

## **MINUTES OF REGULAR MEETING**

### **MONTGOMERY COUNTY COMMISSION**

**JULY 1, 2019**

#### **INFORMATION SESSION**

Chairman Dean called the meeting to order at 8:06 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Singleton. All five Commissioners were present.

#### **COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS**

##### **COMMENTS FROM ADMINISTRATOR MIMS**

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

##### **DISCUSSION BY THE COMMISSION**

Commissioner Harris discussed Amendment Number 1 to the Contract with The Moore-Zeigler Group, LLC regarding a four (4) month extension, beginning March 1, 2019 and ending on June 30, 2019 for Minority and Women-Owned Business Initiative. After discussion, the Commission did not agree to approve the extension.

Chairman Dean and Commissioner Harris asked to add additional items to the miscellaneous appropriations for agencies accounts that were on the agenda. The Commission agreed.

Administrator Mims reminded the Commission that Park Crossing High School requested funding for the ACT tutorial Program.

##### **PRESENTATION BY SHERIFF DERRICK CUNNINGHAM**

Sheriff Derrick Cunningham presented a Memorandum from Montgomery City-County Personnel Department regarding a classification and pay study of several law enforcement classifications. After discussion, the Commission agreed to waive rules and add the County Public Safety Pay Plan adjustments to the agenda, effective July 1, 2019.

Sheriff Cunningham requested that the property located at 514 Herron Street be allocated to the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Sheriff Cunningham requested \$5,000 for the 2019 Senior citizen's fishing rodeo. Chairman Dean, Vice Chairman Walker, Commissioner Sankey and Commissioner Singleton appropriated

\$1,000 from each of their designated revenue accounts and Commissioner Harris appropriated \$1,000 from his agencies account for this event.

Sheriff Cunningham requested that the Commission not approve the proposal from Questia Corps LLC for the Stepping Up Innovator County Data Analysis Support, which was on the agenda. He stated that he was not ready to enter into an agreement at this time. The Commission agreed with the Sheriff's request.

#### PRESENTATION BY DIRECTOR OF ELECTIONS DARRYL PARKER

Director of Elections Darryl Parker presented a Memorandum of Understanding regarding Administration of the 2019 Scheduled Montgomery Municipal Election(s). After discussion, the Commission agreed to waive rules and add this item to the agenda.

Vice Chairman Walker requested a one-sheet flier from the Elections Center containing a list of the City of Montgomery polling locations and precincts for the upcoming elections for her district. Her fellow Commissioners also requested a flier for their districts. Chief Probate Clerk William Flowers informed the Commission that post cards would be sent to voters to let them know where to vote.

#### PRESENTATION BY CHIEF REVENUE CLERK ALLYSON HOLLAND

Chief Revenue Clerk Allyson Holland briefed the Commission regarding Insolvents, Errors and Taxes in Litigation for 2018 and Uncollected Insolvents and Taxes in Litigation for previous year(s) and related Resolution. After discussion, the Commission agreed to place this item on the next agenda.

#### PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci updated the Commission regarding the new security cameras and door locks. The Commission inquired if a recording camera will be installed on Lawrence Street. Mr. Ialacci responded that older technology video coverage is in place, but funding has not been approved funding to upgrade cameras at that location.

Mr. Ialacci noted that information regarding the polling locations and precincts can be found on the County's website.

#### PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE

County Engineer George Speake briefed the Commission regarding a Bid Award to Midsouth Paving, Inc., for high performance asphalt cold patch, Bid Number 53000-19B-015. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake briefed the Commission regarding a Bid Award to Wiregrass Construction Co., Inc., for bituminous plant mix, Bid Number 53000-19B-017. After discussion, the Commission agreed to place this item on the next agenda.

#### PRESENTATION BY MANAGER OF PUBLIC AFFAIRS HANNAH HAWK

Manager of Public Affairs Hannah Hawk reviewed the calendar of upcoming events with the Commissioners.

#### PRESENTATION BY BOARD CHAIR CHARLOTTE MEADOWS AND BOARD MEMBER LORI WHITE WITH LEAD ACADEMY

LEAD Academy Board Chair Charlotte Meadows briefed the Commission regarding the school and presented a start-up budget. After discussion, Vice Chairman Walker requested a \$10,000 miscellaneous appropriation for LEAD Academy from her designated revenue account be placed on the next agenda.

#### COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen briefed the Commission regarding a Contract with Borden Morris and Garner for upgrades and repairs at the Youth Facility. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a letter from President Timothy Bowden with the Montgomery County Association of Volunteer Fire Departments requesting an increase in funding. He noted that the current funding is \$190,000 per year. The Commission agreed to discuss the increase in funding during budget hearings.

Administrator Mims presented a letter from the Alabama Department of Revenue regarding nomination of persons for consideration as members of the County Board of Equalization, which is due August 15, 2019. The Commission agreed to discuss this item at the next meeting.

Administrator Mims noted that members of the Montgomery County Board of Human Resources, whose terms expire in September 2019, would like to be reappointed. The Commission agreed to place these reappointments on the next agenda.

Administrator Mims presented the Minutes of the Regular County Commission Meeting of March 7, 2016, in which the Commission Adopted a Minority and Women-Owned Business Initiative Policy. Commissioner Harris stated that he would meet with Administrator Mims to discuss the goals of this initiative.

Administrator Mims presented the FY2020 Budget Calendar.

Administrator Mims presented a Schedule of Upcoming Bids/Contract Renewals for 2019.

## **RECESS TO EXECUTIVE SESSION**

Administrator Mims presented a letter from Senior Vice President of Corporate Development Ellen G. McNair with the Montgomery Area Chamber of Commerce regarding the Calling of an Executive Session to discuss a commerce and real estate matter. Vice Chairman Walker made a motion to go into the Executive Session. The motion was seconded by Commissioner Singleton and unanimously approved by each Commissioner, openly giving their individual vote. Administrator Mims noted that all five Commissioners were present and that the Commission would recess to the Formal Session following the Executive Session. Chairman Dean recessed the Information Session to the Executive Session. (Copies of Letter from Ellen G. McNair and a Checklist for Conducting Lawful Executive Sessions, Agenda Pages 20-1 and 20-2, are attached to these Minutes).

## **RECESS TO FORMAL SESSION**

Commissioner Singleton made a motion to recess the Executive Session. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. Chairman Dean recessed the Executive Session to the Formal Session.

## **FORMAL SESSION**

Chairman Dean welcomed everyone to the Formal Meeting.

The meeting was opened with prayer led by Commissioner Sankey.

The Pledge of Allegiance was led by Commissioner Singleton.

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

## **COMMENTS BY ATTENDEES**

County Archivist Dallas Hanbury described the purposes and activities of Friends of Academics and Magnets in Education (F.A.M.E.) and invited the Commissioners to an event to benefit Booker T. Washington Magnet School (BTW) on August 18<sup>th</sup> from 4-6 p.m. at the former Hayneville Middle School, the temporary location of BTW. Vice Chairman Walker stated that there is great concern regarding rebuilding BTW after it was destroyed by fire. Mr. Hanbury stated that the Board of Education is considering locations to rebuild the school. Vice Chairman Walker stated that this must be especially tough for the seniors and committed funding in the amount of \$5,000 to BTW.

Bishop Jimmy Lee Sawyer commented on the importance of transportation for students when starting a new school. He told the Commission that it is hard on the students and parents if there is no transportation. He stated the Commission's main focus should be transportation if it is planning on helping fund a new school. Chairman Dean informed Bishop Sawyer that the Commission will not be funding the new charter school.

## **APPROVAL OF MINUTES**

Commissioner Harris made a motion to approve the Minutes of the Regular Meeting of June 17, 2019. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission.

## **CONSENT AGENDA**

Administrator Mims presented the Accounts Payable Checks and Payroll Checks Authorization for approval. Commissioner Singleton made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 5, are attached to these Minutes.)

## **NEW BUSINESS**

### **COUNTY COMMISSION - ADOPTED RESOLUTION AUTHORIZING AN ADDITIONAL EXPENSE ALLOWANCE OF FIVE HUNDRED DOLLARS PER MONTH FOR EACH MEMBER OF THE MONTGOMERY COUNTY COMMISSION EFFECTIVE JULY 1, 2019**

Vice Chairman Walker made a motion to adopt a resolution authorizing an additional expense allowance of five hundred dollars per month for each member of the Montgomery County Commission effective July 1, 2019. The motion was seconded by Commissioner Harris. Chairman Dean, Vice Chairman Walker and Commissioners Harris and Sankey voted in favor of the motion. Commissioner Singleton voted in opposition, and the motion carried. (Copies of Memorandum, Resolution, Act #2019-262 and House of Representatives Vote Sheet, Agenda Pages 1-1 through 1-6, are attached to these Minutes.)

### **COUNTY COMMISSION - ADOPTED RESOLUTION AUTHORIZING FRIDAY, JULY 5, 2019, AS A HOLIDAY FOR MONTGOMERY COUNTY EMPLOYEES**

Commissioner Harris made a motion to adopt a resolution authorizing Friday, July 5, 2019, as a holiday for Montgomery County Employees. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memoranda and Resolution, Agenda Pages 2-1 through 2-3, are attached to these Minutes.)

COUNTY COMMISSION - APPROVED AUTHORIZATION OF RENEWAL OF MEMORANDUM OF AGREEMENT WITH THE MOORE-ZEIGLER GROUP, LLC, TO PROVIDE CONTRACT SERVICES CONCERNING THE MONTGOMERY COUNTY COMMISSION'S MINORITY AND WOMEN-OWNED BUSINESS INITIATIVE

Commissioner Singleton made a motion to approve authorization of renewal of Memorandum of Agreement with the Moore-Zeigler Group, LLC, to provide contract services concerning the Montgomery County Commission's Minority and Women-Owned Business Initiative. The motion was seconded by Vice Chairman Walker. Chairman Dean, Vice Chairman Walker and Commissioner Singleton voted in favor of the motion. Commissioners Harris and Sankey voted against the motion, and the motion carried. (Copies Memorandum and Memorandum of Agreement, Agenda Pages 3-1 through 3-4, are attached to these Minutes.)

PARKS AND RECREATION DEPARTMENT - APPROVED AUTHORIZATION OF AMENDMENT NUMBER 1 TO CONTRACT WITH HARRISON AND ASSOCIATES, LLC REGARDING A ONE (1) YEAR EXTENSION, BEGINNING SEPTEMBER 1, 2019 AND ENDING AUGUST 31, 2020, AND A 5% PRICE INCREASE FOR LANDSCAPE MAINTENANCE AT THE MONTGOMERY INDUSTRIAL PARK, CONTRACT NUMBER 51901-18B-024

Commissioner Singleton made a motion to approve authorization of Amendment Number 1 to contract with Harrison and Associations, LLC regarding a one (1) year extension, beginning September 1, 2019 and ending August 31, 2020, and a 5% price increase for landscape maintenance at the Montgomery Industrial Park, Contract Number 51901-18B-024. The motion was seconded by Commissioner Sankey and unanimously approved by the Commission. (Copies of Memorandum and Amendment, Agenda Pages 4-1 and 4-2, are attached to these Minutes.)

COUNTY COMMISSION - APPROVED AUTHORIZATION TO RECOGNIZE AND DENY A CLAIM REGARDING REGINA THOMAS

Commissioner Harris made a motion to Recognize and Deny a Notice of Claim regarding Regina Thomas. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memoranda, Attorney Gallion's Opinion, and Letter, Agenda Pages 5-1 through 5-5, are attached to these Minutes.)

COUNTY COMMISSION - APPROVED AUTHORIZATION OF MISCELLANEOUS APPROPRIATIONS TO AGENCIES

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

Commissioner Harris made a motion to approve the Miscellaneous Appropriations to Agencies Reprogramming Requests. The motion was seconded by Commissioner Singleton and

unanimously approved by the Commission. (Copy of Updated Spreadsheet, Agenda Page 6-1, is attached to these Minutes.)

#### COUNTY COMMISSION - APPROVED AUTHORIZATION OF MISCELLANEOUS APPROPRIATIONS TO EDUCATION

Administrator Mims requested approval of the miscellaneous appropriations to education included in the Agenda.

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

#### COUNTY COMMISSION - APPROVED AUTHORIZATION OF MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE

Administrator Mims requested approval of the miscellaneous appropriations from designated revenue included in the Agenda. During the County Commission Meeting this date, Chairman Dean requested the addition of miscellaneous appropriation reprogramming requests, and his fellow commissioners concurred.

