

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

OCTOBER 1, 2018

AGENDA
INFORMATION SESSION

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

Prayer

Reports from Staff:

Administrator
Deputy Administrator
Chief Information and Technology Officer
County Engineer
Manager of Public Affairs
County Attorney

Comments from Scheduled Attendees:

Acting Juvenile Court Administrator Beverly Wise
Chief Probate Clerk William Flowers
Reverend Dr. Agnes M. Lover with St. Paul African Methodist Episcopal Church
CEO Doris Crenshaw with The Southern Youth Leadership Development Institute
(SYLDI)
Agent Perry O. Hooper, Jr., with Palomar Insurance
Library Director Jaunita Owes with Montgomery City-County Public Library
Project Manager Glen S. Davis with Jacobs Engineering Group

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Singleton

Pledge of Allegiance Led by Commissioner Harris

Call of Roll to Establish Quorum

Comments from Citizens

Presentation of the Minutes of the Regular Meeting of September 17, 2018

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

RESOLUTION:

Consider Adoption of Resolution Proclaiming Tuesday, October 2, 2018 as National Manufacturing Day in Montgomery County, County Commission

NEW BUSINESS:

1. Consider Authorization of Modification Number 2 to Subgrant Agreement for Low Income Weatherization Assistance Program, LIWAP-028-18, County Commission
2. Consider Authorization of Memorandum of Understanding with the City of Montgomery regarding Resurfacing Wares Ferry Road from Eastern Bypass Eastward to CSX Railroad, Engineering Department
3. Consider Authorization of Transferring the Alabama 200 Bicentennial Grant in the Amount of \$5,000 from Montessori School at Hampstead to Booker T. Washington Magnet High School, County Commission
4. Consider Authorization of Payment of 2018-2019 Membership Dues to the Association of County Commissions of Alabama (ACCA), County Commission
5. Consider Authorization of Payment of 2019 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen, County Commission
6. Consider Authorization of Payment of 2018-2019 Membership Dues to the International City/County Management Association (ICMA) for County Administrator Donald L. Mims, County Commission
7. Consider Authorization of Miscellaneous Appropriations to Agencies, County Commission
8. Consider Authorization of Miscellaneous Appropriations to Education, County Commission
9. Consider Authorization of Miscellaneous Appropriations from Designated Revenue, County Commission
10. Consider Authorization of Bid Award to Patriot Services Group, Inc., for Inmate Security, Bid Award Number 52200-18B-028, Detention Facility

11. Consider Authorization of New Classification Deputy Sheriff Cadets, Pay Grade A01, Allocation of Four Positions and Related Position Fill Requests, Sheriff's Office
12. Consider Authorization of Reallocation of Appraiser III Position to Personal Property Auditor, Appraisal Department
13. Consider Authorization of Two-Step Irregular Pay Increase for Appraisal Technician Lura Widgeon from Pay Grade A05, Step 12 to Pay Grade A05, Step 14, Appraisal Department
14. Consider Authorization of Position Fill Request – Detention Facility (1)
 - Corrections Officer Trainee, Position Number 500419228
15. Consider Authorization of Position Fill Requests – Probate Judge's Office (6)
 - Customer Service Clerk, Position Number 750016033
 - Customer Service Clerk, Position Number 750016050
 - Administrative Support Associate, Position Number 750013040
 - Administrative Support Associate, Position Number 750013059
 - Assistant Tag and License Supervisor, Position Number To Be Determined
 - Tag and License Supervisor, Position Number 750052047
16. Consider Authorization of Position Fill Request – Sheriff's Office (1)
 - Deputy Sheriff Corporal, Position Number 550429037
17. Consider Authorization of Position Fill Request – Youth Facility (1)
 - Juvenile Detention Officer, Position Number 900300017
18. Consider Authorization of Travel/Training Requests (7)

Reports from Staff:

Administrator
Deputy Administrator
Manager of Public Affairs

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

OCTOBER 1, 2018

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

OCTOBER 8, 2018

County Holiday (Columbus Day)

OCTOBER 15, 2018

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

NOVEMBER 5, 2018

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

NOVEMBER 19, 2018

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

10-1-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 9-14-18

Check Number	To	Check Number
281446		281508
Total Checks Paid		\$414,365.88

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

EFT's included in amount

10-1-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 9-14-18

Check Number	To	Check Number
281509		281614
Total Checks Paid		\$351,201.92

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

EFT's included in amount

10-1-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 9-21-18

Check Number	To	Check Number
281615		281661
Total Checks Paid		\$249,616.54

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

EFT's included in amount

AGENDA

OCT - 1 2018

10-1-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 9-21-18

Check Number	To	Check Number
281662		281726
Total Checks Paid		\$443,043.33

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

EFT's included in amount

AGENDA

OCT - 1 2018

10-1-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 9-21-18

Check Number	To	Check Number
281727		281783
Total Checks Paid		\$153,165.00

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

10/1/18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
9/14/18

Payroll Check Number	130773	To	Payroll Check Number	130837	\$	42,774.54
Direct Deposits					\$	859,975.76
Payroll Check Number	130838	To	Payroll Check Number	130858	\$	254,415.93
Direct Deposits					\$	396,500.47
Federal Deposits					\$	293,706.00
Total Payroll Paid					\$	1,847,372.70

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

Montgomery County Commission
A County Older Than The State

AGENDA

OCT - 1 2018



Established 1816
Montgomery, Alabama

Resolution

WHEREAS, National Manufacturing Month will be celebrated nationally throughout the month of October; and

WHEREAS, on October 2, 2018 in celebration of Manufacturing Day Kickoff, Alfa Insurance Company will open its doors to almost 200 students from Park Crossing, Carver, Lanier, Jeff Davis and Lee High Schools as part of an effort to change the perception of the manufacturing environment and draw attention to the outstanding opportunities that a career in manufacturing can provide; and

WHEREAS, National Manufacturing Day is an opportunity for manufacturers to highlight their work and their workers and to energize a future pipeline of skilled workers; and

WHEREAS, National Manufacturing Day is designed to amplify the voice of individual manufacturers and coordinate a collective chorus of manufacturers with common concerns and challenges; and

WHEREAS, Montgomery County, Alabama, is currently home to 175 manufacturing businesses which employ 13,125 individuals with salaries totaling \$694,534 annually.

