

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

SEPTEMBER 10, 2012

AGENDA
INFORMATION SESSION

Call to Order Welcome at 8:00 a.m.

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Finance Director, Sherrill Thomas
Parks and Recreation Superintendent James Williams
Chief Information and Technology Officer Lou Ialacci
Risk Manager Scott Kramer

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Williams

Pledge of Allegiance Led By Commissioner Wilson

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of August 27, 2012

RESOLUTION:

Consider Resolution Proclaiming September 19, 2012 as No Text On Board – Pledge Day

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. **Presentation of Proposed 2012-2013 Operating Budget, Construction Programs Budget and Emergency Management Communications District Board Budget for Review and Comments**
2. **Consider Revised External Audit Services Agreement with RiverTree Systems, Inc., Tax and Audit Department**
3. **Consider Miscellaneous Appropriations Reprogramming Requests, County Commission**
4. **Consider Issuing a Purchase Order to Steelcase, Inc., c/o Kyser OfficeWorks, for the Purchase, Delivery, and Installation of Workstations for the Circuit Clerks Office and Judges Reception Stations on the 3rd Floor of Annex I, 15th Judicial Circuit**
5. **Consider Bid Award for Management and Operation of a Community Day Treatment Program with The Bridge, Inc., RFP Number 52601-12P-017, Youth Facility**
6. **Consider Budget Change Request Number 7 for Advertising Campaign for Correctional Officer Recruitment, Sheriff's Office**
7. **Consider Position Fill Request for a Community Corrections Officer, Position Number 300359011, Community Corrections**
8. **Consider Position Fill Requests for Corrections Officer, Corporal, Position Numbers 009 043, Detention Facility**
9. **Consider Position Fill Request for a Customer Service Clerk, Position Number 750016034, Probate Judge's Office**
10. **Consider Position Fill Requests for a Clerk Typist II, Position Number 136 and a Fingerprint Classifier, Position Number 0465, Sheriff's Office**
11. **Consider Travel/Training Requests (2)**

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

SEPTEMBER 10, 2012

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

SEPTEMBER 24, 2012

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

OCTOBER 8, 2012

County Holiday (Columbus Day)

OCTOBER 9, 2012

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

OCTOBER 22, 2012

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

PERSONNEL ACTIONS

Fill action continues for 2 Programmer Analyst II's – Information Systems
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 Assistant Revenue Manager – Tax & Audit Department
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit
Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit
Fill action continues for 1 Dept. District Attorney Level 1 – District Attorney's Child Support Unit
Fill action continues for 9 Correction Officer Trainees – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 1 Corrections Officer – Detention Facility
Fill action continues for 2 County Road Equipment Operator III's – Engineering Department
Fill action continues for 2 Service Maintenance Worker I's – Personnel Department
Fill action continues for 1 Clerk Typist II – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 4 Customer Service Clerk's – Probate Judge's Office
Fill action continues for 1 Probate Court Clerk – Probate Judge's Office
Fill action continues for 1 License Inspector – Probate Judge's Office
Fill action continues for 1 County Archivist – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 3 Deputy Sheriff/Deputy Sheriff Trainee's – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Captain – Sheriff's Office
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officer I – Youth Facility
Fill action continues for 1 Relief Cook – Youth Facility
Fill action continues for 1 Clerk Typist II – Youth Facility

September 10, 2012

RESOLUTION

WHEREAS: Montgomery County holds the health and safety of its young adults as a chief concern; and

WHEREAS: Text messaging is the main mode of communication for most American teenagers, with half of all teens sending between 21 and 70 texts a day; and

WHEREAS: 90% of American teenagers expect a reply to a text message within five minutes; and

WHEREAS: Texting takes one's eyes off the road for an average of five seconds; and

WHEREAS: In an AT&T survey, 43% of American teenage drivers admitted to texting while driving even though 97% know it is dangerous; and

WHEREAS: A university study showed those who send text messages while driving are 23 times more likely to crash; and

WHEREAS: A driver that sends a text message while driving not only jeopardizes his or her safety, but also the safety of passengers, pedestrians, and other drivers.

NOW, THEREFORE, BE IT RESOLVED that the Montgomery County Commission does hereby proclaim September 19, 2012, as: *No Text On Board – Pledge Day* and urges its citizens to practice safety behind the wheel of the automobile and to avoid texting while driving.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission on
this, the 10th day of September, 2012.

Agenda

SEP 10 2012

09-10-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-24-12

Check Number	To	Check Number
228036		228098
Total Checks Paid		\$927,371.36

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

Agenda

SEP 10 2012

09-10-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-24-12

Check Number	To	Check Number
228099		228182
Total Checks Paid		\$721,108.34

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

Agenda

SEP 10 2012

09-10-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-31-12

Check Number	To	Check Number
228183		228265
Total Checks Paid		\$341,937.97

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

Agenda

SEP 10 2012

09-10-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-31-12

Check Number	To	Check Number
228266		228390
Total Checks Paid		\$1,086,126.29

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

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID**

**CHECKS ARE DATED
09/07/12**

Payroll Check Number	113706	To	Payroll Check Number	113822	\$ 90,608.85
Direct Deposits					\$ 786,743.42
Payroll Check Number	113823	To	Payroll Check Number	113847	\$ 256,112.06
Direct Deposits					\$ 316,555.02
Federal Deposits					\$ 299,092.78
Total Payroll Paid					\$ 1,749,112.13

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

**Proposed Annual Budget
Montgomery County Commission
Montgomery, Alabama
Fiscal Year
October 1, 2012 to September 30, 2013**

Presented September 10, 2012

**Elton N. Dean, Sr., Chairman
Reed Ingram, Vice Chairman
Dimitri Polizos, Member
Jiles Williams, Jr., Member
Ham Wilson, Jr., Member**

**Compiled by
Donald L. Mims, CPA, MPA, Administrator
Sherrill R. Thomas, CPA, Finance Director**

ANNUAL BUDGET 2012-2013

Pursuant to the provision of the code of Alabama 1975, Code Section 11-8-3, the Montgomery County Commission shall, no later than October 1, prepare and adopt a budget for the fiscal year beginning on October 1 of the current calendar year which shall include all of the following: (1) An estimate of the anticipated revenue of the county for all public funds under its supervision and control including all unexpended balances as provided in Section 11-8-6. (2) An estimate of expenditures for county operations and, (3) Appropriations for the respective amounts that are to be used for each of such purposes.

**Donald L. Mims, CPA, MPA
Administrator
Montgomery County Commission
Montgomery, Alabama**

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

	ESTIMATED	
	REVENUES	APPROPRIATIONS
General Fund	\$ 67,034,973	\$ 67,034,973
Emergency Fund	30,000	30,000
Workers' Compensation Fund	351,000	351,000
Health Trust Fund	9,093,000	9,093,000
R.E. Life Ins. Fund	66,200	66,200
Liability Fund	429,000	429,000
Gasoline Tax Fund	8,797,708	8,797,708
Public Buildings/Roads/Bridges Fund	6,265,000	7,671,411
Public Highways & Traffic Fund	400,000	400,000
Capital Improvement	551,000	551,000
RRR Gasoline Tax Fund	1,912,000	2,520,000
Severed Material Tax Fund	511,334	511,334
Appraisal Fund	3,460,264	3,460,264
Merit System Fund	1,257,672	1,257,672
Community Corrections	866,417	866,417
Grant Fund	820,838	820,838
G.O. Warrants - 2007 Fund	3,610,617	3,610,617
G.O. Warrants - 2010 Fund	1,247,950	1,247,950
Less: Fund transfer elimination	(13,840,311)	(13,840,311)
TOTAL	\$ 92,864,662	\$ 94,879,073
ADD: BUDGETARY FUND BALANCE		
Public Buildings/Roads/Bridges Fund	1,406,411	
RRR Gasoline Tax Fund	608,000	
TOTAL BUDGETARY FUND BALANCE	2,014,411	
PROPOSED BUDGET	\$ 94,879,073	\$ 94,879,073

