

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JULY 15, 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
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Urban Director Kenyatte Hassell with Young Life Montgomery
Assistant Chief Deputy Dave Bryan
Executive Director Phil B. Perry with the Montgomery Regional Airport and
Montgomery Area Chamber of Commerce Senior Vice President of Corporate
Development Ellen McNair
District Attorney Administrative Assistant Rhonda Cape

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Ingram

Pledge of Allegiance Led By Commissioner Polizos

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of July 1, 2013

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. **Consider Amendment to the Pike Road Library Lease for a 90 Day Extension, County Commission**
2. **Consider Change Order Number 1 with CannDauSon Construction Co., Inc., for Exterior Weatherization Montgomery County Courthouse Annex I, Phase 2 (Window Wall) PH&J #0818-GVG, County Commission**
3. **Consider 2012 Annual Report of Insolvents, Errors in Assessments, Litigations, Lands Bid and Abatements and Related Resolution, Revenue Commissioner's Office**
4. **Consider Request to Advertise the (Probate Judge/Revenue Commissioner) Motor Vehicle Bill so it can be Pre-filed for a Possible 2013 Special Session and the 2014 Legislative Session, Revenue Commissioner's Office**
5. **Consider Miscellaneous Appropriations Reprogramming Requests, County Commission**
6. **Consider Bid Award Regarding Custodial Services for Probate Offices and Annex II, Bid Number 51901-13B-021, Support Services**
7. **Consider Budget Change Request Number 30 Regarding Lighting Improvements for the Pardons & Parole Building at 350 Adams Avenue, County Commission Appropriations**
8. **Consider Position Fill Requests – Detention Facility (4)**
 1. **Corrections Officer Corporal, Position Number 083**
 2. **Corrections Officer Trainee/Corrections Officer, Position Number to be Determined**
 3. **Corrections Officer Trainee/Corrections Officer, Position Number 211**
 4. **Clerk II, Position Number 232**
9. **Consider Position Fill Requests – Sheriff's Office (3)**
 1. **Deputy Sheriff Corporal, Position Number 022**
 2. **Deputy Sheriff Trainee/Deputy Sheriff, Position Number to be Determined**
 3. **Court Security Officer, Position Number 152**

10. Consider Position Fill Request for Groundskeeper, Position Number 260735021, Support Services
11. Consider Position Fill Request for Painter II, Position Number 260746034, Support Services
12. Consider Performance Evaluation of County Engineer and Annual Merit Increase from Pay Grade A16, Step 11 to Pay Grade A16, Step 12, Effective April 7, 2013, Engineering Department
13. Consider Travel/Training Requests (4)

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:

Juvenile Court Administrator Bruce Howell
Research Coordinator Joe Adams with Public Affairs Research Council of Alabama
Risk Manager Scott Kramer

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JULY 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.

AUGUST 5, 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.

AUGUST 19, 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.

SEPTEMBER 2, 2013

County Holiday (Labor Day)

SEPTEMBER 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.

SEPTEMBER 16, 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 2 Programmer Analyst II's – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 2 Service Maintenance Worker I's – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit
Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit
Fill action continues for 1 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 18 Correction Officer Trainees – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 2 Master Auto Mechanics – 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 3 Customer Service Clerks – 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 1 Revenue Branch Supervisor – Revenue Commissioner's Office
Fill action continues for 1 Payroll Clerk – Sheriff's Office
Fill action continues for 3 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's – 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 Officers – Youth Facility
Fill action continues for 1 Juvenile Probation Supervisor – Youth Facility
Fill action continues for 5 Juvenile Detention Officer's (Part Time) – Youth Facility

July 15, 2013

Agenda

JUL 15 2013

07-15-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-03-13

Check Number	To	Check Number
236294		236303
Total Checks Paid		\$62,561.73

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

07-15-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-12-13

Check Number	To	Check Number
236306		236430
Total Checks Paid		\$497,914.52

CHECK #	PAYEE	AMOUNT	DATE
236304	Zeller, Barry F & Shirley L	\$12,000.00	07/11/13
236305	Michael R. Britton	\$ 425.00	07/11/13

