



AGENDA

County Commission - Formal Session Meeting

10:00 AM - April 20, 2021

Montgomery County Courthouse, Annex III

Page

WELCOME AT 10:00 A.M.

INVOCATION BY COMMISSIONER WALKER

PLEDGE OF ALLEGIANCE LED BY COMMISSIONER SANKEY

CALL OF ROLL TO ESTABLISH QUORUM

COMMENTS FROM CITIZENS

PRESENTATION OF THE MINUTES

1. Consider Minutes of the Regular Meeting of April 6, 2021

CONSENT AGENDA

2. Consider Accounts Payable Checks and Payroll Checks 4
[Accounts Payable and Payroll Checks 04-20-2021](#)

NEW BUSINESS

3. Consider Alcohol License Application for Off Premises Retail Beer and Table Wine to Applicant DOLGENCORP LLC, for Dollar General Store 22067 located at 3900 Lower Wetumpka Road, Montgomery, Alabama 36110, County Commission 5 - 8
[Alcohol License Application Dollar General](#)
4. Consider Resolution Providing for Montgomery County's Participating in the 2021 " Back-to-School" Sales Tax Holiday, July 16-18, 2021, County Commission 9 - 12
Presenter: Terri Henderson
[Agenda Item Memo - 21-096 - Pdf](#)
5. Consider Miscellaneous Appropriations to Agencies, County Commission 13
[4-20-2021 Agencies Appropriations](#)
6. Consider Miscellaneous Appropriations to Education, County Commission 14
[4-20-2021 BOE Appropriations](#)

Consider Miscellaneous Appropriations from Designated Revenue, County

7.	Commission 4-20-2021 Designated Revenue Appropriations	15
8.	Consider Budget Change Request Number 1, Board of Registrars Board of Registrars 2021-1	16
9.	Consider Budget Change Request Number 1, Personnel Department BCR Personnel 1	17
10.	Consider Budget Change Request Number 4, Sheriff's Office Sheriff 2021-4	18
11.	Consider Budget Change Request Number 1, Tax & Audit BCR Tax Audit1	19
12.	Consider Hiring a Community Corrections Officer at Pay Grade A06, Step 5 (\$41,406), Community Corrections Agenda Item Memo - 21-097 - Pdf	20
13.	Consider Position Fill Requests - Engineering Department 1. County Road Equipment Operator I, Position Number 630551020 2. County Road Equipment Operator I, Position Number 620551021 3. County Road Equipment Operator II, Position Number 610552015 4. County Road Equipment Operator II, Position Number 630552017 PFR CREO I 1020 PFR CREO I 1021 PFR CREO II 2015 PFR CREO II 2017	21 - 24
14.	Consider Position Fill Requests - Detention Facility 1. Corrections Officer Trainee, Position Number 500419201 2. Corrections Officer Trainee, Position Number 500419210 3. Corrections Officer Sergeant, Position Number 500421129 4. Corrections Officer Corporal, Position Number 500425006 PFR CO Trainee 9201 PFR CO Trainee 9210 PFR CO Sergeant 1129 PFR CO Corporal 5006	25 - 28
15.	Consider Position Fill Request - Personnel Department 1. Administrative Support Specialist, Position Number 700015001 PFR Admin Supp Spec 5001	29
16.	Consider Position Fill Request - Revenue Commissioner's Office 1. Customer Service Clerk, Position Number 800016001 PFR CSC 6001	30
17.	Consider Position Fill Requests - Sheriff's Office	31 - 33

1. Deputy Sheriff Corporal, Position Number 550429041
2. Deputy Sheriff Lieutenant, Position Number 550434084
3. Deputy Sheriff Lieutenant, Position Number 550434085

[PFR DS Corporal 9041](#)

[PFR DS Lieutenant 4084](#)

[PFR DS Lieutenant 4085](#)

18. Consider Position Fill Request - Tax & Audit 34
1. Revenue Auditor, Position Number 810118002

[PFR Rev Auditor 8002](#)

