

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JULY 20, 2015

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
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Research Manager Charlie Bass with the Montgomery Area Chamber of Commerce
Director of Retention Jessica G. Horsley with the Montgomery Area Chamber of
Commerce
Britton P. Henig and John Mazyck with The Frazer Lanier Company and Executive Vice
President Neill Wright with Liberty Bank
Attorney Clinton Graves with Gilpin Givhan, PC
Probate Judge Steven L. Reed and Director of Elections Daniel Baxter

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Walker

Pledge of Allegiance Led By Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of July 6, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Insolvents, Errors and Taxes in Litigation for 2014 and Uncollected Insolvents and Taxes in Litigation for Previous Year(s) and Related Resolution, Revenue Commissioner's Office
2. Consider Agreement with the State of Alabama Department of Examiners of Public Accounts Regarding Reimbursement of Costs Associated with the Annual Audit of Federal Financial Assistance Received by Montgomery County, County Commission
3. Consider Amendment Number 4 to Contract with Topco Pest Control Services, for Pest Control Service (Contract #51100-13B-024), County Commission
4. Consider Change Order Number 5 to the Agreement with Holley-Henley Builders, Inc., Regarding Renovations and Alterations to the Montgomery County Greil Mansion for the Montgomery County Public Defender's Office, County Commission
5. Consider the 2015-2016 Annual Community Corrections Plan, Community Corrections
6. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
7. Consider Payment to the City of Montgomery Not to Exceed \$4,800 for the Proposed Efforts of CH2M Hill Regarding the Downtown Environment Project, Risk Management
8. Consider Additional Step Increase with Promotional Pay Increase for Payroll and Benefits Manager, Finance Department
9. Consider Position Fill Requests – Detention Facility (3)
 1. Corrections Officer Corporal, Position Number 14
 2. Corrections Officer Trainee/Corrections Officer, Position Number 182
 3. Corrections Officer Trainee/Corrections Officer, Position Number to be Determined
10. Consider Position Fill Requests – Sheriff's Office (2)
 1. Deputy Sheriff Corporal, Position Number 56
 2. Deputy Sheriff Trainee/Deputy Sheriff, Position Number to be Determined

11. Consider Position Fill Request for Payroll and Benefits Assistant, Position Number 210112001, Finance Department
12. Consider Position Fill Request for Court Operations Clerk I, Position Number 900377074, Youth Facility
13. Consider Travel/Training Requests (12)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

**Recess to Special Call Meeting of the Montgomery County Emergency
Management Communications District Board**

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

City-County Personnel Director Carmen Douglas
Director of Risk Management Scott Kramer

Reports from Staff:

Deputy Administrator
County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

JULY 20, 2015

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.

AUGUST 3, 2015

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.

AUGUST 17, 2015

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 7, 2015

County Holiday (Labor Day)

SEPTEMBER 8, 2015

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 21, 2015

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 Appraiser II's – Appraisal Department
Fill action continues for 1 IT Technician – Information Systems
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Community Corrections Technician – Community Corrections
Fill action continues for 32 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 3 Clerk II's – Detention Facility
Fill action continues for 2 Corrections Officer Corporals – Detention Facility
Fill action continues for 1 Corrections Officer Sergeant – Detention Facility
Fill action continues for 3 Maintenance Mechanics – Detention Facility
Fill action continues for 1 Stores Clerk I – Detention Facility
Fill action continues for 1 Legal Support Assistant – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
Fill action continues for 3 Investigator I – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 1 CREO I – Engineering Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 1 Personnel Associate – Personnel Department
Fill action continues for 2 Customer Service Clerks – Probate Judge's Office
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Assistant Tag & License Supervisors – Probate Judge's Office
Fill action continues for 1 Customer Service Clerk (Part-Time) – Probate Judge's Office
Fill action continues for 1 County Archivist – Probate Judge's Office
Fill action continues for 1 Clerk III – Sheriff's Office
Fill action continues for 2 Court Security Officer's – Sheriff's Office
Fill action continues for 2 Clerk Typist II's – Sheriff's Office
Fill action continues for 2 Deputy Sheriff's (Part-Time) – Sheriff's Office
Fill action continues for 8 Deputy Sheriff / Deputy Sheriff Trainees – Sheriff's Office
Fill action continues for 1 Revenue Auditor – Tax and Audit Department
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I's – Youth Facility
Fill action continues for 1 Juvenile Detention Compliance Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 4 Juvenile Detention Officer's (Part-Time) – Youth Facility

July 20, 2015

AGENDA

JUL 20 2015

07-20-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-02-15

Check Number	To	Check Number
253946		253990
Total Checks Paid		\$186,773.25

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

AGENDA

JUL 20 2015

07-20-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-02-15

Check Number	To	Check Number
253991		254074
Total Checks Paid		\$1,213,252.85

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

AGENDA

JUL 20 2015

07-20-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-10-15

Check Number	To	Check Number
254075		254191
Total Checks Paid		\$630,734.27

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

AGENDA

JUL 20 2015

07-20-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-10-15

Check Number	To	Check Number
254192		254257
Total Checks Paid		\$208,889.94

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
07/10/15

Payroll Check Number	123243	To	Payroll Check Number	123350	\$ 64,495.29
Direct Deposits					\$ 854,920.25
Payroll Check Number	123351	To	Payroll Check Number	123375	\$ 243,424.91
Direct Deposits					\$ 356,989.62
Federal Deposits					\$ 335,939.85
Total Payroll Paid					\$ 1,855,769.92

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

AGENDA

JUL 20 2015

July 1, 2015

MEMORANDUM

TO: Elton Dean, Sr., Chairman

Cc: Montgomery County Commissioners
Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner, ACTA

SUBJECT: List of Insolvents, Errors, and Taxes in Litigation

Attached please find the County's List of Insolvents, Errors in Assessments, and Taxes in Litigation in accordance with the Code of Alabama, 1975 §40-5-23. These lists have been prepared for your review and examination. If there are any changes or corrections, please let me know.

In addition, we request approval at the next County Commission meeting of the State DFC 22 Form entitled "Insolvents, Errors and Taxes in Litigation for 2014 and Uncollected Insolvents and Taxes in Litigation for Previous Year(s)" and the associated County Resolution.

Attachments

H1

**INSOLVENTS, ERRORS AND TAXES IN LITIGATION FOR 2014 AND
UNCOLLECTED INSOLVENTS AND TAXES IN LITIGATION FOR PREVIOUS YEAR(S)**

THE STATE OF ALABAMA

Montgomery County County

BE IT REMEMBERED, That at the meeting of the Board of County Commissioners of said County, held on this 6TH day of JULY 20 15, Janet Buskey, Revenue Commissioner of said County, made her report of "Insolvents", "Errors in Assessment" and "Taxes in Litigation" on taxes for the current year 2014, as required by Code of Ala. 1975, Section 40-5-23. And after a careful and rigid examination of said reports by said Board, it was considered and adjudged that said Revenue Commissioner be allowed credit on her final settlement with the Comptroller for the following amounts:

Insolvents: State Taxes--- General-----	\$	<u>\$18,810.88</u>
--- Soldier-----	\$	<u>\$7,524.35</u>
--- School-----	\$	<u>\$31,983.34</u>
Errors in Assessments: State Taxes--- General-----	\$	<u>\$308,759.85</u>
--- Soldier-----	\$	<u>\$123,503.94</u>
--- School-----	\$	<u>\$719,520.00</u>
Taxes in Litigation: State Taxes--- General-----	\$	<u>\$2,535.55</u>
--- Soldier-----	\$	<u>\$1,014.22</u>
--- School-----	\$	<u>\$3,042.66</u>

And said Revenue Commissioner has also made her report for final allowance of the uncollected balances of Insolvent Taxes for the previous year 2013, as required by Code of Ala. 1975, Section 40-5-29; and the Board thereupon made the following allowances to said Revenue Commissioner of such Insolvent Taxes as she may have been unable to collect, as follows:

State Taxes--- General-----	\$	<u>\$13,285.58</u>
--- Soldier-----	\$	<u>\$5,314.23</u>
--- School-----	\$	<u>\$15,942.69</u>

And said Revenue Commissioner is also allowed credit for the following taxes in litigation for the previous year(s) which she has been unable to collect as follows:

		General		Soldier		School
2013	\$	<u>23,757.34</u>	\$	<u>9,502.94</u>	\$	<u>28,508.81</u>
_____	\$	_____	\$	_____	\$	_____
_____	\$	_____	\$	_____	\$	_____
_____	\$	_____	\$	_____	\$	_____

Given under my hand this 6th day of JULY 20 15

Presiding Officer

See Code of Ala. 1975, Sections 40-5-23, 40-5-24, and 40-5-25 as to taxes of current year and Sections 40-5-26, 40-5-28 and 40-5-29 as to insolvent taxes and taxes in litigation of previous year(s).

RESOLUTION

WHEREAS, Janet Y. Buskey, Revenue Commissioner of Montgomery County, made her report of "Insolvents" and "Errors in Assessment" on taxes for the year 2014, as required by the Code of Alabama, 1975, Section 40-5-23, and

WHEREAS, after a careful examination of said report by the County Commission of Montgomery, such report was found to be in order and recommended for approval.

NOW, THEREFORE, BE IT RESOLVED, that the said Revenue Commissioner be allowed on her settlement with the State Comptroller the following amounts:

INSOLVENTS:	County's General Fund	\$37,621.77
	County's Road & Bridge Fund	\$18,810.89
(Homestead Exemptions)	County's General Fund	\$ 0.00
	County's Road & Bridge Fund	\$ 0.00
ERRORS IN ASSESSMENTS:	County's General Fund	\$624,749.70
	County's Road & Bridge Fund	\$312,374.85
(Homestead Exemptions)	County's General Fund	\$5,004.00
	County's Road & Bridge Fund	\$2,502.00

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her report on "Lands Bid In" for the year 2014 that such report be and is hereby approved in the following amounts:

LANDS BID IN:	County's General Fund	\$4,662.90
	County's Road & Bridge Fund	\$2,331.45
(Homestead Exemptions)	County's General Fund	\$105.00
	County's Road & Bridge Fund	\$52.50

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her report of "Taxes in Litigation" for 2014, the County Commission does hereby judicially determine the correctness of the listed credits and does approve the same as follows:

TAXES IN LITIGATION:	County's General Fund	\$5,107.90
	County's Road & Bridge Fund	\$2,553.95
(Homestead Exemptions)	County's General Fund	\$49.40
	County's Road & Bridge Fund	\$24.70
(Refunds)	County's General Fund	\$56,029.40
	County's Road & Bridge Fund	28,014.70

(Homestead Exemptions)	County's General Fund	\$810,277.10
	County's Road & Bridge Fund	\$405,138.55
(Abatements)	County's General Fund	\$1,435,234.10
	County's Road & Bridge Fund	\$717,617.05

BE IT FURTHER RESOLVED, that the said Revenue Commissioner, having made her Annual Report and submitted her list of "Insolvents", "Errors in Assessments", "Taxes in Litigations", "Lands Bid" and "Abatements" of accounts applicable to the State of Alabama and the Montgomery County Board of Education in addition to the amounts shown above for the County of Montgomery, that such report and amounts be and are hereby approved.

