

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JUNE 1, 2015

AGENDA

INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Attorney Clinton Graves with Gilpin Givhan, PC
Probate Judge Steven L. Reed and Director of Elections Daniel Baxter
Revenue Manager Terri Henderson
Finance Director Sherrill Thomas

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Commissioner Hall

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of May 18, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Proposed Resolution Regarding County Attorney Compensation, County Commission
2. Consider Nomination of Persons for Consideration as Members of the County Board of Equalization, County Commission
3. Consider Digital Information Cooperative Agreement with the Alabama Department of Transportation regarding 2015 Aerial Photography, LiDAR and Planimetric Data Acquisition Project Costs, Appraisal Department
4. Consider Proposed Legislative Agenda Item Relating to Montgomery County to Authorize the Judge of Probate to Charge a Total Issuance Fee of Fifteen Dollars for a Business License, Probate Judge's Office
5. Consider Allowance Program for Specialized Units (Tactical Team, Dive Team and Extraction Unit), Effective June 1, 2015, Sheriff's Office
6. Consider Reallocation of Space in Annex III, 2nd Floor from Judge of Probate Mailroom Use to Revenue Commissioner's Office, County Commission
7. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
8. Consider Bid Award for Employee Luncheon, Bid No. 51988-15B-020, County Commission
9. Consider Budget Change Request Number 34 for \$20,000 to Bridge Builders, Inc., for Youth Leadership Program, County Commission Appropriations
10. Consider Position Fill Request for Community Corrections Technician, Position Number 300357001, Community Corrections
11. Consider Establishment and Reclassification of Public Safety Communications Operator Classification, CO0482, Pay Grade A04, Sheriff's Office
12. Consider Establishment and Reclassification of Public Safety Communications Dispatcher Classification, CO0483, Pay Grade A05, Sheriff's Office
13. Consider Abolishment of Emergency Communications Operator I (CO0480) and Emergency Communications Operator II (CO0481) Classifications, Sheriff's Office

14. Consider Position Fill Requests – Sheriff’s Office (5)

1. Deputy Sheriff Corporal, Position Number 97
2. Deputy Sheriff Corporal, Position Number 143
3. Deputy Sheriff, Position Number 102
4. Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined
5. Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

15. Consider Travel/Training Requests (9)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Director of Corporate Development Justice Smyth with the Montgomery Area Chamber
of Commerce
Director of Risk Management Scott Kramer

Reports from Staff:

Deputy Administrator
County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JUNE 1, 2015

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.

JUNE 15, 2015

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.

JULY 3, 2015

County Holiday (Independence Day)

JULY 6, 2015

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.

JULY 20, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

AUGUST 3, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

AUGUST 17, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II – Appraisal Department
Fill action continues for 1 Payroll & Benefits Manager – Finance Department
Fill action continues for 1 IT Technician – Information Systems
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Legal Support Assistant – District Attorney’s Office
Fill action continues for 1 Secretary – District Attorney’s Office
Fill action continues for 1 Investigator I – District Attorney’s Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 31 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 3 Clerk II – Detention Facility
Fill action continues for 1 Corrections Officer Corporal – Detention Facility
Fill action continues for 1 Stores Clerk I – Detention Facility
Fill action continues for 1 CREO I – Engineering Department
Fill action continues for 1 CREO II – Engineering Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 2 Customer Service Clerk – Probate Judge’s Office
Fill action continues for 1 Clerk III – Probate Judge’s Office
Fill action continues for 1 Assistant Tag & License Supervisors – Probate Judge’s Office
Fill action continues for 1 Customer Service Clerk (Part-Time) – Probate Judge’s Office
Fill action continues for 1 County Archivist – Probate Judge’s Office
Fill action continues for 1 Clerk III – Sheriff’s Office
Fill action continues for 2 Court Security Officer’s – Sheriff’s Office
Fill action continues for 2 Clerk Typist II – Sheriff’s Office
Fill action continues for 5 Deputy Sheriff’s (Part-Time) – Sheriff’s Office
Fill action continues for 1 Deputy Sheriff / Deputy Sheriff Trainee – Sheriff’s Office
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 3 Juvenile Probation Officer I – Youth Facility
Fill action continues for 1 Juvenile Detention Compliance Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 4 Juvenile Detention Officer’s (Part-Time) – Youth Facility

June 1, 2015

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 05-15-15

Check Number	To	Check Number
252933		253000
Total Checks Paid		\$948,604.73

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

AGENDA

JUN - 1 2015

06-01-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 05-15-15

Check Number	To	Check Number
253001		253078
Total Checks Paid		\$461,259.34

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

AGENDA

JUN - 1 2015

06-01-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 05-22-15

Check Number	To	Check Number
253079		253149
Total Checks Paid		\$472,242.12

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

AGENDA

JUN - 1 2015

06-01-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 05-22-15

Check Number	To	Check Number
253150		253249
Total Checks Paid		\$379,931.15

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
05/29/15

Payroll Check Number	122885	To	Payroll Check Number	122960	\$ 62,167.83
Direct Deposits					\$ 889,771.98
Payroll Check Number	122961	To	Payroll Check Number	122977	\$ 203,179.63
Direct Deposits					\$ 61,747.75
Federal Deposits					\$ 327,902.77
Total Payroll Paid					\$ 1,544,769.96

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

MEANS GILLIS LAW, LLC

ATTORNEYS AND COUNSELLORS AT LAW
ESTABLISHED IN 1981

AGENDA

JUN - 1 2015

Post Office Box 5058
60 Commerce Street, Suite 200 · Montgomery, Alabama 36104-3530
TEL: (334) 270-1033 · FAX: (334) 260-9396
WWW.MEANSGILLISLAW.COM

Sender's E-Mail Address
tcmeans@meansgillislaw.com

May 7, 2015

H. LEWIS GILLIS¹
TYRONE C. MEANS^{1,2,3}
KRISTEN J. GILLIS¹

ADMITTED
¹ ALABAMA
² GEORGIA
³ KANSAS

VIA EMAIL

Donald Mims, County Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102-1667

Re: MCC Proposed Revision to County Attorney Compensation Rights

Dear Donnie:

Attached hereto are two items:

1. The County Attorney Compensation Rate dated February 2007 and
2. The proposed revision to County Attorney Compensation Rate.

Please note that co-County Attorney Tommy Gallion, III and I have agreed that a increase in our compensation is well past due and that the proposal is reasonable given the market place rates for lawyers of our experience and expertise. We are jointly proposed increasing our hourly rates as follows:

For partners in our respective firms, the rate will increase from \$175.00 per hour to \$200.00 per hour. The rate of compensation for associate, contract or other lawyers in our respective firms would be increased from \$150.00 per hour to \$175.00 an hour. For paraprofessionals within our respective offices, the compensation rate will increase from \$75.00 an hour to \$85.00 an hour.

These rates were last increased 8 years ago in and around February 2007. As all should know, the cost of doing business has increased substantially. The rates proposed, in our opinion, are modest when compared to the prevailing market rates charged by attorneys with our experience and expertise. Both Tommy and I would be comfortable with these rates considering that the nature of our work is really public service.

Additionally, we are proposing an increase of our monthly retainer by 10 percent. I cannot recall the last time our rates were increased. However, in times past, my recollection is that in every fiscal year, the monthly retainers were increased at the same rate as county employees. I cannot recall when this practice stopped.

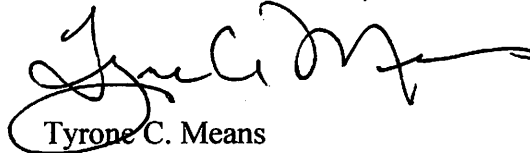
We are also proposing that annually, at a minimum the rates be increased by a modest 2½ percent. That way we don't get too far behind for our retainer rate.

Most of these subjects have been broached with the commissioners. I trust that the resolution will be favorably considered by all and that this item can be placed on an agenda as soon as possible. Please note that I'm proposing that this change be effective June 1 of this year.

Thank you for your attention in this matter.

Sincerely yours,

MEANS GILLIS LAW, LLC

A handwritten signature in black ink, appearing to read 'Tyrone C. Means', with a stylized flourish extending to the right.

Tyrone C. Means

cc: Tommy Gallion, III

State of Alabama)
County of Montgomery)

RESOLUTION

Be it hereby resolved by the Montgomery County Commission on the _____ day of May, 2015 the following:

1. The Montgomery County Commission desires to increase the billing rates for its county attorneys Thomas T. Gallion III (and his law firm) and Tyrone C. Means (and his law firm). Further, the County Commission desires to increase his monthly retainer for each of these attorneys. Said monthly billing rates have been the same for seven (7) years without an increase and the monthly retainer has been the same for more than seven (7) years.

