

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

DECEMBER 2, 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:

Sales Team Leader Vince Zubicek with Schneider Electric and Frank Litchfield and Platt
Boyd with Seay, Seay & Litchfield, P.C.
Probate Judge Steven L. Reed, Chief Probate Clerk William Flowers and Director of
Elections Daniel Baxter
District Attorney Administrative Assistant Rhonda Cape
Mr. Tyrone Jackson with Ride with Me Adventures Family Entertainment Center

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Vice Chairman Harris

Pledge of Allegiance Led By Commission Ingram

Call of Roll to Establish Quorum

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

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider County Commission Meeting Schedule for 2014, County Commission
2. Consider Airport Authority Bill, County Commission
3. Consider Service of Process Fee Bill, County Commission
4. Consider Transfer of all Duties, Responsibilities, and Liabilities Relating to the Assessment and Collection of Ad Valorem Taxes on Motor Vehicles from the Revenue Commissioner to the Judge of Probate Bill, County Commission
5. Consider County Commissioners' Participation in Employees' Retirement System Bill, County Commission
6. Consider Board Member Appointments to the Southeast Alabama Emergency Medical Services Council, Inc., County Commission
7. Consider Board Member Reappointments to the Montgomery County Community Punishment and Corrections Authority, County Commission
8. Consider Board Member Reappointments to the Montgomery City/County Public Library Board, County Commission
9. Consider Contract Agreement with Crosby Drinkard Group, LLC, regarding Governmental Affairs Consulting Services, County Commission
10. Consider Amendment Number 5 to Contract with Haynes Ambulance of Alabama, Inc., for Emergency Medical Treatment and Transportation Services for Montgomery County, Contract Number 52110-10C-018, Sheriff's Office
11. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
12. Consider Payment of Invoice from Rushton, Stakely, Johnston & Garrett, P.A., regarding Legal Services for the DAS North America Project, in the amount of \$695.45 (40% of \$1,738.63), County Commission

13. Consider Establishment of the Following New Classifications: Mapping Supervisor (CO0210) at pay grade A10 (\$53,523 – \$76,192); Mapper (CO0200) at pay grade A08 (\$43,285 – \$61,617); Mapping Technician (CO0201) at pay grade A05 (\$30,785 – \$43,823); Appraiser III (CO0197) at pay grade A10 (\$53,523 – \$76,192); Appraiser II (CO0196) at pay grade A08 (\$43,285 – \$61,617); Appraiser I (CO0195) at pay grade A06 (\$34,563 – \$49, 201); and Appraisal Technician (CO0198) at pay grade A05 (\$30,785 – \$43,823), Appraisal Department
14. Consider Abolishment of the Following Classifications: GIS Coordinator (CO0219); Mapping Appraisal Supervisor (CO0218); Tax and Map Compiler I (CO0206); Commercial-Industrial Appraiser (CO0216); Appraiser (CO0215); Appraisal Mapping Editor I (CO0212); and GIS Editor (CO0204). (This is in conjunction with Agenda Item 13), Appraisal Department
15. Consider Reclassification of the Following Employees, Effective the First Full Pay Period Following Approval: Todd Grant – GIS Coordinator to Mapping Supervisor; Jimmy Garnett, Terry Gray, Donna Raney, Debbie Richardson, & Dona Wright – Commercial-Industrial Appraiser(s) to Appraiser III(s); Brenda Ayers, Calvin Johnson, & Tracy Powell – Appraiser(s) to Appraiser II(s); Muriel Barlow, Kathy Gatlin, & Lura Widgeon – Appraisal Mapping Editor I(s) to Appraisal Technician(s); and Pam Trammer – GIS Editor to Appraisal Technician. (This is in conjunction with Agenda Items 13 and 14), Appraisal Department
16. Consider Abolishment of the Following Classifications Once Positions are Vacated by Current Incumbent(s): Tax & Map Compiler II (CO0208) [Current incumbent-Scot Millican]; and Appraisal Mapping Editor II (CO0217) [Current incumbent-Jennifer Cheatham] (This in conjunction with Agenda Items 13, 14, and 15), Appraisal Department
17. Consider Position Fill Request for Corrections Officer Trainee/Corrections Officer, Position Number 169, for Detention Facility
18. Consider Travel/Training Requests (4)

Reports from Staff:

County Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator

Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

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 Purchasing Manager – 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 20 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 Road Maintenance Supervisor's – 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 2 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

December 2, 2013

Agenda

DEC - 2 2013

12-02-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-15-13

Check Number	To	Check Number
239563		239586
Total Checks Paid		\$234,222.94

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 11-15-13

Check Number	To	Check Number
239587		239654
Total Checks Paid		\$184,006.62

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

Agenda

DEC - 2 2013

12-02-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-22-13

Check Number	To	Check Number
239655		239768
Total Checks Paid		\$11,120.00

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

12-02-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-22-13

Check Number	To	Check Number
239769		239837
Total Checks Paid		\$406,050.65

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

Agenda

DEC - 2 2013

12-02-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-22-13

Check Number	To	Check Number
239838		239952
Total Checks Paid		\$676,366.99

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

Agenda

DEC - 2 2013

12-02-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-26-13

Check Number	To	Check Number
239953		239983
Total Checks Paid		\$58,381.74

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

Agenda

DEC - 2 2013

12-02-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-26-13

Check Number	To	Check Number
239985		240033
Total Checks Paid		\$112,494.45

CHECK #	PAYEE	AMOUNT	DATE
239984	ECHO	\$1,250.00	11/26/13

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

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID**

**CHECKS ARE DATED
11/27/13**

Payroll Check Number	118170	To	Payroll Check Number	118274	\$ 91,465.85
Direct Deposits					\$ 860,866.00
Payroll Check Number	118275	To	Payroll Check Number	118291	\$ 203,345.60
Direct Deposits					\$ 62,057.35
Federal Deposits					\$ 338,531.84
Total Payroll Paid					\$ 1,556,266.64

**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
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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

DEC - 2 2013

November 20, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *d/m*
County Administrator

SUBJECT: County Commission Meeting Schedule for 2014

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda the Commission Meeting Schedule for 2014.

I am requesting approval of this item.

DLM/tn

Attachment



2014 Montgomery County Commission Meeting Schedule

January	July
Monday, January 6 th	Monday, July 7 th
* Tuesday, January 21st	Monday, July 21 st
February	August
Monday, February 3 rd	Monday, August 4 th
* Tuesday, February 18th	Monday, August 18 th
March	September
Monday, March 3 rd	* Tuesday, September 2nd
Monday, March 17 th	Monday, September 15 th
April	October
Monday, April 7 th	Monday, October 6 th
Monday, April 21 st	Monday, October 20 th
May	November
Monday, May 5 th	Monday, November 3 rd
Monday, May 19 th	Monday, November 17 th
June	December
Monday, June 2 nd	Monday, December 1 st
Monday, June 16 th	Monday, December 15 th

The Information Session begins at 8:00 a.m. at the Commissioner's Conference Room. The Formal Session begins at 9:30 a.m., in the Commissioners' Court. All sessions are held on the first floor of the Montgomery County Administration Building, Courthouse Annex III, located at 101 S. Lawrence Street.

