



INFORMATION SESSION

8:30 AM - November 16, 2020

Montgomery County Courthouse, Annex III

Page

CALL TO ORDER AND WELCOME AT 8:30 A.M.

PRAYER

SCHEDULED ATTENDEES

1. Report from Montgomery City/County Emergency Management Agency
2. Buddy Snipes, Board of Registrars Chairman
3. George Speake, County Engineer
4. Hannah Hawk, Manager of Public Affairs

BRIEFING OF AGENDA BY ADMINISTRATOR CAUTHEN

FUTURE AGENDA ITEMS

1. Consider Authorization of Agency Agreement with the Secretary of State for the National Voter Registration Act Mailers and Related Resolution, Board of Registrars 3 - 5
Presenter: Buddy Snipes
[Agenda Item Memo - 20-152 - Pdf](#)
2. Consider Authorization of Service Agreement Amendment with Diligent Corporation for the iCompass Meeting Manager Pro Software, County Commission 6 - 8
Presenter: Hannah Hawk
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3. Consider Authorization of Amendment Number 1 to Contract with Montgomery Armored Car Service, Inc. for Armored Car Services, Tax & Audit and Probate 9 - 10
[Agenda Item Memo - 20-151 - Pdf](#)
4. Consider Adoption of Resolution regarding the 2021 Annual Holiday Schedule, County Commission 11 - 12
[Holiday Schedule Resolution 2021](#)
[Holiday Schedule 2021](#)

GENERAL INFORMATION ITEMS

5. Employee Recognition and Appreciation Luncheon Program and Related 2020 Budget 13 - 15

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| 6. | Central Alabama Regional Planning and Development Commission (CARPDC)
Board Appointments | 16 - 17 |
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RECESS TO FORMAL SESSION



Agenda Item Memo

Re: Agency Agreement with the Secretary of State for the National Voter Registration Act Mailers
Date: County Commission - Information Session - Nov 16 2020
To: Montgomery County Commission
From: Buddy Snipes, Chairman

BACKGROUND INFORMATION:

The National Voter Registration Act (NVRA) requires the voter list to be reviewed every four years after a presidential election to see what voters need to be removed from the voter rolls for reasons set forth in the NVRA. To accomplish this, and since 1997, the Secretary of State's Office has served as the agent to every county to accomplish the required mailing to voters and it works out the payment of the mailer production and mailing costs so the county is not burdened by these expenses. It also ensures there is uniformity statewide to the mailer and its mailing. To be designated the agent for the county to accomplish this activity, the Secretary of State's Office sends the attached Agency Agreement and County Commission Resolution to the county.

I am requesting that this item be placed on the December 7, 2020 agenda.

ATTACHED:

[Agency Agreement with Secretary of State - NVRA Mailers](#)
[Resolution re NVRA Mailing](#)

STATE OF ALABAMA

DATE: December 7, 2020

COUNTY OF Alabama

AGENCY AGREEMENT

The Montgomery County Commission hereby authorizes the Alabama Secretary of State to act as its agent for the purposes of paying postage necessary for the mailing of certain notices to voters as required by Act 95-769 and collecting reimbursements from the State Elections Fund associated with compliance with Act 95-769. The County Commission understands that the Secretary of State will be paying postage on the voter notifications required by §17-4-30(a), Code of Alabama (1975) for which the Commission will be obligated to reimburse the Secretary of State by this agreement and that such reimbursement shall occur from monies the County is entitled to for such costs from the State Elections Fund pursuant to §17-4-31, Code of Alabama (1975) . The County Commission also agrees that the business reply mail account fee and business reply mail postage charges will remain its responsibility for which it may be reimbursed by the State of Alabama under the normal operation of the Act.

