

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

AUGUST 5, 2019

AGENDA
INFORMATION SESSION

Call to Order and Welcome at 4:00 p.m.

Prayer

Reports from Staff:

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

Comments from Scheduled Attendees:

Sheriff Derrick Cunningham
Director Christina Thornton with the Montgomery City/County Emergency Management
Agency

Recess to Formal Session

FORMAL SESSION

Welcome at 5:30 p.m.

Invocation by Guest of Chairman Dean

Pledge of Allegiance Led by Guest of Chairman Dean

Call of Roll to Establish Quorum

Comments from Citizens

Presentation of the Minutes of the Regular Meeting of July 22, 2019

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of the Nomination of Three Persons for Consideration as a Board Member of the County Board of Equalization, County Commission
2. Consider Authorization of Professional Services Agreement with the City of Auburn for Law Enforcement Services at Major Sporting Events and/or Special Events, Sheriff's Office
3. Consider Authorization of Amendment Number One (1) to Memorandum Lease Agreement with Alabama Power Company regarding Parking Spaces at the corner of Washington Avenue and South McDonough Street, County Commission
4. Consider Authorization of the Equal Employment Opportunity Plan for Montgomery County Commission, County Commission
5. Consider Authorization of Amendment Number 2 to Contract with Climate Service, Inc., for Preventive Maintenance on HVAC for Various County Buildings, Contract Number 51901-17B-027, Support Services
6. Consider Authorization of Contract based upon a Proposal from Garner & Associates Engineering, PC, for Electrical and Plumbing Upgrades at the Youth Facility, subject to review by the County Attorney, County Commission
7. Consider Authorization of Miscellaneous Appropriations to Agencies, County Commission
8. Consider Authorization of Miscellaneous Appropriations to Education, County Commission
9. Consider Authorization of Miscellaneous Appropriations from Designated Revenue, County Commission
10. Consider Authorization of Bid Award to Walter Craig, LLC, for Law Enforcement Duty Weapons Exchange, Bid Number 52110-19B-018, Sheriff's Office
11. Consider Authorization of Bid Award to Faulk & Sons Flooring for Options 1, 2 and 3 for Installation of Floor Covering at the Sheriff's Office Training Facility, Bid Number 52110-19B-020, Sheriff's Office
12. Consider Authorization of Budget Change Request Number 3, Community Corrections
13. Consider Authorization of Budget Change Request Number 3, Recreation Board
14. Consider Authorization of Budget Change Request Number 2, Youth Facility
15. Consider Authorization of Establishment and Allocation of Assistant Chief Appraiser Classification, Pay Grade A12 and Related Position Fill Request, Appraisal Department

16. Consider Authorization to Hire a Director of Risk Management at Pay Grade A13, Step 4 (\$83,111), County Commission
17. Consider Authorization of a Two-Step Irregular Pay Increase for Chief Probate Clerk Octavius M. Jackson from A14, Step 1 (\$82,224) to A14, Step 3 (\$88,028), Probate Judge's Office
18. Consider Authorization of Position Fill Requests – Sheriff's Office (5)
 - Deputy Sheriff Corporal, Position Number 550429043
 - Deputy Sheriff Trainee, Position Number 550430061
 - Public Safety Communications Dispatcher – Part-Time, Position Number 550483100
 - Public Safety Communications Dispatcher – Part-Time, Position Number 550483101
 - Building Security Officer, Position Number 550718171
19. Consider Authorization of Position Fill Requests – Youth Facility (4)
 - Relief Juvenile Detention Officer, Position Number 910300001
 - Relief Juvenile Detention Officer, Position Number 910300003
 - Juvenile Detention Officer, Position Number 900300021
 - Juvenile Probation Supervisor, Position Number 900308035
20. Consider Authorization of Travel/Training Requests (4)

Reports from Staff:

Deputy Administrator
County Attorney
County Engineer

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

AUGUST 5, 2019

Regular County Commission Meeting
Southlawn Baptist Church
5340 Mobile Highway, Montgomery, AL
4:00 p.m. - Information Session
5:30 p.m. - Formal Session

AUGUST 19, 2019

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

SEPTEMBER 2, 2019

County Holiday (Labor Day)

SEPTEMBER 3, 2019

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

SEPTEMBER 16, 2019

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

OCTOBER 7, 2019

Regular County Commission Meeting
Montgomery County Activity Center
147 Old School House Road, Grady, AL
4:00 p.m. - Information Session
5:30 p.m. - Formal Session

OCTOBER 14, 2019

County Holiday (Columbus Day)

OCTOBER 21, 2019

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

AGENDA

8/5/19 Meeting

MONTGOMERY COUNTY COMMISSION

AUG - 5 2019

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
7/19/19

Payroll Check Number	132563	To	Payroll Check Number	132628	\$	47,477.52
Direct Deposits					\$	964,555.94
Payroll Check Number	132629	To	Payroll Check Number	132646	\$	50,690.70
Direct Deposits					\$	643,281.00
Federal Deposits					\$	351,915.04
Total Payroll Paid					\$	2,057,920.20

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

8/5/19 Meeting

AGENDA

AUG - 5 2019

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
8/2/19

Payroll Check Number	132647	To	Payroll Check Number	132715	\$	47,665.38
Direct Deposits					\$	889,303.46
Payroll Check Number	132716	To	Payroll Check Number	132733	\$	52,397.00
Direct Deposits					\$	607,896.43
Federal Deposits					\$	302,290.75
Total Payroll Paid					\$	1,899,553.02

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

8-5-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-19-19

Check Number	To	Check Number
287632		287696
Total Checks Paid		\$1,341,201.89

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

8-5-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-19-19

Check Number	To	Check Number
287697		287768
Total Checks Paid		\$456,464.61

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

EFT's included in amount

AGENDA

AUG - 5 2019

8-5-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-26-19

Check Number	To	Check Number
287769		287813
Total Checks Paid		\$161,528.86

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

8-5-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 7-26-19

Check Number	To	Check Number
287814		287911
Total Checks Paid		\$633,309.04

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

EFT's included in amount

AGENDA

AUG - 5 2019

8-5-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 8-2-19

Check Number	To	Check Number
287912		287950
Total Checks Paid		\$384,549.44

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

EFT's included in amount

AGENDA

AUG - 5 2019

8-5-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 8-2-19

Check Number	To	Check Number
287951		288013
Total Checks Paid		\$721,714.60

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

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

AGENDA

AUG - 5 2019

August 1, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Nominations to the Montgomery County Board of Equalization

Attached is a letter from Commissioner Vernon Barnett requesting the nomination of three persons by the County Commission for consideration in the selection of a County Board of Equalization for a four-year term beginning October 1, 2019.

During the July 22, 2019 County Commission meeting, I was requested to submit the following three names for consideration:

Mr. Dennis Barnes
Bishop Dr. Hubert Dixon
C. Arthur Steineker

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

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

COUNTY

OFFICIAL REPORT
Nominations for the
County Board of Equalization
Term beginning October 1, 2019

STATE OF ALABAMA)
)
Montgomery County)

To the State Commissioner of Revenue
Montgomery, Alabama

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

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

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

- | | | |
|----|--------------------------------|---------------------------|
| 1. | <u>C. Arthur Steineker</u> | Name (As usually signed) |
| | <u>2401 E. Cloverdale Park</u> | Exact Post Office Address |
| | <u>Montgomery, AL 36106</u> | |
| 2. | <u>Hubert Dixon</u> | Name (As usually signed) |
| | <u>2734 Woodley Park Drive</u> | Exact Post Office Address |
| | <u>Montgomery, AL 36116</u> | |
| 3. | <u>Dennis Barnes</u> | Name (As usually signed) |
| | <u>6084 Little Lane</u> | Exact Post Office Address |
| | <u>Montgomery, AL 36117</u> | |

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

DATE: August 5, 2019



VERNON BARNETT
Commissioner

State of Alabama Department of Revenue

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

JOE W. GARRETT, JR.
Deputy Commissioner
CURTIS E. STEWART
Deputy Commissioner
MICHAEL D. GAMBLE
Deputy Commissioner
DONALD J. GRAHAM
Deputy Commissioner

March 1, 2019

MTGY CO. COMMISSI
MAR 8 '19 AM 8:38

TO ALL COUNTY GOVERNING BODIES

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

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

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

You will note that these nominations are for the new four-year term beginning October 1, 2019.

It will be greatly appreciated if you will return these nominations by August 15, 2019 in order that lists of all boards may be announced in ample time.

Sincerely yours,

Vernon Barnett
Commissioner

VB:dj

Enclosure

Board of Equalization

Members:	Recommended by:	Term Expires:
Leu Hammonds 5336 Loisa Lane Montgomery, AL 36108 Home: 334/281-6429	Board of Education	9/30/2019
C. Arthur Steineker 2401 E. Cloverdale Park Montgomery, AL 36106 Phone: 334/300-3503	County	9/30/2019
Mitchell Dubina 9054 Huron Court Pike Road, AL 36064	City	9/30/2019

Attorney: Mark Anderson, III

Term: 4 years

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

AGENDA

AUG - 5 2019

August 1, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Auburn Game Day Law Enforcement Corporation Professional Services Contract

During the July 22, 2019 County Commission meeting, Captain Wesley Richerson presented an Auburn Game Day Law Enforcement Corporation Professional Services Contract. Commissioner Harris noted that the compensation rates identified in the Contract had omitted the wording "per hour". In prior contracts, the compensation rates were identified per hour. We brought this to the attention of the City of Auburn and they revised the contract to state that the services were at particular rates per hour.

I am requesting that the Commission approve the contract reflecting this revision.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

Kevin J. Murphy
CHIEF DEPUTY

July 16, 2019

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Auburn Police
Assistance with Football Games

I am requesting that the County Commission approve the attached matter at the next County Commission meeting allowing the Montgomery County Sheriff's Office to assist Auburn Police Department during their football games. If this matter is approved, please have Mr. Dean sign the second page of the Professional Services Contract

If you have any questions, please do not hesitate to contact me or my assistant, Christie (ext 7106).

