



INFORMATION SESSION

9:00 AM - May 4, 2021

Montgomery County Courthouse, Annex III

Page

CALL TO ORDER AND WELCOME AT 9:00 A.M.

PRAYER

SCHEDULED ATTENDEES

1. Report from City/County Emergency Management Agency
2. Sheriff Derrick Cunningham
3. County Engineer George Speake
4. Manager of Public Affairs Hannah Hawk
5. Personnel Director Carmen Douglas
6. Urban Director Kenyatte' Hassell with Montgomery Young Life
7. Site Coordinator J.C. Coleman with The Dannon Project

BRIEFING OF AGENDA BY ADMINISTRATOR CAUTHEN

WAIVED RULES ITEMS

1. Consider Unbudgeted Position Fill Request - Sheriff's Office 3 - 4
 1. Deputy Sheriff Lieutenant, Position Number To Be Determined

Presenter: Derrick Cunningham

[PFR DS Lieutenant TBD](#)

FUTURE AGENDA ITEMS

2. Consider Amendment Number 1 to Contract with Gulf States Distributors for Taser and Accessories, Sheriff's Office 5 - 6

Presenter: Derrick Cunningham

[Agenda Item Memo - 21-108 - Pdf](#)
3. Consider Renewal of Lease Agreement with Williamson Properties, Ltd. for Purchase of Clay-Gravel, Engineering Department 7 - 11

Presenter: George Speake

[Agenda Item Memo - 21-117 - Pdf](#)
4. Consider Amendment Number 1 to Contract with Liberty Disposal, Inc. for Dumpster Rental and Trash Collection, Support Services 12 - 13

[Agenda Item Memo - 21-111 - Pdf](#)
5. Consider Job Description regarding Senior IT Manager Position, Information Systems 14 - 20

[Senior IT Mgr JD 4-21](#)

GENERAL INFORMATION ITEMS

- | | | |
|-----|---|---------|
| 6. | Executive Summary of 2021 County Classification and Pay Study | 21 - 23 |
| | <u>Presenter:</u> Carmen Douglas | |
| | <u>2021 County EXECUTIVE SUMMARY of Salary Survey COLA</u> | |
| 7. | Request for Funding from Young Life in the Amount of \$15,000 | 24 |
| | <ul style="list-style-type: none">• 04/08/2019 - \$12,000 Joint Designated Revenue• 04/02/2018 - \$10,000 Joint Designated Revenue• 06/19/2012 - \$12,000 Budget Change Request | |
| | <u>Presenter:</u> Kenyatte Hassell | |
| | <u>Request letter from Young Life</u> | |
| 8. | Funding Information regarding The Dannon Project (No Attachments) | |
| | <ul style="list-style-type: none">• 03/10/2020 - \$12,500 Joint Designated Revenue | |
| | <u>Presenter:</u> J.C. Coleman | |
| 9. | Information regarding Board Member Appointments to the North Montgomery Volunteer Fire Protection Authority | 25 - 26 |
| | <u>Agenda Item Memo - 21-116 - Pdf</u> | |
| 10. | ACCA Legislative Committee's Fourth "Legislative Report" of the 2021 Regular Session | 27 |
| | <u>County Legislative Report April</u> | |

RECESS TO FORMAL SESSION



Montgomery County Commission

Position Fill Request – Unbudgeted

County Commission - Information Session - May 04 2021

Department: Sheriff's Office

Department Head: Derrick Cunningham

Supervisor: Kevin Murphy

POSITION INFORMATION:

Title: Deputy Sheriff Lieutenant

Number: TBD

Pay Grade: PS4

Pay Range: 65,016 - 75,753

Type of Hire: Promotional

Type of Appointment: Permanent

Proposed Effective Date: May 10, 2021

JUSTIFICATION:

Request to add a Lieutenant position and do away with a Sergeant position. See attached memo for detail description of the need.

Derrick Cunningham
Department Head

April 27, 2021
Date

FINANCIAL IMPACT:

The total cost of the Lieutenant position with benefits is \$87,209. The Sergeant position being replaced has a total cost of \$80,685 for a net increase of \$6,524 to the budget.

Sherrill Thomas
Finance Director

April 27, 2021
Date

ADMINISTRATIVE REVIEW/COMMENTS:

The Sheriff is requesting to waive rules because the Lieutenant list expires on May 15, 2021.