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

07-15-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-12-13

Check Number	To	Check Number
236431		236563
Total Checks Paid		\$444,754.71

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

07/15/13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
07/12/13

Agenda

JUL 15 2013

Payroll Check Number	116746	To	Payroll Check Number	116881	\$ 88,284.96
Direct Deposits					\$ 805,442.21
Payroll Check Number	116882	To	Payroll Check Number	116907	\$ 243,969.71
Direct Deposits					\$ 318,092.19
Federal Deposits					\$ 334,470.48
Total Payroll Paid					\$ 1,790,259.55

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

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 1818

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

JUL 15 2013

July 10, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

SUBJECT: Pike Road Library Lease

The lease between Montgomery County Commission and City of Pike Road for the Library expires on July 31, 2013. A discussion with the City Staff and Library Board is in the works regarding enhancements for the Pike Road Library. Until this matter is discussed in more detail they would like to extend the lease for 90 days. The new expiration date with the 90 day extension would be October 31, 2013.

I am requesting the Commission to authorize the Chairman to sign the lease extension for the 90 days requested. During that time this will give them the opportunity to discuss the enhancements needed for the Pike Road Library.

This information was discussed with the Commission at the Working Session on July 1, 2013. I was further advised to place this request on the July 15, 2013 agenda for approval.

If you have any questions, please contact me.

JAM/tm

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
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FAX (334) 832-2533
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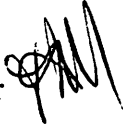
Agenda

JUL 15 2013

July 10, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator 

SUBJECT: Exterior Weatherization for Montgomery County Courthouse Annex I PHJ
Change Order #1

PH&J Architects Inc. has submitted a Change Order to CannDauson Construction Co., Inc.
This Change Order consists of several items:

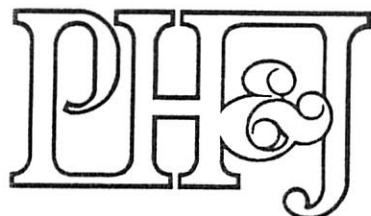
1) ADD for replacement of broken glass in three windows	\$ 660.00
2) ADD for excavation to expose problem leak areas in basement north wall	\$ 4,161.65
3) ADD for repairs to leak areas in basement north wall	\$12,624.59
4) DEDUCT for removal of Tax and material from the contract amount	\$45,434.51
TOTAL.....	\$27,988.27

The Contract Sum will be decreased by this Change Order #1 in the amount of \$27,988.27.

This Change Order was discussed as a proposal during the Working Session on July 1, 2013 Commission Meeting and was asked to be placed on the agenda for approval for the July 15, 2013 Commission Meeting.

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

JAM/tm



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

807 SOUTH MCDONOUGH STREET • MONTGOMERY, AL 36104-5080 POST OFFICE BOX 215-36101
Tel 334/265-8781 / Fax 334/265-9208 • Email: phjarch@bellsouth.net • Website: www.phjarchitects.com

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

July 10, 2013

Mr. John Mitchell, Asst. County Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, AL 36102-1667

RE: Exterior Weatherization for Montgomery County Courthouse Annex 1, - Phase 2,
(Window Wall), Montgomery, Alabama
PH&J# 1208GVG

Enclosed are four (4) copies of the Change Order #1 on the above referenced project for your review and signature.

After the documents have been signed please return all copies to our office **to my attention** for further processing.