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim Tuesday, October 2, 2018, as ***“National Manufacturing Day”*** in Montgomery County, Alabama, and salute the many manufacturing companies and their employees who contribute so much to the economy, the business work force and the quality of life of Montgomery County, Alabama.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 1st day of October, 2018.

CARPDC

CENTRAL ALABAMA REGIONAL PLANNING
AND DEVELOPMENT COMMISSION

AUTAUGA, ELMORE & MONTGOMERY COUNTIES

Jiles Williams, Jr.
Chairman

Greg Clark
Executive Director

AGENDA

OCT - 1 2018

MEMO TO: Mr. Donnie Mims, County Administrator

FROM: Greg Clark
Executive Director

DATE: August 24, 2018

RE: FY2018 Weatherization Assistance Program (LIWAP 028-18)
Modification No.

Alabama Department of Economic and Community Affairs (ADECA) has modified the Department of Energy (DOE) Weatherization Assistance Program Grant DOE 028-18. The modified award amount to Montgomery County is \$50,909 under the Weatherization Assistance (Low-income) Program (LIWAP 028-18). This modification is for 6 additional houses to be weatherized within Montgomery County. The total value of the LIWAP 28-18 grant is \$154,445 equaling 18 total housing units.

Reminder, this program's primary goal is to provide assistance to low and moderate-income households to improve the energy efficiency of their homes.

CARPDC is requesting this item be place on the next commission agenda. The action to be undertaken is to accept the grant award and authorizing the Chairman to sign the grant agreements.

1-1

OFFICE OF THE GOVERNOR

KAY IVEY
GOVERNOR



STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

KENNETH W. BOSWELL
DIRECTOR

August 31, 2018

The Honorable Elton Dean, Sr.
Chairman
Montgomery County Commission
c/o Central Alabama Regional Planning
and Development Commission
430 South Court Street
Montgomery, AL 36104

Dear Chairman Dean:

RE: Modification No. 2
Grant No. LIWAP-028-18

Enclosed are two copies of the above-referenced Department of Health and Human Services Grant Modification.

Please sign and witness both copies and return one original to the Energy Division. Retain the other copy for your files.

If you have any questions, please call Brenda Mock at (334) 353-5951.

Sincerely,

A handwritten signature in blue ink that reads "Kenneth W. Boswell".

Kenneth W. Boswell
Director

KWB/BM/ks

Enclosures

cc: Mr. Greg Clark, Executive Director

Weatherization Assistance Program for Low-Income Persons
Department of Health and Human Services 18B1ALL1EA
CFDA-93.568

SUBGRANT AGREEMENT WEATHERIZATION PROGRAM

Grant Agreement: LIWAP-028-18
Amendment: 2
Grant Amount: \$154,445.00

THIS AMENDMENT is entered into as of August 10, 2018, by and between the **Alabama Department of Economic and Community Affairs, Energy Division**, hereinafter, referred to as the "Department" or "ADECA," and the **Montgomery County Commission**, hereinafter, referred to as the "Subrecipient." This amendment modifies Grant Agreement No. LIWAP-028-18 dated April 1, 2018.

Subrecipient name (must match registered name in DUNS): Montgomery County Commission

Subrecipient's DUNS number: 099839086

Federal Award Identification Number ("FAIN"): 18B1ALL1EA

Federal Award Date: October 20, 2017

Subaward Period of Performance Start and End Date: April 1, 2018 – December 31, 2018

Amount of Federal Funds obligated by this action to the Subrecipient: \$50,909.00

Total amount of Federal Funds obligated to the Subrecipient: \$154,445.00

Total amount of Federal Award: \$154,445.00

Federal Award project description: Low-Income Weatherization Assistance Program

Name of Federal awarding agency: U.S. Department of Health and Human Services

Pass-through entity: Alabama Department of Economic and Community Affairs

Contact information for awarding official: Kenneth W. Boswell, Director

Identification of whether the Award is Research and Development: N/A

Indirect cost rate for the Federal Award: N/A

1. **PURPOSE:** The purpose of this modification is to amend "**Paragraph 2: Funding**" and the relative attachments of the above-referenced Grant Agreement.
2. "**Paragraph 2: Funding**" is hereby amended to read as follows:

Funding: It is expressly understood and mutually agreed that in no event shall the total amount to be paid by the Department to the Subrecipient under this agreement exceed **\$154,445.00** for full and completely satisfactory performance. Additional requirements relative to the Grant amount may be found in Attachment A, Paragraph 2. Any additional costs shall be borne by the Subrecipient.

3. "Paragraph 3: Duration" is hereby amended to read as follows:

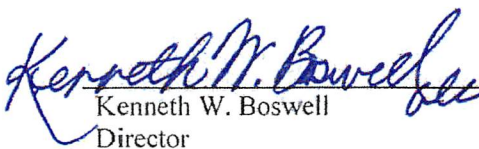
Duration: The Subrecipient shall commence performance of this Agreement on April 1, 2018, and shall complete performance to the satisfaction of the Department not later than December 31, 2018.