DC/crv

encls.

cc: Ms. Florence Cauthen
Deputy County 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

**Auburn Game Day Law Enforcement Corporation
Professional Services Contract**

This Professional Services Contract (the "Agreement") made and entered into on this the ____ day of _____, 2019, by and between The Auburn Game Day Law Enforcement Corporation, an Alabama corporation (the "Company"), the City of Auburn, Alabama, a municipal corporation (the "City") and Montgomery County Commission and Sheriff's Office (Assisting Agency).

The parties hereby state and agree as follows:

1. The City has entered into a Professional Services Contract with Auburn University (the "University") whereby the City agrees to provide Law Enforcement Officers; Fire; Communications and Judicial personnel with the City as well as assisting agencies to provide security and traffic direction for University athletic and other special events.
2. MCC/ Montgomery County SO (Assisting Agency), acting in support of City of Auburn (Auburn) Public Safety/Police Division shall provide law enforcement services.
4. The Assisting Agency, acting in support of the City's Public Safety Department/Police Division, shall provide support services to include, but not limited to crowd control, traffic direction, and security at Auburn University campus locations during major sporting events and/or special events.
5. The Assisting Agency shall render the above services under the direction and supervision of the City of Auburn Police Chief or his/her designee.
6. The Assisting Agency shall provide the above services during the time period from August 1, 2019 to July 31, 2020.
7. The Assisting Agency will be compensated by the City on behalf of the Company for the above services at the following rates: Assignment: Stadium- \$30.00 per hour; Traffic- \$35.00 per hour; Supervisor- \$38.00 per hour. The Assisting Agency's liability for services provided under this Agreement shall be limited to the intentional and/or negligent acts or omissions of its employees.
8. The Assisting Agency will receive compensation for services provided within ten working days of the receipt of an approved invoice.
9. The Assisting Agency **will not** be compensated for travel expenses.
10. The Company shall secure and provide to Assisting Agency's employees Workers Compensation Insurance.
11. The Assisting Agency agrees to comply with all applicable Federal and State laws and regulations in the performance of this Contract. Assisting Agency represents that it is an Equal Opportunity Employer and does not discriminate on the grounds of disability, age, race, color, religion, sex, national origin, veteran status, genetic information or any other classification protected by Federal and/or Alabama state constitutional and/or statutory law.

This contract has been reviewed and accepted by the undersigned on this the ____ day of _____, 2019.

ASSISTING AGENCY

_____ Signature	_____ Elton N. Dean, Sr., Chairman Name
_____ Montgomery County Commission Agency Name	_____ 101 S. Lawrence Street Address
_____ 63-6001653 Tax I.D. Number	_____ Montgomery, AL 36104 City, State, Zip Code

AUBURN GAME DAY LAW ENFORCEMENT CORPORATION

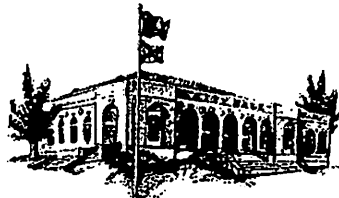
President

ADOPTED AND APPROVED by the City Council of the City of Auburn, Alabama, this ____ day of _____, 2019.

ATTEST:

Mayor

City Manager



City of Auburn
Home of Auburn University

July 2, 2019

Dear Chief/Sheriff:

We would like to extend our thanks to you and your agency for assistance provided to us during the 2018 football season. Feedback received concerning law enforcement performance was overwhelmingly positive. We appreciate your continued support.

Enclosed please find a City of Auburn Professional Services Contract for your review and signature. Please ensure your city/county **Federal Tax Identification Number** is correctly listed on the contract. A completed W-9 will not be required from your agency since we currently have an existing one on file. The contract must be returned to Auburn Public Safety for processing. Please mail your completed documents to Auburn Public Safety- Police Division, 161 North Ross Street, Auburn, AL 36830. Upon final approval by our City Manager, a copy will be provided to you if requested.

To ensure assistance provided by your agency falls under a Mutual Aid Agreement, a current written agreement must be submitted along with the completed and signed forms. A sample copy is provided in this packet. Furthermore, the Mutual Aid Agreement ensures your agency's officers are covered under the associated workers compensation policy.

Please provide your agency's point of contact information: name, phone number, and email address. Your agency contact should be prepared to handle scheduling of work assignments and/or time reporting for this detail. Please include the number of officers you are able to guarantee to work each home game. A copy of the Auburn University home football schedule is included.

We appreciate your prompt reply. If you have any questions regarding these documents please contact 334-501-3110. We look forward to another great season working together.

Sincerely,

Paul Register
Chief of Police

rrd

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

AGENDA

AUG - 5 2019

August 1, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Amendment Number 1 to Memorandum Lease Agreement

The Montgomery County Commission, at its meeting on July 22, 2019, agreed to place on the next agenda Amendment Number 1 to Memorandum Lease Agreement with Alabama Power Company regarding a parking lot situated at the corner of Washington Avenue and South McDonough Street consisting of 81 parking spaces. This Amendment is a three-year extension with a 3% lease rate increase every year.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE



600 N 18th Street
BIN 8N--0286
Birmingham, AL 35203
205-257-4885
205-992-6120
jmhooper@southernco.com

July 23, 2019

Mr. Donnie Mims
County Administrator
PO Box 1667
Montgomery, Alabama 36102

RE: Lease Amendment Montgomery Parking

Dear Mr. Mims:

Attached are two copies of the partially executed lease amendment. Please sign and return a copy to me at 600 North 18th Street Bin 8N-0286 Birmingham, AL 35203. Thank you very much and please give me a call if you have any questions.

Thank you,


Julie M. Hooper, RID, WDA
Project Manager

**AMENDMENT NUMBER ONE (1)
TO
MEMORANDUM LEASE AGREEMENT**

THIS AMENDMENT NUMBER ONE (1) TO THE MEMORANDUM LEASE AGREEMENT ("Amendment") is made and entered into, by and between **Montgomery County Commission** (the "Lessor"), and **Alabama Power Company** (the "Lessee"), sometimes collectively referred to herein as (the "Parties"). This Amendment shall be effective when it has been signed by all of the Parties and each signature has been witnessed. The effective date of this Amendment is the date of the latest of all of the signature dates listed below ("Effective Date").

WHEREAS, the Lessor is the owner of certain parcel of real estate situated at the corner of Washington Avenue and South McDonough Street, Montgomery, Alabama consisting of sixty-one (61) parking spaces and an additional twenty-one (20) parking spaces numbered 1 through 20, for a total of eighty-one (81) parking spaces which Lessor desires to continue leasing the parking spaces to the Lessee.

WHEREAS, the Parties entered into a Memorandum Lease Agreement with an Effective Date of August 19, 2013 (the "Lease");

WHEREAS, the Parties now desire to amend such Lease;

NOW, THEREFORE, for and in consideration of the mutual agreements, promises and covenants contained herein, the Parties hereby mutually agree as follows:

1. Paragraph 2 is deleted in its entirety and replaced with the following:

(2) The Lease originally agreed to by the Parties provided for an Initial Term and three (3) Extension Terms (i.e., the period of time that began on September 1, 2016 and will end on August 31, 2019). Under this Amendment, the Lessor grants the Lessee options for additional Extension Terms that will run after August 31, 2019. So long as the Lessee shall not be in default under this Lease, the Lessee shall have the option to extend the Term of this Lease for three (3) additional one (1) year Extension Terms each, provided written notice of Lessee's intention to extend each additional one (1) year Extension Term is given sixty (60) days prior to the expiration of the previous Term. Any such Extension Term shall begin upon the expiration of the immediately preceding Term.

2. Paragraph 3 is deleted in its entirety and replaced with the following:

(3) During the Term of this Lease, the rental rate for the eighty-one (81) parking spaces shall be as follows:

09/01/19-08/31/20	\$42.63 per space per month	\$3,453.03 total per month
09/01/20-08/31/21	\$43.91 per space per month	\$3,556.71 total per month
09/01/21-08/31/22	\$45.23 per space per month	\$3,663.63 total per month

All rent shall be due and payable on or before the first day of each month and shall be made payable to the Montgomery County Commission and mailed to Lessor at P.O. Box 1667, Montgomery, Alabama 36102-1667.

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL OTHER TERMS AND CONDITIONS OF THE LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, each of the Parties has caused this Amendment to be executed in multiple originals by their duly authorized representatives on the dates entered below.

MONTGOMERY COUNTY COMMISSION
(Lessor)

Witness

Signed: _____

Name: _____
(typed or printed)

Title: Chairman

Date: _____

ALABAMA POWER COMPANY
(Lessee)

Julie M Hoops

Witness

Signed: Timothy F. Ponder

Name: TIMOTHY F. PONDER
(typed or printed)

Title: Manager, Properties Services

Date: April 17, 2015

STATE OF ALABAMA)
MONTGOMERY COUNTY)

MEMORANDUM LEASE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that;

WHEREAS, the **Montgomery County Commission** (the "**Lessor**") is the owner of that certain parcel of real estate situated at the corner of Washington Avenue and South McDonough Street, Montgomery, Alabama consisting of sixty-one (61) parking spaces and an additional twenty (20) parking spaces numbered 1 through 20, for a total of eighty-one (81) parking spaces which Landlord desires to lease to **Alabama Power Company** (the "**Lessee**"); and

WHEREAS, Lessee desires to lease from Lessor the eighty-one (81) parking spaces (the "**Leased Premises**").

NOW THEREFORE, for and in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the Lessor and Lessee, Lessor hereby demises and leases to Lessee, and Lessee does hereby take, accept and hire from Lessor the Leased Premises for the term, at the rental and subject to and upon the terms, conditions and agreements hereinafter set forth. Lessor and Lessee may be referred to in this Memorandum Lease Agreement (the "**Lease**") individually as a "**Party**" and collectively as the "**Parties**".