2. Effective June 1, 2015, the billing rate for the principals of the county attorneys and their respective law firms shall be \$200.00 per hour; the hourly rate for associate attorneys shall be \$175.00 per hour and the billing rate for paralegals and law clerks shall be \$85.00 per hour. Further, in consultation with the County Commission and the County Administrator, on a strictly as-needed basis, said county attorneys are permitted to associate on a case-by-case or project-by-project basis at an hourly rate not to exceed \$175.00 per hour.

3. The monthly retainer for each of the county attorneys shall be increased by an amount equal to 10 percent of the current monthly retainer beginning on October 1, 2015. Further, on October 1 of each successive fiscal year, said monthly retainer shall increase by the sum of no less than 2.5 percent of the monthly retainer then in place.

4. Said retainer shall cover the following which shall not be subject to hourly billing:
- a. Top priority given to the legal needs of Montgomery County;
 - b. Attendance at Montgomery County Commission meetings;
 - c. Verbal opinions given by telephone conversations on subject matters that are not covered on a project or case basis;
 - d. Any and all delivery of documents to the county and/or third parties that would include mileage or related expenses within Montgomery County;
 - e. A report to the Montgomery County Commission Administrator and/or response to the Alabama Department of Examiners of Public Accounts regarding outstanding, pending and settled litigation in connection with Montgomery County will be prepared each 6 months by the respective firms; and
 - f. A Quarterly Legal Report of legal services rendered by each firm.

Elton N. Dean, Sr., Chairman

Daniel Harris, Jr., Vice Chairman

Jiles Williams, Jr., Commissioner

Ronda M. Walker, Commissioner

Andrew D. Hall, Commissioner

Agenda

FEB 5 - 2007

STATE OF ALABAMA *
 *
COUNTY OF MONTGOMERY *

RESOLUTION

BE IT HEREBY RESOLVED by the Montgomery County Commission on this the 5th day of February 2007, the following:

1. The Montgomery County Commission desires to increase the billing rates for attorneys' hourly rates for its County Attorney Thomas T. Gallion, III, and attorneys and paralegals at Haskell Slaughter Young & Gallion, L.L.C., and for County Attorney Tyrone C. Means and his attorneys and paralegals at Thomas, Means, Gillis & Seay, P.C.
2. The new hourly billing rates which will become effective for all work done after February 5, 2007, will be \$175.00 per hour for principals in the law firms, which are comprised of Thomas, Means, Gillis, Seay, Haskell, Slaughter, Young and Gallion; \$150.00 per hour for all other senior partners and other attorneys in the firms; and \$75.00 per hour for paralegals.
3. The monthly retainer for each of these attorneys will remain the same and will cover the following that is not subject to hourly billing:
 - a. Top priority will be given to Montgomery County's legal needs;
 - b. Attendance at Montgomery County Commission meetings;
 - c. Any verbal opinions given in telephone conversations;
 - d. Any and all delivery of documents to the County and/or third parties that would include mileage or related expenses; and
 - e. A report to the Montgomery County Commission Administrator and/or response to the Alabama Department of Examiners of Public Accounts regarding outstanding, pending and settled litigation in connection with Montgomery County will be prepared each six months by each of the two firms.

Todd Strange, As Its Chairman

Elton N. Dean, Sr., as Its Vice Chairman

Reed Ingram

Dimitri Polizos

Jiles Williams, Jr.

Tammy Nix

From: Tyrone Means <tcmeans@meansgillislaw.com>
Sent: Thursday, May 07, 2015 4:18 PM
To: Donald Mims
Cc: Jiles Williams, Jr.; Tommy Gallion; Elton N. Dean, Sr.; Dan Harris; Andrew Hall; Ronda Walker
Subject: MCC Resolution regarding County Attorney Compensation Rate: Thursday Memo
Attachments: MCC Proposed Revision to County Attorney Compensation Rates (2).pdf; MCC County Attorney Compensation Rate February 2007.pdf; MCC Proposed Revision to County Attorney Compensation Rates Cover letter May 2015.pdf

Commissioner Williams asked me to send the proposed revision of the county attorney's compensation rates to you for placement on the next Thursday memo. I have copied the other commissioners as a matter of information.

Tyrone C. Means
Means Gillis Law, LLC
60 Commerce Street, Suite 200(36104)
P O Box 5058
Montgomery, AL 36103-5058
(334) 270 1033
(800) 626-9864
(334) 260 9396 (Fax)

tcmeans@meansgillislaw.com
www.meansgillislaw.com

H. Lewis Gillis and Tyrone C. Means are Means Gillis Law. Seasoned attorneys with a staff of caring professionals, Attorneys Gillis and Means have collectively practiced for more than 75 years. Our legal expertise spans the civil litigation spectrum which includes cases of wrongful death, serious personal injury and product liability. We also extend our legal expertise to a variety of government agencies and high profile white-collar criminal defense cases. Our firm has handled some of the most challenging and notable plaintiff and defense cases tried in the southern United States for more than a quarter of a century. We take pride in representing both the mainstream and the underserved communities in our society. This message is privileged and confidential and may be protected by the attorney-client privilege, the attorney work product doctrine, or other law. These privileges are not waived.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

TDD (334) 265-3568

WWW.MC-ALABAMA.GOV

AGENDA

JUN - 1 2015

May 28, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Nominations to the Montgomery County Board of Equalization

Attached is a letter from Commissioner Julie P. Magee regarding the nomination by the County Commission of three nominees to the County Board of Equalization for the term beginning October 1, 2015.

During the May 18, 2015 County Commission meeting, I was requested to submit the following three names for consideration:

C. Arthur Steineker
Alma Collier
Shirley Huffman Moore

I am requesting the Montgomery County Commission approve these nominees whose names will be submitted to the Alabama Department of Revenue.

DLM/tn

Attachment



JULIE P. MAGEE
Commissioner

State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

March 13, 2015

MICHAEL E. MASON
Assistant Commissioner

JOE W. GARRETT, JR.
Deputy Commissioner

CURTIS E. STEWART
Deputy Commissioner

TO ALL COUNTY GOVERNING BODIES

As you know, Section 40-3-2, Code of Alabama 1975, requires that each County governing body shall nominate three persons for consideration in the selection of a County Board of Equalization. One member of the Board of Equalization is to be chosen from the list submitted by your body.

The task of creating a board to pass upon all property assessments is a matter of the highest importance; and the state is interested just as much as the county. You are urged to suggest the best possible type of citizenship for this responsibility.

You are requested to submit your nominations on the official form which is enclosed, so that the intent of the law will be fully carried out. Your attention is called to the fact that a person should be nominated by only one nominating body. It will be appreciated if you will confer with the County Board of Education and the municipalities, so that duplicate nominations will be avoided.

You will note that these nominations are for the new four-year term beginning October 1, 2015.

It will be greatly appreciated if you will return these nominations by August 14, 2015 in order that lists of all boards may be announced in ample time.

Sincerely yours,

Julie P. Magee
Commissioner

JPM:dj

Enclosure

COUNTY

OFFICIAL REPORT
Nominations for the
County Board of Equalization
Term beginning October 1, 2015

STATE OF ALABAMA)
)
Montgomery County)

To the State Commissioner of Revenue
Montgomery, Alabama

We, the undersigned members of the County Commission, or other governing body of this county, do hereby nominate the persons as shown below for consideration as members of the County Board of Equalization and certify that in our opinion they are competent to serve under the provisions of the law.

As provided in Section 40-3-2, Code of Alabama 1975, each nominee is a resident of this county, is an owner of taxable property located within this state, is a qualified voter within this county, and is otherwise well fitted for the duties of the office for which he is nominated. It is understood further that no member of the Board of Equalization can hold employment or office of profit with the United States, the State of Alabama, any county or other political subdivision of said State, or with any county school board or with any municipality.

Under all the conditions stated above, we nominate the following persons:

1. <u>C. Arthur Steineker</u>	Name (As usually signed)
<u>1338 Magnolia Curve, Montgomery, AL 36106</u>	Exact Post Office Address
2. <u>Shirley Huffman Moore</u>	Name (As usually signed)
<u>4040 Valencia Dr., Montgomery, AL 36116</u>	Exact Post Office Address
3. <u>Alma Collier</u>	Name (As usually signed)
<u>7520 Lakeridge Dr., Montgomery, AL 36117</u>	Exact Post Office Address

Signatures of all members of
County Commission
or other governing body.