4. All other terms and conditions not affected by this modification shall remain in full force and effect.

IN WITNESS WHEREOF THE DEPARTMENT AND THE SUBRECIPIENT HAVE EXECUTED THIS AGREEMENT AS EVIDENCED BY THE SIGNATURES BELOW:

Alabama Department of Economic & Community
Affairs
Department

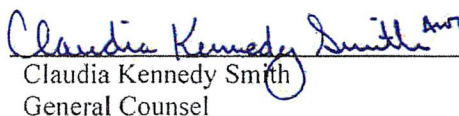
Montgomery County Commission
Subrecipient

 8/30/2018
Kenneth W. Boswell Date
Director

Authorized Official for Subrecipient Date

Subrecipient Witness Date

This grant has been reviewed for content, legal form, and complies with all applicable laws, rules, and regulations of the State of Alabama governing these matters.

 8/28/2018
Claudia Kennedy Smith Date
General Counsel

SUBRECIPIENT: MONTGOMERY COUNTY COMMISSION

GRANT NO. LIWAP-028-18

MODIFICATION: 2

ATTACHMENT A

WORK TO BE PERFORMED

April 1, 2018

1. The Subrecipient shall weatherize a minimum of 18 dwelling units in accordance with Priority List/Energy Audit weatherization measures as identified and approved for the State of Alabama. The Subrecipient shall utilize Blower Door technology on all dwellings to be weatherized. The minimum number of dwellings to be weatherized in each county is as follows:

COUNTY

NUMBER OF UNITS

MONTGOMERY	18

2. If funds remain after the specified number of dwellings have been completed, it is mutually understood that additional dwellings will be weatherized until all available Grant Funds have been utilized.

SUBRECIPIENT: MONTGOMERY COUNTY COMMISSION

GRANT AGREEMENT: LIWAP-028-18

MODIFICATION: 2

ATTACHMENT B

Budget Sheet

	ORIGINAL BUDGET	DECREASE/ INCREASE	TOTAL
ADMINISTRATIVE	\$5,354.00	+\$4,016.00	\$9,370.00
PROGRAM OPERATIONS	\$74,698.00	+\$35,151.00	\$109,849.00
HEALTH AND SAFETY	\$23,484.00	+\$11,742.00	\$35,226.00
			GRAND TOTAL: \$154,445.00

ELTON N. DEAN, SR.
Chairman

Ronda M. Walker
Vice Chairman

Daniel Harris, Jr.

Isaiah Sankey

Doug Singleton



GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
KEVIN A. BOONE, PE
ASSISTANT COUNTY ENGINEER
334.832.1310
FAX: 334.832.7190

WWW.MC-ALA.ORG

ENGINEERING DEPARTMENT

AGENDA

OCT - 1 2018

September 11, 2018

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

George C. Speake
9/11/2018

SUBJECT: Memorandum of Understanding Pertaining to
Resurfacing Wares Ferry Road from Eastern Bypass eastward to CSX Railroad

Please place on the agenda for the nearest possible Montgomery County Commission meeting approval of attached Memorandum of Understanding between the City of Montgomery (City) and the Montgomery County Commission (County) pertaining to a proposed funding arrangement for resurfacing the portion of Wares Ferry Road located within the City limits from the Eastern Bypass eastward to the CSX railroad crossing at the City limits line just north of McLemore Road. In summary, the City would allocate through the MPO 100% of the federal funds for this project, and the local matching funds for this project would be shared 60% paid by the City and 40% paid by the County.

If approved please have attached memorandum of understanding executed and return to this office for further processing.

GCS/gcs

Attachment

cc; File

MEMORANDUM OF UNDERSTANDING

City of Montgomery and the Montgomery County Commission

Resurfacing of Wares Ferry Road from the Eastern Bypass Eastward to the CSX Railroad

This MEMORANDUM OF UNDERSTANDING ("Agreement") is entered into this day ____ of _____, 2018, between the City of Montgomery ("City") and the Montgomery County Commission ("County"), collectively referred to as "Parties:"

WITNESSETH

WHEREAS, the City and the County are desirous to resurface Wares Ferry Road from the Eastern Bypass eastward to the CSX Railroad;

WHEREAS, some portions of the above described Wares Ferry Road are maintenance responsibility of the City and other portions of the above described Wares Ferry Road are maintenance responsibility of the County;

WHEREAS, the City has federal funds available through the Metropolitan Planning Organization (MPO) for accomplishing this project on a basis of 80% federal funds and 20% local matching funds;

NOW THEREFORE, the parties hereto, for and in consideration of the premises stated herein do mutually promise, stipulate, and agree as follows:

- (1) FEDERAL FUNDING: The City shall allocate through the MPO 100% of the federal funds needed to resurface the above described Wares Ferry Road.
- (2) LOCAL MATCHING FUNDS: The local matching funds needed to accomplish this project shall be shared between the City and the County on prorated basis of 60% City funds and 40% County funds.
- (3) PROJECT EXECUTION AND MANAGEMENT: The City shall be responsible for all management, administration, permits, preparation of construction plans, construction engineering and inspection services, and other incidentals necessary for executing and accomplishing the above described project.

WHEREFORE, the parties have executed this agreement as of the date of the signatures.

Todd Strange, Mayor
City of Montgomery

Elton N. Dean, Sr., Chairman
Montgomery County Commission

Witness

Witness

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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

OCT - 1 2018

September 12, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen
Deputy Administrator 

SUBJECT: 200 Alabama Bicentennial Grant Program

Upon the endorsement of the Montgomery County Commission, Montessori School at Hampstead (MSH) received a \$5,000 County Grant Award from the Alabama 200 Bicentennial Commission for MSH's Elementary students to develop and produce a play about Alabama's ten most historically important cities. The MSH Elementary Program closed, and Ms. Amy Hinton, former Head, recommended Booker T. Washington Magnet High School receive these funds.

Commissioner Sankey recommended that the 200 Alabama Bicentennial Grant be transferred to Booker T. Washington Magnet High School to be used for their Annual Showcase of student talent with the theme of "Alabama 200: The Inspiration Factor!"

