

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

NOVEMBER 18, 2013

AGENDA

INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
County Attorney
County Engineer
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Risk Manager Scott Kramer
Cassandra Crosby and Ron Drinkard with Crosby Drinkard Group, LLC
Interim Superintendent Margaret Allen with Montgomery Public Schools

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 November 4, 2013

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Montgomery County Parks and Recreation Board Member Appointments, County Commission
2. Consider Discovery of Non-Filing Businesses Contract Addendum with Tax Management Associates, Inc., Appraisal Department
3. Consider Global Financial Services Agreement with Pitney Bowes for the lease of a Mailing System, Support Services
4. Consider Bank Depositories for the Remainder of 2013 and the 2014 Calendar Year, County Commission
5. Consider to Recognize and Deny Claim Filed by Willie Mack, County Commission
6. Consider Payment of 2013-2014 Membership Dues to Leadership Alabama for Chairman Elton N. Dean, Sr., County Commission
7. Consider Payment of 2013-2014 Membership Dues to Alabama Association of 9-1-1 Districts (AAND) for Rural Addressing Coordinator Jane Reed, Montgomery County Emergency Management Communications District Board
8. Consider Payment of 2014 Membership Dues to the Public Risk Management Association (PRIMA) for Risk Manager Scott Kramer, Risk Management
9. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
10. Consider Bid Award for Catering of Food Trays, Bid No. 51988-13B-032, County Commission
11. Consider Bid Award for Employee Luncheon, Bid No. 51100-13B-035, County Commission
12. Consider Budget Change Request Number 6, County Commission Appropriations
13. Consider Four Position Fill Requests for Corrections Officer Trainee/Corrections Officers, Position Numbers 106, 146, 183, and 204, Detention Facility
14. Consider Three Position Fill Requests for Road Maintenance Supervisors, Position Numbers 610564002, 610564003, and 630564004, Engineering Department

15. Consider Abolishment of Personnel Analyst I, II, and III Classifications, Personnel Department
16. Consider New Classification of Personnel Analyst at Pay Grade A09, Personnel Department
17. Consider New Classification of Senior Personnel Analyst at Pay Grade A12, Personnel Department
18. Consider Travel/Training Requests (10)

OLD BUSINESS:

19. Consider Revisions to Montgomery County Management Procedures Manual, Chapters 1 through 6, County Commission

Reports from Staff:

County Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Chief Probate Clerk William Flowers and Director of Elections Daniel Baxter
Personnel Director Barbara M. Montoya
Revenue Commissioner Janet Buskey and Chief Appraiser Clay Henley

Reports from Staff:

County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

NOVEMBER 18, 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.

NOVEMBER 28, 2013

County Holiday (Thanksgiving)

NOVEMBER 29, 2013

County Holiday (Thanksgiving)

DECEMBER 2, 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.

DECEMBER 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.

DECEMBER 24, 2013

County Holiday (Christmas)

DECEMBER 25, 2013

County Holiday (Christmas)

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 Groundskeeper – Support Services Department
Fill action continues for 1 Painter II – 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 1 Investigator II – 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 16 Correction Officer Trainees – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 1 District Maintenance Superintendent – Engineering Department
Fill action continues for 1 County Road Equipment Operator I – 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 Clerks – Probate Judge's Office
Fill action continues for 1 Probate Court Clerk – Probate Judge's Office
Fill action continues for 8 Customer Service Clerks (Part-Time) – Probate Judge's Office
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 Deputy Sheriff Corporal – Sheriff's Office
Fill action continues for 2 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office
Fill action continues for 1 Court Security Officer – Sheriff's Office
Fill action continues for 1 Fingerprint Classifier – Sheriff's Office
Fill action continues for 1 Clerk Typist II – Youth Facility
Fill action continues for 2 Relief Cook – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 3 Juvenile Detention Officer's (Part-Time) – Youth Facility

November 18, 2013

11-18-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-08-13

Check Number	To	Check Number
239386		239468
Total Checks Paid		\$250,953.43

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 11-08-13

Check Number	To	Check Number
239469		239562
Total Checks Paid		\$388,573.52

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
11/18/13

Payroll Check Number	118038	To	Payroll Check Number	118140	\$ 78,991.32
Direct Deposits					\$ 763,722.46
Payroll Check Number	118141	To	Payroll Check Number	118169	\$ 248,330.55
Direct Deposits					\$ 336,891.10
Federal Deposits					\$ 310,250.54
Total Payroll Paid					\$ 1,738,185.97

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DATE</u>
118026	Buskey, Janet Y	\$6,076.88	11/04/13
118027	Dean, Elton N	\$1,300.75	11/04/13
118028	Ingram, Robert R	\$1,014.24	11/04/13
118029	Polizos, Dimitri G	\$942.58	11/04/13
118030	Williams, Jiles	\$1,068.05	11/04/13
118031	Reed, Steven L	\$2,939.01	11/04/13
118032	Marshall, David T	\$6,062.20	11/04/13
118033	McKinney, Reese H	\$5,755.69	11/04/13
118034	Wilson, Edward H	\$597.18	11/04/13
118035	Employees Retirement System of AL	\$1,674.86	11/04/13
118036	Judicial Retirement Fund of AL	\$338.19	11/04/13
118037	Montgomery County General Fund	\$656.90	11/04/13

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 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

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Montgomery County Parks and Recreation Board Member Appointments

On December 4, 2013, the term of James B. Phillips will expire as a board member of the Montgomery County Parks and Recreation Board. Mr. Phillips has agreed to be reappointed.

Montgomery County Parks and Recreation Board Member Isaiah Sankey has requested that the board meetings be changed from Wednesdays in order for him to attend the meetings. The Parks and Recreation Board has moved the meetings to various days of the week and has found that Wednesday is the best day. This request was discussed at our last County Commission meeting and it was decided that the Recreation Board should continue to meet on Wednesdays and therefore Mr. Sankey would not be able to attend future meetings. Commissioner Williams recommended Mr. Charles Powe to serve as the new appointee.

I am requesting that the Commission reappoint Mr. James B. Phillips for a term expiring December 4, 2018 and appoint Mr. Charles Powe for the remainder of Mr. Sankey's term expiring December 4, 2015.

DLM/tn

Attachment

Montgomery County Parks and Recreation Board

Members:

Term Expires:

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

12/4/2016

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

12/4/2014



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

12/4/2013



Isaiah Sankey
135 Mildred Street
Montgomery, AL 36104
Work: 265-9000
Cell: 207-5529

12/4/2015

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

12/4/2017

Term: 5 years

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

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



Agenda

NOV 18 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Janet Buskey 
Revenue Commissioner

DATE: October 30, 2013

RE: Commission Agenda – Addendum to Contract with Tax Management Associates

We request approval for an addendum to our contract with Tax Management Associates to perform Discovery, in addition to the Audit Services they currently provide for Business Personal Property (BPP). When starting in October 2009, we were told we had over 13,000 BPP accounts. Since then we have realized that number was grossly overstated. Our BPP accounts currently total 7,606.

We asked several Revenue Commissioner's what their BPP accounts totaled. The results are as follows: (1) Mobile – 35,000, (2) Shelby – 14,000, and (3) Chambers – 7,000. Based on this data, it would appear that Discovery services are needed in Montgomery County.

Fees for services for this project will be \$25,000 plus \$250 for each valid addition over 100 business additions meeting the minimum standards as defined by State statutes. This amount is included in the 2014 Appraisal Budget.

We believe that this service will increase BPP revenues. We respectfully request placing this Addendum on the next County Commissioner's agenda for approval.

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

East Office
5447 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

TAX MANAGEMENT ASSOCIATES, INCORPORATED

AND

MONTGOMERY COUNTY, MONTGOMERY COUNTY COMMISSION

DISCOVERY OF NON-FILING BUSINESSES CONTRACT ADDENDUM

This Addendum is made and entered into this _____ day of _____, 2013 by and between MONTGOMERY COUNTY COMMISSION, hereinafter referred to as "COUNTY" and TAX MANAGEMENT ASSOCIATES, INC., a corporation authorized to conduct business in North Carolina, hereinafter referred to as "CONTRACTOR" or "TMA".

SPECIAL PROVISIONS

WITNESSETH:

WHEREAS, The COUNTY has previously entered into an agreement to provide Personal Property Audit Services on October 25th, 2010; and

WHEREAS, TMA offers to provide Discovery of Unlisted Businesses Services to the COUNTY through assistance to the office of the Revenue Commissioner and the Revenue Commissioner's staff as an addition to their current Personal Property Audit Services program;

THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree to amend Section I Services to include Discovery Services and Section II. Cost and Payment for Services to include payment for Discovery Services:

IA. Services "Discovery Services" will locate and record information on businesses within the COUNTY statutorily required to file a Business Personal Property Tax Listing Form ("Listing Form") but are not presently doing so as compared with a list of known taxed businesses as supplied by the COUNTY. All businesses identified by CONTRACTOR will be verified by COUNTY before they are added to the COUNTY roll. Any business found to be operating in the COUNTY at a single physical location, but not matched to a location and business on the COUNTY supplied list is known as a "Discovered Business" or "Discovered Businesses."

County Responsibilities and Timing:

1. **Day 1** Compute and deliver most current tax roll. Include with the roll a field that identifies each account as active or inactive.
2. **Day 1** Deliver most current real estate roll for comparison including any codes to assist in the determination between home based and commercial businesses.

3. **Day 31+** Review electronic list provided by TMA of potential businesses operating within the county that are not currently filing the necessary Business Personal Property tax rendition.

Contact businesses via mail, phone, field visits to validate business is operating.

Have valid businesses submit listing or estimate a value and add to tax roll

Tax Management Associates Responsibilities and Timing

1. **Day 2-5** TMA will combine and prepare tax roll and real estate roll for import into our system
2. **Day 6-30** TMA will leverage proprietary custom software to match and compare county's data against numerous databases of information and identify potential businesses that are not listing.

Matching and comparison will be operated in a prioritized manner with businesses that are present on the highest number of sources being reviewed first and considered the most likely to result in valid discoveries. Review will occur from highest to lowest based on these source matches until complete.

3. **Day 31** TMA will pass an electronic flat file to the county of potential businesses operating within the county that are not currently filing the necessary Business Personal Property tax rendition.

IIA. Cost and Payment for Services

Fees for Services and Deliverables:

Fees for services for this project will be twenty-five thousand dollars (\$25,000.00) plus two hundred and fifty dollars (\$250.00) for each valid addition over 100 business additions meeting the minimum standards as defined by state statute.

III. Dispute Resolution

If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided

in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Tax Management Associates, Incorporated.

IN WITNESS WHEREOF, the parties have executed this addendum for the purposes stated herein, on the day and date first above written.

COUNTY:

CONTRACTOR:

Janet Buskey
Revenue Commissioner
Montgomery County, Alabama

Richard H. Cooke, Jr.
Chief Executive Officer
Tax Management Associates, Inc.

Elton Dean, Sr.
Commission Chairman
Montgomery County, Alabama

NOV 18 2013

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager *ps*

DATE: October 29, 2013

SUBJECT: Lease of Mailing System

Request approval of the attached lease agreement between Montgomery County Commission and Pitney Bowes for the lease of a Mailing System be placed on a future agenda.

The attached agreement has been sent to Tommy Gallion for review and the necessary changes have been made to this agreement.

The monthly lease payment for the upgraded system will be \$994.00 per month for five (5) years, which includes the maintenance, and any software upgrades that we may need during this period. The total annual cost of the upgraded mailing system will be \$11,928.00. This system will be leased utilizing State Contract No. T311 – 4010832, which locks this price in for the next five (5) years.