Florence Cauthen
County Administrator

April 28, 2021
Date



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

Kevin J. Murphy
Chief Deputy

MEMORANDUM

To: Florence Cauthen, County Administrator
From: Sheriff Derrick Cunningham
Date: April 23, 2021
Subject: Request for an Additional Lieutenants' Position for the MCSO

The position of lieutenant within the Montgomery County Sheriff's Office is important in the supervisory chain of command. Lieutenants are assigned as bureau, shift and unit commanders. Some, due to the importance of an assignment, work closely with federal, state and local law enforcement agencies. These task forces investigate narcotics, human trafficking, terrorism threats and cold-case homicides investigations, to name a few. Due to the specific training and experience critical to the needs of these task forces, and the long-term investigations that they assume, the removal of any task force member is detrimental to the mission.

Sergeant Robert Whitmore was recently promoted to lieutenant. He has been assigned to the District Attorney's Office Cold Case Task Force since its inception in July of 2019. The unit has the responsibility of investigating cold-case homicides. There are presently over 100 unsolved homicide cases in Montgomery County. The need is great for this unit to continue this important work. These are intensive investigations. The cold case task force has made a difference in Montgomery County and has been successful in solving many previously unsolved homicide cases in the past 18 months. It is vital that Lieutenant Whitmore remain on the cold case task force.

The MCSO presently has 10 lieutenant positions. One is responsible for the School Resource Officer Bureau (SROB). The SROB is a critical area of service for the citizens of Montgomery County. This past week we apprehended a student with a gun and averted a potential tragedy at a Pike Road School. The lieutenant previously assigned to the SROB recently retired.

In order to maintain these two critical and important supervisory positions, the SROB and the cold case task force, I am asking for consideration for an additional lieutenant's position at the MCSO, to bring us to 11. This will allow Lt. Whitmore to remain at his important position on the cold case task force and permit the MCSO to provide the effective supervision and leadership to the SROB. Time is of the essence in this request, as our present lieutenant's list expires soon, and it would take 5 to 6 months to obtain another list from the personnel department. In order to fulfill this request for consideration, we would need to submit it to the Montgomery County Commission for the May 4, 2021 meeting.

Thank you for any assistance you may be able to provide me in this matter.

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219

OFFICE 334.832.4980
FAX 334.832.7113

WWW.MONTGOMERYSHERIFF.COM

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104

OFFICE 334.832.1386
FAX 334.265.0990



Memo

Re: Contract Amendment for Taser and Accessories
Date: County Commission - Information Session - May 04 2021
To: Montgomery County Commission
From: Cynthia Hill, Buyer I

BACKGROUND INFORMATION:

Request that attached Amendment 1 to Gulf States Distributors, for Taser and Accessories services be considered for approval on a future agenda.

Amendment No.1 will allow the contract to be extended for one(1) year, beginning June 1, 2021 and ending on May 31, 2022.

Gulf States Distributors, chooses not to increase prices during this contract period. All provisions of the contract shall remain the same.

This contract extension has been coordinated with Sheriff Derrick Cunningham.

ATTACHED:

[Amendment 1 Taser and Accessories](#)

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

Amendment
To
Contract # 52110-20B-015

Amendment No. 1

Contract with Gulf States Distributors for Taser and Accessories is hereby extended for one (1) year, beginning June 1, 2021 and ending May 31, 2022.

Prices will not increase during this contract period.

All other provisions of the contract remain the same.

WITNESS:

GULF STATES DISTRIBUTORS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____



Memo

Re: Renewal of Lease Agreement with Williamson Properties, Ltd. for Purchase of Clay-Gravel

Date: County Commission - Information Session - May 04 2021

To: Montgomery County Commission

From: George Speake, County Engineer

BACKGROUND INFORMATION:

This lease is for our District II pit from which we have mined clay-gravel since May 1995. The only difference between our present agreement and the renewal agreement is the material price per cubic yard increases 2.22%. There is no increase in the usual \$2,500 lump sum payment included in the lease to cover prior ad valorem taxes for this property and also as payment for our use of a portion of this property as a staging area for storage of road maintenance materials and to temporarily stockpile trees and debris from storm damages.

FINANCIAL IMPACT:

Necessary funding for this agreement is included in the Engineering Department's budget.

RECOMMENDATION:

Recommend approval.

ATTACHED:

[Pit Lease District II 2021](#)

LEASE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2021 by and between Williamson Properties, Ltd. (hereinafter called "LESSOR") and the County of Montgomery (hereinafter called "LESSEE").

WITNESSETH:

THAT LESSOR, in consideration of one dollar (\$1.00) in hand paid, does hereby grant unto LESSEE the right to enter upon the lands hereinafter described and to mine and remove such quantities of clay gravel and sand as desired for the use in the maintenance of Montgomery County roads exclusively from a certain portion of the lands hereinafter described together with the use of the existing road between this tract of land and Macon County Road 2 or the most convenient Macon County Road for the duration of this Agreement. LESSEE shall not resell any clay gravel or sand removed without the permission of the LESSOR.