Commissioner Harris made a motion to approve the Miscellaneous Appropriations from Designated Revenue. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Updated Spreadsheet, Agenda Page 8-1, is attached to these Minutes.)

#### BOARD OF REGISTRARS - APPROVED AUTHORIZATION OF BUDGET CHANGE REQUEST NUMBER 2

Commissioner Singleton made a motion to approve Budget Change Request Number 2, Board of Registrars. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 9-1, is attached to these Minutes.)

#### COMMUNITY CORRECTIONS - APPROVED AUTHORIZATION OF BUDGET CHANGE REQUEST NUMBER 2

Commissioner Harris made a motion to approve Budget Change Request Number 2, Community Corrections. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 10-1, is attached to these Minutes.)

## REVENUE COMMISSIONER'S OFFICE - APPROVED AUTHORIZATION OF BUDGET CHANGE REQUEST NUMBER 2

Commissioner Harris made a motion to approve Budget Change Request Number 2, Revenue Commissioner's Office. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 11-1, is attached to these Minutes.)

## SHERIFF'S OFFICE - APPROVED AUTHORIZATION OF BUDGET CHANGE REQUEST NUMBER 5

Commissioner Singleton made a motion to approve Budget Change Request Number 5, Sheriff's Office. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 12-1, is attached to these Minutes.)

## DETENTION FACILITY - APPROVED AUTHORIZATION OF POSITION FILL REQUESTS (3)

1. Corrections Officer Trainee, Position Number 500419146
2. Corrections Officer Trainee, Position Number 500419182
3. Detention Facility Supply Clerk, Position Number 500453108

Commissioner Harris made a motion to approve the Position Fill Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 13-1 through 13-3, are attached to these Minutes.)

## ENGINEERING DEPARTMENT - APPROVED AUTHORIZATION OF POSITION FILL REQUEST (1)

1. County Road Equipment Operator I, Position Number 610551019

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

## PURCHASING DEPARTMENT - APPROVED AUTHORIZATION OF POSITION FILL REQUEST (1)

1. Purchasing Manager, Position Number 270787055

Commissioner Singleton made a motion to approve the Position Fill Request. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 15-1, is attached to these Minutes.)

## VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (5)

### DEPARTMENTS

### TRAVEL/TRAINING REQUESTS

- |    |                      |                                |
|----|----------------------|--------------------------------|
| 1. | Sheriff's Office     | Request Numbers 40, 43, and 44 |
| 2. | Tax & Audit          | Request Number 12              |
| 3. | Appraisal Department | Request Number 14              |

Commissioner Sankey made a motion to approve the Travel/Training Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of the Travel/Training Requests, Agenda Pages 16-1 through 16 -5, are attached to these Minutes.)

### **OLD BUSINESS**

#### COUNTY COMMISSION - TABLED CONSIDERATION OF AUTHORIZATION OF PROPOSAL FROM QUESTIA CORPS LLC FOR STEPPING UP INNOVATOR COUNTY DATA ANALYSIS SUPPORT

Commissioner Harris made a motion to table consideration of authorization of proposal from Questia Corps LLC for Stepping Up Innovator County Data Analysis Support. The motion was seconded by Commissioner Sankey and unanimously approved by the Commission. (Copies of Memorandum, The Stepping Up Initiative, Proposal and Bio, Agenda Pages 17-1 through 17-9, are attached to these Minutes.)

### **WAIVE RULES**

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

#### PROBATE JUDGE'S OFFICE (ELECTIONS) - APPROVED AUTHORIZATION OF MEMORANDUM OF UNDERSTANDING REGARDING ADMINISTRATION OF THE 2019 SCHEDULED MONTGOMERY MUNICIPAL ELECTION(S)

Commissioner Harris made a motion to approve authorization of Memorandum of Understanding regarding administration of the 2019 Scheduled Montgomery Municipal Elections(s). The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Letter, Memorandum of Understanding, and Budget Sheet, Agenda Pages 18-1 through 18-10, are attached to these Minutes.)

#### SHERIFF'S OFFICE - APPROVED AUTHORIZATION OF COUNTY PUBLIC SAFETY PAY PLAN ADJUSTMENTS EFFECTIVE JULY 1, 2019

Commissioner Harris made a motion to approve authorization of County Public Safety Pay Plan adjustments effective July 1, 2019. The motion was seconded by Commissioner Singleton and

unanimously approved by the Commission. (Copies of Memoranda and Montgomery County Public Safety Pay Plan, Agenda Pages 19-1 through 19-4, are attached to these Minutes.)

### **COMMENTS BY COMMISSIONERS**

Commissioner Singleton informed everyone that the pool at Mt. Meigs Community Center is now open. He wished everyone a safe and happy 4<sup>th</sup> of July.

Commissioner Sankey wished everyone a safe and happy 4<sup>th</sup> of July. He also wished Probate Chief Clerk William Flowers the best as he moves onto another job.

Chairman Dean said good morning to the audience and wished everyone a safe and happy 4<sup>th</sup> of July. He told the employees to enjoy their extra day off.

Commissioner Harris told William Flowers that he will miss him and his dependability and wished him good luck in his future endeavor. He also expressed his appreciation for the dependability of Probate Office employee Ruth Gallagher. He wished everyone a safe and happy 4<sup>th</sup> of July.

### **ADJOURNMENT**

Commissioner Sankey made a motion to adjourn the meeting of the Montgomery County Commission on July 1, 2019, at 10:08 a.m. The motion was seconded by Commissioner Harris and unanimously approved by the Commission.

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 6-14-19

| Check Number      | To | Check Number   |
|-------------------|----|----------------|
| 286818            |    | 286891         |
|                   |    |                |
| Total Checks Paid |    | \$1,188,120.76 |

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

EFT's included in amount

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 6-14-19

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 286892            |    | 286965       |
|                   |    |              |
| Total Checks Paid |    | \$479,535.80 |

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

EFT's included in amount

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 6-21-19

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 287101            |    | 287143       |
|                   |    |              |
| Total Checks Paid |    | \$89,420.91  |

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

**POLL WORKERS – 286966-287100 = \$14,515.00**

EFT's included in amount

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 6-21-19

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 287144            |    | 287218       |
|                   |    |              |
| Total Checks Paid |    | \$576,852.67 |

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

EFT's included in amount

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED  
6/21/19

|                      |        |    |                      |        |    |              |
|----------------------|--------|----|----------------------|--------|----|--------------|
| Payroll Check Number | 132387 | To | Payroll Check Number | 132459 | \$ | 57,575.39    |
|                      |        |    |                      |        |    |              |
| Direct Deposits      |        |    |                      |        | \$ | 909,551.45   |
|                      |        |    |                      |        |    |              |
| Payroll Check Number | 132460 | To | Payroll Check Number | 132476 | \$ | 50,146.73    |
|                      |        |    |                      |        |    |              |
| Direct Deposits      |        |    |                      |        | \$ | 604,129.60   |
|                      |        |    |                      |        |    |              |
| Federal Deposits     |        |    |                      |        | \$ | 320,950.22   |
|                      |        |    |                      |        |    |              |
| Total Payroll Paid   |        |    |                      |        | \$ | 1,942,353.39 |

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

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

JUL 01 2019

June 27, 2017

## MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Resolution Authorizing an Additional Expense Allowance for Each Member of the Montgomery County Commission

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda a Resolution authorizing an additional expense allowance of five hundred dollars per month for each member of the Montgomery County Commission.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

Montgomery County Commission • 101 S. Lawrence Street • P.O. Box 1667 • Montgomery, AL 36102 • [www.mc-ala.org](http://www.mc-ala.org)  
Phone 334.832.1210 • Fax 334.832.2533 • TDD 334.265.3568

1-1

## RESOLUTION

**WHEREAS**, on May 24, 2019, Act #2019-262 was filed with the Alabama Secretary of State which provides for an additional expense allowance and salary for the members of the county commission; and,

**WHEREAS**, Section 1. (a) states, "Each member of the Montgomery County Commission, upon approval by the commission by a recorded roll call vote, shall receive an additional expense allowance in an amount of up to five hundred dollars (\$500) per month to be paid out of the county general fund. This expense allowance shall be in addition to any and all other compensation, salary, and expense allowances provided for by law"; and,

**WHEREAS**, Section 1. (b) states, "Effective commencing the next term of office after any expense allowance is approved by the county commission pursuant to subsection (a), the salary of the members of the county commission shall be increased by the amount of the expense allowance granted pursuant to subsection (a) and subsection (a) shall be null and void.";

**NOW, THEREFORE, BE IT RESOLVED**, that each member of the Montgomery County Commission shall receive an additional expense allowance in an amount of five hundred dollars (\$500) per month to be paid out of the county general fund. This expense allowance shall be in addition to any and all other compensation, salary, and expense allowances provided for by law. The \$500 per month expense allowance is to start effective July 1, 2019 and will be paid in the subsequent month.

We hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 1<sup>st</sup> day of July, 2019.

\_\_\_\_\_  
Elton N. Dean, Sr., Chairman

\_\_\_\_\_  
Ronda M. Walker, Vice Chairman

\_\_\_\_\_  
Daniel Harris, Jr., Commissioner

\_\_\_\_\_  
Isaiah Sankey, Commissioner

\_\_\_\_\_  
Doug Singleton, Commissioner

ACT #2019- 262

1 HB208  
2 196223-2  
3 By Representative Lawrence (N & P)  
4 RFD: Montgomery County Legislation  
5 First Read: 19-MAR-19



1  
2     ENROLLED, An Act,

3             Relating to Montgomery County; providing for an  
4     additional expense allowance and salary for the members of the  
5     county commission.

6     BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

7             Section 1. (a) Each member of the Montgomery County  
8     Commission, upon approval by the commission by a recorded roll  
9     call vote, shall receive an additional expense allowance in an  
10    amount of up to five hundred dollars (\$500) per month to be  
11    paid out of the county general fund. This expense allowance  
12    shall be in addition to any and all other compensation,  
13    salary, and expense allowances provided for by law.

14            (b) Effective commencing the next term of office  
15    after any expense allowance is approved by the county  
16    commission pursuant to subsection (a), the salary of the  
17    members of the county commission shall be increased by the  
18    amount of the expense allowance granted pursuant to subsection  
19    (a) and subsection (a) shall be null and void.

20            Section 2. This act shall become effective  
21    immediately following its passage and approval by the  
22    Governor, or its otherwise becoming law.

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*Mac McClatchey*

Speaker of the House of Representatives

*[Signature]*

President and Presiding Officer of the Senate

House of Representatives

I hereby certify that the within Act originated in  
and was passed by the House 09-APR-19.

Jeff Woodard  
Clerk

Senate

15-MAY-19

Passed

Became law without  
Governor's signature

APPROVED \_\_\_\_\_

TIME \_\_\_\_\_

\_\_\_\_\_  
GOVERNOR

Alabama Secretary Of State

Act Num.....: 2019-262

Bill Num....: H-208

Recv'd 05/24/19 09:03amSLF

|           |    |           |
|-----------|----|-----------|
| NSOR      | 53 | DIST. NO. |
| <i>69</i> |    |           |
| SPONSORS  |    |           |
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HOUSE ACTION COVERED

DATE: 3-19-2019

RD 1 RFD

W/AMEND

**REPORT OF STANDING COMMITTEE**

This bill having been referred by the House to its standing committee on Montgomery County was acted upon by such committee in session, and returned therefrom to the House with the recommendation that it be Passed w/amend(s) as amended this 4th day of April 2019

Jeff Woodward Chairperson

DATE: 4-4-2019

RD 2 CAL

DATE: 20

RE-REFERRED RE-COMMITTED

Committee

I hereby certify that the Resolution as required in Section C of Act No. 81-889 was adopted and is attached to the Bill, HB 69

YEAS 46 NAYS 0

JEFF WOODWARD, Clerk

RECONSIDERED

YEAS

NAYS

DATE: 4-19-2019

RD 1 RFD

This Bill was referred to the Standing Committee of the Senate on LL7

and was acted upon by such Committee in session and is by order of the Committee returned therefrom with a favorable report w/amd(s) w/sub w/eng sub by a vote of years nays abstain

this 2nd day of May 2019

Y. C. C. Chairperson

DATE: 5-2-2019

RD 2 CAL

I hereby certify that the Resolution as required in Section C of Act No. 81-889 was adopted and is attached to the Bill, HB 208

YEAS 24 NAYS 0

PATRICK HARRIS, Secretary

DATE: 5-15-19

RD 3 at length

PASSED ✓ PASSED AS AMENDED

YEAS 25 NAYS 0

And was ordered returned forthwith to the House.

