been before circuit judges Reese and Price and according to the Supreme Court clerk's office is presently before circuit judge Johnny Hardwick, who as I experienced refused to answer, and as best I know service of process has not been executed. As of today Friday May 6th, 2011 P.M. yet has not occurred. see filed record under case filed # 10-01172.00.

I will under the law demand these Token awards against you in the amounts as next follows,

Failure to properly and/or timely act after being informed of the committed immoral. 1st time against me, \$1,000.00, 2nd \$1,000.00 3rd \$2,500.00 nominal damages any and all applicable and costs.

continues on other side.

For contributing to the resulted. The total of the amounts as against Defendants, Davis, Perry, Rittenour, and Head. not less than \$27,000.00 plus interest according to delays and other lengthening or prolonged time committed or assisted. Any and All applicable nominal damages and court costs. If not paid prior to me being release from this illegal custody, The appropriate income Tax charged.

This unaccepted labor, at the present \$500.00 Any other causes as having to spend time in Alabama awaiting any thing — per day. Nominal damages and costs.

Said awards subject to increase or decrease in according with the facts and/or circumstances.

I declare that the here in before stated is true and the amounts are as close to or accurate as can be said by me at this time. See also record of case file for the defendants total amounts correctness support

Prisoner under 00098316X as Johnson, Irving or A.k.a. Johnson, Irving
Declarant Declarant.

Alabama Penit Facility
% Holman 3700
Atmore, Alabama 36503

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

JUN 27 2011

June 27, 2011

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) to:

Rescind Prior Year Miscellaneous Appropriations

- **NC-2009-72: Rescind Appropriation to, BOE, Fitzpatrick Elementary School, for Principal's Discretionary Fund - \$250; (Ingram)
- **NC-2009-96: Rescind Appropriation to, BOE, Johnnie R. Carr Junior High School, for Band Program; c/o Ms. Crystal Hanna-Gipson - \$500; (Ingram)
- **NC-2009-97: Rescind Appropriation to, BOE, Johnnie R. Carr Junior High School, for Choral Music Program; c/o Ms. Christine Moore - \$500; (Ingram)

Rescind Current Year Miscellaneous Appropriation

- ** NC-2011-75: BOE, Houston Hill Junior High School, for Principal's Discretionary Fund - \$500; (Polizos)

MEMORANDUM
Montgomery County Commission
June 27, 2011
Page 2

Today's Miscellaneous Appropriations

- C-2011-76: Centennial Hill Gardening Project, Inc., to be used for the General Educational Development Test Preparation Site, to Benefit Citizens in Montgomery County - \$500; (Wilson)
- C-2011-77: Youth and Family Life Education Institute, for Educational Opportunities for Low Income Youth and their Families - \$500; (Polizos)
- C-2011-78: The Second Chance Foundation, for Counseling Services and Academic Remediation for At-Risk Children Expelled from the Montgomery Public School System - \$500; (Wilson)
- NC-2011-81: Montgomery City-County Public Library, for Annual Back to School Boot Camp at the Juliette Hampton Morgan Memorial Library - \$250; (Wilson)

** Rescind

DLM/tll

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 22

County Comm				
DEPARTMENT:	Appropriations	REVIEWED:	S. Thomas	6/8/2011
DATE:	6/8/2011	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

[illegible]

JUSTIFICATION:

To increase the Probate Judge budget to cover the salary and benefit cost for the Chief Probate Clerk position appointed effective June 13, 2011.



REESE MCKINNEY, JR.
JUDGE OF PROBATE
Montgomery County

June 1, 2011

**Montgomery County Commission
101 South Lawrence Street
Montgomery, Alabama**

Dear Commissioners:

I am filling the position of Chief Clerk for the Montgomery County Probate Office. Mr. Wells Robinson will be taking this appointment on June 13, 2011.

Wells is a native of Montgomery and will be returning to Montgomery from Tuscaloosa, Alabama where he was recently employed at Reynolds, Reynolds & Duncan, LLC.

I am looking forward to Wells joining my staff as I execute the duties of the Judge of Probate office mandated by State Law.

Sincerely,


**Reese McKinney, Jr.
Judge of Probate
Montgomery County**

RMcKjr/cs

CITY AND COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT
RECOMMENDATION FOR PERSONNEL ACTION

Submit in Triplicate

Department/Division PROBATE OFFICE Date 6/1/11
Name of Employee JAMES WELLS ROBINSON Effective Date 6/13/11
Social Security # [REDACTED] Classification CHIEF CLERK Job Code 00998

Item 2 requires the signature of both department heads. Items 2, 3, 4, 5, 6, 15 require approval of Personnel Director before action is official. Items 3, 4, 5, 7 must have copy of letter to employee attached. Item 8 should have copy of letter of resignation.

