

REGULAR MEETING  
MONTGOMERY COUNTY COMMISSION

APRIL 1, 2013

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:

Frank Litchfield and Platt Boyd with Seay, Seay & Litchfield, P.C.  
Sales Team Leaders Todd Smith and Vince Zubicek with Schneider Electric  
Montgomery Area Chamber of Commerce Senior Vice President of Corporate  
Development Ellen McNair  
Danita Rose with Beta Nu Omega Chapter of Alpha Kappa Alpha Sorority, Inc.

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Vice Chairman Harris

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 11, 2013

Presentation of the Minutes of the Regular Meeting of March 18, 2013

## CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

## PRESENTATION OF RESOLUTION

Consider Resolution Proclaiming the Month of April as “National County Government Month”, County Commission

## NEW BUSINESS:

1. Consider Addendum to March 12, 2012 Memorandum of Understanding (MOU) between the City of Montgomery, and Montgomery County Commission, Regarding a Joint Management Agreement for Information Technology, Telecommunications and Radio Functions, County Commission
2. Consider Payment of 2012-2013 Membership Dues to Alabama Association of 9-1-1 Districts for Rural Addressing Coordinator Jane Brown Reed, Emergency Management Communications District Board
3. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
4. Consider Changing Classification Title and Code for Employee Benefits Assistant, CO0112, to Payroll and Benefits Assistant, CO0005, and Remain at the Current Pay Grade of A04, Finance Department
5. Consider Position Fill Request for Corrections Officer Sergeant, Position Number to be Determined, Detention Facility
6. Consider Position Fill Requests for a Deputy Sheriff Trainee/Deputy Sheriff, Position Number 123, and for a Clerk Typist II, Position Number 092, Sheriff's Office
7. Consider Position Fill Request for Groundskeeper, Position Number 900735066, Youth Facility
8. Consider Travel/Training Requests (7)

## OLD BUSINESS:

9. Consider Board Member Reappointment to the Pike Road Volunteer Fire Protection Authority, County Commission

Reports from Staff:

County Administrator  
Deputy Administrator  
County Engineer  
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Jim Williams and Joe Adams with Public Affairs Research Council of Alabama  
Philip C. Dotts with The PFM Group, Public Financial Management, Inc.

Reports from Staff:

County Administrator  
Deputy Administrator  
Manager of Public Affairs

Adjourn

## **CALENDAR OF EVENTS**

### **APRIL 1, 2013**

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 15, 2013**

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 6, 2013**

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 20, 2013**

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 27, 2013**

County Holiday (Memorial Day)

### **JUNE 3, 2013**

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.

### **JUNE 17, 2013**

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

## **PERSONNEL ACTIONS**

Fill action continues for 1 Employee Benefits Assistant – Finance Department  
Fill action continues for 2 Programmer Analyst II's – Information Systems  
Fill action continues for 1 Clerk Typist II – Support Services Department  
Fill action continues for 1 Service Maintenance Worker I – Support Services Department  
Fill action continues for 1 Community Corrections Officer – Community Corrections  
Fill action continues for 1 Revenue Auditor – Tax & Audit Department  
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department  
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit  
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit  
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit  
Fill action continues for 2 Case Manager I – District Attorney's Child Support Unit  
Fill action continues for 1 Case Manager II – District Attorney's Child Support Unit  
Fill action continues for 1 Deputy D. A. Level 1 – District Attorney's Child Support Unit  
Fill action continues for 15 Correction Officer Trainees – Detention Facility  
Fill action continues for 3 Clerk II's – Detention Facility  
Fill action continues for 1 Traffic Control Technician – Engineering Department  
Fill action continues for 6 County Road Equipment Operator I – Engineering Department  
Fill action continues for 5 County Road Equipment Operator II – Engineering Department  
Fill action continues for 3 Service Maintenance Worker I's – Personnel Department  
Fill action continues for 1 Clerk III – Probate Judge's Office  
Fill action continues for 2 Customer Service Clerk – Probate Judge's Office  
Fill action continues for 1 Probate Court Clerk – Probate Judge's Office  
Fill action continues for 1 Election Director – Probate Judge's Office (Elections Center)  
Fill action continues for 1 Clerk III – Revenue Commissioner's Office  
Fill action continues for 5 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office  
Fill action continues for 1 Clerk Typist II – Sheriff's Office  
Fill action continues for 1 Fingerprint Classifier – Sheriff's Office  
Fill action continues for 1 Deputy Sheriff Corporal – Sheriff's Office  
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility  
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility  
Fill action continues for 1 Relief Cook – Youth Facility  
Fill action continues for 1 Building Maintenance Superintendent – Youth Facility  
Fill action continues for 1 Juvenile Detention Officer – Youth Facility  
Fill action continues for 1 Juvenile Probation Supervisor – Youth Facility

April 1, 2013

**MONTGOMERY COUNTY COMMISSION**

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

**CHECKS ARE DATED 03-22-13**

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 233902            |    | 233978       |
|                   |    |              |
| Total Checks Paid |    | \$219,717.66 |

| CHECK # | PAYEE                 | AMOUNT    | DATE     |
|---------|-----------------------|-----------|----------|
| 233901  | Montgomery County BOE | \$ 500.00 | 03/14/13 |