PATRICK HARRIS, Secretary

DATE: 20

INDEFINITELY POSTPONED

YEAS

NAYS

DATE: 20

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

JUL 01 2019

June 27, 2017

## MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Resolution Authorizing Friday, July 5, 2019, as a Holiday for Montgomery County Employees

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda a Resolution Authorizing Friday, July 5, 2019, as a Holiday for Montgomery County Employees.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

Montgomery County Commission • 101 S. Lawrence Street • P.O. Box 1667 • Montgomery, AL 36102 • www.mc-ala.org  
Phone 334.832.1210 • Fax 334.832.2533 • TDD 334.265.3568

2-1

## RESOLUTION

**WHEREAS**, Alabama Code § 11-1-8 provides that the County Commission of any county in the State of Alabama may by resolution authorize the offices of the officials of the county located in the county courthouse or other county building to be closed all day one weekday or any portion thereof of each week in addition to legal holidays; and,

**WHEREAS**, the Montgomery County Commission wishes to close the county courthouse on Friday, July 5, 2019, to allow county employees to spend time with their families;

**NOW, THEREFORE, BE IT RESOLVED**, that the Montgomery County Commission does hereby authorize the closing of the Montgomery County Courthouse and all county offices on Friday, July 5, 2019.

I hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 1st day of July 2019.

ATTEST:

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

\_\_\_\_\_  
Donald L. Mims, Administrator

OFFICE OF THE GOVERNOR

KAY IVEY  
GOVERNOR



STATE CAPITOL  
MONTGOMERY, ALABAMA 36130

(334) 242-7100  
FAX: (334) 242-3282

## STATE OF ALABAMA

### MEMORANDUM

TO: All State Department Heads  
FROM: Governor Kay Ivey *Kay Ivey*  
DATE: June 12, 2019  
SUBJECT: Holiday Notice

I have authorized Friday, July 5, 2019, as a holiday for state employees. All state offices will be closed on that date, except those in areas where it is essential to maintain personnel. If it is necessary for any employee to work on that day, they should be allowed time off as soon thereafter as possible.

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

JUL 01 2019

June 27, 2017

## MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Renewal of Memorandum of Agreement with The Moore-Zeigler Group, LLC

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda the renewal of a Memorandum of Agreement with The Moore-Zeigler Group, LLC, to provide contract services concerning the Montgomery County Commission's Minority and Women-Owned Business Initiative.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

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3-1

**The Montgomery County Commission**

**THE SMALL AND MINORITY BUSINESS SUPPORT INITIATIVE PROGRAM**

**MEMORANDUM OF AGREEMENT  
TO  
PROVIDE CONTRACT SERVICES**

**This Memorandum of Agreement between The Montgomery County Commission and the Moore-Zeigler Group, LLC, a contract services provider has an effective start date of July 1, 2019 and an ending date of June 30, 2020. During the period of the agreement Moore-Zeigler Group, LLC agrees to provide, at a rate of \$3,500.00 per month, not to exceed a total cost of \$42,000.00, the following services to the Montgomery County Commission**

- **To serve as Program Manager** to implement the Small and Minority Business Support Initiative Program.
- **Develop Activities for Capacity Building** to assist the small minority business owners in developing additional job scopes and capabilities.
- **Coordinate Montgomery County Purchasing Department** to understand county procedures and to participate in distribution of bids.
- **Provide access to an updated database (DBENetworks)** of small minority businesses selected to participate in the program.
- **Ensure that accurate and current files and records of participants** are created and oversee the preparation and submission of appropriate reports of the progress and status of the program.

### **Performance Goals**

The specific goals of the program are:

1. Increase the number of county contracts awarded to small and minority business firms by providing them with the tools and resources they need to enhance their favorability with prime contractors.
2. Utilizing these tools and resources to provide assistance to small and minority-owned firms in gaining access to capital through community and regional banks and financial institutions and acquiring bonding and insurance.
3. Provide job opportunities by matching the need for workers with prime contractors and large non-minority sub-contractors who have a past history of utilizing small minority-owned businesses as sub-contractors.
4. Implement a business development component to assist individual small minority-owned businesses to become more versatile by increasing their capabilities into areas related to, or that will enhance their main specialty allowing them to be more attractive to the prime contractors when selecting a sub-contractor.

### **Monitoring and Evaluation:**

MZG will provide to the County a Quarterly written report detailing all activities performed on the County's behalf MZG will solicit feedback from the County as to any specific area or direction the County wishes to have addressed and request an evaluation of those activities from the County relative to the effectiveness all MZG activities.

### **Final Report:**

Moore-Zeigler Group will provide to the County, a final detailed report at the completion of the 12-month period. The report will be submitted to the County 60 days after contract after the period is completed.

**The Moore-Zeigler Group, LLC**, fully understands that the \$3,500.00 per month fee covers all consultant costs to include, but are not limited to, food, lodging, travel, parking or the purchase of administrative supplies

**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 discussion and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and The Moore-Zeigler Group, LLC.

Both, The Montgomery County Commission and The **Moore-Zeigler Group, LLC** concur that his agreement in no way represents full-time or permanent employment, nor does the contract services provider have a claim or right to any benefits paid to any employee of the Montgomery County Commission. The consultant is engaged as an Independent contractor and is not eligible for fringe benefits including retirement, medical insurance, FICA matching contributions, etc. with the County of Montgomery. Both parties understand that this agreement represents a contract relationship and that the contract service provider is fully responsible for paying their own taxes.

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Carmen Moore-Zeigler  
Moore-Zeigler Group LLC.

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Elton N. Dean Sr.  
Chairman,  
Montgomery County Commission

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Date

---

Date

# AGENDA

JUL 01 2019

## MEMORANDUM

TO: Donald L. Mims, County Administrator  
FROM: Myrtle Singleton, Purchasing Manager *ms*  
DATE: June 11, 2019  
RE: Contract No. 51901-18B-024  
Landscape at Montgomery Industrial Park

I request that the attached Amendment No. 1 to Harrison and Associates, LLC contract for landscape maintenance services at Montgomery Industrial Park be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning September 1, 2019 and ending on August 31, 2020.

Harrison and Associates, LLC 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 James Williams, Parks and Recreation Director.

Attachment

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

Amendment  
To  
Contract # 51901-18B-024

**Amendment No. 1**

Contract with Harrison and Associates, LLC for landscape maintenance at Montgomery Industrial Park, is hereby extended for one (1) year, beginning September 1, 2019 and ending August 31, 2020.

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

All other provisions of the contract remain the same.

WITNESS:

HARRISON AND ASSOCIATES, LLC

\_\_\_\_\_

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

JUL 01 2019

June 27, 2019

## MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Recognize and Deny Claim Filed by Regina Thomas

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda consideration to recognize and deny a Claim filed by Raymond J. (Ray) Hawthorne, Jr., on behalf of Regina Thomas.

I am requesting that the Commission approve this item.

DLM/tn

Attachments

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---

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5-1



Haskell Slaughter Gallion & Walker, LLC  
242 Winton M. Blount Loop  
Montgomery, Alabama 36117  
t. 334.265.8573 | f. 334.264.7945

## MEMORANDUM

June 12 2019

To: Donnie Mims  
From: Thomas T. Gallion, III  
Re: Regina Thomas

T T 6

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I have reviewed the claim Regina Thomas and the letter from Attorney Raymond J. (Ray) Hawthorne, Jr., including accident report. The letter references that his client collided with a city employee. It is my opinion that this is not the responsibility of Montgomery County.

I recommend that this claim be recognized and denied at the next commission meeting.

50051-317



# Alexander Shunnarah

PERSONAL INJURY ATTORNEYS



County of Montgomery

**County Commission: Donald L. Mims - Administrator**

101 South Lawrence Street  
Montgomery, AL 36104

June 4, 2019

**SENT CERTIFIED MAIL ONLY**

Alexander Shunnarah

Darold A. Mathews  
M. Logan Doss  
Tia M. Kennedy  
Benjamin E. Harrelson  
Brandon T. Bishop  
J. Stuart McAtee  
Thanasis Nicolau  
Craig P. Niedenthal<sup>1</sup>  
Sara L. Williams  
T. Brian Hoven  
Andrew J. Moak  
Jason A. Shamblin  
Kris D. Burbank  
D. Kevin Barnes  
Steven P. Smith  
David L. Graves<sup>1</sup>  
Isaac Roitman  
J. Culpepper Sawyer, III  
Rosemary N. Alexander<sup>2</sup>  
Bradford T. Walden  
Heidi A. DiLorenzo  
Kevin Ritchey  
Ryan T. Charles  
Travis G. McKay, Jr.<sup>1</sup>  
J. Ross Massey  
Angela G. Graugnard  
J. Curry Robertson  
Jonathan W. Cooner  
J. Bryant Hornsby  
Garrett Dennis

Chuck Thomas  
Thomas J. Moore  
Alyssa Noles Daniels  
C. Todd Buchanan  
Andrew R. Schwartz  
Michael S. Shunnarah  
Mark A. English  
Jonathan B. Metz  
Amanda K. Terry  
Leia T. Leonard  
Paul A. Spina, III  
John B. Welsh  
Stephanie Balzli

Huntsville Office  
C. Anthony Graffeo  
Of Counsel  
Montgomery Office  
Raymond J. Hawthorne, Jr.  
Of Counsel  
Prattville Office  
Chip Cleveland  
Of Counsel  
Selma Office  
Thomas C. Atchison

Aubrey J. Holloway  
Managing Attorney

<sup>1</sup>Also member TN bar  
<sup>2</sup>Also member GA bar  
<sup>3</sup>Also member FL & TN bar

**RE: Regina Thomas**

Dear Ms. Blalock,

This letter is to advise the County of Montgomery that my firm has been retained by Regina Thomas to represent her in connection with injuries she sustained in an automobile collision on March 21, 2019. On or about March 21, 2019, my client was lawfully traveling South on Hull Street. As Ms. Thomas approached the intersection of Hull Street and Adams Avenue with a green traffic light, a City of Montgomery employee who was operating an Airport Authority vehicle, negligently and unlawfully accelerated through said intersection, while having a red traffic light. As a result of his failure to stop, the City of Montgomery employee collided with Ms. Thomas' vehicle, causing property damage to her vehicle, and my client suffered severe bodily injury. Ms. Thomas is currently treating for the injuries she sustained as a result of the collision.

Because a potential party in this case is the County of Montgomery, it is required that I put this entity on notice of the aforementioned claims within six (6) months from the date of the incident. §§ 11-47-23 and 11-47-192 *Code of Alabama* (1975). A notice of claim to the County of Montgomery will be provided at a later time. Please take reasonable steps to preserve any surveillance videos that captured the incident and/or any incident reports made. I appreciate the anticipated attention you will give this matter.

Please let this letter serve to put you on notice to preserve and maintain any and all documents, records, recordings (audio and/or video), papers, or the like, to include but not limited to dispatch logs, police reports, internal investigation documents, vehicle maintenance records, drug tests, driver's employment file, names/dates/addresses/contact information for other parties involved in the reference collision, etc. for the date of March 21, 2019.

In addition, please also preserve and maintain any/all tachograph instrument, black box, or Electronic Control Module, including, but not limited to documents generated from the GPS System (Global Positioning System) or any other device or computer program that tracks the location of the vehicle utilized in the vehicle driven by Arthur Curtis Gaston and any other

504 S. Perry Street  
Montgomery, AL 36104  
334-954-4442  
Fax 334-416-8268

800-229-7989  
www.shunnarah.com

5-3  
Birmingham, AL 205-323-1000  
Huntsville, AL 256-533-1300  
Mobile, AL 251-438-7400  
Prattville, AL 334-365-6266  
Selma, AL 334-267-4211

documents generated from the fleet management software programs utilized by the County of Montgomery.

Sincerely,



**Raymond J. (Ray) Hawthorne, Jr.**

Telephone: (334) 676-3313

Facsimile: (334) 416-8268

Email: [ray@clevelandriddle.com](mailto:ray@clevelandriddle.com)

RJH/sr

Enclosure:

- Accident Report

5-4

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

June 11, 2019

**MEMORANDUM**

TO: Thomas T. Gallion, III  
County Attorney

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Regina Thomas

Today, I received the attached letter from Attorney Raymond J. (Ray) Hawthorne, Jr., with Alexander Shunnarah regarding an accident involving his client, Regina Thomas, and a City of Montgomery employee.