The current WJ series mail system that we are using has been determined by the Postal Service as obsolete and beginning January 1st, 2014, with this mailing system we will not get the commercial rates that we would get with the updated system. Also, with this system the maintenance cost will go up 20% because parts are now harder to find and the cost of parts, if found, will increase. The current annual monthly maintenance cost we are now paying is \$2,690.00. The annual meter rental is \$1,440.00, annual rate chip is \$450.00 and the ink cartridge cost for the last year has been \$2,475.00, for a total of \$7,055.00.

The new updated mailing system will allow the County to get commercial rates. For example, when postage goes up to \$.49 in January, 2014, with the new system, receiving the commercial rates will cost the County \$.48.

Your approval to lease this mailing system is most appreciated.

Attachment



September 18, 2013

John Mitchell & Pat Silas
Montgomery County Commission
101 S Lawrence Street
Montgomery, AL 36104

Dear John & Pat,

Thank you for your recent interest in a new mailing system from Pitney Bowes. Please find the price for the lease/purchase of the system below. Based on the information presented to me, the equipment that would be necessary to process the mail at your location would be as follows:

Connect+3000 Mailing System with Weigh-On-the-Way, 310/205 LPM Feature, Power Stacker, and 100 Departmental Accounts with full maintenance, installation and training.

Line 19; Commodity Code 985-59-091516 \$869 per month

30 lb Electronic Scale, Differential Weighing Feature, Black Graphics Printing Upgrade, Monochrome Printer, High Resolution Application Center, eRR rating, Bar Code Scanner, Laser Report Printer, USPS Confirmation Services Software, eRR Productivity Pack, Connect+ Flats Feeding Guide, Upgrade to 500 Departmental Accounting, Console with Double-Drawer, Door Kit, Bridge, 2 Scale Stands, Console Extension Kit and Roll Tape Kit with full maintenance, installation and training.

Line 39; Commodity Code 985-59-091530 – included in Attachment A from SWC T311.

\$125 per month

Total Contract Item Costs \$994 per month

This lease/purchase includes all on-site maintenance, 800 support, meter rental charges, meter reset fees, Purchase Power Access Fees, software upgrades and equipment payment. The lease/purchase would be for 12-month intervals with a renewal after each fiscal year for no more than 60 months. This quotation is pursuant with the State of Alabama T311 - 4010832 State-Wide Contract for Mailing and Related Equipment. The items listed above are listed within the primary contract #4010832 and within Attachments A and C.

The Federal Tax ID Number for Pitney Bowes is 060495050.

Please call me at (205) 246-4294 should you have any questions regarding this information or you can email me at victor.paschal@pb.com.

Respectfully,

Victor J. Paschal
Major Account Manager
State of Alabama

Cc: John Jamison, Eagle Business Systems
(Pitney Bowes Manufacturer's Certified Assisting Dealer for State Contract T311)

Confidential and Proprietary
Visit our State web site www.pb.com/states/alabama

Pitney Bowes, Inc. 450 Century Park South Suite 105A Birmingham, AL 35226 (205) 246-4294 (203) 460-9022 (fax)

Pitney Bowes

3-2

**PITNEY BOWES GLOBAL FINANCIAL SERVICES AGREEMENT
STATE AND LOCAL TERM RENTAL**

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Agreement Number

Your Business Information

MONTGOMERY COUNTY COMMISSION

636000619

Full Legal Name of Customer

101 S LAWRENCE ST

Billing Address: Street

Pat Silas

Billing Contact Name

101 S LAWRENCE ST

Installation Address (If different from billing address) : Street

Pat Silas

Installation Contact Name

10-1 to 9-30

Fiscal Period (from - to)

Your Business Needs

Qty	Business Solution Description
1	# Mail Stream Solution - 1
1	# Connect+ 3000 WOW with Energy Star
1	Connect+ Series Meter w/PP (NTF)
1	Connect+ Laser Printer Enabled
1	310/205 LPM Feature
1	30 lb Interfaced Weighing
1	500 Dept Accounting
1	e-Return Receipt Feature
1	Black Graphics Upgrade
1	High Res Apps Center
1	# Connect+ Mono Printer
	Additional Items on following page

Check items to be included in customer's payment

☒ Service Level Agreement

Connect+® Advantage - Eligible items are indicated by #

☐ Software Maintenance (additional terms apply) - Provides revision updates & technical assistance

☒ Soft-Guard® Subscription - Provides postal and carrier updates

If you do not choose Soft-Guard protection with your lease, you will automatically receive updates at PBI's current rates.

☒ IntelliLink® Subscription/ Meter Rental - Provides simplified billing and includes postage resets

(x) Value Based Services

(x) Purchase Power® credit line

☐ Permit Mail Payment Service - Allows you to consolidate permit postage with metered postage under one account. As a permit mail user, we need USPS forms 8001, 8002, and 8003, along with the Permit Enrollment form, to activate your Permit Mail Payment service.

Your Payment Plan

Number Of Months	Monthly Amount	Billed Quarterly At*
First 60	\$994	\$2,982

() Required advance check of \$() received
Tax Exempt# State Tax (If applicable)
() Tax Exempt Certificate Attached
() Tax Exempt Certificate Not Required

*Does not include any applicable taxes.

The attached Dispute Resolution is hereby made a part of this agreement.

Your Signature

Non-Appropriations. You warrant that you have funds available to pay all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to pay all payments in each subsequent fiscal period through the end of your Lease Term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to pay the payments is denied, you may terminate this Lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this Lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this Lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the Equipment at your expense.

You agree to be bound by all the terms and conditions of this Agreement, including those contained on page 2 and those located in the Pitney Bowes Terms (Version 3/12), which are available at www.pb.com/terms and are incorporated by reference. The lease will be binding on PBGFS only after PBGFS has completed its credit and documentation approval process and an authorized PBGFS employee signs below. **Terms on web-site do not apply to this agreement since leasing off State of Alabama contract.**

Customer Signature

Date

Print Name

Title

Email Address

Sales Information

Vic Paschal, PBI - John Jamison, Eagle Business Systems 049

Account Rep Name

District Office

PBGFS Acceptance

{C0154401.2}

Page 1 of 2

See Pitney Bowes Terms for additional terms and conditions

PBGFS SLG LTOR Term Rental Agreement (version 3/12)

©2012 Pitney Bowes Inc. All rights reserved. Pitney Bowes Connect+, Soft-Guard, IntelliLink, Purchase Power are registered trademarks owned by Pitney Bowes Inc.

3-3

Agreement Number

636000619

Your Business Needs

	Additional Items on following page
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3-4

Agreement Number

636000619

Fiscal Period (from - to)	Customer PO #	Delivery CAN #
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1	#	Laser Printer
1		Connect+ Series Console with Scale Stand
1		Bridge for Connect+ Series Console
1		Double Drawer and Door Kit for Connect+ Series Console
1		Additional Scale Stand for Connect+ Series Console
1		Console Extension Kit
1		USPS Confirmation Services Software
1		Differential Weighing Feature
1		E-Certified/eRR Productivity Pack

3-5

TERM RENTAL TERMS AND CONDITIONS

This is a term rental agreement with Pitney Bowes Global Financial Services LLC (PBGFS), Pitney Bowes' financing company. PBGFS provides financing options to our customers. PBGFS does not warrant, service or otherwise support the equipment. Those services are provided by Pitney Bowes Inc. (PBI) as stated in the Pitney Bowes Terms. Due to federal regulations, only PBI can own an IntelliLink® Control Center or Meter. Therefore, those items are rented to you, rather than leased or sold.

L1. DEFINITIONS

L1.1 All capitalized terms that are not defined in this document are defined in the "Definitions" section of the Pitney Bowes Terms.

L2. AGREEMENT

L2.1 You will make each Monthly Payment by the due date shown on our invoice.

L2.2 You may not cancel this Agreement for any reason except as expressly set forth in Section L10 below. All payment obligations are unconditional.

L2.3 Our remedies for your failure to pay on time or other defaults are set forth in the "Default and Remedies" section of the Pitney Bowes Terms.

L2.4 You authorize us to file a Uniform Commercial Code financing statement naming you as debtor/lessee with respect to the Equipment.

L3. PAYMENT TERMS AND OBLIGATIONS

L3.1 We will invoice you in arrears each month for all payments on the Order (each, a "Monthly Payment"), except as provided in any SOW attached to this Agreement.

L3.2 Your Monthly Payment may include a one-time origination fee, amounts carried over from a previous unexpired lease, and other costs.

L3.3 If you request, your IntelliLink Control Center/Meter Rental fees, Service Level Agreement fees, and Soft-Guard® payments ("PBI Payments") will be included with your Monthly Payment and begin with the start of the Term. Your Monthly Payment will increase if your PBI Payments increase.

L3.4 Your obligations, including your obligation to pay the Monthly Payments due in any fiscal year during the term of this Agreement, shall constitute a current expense for such fiscal year and shall not constitute indebtedness within the meaning of the constitution and laws of the state in which you are located. Nothing herein shall constitute a pledge by you of any taxes or other moneys (other than moneys lawfully appropriated from time to time by or for your benefit for this Agreement) to the payment of any Total Payment due under this Agreement.

L4. EQUIPMENT OWNERSHIP

L4.1 PBI owns any IntelliLink Control Center or Meter. Title to the Equipment shall pass to you upon installation. However, you and we agree that title shall automatically revert to us in the event of default, or termination due to your non-appropriation under Section L10.

L5. TERM

L5.1 This Agreement shall commence on the date of delivery and shall continue until the earlier of (i) termination at our option upon the occurrence of an event of default, or (ii) the occurrence of an event of a non-appropriation under Section L10, or (iii) the expiration of the Term and your payment of all Monthly Payments and other sums due and your fulfillment of all other obligations under this Agreement.

L6. SURRENDER OF EQUIPMENT

L6.1 If you default, or terminate this Agreement by non-appropriation under Section L10, you, at your expense, shall return all Equipment by delivering it to us in the same condition as when delivered to you, reasonable wear and tear excepted, to such place or on board such carrier, packed for shipping, as we may specify. Until the Equipment is returned as required above, all terms of this Agreement remain in effect including, without limitation, your obligations to make payments relating to your continued use of the Equipment and to insure the Equipment.

L7. WARRANTY AND LIMITATION OF LIABILITY

L7.1 WE (PBGFS) MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR FREEDOM FROM INTERFERENCE OR INFRINGEMENT.

L7.2 PBI provides you with (and we assign to you our rights in) the limited warranty in the Pitney Bowes Terms.

L7.3 WE ARE NOT LIABLE FOR ANY LOSS, DAMAGE (INCLUDING INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES), OR EXPENSE CAUSED DIRECTLY OR INDIRECTLY BY THE EQUIPMENT.

L8. EQUIPMENT OBLIGATIONS

L8.1 Condition and Repairs. You will keep the Equipment free from liens and encumbrances and in good repair, condition, and working order.

L8.2 Inspection. We may inspect the Equipment and any related maintenance records.

L8.3 Location. You may not move the Equipment from the location specified on the Order without our prior written consent.

L9. RISK OF LOSS

L9.1 You bear the entire risk of loss to the Equipment from the date of shipment by PBI until the end of the Term (including any extensions), regardless of cause, ordinary wear and tear excepted ("Loss").

L9.2 No Loss will relieve you of any of your obligations under this Agreement. You must immediately notify us in writing of the occurrence of any Loss.

L9.3 You will keep the Equipment insured against Loss for its full replacement value under a comprehensive policy of insurance or other arrangement with an insurer of your choice, provided that it is reasonably satisfactory to us ("Insurance"). YOU MUST CALL US AT 1-800-243-9506 AND PROVIDE US WITH EVIDENCE OF INSURANCE.

L10. NON-APPROPRIATION

L10.1 You warrant that you have funds available to pay all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to pay all payments in each subsequent fiscal period through the end of the Term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to pay the payments is denied, you may terminate this Agreement on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this Agreement for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this Agreement incurred through the end of the fiscal period for which funds have been appropriated, including the return of the Equipment at your expense.

