



AGENDA

County Commission - Formal Session Meeting

9:30 AM - December 7, 2020

Montgomery County Courthouse, Annex III

Page

WELCOME AT 9:30 A.M.

INVOCATION BY COMMISSIONER SANKEY

PLEDGE OF ALLEGIANCE LED BY VICE CHAIRMAN SINGLETON

CALL OF ROLL TO ESTABLISH QUORUM

COMMENTS FROM CITIZENS

PRESENTATION OF THE MINUTES

Presentation of the Minutes of the Organizational Meeting of November 11, 2020

Presentation of the Minutes of the Regular Meeting of November 16, 2020

CONSENT AGENDA

1. Consider Authorization of Accounts Payable Checks and Payroll Checks 3
[Accounts Payable and Payroll Checks 12-7-20](#)

NEW BUSINESS

2. Consider Adoption of Resolution regarding the 2021 Annual Holiday Schedule, County Commission 4 - 5
[Holiday Schedule Resolution 2021](#)
[Holiday Schedule 2021](#)
3. Consider Authorization of Amendment Number 1 to Contract with Montgomery Armored Car Service, Inc. for Armored Car Services, Tax & Audit and Probate 6 - 7
[Agenda Item Memo - 20-161 - Pdf](#)
4. Consider Authorization of Service Agreement Amendment with Diligent Corporation for the iCompass Meeting Manager Pro Software, County Commission 8 - 10
[Agenda Item Memo - 20-156 - Pdf](#)
5. Consider Authorization of Employee Recognition and Appreciation Luncheon Program and Related 2020 Budget, County Commission 11 - 13

[Agenda Item Memo - 20-159 - Pdf](#)

- | | | |
|-----|---|---------|
| 6. | Consider Authorization of Miscellaneous Appropriations to Agencies, County Commission | 14 |
| | <u>12-7-2020 Agencies Appropriations</u> | |
| 7. | Consider Authorization of Miscellaneous Appropriations to Education, County Commission | 15 |
| | <u>12-7-2020 BOE Appropriations</u> | |
| 8. | Consider Authorization of Miscellaneous Appropriations from Designated Revenue, County Commission | 16 |
| | <u>12-7-2020 Designated Revenue Appropriations</u> | |
| 9. | Consider Authorization of Position Fill Request(s) - Detention Facility | 17 - 19 |
| | 1. Corrections Officer Lieutenant, Position Number 500422122 | |
| | 2. Corrections Officer Trainee, Position Number 500419112 | |
| | 3. Corrections Officer Trainee, Position Number 500419114 | |
| | <u>PFR - CO Lt. 2122</u> | |
| | <u>PFR - COT - 9112</u> | |
| | <u>PFR - COT - 9114</u> | |
| 10. | Consider Authorization of Position Fill Request(s) - Probate Judge's Office | 20 |
| | 1. Customer Service Clerk, Position Number 750016022 | |
| | <u>PFR - CSC 6022 - Probate</u> | |
| 11. | Consider Authorization of Position Fill Request(s) - Sheriff's Office | 21 |
| | 1. Deputy Sheriff Corporal, Position Number 550429132 | |
| | <u>PFR - DS Cpl - 9132</u> | |

REPORTS FROM STAFF

County Attorney
County Engineer

DISCUSSION ITEMS BY COMMISSIONERS

RECESS TO EXECUTIVE SESSION

ADJOURN

**MONTGOMERY COUNTY COMMISSION
MEETING DATE DECEMBER 7, 2020**

THE FOLLOWING WERE AUDITED AND ORDERED PAID

ACCOUNTS PAYABLE CHECKS DATED 11-13-2020	
Check Numbers: 297229 – 298034	Total Checks Paid: \$ 934,995.36

EFT's included in amounts

ACCOUNTS PAYABLE CHECKS DATED 11-20-2020 and 11-27-2020	
Check Numbers: 298035 – 298231	Total Checks Paid: \$ 2,381,035.49

EFT's included in amounts

PAYROLL CHECKS DATED 11-20-2020 and 12-4-2020	
Check Numbers: 135361 – 135504	Total: \$ 206,924.51
Direct Deposits	Total: \$ 3,097,975.80
Federal Deposits	Total: \$ 651,129.82
Total Payroll Paid	Total: \$ 3,956,030.13