* In keeping with the County Commission policy, adopted on November 14, 2012, commission meetings will take place on the first and third Mondays of each month. If a holiday falls on a meeting date, the meeting will be held the next day, on a Tuesday. There will be three (3) Tuesday meetings in 2014: **Tuesday, January 21st (for Martin Luther King, Jr. Day)** **Tuesday, February 18th (for President's Day)** and **Tuesday, September 2nd (for Labor Day)**.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, JR.

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Agenda

DEC - 2 2013

November 26, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Airport Authority Bill

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda support for a bill relating to any Class 3 Municipality organized under Act 618, 1973 Regular Session (Acts 1973, p. 879); to further provide for the membership of any airport authority established by the City.

I am requesting approval of this item.

DLM/tn

Attachment

155558-1 : n : 11/06/2013 : FC / th LRS2013-3972

A BILL
TO BE ENTITLED
AN ACT

Relating to any Class 3 municipality organized under Act 618, 1973 Regular Session (Acts 1973, p. 879); to further provide for the membership of any airport authority established by the city.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. Notwithstanding any other provision of law, any airport authority established by any Class 3 municipality organized under Act 618, 1973 Regular Session (Acts 1973, p. 879), shall have two additional members appointed by the county commission of the county where the municipality is located. Members appointed pursuant to this section shall serve for terms as currently provided for other members of the authority.

Section 2. All laws or parts of laws which conflict with this act are repealed.

1 Section 3. This act shall become effective
2 immediately following its passage and approval by the
3 Governor, or its otherwise becoming law.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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JILES WILLIAMS, JR.

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Agenda

DEC - 2 2013

November 26, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Service of Process Fee Bill

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda support for a bill relating to Montgomery County; to provide for service of process in Montgomery County; to increase the fee for civil or criminal documents with certain exceptions.

I am requesting approval of this item.

DLM/tn

Attachment

9 A BILL
10 TO BE ENTITLED
11 AN ACT
12

13 Relating to Montgomery County; to provide for
14 service of process in Montgomery County; to increase the fee
15 for civil or criminal documents with certain exceptions; and
16 to provide for the disposition of funds.

17 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

18 Section 1. This act shall only apply to Montgomery
19 County.

20 Section 2. (a) In addition to all existing charges,
21 fees, judgments, and costs of court, in the criminal division
22 of the district and circuit courts of Montgomery County, an
23 additional service of process fee of thirty dollars (\$30) per
24 document for service or attempted service shall be imposed.

25 (b) In addition to all existing charges, fees,
26 judgments, and costs of court, in the civil division of the
27 district and circuit courts of Montgomery County, an

1 additional service of process fee of thirty dollars (\$30) for
2 service or attempted service per document shall be imposed.

3 (c) The court official designated in Montgomery
4 County by law for the respective courts shall collect the
5 service of process fee designated in subsections (a) and (b)
6 and shall remit the fees collected to the Montgomery County
7 Commission to be deposited in the county general fund.
8 Notwithstanding the foregoing, the fee shall not be imposed
9 and collected if the court finds payment of the fee will
10 create a substantial hardship. A verified statement signed by
11 the person requesting service and approved by the court
12 attesting the substantial hardship shall be filed with the
13 clerk of the court.

14 (d) The district attorney, law enforcement, and
15 grand juries shall be exempt from payment of the fees provided
16 in this act.

17 Section 3. This act shall become effective on the
18 first day of the third month following its passage and
19 approval by the Governor, or its otherwise becoming law.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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JILES WILLIAMS, JR.

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Agenda

DEC - 2 2013

November 26, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Transfer of all Duties, Responsibilities, and Liabilities Relating to the Assessment and Collection of Ad Valorem Taxes on Motor Vehicles from the Revenue Commissioner to the Judge of Probate Bill

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda support for a bill relating to Montgomery County; to provide for the transfer of all duties, responsibilities, and liabilities relating to the assessment and collection of ad valorem taxes on motor vehicles from the Revenue Commissioner to the Judge of Probate; and providing an effective date.

I am requesting approval of this item.

DLM/tn

Attachment

9 A BILL
10 TO BE ENTITLED
11 AN ACT
12

13 Relating to Montgomery County; to provide for the
14 transfer of all duties, responsibilities, and liabilities
15 relating to the assessment and collection of ad valorem taxes
16 on motor vehicles from the revenue commissioner to the judge
17 of probate; and providing an effective date.

18 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

19 Section 1. This act shall apply only in Montgomery
20 County.

21 Section 2. All duties, responsibilities, and
22 liabilities regarding motor vehicle and non-motorized vehicle
23 assessment and ad valorem tax collection heretofore performed
24 by the revenue commissioner shall be transferred to and shall
25 be performed by the judge of probate.

26 Section 3. All laws or parts of laws which conflict
27 with this act are repealed.

1 Section 4. This act shall become effective on June
2 1, 2014, following its passage and approval by the Governor,
3 or its otherwise becoming law.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, JR.

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Agenda

DEC - 2 2013

November 26, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: County Commissioners' Participation in Employees' Retirement System Bill

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda support to propose an amendment to Amendment No. 852 to the Constitution of Alabama of 1901, now appearing as Section 6.70, Local Amendments, Montgomery County, Official Recompilation of the Constitution of Alabama of 1901, as amended, to allow the County Commissioners of Montgomery County to participate in the Employees' Retirement System and to provide for a retroactive effect.

I am requesting approval of this item.

DLM/tn

Attachment

8 SYNOPSIS: This bill would propose an amendment to
9 Amendment No. 852 to the Constitution of Alabama of
10 1901, now appearing as Section 6.70, Local
11 Amendments, Montgomery County, Official
12 Recompilation of the Constitution of Alabama of
13 1901, as amended, to allow the County Commissioners
14 of Montgomery County to participate in the
15 Employees' Retirement System and to provide for a
16 retroactive effect.
17

18 A BILL
19 TO BE ENTITLED
20 AN ACT
21

22 Proposing an amendment to Amendment No. 852 to the
23 Constitution of Alabama of 1901, now appearing as Section
24 6.70, Local Amendments, Montgomery County, Official
25 Recompilation of the Constitution of Alabama of 1901, as
26 amended, to allow the County Commissioners of Montgomery

1 County to participate in the Employees' Retirement System and
2 to provide for a retroactive effect.

3 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

4 Section 1. The following amendment to Amendment No.
5 852 to the Constitution of Alabama of 1901, now appearing as
6 Section 6.70, Local Amendments, Montgomery County, Official
7 Recompilation of the Constitution of Alabama of 1901, as
8 amended, is proposed and shall become valid as a part of the
9 Constitution when all requirements of this act are fulfilled:

10 PROPOSED AMENDMENT

11 Amendment No. 852 of the Constitution of Alabama of
12 1901, now appearing as Section 6.70, Local Amendments,
13 Montgomery County, Official Recompilation of the Constitution
14 of Alabama of 1901, as amended, is amended to read as follows:

15 "Amendment No. 852.