Adopted this day of July 2015.

MONTGOMERY COUNTY COMMISSION

BY: _____
Chairman

ATTEST: _____
County Administrator



Ronald L. Jones
Chief Examiner

Mailing Address:
P.O. Box 302251
Montgomery, AL 36130-2251

State of Alabama
Department of
Examiners of Public Accounts

Telephone (334) 242-9200
FAX (334) 242-1775

AGENDA

JUL 20 2015

Location:
Gordon Persons Building
50 North Ripley Street, Room 3201
Montgomery, AL 36104-3833

June 18, 2015

Hon. Elton Dean, Sr., Chairman
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Dean:

Enclosed is the agreement between the Department of Examiners of Public Accounts and the Montgomery County Commission for an audit of the federal assistance received by your office.

Please **sign and date** the two (2) copies of the agreement and **return one (1) copy** to the County Audit Division of our Department.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Hall".

James E. Hall, CPA
Director County Audit Division

JEH/np

Enclosure

2015 JUL 22 AM 8:51

STATE OF ALABAMA
MONTGOMERY COUNTY

AGREEMENT

This agreement by and between the Department of Examiners of Public Accounts (EPA) and the Montgomery County Commission (MCC) becomes effective upon full execution.

It is agreed that the EPA will audit the MCC for the one (1) year period October 1, 2013 through September 30, 2014. The audit will encompass a financial audit in Accordance with Government Auditing Standards issued by the Comptroller General of the United States, an audit of compliance with applicable laws and regulations of the State of Alabama, and an audit of compliance with applicable laws and regulations of the Federal Government in Accordance with OMB Circular A-133 and the Single Audit Act Amendments of 1996.

MCC agrees to reimburse EPA for its necessary and reasonable costs to conduct the audit, which include personnel costs and travel expenses incurred at amounts authorized by the State Travel Law. The maximum cost of this agreement to MCC shall not exceed eleven thousand eight hundred sixty-eight dollars (\$11,868.00). MCC agrees to pay 80% of the cost of this agreement upon full execution and 20% after completion of fieldwork as evidenced by invoices from the Department of Examiners of Public Accounts.

EPA agrees to furnish all required copies of audit reports to federal grantor agencies in addition to copies provided to MCC.

EPA agrees that all working papers shall be made available upon request for review by the federal grantor agencies consistent with State Law. EPA agrees to retain all working papers and reports for a minimum of five (5) years from the date of the audit report unless EPA is notified in writing to extend the retention period.

EPA agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer

and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, EPA shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with EPA's hiring practices to execute an affidavit to this effect on the form supplied by the MCC and return the same to the MCC. EPA shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the MCC may require to confirm EPA's enrollment in the E-Verify Program. EPA agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If EPA receives actual knowledge of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the MCC and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. EPA shall require each of its subcontractors, or other parties with whom it has a contract, to act in a similar fashion. If EPA violates any term of this provision, this Agreement will be subject to immediate termination by the MCC. To the furthest extent permitted by law, EPA shall defend, indemnify and hold harmless the MCC from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in

any way related to EPA's failure to fulfill its obligations contained in this paragraph.

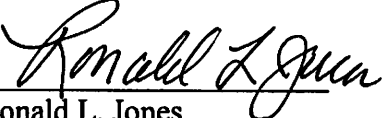
MCC agrees to make available to EPA all financial and operating data determined necessary by EPA to conduct the audits. MCC agrees to provide a working area for personnel of EPA, which facilitates efficient fieldwork.

This agreement and all promises by MCC are made subject to availability of sufficient funds.

The parties shown below have executed this agreement to become effective on the date specified previously and under all conditions described herein.

IN WITNESS THEREOF, the parties hereto have affixed their hands and seals as of the dates of the signatures below.

STATE OF ALABAMA
Department of Examiners
of Public Accounts



Ronald L. Jones
Chief Examiner

Date: 6/18/15

Montgomery County Commission

Elton Dean, Sr.
Chairman

Date: _____

AGENDA

JUL 20 2015

Memorandum

To: Donald L. Mims, County Administrator
From: Myrtle Singleton, Purchasing Manager *ms*
Date: June 22, 2015
Re: Contract No. 51100-13B-024
Pest Control Service

Request the attached Amendment No. 4 to be considered for approval on a future agenda.

This will allow for the contract with Topco Pest Control to be extended for one (1) year, beginning September 1, 2015 and ending on August 31, 2016.

Topco Pest Control would like to increase prices by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

Amendment has been coordinated with Derrick Cunningham, Sheriff.

Attachment

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

**Amendment
To
Contract # 51100-13B-024**

Amendment No. 4

Contract for pest control services, is hereby extended for (1) year beginning September 1, 2015 and ending August 31, 2016:

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

All other provisions of the contract will remain the same.

WITNESS:

TOPCO PEST CONTROL SERVICES

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

TOPCO PEST CONTROL, INC.

1577 EAST ANN STREET
MONTGOMERY, ALABAMA 36107

Telephone 334-263-1070

Email topcops@bellsouth.net

June 10, 2015

MS Myrtle Singleton, Purchasing
Montgomery County Commission
P.O. Box 1667
Montgomery, Ala 36102-1667

Dear MS Singleton:

Re: Bid No: 51100-13B-024, Pest control Service.

Thank you for your letter of June 2, 2015 (copy enclosed as ready reference) Please renew our Pest Control Contract for another year ie. from Sep.1,2015 to Aug.31,2016. We would like an increase in price for this service by 5% for all the buildings on the list. Please send us a renewal letter as soon as possible. Thank you indeed for giving us the opportunity to serve you.

Sincerely



R.S. Saini
Manager

Encl -1

Pest Controls Services for Montgomery County Buildings

1.	COURTHOUSE			
	251 SOUTH LAWRENCE STREET	QUARTERLY	\$ <u>66.15</u>	\$ <u>264.60</u>
	(104,550 S.F.)		Qtr.	Year
2.	ANNEX I, 100 SOUTH LAWRENCE ST.	MONTHLY	\$ <u>55.13</u>	\$ <u>661.56</u>
	(132,892 S.F.)		Month	Year
3.	ANNEX II, 125 WASHINGTON AVE.	QUARTERLY	\$ <u>44.10</u>	\$ <u>176.40</u>
	(23,400 S.F.)		Qtr.	Year
4.	ANNEX III, 101 S. LAWRENCE STREET	MONTHLY	\$ <u>55.13</u>	\$ <u>661.56</u>
	(73,972 S.F.)		Month	Year
5.	CARNEGIE BUILDING, 131 S. PERRY STREET	QUARTERLY	\$ <u>44.10</u>	\$ <u>176.40</u>
	(13,675 S.F.)		Qtr.	Year
6.	GREIL BUILDING, 305 S. LAWRENCE ST.	QUARTERLY	\$ <u>44.10</u>	\$ <u>176.40</u>
	(9,488 S.F.)		Qtr.	Year
7.	YOUTH FACILITY: 1111 AIRBASE BLVD.	MONTHLY	\$ <u>99.23</u>	\$ <u>1,190.76</u>
	(54,930 S.F.)		Month	Year
8.	YOUTH FACILITY: 5 MOBILE HOME UNITS LOCATED BEHIND YOUTH FACILITY BLDG.	MONTHLY	\$ <u>55.13</u>	\$ <u>661.56</u>
	(7,200 S.F.)		Month	Year
9.	KITCHEN AT CAMP DAVIS BEHIND THE YOUTH FACILITY (2,600 S.F.)	MONTHLY	\$ <u>22.05</u>	\$ <u>264.60</u>
			Month	Year
10.	ENGINEERING DEPT.; SIGN SHOP; 1800 TERMINAL ROAD (6880 S.F.)	MONTHLY	\$ <u>33.08</u>	\$ <u>396.96</u>
			Month	Year
11.	DISTRICT I, 1800 TERMINAL ROAD (6152 S.F.)	MONTHLY	\$ <u>33.08</u>	\$ <u>396.96</u>
			Month	Year
12.	DISTRICT II, MERIWETHER RD., PIKE RD. MONTHLY (256 S.F.)		\$ <u>33.08</u>	\$ <u>396.96</u>
			Month	Year

13.	DISTRICT III, HICKORY GROVE RD.,RAMER (7800 S.F.)	QUARTERLY	\$ <u>77.18</u> Qtr.	\$ <u>308.72</u> Year
14.	COUNTY SHOP, 1852 TERMINAL RD. (11,500 S.F.)	QUARTERLY	\$ <u>33.08</u> Qtr.	\$ <u>132.32</u> Year
15.	PROBATE, 5449 ATLANTA HWY. (6,800 S.F.)	MONTHLY	\$ <u>33.08</u> Month	\$ <u>396.96</u> Year
16.	PROBATE, 3032 WOODLEY ROAD (2,769 S.F.)	MONTHLY	\$ <u>33.08</u> Month	\$ <u>396.96</u> Year
17.	PROBATE/REVENUE BUILDING WEST-3075 MOBILE HWY. (9,076 S.F.)	MONTHLY	\$ <u>44.10</u> Month	\$ <u>529.20</u> Year
18.	REVENUE, 5447 ATLANTA HWY. (1,400 S.F.)	MONTHLY	\$ <u>22.05</u> Month	\$ <u>264.60</u> Year
19.	SHERIFF WAREHOUSE: 1050 DAY STREET ROAD (12,828 S.F.)	MONTHLY	\$ <u>44.10</u> Month	\$ <u>529.20</u> Year
20.	SHERIFF, FIRING RANGE JANET WARNER ROAD (1,875 sf); Training Facility-5,076 S.F.; Shooting House-2,000 S.F.; FAT's House – 736 S.F.; Storage Shed-240 S.F. TOTAL – 9,927 S.F.	QUARTERLY	\$ <u>38.59</u> Qtr.	\$ <u>154.36</u> Year
21.	SHERIFF'S OFFICE; SUB-STATION; RAMER, AL. - (1,066 S.F.)	QUARTERLY	\$ <u>33.08</u> Qtr.	\$ <u>132.32</u> Year
22.	PRESTWOOD BUILDING 350 ADAMS AVE. (9,776 S.F.)	MONTHLY	\$ <u>33.08</u> Month	\$ <u>396.96</u> Year
23.	COMMUNITY CORRECTIONS (EPSY BLDG.) 301 SOUTH MCDONOUGH STREET Front Bldg. – 5,152 S.F. Back Bldg. – 1,482 S.F.	MONTHLY	\$ <u>44.10</u> Month	\$ <u>529.20</u> Year

24.	CARE HERE HEALTH CLINIC			
	300S. HULL STREET	MONTHLY	\$ <u>33.08</u>	\$ <u>396.96</u>
	(2,552 S.F.)		Month	Year
25.	ANNEX IV – FAMILY JUSTICE CENTER			
	530 S. LAWRENCE STREET	MONTHLY	\$ <u>44.10</u>	\$ <u>529.20</u>
	(9,234 S.F.)		Month	Year
26.	BUILDING – 514 HERRON STREET	MONTHLY	\$ <u>22.05</u>	\$ <u>264.60</u>
	(1,200 S.F.)		Month	Year
TOTAL PRICE FOR THE YEAR – PART I				
				\$ <u>10,386.28</u>
PART II				
27.	DETENTION FACILITY- NEW -	MONTHLY	\$ <u>132.30</u>	\$ <u>1,587.60</u>
	(169,768 S.F.)		Month	Year
28.	DETENTION FACILITY, 250 S.			
	MCDONOUGH STREET	MONTHLY	\$ <u>661.50</u>	\$ <u>7,938.00</u>
	INCLUDES KITCHEN (91,008 S.F.)		Month	Year
TOTAL PRICE FOR THE YEAR – PART II				
				\$ <u>9,525.60</u>
PART III				
29.	FLATWOOD COMMUNITY CENTER	MONTHLY	\$ <u>47.25</u>	\$ <u>567.00</u>
	300 WILLIAMS DRIVE			
	MONTGOMERY, AL 36110			
TOTAL PRICE FOR THE YEAR – PART III				
				\$ <u>567.00</u>

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, 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

FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210

FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

JUL 20 2015

July 1, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

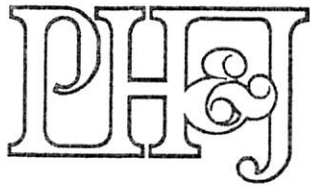
SUBJECT: Greil Mansion Change Order #5



Please find attached Change Order #5 to the contract for the renovation of the Greil Mansion. The change order reduces the contract amount by \$55.68 for a credit back from the floor repair allowance approved under Change Order #3.