Funds included in budget:

General Fund
Special Revenue Funds
Debt Service Funds
Special Index Fund

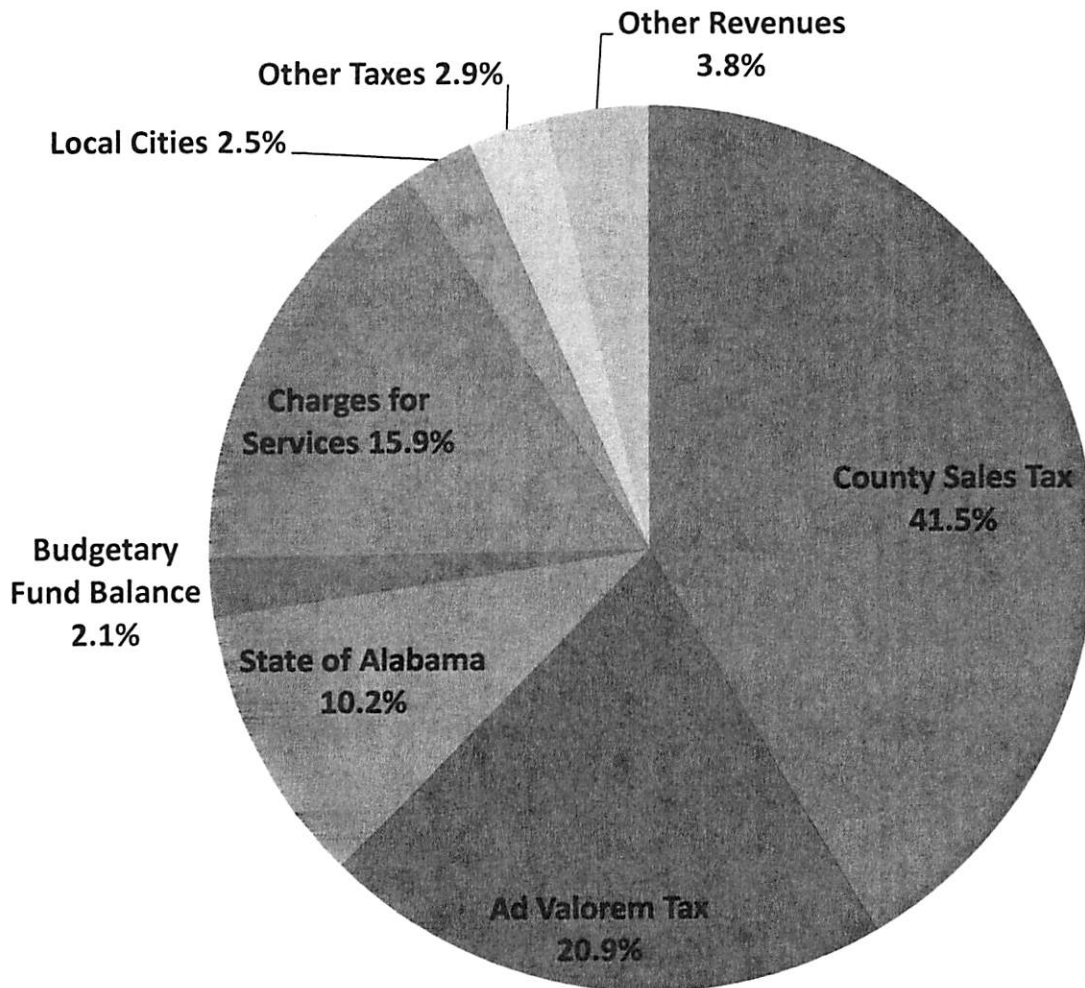
**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

FUNDS NOT INCLUDED IN OPERATING BUDGET

Construction Program Fund
Employees' Withholding Tax Fund
Supernumerary Fund
Fiduciary Fund
Law Library Fund
Sheriff's Fund
Revenue Commissioner Special Fund
Solicitor's Fund
Worthless Check Fund
Child Support Fund
Recreation Board Fund
Manufactured Home Trust Fund
Motor Vehicle Special Training
Emergency Management Communication District Board
MV Registration and Titling Technology Fund

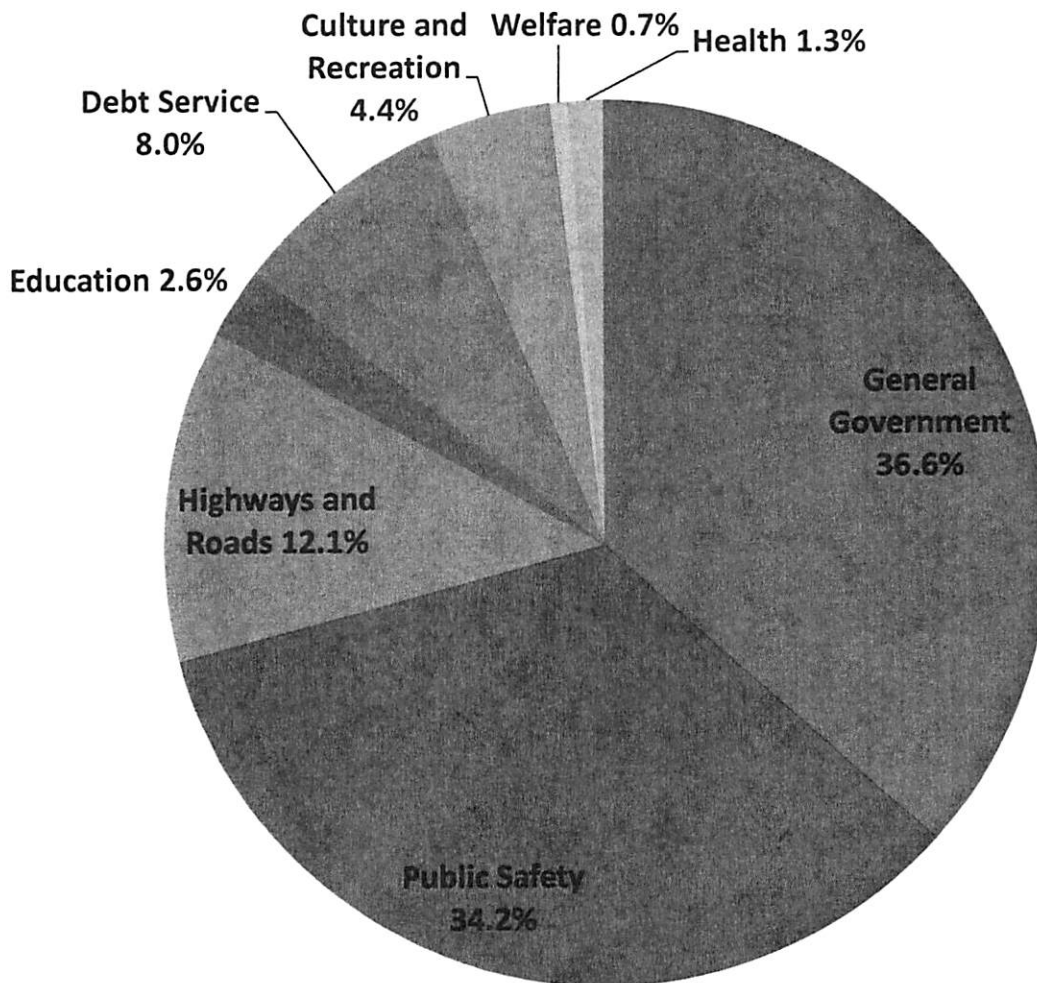
Montgomery County Commission
Estimated Revenues and Budgetary Fund Balance
2012-2013