- | | | | |
|---|-----|---|---|
| 1. Transfer within department | () | 9. Retirement | () |
| 2. Transfer to another department | () | 10. Separation by death | () |
| 3. Demotion | () | 11. Expiration by Temporary Appointment | () |
| 4. Layoff | () | 12. Return Leave Without Pay | () |
| 5. Dismissal | () | 13. Return from Military Leave | () |
| 6. Leave without pay | () | 14. Change of Name | () |
| 7. Suspension | () | 15. Change in Salary | () |
| 8. Resignation | () | 16. other <u>APPOINTMENT</u> | (☒) |

ITEMS AFFECTED BY ACTION	FROM	TO
--------------------------	------	----

Department
(items 1 & 2)

Classification & Salary
(items 1 2 3)

Dates
(items 6 & 7)

Name
(Item 14)

Amount
(Item 15)

Other Starting Salary - Grade A14
(Item 16) \$78,323-Ann; \$3,012.41 Bi-Weekly; \$37.5661 Hourly

Funds are available _____ Date _____
Disbursing Officer

Explanation and remarks (Give reason for any action which is not self-explanatory)

(Signed) 1.  Date 6/1/11
Appointing Authority
2. _____ Date _____
3. _____ Date _____
4. _____ Date _____
Personnel Director



Office of Public Affairs
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102
334.832-1270

Agenda

JUN 27 2011

MEMORANDUM

June 27, 2011

TO: Donald L. Mims
County Administrator

FROM: DiDi Henry
Public Affairs Director

SUBJECT: AUM Business Breakfast Sponsorship

Per our discussion at the June 13, 2011 County Commission meeting, the Commission approved the AUM Business Breakfast Sponsorship be put on the next meeting's agenda. Therefore, I am requesting that this item be put to vote for approval of the payment of the AUM Business Breakfast Sponsorship.

Thank you.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
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www.mc-ga.org

Agenda

JUN 27 2011

June 22, 2011

MEMORANDUM

TO: Donald Mims
County Administrator

FROM: John A. Mitchell, Sr. 
Deputy Administrator

RE: Customer Service Clerk Vacancy

MaRinda Benson, Customer Service Clerk with the County Commission Office, submitted her resignation effective July 29, 2011. This position is responsible for receiving money, being the County telephone operator and numerous others duties that are required by the Commission and staff.

For the past 10 years the Commission has operated with four clerical positions. A few years ago, the administration decided to disband the switchboard. This deleted two positions from the County Commission complement. The additional duty of operator was assigned to this position as well as receiving money, and other duties that have been added over time. This is a critical position and will greatly hamper the Administrator and Deputy Administrator in responding timely to the needs of the Commission and the citizens of Montgomery.

This vacancy was discussed during the working session on May 23, 2011. I ask that you approve this position fill request during the June 27, 2011 Commission meeting.

JAM/rw

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

MONTGOMERY, ALABAMA 36102-1667

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DEPUTY ADMINISTRATOR
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FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

May 12, 2011

MEMORANDUM

TO: Donald Mims
County Administrator

FROM: John A. Mitchell, Sr. *JAM*
Deputy Administrator

RE: Customer Service Clerk Vacancy

MaRinda Benson, Customer Service Clerk with the County Commission Office, submitted her resignation effective July 29, 2011. This position is responsible for receiving money, being the County telephone operator and numerous others duties that are required by the Commission and staff.

For the past 10 years the Commission has operated with four clerical positions. A few years ago, the Commission decided to disband the switchboard. The additional duty of operator was assigned to this position as well as other duties that have been added over time. This is a critical position and will greatly hamper the Administrator and Deputy Administrator in responding timely to the needs of the Commission and the citizens of Montgomery.

This vacancy will be discussed during the working session on May 23, 2011. Your favorable response will be greatly appreciated.

JAM/rw

Date: May 4, 2011

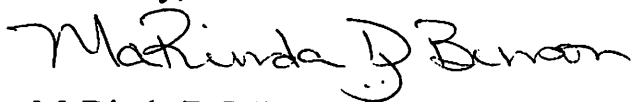
To: Mr. Mims, Mr. Mitchell and Commissioners

From: MaRinda D.J. Benson

Re: Resignation

I regret to inform you that I'm leaving (Montgomery County Commission). I have enjoyed working with everyone and have learned a great deal. Please be informed that I am resigning as of (Friday, July 29, 2011). I will do my best to finish my current projects before my last day. If I may be of any assistance in the training of my replacement, please know that I will gladly make myself available to this effort. I will truly miss everyone.

