

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

OCTOBER 1, 2018

INFORMATION SESSION

Chairman Dean called the meeting to order at 8:09 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 Sankey. All five Commissioners 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

Chairman Dean, Vice Chairman Walker, Commissioner Harris and Commissioner Singleton requested an \$800 miscellaneous appropriation from each of their agency accounts to the Montgomery YMCA for the YMCA Rising Achievers Program.

Vice Chairman Walker requested a \$500 miscellaneous appropriation from her agency account to the American Cancer Society, Inc., for program services.

Vice Chairman Walker requested a \$1,500 miscellaneous appropriation from her agency account to the Montgomery Sunrise Foundation, Inc., for the literacy program.

Commissioner Harris requested a \$2,500 miscellaneous appropriation from his agency account to Empowering Communities Helping Ourselves (ECHO) for the after-school feeding program.

Commissioner Harris requested a \$5,000 miscellaneous appropriation from his agency account to the Alabama Shakespeare Festival for operations.

Commissioner Harris requested a \$3,000 miscellaneous appropriation from his agency account to the Cloverdale Playhouse, Inc., for educational programs.

Commissioner Harris requested a \$5,000 miscellaneous appropriation from his agency account to the Kappa Alpha Psi Guide Right Foundation of Montgomery, Inc., for the Guide Right programs.

Commissioner Sankey requested a \$3,500 miscellaneous appropriation from his agency account to the Maggie Street Community Development Corp., for the Youth Leadership Academy program.

Commissioner Sankey requested a \$750 miscellaneous appropriation from his agency account to the Life of Solid Strength (L.O.S.S.), Inc., for grief awareness programs.

Commissioner Sankey requested a \$1,000 miscellaneous appropriation from his agency account to the Special Programming for Achievement Network (S.P.A.N.) for youth programs.

Commissioner Sankey requested a \$500 miscellaneous appropriation from his agency account to Women of Refined Gold, Inc., for H.E.R. Testimony Domestic Violence Conference.

Commissioner Sankey requested a \$1,000 miscellaneous appropriation from his agency account to Fortitude Foundation, a Foundation of Montgomery, Alabama Alumnae Chapter of Delta Sigma Theta Sorority for community programs related to physical and mental health.

Commissioner Sankey requested a \$1,000 miscellaneous appropriation from his agency account to Trenholm Tech Foundation, Inc., for operational expenses.

Commissioner Sankey requested a \$1,000 miscellaneous appropriation from his agency account to the City of Montgomery, BONDS for Chisholm Improvement Association.

Commissioner Sankey requested a \$2,000 miscellaneous appropriation from his agency account to the City of Montgomery, BONDS for North Montgomery Neighborhood Alliance.

Commissioner Sankey requested a \$2,500 miscellaneous appropriation from his agency account to the City of Montgomery, BONDS for Park Manor Neighborhood Association.

Commissioner Sankey requested a \$500 miscellaneous appropriation from his agency account to the City of Montgomery, BONDS for Hayneville Road Neighborhood Association Senior Program.

Commissioner Singleton requested a \$3,000 miscellaneous appropriation from his agency account to the City of Montgomery, BONDS for Ranchette Estates Improvement Association, Inc.

Commissioner Singleton requested a \$500 miscellaneous appropriation from his education account to Pike Road Board of Education, Pike Road Schools for the Adopt-A-Class program.

Commissioner Sankey requested a \$2,000 miscellaneous appropriation from his education account to Booker T. Washington Magnet High (BTW) for the Future Business Leaders of America (FBLA) program.

The Commission agreed to add these items to the miscellaneous appropriations accounts that were on the agenda.

Administrator Mims noted that the County Commission allows for the remaining balances of Designated Revenue at September 30, 2018, be carried forward to the new budget year. The remaining balances at September 30, 2018 for miscellaneous appropriations for agencies and education do not carry forward. He stated that each Commissioner starts October 1, 2018 with a beginning balance of \$60,000 in agency appropriations and \$75,000 in education appropriations.

PRESENTATION BY PRESIDING CIRCUIT JUDGE JOHNNY HARDWICK, FIFTEENTH JUDICIAL CIRCUIT

Presiding Circuit Judge Johnny Hardwick, Fifteenth Judicial Circuit, briefed the Commission regarding a Memorandum of Agreement with the Administrative Office of Courts for Reimbursement of Salary paid to a Court Referee for the 15th Judicial Circuit for the period beginning October 1, 2018 and ending September 30, 2019. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY CHIEF PROBATE CLERK WILLIAM FLOWERS

Chief Probate Clerk William Flowers briefed the Commission regarding Amendment Number 1 to Statement of Work - 09 with Ingenuity, Inc., regarding vehicle tag issuance software. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY REVEREND DR. AGNES M. LOVER WITH ST. PAUL AFRICAN METHODIST EPISCOPAL CHURCH

Reverend Dr. Agnes M. Lover with St. Paul African Methodist Episcopal Church briefed the Commission regarding the Inaugural Rosa Parks Day on December 1, 2018, and requested funding. Chairman Dean and Commissioner Harris requested a \$5,000 miscellaneous appropriation from each of their designated revenue account to Georgia Washington Community Development Corp., for this event.

PRESENTATION BY CEO DORIS CRENSHAW WITH THE SOUTHERN YOUTH LEADERSHIP DEVELOPMENT INSTITUTE (SYLDI)

CEO Doris Crenshaw with The Southern Youth Leadership Development Institute briefed the Commission regarding the program and requested funding in the amount of \$35,000. Ms. Crenshaw introduced Mr. Courtney Meadows and Mr. Jaylan Matthews, who have participated in the program. No action was taken by the Commission.