Please review and advise by Friday, June 14, 2019 as to what action, if any, the County Commission should take regarding this matter.

As always, thank you for your assistance.

DLM/tn

Attachment

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Phone 334.832.1210 • Fax 334.832.2533 • TDD 334.265.3568

*5-5*

## JUL 01 2019

| MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 7/1/19 - CODE: 001-59320.498 |                                           |                                                                                                                    |               |               |          |              |            |               |
|---------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------|---------------|----------|--------------|------------|---------------|
| Contract Number                                                                       | Organization                              | Description of Program                                                                                             | Harris        | Dean          | Walker   | Sankey       | Singleton  | TOTAL         |
| <b>Starting Balance</b>                                                               |                                           |                                                                                                                    | <b>19,100</b> | <b>17,667</b> | <b>0</b> | <b>1,150</b> | <b>250</b> | <b>38,167</b> |
| C-2019-74                                                                             | Shepherd's Ministries, Inc.               | Operational Expenses                                                                                               |               | 3,000         |          |              |            | 3,000         |
| C-2019-75                                                                             | Alabama State University Foundation, Inc. | Football Program                                                                                                   |               | 7,500         |          |              |            | 7,500         |
| NC-2019-80                                                                            | City of Montgomery, BONDS                 | Halcyon Oaks Association for National Night-Out<br>Spring Valley/Cross Creek/Valley Village Homeowners Association |               |               |          |              | 200        | 200           |
| NC-2019-81                                                                            | City of Montgomery, BONDS                 |                                                                                                                    | 1,000         |               |          |              |            | 1,000         |
| NC-2019-82                                                                            | City of Montgomery, BONDS                 | Brighton Area Homeowners Association                                                                               | 1,000         |               |          |              |            | 1,000         |
| NC-2019-83                                                                            | City of Montgomery, BONDS                 | Woodley Park Neighborhood Association                                                                              | 1,000         |               |          |              |            | 1,000         |
| NC-2019-84                                                                            | City of Montgomery, BONDS                 | Carriage Hills Neighborhood Association                                                                            | 1,000         |               |          |              |            | 1,000         |
| NC-2019-85                                                                            | Montgomery County Sheriff's Fund          | Senior Citizen's Fishing Rodeo                                                                                     | 1,000         |               |          |              |            | 1,000         |
|                                                                                       | Total Appropriations 7/1/19               |                                                                                                                    | 5,000         | 10,500        | 0        | 0            | 200        | 15,700        |
|                                                                                       | <b>APPROPRIATED BUDGET BALANCE</b>        |                                                                                                                    | <b>14,100</b> | <b>7,167</b>  | <b>0</b> | <b>1,150</b> | <b>50</b>  | <b>22,467</b> |
|                                                                                       |                                           |                                                                                                                    |               |               |          |              |            |               |
|                                                                                       |                                           |                                                                                                                    |               |               |          |              |            |               |
|                                                                                       |                                           |                                                                                                                    |               |               |          |              |            |               |
|                                                                                       | <i>Dwight L. Morris</i> 7/1/19            |                                                                                                                    |               |               |          |              |            |               |
|                                                                                       | Administrator                             | Date                                                                                                               |               |               |          |              |            |               |

6-1

## JUL 01 2019

Q2 Memo  
Date 7/1/19





**MONTGOMERY COUNTY COMMISSION  
BUDGET CHANGE REQUEST**

Request Number: 2

**AGENDA**

**JUL 01 2019**

DEPARTMENT: Community Corrections REQUESTED BY: Phil Bryant 6/24/19  
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/24/19  
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐  
Agenda ☒

COUNTY COMMISSION APPROVAL: \_\_\_\_\_  
Administrator Date

| ACCOUNT<br>NAME            | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|----------------------------|-------------------|-------------------|------------------------|-------------------|
| Drug and Medical Supplies  | 206               | 26,500            | 4,000                  | 30,500            |
| Travel- Registration&Train | 265               | 9,900             | (4,000)                | 5,900             |
|                            |                   |                   |                        | 0                 |
|                            |                   |                   |                        | 0                 |
|                            |                   |                   |                        | 0                 |
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|                            |                   |                   |                        | 0                 |
| <b>TOTAL</b>               |                   | <b>\$ 36,400</b>  | <b>\$ 0</b>            | <b>\$ 36,400</b>  |

JUSTIFICATION: Realign the budget to cover drug and medical supply cost due to the increased number of Drug Court participants, as well as the frequency of drug testing .

**MONTGOMERY COUNTY COMMISSION  
BUDGET CHANGE REQUEST**

Request Number: 2

**AGENDA**

**JUL 01 2019**

DEPARTMENT: Revenue Commissioner's Office REQUESTED BY: Janet Buskey 6/19/19  
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/24/19  
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐  
Agenda ☒

COUNTY COMMISSION APPROVAL: \_\_\_\_\_  
Administrator Date

| ACCOUNT<br>NAME                  | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|----------------------------------|-------------------|-------------------|------------------------|-------------------|
| Advertising                      | 001-51500.253     | 7,000             | (3,500)                | 3,500             |
| Contract Services                | 001-51500.304     | 5,000             | 200                    | 5,200             |
| Travel - Registration & Training | 001-51500.265     | 9,000             | 3,300                  | 12,300            |
|                                  |                   |                   |                        | 0                 |
|                                  |                   |                   |                        | 0                 |
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| <b>TOTAL</b>                     |                   | <b>\$ 21,000</b>  | <b>\$ 0</b>            | <b>\$ 21,000</b>  |

JUSTIFICATION: Realign budget to cover cost of Dominion Legacy (Tax Sale auction) contract and to fund educational classes for new staff members.

**MONTGOMERY COUNTY COMMISSION  
BUDGET CHANGE REQUEST**

Request Number: 5

**AGENDA**

**JUL 0 1 2019**

DEPARTMENT: Sheriff's Office REQUESTED BY: D. Cunningham 6/25/19  
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/25/19  
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐  
Agenda ☒

COUNTY COMMISSION APPROVAL: \_\_\_\_\_  
Administrator Date

| ACCOUNT NAME      | ACCOUNT NUMBER | CURRENT BUDGET   | INCREASE (DECREASE) | REVISED BUDGET   |
|-------------------|----------------|------------------|---------------------|------------------|
| Repair/Main Misc. | 001-52110.242  | 13,100           | (620)               | 12,480           |
| Dumpster Service  | 001-52110.248  | 700              | 620                 | 1,320            |
|                   |                |                  |                     | 0                |
|                   |                |                  |                     | 0                |
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|                   |                |                  |                     | 0                |
|                   |                |                  |                     | 0                |
|                   |                |                  |                     | 0                |
| <b>TOTAL</b>      |                | <b>\$ 13,800</b> | <b>\$ 0</b>         | <b>\$ 13,800</b> |

JUSTIFICATION: Budget adjustment to cover dumpster service for remaining FY.

## POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

DEPARTMENT: M. C. Sheriff's Office - Detention Facility  
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff  
 SUPERVISOR: Sonja Pritchett, Colonel

### POSITION INFORMATION:

Position Title Corrections Officer Trainee  
 Position Number 500419146(Replace B. Davis)  
 Pay Grade PCT Pay Range \$31,299  
 Proposed Effective Date July15, 2019  
 Type of Hire ( ☒ ) New ( ☐ ) Promotional  
 Type of Appointment ( ☒ ) Permanent ( ☐ ) Temporary

### DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date June 24, 2019

### PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

LisaHerring

Employee Benefit Manager

Date 06/25/2019

Sherrill Thomas

Finance Director

Date 6/25/2019

### ADMINISTRATIVE APPROVAL:

\_\_\_\_\_  
 County Administrator

Date \_\_\_\_\_

## POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

DEPARTMENT: M. C. Sheriff's Office - Detention Facility  
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff  
 SUPERVISOR: Sonja Pritchett, Colonel

### POSITION INFORMATION:

Position Title Corrections Officer Trainee  
 Position Number 500419182(Replace P. Reed )  
 Pay Grade PCT Pay Range \$31,299  
 Proposed Effective Date July15, 2019  
 Type of Hire ( ☒ ) New ( ☐ ) Promotional  
 Type of Appointment ( ☒ ) Permanent ( ☐ ) Temporary

### DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date June 24, 2019

### PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 6/25/2019

Sherrill Thomas

Finance Director

Date 6/25/2019

### ADMINISTRATIVE APPROVAL:

\_\_\_\_\_  
 County Administrator

Date \_\_\_\_\_

## POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Sonja Pritchett, Colonel

### POSITION INFORMATION:

Position Title Detention Facility Supply Clerk

Position Number 500453108(Replace B. Williams)

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

Proposed Effective Date July 15, 2019

Type of Hire ( ☒ ) New ( ☐ ) Promotional

Type of Appointment ( ☒ ) Permanent ( ☐ ) Temporary

### DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date June 21, 2019

### PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date June 21, 2019

Sherrill Thomas

Finance Director

Date 6/24/2019

### ADMINISTRATIVE APPROVAL:

County Administrator

Date \_\_\_\_\_

JUL 01 2019

## POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering D1  
 DEPARTMENT HEAD: George Speake  
 SUPERVISOR: Andrew McCall

### POSITION INFORMATION:

Position Title County Road Equipment Operator I  
 Position Number 610551019 - Replacing J.Whatley  
 Pay Grade S04-1 Pay Range 26,096 - 38,992  
 Proposed Effective Date July 15, 2019  
 Type of Hire ( ☒ ) New ( ☐ ) Promotional  
 Type of Appointment ( ☒ ) Permanent ( ☐ ) Temporary

### DEPARTMENT APPROVAL:

George Speake  
 Department Head

Date June 26, 2019

### PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring  
 Employee Benefit Manager

Date 06/26/2019

Sherrill Thomas  
 Finance Director

Date 6/26/2019

### ADMINISTRATIVE APPROVAL:

\_\_\_\_\_  
 County Administrator

Date \_\_\_\_\_

## POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

DEPARTMENT: Purchasing  
 DEPARTMENT HEAD: Sherrill Thomas  
 SUPERVISOR: Sherrill Thomas/Florence Cauthen

### POSITION INFORMATION:

Position Title Purchasing Manager  
 Position Number 270787055  
 Pay Grade A10 Pay Range \$56,189-\$83,951  
 Proposed Effective Date September 1, 2019  
 Type of Hire ( ☒ ) New ( ☐ ) Promotional  
 Type of Appointment ( ☒ ) Permanent ( ☐ ) Temporary

### DEPARTMENT APPROVAL:

Sherrill Thomas  
 Department Head

Date 6/26/2019

### PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring  
 Employee Benefit Manager

Date 6/26/2019

Sherrill Thomas  
 Finance Director

Date 6/26/2019

### ADMINISTRATIVE APPROVAL:

\_\_\_\_\_  
 County Administrator

Date \_\_\_\_\_

Montgomery County Commission  
Travel / Training Request Approval  
Request # 40

**AGENDA**

**JUL 01 2019**

Date: May 31, 2019  
To: Donald L. Mims, Administrator  
From: Sheriff Derrick Cunningham  
Re: Approval for the following travel:

Destination: Washington, DC  
Departure Date: 11.05.2019 Return Date: 11.09.2019  
Conference Leave (Days / Hours): 4 Days  
Purpose of Travel: attend 2019 GPA Annual 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: \$2,475.00 Advance Registration Required: \$550.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265

Additional Comments: ALL EXPENSES WILL BE INCURRED IN THE 2020 BUDGET

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the  
approximate amount of \$2,475.00 and advance registration of \$550.00 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>\$36,525.00</u>               |                     |
| Budget Available:                                | <u>\$3,475.00</u>                |                     |
| Current Requests:                                | <u>\$0.00</u>                    |                     |
| Budget Balance:                                  | <u>\$3,475.00</u>                |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thoms

Date: 5/31/2019

cc: Finance Director / Buyer

16-1

Montgomery County Commission  
Travel / Training Request Approval  
Request # 43

**AGENDA**

**JUL 01 2019**

Date: June 21, 2019  
To: Donald L. Mims, Administrator  
From: Sheriff Derrick Cunningham  
Re: Approval for the following travel:

Destination: New Orleans, Louisiana  
Departure Date: September 28, 2019 Return Date: October 2, 2019  
Conference Leave (Days / Hours): 3 Days  
Purpose of Travel: attend GIS-PRO Conference

Traveler (s) Name: 1. April Griffin 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$1,800.00 Advance Registration Required: \$475.00  
Department Name: Montgomery County Sheriff's Office Fund Name: 784-51986.265  
Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the  
approximate amount of \$1,800.00 and advance registration of \$475.00 is authorized.

| To be completed by the Finance Department |                                  |                     |
|-------------------------------------------|----------------------------------|---------------------|
| Fund Code:                                | <u>784-51986.265</u>             | (ex: 000-00000-000) |
| Description:                              | <u>Registration and Training</u> |                     |
| Current Budget:                           | <u>\$6,000.00</u>                |                     |
| Approved Requests:                        | <u>\$199.11</u>                  |                     |
| Budget Available:                         | <u>\$5,800.89</u>                |                     |
| Current Requests:                         | <u>\$1,800.00</u>                |                     |
| Budget Balance:                           | <u>\$4,000.89</u>                |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas  
Date: 6/24/2019  
cc: Finance Director / Buyer

**16-2**

Montgomery County Commission  
Travel / Training Request Approval  
Request # 44

**AGENDA**

**JUL 01 2019**

Date: June 27, 2019  
To: Donald L. Mims, Administrator  
From: Sheriff Derrick Cunningham  
Re: Approval for the following travel:

Destination: Orange Beach, AL  
Departure Date: 08.20.2019 Return Date: 08.22.2019  
Conference Leave (Days / Hours): 2 Days  
Purpose of Travel: attend ACCA Conference

Traveler (s) Name: 1. Myrtle Singleton 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: \$215.00  
Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265  
Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the  
approximate amount of \$400.00 and advance registration of \$215.00 is authorized.

| To be completed by the Finance Department |                                  |                     |
|-------------------------------------------|----------------------------------|---------------------|
| 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>\$39,409.46</u>               |                     |
| Budget Available:                         | <u>\$590.54</u>                  |                     |
| Current Requests:                         | <u>\$400.00</u>                  |                     |
| Budget Balance:                           | <u>\$190.54</u>                  |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas  
Date: 6/27/2019  
cc: Finance Director / Buyer

16-3

Montgomery County Commission  
Travel / Training Request Approval  
Request # 12

**AGENDA**

**JUL 01 2019**

Date: June 26, 2019  
To: Donald L. Mims, Administrator  
From: Terri Henderson, Revenue Manager  
Re: Approval for the following travel:

Destination: Pelham, AL  
Departure Date: 08/23/2019 Return Date: 08/23/2019  
Conference Leave (Days / Hours): 1 Day  
Purpose of Travel: Attend ASCPA 1-Day CPE "Sales and Use Tax Workshop 078" in Pelham, AL.  
Course Qualifies For 8 CPE Hours Toward CRE 2018 Certification Requirement.

Traveler (s) Name: 1. RoShonda Moultrie 4. \_\_\_\_\_  
2. Te'Rea Smith 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

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

Total (est.) Cost: \$854.00 Advance Registration Required: \$650.00

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

Additional Comments: Non-Member Registration Fees \$650.00. Meals \$30.00.  
Mileage \$174.00. Lodging \$0 (None). Workshop Sponsored By ASCPA.

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

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the  
approximate amount of \$854.00 and advance registration of \$650.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>001-51800.265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$12,850.00</u>                       |
| Approved Requests:                               | <u>\$7,508.86</u>                        |
| Budget Available:                                | <u>\$5,341.14</u>                        |
| Current Requests:                                | <u>\$854.00</u>                          |
| Budget Balance:                                  | <u>\$4,487.14</u>                        |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/26/2019

cc: Finance Director / Buyer

**16-4**

Montgomery County Commission  
Travel / Training Request Approval  
Request # 14

**AGENDA**

**JUL 01 2019**

Date: June 20, 2019  
To: Donald L. Mims, Administrator  
From: Clay Henley, Chief Appraiser  
Re: Approval for the following travel:

Destination: Orange Beach, AL  
Departure Date: AUGUST 6, 2019 Return Date: AUGUST 9, 2019  
Conference Leave (Days / Hours): 4 Days  
Purpose of Travel: 2019 AAAO SUMMER CONFERENCE

Traveler (s) Name: 1. Clay Henley 4. J'Varra McCall-Martin  
2. Shamari Cooke 5. Donna Raney  
3. Mark Sims 6. \_\_\_\_\_

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

Total (est.) Cost: \$6,976.95 Advance Registration Required: \$1,125.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Mileage: \$1,148.40 Lodging: \$3,203.55 Meals: \$1,500.00  
Registration: \$1,125.00  
TOTAL EST. COST: \$6,976.95

To: Clay Henley, Chief Appraiser  
From: Donald L. Mims, Administrator

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the  
approximate amount of \$6,976.95 and advance registration of \$1,125.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                  |                     |
|--------------------------------------------------|----------------------------------|---------------------|
| Fund Code:                                       | <u>120-51985.265</u>             | (ex: 000-00000-000) |
| Description:                                     | <u>Registration and Training</u> |                     |
| Current Budget:                                  | <u>\$30,000.00</u>               |                     |
| Approved Requests:                               | <u>\$19,292.64</u>               |                     |
| Budget Available:                                | <u>\$10,707.36</u>               |                     |
| Current Requests:                                | <u>\$6,976.95</u>                |                     |
| Budget Balance:                                  | <u>\$3,730.41</u>                |                     |

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/24/2019

cc: Finance Director / Buyer

16-5

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

JUL 01 2019

June 27, 2017

## MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*  
County Administrator

SUBJECT: Proposal from Questia Corps LLC regarding Stepping Up Innovator County

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to carryover to the July 1, 2019 agenda a proposal from Questia Corps LLC for Stepping Up Innovator County Data Analysis Support.

I am requesting approval of this proposal.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

Montgomery County Commission • 101 S. Lawrence Street • P.O. Box 1667 • Montgomery, AL 36102 • www.mc-ala.org  
Phone 334.832.1210 • Fax 334.832.2533 • TDD 334.265.3568

*17-1*



A national initiative to reduce the number of people with mental illness in jail that recognizes real change will come at the state and local level.

## Opportunity: Innovator County

- In 2015, Montgomery County Commission passed the Stepping Up resolution
- In 2016, Montgomery County was invited through a highly selective process to attend the first Stepping Up Summit in Washington, DC
- Also in 2016, Montgomery County Sheriff's Office was awarded a Justice and Mental Health Collaboration Program (JMHCP) grant (Stepping Up was a factor)
- In 2017, Montgomery County was invited to attend the SAMHSA Best Practices Implementation Academy for Reducing the Number of Mentally Ill Who Go to Jail (only 14 counties invited nationwide) and invited to follow-up at NACo conference
- **Now: Montgomery can become an Innovator County because it:**
  1. Has established a shared definition of SMI for its Stepping Up efforts that is used throughout local criminal justice and behavioral health systems;
  2. Uses a validated mental health screening tool (Brief Jail Mental Health Screen) on every person booked into the jail and refers people who screen positive for symptoms of SMI to a follow-up clinical assessment by a licensed mental health professional; and
  3. Records clinical assessment results and regularly reports on this population.

There are only 11 Innovator Counties nationwide right now:

|                      |                       |
|----------------------|-----------------------|
| Berks County, PA     | Johnson County, KS    |
| Calaveras County, CA | Lubbock County, TX    |
| Champaign County, IL | Miami-Dade County, FL |
| Douglas County, KS   | Pacific County, WA    |
| Franklin County, OH  | Polk County, IA       |
| Hennepin County, MN  |                       |

(<https://stepuptogether.org/innovator-counties>)

To take advantage of this opportunity, Montgomery County will need to commit resources towards data collection, analysis, and reporting beyond the JMHCP grant (funding ends 9/30/2019).

17-2



# PROPOSAL TO MONTGOMERY COUNTY FOR STEPPING UP INNOVATOR COUNTY DATA ANALYSIS SUPPORT

June 3, 2019

## PROPOSAL

Questia Corps LLC submits this proposal for data analysis, reporting, and sustainability planning in support of Montgomery County's status as a Stepping Up Innovator County

**Linnea M. Conely, CEO**

(334) 590-6164

[linnea.conely@questiacorps.com](mailto:linnea.conely@questiacorps.com)

[www.questiacorps.com](http://www.questiacorps.com)

# QUESTIA CORPS LLC PROPOSAL FOR STEPPING UP INNOVATOR COUNTY DATA ANALYSIS SUPPORT

June 3, 2019

## OVERVIEW

### 1. Project Background and Description

Through its financial support to Envision 2020, Montgomery County helped to fund Envision's Healthy Minds Network (HMN) collective impact initiative to increase access to quality mental healthcare for everyone in Montgomery County. As part of the HMN initiative, Montgomery County signed on to the national Stepping Up (to reduce the number of mentally ill who go to jail) initiative, passing the Stepping Up resolution in 2015. Envision also managed Montgomery's Stepping Up initiative. Due to the success of the Healthy Minds Network and Stepping Up, Envision's Executive Director, Lynn Beshear was appointed to serve as Alabama's Commissioner of Mental Health in 2017. Consequently, Envision 2020 was dissolved and no other entity has been identified to continue its work in support of Stepping Up.

Montgomery County has now been offered the opportunity to become a Stepping Up Innovator County based on the past work led by Envision. An Innovator County is a county that has not only passed the Stepping Up resolution but also meets the following three data collection/reporting criteria:

1. Establish a shared definition of SMI for your Stepping Up efforts that is used throughout local criminal justice and behavioral health systems;
2. Use a validated mental health screening tool on every person booked into the jail and refer people who screen positive for symptoms of SMI to a follow-up clinical assessment by a licensed mental health professional; and
3. Record clinical assessment results and regularly report on this population.

(<https://stepuptogether.org/innovator-counties>)

Questia Corps LLC was under contract with Envision 2020 to provide data analysis and program management support services for HMN and Stepping Up, and recognizes the County's need for continued quality data analysis and reporting. Questia Corps proposes to continue serving as a liaison to the national Stepping Up initiative on behalf of Montgomery County (a role it played under contract with Envision) and continue the current data collection and analysis support it provides in support of the County Sheriff's Office's Justice and Mental Health Collaboration Program grant whose funding will end September 30, 2019. Questia Corps will also assist the County with developing a sustainability plan for how it will continue to support Stepping Up in the future through collaborate agreements with appropriate community organizations. This proposal is considered valid for a period of two months from today's date (June 3, 2019).

## 2. Project Scope

Questia Corps proposes a project period of nine months that begins as the Sheriff's Office grant funding ends in October 2019 and continues through June 2020. This time frame should allow for standardization of data collection and analysis processes in alignment with Innovator County status, as well as the development of a Stepping Up Community of Practice composed of members of County government and community organizations who will continue to support Montgomery County as a Stepping Up Innovator County into the future.

## 3. Deliverables and Assumptions

The Questia Corps solution will provide the following:

- Monthly status updates to the Montgomery County Commission:
  - Written updates submitted monthly
  - Oral updates at County Commission meetings approximately once per quarter during the project period (suggested dates: December 2019, March 2020, June 2020)
- Coordination of Montgomery County's Stepping Up initiative
  - Questia Corps will
    - Serve as Montgomery County's point of contact to the National Stepping Up initiative, handling all requests for information
    - Represent Montgomery County on Stepping Up calls, making presentations as requested, as well as ensuring other members of County government, the Commission, and relevant community organizations are made aware of their opportunities to participate in Stepping Up calls and events
    - Manage the Stepping Up Montgomery Facebook page ([www.facebook.com/steppingupmgm](http://www.facebook.com/steppingupmgm)) and promote the initiative's activities through frequent posts
    - Ensure that relevant data is communicated to all stakeholders in support of Stepping Up's four goals and six questions community leaders need to ask
    - Inform County leadership of all opportunities for funding and technical assistance related to Stepping Up, especially those unique to Innovator Counties
- Reconvene some of the previous members of the Healthy Minds Network whose interests align with Stepping Up into a vibrant Community of Practice (Assumption: This Community of Practice will form some sort of formalized agreement defining the scope of their collaboration in support of Montgomery County's Stepping Up Innovator County status):
  - Questia Corps will
    - Convene current stakeholders and provide meeting planning and facilitation services (for a maximum of three face-to-face or conference call meetings at a location provided by one of the organizations present at the meeting, plus three "pre-meeting" and three "post-meeting" emails to all invitees/participants.
    - Prepare and present relevant data to members during these meetings
    - Facilitate meetings in a manner that builds trust among members and increases their data-driven decision-making skills

- Build an online repository of relevant documents and resources for the Community of Practice (such as, but not limited to, meeting agendas and minutes, data reports, grant opportunities, and case studies)
- Facilitate an MOU or other formalized agreement among stakeholders (this includes sample language and discussion time during meetings; however, it is the responsibility of each member organization to get approval and signatures needed for the document to take effect).

