

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 26, 2012

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:

Community Corrections Executive Director Paul H. Brown
Chief Probate Clerk Wells Robinson
Grant Writer Leslie York with CARPDC
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair
Deputy Director Mike Stoudenmier with Montgomery City/County EMA

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 12, 2012

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

RESOLUTION:

Consider Resolution Proclaiming the Week of March 25-31, 2012 as Volunteer Firefighters Appreciation Week in Montgomery County, Alabama

NEW BUSINESS:

1. **Consider Ratification of Resolution Authorizing Renasant Bank as the Designated Depository for the Proceeds from the Energy Conservation Project Loan, County Commission**
2. **Consider Revised Application for Help America Vote Act (HAVA) County Reimbursements Part II, Probate Judge's Office (Election Center)**
3. **Consider to Recognize and Deny Claim Filed by Johnny Lee Woods, County Commission**
4. **Consider Miscellaneous Appropriations Reprogramming Requests, County Commission**
5. **Consider Bid Award for Employee Luncheon and a Volunteer Fire Department Appreciation Luncheon, Bid Number 51988-12B-005, County Commission**
6. **Consider Budget Change Request Number 4, Probate Judge's Office (Election Center)**
7. **Consider Establishment of New Classification for Plumber, Pay Grade S10, Authorization of One Position and Approval of Related Position Fill Request, Support Services**
8. **Consider Establishment of New Classification for Chief Information and Technology Officer, Pay Grade A16, Authorization of One Position and Approval of Related Position Fill Request, Information Systems**
9. **Consider Travel/Training Requests (8)**

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

MARCH 26, 2012

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.

APRIL 9, 2012

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.

APRIL 23, 2012

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.

MAY 14, 2012

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.

MAY 28, 2012

County Holiday (Memorial Day)

MAY 29, 2012

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 2 Programmer Analyst II – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 HVAC Specialist – Support Services Department
Fill action continues for 1 Plumber III – Support Services Department
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
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 22 Correction Officer Trainee's – Detention Facility
Fill action continues for 2 Clerk II – Detention Facility
Fill action continues for 3 Corrections Officers – Detention Facility
Fill action continues for 1 Inmate Grievance/Disciplinary Clerk – 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 2 Road Maintenance Supervisors – 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 License Inspector – Probate Judge's Office
Fill action continues for 1 Tax and Map Compiler II – Appraisal Department
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 2 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officers – Youth Facility

March 26, 2012

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-16-12

Check Number	To	Check Number
223527		223587
Total Checks Paid		\$248,686.29

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

Agenda

MAR 26 2012

03-26-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-15-12

Check Number	To	Check Number
223588		224209
Total Checks Paid		\$64,550.00

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-16-12

Check Number	To	Check Number
224210		224297
Total Checks Paid		\$134,871.59

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

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 03-19-12

Check Number	To	Check Number
224299		224337
Total Checks Paid		\$780.00

CHECK #	PAYEE	AMOUNT	DATE
224298	Alabama Cattlemen's Association	\$ 500.00	03/16/12

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

Agenda

MAR 26 2012

03-26-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-23-12

Check Number	To	Check Number
224338		224406
Total Checks Paid		\$1,057,141.97

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-23-12

Check Number	To	Check Number
224407		224489
Total Checks Paid		\$308,887.30

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
03/23/12**

Payroll Check Number	111865	To	Payroll Check Number	111979	\$ 86,487.83
Direct Deposits					\$ 783,195.47
Payroll Check Number	111980	To	Payroll Check Number	112008	\$ 249,031.61
Direct Deposits					\$ 318,646.16
Federal Deposits					\$ 292,390.91
Total Payroll Paid					\$ 1,729,751.98

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

RESOLUTION

WHEREAS, over one million firefighters working with approximately 30,000 fire departments across the nation risk their lives to protect its citizens every year, and approximately seventy-five percent of those firefighters are Volunteers; and

WHEREAS, Montgomery County, Alabama, is home to eight Volunteer Fire Departments: Catoma, North Montgomery County, Pike Road, Pintlala, Rolling Hills Lakes, Snowdown, South Montgomery County and Waugh/Mt. Meigs; and

WHEREAS, approximately 246 men and women from these eight fire departments provide this service to our community 24 hours a day, 365 days a year; and

WHEREAS, in 2011, Montgomery County volunteer firefighters responded to a combined total of 2,103 calls for assistance; and

WHEREAS, when these volunteers are not working as firefighters, they are active in other professions within the community including: business ownership, professional services, laborers, homemakers and students; and

WHEREAS, the Montgomery County Commission encourages all citizens to recognize and commend the tremendous services performed by the County's Volunteer Firefighters by honoring those who save lives and property every day for all residents of Montgomery County,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim March 25-31, 2012, as ***Volunteer Firefighters Appreciation Week*** in Montgomery County, Alabama, and thank these men and women for their bravery and for selflessly volunteering their time and skills to protect its citizens.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 26th day of March, 2012.

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

MAR 26 2012

March 8, 2012

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Resolution Authorizing Renasant Bank as Designated Depository

Attached is a Resolution authorizing Renasant Bank as the Designated Depository for the proceeds from the Energy Conservation Project loan. This authorization established the escrow account from which payments to Schneider Electric will be disbursed. This document was signed at the Renasant loan closing and I am requesting that the Commission ratify the Resolution.

DLM/tn

Attachment

RESOLUTION OF LODGE, ASSOCIATION OR OTHER SIMILAR ORGANIZATION

Renasant Bank
Montgomery
8 Commerce Street
Montgomery, AL 36104

By: Montgomery County Commission
125 Washington Ave
Montgomery AL 36102

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, Donald L Mims, certify that I am Secretary (clerk) of the above named association organized under the laws of Alabama, Federal Employer I.D. Number 63-6001653, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Donald L Mims Administrator</u>	X <u>Donald L Mims</u> X	
B. _____	X _____ X	
C. _____	X _____ X	
D. _____	X _____ X	
E. _____	X _____ X	
F. _____	X _____ X	

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
<u>N/A</u>	(2) Open any deposit or share account(s) in the name of the Association.	<u>1</u>
<u>N/A</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>1</u>
<u>N/A</u>	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>1</u>
<u>N/A</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>1</u>
<u>N/A</u>	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>1</u>
<u>N/A</u>	(7) Other <u>Enter into and sign an agreement designating one or more agents who have authority to cash checks and providing indemnity to Financial Institution for losses resulting from the cashing of any such checks.</u>	<u>1</u>

LIMITATIONS ON POWERS The following are the Association's express limitations on the powers granted under this resolution.

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated _____. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Association is a non-profit lodge, association or similar organization.

X Donald L Mims (Secretary)
X Elton N. Hearn, Jr (Attest by Other Officer)
X _____ (Attest by Other Officer)

RESOLUTIONS

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials) ☐ This resolution is superseded by resolution dated _____.

Comments:

Renasant Bank
Montgomery
8 Commerce Street
Montgomery, AL 36104

OWNERSHIP OF ACCOUNT - CONSUMER PURPOSE (Select One)

_____ Single-Party Account _____ Trust-Separate Agreement
_____ Multiple-Party Account
_____ Other _____

RIGHTS AT DEATH (Select One)

_____ Single-Party Account
_____ Multiple-Party Account With Right of Survivorship
_____ Multiple-Party Account Without Right of Survivorship
_____ Single-Party Account With Pay-On-Death
_____ Multiple-Party Account With Right of Survivorship and Pay-On-Death

PAY-ON-DEATH BENEFICIARIES: (Name One or More Beneficiaries):

OWNERSHIP OF ACCOUNT - BUSINESS PURPOSE

☐ SOLE PROPRIETORSHIP ☐ PARTNERSHIP
☐ CORPORATION: ☐ For Profit ☐ Not For Profit
☒ _____

BUSINESS:

COUNTY & STATE
OF ORGANIZATION: _____

AUTHORIZATION DATED: _____

DATE OPENED 2012-02-28 BY Jameko Thomas

INITIAL DEPOSIT \$ _____

☐ CASH ☐ CHECK ☐ _____

HOME TELEPHONE # _____

BUSINESS PHONE # 334-850-9131

DRIVER'S LICENSE # _____

E-MAIL _____

EMPLOYER _____

MOTHER'S MAIDEN NAME _____

Name and address of someone who will always know your location: _____

BACKUP WITHHOLDING CERTIFICATIONS

TIN: 63-6001653

☒ **TAXPAYER I.D. NUMBER** - The Taxpayer Identification Number shown above (TIN) is my correct taxpayer identification number.

☒ **BACKUP WITHHOLDING** - I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

☐ **EXEMPT RECIPIENTS** - I am an exempt recipient under the Internal Revenue Service Regulations.

SIGNATURE: I certify under penalties of perjury the statements checked in this section and that I am a U.S. citizen or other U.S. person (as defined in the instructions).

X Donald L. Mims 2/28/12
(Date)

ACCOUNT NUMBER 6540004243

ACCOUNT OWNER(S) NAME & ADDRESS (Name One or More Parties)

Montgomery County Commission

125 Washington Ave

Montgomery AL 36102

TYPE OF ACCOUNT ☒ NEW ☐ EXISTING
☐ CHECKING ☐ SAVINGS
☒ MONEY MARKET ☐ CERTIFICATE OF DEPOSIT
☐ NOW ☐ _____

This is your (check one): Commercial High Yield Money Market
☒ Permanent ☐ Temporary account agreement.