I hereby request that approval of Change Order #5 be placed on the agenda for a future meeting of the Montgomery County Commission.

Attachment



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

807 SOUTH MCDONOUGH STREET • MONTGOMERY, AL 36104-5080 POST OFFICE BOX 215-36101
Tel 334/265-8781 / Fax 334/265-9208 • Email: phjarch@bellsouth.net • Website: www.phjarchitects.com

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

June 1, 2015

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, AL 36102-1667

RE: Renovations to the Griel Mansion for the Montgomery County Public Defenders
PH&J Project # 1208-GVG

Dear Mr. Mims:

Enclosed are four copies of **Change Order #5** on the above referenced project for your review and approval.

After the documents have been signed, please return to our office to my attention for further processing.

Thank you for your assistance in expediting these documents.

Sincerely,

Jennifer Segrest

Cc - file
Enclosures



AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):
Renovations & Alterations to the
Montgomery County Greil Mansion for
the Montgomery County Public
Defenders Office

CHANGE ORDER NUMBER: 005
DATE: April 17, 2015

OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO CONTRACTOR (Name and address):
Holley-Henley Builders, Inc.
438-A Twain Curve
Montgomery, AL 36117

ARCHITECT'S PROJECT NUMBER: 1208GVG
CONTRACT DATE: October 10, 2014
CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

DEDUCT: Credit back from floor repair allowance approved under Change Order #3.....\$55.68

TOTAL.....\$55.68

The original Contract Sum was	\$	354,585.00
The net change by previously authorized Change Orders	\$	62,412.74
The Contract Sum prior to this Change Order was	\$	416,997.74
The Contract Sum will be decreased by this Change Order in the amount of	\$	55.68
The new Contract Sum including this Change Order will be	\$	416,942.06

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PH&J Architects, Inc.
ARCHITECT (Firm name)

807 S. McDonough Street
Montgomery, AL 36104
ADDRESS

BY (Signature)

Patrick Addison, Vice President
(Typed name)

DATE

Holley- Henley Builders, Inc.
CONTRACTOR (Firm name)

438-A Twain Curve
Montgomery, AL 36117
ADDRESS

BY (Signature)

Hoyt Henley Jr., Vice President
(Typed name)

DATE

Montgomery County Commission
OWNER (Firm name)

P.O. Box 1667
Montgomery, AL 36101
ADDRESS

BY (Signature)

Elton Dean Sr., Chairman
(Typed name)

DATE

CHANGE ORDER NUMBER FIVE SUMMARY SHEET

Renovations and Alterations to the Griel Building
for the Montgomery County Public Defenders Office

PH&J #1208-GVG

<u>ITEM</u>	<u>RFP #</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>DAYS</u>
-------------	--------------	--------------------	-------------	-------------

Justification:

A	-	Credit Back from Floor Repair Allowance Approved Under Change Order#3 (\$14,000.00)	(\$55.68)	-
----------	---	--	-----------	---

The cost of actual floor repairs was \$13,944.32

TOTALS			(\$55.68)	0
---------------	--	--	------------------	----------

RFP = Request for Proposal Number

HOLLEY-HENLEY BUILDERS, INC.

P.O. DRAWER 210097
MONTGOMERY, AL 36121-0097

Phone: 334-272-2988
Fax: 334-270.0391

TITLE: Request for Proposal Allowance

REQUEST FOR PROPOSAL

NO. 3

PROJECT: GREIL
GRIEL MANSION RENOVATION

DATE: 04/03/2015

TO: Attn: Steven Hall
P H & J ARCHITECTS
P.O. BOX 215
MONTGOMERY, AL 36101

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
1 1	TOILET 009 - REMOVE PLASTER FROM MASONRY WALL		15.000 Sq. Ft.	5.00	75.00
2 2	TOILET 009 - CLEAN & PAINT BRICK AND REMAINDER OF WALLS & CEILING		315.000 Sq. Ft.	4.55	1,433.25
3 3	TOILET 010 - REMOVE PLASTER FROM MASONRY WALL		10.000 Sq. Ft.	5.00	50.00
4 4	TOILET 010 - CLEAN & PAINT EXPOSED BRICK & REMAINDER OF WALL & CEILING		401.000 Sq. Ft.	4.55	1,824.55
5 5	OFFICE 010 - REMOVE SHOE MOLD & TACK STRIPS		80.000 Sq. Ft.	1.25	100.00
6 6	OFFICE 010 - OVERLAY FLOOR WITH 3/8 PLYWOOD (GLUE & SCREW) TO EXISTING FLOOR		392.000 Sq. Ft.	5.00	1,960.00
7 7	OFFICE 010 - PATCH EXISTING FLOOR TO ACCEPT 3/8 PLYWOOD		22.000 Sq. Ft.	5.00	110.00
8 8	OFFICE 010 - REPLACE TACK STRIPS		84.000 Ft.	1.00	84.00
9 9	OFFICE 010 - REPLACE SHOE MOLD		84.000 Ft.	2.00	168.00
10 10	OFFICE 010 - PAINT SHOE MOLD		84.000 Ft.	2.00	168.00
11 11	OFFICE 010 - PROTECT EXISTING CARPET		1.000 Each	50.00	50.00

APPROVAL

By: _____

Hoyt Henley, Jr.

Date: _____

By: _____

Date: _____

45

HOLLEY-HENLEY BUILDERS, INC.

P.O. DRAWER 210097
MONTGOMERY, AL 36121-0097

Phone: 334-272-2988
Fax: 334-270.0391

TITLE: Request for Proposal Allowance

REQUEST FOR PROPOSAL

NO. 3

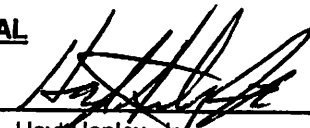
PROJECT: GREIL
GRIEL MANSION RENOVATION

DATE: 04/03/2015

TO: Attn: Steven Hall
P H & J ARCHITECTS
P.O. BOX 215
MONTGOMERY, AL 36101

Num	Item	Description	Ref	Qty	Unit	Unit Price	Amount
12	12	OFFICE 103 - PATCH RADIATOR HOLES WITH 4X4 METAL PATCH		16.000	Sq. Ft.	10.00	160.00
13	13	OFFICE 103 - REPLACE TACK STRIPS		53.000	Ft.	1.50	79.50
14	14	OFFICE 103 - REPLACE SHOE MOLD		53.000	Ft.	2.50	132.50
15	15	OFFICE 103 - PAINT SHOE MOLD		53.000	Ft.	2.00	106.00
16	16	OFFICE 104 - FIX BASE AT ENTRY		4.000	Ft.	30.00	120.00
17	17	OFFICE 105 - FIX THRESHOLD UNDER CARPET AT DOOR		1.000	Each	200.00	200.00
18	18	HALL 106 - TIGHTEN UP FLOOR AT ARCHWAY		1.000	Each	100.00	100.00
19	19	STAIR TO BASEMENT - STAIN FLOOR BOARDS TO MATCH REST OF FLOOR (VERY DIFFICULT TO MATCH EXISTING 50 YEAR OLD STAIN)		1.000	Each	50.00	50.00
20	20	CONFERENCE 114 - ADD SMALL PIECE OF WOOD AT NEW HVAC GRILL		1.000	Each	75.00	75.00
21	21	HALL 200 - REPAIR SOFT SPOT @ STAIR LANDING & OUTSIDE OFFICES 206 & 208		100.000	Sq. Ft.	5.00	500.00
22	22	HALL 200 - OVERLAY THE ENTIRE HALLWAY NOT A PATCH THAT WAS PRICED IN PREVIOUS PROPOSED C/O		250.000	Sq. Ft.	5.00	1,250.00

APPROVAL

By: 

Hoyt Henley, Jr.

Date: 4-3-15

By: _____

Date: _____

46

HOLLEY-HENLEY BUILDERS, INC.

P.O. DRAWER 210097
MONTGOMERY, AL 36121-0097

Phone: 334-272-2988
Fax: 334-270.0391

TITLE: Request for Proposal Allowance

REQUEST FOR PROPOSAL

NO. 3

PROJECT: GREIL
GRIEL MANSION RENOVATION

DATE: 04/03/2015

TO: Attn: Steven Hall
P H & J ARCHITECTS
P.O. BOX 215
MONTGOMERY, AL 36101

Num	Item	Description	Ref	Qty	Unit	Unit Price	Amount
23	23	OFFICE 201 - PATCH RADIATOR WITH METAL 4X4 PATCH TACKED TO EXISTING FLOOR		16.000	Sq. Ft.	10.00	160.00
24	24	OFFICE 201 - SLOPE THRESHOLD AT DOOR BETWEEN 201 & 208		1.000	Each	150.00	150.00
25	25	OFFICE 202 - PATCH HOLES AT ALCOVE AREA		25.000	Sq. Ft.	4.00	100.00
26	26	OFFICE 202 - SLOPE THRESHOLD AT ALCOVE AREA		25.000	Sq. Ft.	4.00	100.00
27	27	OFFICE 206 - REPLACE DAMAGED FLOORING IN FRONT OF EAST WINDOW		25.000	Sq. Ft.	5.00	125.00
28	28	OFFICE 207 - PATCH RADIATOR HOLES WITH 4X4 METAL PATCH TACKED TO EXISTING FLOOR		16.000	Sq. Ft.	10.00	160.00
29	29	OFFICE 207 - SLOPE STAIN OAK THRESHOLD AT DOOR BETWEEN 207 & 208		45.000	Sq. Ft.	10.00	450.00
30	30	OFFICE 208 - REMOVE CARPET REMNANTS AT CLOSED OFF DOOR		1.000	Each	20.00	20.00
31	31	OFFICE 208 - ADD MOULDING AT CLOSED OFF DOOR		10.000	Ft.	5.00	50.00
32	32	OFFICE 208 - PAINT MOULDING AT CLOSED OFF DOOR		10.000	Ft.	5.00	50.00
33	33	EXTRA DUMPSTER		1.000	Each	450.00	450.00

APPROVAL

By:

Hoyt Henley, Jr.