DATE: _____, _____

Board of Equalization

Members:

Recommended by:

Term Expires:

Leu Hammonds
5336 Loisa Lane
Montgomery, AL 36108
Home: 334/281-6429

Board of Education

9/30/2015

C. Arthur Steineker
2401 E. Cloverdale Park
Montgomery, AL 36106
Home: 334/834-2371

County

9/30/2015

Charles S. Snider, Sr.
3436 Oak Grove Circle
Montgomery, AL 36116
Home: 334/270-9269

City

9/30/2015

Attorney: Mark Anderson, III

Term: 4 years

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

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



AGENDA

JUN - 1 2015

May 18, 2015

MEMORANDUM

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

Cc: Janet Y. Buskey, Revenue Commissioner *JYB*
Donnie Mims, County Administrator

FROM: Todd Grant, GIS & Cadastral Mapping Manager *R.T.G.*

SUBJECT: Digital Information Cooperative Agreement

Attached to this memorandum, please find the Digital Information Cooperative Agreement between the Montgomery County Commission and the Alabama Department of Transportation. Approval of this contract will bring a \$60,000 grant award from the Federal Highway Administration (FHWA) through the Alabama Department of Transportation (ALDOT). These funds will be applied to the 2015 Aerial Photography, LiDAR and Planimetric Data Acquisition project costs. In return we will provide data sharing with ALDOT.

We respectfully request approval of this agreement. Thank you for your consideration.

RTG

Attachments

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

3-1



ALABAMA DEPARTMENT OF TRANSPORTATION

Design Bureau

1409 Coliseum Boulevard, Montgomery, Alabama 36110

P.O. Box 303050, Montgomery, Alabama 36130-3050

Phone: 334-242-6178

FAX: 334-269-0826



Robert Bentley
Governor

May 4, 2015

John R. Cooper
Transportation Director

Montgomery County Courthouse
Revenue Commission
P. O. Box 1667
Montgomery, AL 36102

Attention: Janet Buskey

RE: Mapping Agreement

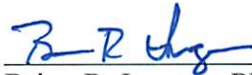
Ms. Buskey,

Attached please find a copy of our Digital Information Cooperative Agreement. Please review this document thoroughly. If Montgomery County is in acceptance of the terms of this Agreement, please sign, have it signed and sealed by a Notary, and return the Agreement and the Resolution to this office Attn: Katrina M. Faison.

If you have any questions or need any further clarification, please feel free to contact Katrina Faison at (334) 242-6571 or John Russell at (334) 242-6405.

Sincerely,

William F. Adams, PE
State Design Engineer

BY: 
Brian R. Ingram, PE/PLS
Location Engineer

WFA/BRI/kmf
Attachment

C: Mr. Bill Bass
File

2-15-1099

DIGITAL INFORMATION COOPERATIVE AGREEMENT

The Digital Information Cooperative Agreement (hereinafter referred to as Agreement) is entered into as of the 1st day of June, 2015 by and between the Montgomery County Commission, (hereinafter referred to as COUNTY), and the Alabama Department of Transportation (ALDOT) (hereinafter jointly referred to as PARTIES).

RECITALS

WHEREAS, the COUNTY maintains a Geographic Information System that contains a significant variety of digital land information that is used in the daily operation of numerous departments supporting the constituents of Montgomery County;

WHEREAS, the COUNTY has entered into a contract to acquire new digital ortho-photography and updated mapping for the entire County.

WHEREAS, the ALDOT maintains information concerning the planning and maintenance of a statewide system of transportation corridors for the State of Alabama;

WHEREAS, it has been determined that each of the agencies maintain some information that is similar and overlapping;

WHEREAS, the ALDOT has a need for the digital ortho-photography and mapping for its use and that it is in the best interest of the constituents of these jurisdictions that a cooperative agreement be established to share the costs of development and maintenance of some of these similar data elements; and

NOW THEREFORE, the PARTIES hereto, in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, do hereby agree as:

Section 1. Contributions and Responsibilities

1.01 Definitions. As used herein the following terms shall have the meaning ascribed to them:

- (a) "Specifications" shall mean those specifications required by the Alabama Department of Revenue's Property Tax Division "Specifications for Property Ownership Maps, GIS/Computer Assisted Property Tax Mapping and Aerial Photography (ADV-25)" document dated November 2004.
- (b) "Data Set" shall mean the digital and non-digital information, databases, calculations, and products developed or placed to support the 2015 computerized mapping project.

1.02 The County has entered into a contract in the approximate amount of \$485,107 to acquire 1"=100' scale digital ortho-photography, updated mapping, LiDAR and elevation data for the County. The aerial photography and resulting data will be collected in accordance

with the Alabama Department of Revenue's Property Tax Division "Specifications" Under the ALDOT State Planning and Research Annual Work Program, a Federal Highway Administration (FHWA) grant is being awarded to the COUNTY. The terms of the grant are as follows:

- (a) This agreement is for federal grant in the amount of \$ 60,000 to be applied toward the completion of the 2015 photography and mapping project. Payment shall be made to the COUNTY within 90 days of receipt of the supporting documentation showing progress payments paid to the contractor.
- (b) The COUNTY shall provide the ALDOT a copy of the "Data Set" and all deliverables generated from the County's 2015 photography contract.
- (c) **As a member of the Alabama Geographic Information Executive Council, ALDOT shall make the resulting data available to other State and Federal Agencies for their business purposes.**

This grant is listed under the Catalog of Federal Domestic Assistance (CFDA) 20.205 – Highway Research, Planning, and Construction. The use of Federal funds is pursuant to and in according with all regulations of the State of Alabama and the U. S. Department of Transportation. The County will reimburse Consultant for all eligible expenses upon submittal of invoices. All invoices will be accompanied by supporting documentation that includes all receipts for billable expenses and a project status report that shows the progress of the tasks detailed in the Scope of Work. All invoices submitted must be for work completed no later than September 30, 2015. The Alabama Department of Transportation will not be liable for any costs incurred after that date. The County has until close of business, October 15, 2015, to submit all paperwork pursuant to this Agreement. Failure to complete the action will nullify the contract. In the event that the final cost exceeds the estimated budget, the Alabama Department of Transportation will only be liable for the payment of the 80 percent Federal funds. The use of Federal funds is pursuant to and in according with all regulations of the State of Alabama and U.S. Department of Transportation as shown in Exhibits M and N, which are parts of this agreement.

Section 2. Term and Termination

2.01 Term. The term of this Agreement shall commence on the date hereof and shall continue for one year.

2.02 Termination. Either party may terminate this Agreement by giving a thirty (30) day written notice. The county may at any time terminate this Agreement in the event of insufficient appropriation of Federal funds. Upon termination of this Agreement for any reason whatsoever, no data will be required to be returned to any other party. The liability for payment of any unpaid fees or obligations shall continue until paid.

Section 3. Assignment. Neither this Agreement nor any of the rights or duties hereunder may be assigned or otherwise transferred in any way by any party hereto, voluntarily or involuntarily, by operation of law, or otherwise, without the prior written consent of the other party, which consent may be conditioned upon execution of an undertaking by the assignee pursuant to which the assignee agrees to assume the obligations of the assignor and to fulfill the assignor's duties hereunder, but such consent shall not otherwise be unreasonably withheld, conditioned or delayed.

Section 4. Force Majeure. No party is responsible for delays due to causes or occurrences beyond its control including, but not limited to, civil disobedience, acts of God, casualty or accident, war, labor disputes, or the like.

Section 5. Successors and Assigns. This Agreement will apply to, be binding in all respects upon, and inure to the benefit of the successors and permitted assigns of the parties.

Section 6. No Third Parties Benefited. This Agreement is made and entered into solely for the benefit of the represented parties, their successors and permitted assigns, and no other person or entity shall have any rights hereunder.

Section 7. Miscellaneous. This Agreement supersedes all prior agreements between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter. This Agreement may not be amended except by a written agreement executed by the party to be charged with the amendment. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable. The captions used herein are for convenience and shall not control interpretation of the text.

Section 8. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

Section 9. Dispute Resolution. For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by those officers, officials and persons thereunto duly authorized, and the AGREEMENT is deemed to be dated and to be effective on the date stated hereinafter as the date of approval of the Governor of Alabama.