Sincerely,


MaRinda D.J. Benson

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: **Montgomery County Commission**

DEPARTMENT HEAD: **Donald L. Mims**

SUPERVISOR: **Donald L. Mims**

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: Customer Service Clerk (CO0016)

POSITION NUMBER: ~~3000 1000~~ (Replacing MaRinda Benson)

PROPOSED EFFECTIVE DATE: **July 29, 2011**

TYPE OF APPOINTMENT **(x) Permanent** () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(XX) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: **A03 (\$24,414 - \$34,753) Step 1**

Department Head

Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE: _____

Appointing Authority

Date

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

Date _____
Date _____

ORIGINAL

ELTON N. DEAN, SR.
Chairman
REED INGRAM
Vice Chairman
DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

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

GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
Fax (334) 832-7190

Agenda

JUN 27 2011

MEMORANDUM

TO: Mr. Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

George C. Speake
6/14/11

DATE: June 14, 2011

RE: POSITION FILLS FOR DISTRICT MAINTENANCE SUPERINTENDENTS

Please place this request on the agenda for the June 27, 2011, Montgomery County Commission meeting along with the two attached Position Fill Requests.

As discussed during the June 13, 2011, Information Session, it is anticipated that the Engineering Department will have two District Maintenance Superintendents retiring at the end of December 2011. These are critical positions held by key supervisors who each are responsible for supervision of approximately 30 employees and management of all operations and equipment associated with day to day maintenance of approximately 200 miles of roads. It is critical that these positions be filled as quickly as possible after retirement of the incumbents so as to prevent voids in our organizational management that could lead to disruptions to our road maintenance operations.

These two position fill requests are being submitted early in anticipation of the length of time required to study the two positions, update the position job description, and establish an employment register. Thank you for your assistance with this matter.

GCS/gcs

Attachment

cc: File

11-1

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: George C. Speake, County Engineer

1. 6/14/2011 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE District Maintenance Superintendent (0585)

POSITION NUMBER ~~111-53300~~-620585001, Replacing Nolan L. Dicks

PROPOSED EFFECTIVE DATE January 1, 2012

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTION REGISTER
(Department Only)

() TRANSFER

() OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (A09) (\$48,225. - \$68,650) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions



Department Head

DATE June 14, 2011

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 Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: George C. Speake, County Engineer

1. 6/14/2011 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE District Maintenance Superintendent (0585)

POSITION NUMBER ~~11-53400~~ 630585001, Replacing George W. Macon

PROPOSED EFFECTIVE DATE January 1, 2012

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

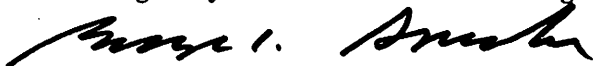
(X) PROMOTION REGISTER
(Department Only)

() TRANSFER

() OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (A09) (\$48,225. - \$68,650) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions



DATE June 14, 2011

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 _____

JUN 27 2011

MONTGOMERY COUNTY PROBATE COURT
OFFICE OF REESE MCKINNEY, JR.

To: Judge Reese McKinney, Jr.
From: Patrick J. Murphy, Asst. Chief Clerk
CC: Mr. Donnie Mims, County Administrator
Date: June 3, 2011
Subject: Request for Promotion

A handwritten signature in black ink, appearing to read "Patrick J. Murphy".

The City-County Personnel Department conducted an analysis of the work functions of Melissa Harville, who is currently classified as an Account Clerk, pay grade A-3 in the department's Accounting Office. It was the conclusion of the personnel analyst that the work functions, knowledge, skills and abilities performed by Mrs. Harville are more consistent with the Clerk III classification. She handles procurement and remittances for a \$3.5 million annual budget, as well as significant support in the accounting department's reconciliation and disbursement of over \$20 million in gross receipts. Mrs. Harville fulfills a significant role in assisting the divisions of the Probate Office in personnel paperwork, payroll and is the critical employee that ensures the offices run efficiently with an adequate supply of operational materials.

Because of the workload, responsibilities, knowledge and skills exerted by Mrs. Harville, I respectfully request the Office of Probate obtain Commission approval to fund a promotion to Clerk III, pay grade A-4. Mrs. Harville is currently at step two in her pay grade (25,286 annually). At step one, pay grade A-4, she would be compensated at 27,401 annually. I request to provide a copy of this memorandum to Mr. Mims so I may present it at the next Commission meeting so Mrs. Harville's position and pay grade may be commensurate with her duties.