Sincerely,

Kristie Hutto
Enclosures
cc: File

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: ☐
Montgomery County Weatherization	DATE: July 9, 2013	ARCHITECT: ☐
Phase 2		CONTRACTOR: ☐
PH&J# 0818GVG		FIELD: ☐
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 0818GVG	OTHER: ☐
CannDauson Construction Co., Inc.	CONTRACT DATE: November 19, 2012	
216 Echlin Blvd.	CONTRACT FOR: General Construction	
Prattville, AL 36067		
(334) 365-2396		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

ADD for replacement of broken glass in three windows.....	\$ 660.00
ADD for excavation to expose problem leak areas in Basement north wall.....	\$ 4,161.65
ADD for repairs to leak areas in Basement north wall.....	\$12,624.59
DEDUCT for removal of sales tax and materials from the contract amount.....	\$45,434.51
TOTAL.....	\$27,988.27

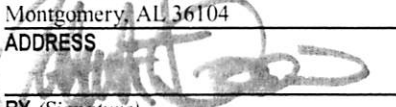
The original Contract Sum was	\$ 469,593.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 469,593.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 27,988.27
The new Contract Sum including this Change Order will be	\$ 441,604.73

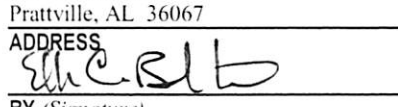
The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PH&J Architects, Inc.
ARCHITECT (Firm name)
 807 S. McDonough Street
 Montgomery, AL 36104
ADDRESS

BY (Signature)
 Patrick Addison, Vice President
 (Typed name)
 July 9, 2013
DATE

CannDauson Construction Co., Inc.
CONTRACTOR (Firm name)
 216 Echlin Blvd.
 Prattville, AL 36067
ADDRESS

BY (Signature)
 Ellen Barnette, Vice President
 (Typed name)
 7/9/13
DATE

Montgomery County Commission
OWNER (Firm name)
 PO Box 1667
 Montgomery, AL 36102
ADDRESS

BY (Signature)
 Elton N. Dean, Sr., Chairman
 (Typed name)

DATE

**COR # 2 - Replace Broken Glass in Windows that have
a window built in front of them - total of three windows.**

Unit Price Of \$220.00 submitted on April 11,2013

See attached Breakdown \$660.00

Total \$660.00

6/21/2013

**COR #3a - Waterproofing Repairs Montgomery
Co. Courthouse - *Excavation and Cover Back Up***

	Material	Labor	Sub/Rental/Misc.
Supervision (16) HRS	\$0.00	\$592.00	\$3,067.00
subtotals	\$0.00	\$592.00	\$3,067.00
Tax/Fringe	\$0.00	\$124.32	\$0.00
Totals	\$0.00	\$716.32	\$3,067.00
Total M/L/SRM			\$3,783.32
GC OH & Markup (10%)			\$378.33
Total			\$4,161.65
6/18/2013			

**COR #3b - Waterproofing Repairs Montgomery
Co. Courthouse - *Final Waterproofing***

	Material	Labor	Sub/Rental/Misc.
Supervision (80) HRS	\$0.00	\$2,960.00	\$7,716.00
Clean Up -			
Labor (4) HRS	\$75.00	\$80.00	\$0.00
subtotals	\$75.00	\$3,040.00	\$7,716.00
Tax/Fringe	\$7.50	\$638.40	\$0.00
Totals	\$82.50	\$3,678.40	\$7,716.00
Total M/L/SRM			\$11,476.90
GC OH & Markup (10%)			\$1,147.69
Total			\$12,624.59
6/18/2013			

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

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Agenda

JUL 15 2013

July 11, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: 2012 Annual Report of Insolvents, Errors in Assessments, Litigations, Lands Bid and Abatements and Related Resolution

During the July 1, 2013 County Commission meeting, Revenue Commissioner Janet Buskey briefed the Commission regarding the 2012 Annual Report of Insolvents, Errors in Assessments, Litigations, Lands Bid and Abatements and related Resolution. The Commission agreed to place these items on the next agenda.

I am requesting approval of these items.

DLM/tn

Attachments

JANET BUSKEY
REVENUE COMMISSIONER

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

ALLYSON HOLLAND
CHIEF CLERK

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

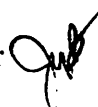


June 26, 2013

MEMORANDUM

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

Cc: Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner 

SUBJECT: Approval of 2012 Tax Year Annual Report

In accordance with the Code of Alabama, 1975 §40-5-23, enclosed please find State form DFC 22, entitled "2012 Tax Year Annual Report of Insolvents, Errors in Assessments, Litigations, Land Bids, and Abatements" and the related County Resolution for approval (and signature) at the July 1, 2013 County Commission meeting.