**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 03-22-13**

| Check Number      | To | Check Number   |
|-------------------|----|----------------|
| 233979            |    | 234092         |
|                   |    |                |
| Total Checks Paid |    | \$1,216,634.58 |

**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

04/01/13 Meeting

**Agenda**

THE FOLLOWING TRANSACTIONS WERE AUDITED AND  
ORDERED PAID

**APR - 1 2013**

CHECKS ARE DATED  
03/22/13

|                      |        |    |                      |        |    |              |
|----------------------|--------|----|----------------------|--------|----|--------------|
| Payroll Check Number | 115642 | To | Payroll Check Number | 115750 | \$ | 81,509.47    |
|                      |        |    |                      |        |    |              |
| Direct Deposits      |        |    |                      |        | \$ | 759,675.61   |
|                      |        |    |                      |        |    |              |
| Payroll Check Number | 115751 | To | Payroll Check Number | 115775 | \$ | 245,924.88   |
|                      |        |    |                      |        |    |              |
| Direct Deposits      |        |    |                      |        | \$ | 319,918.02   |
|                      |        |    |                      |        |    |              |
| Federal Deposits     |        |    |                      |        | \$ | 311,119.71   |
|                      |        |    |                      |        |    |              |
| Total Payroll Paid   |        |    |                      |        | \$ | 1,718,147.69 |

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

## RESOLUTION

WHEREAS, the nation's 3,068 counties provide a variety of essential public services to communities serving more than 300 million Americans; and

WHEREAS, Montgomery County and all counties take seriously their responsibility to protect and enhance the health, welfare and safety of its residents in sensible and cost-effective ways; and

WHEREAS, county governments are often the entity providing both direct and indirect services to enhance the lives of residents and are responsible for maintaining public safety and the efficient use of local tax dollars; and

WHEREAS, currently more than 13 million individuals are booked into county jails each year and more than 700,000 individuals are booked into state and federal prisons; and

WHEREAS, National Association of Counties President Chris Rogers is encouraging counties to promote effective community corrections programs across the country through his 2012-2013 "Smart Justice" presidential initiative; and

WHEREAS, since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own county government programs and services to raise public awareness; and

WHEREAS; the National Association of Counties and the Montgomery County Commission are working together to continue the partnership among all levels of government to better serve American communities;

NOW, THEREFORE, BE IT RESOLVED that the Montgomery County Commission does hereby proclaim April 2013 as

National County Government Month

and encourage all Montgomery County officials, employees, schools and residents to participate in county government celebration activities.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 1<sup>st</sup> day of April, 2013.

ELTON N. DEAN, SR.  
CHAIRMAN

DANIEL HARRIS, JR.  
VICE CHAIRMAN

REED INGRAM  
DIMITRI POLIZOS  
JILES WILLIAMS, 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  
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## Agenda

APR - 1 2013

March 28, 2013

### MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Addendum to Memorandum of Understanding regarding Joint Management Agreement for Information Technology, Telecommunications and Radio Functions

During the March 18, 2013 County Commission meeting, I presented an addendum to the Memorandum of Understanding regarding Joint Management Agreement for Information Technology, Telecommunications and Radio Functions.

Attached is the document presented to you of which you agreed to be placed on the April 1, 2013 agenda.

DLM/tn

Attachment

**Addendum to March 12, 2012 Memorandum of Understanding (MOU) between the City of  
Montgomery, Alabama and Montgomery County Commission, Alabama**

**Joint Management Agreement for Information Technology, Telecommunications and Radio Functions**

The Memorandum of Understanding requires an affirmative approval by both parties to extend or modify the original MOU.

The following paragraphs are amendments to the original MOU:

- (1) The **CITO shall coordinate his/her activities** through the Chief of Staff/Deputy Mayor with the City of Montgomery and the County Administrator with the Montgomery County Commission.
- (2) Every six (6) months, there will be a **joint meeting** with the Mayor, County Commission, Deputy Mayor, County Administrator and Deputy Administrator to **review the prioritization** of the City and County goals/projects.
- (3) As goals/projects are implemented, the Mayor and the County Commission **shall approve an implementation plan** regarding the sharing of City and County equipment, software and services of City and County employees.
- (4) This addendum hereby **extends the term of the agreement for an additional three years** terminating on March 12, 2016.

The addendum expressed above is hereby approved through witnessed signatures provided below.

\_\_\_\_\_  
Todd Strange, Mayor  
City of Montgomery

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Memorandum of Understanding (MOU)**

**Between**

**City of Montgomery, Alabama**

**And**

**Montgomery County Commission, Alabama**

**Purpose:** In an effort to achieve greater operational and capital efficiencies and effectiveness, the City of Montgomery (City) and Montgomery County Commission (County) shall enter into this agreement to establish a joint management structure for the City of Montgomery and Montgomery County's information technology, telecommunications, and radio functions.

**Term:** The term of this MOU shall be one year beginning at the date of MOU execution by authorized representatives from both entities. Prior to the one year expiration of the MOU, the Commission and the City shall consider extending the contract for three (3) additional years with the provision that the contract can be terminated by either party with a six (6) month cancellation provision. Further authorization of this MOU beyond those terms shall require affirmative action by both entities in the form of an addendum to this agreement. The Commission and the City will start the evaluation process of the joint management structure nine (9) months after execution of the MOU.