MEMORANDUM

TO: Reese McKinney, Jr.
Judge of Probate

FROM: Karen B. Cason *KBC*
Assistant Personnel Director

DATE: May 11, 2011

SUBJECT: Account Clerk Position

In response to your request we have reviewed the job currently performed by Melissa Harville, Account Clerk. Our study shows her current work functions are more consistent with the Clerk III classification. She has also passed the required typing test. We recommend, therefore, that this position be reallocated from Account Clerk, pay grade A-3 to Clerk III, pay grade A-4. The employee may be non-competitively promoted using a Form 10.

Thank you for allowing us to assist you in this matter. Please call me if you have any questions.

Attachment

C: Kim Brown
Accounting Supervisor

Department/Division	Probate Office	Date	6/21/2011
Name of Employee	Melissa Harville	Effective Date	6/27/2011
Social Security #	Classification	Account Clerk	Job Code
			CO0116

Items 2, 3, 4, 5, 6, 15 require approval of Personnel Director before action is official. Items 3, 4, 5, 7 must have copy of letter to employee attached. Item 8 should have copy of letter of resignation.

- | | | | |
|---|-----|--|-------|
| 1. Transfer within department | () | 9. Retirement | () |
| 2. Transfer to another department | () | 10. Separation by death | () |
| 3. Demotion | () | 11. Expiration by Temporary Appointment..... | () |
| 4. Layoff | () | 12. Return Leave Without Pay..... | () |
| 5. Dismissal | () | 13. Return from Military Leave..... | () |
| 6. Leave without pay | () | 14. Change of Name | () |
| 7. Suspension | () | 15. Change in Salary | () |
| 8. Resignation | () | 16. PROMOTION | (X) |

ITEMS AFFECTED BY ACTION	FROM	TO
Department (Items 1 & 2)		
Classification & Salary (Items 1, 2, 3)		
Dates (Items 6 & 7)		
Name (Item 14)		
Amount (Item 15)		
Other (Item 16)	ACCOUNT CLERK (CO0116) GRADE A03, STEP 2 25,276 (ANN) - 972.14 (BW) - 12.1517 (HR)	CLERK III (CO0003) GRADE A04, STEP 1 27,401 (ANN) - 1,053.87 (BW) - 13.1734 (HR)

Funds are available. _____ Date _____
Disbursing Officer

Explanation and remarks (Give reason for any action which is not self-explanatory)

(Signed) 1. Steve H. Henry Date June 22, 2011
 Appointing Authority
 2. _____ Date _____
 3. _____ Date _____
 4. _____ Date _____
 Personnel Director

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

JUN 27 2011

Request # 7

Date: June 20, 2011

To: Donald L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama

Departure Date: August 23, 2011

Return Date: August 23, 2011

Conference Leave (Days / Hours): 4 hours

Purpose of Travel: Attend Balch & Bingham 2011 CPA & Financial Planner Seminar

Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$0.00

Advance Registration Required: \$0.00

Department Name: Finance

Fund Name: General

Additional Comments:

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 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: 001-51110.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$2,800.00

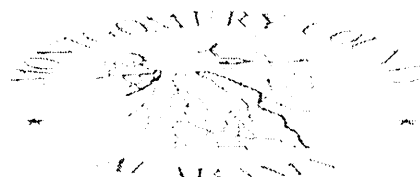
Approved Requests: \$708.40

Budget Available: \$2,091.60

Current Requests: \$0.00

Budget Balance: \$2,091.60

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 8

Date: June 20, 2011

To: Donald L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director

Re: Travel / Training Request



Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: September 2, 2011

Return Date: September 2, 2011

Conference Leave (Days / Hours): 8 hours

Purpose of Travel: Attend ASCPA Accounting and Auditing Update

Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$179.00

Advance Registration Required: \$179.00

Department Name: Finance

Fund Name: General

Additional Comments: _____

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$179.00 and advance registration of \$179.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51110.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$2,800.00

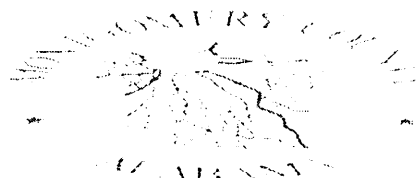
Approved Requests: \$708.40

Budget Available: \$2,091.60

Current Requests: \$179.00

Budget Balance: \$1,912.60

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

13-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

JUN 27 2011

Request # 9

Date: June 20, 2011
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: September 8, 2011 Return Date: September 8, 2011
Conference Leave (Days / Hours): 4 hours
Purpose of Travel: Attend ASCPA Annual Update for State & Local Governments
Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$155.00 Advance Registration Required: \$155.00

