

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
SEPTEMBER 12, 2016
AGENDA
INFORMATION SESSION

Call to Order Welcome at 4:00 p.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:

President Kelly Wilson and Board Member Susie Wilson with Montgomery Area
Non-traditional Equestrians (MANE)
Chairman George Noblin with the Board of Registrars
Finance Director Sherrill Thomas

Recess to Formal Session

FORMAL SESSION

Welcome at 5:30 p.m.

Invocation by Guest of Commissioner Hall

Pledge of Allegiance Led by Guest of Commissioner Hall

Call of Roll to Establish Quorum

NEW BUSINESS:

1. Public Comment regarding Proposed 2016-2017 Operating Budget and Construction Fund Budget, County Commission

2. Consider Proposed 2016-2017 Operating Budget and Construction Fund Budget, County Commission
3. Consider Authorization of Resolution regarding GASB 54 Fund Balance Commitments, County Commission
4. Consider Authorization of Resolution to Move the October 3, 2016 County Commission Meeting to the Montgomery Preparatory Academy for Career Technologies (MPACT), County Commission
5. Consider Authorization of Resolution Proclaiming September 22, 2016 as Character Day in Montgomery County, County Commission
6. Consider Board Member Appointments, South Montgomery County Fire Protection Authority and Rescue Squad
7. Consider Authorization of Memorandum of Understanding with the Administrative Office of Courts for Reimbursement of Salary paid to a Court Referee for the 15th Judicial Circuit for the period beginning October 1, 2016 and ending September 30, 2017, Youth Facility
8. Consider Authorization of Amendment to State of Alabama Contract T190 Copier Rental Agreement with Sharp Electronics Corporation, County Commission
9. Consider Authorization of Amendment to Contract with Montgomery Armored Car Service, Inc., regarding Armored Car Services for Montgomery County Probate Office and Tax & Audit Department, County Commission
10. Consider Authorization of Excess Workers' Compensation Insurance Renewal with New York Marine & General Insurance, Secured through Palomar Insurance, Risk Management
11. Consider Authorization of Property Insurance Renewal with Affiliated FM Insurance Company, Secured through Colonial Insurance, Risk Management
12. Consider Authorization of Excess Liability Insurance Renewal with States Self-Insurers Risk Retention Group, Secured through Colonial Insurance, Risk Management
13. Consider Authorization of Blue Cross Blue Shield Health Plan Administrative Fees, COBRA, Dental, Workers Compensation Insurance Renewal and Flexible Spending Account Administration, Risk Management
14. Consider Authorization of Excess Health Insurance with Optum Insurance, Secured through Alliance Insurance Group
15. Consider Authorization of Changes to Healthcare Plan, Risk Management

16. Consider Authorization of Payment of 2016-2017 Membership Dues to the Association of County Commissions of Alabama (ACCA), County Commission
17. Consider Authorization of Payment of 2016-2017 Membership Dues to the Alabama City/County Management Association (ACCMA) for Administrator Donald L. Mims, Deputy Administrator Florence M. Cauthen and Director of Risk Management Scott Kramer, County Commission
18. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
19. Consider Authorization of Bid Award to Wiregrass Construction Co., Inc, regarding Resurfacing Various County Roads, Project Number MC-1-2016, Bid Number 53000-16B-034, Engineering Department
20. Consider Authorization of Bid Award to Forterra Pipe & Precast, regarding Concrete Pipe, Bid Number 53000-16B-030, Engineering Department
21. Consider Authorization of Bid Award to Stivers Ford Lincoln, regarding Oil Service & Tire Rotation Service, Bid Number 52110-16B-033, Sheriff's Office
22. Consider Authorization of Budget Change Requests (3)
 - (1) Detention Facility – Request Number 2
 - (2) Engineering Department – Request Number 12
 - (3) Support Services – Request Number 2
23. Consider Authorization of Budget Change Request Number 81 for \$10,000 to Cloverdale Playhouse for Educational Program, County Commission Appropriations
24. Consider Authorization of Budget Change Request Number 82 for \$2,500 to Montgomery Public Schools for Perfect Attendance Incentive Program, County Commission Appropriations
25. Consider Authorization of Budget Change Request Number 83 for \$20,000 to Montgomery Humane Society for Funding Towards the Cost of the Shelter Roof Replacement, County Commission Appropriations
26. Consider Authorization of Hiring Confidential Secretary at Pay Grade A06, Step 8, Revenue Commissioner's Office
27. Consider Authorization of Irregular Two-Step Increase for Two Administrative Support Specialists (CO0015), Revenue Commissioner's Office
28. Consider Authorization of Position Fill Requests – Revenue Commissioner's Office
 - (1) Customer Service Clerk (CO0016), Position Number To Be Determined
 - (2) Customer Service Clerk (CO0016), Position Number To Be Determined

29. Consider Authorization of Position Fill Request for Receptionist/Secretary, Position Number 400016001, District Attorney's Office
30. Consider Authorization of Position Fill Request for Corrections Officer Trainee (CO0419)/Corrections Officer (CO0420), Position Number 16, Detention Facility
31. Consider Travel/Training Requests (5)

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

Adjourn

CALENDAR OF EVENTS

SEPTEMBER 12, 2016

Regular County Commission Meeting
4:00 p.m. - Information Session
5:30 p.m. - Formal Session
Saint James United Methodist Church
9045 Vaughn Road
After Conclusion of the Formal Session, an
Information Session may be conducted

OCTOBER 3, 2016

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

OCTOBER 10, 2016

County Holiday (Columbus Day)

OCTOBER 17, 2016

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.

NOVEMBER 7, 2016

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.

NOVEMBER 11, 2016

County Holiday (Veteran's Day)

NOVEMBER 16, 2016

Swearing-In Ceremony
1:30 p.m. - Information Session
2:00 p.m. - Formal Session for the Swearing-In Ceremony

NOVEMBER 21, 2016

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.

NOVEMBER 24, 2016

County Holiday (Thanksgiving Day)

PERSONNEL ACTIONS

Accurate information was not available to generate the Personnel Actions Report.