Date:

4-3-15

By:

Date:

HOLLEY-HENLEY BUILDERS, INC.

P.O. DRAWER 210097
MONTGOMERY, AL 36121-0097

Phone: 334-272-2988
Fax: 334-270.0391

TITLE: Request for Proposal Allowance

REQUEST FOR PROPOSAL

PROJECT: GREIL
GRIEL MANSION RENOVATION

NO. 3

DATE: 04/03/2015

TO: Attn: Steven Hall
P H & J ARCHITECTS
P.O. BOX 215
MONTGOMERY, AL 36101

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
34 34	ADDED SHOE MOULD THAT WAS REQUIRED ON SOME OFFICES AFTER CARPET WAS INSTALLED		325.000 Ft.	2.00	650.00
35 35	PROTECT CARPET FROM PAINT		325.000 Ft.	0.50	162.50
36 36	PAINT SHOE MOULD		325.000 Ft.	2.00	650.00
37 37	10% OVERHEAD		1.000	1,207.00	1,207.00
38 38	5% FEE		1.000	664.02	664.02
					\$13,944.32
					\$0.00
					\$13,944.32

APPROVAL

By: _____

Holly Henley, Jr.

Date: _____

4-3-15

By: _____

Date: _____

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

AGENDA

July 9, 2015

JUL 20 2015

TO: Elton Dean - Commission Chairman
Montgomery County Commission
Montgomery, Alabama

RE: Commission Agenda Item
Review and Approval of the 2015-2016 Annual Community Corrections Plan

Dear Chairman Dean:

Under the direction and guidance of the Montgomery County Community Punishment and Corrections Authority, the Montgomery County Community Corrections Department has prepared its annual Community Corrections Plan for submittal to the Montgomery County Commission and the Department of Corrections for approval. The approval of annual Community Corrections Plans by the County Commission and Alabama Department of Corrections are mandated for the Montgomery County Community Punishment and Corrections Authority to receive State funding for Jail/Prison diversion felony offenders on Community Corrections Supervision. We anticipate state funding/support for our program to be in excess of \$365,000 for the upcoming fiscal year.

The Montgomery County Community Corrections Department provides a variety of beneficial services to the Courts and the community which include: Pre-Trial Release, Community Service Restitution, County Probation, Drug Court support, GPS Electronic Monitoring of Offenders, administration of the E.V.E.N. Domestic Violence Education/Intervention Program, drug abuse screening, drug/alcohol abuse assessments, referrals to community-based providers for services and coordination and direct supervision of felony offenders diverted from incarceration in State prison. The Department is a participant in the local Healthy Minds Initiative and sponsored the successful demonstration project to help keep post-incarcerated individuals receiving mental health services from becoming reincarcerated. The Department provides vital offender monitoring, referral and supervision services to offenders predicated to help these individuals live a drug and crime free lifestyle while ensuring public safety. The local citizens as well as the State of Alabama benefit from the cost savings of placing non-violent offenders on Community Supervision in lieu of more costly incarceration.

The Montgomery County Community Corrections Department relies greatly on the administrative and financial support it receives from the Community Corrections Division of the Alabama Department of Corrections. The provision of these services helps to protect public safety while maintaining offender accountability.

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

5-1

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

The funds received from the Alabama Department of Corrections fully cover the cost of delivering services to the offenders for which we are reimbursed and also are used to offset other operational and administrative costs of providing Community Corrections services to Montgomery County as a whole.

The Alabama Department of Corrections Community Corrections Plan requires written evidence of approval of the Plan on the part of the County Commission. Confirmation of the Commission's approval of the Annual Plan is due by the close of business on Friday, July 31st, 2015. The MCCPCA Board met on June 9, 2015 and approved adoption and referral to the Commission (for final approval) the FY 2015-2016 annual plan for Montgomery County Community Corrections. I respectfully request that the Commission review and approval of the Plan be placed on the July 20, 2015 Agenda.

Respectfully submitted,



Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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AGENDA

JUL 20 2015

July 20, 2015

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) and to sign the contracts:

C-2015-77: National Institute for Human Development, Inc., for Computer Labs in Local Community Centers in Low Income Areas of Montgomery County - \$500; (Harris)

NC-2015-112: BOE, Sydney Lanier High School, for 2015-2016 Poets Athletic Program - \$250; (Hall)

DLM/tll

6-1

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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AGENDA

JUL 20 2015

June 26, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer *SK*
Director of Risk Management

SUBJECT: Invoice from CH2M Hill – Downtown Environmental Alliance

Last year, CH2M Hill was hired by the City of Montgomery to facilitate a public-private partnership to address the Downtown Environmental project. The goal of the Downtown Environmental Alliance has been to work towards getting this issue transferred to ADEM. CH2M Hill has provided expert technical advice, as well as additional testing to pinpoint the scope of future remediation efforts. In March of last year, the County Commission agreed to share this cost based on the 60/40 split not to exceed \$40,000. The latest invoice proposal, approximately \$12,000, from CH2M Hill is based on the following efforts:

- Continued coordination with the DEA members to finalize the agreements for public review
- Continuation of the bi-weekly conference calls for the DEA group through August 2015 (approximately 6 calls)
- 1-2 additional Meetings with ADEM to guide them through the agreement finalization and public Comment process
- Address any comment we may receive from the public comment period

I request approval of payment to the City of Montgomery for these proposed efforts of CH2M Hill not to exceed \$4,800 (40% of the invoice).

7-1

JUL 20 2015

Montgomery County Commission

Finance Department
P.O. Box 1667
Montgomery, Alabama 36102
Phone 334-832-1268
Fax 334-832-2533

MEMORANDUM

To: Florence M. Cauthen

From: Sherrill R. Thomas

Date: 6/30/2015

Re: Request for One-Step Increase Payroll and Benefits Manager – Finance Department

Lisa Herring, the Payroll and Benefits Assistant, was selected and approved for the Payroll and Benefits Manager position effective June 1, 2015. County personnel rules regarding transfer of employees from current County positions place Ms. Herring at Step 3 of the position pay grade.

Ms. Herring has been employed with the County for over ten years. She worked nine years as the payroll clerk for the Sheriff's office where she handled both the Sheriff and Detention Facility payrolls. During this time she served on the core committee to select the new County Financial and Payroll software vendor and was instrumental in the implementation of the new payroll system.

In 2013 Ms. Herring transferred to the Finance Department as the Payroll and Benefits Assistant where she has handled the centralized payroll processing for the County and assisted the Payroll and Benefits Manager.

Because of her experience and knowledge of the duties of the position, I am requesting that her pay be increased to Step 4. The cost of the increase is \$1,507 per year. The budget will still recognize an overall savings as the employee previously in this position was at Step 11.

Your consideration and approval of this increase is appreciated.

8-1

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

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AGENDA

JUL 20 2015

July 16, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on July 6, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Corporal, Position Number 14
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 182
- (3) Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

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

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Corporal

Position Number 014

Proposed Effective Date June 22, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade \$32,792 - \$46,681 (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 15, 2015

Derrick Cunningham
Department Head meo

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

DEPARTMENT HEAD: Derrick Cunningham, 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 Trainee / Corrections Officer

Position Number 182

Proposed Effective Date June 22, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

Derrick Cunningham
Department Head MOA

Date June 15, 2015

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 _____
() Payroll entered by _____

Date _____
Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, 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 Trainee / Corrections Officer

Position Number _____

Proposed Effective Date June 22, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

Derrick Cunningham

Department Head

Date June 15, 2015

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 _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

JUL 20 2015

July 16, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on July 6, 2015, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Corporal, Position Number 56
- (2) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

I am requesting approval of these items.

DLM/tn

Attachments

10-1

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Corporal

Position Number 056

Proposed Effective Date July 6, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS2 -4 \$38,328 - \$49,337

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

Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

Derrick Cunningham Date June 25, 2015
Department Head mmc

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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 Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date July 6, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST Deputy Sheriff Trainee - \$36,118

PS1 Deputy Sheriff - \$37,271 - \$46,493

Derrick Cunningham
Department Head *meel*

Date June 25, 2015

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

Finance Department
P.O. Box 1667
Montgomery, Alabama 36102
Phone 334-832-1268
Fax 334-832-2533

MEMORANDUM

To: Florence M. Cauthen

From: Sherrill R. Thomas

Date: 6/30/2015

Re: Fill Request for Payroll and Benefits Assistant – Finance Department

The Finance Department has a vacancy for the Payroll and Benefits Assistant created by the promotion of Lisa Herring to the Payroll and Benefits Manager position.

This is a critical position and your consideration and approval of the Position Fill Request for this position is requested.

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Commission - Finance

DEPARTMENT HEAD: Sherrill Thomas

SUPERVISOR: Lisa Herring

1. Position Title Payroll & Benefits Assistant

Position Number 210112001

Proposed Effective Date August 6, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade A04 - \$28,223 - \$40,175

Sherrill Thomas
Department Head

Date June 29, 2015

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 _____

() Payroll entered by _____

Date _____
Date _____

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator
Date: July 16, 2015
Re: Court Operations Clerk I

We have a Court Operations Clerk I vacancy which needs to be filled due to a recent retirement. I am requesting approval at the July 20th County Commission formal session to fill this vacancy.

Thank you for your consideration!

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Angela Starr, Deputy Clerk

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: Court Operations Clerk I (replacing Evangeline Jackson -
Position 900378069 - Court Operations Clerk II)
POSITION NUMBER: 900377074

PROPOSED EFFECTIVE DATE: 7/20/2015

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A03 (\$25,146/\$967.16/\$12.0895)

Bruce R. Howell

Department Head

6/30/2015
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 _____
() Payroll entered by _____

Date

Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 21

AGENDA

JUL 20 2015

Date: July 16, 2015

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Al

Departure Date: July 23, 2015

Return Date: May 12, 2016

Conference Leave (Days / Hours):

Purpose of Travel: Leadership Montgomery Legacy Class

Traveler (s) Name: 1. Andrew Hall 4.
2. 5.
3. 6.