I am requesting that the Montgomery County Commission's updated endorsement be placed on the October 1, 2018 agenda.

FMC/tll



MONTGOMERY COUNTY COMMISSION

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON

October 1, 2018

Ms. Jay Lamar
Executive Director
Alabama Bicentennial Commission
P.O. Box 246
Montgomery, AL 36103

Dear Ms. Lamar,

In May 2018, the Montgomery County Commission endorsed a \$5,000 County Grant project application submitted by the Montessori School at Hampstead, Inc. (MSH) for their Elementary students to develop and produce a play about Alabama ten most historically important cities. Shortly before MSH was notified of their grant award, the Elementary program closed and the school found itself unable to carry out the proposed grant-funded project.

Ms. Amy Hinton, former Head of School at the Montessori School at Hampstead, immediately contacted the principal of Booker T. Washington (BTW) Magnet High School in Montgomery, Dr. Quesha Starks, about the possibility of BTW assuming the grant implementing the project. Dr. Starks enthusiastically agreed and indicated that the project would dovetail quite nicely with the BTW "Alabama Bicentennial Showcase" that was already planned for the 2018-2019 academic year.

It is our understanding that an updated project endorsement from the Montgomery County Bicentennial Committee is required by the Alabama Bicentennial Commission to facilitate this transfer of grant funds from the original recipient to Booker T. Washington Magnet High School.

As Montgomery County's only public academic and performing arts high school, the Montgomery County Bicentennial Committee is confident that the students and faculty at BTW will do an outstanding job developing, writing, producing and performing this play to celebrate the Alabama's 200th anniversary of statehood.

Please consider this letter to be an updated endorsement for the 2018 County Grant Award referenced above. Thank you for your support of history, education and performing arts in Montgomery County.

Sincerely,

Elton N. Dean, Sr.
Montgomery County Commission
Chairman

cc: Mr. Graydon Rust, Operations Specialist

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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

OCT - 1 2018

September 18, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *PLM*
County Administrator

SUBJECT: Payment of 2018-2019 Association Dues to the Association of County
Commissions of Alabama

The Montgomery County Commission, at its meeting on September 17, 2018, agreed to place on the next agenda payment of 2018-2019 Association Dues to the Association of County Commissions of Alabama (ACCA).

I am requesting approval of these dues.

DLM/tn

Attachment



P.O. Box 5040 • Montgomery, Alabama 36103
Telephone 334-263-7594 • Fax 334-263-7678
www.alabamacounties.org
Hon. Tony Cherry, Choctaw County, President
Sonny Brasfield, Executive Director



AGENDA

OCT - 1 2018

September 5, 2018

Hon. Elton Dean, Chairman
Montgomery County
P.O. Box 1667
Montgomery, AL 36102

Dear Chairman Dean:

The Association of County Commissions of Alabama is approaching the conclusion of another productive year for county government. Dale County's Steve McKinnon has been an outstanding president and we look forward to the next 12 months under the leadership of Choctaw County Commissioner Tony Cherry.

I join the Board of Directors in expressing appreciation for your county's support for and participation in the Association's activities. Your financial support of the Association as well as the personal involvement of county commission members and county employees are essential to our efforts to be the unified voice for Alabama's counties.

As we look toward 2018-2019, I am pleased to report that the Association's dues structure will remain unchanged for the upcoming year. We are aware your budget preparations are underway and, therefore, we are enclosing your county's 2018-2019 membership dues invoice so it might be included in your plans.

Please note: the 2018-2019 membership dues are due October 31, 2018.

Again, we are very grateful for your participation in and support of this important Association. Please contact me if you have any questions, concerns or suggestions.

Sincerely,

Sonny Brasfield
Executive Director

Enclosure

cc: County Administrator



September 5, 2018

INVOICE

Montgomery County
P.O. Box 1667
Montgomery, AL 36102

2018-2019 Association Dues

\$ 14,124

Please make checks payable to ACCA and mail to:

ACCA
P.O. Box 5040
Montgomery, AL 36103-5040

Payment Due October 31, 2018

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
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WWW.MC-ALA.ORG

AGENDA

OCT - 1 2018

September 18, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2019 Membership Dues to the Association of County Administrators of Alabama (ACAA)

The Montgomery County Commission, at its meeting on September 17, 2018, agreed to place on the next agenda the payment of 2019 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen.

I am requesting approval of this item.

DLM/tn

Attachment

ACAA MEMBERSHIP APPLICATION & RENEWAL FORM

For 2019 Membership Year
(January 1 - December 31, 2019)

County: _____ County Website: _____

Address/City/Zip: _____

Telephone: _____ Fax: _____

In order to continue to receive all Association of County Administrators of Alabama (ACAA) mailings, persons must be current ACAA members. Please add the names below of all eligible members from your county, along with their titles and email addresses, who wish to join ACAA. Eligible members include county commission Administrators; Assistant Administrators; and any other persons, by whatever title designated, who performs the duties of Administrators or Assistant Administrators to the various governing bodies of the State of Alabama. Renewal of membership in ACAA for 2019 is due by November 30, 2018. Direct any questions regarding ACAA renewal to Paulette Williams at 334-263-7594.

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____
(use additional paper, if needed)

Total Amount Enclosed: \$ _____ (\$150 Administrator + \$75 each Asst. Admin. and Others)

Payment Due Upon Receipt

Please make check payable to ACAA and mail to:

ACAA - P.O. Box 5040 - MONTGOMERY, AL 36103

52

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
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DEPUTY ADMINISTRATOR
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FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

AGENDA

OCT - 1 2018

September 27, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of Dues to International City/County Management Association for
County Administrator

The Montgomery County Commission, at its meeting on September 17, 2018, agreed to place on the next agenda the payment of 2018-2019 Membership Dues to the International City/County Management Association (ICMA) in the amount of \$1,160 for County Administrator.