L11. REPRESENTATIONS

L11.1 You hereby represent and warrant that (a) you are a state or political subdivision thereof within the meaning of Section 103(c) of the Internal Revenue Code of 1986, as amended (the "Code"); and (b) you have the power and authority under applicable law to enter into this Agreement and you have been duly authorized to execute and deliver this Agreement and carry out your obligations hereunder. You acknowledge that a portion of each Monthly Payment you shall pay includes interest and that this Agreement is entered into based on the assumption that the interest portion of each Monthly Payment is not includible in gross income of the owner thereof for Federal income tax purposes under Section 103(a) of the Code. You shall, at all times, do and perform all acts and things necessary and within your control in order to assure that such interest component shall be so excluded. If any interest is determined not to be excludible from gross income, your Monthly Payment shall be adjusted in an amount sufficient to maintain our original after tax yield utilizing our consolidated marginal tax rate, which adjusted Monthly Payments you agree to pay as provided in this Agreement, subject to Section L10. The rate at which the interest portion of Monthly Payments is calculated is not intended to exceed the maximum rate or amount of interest permitted by applicable law. If such interest portion exceeds such maximum, then at our option, if permitted by law, the interest portion will be reduced to the legally permitted maximum amount of interest, and any excess will be used to reduce the principal amount of your obligation or be refunded to you. You shall not do (or cause to be done) any act which will cause, or by omission of any act allow, this Agreement to be an "arbitrage bond" within the meaning of Section 148(a) of the Code or a "private activity bond" within the meaning of Section 141(a) of the Code. At the time of your execution of this Agreement, you shall provide us with a properly prepared and executed copy of the appropriate US Treasury Form 8038-G or 8038-GC and you appoint us as your agent for the purpose of maintaining a registration system as required by Section 149(a) of the Code. This Section shall survive the termination of this Agreement.

L12. MISCELLANEOUS

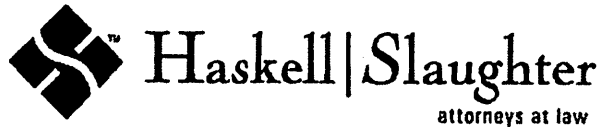
L12.1 If more than one customer is named in this Agreement, liability is joint and several.

L12.2 YOU MAY NOT ASSIGN OR SUBLET THE EQUIPMENT OR THIS AGREEMENT WITHOUT OUR PRIOR WRITTEN CONSENT, WHICH CONSENT WILL NOT BE UNREASONABLY WITHHELD.

L12.3 We may sell, assign, or transfer all or any part of this Agreement or the Equipment. Any sale, assignment, or transfer will not affect your rights or obligations under this Agreement.

DISPUTE RESOLUTION

IF A DISPUTE ARISES OUT OF OR RELATES TO THIS AGREEMENT OR ITS BREACH, THE PARTIES SHALL ENDEAVOR TO SETTLE THE DISPUTE FIRST THROUGH DIRECT DISCUSSIONS AND NEGOTIATIONS. IF THE DISPUTE CANNOT BE SETTLED THROUGH DIRECT DISCUSSIONS OR NEGOTIATIONS, THE PARTIES SHALL ENDEAVOR TO SETTLE THE DISPUTE BY NON-BINDING MEDIATION. THE LOCATION OF THE MEDIATION SHALL BE MONTGOMERY, ALABAMA. EITHER PARTY MAY TERMINATE THE MEDIATION AT ANY TIME AFTER THE SESSION, BUT THE DECISION TO TERMINATE MUST BE DELIVERED IN PERSON TO THE OTHER PARTY AND THE MEDIATOR. ENGAGING IN MEDIATION IS A CONDITION PRECEDENT TO ANY OTHER FORM OF BINDING DISPUTE RESOLUTION. IF THE PARTIES CANNOT AGREE ON A MUTUAL RESOLUTION THEN ANY DISPUTES NOT RESOLVED BY MEDIATION SHALL BE DECIDED IN THE CIRCUIT COURT OF MONTGOMERY COUNTY, ALABAMA AND GOVERNED BY THE LAWS OF THE STATE OF ALABAMA BETWEEN THE MONTGOMERY COUNTY COMMISSION AND PITNEY BOWES.



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

MEMORANDUM

October 7, 2013

TT6

TO: Donnie Mims
FROM: Tommy Gallion
RE: Lease of Mailing System

I have reviewed your October 3, 2013 memorandum, the October 1, 2013 memorandum from Pat Silas to you and the Pitney Bowes Global Financial Services ("PBGFS") Agreement with Montgomery County Commission ("MCC") for leasing a postage system from Pitney Bowes.

I agree with Pat Silas that terms on the web-site do not apply to this agreement in that MCC since it is leasing the equipment under the State Contract. This statement has been added on the first page.

Under the Term Rental Terms and Conditions, I noted that the agreement shall commence on the date of delivery and shall continue until the earlier of (i) termination at PBGFS's option upon the occurrence of default; (ii) the occurrence of an event of non-appropriation ... or (iii) the expiration of the Term and payment of all monthly payments due under the obligations of this Agreement. I could not find on any of the documents when the term will expire on this lease, other than 10-1 to 9-30, except on the September 18, 2013 letter from Victor J. Paschal which reads, "for no more than 60 months."

MCC's standard dispute resolution will need to be added as a separate sheet as an addition to L.12 MISCELLANEOUS and be made a part of the contract.

I am of the opinion that the services provided for in this agreement are in the best interest of the public health, safety, education, morals, security, prosperity, contentment and the general welfare of the citizens of Montgomery County. I therefore see no reason why this agreement should not be executed if it is the desire of the Commissioners.

50051-317
4864979_1

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
FINANCE DEPARTMENT
101 S. LAWRENCE STREET • P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, ADMINISTRATOR
SHERRILL R. THOMAS, CPA, FINANCE DIRECTOR
(334) 832-1230
TDD (334) 265-3568
FAX (334) 832-2533

Agenda

NOV 18 2013

TO: DONALD L. MIMS, ADMINISTRATOR

FROM: SHERRILL R. THOMAS, FINANCE DIRECTOR 

DATE: October 30, 2013

RE: LIST OF BANK DEPOSITORIES

Following is a list of banks currently doing business in Montgomery County and should be designated depositories for the remainder of Calendar Year 2013 and Calendar Year 2014.

Aliant Bank

Amerifirst Bank

AuburnBank

BB&T

BBVA Compass

Cadence Bank

Community Bank & Trust

First Tuskegee Bank

Hancock Bank

IberiaBank

PNC Bank

Regions Bank

Renasant Bank

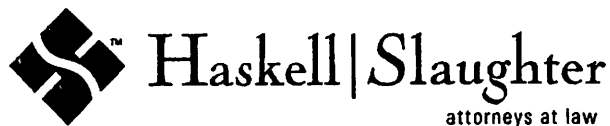
River Bank & Trust

ServisFirst Bank

Sterling Bank

Wells Fargo Bank

NOV 18 2013



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www.hsy.com

MEMORANDUM

August 30, 2013

TTG

TO: Donnie Mims
FROM: Tommy Gallion
RE: Claim of Willie Mack

I have reviewed your August 22, 2013 memorandum regarding the claim of Willie Mack. I have also reviewed copy of the August 21, 2013 letter from Attorney McPhillips and its many attachments. It was my legal opinion that this claim be recognized and denied at the next commission meeting.

50051-317
4847817

E + ds

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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MONTGOMERY, ALABAMA 36102-1667

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DEPUTY ADMINISTRATOR
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www.mc-ala.org

Agenda

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2013-2014 Membership Dues to Leadership Alabama

The Montgomery County Commission, at its meeting on November 4, 2013, agreed to place on the next agenda the 2013-2014 Membership Dues to Leadership Alabama for Chairman Elton N. Dean, Sr.

I am requesting approval of this item.

DLM/tn

Attachment



July 2013

Mr. Elton N. Dean, Sr.
Chair
Montgomery County Commission
3458 Lexington Road
Montgomery, AL 36111

2013-2014 Membership Dues \$ 175.00

2013-2014 Contribution. \$ _____

TOTAL \$ _____

Your dues and any contribution you make are tax deductible. You may mail your check payable to Leadership Alabama or you may pay online via www.leadershipal.org. Thank you for supporting Leadership Alabama.

.....

Leadership Alabama frequently sends e-newsletters, notice of events, announcements and more via email. Along with your check, please fill in your preferred email address so we can be sure you are receiving emails. If you pay online, please use your preferred email address when submitting your payment.

E-mail _____

**Leadership Alabama
P.O. Box 631
Montgomery, AL 36101**

Phone: 334-265-2297
la@leadershipal.org

Fax: 334-265-2296
www.leadershipal.org

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

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2013-2014 Membership Dues to Alabama Association of 9-1-1
Districts (AAND)

The Montgomery County Commission, at its meeting on November 4, 2013, agreed to place on the next agenda the 2013-2014 Membership Dues to Alabama Association of 9-1-1 Districts (AAND) for Rural Addressing Coordinator Jane Brown Reed.

I am requesting approval of this item.

DLM/tn

Attachment

ALABAMA ASSOCIATION OF 9-1-1 DISTRICTS

Membership Application & Renewal Form for 2013-2014

(Please Print)

9-1-1 District: Montgomery County

Mailing Address: 101 S. Lawrence St.

Montgomery, AL
36064

Telephone: 334-832-7711

Fax: 334-832-7125

E-Mail: janebrown@mc-ala.org

District Director/Administrator: Jane B. Reed

Voting Member: (If different from Director/Administrator)

Jane Brown Reed

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.

A COUNTY OLDER THAN THE STATE

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

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www.mc-ala.org

Agenda

NOV 18 2013

October 28, 2013

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer *SK*
Risk Manager

SUBJECT: Public Risk Management Association (PRIMA) Membership Dues

I would like to request your approval for payment of PRIMA membership dues. The cost of membership dues for government members is \$385. I have enclosed the membership invoice for the period of January 1, 2014 – December 31, 2014.

This organization has contributed to the success of our Risk Management program in the past, as I have used many of their resources. This year I have been requested to complete an application to be on the Board of Directors of this organization. Should I become a Board Member, the cost of travel would be absorbed by the Association.

Membership Dues Invoice



Date: October 1, 2013

Bill to:

Scott Kramer
Risk Manager
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102-1667

Public Risk Management Association
700 So. Washington Street, Suite 218
Alexandria, VA 22314
Telephone: 703-528-7701
Fax: 703-739-0200

Your membership is due soon

Just a friendly reminder and thank you for your support!

Membership #: 10009399
Expires on: 12/31/2013
Member Type: Government Member

EMAIL ADDRESS:
(Important)

INVOICE DETAIL

Item #	Qty.	Description	Dues Amount	Total
	1	Government	\$385	\$385
		Yes, you still have plenty of time before renewal and we extend our thanks for your membership at PRIMA. However, this is just a reminder to keep us in mind and consider a PRIMA membership once again! PRIMA is "your association" and it continues to support its members and adds relevant benefits to you as a valued member!		\$385

Don't miss your PRIMA benefits! You can renew online by going to <http://www.primacentral.org>. Renew now!

If paying by check, please make it payable to PRIMA and mail to
700 So. Washington Street Suite 218 Alexandria, VA 22314 or if by credit card:

Payment: Master Card Visa American Express

Card Number _____ Expiration Date _____ CVV # _____

Authorized Signature _____ Email _____
(required for receipt)

Billing address _____

City _____ State _____ Zip _____

If you have any questions, contact Membership at bdones@primacentral.org

IMPORTANT:

Please disregard this invoice if you have already renewed your membership.