1. This Lease shall be for an initial term of three (3) years (the "**Initial Term**") commencing on September 1, 2013 and expiring on August 31, 2016.

2. So long as the Tenant shall not be in default under this Lease, the Initial Term of this Lease shall automatically extend for a period of three (3) years (the "**Extension Term**") commencing on September 1, 2016 and expiring on August 31, 2019, unless either Party provides the other Party with written notice of its intention to terminate this Lease at least one hundred eighty (180) days prior to the end of the Initial Term (i.e., on or before March 4, 2016). The Extension Term shall begin upon the expiration of the Initial Term. The terms and conditions of this Lease shall apply during such Extension Term.

3. During the Initial Term of this Lease, the rental rate for the eighty-one (81) parking spaces shall be \$37.88 per space per month for a total of \$3,068.28 per month. The rental rate for each year of the Extension Term of this Lease shall be as follows:

09/01/16-08/31/17	\$39.02 per space per month	\$3,160.62 total per month
09/01/17-08-31-18	\$40.19 per space per month	\$3,255.39 total per month
09/01/18-08/31/19	\$41.39 per space per month	\$3,352.59 total per month

All rent shall be due and payable on or before the first day of each month and shall be made payable to the Montgomery County Commission and mailed to Lessor at P. O. Box 1667, Montgomery, Alabama 36102-1667.

4. Lessee agrees to keep the premises clear of trash and debris, etc.

5. Lessee agrees to be responsible for damage to the property, less normal wear and tear, and striping of the lot.

6. Lessee shall have the responsibility of furnishing the lighting for the eighty-one (81) space parking lot located at the Leased Premises.

7. Lessee shall not construct any improvements on the property without the consent of Lessor.

8. Lessor covenants that Lessee shall have quiet and peaceable possession of the property throughout the Lease period so long as Lessee pays the rental and is not otherwise in material breach of any provision of this Lease.

9. Lessee hereby agrees to hold the Lessor, and all of its employees or agents harmless from any and all liability, claims, or causes of action that might arise from the use of the Leased Premises, and further agrees to be responsible for liability insurance for the Leased Premises; provided, however Lessor understands and agrees that Lessee may self-insure for any such liability.

10. Either Party may terminate this Lease with respect to parking spaces numbered 1 through 20 at any time upon at least forty-five (45) days prior written notice to the other Party. The Parties also agree that if the Leased Premises are needed by Lessor for the construction of

buildings or a parking deck, or any other use in the public interest, the Parties shall relocate the needed parking spaces herein leased to Lessee to a different location mutually agreed upon by the Parties herein.

11. All notices required or permitted under this Lease shall be in writing and shall be deemed duly given (i) upon actual delivery if delivery is by hand or (ii) on the fifth (5th) day following the date on which each such notice is deposited, postage prepaid, in the United States mail, certified, return receipt requested or (iii) on the next business day after being sent by a nationally recognized overnight courier service which provides proof of receipt. All notices shall be directed to the other Party at the address indicated below, or to any other address as the Parties may designate by notice delivered pursuant to this provision.

If to Lessor:

Montgomery County Commission
Chairman
101 South Lawrence Street
Montgomery, Alabama 36104
Telephone: 334-832-1210
Fax: 334-832-2533

If to Lessee:

Alabama Power Company
Manager, Properties Services
GS-Property Services 8N-0286
600 North 18th Street
Birmingham, Alabama 35203
Telephone: 205-257-3921
Fax: 205-257-3134

12. The terms and agreements as contained in this Lease shall apply to, run in favor of and shall be binding upon and inure to the benefit of the Parties hereto, and also their respective assigns and successors in interest.

13. This Lease shall be governed by the laws of the State of Alabama. It is further agreed that any and all disputes arising out of this Lease or any matter related to the Leased Premises shall first be mediated by the Parties, with a mediator mutually agreed to by the Parties in a good faith attempt to resolve said dispute. The Parties further agree that the venue for any

and all litigation that may result thereafter shall be filed in the Circuit Court of Montgomery County, Alabama.

14. It is understood that there are no oral agreements or representations between the Parties hereto affecting this Lease, and this Lease supersedes and cancels any and all previous negotiations, arrangements, agreements or representations and understandings, if any, between the Parties hereto with respect to the subject matter thereof. There are no other representations or warranties between the Parties and all reliance with respect to representations is solely upon the representations and agreements contained in this document. This Lease constitutes the full and complete agreement between the Parties hereto with respect to the subject matter hereof and said Parties shall not be bound by any statement, special condition or agreements not herein expressed. No alteration or amendment to this Lease by the Parties hereto shall be effective unless in writing, signed by an authorized representative of each Party, and by reference incorporated into this Lease.

DATED this the 19th day of August, 2013.

MONTGOMERY COUNTY COMMISSION
(Lessor)

Donald Z. Morris

Witness

By: Elton N. Dean, Jr.

Name: Elton N. Dean, Sr.
(typed or printed)

Title: Chairman

ALABAMA POWER COMPANY
(Lessee)

Joe R. Prestwood

Witness

By: James A. Prestwood

Name: James A. Prestwood

Title: Manager, Properties Services

AGENDA

AUG - 5 2019

July 17, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Equal Employment Opportunity Plan

Attached is an Equal Employment Opportunity Plan developed by City-County Personnel, which is required in order to receive certain federal funding. Receipt of grant money in excess of the minimum threshold may trigger other reporting and auditing requirements for the Finance Department and City-County Personnel. It is important that all grant sub-recipients (i.e., District Attorney's Office, FJC, etc.) thoroughly understand the compliance requirements and disclose those to the Commission when they submit an application for a grant.

I request that the EEOP be placed on a future agenda.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN
MONTGOMERY COUNTY COMMISSION**

June 2019

Policy Statement:

Montgomery County is an equal opportunity employer and complies with all applicable state and federal laws, rules, and guidelines governing discrimination in employment. Montgomery County recruits, selects, trains, and promotes all employees without regard to race, color, sex, religion, national origin, age, marital status, political belief, disability or history of disability, except where specific age, sex or physical requirements constitutes a bona fide occupational qualification that is necessary to proper and efficient administration.

The Montgomery County Commission hereby establishes and reaffirms its commitment to a clearly defined Equal Employment Opportunity Program (EEO) as set forth by the following guidelines:

(a) Equal opportunity for all of our citizens is a historic American ideal, and it is the policy of the Montgomery County to maintain equal employment opportunity in the public service position of county government by considering job applicants and employees for hiring and advancement on the basis of job-pertinent individual differences and not on the basis of the extraneous factors such as race, religious creed, color, national origin, ancestry, national origin, sex, marital status, sexual orientation, medical condition, age or disability. The objective of this program is to continue to ensure nondiscrimination in all employment related decisions.

(b) It is in the best interest of all our people that government be a leader in the demonstration of equal employment opportunity by doing more than mere passive prohibition of discriminatory practices and by establishment of an Equal Employment Opportunity Program to effectuate the principle of equal opportunity. In order to achieve its purpose, each member of this organization must continue to assume and to understand the importance of the program and to contribute toward its maximum fulfillment.

DISSEMINATION OF POLICY

To ensure that all employees and applicants for employment, and the public are aware of Montgomery County's official policy on Equal Employment Opportunity (EEO) and its commitment to nondiscrimination and all applicable Federal and State civil rights laws, the following has been developed:

A. INTERNAL DISSEMINATION

1. Montgomery County's policy on equal employment opportunity shall be distributed to each Department Head, and the federal and State Notice of Equal Employment Opportunity are to be posted on department bulletin boards at locations accessible to employees as well as the public.
2. The policy statement shall be available for review in the Personnel Department.

B. EXTERNAL DISSEMINATION

1. All recruiting sources will continue to be informed of Montgomery County's equal employment opportunity practices.
2. The phrase "EQUAL OPPORTUNITY EMPLOYER" will be used in all recruitment publications.

RESPONSIBILITY FOR THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

1. The County Commission provides the policy direction and sets the tone which ultimately determines the success of the program.
2. Montgomery City-County Personnel has the principal responsibility for developing and maintaining the County's recruitment/selection, classification, and equal employment opportunity programs.
3. Department Heads are responsible for insuring that County and departmental personnel policies and procedures are enforced. They are responsible for carrying out these assignments in a nondiscriminatory manner and shall be held accountable before the County Commission for their Department's equal employment opportunity progress. Department Heads are responsible for creating a positive environment in which Equal Employment Opportunity can succeed.
4. Managers/Supervisors are required to carry out their duties in directing, and disciplining subordinates without regard to non-job related factors. They are responsible for the consistent application of discipline rules and other personnel actions and procedures.

MERIT SYSTEM STANDARDS

All employment shall be effected in accordance with true merit system standards. It is not, and it shall not be, a policy of Montgomery County to hire or promote on the basis of any quota system. No person shall be hired for, or promoted to any position except on the basis of bona fide occupational qualifications.

DATA COLLECTION/ANALYSIS

All data and information for analysis and for evaluation of progress in equal employment opportunity will be maintained in the Personnel Department and will be available so that employees and the public will have knowledge of the Montgomery County Commission's commitment to Equal Employment Opportunity.

NARRATIVE UTILIZATION ANALYSIS

There are a number of areas in which the county appears to under or over utilize certain subgroups of employees as compared to the Alabama Labor Force (ALF) which is the instrument used to compare its currently employed workforce. For informational purposes, listed below are the categories which fall above or below a ten percent utilization rate as compared to the Alabama Labor Force (according to 2010 and 2000 Census EEOP figures, the latest available at the time of preparation of this document.)*

It should be noted that Montgomery County's population is categorized as follows:

33.3% White, 59% Black, 3.2% Asian, 3.5% Hispanic, 1% Asian/Pacific Islander, and American Indian/Alaskan Native

White females were significantly under-represented in the following job categories: Professionals (-25.8%), Technicians (-33.9) and Service/Maintenance (-22%).