Number of signatures required for withdrawal 1

FACSIMILE SIGNATURE(S) ALLOWED? ☐ YES ☒ NO

[X]

The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

☒ Terms & Conditions ☒ Truth in Savings ☒ Funds Availability
☒ Electronic Fund Transfers ☒ Privacy ☐ Substitute Checks
☒ Common Features ☒ Arbitration Agreement OLM 2/28/12

(1): [X] Donald L. Mims
Donald L Mims Administrator

I.D. # _____ D.O.B. _____

(2): [X]

I.D. # _____ D.O.B. _____

(3): [X]

I.D. # _____ D.O.B. _____

(4): [X]

I.D. # _____ D.O.B. _____

Agency Designation (Optional)

(To Add Agency Designation To Account, Name One or More Agents):

(Select One):

☐ Agency Designation Survives Disability or Incapacity of Parties
☐ Agency Designation Terminates on Disability or Incapacity of Parties

1-4



**The Montgomery Election Center
Office of Judge Reese McKinney**

125 Washington Avenue
Montgomery, Alabama 36104
334.832.7744
www.montgomeryelectioncenter.org

Agenda

MAR 26 2012



**Justin Aday
DIRECTOR OF ELECTIONS**

March 8, 2012

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Justin Aday
Director of Elections

SUBJECT: HAVA Grant - Revised

Please find attached a revised copy of the Application for HAVA County Reimbursements – Part II for Montgomery County. After working with Pat Silas on procurement of the approved items, it was determined that one item required a bid, in accordance with the State Bid Law. After this bid was complete, Grainger, Inc. was the low bidder. I have recommended accepting the low bid from Grainger.

The bid amount from Grainger was lower than the original estimate for the approved items. As a result, \$4,517.55 is due from the Election Center Budget to the County General Fund Budget. I will coordinate with Sherrill Thomas on a Budget Change Request.

I am requesting approval of the revised grant application and the Budget Change Request to reflect the decrease in cost to Montgomery County. Please let me know if you have any questions.

cc: Reese McKinney, Jr., Judge of Probate

2012 MAR -8 AM 11:40

RECEIVED
MONTGOMERY
COUNTY

ALABAMA STATE CAPITOL
600 DEXTER AVENUE
SUITE S-105
MONTGOMERY, AL 36130



(334) 242-7200
FAX (334) 242-4993

WWW.SOS.ALABAMA.GOV

BETH CHAPMAN
SECRETARY OF STATE

Application for HAVA County Reimbursements - Part II

Section 1 - County Information

Name of County:	Montgomery County
Mailing Address:	P.O. Box 1667
	Montgomery, AL 36102-1667
Name of Person Completing Form:	Justin Aday
Title/Position:	Director of Elections
Telephone:	(334) 832-7169
Email:	justinaday@mc-ala.org
Name of Probate Judge:	Reese H. McKinney, Jr.
Telephone:	(334) 832-1241
Email:	reesemckinney@mc-ala.org
Name of County Commission Chair:	Elton N. Dean, Sr.
Telephone:	(334) 832-1210
Email:	eltondean@mc-ala.org
Name of County Purchasing Agent:	Pat Silas
Telephone:	(334) 832-1269
Email:	patsilas@mc-ala.org
Name of Primary Contact:	Justin Aday
Title/Position:	Director of Elections
Telephone:	(334) 832-7169
Email:	justinaday@mc-ala.org

Section 2 – Cost Categories

Please complete this section of **allowable cost categories** for which you are seeking reimbursements. In order to be eligible to receive funds, you must complete all areas in this section. If an area does not apply to your county or you are not seeking reimbursement please put N/A.

Allowable costs include new initiatives and improvements that have **not** been previously paid for with **county or state money**. If costs were previously expensed through another source, please receive prior approval whether the expense is an allowable cost for reimbursement with the Secretary of State Office by contacting **Tamara Cofield** at (334) 242-7228 or tamara.cofield@sos.alabama.gov.

BEFORE a county makes any expense, it must be verified with the Secretary of State Office that it is an approved expenditure. If the SOS Office approves the expense, the county will be provided with an approval number to reference on the HAVA County Reimbursement application.

Approval Process:

1. Contact, Tamara Cofield at tamara.cofield@sos.alabama.gov or (334) 242-7228, prior to purchase to receive an approval number.
2. Approval numbers will use the following format:
 - a. Year + 4-digit number, starting with 0001 and continuing.
 - b. Example: 2010-0001, 2010-0034, 2010-0234, etc.
3. **NO REIMBURSEMENT** will be made without approval prior to purchase.
4. Any purchase of \$7,500 or more must be competitively bid or have a sole source justification letter as required by state law.

Total Reimbursement for HAVA County Reimbursement Allowable Categories

HAVA Allowable Cost Categories	Reference Section	Amount Requested
Improving Administration of Federal Elections	101	\$ 25,755.15
Compliance with HAVA Title III Requirements	101 (b) (A)	\$
Voter Education about Procedures, Rights, and Technology	101 (b) (C)	\$ 30,000.00
Training for Election Personnel	101 (b) (D)	\$
Accessibility Improvements (Disabilities)	101 (b) (G)	\$
Education: (Voters, Election Officials, Poll Workers)	254 (3)	\$
Voting Systems	301	\$
Provisional Voting & Voting Information Requirements	302	\$
TOTAL		\$ 55,755.15

Please provide details for each area for which you are seeking reimbursement. List all purchases made. Include copies of all supporting documentation (receipts, invoices, etc.). Failure to provide proper documentation will result in a delay in processing your application. Make additional copies of this form if necessary.

A. Improving Administration of Federal Elections

Date	Purchase	Reason for Purchase/ Approval Number	Amount
1/23/12	Election Storage Containers /	Approval 2011-0025	\$ 25,755.15
			\$
			\$
			\$
TOTAL			\$

B. Compliance with HAVA Title III Requirements

Date	Purchase	Reason for Purchase/ Approval Number	Amount
			\$
			\$
			\$
			\$
TOTAL			\$

C. Voter Education about Procedures, Rights, and Technology

Date	Purchase	Reason for Purchase/ Approval Number	Amount
1/23/12	Professional Services Contract /	Approval 2011-0025	\$ 30,000.00
			\$
			\$
			\$
TOTAL			\$

D. Election Personnel Training

Date	Purchase	Reason for Purchase/ Approval Number	Amount
			\$
			\$
			\$
			\$
TOTAL			\$

E. Accessibility Improvements (Individuals w/Disabilities)

Date	Purchase	Reason for Purchase/ Approval Number	Amount
			\$
			\$
			\$
			\$
TOTAL			\$

F. Education: (Voters, Election Officials, Poll Workers)

Date	Purchase	Reason for Purchase/ Approval Number	Amount
			\$
			\$
			\$
			\$
TOTAL			\$

G. Voting Systems

Date	Purchase	Reason for Purchase/ Approval Number	Amount
			\$
			\$
			\$
			\$
TOTAL			\$

H. Provisional Voting & Voting Information Requirements

Date	Purchase	Reason for Purchase/ Approval Number	Amount
			\$
			\$
			\$
			\$
TOTAL			\$

Section 3 - Total Request & Certification

Please add the subtotals from each section of your request.

Total Amount of Reimbursement Request	
\$	55,755.15

~~~~~

As the **Probate Judge and the chief election official** for Montgomery County, I submit this Application for HAVA County Reimbursements - Part II. By signing this application, I certify that all information contained herein is accurate and complete to the best of my knowledge and that the amount for which I am seeking reimbursement was spent in accordance with the requirements of the Help America Vote Act of 2002 (Pub. L. 107-252). I acknowledge that any misrepresentation of truth or accuracy may require that all grant monies awarded to the county be returned to the United States Election Assistance Commission and that any other penalties provided by Federal and State law may apply.

**Name of Probate Judge:** Reese H. McKinney, Jr.  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*Sworn and subscribed before me this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_\_\_.

*My commission expires the* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_\_\_.

( Seal )

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*Printed name of Notary Public*

~~~~~

As the **County Commission Chair** for Montgomery County, I submit this Application for HAVA County Reimbursements - Part II. By signing this application, I certify that all information contained herein is accurate and complete to the best of my knowledge and that the amount for which I am seeking reimbursement was spent in accordance with the requirements of the Help America Vote Act of 2002 (Pub. L. 107-252). I acknowledge that any misrepresentation of truth or accuracy may require that all grant monies awarded to the county be returned to the United States Election Assistance Commission and that any other penalties provided by Federal and State law may apply.

Name of County Commission Chair: Elton N. Dean, Sr.
Signature: _____
Date: _____

Sworn and subscribed before me this _____ *day of* _____, 20____.

My commission expires the _____ *day of* _____, 20____.

(Seal)

Signature of Notary Public

Printed name of Notary Public



3731 Trent Road · New Bern, NC 28562
800.682.4500 (Toll Free) · 252.637.9320 (Fax)
www.printelect.com

QUOTATION

1.10.12

CUSTOMER INFORMATION:

ELECTION AUTHORITY Montgomery County Elections
CONTACT Deonna Thompson
ADDRESS 125 Washington Ave
CITY Montgomery
STATE AL
ZIP 36104
TELEPHONE
FAX
EMAIL ADDRESS

QUOTED BY Ben Hudson
EMAIL benhudson@printelect.com

Qty	Item #	Name	Price	Total
50	1588	Roll a Vote	\$79.98	\$3,999.00
		shipping via freight truck with liftgate		
Sub Total				\$3,999.00
Motor Freight Shipping & Handling				\$381.15
Taxes 0.000%				
TOTAL				\$4,380.15

Comments: Quote valid for 15 days.

Office Use Only:

Thank you for the opportunity to work with you!

Purchasing Department

[illegible]

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

January 23, 2012

MEMORANDUM

TO: Justin Aday
Director of Elections

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Approval of Professional Services Contract

The Montgomery County Commission, at its meeting on this date, approved the Professional Services Contract with Stacey Stakely regarding Voter Education.