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

Total (est.) Cost: \$1,825.00 Advance Registration Required: \$1,825.00

Department Name: Administration Fund Name: General

Additional Comments: Tuition Due - \$1,825.00

FYI: Class will meet twice per month from July 23, 2015 - May 12, 2016

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,825.00 and advance registration of \$1,825.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$15,091.36

Budget Available: \$7,408.64

Current Requests: \$1,825.00

Budget Balance: \$5,583.64

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/16/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

JUL 20 2015

Date: July 9, 2015

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: November 5, 2015

Return Date: November 5, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: State Public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$105.80 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$105.80

2016 BUDGET EXPENSE

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51130.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$3,500.00

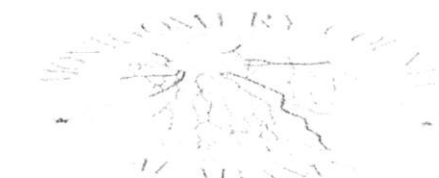
Approved Requests: \$1,598.70

Budget Available: \$1,901.30

Current Requests: \$0.00

Budget Balance: \$1,901.30

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/14/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 17

AGENDA

JUL 20 2015

Date: July 9, 2015

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL

Departure Date: August 12, 2015

Return Date: August 12, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$1,598.70</u>	
Budget Available:	<u>\$1,901.30</u>	
Current Requests:	<u>\$57.50</u>	
Budget Balance:	<u>\$1,843.80</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/14/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 18

AGENDA

JUL 20 2015

Date: July 9, 2015

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL

Departure Date: September 16, 2015

Return Date: September 16, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry

4. _____

2. _____

5. _____

3. _____

6. _____

Check Mode of Transportation: County Vehicle

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify) _____

Total (est.) Cost: \$57.50

Advance Registration Required: _____

Department Name: Public Affairs Dept

Fund Name: General

Additional Comments: Mileage - \$57.50

To: Didi Henry

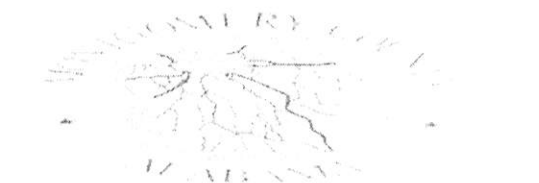
From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$1,598.70</u>	
Budget Available:	<u>\$1,901.30</u>	
Current Requests:	<u>\$115.00</u>	
Budget Balance:	<u>\$1,786.30</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/14/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 19

AGENDA

JUL 20 2015

Date: July 9, 2015

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL

Departure Date: October 7, 2015

Return Date: October 7, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry

4. _____

2. _____

5. _____

3. _____

6. _____

Check Mode of Transportation: County Vehicle ☐
Private Vehicle ☒

Commercial Air ☐
Other (Specify) ☐

Total (est.) Cost: \$57.50

Advance Registration Required: _____

Department Name: Public Affairs Dept

Fund Name: General

Additional Comments: Mileage - \$57.50

2016 BUDGET EXPENSE

To: Didi Henry

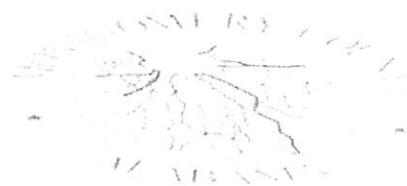
From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$1,598.70</u>	
Budget Available:	<u>\$1,901.30</u>	
Current Requests:	<u>\$115.00</u>	
Budget Balance:	<u>\$1,786.30</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/14/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 20

AGENDA

JUL 20 2015

Date: July 9, 2015

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: November 18, 2015

Return Date: November 18, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry

4. _____

2. _____

5. _____

3. _____

6. _____

Check Mode of Transportation: County Vehicle ☐
Private Vehicle ☒

Commercial Air ☐
Other (Specify) ☐

Total (est.) Cost: \$105.80

Advance Registration Required: _____

Department Name: Public Affairs Dept

Fund Name: General

Additional Comments: Mileage - \$105.80

2016 BUDGET EXPENSE

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$1,598.70</u>	
Budget Available:	<u>\$1,901.30</u>	
Current Requests:	<u>\$115.00</u>	
Budget Balance:	<u>\$1,786.30</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/14/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 21

AGENDA

JUL 20 2015

Date: July 9, 2015
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: December 9, 2015 Return Date: December 9, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐
Total (est.) Cost: \$57.50 Advance Registration Required: _____
Department Name: Public Affairs Dept Fund Name: General
Additional Comments: Mileage - \$57.50

2016 BUDGET EXPENSE

To: Didi Henry
From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,500.00</u>
Approved Requests:	<u>\$1,598.70</u>
Budget Available:	<u>\$1,901.30</u>
Current Requests:	<u>\$115.00</u>
Budget Balance:	<u>\$1,786.30</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 7/14/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA
JUL 20 2015

Date: July 14, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, Alabama

Departure Date: August 7, 2015 Return Date: August 7, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend ALTIST CRE Course IV: Examination Tools & Techniques testing in Auburn, AL on 8/7/2015. The CPE hours earned will apply toward employee's requirements for initial CRE designation certification.

Traveler (s) Name: 1. RoShonda Moultrie 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$124.40 Advance Registration Required: \$50.00

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

Additional Comments: \$50 Registration Fee has to be paid in advance. Sponsored by ALTIST with registration fee payable to Auburn University Center for Governmental Services.
Meals \$10. Mileage \$64.40. Lodging \$0.

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

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the approximate amount of \$124.40 and advance registration of \$50.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,600.00</u>	
Approved Requests:	<u>\$6,978.48</u>	
Budget Available:	<u>\$1,621.52</u>	
Current Requests:	<u>\$124.40</u>	
Budget Balance:	<u>\$1,497.12</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 7/14/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Date: July 15, 2015
To: Donald L. Mims, Administrator
From: Myrtle Singleton, Purchasing Manager
Re: Travel / Training Request

four
AGENDA
JUL 20 2015

Request approval to be granted for the following:

Destination: Dallas Texas
Departure Date: September 13, 2015 Return Date: September 16, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: Attend New World Systems - Logos Customer Conference

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

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

Total (est.) Cost: \$2,255.00 Advance Registration Required: \$1,395.00

Department Name: Support Services- Purchasing Fund Name: General Fund

Additional Comments: Airfare, lodging, meals and misc.

To: Myrtle Singleton, Purchasing Manager

From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,255.00 and advance registration of \$1,395.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51901.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,710.00</u>	
Approved Requests:	<u>\$455.00</u>	
Budget Available:	<u>\$2,255.00</u>	
Current Requests:	<u>\$2,255.00</u>	
Budget Balance:	<u>\$0.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/15/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 24

AGENDA
JUL 20 2015

Date: July 7, 2015
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: July 23, 2015 Return Date: May 12, 2016
Conference Leave (Days / Hours): _____
Purpose of Travel: Leadership Montgomery Legacy Class

Traveler (s) Name: 1. Clay Henley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,825.00 Advance Registration Required: \$1,825.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Tuition due: \$1825.00
FYI: Class will meet twice per month from July 23, 2015-May 12, 2016

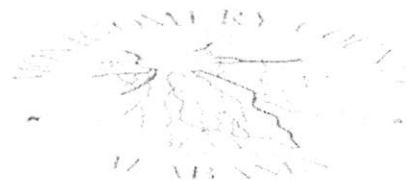
To: Clay Henley, Chief Appraiser
From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,825.00 and advance registration of \$1,825.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$25,354.91</u>	
Budget Available:	<u>\$4,645.09</u>	
Current Requests:	<u>\$1,825.00</u>	
Budget Balance:	<u>\$2,820.09</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/8/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

AGENDA

JUL 20 2015

Date: July 8, 2015

To: Donald L. Mims, Administrator

From: Carmen Douglas, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: See below

Return Date: _____

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: NST courses (1) Human Resources and the Law (7/26-27/15); (2) Advanced Training For Microsoft Excel (8/20/15); (3) How to Communicate with Tact, Professionalism and Diplomacy (9/3/15); and (4) Business Grammar & Proofreading (10/28/15)

Traveler (s) Name: 1. Renee Wood 4. _____
2. _____ 5. _____
3. _____ 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: Personnel Fund Name: Merit System

Additional Comments: Previously paid as part of Star 12 Access through National Seminars Training

To: Carmen Douglas, Director

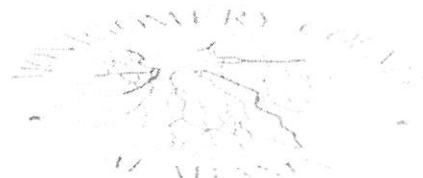
From: Donald L. Mims, Administrator

The above request is app. 07/20/15 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:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$15,300.58</u>	
Budget Available:	<u>\$4,699.42</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$4,699.42</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/14/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

JUL 20 2015

Date: July 15, 2015

To: Donald L. Mims, Administrator

From: Carmen Douglas, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery

Departure Date: July 30, 2015

Return Date: July 30, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend SHRM Montgomery July Membership Meeting

Traveler (s) Name: 1. Robbie Estes 4. Margaret Broekhoven
2. Cami Hacker 5. _____
3. Mark Willis 6. _____

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

Total (est.) Cost: \$80.00 Advance Registration Required: \$80.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Guest Registration Fee: \$20.00 each

To: Carmen Douglas, Director

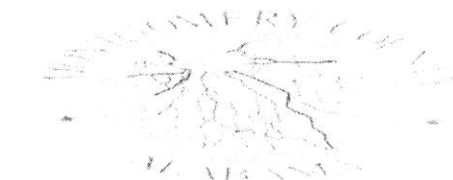
From: Donald L. Mims, Administrator

The above request is app. 07/20/15 reimbursement of actual and necessary expenses in the
approximate amount of \$80.00 and advance registration of \$80.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$15,300.58</u>	
Budget Available:	<u>\$4,699.42</u>	
Current Requests:	<u>\$80.00</u>	
Budget Balance:	<u>\$4,619.42</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 7/15/2015

cc: Finance Director / Buyer

1312

JUL 20 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 36

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 7/8/2015
 DATE: 7/8/2015 Finance Director Date
 REQUESTED BY: Donald L. Mims APPROVED: _____
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Homeland ETL Grant contract services	125-52609.304	30,000	(30,000)	0
Homeland ATL Grant contract services	125-52611.304	60,000	30,000	90,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		90,000	0	90,000

JUSTIFICATION:

To realign the grant budget for a Homeland ATL grant.

JUL 20 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 37

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 7/22/2015
DATE: 7/22/2015 Finance Director Date
REQUESTED BY: Donald L. Mims APPROVED: _____
Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Dorothy's Vision Inc.	001-57903.498	0	8,256	8,256
Donation Revenue	001-40000.47701	(69,210)	(8,256)	(77,466)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(69,210)	0	(69,210)

JUSTIFICATION:

To budget for an appropriation for the Montgomery Zula Warring Hornets basketball team to attend the July 2015 National State Games of America in Lincoln, Nebraska.

JUL 20 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 8

DEPARTMENT:	JUDGE OF PROBATE	REVIEWED:	S. Thomas		7/10/2015
			Finance Director		Date
REQUESTED BY:	JUDGE STEVEN L. REI	APPROVED:			
Elected Official/Dept. Head	Date	Administrator			Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Voting Equipment	001-51911.543	0	16,670	16,670
State of Alabama HAVA Funds	001-40000.44231	0	(16,670)	-16,670
TOTAL		0	0	0

JUSTIFICATION:

To budget for the purchase of Ballot Printing System Equipment to be funded by State of Alabama HAVA funds.
Agreement approved by County Commission June 1, 2015.