White females were significantly over-represented in the following job category: Administrative Support (22.1%).

White males were significantly under-represented in the following job categories: Officials/Administrators (-15.7%), Protective Services (-33.6%), Administrative Support (-23.3%) Skilled Craft (-17%) and Service/Maintenance (-13.4%).

Black/African Americans females were significantly over-represented in the following job categories:

Officials/Administrators (15.6%), Professionals (25.3%), Technicians (16.6%), Protective Services, (23.1%) Para-professionals (16.1%) and Administrative Support (49.2%).

Black/African Americans males were significantly over-represented in the following job categories: Professionals (13.6%), Technicians (15.8%) Protective Services (20.6%), Skilled Craft (31.2%) and Service/Maintenance (48.6%).

AGENDA

AUG - 5 2019

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II *TT*

DATE: July 3, 2019

RE: Contract No. 51901-17B-027
Preventive Maintenance HVAC Various County Buildings

I request that the attached Amendment No. 2 to Climate Service, Inc. contract for preventive maintenance on heating/ac for various county buildings be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for one (1) year, beginning October 1, 2019 and ending on September 30, 2020.

Climate Service, Inc. would like to increase prices by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Lamar Allen, General Services Director.

Attachment

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

Amendment
To
Contract # 51901-17B-027

Amendment No. 2

Contract with Climate Services, Inc. for preventive maintenance for heating/ac is hereby extended for one (1) year, beginning October 1, 2019 and ending September 30, 2020.

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

All other provisions of the contract remain the same.

WITNESS:

CLIMATE SERVICE, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

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

AGENDA

AUG - 5 2019

August 1, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen *FMC*
Deputy Administrator

SUBJECT: Contract based on Proposal from Garner & Associates Engineering, PC

The Montgomery County Commission, at its meeting on July 22, 2019, agreed to place on the next agenda a Contract with Borden Morris and Garner for upgrades and repairs at the Youth Facility.

We have received a Proposal from Garner & Associates Engineering, PC, for electrical & plumbing upgrades at the Youth Facility. I am requesting that the Commission approve a Contract based upon this Proposal from Garner & Associates Engineering, PC, subject to review by the County Attorney.

FMC/tn

Attachment

A COUNTY OLDER THAN THE STATE

6-1



July 31, 2019

Ms. Florence Cauthen
Deputy Administrator
Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36102

**REFERENCE: Provide Electrical & Plumbing Upgrades
Montgomery County Youth Facility
Located at 1113 Airbase Blvd., Montgomery, AL 36108**

Dear Ms. Cauthen:

Our firm did electrical and plumbing assessments of the Youth Facility. Those assessments are documented in the attached report dated February 11, 2019.

This design work will include recommendations from this report as identified by the owner.

The Scope of Work will include the Surge Suppression project that was designed earlier with drawings dated September 18, 2018. These design drawings will be incorporated into this new project.

SCOPE OF SERVICES:

Our firm would be retained to handle the basic design services and construction administration for the electrical and plumbing repairs identified by owner. We would work closely with the owner to ensure that the work proceeds according to the approved plans. We propose to furnish the following services in association with the above referenced project:

- Design Services/Construction Documents
- Construction Administration Services

ENGINEER SCOPE OF WORK:

Garner & Associates Engineering PC's (G&AE) scope of work will be based on the existing facility assessment dated February 11, 2019, including the Surge Suppression work shown on drawings T1.0, E1.1, & E2.1 dated September 18, 2018.

Our proposed service includes the following detailed Scope of Work:

Assessment

G&AE will visit the existing building and survey the existing conditions with the intent to perform the Scope of Work described.

Design Services/Construction Documents

G&AE will develop schematic plans as required throughout the design process of the project to develop the final construction documents to go out for bid. This would include site visits as required to complete the construction documents.

Construction Administration Services

G&AE will review shop drawings/submittals and answer RFIs as required relative to our design. We will also provide inspections as required for the project. Montgomery County will handle the actual bid process, including inviting contractors and opening bids. G&AE will assist in this process as needed.

PROFESSIONAL SERVICES FEE:

Basic Services

Basic Services includes Design Services and Construction Administration Services.

Proposed Fee – Fee based on Building Commission Fee Schedule plus an increase of 25% in the basic fee rate for major renovation projects.

Basic Fee Rate – Basic fee rate for Building Group III is 7.8%. Add 25% for major renovation. $7.8\% \times 1.25 = 9.75\%$. Proposed fee is equal to **9.75%** of total cost of the work.

Additional Services

Additional services will be either negotiated prior to the work or completion on an hourly basis. The following in our hourly rates.

Principal Engineer	\$175.00/hour	Project Manager	\$105.00/hour
Drafter	\$75.00/hour	Clerical	\$75.00/hour

REIMBURSABLE EXPENSES:

Expenses directly related to the project will be reimbursed by the Owner, in addition to all other compensation, and will be invoiced to the Owner with a not to exceed 15% administrative markup. Normal reimbursable expenses include cost associated with the cost of reproduction for final construction documents for the Owner and Contractors, communication (postage, delivery, and handling of documents).

SCHEDULE:

The G&AE team is prepared to begin these services as soon as our contract is executed. We estimate approximately 90 days to complete design documents.

DISPUTE RESOLUTION/HOLD HARMLESS:

Dispute Resolution and Hold Harmless are considered to be part of this Agreement as stated below.

Dispute Resolution

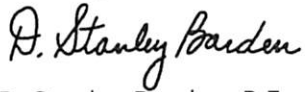
If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding 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, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

Hold Harmless

The selected vendor 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 the successful vendor, 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. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

If this proposal meets with your approval, please signify by adding your signature below. We look forward to assisting you with this project. If you have any questions or need further clarification, please do not hesitate to give me a call.

Sincerely,



D. Stanley Borden, P.E.
Principal

Approved by:

Elton N. Dean, Sr.
Chairman
Montgomery County Commission

SB/nja
Attachments as stated

AGENDA

AUG - 5 2019

• MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 8/5/19 - CODE: 001-59320.498

Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			8,100	0	0	0	50	8,150
**C-2019-59	RESCIND: Corps Member Education Foundation	Teach for America - Marching On: Montgomery to DC			-1,000			-1,000
C-2019-82	Central Alabama Community Foundation	Marching On: Montgomery to DC			1,000			1,000
NC-2019-90	Montgomery County Sheriff's Fund	National Night Out					50	50
		Total Appropriations 8/5/19	0	0	0	0	50	50
		APPROPRIATED BUDGET BALANCE	8,100	0	0	0	0	8,100
	Administrator	Date						

• MISCELLANEOUS APPROPRIATIONS TO EDUCATION - Meeting Date: 8/5/19 - CODE: 001-59320.494									
Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL	
Starting Balance			7,100	33,800	51,500	8,000	30,206	130,606	
BOE-2019-69	Floyd Middle School for Mathematics, Science & Tech	Football Program				2,500		2,500	
BOE-2019-70	Garrett Elementary School	History Program				2,500		2,500	
BOE-2019-71	Pike Road BOE, for Pike Road Elementary School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-72	Pike Road BOE, for Pike Road Historical School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-73	Pike Road BOE, for Pike Road High School	Principal's Discretionary Fund					15,206	15,206	
BOE-2019-74	Johnnie Carr Middle School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-75	Johnnie Carr Middle School	Athletics Program					1,000	1,000	
BOE-2019-76	Halcyon Elementary School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-77	Blount Elementary School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-78	Wilson Elementary School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-79	Fitzpatrick Elementary School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-80	Park Crossing High School	Principal's Discretionary Fund					1,000	1,000	
BOE-2019-81	Park Crossing High School	Athletics Program					5,000	5,000	
BOE-2019-82	Booker T. Washington Magnet High School	Principal's Discretionary Fund					1,000	1,000	
			0	0	0	5,000	30,206	35,206	
		Total Appropriations 8/5/19	7,100	33,800	51,500	3,000	0	95,400	
		APPROPRIATED BUDGET BALANCE							
	Administrator	Date							

AGENDA

AUG - 5 2019

• MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 8/5/19 - CODE: 001-59320.450

Contract Number	Organization	Description of Program	Joint	Infrastructure	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			0	214,267	100,000	35,000	74,598	74,860	35,480	534,205
DR-C-2019-116	Montgomery Comm. Action Agency	Community Service Programs				20,000				20,000
	Alabama Junior Miss, Inc., d/b/a	Expenses used during the Distinguished								
	Distinguished Young Women of Alabama	Young Women of Montgomery County								
DR-C-2019-117		Contest					500			500
DR-C-2019-118	Dutchess Divas and Gents Youth Club, Inc.	Youth Programs to include the Kids Back								
		to School Event						750		750
DR-C-2019-119	Montgomery Area Food Bank	Provide Food and Other Donated								
	Dream Court, Inc.	Products to Non-Profit Agencies						750		750
DR-C-2019-120		Program Services							5,000	5,000
DR-C-2019-121	The Montgomery American League	Baseball and Softball Programs							3,000	3,000
DR-C-2019-122	American Foundation for Suicide Prev.	Program Services							500	500
DR-NC-2019-46	City of Montgomery, BONDS	Greater Bell Road N. A.							500	500
DR-NC-2019-47	City of Montgomery, BONDS	Halcyon South N. A. for Camera Sys.							1,200	1,200
DR-NC-2019-48	City of Montgomery, BONDS	Jones Road HOA for Back-To-School							1,000	1,000
DR-NC-2019-49	Montgomery County Sheriff's Fund	Neighborhood Festival							150	150
		National Night Out								
			0	0	0	20,000	500	1,500	11,350	33,350
		Total Appropriations 8/5/19	0	214,267	100,000	15,000	74,098	73,360	24,130	500,855
		APPROPRIATED BUDGET BALANCE	0	214,267	100,000	15,000	74,098	73,360	24,130	500,855
	Administrator	Date								

AGENDA

AUG - 5 2019

AGENDA

AUG - 5 2019

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Tammy Turner, Buyer II
DATE: July 15, 2019 
RE: Invitation to Bid No. 52110-19B-018
Law Enforcement Duty Weapons Exchange

Request that approval of award on the above referenced Invitation to Bid to the lowest bidder Walter Craig, LLC., in the amount of \$13,907.20, be placed on a future agenda. (Copy of spreadsheet is attached.)