SEAL:

ATTEST:

MONTGOMERY COUNTY, ALABAMA

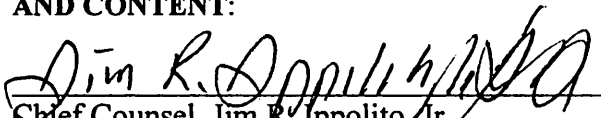
(Notary Signature)

County Commission, Chairman

Type Name

Type Name (County Commission Chairman)

**THIS AGREEMENT HAS BEEN LEGALLY
REVIEWED AND APPROVED AS TO FORM
AND CONTENT:**


Chief Counsel, Jim R. Ippolito, Jr.
Alabama Department of Transportation

RECOMMENDED FOR APPROVAL:

State Design Engineer, William F. Adams, PE
Alabama Department of Transportation

Chief Engineer, Ronnie Baldwin, PE
Alabama Department of Transportation

**STATE OF ALABAMA
ACTING BY AND THROUGH THE
ALABAMA DEPARTMENT OF TRANSPORTATION**

Transportation Director, John R. Cooper

The foregoing agreement is hereby approved by the Governor of the State of Alabama, this
___ day of ___, 2015.

Governor of Alabama, Robert Bentley

RESOLUTION NUMBER _____

BE IT RESOLVED, by the County Commission of Montgomery County, Alabama that the County enter into an agreement with the State of Alabama; acting by and through the Alabama Department of Transportation for:

A Digital Information Cooperative Agreement regarding the acquisition and establishment of the 2015 computerized mapping project, which agreement is before this Commission, and that the agreement be executed in the name of the County, by the Chairman of the Commission for and on its behalf and that it be attested by the County Clerk and the seal of the County affixed thereto.

BE IT FURTHER RESOLVED, that upon the completion of the execution of the agreement by all parties, that a copy of such agreement be kept of record by the County Clerk.

Passed, adopted, and approved this ____ day of _____, 2015.

ATTESTED:

County Clerk

Chairman, County Commission

I, the undersigned qualified and acting clerk of Montgomery County, Alabama, do hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the County Commission of the County named therein, at a regular meeting of such Commission held on the ____ day of _____, 2015, and that such resolution is of record in the Minute Book of the County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the County on this ____ day of _____, 2015.

County Clerk

SEAL

CERTIFICATION FOR FEDERAL-AID CONTRACTS

This certification is applicable to the instrument to which it is attached whether attached directly or indirectly with other attachments to such instrument.

The prospective participant/recipient, by causing the signing of and the submission of this Federal contract, grant, loan, cooperative AGREEMENT, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, and the person signing same for and on behalf of the prospective participant/recipient each respectively certify that to the best of the knowledge and belief of the prospective participant or recipient and of the person signing for and on behalf of the prospective participant/recipient, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the prospective participant/recipient or the person signing on behalf of the prospective participant/recipient as mentioned above, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, the prospective participant/recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant/recipient also agrees by submitting this Federal contract, grant, loan, cooperative agreement or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, that the prospective participant/recipient shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

FUNDS SHALL NOT BE CONSTITUTED AS A DEBT

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this AGREEMENT shall contravene any statute or Constitutional provision of amendment, either now in effect or which may, during the course of this AGREEMENT, be enacted, then the conflicting provision in the AGREEMENT shall be deemed null and void.

For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

TERMINATION DUE TO INSUFFICIENT FUNDS

- a. If the agreement term is to exceed more than one fiscal year, then said agreement is subject to termination in the event that funds should not be appropriated for the continued payment of the agreement in subsequent fiscal years.
- b. In the event of proration of the fund from which payment under this AGREEMENT is to be made, agreement will be subject to termination.



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA

JUN - 1 2015

2015 MAY - 8 PM 3:31

MONTGOMERY COUNTY
COMMISSION

MEMORANDUM

To: Montgomery County Commission
From: Steven L. Reed, Probate Judge
Date: May 7, 2015
RE: 2015 Legislative Agenda-Business License Fee

Per my comments at the May 4, 2015 County Commission meeting, I would encourage the commission to proceed with the bill eliminating section C which would have added a late fee to any business license past due for more than 10 days. I believe this version will bring Montgomery County in line with peer counties and increase the likelihood of passage this session.

Should you have any questions or concerns please feel free to contact me.

Sincerely,

Steven L. Reed
Probate Judge
Montgomery County

1 165574-1 : n : 03/11/2015 : KBH / agb LRS2015-815

2
3
4
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8
9 A BILL
10 TO BE ENTITLED
11 AN ACT
12

13 Relating to Montgomery County; to authorize the
14 judge of probate to charge a total issuance fee of fifteen
15 dollars for a business license; and to authorize the
16 assessment of a late fee of one hundred fifty dollars after a
17 business license has been past due for more than 10 days.

18 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

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

21 (b) The judge of probate may charge a total issuance
22 fee of fifteen dollars (\$15) for the issuance of a business
23 license.

24 (c) In addition to any other late fee authorized, a
25 total late fee of one hundred fifty dollars (\$150) may be
26 assessed after a business license has been past due for more
27 than 10 days.

1 Section 2. This act shall become effective on the
2 first day of the third month following its passage and
3 approval by the Governor, or its otherwise becoming law.



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

JUN - 1 2015

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

DATE : May 7, 2015

SUBJECT : Allowance Program for Specialized Units

2015 MAY -8 AM 8:54
MONTGOMERY COUNTY
COMMISSIONER

Mr. Mims,

I want to start an allowance program for my specialized units. The Tactical Team, Dive Team and the Extraction Unit.

The Deputies and Correction Officers go over and beyond the call of duty. Anytime there is a hostile situation they are called upon to respond. They go in situations that most people turn and walk away from. We are initially talking about approximately 12 on the Tactical Team, 2 on the Dive Team and 16 Extraction Team members which is just a few of our personnel.

I am requesting an allowance of \$2,400.00 annually for each member, which will be broken down to \$200.00 monthly. This is a small amount considering what we face on a daily basis. Once a person comes off of one of our units this allowance will stop.

Any consideration given will be greatly appreciated.

DC/lc

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

51

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

JUN - 1 2015

MEMORANDUM

TO: Elton Dean, Chairman
Montgomery County Commission

FROM: Allyson Holland, Chief Clerk *ah*
Montgomery County Revenue Commission

DATE: May 11, 2015

RE: Redemption/Mapping Area – Annex III

The Revenue Commissioner's office would like to request the reallocation of the Redemption/Mapping area on the 2nd floor of Annex III of the Montgomery County Courthouse. The Revenue Commissioner signed an agreement with the Probate Judge to allow his office to utilize this space temporarily for their mail room needs. We are now ready to use the space to move in our Mapping Section that is currently located in the Carnegie Building.

We notified the Probate Judge on March 31, 2015 in writing to vacate the space within 60 days. We respectfully request the County Commission reallocate the space back to the Revenue Commissioner's office effective June 1, 2015. I am copying Sheriff Derrick Cunningham to change access badges as needed on that date.

C: Derrick Cunningham, Sheriff

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

6-1

**MONTGOMERY COUNTY PROBATE OFFICE CO-OPERATIVE
INTERGOVERNMENTAL AGREEMENT FOR RESOURCES AND OFFICE SPACE**

This AGREEMENT is made between the Signed Parties

WHEREAS:

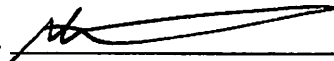
1. Each PARTY is allocated certain office space throughout Montgomery County that may be useful to another PARTY for services to the public and related activities; and
2. The PARTIES agree that sharing office space promotes the cost-effective and efficient use of public resources; and,
3. The PARTIES desire to enter into an AGREEMENT to establish procedures for sharing office space. Therefore, in consideration of the mutual covenant herein, it is

AGREED:

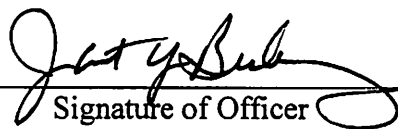
1. The MONTGOMERY COUNTY REVENUE COMMISSIONER shall make available to the MONTGOMERY COUNTY PROBATE OFFICE the area identified as an unnumbered room formerly designated as MAPPING (hereinafter, the ROOM) in the Montgomery County Courthouse, Annex III in a manner and in the terms and conditions provided herein.
2. The MONTGOMERY COUNTY PROBATE OFFICE shall be authorized by this AGREEMENT to utilize the ROOM to conduct business related to their Internet and Mail-in renewal process. In addition to this stated purpose, the MONTGOMERY COUNTY PROBATE OFFICE shall be authorized to use the ROOM to conduct business necessary to fulfill statutory obligations.
3. The MONTGOMERY COUNTY PROBATE OFFICE shall have the full use and enjoyment of the work area located in the ROOM. The MONTGOMERY COUNTY REVENUE COMMISSIONER shall retain full use and enjoyment of the storage room located within the ROOM. This provision notwithstanding, the MONTGOMERY COUNTY REVENUE COMMISSIONER shall allocate an area within the storage room to reasonably accommodate the MONTGOMERY COUNTY PROBATE OFFICE in the furtherance of its business.
4. Each PARTY is solely responsible for its own acts and those of its employees and officers under this AGREEMENT. No PARTY shall be responsible or liable for consequential damages to another PARTY arising out of providing the aforementioned office space under this AGREEMENT.