The lands above and hereinafter referred to are described as follows:

A parcel of land located in the northeast quarter of Section 8, Township 16 North, Range 21 East, Macon County, Alabama, and more particularly shown on Exhibit "A" of the AGREEMENT entered into by and between Nancy P. Williamson and the County of Montgomery in May of 1995.

Payment for the clay gravel and sand removed from the above described land shall be by cubic yard loose volume measured in truck beds at the pit site, the record of yardage for payment to the LESSOR to be the same as made by the LESSEE and that payment shall be made to the LESSOR by the LESSEE within thirty (30) days after the last day of the calendar month in which the clay gravel and/or sand was removed. It is hereby agreed that no payment shall be made to the LESSOR for any stripping of material necessarily removed in securing clay gravel or sand, or in maintaining a temporary haul road, but that the LESSEE will remove, without charge, any or all such stripping of material to a spot on the tract as described above as designated by the LESSOR within three hundred (300) feet off of the place of excavation.

The schedule of payments to the LESSOR per cubic yard shall be as follows:

June 1, 2021 to May 31, 2022@ \$1.38

In addition, LESSEE agrees to pay LESSOR the sum of \$2,500.00 prior to November 30, 2021 for its use of the above described land for purposes other than the removal of clay gravel and sand, and due to the additional real property taxes assessed against the LESSOR as a result of LESSEE's operations on the leased land.

This Agreement shall be binding upon the LESSOR, its heirs, personal representatives, administrators, assigns and/or successors in interest from the date of its execution to its termination.

This Agreement shall expire on May 31, 2022; however, the LESSEE may request to renew this Agreement for an additional year. The price for the clay gravel and sand for the renewal period shall be agreed upon by the LESSOR and LESSEE prior to the expiration of this Agreement on May 31, 2022 or this Agreement will be terminated.

The LESSEE shall maintain the pit in a safe manner with the bottom level as deep as practical, and the sides sloped. It is the intent of the parties that the mining procedure will be such as to maximize the depth of the pit to the extent that the materials as blended are satisfactory for use on Montgomery County roads. The LESSOR agrees that its mining will be conducted in a workmanlike manner consistent with good mining practices and to prevent waste.

The LESSEE must obtain LESSOR'S permission, in writing, if LESSEE wishes to use any of the above described land for purposes other than the mining of gravel or sand.

In that there is another gravel lease and a hunting lease in effect on a portion of the above described property, LESSEE agrees to cooperate with the LESSOR and other lessees to avoid inconveniences to them. LESSEE must request permission of LESSOR, in writing, if it desires to mine in any area other than the one it has mined on the above described lands for the last five (5) years.

LESSEE will procure permits where necessary, at its own expense, and will pay for any and all mining taxes, severance taxes, business taxes or other like taxes in connection with the mining or removing of materials from the above described land together with all taxes on buildings and other property and installations constructed or placed upon the above described land by LESSEE. LESSEE will indemnify, defend and hold LESSOR harmless from and against all losses and/or expenses (including judgments, costs and attorney's fees) by reason of liability imposed by law for failure to obtain necessary permits and to pay applicable taxes.

LESSEE shall comply with all present and existing laws and regulations, both State and Federal, including those laws and regulations governing reclamation of lands and the posting of reclamation bonds. LESSEE shall reclaim any mined area within two (2) months after the termination of this Agreement. LESSEE'S reclamation obligation shall be at LESSEE'S sole expense.

LESSEE agrees to indemnify, defend and hold harmless LESSOR from and against all losses and/or expenses (including judgments, costs and attorney's fees) by reason of liability imposed by law upon LESSOR for damages arising out of LESSEE'S mining operations on the above described land including operation of all machinery and

vehicles used in obtaining and transporting clay gravel and sand, and for any liabilities arising from the presence of the pit itself.

LESSEE agrees to indemnify, defend and hold harmless LESSOR from and against all losses and/or expenses (including judgments, costs and attorney's fees) by reason of liability imposed by law upon LESSOR for damages because of bodily injury including death at any time arising there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of LESSEE'S operations under this Agreement.

LESSEE agrees that its mining will be conducted in a workmanlike manner consistent with good mining practices and consistent with the manner in which LESSEE has conducted mining operations on the above described land in previous years. LESSEE specifically covenants that its operations on the above described land shall conform to all applicable laws, regulations and ordinances, now existing or hereinafter passed, of Federal, State and Local Governments and Agencies, including, without limitation, all reclamation and environmental laws, regulations and ordinances. LESSEE shall defend, indemnify and hold LESSOR harmless for all losses, claims, liabilities, fines, assessments, clean-up costs, expenses and costs, including judgments and attorney's fees, resulting from LESSEE'S violation of any such laws, regulations and ordinances.