19. Consider Travel/Training Requests (11) 35 - 45

[Co Comm Travel 3](#)

[Co Comm Travel 4](#)

[Co Comm Travel 5](#)

[Sheriff Travel 13](#)

[Sheriff Travel 14](#)

[Sheriff Travel 15](#)

[Sheriff Travel 16](#)

[Tax and Audit Travel 6](#)

[Tax and Audit Travel 7](#)

[Tax and Audit Travel 8](#)

[Tax and Audit Travel 9](#)

REPORTS FROM STAFF

County Attorney

DISCUSSION ITEMS BY COMMISSIONERS

ADJOURN

**MONTGOMERY COUNTY COMMISSION
MEETING DATE APRIL 20, 2021**

THE FOLLOWING WERE AUDITED AND ORDERED PAID

ACCOUNTS PAYABLE CHECKS DATED 4-2-2021	
Check Numbers: 300939 – 301064	Total Checks Paid: \$ 1,011,500.52

EFT's included in amounts

ACCOUNTS PAYABLE CHECKS DATED 4-9-2021	
Check Numbers: 301065 – 301212	Total Checks Paid: \$ 1,199,036.98

EFT's included in amounts

PAYROLL CHECKS DATED 4-9-2021	
Check Numbers: 136048 – 136119	Total: \$ 128,759.80
Direct Deposits	Total: \$ 1,443,098.91
Federal Deposits	Total: \$ 303,254.47
Total Payroll Paid	Total: \$ 1,875,113.18

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



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: **20210308114938076**

Type License: 050 - RETAIL BEER (OFF PREMISES ONLY) State: \$150.00 County: \$75.00

Type License: 070 - RETAIL TABLE WINE (OFF PREMISES ONLY) State: \$150.00 County: \$75.00

Trade Name: **DOLLAR GENERAL STORE 22067** Filing Fee: \$100.00

Applicant: **DOLGENCORP LLC** Transfer Fee:

Location Address: 3900 LOWER WETUMPKA RD MONTGOMERY, AL 36110

Mailing Address: 100 MISSION RIDGE GOODLETTSVILLE, TN 37072

County: MONTGOMERY Tobacco sales: YES Tobacco Vending Machines: 0

Product Type: 01 Type Ownership: LLC

Book, Page, or Document info: BOOK A73 PG173

Do you sell Draft Beer?:

Date Incorporated: 10/09/2008 State incorporated: KY County Incorporated: FRANKLIN

Date of Authority: 10/21/2008

Federal Tax ID: 61-0852764

Alabama State Sales Tax ID: R006106389

Name:	Title:	Date and Place of Birth:	Residence Address:

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of a corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? YES

Contact Person: TRACY GRUBISIC

Business Phone: 615-855-4000

Fax:

Home Phone:

Cell Phone:

E-mail: TAX-BEERANDWINELICENSE@DOLLARGENERAL.COM

PREVIOUS LICENSE INFORMATION:

Trade Name:

Applicant:

Previous License Number(s)

License 1:

License 2:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD

ALCOHOL LICENSE APPLICATION

Confirmation Number: 20210308114938076



If applicant is leasing the property, is a copy of the lease agreement attached? YES
Name of Property owner/lessor and phone number: THE BROADWAY GROUP LLC 256-533-7236
What is lessors primary business? PROPERTY OWNER
Is lessor involved in any way with the alcoholic beverage business? NO
Is there any further interest, or connection with, the licensee's business by the lessor? NO

Does the premise have a fully equipped kitchen? NO
Is the business used to habitually and principally provide food to the public? NO
Does the establishment have restroom facilities? YES
Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? NO

Will the business be operated primarily as a package store? NO
Building Dimensions Square Footage: 10640 Display Square Footage:
Building seating capacity: 0 Does Licensed premises include a patio area? NO
License Structure: SINGLE STRUCTURE License covers: ENTIRE STRUCTURE
Number of licenses in the vicinity: Nearest:
Nearest school: 0 blocks Nearest church: 0 blocks Nearest residence: 0 blocks
Location is within: POLICE JURISDICTION Police protection: COUNTY

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)?