AGENDA

SEP 12 2016

Agenda Item Number 1 - Public Comment Regarding Proposed 2016-2017 Operating Budget
and Construction Fund Budget, County Commission

No documents will be presented for this item

AGENDA

SEP 12 2016

**Proposed Annual Budget
Montgomery County Commission
Montgomery, Alabama
Fiscal Year
October 1, 2016 to September 30, 2017**

Presented September 6, 2016

Elton N. Dean, Sr., Chairman
Daniel Harris, Jr., Vice Chairman
Andrew D. Hall, Member
Ronda M. Walker, Member
Jiles Williams, Jr., Member

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

ANNUAL BUDGET 2016-2017

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

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

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

	ESTIMATED	
	REVENUES	APPROPRIATIONS
General Fund	\$ 72,570,688	\$ 72,570,688
Emergency Fund	20,000	20,000
Workers' Compensation Fund	346,800	346,800
Health Trust Fund	11,863,000	11,863,000
R.E. Life Ins. Fund	70,000	70,000
Liability Fund	586,000	586,000
Gasoline Tax Fund	9,714,410	9,714,410
Public Buildings/Roads/Bridges Fund	6,575,000	7,408,490
Public Highways & Traffic Fund	469,000	500,000
Capital Improvement	852,000	1,852,000
RRR Gasoline Tax Fund	1,945,000	3,695,000
Severed Material Tax Fund	147,000	147,000
Appraisal Fund	2,887,587	2,887,587
Merit System Fund	1,219,784	1,219,784
Community Corrections	856,835	856,835
Grant Fund	776,769	776,769
G.O. Warrants - 2007 Fund	3,601,679	3,601,679
G.O. Warrants - 2010 Fund	1,250,150	1,250,150
Less: Fund transfer elimination	<u>(13,387,704)</u>	<u>(13,387,704)</u>
TOTAL	\$ 102,363,998	\$ 105,978,488
ADD: BUDGETARY FUND BALANCE		
Public Buildings/Roads/Bridges Fund	833,490	
Public Highway and Traffic Fund	31,000	
Capital Improvement Fund	1,000,000	
RRR Gasoline Tax Fund	<u>1,750,000</u>	
TOTAL BUDGETARY FUND BALANCE	3,614,490	
TOTAL PROPOSED BUDGET	\$ 105,978,488	\$ 105,978,488

Funds included in budget:
 General Fund
 Special Revenue Funds
 Debt Service Funds

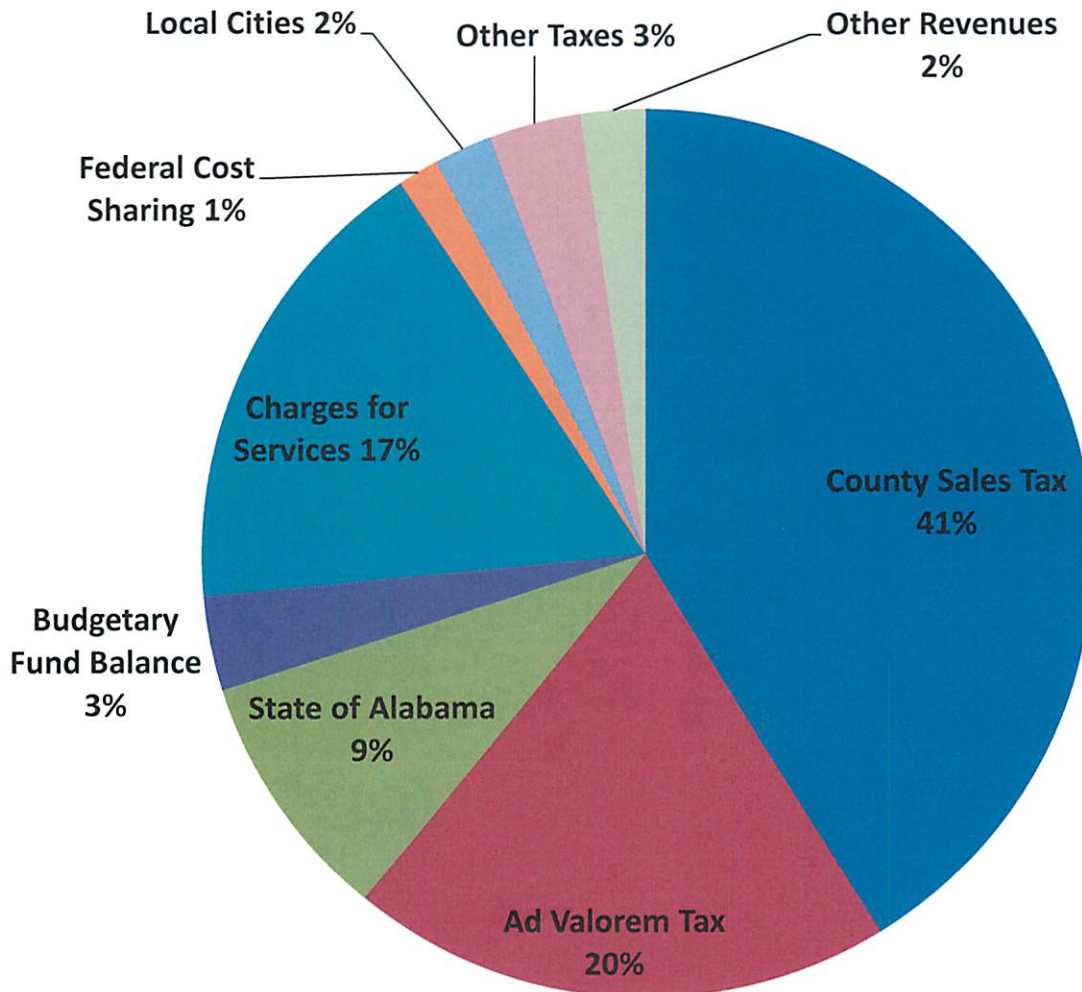
**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