I am requesting approval of this item.

/tn

Attachment

6-1



ICMA Membership Renewal Notice

****This is your first renewal notice. Support ICMA's sustainability efforts--renew early.****

Donald L. Mims
County Administrator
County of Montgomery
PO Box 1667
Montgomery, AL 36102-1667

Phone: (334) 832-1210
Fax: (334) 832-2533
Email: donaldmims@mc-ala.org

Member #: 307522
Functional Title: Chief
Administrative Officer
Category: Full

Is your information correct? Note any changes above.

Membership may not be transferred from one person to another. Individuals wishing to join the organization must complete a new member application (available online at icma.org/join). If your employment status has changed, contact Member Services at membership@icma.org.

Fee/Formula Calculations

Membership dues for a Full Member in direct service to local government is calculated at annual gross salary x 0.008. **If your gross salary is greater than \$175,000, dues are capped at \$1,400.** Report your actual salary for our files. If your employment status has changed, contact Member Services at membership@icma.org.

1. Annual salary	\$
2. Deferred compensation	\$
3. Total gross annual salary (Line 1 + Line 2)	\$
4. Annual membership dues (Line 3*0.008)	\$
5. Contribution to the Future of Professional Management Fund*	\$
6. Total Payment (Line 4 + Line 5)	\$

*Please consider supporting ICMA's *Future of Professional Management*, a new umbrella fund that combines Life, Well Run and the Fund for Professional Management. The fund helps advocate for professional local government management and the council-manager form of government, raise awareness about the profession, and inspire a new generation of local government leaders. To learn more, visit www.icma.org.

Payment Options (U.S. Currency only)

- To renew by credit card: Renew online using Visa, MasterCard, or American Express at icma.org/renew and get a receipt immediately.
- To renew by check: Please include a copy of this notice with your check payment and mail to:
ICMA Membership Renewals
PO Box 79403
Baltimore, MD 21279-0403

If you are unable to pay in full at this time, select an installment plan, divide the total amount equally and include your initial payment by check:

- [] Circle as appropriate (2 3 4) installments
[] My initial payment is: \$ _____

If you have already renewed for the period July 01, 2018 - June 30, 2019, please disregard this invoice. For additional membership information, including frequently asked questions or to make changes to your profile, please go to icma.org/renew.

Member #: 307522

Questions? Contact us at membership@icma.org, 202-962-3680 or 800-745-8780

*Due to processing costs, ICMA will only refund overpayments under \$10 upon request. Please check your calculations carefully.

6-2

HIGH CO. COMMISSION
APR 16 '18 AM 10:02

OCT - 1 2018

7-1

OCT - 1 2018

8.1

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mrs*

DATE: September 11, 2018

RE: Invitation to Bid No. 52200-18B-028
Inmate Security

I request approval of award on the above referenced Invitation to Bid to the only bid of Patriot Services Group, Inc., based on hourly pricing of \$16.10 an hour for regular, \$16.10 an hour for unscheduled and \$16.10 an hour for holidays, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS: 14 Bids Emailed				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 52200-18B-028				Patriot Services Group, Inc. 108 Phillips Circle Columbiana, AL 35051 Attn: William Prosser (205) 601-2591									
DATE ISSUED: August 18, 2018				Is Company Minority Business Owned Yes X No									
DATE OPENED: September 5, 2018				Veteran Owned									
Inmate Security													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	REGULAR AND SCHEDULED APPOINTMENTS	HR	1	\$16.10	\$16.10								
2	UNSCHEDULED APPT/EMERG. AFTER HRS/WEEKENDS	HR	1	\$16.10	\$16.10								
3	HOLIDAYS	HR	1	\$16.10	\$16.10								
	INMATE SECURITY												
	SERVICE - SHERIFF AND YOUTH FAC.												
TOTAL BID AMOUNTS													

Notes:

10-2

STATE OF ALABAMA
MONTGOMERY COUNTY

CONTRACT NO. 52200-18B-028

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 1st day of October 2018 between Patriot Services Group, Inc. of Columbiana, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Patriot Services Group, Inc. owns and operates a business and desires to furnish Inmate Security Guard Services for Montgomery County Detention Facility and Montgomery County Youth Facility, as needed, in accordance with all provisions of Invitation to Bid No. 52200-18B-028, as issued by the Montgomery County Commission on August 16, 2018, (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, Patriot Services Group, Inc. and Montgomery County Commission agree as follows:

1. All terms and conditions of the Invitation to Bid are incorporated herein by this reference.
2. That the period of the contract will begin, October 1, 2018 and will end September 30, 2019.
3. That the hourly price for Regular and Scheduled Appointments will be \$16.10 per man hour; Unscheduled Appointments and/or Emergency after Hours or on Weekends will be \$16.10 per man hour; and for Holidays \$16.10 per man hour, which will remain firm for a one (1) year period. At the end of the one (1) year period, a price increase may be allowed, but shall not exceed 5% per year.
5. That Montgomery County Commission and Patriot Services Group, Inc. shall have the right to terminate this agreement at any time during the contract period by giving a thirty (30) day written notice by either party.
6. That Patriot Services Group, Inc. shall at all times be in compliance with all specifications and special provisions of the Invitation to bid.
7. That Patriot Services Group, Inc. agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any

and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of Patriot Services Group, Inc., death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. Patriot Services Group, Inc. agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Patriot Services Group, Inc. also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

8. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Patriot Services Group, Inc.
9. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 1th day of October 2018.