Type	Percentage	Total
County Sales Tax	41.5%	\$ 39,400,000
Ad Valorem Tax	20.9%	19,851,425
State of Alabama	10.2%	9,704,214
Budgetary Fund Balance	2.1%	2,014,411
Charges for Services	15.9%	15,127,400
Local Cities	2.5%	2,404,513
Other Taxes	2.9%	2,777,638
Other Revenues	3.8%	3,599,472
Miscellaneous		2,133,947
Interest		84,400
Licenses and Permits		540,740
Board of Education		746,147
Fines and Forfeitures		23,000
Federal Cost Sharing		71,238
	100.00%	\$ 94,879,073



**Montgomery County Commission
Appropriations
2012-2013**

Type	Percentage	Total
General Government	36.6%	\$ 34,729,197
Public Safety	34.2%	32,453,494
Highways and Roads	12.1%	11,517,708
Education	2.6%	2,450,396
Debt Service	8.0%	7,610,500
Culture and Recreation	4.4%	4,215,389
Welfare	0.7%	668,862
Health	1.3%	1,233,527
	<u>100.00%</u>	<u>\$ 94,879,073</u>



MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET

**Summaries of
DEPARTMENTAL
and
FUND BUDGETS**

MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET
GENERAL FUND

ESTIMATED REVENUES

TAXES

Ad Valorem Tax	\$	12,800,000
County Sales Tax		39,400,000
Salaries for Revenue Commissioner		247,538
County Beer Tax		200,000
County Wine Tax		4,800
Lodging Tax		1,660,000
Other Tax		665,300
TOTAL TAXES		<u>54,977,638</u>

LICENSE & PERMITS

470,740

INTERGOVERNMENTAL

State Shared Revenue	1,581,320
State Cost Sharing Revenue	1,753,171
Federal Cost Sharing	25,900
City Cost Sharing	140,246
TOTAL INTERGOVERNMENTAL	<u>3,500,637</u>

CHARGES FOR SERVICES

Court Fees	511,000
Fees & Commissions - Public Officials	3,986,800
Other Fees & Charges	436,700
TOTAL CHARGES FOR SERVICES	<u>4,934,500</u>

FINES AND FORFEITURES

23,000

MISCELLANEOUS

Interest	19,200
Sales & Rentals	688,741
Other	670,206
TOTAL MISCELLANEOUS	<u>1,378,147</u>

TRANSFERS IN FROM OTHER FUNDS

1,750,311

TOTAL ESTIMATED REVENUES

\$ 67,034,973

MONTGOMERY COUNTY COMMISSION**2012 - 2013 BUDGET****GENERAL FUND****APPROPRIATIONS****GENERAL GOVERNMENT**

County Commission	\$	801,465
Risk Management		185,967
Public Affairs		92,193
Finance Department		486,066
Judges		419,751
Domestic Relations Court		3,000
Circuit Clerk		24,260
District Clerk		2,000
District Attorney		2,555,942
Pre-Trial/District Attorney		688,549
Court Reporters		204,283
Court Administrators		700
Probate Judge's Office		3,318,413
Revenue Commissioner		1,162,089
Tax and Audit Division		705,616
Support Services		3,298,293
Building Permits		36,022
Election Operating		163,591
Election Administration		228,750
Board of Registrars		269,677
Tax Equalization Board		5,824
Veterans Service Office		1,100
Forestry Commission		12,150
Central Alabama Opportunities Industrialization Center, Inc.		8,750
Envision 2020		15,000
Industrial Park Utilities/Maintenance		43,000
Industrial Development		21,500
Information Systems		2,002,675
Contingent		25,000
Unemployment Compensation		36,000
TOTAL GENERAL GOVERNMENT	\$	<u>16,817,626</u>

PUBLIC SAFETY

Sheriff's Office	\$	12,324,230
Montgomery County Detention Facility		14,662,291
Montgomery City-County Emergency Management Agency		109,829
Coroner's Office		138,780
Youth Facility Net of City Funding		2,591,470
Youth Facility - DYS Subsidy		373,639
Youth Facility - DYS Boot Camp		529,000
Crimestoppers		5,000
Montgomery County Association of Volunteer Fire Departments		190,000
TOTAL PUBLIC SAFETY	\$	<u>30,924,239</u>

SANITATION- Transfer Station & Storm Water Permit

\$	<u>137,748</u>
----	----------------

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

GENERAL FUND

HEALTH

Health Department	\$ 461,121
Montgomery Area Mental Health Authority	130,000
Family Sunshine Center	31,626
VOCAL	5,000
Animal Shelter	437,500
Chemical Addictions Program, Inc.	37,500
Lighthouse Counseling Center, Inc.	19,152
Council on Substance Abuse - NCADD	11,657
Mosquito Control	51,721
Sickle Cell Foundation	15,750
Community Care Network	17,500
Red Cross	15,000
TOTAL HEALTH	\$ <u>1,233,527</u>

WELFARE

Transfer of Insane	\$ 9,101
Restor	5,000
Child Protect	3,750
Brantwood Children's Home	12,500
Montgomery Community Action Agency	32,500
Central Alabama Aging Consortium	15,000
Montgomery Area Council on Aging	32,500
Montgomery Area Food Bank	3,750
Pauper Burial	3,200
Joint Public Charity Hospital Board	85,000
Indigent Hospitalization Program	108,063
School to Work	35,000
Central Alabama Community Foundation (BONDS)	7,750
Department of Human Resources	20,000
TOTAL WELFARE	\$ <u>373,114</u>

CULTURE & RECREATION

City - County Library	\$ 2,001,066
Pike Road Library net of Town of Pike Road funding	96,655
Montgomery Museum of Fine Arts	1,544,597
Montgomery County Recreation Board	433,384
Boys & Girls Clubs	12,500
Boys & Girls Club - South Central Alabama	12,500
The United Community Improvement	4,687
Unified YMCA	30,000
ECHO	5,000
Alabama Shakespeare Festival	75,000
TOTAL CULTURE & RECREATION	\$ <u>4,215,389</u>

MONTGOMERY COUNTY COMMISSION**2012 - 2013 BUDGET****GENERAL FUND****APPROPRIATIONS****EDUCATION**

City/County School Bonds	\$	407,582
Board of Education		440,000
Montgomery Education Foundation		45,000
Auburn Extension Service		98,175
Montgomery Internal Medicine Residency Program (UAB)		22,500
Thelma Morris After School Program		25,000
Latchkey		28,026
YMCA Childcare Program		30,000
Character @ Heart		15,000
TOTAL EDUCATION	\$	<u>1,111,283</u>

CLASSIFIED BY CHARACTER ONLY

In-House Appropriations- General Government Category	\$	1,255,200
In-House Appropriations-Retiree Health & Life Insurance		1,366,500
Reclassification Reserve		(400,000)
Montgomery Building Authority 2006 Capital Lease Obligation		4,483,242
Montgomery Energy Conservation Project 2012 G.O. Warrants		247,804
Agency Appropriations-General Government Category		891,735
TOTAL CLASSIFIED BY CHARACTER ONLY		<u>7,844,481</u>

TOTAL APPROPRIATIONS	\$	62,657,407
-----------------------------	-----------	-------------------

TRANSFERS

To Community Corrections Fund		335,517
To Merit Fund		263,482
To General Obligation Warrant Debt Service Funds		3,778,567
TOTAL TRANSFERS	\$	<u>4,377,566</u>