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

NOV 18 2013

November 18, 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) and to sign the contracts:

- ** NC-2014-42: Rescind Appropriation to BOE, Sydney Lanier High School, for Athletics Program - \$500; (Williams)
- NOTE: The total of this appropriation from the November 4, 2013 meeting should be \$1,000.
- C-2014-34: Royal Ambassadors Med Inc., for Youth-n-Action Programs - \$1,500; (Dean-\$500, Ingram-\$500 and Polizos-\$500)
- C-2014-35: One Place Family Justice Center, for Domestic Violence Program - \$400; (Dean-\$200 and Harris-\$200)
- C-2014-36: Montgomery Baptist Hospital Foundation, for Baptist Hospice Program - \$2,000; (Ingram-\$1,000 and Polizos-\$1,000)
- NC-2014-45: City of Montgomery, to be used by BONDS to Support the Woodley Park Area Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)
- NC-2014-46: BOE, Booker T. Washington Magnet High School, for Principal's Discretionary Fund for the Basketball Program - \$500; (Harris)

MEMORANDUM
Montgomery County Commission
November 18, 2013
Page 2

- NC-2014-47: Alabama State University, for the WVAS FM Radio Special Event - \$500; (Ingram)
- NC-2014-48: Alabama Cooperative Extension System, for Jimmy Smitherman's Certified Crop Adviser Renewal Fee - \$75; (Ingram)
- NC-2014-49: City of Montgomery, to be used by BONDS to Support the Avalon Park Homeowners Association, with Funding for Security Cameras - \$3,000; (Ingram)
- NC-2014-50: BOE, Brewbaker Intermediate School, for the Brewbaker Gents - \$500; (Williams)
- NC-2014-51: BOE, Loveless Academic Magnet Program High School (LAMP), for Softball Program - \$500; (Williams)

**Rescind

DLM/tll

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager *ps*

DATE: October 30, 2013

SUBJECT: Invitation to Bid No. 51988-13B-032,
Catering of Food Trays

Request that approval of award on the above referenced invitation to bid, to second low bid of Chappy's Deli, in the amount of \$1,369.03, based on unit pricing, be placed on a future agenda for the County Commission. (copy of spread sheet)

The low bid of Kings Table Catering was passed based on past experience when awarded the bid for the employee luncheon in December, 2009.

An opinion as to the rejection of Kings Table Catering was received from Tommy Gallion, County Attorney. (see attached)

Coordination of award made with you and DiDi Henry.

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51988-13B-032				KINGS TABLE CATERING - ATTN: AL STEINEKER - PHONE #270-0200; FAX#270-8882		CHAPPY'S DELI - ATTN: DAVID BARRANCO - PHONE #277-6590; FAX #277-6593		FARMERS MARKET CAFÉ - NO BID					
ISSUE DATE: SEPTEMBER 13, 2013													
BID OPENING: OCTOBER 8, 2013													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	DOUBLE DECKER												
	SANDWICK TRAY												
	SMALL - 4 - 5 PEOPLE	EA	1	\$29.50	\$29.50	\$40.93	\$40.93						
	MEDIUM - 6 - 8	EA	1	\$42.50	\$42.50	\$52.35	\$52.35						
	STANDARD 8 - 10 PEO	EA	1	\$52.50	\$52.50	\$63.77	\$63.77						
	LARGE-20 - 13 PEO	EA	1	\$62.50	\$62.50	\$88.43	\$88.43						
2	VEG & RELISH TRAY												
	SMALL - 12-18 PEOP	EA	1	\$29.50	\$29.50	\$29.95	\$29.95						
	STANDARD 20-25	EA	1	\$39.50	\$39.50	\$41.95	\$41.95						
	LARGE-30-35 PEOP	EA	1	\$52.50	\$52.50	\$57.95	\$57.95						
3	FRUIT & CHEESE												
	SMALL 10-15	EA	1	\$32.75	\$32.75	\$39.95	\$39.95						
	STANDARD 18-25	EA	1	\$49.50	\$49.50	\$54.95	\$54.95						
	LARGE-30 - 35	EA	1	\$61.50	\$61.50	\$69.95	\$69.95						
	16 BIDS MAILED												
TOTAL BID AMOUNTS													

Notes:

10-2

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51988-13B-032				KINGS TABLE CATERING - ATTN: AL STEINEKER - PHONE #270-0200; FAX#270-8882		CHAPPY'S DELI - ATTN: DAVID BARRANCO - PHONE #277-6590; FAX #277-6593							
ISSUE DATE: SEPTEMBER 13, 2013													
BID OPENING: OCTOBER 8, 2013													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
4	FRUIT TRAY WITH												
	DIP												
	SMALL-9 - 18	EA	1	\$25.75	\$25.75	\$39.95	\$39.95						
	STANDARD 18 - 25	EA	1	\$37.75	\$37.75	\$54.95	\$54.95						
	LARGE 30 - 35	EA	1	\$45.75	\$45.75	\$69.95	\$69.95						
5	CHICK FINGER TRAY												
	SMALL 9 - 18	EA	1	\$41.40	\$41.40	\$32.85	\$32.85						
	MEDIUM - 18 - 36	EA	1	\$82.80	\$82.80	\$59.95	\$59.95						
	LARGE - 27 - 54	EA	1	\$124.20	\$124.20	\$89.95	\$89.95						
6	BOX-CLUB SAND	EA	1	\$6.00	\$6.00	\$7.95	\$7.95						
7	BOX-CHICK FINGER	EA	1	\$7.95	\$7.95	\$7.65	\$7.65						
TOTAL BID AMOUNTS													

Notes:

10-3

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51988-13B-032				KINGS TABLE CATERING - ATTN: AL STEINEKER - PHONE #270-0200; FAX#270-8882		CHAPPY'S DELI - ATTN: DAVID BARRANCO - PHONE #277-6590; FAX #277-6593							
ISSUE DATE: SEPTEMBER 13, 2013													
BID OPENING: OCTOBER 8, 2013													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
8	BREAKFAST SAND												
	SMALL 5 PEOPLE	EA	1	\$15.75	\$15.75	\$27.95	\$27.95						
	MEDIUM - 10 PEOPLE	EA	1	\$30.00	\$30.00	\$48.50	\$48.50						
	LARGE - 12 PEOPLE	EA	1	\$36.25	\$36.25	\$57.95	\$57.95						
9	MINI CROISSANTS												
	SMALL 5-6 PEOPLE	EA	1	\$15.75	\$15.75	\$29.95	\$29.95						
	MEDIUM-10-12 PEOP	EA	1	\$36.00	\$36.00	\$58.95	\$58.95						
	LARGE - 15 - 17	EA	1	\$51.00	\$51.00	\$84.95	\$84.95						
10	BISCUIT TRAY												
	SMALL - 24 BISC	EA	1	\$60.00	\$60.00	\$34.95	\$34.95						
	MEDIUM - 36 BISC	EA	1	\$90.00	\$90.00	\$52.50	\$52.50						
	LARGE - 48 BISC	EA	1	\$120.00	\$120.00	\$69.95	\$69.95						
TOTAL BID AMOUNTS					1,278.60		1,369.03						



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f. 334.264.7945 • t. 334.265.8573
www.hsy.com

MEMORANDUM
October 23, 2013

ITG

TO: Donnie Mims
FROM: Tommy Gallion
RE: Invitation to Bid regarding Catering of Food Trays

I have reviewed your October 17, 2013 memorandum, the October 14, 2013 memorandum from Pat Silas to you, the December 16, 2009 memorandum from DiDi Henry to Donnie Mims regarding the last catering contract that was awarded to King's Table.

It is my legal opinion that there is enough documentation against Kings Table Catering to not award them the bid. This is a service contract and actually does not have to be bid. It is my legal opinion that the bid be awarded to Chappy's Deli, the next lowest bidder.

50051-317
4872866_1

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager *PS*

DATE: November 13, 2013

SUBJECT: Invitation to Bid No. 51100-13B-035,
Employee Luncheon

Request approval of award on the above referenced bid, to the only bid received, Farmers Market Café, Inc., for the unit price of \$12.00 each and a total amount of \$13,260.00, which includes the employee luncheon and meals at the community centers, be placed on the agenda for the County Commission meeting on November 18, 2013. (copy of spread sheet attached)

Coordination made with you, DiDi Henry and James Williams.

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51100-13B-035				Farmers Market Café, Inc. Jo Ann Norton (334)262-1970									
DATE ISSUED: OCTOBER 16, 2013													
DATE OPENED: NOVEMBER 12, 2013													
CHRISTMAS LUNCHEONS													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Catering of Employee Luncheon	Ea	600	\$12.00	\$7,200.00								
2	Catering of Senior Citizens at Flatwood	Ea	100	\$12.00	\$1,200.00								
3	Catering of Senior Citizens at Flatwood	Ea	125	\$12.00	\$1,500.00								
4	Catering Gibbs Village	Ea	60	\$12.00	\$720.00								
5	Richardson Terrace	Ea	100	\$12.00	\$1,200.00								
6	King Hill	Ea	120	\$12.00	\$1,440.00								
	37 bids mailed												
TOTAL BID AMOUNTS					\$13,260.00								

Note FARMERS MARKET CAFÉ WAS THE ONLY VENDOR PRESENT AT THE MANDATORY PRE BID MEETING

NOV 18 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 6

DEPARTMENT:	County Commission	REVIEWED:	S. Thomas	11/5/2013
DATE:	Appropriations	Finance Director		Date
REQUESTED BY:	11/5/2013	APPROVED:		
Elected Official/Dept. Head	Donald Mims, Administrator	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Mont Area Chamber of Commerce	001-59320.483	305,507	3,000	308,507
Misc In-House Appropriations	001-59310.498	64,493	-3,000	61,493
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		370,000	0	370,000

JUSTIFICATION:

To provide funds to the Chamber to promote the growth and development of minority-owned businesses located in the West side of Montgomery to include funding for the The Lacey-Boyd Annual New Year's Day Parade 2014.

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
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TDD (334) 265-3568
www.mc-ala.org

Agenda

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

During the November 4, 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 Trainee/Corrections Officer, Position Number 106
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 146
- (3) Corrections Officer Trainee/Corrections Officer, Position Number 183
- (4) Corrections Officer Trainee/Corrections Officer, Position Number 204

I am requesting approval of these items.

DLM/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer/Corrections Officer Trainee

Position Number 106

Proposed Effective Date 10//28/2013

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,392 Grade PCT

D T Marshall
Corrections Officer - \$29,569 - \$42,093 Grade PC1

Date October 25, 2013

Department Head *mooc*

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

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 146

Proposed Effective Date October 28, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D T Marshall

Date October 24, 2013

Department Head *in loco*

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: 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 183

Proposed Effective Date October 28, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D. T. Marshall Date October 24, 2013
 Department Head

2. Administrative Review

() Approved
 () Disapproved

 Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

 Personnel Director Date _____

4. Selectee:

 Appointing Authority Date _____

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

POSITION FILL REQUEST

ORIGINAL

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 204

Proposed Effective Date October 28, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D T Marshall Date October 24, 2013
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee:

Appointing Authority Date _____

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

ELTON N. DEAN, SR.
CHAIRMAN
DANIEL HARRIS, JR.
VICE CHAIRMAN
REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT

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

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
JAMES M. KELLEY, PE
ASSISTANT COUNTY ENGINEER
(334) 832-1310
FAX (334) 832-7190

Agenda

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

George C. Speake
11/6/2013

SUBJECT: Three Road Maintenance Supervisor Position Fills

At the November 4, 2012, Information Session, I requested that the Commission approve filling three Road Maintenance Supervisor positions that will soon become vacant due to anticipated employee retirements at the District I (Terminal Road) and District III (Ramer) Maintenance Facilities. The Commission agreed to place these three Position Fill Requests on the November 18, 2013, agenda for approval.

These positions are held by key supervisors responsible for planning, scheduling, and overseeing the day to day work assignments of an 8 to 14 person road maintenance crew that is essential for properly maintaining approximately 200 miles of county roads located in each respective maintenance district. It is critical these positions be filled as soon as possible to ensure adequate supervision is provided for these road maintenance crews.