16 "No elected or appointed Revenue Commissioner in
17 Montgomery County may assume a supernumerary office after the
18 effective date of this amendment. Any person who, on the
19 effective date of this amendment, is entitled to participate
20 in a supernumerary program may continue to participate in that
21 supernumerary program, which shall include the assumption of a
22 supernumerary office according to the terms and conditions of
23 the law which established that supernumerary program. The
24 members of the Montgomery County Commission and the Revenue
25 Commissioner of Montgomery County may participate in the
26 Employees' Retirement System of Alabama upon the same terms
27 and conditions as may be specified by law for any other

1 employee in the same retirement system. The members of the
2 Montgomery County Commission and the Montgomery County Revenue
3 Commissioner holding office at the time of the ratification of
4 this amendment shall be eligible to purchase service credit in
5 the Employees' Retirement System for the time the official has
6 served in the current office; provided, however, the official
7 shall forego the assumption of a supernumerary office. This
8 amendment does not include ~~a county commissioner~~, a judge,
9 district attorney, legislator, school board member, or any
10 official elected from a judicial circuit."

11 Section 2. An election upon the proposed amendment
12 shall be held in accordance with Amendment 555 to the
13 Constitution of Alabama of 1901, now appearing as Section
14 284.01 of the Official ReCompilation of the Constitution of
15 Alabama of 1901, as amended, and the election laws of this
16 state.

17 Section 3. The appropriate election official shall
18 assign a ballot number for the proposed constitutional
19 amendment on the election ballot and shall set forth the
20 following description of the substance or subject matter of
21 the proposed constitutional amendment:

22 "Relating to Montgomery County, proposing an
23 amendment to Amendment No. 852 to the Constitution of Alabama
24 of 1901, now appearing as Section 6.70, Local Amendments,
25 Montgomery County, Official ReCompilation of the Constitution
26 of Alabama of 1901, as amended, to allow the members of the

1 Montgomery County Commission to participate in the Employees'
2 Retirement System.

3 "Proposed by Act _____."

4 This description shall be followed by the following
5 language:

6 "Yes () No ()."

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, JR.

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Agenda

DEC - 2 2013

November 20, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Appointments to the Southeast Alabama Emergency Medical Services Council, Inc.

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda Board Member appointments to the Southeast Alabama Emergency Medical Services Council, Inc.

Attached is a list of eight individuals who are currently serving on the Southeast Alabama Emergency Medical Services Council, Inc. These individuals have been contacted and seven of them would like to be reappointed to another full term on this Council.

Assistant Fire Chief Kelly Gordon, Jr., desires to be appointed to replace former Assistant Fire Chief Marvin "Bill" Petrey.

I am requesting approval of these individuals for terms expiring November 3, 2014.

DLM/tn

Attachments

Southeast Alabama Emergency
Medical Services Council, Inc.**Members:****Term Expires:**

Asst. Fire Chief Bill Petrey
Medic Division
Montgomery Fire Department
P.O. Box 1111
Montgomery, AL 36101-1111
1055 Holley Mill Road
Eclectic AL 36024
Work: (334) 625-2960
Cell: (334) 354-6426

11/3/2013

Annitta Love
134 Cantabury Lane
Millbrook, AL 36054
Work: (334) 420-4483
Cell: (334) 467-4857

11/3/2013

Mike Green
47 Honeysuckle Lane
Cecil, AL 36013
Home: (334) 277-2153
Cell: (334) 309-5026

11/3/2013

Patti Brown
Haynes Ambulance
2530 East Fifth Street
Montgomery, AL 36107
Work: (334) 241-5259

11/3/2013

John Treat
P.O. Box 441
Hope Hull, AL 36043
Cell: (334) 318-9924

11/3/2013

Keith Bryan
110 Zolman Road
Ramer, AL 36069
Home: (334) 284-6307
Cell: (334) 303-3840

11/3/2013

Doug Tisdale
CARE Ambulance
1150 Panama Street
Montgomery, AL 36107
Cell: (334) 850-2636
Work: (334) 386-3802

11/3/2013

Southeast Alabama Emergency
Medical Services Council, Inc.

Kitty Harris
120 West Rosemary Road
Montgomery, AL 36109
Home: (334) 272-5690
Work: (334) 286-2723

11/3/2013

Term: 1 year

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, JR.

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Agenda

DEC - 2 2013

November 20, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Reappointments to the Montgomery County Community Punishment & Corrections Authority

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda the reappointments of Board Members Carolyn Millender and Daniel Harris, to the Montgomery County Community Punishment & Corrections Authority.

I am requesting approval of these reappointments for terms expiring December 1, 2016.

DLM/tn

Attachments

Montgomery County Community Punishment & Corrections Authority

Members:**Term Expires:**

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

12/1/2015

* Carolyn Millender
 3552 Dee Drive
 Montgomery, AL 36116
Millender1908@gmail.com
 Home: 281-2108 Cell: 313-1653

12/1/2013

* Daniel Harris
 3857 Colline Drive
 Montgomery, AL 36106
 Home: (334) 239-7351

12/1/2013

Frank Brown
 PO Box 6101
 Montgomery, AL 36106-6101
 Cell: 224-2281 Work: 353-4609

12/1/2015

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

12/1/2015

Florence Cauthen
 800 Cauthen Drive
 Montgomery, AL 36105
 Cell: 318-7696
Florence.cauthen@gmail.com

12/1/2015

Robert Taylor, III
 7459 Old Barn Road
 Montgomery, AL 36117
 Work: 242-5870 Cell: 221-5385
Rtaylor3@charter.net

12/1/2015

District Attorney Ellen Brooks
 Work: 832-2550

12/1/2016

Sheriff D.T. Marshall
 Work: 832-2593

12/1/2014

Sheriff
 District Attorney
 All others

4 year term
 6 year term
 3 year term

ELTON N. DEAN, SR.
CHAIRMAN

A COUNTY OLDER THAN THE STATE

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR

DANIEL HARRIS, JR.
VICE CHAIRMAN

MONTGOMERY COUNTY COMMISSION

REED INGRAM
JILES WILLIAMS, JR.

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

ESTABLISHED 1816

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

DEC - 2 2013

November 20, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Reappointments to the Montgomery City-County Public Library Board

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda the reappointments of Board Members Betsy Atkins and Paulette Moncrief to the Montgomery City-County Public Library Board.

I am requesting approval of these reappointments for terms expiring June 1, 2017.