TOTAL APPROPRIATIONS & TRANSFERS	\$	<u><u>67,034,973</u></u>
---	-----------	---------------------------------

EMERGENCY FUND**ESTIMATED REVENUES****MISCELLANEOUS**

Interest	\$	<u>30,000</u>
TOTAL ESTIMATED REVENUES	\$	<u><u>30,000</u></u>

APPROPRIATIONS

GENERAL GOVERNMENT-Miscellaneous Expenditures	\$	<u>30,000</u>
TOTAL APPROPRIATIONS	\$	<u><u>30,000</u></u>

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

WORKERS' COMPENSATION FUND

ESTIMATED REVENUES

Workers Compensation Contributions	\$ 338,000
Other reimbursements	11,000
Interest	2,000
TOTAL ESTIMATED REVENUES	\$ <u>351,000</u>

APPROPRIATIONS

Workers' Compensation Expenditures	\$ 351,000
TOTAL APPROPRIATIONS	\$ <u>351,000</u>

HEALTH INSURANCE

ESTIMATED REVENUES

Premiums	\$ 9,091,000
Interest	2,000
TOTAL ESTIMATED REVENUES	\$ <u>9,093,000</u>

APPROPRIATIONS

Health Care Costs	\$ 9,093,000
TOTAL APPROPRIATIONS	\$ <u>9,093,000</u>

RETIRED EMPLOYEE LIFE INSURANCE

ESTIMATED REVENUES

Premiums	\$ 66,000
Interest	200
TOTAL ESTIMATED REVENUES	\$ <u>66,200</u>

APPROPRIATIONS

Death Benefit Payments	\$ 66,200
TOTAL APPROPRIATIONS	\$ <u>66,200</u>

LIABILITY

ESTIMATED REVENUES

Premiums	\$ 420,000
Interest	9,000
TOTAL ESTIMATED REVENUES	\$ <u>429,000</u>

APPROPRIATIONS

Liability Ins. Costs	\$ 429,000
TOTAL APPROPRIATIONS	\$ <u>429,000</u>

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

GASOLINE TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUE

State Gasoline Tax	\$ <u>1,595,000</u>
--------------------	---------------------

STATE COST SHARING REVENUE

Engineer's & Assistant Engineer's Salary reimbursement	<u>106,608</u>
--	----------------

MISCELLANEOUS

Other	<u>175,000</u>
-------	----------------

TOTAL MISCELLANEOUS	<u>175,000</u>
----------------------------	----------------

TOTAL ESTIMATED REVENUES	\$ <u>1,876,608</u>
---------------------------------	---------------------

TRANSFERS

From Public Highway & Traffic Fund	400,000
------------------------------------	---------

From Public Building/Roads/Bridges	<u>6,521,100</u>
------------------------------------	------------------

TOTAL TRANSFERS	<u>6,921,100</u>
------------------------	------------------

TOTAL ESTIMATED REVENUES AND TRANSFERS	\$ <u><u>8,797,708</u></u>
---	----------------------------

APPROPRIATIONS

HIGHWAYS & ROADS

Construction	\$ 1,700,331
--------------	--------------

District I	1,426,480
------------	-----------

District II	1,597,897
-------------	-----------

District III	1,721,002
--------------	-----------

County Engineer's Office	941,470
--------------------------	---------

County Shop	629,166
-------------	---------

Bridge Maintenance	465,028
--------------------	---------

Environmental Cleanup	<u>5,000</u>
-----------------------	--------------

TOTAL APPROPRIATIONS	\$ <u>8,486,374</u>
-----------------------------	---------------------

TRANSFERS

To Severance Materials Tax Fund	<u>311,334</u>
---------------------------------	----------------

TOTAL APPROPRIATIONS & TRANSFERS	\$ <u><u>8,797,708</u></u>
---	----------------------------

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

PUBLIC BUILDING/ROADS/BRIDGES FUND

ESTIMATED REVENUES

TAXES

Ad Valorem Tax \$ 6,250,000

MISCELLANEOUS

Interest 15,000

TOTAL ESTIMATED REVENUES \$ 6,265,000

Budgetary Fund Balance 1,406,411

TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE \$ 7,671,411

APPROPRIATIONS

TRANSFERS

To Gasoline Tax Fund \$ 6,521,100

To General Fund 1,150,311

TOTAL TRANSFERS \$ 7,671,411

TOTAL APPROPRIATIONS & TRANSFERS \$ 7,671,411

PUBLIC HIGHWAY & TRAFFIC FUND

ESTIMATED REVENUES

License & Permits \$ 70,000

State Shared Revenue 270,000

Charges for Services 60,000

TOTAL ESTIMATED REVENUES \$ 400,000

TRANSFERS

Transfer to Gasoline Tax Fund \$ 400,000

TOTAL TRANSFERS \$ 400,000

CAPITAL IMPROVEMENT FUND

ESTIMATED REVENUES

State Shared Revenue \$ 550,000

Interest 1,000

TOTAL ESTIMATED REVENUES \$ 551,000

APPROPRIATIONS

Buildings Repair and Improvements \$ 111,000

Debt Service 440,000

TOTAL APPROPRIATIONS \$ 551,000

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

RRR GASOLINE TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUES

Motor Vehicle License - Act 84-186	\$ 395,000
Petroleum Inspection Fee - Act 84-185	115,000
4 cent Gasoline Tax	926,000
5 cent Gasoline Tax	440,000
Additional excise tax	30,000
TOTAL STATE SHARED REVENUES	\$ 1,906,000

MISCELLANEOUS

Interest	\$ 6,000
----------	----------

TOTAL ESTIMATED REVENUES

\$ 1,912,000

Budgetary Fund Balance

608,000

TOTAL ESTIMATED REVENUES & BUDGETARY FUND BALANCE

\$ 2,520,000

APPROPRIATIONS

Restriping & Resigning	115,000
Resurfacing	2,405,000
TOTAL APPROPRIATIONS	\$ 2,520,000

SEVERED MATERIAL TAX FUND

ESTIMATED REVENUES

**STATE SHARED REVENUE
TRANSFERS**

\$ 200,000

From Gasoline Tax Fund

311,334

TOTAL ESTIMATED REVENUES AND TRANSFERS

\$ 511,334

APPROPRIATIONS

Road Bldg Materials and Supplies

\$ 511,334

TOTAL APPROPRIATIONS

\$ 511,334

APPRAISAL UPDATE

ESTIMATED REVENUES

COST SHARING

State of Alabama	\$ 642,615
Montgomery County	801,425
Board of Education	746,147
Local Cities	1,270,077
TOTAL ESTIMATED REVENUES	\$ 3,460,264

APPROPRIATIONS

General Government

\$ 3,460,264

TOTAL APPROPRIATIONS

\$ 3,460,264

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

MERIT SYSTEM FUND

ESTIMATED REVENUES	
City of Montgomery	\$ 994,190
TRANSFERS	
Transfer from General Fund	263,482
TOTAL ESTIMATED REVENUES AND TRANSFERS	<u>\$ 1,257,672</u>

APPROPRIATIONS	
General Government	\$ 1,257,672
TOTAL APPROPRIATIONS	<u>\$ 1,257,672</u>

COMMUNITY CORRECTIONS FUND

ESTIMATED REVENUES	
Alabama Department of Corrections	\$ 324,000
Client Fees	206,900
TOTAL ESTIMATED REVENUES	<u>\$ 530,900</u>
TRANSFERS	
Transfer From General Fund	335,517
TOTAL ESTIMATED REVENUES	<u>\$ 866,417</u>
APPROPRIATIONS	
Public Safety	\$ 866,417
TOTAL APPROPRIATIONS	<u>\$ 866,417</u>

GRANT FUND

ESTIMATED REVENUES	
Federal and State Grants	\$ 820,838
TOTAL ESTIMATED REVENUES	<u>\$ 820,838</u>
APPROPRIATIONS	
Grant Appropriations	\$ 820,838
TOTAL APPROPRIATIONS	<u>\$ 820,838</u>