These three position fills will be promotions from within existing personnel and will not involve any new hires. Thank you for your assistance with this matter.

GCS/gcs

Attachments

cc: File

ORIGINAL

POSITION FILL REQUEST**COMPLETED ACTION DATES**

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: Andrew McCall, District Maint. Supt.

1. 11/4/2013 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Road Maintenance Supervisor (0564)POSITION NUMBER 610564002, Replacing Andrew McCallPROPOSED EFFECTIVE DATE December 9, 2013TYPE OF APPOINTMENT ☒ (X) PERMANENT ☐ () TEMPORARY**RECRUITING**☒ (X) PROMOTION REGISTER ☐ () TRANSFER
(Department Only)☐ () OPEN COMPETITIVE REGISTER ☐ () REEMPLOYMENT

PAY GRADE (A07) (\$38,734. - \$55,138) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions

DATE 11/4/2012_____
Department Head2. **ADMINISTRATIVE REVIEW**☐ () APPROVED☐ () DISAPPROVED_____
Funding Authority3. **CERTIFICATION**

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

DATE _____

Personnel Director4. **SELECTEE:** _____

Date _____

Appointing Authority5. ☐ () Manpower data entered by _____ Date _____☐ () Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: Andrew McCall, District Maint. Supt.

1. 11/4/2013 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Road Maintenance Supervisor (0564)

POSITION NUMBER 610564003, Replacing Anthony Carter

PROPOSED EFFECTIVE DATE December 9, 2013

TYPE OF APPOINTMENT ☒ (X) PERMANENT ☐ () TEMPORARY

RECRUITING

☒ (X) PROMOTION REGISTER ☐ () TRANSFER
(Department Only)

☐ () OPEN COMPETITIVE REGISTER ☐ () REEMPLOYMENT

PAY GRADE (A07) (\$38,734. - \$55,138) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions

DATE 11/4/2012

Department Head

2. ADMINISTRATIVE REVIEW

☐ () APPROVED

☐ () DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

DATE _____

Personnel Director

4. SELECTEE: _____

Date _____

Appointing Authority

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

☐ () Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: Robert Chancey, District Maint. Supt.

1. 11/4/2013 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Road Maintenance Supervisor (0564)

POSITION NUMBER 630564004, Replacing William L. Durden

PROPOSED EFFECTIVE DATE January 6, 2014

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTION REGISTER () TRANSFER
(Department Only)

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE (A07) (\$38,734. - \$55,138) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions

DATE 11/4/2012

Department Head

2. ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

DATE _____

Personnel Director

4. SELECTEE: _____

Date _____

Appointing Authority

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

ORIGINAL

ELTON N. DEAN, SR.
CHAIRMAN

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VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
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MONTGOMERY COUNTY COMMISSION
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TDD (334) 265-3568
www.mc-ala.org

Agenda

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Abolishment of Personnel Analyst I, II and III Classifications

At the request of Personnel Director Barbara M. Montoya, the Montgomery County Commission, during their meeting on November 4, 2013, agreed to place on the next agenda the abolishment of Personnel Analyst I, II and III Classifications.

I am requesting approval of this item.

DLM/tn

Attachments

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

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

27 Madison Avenue
Montgomery, Alabama 36104

BARBARA M. MONTOYA
PERSONNEL DIRECTOR
KAREN B. CASON
ASSISTANT PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

October 30, 2013

Donald L. Mims, County Administrator
Montgomery County Commission
Montgomery, AL

Dear Mr. Mims:

Two key employees have recently retired from the Personnel Department. In addition, we have other key positions that have not been filled over the last several years. As a result, we have modified our department's organizational structure to ensure that services continue as seamlessly and efficiently as possible.

Instead of filling our vacancies, we have shifted the work among our current employees. For example, our three Personnel Analyst IIIs have each been assigned portions of the Assistant Personnel Director responsibilities which includes the supervision and oversight of other staff members. Since we are working to do more with less, we are also discontinuing the use of our entry level Personnel Analyst I classification so that if we have future vacancies we can recruit individuals who already have experience and can make an immediate contribution to the services that we provide.

Therefore, we are requesting the establishment of two new classifications that are aimed at replacing our current Personnel Analyst classifications—Personnel Analyst I, II, and III. We are planning to have two classifications—Senior Personnel Analyst and Personnel Analyst. Based on Dr. James Buford's analysis of the duties assigned to these classifications, we are proposing that the Senior Personnel Analyst be compensated at pay grade A12 and the Personnel Analyst be compensated at pay grade A09.

These changes to the organizational structure have been discussed and approved by the Personnel Board. Please present this request to the County Commission at their next meeting on November 4, 2013.

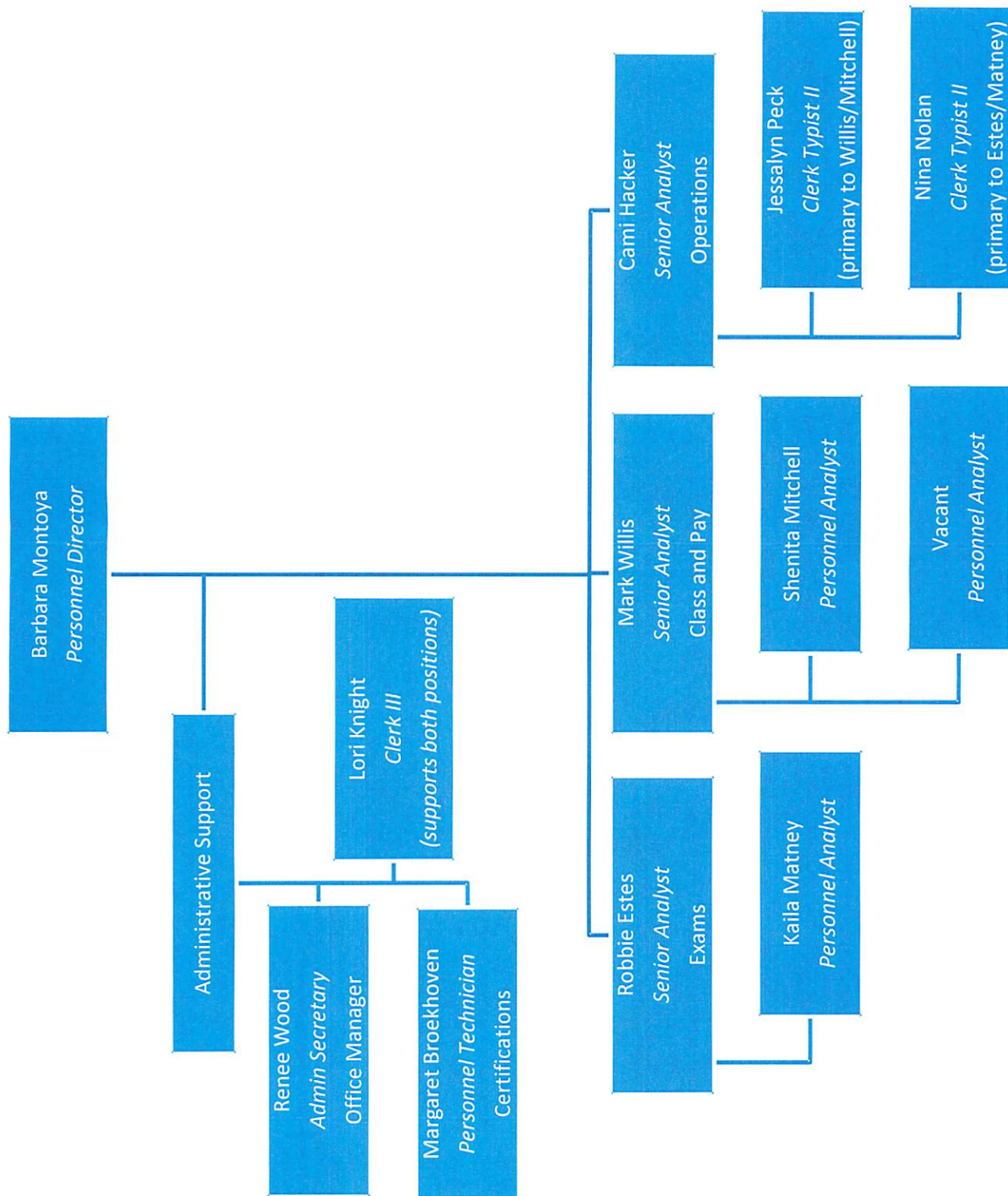
Sincerely,


Barbara M. Montoya
Personnel Director

cc: Barry Crabb, City Finance Director
Sherrill Thomas, County Finance Director

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www.montgomerypersonnel.com

Montgomery City-County Personnel Department



ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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Agenda

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Establishment of Personnel Analyst Classification

At the request of Personnel Director Barbara M. Montoya, the Montgomery County Commission, during their meeting on November 4, 2013, agreed to place on the next agenda the establishment of a Personnel Analyst classification (CO0187), Pay Grade A09.

I am requesting approval of this item.

DLM/tn

Attachment

16-1

PERSONNEL ANALYST

FLSA: Non-Exempt
Pay Grade: A09

0187
08/14/13

NATURE OF WORK: This is professional work developing and administering entry and mid-level open competitive and promotional examinations for classified positions within the Montgomery City-County Merit System. The essential functions are: plans and manages complex assessment projects; develops content valid selection procedures; conducts job analysis; administers employment examinations; coordinates, designs, implements and evaluates in-service training programs; designs and implements recruitment programs; conducts classification and pay studies; and contributes to department objectives. Work is performed independently and reviewed on a regular basis by a Senior Personnel Analyst.

***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: Plans and manages moderately complex assessment projects using telephone, personal computer, old job descriptions and related documents, Dictionary of Occupational Titles, and other pertinent resources, following Job Analysis Manual, Uniform Guidelines on Employee Selection Procedures, applicable Court orders, Personnel Rules and Regulations, department policies and procedures and professional standards in order to ensure that projects are completed in a timely manner.

Researches previous job descriptions, job announcements, job analyses, exam files and other pertinent records or resources to determine the scope and complexity of the project.

Identifies Subject Matter Experts (SMEs) needed for job analysis and test development.

Works with project team members, including SMEs, other analysts, supervisors and department heads to establish project plans which meet the customers' needs.

Prepares written project plans for job analysis, test development and test administration projects which include key steps in the project, the dates for completion and the utilization of human and other resources.

Discusses tentative project plan with Senior Personnel Analyst.

Provides copy of final project plan to department head, SMEs and Senior Personnel Analyst.

Organizes and maintains project files, documents and applications according to department standards.

Schedules new projects to coincide with projects already in progress.

Provides verbal or written status reports to SMEs, supervisors, department heads and appointing authorities.

Coordinates the use of staff and other resources with other project managers.

Monitors the progress of the project in order to ensure the quality and timeliness of the results.

Revises project plans when necessary due to unforeseen circumstances or unavoidable delays.

ESSENTIAL FUNCTION: Develops moderately difficult, content valid selection procedures such as structured oral interviews and work sample tests using job analysis information, technical manuals, department manuals, personal computer, telephone, and copier, following Job Analysis Manual, Uniform Guidelines on Employee Selection Procedures, Personnel Rules and Regulations, applicable laws and regulations, and professional standards, in order to evaluate candidates for entry level and promotional jobs.

Discusses appropriate testing options with subject matter experts and supervisors taking into consideration time and other resources available.

Explains the need for confidentiality concerning test information to SMEs and takes steps to protect test content during test development.

Designs supplemental questionnaires to obtain specific information from applicants concerning the level and amount of previous experience and/or training.

Prepares rating keys or guidelines to evaluate applications and supplemental questionnaires.

Calculates examination weights and scoring procedures using personal computer and spreadsheet software.

Prepares exam plan linking qualifying KSAs or Work Behaviors to test items.

Evaluates the need for direct measures of job requirements based on the complexity of the job, the number of qualified applicants anticipated and the success of past selection procedures.