#### 4. Project Timeline

Upon a signed contract, work will begin immediately. It is anticipated that this work will begin on October 1, 2019 and end on June 30, 2020.

#### 5. Summary of Deliverables and Cost

The cost for this project has been determined based on an estimate of the hours required to produce each deliverable at the federally approved hourly consulting rate of \$81.25 used with federal grantees. The total hours estimated are 184 with a total cost of \$14,950. The following table summarizes each deliverable and its estimated hours and cost.

| Deliverable                                                                        | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Approximate Hours           | Total Cost @ \$81.25/hr |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------|
| Status Updates to the County Commission to include both progress and opportunities | 9 written updates<br>3 oral updates at County Commission meetings                                                                                                                                                                                                                                                                                                                                                                                                | 9 hours<br>(1 per month)    | \$731.25                |
| Data collection, analysis, and reporting required of Innovator Counties            | 1. Establish a shared definition of SMI for your Stepping Up efforts that is used throughout local criminal justice and behavioral health systems<br>2. Use a validated mental health screening tool on every person booked into the jail and refer people who screen positive for symptoms of SMI to a follow-up clinical assessment by a licensed mental health professional<br>3. Record clinical assessment results and regularly report on this population. | 135 hours<br>(15 per month) | \$10,968.75             |

| Deliverable                                                                                                                                                                                    | Activities                                                                                                                                                                                                                                                            | Approximate Hours         | Total Cost @ \$81.25/hr |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------|
| Management and Coordination of Montgomery County's Stepping Up initiative with status as an Innovator County                                                                                   | <p>Serve as Montgomery County's point of contact during the transition period</p> <p>Ensure adequate representation from Montgomery during calls, meetings, and presentations hosted by Stepping Up</p> <p>Manage the Montgomery County Stepping Up Facebook page</p> | 27 hours<br>(3 per month) | \$2,193.75              |
| Facilitation of former members of the Healthy Minds Network initiative into a Community of Practice in order to promote the sustainability of Montgomery's Stepping Up Innovator County status | <p>Convene stakeholders for a maximum of three meetings</p> <p>Assist with development of MOU to define collaboration required for ongoing support of Stepping Up by community organizations</p> <p>Build online knowledge repository</p>                             | 13 hours                  | \$1,056.25              |
| <b>Total</b>                                                                                                                                                                                   |                                                                                                                                                                                                                                                                       | <b>184</b>                | <b>\$14,950</b>         |

## BIO

### Linnea M. Conely, CEO

Linnea Conely is the founder and CEO of Questia Corps, LLC, a social impact consulting group that specializes in strategy, communication, and evaluation for social change. From 2013-2017, Linnea served as the lead coordinator of the River Region Healthy Minds Network, a Collective Impact initiative focused on increasing access to quality mental healthcare. Prior to forming Questia Corps, she worked with community groups as a senior consultant at Auburn University at Montgomery, and began her career as an Instructional Designer at IBM, serving clients such as GE, Cisco, AT&T, and the U.S. Census Bureau. Linnea's skills include strategic planning, data-driven storytelling, building communities of practice, community indicator development, and civic engagement.

Linnea holds a Master of Regional Planning in City and Regional Planning from Cornell University, a Master of Education in Instructional Technology from Kent State University, and a Master of Liberal Arts in English from Auburn Montgomery. She also holds a graduate certificate in Adult Education from Auburn University and is currently in its Ph.D. program in Adult Education.

### Summary of Stepping Up, Data Driven Justice, and Post-Incarceration Case Management (PICM) Conferences and Presentations

- **National Stepping Up Summit (April 2016) in Washington, D.C.**
  - Linnea Conely (Team Lead)
  - Captain Gayle Atchison, Montgomery County Sheriff's Office, Division Commander for the Legal Services Division
  - Paul Brown, Executive Director, Montgomery County Community Corrections
  - Senator Clyde Chambliss, Alabama District 30
  - Pamela Esposito, Nursing Director, Crossbridge Behavioral Health
  - Commissioner Dan Harris, Vice Chairman of the Montgomery County Commission
  - Commissioner Carnell McAlpine, Lowndes County Commission
  - Henry Parker, Executive Director, Montgomery Area Mental Health Authority
  - Commissioner Stephanie Daniels Smoke, Elmore County Commission
- **Data Driven Justice Convening at the White House (June 2016) in Washington, D.C.**
  - Linnea Conely (Team Lead)
  - Sheriff Derrick Cunningham, Montgomery County
- **Association of County Commissions of Alabama (December 2016) in Montgomery, AL**
  - Linnea Conely (Presenter) "Healthy Minds Network/Stepping Up"

- **Data Driven Justice Convening (January 2017) in Salt Lake City, UT**
  - Linnea Conely (Montgomery County representative)
- **SAMHSA Best Practices Implementation Academy for Reducing the Number of Mentally Ill Who Go to Jail (June 2017) in Washington, D.C.**
  - Linnea Conely (Team Lead)
  - Judge Pamela Higgins, Presiding District Judge for the 15th Judicial Circuit in Montgomery
  - Dr. Chris Hope, Psychiatrist, Grayson and Associates/Crossbridge Behavioral Health
  - Aylia McKee, Director Montgomery County Public Defenders Office
- **Stepping Up Rural Counties Network Call (June 2017)**
  - Linnea Conely (Presenter) "How is the Alabama River Region Stepping Up?"
- **National Association of Counties Annual Conference/Stepping Up Summit (July 2017) in Columbus, OH**
  - Linnea Conely (Team Lead)
  - Paul Brown, Executive Director, Montgomery County Community Corrections
  - Pam Hall, Chief Operating Officer, Montgomery Area Mental Health Authority
- **Alabama Department of Mental Health Peer Review: Post-Incarceration Case Management (PICM) Program (September 2017) in Montgomery, AL**
  - Linnea Conely (Presenter) "Community Benefits"
  - Henry Parker, Executive Director, Montgomery Area Mental Health Authority
  - Paul Brown, Executive Director, Montgomery County Community Corrections
  - PICM Case Manager and Consumer Panel
- **48th Annual Alabama County Government Institute (June 2018) in Prattville, AL**
  - Linnea Conely (Moderator and Panelist) "Stepping Up": National Initiative to Reduce the Number of People with Mental Illnesses

# AGENDA

JUL 01 2019



## THE MONTGOMERY ELECTION CENTER

Montgomery County, AL

STEVEN L. REED  
*Probate Judge*

DARRYL A. PARKER  
*Director of Elections*

Commissioner Elton N. Dean, Sr., Chairman; Commissioner Ronda M. Walker, Vice Chair; Commissioner Daniel Harris Jr.; Commissioner Isaiah Sankey;

Commissioner Doug Singleton

Dear Commissioners:

Please find attached a Memorandum of Understanding between the City of Montgomery and The Elections Department of the Montgomery County Office of Probate Judge Steven L. Reed concerning the handling of the Montgomery Municipal Election for Mayor and City Council by Probate Elections to take place on Tuesday August 27, 2019. The memorandum of understanding includes all the agreed terms of said understanding. This Memorandum of Understanding requires the consent and ratification of the Montgomery County Commission, The Chairman of the Commission, The Mayor of the City of Montgomery, and the Probate Judge of Montgomery County.

I ask that the Montgomery County Commission waive the rules and approve the recommended Memorandum of Understanding between The City of Montgomery, The Montgomery County Commission, and the Probate Judge of Montgomery County for the handling of the 2019 Montgomery Municipal Election for Mayor and City Council scheduled for August 27, 2019.

If I can be of any further assistance, please don't hesitate to contact me.

Sincerely,

Darryl Parker

A handwritten signature in blue ink that reads "Darryl Parker".

Elections Director

125 Washington Avenue • Montgomery, Alabama • 334-832-7744 • [www.montgomeryelectioncenter.org](http://www.montgomeryelectioncenter.org)

18-1

## **Memorandum of Understanding Regarding the Administration of the 2019 Scheduled Montgomery Municipal Election(s)**

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We the undersigned parties do hereby enter into this memorandum of understanding by and between the City of Montgomery, Montgomery County, the Montgomery County Judge of Probate and the Montgomery Election Center (MEC) regarding the comprehensive administration of the 2019 regularly scheduled Municipal Election(s). This memorandum is intended to outline the anticipated administrative and operational aspects of conducting the election(s), including, but not limited to the following: ballot preparation, voter education, election coordination, professional training for polling officials, coordination and assistance to the City Clerk, ballot and equipment training, Election Day administration, return coordination, administration of absentee voting and results reporting.

Each of the impacted precincts will be equipped with the necessary staff, equipment, supplies and ballots to efficiently and effectively conduct the municipal election(s) as outlined below.

- 1. Professional Service/Equipment:** The Montgomery Election Center, on behalf of the Montgomery County Judge of Probate and Montgomery County, will provide each of the impacted Montgomery City precincts with two (2) tabulators (Model DS-200) and a steel ballot box along with each tabulator for use at each of the designated precincts. The nine (9) largest precincts will be equipped with three (3) tabulators when prudent. Each tabulator will be programmed and extensively tested by the MEC for use during the Municipal Election. The cost for professional service associated with each tabulator is outlined in the attached budget schedule and will comprise the cost of the MEC's tabulation-based professional service and support in conducting and administering the 2019 Montgomery City Election(s).

Each precinct will also be equipped with specialized equipment to ensure accessibility to voting for those voters who need assistance in casting a ballot. The voting accessibility terminals (ExpressVotes) will be located within each City of Montgomery precinct. Each City precinct will be equipped with at least

two (2) ExpressVote units on Election Day. The cost for professional service associated with each ExpressVote is outlined in the attached budget schedule and will comprise the cost of the MEC's tabulation-based professional service and support in conducting and administering the 2019 Montgomery City Election(s).

- 2. Absentee Ballot Administration:** Absentee Balloting will be administered by the Circuit Clerk of the County of Montgomery at the Montgomery County Courthouse, 251 S. Lawrence Street. All ballots and supplies associated with absentee voting shall be procured by the MEC and delivered to the Circuit Clerk.
- 3. Materials and Supplies:** The City of Montgomery shall be responsible for all costs of materials and supplies incurred during the administration of the City Election. As set forth in paragraph 11 below, the City of Montgomery shall be responsible for paying the costs of equipment delivery and precinct setup and take down. The estimated costs of ballots, supplies, equipment delivery and precinct setup and take down are specifically listed in Sections II and III of attached Exhibit A – Budget Estimate. The City and MEC points of contact listed below will coordinate the procurement and payment of supplies and materials received. All invoices for such materials, goods and services will be reviewed by the MEC and tendered to the Montgomery City Clerk for payment. Some costs may be processed as “reimbursable” to the County in order to achieve the best and most efficient cost savings to all parties involved. The costs for such materials and supplies will not exceed the estimated cost, per election, without the express written consent of the City Clerk.
- 4. Professional Support for the City Election:** The MEC will provide comprehensive administrative support and preparation in conducting the administrative aspects of the election. The Director of Elections shall serve as the primary contact from the MEC and will coordinate all activities with the City Clerk of the City of Montgomery and other designated representatives of the City of Montgomery identified by the Clerk and/or the Mayor. The total cost for MEC's professional services, per election, shall not exceed the Professional

Service/Equipment and Absentee Administration per-diem “subtotal” in Section I of attached Exhibit A – Budget Estimate.