Please forward the enclosed two partially-executed Professional Services Contracts to Judge Reese McKinney, Jr. and Stacey Stakely and return one fully-executed original to this office.

If I can be of further assistance, please contact me.

DLM/tm

cc: Reese McKinney, Jr., Probate Judge

PERSONAL SERVICES CONTRACT

WHEREAS, Montgomery County, Alabama is a political subdivision of the State of Alabama, which acts by and through its corporate governing body known as the Montgomery County Commission, which is organized under the laws of the State of Alabama; the Montgomery Election Center is a department of Montgomery County, Alabama; Montgomery County, Alabama, along with its governing body and assigns, and the Montgomery County Election Center are hereinafter collectively referred to as "the County;"

WHEREAS, Stacey Stakely is an individual resident of Montgomery County, Alabama and an independent contractor;

WHEREAS, the County has determined that it is in the best interest of the County and its residents to contract with an individual to perform voter education and outreach focused upon the following areas: (a) education of voters on changes resulting from the redistricting of various political subdivisions in the State of Alabama and Montgomery County, including development of voter correspondence on district, voting precinct, and polling place changes; (b) coordination of efforts to reach and educate voters with disabilities; (c) coordination of efforts to assess and improve the accessibility of polling places in Montgomery County; (d) development of enhancements of voting aids for voters with disabilities; (e) assistance with outreach efforts related to absentee voting; and (f) development of educational materials in preparation for new voter identification requirements and other legislative changes affecting the voting process.

WHEREAS, the duties performed in accordance with this agreement, during preparation and administration of the 2012 Election Cycle, will benefit the citizens of Montgomery County and are in furtherance of the provisions of the Help America Vote Act;

WHEREAS, Stacey Stakely covenants and agrees that she has specialized knowledge and experience to perform the duties outlined in the preceding paragraphs of this agreement.

WHEREFORE, PREMISES CONSIDERED, the County and Stacey Stakely understand, acknowledge, covenant, and agree as follows:

1. To enter into this Independent Contractor Engagement Agreement for the provision of personal services with Stacey Stakely to perform voter education and outreach consistent with the preamble outlined herein in furtherance of the provisions of the Help America Vote Act during the 2012 Election Cycle.

2. Stacey Stakely shall provide a calendar and detailed listing of all voter outreach/disability efforts, initiatives, programs, and activities to Justin Aday, Director of Elections, along with a monthly journal which shall provide details, including but not limited to, tasks performed and locations at which such tasks were performed. This contract is for a period not to exceed one year, beginning February 1, 2012 and ending January 31, 2013, with an option to extend the contract for an additional 90 days.

3. The County shall pay Stacey Stakely \$1,250.00 bi-weekly, for a total Contract amount not to exceed \$30,000.00. Stacey Stakely will be compensated on a bi-weekly basis upon submission of a proper invoice and related documentation. The County will be reimbursed \$30,000.00 of this agreement pursuant to federal funding awarded to Montgomery County for Part II of the Help America Vote Act (HAVA).

4. Stacey Stakely is designated and shall act as an independent contractor and not as an employee of the County, and Stacey Stakely shall not be entitled to any benefit afforded to employees of the County.

5. Stacey Stakely shall indemnify, defend, and hold harmless the County from all claims, suits, judgments, or damages including litigation costs and reasonable attorneys' fees that may arise as a result of the performance of any work under this Agreement.

6. This Agreement is not assignable in any part, manner or circumstance by either Party hereto. Any attempted assignment is simultaneously void and shall constitute termination of this Agreement.

7. This contract may be terminated by either Party, by giving thirty (30) days written notice. Notice of termination by Stacey Stakely shall be provided to Justin Aday at 125 Washington Avenue, Montgomery, AL 36104. Notice of termination by the Montgomery County Commission shall be provided to Stacey Stakely at 8638 Wynford Place, Montgomery, Alabama 36117. In the event of a change of address by Stacey Stakely, she shall notify Justin Aday at the address provided in this paragraph.

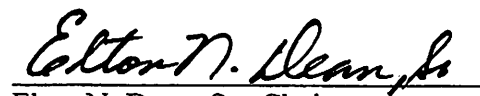
8. This Agreement shall become effective and binding upon the Parties hereto upon the affirmative vote of the Montgomery County Commission.

9. By signing this agreement, all Parties hereto agree that they have read, understood, and agree to be bound by the terms of this Agreement, and each individual who executes this Agreement avers that said individual has read and understood the terms of this Agreement, and that he or she has the power, authority, and capacity to execute and perform this Agreement.

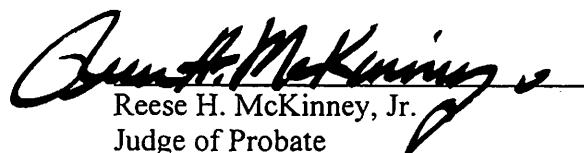
2/21/12
Date


Stacey Stakely

1-23-12
Date


Elton N. Dean, Sr., Chairman
Montgomery County Commission

Date


Reese H. McKinney, Jr.
Judge of Probate

THOMAS, MEANS, GILLIS & SEAY, P.C.

ATTORNEYS AND COUNSELLORS AT LAW
ESTABLISHED IN 1981

WEBSITE: www.tmgslaw.com

MONTGOMERY OFFICE
SENDER'S DIRECT DIAL: (334) 213-4446
SENDER'S E-MAIL ADDRESS:
RFSIMMUNS@TMGSLAW.COM

KENNETH L. THOMAS^{1,3}
TYRONE C. MEANS^{1,2,4}
H. LEWIS GILLIS¹
QUINTON S. SEAY²
EUGENE FELTON, JR.²
KELVIN W. HOWARD¹
RICHELE T. HARRIS¹

January 19, 2012

Via Email & U.S. Mail

Donnie Mims
Montgomery County Commission
P O Box 1667
Montgomery, Alabama 36102-1667

ADMITTED:
1 ALABAMA
2 GEORGIA
3 DISTRICT OF COLUMBIA
4 KANSAS

MONTGOMERY OFFICE:
3121 ZELDA COURT
P.O. DRAWER 5058
MONTGOMERY, AL 36103-5058
TELEPHONE: (334) 270-1033
FACSIMILE: (334) 260-9396

Re: *Montgomery County Commission v. MCC: Personal Services Contract; Stacey
Stakely
Our File Number: 2100-440*

Dear Donnie:

Reference is made to your memorandum dated January 11, 2012 regarding the above described matter. Please note that I have previously emailed Tammy Nix advising that I find the agreement in acceptable form and substance. This letter comes to formally advise that I have reviewed the proposed contract and I have found it to be legally in acceptable form and substance.

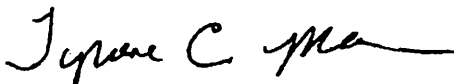
Please let me know if I can be of any additional help in this matter.

BIRMINGHAM OFFICE:
505 - 20TH STREET NORTH
SUITE #1425 - FINANCIAL CENTER
P.O. DRAWER 11365
BIRMINGHAM, AL 35202-1365
TELEPHONE: (205) 328-7915
FACSIMILE: (205) 214-6160

ATLANTA OFFICE:
191 PEACHTREE STREET, N.E.
SUITE #3550
ATLANTA, GA 30303
TELEPHONE: (404) 222-8400
FACSIMILE: (404) 222-0080

Sincerely yours,

THOMAS, MEANS, GILLIS, & SEAY, P. C.


Tyrone C. Means

MAR 26 2012



Haskell | Slaughter

attorneys at law

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

116

MEMORANDUM

March 8, 2012

TO: Donnie Mims
Sheriff Marshall
FROM: Tommy Gallion
RE: Notice of Claim – Johnny Lee Woods

I have reviewed Sheriff Marshall's February 21, 2012 memorandum and Attorney Julian McPhillips' February 16, 2012 verified notice of claim of Johnny Lee Woods. I have also reviewed some of the records on Inmate Johnny Woods that pertain to this incident.

It is my legal opinion that this claim should be recognized and denied at the next Commission meeting.

50051-314
#4500888_1

2012 MAR -8 PM 2:15

RECEIVED
MONTGOMERY COUNTY
SHERIFF'S OFFICE

McPhillips Shinbaum, L.L.P.

McPhillips, Shinbaum, Luck, Bodin & Guillot

ATTORNEYS AND COUNSELORS AT LAW

Julian L. McPhillips, Jr.*
Kenneth Shinbaum
Aaron J. Luck
James G. Bodin**
Joseph C. Guillot
Alfred Norris, III

516 SOUTH PERRY STREET
P.O. BOX 64
MONTGOMERY, ALABAMA 36104
(334) 262-1911
(866) 224-8664
FAX (334) 263-2321

*Also Admitted in NY

**Also Admitted in DC

Office Admin. Amy Strickland

Of Counsel: G. William Gill

February 16, 2012

Mr. Donald Mims, Clerk
Montgomery County Commission
100 S. Lawrence St.
Montgomery, AL 36104

Via Hand-Delivery

Sheriff D.T. Marshall
Montgomery County Sheriff
115 S. Perry St.
Montgomery, AL 36104

Via Hand-Delivery

Re: *Johnny Lee Woods*

Dear Mr. Mims and Sheriff Marshall:

Please consider this as a verified notice of claim by Johnny Lee Woods, in accordance with statutory requirements under the **Code of Alabama**.

Mr. Woods was incarcerated by order of District Court Judge Jimmy Poole to spend three months in the Montgomery County Jail while he was enrolled in and attended a Lighthouse program. See copy of the enclosed order from Judge Jimmy Poole. As Judge Poole's statement of June 5, 2011 states, Mr. Woods was due to have been released on or about July 5, 2011. However, due to some problem, either with paperwork or otherwise, he was not released until August 2, 2011, a good four weeks later.