Writes structured oral interview questions designed to measure important and necessary KSAs.

Develops behaviorally anchored rating scales to measure candidates' responses to structured oral interviews.

Designs work sample tests to simulate important aspects of a specific job.

Develops detailed checklists to rate work sample test results.

Completes examination report forms to document test development and administration procedures.

Explains test procedures, personnel regulations and policies to applicants, supervisors, employees and others as needed.

Evaluates recruiting efforts in order to attract qualified candidates for employment and identifies special recruiting sources for jobs which may be difficult to fill.

Composes or edits advertising copy for publication.

ESSENTIAL FUNCTION: Conducts job analysis with job incumbents, supervisors or outside sources using old job descriptions, Dictionary of Occupational Titles, Job Analysis Manual, personal computer, word processing and spreadsheet programs, following Uniform Guidelines on Employee Selection Procedures, applicable laws and Court orders and professional standards in order to determine essential work behaviors, knowledge, skills and abilities (KSAs), establish minimum qualifications, classify jobs and develop valid selection procedures.

Observes employees on the job and interviews employees and supervisors.

Conducts group brainstorming sessions to identify work behaviors, tasks and requirements of work. Records information gathered through observations and interviews and administers job analysis questionnaires.

- Computes job analysis weights for work behaviors, tasks and KSAs.
- Enters or oversees the entry of job analysis ratings in spreadsheets and/or database programs.
- Establishes minimum qualifications based on important and necessary KSAs.
- Completes job analysis report forms documenting job analysis activities.
- Prepares or directs clerks in the preparation of class specifications, memos, supplemental questionnaires, job analysis data and job announcements.
- Submits job descriptions to Senior Personnel Analyst for approval.

ESSENTIAL FUNCTION: Administers various employment examinations such as training and experience ratings, supplemental questionnaires, assembled written tests, structured oral interviews and/or work sample tests using applications, questionnaires, rating forms, test booklets, answer sheets, video cameras, tape recorders, televisions, VCRs, timers, telephone and personal computer, following test instructions or manuals, department policies and procedures and professional standards, in order to evaluate candidates and establish eligible employment registers.

- Assists higher level analysts in administering more multi-tiered tests such as assessment centers.

- Evaluates applications for minimum qualifications and uses rating key to evaluate education and experience.

- Calculates final test scores using computer spreadsheet and/or calculator.

- Composes instructions and test notices to applicants.

- Prepares test schedules for work sample tests or structured oral interviews.

- Secures raters, test sites, accommodations, and equipment for work sample tests and structured oral interviews.

- Serves as a panel coordinator for outside raters to ensure that rating guidelines are followed and feedback comments are documented.

- Trains raters in the observation of relevant test behaviors and in the use of behaviorally anchored rating scales.

- Trains proctors for specific test administration duties.

- Trains role players to ensure consistency in test administration.

- Determines how to handle and resolve test administration problems taking into consideration the impact on candidate performance.

- Checks identification of test candidates at the test site.

- Distributes and collects test booklets, answer sheets, pencils, instructions and other test materials.

- Visually monitors individuals and groups taking tests.

- Documents test administration activities, events and problems.

- Operates video camera, VCR or audio tape recorder in order to record candidate responses to oral tests.

- Assembles test materials, supplies and equipment and transports to the test site.

- Prepares orientation materials and conducts orientation sessions for candidates.

- Takes steps to secure the confidentiality of test materials before, during and after test administration.

ESSENTIAL FUNCTION: Coordinates, implements and evaluates in-service employee training program using the computer, telephone, copier, and training manuals, following the guidelines established by the Equal Employment Opportunity Commission, Civil Rights Act of 1964, Montgomery City-County Personnel Board Rules and Regulations, other applicable employment and civil rights legislation, department policies and procedures, and relevant professional or technical standards in order to enhance employee skills and improve productivity and develop and maintain qualified employees.

- Performs needs assessments to determine the training needs of employees.
- Consults with managers to create staff development plans and departmental training.
- Writes instructional materials and prepares training aids.
- Determines appropriate training methods based on current research.
- Conducts departmental-wide training classes such as new employee orientation.
- Conducts written and oral presentations pertaining to a wide variety of subject matter.
- Schedules classes based on availability of classrooms, equipment and instructors.
- Coordinates recruitment and placement of participants in skill training.
- Utilizes a variety of training delivery methods such as classroom, on-the-job and electronic learning.
- Participates in community outreach and training activities.
- Attends departmental meetings to provide information, technical assistance and materials about the employee relations and training services offered by the Department.
- Establishes and maintains outreach, training and technical assistance records and provides periodic reports to monitor and evaluate training activities and effectiveness.

ESSENTIAL FUNCTION: Designs and implements recruitment programs to attract qualified applicants for employment, including female and minority candidates, using job announcements, personal computer, WordPerfect, Internet, fax machine, e-mail, copier, printer, telephone and answering machine, following Personnel Department Policies and procedures, Recruitment Checklist and standard operating procedures for recruiting.

- Develops recruiting strategies for hard to fill jobs and to achieve workplace diversity.
- Participates in the development and implementation of department outreach activities and initiatives.
- Coordinates, advises and/or assists departments in the development and implementation of special recruitment programs.
- Composes advertising copy for publication in a variety of media.
- Develops a variety of recruiting materials to include brochures, public service announcements, and Web page content.
- Obtains price quotes and places written advertisements in newspapers and professional publication.
- Makes radio announcements, attends job fairs and updates jobline recording.
- Retrieves or reviews applicant flow statistics and prepares reports of recruiting activities.
- Submits announcements for on-line recruiting.
- Coordinates recruitment efforts with the State Employment Service.

Hands out/distributes applications and job announcements and explains employment procedures to interested persons.

Reviews applications for completeness and explains how to fill out applications.

Prepares and sets up displays for job fairs.

Reviews routine recruiting efforts to ensure proper documentation.

Negotiates fees with sponsors for job fair participation .

Plans and implements public information/awareness efforts.

Plans and conducts employment seminars to the public.

Initiates and maintains personal contact with community groups, organizations and individuals to maintain information flow about employment opportunities.

Develops and maintains a current list of recruitment sources to receive job announcements.

ESSENTIAL FUNCTION: Conducts classification and pay studies for the City, County and Airport Authority using AS400 Personnel Program, WordPerfect and Excel following Personnel Rules and Regulations and Personnel Board Minutes in order to ensure standardization and accuracy in determining proper classification and pay grades for various positions and ensure pay plans are accurate.

Completes salary surveys and questionnaires from other jurisdictions both in writing and via telephone.

Conducts salary surveys, reviews and analyzes data.

Conducts routine audits of vacant or encumbered positions to determine their correct classification and/or salary and prepares recommendations of findings.

Determines FLSA status of new classifications.

Updates the grade and step tables and position control listing in the Personnel Program, and the pay and classification directory.

Completes Data Processing Work Order Forms describing computer program problems; acts as liaison with Data Processing regarding the maintenance of automated records.

Makes changes to the City and County pay plans and oversees the distribution of updates or new pay plans to the various departments.

ESSENTIAL FUNCTION: Contributes to department objectives by assisting co-workers, accepting additional assignments and performing related tasks.

Proofs and edits written work of clerical or other employees to ensure the quality of the work product.

Attends professional workshops to maintain and improve skills.

Conducts routine audits of vacant or encumbered positions to determine their correct classification and/or salary and prepares recommendations of findings.

Testifies in court or sworn deposition as needed to defend the validity of selection procedures.

Gathers information required to answer legal summons.

Explains test procedures, personnel regulations and policies to applicants, supervisors, employees and the public as needed.

Travels to off-site locations within Montgomery County by automobile as needed to conduct

site observations, meet with SMEs and administer tests.

Maintains the confidentiality of information obtained, either directly or indirectly, as a result of working in the Personnel Department, including information about the content of tests, individual test results or other personnel actions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the current legal and professional principles and procedures for conducting job analysis to include collecting and recording of detailed information about jobs and determining the important and necessary tasks and requirements of the job as needed to prepare accurate job descriptions and valid selection procedures.

Knowledge of the current legal and professional principles, practices, methods and techniques used to prepare and administer various kinds of employment examinations to include validity, standardization, and documentation.

Knowledge of the Montgomery City-County Personnel Department Rules and Regulations, policies and procedures, Act 2280, and applicable court orders as needed to establish lists of eligible applicants for employment.

Knowledge of standard recruiting methods to include matching the job with the most effective advertising sources or locations, identifying professional publications or organizations through which to recruit, and the usual costs of those resources as needed to attract qualified applicants for employment.

Skill in the design and development of moderately complex selection procedures according to current professional and legal guidelines to include work samples tests and structured oral interviews as needed to establish lists of eligible candidates for employment.

Skill in oral communication to include clarity, communicating complex concepts on the level of the listener, recognizing when information has been misunderstood, and determining how to correct the misunderstanding as needed to interview job incumbents and supervisors, explain personnel procedures, train raters and influence others to a particular course of action.

Skill in writing to include the use of standard English grammar, spelling, punctuation, sentence structure and logical ordering of ideas as needed to compose job descriptions and announcements, test instructions and questions, rating guidelines, exam plans, job analysis reports, and correspondence.

Skill in math to include addition, subtraction, multiplication and division of whole numbers and fractions as needed to calculate job analysis weights, test weights, scoring procedures and test scores.

Skill in reading at a level to comprehend technical manuals, rules and regulations, local, state and federal laws, and professional periodicals or textbooks, as needed to analyze jobs, classify jobs and prepare employment tests.

Ability to plan, organize and prioritize the work of several projects of varying complexity to include preparing a detailed project plan, as needed to manage multiple projects.

Ability to manage moderately complex job analysis and testing projects, to include coordinating with other staff and SMEs, anticipating potential problems and responding to unexpected problems as needed to ensure that projects are completed on time and according to established standards and to establish credibility with co-workers, customers and the public.

Ability to observe and record the work behaviors of employees in a variety of locations and

conditions as needed to conduct job analysis, develop and administer tests.

Ability to work independently with little supervision to include weighing the consequences of actions or decisions, responding to emergencies, scheduling and prioritizing work, motivating oneself, managing time effectively, prioritizing tasks and determining when tasks require the intervention of others, as needed to manage several projects simultaneously and meet deadlines.

Ability to interact effectively with a variety of individuals and groups from varying educational, ethnic and socio-economic backgrounds to include listening, sensitivity to the other's feelings, needs and point of view, tact and courtesy in expressing opinions or ideas, projecting a positive image of the Personnel Department, recognizing opportunities to improve customer relations and recognizing when to dispense with the discussion and cool off, as needed to resolve conflicts, provide/gather information, assign duties, gain the cooperation of others and accomplish work objectives.

Ability to establish effective working relationships with co-workers and supervisors to include assisting others with work, recognizing the rights and privacy of others, accepting suggestions and criticism and using courtesy and tact as needed to maintain a pleasant and productive work environment.

Ability to set an example for and gain respect of co-workers, customers and the public through actions, appearance and demonstrated knowledge of personnel law, rules, regulations, policies and procedures.

Ability to demonstrate integrity, professionalism and ethical conduct in dealing with co-workers, customers and the public.

Ability to attend to detail to include persistence, recognizing discrepancies and/or conflicting information, and isolating errors as needed to analyze jobs, prepare detailed job descriptions, job announcements, examination materials, and project plans, schedule tests and provide status reports.

Ability to recall information and details to include names, dates, job titles, job functions, personnel policies and standard operating procedures.

Ability to use a personal computer in order to perform word processing, statistical functions and to access database files.

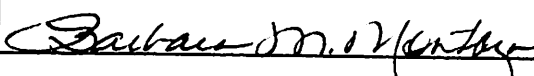
Ability to operate or learn to operate audio-visual equipment such as video camera or VCR.

Physical ability to lift up to 25 pounds unassisted as needed to transport test materials and equipment.