PRESENTATION BY AGENT PERRY O. HOOPER, JR., WITH PALOMAR INSURANCE

Agent Perry O. Hooper, Jr., of Palomar Insurance briefed the Commission regarding the renewal of Excess Workers' Compensation Insurance with New York Marine & General Insurance Company, secured through Palomar Insurance. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY LIBRARY DIRECTOR JAUNITA OWES WITH MONTGOMERY CITY-COUNTY PUBLIC LIBRARY

Library Director Juanita Owes with Montgomery City-County Public Library informed the Commission that the doors at the Pintlala Branch Library needed upgrading and requested funding for the upgrades. The Commission asked General Services Director Lamar Allen to inspect the doors and obtain quotes. Chairman Dean stated that he would appropriate funding for the upgrades from his designated revenue account.

PRESENTATION BY INFORMATION TECHNOLOGY MANAGER RODNEY SMITH

Information Technology Manager Rodney Smith stated that Chief Information and Technology Officer Lou Ialacci was not available to meet with the Commission and asked if they had any questions for him. Some of the Commissioners indicated that they were having trouble with their phones. Mr. Smith stated that he would visit with them after the meeting to help resolve the issues.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE

County Engineer George Speake reviewed an Agreement and Scope of Work for continuing professional environmental engineering services in support of the Downtown Environmental Alliance's efforts associated with assessment and remediation of the "Capitol City Plume." After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake advised that the Old Selma Road resurfacing project is tentatively scheduled to begin in November 2018.

PRESENTATION BY PROGRAM COORDINATOR PALOMA JONES WITH S.P.A.N. OF MONTGOMERY COUNTY

Commissioner Sankey introduced Program Coordinator Paloma Jones from Special Programming for Achievement Network (S.P.A.N.) of Montgomery County, who briefed the Commission on the program. She stated that this program is in the Alabama Department of Youth Services' budget. After discussion, Chairman Dean, Commissioner Harris and Commissioner Singleton requested a \$500 miscellaneous appropriation from each of their designated revenue accounts for this program.

DISCUSSION BY THE COMMISSION

Vice Chairman Walker requested a \$800 miscellaneous appropriation from her agency account to the Alabama Cooperative Extension Service for the Science, Technology, Engineering and Math (STEM) Program.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR CAUTHEN

Administrator Mims presented a Resolution to change the time and location of the November 5, 2018, County Commission Meeting to First Baptist Church of Greater Washington Park at 2817 3rd Street, Montgomery, Alabama. The information session will begin at 4:00 p.m. with the formal session at 5:30 p.m. He noted that this meeting is in Chairman Dean's District 2.

Deputy Administrator Cauthen presented Amendment Number 4 to Contract with Falls Facility Services, Inc., regarding a forty-six (46) day extension, beginning November 16, 2018 and ending on December 31, 2018, for janitorial services, Contract Number 51901-15B-028. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Amendment Number 4 to Contract with Liberty Disposal, Inc., regarding a sixty-one (61) day extension, beginning November 1, 2018 and ending on December 31, 2018, for clean Saturday refuse collection services, Contract Number 51100-15B-033. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Amendment Number 2 to Contract with Drug Testing Program Management, Inc., regarding a sixty (60) day extension, beginning November 2, 2018 and ending on January 1, 2019, for drug testing and equipment, Contract Number 57202-15B-026. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Proposal from Rodney Wilkerson with Main Art-R-We Productions (MARP). After discussion, Chairman Dean requested a \$1,000 miscellaneous appropriation from his agencies account to Royal Ambassadors Med, Inc., for this program.

Administrator Mims presented an email from Executive Director Tonya D. Barkum with Second Chance Foundation requesting to meet with the Commission on October 15, 2018. Commissioner Harris stated that he would sponsor Ms. Barkum, and the Commission agreed for her to meet with them at a future meeting.

Administrator Mims briefed the Commission regarding his vacation schedule.

Administrator Mims presented an updated Montgomery Area Mental Health Authority Board of Directors and Amendment of Certificate of Incorporation dated May 21, 1978. He noted that there are 23 director positions authorized, but only 17 are filled. Montgomery County, Autauga County and the City of Montgomery have filled all three of their appointments.

DISCUSSION BY THE COMMISSION

Vice Chairman Walker and Commissioner Singleton requested a \$250 miscellaneous appropriation from each of their agencies account to the Capital City Umpires Association for the women's softball program.

Commissioner Singleton briefed his fellow Commissioners regarding a request for funding for the American Cancer Society, Inc. After discussion, Chairman Dean, Commissioner Harris and Commissioner Singleton requested a \$250 miscellaneous appropriation from each of their agencies account for program services.

Chairman Dean presented a letter from City Manager Bernard Houston with the City of Tuskegee requesting contributions of heavy equipment, grounds maintenance equipment, law enforcement vehicles and pick-up trucks. Sheriff Cunningham responded that he did not have any surplus vehicles. Assistant County Engineer stated that Engineering does not have any surplus heavy equipment.

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS HANNAH HAWK

Manager of Public Affairs Hannah Hawk briefed the Commission regarding Military Appreciation Week events. After discussion, the Commission agreed to waive rules and add a Budget Change Request from County Commission Appropriations to the Chamber of Commerce in the amount of \$3,125 for these events.

Ms. Hawk informed the Commission that they were selected as a Nominee in the Business in the Arts Awards. She noted that the Commission would be recognized at the annual luncheon on November 1, 2018.

Ms. Hawk presented three options regarding Montgomery County Commission branding. The Commission chose "Culture. Courage. Charm." and agreed for Ms. Hawk to move forward with the branding campaign.

Ms. Hawk reviewed the calendar of upcoming events with the Commissioners.