Name:	Violation & Date:	Arresting Agency:	Disposition:



STATE OF ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD

ALCOHOL LICENSE APPLICATION

Confirmation Number: 20210308114938076



Initial each

SN

In reference to law violations, I attest to the truthfulness of the responses given within the application.

SN

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

SN

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

SN

In reference to Special Retail or Special Events retail license, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

SN

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

SN

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

SN

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

SN

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

SN

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print): *Steven DeCarand*

Signature of Applicant: *Steven DeCarand*

Notary Name (print): *Lisa R McClendon*

Notary Signature: *Lisa R McClendon*



Commission expires: *May 17, 2021*

Application Taken:

App. Inv. Completed:

Forwarded to District Office:

Submitted to Local Government:

Received from Local Government:

Received in District Office:

Reviewed by Supervisor:

Forwarded to Central Office:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION

Confirmation Number: 20210308114938076



Private Clubs / Special Retail / or Special Events licenses ONLY

Private Club

Does the club charge and collect dues from elected members?

Number of paid up members:

Are meetings regularly held?

How often?

Is business conducted through officers regularly elected?

Are members admitted by written application, investigation, and ballot?

Has Agent verified membership applications for each member listed?

Has at least 10% of members listed been confirmed and highlighted?

Agent's Initials:

For what purpose is the club organized?

Does the property used, as well as the advantages, belong to all the members?

Do the operations of the club benefit any individual member(s), officer(s), director(s), agent(s), or employee(s) of the club rather than to benefit of the entire membership?

Special Retail

Is it for 30 days or less?

More than 30 days?

Franchisee or Concessionaire of above?

Other valid responsible organization:

Explanation:

Special Events / Special Retail (7 days or less)

Starting Date: Ending Date:

Special terms and conditions for special event/special retail:

Other Explanations

Is the applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act?: OWNS SEVERAL ABC LICENSED LOCATIONS



Memo

Re: 2021 "Back-to-School" Sales Tax Holiday
Date: County Commission - Formal Session - Apr 20 2021
To: Montgomery County Commission
From: Terri Henderson, Revenue Manager

BACKGROUND INFORMATION:

The dates for the 2021 "Back-to-School" Sales Tax Holiday will be third full weekend of July 2021 beginning at 12:01 a.m. on Friday, July 16, 2021 and ending at twelve midnight on Sunday, July 18, 2021. The 2021 "Back-to-School" Sales Tax Holiday is authorized pursuant to Act No. 2017-120. A copy of the quick reference sheet of exempt items is attached as printed from the ADOR website.

If we are going to participate in the 2021 "Back-to-School" Sales Tax Holiday, I would respectfully request that this item be included for discussion and/or placed on the agenda for the Montgomery County Commission Meeting on April 6, 2021 or as soon as possible thereafter. Please see the Resolution attached that has been drafted for further consideration in this matter for proposed action at the Montgomery County Commission Meeting on April 20, 2021. Written notification of our participation and a certified copy of our resolution will be due back to the ADOR before or not later than the June 16, 2021 deadline.

Please let me know if you need anything further. Thank you in advance for your assistance with this matter.

RECOMMENDATION:

Respectfully request and recommend the Resolution be approved and adopted at the Montgomery County Commission on April 20, 2021.

ATTACHED:

[Back To School Sales Tax Holiday Resolution 2021-April 20 2021](#)
[Quick Reference Sheet for 2021 Back-to-School Sales Tax Holiday](#)

**RESOLUTION PROVIDING FOR MONTGOMERY COUNTY'S
PARTICIPATION IN THE "SALES TAX HOLIDAY"
IN JULY 2021, AS AUTHORIZED
BY ACT NO. 2017-120**

WHEREAS, during its 2017 Regular Session, the Alabama Legislature enacted Act No. 2017-120, effective March 29, 2017, which provides an exemption of the state sales and use tax for certain non-commercial purchases related to school clothing and supplies during the third full weekend in July of each year; and