LESSOR states that it has the right to lease the above described land and to sell the said clay gravel and sand; that it is the sole owner of the land from which the said clay gravel and sand is to be taken and that the said land is free and clear of all liens, encumbrances and/or reservations.

This Agreement may not be assigned by LESSEE.

This Agreement may be terminated by LESSOR or LESSEE at any time by giving thirty (30) days written notice to the other party. Prior to the end of the thirty day period, LESSEE shall remove all machinery, equipment, debris and material belonging to LESSEE from the above described land. All payments due as set forth above shall be made current through the date of termination. LESSOR agrees to fulfill any reclamation requirements as set forth under this Agreement within sixty (60) days of the notice of termination by either party.

Any notice required or permitted to be given herein under shall be sufficient if given in writing either by hand delivery or by registered or certified United States mail, postage prepaid, addressed to the parties as listed below:

LESSOR: Williamson Properties, Ltd.
1248 Westmoreland Avenue
Montgomery, AL 36106

LESSEE: George C. Speake
Montgomery County Commission
Engineering Department
P. O. Box 1667
Montgomery, AL 36102

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Agreement, in duplicate, as of the day and year set forth herein below.

LESSOR:

Polly G. Williamson
Williamson Properties, Ltd.
By: Polly G. Williamson

WITNESS:

ACB

NOTARY PUBLIC:

Susan G. Goff
DATE: 7/20/21
COMMISSION EXPIRES: 7/20/22

LESSEE:

Elton N. Dean, Sr.
For the County of Montgomery

WITNESS:

NOTARY PUBLIC:

DATE: _____
COMMISSION EXPIRES: _____



Memo

Re: Contract Amendment for Dumpster Rental and Trash Collection
Date: County Commission - Information Session - May 04 2021
To: Montgomery County Commission
From: Cynthia Hill, Buyer I

BACKGROUND INFORMATION:

I request that the attached Amendment No. 1 to Liberty Disposal, Inc. contract for Dumpster Rental and Trash Collection be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning July 1, 2021 and ending on June 30, 2022.

Liberty Disposal, Inc. would like to increase prices in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Lamar Allen, County Support Services.

ATTACHED:

[Amendment No. 1 Bid 51901-20B-017 Dumpster Rental and Trash Collection](#)

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

Amendment
To
Contract # 51901-20B-017

Amendment No. 1

Contract with Liberty Disposal, Inc. for Dumpster Rental and Trash Collection items 1-10, 13-19 and 20B is hereby extended for one (1) year, beginning July 1, 2021 and ending June 30, 2022.

Prices will increase by 5% in accordance with the contract.

All other provisions of the contract will remain the same.

WITNESS:

LIBERTY DISPOSAL, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

SENIOR IT MANAGER

FLSA: Exempt
Pay Grade A13

CO0274
4-29-21

NATURE OF WORK: The fundamental reason the position exists is to perform managerial, technical and professional work involving oversight of the Montgomery County IT Department, which includes managing the design, development and maintenance of systems. This position manages all staff, resources and operations for the IT department for the county. This includes being part of a team to create, expand, and manage an Internet Exchange, along with working in the systems and networks (infrastructure) area. The Senior IT Manager directs the design, procurement, management, and security of critical business systems, client-server infrastructure, web-based technologies, and end-user support. Work involves analyzing, planning, coordinating, managing, and implementing goals and objectives pertaining to the related information technology needs of the city/county. Work involves supervising a professional and technical staff. Work is performed with considerable independence for initiative, judgment and action. This position reports to and receives broad direction from the Chief of Operations.

WORK RESPONSIBILITIES: The following list of work responsibilities was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned.

WR1. Oversees IT Department daily operations using servers, systems, PCs, software, documentation, applications, personnel files, project schedules, user feedback forms, and system logs following the IT Standard Operating Procedures in order to provide feedback to employees on job performance, ensure work is completed correctly and efficiently, plan and set priorities, ensure work is distributed fairly, and coordinate projects in support of the county department heads.

WR2. Researches, designs and manages county IT hardware and software installations, maintenance issues and operations in order to maintain the operation of the city/county's wide area and local area networks, operating systems, servers, workstations, fiber optics, routers, bridges, switches and other network equipment, and to ensure all hardware and software systems provide for user's evolving needs.

WR3. Manages IT professional and technical staff for the county IT Department using personnel rules and regulations, personnel forms, departmental forms, personal computers, and/or telecommunications equipment in order to ensure IT department tasks are performed accurately, expeditiously and professionally.