PRESENTATION BY VICE PRESIDENT OF COMMUNITY STRATEGIES SHERON ROSE WITH THE MONTGOMERY AREA CHAMBER OF COMMERCE

Montgomery Area Chamber of Commerce Vice President of Community Strategies Sheron Rose reminded the Commission that the Diversity Summit would be held on October 3, 2018, at the Renaissance Hotel & Spa at the Convention Center.

DISCUSSION BY THE COMMISSION

Commissioner Singleton briefed the Commission regarding a request for funding in the amount of \$2,500 from His Vessel Ministries for operational expenses. After discussion, the Commission agreed to waive rules and add a Budget Change Request from County Commission Appropriations to the His Vessel Ministries in the amount of \$2,500 for this program.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Commissioner Singleton

The Pledge of Allegiance was led by Commissioner Harris

Administrator Mims called Roll to establish a quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Walker and Members Harris, Sankey and Singleton. Also present were County Attorney Thomas T. Gallion, III and County Engineer George C. Speake.

COMMENTS BY ATTENDEES

Bishop Robert Brown from Shepherds Ministries said good morning and thanked the Commission for allowing him to speak. He said he came to see what the Commission verdict was concerning his request for support of a project he is working on with the Montgomery Housing Authority. Commissioner Sankey stated he had spoken with a designee of the Montgomery Housing Authority about a Memorandum of Understanding with Shepherds Ministries. Mr. Brown stated that the Memorandum of Understanding is ready for review. He also said he was requesting \$25,000 from the Commission in support of the project. Mr. Brown was directed to speak with County Administrator Donald Mims to meet with the Commission to address his request for funds.

William Levi Gilliard, Director of Think Big Activities, said good morning and thanked the Commission for the opportunity to come before them again. He said he has been motivated by previous attendees who come before the Commission. Mr. Gaillard spoke about making a change and elaborated on the success of his program. He said the Think Big Program is unstoppable. Mr. Gaillard then asked the Commission for a donation of \$5000.00 to support his program.

APPROVAL OF MINUTES

Commissioner Singleton made a motion to approve the Minutes of the Regular Meeting of September 17, 2018. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission.

CONSENT AGENDA

Administrator Donald Mims presented the Accounts Payable Checks and Payroll Checks Authorization for approval. Commissioner Singleton made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 6, are attached to these Minutes.)

RESOLUTION

COUNTY COMMISSION – ADOPTED RESOLUTION PROCLAIMING TUESDAY, OCTOBER 2, 2018 AS NATIONAL MANUFACTURING DAY IN MONTGOMERY COUNTY

Vice Chairman Walker made a motion to adopt the Resolution Proclaiming Tuesday, October 2, 2018, as National Manufacturing Day in Montgomery County. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Resolution is attached to these Minutes.)

NEW BUSINESS

COUNTY COMMISSION – APPROVED MODIFICATION NUMBER 2 TO SUBGRANT AGREEMENT FOR LOW INCOME WEATHERIZATION ASSISTANCE PROGRAM, LIWAP-028-18

Commissioner Singleton made a motion to approve Modification Number 2 to Subgrant Agreement for Low Income Weatherization Assistance Program, LIWAP-028-18. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Memorandum, Letter and Agreement, Agenda Pages 1-1 through 1-6, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED MEMORANDUM OF UNDERSTANDING WITH THE CITY OF MONTGOMERY REGARDING RESURFACING WARES FERRY ROAD FROM EASTERN BYPASS EASTWARD TO CSX RAILROAD

Commissioner Singleton made a motion to approve Memorandum of Understanding with the City of Montgomery regarding Resurfacing Wares Ferry Road from Eastern Bypass Eastward to CSX Railroad. The motion was seconded by Vice Chairman Waller. Commissioner Sankey abstained from the vote, and the motion carried. (Copies of Memorandum and Memorandum of Understanding, Agenda Pages 2-1 and 2-2, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED TRANSFER OF THE ALABAMA 200 BICENTENNIAL GRANT IN THE AMOUNT OF \$5,000 FROM MONTESSORI SCHOOL AT HAMPSTEAD TO BOOKER T. WASHINGTON MAGNET HIGH SCHOOL

Commissioner Sankey made a motion to approve the Transfer of the Alabama 200 Bicentennial Grant in the Amount of \$5,000 from Montessori School at Hampstead to Booker T. Washington Magnet High School. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Letter, Agenda Pages 3-1 and 3-2, are attached to these Minutes.)

OMNIBUS VOTE

Chairman Dean requested that the Commission omnibus the following three items, and the Commission concurred. Commissioner Singleton made a motion to approve the three agenda items. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission

COUNTY COMMISSION – APPROVED PAYMENT OF 2018-2019 MEMBERSHIP DUES TO THE ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA (ACCA)

As approved in the Omnibus Vote, Commissioner Singleton made a motion to approve the Payment of 2018-2019 Membership Dues to the Association of County Commissions of Alabama (ACCA). The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Memorandum, Letter and Invoice, Agenda Pages 4 -1 through 4-3, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED 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

As approved in the Omnibus Vote, Commissioner Singleton made a motion to approve 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. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Memorandum and Membership Renewal Form, Agenda Pages 5-1 and 5-2, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED PAYMENT OF 2018-2019 MEMBERSHIP DUES TO THE INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) FOR COUNTY ADMINISTRATOR DONALD L. MIMS

As approved in the Omnibus Vote, Commissioner Singleton made a motion to approve the Payment of 2018-2019 Membership Dues to the International City/County Management Association (ICMA) for County Administrator Donald L. Mims. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Memorandum and Membership Renewal Notice, Agenda Pages 6-1 and 6-2, are attached to these Minutes.)

End of Omnibus Vote

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS TO AGENCIES

Administrator Mims requested approval of the miscellaneous appropriations to Agencies included in the October 1, 2018 Agenda. During the County Commission Meeting this date, Chairman Dean requested the addition of miscellaneous appropriation reprogramming requests, and his fellow Commissioners concurred.