WHEREAS, Act No. 2017-120 authorizes the county commission to provide for an exemption of county sales and use taxes for purchases of items covered by the Act during the same time period in which the state sales and use tax exemption is in place, provided a resolution to that effect is adopted at least thirty days prior to 12:01 a.m. on the third Friday in July; and

WHEREAS, Code of Alabama 1975, § 11-51-210(e) requires that the county commission notify the Alabama Department of Revenue of any new local tax or amendment to an existing local tax levy at least 30 days prior to the effective date of the change; and

WHEREAS, the exemption of certain county sales and use taxes for the third full weekend of July 2021 herein adopted by the county commission is an amendment to the county's sales and use tax levy warranting notice to the Alabama Department of Revenue as provided in Code of Alabama 1975, § 11-51-210(e);

WHEREFORE BE IT RESOLVED BY THE MONTGOMERY COUNTY COMMISSION that it does hereby provide for an exemption of the 2½ percent county sales and use tax on purchases of items covered by Act No. 2017-120 beginning at 12:01 a.m. on Friday, July 16, 2021 and ending at twelve midnight on Sunday, July 18, 2021.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the April 20, 2021 meeting of the Montgomery County Commission, and be immediately forwarded to the Alabama Department of Revenue in compliance with Code of Alabama 1975, § 11-51-210(e).

IN WITNESS WHEREOF, the Montgomery County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on this the 20th day of April, 2021.

I hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 20th day of April, 2021.

Elton N. Dean, Sr.
Chairman



* 2020 SALES TAX HOLIDAY

Alabama will hold its 15th annual sales tax holiday, beginning Friday, July 17, 2020 at 12:01 a.m. and ending Sunday, July 19, 2020 at 12 midnight, giving shoppers the opportunity to purchase certain school supplies, computers and clothing free of state sales tax. Local sales tax may apply.

For more information, contact us 8:00 a.m. – 5:00 p.m., CST
Monday through Friday
334-242-1490 or 866-576-6531

CLOTHING - \$100 or Less, per article of clothing		
EXEMPT:		
Includes all human wearing apparel suitable for general use - Not an all-inclusive list		
• Belts • Boots • Caps • Coats • Diapers • Dresses • Gloves • Gym Suits • Hats	• Hosiery • Jackets • Jeans • Neckties • Pajamas • Pants • Raincoats • Robes • Sandals	• Scarves • School Uniforms • Shirts • Shoes • Shorts • Socks • Sneakers • Underwear
Clothing Accessories: • Belt Buckles (sold separately) • Briefcases • Cosmetics • Costume masks (sold separately) • Hair Notions (barrettes, hair bows, etc) • Handbags • Handkerchiefs • Jewelry • Patches & Emblems (sold separately) • Sewing Equipment & Supplies (pins, patterns, scissors, tape measures, etc) • Sewing Materials (thread, fabric, buttons, zippers, etc) • Sun glasses, eye glasses, contacts (prescription or nonprescription) • Umbrellas • Wallets • Watches • Wigs & hair pieces	Protective Equipment: • Breathing Apparatus • Clean Room Apparel & Equipment • Ear & Hearing Protectors • Face Shields • Hard Hats • Helmets • Paint or Dust Respirators • Protective Gloves • Safety Glasses & Goggles • Safety Belts • Tool Belts • Welders Gloves & Masks	Sport or Recreational Equipment: • Ballet or Tap Shoes • Band Instruments • Cleated or Spiked Athletic Shoes • Gloves (baseball, bowling, boxing, hockey, golf, etc) • Goggles • Hand & Elbow Guards • Life Preservers & Vests • Mouth Guards • Roller & Ice Skates • Shin Guards • Shoulder Pads • Ski Boots • Waders • Wetsuits & Fins

COMPUTERS, COMPUTER SOFTWARE, & SCHOOL COMPUTER SUPPLIES -**A single purchase with a sales price of \$750 or Less****EXEMPT:**

COMPUTERS – For purposes of the exemption, a computer may include a laptop, desktop, or tower computer system which consists of a central processing unit (CPU), and devices such as a display monitor, keyboard, mouse, and speakers sold as a computer package. Computer parts and devices not sold as part of a package with the CPU, will not qualify for the exemption.