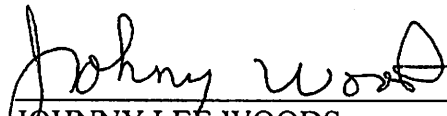
We maintain that the jailers and/or the Montgomery County Sheriff's Office or the Montgomery County Commission are liable for negligence and/or violation of Mr. Woods' U.S. Constitutional rights under the 8th Amendment against cruel and unusual punishment. We hereby make a demand for damages for the extra four weeks Mr. Woods spent so unnecessarily in jail.

This extra time caused Mr. Woods great mental anguish and kept him from being gainfully employed four weeks earlier than otherwise. In accordance with statutory requirements, Mr. Woods hereby makes claim for such an amount up to the statutory limit of \$100,000 as a judge and/or jury deem just under the facts of this case.

US-15-MT-11-001412

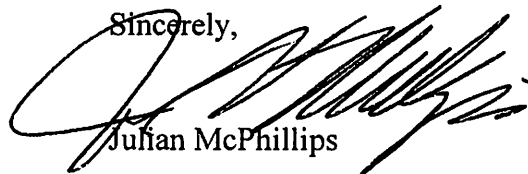
FILED
FEB 16 2012
CLERK OF DISTRICT COURT

Please turn this claim over to your insurance carrier, whoever it may be, and have its agent contact me, attorney Julian McPhillips, at the earliest date possible, but in no event more than two weeks from today's date.


JOHNNY LEE WOODS

Before me, the undersigned Notary Public, appeared Johnny Lee Woods, who is known to me and who signs his name above, and did state that the foregoing is true and correct in every particular, on this the 16th day of February, 2012.


NOTARY PUBLIC
My commission expires: 08/23/2015

Sincerely,

Julian McPhillips

JLMcP:lh

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

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

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Agenda

MAR 26 2012

March 26, 2012

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:

C-2012-46: One Place Family Justice Center, for Domestic Violence Program - \$1,500; (Polizos)

C-2012-47: MANE, Montgomery Area Nontraditional Equestrians, for Providing Safe and Effective Therapeutic Horseback Riding Opportunities to Montgomery Area Children and Adults with Emotional, Physical, Cognitive, and Developmental Disabilities - \$1,000; (Ingram)

NC-2012-62: City of Montgomery, to be used by BONDS to Support Brentwood Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Wilson)

****C-2012-25:** Rescind Appropriation to The JumpSTART Group, for Educational Services - \$500; (Williams)

NOTE: The Organization was Unable to Provide the Necessary Documentation as required by the County Attorney.

****C2012-33:** Rescind Appropriation to Alpha Upsilon Lambda Chapter Educational Foundation, Alpha Phi Alpha Fraternity, Inc., for Expenses used during the Miss Black and Gold Scholarship Pageant - \$500; (Williams)

NOTE: The Organization was Unable to Provide the Necessary Documentation as required by the County Attorney.

**** Rescind**

DLM/tll

MAR 26 2012

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services 

DATE: March 21, 2012

SUBJECT: Bid No. 51988-12B-005, Employee Lunch
and a Volunteer Fire Department Appreciation
Lunch

Request approval of award on the above referenced Invitation to Bid, to the low bid of Farmers Market Cafe, in the amount of \$7,980.00, be placed on the agenda for the County Commission meeting on March 26, 2012. (copy of spread sheet attached)

Attachment

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO. 51988-12B-005				FARMERS MARKET CAFÉ - ATTN: JOANN NORTON; PHONE #262-1970; FAX#262-1970		CHAPPY'S DELI - ATTN: DAVID BARRANCO - PHONE #277-6590 - FAX#277-6593		NO BID RECEIVED: KING'S TABLE CATERING					
ISSUE DATE: MARCH 9, 2012													
OPENING DATE: MARCH 21, 2012													
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	EMPLOYEE LUNCH	EA	600	\$10.00	\$6,000.00	\$12.00	\$7,200.00						
	VFD APPRECIATION												
2	HOTDOG MEAL	EA	150	\$6.25	\$937.50	\$6.00	\$900.00						
3	HAMBURGER MEAL	EA	150	\$6.95	\$1,042.50	\$6.00	\$900.00						
	46 BIDS MAILED												
TOTAL BID AMOUNTS					\$7,980.00		\$9,000.00						

MAR 26 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT:	Elections	REVIEWED:	S. Thomas	3/8/2012
DATE:	3/8/2012	Finance Director		Date
REQUESTED BY:	Justin Aday	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
State of AL-HAVA Grant	001-40000.44231	(50,274)	4,517	(45,757)
Office Supplies	001-51911.211	50,274	(4,517)	45,757
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	0

JUSTIFICATION:

Adjust the expense and revenue budgets for the HAVA equipment grant to reflect the reduction in the equipment cost.

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

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

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Agenda

MAR 26 2012

March 22, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

SUBJECT: Plumber Classification and
Related Position Fill Request

Karen Cason, Assistant Personnel Director, and staff have established a new classification and job description for a Plumber position. This position will report directly to Pat Litchfield, Plant Manager. Attached is the job description and memo from Karen Cason which lists the pay grade reallocated for this position.

This item was discussed during the working session of the March 12, 2012 Commission meeting. Request approval of the new classification and related position fill request at the March 26, 2012 Commission meeting.

JAM/rw

Attachment

MEMORANDUM

TO: Donald Mims
County Administrator

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

DATE: February 8, 2012

SUBJECT: Plumber – New Classification and Pay Recommendation

In response to Pat Litchfield's request, we have established a new classification and compiled a job description for Plumber. As part of the classification establishment, we have completed a salary review. Based on our study, we recommend that the job be reallocated from pay grade S10 (\$31,462 - \$44,786).

This action will require the approval of the County Commission and the Personnel Board. If you agree with this recommendation, please sign the job description and return the original to the Personnel Department. Please call me if you have any questions.

CC: Pat Litchfield

ORIGINAL

NEW POSITION/REALLOCATION REQUEST

DEPARTMENT: Support Services

DEPARTMENT HEAD: Pat Litchfield

PRESENT POSITION: New Position

PROPOSED POSITION: Plumber

PRESENT PAY GRADE:

PROPOSED PAY GRADE: S-10

IMMEDIATE SUPERVISOR: Pat Litchfield

**BRIEF DESCRIPTION OF
PROPOSED DUTIES:**

NATURE OF WORK: The fundamental reason this position exists is to perform skilled plumbing work in installing, repairing and maintaining water and waste systems in Montgomery County Support Services facilities including the Montgomery County Detention Center. The essential functions of this position are: troubleshooting and repairing plumbing and/or fixtures; installing new plumbing; replacing/installing new plumbing fixtures; serving as a lead worker in completing plumbing projects; and performing administrative related duties. Assignments are made as oral or written instruction of work to be done and may be accompanied by sketches or blueprints. Work is performed independently or under supervision of the Plant Maintenance Engineer or Assistant Plant Maintenance Engineer with inspection in process and upon completion for quality of work

PROPOSED

MINIMUM QUALIFICATIONS: High school diploma or G.E.D equivalent and five years of experience installing, maintaining, and repairing plumbing systems; or an equivalent combination of education and experience. Must possess a plumber journeyman license.

Appointing Authority/Department Head

Date

Funding Authority

Date

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Support Services

DEPARTMENT HEAD: Pat Litchfield

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 Plumber

POSITION NUMBER 260749001

PROPOSED EFFECTIVE DATE April 16, 2012

TYPE OF APPOINTMENT ☒ PERMANENT ☐ TEMPORARY

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE S10 - Step 1

DATE _____

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 _____

7-4

PLUMBER

FLSA: Non-Exempt

Pay Grade: S10

0749

2/08/12

NATURE OF WORK: The fundamental reason this position exists is to perform skilled plumbing work in installing, repairing and maintaining water and waste systems in Montgomery County Support Services facilities including the Montgomery County Detention Center. The essential functions of this position are: troubleshooting and repairing plumbing and/or fixtures; installing new plumbing; replacing/installing new plumbing fixtures; serving as a lead worker in completing plumbing projects; and performing administrative related duties. Assignments are made as oral or written instruction of work to be done and may be accompanied by sketches or blueprints. Work is performed independently or under supervision of the Plant Maintenance Engineer or Assistant Plant Maintenance Engineer with inspection in process and upon completion for quality of work

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of non-essential functions is not optional for employees not covered under the ADA.

ESSENTIAL FUNCTIONS: Troubleshoots and repairs plumbing and/or fixtures in Montgomery County Support Services facilities to include sizing up problem and locating source of problem, making adjustments, replacing worn parts, replacing pipes, replacing pumps on water systems and unclogging drainage systems using plumbing tools, sewer rods, high pressure water jet system, and hand tools following department procedures and National Plumbing Code in order to maintain proper operation of all plumbing in Montgomery County buildings and facilities in the most cost effective manner.

- Isolates source of malfunction through visual inspection and operation of fixture.

- Solicits information regarding plumbing problems from employees in facility.

- Visually inspects and reviews building plans/blueprints to isolate source of leaks.

- Finds source of leaks by tearing holes in ceilings, floors and walls, breaking concrete and digging up underground pipes.

- Determines and gathers tools and equipment needed for job.

- Determines materials/parts needed for job and purchases at supply house.

- Determines most appropriate and cost effective way to repair problem.

- Shuts off water supply.

- Disassembles plumbing to isolate problem area and/or repair.

- Removes section of water or sewer pipe with leak and replaces with new pipe (if necessary, cuts and threads pipe using pipe cutters, cutting torch and pipe-threading machine).