Thank you for your consideration.

JYB

Enclosures (to be provided)

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

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

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

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

**INSOLVENTS, ERRORS AND TAXES IN LITIGATION FOR 2012 AND
UNCOLLECTED INSOLVENTS AND TAXES IN LITIGATION FOR PREVIOUS YEAR(S)**

THE STATE OF ALABAMA

Montgomery County County

BE IT REMEMBERED, That at the meeting of the Board of County Commissioners of said County, held on this 15th day of JULY 20 13, Janet Buskey, Tax Collector of said County, made his report of "Insolvents", "Errors in Assessment" and "Taxes in Litigation" on taxes for the current year 2012, as required by Code of Ala. 1975, Section 40-5-23. And after a careful and rigid examination of said reports by said Board, it was considered and adjudged that said collector be allowed credit on his final settlement with the Comptroller for the following amounts:

Insolvents: State Taxes--- General-----	\$	\$15,635.52
--- Soldier-----	\$	\$6,254.21
--- School-----	\$	\$18,762.62
Errors in Assessments: State Taxes--- General-----	\$	\$345,654.55
--- Soldier-----	\$	\$138,261.82
--- School-----	\$	\$458,416.56
Taxes in Litigation: State Taxes--- General-----	\$	\$7,174.00
--- Soldier-----	\$	\$2,869.60
--- School-----	\$	\$8,608.80

And said Collector has also made his report for final allowance of the uncollected balances of Insolvent Taxes for the previous year 2011, as required by Code of Ala. 1975, Section 40-5-29; and the Board thereupon made the following allowances to said Collector of such Insolvent Taxes as he may have been unable to collect, as follows:

State Taxes--- General-----	\$	\$6,864.65
--- Soldier-----	\$	\$2,768.77
--- School-----	\$	\$8,677.72

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

		General		Soldier		School
2011	\$	1,858.71	\$	765.60	\$	2,371.41
_____	\$	_____	\$	_____	\$	_____
_____	\$	_____	\$	_____	\$	_____
_____	\$	_____	\$	_____	\$	_____

Given under my hand this 1ST day of JULY 20 13

Presiding Officer

See Code of Ala. 1975. Sections 40-5-23, 40-5-24, and 40-5-25 as to taxes of current year and Sections 40-5-26, 40-5-28 and 40-5-29 as to insolvent taxes and taxes in litigation of previous year(s).

RESOLUTION

WHEREAS, Janet Y. Buskey, Revenue Commissioner of Montgomery County, made her report of "Insolvents" and "Errors in Assessment" on taxes for the year 2012, as required by the Code of Alabama, 1975, Section 40-5-23, and

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

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

INSOLVENTS:	County's General Fund	\$31,271.04
	County's Road & Bridge Fund	\$15,635.52
(Homestead Exemptions)	County's General Fund	\$ 0.00
	County's Road & Bridge Fund	\$ 0.00
ERRORS IN ASSESSMENTS:	County's General Fund	\$699,599.50
	County's Road & Bridge Fund	\$349,799.75
(Homestead Exemptions)	County's General Fund	\$4,994.00
	County's Road & Bridge Fund	\$2,497.00

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her report on "Lands Bid In" for the year 2012 that such report be and is hereby approved in the following amounts:

LANDS BID IN:	County's General Fund	\$18,729.70
	County's Road & Bridge Fund	\$9,364.85
(Homestead Exemptions)	County's General Fund	\$194.90
	County's Road & Bridge Fund	\$97.45

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her report of "Taxes in Litigation" for 2012, the County Commission does hereby judicially determine the correctness of the listed credits and does approve the same as follows:

TAXES IN LITIGATION:	County's General Fund	\$14,582.00
	County's Road & Bridge Fund	\$7,291.00
(Homestead Exemptions)	County's General Fund	\$269.60
	County's Road & Bridge Fund	\$134.80

(Refunds)	County's General Fund	\$2,607.40
	County's Road & Bridge Fund	\$1,303.70
(Homestead Exemptions)	County's General Fund	\$796,050.80
	County's Road & Bridge Fund	\$398,025.40
(Abatements)	County's General Fund	\$953,764.50
	County's Road & Bridge Fund	\$476,882.25

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

Adopted this 15th day of July 2013.