Chairperson
County Commission

Acceptance by the Secretary of State:

John H. Merrill
Secretary of State

RESOLUTION BY

MONTGOMERY

COUNTY, ALABAMA, COMMISSION

WHEREAS Act 95-769 requires the Montgomery County Board of Registrars to implement a voter file maintenance process, and

WHEREAS Act 95-769 also requires the Montgomery County Commission to pay the cost of postage necessary to mail certain notices to voters and to subsequently apply for and receive reimbursement for such costs from the State of Alabama, and

WHEREAS the Alabama Secretary of State has indicated that her office is willing to serve as the agent for the Montgomery County Commission for the purposes of paying postage costs and collecting reimbursements for such costs from the State Elections Fund as provided for in Act 95-769, and

WHEREAS the Alabama Secretary of State served as the agent for the Montgomery County Commission in 1997, 2001, 2005, 2009, 2013, and 2017, for the purposes of paying postage costs and collecting reimbursements from the State Elections Fund as provided for in Act 95-769, now therefore

BE IT RESOLVED BY the Montgomery County Commission that it hereby agrees to appoint the Secretary of State to serve as its agent for the purposes of paying postage costs necessary for the mailing of certain notices to voters as required by Act 95-769 and collecting reimbursements for such costs from the State Elections Fund as provided in the Act, and now

BE IT FURTHER RESOLVED that the Chairperson of the Montgomery County Commission is authorized to execute an agency agreement to be entered into between this county and the Office of the Alabama Secretary of State.

Adopted this 7th day of December of the year 2020.

_____	_____
_____	_____
_____	_____
_____	_____



Agenda Item Memo

Re: Service Agreement Amendment with Diligent Corporation
Date: County Commission - Information Session - Nov 16 2020
To: Montgomery County Commission
From: Hannah Hawk, Manager of Public Affairs

BACKGROUND INFORMATION:

Attached is a Service Agreement Amendment with Diligent Corporation for the iCompass Meeting Manager Pro Software. The Amendment is for four additional trackers (Position Fill Request - Budgeted and Unbudgeted, Budget Change Request, and Travel Request forms).

This Amendment will streamline the way these forms are being submitted to the Commission for approval through the iCompass portal.

FINANCIAL IMPACT:

The cost of these additional trackers is \$3,000 and will be paid from the Commission's budget.

ATTACHED:

[Amendment to Service Agreement with Diligent for Additional Trackers](#)



Agreement Number: Q-576107

Service Agreement Amendment

This Service Agreement Amendment (the “**Amendment**”) is made by and between *Montgomery County AL* (hereinafter “**Client**”) and Diligent Corporation (hereinafter “**Diligent**”) and amends the original Service Agreement between Client and Diligent dated October 31, 2019. All amounts are in USD currency.

Diligent Services

The following access rights are hereby added to the Agreement as of the Start Date identified below:

Additional Services	Start Date	End Date	Quantity	Annual Price Per	Total Annual Price
Additional Trackers Custom Tracker	October 31, 2020	October 30, 2021	4	\$750.00	\$3,000.00
Total Annual Subscription Fee	\$3,000.00				
One-Time Installation Fee	\$0.00				

Upon execution of this Amendment, Diligent will issue an invoice for the amount of \$3,000.00, plus applicable taxes.

Pricing is valid for 30 days from receipt of this Amendment. If the Amendment is received executed by Client after this date, Diligent may accept or reject the Amendment in its sole discretion. For the avoidance of doubt, purchases made under this Amendment shall renew after expiration of the End Date in accordance with the terms of the Agreement.

The above-referenced Agreement is hereby modified to include the additional services, terms and fees as set forth herein. All other terms and conditions of the Agreement shall continue in full force and effect. This Amendment may be executed in multiple counterparts. Copies, facsimiles, electronic files and other reproductions of executed documents will be deemed to be authentic and valid counterparts of such executed documents for all purposes. All fees due, paid or owing shall be deemed non-refundable. Client shall provide reasonable cooperation, including providing any materials and granting access as necessary, to enable Diligent Corporation to perform any Professional Services. In order to use the Diligent Service, Client and Users must satisfy Diligent's minimum technology requirements.



Agreement Number: Q-576107

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as of the Start Date identified above.

Please sign below and email to your Diligent account representative.