5. **Ballot Design and Configuration:** The MEC will be responsible for all aspects of ballot design, preparation, ordering of ballots and organization prior to distribution to the City Precincts. Ballot quantities will be calculated by MEC and recommended to the City Clerk as designated point of contact on behalf of the City of Montgomery as set forth below. Ballot proofs and recommended quantities will be approved by the City Clerk as point of contact for the City of Montgomery. The City shall be responsible for the total cost of ballot layout, design and printing.
6. **Logic and Accuracy Testing of Tabulation Equipment:** The MEC will perform comprehensive logic and accuracy testing on all tabulation and voter accessibility terminals prior to the election(s). The MEC will perform in-house testing, be available to conduct statutorily prescribed public testing and will conduct operational testing at the precinct level prior to Election Day. Testing materials and printed results of said testing will be retained at the MEC and be available for review/inspection.
7. **Precinct Design, Layout and Coordination:** The MEC shall be responsible for configuration and coordination of the precinct design, traffic flow inside the precinct and placement of election equipment and other items within the designated precinct. The proposed layout will consider the number of registered voters assigned to said precinct and the number of recommended poll workers in an effort to streamline the voting process and minimize historically long lines and waiting.
8. **Public/Candidate Assistance, Voter Education and Troubleshooting for Election Officials:** The MEC shall serve as a resource for polling officials and other election related personnel prior to, during and after the City Election. The MEC staff members are professionals who are trained in election administration and who are experienced in the resolution of election related concerns. The MEC, when feasible, will coordinate all aspects of the election in coordination with City officials and in responding to questions, issues and concerns from

candidate, polling officials, media representatives and the public prior to, on and after Election Day. The City of Montgomery has requested the MEC to undertake an aggressive Voter Education effort. The attached proposed budget contemplates \$20,000 for voter education.

**9. Coordination of Election Related Supplies and Ballot Distribution:** The MEC will coordinate the preparation and assimilation of election-related precinct supplies and the organization of ballot distribution. The MEC will coordinate all aspects of precinct supply preparation and will coordinate with the MEC designated delivery organization in having ballots, supplies and election equipment transported to each City precinct.

**10. Printing of the List of Registered Voters:** MEC will coordinate with the Montgomery County Board of Registrars in the printing and packaging of the Official List of Registered Voters for distribution to each precinct. MEC has designed a successful format for the List of Registered Voters that was successfully administered in the 2006 – 2019 Election Cycles. The 2019 format will consist of an electronic version of the poll list accessible through Poll Pad equipment. The List of Registered Voters includes active voters and inactive voters. MEC shall retain a copy of the poll list in electronic form (Poll Pad) for use on Election Day and will provide access to the Poll Pad equipment to the City Clerk. Administrative and material costs may be charged to the City for this component of Election Administration.

**11. Equipment and Ballot Supply Delivery:** The City of Montgomery shall use and employ the contracted services of Pro Movers and Storage, the entity selected by the Montgomery County Commission via competitive bid, to deliver all election equipment, supplies, ballots and related items to the designated City precincts. Pro Movers, a professional organization with election-related expertise, is bonded and has experience in Montgomery County, Alabama. Pro Movers charges \$336 per precinct for the delivery, set-up, take-down and return of election equipment to MEC. The City of Montgomery agrees to work with the MEC in insuring cooperation and collaboration in confirming a delivery schedule for the City election(s). Generally the delivery of election equipment, ballots and

related supplies begins a week prior to the election. The cost for this service is in addition to those set forth in Paragraph One (1) above.

**12.Pre-Election Planning and Coordination:** The MEC will conduct weekly status meetings with the City Clerk and designated City officials/representatives beginning the six weeks prior to each election. The weekly conference and planning meetings will be called by the City Clerk, at her discretion, and conducted at the MEC and will provide all parties an update on the planning and coordination for the City Election. The sessions will be planned for two hours. Notice will be provided electronically to participating parties of the election-related meetings, issues and proposed agenda prior to each session.

**13.Polling Official Training:** The MEC will develop, administer and conduct all aspects of training for polling officials. Training sessions and workshops for precinct leaders will be conducted at the MEC in advance of the official poll worker training. MEC will also conduct the statutorily prescribed poll worker training in a format that will enhance the experience of the polling official during such training.

Training will be conducted by experienced MEC staff and the format shall include interactive and electronic components, question and answer sessions and shall be uniformly administered. Printed materials, guides and workbooks will be designed and may be distributed by the MEC during the training sessions.

Senior polling officials typically expect refreshments to be served during training sessions. MEC encourages the provision of such refreshments by the City as such refreshments enhance the morale of the attending polling officials; however, the cost of such refreshments will be borne by the City of Montgomery. MEC will coordinate with the City and provide a recommended budget for this accommodation to polling officials.

**14.Election Day Support and Coordination:** The MEC will coordinate and administer all aspects of Election Day support, troubleshooting and election administration. The City will agree to provide adequate personnel from the Montgomery Police Department to assist in the delivery of Precinct Chief

Inspector packages prior to Election Day, in assisting the delivery of designated items to precincts on Election Day, for site support for each Precinct at various times during Election Day and in the return of tabulation cards to the MEC upon the closing of each precinct.

The City will provide dispatch and communication personnel for assistance at the MEC on Election Day. The MEC will provide coordinated election administration from 125 Washington Avenue and shall be responsible for the resolution of any complaints, concerns and related matters directed to the MEC during the administration of the City election.

**15.Election Return Coordination:** The MEC shall be responsible for the design and coordination of Election Night returns and tabulation. This activity will be conducted at 125 Washington Avenue and will be administered in coordination with City Officials and designated representatives. Security, traffic control, street closure, tent rental, return assistance and related components will be administered with the assistance of City officials and the participation and cooperation of the Montgomery Police Department.

**16.Points of Contact:** In an effort to streamline communication between the City of Montgomery and the Montgomery Election Center, the two designated contacts listed below will serve as official representatives between the two entities to ensure the continuity of services and efficiency in administration.

**Darryl Parker**  
**Director of Elections**  
**125 Washington Avenue**  
**Montgomery, 36104**  
**334.832.7744**

**Brenda Blalock**  
**City Clerk**  
**103 North Perry Street**  
**Montgomery 36104**  
**334.241.2195**

**17.Other Costs and Accommodations:** The City of Montgomery shall be responsible for all costs associated with mailing, official public notices, printing and publications, polling official expenses and related unforeseen or emergency related costs that may be incurred during the administration of the 2019 City Election. All parties will work in the spirit of collaboration and good faith in the administration of this/these election(s).

Executed this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**FOR THE CITY OF MONTGOMERY:**



Todd Strange, Mayor



Charles Jinright, Chairman

**FOR MONTGOMERY COUNTY:**



Steven L. Reed, Judge of Probate

\_\_\_\_\_  
Elton Dean, Chairman

**Budget for Montgomery Municipal Election**  
**The Montgomery Election Center**  
in collaboration with  
**The City of Montgomery, Alabama**

| <b>I. Professional Services / Equipment:</b>                                                                                                                                                                                                                                                                                                                                    | <b>General</b>      | <b>Run-Off</b>      | <b>Notations</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|------------------|
| Tabulators:<br>46 Precincts<br>\$350 per tabulator                                                                                                                                                                                                                                                                                                                              | \$ 34,000.00        | \$ 34,000.00        |                  |
| Express Votes:<br>46 Precincts<br>\$350 per Express Vote                                                                                                                                                                                                                                                                                                                        | \$ 32,200.00        | \$ 32,200.00        |                  |
| Absentee Voting (Temp.)                                                                                                                                                                                                                                                                                                                                                         | \$ 10,000.00        | \$ 10,000.00        |                  |
| Per Diem for Management:                                                                                                                                                                                                                                                                                                                                                        | \$ 5,750.00         | \$ 5,750.00         |                  |
| <b>I. Subtotal:</b>                                                                                                                                                                                                                                                                                                                                                             | <b>\$ 81,950.00</b> | <b>\$ 81,950.00</b> |                  |
| <u>Professional Services Includes:</u> Comprehensive Professional Services for election. Associated supplies include Tabulator Paper Rolls and Security Seals. Full Election Administration, Tabulation, Reporting, Testing and Customer Service for voting public, including Absentee Voting and Voter Education. Director of Elections will serve as Absentee Ballot Manager. |                     |                     |                  |
| <b>II. Ballots and Delivery (Estimates):</b>                                                                                                                                                                                                                                                                                                                                    | <b>General</b>      | <b>Run-Off</b>      | <b>Notations</b> |
| Ballots:<br>80,000 @ .40 per ballot                                                                                                                                                                                                                                                                                                                                             | \$ 32,000.00        | \$ 32,000.00        |                  |
| Absentee @ .40 per ballot                                                                                                                                                                                                                                                                                                                                                       | \$ 800.00           | \$ 800.00           |                  |
| Programming / Shipping                                                                                                                                                                                                                                                                                                                                                          | \$ 1,000.00         | \$ 1,000.00         |                  |
| Ballot Delivery                                                                                                                                                                                                                                                                                                                                                                 | \$ 3,000.00         | \$ 3,000.00         |                  |
| <b>II. Subtotal:</b>                                                                                                                                                                                                                                                                                                                                                            | <b>\$ 36,800.00</b> | <b>\$ 36,800.00</b> |                  |
| <b>III. Materials / Supplies (Budgetary Estimates):</b>                                                                                                                                                                                                                                                                                                                         | <b>General</b>      | <b>Run-Off</b>      | <b>Notations</b> |
| Precinct Supplies: 46 Precincts<br>Printed Supplies, forms, envelopes, poll lists, voter lists, duct tape, swabs, signage, pens, markers, and related items for each precinct                                                                                                                                                                                                   | \$ 3,000.00         | \$ 3,000.00         |                  |

| <b>III. Materials / Supplies<br/>(Budgetary Estimates):</b>                                                                                                         | <b>General</b>       | <b>Run-Off</b>       | <b>Notations</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------|
| Provisional Supplies: 46 Precincts<br>Provisional Kits for each precinct<br>including envelopes, ballot box,<br>and related items / forms for<br>provisional voters | \$ 8,000.00          | \$ 8,000.00          |                  |
| List of Registered Voters:<br><br>Poll Pad Programing: 46 Precincts                                                                                                 | \$ 2,000.00          | \$ 2,000.00          |                  |
| Poll Worker Training Booklets<br>and Materials:                                                                                                                     | \$ 500.00            |                      |                  |
| Refreshments for Poll Workers<br>(training sessions):                                                                                                               | \$ 750.00            |                      |                  |
| Postage:                                                                                                                                                            | \$ 2,000.00          | \$ 2,000.00          |                  |
| Public Notice                                                                                                                                                       | \$ 10,000.00         |                      |                  |
| Communications:                                                                                                                                                     | \$ 1,000.00          | \$ 1,000.00          |                  |
| Transportation: Site Visit, other<br>misc. related expenses                                                                                                         | \$ 400.00            | \$ 400.00            |                  |
| Poll Worker / Personnel Cost:                                                                                                                                       | \$ 68,320.00         | \$ 68,320.00         |                  |
| Accessibility Supplies:                                                                                                                                             |                      |                      |                  |
| Voting Instructions, Information<br>buttons, etc.                                                                                                                   | \$ 250.00            |                      |                  |
| Absentee Supplies:                                                                                                                                                  | \$ 1,000.00          | \$ 1,000.00          |                  |
| Privacy Cardboard Dividers for<br>Precincts:                                                                                                                        | \$ 750.00            |                      |                  |
| Precinct Mapping Supplies:                                                                                                                                          | \$ 200.00            | \$ 200.00            |                  |
| Printing and Supplies                                                                                                                                               | \$ 750.00            | \$ 750.00            |                  |
| <b>III. Subtotal:</b>                                                                                                                                               | <b>\$ 98,920.00</b>  | <b>\$ 86,670.00</b>  |                  |
|                                                                                                                                                                     |                      |                      |                  |
| <b>Budget Recap:</b>                                                                                                                                                |                      |                      |                  |
| <b>I. Professional Services:</b>                                                                                                                                    | <b>\$ 81,950.00</b>  | <b>\$ 81,950.00</b>  |                  |
| <b>II. Ballots and Delivery:</b>                                                                                                                                    | <b>\$ 36,800.00</b>  | <b>\$ 36,800.00</b>  |                  |
| <b>III. Materials / Supplies:</b>                                                                                                                                   | <b>\$ 98,920.00</b>  | <b>\$ 86,670.00</b>  |                  |
| <b>TOTAL BUDGET:</b>                                                                                                                                                | <b>\$ 198,850.00</b> | <b>\$ 205,420.00</b> |                  |



**DERRICK CUNNINGHAM**  
**SHERIFF OF MONTGOMERY COUNTY**

**AGENDA**

**JUL 01 2019**

**Kevin J. Murphy**  
CHIEF DEPUTY

June 26, 2019

MEMORANDUM

TO: Mr. Donnie Mims  
Montgomery County Administrator

FROM: Sheriff Derrick Cunningham  
Montgomery County Sheriff's Office

SUBJECT: MCSO Law Enforcement Study

Mr. Mims, City County Personnel did the Montgomery County Sheriff's Office law enforcement pay study and the Personnel Board approved the following recommendations. Attached is the letter of the recommendations from City County Personnel. I am asking that the County adopt these recommendations.