- Joins pipes by use of screws, bolts, fittings, rubber adapters or solder.

- Caulks joints.

- Visually inspects new joints/connections to ensure they are not leaking and checks fixtures for proper operation after replacing pipe.

Makes adjustments to fixtures such as tightening nuts and screws, adjusting water pressure and cleaning out filters and diaphragms.

Replaces worn parts such as washers, seals, diaphragms and handles.

Unclogs drainage systems using sewer rod, plunger and/or high pressure water jet system.

Operates fixtures to determine whether problem has been fixed.

Replaces pumps on water systems (determines if motor is burned out or seals leaking, disconnects motor, and installs new or rebuilt motor).

Adjusts float on water pumps (to determine when pump cuts on).

Disassembles and repairs water heaters (includes replacing parts such as thermocoupling, heating elements, gas valves, pop-off valves, and thermostats, adjusting thermostat, lighting pilot light and determining why it will not stay lit, cleaning burners and checking dip tube for proper operation.

Performs routine checks of plumbing and/or fixtures in Montgomery County Support Services facilities.

Maintains supply of commonly used parts in stock.

Determines feasibility of repairing versus replacing plumbing and/or fixtures and advises Assistant Plant Maintenance Engineer when replacement is necessary.

ESSENTIAL FUNCTIONS: Installs new plumbing (water and waste systems) in small-scale construction projects and renovations (offices, break rooms, detention center facilities, etc.) using blueprints, working drawings, specifications, hand tools, cast iron cutters, cutting torch, pipe-threading machine, hand or electric saw, soldering torch, PVC pipe, pipe glue, primers, ruler, level and plumbbob following departmental and Water Works codes and ordinances; State and National Plumbing and Gas codes; ADA (Americans with Disabilities Act) guidelines and Alabama Health Department requirements in order to ensure safe and efficient operation and drainage in County Support Services facilities.

Coordinates with contractors and other trades such as masonry, carpentry, sheetrock, electrical and duct work to schedule completion of various tasks.

Reviews blueprint, building plan and or working drawing of project/building to determine cost estimate of materials, equipment and manpower needed and sequence of work.

Determines pipe sizes and type of pipe appropriate for job (based on usage and number of fixtures).

Orders materials needed for job and follows up to ensure prompt delivery.

Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors using ruler, plumbbob and level.

Cuts openings in walls and floors to accommodate pipe and pipe fittings using hand tools and saws.

Assembles and installs valves, pipe fittings and pipes.

Joins pipes by use of screws, bolts, fittings, glue or solder.

Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking.

Installs water and gas lines to proper location for installation of plumbing fixtures.

Installs rough-ins at appropriate location for fixtures using manufacturer's rough-in guidelines.

Connects vents for fixtures to ensure proper air flow.

Installs wall clean out for easy access for unclogging sewer system.

Installs water and gas supply lines for HVAC systems.

ESSENTIAL FUNCTIONS: Replaces/installs new plumbing fixtures (such as toilets, sinks, urinals, hot water heaters, water coolers and fountains, dishwashers and ice machines) in Montgomery County Support Services facilities using pipe wrenches, hand tools, power saw, drill, tubing cutters, and soldering torch, pipe fittings, pipe, new product manuals and catalogs following ADA (Americans with Disabilities Act) guidelines and State and National Plumbing Codes in order to upgrade existing fixtures, replace defective fixtures that are not cost effective to repair, and provide new fixtures as requested in Montgomery County Support Services facilities.

Determines required features/attributes of product to be purchased and researches available products (price, model number, features, etc.).

Requests purchase of new fixture best suited for purpose (from Assistant Plant Maintenance Engineer).

Calls Assistant Plant Maintenance Engineer for purchase order number and purchases fixture at supply house.

Removes defective plumbing fixture by cutting off water supply and using hand tools to disconnect from plumbing.

Loads defective plumbing fixture on truck and disposes.

Replaces worn fittings, valves and pipes before installing new fixture.

Adds/removes pipe as needed to connect properly with new fixture (previous fixture was higher or lower than new fixture, etc.).

Ties in to main water supply and installs pipe to point of connection with fixture.

Installs new plumbing fixture by connecting to drain, water and gas supply lines.

Operates new fixture or observes operation to ensure it works properly.

Checks for gas and water leaks following installation.

ESSENTIAL FUNCTION: Serves as a lead worker in completing plumbing projects following departmental policies and procedures as needed to provide an example of work to be performed and to ensure plumbing projects are performed accurately.

Assigns work duties to personnel.

Monitors and reviews employee work to ensure work quality.

Provides support to personnel by responding to requests and offering assistance.

ESSENTIAL FUNCTION: Performs administrative related duties using work order forms, daily time sheets, daily work reports, catalogs, telephone, copier, and calculator, following departmental policies and procedures as needed to track project progress and order supplies.

Maintains records of jobs as completed.

Completes daily time sheets and daily work reports and submits to supervisor.

Reviews catalogs to identify needed materials and supplies.

Orders supplies essential to the performing plumber tasks such as pipes and other necessary materials.

Receives and checks, lifts/loads, and stores plumbing items at appropriate locations.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of plumbing procedures and techniques to include common plumbing problems and remedies, function and purpose of parts within plumbing fixtures, standard pipe dimensions, types of pipe to use in particular situations (plastic, cast iron, copper), how to solder joints and fittings, replacing parts such as gaskets, seals, valves, valve seats and valve stems, required water temperature for hot water, proper operating pressures, pipe pressure limits and how to clear drains and security flush valves as needed to troubleshoot and repair plumbing problems, install new plumbing and train and supervise work of subordinates.

Knowledge of occupational hazards and safety precautions of plumbing trade to include proper use and connection of various plumbing equipment, use of proper scaffolding or lifting equipment and gas and electrical safety as needed to maintain a safe working environment for self and others.

Knowledge of National and State Plumbing Codes to include recognizing when codes may apply to situations, proper venting for water heaters, proper fittings for pipe drainage, use of proper solder and proper pipe sizing for sewer, air, water and gas as needed to ensure proper installation and repairs of plumbing systems.

Knowledge of HVAC systems to include how they operate and proper plumbing pipe connections (drain and supply) as needed to supply water and gas to new systems; train and supervise subordinates and assist in repairing systems.

Knowledge of departmental policies and procedures to include work order priorities and processing, purchase orders and billing procedures as needed to properly plan, procure and track materials, tools, equipment and manpower required to complete assigned projects.

Knowledge of Montgomery County Support Services buildings and facilities to include geographic location, location of water mains, location of main water shut-off, location of isolation valves, location of clean outs for sewer, and location of main circuit electrical box as needed to repair, maintain and install plumbing.

Ability to use hand and power tools such as hand saws, demolition saws, air hammers, pipe cutters, ratchet cutters, cutting torches, soldering torches, pipe threading machine, wrenches, sewer rods and channel locks to include proper operation, appropriate tool for the job, functions of the tools, capabilities and limitations of tools as needed to install, maintain and repair plumbing systems.

Ability to use a tape measure as needed to calculate materials needed for jobs, install new plumbing, isolate leaks, and determine location of plumbing and plumbing fixtures.

Ability to read and interpret mechanical drawings, blueprints and building/site plans to include symbols, scale, structural dimensions and location of sewer, water and gas lines as needed to train and direct subordinates; determine location of existing plumbing and other building systems and determine location for installing plumbing fixtures and pipes.

Ability to communicate orally with subordinates, supervisors, other employees and outside contractors to include breaking down technical information into layperson's terms,

soliciting information regarding plumbing malfunctions, assigning and explaining work duties, delegating work, and explaining details of repair problems to contractors or supervisor as needed to supervise employees, coordinate work, gather appropriate information to repair plumbing problem and ensure work is completed with quality and timeliness.

Ability to interact with subordinates, supervisors, other employees and outside contractors to include courtesy, tact, patience and resolving conflicts as needed to relay and exchange information, maintain effective working relationships, schedule various trade tasks for completion of plumbing projects, assign work tasks, train subordinates and explain work assignments.

Ability to work independently with limited supervision to include scheduling work crews, ordering materials, making decisions, responding to emergencies, time management and prioritization as needed to ensure plumbing installation, repair and maintenance are completed timely and work is distributed efficiently and fairly.

Ability to add, subtract, multiply and divide whole numbers, decimals and fractions as needed to compute the quantities of supplies, materials and labor needed to complete plumbing projects and determine slope and depth of pipes and drains.

Ability to use levels for determining elevations (such as laser levels, hand levels and transits) as needed to determine pipe slope as needed for proper drainage and distance.

Ability to solder pipes to include ensuring pipe is clean before soldering, using acid to make fitting stick, where to apply heat, proper level of heat and using soldering material efficiently as needed to install new plumbing or repair leaks in existing plumbing.

Ability to thread pipe to include length of threads needed on types of pipe, visually inspecting threads to ensure they are thick enough and not cracked and referring to charts to determine the number of threads needed according to the size of pipe used as needed to replace plumbing and ensure plumbing does not leak.

WORKING CONDITIONS: Must work outdoors in various weather conditions, in small confined spaces, on unstable ground, in high areas or in deep underground spaces. Must be able to walk, climb, squat, bend, crawl, dig, and lift objects over 50lbs as needed to perform installations, repairs, and maintenance of plumbing systems.

SPECIAL REQUIREMENTS: Must possess and maintain a valid Alabama driver's license. Must be willing to work nights, weekends and holidays and be on call 24 hours as needed to perform emergency plumbing tasks.

MINIMUM QUALIFICATIONS: High school diploma or G.E.D equivalent and five years of experience installing, maintaining, and repairing plumbing systems; or an equivalent combination of education and experience. Must possess a plumber journeyman license.