FUNDS NOT INCLUDED IN OPERATING BUDGET

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

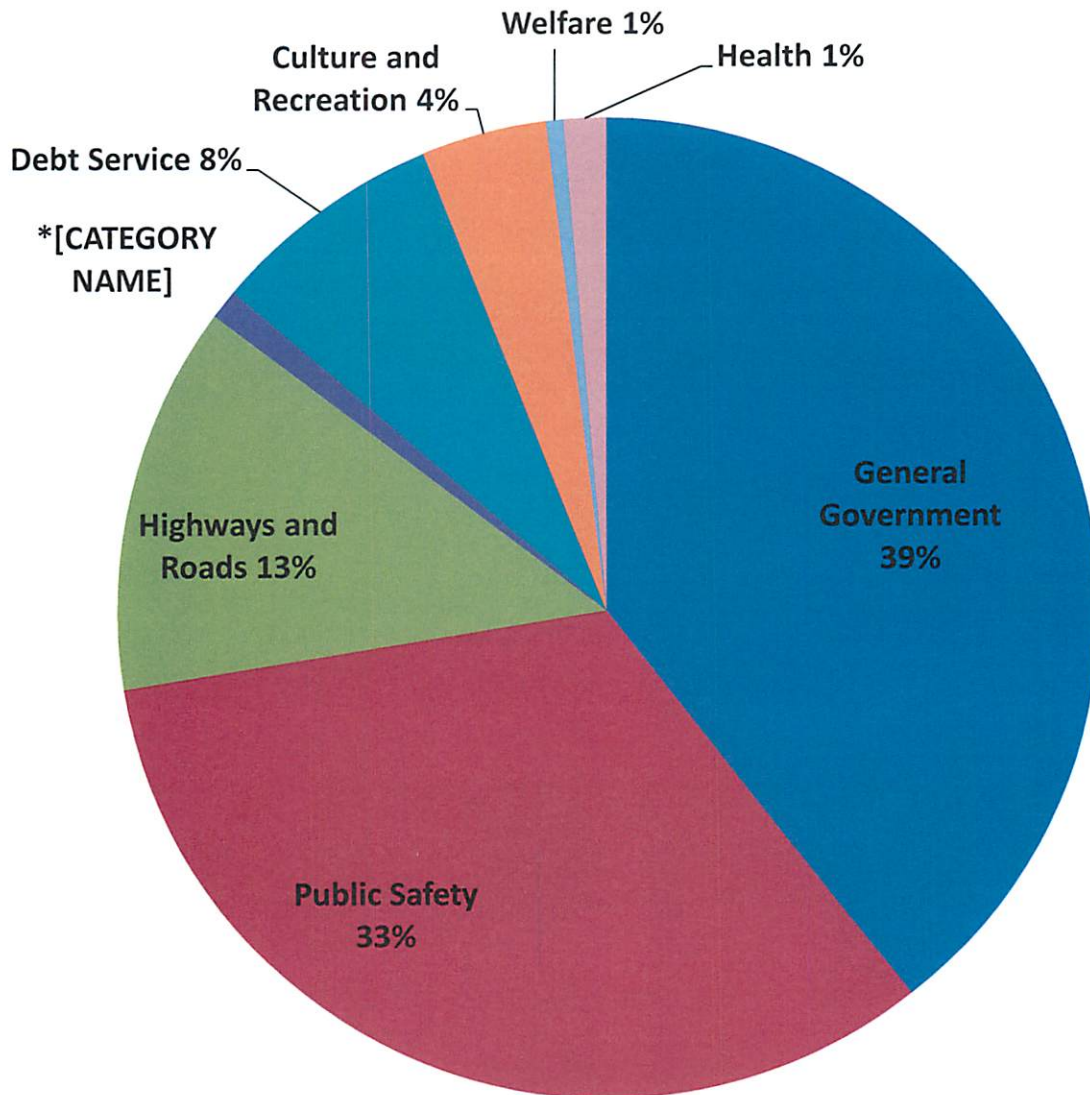
Montgomery County Commission
Estimated Revenues and Budgetary Fund Balance
2016-2017

Type	Percentage	Total
County Sales Tax	41%	\$ 43,650,000
Ad Valorem Tax	20%	20,928,653
State of Alabama	9%	9,729,191
Budgetary Fund Balance	3%	3,614,490
Charges for Services	17%	18,158,500
Federal Cost Sharing	1%	1,575,761
Local Cities	2%	2,235,996
Other Taxes	3%	3,564,000
Other Revenues	2%	2,521,897
Miscellaneous		1,195,709
Interest		65,500
Licenses and Permits		583,200
Board of Education		642,488
Fines and Forfeitures		35,000
	100%	\$ 105,978,488



**Montgomery County Commission
Appropriations
2016-2017**

Type	Percentage	Total
General Government	39%	\$ 41,734,917
Public Safety	33%	35,019,037
Highways and Roads	13%	13,556,410
Education	1%	1,048,174
Debt Service	8%	8,133,558
Culture and Recreation	4%	4,390,981
Welfare	1%	598,960
Health	1%	1,496,451
	100%	\$ 105,978,488



*Additional \$26 million provided for Education by the 1% County Sales tax for Public Education

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

**Summaries of
DEPARTMENTAL
and
FUND BUDGETS**

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET
GENERAL FUND**

ESTIMATED REVENUES

TAXES

Ad Valorem Tax	\$	13,470,000
County Sales Tax		43,650,000
Salaries for Revenue Commissioner		227,000
County Beer Tax		100,000
County Wine Tax		5,000
Lodging Tax		2,754,000
Other Tax		705,000
TOTAL TAXES		<u>60,911,000</u>

LICENSE & PERMITS

497,200

INTERGOVERNMENTAL

State Shared Revenue	1,777,890
State Cost Sharing Revenue	1,644,858
Federal Cost Sharing	1,235,761
Local Government Cost Sharing	269,070
TOTAL INTERGOVERNMENTAL	<u>4,927,579</u>

CHARGES FOR SERVICES

Court Fees	892,000
Fees & Commissions - Public Officials	4,105,600
Other Fees & Charges	90,100
TOTAL CHARGES FOR SERVICES	<u>5,087,700</u>

FINES AND FORFEITURES

35,000

MISCELLANEOUS

Interest	6,500
Sales & Rentals	530,709
Other	575,000
TOTAL MISCELLANEOUS	<u>1,112,209</u>

TOTAL ESTIMATED REVENUES

\$ 72,570,688

MONTGOMERY COUNTY COMMISSION**2016 - 2017 BUDGET****GENERAL FUND****APPROPRIATIONS****GENERAL GOVERNMENT**

County Commission	\$	850,134
Risk Management		227,461
Public Affairs		101,537
Finance Department		500,209
Judges		431,393
District/Circuit/Domestic Relations Court		2,950
Circuit Clerk		32,025
District Attorney		2,969,176
Pre-Trial/District Attorney		710,158
Court Reporters		166,441
Probate Judge's Office		3,825,456
Revenue Commissioner		1,408,019
Tax and Audit Division		841,871
Support Services		3,234,858
Building Permits		41,414
Election Operating		269,348
Election Administration		240,710
Board of Registrars		252,777
Tax Equalization Board		5,824
Veterans Service Office		700
Forestry Commission		12,150
Industrial Park Utilities/Maintenance		43,000
Industrial Development		42,750
Information Systems		2,025,160
Contingent		25,000
Unemployment Compensation		15,000
TOTAL GENERAL GOVERNMENT	\$	<u>18,275,521</u>

PUBLIC SAFETY

Sheriff's Office	\$	13,582,948
Montgomery County Detention Facility		15,912,384
Montgomery City-County Emergency Management Agency		109,829
Coroner's Office		117,280
Youth Facility Net of City Funding		2,744,580
Youth Facility - DYS Subsidy		289,681
Youth Facility - DYS Boot Camp		485,500
Crimestoppers		5,000
Montgomery County Association of Volunteer Fire Departments		190,000
TOTAL PUBLIC SAFETY	\$	<u>33,437,202</u>

SANITATION- Transfer Station & Storm Water Permit	\$	<u>146,907</u>
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MONTGOMERY COUNTY COMMISSION**2016 - 2017 BUDGET****GENERAL FUND****HEALTH**