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 3

DEPARTMENT:	Sheriff	REVIEWED:	S. Thomas	7/16/2015
DATE:	7/16/2015		Finance Director	Date
REQUESTED BY:	Derrick Cunningham	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Other Equipment	001-52110.591	0	13,940	13,940
Sale of property	001-40000.47310	(40,000)	(10,444)	(50,444)
Uniforms	001-52110.151	1,000	(750)	250
Telephone	001-52110.251	85,000	(69,000)	16,000
Digital Cable Service	001-52110.259	900	620	1,520
Office Supplies	001-52110.211	23,725	600	24,325
Law Enforcement Supplies	001-52110.219	95,327	65,034	160,361
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		165,952	0	165,952

JUSTIFICATION:

Increase the Equipment budget to purchase a new mower. Proceeds from the sale of existing equipment is funding \$10,444 of the cost. Realign other budget categories to cover expenses through the end of the fiscal year.

JUL 20 2015



PROFESSIONAL SERVICES CONTRACT

Client: Montgomery County Commission
Address: P.O. Box 1667
Montgomery, AL 36102

Date: February 18, 2015
Phone: 334-271-3200
Contact: Rob Carlton

Project Location: Montgomery Industrial Park
Advantage Parcels, Montgomery, AL.

Scope of Service: A cultural resource assessment of selected portions of the existing Montgomery Industrial Park as specified by Client. The area of potential effect (APE) consists of all uplands within the proposed project boundaries.

All archaeological investigations will be conducted in accordance with Section 106 of the *National Historic Preservation Act of 1966*, as amended, *36 CFR Part 800: Protection of Historic Properties* and the *National Environmental Policy Act of 1969*, as amended, as well as the guidelines set forth within the Alabama Historical Commission's *Standards and Guidelines for Survey and Testing within the State of Alabama*, and Federal guidelines as per *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (48 FR 44716)*.

Part I. Field investigations.

Field methods will include systematic shovel testing within the APE, documentation of cultural resources encountered, and mapping of cultural resources. Shovel tests measuring 30-x-30 cm will be excavated at thirty-meter intervals in high probability areas, and at judgmental increments in low probability areas and previously disturbed sections. Closer testing intervals may be employed in areas containing significant cultural resources at the discretion of the principal investigator. Soil probes and auger tests may also be conducted in areas presumed disturbed in order to verify field conditions. Total cost: \$2,240.00.

Part II. Data analysis and report composition.

A final report will be composed following completion of field investigations. This report will provide a summary of field investigations, cultural resources encountered, and recommendations to the Client and the SHPO concerning the significance of any cultural resources within the project area. An electronic copy of the final report in .pdf format will be provided to the Client for review. The final report and associated documentation can be submitted on behalf of the Client to the SHPO upon request. All information and documentation associated with this project will *remain confidential* until permission for submitting to the appropriate agencies is provided by the Client. Total cost: \$1,000.00

Cost itemization of above-referenced deliverables:

Part I. Field Investigations.....	\$2,240.00
Part II. Report composition and distribution.....	\$1,000.00
Expenses @ 6% of subtotal.....	\$194.40
Cultural Resource Assessment, lump sum total.....	\$3,434.40

The above-referenced quotes are inclusive of expenses at 6% of the project subtotal. Other services requested by the Client will be billed at the applicable hourly rate or by executed addendum to this contract. If necessary, curation of cultural material recovered during this project within a Federally recognized facility will be billed to the Client at cost.

Billing method: invoice of lump-sum total upon submission of the final report to the Client. Billing may be modified for hourly invoicing if significant project delays occur due to property access complications. Quotes provided within this proposal are valid for 60 days.

The Client will at all times hereafter indemnify, protect and save harmless TG Earnest and Associates, LLC from any and all claims, loss, damage, expense and liability which the Client may incur, suffer, sustain, or be subjected to, including but not limited to injury or death to persons, damage to property resulting from or arising in any way out of the work herein contracted; provided, further, that the Client shall indemnify and save harmless TG Earnest and Associates, LLC against such claims, loss, damage, expense and liabilities, regardless of fault, to the extent the same may be caused by TG Earnest and Associates, LLC's acts of negligence, active or passive, of those of its employees or agents which are concurrent with acts of the Client or its agents, servants, employees, contractors or third parties, so long as such claims or loss involved in any way the work herein contracted. The Client specifically acknowledges that the indemnity clauses, as set out above, are material provisions to this contract and that without such indemnification TG Earnest and Associates, LLC would be unwilling to enter this contract.

This agreement sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this agreement.

I have requested the work identified above to be performed by TG Earnest and Associates, LLC and am assuming all obligations for payment of all work performed, and agree to pay as billed within 30 days of receipt of invoices, unless otherwise specified in this agreement.

Client's Signature: _____

Date: _____

Prepared by:
Tray G. Earnest, RPA
Managing Member
TG Earnest & Associates LLC

July 9, 2015

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

Re: County Commission Meeting

Dear Montgomery County Commission Members:

I am requesting to appear before the Montgomery County Commission on Monday, July 20, 2015 during your regularly scheduled Formal Session meeting in regards to the STERIS project agreement amendment.

Sincerely,



Jessica G. Horsley
Director, Existing Industries
Corporate Development



BUILDING BUSINESS. BUILDING MONTGOMERY AND THE *Rev* REGION.

SECOND AMENDMENT TO PROJECT AGREEMENT

THIS SECOND AMENDMENT TO PROJECT AGREEMENT (the "Amendment") is hereby made and entered into as of the _____ day of _____, 2015 by and among the **State of Alabama** (the "State"); the **City of Montgomery**, (the "City"); **Montgomery County, Alabama**, (the "County") (the City, and County are herein referred to as the "Local Parties"); as well as **Steris Corporation** and **American Sterilizer Company** (collectively the "Company") (each of the foregoing parties being referred to herein as a "Party" to this Agreement and being collectively referred to herein as the "Parties") to amend that certain Project Agreement entered into by and among the Parties on July 12, 2012 and that Amendment to the Project Agreement entered into by and Among the Parties as of May 9, 2014 (collectively the "Project Agreement").

WITNESSETH:

WHEREAS, the Parties hereto entered into that certain Project Agreement described above relating to the expansion of its facilities (the "Expanded Facility"), as defined in the Project Agreement, in the City of Montgomery, Alabama; and

WHEREAS, the Company met its Initial Jobs Target of forty (40) new Full Time Employees by the Initial Jobs Target Date of June 30, 2013, but is not on pace to meet its Final Jobs Target of eighty (80) new Full-Time Employees by the Final Jobs Target Date of June 30, 2015; and

WHEREAS, the State and Local Parties are satisfied that the Company has made commercially reasonable efforts to reach its Final Jobs Target; and

WHEREAS, the Company has exceeded its investment target of \$11,000,000 by over \$500,000 and has achieved seventy (70) new Full-Time Employees, which is only ten (10) jobs short of its Final Jobs Target; and

WHEREAS, the Company has represented to the State and Local Parties that the Company expects to be able to meet the final Jobs Target by December 31, 2015, and in return for agreement by the State to the other amendments contained herein, the Company has offered to extend the Jobs Maintenance Period from four (4) years to five (5) years; and

WHEREAS, the State and Local Parties have determined that it is in the best interests of the citizens of the City, County and State and, in the long term, will encourage further economic development within the City, County and State to enter into this Amendment.

NOW THEREFORE, for and in consideration of the foregoing premises, and in order to promote economic development in Alabama, the Parties hereby amend the Project Agreement as follows:

1. Section 2(d) of the Project Agreement is hereby deleted and, in lieu thereof, the following is inserted as a new Section 2(d) to read as follows:

(d) Not later than December 31, 2015 (the "Final Jobs Target Date"), the Company shall employ, in addition to two hundred sixty (260) Existing Employees earning at least \$21.86 exclusive of benefits, at least eighty (80) new Full-Time Employees at the Expanded Facility (the "Final Jobs Target"), with an average wage at least equal to the Required Employee Pay Scale.

2. Section 4(a)(ii) of the Project Agreement is hereby deleted and, in lieu thereof, the following is inserted as a new Section 4(a)(ii) to read as follows:

(ii) If the Company has achieved the Initial Jobs Target and received the first and second installments from the State as required under Section 3, the Company shall pay to the State ten thousand and no hundredths (\$10,000.00) for each Full-Time Employee (or fraction thereof based on the Monthly Average as defined herein), for any year of the period beginning when the Company achieves the Initial Jobs Target and ending five (5) years thereafter (the "Jobs Maintenance Period"), that the Total Number of Full-Time Employees is less than the Initial Jobs Target. If the Company has received some, but less than all, of the first and second installments the amount per job in the formula above shall be replaced by an amount equal to .025 times the amount received.

Except as amended or modified hereby, the terms and conditions and provisions of the Project Agreement, including but not limited to the indemnity and hold harmless provisions therein, are hereby confirmed as in full force and effect. Capitalized terms used, but not defined herein, shall have the meaning set forth in the Project Agreement.

IN WITNESS WHEREOF, each of the parties has hereunto caused this Amendment to be executed on its behalf by a duly authorized officer.

STERIS Corporation

By: _____

Its _____

Signature Page
for
Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

American Sterilizer Company

By: _____

Its: _____

Signature Page
for
Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

CITY OF MONTGOMERY ("City")

By: _____
Mayor

Attest: _____
City Clerk

Signature Page
for
Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

MONTGOMERY COUNTY, ALABAMA
("County")

By: Montgomery County Commission

By: _____
Chairman

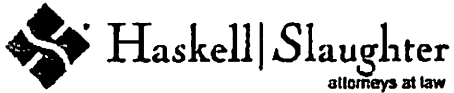
Attest: _____

County Administrator

Signature Page
for
Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

STATE OF ALABAMA ("State")

By: _____
Governor



Haskell Slaughter & Gallion, LLC

8 Commerce Street

Suite 1200

Montgomery, Alabama 36104

T. 334.265.8573 | F. 334.264.7945

TTG

MEMORANDUM

July 16, 2015

To: Donnie Mims

From: Thomas T. Gallion, III

Re: Final Draft of Second Amendment to Project Agreement with Steris Corporation and American Sterilizer Company

I have reviewed your memorandum dated July 15, 2015, and the Final Draft of Second Amendment to Project Agreement with Steris Corporation and American Sterilizer Company. I am aware that this document has been approved by both the State of Alabama and the City of Montgomery.

It is my opinion that everything in this Agreement appears to be in order and this Agreement will be binding on all parties if executed.

I am also of the opinion that the services provided in this Agreement are in the best interest of the public health, safety, education, and general welfare of the citizens of Montgomery County. I, therefore, see no reason why the Agreement cannot be executed if it is the desire of the Montgomery County Commission.

50051-317

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION
Engineering Department
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
JAMES M. KELLEY, PE
ASSISTANT COUNTY ENGINEER
(334) 832-1310
FAX (334) 832-7190
www.mc-ala.org

AGENDA

JUL 20 2015

July 16, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

George C. Speake
7/16/15

SUBJECT: Position Fill for Traffic Control Technician I

It is respectfully requested that we be permitted to fill a currently vacant Traffic Control Technician I position at our Sign Shop on Terminal Road. The employee that was in this position unexpectedly resigned this past Thursday morning. This position is part of a 3 person work crew that is responsible for traffic striping, road signage, traffic control for construction zones, traffic control for emergency situations and periodically assisting district maintenance personnel with flagging for road repair work.

Forwarded herewith is the position fill request form pertaining to this Traffic Control Technician I vacancy. This position is funded in our existing budget; therefore, I request that the Commission waive rules on this item at the next regular Commission meeting. Let me know if you have any question or if any additional information is needed. Thank you for your assistance with this matter.