MONTGOMERY COUNTY COMMISSION

BY: _____
Chairman

ATTEST: _____
County Administrator

JANET BUSKEY
REVENUE COMMISSIONER

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

ALLYSON HOLLAND
CHIEF CLERK

P.O. Box 1667
Montgomery, AL 36102-1667
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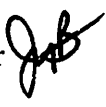
June 26, 2013

Agenda

JUL 15 2013

MEMORANDUM

TO: Elton Dean, Sr., Chairman
Cc: Montgomery County Commissioners
Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner 

SUBJECT: Request to Advertise MV Bill/Pre-file

I respectfully request approval to advertise the MV bill as soon as possible so that we can pre-file the legislation. I was asked by Senator Ross to have it pre-filed for any possible 2013 special sessions and the 2014 legislative session. I was advised that we could advertise at any time. He asked that we do this to prevent this bill from being introduced so late in the session to improve its chance of passage.

Thank you for your consideration.

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

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5340B Atlanta Hwy
Montgomery, AL 36109
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West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

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

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

JUL 15 2013

July 15, 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-2013-117: Montgomery County Recreation Department, Cleveland Avenue YMCA, for Youth Program - \$600; (Harris)

C-2013-118: Montgomery Ballet, for Promotion of Arts in Education and Arts Opportunities for Citizens of Montgomery County - \$2,000; (Polizos)

DLM/tll

JUL 15 2013

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager *ps*

DATE: June 26, 2013

SUBJECT: Invitation to Bid No. 51901-13B-021,
Custodial Services for Probate Offices
and Annex II

Request approval of award on the above referenced Invitation to Bid, to the low bidder, Penn & Sons, Inc., for the annual amount of \$37,549.76, be placed on a future agenda for the County Commission meeting. (copy of spreadsheet attached)

The annual cost for the Probate Offices will be \$23,859.80; last year's price was \$18,900.00, and the annual cost for Annex II will be \$13,689.96; last year's price was \$29,022.00. Over-all award to the lowest bidder will save \$10,372.24 from the cost of last year.

This will be a one (1) year contract, with the option to renew for two (2) years, in one year periods. After the first year, a price increase may be allowed, but shall not exceed 5% per year.

Attachment

[illegible]

6-3

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

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Agenda

JUL 15 2013

July 11, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator 

SUBJECT: Lighting Retrofit

During the Working Session on July 1, 2013 the need for lighting retrofit at the Pardon & Parole building was discussed along with the urgency to have the work completed. The Commission instructed us to obtain 3 quotes and submit a Budget Change in order to the fund the project for the next agenda. Listed below are the quotes requested:

- | | |
|-------------------------------------|--------------|
| 1) GT Key Company, Inc. | \$17,537.00 |
| 2) Dixie Electric Company | \$ 15,737.60 |
| 3) Mid-South Electric Company, Inc. | \$10,750.00 |

Due to one of the quoted being under \$15,000 we feel it won't be necessary to obtain bids and select Mid-South Electric Company to complete the work since they have the lowest quote. In addition, we feel the price is fair and reasonable for the work being performed.

It is my recommendation that we approve the Budget Change request and proceed with this request in order for the work to be completed. If you have any questions, please contact me.

JAM/tm

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 30

DEPARTMENT: <u>County Comm Appropriati</u>	REVIEWED: <u>S. Thomas</u>	7/11/2013
DATE: <u>7/11/2013</u>	Finance Director	Date
REQUESTED BY: <u>Donald L. Mims</u>	APPROVED:	
Elected Official/Dept. Head	Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repair & Main-other construction	206-51107.231	5,099	5,651	10,750
Repair & Main-Courthouse	206-51104.231	65,000	(5,651)	59,349
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		70,099	0	70,099

JUSTIFICATION:

Budget for the \$10,750 cost of Retro-fit lighting at the Pardons & Parole building.