Physical ability to stand for 3-4 hours or more as needed to administer employment tests.

MINIMUM QUALIFICATIONS: Must have a Master's Degree in human resources or a closely related field from an accredited college or university and one (1) year of professional human resources experience or an equivalent combination of education and experience. Professional human resources experience may be substituted for the required Master's Degree on a year for year basis

SPECIAL REQUIREMENTS: Must be willing to work overtime at night, holidays and weekends as needed to administer tests or meet deadlines. Must possess a valid Alabama driver's license as needed to travel to remote job sites.

APPROVALS:	
Supervisor	Date
Division Head	Date
Department Head	Date
 Appointing Authority	10/30/13 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

NOV 18 2013

November 6, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Establishment of Senior Personnel Analyst Classification

At the request of Personnel Director Barbara M. Montoya, the Montgomery County Commission, during their meeting on November 4, 2013, agreed to place on the next agenda the establishment of a Senior Personnel Analyst classification (CO0188), Pay Grade A12.

I am requesting approval of this item.

DLM/tn

Attachment

SENIOR PERSONNEL ANALYST

FLSA: Exempt
Pay Grade: A12

CO0188
08/14/13

NATURE OF WORK: The fundamental reason that this classification exists is to develop multiple-tiered assessments and multiple choice tests and to assist the department head in the supervision and management of the Personnel Department. The major work responsibilities for the position include providing administrative and management support to the Personnel Director; supervising employees; planning and managing complex job analysis, classification and testing projects; conducting job analysis; designing selection procedures; and administering and scoring assessment centers or other tests. The incumbents are responsible for a wide variety of functions requiring knowledge of policies and their application to unusual situations. The incumbents make decisions to develop procedures to solve problems, use independent judgment, and exercise discretion in interpreting policies. The senior analyst differs from the personnel analyst in that the senior analyst supervises, develops multi-tiered assessments, and provides management support to the Personnel Director. The classification is directly supervised by the Personnel Director.

***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:** Provides administrative and management support to the Personnel Director regarding pay and classification plans, examinations, training, recruitment, employee relations, recruiting, records management and retention, and online employment system following the guidelines outlined in the Uniform Guidelines on Employee Selection Procedures, Personnel Board Rules and Regulations, department policies, procedures and other applicable professional standards in order to enhance the overall image, strength, and professional reliability of the department.

Coordinates department projects, activities, etc. with other senior analysts and/or the Personnel Director.

Formulates and implements strategies to better utilize staff/resources to meet the needs of clients, decrease operational costs, and improve departmental efficiency.

Attends Personnel Board meetings and hearings, as needed.

Consults with the Personnel Director on more in-depth, controversial issues such as legal matters, interpretable acts, policies, rules, and regulations.

Acts in the absence of the Personnel Director.

Ensures that the Personnel Department adheres to all governing rules and regulations, laws, acts, and other applicable governing mechanisms.

Formulates and revises internal policies and procedures as needed to promote departmental efficiency.

Analyzes complex personnel issues and recommends solutions.

Communicates personnel rules, regulations, and procedures to citizens, applicants, employees, and managers.

Discusses personnel related questions and complaints with hiring authorities, department heads, supervisors, employees, etc. in order to answer questions and/or resolve complaints.

Makes recommendations regarding personnel related questions and complaints to the Personnel Director in order to resolve questions and complaints.

Testifies in court or provides sworn deposition as needed to defend the validity of selection procedures.

Gathers information required to answer legal summons.

Participates in the development of policies and procedures relating to selection and certification of candidates for employment.

Attends professional meetings and workshops to maintain and improve skills.

Maintains the confidentiality of information obtained, either directly or indirectly, as a result of working in the Personnel Department, including information about the content of tests, individual test results or other personnel actions.

***ESSENTIAL FUNCTION:** Supervises employees following employment laws, Personnel Board Rules and Regulations, department policies and procedures, and other applicable professional standards in order to ensure coverage of tasks and responsibilities in the department and to provide quality services for customers.

Distributes work assignments in order to ensure assignment completion and equal work load.

Sets standards for performance, behavior, service, etc. in order to ensure that customer needs are met.

Observes performance of personnel to ensure work responsibilities are accomplished and completed and to identify and correct performance problems.

Completes performance evaluations documenting performance and recommends merit increase, if appropriate.

Meets with staff to counsel and correct problems.

Recommends and oversees the administration of disciplinary action to improve unsatisfactory performance.

Participates in hiring interviews.

Ensures that staff receive the training necessary to utilize efficiently perform tasks.

Meets with staff to disseminate information, discuss upcoming assignments or events, and provide advice and/or direction for handling various situations or performing various duties.

***ESSENTIAL FUNCTION:** Plans and manages complex job analysis, classification and testing projects, using telephone, personal computer, old job descriptions and related documents, Dictionary of Occupational Titles, and other pertinent resources, following Job Analysis Manual, Uniform Guidelines on Employee Selection Procedures, applicable laws and court orders, Personnel Rules and Regulations, department policies and procedures and professional standards in order to ensure that projects are completed in a timely manner.

Researches previous job descriptions, job announcements, job analyses, exam files and other pertinent records or resources to determine the scope and complexity of the project.

Identifies Subject Matter Experts (SMEs) needed for job analysis and test development.

Works with project team members, including SMEs, other analysts, supervisors and department heads to establish project plans which meet the customers' needs.

Organizes and maintains project files, documents and applications according to department standards.

Schedules new projects to coincide with projects already in progress.

Provides verbal or written status reports to SMEs, supervisors, department heads and appointing authorities.

Coordinates the use of staff and other resources with other project managers.

Sets standards for work quality and reviews work in progress and final products.

Monitors the progress of the project in order to ensure the quality and timeliness of the results.

Revises project plans when necessary due to unforeseen circumstances or unavoidable delays.

Compiles and maintains detailed records of all job analysis, test development and test administration activities.

***ESSENTIAL FUNCTION:** Conducts job analysis with job incumbents, supervisors or outside sources, using old job descriptions, Dictionary of Occupational Titles, personal computer, word processing and spreadsheet programs, following the Uniform Guidelines on Employee Selection Procedures, Job Analysis Manual, applicable laws, court orders and professional standards in order to determine essential work behaviors, knowledge, skills and abilities (KSAs), minimum qualifications and classification of jobs.

Observes incumbents on the job; interviews incumbents and supervisors.

Conducts brainstorming sessions with groups of SMEs to identify work behaviors, tasks and KSAs.

Records information gathered through observations and interviews and writes detailed work behavior, task and KSA statements to describe the work.

Administers job analysis questionnaires to incumbents and supervisors.

Reviews job analysis data to identify discrepancies and/or errors.

Oversees data entry of job analysis ratings and test scores in spreadsheets and/or database programs.

Establishes minimum qualifications through linkage of KSAs with relevant education, experience or other requirements.

Prepares detailed written reports and related documentation of job analysis and selection procedures in accordance with Uniform Guidelines and department policies and procedures.

Prepares or directs the preparation of class specifications and job announcements.

Studies jobs to determine their correct classification and pay grade.

Makes recommendations to appointing authorities and the Personnel Board regarding the classification and evaluation of jobs.

***ESSENTIAL FUNCTION:** Designs selection procedures such as structured oral interviews, work sample tests, written tests and assessment centers using job analysis data, SMEs, old tests, and personal computer, following the Uniform Guidelines on Employee Selection Procedures, the Standards for Educational and Psychological Testing, the Principles for the Validation and Use of Personnel Selection Procedures, Montgomery City-County Rules and Regulations, and current legal and professional guidelines and standards, in order to establish lists of eligible applicants for employment.

Evaluates applications for minimum qualifications.

Recruits, trains and supervises test monitors, raters, role players and subject matter experts to ensure standardization of testing procedures.

Reviews assessment procedures to determine compliance with professional standards and regulations.

Discusses various testing options with subject matter experts to determine the best selection method(s).

Reviews professional publications to obtain ideas and information about the currently accepted testing methods and procedures.

Consults with other professionals including psychologists and socio-linguists to ensure test fairness and validity.

Develops examination plans from job analysis data.

Develops KSA dimensions and dimension weights.

Writes or edits test questions, scenarios or scripts to measure necessary and important KSAs, tasks, and/or dimensions.

Writes behaviorally anchored rating scales to measure candidates' responses on test dimensions.

Supervises the production and editing of recorded simulations.

Prepares or directs the preparation of job announcements for publication.

Conducts pilot tests of selection procedures to ensure the accuracy and quality of the product.

Explains the need for confidentiality concerning test information to SMEs and takes steps to protect test content during test development.

***ESSENTIAL FUNCTION:** Administers assessment centers or other tests using recording equipment, timers, test materials and supplies, following the Uniform Guidelines on Employee Selection Procedures, the Standards for Educational and Psychological Testing, the Principles for the Validation and Use of Personnel Selection Procedures, Montgomery City-County Rules and Regulations, and current legal and professional guidelines and standards, in order to evaluate candidates for employment.

Evaluates, plans and directs recruiting efforts in order to attract qualified candidates for employment.

Prepares candidate orientation information and conducts orientation sessions.

Determines necessary supplies and equipment needed to administer tests.

Takes steps to secure test materials before, during and after test administration.

Prepares test schedules and notifies candidates.

Coordinates test facilities, catering, lodging and equipment needed for test administration.

Trains monitors, role players and technical experts to perform specific test administration duties.

Evaluates and responds to complaints from candidates concerning test content or administration.

***ESSENTIAL FUNCTION:** Scores assessments following the Uniform Guidelines on Employee Selection Procedures, the Standards for Educational and Psychological Testing, the Principles for the Validation and Use of Personnel Selection Procedures, statistical theory, and current legal and professional guidelines and standards, in order to determine the final status of applicants seeking employment/promotion.

Prepares complex scoring procedures and guidelines to ensure fair and consistent rating of all candidates.

Recruits individuals to serve as assessors for selection procedures.

Makes hospitality arrangements such as food and lodging, travel, etc. for visiting assessors.

Trains assessors in the observation of relevant test behaviors and in the use of behaviorally anchored rating scales.

Sets up computer spreadsheets for computing test scores.

Calculates scores using measurements and theories such as mean, standard deviation, normalization, weighting, reliability, and banding.

Analyzes scoring and/or rating data in order to ensure the integrity of scoring procedures.

Conducts feedback sessions with public safety promotional candidates to provide more in-depth information regarding their final scores/rankings.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the local, state and federal laws and regulations governing employment selection to include laws prohibiting discrimination on the basis of age, race, gender and disability as needed to develop legally defensible selection tools.

Knowledge of the currently accepted professional standards, theories and methods relating to employment selection to include test validity, reliability, standardization, documentation, fairness and ethics such as Uniform Guidelines on Employee Selection Procedures, the Standards for Educational and Psychological Testing, the Principles for the Validation and Use of Personnel Selection Procedures as needed to select qualified candidates for employment.

Knowledge of the methods and techniques of data collection and analysis to include various methods of job analysis as needed to document and classify jobs and design selection procedures.

Knowledge of the current methods of statistical analysis used in industrial and organizational psychology to include tests of validity, reliability, utility, adverse impact, rating scales, sampling methods, and ranking as needed to describe, interpret and utilize job analysis and test data.

Knowledge of the various methods of employment screening and selection to include background information, interviews, ability tests, personality tests, and medical examinations as needed to evaluate and select the most effective measurement tools.

Knowledge of the principles of public personnel administration to include classification systems, recruiting, selection and retention.

Knowledge of the Montgomery City-County Personnel Department Rules and Regulations, policies and procedures, Act 2280, and applicable court orders as needed to establish eligible lists for employment.

Knowledge of Personnel Department policies and procedures including the Operations Manual as needed to make decisions regarding projects.