WR4. Manages the administrative functions of the county IT Department to include managing contracts, managing the IT budget, department planning functions, setting IT department goals, objectives and priorities and purchasing IT equipment using communication devices, strategic planning, departmental forms, trade journals, manuals, budget information and vendor information in order to assist the County Administrator with general planning and development duties designed to meet the needs and goals of all county departments.

WR5. Manages IT department projects for city/county departments through the use of project management activities using vendor or consultant services in order to develop and implement strategic IT plans, ensure projects meet and resolve user's IT needs and issues, and identify more effective methods for long range user functioning.

WR6. Coordinates activities between the IT Departments and various user departments in order to ensure that reported problems, installations, upgrades or maintenance involving computer hardware, network wiring or hardware, operating system software, and client-server application software is handled appropriately and in an efficient manner.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and techniques of information systems to include compatibility of systems, system capabilities, and limitations as needed to oversee information technology services for City/County of Montgomery.

Knowledge of various city/county department contacts as needed to know who to contact for information and who to provide information to for work coordination.

Knowledge of web applications and electronic commerce (e-Commerce) utilizing the World Wide Web as needed to ensure websites functions properly and meets the needs of the users and public as needed to oversee work assignments.

Knowledge of peripheral equipment and their uses, capabilities and limitations as needed to determine equipment needs.

Knowledge of programming techniques as needed to direct staff in developing programs to meet user needs.

Knowledge of Montgomery city or county budget process to include forecasting, funding, monitoring, and prioritizing expenditures as needed to assist CITO with the IT budget.

Knowledge of the principles and techniques of information systems and technologies to include compatibility of systems and system capabilities and limitations as needed to oversee services for the City/County systems.

Knowledge of various department contacts as needed to know who to contact for information and who to provide information to for work coordination.

Knowledge of local, state and federal laws, regulations or procedures pertaining to employment such as hiring, discipline, termination, working conditions and handling employee complaints.

Knowledge of Montgomery City/County technology systems to include how data is stored, the various parts of the computers, where the client PC's, terminals, and printers are located, the applications run by these computers, how to backup and restore data, how to monitor logs for errors and abnormalities, and how to resolve problems on these computer systems.

Knowledge of electrical systems as needed to check for proper power and grounding.

Knowledge of cabling and wiring standards and procedures as needed to assist and direct the staff in hardware installations.

Knowledge of fiber-optic cabling and termination standards and procedures as needed to assist and direct the staff in hardware installations.

Knowledge of software usage regulations to include legal restrictions, licensing requirements, and security concerns as needed to install software, advise users, delete unlicensed software, maintain PC's, and resolve problems.

Knowledge of automated office systems to include their purpose, capabilities, and functions as needed to advise users, resolve problems, install these systems on computers, and develop training programs.

Knowledge of Employee Handbook to include leave, insurance, retirement, workers' compensation, and Family Medical Leave Act as needed to supervise employees and ensure self-compliance.

Knowledge of progressive discipline procedures found in the department personnel policies to include discipline steps, necessary documentation, and notification procedures as needed to supervise employees.

Knowledge of Web Page development tools as needed to assist the staff in designing, changing, updating, and troubleshooting and resolving problems with the City or County's Web Page and its various sites.

Knowledge of legacy digital PBX's/telecommunications system as well as VoIP systems to include system functionality, specifications, capabilities and procedures needed to supervisor or instruct the Telecom division staff.

Knowledge of the telecommunications industry to include component and equipment functions, uses, limitations and connectivity as needed to design, build and retain functionality of existing Legacy and VoIP systems and telecommunications auxiliary equipment.

Knowledge of standard telephony practices and methods to include standard telecommunications system functions, limitations and special features along with installation, repair and maintenance procedures as needed to supervisor or instruct the Telecom division staff.

Knowledge of structured telephony infrastructure to include Copper, and fiber optic cabling, industry standards for termination, splicing, and distribution, the use of telecom and network testing equipment as needed manage and instruct staff.

Knowledge of Enhanced and Next Gen 9-1-1 technology to include system functionality and limitations as needed to develop RFP's, make recommendations and supervise staff on the repair and ensure an operational 9-1-1 system.

Knowledge of the capabilities and features offered by various Telephony and Internet vendors to include functions and limitations as needed to insure a functional communication network, develop RFP's and make recommendations.

Knowledge of video over VoIP systems to include general component functions, uses, limitations and installation procedures as needed to install video phones.

Knowledge of LAN and WAN Network scheme, protocols, SIP, and VOIP etc. to include system design, installation procedures as needed to supervise staff.