Montgomery County AL
("Client")

By:

Name:

Job Title:

Date:

Diligent Corporation
("Diligent")

By:

Name: Bill Wright

Job Title: Chief Accounting Officer

Date: November 2, 2020



Agenda Item Memo

Re: Contract Amendment for Armored Car Service
Date: County Commission - Information Session - Nov 16 2020
To: Montgomery County Commission
From: Tammy Turner, Buyer II

BACKGROUND INFORMATION:

I request that the attached Amendment No. 1 to Montgomery Armored Car Service, Inc. contract for Armored Car Services be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning February 1, 2021 and ending on January 31, 2022.

Montgomery Armored Car Service, Inc. would like to increase prices 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 Terri Henderson, Revenue Manager, Tax and Audit and Jamyla Philyaw, Assistant Chief Clerk, Probate.

ATTACHED:

[Amendment 1 Armored Car Service](#)

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

Amendment
To
Contract # 5100-20B-008

Amendment No. 1

Contract with Montgomery Armored Car Service, Inc. for armored car services is hereby extended for one (1) year, beginning February 1, 2021 and ending January 31, 2022.

Montgomery Armored Car Service, Inc. would like to increase prices in accordance with the terms of the contract.

All other provisions of the contract remain the same.

WITNESS: MONTGOMERY ARMORED CAR SERVICE

BY: _____
TITLE: _____

WITNESS: MONTGOMERY COUNTY COMMISSION

BY: _____
TITLE: _____

Resolution

WHEREAS, *Ala. Code § 11-1-8* authorizes the county commission to close county offices on state legal holidays or for special circumstances it deems necessary or appropriate; and

WHEREAS, the Montgomery County Commission has approved the attached annual holiday schedule in compliance with *Ala. Code § 11-1-8*, which schedule is subject to change by subsequent vote of the county commission; and

WHEREAS, the annual holiday schedule shall be at all times posted at the courthouse in compliance with *Ala. Code § 11-1-8* and in other locations designated by the Montgomery County Commission; and

WHEREAS, subject to change by the Montgomery County Commission, all county offices will be open on all other work days (Monday through Friday) and any county employees not working on days that are not an annual holiday shall be on paid or unpaid leave.

WHEREFORE BE IT RESOLVED and ordered by the Montgomery County Commission that the attached annual holiday schedule has been adopted and shall be complied with by all county officials, department heads, and employees until and unless altered by subsequent vote of the county commission.

BE IT FURTHER RESOLVED and ordered by the Montgomery County Commission that a copy of this Resolution and the annual holiday schedule attached hereto shall at all times be posted at the courthouse.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 7th day of December, 2020.

BY: _____
Chairman

ATTEST: _____
County Administrator

27 Madison Avenue
Montgomery, Alabama 36104

MEMORANDUM

TO: Elected Officials, Department Heads & Appointing Authorities
FROM: Carmen Douglas, Personnel Director
DATE: October 30, 2020
SUBJECT: 2021 Legal Holidays

Listed below for your information are the dates of the legal holidays during the year 2021:

Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King, Jr.'s Birthday
Monday, February 15	Washington's Birthday
Monday, May 31	Memorial Day
Monday, July 5	Independence Day (Observed)
Monday, September 6	Labor Day
Monday, October 11	Columbus Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving Day
Friday, December 24	Christmas Day (Observed)

Employees accrue a personal leave day on April 26, 2021 and June 7, 2021.



Agenda Item Memo

Re: Employee Recognition and Appreciation Luncheon
Date: County Commission - Information Session - Nov 16 2020
To: Montgomery County Commission
From: Florence Cauthen, Administrator

BACKGROUND INFORMATION:

At the meeting on Monday, we will consider options for the Employee Recognition and Appreciation Program during the pandemic. If the Commission decides to move forward with the program, a budget must be approved prior to the event. Attached is the Montgomery County End-of-Year Employee Recognition and Appreciation Program, as approved by the Examiners, and related 2020 Budget.

ATTACHED:

[2020 Employee Recognition and Appreciation Luncheon Budget](#)
[Scope of ERAP](#)

2020 Employee Recognition and Appreciation Luncheon Budget

Catering	\$8,800.00
Paper Products	150.00
Floor Protection	150.00
<u>Table Decorations</u>	<u>100.00</u>
Total	\$9,200.00

Montgomery County End-of-Year Employee Recognition and Appreciation Program

Pursuant to Amendment 909 of the Constitution of Alabama of 1901, the Montgomery County Commission ("MCC") does hereby establish the Montgomery County End-of-Year Employee Recognition and Appreciation Program ("ERAP") to express its appreciation to the dedicated employees of Montgomery County and to recognize those employees who have reached significant milestones in their years of service.