**MONTGOMERY COUNTY COMMISSION
2012 - 2013 BUDGET**

GENERAL OBLIGATION WARRANTS 2007

TRANSFERS

Transfer from General Fund	\$ <u>3,610,617</u>
----------------------------	---------------------

TOTAL TRANSFERS	\$ <u><u>3,610,617</u></u>
------------------------	-----------------------------------

APPROPRIATIONS

Principal	\$ 1,885,000
-----------	--------------

Interest	<u>1,725,617</u>
----------	------------------

TOTAL APPROPRIATIONS	\$ <u><u>3,610,617</u></u>
-----------------------------	-----------------------------------

GENERAL OBLIGATION WARRANTS 2010-A

REVENUE AND TRANSFERS

Transfer from General Fund	\$ <u>1,247,950</u>
----------------------------	---------------------

TOTAL REVENUE AND TRANSFERS	\$ <u><u>1,247,950</u></u>
------------------------------------	-----------------------------------

APPROPRIATIONS

Principal	\$ 725,000
-----------	------------

Interest	<u>522,950</u>
----------	----------------

TOTAL APPROPRIATIONS	\$ <u><u>1,247,950</u></u>
-----------------------------	-----------------------------------

Montgomery County Commission
CONSTRUCTION PROGRAMS
2013 PROPOSED BUDGET

Revenues

Interest on Checking	\$	2,000
Total Estimated Revenue	\$	2,000

<u>Budgetary Fund Balance</u>	<u>431,500</u>
-------------------------------	----------------

Total Estimated Revenues and Budgetary Fund Balance	\$	433,500
--	-----------	----------------

Expenditures

Detention Facility Equipment repairs	\$	15,000
Griel Building repairs		10,000
Annex III Equipment		8,500
Parking Facility equipment		35,000
Courthouse Fire Alarm System		300,000
Cooling/Heating Improvements-Courthouse		65,000

Total Expenditures	\$	433,500
---------------------------	-----------	----------------

Montgomery County Commission
EMERGENCY MANAGEMENT COMMUNICATIONS DISTRICT BOARD
2013 PROPOSED BUDGET

Revenues

Refunds, Reimbursements & Other	\$ 140,000
Reimbursements from Other Funds	285,224
Total Estimated Revenues	\$ 425,224

Budgetary Fund Balance	166,570
-------------------------------	----------------

Total Estimated Revenues and Budgetary Fund Balance	\$ 591,794
--	-------------------

Expenditures

Salaries	\$ 30,809
Retirement	3,386
Social Security	2,358
Workers Compensation	309
Reimbursements for Salaries	173,214
Dues and Membership Fees	220
Geographic Information Sys(GIS)	1,500
Office Supplies/Minor Equipment	1,000
Other Miscellaneous Supplies	1,000
Repair & Maintenance Bldgs/Impr	2,000
Repair & Main Data Proc Equip	3,700
Repair & Main - Software License	18,000
Telephone	50,000
Cellular Service	19,810
Travel - Mileage	2,400
Travel - Registration & Training	5,000
Administration Expense	18,500
Long Term Lease-MCC project equipment	258,588

Total Expenditures	\$ 591,794
---------------------------	-------------------

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

SEP 10 2012

September 4, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr. *JAM*
Deputy Administrator

SUBJECT: Revision of External Audit Services Agreement

Terri A. Henderson, Revenue Manager, has submitted a revised External Audit Services Agreement with RiverTree Systems. The proposed revised Agreement is needed to add language to ensure compliance with the Code of Alabama (1975) and ALTIST requirements specific to bonding and licensing requirements applicable to private auditing and examining firm.

This contract has been reviewed by the County Attorney. This item was discussed during the Working Session on August 27, 2012 and was advised to be placed on next agenda for approval for the September 10, 2012 Commission Meeting.

JAM/tm

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

Tax & Audit Department
P.O. Box 4779
Montgomery, Alabama 36103-4779

ESTABLISHED 1816

Terri A. Henderson, CRE
Revenue Manager

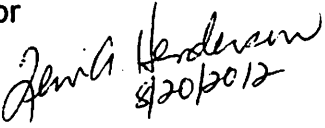
Administrative and Auditing for:
Montgomery County Alabama
Sales & Use Taxes; Lodging Tax;
Gasoline Tax; and Fuel Tax

Telephone (334) 832-1697
FAX (334) 832-1223
Website www.mc-ala.org

MEMORANDUM

DATE: August 20, 2012

TO: John A. Mitchell, Sr.
Deputy Administrator

FROM: Terri A. Henderson 
Revenue Manager

RE: Revision of External Audit Services Agreement

This memo is submitted in follow up to our discussion today related to revisions needed to the current External Audit Services Agreement between the Montgomery County Commission and RiverTree Systems, Inc. The term of the proposed revised Agreement will remain the same as the current March 28, 2011 Agreement which is currently set to continue in effect through March 31, 2014. The proposed revised Agreement is needed to add language to ensure compliance with the Code of Alabama (1975) and ALTIST requirements specific to bonding and licensing requirements applicable to private auditing and examining firm. Please note that the proposed revised Agreement attached has already been discussed with and reviewed by Ms. Constance Walker with Haskell Slaughter Young & Gallion, LLC. A copy of this proposed revised Agreement has also been provided to RiverTree Systems, Inc. this afternoon.

I would respectfully request that this proposed revised Agreement be included on the agenda for the Montgomery County Commission meeting on August 24, 2012, or as soon as possible thereafter.

Thank you in advance for your consideration and assistance with this matter.

tah/attachments

STATE OF ALABAMA }
COUNTY OF MONTGOMERY }

AGREEMENT FOR EXAMINATION SERVICES

THIS AGREEMENT made and entered into on this the ____ day of _____ 2012 by and between the Montgomery County Commission ("COUNTY"), hereinafter referred to as the "Client", and **RIVERTREE SYSTEMS, INC.**, an Alabama corporation (hereinafter referred to as "**RIVERTREE**"). This Agreement shall supersede and take the place of the Agreement between the above parties dated March 28, 2011 attached hereto.

1. The Client desires to provide for the collection of all local taxes and fees, regardless of the jurisdiction in which a taxpayer subject to the Client's taxing power maintains its principal office, to provide that all taxpayers are treated equally and to provide that all tax related ordinances are uniformly and consistently applied. In order to accomplish these goals and objectives, the Client desires to retain the services of a company legally qualified as a "private auditing or collecting firm" as defined in the Alabama Taxpayers' Bill of Rights and Uniform Revenue Procedures Act, Code of Alabama (1975) §40-2A-1 et seq. (hereinafter the "Taxpayers' Bill of Rights") to perform audits and examinations of such taxpayers' books and records.

2. RIVERTREE is qualified as a private auditing or collecting firm under the Taxpayers' Bill of Rights and, as such, provides collection, examining and consulting services for local governments throughout the State of Alabama. RIVERTREE has represented to the Client that (i) it is knowledgeable of all laws and regulations applicable to private auditing or collecting firms, (ii) it provides its services in full compliance with all applicable laws and

regulations, and (iii) it obtains all of the legally required certifications, fidelity bonds, and legal letters of authority to act as a private auditing or collecting firm.

3. The Client desires to retain RIVERTREE as a private auditing firm to provide tax auditing and examination services under the terms and conditions, of this Agreement.