WITNESS:

PATRIOT SERVICES GROUP, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

OCT - 1 2018

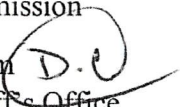
KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

September 10, 2018

MEMORANDUM

TO : Mr. Donnie Mims, County Administrator
Montgomery County Commission

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Deputy Sheriff Cadets

Please find a Memorandum from the City-County Personnel regarding a new classification for Deputy Sheriff Cadet as well as the job description. As I stated when I gave an update at last year's budget hearing, this will eliminate the expense of having paid interns. Furthermore, it will assist with training potential future Deputy Sheriffs to make sure a career in law enforcement is the correct career choice. Please place this matter on the next agenda as I would like to hire four (4) Deputy Sheriff Cadets as soon as possible.

If you have any questions, please let me know.

DC

encls.

cc: Ms. Florence Cauthen, Deputy Administrator

MEMORANDUM

TO: Derrick Cunningham, Sheriff

CC: Kevin Murphy, Chief

THRU: Carmen Douglas, Personnel Director 

FROM: Cami Hacker, Sr. Personnel Analyst 

DATE: February 9, 2018

SUBJECT: Deputy Sheriff Cadet

At your request, we have worked with your staff to create a new classification for Deputy Sheriff Cadet.

Using the city's Police Cadet as a model and input from your staff to cover your Office's unique needs, we are submitting the attached job description for your final review and approval. We are recommending that the classification be established at pay grade A01 which is the same pay grade for the Police Cadet.

It is also our recommendation that we open the position to the public and refer all qualified applicants to you for consideration. When they reach the appropriate age, they will apply and compete for the Deputy Sheriff Trainee classification with all other applicants. If they are not reachable on the trainee register by the age of 21, their service with the department in the Cadet classification will be severed.

If you would like this classification added to the County's pay plan, please submit a signed job description and County Commission approval. Once our office has these items, we will present the classification to the Personnel Board.

If you have any questions, please let us know.

DEPUTY SHERIFF CADET

FLSA: Non-Exempt

Pay Grade: A01

CO0433

2.8.18

NATURE OF WORK: The Deputy Sheriff Cadet is used as an entry level position into the Montgomery County Sheriff's Office. Cadets are assigned non-law enforcement duties and responsibilities. Cadets perform paraprofessional office and field support duties under supervision of a sworn member or supervising civilian personnel in the Sheriff's Office. In addition, Cadets will shadow different deputies in the performance of their duties as a part of training. Finally, Cadets will train in physical fitness in anticipation of the required physical agility test administered to qualify for Alabama Peace Officers Standards and Training. Cadets are typically supervised by division supervisors.

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

Performs paraprofessional duties such as running errands, answering phones, filing, entering data into computers, and filling in for absent civilian employees following departmental policies and procedures in order to learn the administrative duties performed by Sheriff's Office staff.

Monitors and maintains the physical perimeters of grounds using surveillance equipment following departmental rules and regulations and standard surveillance techniques in order to uphold proper levels of security and appearance.

Reads policy manuals, procedure guides, law books, and other related materials in order to learn the information needed to be successful as a future deputy sheriff.

Shadows deputies and/or corporals in the performance of their duties in order to learn and experience the expectations and tasks placed on deputies.

Physically trains in order to prepare for the required physical agility test.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of principles and processes for providing customer and personal services.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to talk to others to convey information effectively.

Ability to be aware of others' reactions and understanding why they react as they do.

Ability to apply general rules to specific problems to produce answers that make sense.

Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to communicate information and ideas in speaking so others will understand.

Ability to communicate effectively in writing as appropriate for the needs of the audience.

Ability to understand the implications of new information for both current and future problem-solving and decision-making. (learning)

Ability to remember information such as words, numbers, pictures, and procedures.

Ability to use critical thinking, mathematical reasoning, and problem solving techniques.

Ability to read workplace documents such as messages, emails, letters, directions, signs, bulletins, policies, websites, and regulations and use that information to make job-related decisions and solve problems.

Ability to read and comprehend graphical materials to include comparing information; identifying and interpreting trends, patterns and relationships; identifying and justifying graphics; identifying the next step in a process; justifying decisions and/or inferences; locating and finding information; making and/or justifying an inference or decision.

WORKING CONDITIONS: During the course of their work, Cadets at times will shadow deputies in the performance of their duties which may expose the candidate to potentially dangerous and adverse conditions and rotating shift work will be required.

MINIMUM QUALIFICATIONS: High school diploma or G.E.D. certificate and at least 18 years old, but not older than 21 years of age.

SPECIAL REQUIREMENTS: According to the APOST Commission, an applicant must have graduated and received a regular or advanced high school diploma as approved or recognized by the Alabama State Department of Education (see Alabama Administrative Code Rule 290-3-1-02). Correspondence or mail order high school diplomas or certificates are not acceptable.

Cadets are expected to compete with other applicants for the position of Deputy Sheriff Trainee in order to enter a law enforcement training academy no later than the age of 21. If Cadets are not successful in obtaining employment as a Deputy Sheriff Trainee, their employment as a Cadet will be severed. Upon completion of the academy, employees are required to live within a response time of thirty (30) minutes of the Montgomery County Sheriff's Office.

Applicants who are offered employment will be required to undergo a medical examination by a physician designated by the appointing authority and successfully complete a drug test, and thorough background investigation prior to being employed.

POSITION FILL REQUEST- UNBUDGETED

AGENDA

OCT - 1 2018

DEPARTMENT: Appraisal
DEPARTMENT HEAD: Clay Henley
SUPERVISOR: Janet Buskey

POSITION INFORMATION:

Position Title Personal Property Auditor
Position Number 850197005
Pay Grade A10 Pay Range \$56,189-\$83,951
Proposed Effective Date 10/01/2018
Type of Hire (☐) New (☒) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

JUSTIFICATION:

I am requesting approval to re-allocate a vacant Appraiser III position (850197005 Pay Grade A10) to Personal Property Auditor (Pay Grade 10) and make the Appraiser III position inactive. This is a promotional opportunity with the selected employee starting at Step 1 of the pay scale.