DLM/tn

Attachments

**Montgomery City-County Public Library
Board of Trustees
2012 Directory**

Thomas McPherson, President

County Appointment

321 N. Anton Drive
Montgomery, AL 36105-2112
Phone H #834-9636
Phone W #264-7919 F #264-7917
Cell #202-5533
edrs@knology.net
Term Expires: June 1, 2016

Katie Bell

City Appointment

3613 Winterset Court
Montgomery, AL 36111-3361
Phone H #284-1800
Cell #318-1509
Fax #284-4002
katierb@charter.net
Term Expires: June 1, 2012

Catherine Wright

County Appointment

3865 Colline Drive
Montgomery, AL 36106-3357
Phone W #420-4252 H #277-9956
Cell #315-6854
cwright@trenholmstate.edu
Term Expires: June 1, 2014

Sylvia Harper

City Appointment

8549 Wexford Trace
Montgomery, AL 36117-8227
Phone W #265-1594 H #207-2144
Cell #207-2144
sharper@centralalabamaoic.com
Term expires: September 21, 2013

William Fain

County Appointment

7029 Mid Pines Circle
Montgomery, AL 36117-8503
Cell #398-3344
wtfain@charter.net
Term Expires: June 1, 2015

Jim Earnhardt, Vice President

City Appointment

4013 Meredith Drive
Montgomery, AL 36109-2344
Phone H #279-8859 W #261-1525
jme@knology.net (H)
jearnhardt@gannett.com (W)
Term Expires: June 21, 2013

Gary Burton, Secretary

County Appointment

13812 U.S. Hwy 31
Hope Hull, AL 36043-5104
Phone H #288-7414
Phone W #281-9439 F #264-7917
Cell #315-2235 Fax #281-9419
garyburton1@charter.net
Term Expires: June 1, 2014

Courtney Williams

City Appointment

P.O. Box 2069
Montgomery, AL 36102-2069
Phone W #241-8054
Fax W #241-8254
mcw@chlaw.com
Term Expires: September 21, 2012

Amy Knudsen

County Appointment

2926 Jamestown Drive
Montgomery, AL 36111-1211
Phone W #244-2587
Phone H #834-1808
Cell #549-5005
Amy.Knudsen@aronov.com
Term Expires: June 1, 2016

Janet Waller

City Appointment

2307 Allendale Place
Montgomery, AL 36111-1636
Phone H #264-8923
Cell #504-250-1219
jmwaller@earthlink.net
Term Expires: September 21, 2014



Betsy Atkins
County Appointment
201 Laurel Springs Court
Pine Level, AL 36064-0059
Phone H #334-584-9294
Term Expires: June 1, 2013

Eddie R. Johnson, Treasurer
City Appointment
P.O. Box 302101
Montgomery, AL 36104-2101
Phone W #242-9960
ejohnson@alsde.edu
Term expires: June 21, 2011



Paulette Moncrief
County Appointment
4216 Green Meadow Drive
Montgomery, AL 36108-5010
Phone W #834-0033 H #288-5584
Cell #399-2456 Fax #264-3344
pmoncrief@montgomerycommaction.com
Term Expires: June 1, 2013

Chester Mallory
City Appointment
P.O. Box 6056
Montgomery, AL 36106-0056
Phone W #262-7773
Cell #303-4802
cmallory@mindspring.com
Term expires: September 21, 2014

Mary McLemore
President, Friends of the Library
122 Laurelwood Drive
Pike Road, AL 36064-2213
Phone H #277-0039 Cell #652-8285
mary_mclemore@mindspring.com

Kenneth Coleman
City Appointment
P.O. Box 160
Montgomery, AL 36101-0160
Phone W #832-3301
Cell #850-4213
kecolema@southernco.com
Term expires: September 21, 2012

Jaunita Owes, Library Director
City-County Public Library
P.O. Box 1950
245 High Street
Montgomery, AL 36102-1950
Phone #240-4300
Fax #240-4977
jowes@mccpl.lib.al.us

Vivian White, Asst. Director
City-County Public Library
P.O. Box 1950
245 High Street
Montgomery, AL 36102-1950
Phone #240-4300
Fax #240-4977
vwhite@mccpl.lib.al.us

4 Year Terms

Library Home Page
<http://www.mccpl.lib.al.us>

1/13/2011

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

DEC - 2 2013

November 20, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Contract Agreement with the Crosby Drinkard Group, LLC

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda a Contract Agreement with Crosby Drinkard Group, LLC, regarding Governmental Affairs Consulting Services.

I am requesting approval of this item.

DLM/tn

Attachment

CONTRACT AGREEMENT

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

This Agreement is made and entered into between the Montgomery County Commission (hereinafter referred to as "MCC") and Cassandra Crosby and Ron Drinkard, d/b/a the Crosby Drinkard Group, LLC (hereinafter referred to as "CDG"), whose offices are located in Montgomery, Alabama.

WITNESS:

For and in consideration of the Agreement set forth below, the parties hereto agree as follows:

1. Engagement as Governmental Affairs Representative/Consultant. MCC hereby retains and engages CDG to provide governmental affairs consulting services. CDG hereby accepts such engagement and agrees to render such services upon the terms and conditions hereinafter set forth.
2. Term. The term of this agreement shall commence January 1, 2014 and shall terminate December 31, 2014.
3. Compensation. As compensation for the performance of their obligations under this agreement, MCC agrees to pay a consulting fee through the term hereof in the amount of \$52,500.00 on an annual basis, un-diminished by withholding or other taxes. Payment shall be made in monthly installments with the payments becoming due and payable on the first day of each month.
4. Compliance with the Law. CDG will comply with the requirements of all applicable laws (including, without limitation, the Alabama Code of Ethics of 1973, as amended) and at all times pertinent to this agreement, will assure that all applicable laws and requirements governing the relationship between MCC and CDG are met.
5. Relationship. The relationship of the parties hereto is that of independent contractor and not that of employer and employee.
6. No Conflicts of Interest. CDG understands the unique representation required by the firm hereunder and accordingly will not undertake to consult with or otherwise represent any other entity, organization or company in a matter of the interest of such entity, organization or company with respect to such matter are adverse to the interests of MCC.

7. Confidentiality. CDG shall not, without the written consent of MCC, disclose to any person, confidential, proprietary or any information concerning MCC's business, financial or other affairs. MCC shall not, without written consent of CDG disclose to any person confidential proprietary or any other information concerning CDG's business, financial or other affairs except for the terms and conditions of this contract.
8. Modification. No modification amendment or waiver of any of the provisions of this agreement shall be effective unless made in writing specifically referring to this agreement and signed by each of the parties hereto.
9. Entire Agreement. This instrument constitutes the entire agreement of the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto cause this instrument to be duly executed on the ____ day of _____, 2013.