Health Department	\$	468,048
Montgomery Area Mental Health Authority		170,000
Family Sunshine Center		31,700
VOCAL		5,000
Animal Shelter		500,000
Chemical Addictions Program, Inc.		37,500
Lighthouse Counseling Center, Inc.		19,200
Council on Substance Abuse - NCADD		11,700
Mosquito Control		58,146
Sickle Cell Foundation		15,750
Community Care Network		17,500
Red Cross		15,000
TOTAL HEALTH	\$	1,349,544

WELFARE

Transfer of Insane	\$	7,101
Restor		5,000
Child Protect		3,750
Brantwood Children's Home		12,500
Montgomery Community Action Agency		32,500
Central Alabama Aging Consortium		15,000
Montgomery Area Council on Aging		32,500
Montgomery Area Food Bank		3,750
Pauper Burial		6,000
Joint Public Charity Hospital Board		94,000
Indigent Hospitalization Program		160,563
School to Work/ Summer Apprentice Program		146,777
Central Alabama Community Foundation (BONDS)		7,750
Department of Human Resources		20,000
TOTAL WELFARE	\$	547,191

CULTURE & RECREATION

City - County Library	\$	2,113,615
Pike Road Library net of Town of Pike Road funding		92,265
Montgomery Museum of Fine Arts		1,533,161
Montgomery County Recreation Board		449,753
Boys & Girls Clubs		12,500
The United Community Improvement		4,687
Unified YMCA		30,000
ECHO		5,000
Alabama Shakespeare Festival		150,000
TOTAL CULTURE & RECREATION	\$	4,390,981

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET
GENERAL FUND**

APPROPRIATIONS

EDUCATION

City/County School Bonds	\$ 405,265
Montgomery Education Foundation	45,000
Auburn Extension Service	115,020
Montgomery Internal Medicine Residency Program (UAB)	22,500
Thelma Morris After School Program	25,000
Latchkey	28,040
YMCA Childcare Program	30,000
Character @ Heart	15,000
TOTAL EDUCATION	\$ 685,825

CLASSIFIED BY CHARACTER ONLY

In-House Appropriations- General Government Category	\$ 1,563,254
In-House Appropriations-Retiree Health & Life Insurance	2,225,880
Reclassification Reserve	(450,000)
Montgomery Co Building Authority 2006-2015 Capital Lease Obligation	4,863,523
Montgomery Co Public Education Cooperative District Series 2015 Bonds	1,060,400
Education Debt Service Funding	(1,060,400)
Montgomery Energy Conservation Project 2012 G.O. Warrants	398,588
Montgomery Energy Conservation Project 2014 G.O. Warrants	401,567
Agency Appropriations-General Government Category	870,755
TOTAL CLASSIFIED BY CHARACTER ONLY	\$ 9,873,567

TOTAL APPROPRIATIONS	\$ 68,706,738
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TRANSFERS

To Community Corrections Fund	346,835
To Merit Fund	280,550
To Construction Programs Fund	404,336
To General Obligation Warrant Debt Service Funds	4,851,779
Education Debt Service Funding	(2,019,600)
TOTAL TRANSFERS	\$ 3,863,900

TOTAL APPROPRIATIONS & TRANSFERS	\$ 72,570,638
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EMERGENCY FUND

ESTIMATED REVENUES

MISCELLANEOUS

Interest	\$ 20,000
TOTAL ESTIMATED REVENUES	\$ 20,000

APPROPRIATIONS

GENERAL GOVERNMENT-Miscellaneous Expenditures	\$ 20,000
TOTAL APPROPRIATIONS	\$ 20,000

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

WORKERS' COMPENSATION FUND

ESTIMATED REVENUES

Workers Compensation Contributions	\$ 340,000
Other reimbursements	4,800
Interest	2,000
TOTAL ESTIMATED REVENUES	\$ <u>346,800</u>

APPROPRIATIONS

Workers' Compensation Expenditures	\$ 346,800
TOTAL APPROPRIATIONS	\$ <u>346,800</u>

HEALTH INSURANCE FUND

ESTIMATED REVENUES

Premiums	\$ 11,860,000
Interest	3,000
TOTAL ESTIMATED REVENUES	\$ <u>11,863,000</u>

APPROPRIATIONS

Health Care Costs	\$ 11,863,000
TOTAL APPROPRIATIONS	\$ <u>11,863,000</u>

RETIRED EMPLOYEE LIFE INSURANCE FUND

ESTIMATED REVENUES

Premiums	\$ 70,000
TOTAL ESTIMATED REVENUES	\$ <u>70,000</u>

APPROPRIATIONS

Death Benefit Payments	\$ 70,000
TOTAL APPROPRIATIONS	\$ <u>70,000</u>

LIABILITY FUND

ESTIMATED REVENUES

Premiums	\$ 580,000
Interest	6,000
TOTAL ESTIMATED REVENUES	\$ <u>586,000</u>

APPROPRIATIONS

Liability Ins. Costs	\$ 586,000
TOTAL APPROPRIATIONS	\$ <u>586,000</u>

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

GASOLINE TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUE

State Gasoline Tax	\$ 1,600,000
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STATE COST SHARING REVENUE

Engineer's & Assistant Engineer's Salary reimbursement	115,920
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MISCELLANEOUS

Other	<u>90,000</u>
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TOTAL ESTIMATED REVENUES

\$ <u>1,805,920</u>

TRANSFERS

From Public Highway & Traffic Fund	500,000
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From Public Building/Roads/Bridges	<u>7,408,490</u>
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TOTAL TRANSFERS

<u>7,908,490</u>

TOTAL ESTIMATED REVENUES AND TRANSFERS

\$ <u><u>9,714,410</u></u>

APPROPRIATIONS

HIGHWAYS & ROADS

Construction	\$ 1,791,409
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District I	1,595,146
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District II	1,776,624
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District III	2,060,500
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County Engineer's Office	1,336,302
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County Shop	699,846
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Bridge Maintenance	449,583
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Environmental Cleanup	<u>5,000</u>
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TOTAL APPROPRIATIONS

\$ <u>9,714,410</u>

TOTAL APPROPRIATIONS & TRANSFERS

\$ <u><u>9,714,410</u></u>

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

PUBLIC BUILDING/ROADS/BRIDGES FUND

ESTIMATED REVENUES

TAXES

Ad Valorem Tax	\$	6,560,000
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MISCELLANEOUS

Interest		15,000
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TOTAL ESTIMATED REVENUES	\$	<u>6,575,000</u>
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Budgetary Fund Balance		<u>833,490</u>
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TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE	\$	<u><u>7,408,490</u></u>
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APPROPRIATIONS

TRANSFERS

To Gasoline Tax Fund	\$	7,408,490
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TOTAL TRANSFERS		<u>7,408,490</u>
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TOTAL APPROPRIATIONS & TRANSFERS	\$	<u><u>7,408,490</u></u>
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PUBLIC HIGHWAY & TRAFFIC FUND