Department Name: Finance Fund Name: General

Additional Comments: _____

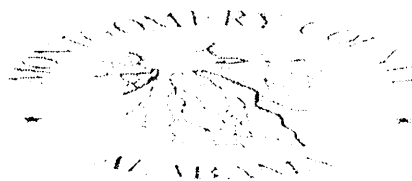
To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$155.00 and advance registration of \$155.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,800.00</u>	
Approved Requests:	<u>\$708.40</u>	
Budget Available:	<u>\$2,091.60</u>	
Current Requests:	<u>\$334.00</u>	
Budget Balance:	<u>\$1,757.60</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 9

Date: June 14, 2011
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

TH

Request approval to be granted for the following:

Destination: Hoover, Alabama
Departure Date: August 19, 2011 Return Date: August 19, 2011

Conference Leave (Days / Hours): 1 day

Purpose of Travel: Attend "ALTIST 2011 CRE Special Issues for Sales and Use Tax Examination"
Course. The one-day course is sponsored by the ACCA and administered by the
AU Center for Governmental Services.

Traveler (s) Name: 1. TeRea T. Smith 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$235.00 Advance Registration Required: \$110.00

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

Additional Comments: Attendees receive credit for 8 hours Continuing Professional Education applicable
toward the 40 CPE hours required to maintain standing as a Certified Revenue
Examiner.

To: Terri Henderson, Revenue Manager

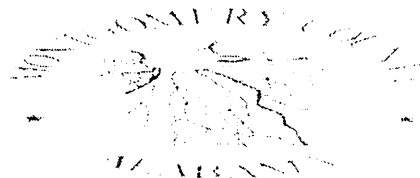
From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$235.00 and advance registration of \$110.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$7,000.00</u>	
Approved Requests:	<u>\$3,365.00</u>	
Budget Available:	<u>\$3,635.00</u>	
Current Requests:	<u>\$235.00</u>	
Budget Balance:	<u>\$3,400.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/18/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 13

Date: June 21, 2011
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

[Signature]

Request approval to be granted for the following:

Destination: AUM, Montgomery, AL

Departure Date: July 11, 2011

Return Date: July/15/2011

Conference Leave (Days / Hours): 5 days/40 hrs

Purpose of Travel: AUM Advanced Training Group -Planning, Deploying, and Managing MS SCCM
System Center Configuration Manager-provides many functions for the IS
Department.

Traveler (s) Name: 1. ShaKenda Darrington 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$1,800.00

Advance Registration Required: _____

Department Name: Information Systems

Fund Name: General Fund

Additional Comments: _____

To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$1,800.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51965.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$25,000.00

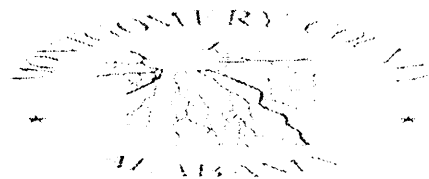
Approved Requests: \$6,190.74

Budget Available: \$18,809.26

Current Requests: \$1,800.00

Budget Balance: \$17,009.26

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/22/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 25

Date: June 20, 2011

To: Donald L. Mims, Administrator

From: Sheriff D. T. Marshall

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL

Departure Date: August 28, 2011

Return Date: September 2, 2011

Conference Leave (Days / Hours): 6 days

Purpose of Travel: FBI Instructor Development Course

Traveler (s) Name: 1. Deputy Alana Norman 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$950.00

Advance Registration Required: \$0.00

Department Name: Sheriff's Office

Fund Name: General (001-52110-265)

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$950.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52110.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$20,000.00

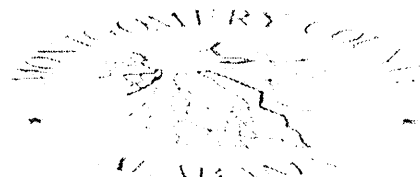
Approved Requests: \$17,300.99

Budget Available: \$2,699.01

Current Requests: \$950.00

Budget Balance: \$1,749.01

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 26

Date: June 20, 2011
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Meridian, MS
Departure Date: July 10, 2011 Return Date: July 15, 2011
Conference Leave (Days / Hours): 6 days
Purpose of Travel: Interview & Interrogation training
RCTA

Traveler (s) Name: 1. Deputy Robert Whitmore 4. _____
2. Deputy Rodney Lucio 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: _____