Clay Henley
Department Head
Date 9/12/2018

FINANCIAL IMPACT:

The re-allocation will result in an estimated budget savings of \$20,000 as the employee in the Appraiser III position being vacated is paid at a higher step.

Sherrill Thomas
Finance Director
Date 9/12/2018

ADMINISTRATIVE REVIEW/COMMENTS:

County Administrator
Date

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

OCT - 1 2018

August 14, 2018

MEMORANDUM

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

Cc: Janet Y. Buskey, Revenue Commissioner

FROM: Clay Henley, Chief Appraiser

SUBJECT: Special Merit Increase

I respectfully request your consideration and approval to give a two-step special merit increase (A05-step 12 to A05-step 14) to Appraisal Department employee Lura Widgeon. Lura has consistently exceeded the expectations required of her position. This past tax year, due to an absence, Lura worked a majority of our Business Personal Property Returns. Without her efforts we would have needed to pull some of our field staff into the office to assist her. However, she assured me that she could complete the task, which she was able to accomplish. Lura has completed all of the required classes through our continuing education program with Auburn University, giving her the knowledge and expertise to complete any task related to Business Personal Property. She has 18 years of experience making her one of the go to employees for both Support Staff and Appraisers. Based on these facts I ask for your consideration.

CH

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

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POSITION FILL REQUEST- BUDGETED VACANCY

OCT - 1 2018

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee

Position Number 500419228 (Replace K Hawkins)

Pay Grade PCT Pay Range \$31,299

Proposed Effective Date October 9, 2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 09/27/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 09/27/2018

Sherrill Thomas

Finance Director

Date 9/27/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Probate

DEPARTMENT HEAD: Malcolm Richard

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title Customer Service Clerk

Position Number 750016033 Replace A Miles

Pay Grade A04 Pay Range 28,765 - 42,978

Proposed Effective Date October 9, 2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Department Head

Date 09/21/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 09/21/2018

Sherrill Thomas
Finance Director

Date 9/24/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

OCT - 1 2018

DEPARTMENT: Probate

DEPARTMENT HEAD: Judge Steven Reed

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title Customer Service Clerk

Position Number 750016050 (replace F Bales)

Pay Grade A04 Pay Range 28,765 - 42,978

Proposed Effective Date 9 Oct 2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Department Head

Date 27 Sept 2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 09/27/2018

Sherrill Thomas
Finance Director

Date 9/27/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

OCT - 1 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Probate

DEPARTMENT HEAD: Malcolm Richard

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title Administrative Support Associate

Position Number 750013040 Replace L Jones

Pay Grade A03 Pay Range 25,630- 38,294

Proposed Effective Date October 9, 2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Department Head

Date 09/21/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 09/21/2018

Sherrill Thomas
Finance Director

Date 9/24/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

OCT - 1 2018

DEPARTMENT: Probate

DEPARTMENT HEAD: Judge Steven Reed

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title Administrative Support Associate

Position Number 750013059 (replace D Goldsmith)

Pay Grade A03 Pay Range 25,630 - 38,294

Proposed Effective Date 9 October 2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Department Head

Date 27 Sept 2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 09/27/2018

Sherrill Thomas
Finance Director

Date 9/27/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Probate

DEPARTMENT HEAD: Judge Steven Reed

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title ASSISTANT TAG AND LICENSE SUPERVISOR

Position Number TBD

Pay Grade A05 Pay Range 32,318 - 48,286

Proposed Effective Date 9 October 2018

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Department Head

Date 09/24/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 09/24/2018

Sherrill Thomas
Finance Director

Date 9/24/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

OCT - 1 2018

DEPARTMENT: Probate

DEPARTMENT HEAD: Judge Steven Reed

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title TAG AND LICENSE SUPERVISOR

Position Number 750052047

Pay Grade A07 Pay Range 40,664 - 60,755

Proposed Effective Date 9 October 2018

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Department Head

Date 09/24/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 09/24/2018

Sherrill Thomas
Finance Director

Date 9/24/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title Deputy Sheriff Corporal

Position Number 550429037 - replace C. Leonard

Pay Grade PS2-4 Pay Range \$40,575-\$54,816

Proposed Effective Date October 8, 2018

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 09/25/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 09/25/2018

Employee Benefit Manager

Sherrill Thomas Date 9/25/2018

Finance Director

ADMINISTRATIVE APPROVAL:

_____ Date _____

County Administrator

POSITION FILL REQUEST- BUDGETED VACANCY

OCT - 1 2018

DEPARTMENT: Montgomery County Youth Facility

DEPARTMENT HEAD: Beverly Riddle Wise

SUPERVISOR: Brandi Alexander

POSITION INFORMATION:

Position Title Juvenile Detention Officer (to replace McCall)

Position Number 900300017

Pay Grade PC1 Pay Range \$32,597 - \$48,704

Proposed Effective Date October 1, 2018

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Beverly Riddle Wise

Department Head

Date 09/17/2018

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 09/17/2018

Sherrill Thomas

Finance Director

Date 9/18/2018

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

OCT - 1 2018

Date: September 17, 2018
To: Donald L. Mims, Administrator
From: Donald Mims
Re: Approval for the following travel:

Destination: Prattville , Alabama
Departure Date: October 31, 2018 Return Date: November 1, 2018
Conference Leave (Days / Hours): (2) Day (s)
Purpose of Travel: to attend the CGEI County Administration Update

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

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

Total (est.) Cost: \$185.00 Advance Registration Required: \$185.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration- \$185.00