**Joint Management Services:** The Montgomery County Commission shall create a position titled Chief Information and Technology Officer (CITO) in collaboration and with the approval of the City/County Personnel Department. The job description of the position shall be presented for approval by the City/County Personnel Board no later than 15 days after execution of this MOU. The County shall recruit and select in concurrence with the City said position no later than sixty (60) days after the job description has been approved by the City/County Personnel Board. Upon employment of the Chief Information and Technology Officer by the County, the City of Montgomery shall utilize said employee to manage its IT, Telecommunications, and Radio functions throughout the term of this agreement. The City of Montgomery shall pay to the County 70% of the salary and benefits of the Chief Information and Technology Officer (CITO) prorated to a daily rate based on 365 days divided into the annual salary and benefits of the CITO for use of these management services through the term of this agreement. The City shall pay the County once every three (3) months within thirty (30) days after receipt of an invoice from the County. The payment to the County shall increase as the salary and benefits increase for the CITO. The CITO shall be supervised by the Montgomery County Commission. The CITO shall be responsible to manage and supervise both City and County staff that operate within the aforementioned functions. The CITO shall also coordinate his/her activities through the Chief of Staff/Deputy Mayor with the City of Montgomery.

**Joint Capital Purchases:** The CITO shall endeavor to identify opportunities to share capital resources in the operation of the City and County's information and technology functions. As these

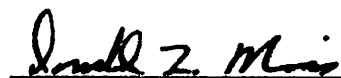
opportunities are defined and implemented, the CITO shall seek mutual agreement of the City and County to share these resources and the cost thereof. The City and County jointly shall determine the best vehicle to implement the mutually agreed capital joint ventures. This may include use of the Montgomery Metro Communication Cooperative District.

The above agreement and terms are hereby approved through the witnessed signatures below.

  
Todd Strange, Mayor  
City of Montgomery, Alabama

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

  
Witness

  
Witness

3/12/12  
Date

3/12/12  
Date

**ALABAMA ASSOCIATION OF 9-1-1 DISTRICTS**

**Agenda**

**APR - 1 2013**

**Membership Application  
& Renewal Form for 2012-2013**

**(Please Print)**

9-1-1 District: Montgomery County

Mailing Address: 100 S Lawrence St  
Montgomery, AL  
36104

Telephone: 334 832 7711

Fax: 334 832 7125

E-Mail: janebrown@mc-ala.org

District Director/Administrator: Member

Voting Member: (If different from Director/Administrator)

**Membership fee: \$100 per district/organization  
(Membership year is October – September)**

**Mail completed form and payment (made payable to AAND) to:**

AAND  
P.O. Box 5040  
Montgomery, AL 36103

ELTON N. DEAN, SR.  
CHAIRMAN

DANIEL HARRIS, JR.  
VICE CHAIRMAN

REED INGRAM  
DIMITRI POLIZOS  
JILES WILLIAMS, JR.

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**Agenda**

**APR - 1 2013**

April 1, 2013

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-2013-78: Hospice of Montgomery, Inc., for Indigent Patient Care - \$1,000; (Polizos)

C-2013-79: Montgomery Heat Athletic Association, Inc., for Youth Programs - \$1,500; (Polizos)

C-2013-80: Optimist International, for Central Montgomery Optimist Club, for Community Services Programs - \$200; (Harris)

C-2013-81: Montgomery County Recreation Department, Cleveland Avenue YMCA, for Youth Program - \$2,500; (Harris)

NC-2013-87: City of Montgomery, to be used by BONDS to Support Vaughn Meadows, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Harris)

DLM/tll

**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**

**APR - 1 2013**

**MEMORANDUM**

TO: Donald Mims, County Administrator  
FROM: Karen Cason, Assistant Personnel Director  
SUBJECT: Classification Title & Code Change Recommendation – Employee Benefits Assistant  
DATE: March 12, 2013

The Personnel Department has completed its review of the current Employee Benefits Assistant classification within the Montgomery County Finance Division. This review was prompted by the position fill request we received from that department.

As a result of the changes made to the job description during this review, it is our recommendation that the classification title and code be changed from the current Employee Benefits Assistant, CO0112, to Payroll and Benefits Assistant, CO0005. We recommend that the classification remain at the current pay grade of A04.

If you are in agreement with our evaluation, please present these changes to the County Commission for approval.

If you have any questions concerning this recommendation, you may call Kaila Matney, Personnel Analyst, or me. Thank you for allowing us to assist you with your personnel needs.

CC: Sherrill Thomas  
Shirley Bazzell

2013 MAR 12 PM 3:06  
COMMUNICATIONS SECTION

## PAYROLL & BENEFITS ASSISTANT

CI0525  
CO0005  
2/15/13

**FLSA status:** Non-exempt  
**Pay Grade:** A04

**NATURE OF WORK:** The fundamental reason that this position exists is to provide clerical and technical payroll and employee benefit support. The essential functions of this classification include: processing payroll for benefit recipients, performing technical employee benefit work, providing benefit information, and performing general clerical duties. Individuals in this classification typically work with payroll as well as one or more types of employee benefits such as retirement benefits, workers' compensation benefits, health benefits, employee health options, flexible spending account benefits, life insurance, and other voluntary benefits and have access to highly confidential information. Payroll and Benefits Assistants are supervised by various classifications, dependant upon the incumbents' assigned locations.