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

10-2

Notes:
GT Distributors - Price Assumes Factory Box and Three Magazines. Subtract \$5.00 for Missing Gun Boxes and \$18.00 for Missing Magazines.
Any Trade Gun Boxes with Live Ammo in the Box, will Receive A Trade Credit of \$0.00

AGENDA

AUG - 5 2019

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II *TT*

DATE: July 18, 2019

RE: Invitation to Bid No. 52110-19B-020
Installation of Floor Covering
Sheriff's Office Training Facility

Request that approval of award on the above referenced Invitation to Bid to the low bid of Faulk & Sons Flooring in the amount of \$44,751.50 for options 1, 2 and 3 be placed on a future agenda. (Copy of spread sheet attached.)

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

Montgomery County Commission

[illegible]

Notes:

11-2

Purchasing Department

Montgomery County Commission

[illegible]

Note Faulk & Sons - Option 1 LVT to be installed over existing VCT. Carpet to be removed.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 3

AGENDA

AUG - 5 2019

DEPARTMENT: Community Corrections REQUESTED BY: Phil Bryant 7/25/19
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 7/25/19
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Office Supplies/Minor Equipment	124-52960.211	11,050	4,900	15,950
Extra Help	124-52960.115	5,100	(4,900)	200
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 16,150	\$ 0	\$ 16,150

JUSTIFICATION: Realign the budget to replace out dated computers.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

Request Number: 3**AGENDA****AUG - 5 2019**

DEPARTMENT: Recreation Board REQUESTED BY: James Williams 7/30/19
 Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 7/30/19
 Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐Agenda ☒

COUNTY COMMISSION APPROVAL:

Administrator_____
Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Janitorial & Cleaning	008-57200.152	3,150	450	3,600
Groundkeeping	008-57200.208	38,000	4,986	42,986
Miscellaneous Supplies	008-57200.219	19,600	2,000	21,600
Repair & Maintenance Bldgs	008-57200.231	15,000	(7,436)	7,564
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 75,750	\$ 0	\$ 75,750

JUSTIFICATION: To realign the budget to cover operating cost through the end of the fiscal year.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 2

AGENDA

AUG - 5 2019

DEPARTMENT: Youth Facility REQUESTED BY: Brandi K. Alexander 7/29/19
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 7/30/19
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repair & Maintenance Bldgs/Impr	001-52602-231	35,000	6,000	41,000
Contract Services	001-52602.304	45,000	2,000	47,000
Groceries	001-52602.328	105,000	(8,000)	97,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 185,000	\$ 0	\$ 185,000

JUSTIFICATION: To realign the budget to cover building repair and maintenance and contract services.

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

AUG - 5 2019

July 17, 2019

MEMORANDUM

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

Cc: Janet Y. Buskey, Revenue Commissioner *JNB*

FROM: Clay Henley, Chief Appraiser *CH*

SUBJECT: Establishment of New Position

I respectfully request your consideration and approval for the establishment of the new position of Assistant Chief Appraiser for the Montgomery County Appraisal Department. The Montgomery City/County Personnel Department has completed a job analysis and has made a recommendation for the creation of this position. Attached you will find a complete job description and recommendation of pay grade. If approved, this proposal will go before the Personnel Board for consideration at their next meeting.

CH

Attachments

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

15-1

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
JAMES WILLIAMS



CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

27 Madison Avenue
Montgomery, Alabama 36104

MEMORANDUM

TO: Clay Henley, Chief Appraiser *CH*

THRU: Carmen Douglas, Personnel Director *CD*

FROM: Kaila Matney, Personnel Analyst *KM*

DATE: May 17, 2019

SUBJECT: Recommendation Concerning Establishment of Assistant Chief Appraiser classification

In response to your request, the Personnel Department has researched the establishment of a new classification with the proposed title of Assistant Chief Appraiser.

According to your input, this classification would be responsible for overseeing the day-to-day operations of the Appraisal Division of the Montgomery County Revenue Commissioner's Office. After reviewing the information provided by you and current Appraisal Division job descriptions, we have developed a job description for an Assistant Chief Appraiser classification and completed a pay evaluation. However, if the new classification is to be established, the current Chief Appraiser classification must also be revised in order to ensure both of the classifications are appropriately described to include primary responsibilities, required knowledge and abilities, and the minimum qualifications.

Based on our study, if the Assistant Chief Appraiser classification is established, we would recommend that the job be assigned a pay grade of A12 (\$69,237 - \$103,445)

If you agree with this recommendation, please sign and return this memo as well as the two enclosed job descriptions (Chief Appraiser and Assistant Chief Appraiser) so that you may present it to the County Commission. Upon the recommendation of the County Commission, the job descriptions will be presented to the Personnel Board for approvals. If you have any questions, please contact me. Thank you for allowing us to assist you with your personnel needs.

CC: Janet Buskey, Revenue Commissioner

An Equal Opportunity Employer
www.montgomerypersonnel.com

15-2

ASSISTANT CHIEF APPRAISER

Pay Grade: A12

0221

FLSA: Exempt

5/8/2019

NATURE OF WORK: The fundamental reason the classification exists is to oversee the day-to-day operations of the Appraisal Division of the Montgomery County Revenue Commissioner's Office and provide assistance to the Chief Appraiser. The primary work responsibilities include: overseeing the day-to-day operation of the Appraisal Division; assisting the Chief Appraiser in the preparation and administration of the divisional budget; contributing to the divisional objective through the performance of additional duties; and acting in the absence of the Chief Appraiser. The Assistant Chief Appraiser reports directly to the Chief Appraiser.

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

Oversees the day-to-day office operations of the Appraisal Division of the Montgomery County Revenue Commissioner's Office to include supervising the work of division staff, reviewing leave requests, approving payroll, interpreting and explaining departmental policies and procedures, addressing performance problems, assisting in the selection, training, and evaluation of personnel, and overseeing the completion and maintenance of the division's personnel action forms, FMLA packages, and additional personnel paperwork.

Assists the Chief Appraiser in technical appraisal duties to include reviewing the appraisal work of subordinates, providing technical advice on complex and/or unusual situations, and running queries and additional reports for quality control, and meeting with individuals concerning appraisal matters.

Assists the Chief Appraiser by interacting with individuals such as supervisors, department heads, elected officials, staff, legal counsels, state appraisers, citizens, and the general public regarding appraisal information, especially in regards to difficult or complex situations, in order to gather information, address complaints, and provide explanations, advice, and professional opinion.

Contributes to the divisional objectives by performing additional duties, such as but not limited to, reviewing divisional purchasing activities, preparing requests for proposal (RFPs) for bids, assisting in the preparation of the division's budget, and overseeing the division's vehicle fleet usage and preventative maintenance program.

Acts in the absence of the Chief Appraiser to ensure efficient and accurate operations of the Appraisal Division.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of local, state, and federal laws, rules and regulations, pertaining to employment to include procedures for reporting a work-

related injury or illness, rules for overtime, laws pertaining to discrimination and harassment, and the American with Disabilities Act as needed to supervise subordinates.

Knowledge of the County of Montgomery Personnel Rules, Regulations, and Procedures to include procedures for hiring, promotion, discipline, termination, and procedures for requesting and reporting annual, sick, and compensatory leave as needed to supervise and advise subordinates on current policies and procedures.

Knowledge of appraisal methods and techniques used in the appraisal of real and business personal property for tax purposes.

Knowledge of the Uniform Standards of Professional Appraisal Practices as needed to conduct appraisals on commercial, industrial, and complex residential properties.

Knowledge of state statutes, laws, rules and regulations and other regulations pertaining to the appraisal of real and business personal property for tax purposes.

Ability to utilize consulting data and information such as legal briefs, economic analysis, and organizational analysis.

Ability to modify existing policies, strategies and/or methods to meet usual conditions within the context of existing management principles.

Ability to analyze and categorize data and information in order to define consequences and to consider and select alternatives.

Ability to supervise, both directly and through subordinate supervisors, the work of professional, technical, and clerical employees, in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and other public and private officials.

Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax appraisal issues and problems.

Ability to teach others in the various areas of appraisal and valuation.

Ability to compute market values using income, market sales, and cost appraisal methods.

Ability to communicate ideas in writing to include organizing thoughts in a logical manner, clarity, conciseness, using proper spelling, punctuation, and grammar as needed to prepare or review written documentation, develop policies and procedures, and prepare reports or correspondence.

Ability to decide the time, place, and sequence of operations within a system of organizational framework, as well as the ability to oversee their execution.

Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.

Ability to interpret statistical reports and perform extended statistical analysis.

Ability to exercise judgment, decisiveness, and creativity in critical or unexpected situations involving the daily operation of the organization.

Ability to operate office equipment and personal computer (laptop and desktop) to be able to perform any task required for the completion of any related work.

Ability to perform math functions such as addition, subtraction, multiplication, and division as needed to verify and compute accounting records, entries, statement balances, and reports.

Ability to conduct annual market analysis and/or appraisals on all real and business personal property.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to exercise judgment and discretion in devising, installing, and interpreting departmental and county policies, rules and regulations.