Department Name: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52110.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$20,000.00

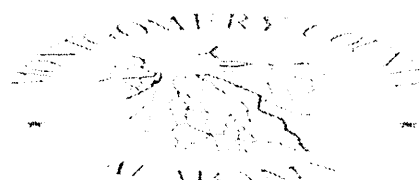
Approved Requests: \$17,300.99

Budget Available: \$2,699.01

Current Requests: \$1,100.00

Budget Balance: \$1,599.01

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 27

Agenda

JUN 27 2011

Date: June 20, 2011

To: Donald L. Mims, Administrator

From: Sheriff D. T. Marshall

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Meridian, MS

Departure Date: July 31, 2011

Return Date: August 4, 2011

Conference Leave (Days / Hours): 5 days

Purpose of Travel: Clandestine Lab Investigations

RCTA

Traveler (s) Name: 1. Corporal Dennis Smithee 4. _____
2. Deputy Sheena Tarver 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52110.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$20,000.00

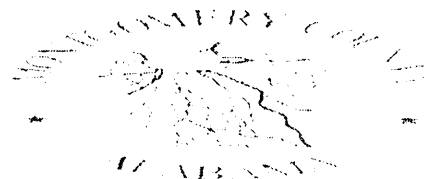
Approved Requests: \$17,300.99

Budget Available: \$2,699.01

Current Requests: \$1,250.00

Budget Balance: \$1,449.01

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 28

Agenda
JUN 27 2011

Date: June 20, 2011
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Meridian, MS
Departure Date: August 28, 2011 Return Date: September 2, 2011
Conference Leave (Days / Hours): 6 days
Purpose of Travel: Clandestine Lab and WMD Site Safety Certification
RCTA

Traveler (s) Name: 1. Corporal Dennis Smithee 4. _____
2. Deputy Sheena Tarver 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: _____

To: Sheriff D. T. Marshall

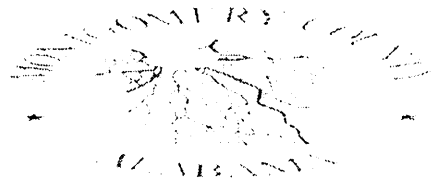
From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$17,300.99</u>	
Budget Available:	<u>\$2,699.01</u>	
Current Requests:	<u>\$1,400.00</u>	
Budget Balance:	<u>\$1,299.01</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 29

Date: June 20, 2011
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Anniston, AL
Departure Date: August 7, 2011 Return Date: August 12, 2011
Conference Leave (Days / Hours): 6 days
Purpose of Travel: Incident Command Training

Traveler (s) Name: 1. Sergeant Juan Jerry 4. _____
2. Deputy Joseph Love 5. _____
3. _____ 6. _____

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

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

Department Name: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: _____
No expenses involved with this training.

To: Sheriff D. T. Marshall

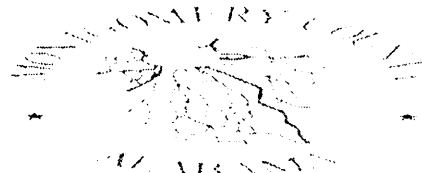
From: Donald L. Mims, Administrator

The above request is app. 06/27/11 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>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$17,300.99</u>	
Budget Available:	<u>\$2,699.01</u>	
Current Requests:	<u>\$1,400.00</u>	
Budget Balance:	<u>\$1,299.01</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 10

Date: June 10, 2011

To: Donald L. Mims, Administrator

From: Bruce R. Howell

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery County Health Department Montgomery, Al.

Departure Date: June 29, 2011 Return Date: June 30, 2011

Conference Leave (Days / Hours): 2 days

Purpose of Travel: Attend Montgomery Area Community Wellness Coalition-Cronic Disease Coalition

Traveler (s) Name: 1. Dr. Warren Brantley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Youth Facility Fund Name: 001-52604-265

Additional Comments: He is paying his own registration for his CEU's

To: Bruce R. Howell

From: Donald L. Mims, Administrator

The above request is app. 06/27/11 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: 001-52604.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$5,000.00

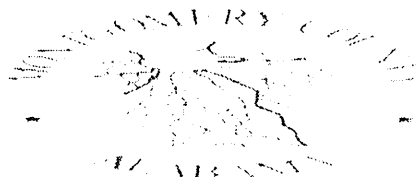
Approved Requests: \$1,347.23

Budget Available: \$3,652.77

Current Requests: \$0.00

Budget Balance: \$3,652.77

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/18/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 14

Date: June 21, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 23, 2011 Return Date: August 26, 2011
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: 2011 AAAO Summer Educational Seminar

Traveler (s) Name: 1. Rubbie Lanier 4. _____
2. Donna Raney 5. _____
3. Pam Burrell 6. _____

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

Total (est.) Cost: \$3,362.88 Advance Registration Required: \$480.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Total Est. Cost includes registration, lodging, food and travel.