Commissioner Harris made a motion to approve the Miscellaneous Appropriations Reprogramming Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Updated Spreadsheet, Agenda Page 7-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS TO EDUCATION

Administrator Mims requested approval of the miscellaneous appropriations to Education included in the October 1, 2018 Agenda. During the County Commission Meeting this date, Chairman Dean requested the addition of miscellaneous appropriation reprogramming requests, and his fellow Commissioners concurred.

Commissioner Singleton made a motion to approve the Miscellaneous Appropriations Reprogramming Requests. The motion was seconded by Commissioner Sankey and unanimously approved by the Commission. (Copy of Updated Spreadsheet, Agenda Page 8-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE

Administrator Mims requested approval of the miscellaneous appropriations from Designated Revenue included in the October 1, 2018 Agenda. During the County Commission Meeting this date, Chairman Dean requested the addition of miscellaneous appropriation reprogramming requests, and his fellow Commissioners concurred.

Commissioner Singleton made a motion to approve the Miscellaneous Appropriations from Designated Revenue. The motion was seconded by Commissioner Harris. Commissioner Harris then made a motion to amend the Appropriations and the motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Updated Spreadsheet, Agenda Page 9-1, is attached to these Minutes.)

DETENTION FACILITY – APPROVED BID AWARD TO PATRIOT SERVICES GROUP, INC., FOR INMATE SECURITY, BID AWARD NUMBER 52200-18B-028

Commissioner Harris made a motion to approve the Bid Award to Patriot Services Group, Inc., for Inmate Security, Bid Award Number 52200-18B-028. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of

Memorandum, Bid and Contract, Agenda Pages 10-1 through 10-5, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED NEW CLASSIFICATION DEPUTY SHERIFF CADETS, PAY GRADE A01, ALLOCATION OF FOUR POSITIONS AND RELATED POSITION FILL REQUESTS

Commissioner Harris made a motion to approve the New Classification Deputy Sheriff Cadets, Pay Grade A01, Allocation of Four Positions and Related Position Fill Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memoranda and Job Description, Agenda Pages 11-1 through 11-4, are attached to these Minutes.)

APPRAISAL DEPARTMENT – APPROVED REALLOCATION OF APPRAISER III POSITION TO PERSONAL PROPERTY AUDITOR

Commissioner Singleton made a motion to approve the Reallocation of Appraiser III Position to Personal Property Auditor and related Position Fill Request. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 12-1, is attached to these Minutes.)

APPRAISAL DEPARTMENT – APPROVED TWO-STEP IRREGULAR PAY INCREASE FOR APPRAISAL TECHNICIAN LURA WIDGEON FROM PAY GRADE A05, STEP 12 TO PAY GRADE A05, STEP 14

Commissioner Singleton made a motion to approve the Two-Step Irregular Pay Increase for Appraisal Technician Lura Widgeon from Pay Grade A05, Step 12 to Pay Grade A05, Step 14. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 13-1, is attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUEST (1)

1. Corrections Officer Trainee, Position Number 500419228

Commissioner Harris made a motion to approve the Position Fill Request. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 14-1, is attached to these Minutes.)

PROBATE JUDGE'S OFFICE – APPROVED POSITION FILL REQUESTS (6)

1. Customer Service Clerk, Position Number 750016033
2. Customer Service Clerk, Position Number 750016050
3. Administrative Support Associate, Position Number 750013040
4. Administrative Support Associate, Position Number 750013059
5. Assistant Tag and License Supervisor, Position Number To Be Determined
6. Tag and License Supervisor, Position Number 750052047

Commissioner Harris made a motion to approve the Position Fill Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 15-1 through 15-6, are attached to these Minutes.)

SHERIFF’S OFFICE – APPROVED POSITION FILL REQUEST (1)

1. Deputy Sheriff Corporal, Position Number 550429037

Commissioner Singleton made a motion to approve the Position Fill Request. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 16-1, is attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUEST (1)

1. Juvenile Detention Officer, Position Number 900300017

Vice Chairman Walker made a motion to approve the Position Fill Request. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 17-1, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (7)

DEPARTMENTS

TRAVEL/TRAINING REQUESTS

- | | |
|-------------------------|-------------------------|
| 1. County Commission | Request Number 1 |
| 2. Finance Department | Request Number 1 |
| 3. Tax & Audit | Request Numbers 1 and 2 |
| 4. Personnel Department | Request Numbers 1 and 2 |
| 5. Sheriff ‘s Office | Request Number 1 |

Commissioner Singleton made a motion to approve the Travel/Training Requests. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of the Travel/Training Requests, Agenda Pages 18-1 through 18 -7, are attached to these Minutes.)

WAIVE RULES

Chairman Dean requested to waive rules and add the following items to the agenda, and his fellow Commissioners concurred:

RISK MANAGEMENT – APPROVED RENEWAL OF EXCESS WORKERS’ COMPENSATION INSURANCE WITH NEW YORK MARINE & GENERAL INSURANCE COMPANY, SECURED THROUGH PALOMAR INSURANCE

Vice Chairman Walker made a motion to approve the Renewal of Excess Workers' Compensation Insurance with New York Marine & General Insurance Company, Secured through Palomar Insurance. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Email, Letter and Attachments, Agenda Pages 19-1 through 19-7, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED BUDGET CHANGE REQUEST NUMBER 1 TO MONTGOMERY CHAMBER OF COMMERCE IN THE AMOUNT OF \$3,125 FOR THE MILITARY APPRECIATION WEEK, AND TO HIS VESSEL MINISTRIES IN THE AMOUNT OF \$2,500

Commissioner Singleton made a motion to approve Budget Change Request Number 1 to Montgomery Chamber of Commerce in the Amount of \$3,125 for the Military Appreciation Week, and to His Vessel Ministries in the Amount of \$2,500. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Budget Change Request and Flyers, Agenda Pages 20-1 through 20-4, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS

Commissioner Singleton said good morning and thanked the Sheriff's Office for the great job it does. He also thanked Chief Probate Clerk William Flowers and his staff for the great service they provide in the Probate Office.