The scope of the ERAP is as follows:

1. A luncheon to be held once per year in the month of December.
2. The luncheon will be held during the regular business hours of the MCC, at a premise or property owned or under the authority of the MCC.
3. An invitation to attend the luncheon will be extended, via email, to all employees of the MCC.
4. At the luncheon, employees of the MCC will receive a catered lunch, including a meal, beverages and dessert. The meal may be served either plated or buffet style.
5. The luncheon will follow a pre-determined program or agenda that includes, at minimum, the following:
 - Remarks by the Chair of the MCC (or his/her designee) on the state of the county, including updates on any information pertinent to county employees.
 - A presentation by members of the MCC of plaques and/or certificates to any employee of the MCC that has 1) celebrated a 5 year-incremental employment anniversary since the preceding 12-month period, 2) has maintained perfect attendance during the preceding 12-month period, or 3) any other recognition established hereafter by the MCC.

The MCC shall cover all costs associated with the luncheon including meal catering, beverages, utensils, plaques, certificates and other incidental costs. The County Administrator shall create a budget for the ERAP, and such budget must come before the MCC for approval prior to the expenditure of any funds related to program. Further, the MCC shall maintain detailed records of all disbursements associated with the planning and execution of the ERAP, which will be subject to review by the Alabama Department of Examiners.

The MCC reserves the right to cancel or decrease the scope of the ERAP as outlined above; however, the MCC shall not make any additions or in any way expand the ERAP without first following the notice procedures as outlined in Amendment 909 of the Constitution of Alabama of 1901 regarding the adoption of such programs and policies.



Agenda Item Memo

Re: Central Alabama Regional Planning and Development Commission (CARPDC) Board Appointments
Date: County Commission - Information Session - Nov 16 2020
To: Montgomery County Commission
From: Florence Cauthen, Administrator

BACKGROUND INFORMATION:

On November 17, 2020, the term of office of the Central Alabama Regional Planning and Development Commission (CARPDC) board members will expire. This term runs concurrently with the office of the County Commission.

We will be discussing these appointments at Monday's Commission meeting.

ATTACHED:

[CARPDC 2020](#)

Central Alabama Regional Planning
And Development Commission Board

Members:

Term Expires:

Commissioner Isaiah Sankey
Montgomery County Commission, District 4
Montgomery, AL 36102-1667

11/17/2020

VACANT
(previously Jiles Williams, Jr.)

11/17/2020

Florence M. Cauthen
County Administrator

11/17/2020

Vacant
Deputy County Administrator

11/17/2020

James Williams
Montgomery County Parks and Recreation Department

11/17/2020

Kevin Boone
Montgomery County Engineering Department

11/17/2020

THE TERM OF OFFICE OF THE CARPDC BOARD MEMBERS RUNS
CONCURRENTLY WITH THE OFFICE OF THE COUNTY COMMISSION

Term: 4 years



Agenda Item Memo

Re: Montgomery County Parks and Recreation Board Member Appointment
Date: County Commission - Information Session - Nov 16 2020
To: Montgomery County Commission
From: Florence Cauthen, Administrator

BACKGROUND INFORMATION:

On December 4, 2020, the term of Charles Powe will expire as a board member of the Montgomery County Parks and Recreation Board.

We will be discussing this appointment at Monday's Commission meeting.

ATTACHED:

[Montgomery County Parks & Recreation Board Members](#)

Montgomery County Parks and Recreation Board

Members:

Term Expires:

Andre' Howard
Montgomery, AL 36104

12/4/2021

Mark Salter
Montgomery, AL 36104

12/4/2024

Jennifer "Jenny" Roth
Montgomery, AL 36111

12/4/2023

Charles Powe
Pike Road, AL 36064

12/4/2020

Kevin Bradley
Montgomery, AL 36106

12/4/2022

Term: 5 years