**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:** Processes payroll for benefit recipients using computer, calculator, and recipient records following departmental policy and procedure and relevant state and federal laws in order to ensure that recipients receive their benefits.

Collects and organizes information, forms and paperwork related to payroll and checks information for completeness and accuracy.

Places qualified recipients on the payroll and removes recipients from payroll as appropriate.

Reviews I-9 received from departments to ensure accuracy and completeness.

Assists in entering employees' I-9 information into the E-verify system for employment verification purposes.

Assists in maintaining files containing all employees' original I-9s and E-verify case numbers.

Reviews and processes paperwork to include Form 10s for merit or cost of living increases, checks information for accuracy and completeness using manpower allocations, position authorization dates, etc. and enters changes to records and files.

Calculates and enters time records into the computer.

Initiates and enters changes to member/employee information involving withholding, addresses, beneficiaries, etc. using the computer.

Reviews payroll data for accuracy and completeness.

Reviews deductions such as taxes and other withholdings from employee pay for compliance with regulations.

Identifies discrepancies such as math errors and missing or inaccurate information.  
Discusses discrepancies in paychecks with department heads or employees, determines if adjustments are needed and arranges for adjustments as appropriate.  
Takes appropriate action to resolve problems or rectify errors.  
Makes adjustments to months' balance, insurance and other deductions, etc. to ensure that payroll accounts balance.  
Prepares computer tapes for banks or providers to ensure proper posting of automatic deposits or deferrals.  
Processes pay checks for distribution.  
Controls the disposition of replacement checks because of lost or forged checks and verifies their replacement.  
Electronically files federal taxes based on contributions.  
Balances all changes made to payrolls, including cost of living adjustments, health insurance deductions, Federal tax deductions, as well as, adding new recipients.  
Computes estimates for salaries and benefits for proposed positions as requested by department heads and advises on matters related to hiring dates.  
Determines payout amount for leave for employees terminating employment.

**ESSENTIAL FUNCTION:** Performs technical employee benefit work using computers, benefit forms, calculators, and telephone following departmental policy and procedure and relevant federal and state benefit laws in order to ensure that recipients receive benefits in a timely manner and to comply with relevant federal and state benefit laws.

Classifies, codes, and posts information to benefit forms, log books, etc.  
Checks, examines, and corrects benefit forms in order to ensure rules were followed before documents submission and processing.  
Enters benefit information into computer databases and/or spreadsheets.  
Processes applications and /or requests for benefits.  
Calculates, checks, and/or records numerical information such as taxes, leave, time worked, contributions and benefit amount using basic arithmetic and/or a calculator.  
Analyzes and resolves any discrepancies that might occur in the computation and verification of benefits.  
Determines eligibility for benefits.  
Researches technical questions and issues by reviewing files, statistical data, etc. by talking to experts and reading various materials.  
Prepares reports regarding benefit information.  
Analyzes and reconciles benefit reports.  
Maintains records and document files on employee benefits.  
Maintains logs, spreadsheets, etc. in order to track employee benefits.  
Reads procedures, rules, regulations, and policies in order to maintain and increase knowledge of benefits.  
Monitors coverage for insurance programs regarding eligibility or options to include dependents or employees on leave without pay, notifies employees of options for continuing coverage and makes adjustments to records and files as needed.

Updates computer records and files related to changes in employee benefit programs or payroll to include address or marital status changes, changes to dependents, etc. and makes recommendations for changes to forms or record keeping methods or procedures.

Prepares correspondence regarding employee benefits in order to maintain accurate files or to relay information.

Discusses recipient status with individuals such as insurance providers, physicians and medical facilities, pharmacy, etc. in order to verify and authorize recipient participation and gather and provide information.

Reviews invoices or billings from vendors, calculates fees for the month and prepares special payment authorization for payments and field purchase orders.

Pays bills to individuals such as doctors, pharmacies, ambulance services, supply stores and vendors.

Performs drug testing duties to include processing samples and results.

**ESSENTIAL FUNCTION:** Provides information regarding benefits to employees, recipients, department heads, etc. using the computer, calculator, telephone, fax, and copier in order to ensure that appropriate individuals and groups receive accurate and needed information.

Provides training or orientation information to new employees.

Responds to inquiries in person, via the telephone and in writing concerning all aspects of benefits in accurate and understandable terms.

Calculates estimates of benefits based on information provided by the recipient so that recipients can make decisions.

Counsels recipients on available benefits and benefit options.

Provides clarification concerning employment health options to include prescription drug coverage and coordination of multiple benefits plans.

Discusses the ramifications of decisions on recipients' benefits with employees and/or retirees.

Treats all recipients as "customers" deserving the best service and consideration.

Issues health insurance cards and claim forms or arranges for replacements

**ESSENTIAL FUNCTION:** Performs general clerical duties using computer, calculator, copier, telephone, various forms, documents, and reference sources following departmental policies and procedures in order to provide support functions to assigned departments.