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

The above request is app.06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$3,362.88 and advance registration of \$480.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	<u>120-51985.264</u>	<u>120-51985.260</u>
Description:	<u>Reg & Training</u>	<u>Lodging/Meals</u>	<u>Mileage</u>
Current Budget:	<u>\$17,500.00</u>	<u>\$12,500.00</u>	<u>\$45,000.00</u>
Approved Requests:	<u>\$5,787.48</u>	<u>\$0.00</u>	<u>\$12,342.84</u>
Budget Available:	<u>\$11,712.52</u>	<u>\$12,500.00</u>	<u>\$32,657.16</u>
Current Requests:	<u>\$480.00</u>	<u>\$2,277.00</u>	<u>\$605.88</u>
Budget Balance:	<u>\$11,232.52</u>	<u>\$10,223.00</u>	<u>\$32,051.28</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/21/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 15

Date: June 21, 2011

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Phoenix, AZ

Departure Date: September 18, 2011

Return Date: September 21, 2011

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: IAAO 77th Annual International Conference on Assessment Administration

Traveler (s) Name: 1. Debbie Richardson 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle

Private Vehicle

Commercial Air

Other (Specify)

XX

Total (est.) Cost: \$1,801.00

Advance Registration Required: \$500.00

Department Name: Appraisal

Fund Name: Reappraisal

Additional Comments: Total Est. Cost includes registration, lodging, food and travel.

To: Janet Buskey, Revenue Comm

From: Donald L. Mims, Administrator

The above request is app.06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$1,801.00 and advance registration of \$500.00 is authorized.

To be completed by the Finance Department

Fund Code: 120-51985.265 120-51985.264 120-51985.260

Description: Reg & Training Lodging/Meals Mileage

Current Budget: \$17,500.00 \$12,500.00 \$45,000.00

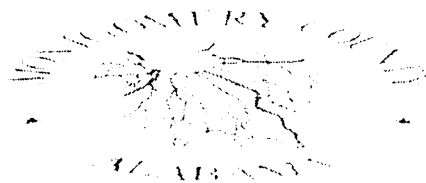
Approved Requests: \$5,787.48 \$0.00 \$12,342.84

Budget Available: \$11,712.52 \$12,500.00 \$32,657.16

Current Requests: \$980.00 \$3,012.00 \$1,171.88

Budget Balance: \$10,732.52 \$9,488.00 \$31,485.28

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/21/2011

cc: Finance Director / Buyer

13-13

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 15

Date: June 21, 2011

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: July 24, 2011

Return Date: July 28, 2011

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Association of AL Tax Administrators 2011 Summer Conference

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

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

Total (est.) Cost: \$2,463.12 Advance Registration Required: \$300.00

Department Name: Revenue Comm Special Fund Name: 755-51500.265

Additional Comments: Total Est. Cost includes registration, lodging, food and travel.

To: Janet Buskey, Revenue Comm

From: Donald L. Mims, Administrator

The above request is app.6/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$2,463.12 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>755-51500.265</u>	<u>755-51500.260</u>
Description:	<u>Reg & Training</u>	<u>Mileage</u>
Current Budget:	<u>\$6,000.00</u>	<u>\$2,000.00</u>
Approved Requests:	<u>\$0.00</u>	<u>\$0.00</u>
Budget Available:	<u>\$6,000.00</u>	<u>\$2,000.00</u>
Current Requests:	<u>\$2,261.16</u>	<u>\$201.96</u>
Budget Balance:	<u>\$3,738.84</u>	<u>\$1,798.04</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/21/2011

cc: Finance Director / Buyer

13-14

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 16

Date: June 21, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: July 24, 2011 Return Date: July 28, 2011
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Association of AL Tax Administrators 2011 Summer Conference

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

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

Total (est.) Cost: \$3,426.24 Advance Registration Required: \$300.00

Department Name: Revenue Commissioner Special Fund Name: Revenue Special

Additional Comments: Total Est. Cost includes registration, lodging, food and travel.