Crosby Drinkard Group, LLC

Montgomery County Commission

Cassandra Crosby

Elton N. Dean, Sr., Chairman

Ron Drinkard

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager *ps*

DATE: November 6, 2013

SUBJECT: Amendment #5 to Contract No. 52110-10C-018, Emergency
Medical Treatment and Transportation Services for
Montgomery County

Request that approval of the attached Amendment #5 extending the period of the contract for Emergency Medical Treatment and Transportation Services for Montgomery County be placed on a future County Commission agenda.

Amendment #5 will extend the contract period for a three (3) month period beginning January 1, 2014 and will end March 31, 2014. During this period a bid will be advertised in order to establish a new contract.

Coordination made with Sheriff D.T. Marshall.

Attachment

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

AMENDMENT
TO
CONTRACT NO. 52110-10C-018

Amendment No. 5

DATE: January 1, 2014

Contract No. 52110-10C-018, Emergency Medical Treatment and Transportation Services for Montgomery County, is hereby amended as follows:

-Contract is hereby extended for a three (3) month period, beginning January 1, 2014 and ending March 31, 2014.

-All pricing and provisions of the contract shall remain the same.

WITNESS:

HAYNES AMBULANCE OF ALABAMA, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

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ADMINISTRATOR

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

Agenda

DEC - 2 2013

December 2, 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-2014-53: City of Montgomery, to be used by BONDS to Support Knollwood Homeowners Association, with Funding for Security Cameras - \$500; (Ingram)
- NC-2014-54: BOE, Jefferson Davis High School, for Track and Field - \$500; (Williams)
- NC-2014-55: Senior Citizens Christmas Luncheon at King Hill Community Center - \$1,440.00; (Williams)
- NC-2014-56: Senior Citizens Christmas Luncheon for Richardson Terrace - \$1,200.00; (Williams)
- NC-2014-57: Senior Citizens Christmas Dinner at Gibbs Village Community Center - \$720.00; (Williams)
- NC-2014-58: Senior Citizens Christmas Luncheon at Flatwood Community Center, for Flatwood Seniors - \$1,200.00; (Williams)
- NC-2014-59: Senior Citizens Christmas Dinner at Flatwood Community Center, for Montgomery Community Action Agency - \$1,500.00; (Williams)

DLM/tll

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

DEC - 2 2013

November 20, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of Invoice from Rushton, Stakely, Johnston & Garrett, P.A.

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda an Invoice from Rushton, Stakely, Johnston & Garrett, P.A., regarding legal services for the DAS North America Project, in the amount of \$695.45 (40% of \$1,738.63).

I am requesting approval of this item.

DLM/tn

Attachment

Rushton, Stakely, Johnston & Garrett, P.A.

P.O. Box 270
184 Commerce Street
Montgomery, AL 36101-0270
(334) 206-3100
Fax # (334) 262-6277

FEDERAL ID# 63-0659075

City of Montgomery
Attn: Barry Crabb, Finance Director
P.O. Box 1111
Montgomery, AL 36101-1111

October 30, 2013

Montgomery County, Alabama
c/o Donald Mims, Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102

INVOICE # : 416149

Prod: JWB

Client: 0390

RE: 0390-0071 DAS North America, Inc

STATEMENT SUMMARY

Total Fees For this Statement:	\$1,737.50
Total Disbursements for this Statement:	\$1.13
Total Due:	\$1,738.63*

*Amount Due from City of Montgomery (60%): \$1,043.18

*Amount Due from Montgomery County, Alabama (40%): \$695.45

Rushton, Stakely, Johnston & Garrett, P.A.

P.O. Box 270
184 Commerce Street
Montgomery, AL 36101-0270
(334) 206-3100
Fax # (334) 262-6277

FEDERAL ID# 63-0659075

City of Montgomery
Attn: Barry Crabb, Finance Director
P.O. Box 1111
Montgomery, AL 36101-1111

October 30, 2013

INVOICE # : 416149

Prod: JWB

Client: 0390

Montgomery County, Alabama
c/o Donald Mims, Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102

RE: 0390-0071 DAS North America, Inc

STATEMENT

For Professional Services Rendered through October 30, 2013:

07/10/2013	JWB	E-mail to Ellen McNair and Justice Smyth re: status of water/sewer and recordation of Plat; E-mail from Ellen McNair re: same.	0.10 hrs
07/16/2013	JWB	Telephone conference with Ellen McNair re: status of project, plat and water and sewer grant; E-mails from Ellen McNair re: Shabbir Olia's (ADECA) e-mail re: status of grant.	0.30 hrs
07/19/2013	JWB	Review file in preparation for meeting; meeting at Chamber with Ellen McNair, Justice Smyth, Donnie Mims, DAS representatives and Goodwyn, Mills representatives re: status of project, water and sewer grant and road construction and timetables.	1.50 hrs
07/29/2013	JWB	E-mail from Ellen McNair forwarding Jim Byard's e-mail regarding status of HUD grant.	0.10 hrs
08/01/2013	JWB	Meeting at Goodwyn, Mills to review status of project, including water and sewer and road construction.	1.50 hrs
08/06/2013	JWB	E-mails from and to Ellen McNair re: closing documents and closing; E-mail to Derril Strickland re: surface drainage easement.	0.20 hrs
08/07/2013	JWB	E-mail from Derril Strickland re: legal description and drawing of spillage easement; E-mail to Derril Strickland re: same.	0.25 hrs
08/08/2013	JWB	E-mails from and to Derril Strickland re: spillage easement.	0.10 hrs
08/13/2013	JWB	E-mail from Ellen McNair re: Montgomery County's receipt of CDBG funds and regarding closing; E-mail to Chris Simmons re: same.	0.10 hrs
08/14/2013	JWB	E-mail to Tommy Gallion re: Project Agreement and Deed from Montgomery County to DAS North America.	0.10 hrs

08/16/2013	JWB	E-mails from and to Derril Strickland re: recordation of Plat; E-mails from and to Judy Jones re: recorded Plat and street address; E-mail to Donnie Mims and Tommy Gallion re: street address; revise Deed and Mortgage and e-mail same to Donnie Mims and Tommy Gallion.	0.50 hrs
08/20/2013	JWB	E-mail from Ellen McNair re: timeline; E-mails to Tommy Gallion and Donnie Mims.	0.10 hrs
08/21/2013	JWB	E-mail to William Martin re: recorded Plat, Deed and Mortgage.	0.10 hrs
08/22/2013	JWB	E-mails from and to William Martin re: borrowing resolution regarding execution of Mortgage; prepare Storm Water Drainage Easement.	0.50 hrs
08/23/2013	JWB	Revise Storm Water Drainage Easement and e-mail same to Tommy Gallion for review; E-mails to and from William Martin re: Storm Water Drainage Easement and consent for execution of Mortgage; E-mail from William Martin forwarding Unanimous Written Consent of the Directors of DAS North America, Inc.	0.40 hrs
08/23/2013	JWB	E-mail from William Martin re: comments to Storm Water Drainage Easement; revise Storm Water Drainage Easement and e-mail same to Tommy Gallion.	0.50 hrs
08/28/2013	JWB	Telephone conference with Tammy Nix of Donnie Mims' office re: Chairman Dean's name in Deed and Easement; revise Deed, Easement and Mortgage and e-mail same to Donnie Mims, et al.; E-mail from William Martin forwarding e-mail to James Uhm re: Deed, Easement and execution of Mortgage; E-mail to Donnie Mims, et al., re: same.	0.50 hrs
09/10/2013	JWB	E-mail to Donnie Mims, et al., forwarding recorded documents.	0.10 hrs