Accurately classifies, sorts and files documents in proper section of files.

Maintains personnel file copy of commercial driver's license for employees required to have CDL to perform job duties.

Prepares documents such as correspondence, reports, and agendas.

Processes incoming and outgoing mail and packages.

Copies documents using a photocopier.

Faxes documents using a fax machine.

Prepares and responds to e-mails.

Answers and routes calls and takes messages.

Follows written and oral instructions in order to accomplish assignments.

Assists with training clerical staff by explaining or demonstrating office procedures or record-keeping methods and procedures to include the use of computer or manual files and records and methods for administering or processing benefits or payroll.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles, methods and techniques of administering employee benefits and programs to include automated procedures and methods as needed to ensure compliance with benefit laws and procedures.

Knowledge of employee benefits to include retirement, health, and worker's compensation benefit plans or programs and processing as needed to advise employees concerning their benefits, resolve problems, complete reports and forms or assist others in completing forms, and to relay information to supervisors, employees, and vendors.

Knowledge of local, state or federal laws, codes, regulations or legislative acts pertaining to employee benefit or payroll programs and application of laws to all county employees to include appointed and elected officials and retirees.

Knowledge of monthly, quarterly and annual reporting requirements for employee benefit programs to include quarterly reports for unemployment and annual reports for social security or Equal Employment Opportunity Commission.

Knowledge of I-9s and the E-verify system as needed to properly enter information, determine employment eligibility, and maintain accurate and legally defensible records.

Knowledge of basic payroll accounting to include payroll calculating and reporting including various federal and state withholding taxes, employer payroll taxes, typical insurance and other arrangements affecting the preparation of payroll registers, and employees' earnings records as needed to ensure that recipients receive accurate benefits.

Knowledge of bookkeeping practices including financial statement preparation, debits and credits, and liabilities as needed to maintain benefit balances and/or pay bills.

Knowledge of confidentiality requirements regarding benefit information as needed to comply with confidentiality laws and maintain the confidentiality of recipients' information.

Knowledge of computers to include keyboard layout, how to access and bring up computers, how to clear and move between screens, and how to use function keys as needed to enter, maintain, and access recipient information.

Knowledge of spreadsheet software as needed to develop worksheets to track financial and accounting information.

Knowledge of computer terminal applications as applied to personnel/payroll, finance and benefits administration as needed to administer and coordinate benefit information.

Ability to explain or counsel employees regarding benefit options or payroll issues.

Ability to prepare employee benefit reports or communications.

Ability to interpret and apply local, state or federal laws, regulations and policies and procedures consistently and accurately to various situations regarding employee benefits.

Ability to recall information related to laws, regulations or exceptions to employee benefit programs or payroll.

Ability to administer employee benefit plans for employees of various departments and occupational classes.

Ability to trace and identify transactions in financial records as needed to find errors or discrepancies.

Ability to analyze and solve problems and reach sound conclusions as needed to find

inconsistencies in financial data.

Ability to determine how to make corrections when administering employee benefits or preparing payroll.

Ability to enforce rules, regulations, policies or procedures related to employee benefits or payroll by ensuring proper procedures are followed or carried out by departments or staff

Ability to complete tasks and maintain attention and work pace despite frequent interruptions from walk-ins or phone calls or reading a computer screen for information as needed to respond to inquiries.

Ability to take initiative in assigned tasks to include making independent judgment as needed to complete tasks in a timely manner.

Ability to maintain records as needed to quickly locate information and to ensure proper documentation.

Ability to read and comprehend reports, regulations, computer printouts and manuals related to employee benefit programs as needed to relay information to employees, department heads, vendors or to interpret, utilize or analyze data or monitor programs.

Ability to communicate one-on-one to include relating to people of different backgrounds and listening as needed to counsel employees regarding benefits and explain benefit laws and policies.

Ability to communicate ideas in writing to include organizing thoughts in a logical manner, clarity, conciseness, adapting style to the writer, and using proper spelling, punctuation, and grammar as needed to compose narrative summaries, reports, and correspondence.

Ability to perform basic mathematical computation such as addition, subtraction, multiplication and division using a calculator as needed to analyze data, check data for accuracy and compute payments for vendors or providers and to compute and verify benefit payments, adjustments, etc.

Ability to type using a personal computer or computer terminal as needed to prepare correspondence, memos and forms, and to process or maintain records regarding benefits.

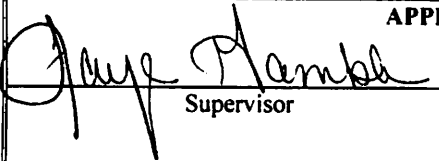
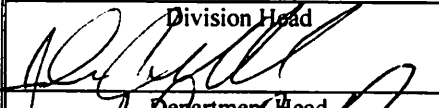
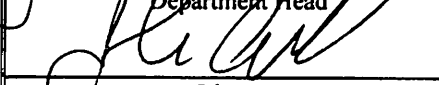
Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator, computer printer, and photocopier.

Ability to establish and maintain effective working relationships with individuals such as co-workers, supervisors, City employees, department heads, and the general public as needed to accomplish assignments and tasks.