COMPUTER SOFTWARE

SCHOOL COMPUTER SUPPLIES – An item commonly used by a student in a course of study in which a computer is used

– All inclusive list includes:

- Computer Storage Media; diskettes, compact disks
- Handheld electronic schedulers, except devices that are cellular phones
- Personal digital assistants, except devices that are cellular phones
- Computer Printers
- Printer Supplies for Computers (printer paper, printer ink)

- Furniture
- Any systems, devices, software, peripherals designed or intended primarily for recreational use, or
- Video games of a non-educational nature

SCHOOL SUPPLIES, SCHOOL ART SUPPLIES & SCHOOL INSTRUCTIONAL MATERIAL -**Sales Price of \$50 or Less, per item (Noncommercial Purchases)****EXEMPT:****SCHOOL SUPPLIES - All Inclusive List:**

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Binders• Blackboard Chalk• Book Bags• Calculators• Cellophane Tape• Compasses• Composition Books• Crayons• Erasers• Folders (expandable, pocket, plastic & manila)• Glue, paste, and paste sticks | <ul style="list-style-type: none">• Highlighters• Index Cards• Index Card Boxes• Legal Pads• Lunch Boxes• Markers• Notebooks• Paper (loose leaf ruled notebook paper, copy paper, graph paper, tracing paper, manila paper, colored paper, poster board, and construction paper) | <ul style="list-style-type: none">• Pencil Boxes & Other School Supply Boxes• Pencil Sharpeners• Pencils• Pens• Protractors• Rulers• Scissors• Writing Tablets |
|---|---|---|

SCHOOL ART SUPPLIES - All Inclusive List:

- | | |
|--|---|
| <ul style="list-style-type: none">• Clay & Glazes• Paints (Acrylic, Tempora & Oil)• Paintbrushes for artwork | <ul style="list-style-type: none">• Sketch and Drawing Pads• Watercolors |
|--|---|

SCHOOL INSTRUCTIONAL MATERIAL – All Inclusive List: (Written material commonly used by a student in a course of study as a reference and to learn the subject being taught)

- Reference Maps and Globes
- Required Textbooks on an official school book list with a sales price of more than \$30 and less than \$50

BOOKS – Sales Price of \$30 or Less, per book (Noncommercial Purchases)**EXEMPT:**

BOOKS - The term book is defined as a set of printed sheets bound together and published in a volume with an ISBN number.

- Magazines
- Newspapers
- Periodicals
- Any Other Document Printed or Offered for Sale in a Non-Bound Form

MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 4/20/2021 - CODE: 001-59320.498								
Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			31,000	30,000	3,200	400	14,305	78,905
C-2021-59	Tukabatchee Area Council, Boy Scouts of America	Troop 224's Summer Camp	500					500
NC-2021-18	City of Montgomery, Neighborhood Svcs.	Eastwood Villa H.A. - Purchase Play Equipment & Add Parking Spaces to Complete the Park					5,000	5,000
NC-2021-19	City of Montgomery, Neighborhood Svcs.	Woodley Park Neighborhood Association	2,000					2,000
	Total Appropriations 4/20/2021		2,500	0	0	0	5,000	7,500
	APPROPRIATED BUDGET BALANCE		28,500	30,000	3,200	400	9,305	71,405
	County Administrator	Date						

MISCELLANEOUS APPROPRIATIONS TO EDUCATION - Meeting Date: 4/20/2021 - CODE: 001-59320.494								
Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			53,052	75,000	62,700	75,000	38,927	304,679
BOE-2021-33	Thelma Smiley Morris Elementary School	Teachers Appreciation				3,000		3,000
BOE-2021-34	Thelma Smiley Morris Elementary School	Student Mental Health Program				2,000		2,000
	Total Appropriations 4/20/2021		0	0	0	5,000	0	5,000
	APPROPRIATED BUDGET BALANCE		53,052	75,000	62,700	70,000	38,927	299,679
	County Administrator	Date						

MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 4/20/2021 - CODE: 001-59320.450									
Contract Number	Organization	Description of Program	Joint/Infra.	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			392,537	137,400	139,300	160,791	154,610	103,850	1,088,488
DR-C-2021-32	Americare Financial Group	PEERS Program		2,500					2,500
	Total Appropriations 4/20/2021		0	2,500	0	0	0	0	2,500
	APPROPRIATED BUDGET BALANCE		392,537	134,900	139,300	160,791	154,610	103,850	1,085,988
	County Administrator	Date							

Request Number: _____

COUNTY COMMISSION APPROVAL: _____

Administrator Date

JUSTIFICATION:

Request Number: _____

COUNTY COMMISSION APPROVAL: _____

Administrator Date

JUSTIFICATION:

Request Number: _____

COUNTY COMMISSION APPROVAL: _____

Administrator Date

JUSTIFICATION:

Request Number: _____

COUNTY COMMISSION APPROVAL: _____

Administrator Date

JUSTIFICATION:



Memo

Re: Hire Community Corrections Officer at Step 5
Date: County Commission - Formal Session - Apr 20 2021
To: Montgomery County Commission
From: Phil Bryant, Executive Director

BACKGROUND INFORMATION:

Please place on the next scheduled County Commission meeting my request for the Commission to consider a prospective Community Corrections Officer hire at Step 5 (\$41,406) in Pay Grade A06. This person will be filling a vacant position approved by the Commission in February 2020. The person who previously held this position earned \$41,406 annually. Community Corrections' current budget would allow for this salary.

I have reviewed the current Roster of candidates and interviewed several prospective candidates for Community Corrections Officer. The individual who is considered the best suited for the position is Monica Harris. Officer Harris has over four (4) years of Law Enforcement experience working for the Montgomery City Police Department. Being APOST certified would save the cost of training and attending the academy. Officer Harris currently serves as a Patrol Officer, where she earns \$44,338 annually. I am requesting that Officer Harris be hired at \$41,406 annually because of her experience. Thank you for your consideration of this matter.



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Engineering

Department Head: GEORGE SPEAKE

Supervisor: George Speake

POSITION INFORMATION:

Title: COUNTY ROAD
EQUIPMENT
OPERATOR I

Number: 630551020 - Replace
Kyle Jackson

Pay Grade: S04

Pay Range: 26,879 - 40,162

Type of Hire: New

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

GEORGE SPEAKE

Department Head

April 7, 2021

Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

April 9, 2021

Date

Sherrill Thomas

Finance Director

April 9, 2021

Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen

County Administrator

April 9, 2021

Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Engineering

Department Head: GEORGE SPEAKE

Supervisor: George Speake

POSITION INFORMATION:

Title: COUNTY ROAD
EQUIPMENT
OPERATOR I

Number: 620551021 - Replace
Michael Sexton

Pay Grade: S04

Pay Range: 26,879 - 40,162

Type of Hire: New

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

GEORGE SPEAKE

Department Head

April 7, 2021

Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

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Employee Benefit Manager

April 9, 2021

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Sherrill Thomas

Finance Director

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ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen

County Administrator

April 9, 2021

Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Engineering

Department Head: GEORGE SPEAKE

Supervisor: George Speake

POSITION INFORMATION:

Title: COUNTY ROAD
EQUIPMENT
OPERATOR II

Number: 610552015 Replace
James Willis

Pay Grade: S06

Pay Range: 28,759 - 42,970

Type of Hire: New

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

GEORGE SPEAKE

Department Head

April 7, 2021

Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

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April 9, 2021

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Florence Cauthen

County Administrator

April 9, 2021

Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Engineering

Department Head: GEORGE SPEAKE

Supervisor: George Speake

POSITION INFORMATION:

Title: COUNTY ROAD
EQUIPMENT
OPERATOR II

Number: 630552017 Replace Brent
Hill

Pay Grade: S06

Pay Range: 28,759 - 42,970

Type of Hire: Promotional

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

GEORGE SPEAKE

Department Head

April 7, 2021

Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

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April 9, 2021

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April 9, 2021

Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Detention Facility

Department Head: Derrick Cunningham

Supervisor: Sonja Pritchett

POSITION INFORMATION:

Title: Corrections Officer
Trainee

Number: 500419201 - Replace J
Holmes

Pay Grade: PCT

Pay Range: \$32,238

Type of Hire: New

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

Derrick Cunningham
Department Head

April 14, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 14, 2021
Date

Sherrill Thomas
Finance Director

April 14, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 14, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Detention Facility

Department Head: Derrick Cunningham

Supervisor: Sonja Pritchett

POSITION INFORMATION:

Title: Corrections Officer
Trainee

Number: 500419210 Replace of R.
Anderson

Pay Grade: PCT

Pay Range: 32,238

Type of Hire: New

Type of Appointment: Permanent

**Proposed
Effective Date:** April 26, 2021

DEPARTMENT INFORMATION:

Derrick Cunningham
Department Head

April 9, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 9, 2021
Date

Sherrill Thomas
Finance Director

April 9, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 12, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Detention Facility

Department Head: Derrick Cunningham

Supervisor: Sonja Pritchett

POSITION INFORMATION:

Title: Corrections Officer
Sergeant

Number: 500421129 Replace K.
Mims-Harris

Pay Grade: PC3

Pay Range: 42,052 - 62,832

Type of Hire: Promotional

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

Derrick Cunningham
Department Head

April 14, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 14, 2021
Date

Sherrill Thomas
Finance Director

April 14, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 14, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Detention Facility

Department Head: Derrick Cunningham

Supervisor: Sonja Pritchett

POSITION INFORMATION:

Title: Corrections Officer
Corporal

Number: 500425006 - Replace B
Hawkins

Pay Grade: PC2

Pay Range: \$36,150 - \$54,011

Type of Hire: Promotional

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

Derrick Cunningham
Department Head

April 12, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 13, 2021
Date

Sherrill Thomas
Finance Director

April 13, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 13, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Personnel Department **Department Head:** Carmen Douglas
Supervisor: Carmen Douglas

POSITION INFORMATION:

Title: Administrative Support Specialist **Number:** 700015001 Replace N Eggers
Pay Grade: A04 **Pay Range:** \$29,628 - \$44,267
Type of Hire: Promotional **Type of Appointment:** Permanent
Proposed Effective Date: May 3, 2021

DEPARTMENT INFORMATION:

Carmen Douglas
Department Head

April 16, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 16, 2021
Date

Sherrill Thomas
Finance Director

April 16, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence M. Cauthen/tn
County Administrator

April 16, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Revenue Commissioner's Office
Department Head: Allyson Holland
Supervisor: Allyson Holland

POSITION INFORMATION:

Title: Customer Service Clerk
Number: 800016001 - Replace M Rodriguez-Sanchez
Pay Grade: A04
Pay Range: \$29,628 - \$44,267
Type of Hire: New
Type of Appointment: Permanent
Proposed Effective Date: May 17, 2021

DEPARTMENT INFORMATION:

Allyson Holland
Department Head

April 14, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 14, 2021
Date

Sherrill Thomas
Finance Director

April 14, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 14, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Sheriff's Office

Department Head: Derrick Cunningham

Supervisor: Kevin Murphy

POSITION INFORMATION:

Title: Deputy Sheriff Corporal

Number: 550429041 - Replace C. McGlown

Pay Grade: PS2

Pay Range: \$47,126 - \$56,461

Type of Hire: Promotional

Type of Appointment: Permanent

Proposed Effective Date: May 3, 2021

DEPARTMENT INFORMATION:

Derrick Cunningham
Department Head

April 13, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 13, 2021
Date

Sherrill Thomas
Finance Director

April 13, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 13, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Sheriff's Office