NOW, THEREFORE, PREMISES CONSIDERED, RIVERTREE and the Client hereby agree as follows:

1. **RIVERTREE SYSTEMS, Inc.** The Client and RIVERTREE hereby agree that RIVERTREE will provide the following services:
 - a) Identify and prepare a written list of "taxpayer candidates for examination "based on objective criteria to be agreed upon by RIVERTREE and the Client in advance of such work.
 - b) Pursuant to Code of Alabama (1975) §40-2A-13(d) upon first contact with the taxpayer, RIVERTREE shall disclose in writing the identity of the Client and all other clients represented by RIVERTREE and shall provide a copy of appropriate written authorization of RIVERTREE's representation from the Client and from any such other client.
 - c) Inspect and examine on behalf of the Client, all books, records and other documents of taxpayers assigned to be examined by the Client to determine to what extent, if any, the taxpayer owes the Client sales and use taxes, occupational taxes, license fees, lease taxes, tobacco taxes, gasoline taxes, and any other County tax, plus interest, penalties and other charges thereon, as directed by Client and in accordance with the ordinances, resolutions and regulations of the Client.
 - d) RIVERTREE acknowledges that Code of Alabama (1975) §40-2A-13(f) provides that when a private examining or collecting firm represents more than one county, city or town on the date it first contacts a taxpayer, the private examining or collecting firm shall examine the taxpayer's books and records for all such counties, cities or towns simultaneously. Therefore, when conducting examinations initiated by other RIVERTREE clients (counties or other cities and towns), RIVERTREE will include Client on the list of entities for which the examination is being conducted. In the event RIVERTREE examines a taxpayer on behalf of other RIVERTREE clients who have not enacted the same taxes as Client, then RIVERTREE's audit of such taxpayer shall include all such taxes of Client.

- e) Perform examinations of taxpayer's records in accordance with "*The Minimum Standard Examination Program*" established by the Alabama Local Tax Institute of Standards and Training (the "Minimum Standards").
- f) Report to the Client that information necessary for the Client to assess the taxpayer's sales and use taxes, license fees, lease taxes, and all other County taxes, plus interest, penalties and other charges thereon for transactions which RIVERTREE reasonably believes may have resulted in an obligation of the taxpayer to pay such taxes to the Client.
- g) Prepare and present to the Client a "Findings Report," which shall include, at a minimum, all information required to prepare a written report under the Minimum Standards and a summary thereof on each examination performed. In the event RIVERTREE's audit indicates that a particular taxpayer has no tax Liability to the Client, RIVERTREE shall provide the Client a written report including the name of the taxpayer audited, the types of tax for which the taxpayer was examined and found to have no liability, and the audit period.
- h) Provide full cooperation to the Client in the preparation of any legal documents, attend any judicial, administrative, departmental, appellate or other legal hearings and be available to testify at hearings that may be required to collect any amounts due to the Client from the taxpayer.
- i) Pursuant to the Code of Alabama (1975) §40-2A-1 3(h) RIVERTREE shall notify the taxpayer if any tax overpayments are discovered and the taxpayer is due any refunds from the Client, or if the taxpayer owes any tax to the Client.
- j) Any additional or incidental services which are allowable by law and are reasonably necessary in order to carry out RIVERTREE's obligations under this Agreement.

RIVERTREE shall collect all taxes with checks payable to the MONTGOMERY COUNTY COMMISSION.

2. **Compensation.** It is understood that each RIVERTREE client will only pay a prorated portion of total audit costs when RIVERTREE is conducting examinations for multiple clients at one time. Client agrees to pay RIVERTREE its prorated portion of each audit's total audit costs which shall consist of **seventy-five dollars (\$75.00) per hour.**

RIVERTREE shall be paid monthly based upon hours worked submitted to the Client by the fifteenth (15th) day of the month for the month next proceeding. The parties

acknowledge that the Code of Alabama (1975) §40-2A-6 specifically prohibits the Client from entering into any contract or arrangement with a private examining or contracting firm for the examination of a taxpayer's books on a contingency fee basis and agree that RIVERTREE's compensation under this Agreement is not in any way contingent upon or otherwise related to the amounts discovered during examinations nor contingent upon or related to amounts finally received by the Client.

3. **Representations and Warranties.** RIVERTREE represents and warrants as follows:

- a. RIVERTREE is a corporation valid and existing and in good standing under the laws of the State of Alabama.
- b. As of the effective date of the Agreement, RIVERTREE and any employee, agent, or independent auditor/examiner of RIVERTREE providing services under this Agreement, shall have obtained all licenses and bonds necessary or appropriate to perform RIVERTREE's obligations under this Agreement and all such licenses and bonds shall be current and in good standing, and shall be maintained throughout the term of this Agreement.
- c. RIVERTREE and its employees, agents and independent auditors/examiners agree to comply with all current and future laws, rules and regulations applicable to all services provided by RIVERTREE under this Agreement, including, but not limited to, the Local Tax Simplification Act of 1998, the Alabama Local Tax Procedures Act of 1998 and the Taxpayers' Bill of Rights as currently in effect and hereafter amended.
- d. RIVERTREE agrees to comply with all laws and regulations relating to the employees of RIVERTREE, including, without limitation, all tax withholding requirements and worker's compensation laws.

4. **Change in Law.** The parties agree that in the event of any conflict between the requirements of any applicable law and the terms of this Agreement, then the requirements of such applicable law shall control. If any law applicable to the services provided by RIVERTREE under this Agreement shall be amended, or otherwise changed following the effective date of this Agreement, and the Client, in its sole discretion,

determines that such amendment, modification or change in the law shall impair or frustrate the Client's purposes for entering into this Agreement, then the Client shall have the option to terminate this Agreement as provided in Paragraph 10 below.

5. **Requirements of Examiners.** All examiners employed by RIVERTREE shall meet all requirements of the Taxpayers' Bill of Rights and other current or future applicable law. At a minimum, all such examiners shall (i) be certified public accountants or accountants licensed by the State Board of Public Accountants, or (ii) be certified by the Alabama Local Tax Institute of Standards and Training, and (iii) maintain fidelity bonds in accordance with the Code of Alabama (1975) §40-23-30, as currently in effect and hereafter amended, and (iv) maintain a business license as required by Code of Alabama (1975) §40-12-2, as currently in effect and hereafter amended. If any assessment based on an audit by RIVERTREE is invalidated due to lack of proper certification of RIVERTREE's auditors, RIVERTREE must either provide an audit of the assessed taxpayer conducted by a certified auditor or reimburse Client for all amounts paid to RIVERTREE in connection with the audit. RIVERTREE shall indemnify and hold Client harmless from any loss in revenues arising from or in connection with any invalidated assessment based upon an audit conducted by RIVERTREE if such invalidation is due to lack of proper certification of RIVERTREE's auditors or due to any other fault of RIVERTREE.

6. **Inspection.** The Client reserves the right at all reasonable times to inspect the documents, information, taxpayer examination system and procedures of RIVERTREE to ensure that RIVERTREE and its employees, agents, and independent auditors/examiners are complying with the terms of this Agreement and all applicable laws. Any such inspection or any lack of inspection by the Client, however, shall not be deemed to waive the requirements

of, or excuse the foregoing from complying with, the terms of this Agreement and all applicable laws.

7. **Confidentiality of Tax Information.** RIVERTREE and its employees, agents, and independent auditors/examiners shall not print, publish or divulge the return of any taxpayer or any part of a return or any information or data supplied by the Client or secured in arriving at the amount of the tax value reported and shall act in conformance with all current and future federal, state and local laws and regulations concerning the confidentiality of tax information, including, but not limited to, the Taxpayers' Bill of Rights (collectively, the "Confidentiality Laws"). All principals, officers, employees and independent auditors/examiners of RIVERTREE involved with the services provided by RIVERTREE under this Agreement, prior to undertaking such services, shall execute an agreement in form and context acceptable to the Client binding such principals, officers, employees and independent auditors/examiners to observe the Confidentiality Laws.

8. **Independent Contractor.** The parties agree that RIVERTREE is and shall at all times be considered an independent contractor and neither it nor its employees or its independent auditors/examiners shall be considered employees of the Client or entitled to any rights or benefits accorded to employees of the Client. RIVERTREE and the Client affirm that this Agreement does not create a partnership or joint venture and that no expressed, implied or apparent rights are intended to inure to any third parties under the terms and conditions herein.