Ability to supervise the work of subordinates to include evaluating work performance, providing guidance and monitoring subordinates performance standards, in a fair and impartial manner, as needed to provide assistance, discipline, motivate, or counsel and to ensure work is being performed correctly and in a timely manner.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration, or a closely related field and eight (8) years of experience in the appraisal and valuation of real and/or personal property for ad valorem tax purposes with a minimum of two (2) years of lead worker/supervisory experience. Must have and maintain the designation of an Alabama Certified Appraiser.

APPROVALS:

Department Head

Date

Appointing Authority

Date

Z:\STAFF FOLDERS\Kaila\County\Active\0221 Assistant Chief Appraiser 11-2018\0221 Assistant Chief Appraiser 3-2019.doc

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

AGENDA

AUG - 5 2019

August 1, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Hiring New Director of Risk Management

During the July 22, 2019 Commission meeting, Deputy Administrator Cauthen and I briefed the Commission regarding the selection of a candidate for the Director of Risk Management position. We explained that the candidate we desire to hire has a Master's Degree in Public Administration with emphasis on Public Human Resources Management. Her undergraduate degree was in Public Relations. She has over 15 years of increasingly responsible management experience in all aspects of risk management including safety and loss prevention, insurance administration, property/casualty claims and risk assessments. The candidate has over 10 years' experience in municipal and higher education Risk Management.

Based upon the education and experience, we recommended that the Commission hire the Director of Risk Management at Pay Grade A13, Step 4 (\$83,111). As requested during the Commission meeting, I have attached a copy of the candidate's resume.

The Montgomery County Commission agreed to place on the next agenda consideration to hire the Director of Risk Management at Pay Grade A13, Step 4 (\$83,111), subject to approval by the Personnel Board.

I am requesting approval of this item.

DLM/tn

Attachments

A COUNTY OLDER THAN THE STATE

16-1

Holly Huett Leverette, AAI, ARM-P, MPA

1570 Emily Avenue • Auburn, Alabama 36830

Cell Phone (334) 663-2393 • Work Phone (334) 844-2510

hleverette@gmail.com

Professional Experience

Auburn University, Auburn, Alabama

Specialist II, Risk Management and Insurance division of Risk Management and Safety

*July 2015 -
Current*

- Review contracts, agreements, and certificates of insurance received for appropriate transfer of risk through indemnification and hold harmless wording, waivers of subrogation, and additional insured status.
- Advise campus departments and student organizations regarding Risk Management and Safety (RMS) policies, procedures, guidelines, and safety.
- Responsible for property and liability insurance renewals, to include compiling relevant information from constituent campus units; providing recommendations on renewal quotes; determining risk financing or retention strategies; and coordinating with AU's broker to place new coverage lines as needed.
- Develop and deliver RMS training programs as needed, including incident entry and On-the-Job-Injury (OJI) procedures and processes.
- Report and manage auto liability, auto physical damage, general liability, and state property claims to expedite closure and minimize cost. Monitor police reports; coordinate repairs with claimants, departments, body shops and appraisal companies; and manage recovery of expenses from negligent parties.
- Maintain the University's risk management information systems (RMIS) to facilitate reporting; analyzed data to show trends and patterns using charts and graphs.
- Manage requests for proposal, selection of and implementations with third party claims administrator (TPA) and nurse case management vendors.
- Responsible for relationships with the TPAs to include billing, PHI compliance, claims account funding, development of claims handling procedures, monitoring claims, resolving claims issues, and making recommendations for settlement or closure.
- Manage the University's self-funded On-the-Job Injury (OJI) program including; monitoring claims and working with adjuster to expedite closure; coordinating lost time claims and return to work processes with campus resources; facilitating changes to the out-of-state workers compensation policy when necessary; coordinating transitions to disability benefits with HR; determining causes of injuries and working with campus safety resources to mitigate issues and implement preventative measures; working with HR regarding initiatives to benefit the OJI program; reviewing excess workers compensation analytic reports and working with University representative on ways to lower costs on severe claims; monitoring the OJI strategic plans and driving those initiatives forward; and answering questions regarding OJI programs.
- Report educator's legal liability insurance claims and act as liaison between General Counsel and the insurance company, including updating correspondence and legal transactions monthly.
- Work with the University's risk management information systems (RMIS) provider regarding third party claims administrator data management issues and monthly feeds; additionally worked with RIMS provider to develop a more efficient system for tracking OJI temporary total and partial disability time electronically which allowed for paperless reporting directly to University payroll.
- Develop procedures for gathering information for monthly reporting of builders risk insurance policies ranging in value from \$10,000 to \$90M.
- Approver for the University's Campus Events Planning System (CEPS) ensuring events are following appropriate policies and the University's liability is minimized through the use of vendor agreements, waivers, and certificates of insurance including additional insured endorsements.

City of Auburn, Auburn, Alabama

Senior Risk Management Analyst

*February 2009 -
July 2015*

- Designed, developed and delivered safety presentations using various media

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including videos, PowerPoint presentations and other appropriate materials.
Scheduled instructors to come in and train employees as necessary.

- Maintained risk management information system to facilitate reporting; analyzed data to show trends and patterns using charts and graphs.
- Produced the City of Auburn Risk Management Annual Report.
- Reviewed contracts City wide for appropriate transfer of risk.
- Conducted loss control inspections City wide to identify risk of loss; recommended corrective action and monitored for resolution.
- Investigated general liability, auto liability and workers compensation claims and recommended appropriate action
- Conducted quarterly Department of Transportation random drug and alcohol testing per federal DoT guidelines.
- Compiled information necessary for insurance renewals and provided recommendations on renewal quotes; determined risk financing or retention.
- Compiled necessary information for submission to actuaries for evaluation of self-insured workers compensation fund.
- Managed the City's Third Party Claims Administrator for workers compensation.
- Submitted policy endorsement request and claims to insurance representatives as necessary.
- Organized annual Health Fair to include wellness screenings for City employees covered by the City's health insurance from local vendors as well as scheduled benefit representatives to answer questions from all employees.
- Produced and edited monthly health newsletter for distribution to City of Auburn employees.

J. Smith Lanier & Co., Opelika, Alabama

Account Manager

*March 2004-
February 2009*

- Issued new insurance policies and serviced over 900 customers; work included recommending coverages to customers, processing of endorsements and cancellations for a half million dollar book of business.
- Marketed policies as necessary to find the best coverage and rates.
- Gathered information from customers for the insurance companies as needed.
- Managed account receivables to ensure accounts were within 90 days current.
- Solicited new business through mailings and community involvement.

J. Smith Lanier & Co., Opelika, Alabama

Receptionist and Office Administrator

*February 2002-
March 2004*

- Assisted HR in enrolling new hires in benefit plans as necessary.
- Liaison between branch office and corporate headquarters.
- Answered multi line phone system directing calls to appropriate people.
- Posted and deposited incoming premium payments.
- Maintained all office equipment and leases.
- Planned employee monthly luncheons and other events as necessary.

J. Smith Lanier & Co., West Point, Georgia

Human Resources Administrative Assistant

*March 1999 -
February 2002*

- Developed an HR filing system for over 400 employees in accordance with Federal regulations.
- Planned and conducted new hire orientations as needed.
- Traveled to offices to inform and enroll employees in all benefit plans including 401k and ESOP retirement plans.
- Compiled and Distributed Annual ESOP statements to employees.
- Updated employee benefits with a qualifying event and at open enrollment.
- Input all benefit additions and changes into the payroll system.
- Reconciled monthly benefit statements insuring employee benefits were correct.
- Negotiated with insurance carriers for renewal quotes and coverage updates.
- Liaison between insurance carriers and employer.
- Point of contact for all employees with questions or concerns related to benefits or claims.
- Issued credible coverage letters.
- Managed COBRA including sending out initial offer for continued health and

dental coverage for terminated employees as well as collected monthly payments for participants and monitoring for eligibility.

- Helped coordinate employee monthly luncheons, Board of Director meetings, and annual conference including planning hotel reservations, providing entertainment, and choosing menus.

Education	Bachelor of Arts Public Relations, Auburn University Master of Public Administration; concentration in Public Human Resource Management, Troy University
Professional Designations	Associate in Risk Management for Public Entities (ARM-P) Accredited Advisor of Insurance (AAI) Certified Insurance Service Representative (CISR) Chartered Property & Casualty Underwriter (CPCU) - candidate 25% complete
Affiliations and Committee Involvement	Pi Alpha Alpha – Public Affairs and Administration Honor Society University Risk Managers and Insurance Association (URMIA) Auburn University Administrative & Professional Grievance Committee, Chair Auburn University Insurance and Benefits Committee Girl Scouts of the United State of America, Troop Leader, Volunteer

Holly Huett Leverette, AAI, ARM-P, MPA
1570 Emily Avenue • Auburn, Alabama 36830
Cell Phone (334) 663-2393 • Work Phone (334) 844-2510
hleverette@gmail.com

May 16, 2019

RE: Open Position- Director of Risk Management

Dear Search Committee:

Upon learning that the Montgomery County Commission was looking to fill the position of Director of Risk Management, I felt compelled to submit the enclosed resume for consideration for the position. As a dedicated and extremely proficient professional with a total of 15 years' experience in property and casualty insurance, in risk management and in employee benefits and wellness in the public sector and in higher education, I am prepared to highly exceed your expectations in this role.

I am looking to bring my comprehensive background in property and casualty insurance, risk management, safety, and employee benefits to the Montgomery County Commission to help the Montgomery County Risk Management department develop and administer risk-management and loss prevention programs, identify and evaluate insurable risks and structure effective risk management/insurance programs that protect the County's assets, as well as provide assistance to County Departments and County employees in the areas of employee benefits and wellness programs, workers' compensation, safety, and insurance. My demonstrated success in overseeing multiple areas of insurance, risk management, loss control, safety, and employee benefits knowledge along with my human resource management background and training skills, position me to make a significant impact on the Risk Management Department.