Knowledge of Internet Protocols, to include IP networks, ASNs and BGP in order to assist in the administration and support of the Montgomery Internet Exchange

Skill in the operation of various tools and test equipment such as an OTDR, Fusion Splicer, Oscilloscope, lineman test set DMM meters, tone generator, cable certification equipment, signal probe, and wire impact tool so as to provide instruction to staff in the proper operation and safety methods.

Ability to maintain effective working relations with department heads, IT staff, City/County officials, and consultants/vendor representatives to include exchanging information and answering inquiries.

Ability to influence department heads and management as needed to gain support for new information technology services, obtaining new technologies, and expanding Information Technology Services.

Ability to analyze and make judgments on equipment needs, information technology services, scope of assignments, allocation of resources, and project assignments as needed to assist CITO with department IT projects and assignments without interference of personal bias.

Ability to plan, assign and direct the activities of IT staff performing a variety of technical, administrative and clerical activities.

Ability to maintain discipline and earn the respect and confidence of department staff.

Ability to plan and implement short and long range plans and programs for the continuing expansion of information technology services and equipment.

Ability to gather information and facts, analyze information and staff input and to make decisions regarding Department policies, procedures, and long range plans.

Ability to enforce rules and regulations and to administer disciplinary action to include the counseling employees on expected job performance or recommending the firing of employees.

Ability to identify the business needs of the user community as needed to formulate and implement plans designed to address those needs in the most cost effective manner.

Ability to read blueprints and logic diagrams as needed to ensure network wiring and cabling is routed and installed correctly in city/county buildings.

Ability to train others to include explaining steps, breaking down jobs into distinct elements, recognizing when others do not understand and adjusting explanations, observing and critiquing others' work, demonstrating how to complete a task, and determining the most effective training method to use.

Ability to troubleshoot and research problems with computer software and hardware to include understanding how each component impacts the overall function, the theory of elimination in locating the problem area, starting simple and moving to complex solutions to problems as needed to repair and maintain computers, and advise and guide computer users.

Ability to apply previous experience and knowledge to situations as needed to minimize repair costs and downtime of computers, repair and maintain computers, and advise and guide computer users.

Ability to interact with others at all levels in the city/county organizational structure such as the County Commission, Mayor's office, city/county IT employees and the CITO, and users as needed to discuss needs, resolve problems and provide guidance and direction.

Ability to communicate orally to include listening, hearing both sides without judging, using a calm and neutral tone of voice, being firm and courteous, being patient and tactful, and recognizing when to dispense with the discussion and cool off as needed to resolve conflicts, provide/gather information, and accommodate requests.

Ability to manage city/county IT staff members to include delegating, coordinating assignments, resolving conflicts, and counseling employees on job performance or personal issues as needed to ensure work tasks are completed, ensure assignments are evenly distributed, and provide guidance and direction to the staff.

Ability to work independently to include weighing consequences of major actions or decisions, making decisions, time management, and prioritization as needed to ensure work load is distributed fairly, minimize downtime of computers, train and guide users, decide when to contact vendor service representatives, and perform on-call work.

Ability to read at a level to comprehend and interpret text found in technical computer manuals as needed to troubleshoot and resolve major IT systems issues, advise users, read laws and technical manuals, and perform division administrative duties.

Ability to communicate in writing to include grammar, spelling, clarity and conciseness, descriptive technical phrases, and logical ordering of information as needed to compose disciplinary letters, detail technical specifications, document work, prepare or review written documentation, develop policies and procedures and prepare reports or correspondence.

Ability to handle multiple tasks simultaneously to including interruptions and returning immediately to the original task as needed to perform daily maintenance, duties and repair and to prioritize work to solve problems.

Ability to evaluate employees fairly and consistently as needed to conduct performance appraisals, provide constructive feedback and criticism and develop employee's careers.

Ability to establish and maintain effective working relationships with other employees and departmental officials.

Ability to think and reason logically to include formulating steps to isolate problems, deciding on a preferred course of action and actuating the process of elimination as needed to resolve equipment problems.

Ability to delegate tasks to subordinate employees to include keeping track of who is assigned what task, time frame for task completion and what the next subordinate assignment should be based on past subordinate task performance and the complexity of the tasks at hand.

SPECIAL REQUIREMENTS: Must be willing to work nights, weekends, and holidays and be on-call for telecommunications equipment problems or during emergencies. Must be on-call for IT Department emergencies and/or special projects.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Computer Science (or a related field) and six (6) years of experience in managing networks and client server applications design and analysis for a IT section, division or organization including managing systems projects and personnel, developing and maintaining IT related systems and the supporting infrastructure utilizing a Microsoft windows based client-server environment. Qualifying education, training and experience that provide the requisite knowledge, skills and abilities to perform the job will be considered.

NOTE: Professional certifications in the areas of software, networking and/or telecommunications are preferred.