Department Head: Derrick Cunningham

Supervisor: Kevin Murphy

POSITION INFORMATION:

Title: Deputy Sheriff Lieutenant **Number:** 550434084 - Replace S Taylor

Pay Grade: PS4 **Pay Range:** 65,016 - 75,753

Type of Hire: Promotional **Type of Appointment:** Permanent

Proposed Effective Date: May 3, 2021

DEPARTMENT INFORMATION:

Derrick Cunningham
Department Head

April 13, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 13, 2021
Date

Sherrill Thomas
Finance Director

April 13, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 14, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: Sheriff's Office

Department Head: Derrick Cunningham

Supervisor: Kevin Murphy

POSITION INFORMATION:

Title: Deputy Sheriff Lieutenant **Number:** 550434085 Replace J Douglass

Pay Grade: PS4 **Pay Range:** \$65,016 - \$75,753

Type of Hire: Promotional **Type of Appointment:** Permanent

Proposed Effective Date: May 3, 2021

DEPARTMENT INFORMATION:

Derrick Cunningham
Department Head

April 16, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 16, 2021
Date

Sherrill Thomas
Finance Director

April 16, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence M. Cauthen/tn
County Administrator

April 16, 2021
Date



Montgomery County Commission

Position Fill Request – Budgeted Vacancy

County Commission - Formal Session - Apr 20 2021

Department: MCC/ Tax & Audit

Department Head: Terri Henderson

Supervisor: Terri Henderson

POSITION INFORMATION:

Title: Revenue Auditor Code
0118

Number: 810118002 - Replace
Ashurst

Pay Grade: A07

Pay Range: \$41,884 - \$62,578 Annual

Type of Hire: New

Type of Appointment: Permanent

**Proposed
Effective Date:** May 3, 2021

DEPARTMENT INFORMATION:

Terri Henderson
Department Head

April 13, 2021
Date

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

April 13, 2021
Date

Sherrill Thomas
Finance Director

April 13, 2021
Date

ADMINISTRATIVE APPROVAL:

Requested position is vacant and budgeted.

Florence Cauthen
County Administrator

April 14, 2021
Date

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____ Return Date: _____

Purpose of Travel: _____

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

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

Total (est.) Cost: _____ Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Travel: _____

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

Check Mode of Transportation: County Vehicle
Private Vehicle

Commercial Air
Other (Specify) _____

Total (est.) Cost: _____

Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval: _____

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____ Return Date: _____

Purpose of Travel: _____

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

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

Total (est.) Cost: _____ Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____ Return Date: _____

Purpose of Travel: _____

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

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

Total (est.) Cost: _____ Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Travel: _____

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

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

Total (est.) Cost: _____ Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Travel: _____

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

Check Mode of Transportation: County Vehicle
Private Vehicle

Commercial Air
Other (Specify) _____

Total (est.) Cost: _____

Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval: _____

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____ Return Date: _____

Purpose of Travel: _____

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

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

Total (est.) Cost: _____ Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Travel: _____

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

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

Total (est.) Cost: _____ Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Travel: _____

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

Check Mode of Transportation: County Vehicle
Private Vehicle

Commercial Air
Other (Specify) _____

Total (est.) Cost: _____

Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval: _____

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Travel: _____

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

Check Mode of Transportation: County Vehicle
Private Vehicle

Commercial Air
Other (Specify) _____

Total (est.) Cost: _____

Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval: _____

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval

Request # _____

Date: _____

Department: _____

Department Head: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Travel: _____

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

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

Total (est.) Cost: _____ Advance Registration Required: _____

Fund Code: _____

Additional Comments: _____

Finance Review:

<i>To be completed by the Finance Department</i>	
Fund Code:	_____ (ex: 000-00000-000)
Description:	_____
Current Budget:	_____
Approved Requests:	_____
Budget Available:	_____
Current Requests:	_____
Budget Balance:	_____

Finance Director

Date _____

Commission Approval: _____

Date _____

County Administrator