9. **Term.** This Agreement shall be effective as of the date set forth in the preamble hereto and shall continue in effect through March 31, 2014 unless terminated as herein provided. Pursuant of the Code of Alabama (1975) §40-2A- 1 2, this Agreement shall not be

renewed or extended beyond such three (3) year term; provided, however, that the parties may negotiate a new contract concerning the subject matter of this Agreement to become effective following expiration of this Agreement.

10. **Default.** If RIVERTREE shall fail in any respect to comply with the terms of this Agreement, the Client shall notify RIVERTREE in writing of the matters with regard to which default is asserted, and RIVERTREE shall have thirty (30) days to cure such default. If RIVERTREE fails to either cure such default within said time, then the Client may terminate this Agreement at any time thereafter by giving written notice to RIVERTREE of its election to terminate.

11. **Termination.** Either party may terminate this Agreement by giving the other party written notice of termination at least sixty (60) days prior to the effective date of termination. Notwithstanding the foregoing, this Agreement shall be terminated automatically, without notice, if RIVERTREE, for any reason loses or foregoes its license required under Code of Alabama (1975) §40-2A-13 or §40-2A-14. RIVERTREE shall provide the Client all documentation, records, reports, and examinations as of the effective date of the termination with a final itemized statement of fees due.

12. **Assignment; Subcontracting of Services.** Client acknowledges and agrees that RIVERTREE may retain auditors or examiners on an independent contractor basis to provide the services described in this Agreement and Client consents to RIVERTREE's retention of such auditors or examiners provided, however, that any such auditor or examiner must meet all criteria applicable to auditors and examiners under law or under this Agreement and provided further that all terms and conditions of this Agreement, including but not limited to indemnities, applicable to services provided by RIVERTREE shall apply to any work

performed by such auditors and examiners. RIVERTREE shall maintain and, upon Client's request, shall provide to Client a list of all auditors and examiners authorized to provide services on behalf of RIVERTREE. Except as provided in this Paragraph 12, RIVERTREE shall not assign any of its rights or obligations under this Agreement or enter into an agreement with any person, entity or subcontractor to perform the obligations of RIVERTREE under this Agreement. Any such assignment or other agreement by RIVERTREE shall be null and void.

13. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and RIVERTREE.

IN WITNESS WHEREOF, the undersigned parties, through their duly authorized officers,
have executed this Agreement on the year and day first above written.

MONTGOMERY COUNTY COMMISSION

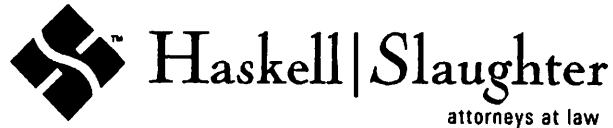
By: _____

Title: _____

RIVERTREE SYSTEMS, INC.

By: _____

Title: President



MONTGOMERY OFFICE
305 South Lawrence Street • Montgomery, Alabama 36104
Post Office Box 4660 • Montgomery, Alabama 36103-4660
f. 334.264.7945 • t. 334.265.8573
www.hsy.com

MEMORANDUM
August 30, 2012

TT6

TO: John Mitchell
FROM: Tommy Gallion

RE: Rivertree Systems, Inc – Agreement for Examination Services

I have reviewed the Agreement for Examination Services by and between Montgomery County Commission and Rivertree Systems, Inc. This new agreement will supersede and take the place of the prior agreement that was dated March 28, 2011. I changed the Agreement on page 8 under 13. Applicable Law and added the County's standard dispute resolution language. **I am enclosing the final draft for your convenience to make sure that the Agreement attached is the one that will be used for execution of the parties.**

It is my legal opinion that the Agreement is legal and binding on all parties. Further, I am of the opinion that the services provided for in this agreement are in the best interest of the public health, safety, education, morals, security, prosperity, contentment and the general welfare of the citizens of Montgomery County. I therefore see no reason why this agreement should not be executed if it is the desire of the Commissioners.

Attachment

50051-317
4632493_1

03:2 118 10 000702

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

SEP 10 2012

September 10, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator *DLM*

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) to:

C-2012-95: Alabama Jazz and Blues Federation, for the Jazz on the Grass Event - \$500; (Wilson)

NC-2012-119: BOE, Dannelly Elementary School, for Principal's Discretionary Fund - \$1,000; (Wilson)

NC-2012-120: BOE, Vaughn Road Elementary School, for Principal's Discretionary Fund - \$1,000; (Wilson)

NC-2012-121: BOE, Bear Exploration Center for Mathematics, Science and Technology, for Principal's Discretionary Fund - \$1,000; (Wilson)

NC-2012-122: BOE, Jefferson Davis High School, for Principal's Discretionary Fund - \$1,000; (Wilson)

DLM/tll

MEMORANDUM

To: Donald L. Mims, Administrator

From: Pat Silas, Purchasing Manager *pe*

Date: August 24, 2012

Subject: Circuit Clerks Office Workstations and
Judges Reception Stations

Request that approval to issue a purchase order to Steelcase, Inc., %Kyser Office Works, for the purchase, delivery, and installation of Workstations for the Circuit Clerks Office and Judges Reception Stations on the 3rd Floor, Annex I, in the amount of \$55,125.08, be placed on future agenda for a County Commission meeting.

This will be a purchase from the State of Alabama Contract #T390, #4012023, Line #626, Commodity Code 425-00-091688 which is workstations and reception stations only and does not include any other furniture like chairs, cabinets, etc.

Coordination of award made with you and Judge Charles Price.

MEMORANDUM

To: Donald L. Mims, Administrator

From: Pat Silas, Purchasing Manager *ps*

Date: August 21, 2012

Subject: RFP No. 52601-12P-017, Management and
Operation of a Community Day Treatment
Program

Request approval of award on the above referenced RFP, to the only proposal received, The Bridge, Inc., for the annual amount of \$450,000.00, be placed on future agenda for a County Commission meeting. (Copy of spread sheet attached)

This will be a one (1) year contract with the option to renew for an addition two (2) years, in one year periods, providing funds are made available by the Alabama State Legislature. A price escalation may be allowed but shall not exceed 5% per year.

Coordination of award made with Mr. Bruce Howell, Juvenile Court Administrator.

Attachment

[illegible]

5-2

SEP 10 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 7

DEPARTMENT:	Sheriff's Office	REVIEWED:	S. Thomas	8/27/2012
DATE:	8/27/2012	Finance Director		Date
REQUESTED BY:	Sheriff D. T. Marshall	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Advertising	001-52110.253	0	20,000	20,000
Fund Balance	001.35900		-20,000	-20,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		0	0	0

JUSTIFICATION:

To provide funding for an advertising campaign for correctional officer recruitment.

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

Agenda

SEP 10 2012

DATE: September 4, 2012
TO: Donnie Mims – County Administrator
FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections
SUBJECT: Commission Agenda Item - Request for Commission to Consider a
Position Fill Request for Community Corrections Officer

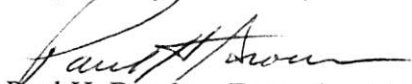
Mr. Mims:

Please find attached a Position Fill Request Form for the position of Community Corrections Officer. This Position Fill Request is intended to fill the position vacated by the sudden and untimely resignation of Mr. Eric Williams which became effective the close of business, Thursday July 19, 2012 (immediate).