GCS/jmk

Attachments

C: File

17-1

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: James M. Kelley, Assistant County Engineer

1. 7/16/2015 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Traffic Control Technician I (0572)

POSITION NUMBER 640572018 (Replacing Travis Askew)

PROPOSED EFFECTIVE DATE August 3, 2015

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

() PROMOTION REGISTER
(Department Only)

() TRANSFER

(X) OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (S04) (\$21,958 - \$31,259) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions

George C. Speake DATE July 16, 2015
Department Head

2. ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

DATE _____

Personnel Director

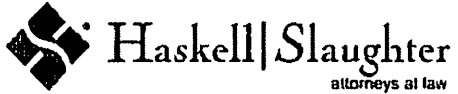
4. SELECTEE: _____

Date _____

Appointing Authority

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____



Haskell Slaughter & Gallion, LLC

8 Commerce Street

Suite 1200

Montgomery, Alabama 36104

t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

July 15, 2015

TTG

To: Donnie Mims

From: Thomas T. Gallion, III

Re: The Industrial Development Board of the City of Montgomery ("IDB") –
Resolution regarding Administrative Fees

Please find enclosed a Resolution requested by the IDB. It is my recommendation that the Montgomery County Commission adopt this Resolution at Monday's meeting, July 20, 2015.

I am also of the opinion that the Resolution provided is in the best interest of the public health, safety, education, and general welfare of the citizens of Montgomery County. I, therefore, see no reason why Resolution cannot be adopted if it is the desire of the Montgomery County Commission.

50051-317

RESOLUTION

WHEREAS, the Montgomery County Commission ("MCC") in order to continue to support the Industrial Development Board of the City of Montgomery ("IDB") and its operations in assisting in the location of industries in Montgomery County; and

WHEREAS, the IDB is made up of individuals appointed by The City of Montgomery and the MCC, whose members serve at no pay, and is a volunteer, non-profit governmental corporation; and

WHEREAS, The Alabama Legislature recently passed and the Governor signed into law "The Alabama Reinvestment and Abatements Act," ("Act") to provide certain incentives to promote industry in Alabama; and

WHEREAS, the IDB was created in 1949 by a legislative bill of local application, whose primary function is to act as the legal entity that projects go through in order to receive the various abatements and incentives provided by law; and

WHEREAS, the IDB incurs various expenses in order to fulfill its legal obligations and said expenses have historically been paid to the IDB, by administrative fees paid by the industries seeking to be located and/or expand its operation in Montgomery County; and

WHEREAS, the City nor the MCC fund any of the operations of the IDB and in that its sole sources of income are received by the administrative fees to operate and carry out its legally prescribed duties.

NOW, THEREFORE, BE IT RESOLVED, after careful consideration, the MCC does hereby relinquish and waive any rights it may have to said administrative fees described above.

Approved this _____ day of _____, 2015.

Donald L. Mims, County Administrator
Montgomery County Commission



AGENDA

JUL 20 2015

STEVEN L. REED
Probate Judge

THE MONTGOMERY ELECTION CENTER Montgomery County, AL

Daniel A. Baxter
Director

July 15, 2015

To: Elton N. Dean, Sr., Chairman
Montgomery County Commission

From: Daniel A. Baxter
Director of Elections

Re: Procurement of the Batteries for M100 Tabulator (Election Systems & Software)

The Montgomery Election Center is seeking to procure 157 batteries from Election Systems & Software. The batteries will replace existing batteries in the M100 tabulator that are no longer functional and cannot hold a charge.

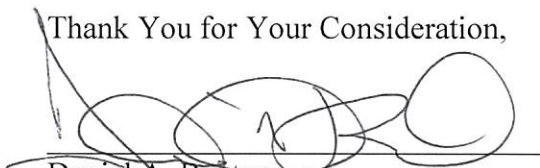
The cost to procure the replacement batteries is \$6,036.65. The entire amount is reimbursable through Help America Vote Act (HAVA) funds. Procedurally, the County Commission must first pay the upfront cost and upon receiving a receipt of payment, it should be forwarded to the Secretary of State's office for reimbursement of funds.

The Department has obtained approval through the office of the Alabama Secretary of State. The approval number for this project is **2015JCB0031**.

The Department is seeking to purchase these batteries to use in the tabulators for the Municipal Election Cycle. As such, the County Commission's immediate attention and approval of this matter will be greatly appreciated.

I will make myself available at the next Commissioner's work session to answer any questions.

Thank You for Your Consideration,


Daniel A. Baxter
Director of Elections



**Election Systems
& Software**

MAINTAINING VOTER CONFIDENCE.
ENHANCING THE VOTING EXPERIENCE.

EXPERIENCE
RELIABILITY
SECURITY
INNOVATION

11208 John Galt Boulevard · Omaha, NE 68137 USA

Phone: 402.593.0101 · Toll-Free: 1.800.247.8683 · Fax: 402.593.8107

www.essvote.com

July 13, 2015

VIA EMAIL TO danielbaxter@mc-ala.org

Daniel A. Baxter
Director of Elections
Montgomery County, Alabama
125 Washington Avenue
Montgomery, AL 36104

Dear Mr. Baxter:

Please be advised that Election Systems & Software, LLC. ("ES&S") will be supplying the 157 batteries for the M100 voting system equipment previously purchased from ES&S by Montgomery County.

Please let me know if you need any additional information or have any further questions regarding this matter.

Sincerely,

Timothy J. Hallett, Esq.

cc: Gregg Woodyard, ES&S



11208 John Galt Blvd
Omaha, NE 68137
Ph. 800-247-8883
Fx. 402-339-4742

Quote No
75563

Quote Date
7/15/2015

Page
1

Bill To

Montgomery County, Alabama
125 Washington Ave
Montgomery, AL 36104
US

Ship to

Montgomery County, Alabama
100 S Lawrence St
Montgomery, AL 36104
US

Customer No
M65833

Slspsn
2861

Payment terms
NET 30 DAYS

Loc PPD/COL
01

Ship via
CUST. GRND#0

Ship Date
A.S.A.P.

Qty Ordered	UOM	Item No	Unit price	Disc	Extended price
157.00	EA	75825 M-100 Battery PC YUASA NP7-12 / BP7-12-T1	38.4500		6,036.65

RatingsDirect®

Summary:

Montgomery County, Alabama; Appropriations; General Obligation

Primary Credit Analyst:

Brian J Marshall, Dallas (1) 214-871-1414; brian.marshall@standardandpoors.com

Secondary Contact:

Ann M Richardson, Dallas (214) 765-5878; ann.richardson@standardandpoors.com

Table Of Contents

Rationale

Outlook

Related Criteria And Research

Summary:

Montgomery County, Alabama; Appropriations; General Obligation

Credit Profile

US\$25.0 mil GO rfdg warrants ser 2015 due 09/01/2028

Long Term Rating

AA/Stable

New

Rationale

Standard & Poor's Ratings Services assigned its 'AA' long-term rating to Montgomery County, Ala.'s series 2015 general obligation (GO) refunding warrants. At the same time, we affirmed our 'AA' long-term rating and underlying rating (SPUR) on the county's existing GO debt, as well as our 'AA-' long-term rating and SPUR on the county's GO appropriation debt. The outlook is stable.

The county's full faith and credit pledge under Alabama state statute secures the warrants. Officials will use bond proceeds to refund a portion of the county's debt for savings. The GO appropriation debt is secured by lease payments made to the authority, as lessor, from the county, as lessee. The county will make lease payments from its general fund and has identified revenue streams that it believes will be sufficient to support debt service payments.

The rating is based on our view of the county's:

- Strong economy, with access to a broad and diverse metropolitan statistical area (MSA) and a local stabilizing institutional influence;
- Adequate management, with "standard" financial policies and practices under our financial management assessment (FMA) methodology;
- Strong budgetary performance, with an operating surplus in the general fund and balanced operating results at the total governmental fund level;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2013 of 35% of operating expenditures;
- Very strong liquidity, with total government available cash of 32.5% of total governmental fund expenditures and 2.7x governmental debt service, and access to external liquidity we consider strong;
- Adequate debt and contingent liability position, with debt service carrying charges of 12.0% of expenditures and net direct debt that is 150.5% of total governmental fund revenue, and low overall net debt at less than 3% of market value; and
- Adequate institutional framework score.

Strong economy

We consider the county's economy strong. Montgomery County, with an estimated population of 228,958, is located in the Montgomery MSA, which we consider to be broad and diverse. The county also benefits, in our view, from a stabilizing institutional influence. The county has a projected per capita effective buying income of 89.3% of the national level and per capita market value of \$57,955. Overall, the county's market value was stable over the past year at \$13.3 billion in 2015. The county unemployment rate was 6.9% in fiscal 2014.

The federal, state, and local governments, including Maxwell-Gunter Air Force Base, anchor the local employment base -- with more than 24,000 employees combined -- and provide stabilizing employment institutions. Automotive manufacturing, logistics, software development, and medical services are other industries represented in the county's broad and diverse economy.

Adequate management

We view the county's management as adequate, with "standard" financial policies and practices under our FMA methodology, indicating the finance department maintains adequate policies in some, but not all, key areas.

Key management strengths include thorough oversight of the budgetary process by reporting budget to actual results to the county commission monthly as well as conservative investment policies by reporting investment holdings and earnings to the commission monthly. The most significant weakness is the county's lack of a formal capital improvement plan; however, the absence of any major capital needs mitigates this weakness. Revenue and expenditure assumptions are fairly conservative and generally produce surpluses before transfers. Although the county does not perform formal multiyear financial planning, management plans for anticipated, major expenditure items. The county does not have a formal reserve policy but has historically maintained reserves in excess of 15% of operations.

Strong budgetary performance

Montgomery County's budgetary performance is strong in our opinion. In fiscal 2013, the county had surplus operating results in the general fund of 1.6% of expenditures and balanced results across all governmental funds of negative 0.4%.

Officials project to end fiscal years 2014 and 2015 with general operating surpluses greater than \$3.0 million and \$1.6 million, respectively. The county also projects close to break-even total governmental funds for the same years. Management attributes the surplus to higher than budgeted property and sales tax collections coupled with lower than expected expenditures. Officials indicate that preliminary discussions concerning the fiscal 2016 budget project break-even operations without the use of fund balance.

Very strong budgetary flexibility

Montgomery County's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2013 of 35% of operating expenditures, or \$27.5 million. We expect the available fund balance will remain above 30% of expenditures for the current and next fiscal years, which we view as a positive credit factor.

Officials expect to maintain reserves in excess of 30% of operations for fiscal years 2014 and 2015 based on higher than budgeted property and sales tax revenues.

Very strong liquidity

In our opinion, Montgomery County's liquidity is very strong, with total government available cash of 32.5% of total governmental fund expenditures and 2.7x governmental debt service in fiscal 2013. In our view, the county has strong access to external liquidity if necessary.