Ability to demonstrate appropriate patience and tact when dealing with confused and/or defensive individuals as needed to provide information or directions to individuals.

**MINIMUM QUALIFICATIONS:** High School Diploma or G.E.D. and two years of payroll and/or clerical benefits experience working with retirements, health insurance, workers' compensation, or similar benefits; or an equivalent combination of education and experience.

(Risk Management Department)

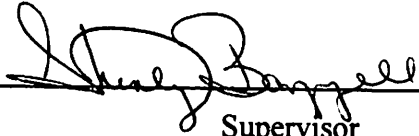
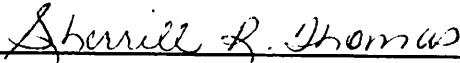
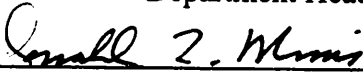
| APPROVALS:                                                                                           |                        |
|------------------------------------------------------------------------------------------------------|------------------------|
| <br>Supervisor      | <u>2/21/13</u><br>Date |
| <br>Division Head   | <u>2/21/13</u><br>Date |
| <br>Department Head | <u>2/21/13</u><br>Date |
| <br>Director        | <u>2/21/13</u><br>Date |

(Retirement Systems Department)

| APPROVALS:      |      |
|-----------------|------|
| Supervisor      | Date |
| Division Head   | Date |
| Department Head | Date |
| Director        | Date |

*Handwritten signatures and date:*  
The "Division Head" and "Department Head" rows have a single signature written across both. The date "3/6/13" is written in the "Date" column for the "Department Head" row.

(County Finance Department)

| APPROVALS:                                                                                           |                         |
|------------------------------------------------------------------------------------------------------|-------------------------|
| <br>Supervisor      | <u>3/5/2013</u><br>Date |
| Division Head<br>   | Date<br><u>3/5/13</u>   |
| Department Head<br> | Date<br><u>3/12/13</u>  |
| Appointing Authority                                                                                 | Date                    |

ELTON N. DEAN, SR.  
CHAIRMAN

DANIEL HARRIS, JR.  
VICE CHAIRMAN

REED INGRAM  
DIMITRI POLIZOS  
JILES WILLIAMS, 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**

**APR - 1 2013**

March 19, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Position Fill Request for Detention Facility

During the March 18, 2013 County Commission meeting, the Commission agreed to place a Position Fill Request for Corrections Officer Sergeant, Position Number to be determined on the next agenda for the Detention Facility.

I am requesting approval of this item.

DLM/tn

Attachment

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Sergeant

Position Number \_\_\_\_\_

Proposed Effective Date January 7, 2013

Type of Appointment ( ☒ ) Permanent ( ) Temporary

Recruiting

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

Pay Grade Pay Grade PC3 - \$37,035 - \$52,721

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall  
Department Head

Date January 2, 2013

2. Administrative Review

- ( ) Approved  
( ) Disapproved

\_\_\_\_\_  
Funding Authority

3. Certification

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

\_\_\_\_\_  
Personnel Director

Date \_\_\_\_\_

4. Selectee: \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority

Date \_\_\_\_\_

5. ( ) Manpower data entered by \_\_\_\_\_ Date \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_ Date \_\_\_\_\_

ELTON N. DEAN, SR.  
CHAIRMAN

DANIEL HARRIS, JR.  
VICE CHAIRMAN

REED INGRAM  
DIMITRI POLIZOS  
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www.mc-ala.org

## Agenda

APR - 1 2013

March 19, 2013

### MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

During the March 18, 2013 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Trainee/Deputy Sheriff – Position Number 123
- (2) Clerk Typist II – Position Number 092

I am requesting approval of these items.

DLM/tn

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 123

Proposed Effective Date March 18, 2013

Type of Appointment ( ☒ ) Permanent ( ) Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$35,066 PS1-04  
Deputy Sheriff - Pay Grade PS1

D T Marshall  
Department Head LM

Date March 12, 2013

2. Administrative Review

- ( ) Approved  
( ) Disapproved

\_\_\_\_\_  
Funding Authority

3. Certification

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

Date \_\_\_\_\_

\_\_\_\_\_  
Personnel Director

4. Selectee:

Date \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority

5. ( ) Manpower data entered by \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Clerk Typist II

Position Number 092

Proposed Effective Date March 18, 2013

Type of Appointment ( ☒ ) Permanent ( ) Temporary

Recruiting

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

Pay Grade Pay Grade A03 - \$24,414 - \$34,753

D T Marshall  
Department Head RA

Date March 12, 2013

2. Administrative Review

- ( ) Approved  
( ) Disapproved

\_\_\_\_\_  
Funding Authority

3. Certification

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

\_\_\_\_\_  
Personnel Director Date \_\_\_\_\_

4. Selectee: \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority Date \_\_\_\_\_

5. ( ) Manpower data entered by \_\_\_\_\_ Date \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_ Date \_\_\_\_\_

**Agenda**

**APR - 1 2013**

# Memo

**To:** Mr. Donnie Mims  
**From:** Bruce R. Howell, Court Administrator  
**Date:** March 25, 2013  
**Re:** Groundskeeper Vacancy

---

I am requesting that the Fill Request for the Youth Facility position of Groundskeeper be placed on the formal agenda of the next Commission meeting scheduled for April 1, 2013.