This position is critical to maintain operational efficiency in the Jail and Prison Diversion Caseloads, provide adequate coverage of the 6 Circuit Courts Criminal Dockets, maintain a Staff to offender ratio that allows for Case Managers to meet the ADOC minimum standards, and help to achieve our overarching objective of protecting public safety. This position is also critical to maintaining our ability to meet the requisite objectives of our anticipated FY12-13 contract for services between the MCCPCA Board and the Alabama Department of Corrections – Division of Community Corrections. The Community Corrections Department is expected to receive in excess of \$320,000 reimbursement from the State of Alabama Department of Corrections for the offender supervision services provided by this position and three other designated Community Corrections Officers.

The MCCPCA Board met on August 14, 2012 at its regular scheduled meeting and voted their approval for me to proceed to the County Commission to make this request to fill the vacant position. I briefed the Commission on August 27th regarding the need to fill this position. I am now requesting that this matter be placed on the next Commission Agenda for consideration.

Respectfully submitted,



Paul H. Brown – Executive Director

PAUL BROWN - EXECUTIVE DIRECTOR
(334) 832-7730 • FAX (334) 832-7176
JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE
PROGRAM GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-
TRIAL RELEASE

POSITION FILL REQUEST

DEPARTMENT: Community Corrections

ORIGINAL

DEPARTMENT HEAD: Paul H. Brown

SUPERVISOR: Paul H. Brown

COMPLETED ACTION DATES

1. ___ dept request
2. ___ admin review
3. ___ pers dept
4. ___ cert to admin
5. ___ dept selection
6. ___ final review

1. POSITION TITLE: Community Corrections Officer

POSITION NUMBER: 300359011

PROPOSED EFFECTIVE DATE: September 24, 2012

TYPE OF APPOINTMENT (XX) Permanent

() Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(XX) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A06-51 \$34,563 - \$49,201

Department Head

8/1/12
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by

Date

() Payroll entered by

Date

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

SEP 10 2012

September 6, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

During the August 27, 2012 County Commission meeting, the Commission agreed to place two Position Fill Requests for Corrections Officer, Corporal, Position Numbers 009 and 043, on the next agenda for the Detention Facility.

I am requesting approval of these items.

DLM/tn

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. Position Title Corrections Officer, Cpl.

Position Number 009

Proposed Effective Date June 25, 2012

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
- () Open Competitive Register () Reemployment

Pay Grade \$31,837 - \$45,321 Pay Grade PC2

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and regulations, Rule VI, Section 10 (A-promotions)

Date June 21, 2012

D. T. Marshall
Department Head RA

2. Administrative Review

- () Approved
- () Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates

Open-Competitive _____ Candidates

Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____ Date _____
- () Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. Position Title Corrections Officer, Cpl.

Position Number 043

Proposed Effective Date August 6, 2012

Type of Appointment (☒) Permanent () Temporary

Recruiting

- (☒) Promotional Register () Transfer
() Open Competitive Register () Reemployment

Pay Grade \$31,837 - \$45,321 Pay Grade PC2
Pay step to be based upon City and County of Montgomery Personnel
Board Rules and regulations, Rule VI, Section 10 (A-promotions)
D T Marshall Date July 27, 2012
Department Head *DM*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____



REESE MCKINNEY, JR.
JUDGE OF PROBATE
MONTGOMERY COUNTY

Agenda

SEP 10 2012

September 4, 2012

Montgomery County Commission
C/O Donnie Mims
County Administrator
Montgomery County Commission
101 South Lawrence St.
Montgomery, Alabama 36104

RE: Position Fill Request

Dear Chairman:

Please approve the position fill request for a Customer Service Clerk that was presented to the Commission on 27 August 2012.

Regards,

Malcolm Richard
Assistant Chief Clerk
Montgomery County Probate Court

POSITION FILL REQUEST

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Reese McKinney, Jr.

SUPERVISOR: Wells Robinson

COMPLETE ACTION DATES

- 1.__dept request
- 2.__admin review
- 3.__pers dept
- 4.__cert to admin
- 5.__dept selection
- 6.__final review

1. POSITION TITLE: CSC

POSITION NUMBER: 750016034

PROPOSED EFFECTIVE DATE: 14 August 2012

TYPE OF APPOINTMENT: x PERMANENT TEMPORARY

RECRUITING:

Promotional Transfer

Transfer

☐ **Open Competitive Register**

PAY GRADE: A03 *Step 1*

APPOINTING AUTHORITY

8/14/12
Date

2. ADMINISTRATIVE REVIEW

APPROVED

DISAPPROVED

FUNDING AUTHORITY

Date _____

3. CERTIFICATION

Promotional Candidates

Open-Competitive _____ **Candidates**

Transfer	Candidates

PERSONNEL DIRECTOR

Date

4. SELECTEE:

APPOINTING AUTHORITY

Date _____

5. _____ Manpower data entered by _____

Date _____

____ Payroll entered by ____

Date _____

ELTON N. DEAN, SR.
CHAIRMAN

REED INGRAM
VICE CHAIRMAN

DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda

SEP 10 2012

September 6, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

During the August 27, 2012 County Commission meeting, the Commission agreed to place two Position Fill Requests for Clerk Typist II, Position Number 136 and Fingerprint Classifier, Position Number 0465, on the next agenda for the Sheriff's Office.

I am requesting approval of these items.

DLM/tn

POSITION FILL REQUEST

ORIGINAL

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. Position Title Clerk Typist II

Position Number 136

Proposed Effective Date August 6, 2012

Type of Appointment (☒) Permanent () Temporary

Recruiting

- () Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment

Pay Grade \$24,414 - \$34,753 A03

D T Marshall Date July 31, 2012
Department Head DT

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee:

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. Position Title Fingerprint Classifier

Position Number 0465

Proposed Effective Date August 6, 2012

Type of Appointment (☒) Permanent () Temporary

Recruiting

() Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment

Pay Grade \$30,785 - \$43,823 Pay Grade A05

D T Marshall Date July 27, 2012
Department Head RA

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Agenda

SEP 10 2012

Date: August 29, 2012

To: Donald L. Mims, Administrator

From: Judge Reese McKinney, Jr.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: AUM Techna Center - Montgomery, AL

Departure Date: September 24, 2012

Return Date: September 25, 2012

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend MS Outlook 2010 Intermediate class

Traveler (s) Name: 1. Kim Brown 4. _____
2. Virginia Davis 5. _____
3. Melissa Harville 6. _____

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

Total (est.) Cost: \$810.00 Advance Registration Required: \$810.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: _____

To: Judge Reese McKinney, Jr.

From: Donald L. Mims, Administrator

The above request is app. 09/10/12 reimbursement of actual and necessary expenses in the
approximate amount of \$810.00 and advance registration of \$810.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51300.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$7,500.00

Approved Requests: \$5,939.10

Budget Available: \$1,560.90

Current Requests: \$1,406.00

Budget Balance: \$154.90

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/29/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

SEP 10 2012

Request # 11

Date: August 29, 2012

To: Donald L. Mims, Administrator

From: George C. Speake, County Engineer

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Southern Union State Community College, Opelika, AL

Departure Date: October 3, 2012

Return Date: October 4, 2012

Conference Leave (Days / Hours): 2 days

Purpose of Travel: Attend ALDOT Bridge Inspection Refresher Course

Traveler (s) Name:

1. Perry L. McGough

4. David B. Price

2. Donald Cook

5. Jason Jackson

3. Chadwick DeFoor

6. _____

Check Mode of Transportation:

County Vehicle

☒

Commercial Air

☐

Private Vehicle

☐

Other (Specify)

☐

Total (est.) Cost: \$0.00

Advance Registration Required: \$0.00

Department Name: Engineering Department

Fund Name: Gasoline Tax

Additional Comments:

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 09/10/12 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 111-53600.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$5,000.00

Approved Requests: \$3,475.00

Budget Available: \$1,525.00

Current Requests: \$0.00

Budget Balance: \$1,525.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/29/2012

cc: Finance Director / Buyer

11-2