Jeffrey Blitz

6.95 hrs @

\$250.00 /hr

\$1,737.50

Total Fees

\$1,737.50

For Disbursements Incurred:

Delivery

\$1.13

Total Disbursements Incurred

\$1.13

For Professional Services

6.95

\$1,737.50

For Disbursements Incurred

\$1.13

Total This Invoice\$1,738.63

RE: 0390-0071 DAS North America, Inc

Matter: 0390-0071

October 30, 2013

4

Balance Forward

\$0.00

Total Due

\$1,738.63

INVOICE # : 416149

IRS # : 63-0659075

12-5

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

DEC - 2 2013

December 2, 2013

MEMORANDUM

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

Cc: Janet Y. Buskey, Revenue Commissioner

FROM: Clay Henley, Chief Appraiser^{CH}

SUBJECT: Appraisal Department Reorganization/Reclassifications

Due to the reorganization and restructuring of the Appraisal Department, I respectfully request your consideration and approval of the following changes to our job descriptions and classifications.

- * 1.) Request from Janet Buskey, Revenue Commissioner, to establish the following new classifications: Mapping Supervisor (CO0210) at pay grade A10 (\$53,523 – \$76,192); Mapper (CO0200) at pay grade A08 (\$43,285 – \$61,617); Mapping Technician (CO0201) at pay grade A05 (\$30,785 – \$43,823); Appraiser III (CO0197) at pay grade A10 (\$53,523 – \$76,192); Appraiser II (CO0196) at pay grade A08 (\$43,285 – \$61,617); Appraiser I (CO0195) at pay grade A06 (\$34,563 – \$49,201); and Appraisal Technician (CO0198) at pay grade A05 (\$30,785 – \$43,823).
- 2.) Request from Janet Buskey, Revenue Commissioner, to abolish the following classifications: GIS Coordinator (CO0219); Mapping Appraisal Supervisor (CO0218); Tax and Map Compiler I (CO0206); Commercial-Industrial Appraiser (CO0216); Appraiser (CO0215); Appraisal Mapping Editor I (CO0212); and GIS Editor (CO0204). (This is in conjunction with #1.)
- 3.) Request from Janet Buskey, Revenue Commissioner, to reclassify the following employees, effective the first full pay period following approval: Todd Grant – GIS Coordinator to Mapping Supervisor; Jimmy Garnett, Terry Gray, Donna Raney, Debbie Richardson, & Dona Wright – Commercial-Industrial Appraiser(s) to Appraiser III(s); Brenda Ayers, Calvin Johnson, & Tracy Powell – Appraiser(s) to Appraiser II(s); Muriel Barlow, Kathy Gatlin, & Lura Widgeon – Appraisal Mapping Editor I(s) to Appraisal Technician(s); and Pam Trammer – GIS Editor to Appraisal Technician. (This is in conjunction with #1 & #2.)

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

4.) The following classifications are to be abolished once position is vacated by current incumbent(s): Tax & Map Compiler II (CO0208) [Current incumbent-Scot Millican]; and Appraisal Mapping Editor II (CO0217) [Current incumbent-Jennifer Cheatham] (This in conjunction with #1, #2, & #3.)

CH

MEMORANDUM

TO: Clay Henley, Chief Appraiser *CH*

FROM: Barbara Montoya, Personnel Director *BM*

DATE: October 29, 2013

SUBJECT: Results of County Appraisal Department's Classifications and Organizational Structure

In response to your request, the Personnel Department has performed an extensive five month review of the organizational structure of the County Appraisal Department to include a review of the classifications assigned to this department. As a result of the organizational structure of the department and the division of duties, the department's classifications were separated and evaluated in two divisions: the Appraisal Division (to include both Real Property Appraisal and Business Personal Property Appraisal) and the Mapping Division.

Appraisal Division:

After reviewing the appraisal division's current operations and needs, it is our recommendation that the department adopt an Appraiser series to include the classifications of Appraiser I, Appraiser II, and Appraiser III. The Appraiser I classification would exist to perform entry level appraisal duties, focusing on collection of data through field inspections. The Appraiser II classification would exist to perform intermediate level appraisal duties, to include the appraisal of real and personal property for tax valuation purposes, while the Appraiser III classification would exist to perform highly complex appraisal work as well as serving as departmental experts and lead workers. In conjunction with the creation of the series, it is our recommendation that the classifications of Commercial-Industrial Appraiser and Appraiser be abolished. (The duties previously prescribed to the two aforementioned classifications were absorbed into the job descriptions of the new series' classifications.) The current position incumbents, if any, should be reallocated the corresponding classifications.

In addition to the creation of the Appraiser series, it is our recommendation that the duties assigned to the classifications of GIS Editor, Appraisal Mapping Editor I, and Appraisal Mapping Editor II be combined into one, single classification. To that end, a job description has been written based on the duties assigned to these three classification; this classification is to be entitled Appraisal Technician. As a result of this combination, it is our recommendation that the GIS Editor and Appraisal Mapping Editor I classifications be abolished and the current incumbents, if any, be reallocated to the Appraisal Technician classification. (There is currently one Appraisal Mapping Editor II incumbent; once this incumbent vacates the classification, it is our recommendation that the position be abolished also.)

The job description for Personal Property Auditor was also reviewed and revised in order

to address changes to the responsibilities and essential functions of the classification. These revisions resulted in updates to the job description; however, they did not result any changes to the classification title, classification code, or pay grade.

As a result of the reorganization of the appraisal division, which included the abolishment as well as establishment of classifications, it was necessary to perform pay evaluations on the classifications. As a result of these pay evaluations, it is our recommendation that the pay grades be assigned as follows:

- Appraiser III A10
- Appraiser II A08
- Appraiser I A06
- Appraisal Technician A05

The recommendations are consistent with the job evaluation plan utilized to set pay grades as well as the Appraisal Department's current pay structure.

Mapping Division:

After reviewing the mapping division's current operations and needs, revisions were made to the job descriptions of all classifications assigned to that division. As a result to changes made to the job descriptions as well as the division's organizational structure during this evaluation, it is our recommendation that the classification titles be changed from GIS Coordinator to Mapping Supervisor and from Mapping Appraisal Supervisor to Mapper, with the former titles being abolished. The current position incumbents, if any, should be reallocated the corresponding classifications.