5. This AGREEMENT is beneficial to the MONTGOMERY COUNTY PROBATE OFFICE because it will reduce the time required to send out mailings to citizens by eliminating the time mail is in transit from its current location to the Count Mail-Room.
6. Any PARTY may terminate its participation in this AGREEMENT by providing thirty (30) days written notice to the other PARTY.
7. Upon termination of this AGREEMENT, the MONTGOMERY COUNTY PROBATE OFFICE shall return the ROOM to the MONTGOMERY COUNTY REVENUE COMMISSIONER in the same or substantially similar condition in which it first received.
8. This AGREEMENT may be amended by written amendment signed by both PARTIES.

IN WITNESS WHEREOF,



Witness

 _____ Signature of Officer	<u>10/16/2013</u> _____ Date	<u>Revenue Commissioner</u> _____ Officer's Title
 _____ Signature of Officer	<u>10 Oct 13</u> _____ Date	_____ Officer's Title

**MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION**

FEBRUARY 3, 2014

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:07 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. Chairman Dean, Vice Chairman Harris, Commissioner Ingram and Commissioner Williams were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees and items on the agenda.

DISCUSSION BY THE COMMISSION

Commissioner Williams requested a \$400 miscellaneous appropriation from his account to Brewbaker Technology Magnet High School, the women's softball team.

Commissioner Ingram requested a \$2,500 miscellaneous appropriation from his account to Montgomery Area Council on Aging (MACOA), for Meals on Wheels Program for homebound seniors.

Chairman Dean requested a \$700 miscellaneous appropriation from his account to Robert E. Lee High School, for Choral Program, attention: Brenda Shuford.

After discussion, the Commission agreed to add these items to the miscellaneous appropriations.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Budget Change Request Number 1 from Information Systems. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims informed the Commission that he had received the three revised Contractual Agreement Addendums with E-Ring, Inc., regarding Capture BOE, Assessment and Maps Online, Capture Mobile Assessment and Capture iPad Software for the Appraisal Department. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Agreement, Agenda Pages 3-2 through 3-4, is attached to these Minutes.)

YOUTH FACILITY – APPROVED PERSONAL SERVICES CONTRACT WITH ADEDOYIN DOSUNMU-OGUNBI, M.D., TO PROVIDE MEDICAL SERVICES FOR YOUTH DETAINED AT THE YOUTH FACILITY

The Administrator presented the following memorandum from Juvenile Court Administrator Bruce R. Howell:

MEMORANDUM

To: Mr. Donnie Mims
From: Bruce R. Howell, Juvenile Court Administrator
Date: January 30, 2014
Re: Personal Services Contract – Dr. Adodoyin Ogunbi

Please place the attached contract on the County Commission formal agenda for February 3rd. This contract is for Dr. Ogunbi to provide medical services at the Youth Facility for the period October 1, 2013 through September 30, 2014.

Thank you for your consideration in this matter.

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Personal Services Contracts, Agenda Pages 4-2 through 4-5, are attached to these Minutes.)

* COUNTY COMMISSION – APPROVED ALLOCATION OF SPACE IN ANNEX III, 2ND FLOOR TO JUDGE OF PROBATE FOR USE AS MAILROOM

The Administrator presented the following memorandum from Probate Judge Steven L. Reed:

MEMORANDUM

To: Montgomery County Commission
Cc: Chairman Dean, County Administrator Donnie Mims
From: Judge Reed's Office, Montgomery County Probate

Date: 1/29/14

Re: Signing off on the use of Revenue's unused mapping area for use as the mail room for the Probate Office.

An arrangement between the Revenue Commissioner and the Judge of Probate has been reached to use the Revenue's unused mapping area, on the 2nd floor of Annex 3, 101 S. Lawrence, as the mailroom for the probate office. The Revenue department will retain the two storage rooms in that area for its own purposes. This agreement has met with no opposition and now requires the approval of the Montgomery County Commission to move forward. Please sign the approval line below to allow this project to move forward.

Approved _____

Date _____

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

OMNIBUS VOTE

Commissioner Ingram requested that the Commission omnibus the following three items, and his fellow Commissioners concurred. Mr. Williams made a motion to approve the three agenda items. The motion was seconded by Mr. Ingram and unanimously approved by the Commission.

COUNTY COMMISSION – APPROVED TO RECOGNIZE AND DENY CLAIM FILED BY CHARSANDERS SANDERSON

The Administrator presented the following memorandum from County Attorney Thomas T. Gallion, III:

MEMORANDUM

January 7, 2013

Attorney/Clicnt Privileged

TO: Donnie Mims
FROM: Tommy Gallion
RE: Claim of Charsanders Sanderson



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

MEMORANDUM

To: Montgomery County Commission

Cc: Chairman Dean, County Administrator Donnie Mims

From: Judge Reed's Office, Montgomery County Probate

Date: 1/29/14

Re: Signing off on the use of Revenue's unused mapping area for use as the mail room for the Probate Office.

An arrangement between the Revenue Commissioner and the Judge of Probate has been reached to use the Revenue's unused mapping area, on the 2nd floor of Annex 3, 101 S. Lawrence, as the mailroom for the probate office. The Revenue department will retain the two storage rooms in that area for its own purposes. This agreement has meet with no opposition and now requires the approval of the Montgomery County Commission to move forward. Please sign the approval line below to allow this project to move forward.

Approved *E. Dean M. Mims, Jr.*

Date 2/3/14

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

TDD (334) 265-3568

www.mc-ala.org

AGENDA

JUN - 1 2015

June 1, 2015

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:

****C-2015-70:** Rescind Appropriation to Youth-n-Action Programs, for "Hook A Kid on Golf" Tee Level Clinic - \$500; (Harris)

NOTE: Organization name needed correction.

C-2015-72: Royal Ambassadors Med Inc., for Youth-n-Action Programs; "Hook A Kid on Golf" Tee Level Clinic - \$500 (Harris)

C-2015-73: Maggie Street Community Development Corporation, for Centennial Hill Health Fair - \$500; (Dean - \$250 and Harris - \$250)

NC-2015-104: City of Montgomery, for Montgomery Museum of Fine Arts, for the 40th Montgomery Art Guild Museum Exhibition - \$500; (Harris)

NC-2015-105: BOE, McKee Middle School, for Montgomery Public Schools' Special Education Summer Experiential Learning Camp - \$455.50(Walker)

****Rescind**

DLM/tlm

Memo

To: Donald L. Mims, County Administrator
From: Myrtle Singleton, Purchasing Manager
Date: May 12, 2015
Re: Invitation to Bid No: 51988-15B-020
Employee Luncheon

Request approval of award on the above referenced Invitation to Bid to the low bid of Chappy's Deli, for a unit price of \$7.89 each and a total amount of \$4,734.00; be placed on a future agenda. (Copy of spreadsheet attached.)

Coordination of award made with DiDi Henry, Manager of Public Affairs.

Attachment

Purchasing Department

Montgomery County Commission

[illegible]

Notes:

8-2

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 34

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	5/18/2015
DATE:	5/18/2015	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Bridge Builders	001-56530.498	0	20,000	20,000
Misc. In-House Appropriations	001-59310.498	25,500	(20,000)	5,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		25,500	0	25,500

JUSTIFICATION:

To budget an appropriation to Bridge Builders.