Commissioner Sankey said good morning to everyone and stated it was good to serve the County.

Vice Chairman Walker encouraged everyone to go out and enjoy the Alabama National Fair. She also acknowledged Cheryl Johnson of Leadership Montgomery and thanked her and the Torch Bearer Project Team for hosting an appreciation luncheon for City of Montgomery Sanitation Department employees.

Chairman Dean welcomed everyone to the County Commission meeting. He said the new budget year began in October, and the Commission will not accept new agencies requesting to be added to the budget. He asked that everyone encourage others to attend the Commission Meetings.

Commissioner Harris welcomed everyone and thanked them for attending the meeting.

ADJOURNMENT

Commissioner Harris made a motion to adjourn the meeting of the Montgomery County Commission on October 1, 2018, at 10:10 a.m. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission.

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

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

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

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.

430 SOUTH COURT STREET • MONTGOMERY, ALABAMA 36104
TELEPHONE (334) 262-4300 • FAX (334) 262-6976

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

401 Adams Avenue • Suite 580 • P.O. Box 5690 • Montgomery, Alabama 36103-5690 • (334) 242-5100

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

Kenneth W. Boswell *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.

Claudia Kennedy Smith *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:

<u>COUNTY</u>	<u>NUMBER OF UNITS</u>
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

September 11, 2018

OCT - 1 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

2-2

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

- A COUNTY OLDER THAN THE STATE -

P.O. Box 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210



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

- A COUNTY OLDER THAN THE STATE -

P.O. Box 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

3-2

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 *DLM*
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

4-2



September 5, 2018

INVOICE

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

2018-2019 Association Dues

\$ 14,124

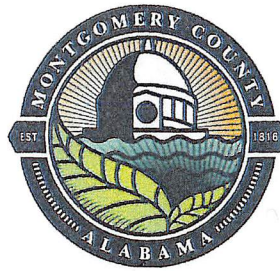
Please make checks payable to ACCA and mail to:

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
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 *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

- A COUNTY OLDER THAN THE STATE -

P.O. Box 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

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

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

DANIEL HARRIS, JR.
ISALAH 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 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

- A COUNTY OLDER THAN THE STATE -

P.O. Box 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

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.

MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 10/1/18 - CODE: 001-59320.498									
Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL	
Starting Balance			60,000	60,000	60,000	60,000	60,000	300,000	
C-2019-1	Montgomery Ravens, Inc.	Youth Programs					500	500	
C-2019-2	Montgomery YMCA	YMCA Rising Achievers Program	800	800	800		800	3,200	
C-2019-3	American Cancer Society, Inc.	Program Services	250	250	500		250	1,250	
C-2019-4	Montgomery Sunrise Foundation, Inc.	Literacy Program			1,500			1,500	
C-2019-5	Empowering Communities Helping Ourselves (ECHO)	After School Feeding Program	2,500					2,500	
C-2019-6	Alabama Shakespeare Festival	For Operations	5,000					5,000	
C-2019-7	Cloverdale Playhouse, Inc.	Educational Programs	3,000					3,000	
C-2019-8	Kappa Alpha Psi Guide Right Foundation of Montgomery, Inc.	Guide Right Programs	5,000					5,000	
C-2019-9	Royal Ambassadors MED, Inc.	For Main Art-R-We Productions (MARP) to Provide High Quality Theatre in Montgomery		1,000				1,000	
C-2019-10	Capital City Umpires Association	Women's Softball Program			250		250	500	
C-2019-11	Maggie Street Community Dev. Corp.	Youth Leadership Academy Program				3,500		3,500	
C-2019-12	Life of Solid Strength (L.O.S.S.), Inc.	Grief Awareness Programs				750		750	
C-2019-13	Special Programming for Achievement Network (S.P.A.N.)	Youth Programs				1,000		1,000	
C-2019-14	Women of Refined Gold, Inc.	H.I.E.R. Testimony Domestic Violence Conference				500		500	
C-2019-15	Fortitude Foundation, a Foundation of Montgomery, Alabama Alumnae Chapter of Delta Sigma Theta Sorority	Community Programs Related to Physical & Mental Health				1,000		1,000	
C-2019-16	Trenholm Tech Foundation, Inc.	Operational Expenses				1,000		1,000	
NC-2019-1	City of Montgomery, BONDS	Woods N Water Homeowners Association					1,000	1,000	
NC-2019-2	City of Montgomery, BONDS	Ranchette Estates Improvement Association, Inc.					3,000	3,000	
NC-2019-3	City of Montgomery, BONDS	Chisholm Improvement Association				1,000		1,000	
NC-2019-4	City of Montgomery, BONDS	North Montgomery Neighborhood Alliance				2,000		2,000	
NC-2019-5	City of Montgomery, BONDS	Park Manor Neighborhood Association				2,500		2,500	
NC-2019-6	City of Montgomery, BONDS	Hayneville Road Neighborhood Assoc. for Senior Program				500		500	
NC-2019-7	Alabama Cooperative Extension Sys.	STEM (Science, Technology, Engineering & Math) Prog.			800			800	
		Total Appropriations 10/1/18	16,550	2,050	3,850	13,750	5,800	42,000	
		APPROPRIATED BUDGET BALANCE	43,450	57,950	56,150	46,250	54,200	258,000	
7-1	Deputy Administrator	Date							
	10/03/2018								