ESTIMATED REVENUES

License & Permits	\$	86,000
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State Shared Revenue		317,000
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Charges for Services		66,000
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TOTAL ESTIMATED REVENUES	\$	<u>469,000</u>
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Budgetary Fund Balance		<u>31,000</u>
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TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE	\$	<u><u>500,000</u></u>
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TRANSFERS

Transfer to Gasoline Tax Fund	\$	500,000
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TOTAL TRANSFERS	\$	<u><u>500,000</u></u>
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CAPITAL IMPROVEMENT FUND

ESTIMATED REVENUES

State Shared Revenue	\$	850,000
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Interest		2,000
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TOTAL ESTIMATED REVENUES	\$	<u>852,000</u>
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Budgetary Fund Balance		<u>1,000,000</u>
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TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE	\$	<u><u>1,852,000</u></u>
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APPROPRIATIONS

Buildings Repair and Improvements	\$	1,852,000
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TOTAL APPROPRIATIONS	\$	<u><u>1,852,000</u></u>
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**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

RRR GASOLINE TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUES

Motor Vehicle License - Act 84-186	\$ 415,000
Petroleum Inspection Fee - Act 84-185	117,000
4 cent Gasoline Tax	920,000
5 cent Gasoline Tax	450,000
Additional excise tax	32,000
TOTAL STATE SHARED REVENUES	\$ 1,934,000

MISCELLANEOUS

Interest	\$ 11,000
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TOTAL ESTIMATED REVENUES

	\$ 1,945,000
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Budgetary Fund Balance	1,750,000
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TOTAL ESTIMATED REVENUES & BUDGETARY FUND BALANCE	\$ 3,695,000
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APPROPRIATIONS

Restriping & Resigning	115,000
Resurfacing	3,580,000
TOTAL APPROPRIATIONS	\$ 3,695,000

SEVERED MATERIAL TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUE	\$ 147,000
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TOTAL ESTIMATED REVENUES	\$ 147,000
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APPROPRIATIONS

Road Bldg Materials and Supplies	\$ 147,000
TOTAL APPROPRIATIONS	\$ 147,000

APPRAISAL FUND

ESTIMATED REVENUES

COST SHARING

State of Alabama	\$ 545,754
Montgomery County	671,653
Board of Education	642,488
Local Cities	1,027,692
TOTAL ESTIMATED REVENUES	\$ 2,887,587

APPROPRIATIONS

General Government	\$ 2,887,587
TOTAL APPROPRIATIONS	\$ 2,887,587

**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

MERIT SYSTEM FUND

ESTIMATED REVENUES

City of Montgomery	\$ 939,234
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TRANSFERS

Transfer from General Fund	<u>280,550</u>
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TOTAL ESTIMATED REVENUES & BUDGETARY FUND BALANCE	\$ <u>1,219,784</u>
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APPROPRIATIONS

General Government	\$ <u>1,219,784</u>
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TOTAL APPROPRIATIONS	\$ <u>1,219,784</u>
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COMMUNITY CORRECTIONS FUND

ESTIMATED REVENUES

Alabama Department of Corrections	\$ 360,000
Client Fees	150,000

TOTAL ESTIMATED REVENUES	\$ <u>510,000</u>
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TRANSFERS

Transfer From General Fund	346,835
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TOTAL ESTIMATED REVENUES	\$ <u>856,835</u>
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APPROPRIATIONS

Public Safety	\$ <u>856,835</u>
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TOTAL APPROPRIATIONS	\$ <u>856,835</u>
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GRANT FUND

ESTIMATED REVENUES

Federal and State Grants	\$ <u>776,769</u>
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TOTAL ESTIMATED REVENUES	\$ <u>776,769</u>
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APPROPRIATIONS

Grant Appropriations	\$ 776,769
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TOTAL APPROPRIATIONS	\$ <u>776,769</u>
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**MONTGOMERY COUNTY COMMISSION
2016 - 2017 BUDGET**

GENERAL OBLIGATION WARRANTS 2007/2015 DEBT SERVICE FUND

TRANSFERS

Transfer from General Fund	\$ <u>3,601,679</u>
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TOTAL TRANSFERS	\$ <u><u>3,601,679</u></u>
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APPROPRIATIONS

Principal	\$ 2,330,000
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Interest	<u>1,271,679</u>
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TOTAL APPROPRIATIONS	\$ <u><u>3,601,679</u></u>
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GENERAL OBLIGATION WARRANTS 2010-A DEBT SERVICE FUND

REVENUE AND TRANSFERS

Transfer from General Fund	\$ <u>1,250,150</u>
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TOTAL REVENUE AND TRANSFERS	\$ <u><u>1,250,150</u></u>
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APPROPRIATIONS

Principal	\$ 820,000
-----------	------------

Interest	<u>430,150</u>
----------	----------------

TOTAL APPROPRIATIONS	\$ <u><u>1,250,150</u></u>
-----------------------------	-----------------------------------

Montgomery County Commission

Construction Fund Budget

Account Number	Account Description	2017 Proposed Budget
REVENUES		
Department: 61100	- Operating Transfers In ND	
61001	Transfer In From General Fund	404,336.00
TOTAL REVENUE		<u>\$404,336.00</u>
EXPENSES		
Department: 51104	- County Building Projects	
231	Repair & Maintenance Bldgs/Impr	404,336.00
TOTAL EXPENSE		<u>\$404,336.00</u>

SEP 12 2016

Montgomery County Commission

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

To: Donnie L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director 

Date: August 22, 2016

Re: GASB 54 Resolutions

The Governmental Accounting Standards Board (GASB) adopted a new standard (GASB 54) for governmental fund balance reporting that was effective in 2011. This standard requires that the County Commission annually approve a resolution committing applicable fund balances.

Attached is a resolution for County Commission approval to comply with the GASB 54 requirements for fiscal year 2016.