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

AGENDA

JUN - 1 2015

May 27, 2015

TO: Montgomery County Commission
CC: Donnie Mims – County Administrator
Montgomery County, Alabama

RE: Agenda Item – Position Fill Request for Community Corrections Technician

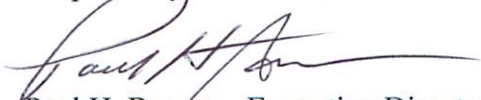
Dear Commissioners:

At the last Commission information session I briefed the Commission on a request for a future Agenda Item. Recently, the Commission and City/County Personnel Board approved the creation of a new Community Corrections Position – titled Community Corrections Technician. This newly created position came at the behest of a number of stakeholders including the judiciary. The Community Corrections Department presently has a vacancy of one Community Corrections Officer. This position has remained open for the past few months while the needs of the Department were reviewed and evaluated. We propose to fill the vacancy with a Community Corrections Technician in lieu of filling it with a Community Corrections Officer.

This position is considered an entry level position for individuals with a college degree in a related field, but without the requisite experience required to qualify as a Community Corrections Officer. Ideally, this position would present an opportunity for this position to promote to a Community Corrections Officer after achieving sufficient practical experience working in the Technician capacity. The position description and duties have been reviewed by the City-County Personnel staff analyst and a salary range of A04 (starting salary \$28,223) has been established.

I respectfully request that the Commission consider the approval of a Position Fill Request for the Community Corrections Technician position at the next regular Commission Meeting June 1, 2015.

Respectfully submitted,



Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

PAUL BROWN - EXECUTIVE DIRECTOR
(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

2015 MAY 27 PM 1:38
MONTGOMERY COUNTY
COMMISSION

10-1

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT: **Community Corrections**

DEPARTMENT HEAD: Paul H. Brown

SUPERVISOR: Paul H. Brown

1 POSITION TITLE: Community Corrections Technician

POSITION NUMBER: **300357001**

PROPOSED EFFECTIVE DATE: 7/3/15

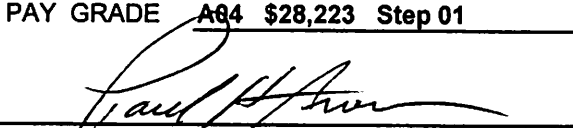
TYPE OF APPOINTMENT ☒ PERMANENT ☐ TEMPORARY

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE A04 \$28,223 Step 01


Department Head

Date

5/7/15

2 ADMINISTRATIVE REVIEW

☐ APPROVED

☐ DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates

Open-competitive _____ Candidates

Transfer _____ Candidates

Personnel Director

Date

4 SELECTEE: _____

Appointing Authority

Date

5 ☐ Manpower data entered by _____ Date _____
☐ Payroll entered by _____ Date _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

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TDD (334) 265-3568

www.mc-ala.org

AGENDA

JUN - 1 2015

May 28, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Establishment and Reclassification of Public Safety Communications Operator Classification

The Montgomery County Commission, during their meeting on May 18, 2015, agreed to place on the next agenda the establishment of a Public Safety Communications Operator classification (CO0482), Pay Grade A04 with the Montgomery County Sheriff's Office and the reclassification of Jacqueline Freeman from ECO I to Public Safety Communications Operator, effective the first full pay period following approval by City/County Personnel.

I am requesting approval of these items.

DLM/tn

Attachments



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

May 11, 2015

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Reclassification Pay Increase to County Communications

On November 18, 2014, the Personnel Board approved the reclassification of the following positions for the City pay plan:

CLASSIFICATION TITLE	OLD PAY GRADE	NEW PAY GRADE
Public Safety Communications Operator	Pay Grade A03	Pay Grade A04
Public Safety Communications Dispatcher	Pay Grade A04	Pay Grade A05

Please see the attached letter from City-County Personnel whereby these changes have been implemented already for the City and they are requesting that our dispatchers receive the same pay. Furthermore, attached is a breakdown of the old and new pay rate for each of our current dispatchers.

Please place this matter on the May 18, 2015, agenda of the County Commission Meeting. If you need anything further from our office, please do not hesitate to contact me.

DC/crv

encls.

MEMORANDUM

To: Sheriff Derrick Cunningham

From: Robbie Estes, Personnel Analyst

Date: April 1, 2015

Re: County Communications Positions

On May 10, 2010, the Personnel Department began a review of the class and pay structure of the Communications department per the request of Chief of Staff/Deputy Mayor Jeff Downes. After completing a review of the current job classes and pay grades in 2014, the Personnel Department made the following recommendations to the ECO I (Pay Grade A03) and ECO II (Pay Grade A04) classifications:

New Classification Titles

Public Safety Communications Operator	(CI8181 / CO0482) Pay Grade A04
Public Safety Communications Dispatcher	(CI8182 / CO0483) Pay Grade A05

The Personnel Board approved these recommendations on November 18, 2014 for the City pay plan. Since the county communications division utilizes the same positions and associated employment registers, it is the Personnel Departments recommendation for the county to adopt these job titles and pay grades. If approved, current county communications employees can be moved to the appropriate job classes via Form 10s. Also, the current ECO I and ECO II position should be abolished.

If you are in agreement with these recommendations, please place these personnel actions on the next County Commission meeting for approval. We will then take the request to the Personnel Board to make appropriate changes to the County pay plan.

Name	Job Title	Current Pay Grade	Annual Pay	New Pay Grade	Annual Pay	Difference
Victoria Brown	ECO II	A04-13	\$40,175.00	A05-09	\$40,661.00	\$486.00
Christopher Koontz	ECO II	A04-13	\$40,175.00	A05-09	\$40,661.00	\$486.00
Cynthia Miles	ECO II	104-104 (Old)	\$41,522.00	A05-10	\$41,780.00	\$258.00
Jason Mims	ECO II	A04-13	\$40,175.00	A05-09	\$40,661.00	\$486.00
Wendy Deese	ECO II	A04-13	\$40,175.00	A05-09	\$40,661.00	\$486.00
Crystal Jackson	ECO II	A04-01	\$28,223.00	A05-01	\$31,708.00	\$3,485.00
Ketura Burton	ECO II	A04-05	\$32,206.00	A05-02	\$32,827.00	\$621.00
Brittany Murphy	ECO II	A04-02	\$29,219.00	A05-01	\$31,708.00	\$2,489.00
Lakenya Webster	ECO II	A04-02	\$29,219.00	A05-01	\$31,708.00	\$2,489.00
Qumeasha Williams	ECO II	A04-04	\$31,211.00	A05-01	\$31,708.00	\$497.00
Jacqueline Freeman	ECO I	A03-01	\$25,146.00	A04-01	\$28,223.00	\$3,077.00
				TOTAL		\$14,860.00

**MONTGOMERY CITY-COUNTY
PERSONNEL BOARD AGENDA
NOVEMBER 18, 2014
5:00 P.M.**

Call meeting to order and establish that a quorum is present.

For Board Action:

1. Minutes for October 28, 2014 Board meeting.
2. Request from Mayor Todd Strange, City of Montgomery, to appoint Kimberly Moon to the position of Web Page Designer, class code 7584, pay grade A09, starting at step 3 (\$51,132).
3. Request from Mayor Todd Strange, City of Montgomery, to establish the following new classifications: Public Safety Communications Operator (CI8181) at pay grade A04 (\$27,137 – \$38,630); Public Safety Communications Dispatcher (CI8182) at pay grade A05 (\$30,489 – \$43,402); Public Safety Communications Supervisor (CI8183) at pay grade A07 (\$38,362 – \$54,608); Public Safety Communications Training Manager (CI8185) at pay grade A09 (\$47,761 – \$67,990); Public Safety Communications Operations Manager (CI8187) at pay grade A11 (\$58,610 – \$83,432); and Director of Emergency Communications (CI8188) at pay grade A15 (\$84,623 – \$120,463).
4. Request from Mayor Todd Strange, City of Montgomery, to abolish the following classifications: Police Communications Operator (CI8203); Emergency Communications Operator I (CI8190); Emergency Communications Operator II (CI8191); Emergency Communications Supervisor I (CI8204); Communications Training Manager (CI8004); Emergency Communications Center Operations Manager (C8193); and Communications Center Director (CI8000). (In conjunction with #3 above.)

For Information:
Director's Report

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

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www.mc-ala.org

AGENDA

JUN - 1 2015

May 28, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Establishment and Reclassification of Public Safety Communications Dispatcher Classification

The Montgomery County Commission, during their meeting on May 18, 2015, agreed to place on the next agenda the establishment of a Public Safety Communications Dispatcher classification (CO0483), Pay Grade A05 with the Montgomery County Sheriff's Office and the reclassification of the following employees from ECO II to Public Safety Communications Dispatcher, effective the first full pay period following approval by City/County Personnel: Victoria Brown, Christopher Koontz, Cynthia Miles, Jason Mims, Wendy Deese, Crystal Jackson, Ketua Burton, Brittany Murphy, Lakenya Webster and Qumeasha Williams.