AGENDA
OCT - 1 2018

OCT - 1 2018

OCT - 1 2018

MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 10/1/18 - CODE: 001-59320.450										
Contract Number	Organization	Description of Program	Joint	Infrastructure	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			0	69,267	108,000	69,564	64,500	142,250	120,450	574,031
DR-C-2019-1	Georgia Washington Community Development Corp.	Inaugural Rosa Park's Day			5,000	5,000				10,000
DR-C-2019-2	Special Programming for Achievement Network (S.P.A.N.)	Youth Programs			500	500			500	1,500
	Total Appropriations 10/1/18		0	0	5,500	5,500	0	0	500	11,500
	APPROPRIATED BUDGET BALANCE		0	69,267	102,500	64,064	64,500	142,250	119,950	562,531
	<i>Deputy Admin</i>	<i>10/3/18</i>								
	Deputy Administrator	Date								

9-1

OCT - 1 2018

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

October 1, 2018 - Minutes of Regular Meeting
Montgomery County Commission

[illegible]

Notes:

10-2

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 *D.C.*
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

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

11-1

MEMORANDUM

TO: Derrick Cunningham, Sheriff

CC: Kevin Murphy, Chief

THRU: Carmen Douglas, Personnel Director *CD*

FROM: Cami Hacker, Sr. Personnel Analyst *CH*

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.

Z:\JOB INFORMATION\DESCRIPTIONS\county\0433 Deputy Sheriff Cadet Feb 18.doc

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 Date 9/12/2018
Department Head

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 Date 9/12/2018
Finance Director

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^k

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

13-1

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

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 Date 09/21/2018
 Employee Benefit Manager

Sherrill Thomas Date 9/24/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

OCT - 1 2018

POSITION FILL REQUEST- BUDGETED VACANCY

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 _____

OCT - 1 2018

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 Date 09/24/2018
 Employee Benefit Manager

Sherrill Thomas Date 9/24/2018
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

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 Date 09/17/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 09/17/2018

Employee Benefit Manager

Sherrill Thomas Date 9/18/2018

Finance Director

ADMINISTRATIVE APPROVAL:

_____ Date _____

County Administrator

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

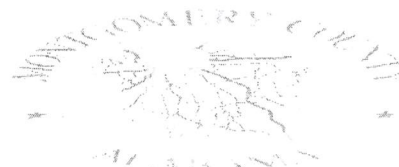
To: Donald L. Mims, Administrator

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: _____

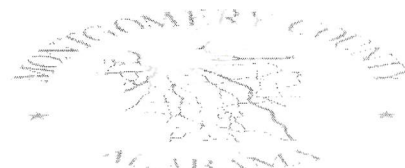
To: Sherrill Thomas, Finance Director

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.

<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>\$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

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 ☐ Commercial Air ☐
Private Vehicle ☒ 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.

<i>To be completed by the Finance Department</i>		
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

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Tammy Nix

From: Allison Strouse <Allisons@palomarins.com>
Sent: Wednesday, September 26, 2018 4:40 PM
To: Donald Mims; Judy Singley
Cc: Perry O. Hooper, Jr.
Subject: Renewal Quote for Montgomery County Commission
Attachments: Montgomery County Renewal Quote.PDF; Montgomery County Commission Rate Stabilization Letter 100118.pdf; Risk Management Supplemental 09.13.18.pdf; Watercraft-Application-Form_03_04_2014.pdf

Importance: High

AGENDA

OCT - 1 2018

Mr Mims,

Please see the attached renewal information for the **Excess Workers Compensation** coverage. The carrier has offered a very competitive renewal quote. Renewal policy premium has increased by \$606 from last year. This pricing shows what a good job Montgomery County is doing! The renewal quote is based on the same coverages, limits, exposures as expiring policy.

The purpose of Excess Workers Compensation coverage is to financially protect the "self-insured employer" for workers comp claims that exceed the designated dollar limit of the standard workers comp policy.

In order to proceed with the policy renewal, the carrier does require the attached *Risk Mgmt Supplemental* and *Watercraft Application* to be completed. Please complete these and return back to me.

Perry and myself do apologize for any inconvenience and confusion a couple weeks ago pertaining to the data info needed and the renewal process. We appreciate your business and look forward to working with you again.

Please let us know if you have any questions or need anything at all.

Allison Strouse
Senior Account Manager
Palomar Insurance
P: 800.489.0105
D: 334.409.3146
F: 334.323.0557
allisons@palomarins.com
www.palomarins.com



September 20, 2018

Justin Galati
Vice President
Apex Insurance Services
307 Fellowship Road
Suite 207
Mt. Laurel, NJ 08054

Re: Montgomery County Commission
Policy Number: TBA
October 1, 2018 – October 1, 2019

Dear Justin:

In response to the Named Insured's request for a two-year rate stabilization, the Company, New York Marine & General Insurance Company and the Client, Montgomery County Commission, mutually agree to provide a stable rate for the second year of this policy. Subsequently, for the Company's agreement to provide a stable rate, the Insured agrees to renew the policy for a second year with the following exceptions:

- A terrorist event or some other disaster that would cause New York Marine and General (NYM) to become un-reinsurable or if said event severely crippled the world capacity making reinsurance unaffordable, substantial increase in cost or unavailable.
- In the event a claim occurs during the policy period that has a paid and / or reserve amount assigned to it by the Insured's TPA that is excess of the policy SIR, then the Company has the right to review and increase the SIR at the effective date of the policy renewal.
- The Company reserves the right to re-underwrite the Insured in the event of a major leadership change at Montgomery County Commission or the TPA or if a major change in the insured/reinsured operations occurs.
- Any significant increases in benefits by the legislative body in Insured's jurisdiction that would alter the exposure and rating process.