APPROVALS:	
_____ Appointing Authority	_____ Date

EXECUTIVE SUMMARY

2020-2021 COUNTY CLASSIFICATION AND PAY STUDY

By: Mark Willis, Senior Personnel Analyst

Montgomery City-County Personnel Department

Carmen Douglas, Director

Origin of Study

On average, every three years, the Personnel Department conducts a competitive market pay analysis of the current county pay plan in order to determine the degree of competitiveness with other jurisdictions, and the fair market value of the county's pay structure.

Setting

The previous pay plans study was conducted in 2017-2018. This was a six month study which resulted in pay changes and was adopted by the Montgomery County Commission.

Study

In order to conduct a market comparison analysis, jurisdictions needed to be identified to be studied. In selecting participants, three main points were taken into consideration: what jurisdictions are similar to Montgomery organizationally; what jurisdictions have similar jobs and pay plans, and what jurisdictions are similar in size and demographics. Based on these criteria, ten jurisdictions were identified to participate in the comparison. The jurisdictions are: Mobile County; Jefferson County; Madison County; Shelby County, cities of Tuscaloosa, Birmingham, Mobile, and Huntsville. The city of Dothan was used in the administrative and service maintenance pay plans comparisons and the State of Alabama was used for corrections and public safety comparisons. The cities of Little Rock, AR and Winston-Salem, NC were used in the administrative comparisons.

The next step was to gather pay plans from the participating jurisdictions. These pay plans included job pay ranges and pay plan structures, e.g., numbers of pay steps and ranges, and percentage increases between pay steps.

Next, the analyst identified benchmark jobs that could easily be compared to jobs in other jurisdictions. These benchmarks were established for each pay grade in the county pay plan. The benchmarks were chosen based on their ubiquitous nature across jurisdictions. Using these benchmarks, the analyst determined the starting pay, midpoint, and ending pay for each of the eight or nine jurisdictions. Then, the analyst calculated the average starting pay, midpoint, and ending pay for each pay grade, which were then compared to the corresponding pay grades in the county pay plan. Based on the recommendation of our consultant, the median of the data points was also used as comparisons.

One of the reasons our pay plans lag the market is the cost of living adjustment (COLA) trends of other jurisdictions. Mobile and Jefferson County have been giving substantial COLAs over the past several years. The City of Birmingham gives a COLA of at least 1% every year. I have attached a COLA trend chart for your review.

Findings and Recommendations

Overall findings show that Montgomery County is lagging behind other jurisdictions and our recommendation is to increase pay. The table below indicates the amount of the percent increase to reach 50%, 75%, and 100% of the comparators average midpoints:

Pay Plan	50%	75%	100%
Public Safety	5%	8.5%	14.5%
Corrections	5%	8%	14%
Administrative	5%	8%	13%
Service	9%	14%	19%

Additionally, new Deputy Sheriffs begin at step 5; our recommendation is to start Deputy Sheriffs at step 6.

Jurisdiction	Fiscal Year (percentages)					
	2014	2015	2016	2017	2018	2019
JEFFERSON COUNTY	2.0	2.0	2.0	2.0	2.5	2.0
BIRMINGHAM	1.0	0.0	2.0	1.0	1.0	1.0
MOBILE COUNTY*	2.5	2.5+2.5	2.5	2.5	2.5	7.5
MONTGOMERY COUNTY	3.0	0.0	0.0	0.0	PPA+	0.0

PPA+ Pay Plan Adjustment



Commissioners:

Montgomery Young Life would like the opportunity to submit a request to the commissioners for \$15,000.00. We hope to expand our outreach and mentoring to teens and support them by walking with them through the turbulent times of early adolescence.

Since 1941, Young Life has made a difference in teens' lives in communities in every state in the U.S. and in more than 80 countries. We continue to use our proven methodologies for teen outreach to include:

Contact work - Dedicated volunteer leaders meet teens on their turf, build relationships and earn their trust and friendship.

Club - A relaxed, safe, and fun setting consisting of games, music, and skits and where leaders share a message to facilitate discussions with teens to consider life issues.

Campaigners - A time to go deeper in a small group setting where teens can ask serious questions and get clear answers about life.

Camp - A time of high adventure, fun, great food, and positive messages in a beautiful setting that gives them time for undistracted reflection.

Committee –Comprised of parents, Young Life alumni, and civic leaders who support Young Life in the community by fundraising, providing accountability, and encouraging staff.

Montgomery Young Life began in 1970 by reaching out to Lee, Lanier, Jeff Davis students and impacting over 20-30 high school and middle school adolescents in the Montgomery school district. We have continued to maintain our growth over the past 40 years, which is proof that there is a significant demand for a positive, fun, and relevant program specific to teens in our community.