I am requesting approval of these items.

DLM/tn

Attachments



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

May 11, 2015

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Reclassification Pay Increase to County Communications

On November 18, 2014, the Personnel Board approved the reclassification of the following positions for the City pay plan:

CLASSIFICATION TITLE	OLD PAY GRADE	NEW PAY GRADE
Public Safety Communications Operator	Pay Grade A03	Pay Grade A04
Public Safety Communications Dispatcher	Pay Grade A04	Pay Grade A05

Please see the attached letter from City-County Personnel whereby these changes have been implemented already for the City and they are requesting that our dispatchers receive the same pay. Furthermore, attached is a breakdown of the old and new pay rate for each of our current dispatchers.

Please place this matter on the May 18, 2015, agenda of the County Commission Meeting. If you need anything further from our office, please do not hesitate to contact me.

DC/crv

encls.

MEMORANDUM

To: Sheriff Derrick Cunningham

From: Robbie Estes, Personnel Analyst

Date: April 1, 2015

Re: County Communications Positions

On May 10, 2010, the Personnel Department began a review of the class and pay structure of the Communications department per the request of Chief of Staff/Deputy Mayor Jeff Downes. After completing a review of the current job classes and pay grades in 2014, the Personnel Department made the following recommendations to the ECO I (Pay Grade A03) and ECO II (Pay Grade A04) classifications:

New Classification Titles

Public Safety Communications Operator	(CI8181 / CO0482) Pay Grade A04
Public Safety Communications Dispatcher	(CI8182 / CO0483) Pay Grade A05

The Personnel Board approved these recommendations on November 18, 2014 for the City pay plan. Since the county communications division utilizes the same positions and associated employment registers, it is the Personnel Departments recommendation for the county to adopt these job titles and pay grades. If approved, current county communications employees can be moved to the appropriate job classes via Form 10s. Also, the current ECO I and ECO II position should be abolished.

If you are in agreement with these recommendations, please place these personnel actions on the next County Commission meeting for approval. We will then take the request to the Personnel Board to make appropriate changes to the County pay plan.

Name	Job Title	Current Pay Grade	Annual Pay	New Pay Grade	Annual Pay	Difference
Victoria Brown	ECO II	A04-13	\$40,175.00	A05-09	\$40,661.00	\$486.00
Christopher Koontz	ECO II	A04-13	\$40,175.00	A05-09	\$40,661.00	\$486.00
Cynthia Miles	ECO II	104-104 (Old)	\$41,522.00	A05-10	\$41,780.00	\$258.00
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Brittany Murphy	ECO II	A04-02	\$29,219.00	A05-01	\$31,708.00	\$2,489.00
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Jacqueline Freeman	ECO I	A03-01	\$25,146.00	A04-01	\$28,223.00	\$3,077.00
					TOTAL	\$14,860.00

**MONTGOMERY CITY-COUNTY
PERSONNEL BOARD AGENDA
NOVEMBER 18, 2014
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1. Minutes for October 28, 2014 Board meeting.
2. Request from Mayor Todd Strange, City of Montgomery, to appoint Kimberly Moon to the position of Web Page Designer, class code 7584, pay grade A09, starting at step 3 (\$51,132).
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4. Request from Mayor Todd Strange, City of Montgomery, to abolish the following classifications: Police Communications Operator (CI8203); Emergency Communications Operator I (CI8190); Emergency Communications Operator II (CI8191); Emergency Communications Supervisor I (CI8204); Communications Training Manager (CI8004); Emergency Communications Center Operations Manager (C8193); and Communications Center Director (CI8000). (In conjunction with #3 above.)

For Information:
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AGENDA

JUN - 1 2015

May 28, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Abolishment of Emergency Communications Operator I and II Classifications

The Montgomery County Commission, at its meeting on May 18, 2015, agreed to place on the next agenda the abolishment of Emergency Communications Operator I and II Classifications.

I am requesting approval of this item.

DLM/tn

Attachment



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

May 11, 2015

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham *DC*
Montgomery County Sheriff's Office

SUBJECT : Reclassification Pay Increase to County Communications

On November 18, 2014, the Personnel Board approved the reclassification of the following positions for the City pay plan:

CLASSIFICATION TITLE	OLD PAY GRADE	NEW PAY GRADE
Public Safety Communications Operator	Pay Grade A03	Pay Grade A04
Public Safety Communications Dispatcher	Pay Grade A04	Pay Grade A05

Please see the attached letter from City-County Personnel whereby these changes have been implemented already for the City and they are requesting that our dispatchers receive the same pay. Furthermore, attached is a breakdown of the old and new pay rate for each of our current dispatchers.

Please place this matter on the May 18, 2015, agenda of the County Commission Meeting. If you need anything further from our office, please do not hesitate to contact me.

DC/crv

encls.

MEMORANDUM

To: Sheriff Derrick Cunningham

From: Robbie Estes, Personnel Analyst

Date: April 1, 2015

Re: County Communications Positions

On May 10, 2010, the Personnel Department began a review of the class and pay structure of the Communications department per the request of Chief of Staff/Deputy Mayor Jeff Downes. After completing a review of the current job classes and pay grades in 2014, the Personnel Department made the following recommendations to the ECO I (Pay Grade A03) and ECO II (Pay Grade A04) classifications:

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Jacqueline Freeman	ECO I	A03-01	\$25,146.00	A04-01	\$28,223.00	\$3,077.00
					TOTAL	\$14,860.00

**MONTGOMERY CITY-COUNTY
PERSONNEL BOARD AGENDA
NOVEMBER 18, 2014
5:00 P.M.**

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3. Request from Mayor Todd Strange, City of Montgomery, to establish the following new classifications: Public Safety Communications Operator (CI8181) at pay grade A04 (\$27,137 – \$38,630); Public Safety Communications Dispatcher (CI8182) at pay grade A05 (\$30,489 – \$43,402); Public Safety Communications Supervisor (CI8183) at pay grade A07 (\$38,362 – \$54,608); Public Safety Communications Training Manager (CI8185) at pay grade A09 (\$47,761 – \$67,990); Public Safety Communications Operations Manager (CI8187) at pay grade A11 (\$58,610 – \$83,432); and Director of Emergency Communications (CI8188) at pay grade A15 (\$84,623 – \$120,463).
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AGENDA

JUN - 1 2015

May 28, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on May 18, 2015, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Corporal, Position Number 97
- (2) Deputy Sheriff Corporal, Position Number 143
- (3) Deputy Sheriff, Position Number 102
- (4) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined
- (5) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office
DEPARTMENT HEAD: Derrick Cunningham, Sheriff
SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Corporal

Position Number 097

Proposed Effective Date May 11, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS2 - \$38,328 - \$49,337

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

Date April 29, 2015

Derrick Cunningham
Department Head

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Corporal

Position Number 143

Proposed Effective Date May 11, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS2 - \$38,328 - \$49,337

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

Derrick Cunningham

Date April 29, 2015

Department Head *Kevin Murphy*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff

Position Number 102

Proposed Effective Date May 11, 2015

Type of Appointment ☒ Permanent ☐ Temporary

Recruiting

- ☐ Promotional Register ☐ Transfer
☒ Open Competitive Register ☐ Reemployment

Pay Grade Deputy Sheriff Trainee - \$36,118 Grade PS4

Deputy Sheriff \$37,271-\$46,493 PS5

Derrick Cunningham
Department Head

Date 4/22/15

2. Administrative Review

- ☐ Approved
☐ Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. ☐ Manpower data entered by _____

Date _____

☐ Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date May 11, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST - Deputy Sheriff Trainee \$36,118

PS1 - Deputy Sheriff - \$37,271 - \$46,493

Derrick Cunningham
Department Head

Date April 29, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date May 11, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST - Deputy Sheriff Trainee \$36,118

PS1 - Deputy Sheriff - \$37,271 - \$46,493

Derrick Cunningham

Department Head

Date April 29, 2015

2. Administrative Review

- () Approved
- () Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates

Open-Competitive _____ Candidates

Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

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

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

JUN - 1 2015

Date: May 1, 2015
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: September 10, 2015 Return Date: September 10, 2015
Conference Leave (Days / Hours): 8 hours
Purpose of Travel: 2015 Accounting & Auditing for the Real World
Qualifies toward 40 hours of CPE required annually for CPA license.