GASB 54

Fund Balance Commitments

Resolution

WHEREAS, the Montgomery County Commission is the elected representative of the citizens of Montgomery County, responsible for maintaining the financial records of the County in accordance with Governmental Accounting Standards; and

WHEREAS, the Governmental Accounting Standards Board ("GASB") has adopted Statement 54 ("GASB 54"), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years beginning after June 15, 2010, and

WHEREAS, the Montgomery County Commission desires to commit certain fund balance reserves in compliance with GASB 54 requirements, and to apply such requirements to its financial statements ending September 30, 2016; and

NOW BE IT RESOLVED that Montgomery County Commission commits the following portions of its September 30, 2016, Fund Balances, as follows:

GENERAL FUND:

- \$ 50,000 is committed for Catoma Community park improvements.
- DHR Rent is committed for DHR Building expenses.
- Workers Compensation Self Insured Account is committed to Workers Compensation Expense and Claims
- Employee Health Insurance Trust Account is committed for Employee/Retiree Health Insurance Plan Costs
- Retiree Life Insurance Account is committed for Retiree Death benefits
- Liability Account is committed for Liability Insurance, claims and related legal expense

CONSTRUCTION PROGRAMS FUND:

- The unrestricted fund balance is assigned to County construction, equipment and improvement projects

DONE THIS THE _____ **day of** _____ **2016.**



Office of Public Affairs
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102
334.832.1270

AGENDA

SEP 12 2016

MEMORANDUM

August 30, 2016

To: Montgomery County Commission

From: DiDi Henry, public affairs director

RE: Resolution to Change the Time and Location of the October 3, 2016 Commission Meeting

In conjunction with the Montgomery County bicentennial celebration, the County Commission will host a regular meeting in each commission district from August to December, as part of this celebration; and

We will highlight District One at the October 3, 2016. Vice Chairman Harris wishes to host that meeting at the Montgomery Preparatory Academy for Career Technologies (MPACT) which is located at 2901 E. South Blvd.; the information session will begin at 4:00 p.m., with the formal session at 5:30 p.m.

I am asking that the Commission place this resolution on the agenda for the September 12th meeting.



RESOLUTION

WHEREAS, Montgomery County is celebrating its bicentennial throughout the year 2016; and

WHEREAS, in conjunction with this celebration, the County Commission wishes to host a regular meeting in each commission district from August to December, as part of this celebration; and

WHEREAS, the Montgomery County Commission wishes to change the time and meeting location of the October 3, 2016, meeting from the Montgomery County Courthouse Administration Building, Annex III, 101 South Lawrence Street to the Montgomery Preparatory Academy for Career Technologies (MPACT) which is located at 2901 E. South Blvd.; the information session will begin at 4:00 p.m., with the formal session at 5:30 p.m.,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to change the meeting location, and time, as stated above, for the October 3, 2016, meeting from the Montgomery County Courthouse Administration Building, Annex III, to the Montgomery Preparatory Academy for Career Technologies (MPACT).

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 12th day of September, 2016.

BY: _____
Chairman

ATTEST: _____
County Administrator



Office of Public Affairs
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102
334.832.1270

AGENDA

SEP 12 2016

July 21, 2016

MEMORANDUM

To: Montgomery County Commission

From: DiDi Henry, public affairs director

DH

RE: Character Day Resolution

Vice Chairman Harris has been asked to support a resolution proclaiming September 22, 2016, as *Character Day in Montgomery County*, to coincide with this global day of recognizing and highlighting the need for good character development in our schools and community.

I am requesting that this item be placed on the September 12, 2016, agenda. Thank you.

Montgomery County Commission

A County Older Than The State



*Established 1816
Montgomery, Alabama*

Resolution

WHEREAS; in 1995, the Alabama State Legislature approved a character education mandate that required that 28 character traits be taught to Alabama students; and

WHEREAS, this character education mandate influenced other state legislative decisions in Georgia, South Carolina, North Carolina and others; and

WHEREAS, presently, 18 states require character education; and

WHEREAS, character development is carried out not just in schools, but also in communities, with Prattville, Tuscaloosa, Opelika and Huntsville, Alabama, all having “Community of Character” movements; and

WHEREAS, eight states, including Alabama, have legal declarations designating them as “States of Character”; and

WHEREAS, last year, over 6,700 character-training events were held in 41 countries in conjunction with Character Day; and

WHEREAS, this year’s Character Day continues with the hope to create a global conversation about the importance of character-building in today’s busy world – focusing on developing and heightening creativity, humility, grit, courage, compassion, and empathy,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim Thursday, September 22, 2016, as *Character Day* in Montgomery County, Alabama, and encourage its citizens to be mindful of good character traits and exhibit them in their daily lives.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 12th day of September, 2016.

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

SEP 12 2016

September 8, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Board Member Appointments to South Montgomery County Fire Protection Authority and Rescue Squad

The Montgomery County Commission, at its meeting on September 6, 2016, agreed to place on the next agenda the appointments of Delaris Bowden, with a term expiring March 1, 2019, and Wayne Miles, with a term expiring March 1, 2021, as board members of the South Montgomery County Fire Protection Authority and Rescue Squad, as requested by Fire Chief David Miles.

I am requesting approval of these appointments.

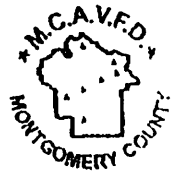
/tn

Attachments

6-1

SOUTH MONTGOMERY VFD & RESCUE

**P.O. BOX 116
RAMER, ALABAMA 36069**



August 11, 2016

Montgomery County Commissioners

Commissioners:

This letter is to request approval of two persons to serve on the South Montgomery County VFD Board of Directors. Mrs. Delaris Bowden (6630 Ramer-Grady Road, Grady, AL 36036) is to fill the remaining term left by the resignation of Mr. Robert Meadows. Mr. Wayne Miles (483 Paulk Road, Ramer, AL 36069) is to replace Mr. Bill Livingston who is unable to serve another term due to declining health. These two have been approved by our membership and are currently serving in an interim status awaiting your approval. Both Mrs. Bowden and Mr. Miles have many years of experience with our department and the fire service.

Thanks for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Chief David Miles".

Chief David Miles
South Montgomery VFD & Rescue
334-850-0168

South Montgomery County
Fire Protection Authority and Rescue Squad

Members:

Term Expires:

Tom Ellis
11151 Hobbie Road
Ramer, AL 36069
Day: 562-3500
Night: 562-7990
Work: 562-3242

3/1/2017

* Bill Livingston
1389 Old Barnes Road
Mathews, AL 36052
Home: 584-7650

3/1/2015

* Robert Meadows
442 Lewis Road
Grady, AL 36036
Home: (334) 562-3178

3/1/2019

cc: Chief David Miles
Rt. 2, Box 454
Ramer, AL 36069
334-562-9331 (work)
334-562-9382 (home)

(P.O. Box 116, Station Address)

(Maintenance: Tom Ellis, 562-3242, day
562-9280, night)- Fire Station #

Term: 6 years

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator
Date: September 7, 2016
Re: MOU – Referee Vicky Toles

I am requesting that the Memorandum of Understanding for Montgomery County Youth Facility Referee Vicky Toles be placed on the working agenda for the September 12th County Commission meeting for approval. The funding for Referee Toles will be paid entirely through state funding. The Administrative Office of Courts will submit an invoice at the end of each quarter in FY 2017 and be reimbursed for her salary.

Thank you for your consideration in this matter.