APPROVALS:

Supervisor

Date

John A. McCall

03/02/12

Division Head

Date

Pat Givney

2/21/12

Department Head

Date

Donald Z. Mamo

3/21/12

Appointing Authority

Date

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

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

27 Madison Avenue
Montgomery, Alabama 36104

BARBARA M. MONTOYA
PERSONNEL DIRECTOR
KAREN B. CASON
ASSISTANT PERSONNEL DIRECTOR
TELEPHONE: 334-241-2675
FAX: 334-241-2219

Agenda

MAR 26 2012

March 19, 2011

MEMORANDUM

TO: Elton Dean
Chairman, Montgomery County Commission

FROM:  Robbie Estes (241-2278)
Personnel Analyst

RE: Chief Information and Technology Officer (0166) position

Per the request in February of 2012, the Personnel Department has developed a job description for a new position of "Chief Information and Technology Officer". A salary range of A16 (\$93-736-\$133,436) is recommended for this position. Please sign and return the attached job description.

Please have this action presented to the County Commission for approval. If you have any questions, please contact me.

cc Mayor Todd Strange
County Administrator Donnie Mims
Deputy Mayor Jeff Downes

2012 MAR 23 AM 9:43

2012 MAR 23 AM 9:43

An Equal Opportunity Employer
www.montgomerypersonnel.com

8-1

Tammy Nix

From: Estes, Robbie [restes@montgomeryal.gov]
Sent: Thursday, March 22, 2012 9:46 AM
To: Donald Mims
Subject: RE: Job Description regarding CITO Position
Attachments: 0166 CITO JD 3-22-12.doc

Mr. Mims,

Here is the job description with the changes you requested. Please let me know when you receive this.

Thanks,

Robbie

From: Donald Mims [<mailto:DonaldMims@mc-ala.org>]
Sent: Thursday, March 22, 2012 9:16 AM
To: Cason, Karen
Cc: Montoya, Barbara; Estes, Robbie
Subject: Job Description regarding CITO Position

Karen,

Attached is a Memorandum of Understanding between the City of Montgomery and the Montgomery County Commission regarding the establishment of a joint management structure for the City of Montgomery and Montgomery County's information technology, telecommunications, and radio functions.

Please review the provisions of this MOU and make appropriate changes to the Chief Information and Technology Officer (CITO) job description. We will be issuing the Agenda and Thursday Memo at 11:00 a.m., Friday, March 23, 2012 and it is important that we have the final draft job description by this deadline.

Should you have any questions, please contact me at 334-850-9131.

Donnie

CHIEF INFORMATION AND TECHNOLOGY OFFICER

FLSA: Exempt

0166

Pay Grade: A16

3/22/12

NATURE OF WORK: The fundamental reason this position exists is to perform administrative and operational duties in overseeing all Information Technology (IT), Telecommunications, and Radio operations of the city and county related departments. The Chief Information and Technology Officer (CITO) is the Mayor's office and County Commission's designee on all IT, Telecommunications, and Radio related matters and serves as a liaison to other city and county departments, outside government agencies, and the community. The essential functions include: analyzing city and county organizational services, processes, performance outcomes, and workflow structures; overseeing daily operations of the city and county of Montgomery's IT, Telecommunications, and Radio services; supervising management level -related staff; managing special projects, events, and programs as assigned by the Mayor's office and County Commission; receiving and handling complaints related to these areas; developing short and long range plans; managing the budgetary operations and conducting administrative duties of the city and county for these departments. The CITO shall be supervised by the Montgomery County Commission. The CITO shall also coordinate his/her activities through the Chief of Staff/Deputy Mayor with the City of Montgomery.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of "non-essential functions" is not optional for employees not covered under the ADA.

ESSENTIAL FUNCTION: Analyzes city and county organizational services, processes, performance outcomes, and workflow structures related to Information Technology support data and information in order to increase the operational and capital efficiency and effectiveness and to provide enhanced IT, Telecomm and Radio system functioning in support of user agencies.

Reviews organization's patterns, work relationships, staff responsibilities, and organizational structures to ensure effective functioning of the city and county , Telecomm and Radio system departments.

Researches and analyzes current practices and trends in IT, Telecomm and Radio system administration.

Pools/shares technical and human resources when feasible to perform IT, Telecomm and Radio system functions with greater efficiency and reduced cost.

Analyzes reports and data on city and county functions, service outcomes and processes to identify deficiencies that could be resolved with improved IT, Telecomm and Radio system services and support.

Collaborates with user agency management, IT, Telecomm and Radio system department management and staff on determining greater efficiency such as reducing redundancy, streamlining IT, Telecomm and Radio system procedures and services and identifying and implementing improvements.

Identifies best practices/methods in supporting all city and county agencies with their IT, Telecomm and Radio system needs.

Manages city and county IT, Telecomm and Radio system services and functions including telecommunications, radio, wireless, security, and camera systems.

Consolidates IT, Telecomm and Radio system functions/services when possible to reduce redundancy and overlap by combining functional resources and procedures.

Analyzes output reports from various agencies to identify how improved IT, Telecomm and Radio system functions could better support user agencies.

Identifies and evaluates long-term information technology infrastructure needs within the city and county IT, Telecomm and Radio system systems.

Conducts feasibility studies on a wide range of city and county IT, Telecomm and Radio system support functions and services in order to determine the best solutions to resolving efficiency issues and ensure resources are shared when possible.

Standardizes IT, Telecomm and Radio system functions and services provided to city and county user agencies in order to develop consensus on best practices in efforts to increase IT, Telecomm and Radio system department efficiency.

Shares capital resources and information with IT, Telecomm and Radio system management and staff regarding technical services, equipment and resources in order to identify methods to increase efficiency and reduce costs.

Solicits input from the Mayor's office, County Commission, user department heads, judges, staff, other professionals, and/or citizens regarding the implications, effects, and development of new policies and procedures, programs, or capital improvements.

Develops mutual agreements within city and county IT, Telecomm and Radio system management in order to share resources and costs in implementing joint capital ventures.

ESSENTIAL FUNCTION: Oversees daily operations of the city and county of Montgomery's IT, Telecomm and Radio system services following the Mayor's office and County Commission's directives in order to ensure the consistent application of programs and services.

Manages all radio communications systems

Provides technical guidance city and county IT, Telecomm and Radio system departments regarding services, projects, programs, financial management, resource management, etc.

Serves as the city and county's IT, Telecomm and Radio system liaison in communicating with various department heads and other city/county staff.

References city or county ordinances and resolutions, state laws, policy manuals, and other materials in order to provide accurate information.

Develops consensus and direction from elected officials on local government policies related IT, Telecomm and Radio system functions and services.

Evaluates the effectiveness of existing programs/services while monitoring and evaluating compliance with local, state and federal regulations.

Conducts cost analysis studies on IT, Telecomm and Radio system departmental procedures (e.g., equipment upgrades, new systems.)

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, review projects and programs, establish or redirect priorities, review policies and procedures and implement improvements.

Coordinates IT, Telecomm and Radio system operations with other city and county departments, the state and elected officials.

Prepares and presents studies, plans, reports and recommendations affecting the IT, Telecomm and Radio system department functions and services.

Coordinates the utilization of departmental IT, Telecomm and Radio system resources among divisions.

Maintains awareness and ensures compliance with existing and new regulations, legislation, statutes, laws and administrative rules that govern IT, Telecomm and Radio system technologies and functions.

Serves as the city's military liaison with local military communities.

Acts as a technical advisor to the Mayor's office and County Commission on city/county IT, Telecomm and Radio system-related activities.

Meets with vendors, contractors and/or consultants regarding city and county IT, Telecomm and Radio system department issues and projects.

Provides strategic direction and oversight on all city and county IT, Telecomm and Radio system operations and activities.

ESSENTIAL FUNCTION: Supervises management level IT, Telecomm and Radio system-related staff following personnel rules and regulations and Mayor's office and County Commission's directives in order to ensure consistent application of programs and services throughout the city and county of Montgomery.

Reviews personnel actions such as hiring requests, restructuring requests, and disciplinary actions for department.

Defines job duties and requirements of the various classifications in the city and county IT, Telecomm and Radio system departments, and communicates those requirements to employees and to the Personnel Department.

Sets standards for performance of IT, Telecomm and Radio system employees.

Evaluates employee performance and counsels employees concerning work performance strengths and weaknesses.

Recommends and oversees the administration of disciplinary action to improve unsatisfactory performance to include written reprimand, suspensions of up to five days or other disciplinary action.

Recommends more severe disciplinary action to include demotion, suspension of more than five days or dismissal to appropriate city or county officials.

Selects, supervises, trains and evaluates professional and technical support staff.

Selects and trains IT, Telecomm and Radio system professional and technical support staff.

Supervises managers responsible for administration and operation of IT, telecommunications, radio shop, and/or other IT related activities.

ESSENTIAL FUNCTION: Manages special projects, events, and programs as assigned by the Mayor's office and County Commission in order to provide effective and efficient city and county services and programs. Conducts department wide duties to include budgeting and project management.

Prioritizes projects based on needs and urgency in order to handle several tasks within established time frames.

Establishes project plans and procedures in order to accomplish project goals.

Monitors continuous IT, Telecomm and Radio system related projects.

Reviews budget reports, financial statements, and requests for proposals (RFPs).

Plans, directs and reviews all phases of IT, Telecomm and Radio system projects.

ESSENTIAL FUNCTION: Receives and handles IT, Telecomm and Radio system-related complaints and requests from city and county user departments in order to disseminate accurate information and resolve complaints.

Establishes and maintains effective working relationships with citizens, volunteers, council members, department heads, and the media.