Some of my pertinent experience and skills for the Director of Risk Management position include:

- * Loss control and safety skills. Over the past ten years I have completed hundreds of loss control inspections as well as made recommendations for corrective improvements and monitored for resolution to help prevent or minimize the chance of loss. In my current position I am able to continue this skill through quarterly builders risk loss control inspections with our insurance carriers. I have also participated in multiple safety training programs in: Permit-Required Confined Space, Excavation, Trenching and Soil Mechanics, Work Zone Safety including Flagger Training, Fall Arrest Systems, Lock Out Tag Out and Asbestos O&M to name a few.
- * Strong communication and interpersonal skills. Throughout my career I have developed strong relationships throughout the risk and insurance industry that have been a wealth of resources for me in risk management and higher education consulting. I take pride in how I have been able to build a rapport with many groups throughout the risk management and Auburn University community demonstrating credibility, trust, and integrity. People I interact with can expect me to be direct, consistent, and equitable in all circumstances. I am a natural conversationalist and a motivator. I thrive on meeting new people and connecting with them. I currently sit on several University committees where these traits have been invaluable in helping make strategic decisions for the University.
- * Training skills. Developing and presenting training programs has proven to be a skill that strongly matches my personality and career objectives of working with people to help them be more knowledgeable about risk and safety. My training courses are based on needs of departments, procedures, and loss histories as well as trends and new regulations and issues within Auburn University or higher education.
- * Analytical ability. In my current and past positions I manipulate the risk management information system and manipulate data to show trends and patterns where risk can be minimized. I develop ways to showcase some

of this information through the production of reports, charts and graphs used for training which are shared with departments across campus. I have a keen ability to acknowledge when a processes or procedures can be improved upon and have developed and implemented numerous procedural and policy changes throughout my career. Many of these have stemmed from state and federal regulatory changes which necessitated the policy changes.

* Education. I hold a Bachelor of Arts in Public Relations from Auburn University and a Master of Public Administration with a concentration in Human Resource Management from Troy University. I have directly used coursework from my master's program such as strategic planning, public policy, and leadership in my current position. In terms of my Insurance and Safety education; I hold designations of Associate in Risk Management for Public Entities (ARM-P), Accredited Advisor of Insurance (AAI), Certified Insurance Service Representative (CISR) and I am currently a quarter of the way through with courses to achieve the Chartered Property & Casualty Underwriter (CPCU). Through these designations I have gained the technical knowledge of insurance necessary to complete comprehensive reviews of insurance documents. I also continue to stay up to date on the latest trends and issue in the insurance, risk management, safety and the benefits industries as well as issues affecting municipalities.

More proof of my abilities and future potential with the Montgomery County Commission can be found in the attached resume and professional references. At your convenience, I welcome the opportunity to discuss more about how my knowledge, skills, and abilities can benefit The Montgomery County Commission's Risk Management Department.

Thank you for your consideration; I look forward to hearing from you soon!

Sincerely,

Holly H. Leverette

Director of Risk Management

FLSA: Exempt
Pay Grade: A13

CO0109
2/27/19

Nature of Work: The fundamental reason this position exists is to direct and oversee all aspects of county risk management programs in an effort to minimize cost and liability to the county. The Director of Risk Management is the liaison for the County to other governmental or quasi-governmental entities, outside government agencies, vendors, and the community in risk management matters. The work responsibilities for the position include directing and managing risk management programs including loss prevention, insurance administration and risk assessments; managing employee benefits programs to include employee assistance, health and life insurance, and retirement; oversight of on-site clinics and wellness programs, conducting employee orientation; ensuring compliance of programs; developing and implementing risk management policies/procedures/strategies; analyzing a variety of information; managing and administering safety and training programs; managing the acquisition of services/benefits; managing relationships; and providing risk management guidance and support. The Director of Risk Management is supervised and evaluated by the County Administrator.

WORK RESPONSIBILITIES:

WR1. Directs and oversees all risk management/loss prevention policies, procedures and strategies pursuant to applicable regulations and best practices including identifying risk exposures, uncovered potential losses, safety, accident claims, liability, and/or buildings/property issues in order to minimize costs, liability and risk to the County.

WR2. Directs and oversees all employee benefits, services and self-insurance including all life and health insurance benefits, retirement, unemployment compensation, vehicle insurance, employee orientation, workers' compensation, and/or supplemental benefits.

WR3. Manages employee programs including employee wellness, Employee Assistance Programs (EAP), supplemental insurance, on-site clinics, and/or drug testing to include researching benefits programs and making recommendations for better services.

WR4. Develops, administers and manages county safety and training programs to include assessing training needs, developing and implementing training, conducting safety inspections, documenting safety incidents and issues, evaluating incident/injury reports or sites, and providing recommendations for corrective action following rules and regulations, testing regulations, local laws and contract and/or grant requirements in order to maintain a safe workplace and prevent losses.

WR5. Provides guidance and advice concerning loss potentials for new and proposed County projects and programs.

WR6. Coordinates risk management projects, ideas, purchases, etc. between the County, City of Montgomery, and Montgomery Water Works and Sanitary Sewer.

WR7. Manages the acquisition of risk management services/benefits to include negotiating with vendors, recommending purchases, and managing the administration of contracts in order to minimize cost exposure and liability.

WR8. Reviews and/or negotiates bills and settlements with insurance or health providers, evaluates legal responsibilities and liabilities and reviews all bills from County Attorneys in order to code the payments to the appropriate department or cost center and determines appropriate actions.

WR9. Ensures the County is in compliance with its internal operating policies and procedures, state bid laws relative to procurement of insurance and services utilizing request for proposals (RFPs), and any external legal, regulatory, or contractual requirements.

WR10. Analyzes data, trends, reports, financials, costs, alternative methods for risk management, hazards, etc. in order to perform risk assessments, develop budgets relative to risk management programs, and detect trends, problems, areas for cost savings, and possible alternatives and make sound decisions.

WR11. Supervises county employees to include evaluating work performance, providing guidance and monitoring subordinates performance standards in a fair and impartial manner in order to provide assistance, discipline, motivation, or counsel, ensure work is being performed correctly and in a timely manner, and ensure the goals and objectives are carried out according to organization standards and procedures.

WR12. Performs department specific administrative duties to include budget development and monitoring, assisting supervisor with financial planning of short and long term goals, working with consultants, managing relationships with third party providers to include brokers, insurers, and administrators in order to contribute to and meet department objectives.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of risk management principles and practices to include standards and guidelines, hazard risk, risk identification, risk analysis, risk treatment, and the analysis of risk related to specialized areas such as operational, financial, strategic, and capital investment.

Knowledge of the assessment and treatment of risk related to physical property, intellectual property and reputation, legal and regulatory, management liability, human resource, environmental, crime and cyber, and fleet.

Knowledge of risk financing techniques to include estimating hazard risk, transferring risk through insurance, self-insurance plans, reinsurance, captive insurance, contractual risk transfer, and allocating costs.

Knowledge of public entity risk management to include administration, exposure identification and analysis, liability exposure, risk control, and claim and litigation management.

Knowledge of federal and state laws related to risk management such as workers' compensation laws, safety laws, HIPPA, and ADA.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of retirement, health, leave, deferred compensation, workers' compensation and other employee benefit plans or programs.

Knowledge of various computer applications including word processing and spreadsheets as needed to prepare documents and develop statistical information.

Knowledge of state bid laws relative to procurement of insurance and services utilizing request for proposals (RFPs).

Knowledge of budgeting methods and techniques as needed to project and estimate costs, prepare justifications or make recommendations regarding budgets.

Ability to maintain cooperative relationships as needed to coordinate risk management negotiations, programs, projects, etc.

Ability to exhibit interpersonal sensitivity to include patience, tact, establishing rapport, and determining and utilizing the proper attitude for the situation as needed to show empathy or sympathy, recognize the implications of actions or statements on others, and interact effectively with the individuals and the public.

Ability to communicate ideas in writing to include organizing thoughts in a logical manner, clarity, conciseness, adapting style to the writer, and using proper spelling, punctuation, and grammar as needed to compose narrative summaries, reports, and correspondence and to review and edit the work of others.

Ability to talk to others one-on-one and in groups to include asking the questions needed to get specific information, understanding and relating to people from different backgrounds, using tact, and listening as needed to convey and obtain information effectively.

Ability to communicate information and ideas in speaking so others will understand to include adjusting communications to the audience, accuracy, clarity and conciseness as needed to assign tasks, train staff, communicate with vendors, and gather and provide information.

Ability to develop and accomplish goals and objectives as needed to accomplish work assignments.

Ability to develop policies and procedures relative to risk management.

Ability to solve problems to include identifying possible solutions, analyzing strengths and weaknesses of possible solutions, evaluating the impact of the solutions, and making concrete recommendations and suggestions.

Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one as needed to analyze facts in crises, and make decisions.

Ability to plan and organize to include setting priorities, developing a strategy, following a plan, and accomplishing goals as needed to handle several situations, problems and responsibilities, organize people, equipment and supplies, and manage the time of self and others.

Ability to read and understand information and ideas presented in writing as needed to follow written instructions, interpret various documents and laws, acquire knowledge, and extract and summarize information.

Ability to conduct research as needed to gather information for risk management projects and develop interpretations of laws and administrative procedures.

Ability to supervise the work of subordinates to include evaluating work performance, providing guidance and monitoring subordinates performance standards in a fair and impartial manner as needed to provide assistance, discipline, motivate, or counsel and to ensure work is being performed correctly and in a timely manner.

Ability to exercise initiative, discretion, and judgment in making decisions on behalf of the city and county.

Ability to combine pieces of information to form general rules or conclusions as needed to interpret the value of information and recognize relationships between facts and situations.

Ability to provide leadership to include motivation, development, and the provision of direction to individuals as needed to administer risk management programs.

Ability to manage projects and programs to include developing, monitoring, evaluating, and making adjustments as needed.

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

MINIMUM QUALIFICATIONS: Bachelor's degree in business or public administration or a closely related field such as accounting, finance, risk management, human resource management, or insurance and 8 years of increasingly responsible management experience in all aspects of risk management including safety and loss prevention, insurance administration, property/casualty claims and risk assessments.