MEMORANDUM OF UNDERSTANDING

Between the Administrative Office of Courts and The Montgomery County Commission

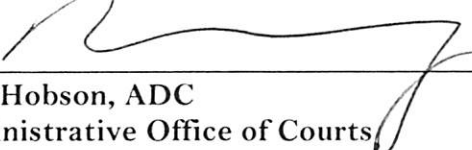
I. This Memorandum of Understanding ("MOU") is hereby entered into by and between the State of Alabama (hereinafter referred to as the "State"), acting through the Administrative Office of Courts of the Unified Judicial System of Alabama (hereinafter referred to as the "AOC"), and the Montgomery County Commission (hereinafter referred to as the "Commission") for the public purpose of reimbursing the AOC for certain salary and fringe benefits (**not to exceed an annual amount of \$50,119.20**) paid by the AOC to the temporary Court Referee Vicky Toles of the Fifteenth Judicial Circuit. Referee Toles will be paid an hourly rate of \$38.60 and will work a maximum of 25 hours per week. Ms. Toles will administer detention and shelter care hearings for the Juvenile Court. This MOU is effective for the period beginning October 1, 2016 and ending September 30, 2017.

II. AOC and the Commission agree that this transfer of funds in no way obligates the Commission to provide permanent or additional funding for this position in future months or years beyond the period stated. Should AOC receive additional state funding for this referee position, AOC shall refund the Commission any unused portion of the funding provided by the Commission.

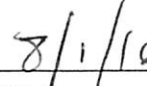
III. AOC will invoice the Commission at the end of each quarter in FY 2016 for all salary and fringe benefits paid. Any inquiries made to the AOC may be directed to Bob Bradford, Director of Finance. Checks shall be written to the order of the Administrative Office of Courts addressed to the attention: Bob Bradford, Administrative Office of Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741.

IV. The AOC, employee, and/or Commission may terminate this MOU without penalty by providing all parties fourteen (14) days written notice. This MOU replaces any MOU approved prior to the effective date of this document.

APPROVED:



Rich Hobson, ADC
Administrative Office of Courts



Date

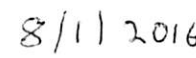
Elton N. Dean, Sr., Chairperson
Montgomery County Commission

Date

REVIEWED BY:



James E. Wilson, Esq., AOC Legal Division



Date

AGENDA

SEP 12 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MS*

DATE: August 18, 2016

RE: State of Alabama T190 Rental Agreement
Copiers with Sharp Electronics

At its meeting on July 18, 2016, the Montgomery County Commission approved State of Alabama T190 Rental Agreement regarding copiers with Sharp Electronics Corporation. On July 25, 2016, I was notified by the director of sales for Sharp Electronics that a copier selected by some departments had been discontinued on state contract and replaced with another copier that has the same features but also included a price increase.

I request that attached amended lease agreement with Sharp Electronics Corporation and approval to add copy machines to this agreement as needed be considered for approval on a future agenda.

Amendment has been coordinated with Florence Cauthen, Deputy Administrator.

Attachment

Sharp Electronics Corporation

Order Address: One Sharp Plaza Box Q, Mahwah, NJ 07495

Remit to address: Dept CH 14272, Palatine, IL 60055-4272

Order # _____

State of AL Contract T190 Contract # 4012356

Rental Agreement

Bill To:

Ship To:

Montgomery County Commission

Phone: _____

Contact: _____

Email: _____

Phone: _____

Contact: _____

Email: _____

**Term: 3 Year rental agreement under the provisions of State of Alabama T190
Contract # 4012356**

**Monthly Rental Rate (including accessories): \$7,680.77 Copy/Prints Included: -0-
Excess Copy Cost Black: See Schedule A-2a Excess Copy Cost Color: See Schedule A-2 a
Total Monthly Equipment Rental: (includes taxes): \$7,899.00**

Note: Per Terms & Conditions of St AL T190 Contract all applicable State and Local Use Tax have been added to the monthly rental payment.

Equipment Description

See Equipment Schedule A-2a

State of AL Contract T190 Contract # 4012356 Rental Agreement

(Page 2)

Lessee: Montgomery County Commission
(Agency)

Supplies

Contract includes all supplies (toner , developer, drums) except for paper and staples.

Equipment Placement Period:

Fixed thirty-six (36) month Rental agreement which will commence on the date the equipment is installed. Rental includes installation, training, and removal at end of rental term.

Cancellation:

Lessee shall not cancel any contract for equipment for any reason other than failure of equipment to operate as specified or due to non-appropriation of funds. Cancellation for any other reason may result in a termination fee equal to the sum of the all remaining payments. Lessee shall provide 30 days written notice of cancellation.

Service

Contract includes all parts, labor, travel, and repair loaner machine (if necessary). Excludes damage due to negligence or missuse. If a trend of excessive malfuctions is established and documented, Sharp Electronics will replace the device with another of equal or better features at no charge to the enduser.

Terms and Conditions

All Terms and Conditions in accordance with State of Alabama T190 Contract # 4012356 apply.

If a dispute arises or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first thru direct discussions or negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery Alabama. Either party may terminate the mediation at any time after the session but the decision to terminate must be delivered in person to the other party and mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution than any disputes not resolved by resolution shall be decided in the Circuit Court of Montgomery County, Alabama governed by the laws of Alabama and any applicable federal laws relating to the argument between Montgomery County and Sharp Electronics Corp.

Lessee: Montgomery County Commission
(Agency)