YoungLife is a non-denominational outreach for youth from all religious, racial, and socioeconomic backgrounds. The adolescent years are a challenging time as they are faced with hard decisions about drugs, alcohol, sex, peer pressure, and bullying. In the transition from high school to young adults, they need a caring, trusted adult who understands their struggles, who will listen to them and give them good information to make positive decisions. It is out of these mentoring relationships that adults can help them become young men and women of integrity, responsibility, and character.

Over 20 adult and student volunteer leaders and 2 Young Life staff devote countless hours each week investing in the lives of hundreds of kids in the Montgomery community. We hope to reach out to more teens each year. We believe that by providing direction, leadership, mentoring, and encouragement, these kids will make better decisions about life, friends, family, faith, education, and their future.

Sincerely,

Kenyatte' Hassell



Memo

Re: Board Member Appointment to the North Montgomery Volunteer Fire Protection Authority

Date: County Commission - Information Session - May 04 2021

To: Montgomery County Commission

From: Florence Cauthen, Administrator

BACKGROUND INFORMATION:

On March 1, 2021, the term of Anthony Raborn will expire as a member of the North Montgomery Volunteer Fire Protection Authority. He would like to be reappointed to the Board.

Mr. Thomas Barker and Mr. Tom Gaddy have resigned from the Board. Mr. Robert Anderson and Ms. Kayla Christian would like to be appointed to the Board for the remainder of Mr. Barker and Mr. Gaddy's terms, which expire March 1, 2023.

Mr. John Doss has resigned from the Board. Mr. Albert Ryer would like to be appointed for the remainder of Mr. Doss' term, which expires March 1, 2025.

Commissioner Sankey has nominated Charlene Lewis to fill the vacancy left by Mr. Tom Gaddy. He has also recommended that Mr. Anthony Raborn be reappointed and Mr. Albert Ryer be appointed to fill the vacancy left by the resignation of Mr. John Doss.

Commissioner Sankey is working on a replacement for the vacancy left by Mr. Thomas Barker.

I am requesting that these board member appointments be placed on the next agenda.

ATTACHED:

[N. Mtg. Vol. Fire Prot. Aut 19](#)

North Montgomery Volunteer
Fire Protection Authority

Members:

Term Expires:

Anthony Raborn
2934 Willena Avenue
Montgomery, AL 36110
Cell: 799-7355

3/1/2021

Thomas Barker
4511 Coosada Ferry Road
Montgomery, AL 36110
Home: 263-0307
Cell: 850-1782
Southern Linc: 82*1782

3/1/2023

Tom Gaddy
101 Hope Drive
Montgomery, AL 36110
Home: 277-9630

3/1/2023

John Doss
64 Maplewood Drive
Montgomery, AL 36110
Home: 265-9441

3/1/2025

Joe Glenn
4560 Coosada Ferry Road
Montgomery, AL 36110
Home: 264-5795

3/1/2025

Term: 6 years

2021 COUNTY LEGISLATIVE REPORT



Through its involvement in the Association of County Commissions of Alabama, the County Commission works in unison with all 67 counties during the Regular Session of the Alabama Legislature to strengthen our ability to enhance county government efficiencies and services to residents.

In the final weeks of April, the County Commission's legislative advocacy efforts through continued communication and collaboration with state legislators and fellow commissioners across Alabama have resulted in the following legislative achievements for the county, our residents and the state as a whole:

- **Enactment of law providing relief to county jails and returning certain responsibilities to State Department of Corrections**

Act 2021-249 by Sen. Greg Albritton and Rep. Jim Hill became law on April 21. Certain portions of this act became effective on April 21 and others will become effective on January 1, 2022, but the new law will help alleviate a number of the unintended burdens placed on counties under State prison reform laws implemented in 2015. Since 2015, counties have had to spend an annual \$123 million more for the housing and medical care of State inmates in county jails. This new law will provide overcrowded jails with direct relief from holding certain State inmates, provide reimbursement to counties that choose to house these State inmates, expand housing services by the Alabama Bureau of Pardons and Paroles, and make the transfer of inmates to State custody more efficient.

- **House passage of Senate bill expanding membership of Employees' Retirement System Board**

The House unanimously passed an amended Senate Bill 79 by Sen. Garlan Gudger and Rep. Reed Ingram on April 13 and returned the bill to the Senate for its consideration of the minor revisions made in the House. If the revised bill is approved by the majority of members in the Senate and by the Governor, the bill will expand the membership of the Employees' Retirement System Board of Control, which is under the Retirement Systems of Alabama, and provide a stronger voice to the more than 55,000 local government employees who represent 65 percent of Employees' Retirement System participants.