Works with citizens, constituency groups, and business and community leaders in order to resolve IT, Telecomm and Radio system-related problems.

Researches and gathers pertinent information regarding problems or complaints in order to identify solutions.

Refers the public to appropriate city or county resources that would provide requested services.

Responds to complaints or inquiries using letters, memos, e-mail documents and other materials.

Initiates appropriate actions to resolve complaints.

ESSENTIAL FUNCTION: Develops short and long range plans for overall direction of the city and county IT, Telecomm and Radio system departments to include developing, implementing and monitoring policies and procedures in accordance with current professional standards in order to ensure long term effectiveness of the city and county's IT, Telecomm and Radio system functions and services.

Monitors IT, Telecomm and Radio system department operations in order to identify and evaluate the effectiveness of operations and programs and identifies problems that need to be addressed.

Directs IT, Telecomm and Radio system department activities in researching and developing or revising department policies and procedures.

Analyzes information received and reports and makes decisions regarding development and enforcement of new policies and procedures and programs.

Approves and directs the implementation of new or modified IT, Telecomm and Radio system-related department policies and procedures.

Participates in city and county wide strategic planning activities related to IT, Telecomm and Radio system operations.

Identifies IT, Telecomm and Radio system policy deficiencies, highlights areas of strength and weaknesses and makes necessary changes to improve efficiency and effectiveness.

Evaluates new City, county, state, and federal laws, regulations, and standards pertaining to municipal court management and determines their effect on Department policies and procedures.

Establishes priorities for the city/county IT, Telecomm and Radio system department objectives in a sequence that enhances the achievement of city and county goals.

Communicates changes in laws, policies and procedures to IT, Telecomm and Radio system management and user department staff to ensure consistent interpretation and application.

Identifies the long term IT, Telecomm and Radio system policy priorities for city and county departments.

ESSENTIAL FUNCTION: Manages the budgetary operations of the city and county IT, Telecomm and Radio system departments using current and previous budgets, financial reports, and supervisors' requests following Finance Department budget guidelines in order to obtain funds necessary for the efficient and effective operation of the department.

Authorizes and monitors expenditures and makes budget adjustments.

Solicits input from IT, Telecomm and Radio system management for budget requests or future expenditures for equipment, maintenance, supplies, etc.

Reviews budget requests, establishes priorities, and compiles a preliminary budget.

Establishes and maintains an internal accounting system to include reallocating funds as needed.

Reconciles budget requests with the target figures set by the Mayor's office and County Commission and discusses budget proposals.

Prepares the annual IT, Telecomm and Radio system operating budgets for approval by the Mayor's office, City Council, and the County Commission.

Attends budget hearings and provides justifications for budgeted items to include explaining department priorities.

Monitors and approves all city and county IT, Telecomm and Radio system departmental expenditures, compares expenditures against appropriations and makes recommendations for adjustments to the budget in order to meet department priorities or needs.

Requests additional funds for unexpected expenses not covered in the operating budget.

Manages the preparation and execution of the city and county's IT, Telecomm and Radio system department operational budgets.

Advises the Mayor's office, County Commission and user department heads on IT, Telecomm and Radio system budgetary and other fiscal matters.

Designs long-term financial plans for IT, Telecomm and Radio system capital improvement projects.

ESSENTIAL FUNCTION: Conducts administrative duties for the city and county of Montgomery IT, Telecomm and Radio system departments using budget information, personal computers, city and county rules and regulation, and state law to include budgeting and project management in order to assist the Mayor and other public officials in managing the department's budget and keeping officials informed of programs and plan status.

Responds to requests for information and assistance from the Mayor's office, city council, County Administrator, County Commission, employees, outside agencies, and/or the public.

Provides IT, Telecomm and Radio system information and data to other departments and offices within the city and county governments to facilitate the development of plans, programs and implementation activities as necessary to support overall developmental activities and for dissemination to the public.

Develops and maintains effective working relationships with citizens, constituency groups, business and community leaders, volunteers, city council and county commission members, department heads, and/or the media in order to plan work and resolve problems.

Makes presentations to the City Council, County Commission and/or the public as the need arises.

Establishes broad IT, Telecomm and Radio system guidelines to serve as standards of performance for the city and county IT, Telecomm and Radio system departments and reviews results through conferences with division heads.

KNOWLEDGES, SKILL AND ABILITIES: Knowledge of IT management concepts, applications, methods and technology including systems development, computer operations, database management, web-based technologies, and office systems end user help.

Knowledge of executive management principles and practices, and systems structures applied to the organization, management, and administration of Information Technology services.

Knowledge of principles and practices of municipal budget administration.

Knowledge of municipal financial management and fiscal planning procedures.

Knowledge of Web applications and electronic commerce utilizing the World Wide Web as needed to ensure the city and county's IT website functions properly and meets the needs of the users and public as needed to oversee work assignments.

Knowledge of electronic commerce trends, methods and practices as needed to ensure the city and county's E-commerce functions meets the needs of the users and public.

Knowledge of hardware and software systems including large mainframe hardware, application software development, and Microsoft systems.

Ability to resolve hardware and software problems with effective diagnosis and resolution as needed to assist department personnel in resolving problems.

Knowledge of systems design and analysis techniques and development as needed to supervise IT, Telecomm and Radio system Department management and employees.

Knowledge of telecommunications systems to include telephone systems and the effective use of communications networks to effectively provide voice and data service to a city and county government organizations and supervise manage technical personnel.

Knowledge of radio systems such as portable and mobile equipment as needed to provide oversight on system maintenance and enhancements and supervise technical personnel.

Knowledge of 800 MHz trunking systems as needed to oversee system maintenance and enhancements.

Knowledge of Information Technology security guidance and security policy interpretation and clarification as needed to provide security information to department heads and management staff.

Knowledge of procedures required for effective backups of critical information and monitoring as needed to comply with regulations.

Knowledge of Information Technology applications and associated devices that protect against malicious software and unauthorized use as needed to remain compliant with information security policies and standards.

Knowledge of modern application development technologies and project management experience and implementation.

Knowledge of client/server administrative applications.

Knowledge of network systems and equipment, including SQL server, internet hardware and software, hubs, routers, how they are designed, capabilities and limitations, and feasibility of systems.

Knowledge of Internet hardware/software including hubs, routers, servers, TCP/IP, and fiber optic communications.

Knowledge of the principles and techniques of Information Technology to include compatibility of systems and system capabilities and limitations as needed to oversee services for the city and county's IT, Telecomm and Radio system systems.

Knowledge of various department contacts as needed to know who to contact for information and who to provide information to for work coordination.

Knowledge of the principles and methods used in determining Information Technology performance as needed to determine if current systems meet the demands of user departments.

Knowledge of local, state and federal laws, regulations or procedures pertaining to employment such as hiring, discipline, termination, working conditions and handling employee complaints.

Skill in oral communication as needed to explain policies and procedures, discuss Information Technology services and/or problems with staff and management.

Skill in written communication as needed to prepare or review written documentation, develop policies and procedures and prepare reports or correspondence.

Ability to effectively manage a city and county wide Information Technology Department to include managing physical and human resources, ensure organizational processes are meeting user needs and identifying processes to better the organization.

Ability to work effectively with high level elected officials and governmental department heads to develop computer business applications.

Ability to plan and implement short and long range plans and programs as needed to forecast needs and continue the expansion of Information Technology services and equipment to meet user needs.

Ability to influence department heads and management as needed to gain support for new Information Technology services, obtain new technologies, and expand the Information Technology Department.

Ability to manage human resources to include project management, human resource allocation, and identifying department training needs as needed to ensure human resources are effective in meeting the needs of all IT, Telecomm and Radio system users.

Ability to gather information and facts, analyze information and staff input and to make decisions regarding city and county policies and procedures, operations and long range plans.

Ability to lead and direct division management and technical staff in supporting the city and county's IT, Telecomm and Radio system initiatives and objectives.

Ability to maintain effective communication with various city and county department managers and/or staff regarding their IT, Telecomm and Radio system needs, projects and technical plans as needed to ensure that information issues arising from any changes being addressed in the planning of the IT, Telecomm and Radio system projects.

Ability to plan, organize, and direct the daily operations of the city and county Information Technology services as needed to ensure the technical, administrative and clerical activities are conducted effectively.

Ability to evaluate IT, Telecomm and Radio system department staff to include providing expectations, giving critical feedback, and identifying strengths and weaknesses in the staff as needed ensure the growth and development of staff members.

Ability to discuss technical materials in terms that will be understandable to non-technical personnel including department personnel and department heads.

Ability to apply linear and differential equations in evaluating the work of the IT departments to include preparing reports and proposals to management.

Ability to maintain effective working relations with department heads, the IT, Telecomm and Radio system Administration, and/or vendor representatives to include exchanging information and answering inquiries.

Ability to analyze and make judgments on equipment needs, Information Technology services, scope of assignments, allocation of resources, and project assignments as needed to oversee Information Technology Division activities.

Knowledge of the city and county of Montgomery budget process to include forecasting, funding, monitoring and prioritizing expenditures as needed to manage the IT, Telecomm and Radio system, Telecomm and Radio systems-related budgets.

Knowledge of project management software as needed to document and track the progress of city and county IT, Telecomm and Radio system projects.

Ability to plan and implement department-wide policies, procedures, functions and services as needed to identify and oversee effective department operations and meet the IT, Telecomm and Radio system needs of city and county government.

Ability to make decisions based on factual data as needed to evaluate current progress and the success of the Information Technology projects.

Ability to maintain discipline and earn the respect and confidence of subordinates.

Ability to read and understand complex legal and technical material such as laws, regulations, and manuals.

Ability to make difficult decisions under time constraints to ensure projects are completed in a timely manner.