Additionally, it is our recommendation that the duties assigned to the classifications of Tax & Map Compiler I and Tax & Map Compiler II be combined into one, single classification. To that end, a job description has been written based on the duties assigned to these three classification; this classification is to be entitled Mapping Technician. As a result of this combination, it is our recommendation that the Tax & Map Compiler I classification be abolished and the current incumbents, if any, be reallocated to the Mapping Technician classification. (There is currently one Tax & Map Compiler II incumbent; once this incumbent vacates the classification, it is our recommendation that the position be abolished also.)

As a result of the reorganization of the mapping division, which included the abolishment as well as establishment of classifications, it was necessary to perform pay evaluations on the classifications. As a result of these pay evaluations, it is our recommendation that the pay grades be assigned as follows:

- Mapping Supervisor A10
- Mapper A08
- Mapping Technician A05

The recommendations are consistent with the job evaluation plan utilized to set pay grades as well as the Appraisal Department's current pay structure.

A chart of all changes to classifications and pay grades as well as revised organizational chart and copies of all revised classifications has been attached for your review. If you are in

agreement with our recommendations, please sign the enclosed job descriptions for the proposed classifications. Once these are received, they will be sent to the County Commission for review. If Commission approval is received, these items will then be placed on the Personnel Board agenda for review. After approval is received, if you would like to move forward with filling any vacant positions, we can begin the announcement process.

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

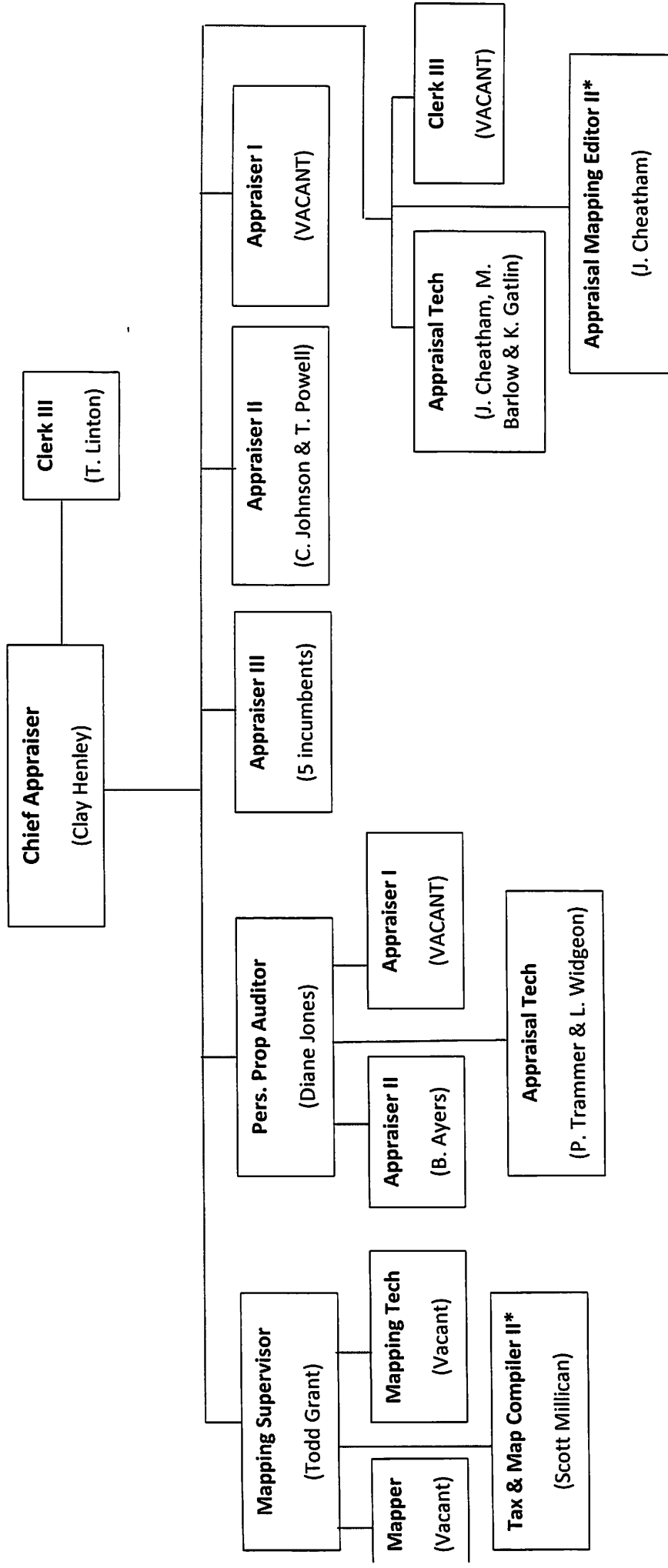
Current Classification Titles, Codes, & Pay Grades with Revised Titles, Codes, and Pay Grades

	Current Class Title & Code	Revised Class Title & Code	Current Pay Grade & FLSA Status	Revised Pay Grade & FLSA Status
Mapping Division	Chief Appraiser (#0220)	N/A (Not reviewed)	A14; E	N/A
	GIS Coordinator (#0219)	Mapping Supervisor (#0210)	A10; E	A10; E
	Mapping Appraisal Supervisor (#0218)	Mapper (#0200)	A09; E	A08; NE
	Tax & Map Compiler II (#0208)**	Mapping Technician (#0201) NOTE: Reestablishment of Abolished class	A07; NE	A05; NE
	Tax & Map Compiler I (#0206)*		A05; NE	
Appraisal Division	Personal Property Auditor (#0213)	Personal Property Auditor (#0213) (NO CHANGE to Title)	A10; E	N/A (Did not evaluate)
	Commercial-Industrial Appraiser (#0216)	Appraiser III (#0197)	A10; E	A10; E
	Appraiser (#0215)	Appraiser II (#0196)	A08; NE	A08; NE
	NEW Position	Appraiser I (#0195)	----	A06; NE
	Appraisal Mapping Editor II (#0217)**	Appraisal Technician (#0198)	A07; NE	A05; NE
	Appraisal Mapping Editor I (#0212)*		A05; NE	
	GIS Editor (#0204)*		A05; NE	

*Current incumbent(s) to be reallocated to new classification

**To be abolished once current incumbent(s) vacate position

County Appraisal Department – 10/2013 Reorg



*To be abolished once position is vacated by current incumbent(s)

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY

REVENUE COMMISSIONER'S OFFICE

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



Agenda

DEC - 2 2013

December 2, 2013

MEMORANDUM

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

Cc: Janet Y. Buskey, Revenue Commissioner

FROM: Clay Henley, Chief Appraiser^{CH}

SUBJECT: Appraisal Department Reorganization/Reclassifications

Due to the reorganization and restructuring of the Appraisal Department, I respectfully request your consideration and approval of the following changes to our job descriptions and classifications.