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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

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:** Sheriff Derrick Cunningham  
**THROUGH:** Carmen Douglas *CP*  
**FROM:** Mark Willis  
**Date:** June 18, 2019  
**Re:** MCSO Law Enforcement Study

Based on Sheriff Cunningham's request to the County Commissioners, a classification and pay study was conducted on several law enforcement classifications.

Meetings were held on May 29, 2019 in order to ensure that the job descriptions were accurate representations of the classifications. After completing revisions to job descriptions, pay evaluations were conducted comparing each classification with external jurisdictions such as Jefferson and Mobile Counties, City of Montgomery, and internal comparisons with Montgomery County classifications.

Additionally, recruitment and retention issues were taken into consideration. The new promotional pay process should have a positive impact on retention and recruitment.

The study resulted in a pay adjustment to several pay ranges (see attached public safety pay plan). The adjustment was predicated on two criteria:

1. For each promotion within the Sheriff's Office, a 7 – 10 % increase in pay will be guaranteed.
2. The earliest time that a Sheriff's law enforcement officer receives a promotion is typically two years or greater. Therefore, the elimination of pay steps in the range is based on two years as the earliest chance of promotion.

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We recommend moving the Assistant Chief Deputy Sheriff position to the Public Safety Pay Plan pay grade PS6 with up to \$10,000.00 assignment pay.

Please review and if you approve, present it to the County Commission.

MONTGOMERY COUNTY  
Public Safety Pay Plan  
Effective: 6/17/19

|              | STEPS   | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      |
|--------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Grade<br>PST | Annual  | 38,236  |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|              | Bi-Wkly | 1470.61 |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|              | Hourly  | 18.3826 |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Grade<br>PS1 | Annual  | 34,575  | 35,796  | 37,015  | 38,236  | 39,456  | 40,677  | 41,897  | 43,118  | 44,338  | 45,557  | 46,778  | 47,998  | 49,219  | 50,440  | 51,661  |
|              | Bi-Wkly | 1338.82 | 1376.78 | 1438.66 | 1470.61 | 1517.55 | 1564.49 | 1611.43 | 1658.37 | 1705.31 | 1752.21 | 1799.15 | 1846.09 | 1893.03 | 1939.99 | 1986.95 |
|              | Hourly  | 16.6828 | 17.2097 | 17.7957 | 18.3826 | 18.9694 | 19.5561 | 20.1429 | 20.7296 | 21.3164 | 21.9026 | 22.4894 | 23.0761 | 23.6629 | 24.2499 | 24.8369 |
| Grade<br>PS2 | Annual  | 36,689  | 37,984  | 39,279  | 40,575  | 41,869  | 43,164  | 44,460  | 45,754  | 47,050  | 48,344  | 49,639  | 50,933  | 52,229  | 53,523  | 54,816  |
|              | Bi-Wkly | 1441.12 | 1490.94 | 1540.72 | 1590.58 | 1640.34 | 1690.16 | 1739.99 | 1789.76 | 1839.60 | 1889.38 | 1939.19 | 1988.98 | 2038.80 | 2088.56 | 2138.32 |
|              | Hourly  | 17.6390 | 18.2618 | 18.8840 | 19.5020 | 20.1201 | 20.7320 | 21.3499 | 21.9670 | 22.5800 | 23.1922 | 23.8049 | 24.4173 | 25.0293 | 25.6410 | 26.2530 |
| Grade<br>PS3 | Annual  | 44,664  | 46,240  | 47,816  | 49,393  | 50,969  | 52,546  | 54,122  | 55,699  | 57,275  | 58,851  | 60,428  | 62,003  | 63,580  | 65,157  | 66,733  |
|              | Bi-Wkly | 1747.86 | 1778.48 | 1809.09 | 1839.72 | 1869.34 | 1900.09 | 1930.82 | 1961.26 | 1991.89 | 2022.39 | 2052.51 | 2082.74 | 2112.98 | 2143.38 | 2173.66 |
|              | Hourly  | 21.4733 | 22.2307 | 22.9886 | 23.7463 | 24.5043 | 25.2624 | 26.0202 | 26.7782 | 27.5361 | 28.2939 | 29.0520 | 29.8093 | 30.5672 | 31.3252 | 32.0832 |
| Grade<br>PS4 | Annual  | 49,235  | 50,962  | 52,689  | 54,436  | 56,174  | 57,911  | 59,648  | 61,385  | 63,123  | 64,860  | 66,597  | 68,335  | 70,073  | 71,810  | 73,546  |
|              | Bi-Wkly | 1969.26 | 1998.07 | 2026.90 | 2055.78 | 2100.54 | 2127.38 | 2154.25 | 2180.98 | 2207.80 | 2234.61 | 2261.42 | 2288.26 | 2315.11 | 2341.91 | 2368.71 |
|              | Hourly  | 23.6858 | 24.5009 | 25.3382 | 26.1713 | 27.0067 | 27.8419 | 28.6769 | 29.5122 | 30.3475 | 31.1826 | 32.0178 | 32.8532 | 33.6889 | 34.5239 | 35.3589 |
| Grade<br>PS5 | Annual  | 57,188  | 59,207  | 61,226  | 63,244  | 65,263  | 67,280  | 69,299  | 71,317  | 73,335  | 75,355  | 77,373  | 79,391  | 81,409  | 83,427  | 85,444  |
|              | Bi-Wkly | 2289.54 | 2327.18 | 2364.86 | 2402.46 | 2439.10 | 2475.71 | 2512.34 | 2548.96 | 2585.26 | 2621.59 | 2657.88 | 2693.50 | 2729.12 | 2764.72 | 2800.32 |
|              | Hourly  | 27.4943 | 28.4649 | 29.4388 | 30.4059 | 31.3762 | 32.3464 | 33.3167 | 34.2870 | 35.2574 | 36.2283 | 37.1985 | 38.1688 | 39.1390 | 40.1090 | 41.0790 |
| Grade<br>PS6 | Annual  | 66,709  | 69,064  | 71,418  | 73,772  | 76,127  | 78,481  | 80,836  | 83,191  | 85,545  | 87,899  | 90,254  | 92,608  | 94,963  | 97,318  | 99,672  |
|              | Bi-Wkly | 2669.74 | 2656.30 | 2746.83 | 2837.35 | 2927.88 | 3018.51 | 3109.07 | 3199.64 | 3290.18 | 3380.72 | 3471.31 | 3561.84 | 3652.43 | 3742.99 | 3833.55 |
|              | Hourly  | 32.0717 | 33.2038 | 34.3358 | 35.4674 | 36.5997 | 37.7314 | 38.8634 | 39.9955 | 41.1273 | 42.2590 | 43.3914 | 44.5230 | 45.6554 | 46.7874 | 47.9194 |
| Grade<br>PS7 | Annual  | 79,348  | 82,149  | 84,949  | 87,750  | 90,550  | 93,351  | 96,152  | 98,952  | 101,752 | 104,553 | 107,353 | 110,154 | 112,955 | 115,754 | 118,554 |
|              | Bi-Wkly | 3081.86 | 3159.58 | 3237.29 | 3314.95 | 3392.70 | 3470.43 | 3548.14 | 3625.85 | 3703.55 | 3781.27 | 3858.98 | 3936.69 | 4014.42 | 4092.10 | 4169.78 |
|              | Hourly  | 38.1482 | 39.4947 | 40.8411 | 42.1874 | 43.5338 | 44.8802 | 46.2267 | 47.5731 | 48.9194 | 50.2659 | 51.6122 | 52.9586 | 54.3052 | 55.6512 | 56.9972 |

MONTGOMERY **AGENDA**  
AREA CHAMBER OF COMMERCE  
JUL 01 2019

June 25, 2019

Members of the Montgomery County Commission  
101 S. Lawrence Street  
Montgomery, AL 36104

Re: Opinion on Applicability of Executive Session

Dear Montgomery County Commission Members:

We are requesting an executive session to be held before the Montgomery County Commission on Monday July 1, 2019. Riley Roby with Balch & Bingham will be present to speak. Please be advised that we have reviewed the commerce or trade matter which the Montgomery County Commission proposes to discuss in executive session. It is my opinion that an executive session is authorized for this discussion under Section 7(a)(7) of Act No. 2005-40, and an open meeting will have a detrimental effect upon the competitive position of the Montgomery County Commission.

Pursuant to Section 7(a)(7) of Act No. 2005-40, a copy of this letter should be attached to the minutes of the County Commission meeting wherein the body considers a motion to convene an executive session to discuss this matter.

Sincerely,



Ellen G. McNair, CEcD  
Senior Vice President  
Corporate Development

POST OFFICE BOX 79 41 COMMERCE STREET MONTGOMERY, AL 36101  
TEL: 334.834.5200 FAX: 334.265.4745 MACC@MONTGOMERYCHAMBER.COM WWW.MONTGOMERYCHAMBER.COM



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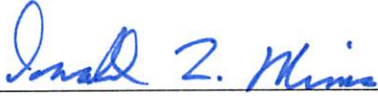
# ATTACHMENT E:

## A Checklist for Conducting Lawful EXECUTIVE SESSIONS

|                          |                                                                                                                                                                           | For Reference, See |                  |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| <input type="checkbox"/> | 1. Convene An Open Meeting                                                                                                                                                | Page 21            | Section IV (A) 1 |
| <input type="checkbox"/> | 2. Enter a motion stating the reason for the Executive Session.<br><i>Executive Sessions may only be called for one of the following reasons:</i>                         | Page 21            | Section IV (A) 2 |
|                          | a. General Reputation and Character, Job Performance, or Salaries / Compensation                                                                                          | Page 21            | Section IV (B) 1 |
|                          | b. Formal Complaints or Charges Against an Individual or Legal Entity                                                                                                     | Page 23            | Section IV (B) 2 |
|                          | c. Discussion with the Government Body's Attorney                                                                                                                         | Page 23            | Section IV (B) 3 |
|                          | d. Security Plans and Measures                                                                                                                                            | Page 24            | Section IV (B) 4 |
|                          | e. Criminal Investigation and the Identity of an Undercover Agent or Informer                                                                                             | Page 25            | Section IV (B) 5 |
|                          | f. Negotiations to Buy / Sell / Lease Real Property                                                                                                                       | Page 25            | Section IV (B) 6 |
|                          | g. Preliminary Negotiations in Trade Competition                                                                                                                          | Page 26            | Section IV (B) 7 |
|                          | h. Negotiations Between The Body and a Group of Public Employees                                                                                                          | Page 27            | Section IV (B) 8 |
|                          | i. Discuss and Vote Upon a Public or Contested Case Hearing                                                                                                               | Page 27            | Section IV (B) 9 |
| <input type="checkbox"/> | 3. Receive a Written or Oral Declaration (if necessary).                                                                                                                  | Page 20            | Section IV (A) 4 |
|                          | a. Written Declarations are required for these Executive Sessions:                                                                                                        |                    |                  |
|                          | I. Discussion with the body's attorney concerning options for, and ramification of, litigation, mediation, or arbitration.                                                |                    |                  |
|                          | II. Discussions that would disclose the identity of an undercover informant or that focus on criminal investigations of non-public officials.                             |                    |                  |
|                          | III. Discussions concerning the negotiations between the body and a group of public employees.                                                                            |                    |                  |
|                          | b. It is required that a designated person certify that the Executive Session is warranted for these specific reasons before the body votes to go into Executive Session. |                    |                  |
| <input type="checkbox"/> | 4. Vote to go into Executive Session                                                                                                                                      | Page 20            | Section IV (A) 4 |
|                          | a) The vote must be open/public; and                                                                                                                                      |                    |                  |
|                          | b) Each member must openly give his/her individual vote.                                                                                                                  |                    |                  |
| <input type="checkbox"/> | 5. Enter a Statement Concerning Reconvention                                                                                                                              | Page 21            | Section IV (A) 5 |

## ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, July 22, 2019, at 8:00 in the morning.



Administrator



Chairman