Ability to gather and analyze information, facts, and staff input and to make decisions regarding department policies and procedures, operations and long range plans.

Ability to consider the facts in order to make fair decisions or take appropriate action without interference of personal bias.

Ability to balance competing needs of user departments with the overall goals of the city and county's Information Technology Department as needed to make sound decisions about new technology and services.

Ability to garner support and cooperation from staff and volunteers in order to implement the policies and programs aimed at improving the department and its services.

Ability to effectively interact with high-level managers/directors as needed to achieve consensus, cooperation and buy-in on new policies, plans, concepts, and/or city and county IT, Telecomm and Radio system functions being discussed and/or developed.

Ability to identify the business needs of the city and county IT, Telecomm and Radio system user community as needed to formulate and implement plans designed to address those needs in the most cost effective manner.

Ability to plan, assign and direct the activities of a large group of diverse employees performing a variety of administrative and service activities.

Ability to consider the facts in order to make fair decisions or take appropriate action without interference or personal bias.

Ability to identify legal concerns and analyze the legal and practical implications of decisions and actions and to make difficult decisions regarding city and county operations while ensuring compliance with local, state and federal laws or guidelines.

Ability to balance competing interests and to make decisions which will benefit the city and county.

Ability to garner support and cooperation from staff and volunteers in order to implement the policies and programs aimed at improving the city and county services.

Ability to handle multiple projects and tasks simultaneously.

Ability to prioritize projects and tasks as needed to accomplish goals and meet deadlines.

Ability to be diplomatic in handling irate citizens as needed to resolve complaints and problems.

Ability to coordinate city and county department efforts as needed to complete projects and plan for special events.

SPECIAL REQUIREMENTS: Must be willing to work nights, weekends and/or holidays and be on-call in order to respond to emergency incidents or conduct special projects.

MINIMUM QUALIFICATIONS: Master's degree in Computer Information Systems or a closely related field and ten (10) years of experience directing or managing the operations of an Information Technology Department in a networked environment, including supervisory experience, systems analysis and design, computer programming and computer operations, or an equivalent combination of education and experience.

ACKNOWLEDGMENTS:	
Chief Information and Technology Officer	Date
Chairman, County Commission (with concurrence of Commission)	Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAR 26 2012

Request # 3

Date: March 13, 2012
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

[Signature]

Request approval to be granted for the following:

Destination: Cudatel Site Visit - Birmingham, AL
Departure Date: April 4, 2012 Return Date: April 4, 2012
Conference Leave (Days / Hours): 7 hours
Purpose of Travel: Visit Cudatel IP Phone system customer site to evaluate the VOIP product

Traveler (s) Name: 1. Larry Kennedy 4. Robert Phaturos
2. Lou Ialacci 5. _____
3. Alfred Jones 6. _____

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

Total (est.) Cost: \$102.12 Advance Registration Required: _____

Department Name: Information Systems Fund Name: General

Additional Comments: Estimated total travel distance = 184 miles X \$0.5550/mile = \$102.12

To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 03/26/12 reimbursement of actual and necessary expenses in the
approximate amount of \$102.12 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51965-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$6,286.55</u>	
Budget Available:	<u>\$13,713.45</u>	
Current Requests:	<u>\$102.12</u>	
Budget Balance:	<u>\$13,611.33</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/20/2012

cc: Finance Director / Buyer

9-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAR 26 2012

Request # 27

Date: March 14, 2012
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: June 3, 2012 Return Date: June 6, 2012
Conference Leave (Days / Hours): 4 days
Purpose of Travel: FBI - National Associates Summer Conference

Traveler (s) Name: 1. Chief Deputy D. Cunningham 4. _____
2. Lieutenant R. Irsik 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,200.00 Advance Registration Required: \$450.00
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. 03/26/12 reimbursement of actual and necessary expenses in the
approximate amount of \$2,200.00 and advance registration of \$450.00 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>\$13,792.93</u>
Budget Available:	<u>\$11,207.07</u>
Current Requests:	<u>\$2,200.00</u>
Budget Balance:	<u>\$9,007.07</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 3/14/2012
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

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MAR 26 2012

Request # 29

Date: March 16, 2012
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, AL
Departure Date: April 16, 2012 Return Date: April 19, 2012
Conference Leave (Days / Hours): 4 days
Purpose of Travel: 2012 Tactical Operator's Spring Training

Traveler (s) Name: 1. Deputy David Mastin 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: Sheriff's Office Fund Name: General (001-52110-265)

Additional Comments: _____
No expenses involved in this training.

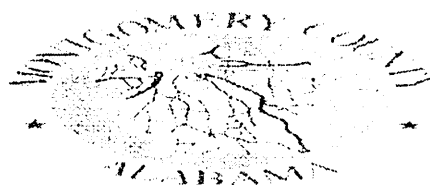
To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 03/26/12 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>\$25,000.00</u>	
Approved Requests:	<u>\$13,792.93</u>	
Budget Available:	<u>\$11,207.07</u>	
Current Requests:	<u>\$2,200.00</u>	
Budget Balance:	<u>\$9,007.07</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/19/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

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Agenda

MAR 26 2012

Request # 10

Date: March 13, 2012
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager *SKM*
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: April 4, 2012 Return Date: April 5, 2012
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: ACCMA Summer Conference Planning Meeting

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

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

Total (est.) Cost: \$650.78 Advance Registration Required: \$0.00

Department Name: Risk Management Fund Name: General Liability

Additional Comments: Hotel - 275.00; Mileage - 219.78; Meals - 150.00; Tolls - 6.00

To: Scott Kramer, Risk Manager

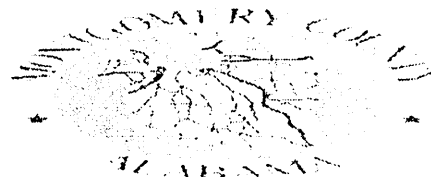
From: Donald L. Mims, Administrator

The above request is app. 03/26/12 reimbursement of actual and necessary expenses in the
approximate amount of \$650.78 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$4,570.96</u>	
Budget Available:	<u>\$10,429.04</u>	
Current Requests:	<u>\$650.78</u>	
Budget Balance:	<u>\$9,778.26</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/14/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

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MAR 26 2012

Request # 28

Date: March 16, 2012
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Oak Ridge, TN
Departure Date: September 9, 2012 Return Date: November 17, 2012
Conference Leave (Days / Hours): 70 days
Purpose of Travel: National Forensic Academy

Traveler (s) Name: 1. Corporal Joshua Stewart 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$10,000.00 Advance Registration Required: \$10,000.00

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

Additional Comments: All expenses are being paid out of Sheriff's Fund.

To: Sheriff D. T. Marshall

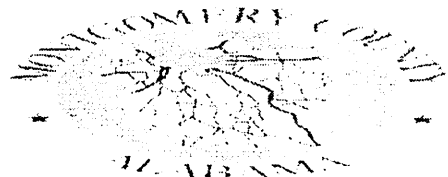
From: Donald L. Mims, Administrator

The above request is app. 03/26/12 reimbursement of actual and necessary expenses in the
approximate amount of \$10,000.00 and advance registration of \$10,000.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>749-52110.499</u>	(ex: 000-00000-000)
Description:	<u>Administration Expense</u>	
Current Budget:	<u>\$150,000.00</u>	
Approved Requests:	<u>\$23,923.13</u>	
Budget Available:	<u>\$126,076.87</u>	
Current Requests:	<u>\$10,000.00</u>	
Budget Balance:	<u>\$116,076.87</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/19/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

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Agenda

MAR 26 2012

Request # 17

Date: March 8, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, AL
Departure Date: April 20, 2012 Return Date: April 22, 2012
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Speaker @ AL Forensic Nurses Conference

Traveler (s) Name: 1. Steve Searcy 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$213.12 Advance Registration Required: \$0.00
Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

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

The above request is app. 03/26/12 reimbursement of actual and necessary expenses in the
approximate amount of \$213.12 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$3,831.56</u>
Budget Available:	<u>\$41,168.44</u>
Current Requests:	<u>\$213.12</u>
Budget Balance:	<u>\$40,955.32</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 3/12/2012
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

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MAR 26 2012

Request # 18

Date: March 12, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, AL
Departure Date: April 20, 2012 Return Date: April 22, 2012
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Speaker @ AL Forensic Nurses Conference

Traveler (s) Name: 1. Carrie Gray 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$213.12 Advance Registration Required: \$0.00

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

Additional Comments: _____
Ms Gray would like the option of using either vehicle

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 03/26/12 reimbursement of actual and necessary expenses in the
approximate amount of \$213.12 and advance registration of \$0.00 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>\$3,831.56</u>	
Budget Available:	<u>\$41,168.44</u>	
Current Requests:	<u>\$426.24</u>	
Budget Balance:	<u>\$40,742.20</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/13/2012

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

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Agenda

MAR 26 2012

Request # 19

Date: March 16, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: New Orleans, LA
Departure Date: April 15, 2012 Return Date: April 20, 2012
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: To Attend: 12th Annual International Family Justice Center Conference

Traveler (s) Name: 1. Carrie Gray 4. _____
2. Steve Searcy 5. _____
3. Crystal Taylor 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: District Attorney Fund Name: 760-51260-292

Additional Comments: No Additional Cost to Office
Travelers would like the option of using either vehicle

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

The above request is app. 03/26/12 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>760-51260.292</u>	(ex: 000-00000-000)
Description:	<u>Grant Expense</u>	
Current Budget:	<u>\$225,000.00</u>	
Approved Requests:	<u>\$118,147.22</u>	
Budget Available:	<u>\$106,852.78</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$106,852.78</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/19/2012

cc: Finance Director / Buyer

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