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

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: Contract Amendment for Armored Car Service
Date: County Commission - Formal Session - Dec 07 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: _____



Agenda Item Memo

Re: Service Agreement Amendment with Diligent Corporation
Date: County Commission - Formal Session - Dec 07 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



Memo

Re: Employee Recognition and Appreciation Luncheon
Date: County Commission - Formal Session - Dec 07 2020
To: Montgomery County Commission
From: Florence Cauthen, Administrator

BACKGROUND INFORMATION:

The Examiners of Public Accounts agreed that a virtual Employee Recognition and Appreciation Program is acceptable during the pandemic. Attached is the Montgomery County End-of-Year Employee Recognition and Appreciation Program 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.

MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 12/7/2020 - CODE: 001-59320.498

Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			55,000	56,500	45,500	52,500	48,000	257,500
C-2021-19	Central AL Community Foundation	Educational Programs for Youth who are from Economically Disadvantaged Circumstances					5,000	5,000
C-2021-20	Montgomery YMCA	YMCA Rising Achievers Program			1,000			1,000
C-2021-21	King's Canvas Gallery & Studio	Program Services			2,500			2,500
C-2021-22	Alabama Baseball Coaches Association	Montgomery Miracle League			3,000		1,200	4,200
C-2021-23	Montgomery Area Council on Aging (MACOA)	Community Services Programs			2,500			2,500
C-2021-24	Beauty by Fire Ministry	Serve the Needs of Widows			1,000			1,000
C-2021-25	Service Dogs Alabama	Serving Veterans and Children with Disabilities			2,500			2,500
NC-2021-3	City of Montgomery Parks and Recreation Department	Willie L. Cook, III Community Center for Community Service Programs					1,000	1,000
NC-2021-4	City of Montgomery, Neighborhood Svcs.	Highland Park Neighborhood Assoc.				1,500		1,500
NC-2021-5	City of Montgomery, Neighborhood Svcs.	Park Manor Neighborhood Association				2,100		2,100
	Total Appropriations 12/7/2020		0	0	12,500	3,600	7,200	23,300
	APPROPRIATED BUDGET BALANCE		55,000	56,500	33,000	48,900	40,800	234,200
	County Administrator	Date						

MISCELLANEOUS APPROPRIATIONS TO EDUCATION - Meeting Date: 12/7/2020 - CODE: 001-59320.494								
Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			58,526	75,000	69,200	75,000	59,500	337,226
	Total Appropriations 12/7/2020		0	0	0	0	0	0
	APPROPRIATED BUDGET BALANCE		58,526	75,000	69,200	75,000	59,500	337,226
	County Administrator	Date						

MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 12/7/2020 - CODE: 001-59320.450									
Contract Number	Organization	Description of Program	Joint/Infra.	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			41,037	66,900	55,800	85,791	66,610	57,400	373,538
DR-C-2021-8	Common Ground Montgomery	Underprivileged Youth Programs		3000					3,000
	Total Appropriations 12/7/2020		0	3,000	0	0	0	0	3,000
	APPROPRIATED BUDGET BALANCE		41,037	63,900	55,800	85,791	66,610	57,400	370,538
	County Administrator	Date							

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT:

DEPARTMENT HEAD:

SUPERVISOR:

POSITION INFORMATION:

Position Title

Position Number

Pay Grade

_____ Pay Range _____

Proposed Effective Date

Type of Hire

() New

() Promotional

Type of Appointment

() Permanent

() Temporary

DEPARTMENT APPROVAL:

Department Head

Date _____

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Employee Benefit Manager

Date _____

Finance Director

Date _____

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT:

DEPARTMENT HEAD:

SUPERVISOR:

POSITION INFORMATION:

Position Title

Position Number

Pay Grade

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County Administrator

Date _____

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DEPARTMENT:

DEPARTMENT HEAD:

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Department Head

Date _____

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Requested position is vacant and budgeted.

Employee Benefit Manager

Date _____

Finance Director

Date _____

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

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DEPARTMENT:

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County Administrator

Date

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County Administrator

Date _____