This does not negate the need to provide updated information at the normal expiration



3817 Northwest Expressway, Ste. 1000
Oklahoma City, OK 73112
800.800.4007
midlandsmgt.com

of the policy.

Should the Company incur a rating downgrade and its AM Best rating falls below A-, then the Insured has no obligation to continue with a renewal of this policy.

This Rate stabilization letter of understanding is offered by New York Marine and General through its underwriting partner Midlands Management Corporation and accepted by the Insured.



09/20/18

Midlands Management Corporation
on Behalf of New York Marine & General
Insurance Company

Date

Montgomery County Commission

Date



3817 Northwest Expressway, Ste. 1000
Oklahoma City, OK 73112
800.800.4007
midlandsmgt.com



Account: Montgomery County Commission
101 S. Lawrence St.
Montgomery, AL 36102

Quoting on behalf of:

NEW YORK MARINE & GENERAL INSURANCE COMPANY

Specific Excess & Aggregate Excess Workers' Compensation and Employers' Liability Quote

A.M. Best Rated: "A-" (Excellent), IX

We are pleased to provide the following quotation terms as follows:

Quote Option MMC107353	
Policy Term	October 1, 2018 / October 1, 2019
Estimated Manual Premium	\$836,759
Estimated Total Payroll	\$37,777,937
Covered State(s)	AL
Specific Retention	\$500,000 ; except \$750,000 for Police/Fire/Ambulance (Rescue Personnel), EMT
Specific Limit	Statutory
Employers Liability Limit	\$1,000,000
Aggregate Attachment Rate	NIL
Minimum Aggregate Attachment	NIL
Aggregate Limit	NIL
Maximum Loss Accruing Aggregate	NIL
Excess Rate (Per \$100 of Payroll)	0.1890
Estimated Premium Excluding Terrorism	\$71,400
Terrorism Charge	\$806
Total Minimum Premium (90% of Deposit Premium)	\$64,986
Total Deposit Premium	\$72,206

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Quote Expiration: September 30, 2018

TPA: Montgomery County Commission

Payment Plan: Premium is due in full at inception of policy period.

The above quote is subject to:

1. Final Premium will be at least and not less than the minimum premium stated above.
2. Require full implementation of safety/loss control program and retention of TPA, approved by New York Marine and General Insurance Company, throughout the policy period.
3. Receipt of completed and signed excess application within 30 days of binding. App currently on file is not signed.
4. Receipt of 5 years loss run summaries valued within 90 days of the inception date of this policy and without adverse development. Please confirm valuation date of loss runs provided.
5. The Terrorism Charge is calculated separately and not included in the total rate above. It is subject to adjustment at audit.
6. Applicable state endorsements plus other coverage additions/exclusions may apply. All other endorsements desired must be requested prior to binding and are subject to approval.
7. Please sign and return the attached Terrorism Disclosure. Same must be received within thirty (30) days of binding.
8. New York Marine and General Insurance Company has the right, but not the obligation, to audit the TPA listed above.
9. Receipt of updated Watercraft form, within 30 days of binding.
10. Receipt of completed updated Risk Management form, within 30 days of binding.

Risk Control Services: See attached document listing services available

Please do not hesitate to contact me with any questions, Thank you.

Regards,

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New York Marine and General Insurance Company

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT COVERAGE

Montgomery County Commission

Insured's Name

Policy Number

Coverage for acts of terrorism is included in your policy. This disclosure addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2015.

Definitions

The definitions provided in this disclosure are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this disclosure are defined in the Act, the definitions in the Act will apply.

1. "Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2015.
2. "Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:
 - a. The act is an act of terrorism.
 - b. The act is violent or dangerous to human life, property or infrastructure.
 - c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
 - d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.
3. "Insured Loss" means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.
4. "Insurer Deductible" means, for the period beginning on January 1, 2015, and ending on December 31, 2020, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

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Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses exceed:
 - a. \$100,000,000, with respect to such Insured Losses occurring in calendar year 2015, the United States Government would pay 85% of our Insured Losses that exceed our Insurer Deductible.
 - b. \$120,000,000, with respect to such Insured Losses occurring in calendar year 2016, the United States Government would pay 84% of our Insured Losses that exceed our Insurer Deductible.
 - c. \$140,000,000, with respect to such Insured Losses occurring in calendar year 2017, the United States Government would pay 83% of our Insured Losses that exceed our Insurer Deductible.
 - d. \$160,000,000, with respect to such Insured Losses occurring in calendar year 2018, the United States Government would pay 82% of our Insured Losses that exceed our Insurer Deductible.
 - e. \$180,000,000, with respect to such Insured Losses occurring in calendar year 2019, the United States Government would pay 81% of our Insured Losses that exceed our Insurer Deductible.
 - f. \$200,000,000, with respect to such Insured Losses occurring in calendar year 2020, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.

The portion of your annual premium that is attributable to coverage for acts of terrorism is \$806 and does not include any charges for the portion of losses covered by the United States government under the Act.

The portion of the Insured's annual premium that is attributable to coverage for certified "acts of terrorism" may be adjustable at audit and is calculated based on a percentage of the Insured's total audited payroll.

I ACKNOWLEDGE THAT WE HAVE BEEN NOTIFIED THAT UNDER THE TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2015, ANY LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM UNDER THIS POLICY COVERAGE MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT, MAY BE SUBJECT TO A \$100 BILLION CAP THAT MAY REDUCE THIS COVERAGE AND WE HAVE BEEN NOTIFIED OF THE PORTION OF THE PREMIUM ATTRIBUTABLE TO THIS COVERAGE.