- 1.) Request from Janet Buskey, Revenue Commissioner, to establish the following new classifications: Mapping Supervisor (CO0210) at pay grade A10 (\$53,523 – \$76,192); Mapper (CO0200) at pay grade A08 (\$43,285 – \$61,617); Mapping Technician (CO0201) at pay grade A05 (\$30,785 – \$43,823); Appraiser III (CO0197) at pay grade A10 (\$53,523 – \$76,192); Appraiser II (CO0196) at pay grade A08 (\$43,285 – \$61,617); Appraiser I (CO0195) at pay grade A06 (\$34,563 – \$49,201); and Appraisal Technician (CO0198) at pay grade A05 (\$30,785 – \$43,823).
- * 2.) Request from Janet Buskey, Revenue Commissioner, to abolish the following classifications: GIS Coordinator (CO0219); Mapping Appraisal Supervisor (CO0218); Tax and Map Compiler I (CO0206); Commercial-Industrial Appraiser (CO0216); Appraiser (CO0215); Appraisal Mapping Editor I (CO0212); and GIS Editor (CO0204). (This is in conjunction with #1.)
- 3.) Request from Janet Buskey, Revenue Commissioner, to reclassify the following employees, effective the first full pay period following approval: Todd Grant – GIS Coordinator to Mapping Supervisor; Jimmy Garnett, Terry Gray, Donna Raney, Debbie Richardson, & Dona Wright – Commercial-Industrial Appraiser(s) to Appraiser III(s); Brenda Ayers, Calvin Johnson, & Tracy Powell – Appraiser(s) to Appraiser II(s); Muriel Barlow, Kathy Gatlin, & Lura Widgeon – Appraisal Mapping Editor I(s) to Appraisal Technician(s); and Pam Trammer – GIS Editor to Appraisal Technician. (This is in conjunction with #1 & #2.)

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Appraisal and Mapping
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4.) The following classifications are to be abolished once position is vacated by current incumbent(s): Tax & Map Compiler II (CO0208) [Current incumbent-Scot Millican]; and Appraisal Mapping Editor II (CO0217) [Current incumbent-Jennifer Cheatham] (This in conjunction with #1, #2, & #3.)

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15-1

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ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
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

(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

DEC - 2 2013

November 20, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Request for Detention Facility

The Montgomery County Commission, at its meeting on November 18, 2013, agreed to place on the next agenda a Position Fill Request for Corrections Officer Trainee/Corrections Officer, Position Number 169 for the Detention Facility.

I am requesting approval of this item.

DLM/tn

Attachment

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 169

Proposed Effective Date November 25, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,393 Grade PCT

D. T. Marshall LPR Corrections Officer - \$29,569 Grade PC1

Department Head

Date November 13, 2013

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

DEC - 2 2013

Date: November 27, 2013

To: Donald L. Mims, Administrator

From: Donald, L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama

Departure Date: December 4, 2013

Return Date: December 5, 2013

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend 2013 ACCA Legislative Conference

Birmingham, Marriot on Highway 280 -Jefferson County

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

Check Mode of Transportation:

County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$356.60

Advance Registration Required: \$150.00

Department Name: Administration

Fund Name: General

Additional Comments: Registration - \$150.00, Meals - \$75.00; Lodging - \$131.60

To: Donald, L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/02/13 reimbursement of actual and necessary expenses in the
approximate amount of \$356.60 and advance registration of \$150.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$100.68

Budget Available: \$22,399.32

Current Requests: \$356.60

Budget Balance: \$22,042.72

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/27/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 2 2013

Request # 4

Date: November 25, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, Alabama
Departure Date: February 10, 2014 Return Date: February 13, 2014

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Attend ALTIST Certified Revenue Examiner Program Course: Multistate Tax Commission ("MTC") Statistical Sampling Course for Sales and Use Tax Audits.
Attendee will earn 32 hrs. toward her 40 hr. CRE requirement for 2014.

Traveler (s) Name: 1. Te'Rea Smith 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,125.00 Advance Registration Required: \$895.00

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

Additional Comments: Registration Fees of \$895.00 will need to be paid in advance to Auburn University Center for Governmental Services. Other Estimated Expenses: Meals \$135.
Lodging \$0. Mileage \$95.

To: Terri Henderson, Revenue Manager
From: Donald L. Mims, Administrator

The above request is app. 12/02/13 reimbursement of actual and necessary expenses in the approximate amount of \$1,125.00 and advance registration of \$895.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,000.00</u>	
Approved Requests:	<u>\$1,583.00</u>	
Budget Available:	<u>\$6,417.00</u>	
Current Requests:	<u>\$1,125.00</u>	
Budget Balance:	<u>\$5,292.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/25/2013

cc: Finance Director / Buyer

18.2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

DEC - 2 2013

Date: November 25, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, Alabama
Departure Date: February 24, 2014 Return Date: February 26, 2014

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend 2014 GFOAA Annual Conference in Mobile, AL on 2/24 - 2/26/2014.
Attendee will earn 16 CPE Hours toward CRE certification requirement for 2014.
Registration fee includes the \$50 annual membership for regular members.

Traveler (s) Name: 1. Terri Henderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$995.00 Advance Registration Required: \$295.00

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

Additional Comments: Registration Fee of \$295.00 to be direct billed to Montgomery County Commission
Tax & Audit Department by GFOAA and due by 2/7/14. Other Estimated Costs:
Lodging \$306. Mileage \$193. Meals \$150. Parking \$51 (est. @ \$17/ day x 3 days).

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 12/02/13 reimbursement of actual and necessary expenses in the
approximate amount of \$995.00 and advance registration of \$295.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,000.00</u>	
Approved Requests:	<u>\$1,583.00</u>	
Budget Available:	<u>\$6,417.00</u>	
Current Requests:	<u>\$2,120.00</u>	
Budget Balance:	<u>\$4,297.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/25/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda

DEC - 2 2013

Date: November 27, 2013

To: Donald L. Mims, Administrator

From: Scott Kramer, Risk Manager

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Al

Departure Date: December 4, 2013

Return Date: December 5, 2013

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend 2013 ACCA Legislative Conference

Birmingham Marriot on Highway 280-Jefferson County

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

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

Total (est.) Cost: \$460.56 Advance Registration Required: \$150.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration - \$150.00, Meals - \$75.00, Lodging - \$131.60, Mileage -\$103.96

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 12/02/13 reimbursement of actual and necessary expenses in the
approximate amount of \$460.56 and advance registration of \$150.00 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>\$1,066.69</u>	
Budget Available:	<u>\$13,933.31</u>	
Current Requests:	<u>\$460.56</u>	
Budget Balance:	<u>\$13,472.75</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/27/2013

cc: Finance Director / Buyer