Thank you for your consideration.

## POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Building Maintenance Supt.

### 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: Groundskeeper (to replace Randy Willis)

POSITION NUMBER: 900735066

PROPOSED EFFECTIVE DATE: 4/1/2013

TYPE OF APPOINTMENT (X) Permanent ( ) Temporary

### RECRUITING

( ) PROMOTIONAL REGISTER

(X) TRANSFER

Pay step to be based upon City and County of Montgomery  
Personnel Rules and Regulations, Rule VI, Section 10(C) Transfers

(X) OPEN COMPETITIVE REGISTER

( ) REEMPLOYMENT

PAY GRADE: PC1 (\$23,493/\$903.59/\$11.2949)

*Bruce R. Howell*

Department Head

3/13/2013  
Date

2. ADMINISTRATIVE REVIEW

- ( ) APPROVED  
( ) DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. ( ) Manpower data entered by

Date

( ) Payroll entered by

Date

ORIGINAL

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 6

**Agenda**

**APR - 1 2013**

Date: March 28, 2013  
To: Donald L. Mims, Administrator  
From: Barbara M. Montoya, Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Columbus, OH  
Departure Date: July 21, 2013 Return Date: July 24, 2013  
Conference Leave (Days / Hours): 4 Days  
Purpose of Travel: to attend the 2013 International Personnel Assessment Council  
Annual Conference

Traveler (s) Name: 1. Mark Willis 4. Kaila Matney  
2. Robbie Estes 5. \_\_\_\_\_  
3. Cami Hacker 6. \_\_\_\_\_

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

Total (est.) Cost: \$6,330.00 Advance Registration Required: \$1,250.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration- 1250.00; Airfare- 2020.00; Food- 1200.00; Hotel- 1680.00;  
Taxi- 60.00; Airport Parking- 40.00; Tips- 80.00

To: Barbara M. Montoya, Director  
From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the  
approximate amount of \$6,330.00 and advance registration of \$1,250.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                    |                     |
|--------------------------------------------------|------------------------------------|---------------------|
| Fund Code:                                       | <u>123-51961-265</u>               | (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u> |                     |
| Current Budget:                                  | <u>\$15,000.00</u>                 |                     |
| Approved Requests:                               | <u>\$3,501.45</u>                  |                     |
| Budget Available:                                | <u>\$11,498.55</u>                 |                     |
| Current Requests:                                | <u>\$6,330.00</u>                  |                     |
| Budget Balance:                                  | <u>\$5,168.55</u>                  |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/28/2013

cc: Finance Director / Buyer

8-1

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 22

**Agenda**

**APR - 1 2013**

Date: March 25, 2013

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: April 24, 2013

Return Date: April 24, 2013

Conference Leave (Days / Hours): 3 hours

Purpose of Travel: to attend Leadership Montgomery Inaugural Unity Award Breakfast  
at the Embassy Suites Hotel & Conference Center

Traveler (s) Name: 1. Donald L. Mims 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$25.00 Advance Registration Required: \$25.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$25.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the  
approximate amount of \$25.00 and advance registration of \$25.00 is authorized.

**To be completed by the Finance Department**

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$14,534.07

Budget Available: \$7,965.93

Current Requests: \$25.00

Budget Balance: \$7,940.93

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/25/2013

cc: Finance Director / Buyer

**8-2**

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 14

**Agenda**

**APR - 1 2013**

Date: March 18, 2013  
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: July 14, 2013 Return Date: July 17, 2013  
Conference Leave (Days / Hours): 3 days  
Purpose of Travel: Sheriff's Summer Conference

Traveler (s) Name: 1. Sheriff D. T. Marshall 4. \_\_\_\_\_  
2. Chief Deputy D. Cunningham 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: \$600.00

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

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the  
approximate amount of \$2,000.00 and advance registration of \$600.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>001-52110.265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$25,000.00</u>                 |                     |
| Approved Requests: | <u>\$8,382.31</u>                  |                     |
| Budget Available:  | <u>\$16,617.69</u>                 |                     |
| Current Requests:  | <u>\$2,000.00</u>                  |                     |
| Budget Balance:    | <u>\$14,617.69</u>                 |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/18/2013

cc: Finance Director / Buyer

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 15

**Agenda**

**APR - 1 2013**

Date: March 20, 2013  
To: Donald L. Mims, Administrator  
From: Sheriff D. T. Marshall  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Meridian, MS  
Departure Date: June 16, 2013 Return Date: June 21, 2013  
Conference Leave (Days / Hours): 6 days  
Purpose of Travel: Basic Undercover School - RCTA

Traveler (s) Name: 1. Corporal Kenny Gordon 4. \_\_\_\_\_  
2. Deputy Sheena Tarver 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$915.00 Advance Registration Required: \$0.00  
Department Name: Sheriff's Office Fund Name: 001-52110-265