APPROVALS:	
Supervisor	Date
Division Head	Date
Department Head	Date
	3/25/19
Appointing Authority	Date



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA

AUG - 5 2019

MEMORANDUM

TO: Montgomery County Commission

CC: Donnie Mims – County Administrator

From: Steven L. Reed, Probate Judge

DATE: July 18, 2019

RE: Future Commission Agenda Item
Request for Irregular Step Increase for Octavius M. Jackson (Chief Clerk)

The Montgomery County Probate Judge is requesting the opportunity to brief the Commission on a proposed agenda item concerning his recommendation for an irregular three-step pay increase for Chief Clerk Octavius Jackson. I am requesting the irregular step increase from A14, Step 1 to A14, Step 3. This proposed increase would fall within the current personnel budget for Probate Court and would not necessitate a budget increase.

Mr. Jackson was hired on July 15, 2019 and will be a tremendous asset to the Probate Court. Mr. Jackson is a graduate of Auburn University Montgomery, where he received his Bachelors of Science in Business Administration specializing in Marketing. During Mr. Jackson's career he has demonstrated and applied skills and abilities far above expectations in every position he has held within Fortune 500 companies. He has a significant amount of management experience, which he aptly applied with professionalism and tact while driving compliance of company policies and procedures. Mr. Jackson has recruited, hired, mentored, coached and evaluated direct reports developing technical and time management skills, resulting in several being promoted under his leadership. Mr. Jackson's extensive team building, and conflict resolution skills make him one of the best suited candidates for the position of Chief Clerk.

The Montgomery County Probate Court respectfully requests that the Montgomery County Commission approve this irregular step increase based on Mr. Jackson's significant experience, education, and dedication to the mission of the Probate Court.

AUG - 5 2019

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 550429043 (Replacement of C. Reynolds)

Pay Grade PS2 Pay Range \$44,460-54,816

Proposed Effective Date August 12, 2019

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date July 31, 2019

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 08/01/2019

Employee Benefit Manager

Sherrill Thomas Date 8/1/2019

Finance Director

ADMINISTRATIVE APPROVAL:

_____ Date _____

County Administrator

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 Trainee

Position Number 550430061(replace of M. Krzeminski)

Pay Grade PS1-4 Pay Range 38,236

Proposed Effective Date August 12, 2019

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 7/31/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 08/01/2019

Sherrill Thomas

Finance Director

Date 8/1/2019

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AUG - 5 2019

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title PT Public Safety Comm Dispatcher

Position Number 550483101(replace B. Murphy)

Pay Grade A05 Pay Range 15.5375/per hour

Proposed Effective Date August 12, 2019

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cuninngham

Department Head

Date 07/25/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 07/25/2019

Sherrill Thomas

Finance Director

Date 7/25/2019

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

AUG - 5 2019

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 Building Security Officer
 Position Number 550718171 (replace T. Esco)
 Pay Grade A03 Pay Range 25,630-38,294
 Proposed Effective Date August 12, 2019
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 07/25/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 07/25/2019

Sherrill Thomas

Finance Director

Date 7/25/2019

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AUG - 5 2019

DEPARTMENT: Youth Facility

DEPARTMENT HEAD: Brandi K. Alexander, Juvenile Detention Director

SUPERVISOR: Brandi K. Alexander, Juvenile Detention Director

POSITION INFORMATION:

Position Title Relief Juvenile Detention Officer

Position Number 910300001 (to replace D Williams)

Pay Grade PC1 - Step 1 Pay Range \$32,597 - \$48,705

Proposed Effective Date October 7, 2019

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☐) Permanent (☒) Temporary

DEPARTMENT APPROVAL:

Brandi K. Alexander/lp

Department Head

Date 7/18/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 07/18/2019

Sherrill Thomas

Finance Director

Date 7/23/2019

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Youth Facility

DEPARTMENT HEAD: Brandi K. Alexander, Juvenile Detention Director

SUPERVISOR: Brandi K. Alexander, Juvenile Detention Director

POSITION INFORMATION:

Position Title Relief Juvenile Detention Officer

Position Number 910300003 (to replace Mims)

Pay Grade PC1 - Step 1 Pay Range \$32,597 - \$48,705

Proposed Effective Date October 7, 2019

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☐) Permanent (☒) Temporary

DEPARTMENT APPROVAL:

Brandi K. Alexander/lp

Department Head

Date 7/18/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 07/18/2019

Sherrill Thomas

Finance Director

Date 7/23/2019

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

AUG - 5 2019

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Youth Facility

DEPARTMENT HEAD: Brandi K. Alexander, Juvenile Detention Director

SUPERVISOR: Brandi K. Alexander, Juvenile Detention Director

POSITION INFORMATION:

Position Title Juvenile Detention Officer

Position Number 900300021 (to replace Patterson)

Pay Grade PC1 - Step 1 Pay Range \$32,597 - \$48,705

Proposed Effective Date October 7, 2019

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Brandi K. Alexander/lp

Department Head

Date 7/18/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 07/18/2019

Sherrill Thomas

Finance Director

Date 7/23/2019

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

AUG - 5 2019

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Youth Facility
 DEPARTMENT HEAD: Ray Williams, Chief Probation Officer
 SUPERVISOR: Ray Williams, Chief Probation Officer

POSITION INFORMATION:

Position Title Juvenile Probation Supervisor
 Position Number 900308035 (to replace R Williams)
 Pay Grade A10 - Step 1 Pay Range \$56,189 - \$83,951
 Proposed Effective Date August 19, 2019
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Ray Williams/lp
 Department Head

Date 07/30/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
 Employee Benefit Manager

Date 07/30/2019

Sherrill Thomas
 Finance Director

Date 7/31/2019

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval
Request # 24

AGENDA

AUG - 5 2019

Date: July 30, 2019
To: Donald L. Mims, Administrator
From: Doug Singleton
Re: Approval for the following travel:

Destination: Washington, DC
Departure Date: September 10, 2019 Return Date: September 12, 2019
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend the 2019 Washington Fly-In

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

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

Total (est.) Cost: \$1,801.60 Advance Registration Required: \$1,495.00

Department Name: County Commission Fund Name: General

Additional Comments: _____
Registration \$1,495.00 (Hotel-Meals included in registration fee) Flight \$306.60

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 8/5/19 reimbursement of actual and necessary expenses in the
approximate amount of \$1,801.60 and advance registration of \$1,495.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-51988.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$1,802.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$1,802.00</u>
Current Requests:	<u>\$1,801.60</u>
Budget Balance:	<u>\$0.40</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/30/2019

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 47

AGENDA

AUG - 5 2019

Date: August 1, 2019
To: Donald L. Mims, Administrator
From: Derrick Cunningham
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: 08.14.2019 Return Date: 08.16.2019
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend AL Juvenile Justice State Advisory Group Conference

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

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

Total (est.) Cost: \$400.00 Advance Registration Required: \$0.00
Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____
*****SPECIAL APPROVAL*****

To: Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 8/5/19 reimbursement of actual and necessary expenses in the
approximate amount of \$400.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$37,190.00</u>
Budget Available:	<u>\$2,810.00</u>
Current Requests:	<u>\$400.00</u>
Budget Balance:	<u>\$2,410.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 8/1/2019
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 14

AGENDA

AUG - 5 2019

Date: July 23, 2019
To: Donald L. Mims, Administrator
From: Ray Williams, Chief Probation Officer
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: September 25, 2019 Return Date: September 27, 2019
Conference Leave (Days / Hours): 3 days
Purpose of Travel: to attend the 2019 Juvenile Probation Officers Annual Conference (JPOI)

Traveler (s) Name: 1. Jamie Burnett 4. Leigh Smith
2. Ann Sikes 5. Jeannie Tapley
3. Shannon Silva 6. _____

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

Total (est.) Cost: \$3,321.00 Advance Registration Required: \$625.00

Department Name: Youth Facility Fund Name: 001-52603.265

Additional Comments: Check to be payable to: Alabama Judicial College Educational Fund,
ATTN: Mary Bass, 300 Dexter Avenue, Montgomery, AL 36104

To: Ray Williams, Chief Probation Officer

From: Donald L. Mims, Administrator

The above request is app. 8/5/19 reimbursement of actual and necessary expenses in the
approximate amount of \$3,321.00 and advance registration of \$625.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$10,000.00</u>
Approved Requests:	<u>\$5,106.23</u>
Budget Available:	<u>\$4,893.77</u>
Current Requests:	<u>\$4,421.00</u>
Budget Balance:	<u>\$472.77</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/25/2019

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 16

AGENDA

AUG - 5 2019

Date: July 31, 2019
To: Donald L. Mims, Administrator
From: Carmen Douglas, Personnel Director
Re: Approval for the following travel:

Destination: Miami, FL
Departure Date: September 22, 2019 Return Date: September 26, 2019
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2019 IPMA-HR Annual Conference

Traveler (s) Name: 1. Mark Willis 4. _____
2. Kaila Matney 5. _____
3. Robbie Estes 6. _____

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

Total (est.) Cost: \$6,792.00 Advance Registration Required: \$2,007.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Cost Per Person: Registration: \$669 x 3; Airfare: \$500 x 3;
Baggage Fees: \$60 x 3; Ground Transportation: \$60 x 3; Hotel: \$675 x 3;
Food: \$300 x 3

To: Carmen Douglas, Personnel Director

From: Donald L. Mims, Administrator

The above request is app. 8/5/19 reimbursement of actual and necessary expenses in the
approximate amount of \$6,792.00 and advance registration of \$2,007.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$16,889.93</u>
Budget Available:	<u>\$8,110.07</u>
Current Requests:	<u>\$6,792.00</u>
Budget Balance:	<u>\$1,318.07</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/31/2019

cc: Finance Director / Buyer