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

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

Total (est.) Cost: \$275.00 Advance Registration Required: \$275.00

Department Name: Finance Department Fund Name: _____

Additional Comments: _____

To: Sherrill R. Thomas, Finance Director
From: Donald L. Mims, Administrator

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$275.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$619.40</u>	
Budget Available:	<u>\$2,380.60</u>	
Current Requests:	<u>\$275.00</u>	
Budget Balance:	<u>\$2,105.60</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/26/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5


AGENDA

JUN - 1 2015

Date: May 1, 2015
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL
Departure Date: September 11, 2015 Return Date: September 11, 2015
Conference Leave (Days / Hours): 8 hours
Purpose of Travel: ALTIST 2015 Annual CRE Update
Qualifies toward 40 hours of CPE required annually for CPA license.

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

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

Total (est.) Cost: \$265.45 Advance Registration Required: \$150.00

Department Name: Finance Department Fund Name: General Fund

Additional Comments: Mileage \$95.45 Registration \$150.00 Meals \$20.00

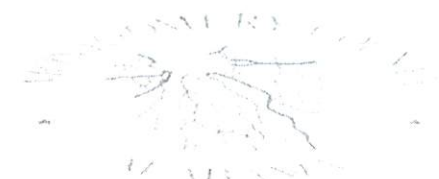
To: Sherrill R. Thomas, Finance Director
From: Donald L. Mims, Administrator

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$265.45 and advance registration of \$150.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$619.40</u>	
Budget Available:	<u>\$2,380.60</u>	
Current Requests:	<u>\$540.45</u>	
Budget Balance:	<u>\$1,840.15</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 5/26/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

JUN - 1 2015

Date: May 1, 2015
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: September 30, 2015 Return Date: September 30, 2015
Conference Leave (Days / Hours): 8 hours
Purpose of Travel: Applying the Uniform Guidance for Federal Awards in Your Single Audits
Qualifies toward 40 hours of CPE required annually for CPA license.

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

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

Total (est.) Cost: \$275.00 Advance Registration Required: \$275.00

Department Name: Finance Department Fund Name: _____

Additional Comments: _____

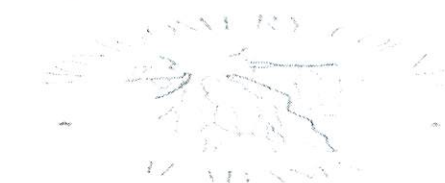
To: Sherrill R. Thomas, Finance Director
From: Donald L. Mims, Administrator

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$275.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$619.40</u>	
Budget Available:	<u>\$2,380.60</u>	
Current Requests:	<u>\$815.45</u>	
Budget Balance:	<u>\$1,565.15</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 5/26/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

AGENDA

JUN - 1 2015

Date: May 26, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: June 23, 2015 Return Date: June 23, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend 2015 Governmental Accounting GAAT Course Sponsored By AUM
Outreach Training Solutions in Montgomery, AL on 6/23/2015. Attendee Earns 8
CPE Hrs. Toward Annual CRE Certification Requirement For 2015.

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: \$125.00 Advance Registration Required: \$125.00

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

Additional Comments: Registration Fee Of \$125.00 To Be Direct Billed To Montgomery County
By AUM Outreach Training Solutions. Course Location: Bailey Bldg., Ste. 100,
400 S. Union St. Montgomery, AL. Meals \$0. Mileage \$0. Lodging \$0.

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

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$125.00 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>\$8,600.00</u>	
Approved Requests:	<u>\$5,210.58</u>	
Budget Available:	<u>\$3,389.42</u>	
Current Requests:	<u>\$125.00</u>	
Budget Balance:	<u>\$3,264.42</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/26/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

June
AGENDA

JUN - 1 2015

Date: May 26, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama (Mariott Legends at Capitol Hill in Prattville, AL)

Departure Date: July 22, 2015 Return Date: July 23, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Attend CROAA "Safety For The County Revenue Officer" Class Sponsored By
ACCA. Attendees Each Earn 12 CPE Hrs. That Will Apply To Their Current
Year CRE and/or CRO Certification Requirements.

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

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

Total (est.) Cost: \$405.20 Advance Registration Required: \$350.00

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

Additional Comments: Registration Fees of \$350.00 total (\$175.00 each) has to be paid online in
advance to ACCA. Other Estimated Costs: Mileage \$55.20 (Round-trip for
2 people for 2 days.) Meals \$0 (Lunch Included). Lodging \$0.

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

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$405.20 and advance registration of \$350.00 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>\$8,600.00</u>	
Approved Requests:	<u>\$5,210.58</u>	
Budget Available:	<u>\$3,389.42</u>	
Current Requests:	<u>\$530.20</u>	
Budget Balance:	<u>\$2,859.22</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 5/26/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

AGENDA

JUN - 1 2015

Date: May 26, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Alabama

Departure Date: August 18, 2015 Return Date: August 21, 2015

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Attend 2015 ACCA Annual Convention & participate in CROAA training sessions.
Attendee will earn 20 CPE hours to apply toward her ALTIST Certified Revenue
Examiner (CRE) certification.

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: \$1,237.70 Advance Registration Required: \$200.00

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

Additional Comments: Estimated costs \$227.70 mileage, \$560.00 lodging, \$250.00 meals, and registration
fee of \$200.00. Registration fee will be paid to the ACCA in advance by attendee
at point of online registration ahead of 7/24/15 early registration deadline.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,237.70 and advance registration of \$200.00 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>\$8,600.00</u>	
Approved Requests:	<u>\$5,210.58</u>	
Budget Available:	<u>\$3,389.42</u>	
Current Requests:	<u>\$1,767.90</u>	
Budget Balance:	<u>\$1,621.52</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/26/2015

cc: Finance Director / Buyer

15-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

JUN - 1 2015

Date: May 26, 2015

To: Donald L. Mims, Administrator

From: Scott Kramer

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Vermont

Departure Date: August 9, 2015 Return Date: August 11, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: States Board of Directors Meeting

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: \$0.00 Advance Registration Required: \$0.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: All expenses are paid by States

To: Scott Kramer

From: Donald L. Mims, Administrator

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 007-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$3,023.92

Budget Available: \$11,976.08

Current Requests: \$0.00

Budget Balance: \$11,976.08

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/26/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

JUN - 1 2015

Date: May 19, 2015

To: Donald L. Mims, Administrator

From: George C. Speake, County Engineer

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hilton Garden Inn East , Montgomery, AL

Departure Date: June 11, 2015

Return Date: June 12, 2015

Conference Leave (Days / Hours): 2 days

Purpose of Travel: Attend Microsoft Excel Beyond the Basics Seminar

Traveler (s) Name: 1. Becky Green

4. _____

2. _____

5. _____

3. _____

6. _____

Check Mode of Transportation:

County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$128.00

Advance Registration Required: \$128.00

Department Name: Engineering Department

Fund Name: 111-53600.265

Additional Comments: _____

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$128.00 and advance registration of \$128.00 is authorized.

To be completed by the Finance Department

Fund Code: 111-53600.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$6,500.00

Approved Requests: \$5,875.63

Budget Available: \$624.37

Current Requests: \$128.00

Budget Balance: \$496.37

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/19/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

AGENDA
JUN - 1 2015

Date: May 20, 2015
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 120 South Los Angeles St. Los Angeles, CA 90012
Departure Date: July 10, 2015 Return Date: July 15, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: To attend the APPA 40th Annual Training Institute and World Conference

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

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

Total (est.) Cost: \$2,150.00 Advance Registration Required: \$340.00

Department Name: Community Corrections Fund Name: Registration/Training

Additional Comments: _____

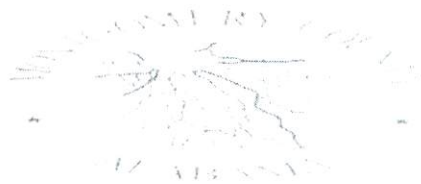
To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator

The above request is app. 06/01/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,150.00 and advance registration of \$340.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,300.00</u>	
Approved Requests:	<u>\$9,880.65</u>	
Budget Available:	<u>\$2,419.35</u>	
Current Requests:	<u>\$2,150.00</u>	
Budget Balance:	<u>\$269.35</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 5/26/2015

cc: Finance Director / Buyer

159