931 N McDonough St
Montgomery, AL 36104

334.262.0584
<http://www.gtkey.com>

Attention:	<i>Richard Hataway</i>	Project Title:	<i>Lighting Retro Fit</i>
Title:	<i>Assisting Plant Maintenance Eng.</i>	Project Description:	<i>Retro Fit and New Fixtures</i>
Company Name:	<i>Montgomery County Commission</i>	Quote Number:	<i>7102013C</i>
Address:	<i>PO Box 1667</i>	Prepared By:	<i>Doug Newman</i>
City, State:	<i>Montgomery, AL 36102</i>	Title:	<i>Electrical Estimator</i>
Date:	<i>July 10, 2013</i>	Payment Terms:	<i>Net 15</i>

Description	Quantity	Unit Price	Cost
Price to retro fit 78 2X4 4 T8 Lamp Fixtures	1	\$17,537.00	\$17,537.00
Retro fit 4 Strip 4 T8 Lamp Fixtures			
Install 82 new surface mount 4 T8 Lamp Wrap Fixtures			
Install 3 new surface mount 2 T8 Lamp Wrap Fixtures			
Total:			\$17,537.00

This quote valid is valid until August 9, 2013



PROPOSAL

580 TRADE CENTER STREET
MONTGOMERY, ALABAMA 36108
(334) 262-2946 - (334) 262-2138 - FAX
www.dixieelectricco.com

PROPOSAL SUBMITTED TO:
Montgomery County Commission
Attn: Mr. Richard Hataway

PHONE: 334-832-1209
FAX:

DATE:
7/10/13

JOB NAME

LOCATION:

ARCHITECT:

DATE OF PLANS:

JOB PHONE:

We hereby submit specifications and estimates for:

Labor and material required to install new t-8 retro fit kits and new 8ft t-8 strips in office areas. Also there will be a certificate of for recycling lamps included at the end of the job.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

----- **Fifteen thousand seven hundred thirty seven and 60/100 dollars** ----- **\$15,737.60**

Payment to be made as follows: upon completion of work

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents and or delays beyond our control. Owner to carry, fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: _____
Buck Jehle / Estimator

NOTE: This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Mid-South Electric Company, Inc.
6006 Troy Highway
Montgomery, Alabama 36116
P. 334-286-9675
F. 334-281-5204

Proposal

DATE: 6/11/2013

ATTN: Richard Hataway

PROJECT NAME: Lighting Improvements for Pardon & parole Building @ 350 Adams Avenue

Quote is to provide & install the following as listed below:

1. Retrofit up to (85) existing 2' x 4' T12 4 tube fixtures to T8 4 tube. Includes replacement lamps & ballast. Tombstones will be replaced if needed due to damage.
2. Replace (3) existing 2 lamp, 4' wrap-a-round T12 fixtures with new T8, 2 lamp fixture.
3. Replace (6) existing 4 lamp, 4' wrap-a-round T12 fixtures with new T8, 4 lamp fixture.
4. Replace (21) outdated 4 lamp, 8' long surface fluorescent fixtures with (2) 4 lamp, 4' fluorescent wrap-a-round T8 for each location. (Total of 42 new lights for the existing 21 light fixtures).

Total Quote.....\$ 10,750.00

Billing Method: Lump sum due 10 days after completion.

If you have any questions please call Mike Archer and/or James Mitchell @ 334-286-9675.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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Agenda

JUL 15 2013

July 8, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

During the July 1, 2013 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Detention Facility:

- (1) Corrections Officer Corporal, Position Number 083
- (2) Corrections Officer Trainee/Corrections Officer, Position Number to be Determined
- (3) Corrections Officer Trainee/Corrections Officer, Position Number 211
- (4) Clerk II, Position Number 232

I am requesting approval of these items.