To: Janet Buskey, Revenue Comm

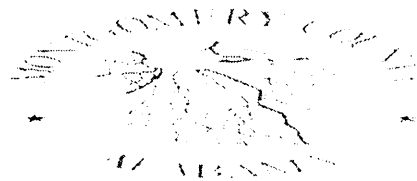
From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$3,426.24 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>755-51500.265</u>	<u>755-51500.260</u>
Description:	<u>Reg & Training</u>	<u>Mileage</u>
Current Budget:	<u>\$6,000.00</u>	<u>\$2,000.00</u>
Approved Requests:	<u>\$0.00</u>	<u>\$0.00</u>
Budget Available:	<u>\$6,000.00</u>	<u>\$2,000.00</u>
Current Requests:	<u>\$5,283.48</u>	<u>\$605.88</u>
Budget Balance:	<u>\$716.52</u>	<u>\$1,394.12</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/21/2011

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 27 2011

Request # 17

Date: June 21, 2011
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: July 24, 2011 Return Date: July 28, 2011
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Association of AL Tax Administrators 2011 Summer Conference

Traveler (s) Name: 1. Patrick Stokes 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,563.12 Advance Registration Required: _____

Department Name: Revenue Commissioner Fund Name: General 001-51500

Additional Comments: Total Est. Cost includes registration, lodging, food and travel.

To: Janet Buskey, Revenue Comm

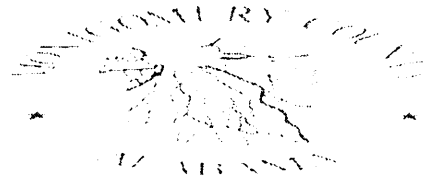
From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$1,563.12 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.265</u>	<u>001-51500.260</u>
Description:	<u>Reg & Training</u>	<u>Mileage</u>
Current Budget:	<u>\$6,900.00</u>	<u>\$3,000.00</u>
Approved Requests:	<u>\$4,842.33</u>	<u>\$1,789.14</u>
Budget Available:	<u>\$2,057.67</u>	<u>\$1,210.86</u>
Current Requests:	<u>\$1,361.16</u>	<u>\$201.96</u>
Budget Balance:	<u>\$696.51</u>	<u>\$1,008.90</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/21/2011

cc: Finance Director / Buyer

13-16

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

JUN 27 2011

Request # 28

Date: June 20, 2011
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 17, 2011 Return Date: August 19, 2011
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: GFOAA 2011 Summer Conference

Traveler (s) Name: 1. Rhonda Cape 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$824.00 Advance Registration Required: \$200.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

To: Ellen Brooks

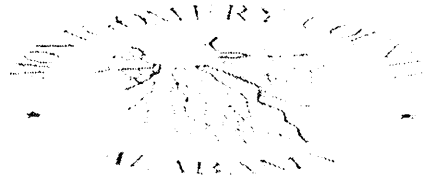
From: Donald L. Mims, Administrator

The above request is app. 06/27/11 reimbursement of actual and necessary expenses in the
approximate amount of \$824.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$34,976.76</u>	
Budget Available:	<u>\$10,023.24</u>	
Current Requests:	<u>\$824.00</u>	
Budget Balance:	<u>\$9,199.24</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2011

cc: Finance Director / Buyer

1317



MONTGOMERY COUNTY PROBATE COURT
OFFICE OF REESE MCKINNEY, JR.

Agenda

JUN 27 2011

To: Mr. Donald Mims, County Administrator

DC: Hon. Wells Robinson, Chief Probate Clerk

From: Pat Murphy

Date: June 22, 2011

Subject: Position Fill Request & Promotional Form 10

As you directed, I revised the Position Fill Request for position 33, made open by the dismissal of Customer Service Clerk Erin Griggs. Also attached is the Form 10 providing for the promotion of Melissa Harville. The position fill and the promotion were discussed in the information session at the County Commission meeting on June 13, 2011. Please contact my office, x1245, or cellular phone, 782-5783, if you have questions or concerns.

PAYROLL
2011 JUN 22 PM 1:08

POSITION FILL REQUEST

ORIGINAL

DEPARTMENT: Probate Office

DEPARTMENT HEAD: Judge Reese McKinney, Jr.

SUPERVISOR: Vanessa Evans

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

POSITION TITLE: Customer Service Clerk (CO0016)

POSITION NUMBER: (33) **To fill the opening made by the dismissal of Erin Griggs**

PROPOSED EFFECTIVE DATE: 6/27/2011

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A03CO

Department Head

Date

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4 SELECTEE:

Reese McKinney
Appointing Authority

6.22.11
Date

5 () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

PAYROLL
2011 JUN 22 PM 1:08