Knowledge of federal employment laws such as the Fair Labor Standards Act, the American with Disabilities Act, the Family Medical Leave Act, Equal Pay Act, and the Civil Rights Act as needed to assist hiring authorities, department heads, supervisors, and employees with their questions and complaints.

Ability to orally communicate to include the use of standard English grammar, clarity, explaining complex concepts on the level of the listener, listening, recognizing when information has been misunderstood, and persuading or negotiating as needed to conduct job analysis interviews, explain personnel procedures, provide training and to influence others to a particular course of action.

Ability to communicate in writing to include the use of standard English grammar, spelling, punctuation and sentence structure and logical ordering of ideas as needed to compose job descriptions and announcements, test instructions and questions, rating guidelines, exam plans, comprehensive validation reports and correspondence.

Ability to plan highly complex projects to include analyzing and defining the project, establishing objectives, evaluating alternatives, estimating the necessary time and resources, determining the appropriate strategy, and preparing a time line for project completion as needed to manage multiple projects.

Ability to manage highly complex projects to include scheduling meetings, providing feedback, utilizing staff and other resources, delegating tasks, setting standards for work, negotiating for materials, supplies and services, resolving differences or problems, monitoring the quality and timeliness of work and taking corrective action as needed to ensure that projects are completed on time and according to established standards.

Ability to design, administer and score valid employment tests to include written tests, physical performance tests, and assessment centers as needed to evaluate candidates for employment.

Ability to observe and record the work behaviors of employees in a variety of locations and conditions.

Ability to utilize job analysis data as needed to prepare accurate job descriptions and develop valid employment tests according to current legal and professional guidelines.

Ability to identify the appropriate selection technique based on legal, social and practical issues.

Ability to apply professional standards, laws, regulations and guidelines to various selection procedures and techniques.

Ability to work independently with little supervision to include weighing the consequences of actions or decisions, responding to emergencies, scheduling and prioritizing work, motivating oneself, managing time effectively, prioritizing tasks and determining when tasks require the intervention of others, as needed to manage several projects simultaneously and meet deadlines.

Ability to interact effectively with a variety of individuals and groups from varying educational, ethnic and socio-economic backgrounds to include listening, sensitivity to the other's feelings, needs and point of view, tact and courtesy in expressing opinions or ideas, projecting a positive image of the Personnel Department, recognizing opportunities to improve customer relations and recognizing when to dispense with the discussion and cool off, as needed to resolve conflicts, provide/gather information, assign duties, gain the cooperation of others and accomplish work objectives.

Ability to establish effective working relationships with co-workers and supervisors to include assisting others with work, recognizing the rights and privacy of others, accepting suggestions and criticism and using courtesy and tact as needed to maintain a pleasant and productive work environment.

Ability to supervise and provide professional guidance and motivation to employees.

Ability to set an example for and gain respect of co-workers, customers and the public through actions, appearance and demonstrated knowledge of personnel law, rules, regulations, policies and procedures.

Ability to demonstrate integrity, professionalism and ethical conduct in dealing with co-workers, customers and the public.

Ability to attend to detail to include persistence, recognizing discrepancies and/or conflicting information, and isolating errors as needed to analyze jobs, prepare detailed job descriptions, job announcements, examination materials, and project plans, schedule tests and provide status reports.

Ability to train and direct the work of professional and clerical employees and volunteers to include setting standards for work performance and monitoring work to ensure that work is accomplished within established guidelines.

Ability to use a personal computer in order to perform word processing, data base and statistical functions.

Ability to supervise subordinate employees to include establishing and applying standards for performance in a fair and impartial manner, distinguishing between effective and ineffective procedures and job performance, ability to coach, explain or demonstrate work techniques, sharing appropriate information, provide progressive discipline and the ability to interpret and implement instructions by management as needed to ensure work is being performed correctly and in a timely manner or to correct deficiencies in performance.

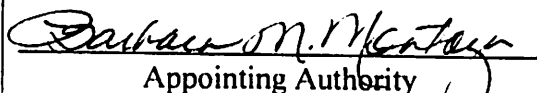
Physical ability to lift up to 25 pounds unassisted as needed to transport test materials and equipment.

Physical ability to ambulate over various surfaces and distances as needed to conduct on-site observations of SMEs.

Physical ability to stand for several hours or more as needed to monitor examinees and oversee test activities.

SPECIAL REQUIREMENTS: Ability to work overtime at night, holidays and weekends as needed to administer tests or meet deadlines. Valid Alabama driver's license as needed to travel to remote job sites.

MINIMUM QUALIFICATIONS: Master's degree, or equivalent, from an accredited college or university in industrial psychology, human resources or closely related field with course work in tests and measurement, statistics and research methodology and two years of experience in content validation of employment selection procedures including work sample tests and assessment centers; or an equivalent combination of education and experience.

APPROVALS:_____
Supervisor_____
Date_____
Division Head_____
Date_____
Department Head_____
Date
Appointing Authority_____
10/30/13_____
Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 18 2013

Request # 1

Date: November 5, 2013
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: January 22, 2014 Return Date: January 24, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Tax Sales Redemptions

Traveler (s) Name: 1. Judith Burt 4. Ann Brantley
2. Shuntal Williams 5. Pearlie Griggs
3. Jacinta Herbert 6. Christine Brunson

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

Total (est.) Cost: \$1,200.00 Advance Registration Required: \$1,200.00
Department Name: Revenue Commissioner Fund Name: General Fund

Additional Comments: _____

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

The above request is app. 11/18/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.00 and advance registration of \$1,200.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,400.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,400.00</u>	
Current Requests:	<u>\$1,200.00</u>	
Budget Balance:	<u>\$2,200.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/6/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 18 2013

Request # 2

Date: November 13, 2013
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 10, 2014 Return Date: February 14, 2014
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Property Tax Administration & Laws

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

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

Total (est.) Cost: \$675.00 Advance Registration Required: \$675.00

Department Name: Revenue Commissioner Fund Name: General Fund

Additional Comments: _____

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

The above request is app. 11/18/13 reimbursement of actual and necessary expenses in the
approximate amount of \$675.00 and advance registration of \$675.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,400.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,400.00</u>	
Current Requests:	<u>\$1,875.00</u>	
Budget Balance:	<u>\$1,525.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/13/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

NOV 18 2013

Date: November 12, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Glynco, Georgia
Departure Date: December 8, 2013 Return Date: December 14, 2013
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Active Shooter Threat Instructor Training Program

Traveler (s) Name: 1. Sergeant Wesley Richerson 4. _____
2. Deputy Adam Lawton 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: \$0.00

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

Additional Comments: All expenses except gas for vehicle is being paid by FLETC

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

The above request is app. 11/18/13 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$9,376.80</u>	
Budget Available:	<u>\$15,623.20</u>	
Current Requests:	<u>\$300.00</u>	
Budget Balance:	<u>\$15,323.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/12/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 18 2013

Request # 5

Date: November 7, 2013

To: Donald L. Mims, Administrator

From: Bruce R. Howell

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 4-H center Shelby County

Departure Date: December 11, 2013

Return Date: December 12, 2013

Conference Leave (Days / Hours): 2 days

Purpose of Travel: attend JDAI yearly Conference

Traveler (s) Name: 1. Beverly Riddle Wise 4. Referee Vicky Toles
2. Preston Frazier 5. _____
3. Brandi Alexander 6. _____

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

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

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

Additional Comments: AOC is paying the cost. Administrative leave requested.

To: Bruce R. Howell

From: Donald L. Mims, Administrator

The above request is app. 11/18/13 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: 001-52604.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$3,000.00

Approved Requests: \$675.00

Budget Available: \$2,325.00

Current Requests: \$0.00

Budget Balance: \$2,325.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/7/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

NOV 18 2013

Date: November 7, 2013
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: DYS Mt. Meigs, Al.
Departure Date: December 2, 2013 Return Date: December 6, 2013
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Attend "Control Force Tactics" training
Trainer certification

Traveler (s) Name: 1. Brandi Alexander 4. _____
2. Patricia Boyd 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: Sponsored by the Alabama Department of Youth Services

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 11/18/13 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>001-52604.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$675.00</u>	
Budget Available:	<u>\$2,325.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$2,325.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/7/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

NOV 18 2013

Date: November 13, 2013
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Al
Departure Date: November 22, 2013 Return Date: November 22, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend meeting for Global Harmonized System
Auburn/Montgomery American Society of Safety Engineers Section Meeting

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

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

Total (est.) Cost: \$63.28 Advance Registration Required: \$0.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Mileage - \$63.28

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 11/18/13 reimbursement of actual and necessary expenses in the
approximate amount of \$63.28 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$1,003.41</u>	
Budget Available:	<u>\$13,996.59</u>	
Current Requests:	<u>\$63.28</u>	
Budget Balance:	<u>\$13,933.31</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/13/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 18 2013

Request # 2

Date: November 6, 2013
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Charlotte, NC
Departure Date: November 22, 2013 Return Date: November 24, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: IPMA-HR Southern Region Board Meeting

Traveler (s) Name: 1. Barbara Montoya 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: Personnel Fund Name: Merit System

Additional Comments: Expenses Paid - no cost to the County

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

The above request is app. 11/18/13 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>\$0.00</u>	
Budget Available:	<u>\$15,000.00</u>	
Current Requests:	<u>\$175.00</u>	
Budget Balance:	<u>\$14,825.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/7/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

NOV 18 2013

Request # 4

Date: October 31, 2013
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Houston, TX
Departure Date: January 12, 2014 Return Date: January 15, 2014
Conference Leave (Days / Hours): 4days
Purpose of Travel: To attend APPA 2014 Winter Training Institute

Traveler (s) Name: 1. Paul Brown 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,288.00 Advance Registration Required: \$375.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: Hotel \$415 - per dien \$300 - fuel \$150 - parking \$48

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 11/18/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,288.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,500.00</u>	
Approved Requests:	<u>\$4,535.00</u>	
Budget Available:	<u>\$7,965.00</u>	
Current Requests:	<u>\$1,288.00</u>	
Budget Balance:	<u>\$6,677.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/6/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

Agenda

NOV 18 2013

Date: November 6, 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: November 19, 2013 Return Date: November 19, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Presenters at the 2013 ASAPERD Fall Conference

Traveler (s) Name: 1. Jon Moody 4. _____
2. Samantha Stephenson 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. 11/18/13 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 & Training</u>	
Current Budget:	<u>\$48,000.00</u>	
Approved Requests:	<u>\$1,350.00</u>	
Budget Available:	<u>\$46,650.00</u>	
Current Requests:	<u>\$20.00</u>	
Budget Balance:	<u>\$46,630.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/7/2013
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Agenda

NOV 18 2013

Date: November 8, 2013

To: Donald L. Mims, Administrator

From: Ellen Brooks

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: New Orleans, LA

Departure Date: December 10, 2013

Return Date: December 12, 2013

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Training: Protection Order Practice for Prosecutors and Law Enforcement

Traveler (s) Name: 1. Billy Caulfield 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

X

Commercial Air

Private Vehicle

Other (Specify)

Total (est.) Cost: \$680.00

Advance Registration Required: \$0.00

Department Name: District Attorney

Fund Name: 125-52800-265

Additional Comments: paid by OVW grant

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 11/18/13 reimbursement of actual and necessary expenses in the approximate amount of \$680.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>125-52800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$10,000.00</u>	
Current Requests:	<u>\$680.00</u>	
Budget Balance:	<u>\$9,320.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/8/2013

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 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

NOV 18 2013

November 13, 2013

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer 
Risk Manager

SUBJECT: Management Procedures Manual

On September 16, 2013, I presented an updated version of Chapters 1 – 6 of the Management Procedures Manual. Specifically, these chapters include the following subjects:

1. Administration
2. Office of County Commission
3. Finance
4. Budget
5. Information Systems
6. Support Services

Discussions were held on the October 21 and November 4, 2013 Commission meetings. I am requesting the Commission approve these revisions on the next agenda.