DLM/tn

Attachments

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, Corporal

Position Number 083

Proposed Effective Date June 24, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PC2 - \$31,837 - \$45,321
Pay step to be based upon City and County of Montgomery Personnel
Board Rules and Regulations, Rule VI, Section 10 (A-promotions)
D T Marshall Date June 18, 2013
Department Head RA

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 _____

POSITION FILL REQUEST

ORIGINAL

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

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number _____

Proposed Effective Date June 24, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,392 PCT
Corrections Officer - \$29,569 - \$42,093 PC1

D T Marshall

Date June 18, 2013

Department Head *DM*

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 _____

POSITION FILL REQUEST

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

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer / Corrections Officer Trainee

Position Number 211

Proposed Effective Date June 24, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 Grade PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall

Date June 19, 2013

Department Head *RM*

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

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

Date _____
Date _____

ORIGINAL

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 Clerk II

Position Number 232

Proposed Effective Date June 24, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade A02 - \$21,830 - \$31,076

D T Marshall
Department Head *DT*

Date June 18, 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 _____
Date _____

() Payroll entered by _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

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Agenda

JUL 15 2013

July 8, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

During the July 1, 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 Corporal, Position Number 022
- (2) Deputy Sheriff Trainee/Deputy Sheriff, Position Number to be Determined
- (3) Court Security Officer, Position Number 152

I am requesting approval of these items.

DLM/tn

Attachments

POSITION FILL REQUEST

ORIGINAL

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, Corporal

Position Number 022

Proposed Effective Date June 24, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS2 - \$37,211 - \$47,900

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

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

D T Marshall

Date June 18, 2013

Department Head *AK*

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 _____

POSITION FILL REQUEST

ORIGINAL

COMPLETED ACTION DATES

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date June 24, 2013

Type of Appointment () Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$35,066 (PS104)

Deputy Sheriff - \$36,186 - \$45,139 PS1

D T Marshall

Date June 18, 2013

Department Head *DT*

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 _____

POSITION FILL REQUEST

ORIGINAL

COMPLETED ACTION DATES

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Court Security Officer

Position Number 152

Proposed Effective Date June 24, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade A04 - \$27,401 - \$39,005

D T Marshall

Department Head DT

Date June 19, 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 _____

() Payroll entered by _____

Date _____

Date _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
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Agenda

JUL 15 2013

July 3, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. 
Deputy Administrator

SUBJECT: Groundskeeper

Please see attached memo from Pat Litchfield, Plant Maintenance Manager, requesting to fill the Groundskeeper position that was recently vacated due to James Harris accepting a position in the County Mail Room. This position directs the Service Maintenance Workers in maintaining the Montgomery County grounds and other County facilities. This request is promotional and the person filling this position, former position would be abolished. Therefore there is no increase in complement.

This item was discussed during the Working Session on July 1, 2013 and I was advised to place on the agenda for approval during the Montgomery County Commission Meeting on July 15, 2013.

If you have any question, please contact me.

JAM/tm

Attachment

Inter-office

MEMORANDUM

To: John Mitchell, SR. / Deputy Administrator
From: Pat Litchfield/ Plant Maintenance Manager 
Subject: Promotional Register for Grounds Keeper and Painter II positions
Date: 6/19/2013

Mr. Mitchell,

It is important to bring to your attention that County maintenance within the Support Service Department has lost two positions in the past several months, both being supervisor positions. The department lost its groundskeeper supervisor to the County Mail room. And painters lost their supervisor to the untimely passing of Mr. Matthew Lewis.

I ask your help in approaching the necessary authorities to apply a promotional register to fill these vacancies without additional hiring. These positions are essential to the daily function of the Support Service department. I appreciate any attention you can give this.

Pat Litchfield
Plant Maintenance Manager

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Support Services - Maintenance

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 Groundskeeper

Position Number 260735021

Proposed Effective Date July 8, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S08/1

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

Pat Litchfield
Department Head

Date June 27, 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
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Agenda

JUL 15 2013

July 3, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator



SUBJECT: Painter II Position

Please see attached memo from Pat Litchfield, Plant Maintenance Manager, requesting to fill Painter II position that was recently vacated. Painter II is the lead position in the Painting Crew. If given the approval to fill this position, it would be promotional and the person obtaining the position, their position would be abolished. Therefore there is no increase in complement.