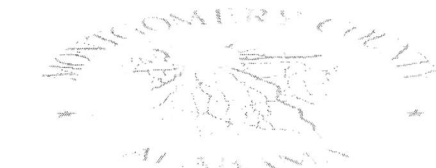
To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 10/1/18 reimbursement of actual and necessary expenses in the
approximate amount of \$185.00 and advance registration of \$185.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$4,492.68</u>
Budget Available:	<u>\$20,507.32</u>
Current Requests:	<u>\$185.00</u>
Budget Balance:	<u>\$20,322.32</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/18/2018

cc: Finance Director / Buyer

18-1

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

OCT - 1 2018

Date: September 20, 2018
To: Donald L. Mims, Administrator
From: Sherrill Thomas, Finance Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: December 5, 2018 Return Date: December 6, 2018
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: CPE Course- 2018 Auburn University Tax Professional Seminar
Qualifies toward 40 hours required annually for CPA license

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

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

Total (est.) Cost: \$225.00 Advance Registration Required: \$225.00

Department Name: Finance Fund Name: General

Additional Comments: _____

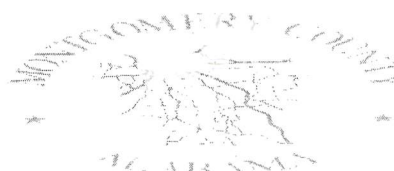
To: Sherrill Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 10/1/18 reimbursement of actual and necessary expenses in the
approximate amount of \$225.00 and advance registration of \$225.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$3,000.00</u>
Current Requests:	<u>\$225.00</u>
Budget Balance:	<u>\$2,775.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/20/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

OCT - 1 2018

Date: 09/25/2018
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Prattville, AL (Marriott Legends Hotel and Conference Center at Capitol Hill)
Departure Date: 10/10/2018 Return Date: 10/10/2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend CROAA: Overview of County Revenue Class
as Speaker/Presenter. Sponsored by the ACCA CGEI.

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: \$17.44 Advance Registration Required: \$0.00

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

Additional Comments: Registration \$0. Mileage \$17.44. Meals \$0. Lodging \$0.

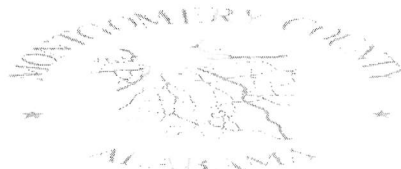
To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 10/1/18 reimbursement of actual and necessary expenses in the
approximate amount of \$17.44 and advance registration of \$0.00 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>\$12,850.00</u>
Approved Requests:	<u>\$219.88</u>
Budget Available:	<u>\$12,630.12</u>
Current Requests:	<u>\$17.44</u>
Budget Balance:	<u>\$12,612.68</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/25/2018

cc: Finance Director / Buyer

18.3

Montgomery County Commission
Travel / Training Request Approval
Request # 2

AGENDA

OCT - 1 2018

Date: 09/25/2018
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Hoover, AL
Departure Date: 11/07/2018 Return Date: 11/09/2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend ALTIST CRE III: Understanding Laws and Regulations
Course. Attendees Will Each Earn 20 CPE Hours That Will Apply
Toward Their Initial CRE Certification Requirements.

Traveler (s) Name: 1. Gail Ashurst 4. _____
2. Wade Watson 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,630.94 Advance Registration Required: \$600.00

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

Additional Comments: Registration Fees \$600.00. Lodging \$600.00. Meals \$250.00. Mileage \$180.94.
ALTIST CRE Program Course Sponsored by Auburn University
Government & Economic Development Institute.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 10/1/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,630.94 and advance registration of \$600.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,850.00</u>	
Approved Requests:	<u>\$219.88</u>	
Budget Available:	<u>\$12,630.12</u>	
Current Requests:	<u>\$1,648.38</u>	
Budget Balance:	<u>\$10,981.74</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/25/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

OCT - 1 2018

Date: September 19, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: October 12, 2018 Return Date: October 12, 2018
Conference Leave (Days / Hours): 4 hours
Purpose of Travel: to attend Live2Lead event: Leadership Development Training

Traveler (s) Name: 1. Carmen Douglas 4. Kaila Matney
2. Monica Caudle 5. _____
3. Cami Hacker 6. _____

Check Mode of Transportation:

County Vehicle

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify)

Total (est.) Cost: \$200.00

Advance Registration Required: \$200.00

Department Name: Personnel

Fund Name: Merit System

Additional Comments: Registration - \$50/person

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 10/1/18 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>123-51961.265</u>	(ex: 000-00000-000)
Description:	<u>Registration and Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$5,112.49</u>	
Budget Available:	<u>\$19,887.51</u>	
Current Requests:	<u>\$200.00</u>	
Budget Balance:	<u>\$19,687.51</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/20/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 2

AGENDA

OCT - 1 2018

Date: September 17, 2018
To: Donald L. Mims, Administrator
From: Carmen Douglas
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: October 11, 2018 Return Date: October 11, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend ASU Fall Intern/Career Fair

Traveler (s) Name: 1. Monica Caudle 4. _____
2. Henry Jackson 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 10/1/18 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>123-51961.190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$5,000.00</u>	
Current Requests:	<u>\$300.00</u>	
Budget Balance:	<u>\$4,700.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/18/2018

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 1

AGENDA

OCT - 1 2018

Date: September 17, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Robertsdale, AL
Departure Date: January 7, 2019 Return Date: January 9, 2019
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend 911 Training (Center Training Officer Program)

Traveler (s) Name: 1. Lakenya Webster 4. _____
2. Keturah Burton 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,330.00 Advance Registration Required: \$0.00

Department Name: Montgomery County Sheriff's Office Fund Name: 784-51986.265**

Additional Comments: **E911 FUND CODE-FUNDS WILL BE AVAILABLE IN THE ACCOUNT
OCTOBER 1, 2018**

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 10/1/18 reimbursement of actual and necessary expenses in the
approximate amount of \$1,330.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>784-51986.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$6,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$6,000.00</u>
Current Requests:	<u>\$1,330.00</u>
Budget Balance:	<u>\$4,670.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/18/2018

cc: Finance Director / Buyer