Montgomery County has exhibited strong market access by issuing GO debt routinely over the past 15 years. The county has no variable-rate debt or swaps or direct purchases. The county's investments are liquid, with maturities less than 60 days, and held by banks that the Security for Alabama Funds Enhancement (SAFE) Act has designated as

qualified public depositories. Under the SAFE program, all public funds are protected through a collateral pool administered by the Treasurer's Office of the State of Alabama.

Adequate debt and contingent liability profile

In our view, Montgomery County's debt and contingent liability profile is adequate. Total governmental fund debt service is 12.0% of total governmental fund expenditures and net direct debt is 150.5% of total governmental fund revenue. Overall net debt is low at 1.6% of market value, which we view as a positive credit factor.

The county does not have variable-rate debt or swaps. Officials have no plans to issue additional debt in the near term. Baldwin County participates in the Employees' Retirement System of Alabama, which functions as an agent multi-employer public employee retirement system and acts as an administrative agent for member counties. The county contributes 100% of its annual required contribution. The county also provides a single-employer, defined benefit, medical and life insurance plan for employees and their spouses for both active and retired plan members.

Montgomery County's combined pension and other postemployment benefits (OPEB) contributions totaled 6.2% of total governmental fund expenditures in fiscal 2013. Of that amount, 3.7% represented contributions to pension obligations and 2.5% represented OPEB payments. The county made its full annual required pension contribution in fiscal 2013.

Adequate institutional framework

The institutional framework score for Alabama counties is adequate.

Outlook

The stable outlook reflects our view of Montgomery County's consistent financial performance, which is supported by good management, as well as its strong economy. We do not expect to change the rating within the two-year outlook because we anticipate that the county's budgetary flexibility will remain very strong.

We could lower the rating if the county experiences a deterioration of its budgetary performance, economic indicators, or debt and contingent liability. Conversely, formalization of management policies and improvement in the county's debt profile could lead us to raise the rating.

Related Criteria And Research

Related Criteria

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- USPF Criteria: Financial Management Assessment, June 27, 2006
- USPF Criteria: Debt Statement Analysis, Aug. 22, 2006
- USPF Criteria: Limited-Tax GO Debt, Jan. 10, 2002
- USPF Criteria: Assigning Issue Credit Ratings Of Operating Entities, May 20, 2015
- Criteria: Use of CreditWatch And Outlooks, Sept. 14, 2009

Related Research

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Institutional Framework Overview: Alabama Local Governments

Ratings Detail (As Of July 20, 2015)

Montgomery Cnty GO

<i>Long Term Rating</i>	AA/Stable	Affirmed
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Montgomery Cnty GO

<i>Unenhanced Rating</i>	AA(SPUR)/Stable	Current
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Montgomery Cnty Pub Bldg Auth, Alabama

Montgomery Cnty, Alabama

Montgomery Cnty Pub Bldg Auth (Facs Proj)

<i>Long Term Rating</i>	AA-/Stable	Affirmed
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Montgomery Cnty Pub Bldg Auth (Facs Proj)

<i>Long Term Rating</i>	AA-/Stable	Affirmed
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Montgomery Cnty Pub Bldg Auth (Montgomery Cnty) Rev Rfdg Warrants Montgomery Cnty Fac Proj ser 2014-A dtd 12/01/2014 due 03/01/2031

<i>Long Term Rating</i>	AA-/Stable	Affirmed
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Montgomery Cnty Pub Bldg Auth (Montgomery Cnty) rev warrants ser 2006

<i>Unenhanced Rating</i>	AA-(SPUR)/Stable	Current
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Many issues are enhanced by bond insurance.

Complete ratings information is available to subscribers of RatingsDirect at www.globalcreditportal.com. All ratings affected by this rating action can be found on Standard & Poor's public Web site at www.standardandpoors.com. Use the Ratings search box located in the left column.

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MOODY'S

INVESTORS SERVICE

December 16, 2014

Mr. Donald Mims
Montgomery County, AL
100 South Lawrence Street
Montgomery, AL 36104

Dear Mr. Mims:

We wish to inform you that on December 12, 2014, Moody's Investors Service reviewed and assigned a rating of Aa2 to Montgomery County, AL, Revenue Refunding Warrants (Montgomery County Facilities Project) Series 2014-A.

Credit ratings issued by Moody's Investors Service, Inc. and its affiliates ("Moody's") are Moody's current opinions of the relative future credit risk of entities, credit commitments, or debt or debt-like securities and are not statements of current or historical fact. Moody's credit ratings address credit risk only and do not address any other risk, including but not limited to: liquidity risk, market value risk, or price volatility.

This letter uses capitalized terms and rating symbols that are defined or referenced either in *Moody's Definitions and Symbols Guide* or *MIS Code of Professional Conduct* as of the date of this letter, both published on www.moodyys.com. The Credit Ratings will be publicly disseminated by Moody's through normal print and electronic media as well as in response to verbal requests to Moody's Rating Desk. Moody's related research and analyses will also be published on www.moodyys.com and may be further distributed as otherwise agreed in writing with us.

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www.moodyys.com

AGENDA

JUL 20 2015

2014 DEC 29 AM 11:44

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

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

AGENDA

JUL 20 2015

June 18, 2015

Chairman Elton N. Dean, Sr.
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102-1667

Dear Chairman Dean:

Per your request, the Personnel Department conducted a competitive market pay analysis of the current county pay plans. I have included the results of the study and our recommendations.

If you would like to meet to discuss our recommendations in greater detail, please let me know.

Sincerely,


Carmen Douglas
Personnel Director

cc: Donald Mims, Administrator
Florence Cauthen, Deputy Administrator

15-JUL-20 11:41 AM

December 16, 2014

MR.DONALD MIMS
MONTGOMERY (COUNTY OF) AL
100 SOUTH LAWRENCE STREET
MONTGOMERY, AL 36104

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If there is a conflict between the terms of this rating letter and any related Moody's rating application, the terms of the executed rating application will govern and supercede this rating letter.

Should you have any questions regarding the above, please do not hesitate to contact me or the analyst assigned to this transaction, Jennifer Diercksen at 212-553-4346.

Sincerely,



Julie Beglin

VP-Sr Credit Officer/Manager

cc:

Ms. Cheri Smithson
Merchant Capital Corp.
Lakeview Center
2660 Eastchase Lane, Suite400
Montgomery, AL 36117

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

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

AGENDA

JUL 20 2015

June 18, 2015

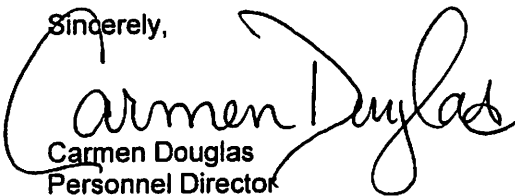
Chairman Elton N. Dean, Sr.
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102-1667

Dear Chairman Dean:

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Sincerely,


Carmen Douglas
Personnel Director

cc: Donald Mims, Administrator
Florence Cauthen, Deputy Administrator

EXECUTIVE SUMMARY

2015 COUNTY CLASSIFICATION AND PAY STUDY

By: Mark Willis, Senior Personnel Analyst

Montgomery City-County Personnel Department

Carmen Douglas, Director

Origin of Study

The Montgomery County Commission asked the Personnel Department to conduct a competitive market pay analysis of the current county pay plans (administrative, service, corrections, and public safety) in order to determine the degree of competitiveness with other jurisdictions.

Setting

The County of Montgomery has four pay plans: administrative, service maintenance, corrections and public safety. The previous pay plans study was conducted in 2001 and was completed in 2003 by a consulting firm, Ellis-Harper. This was a two year study which resulted in major changes and was adopted by the County of Montgomery in October of 2003.

The current county pay plans were adjusted in 2005, 2007, and 2014. In 2005, all county employees received a 5% cost of living adjustment (COLA). In 2007, all county employees received a 4% cost of living adjustment. In 2014, all county employees received a 3% cost of living adjustment.

Study

In order to conduct a market comparison analysis, jurisdictions needed to be identified to be studied. In selecting participants, two main points were taken into consideration: what jurisdictions are similar to Montgomery and may have similar jobs and pay plans, and what jurisdictions are hiring our current employees (possibly, the City of Montgomery). Based on these criteria, four jurisdictions were identified to participate in the comparison.

The next step was to gather pay plans from the participating jurisdictions. These pay plans included job pay ranges and pay plan structures, e.g., numbers of pay steps and ranges, and percentage increases between pay steps.

Next, the analyst identified benchmark jobs that could easily be compared to jobs in other jurisdictions. These benchmarks were established for each pay grade in the county pay plan. The benchmarks were chosen based on their ubiquitous nature across jurisdictions. Using these benchmarks, the analyst determined the starting pay, midpoint, and ending pay for each of the four jurisdictions. Then, the analyst calculated the average starting pay, midpoint, and ending pay for each pay grade, which were then compared to the corresponding pay grades in the county pay plan.

Additionally, based on the County Commission request, some county jobs (custodial, youth facility, and engineering) were compared directly to the four jurisdictions. Lastly, the Montgomery County pay plans were compared to the City of Montgomery pay plans.

Findings

Overall findings include the following:

1. Montgomery County salaries compared to Mobile, Madison, and Jefferson Counties are consistently second to Jefferson County. Madison County underpays at about 10% compared to Montgomery County, which makes Montgomery County seem overpaid. The best comparison is to the City of Montgomery. Once the City of Montgomery receives their pay adjustments, they will meet the average of nine jurisdictions across Alabama, including the counties used in this study.
2. Montgomery County has fewer pay steps per pay range than the comparators' average of 16.5.
3. The Montgomery County public safety pay plan is approximately 3.25% lower than the city's public safety pay plan.
4. The Montgomery County service maintenance pay plan is approximately 9% lower than the city's skills pay plan.
5. The Montgomery County administrative pay plan currently is the same as the city's administrative pay plan. The corrections pay plan is less than one percent less than the city's corrections pay plan.
6. The Montgomery Youth Facility Juvenile Detention Officers and Juvenile Probation Officers are paid more than the comparators by about 2%.

7. The engineer and custodial employees are slightly lower than the comparators, and with the recommendations taken below will correct the differences.

Recommendations

In order to address the disparities, our recommendations are as follows:

- A. Increase pay steps from 13 to 15 for all county pay plans.
- B. Follow the city's pay plans.
- C. Increase the public safety pay plan to approximate the city's (3.25%).
- D. Increase the service maintenance pay plan to approximate the city's (9%).
- E. Leave the administrative and corrections pay plans alone until the third phase of the city's pay adjustments is complete.
- F. Retain the current pay evaluation methods as presented by Ellis-Harper Consulting Firm in 2003.
- G. OPTIONAL: Many of the jurisdictions either contract out custodial services or they are considered an unskilled laborer and have one set pay step that is affected only by a cost of living adjustment and not a merit increase.

The above recommendations will increase the midpoint and ending pay values so that we are much closer to market.

**MONTGOMERY COUNTY COMMISSION
PROPOSED PAY PLAN INCREASES**

Public Safety Plan	3.25% Increase
Service Maintenance	9% Increase
Administration and Corrections Officers	2% Not implemented right now
Estimated cost to General Fund	450,000
 GENERAL FUND	 363,000
ENGINEERING	296,966
WORTHLESS CHECK	5,494
CHILD SUPPORT	<u>3,101</u>
	668,561