This information was discussed during the Working Session on July 1, 2013. I was advised to place on the agenda for approval during the Montgomery County Commission Meeting on July 15, 2013.

If you have any question, please contact me.

JAM/tm

Attachment

Inter-office

MEMORANDUM

To: John Mitchell, SR. / Deputy Administrator
From: Pat Litchfield/ Plant Maintenance Manager 
Subject: Promotional Register for Painter II position
Date: 6/19/2013

Mr. Mitchell,

It is important to bring to your attention that County maintenance within the Support Service Department has lost two positions in the past several months. Painting Division lost their supervisor to the untimely passing of Mr. Matthew Lewis.

I ask your help in approaching the necessary authorities to apply a promotional register to fill this vacancy without additional hiring. The position is essential to the daily function of the Support Service department. I appreciate any attention you can give this.

Pat Litchfield
Plant Maintenance Manager

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Support Services - Maintenance

DEPARTMENT HEAD: Pat Litchfield

SUPERVISOR: Pat Litchfield

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

1. Position Title Painter II

Position Number 260746034

Proposed Effective Date July 8, 2013

Type of Appointment (x) Permanent () Temporary

Recruiting

(x) Promotional Register

() Transfer

() Open Competitive Register

() Reemployment

Pay Grade S08/1

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

Pat Litchfield
Department Head

Date June 27, 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
JILES WILLIAMS, JR.

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Agenda

JUL 15 2013

July 8, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Performance Evaluation of County Engineer

During the July 1, 2013 County Commission meeting, the Commission discussed the Performance Evaluation of County Engineer George Speake and annual merit increase from Pay Grade A16, Step 11 to Pay Grade A16, Step 12, effective April 7, 2013. The Commission agreed to place this item on the next agenda.

I am requesting approval of this Performance Evaluation and annual merit increase.

DLM/tn

Attachments

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 15 2013

Request # 10

Date: July 9, 2013
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Meridian, MS
Departure Date: July 16, 2013 Return Date: July 17, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Police Major Test Scoring

Traveler (s) Name: 1. Mark Willis 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: All costs covered by the City of Montgomery

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

The above request is app. 07/15/13 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>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$12,580.45</u>	
Budget Available:	<u>\$2,419.55</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$2,419.55</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 15 2013

Request # 52

Date: July 2, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: July 16, 2013 Return Date: July 16, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Speak at State Board of Education's State 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: \$0.00 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. 07/15/13 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>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$43,578.46</u>	
Budget Available:	<u>\$1,421.54</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$1,421.54</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/2/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 53

Agenda

JUL 15 2013

Date: July 8, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: July, 2013 Return Date: May, 2014
Conference Leave (Days / Hours): Multiple
Purpose of Travel: Leadership Montgomery Meetings

Traveler (s) Name: 1. Sandra Edwards 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,125.00 Advance Registration Required: \$1,125.00

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

Additional Comments: Special Approval Requested

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

The above request is app. 07/15/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,125.00 and advance registration of \$1,125.00 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>\$43,553.46</u>
Budget Available:	<u>\$1,446.54</u>
Current Requests:	<u>\$1,125.00</u>
Budget Balance:	<u>\$321.54</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUL 15 2013

Request # 54

Date: July 10, 2013

To: Donald L. Mims, Administrator

From: Ellen Brooks

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL

Departure Date: July 16, 2013

Return Date: July 16, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Speak at State Board of Education State 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: \$0.00 Advance Registration Required: \$0.00

Department Name: District Attorney Fund Name: 760-51260-292

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 07/15/13 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: 760-51260.292 (ex: 000-00000-000)

Description: Grant Expenses

Current Budget: \$250,000.00

Approved Requests: \$62,764.59

Budget Available: \$187,235.41

Current Requests: \$0.00

Budget Balance: \$187,235.41

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/10/2013

cc: Finance Director / Buyer