Policyholder's Signature

Date

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**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**
Request Number: 1

AGENDA

OCT - 1 2018

DEPARTMENT: County Commission Appropriations **REQUESTED BY:** Donald L. Mims 10/1/18
Elected Official/Dept. Head Date

FINANCE REVIEW: **REVIEWED BY:** Sherrill Thomas 10/1/18
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

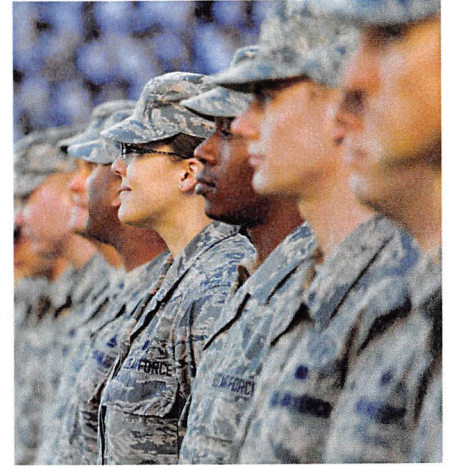
ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
HIS Vessel Ministries	001-56701.450	0	2,500	2,500
Chamber of Commerce	001-59320.483	250,000	3,125	253,125
In House Misc. Appro.	001-59310.498	75,000	(5,625)	69,375
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				0
TOTAL		\$ 325,000	\$ 0	\$ 325,000

JUSTIFICATION: To budget for an appropriation to HIS Vessel Ministries for operations and an appropriation to Montgomery Area Chamber of Commerce for Military Appreciation Events.

Military Appreciation Week

Freedom Isn't Free

Associate your brand and gain maximum exposure for your business through this targeted media campaign.



DESCRIPTION

Every year, River Region businesses join in a public display of support for the Military, both active duty and retired. Held in conjunction with Veterans Day, "Freedom Isn't Free" is a regional media campaign that promotes special offers and discounts for military personnel and their families.

DATE

November 2019

BENEFITS OF SPONSORING

Presenting Sponsor: \$3,000 - 1 available

- Receives recognition on the "Freedom Isn't Free" billboards, attends the signing of the Military Proclamation with the River Region Mayors and top military leaders. Receives top billing in all promotions, including the calendar of events page in the *Montgomery Business Journal*, recognition in the Monthly Chamber and Bi-Monthly Event newsletters, a logo/link on the event registration page on montgomerychamber.com and event signage. Receives recognition on the *Montgomery Advertiser* ad, and the "Freedom Isn't Free" page on montgomerychamber.com.

Gold Sponsor: \$750 - 5 available

- Receives recognition on the *Montgomery Advertiser* ad and the "Freedom Isn't Free" page on montgomerychamber.com. Attends the signing of the Military Proclamation with the River Region Mayors and top military leaders.

25th Anniversary Military Family Appreciation Day at the Zoo

Build your brand and show your company's strong support for the thousands of military families who call Montgomery and the River Region home.



DESCRIPTION

This time-honored tradition receives tremendous exposure both on base and throughout Central Alabama. Every year, more than 2,000 military officials and families attend this popular appreciation day event at the Montgomery Zoo – a special time to connect with the men, women and families who serve our nation, and position your company proudly as a leader in the area.

WHO ATTENDS

2,000 military officials, business leaders and elected officials

BENEFITS OF SPONSORING

Presenting Sponsor: \$3,000 - 1 available

- Receives top billing on the event sign at the Zoo entrance, and top billing in all promotions, including the calendar of events page in the *Montgomery Business Journal*, recognition in Bi-Monthly Event enewsletter, and a logo/link on the event registration page on montgomerychamber.com, plus 4 passes to the Zoo and lunch, recognition from the podium and a three-minute speaking opportunity at the event.

Gold Sponsor: \$1,500 - 5 available

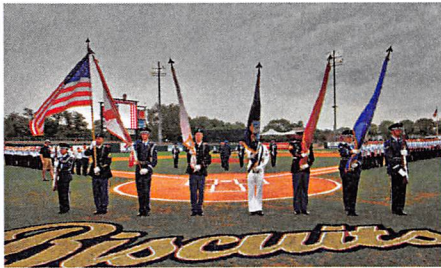
- Receives recognition on the event sign at the Zoo entrance, recognition on the event registration page on montgomerychamber.com, plus 4 passes to the Zoo and lunch and recognition at the event.

Silver Sponsor: \$1,000 - 10 available

- Receives recognition on the event sign at the Zoo entrance, plus 2 passes to the Zoo and lunch and recognition at the event.

Military Salute at Riverwalk Stadium

Associate your brand and gain exposure for your business within Montgomery's Military Community.



DESCRIPTION

Chamber and business leaders and elected officials host military leaders in Riverwalk Stadium suites in recognition of the military's vital role in the community. Discounted tickets are made available to more than 1,700 military members and their families for this annual Biscuits Baseball event. Company Grade Officers will be honored with a dinner in the Locomotive Loft.

WHO ATTENDS

Chamber and business leaders, elected officials and military leaders

BENEFITS OF SPONSORING

Presenting Sponsor: \$3,000 - 1 available

- Receives top billing in all promotions, including a logo/link on the event registration page on montgomerychamber.com, plus the company name and logo on the Biscuits digital scoreboard during the game, and 4 Biscuits Suite tickets to the game.

Company-Grade Office Dinner Sponsor: \$2,750 - 1 available

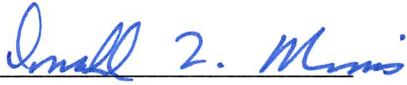
- Company name and logo on the Biscuits digital scoreboard during the game, plus 4 tickets to the dinner at the Locomotive Loft.

Gold Sponsor: \$1,500 - 5 available

- Company name and logo on the Biscuits digital scoreboard during the game, plus 2 tickets to the game.

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, October 15, 2018, at 8:00 in the morning.



Administrator



Chairman