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the  
approximate amount of \$915.00 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 &amp; Training</u> |                     |
| Current Budget:    | <u>\$25,000.00</u>                 |                     |
| Approved Requests: | <u>\$8,218.09</u>                  |                     |
| Budget Available:  | <u>\$16,781.91</u>                 |                     |
| Current Requests:  | <u>\$2,915.00</u>                  |                     |
| Budget Balance:    | <u>\$13,866.91</u>                 |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/21/2013

cc: Finance Director / Buyer

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 16

**Agenda**

**APR - 1 2013**

Date: March 21, 2013  
To: Donald L. Mims, Administrator  
From: Sheriff D. T. Marshall  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL  
Departure Date: April 2, 2013 Return Date: April 3, 2013  
Conference Leave (Days / Hours): 2 days  
Purpose of Travel: Mid-Level Management

Traveler (s) Name: 1. Sergeant Jeff Hall 4. \_\_\_\_\_  
2. Sergeant Rick Thompson 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: 001-52110-265

Additional Comments: No expenses involved in this trip.  
\_\_\_\_\_  
\_\_\_\_\_

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

The above request is app. 04/01/13 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 &amp; Training</u> |                     |
| Current Budget:    | <u>\$25,000.00</u>                 |                     |
| Approved Requests: | <u>\$8,218.09</u>                  |                     |
| Budget Available:  | <u>\$16,781.91</u>                 |                     |
| Current Requests:  | <u>\$2,915.00</u>                  |                     |
| Budget Balance:    | <u>\$13,866.91</u>                 |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/21/2013

cc: Finance Director / Buyer

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 5

**Agenda**

**APR - 1 2013**

Date: March 20, 2013  
To: Donald L. Mims, Administrator  
From: Wanda J. Robinson, Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Stapleton, AL  
Departure Date: June 3, 2013 Return Date: June 7, 2013  
Conference Leave (Days / Hours): 5 Days  
Purpose of Travel: National Institute of Corrections - Jail Administration Training

Traveler (s) Name: 1. Wanda Robinson 4. \_\_\_\_\_  
2. Barbara Palmer 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$1,100.00 Advance Registration Required: \_\_\_\_\_

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: \_\_\_\_\_  
There is no charge for registration - costs are for lodging, meals and travel.

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the  
approximate amount of \$1,100.00 and advance registration of \$0.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>001-52200-265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$15,000.00</u>                       |
| Approved Requests:                               | <u>\$2,084.69</u>                        |
| Budget Available:                                | <u>\$12,915.31</u>                       |
| Current Requests:                                | <u>\$1,100.00</u>                        |
| Budget Balance:                                  | <u>\$11,815.31</u>                       |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/21/2013

cc: Finance Director / Buyer

8-6

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 27

**Agenda**

**APR - 1 2013**

Date: March 25, 2013  
To: Donald L. Mims, Administrator  
From: Ellen Brooks  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL  
Departure Date: April 12, 2013 Return Date: April 12, 2013  
Conference Leave (Days / Hours): 1 Day  
Purpose of Travel: Speaker for Collections Training Seminar

Traveler (s) Name: 1. Frank Vickery 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$20.00 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. 04/01/13 reimbursement of actual and necessary expenses in the  
approximate amount of \$20.00 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 &amp; Training</u> |                     |
| Current Budget:    | <u>\$45,000.00</u>                 |                     |
| Approved Requests: | <u>\$8,766.50</u>                  |                     |
| Budget Available:  | <u>\$36,233.50</u>                 |                     |
| Current Requests:  | <u>\$20.00</u>                     |                     |
| Budget Balance:    | <u>\$36,213.50</u>                 |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/25/2013

cc: Finance Director / Buyer

ELTON N. DEAN, SR.  
CHAIRMAN

DANIEL HARRIS, JR.  
VICE CHAIRMAN

REED INGRAM  
DIMITRI POLIZOS  
JILES WILLIAMS, 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.  
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**Agenda**

**APR - 1 2013**

March 28, 2013

**MEMORANDUM**

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Pike Road Volunteer Fire Protection Authority Board Member Reappointment

On March 1, 2013, the term of Mr. Ty Glassford will expire as a board member of the Pike Road Volunteer Fire Protection Authority. Mr. Glassford has expressed his desire to be reappointed to this Authority.

I am requesting that the Commission consider approval of this reappointment.

DLM/tn

Pike Road Volunteer  
Fire Protection Authority

**Members:**

**Term Expires:**

Jack Jackson  
53 Avenue of the Waters  
P.O. Box 640307  
Pike Road, AL 36064  
Home: 239-7716 Cell: 300-1690  
Fax: 239-7718  
[Ljack9@knology.net](mailto:Ljack9@knology.net)

3/1/2017



Ty L. Glassford  
1012 Merrywood Drive  
Pike Road, AL 36064  
Home: 277-6334 Work: 271-4000

3/1/2013

Jane James  
1864 Flowers Road  
Mathews, AL 36052-3003  
Home: 272-1734

3/1/2015

Cc: Attorney Philip H. Butler (261-4211)  
Bradley Arant Firm  
Montgomery, AL

Attorney Ted Jackson (206-3100)  
Rushton, Stakely Firm  
Montgomery, AL

Pike Road Volunteer Fire Protection Authority  
P.O. Box 640099  
Pike Road, AL 36064

**Term: 6 years**