Date: _____

Signature: _____

Title _____

Lessor _____ Title _____ Date _____
Sharp Electronics Corp

State of AL Contract T190 Contract # 4012356

Montgomery County Commission Equipment Schedule A-2a / Page 1 of 2

Contract Line #	Commodity Code	Model & Accessories	Location	Monthly Rental (includes tax)	Cost Per Copy Charge
65	985-26-088727	MX5050N, MX5070UP, MX-FN30, MX-DE28, MX-PN16B, MX-FX15	County Commission	\$393.31	BLK: \$0.0054 / Color: \$0.04
25	985-26-088708	MXM464N, MX-DE20, MX-PN11B	DA Check Unit	\$189.28	\$0.0049
25	985-26-088708	MXM464N, MX-DE20, MX-PN11B	DA Pre-Trial	\$189.28	\$0.0049
25	985-26-088708	MXM464N Base System	DA's Office	\$123.72	\$0.0049
33	985-26-088712	MXM654N, MX-PN12B, MX-LC15	DA Street Crime	\$276.85	\$0.0041
33	985-26-088712	MXM654N, MX-PN12B, MX-LC15	DA Grand Jury	\$276.85	\$0.0041
25	985-26-088708	MXM464N, MX-DE20, MX-PN11B	DA VUC	\$189.28	\$0.0049
25	985-26-088708	MXM464N, MX-DE20, MX-PN11B	DA JUVI / at Youth Facility	\$189.28	\$0.0049
25	985-26-088708	MXM464N, MX-DE20, MX-PN11B	DA HMFI	\$189.28	\$0.0049
25	985-26-088708	MXM464N, MX-DE20, MX-PN11B	DA Proposed / Admin 2	\$189.28	\$0.0049
9	985-26-087067	MXM266N Base System	DA Child Support	\$71.62	\$0.0062
33	985-26-088712	MXM654N Base System	Finance	\$213.78	\$0.0041
9	985-26-087067	MXM266N Base System	Maintenance	\$71.62	\$0.0062
25	985-26-088708	MXM464N, MX-DE20, MX-FX11	Tax & Audit	\$205.92	\$0.0049
9	985-26-087067	MXM266N Base System	Revenue	\$71.62	\$0.0062
25	985-26-088708	MXM464N, MX-FX11	Probate Tags DT	\$159.93	\$0.0049
13	985-26-087069	MXM266N with Inner Finisher	Probate Records Revenue	\$88.56	\$0.0062
19	985-26-088704	MXM364N, MX-FX11	Probate Court	\$135.98	\$0.0055
19	985-26-088704	MXM364N, MX-FX11	Probate Accounting	\$135.98	\$0.0055
19	985-26-088704	MXM364N, MX-FX11	Election Center	\$135.98	\$0.0055
19	985-26-088704	MXM364N, MX-FX11	Probate East	\$135.98	\$0.0055
19	985-26-088704	MXM364N, MX-FX11	Probate West	\$135.98	\$0.0055
19	985-26-088704	MXM364N, MX-FX11	Probate South	\$135.98	\$0.0055
13	985-26-087069	MXM266N with Inner Finisher	Revenue West	\$88.56	\$0.0062
13	985-26-087069	MXM266N with Inner Finisher	Revenue East	\$88.56	\$0.0062
13	985-26-087069	MXM266N with Inner Finisher	Revenue South	\$88.56	\$0.0062
13	985-26-087069	MXM266Nwith Inner Finisher, MX-FX11	Information Systems	\$124.77	\$0.0062
25	985-26-088708	MXM464N, MX-FX11	Purchasing	\$159.93	\$0.0049
19	985-26-088704	MXM364N, MX-FX11	Engineering	\$135.98	\$0.0055
19	985-26-088704	MXM364N Base System	Appraisal	\$99.77	\$0.0055

8-4

State of AL Contract T190 Contract # 4012356

Montgomery County Commission Equipment Schedule A-2a / Page 2 of 2

Contract Line #	Commodity Code	Model & Accessories	Location	Monthly Rental (includes tax)	Cost Per Copy Charge
25	985-26-088708	MXM464N, MX-DE20, MX-FX11	Comm. Corrections	\$205.92	\$0.0049
1	985-26-070227	MXB201D Base System	Comm. Corrections	\$28.18	\$0.0110
1	985-26-070227	MXB201D Base System	Comm. Corrections	\$28.18	\$0.0110
25	985-26-088708	MXM464N, MX-DE20	Jail - Releasing	\$169.71	\$0.0049
33	985-26-088712	MX-M654N Base System	Jail - Booking	\$213.78	\$0.0041
65	985-26-088727	MX5050N, MX5070UP, MX-FN30, MX-DE28, MX-PN16B	Jail - Admin	\$356.73	BLK: \$0.0054 / Color: \$0.04
9	985-26-087067	MXM266N Base System	Youth Facility Court Room	\$71.62	\$0.0062
33	985-26-088712	MX-M654N, MX-PN12B	Youth Facility Detention	\$236.64	\$0.0041
33	985-26-088712	MX-M654N Base System	Youth Facility Probation	\$213.78	\$0.0041
33	985-26-088712	MX-M654N Base System	Youth Facility / Inmate hall way	\$213.78	\$0.0041
9	985-26-087067	MXM266N Base System	Youth Facility - Switchboard	\$71.62	\$0.0062
9	985-26-087067	MXM266N Base System	Personnel	\$71.62	\$0.0062
45	985-26-088717	MX-M754N, MX-LC15, MX-FX11, MX-PN12B	Personnel	\$357.13	0.0033
65	985-26-088727	MX5050N, MX5070UP, MX-FN30, MX-DE28, MX-PN16B, MX-FX15	Admin	\$393.31	BLK: \$0.0054 / Color: \$0.04
33	985-26-088712	MX-M654N Base System	Legal Services	\$213.78	\$0.0041
59	985-26-088725	MX-3050N, MX-FN27, MX-FX15	Investigations	\$170.18	BLK: \$0.0079 / Color: \$0.045
65	985-26-088727	MX5050N, MX5070UP, MX-DE28, MX-PN14B	Patrol	\$280.56	BLK: \$0.0054 / Color: \$0.04

Leassee: Montgomery Co. Commission
(Agency)

Date: _____

Signature: _____

Title _____

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

SEP 12 2016

August 31, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Montgomery Armored Car Service, Inc., Contract Amendment

Please find attached an amendment to extend the contract with Montgomery Armored Car Service, Inc., for 90 days, effective October 1, 2016, to allow time to bid armored car services for both Probate and Tax and Audit. The services for Probate were previously included in fees charged by the bank receiving the deposits and were not contracted through the Commission. Purchasing will issue one bid for armored car services for Probate and Tax and Audit.

I request that approval of the amendment be placed on the next agenda.

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

**Amendment
To
Contract for Armored Car Service**

Contract with Montgomery Armored Car Service, Inc., to provide armored car services for Montgomery County Probate and Tax & Audit, is hereby extended for ninety (90) days beginning October 1, 2016 and ending December 31, 2016.

All other provisions of the contract will remain the same.

WITNESS: MONTGOMERY ARMORED CAR SERVICE, INC.

BY: _____

TITLE: _____

WITNESS: MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

SEP 12 2016

September 7, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer 
Director of Risk Management

SUBJECT: Excess Workers Comp Insurance Renewal

On September 6, 2016, I met with the County Commission to discuss the rates for excess workers comp insurance. The excess workers comp insurance coverage was secured through Perry Hooper, Jr. of Palomar Insurance with New York Marine & General Insurance. The estimated annual excess workers comp premium for the coming year from October 1, 2016 through September 30, 2017 is \$68,000. This premium amount represents the same rate as last year based on .18167 per \$100 of payroll. The deductible will remain the same at \$600,000 (and \$750,000 for sworn officers).

I am requesting the County Commission's approval of this item outlined above.

AGENDA

SEP 12 2016

September 7, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer 
Director of Risk Management

SUBJECT: Property Insurance Renewal

On September 6, 2016, I met with the County Commission to discuss the Property Insurance renewal effective 10/1/16. The property insurance premium for the coming year from October 1, 2016 through September 30, 2017 is projected to be \$110,000. This amount represents the same rate as last year's rates of \$.492 per \$1,000 of value. The rates were secured through Junie Pierce of Colonial Insurance with Affiliated FM Insurance.

I am requesting the County Commission's approval of this item outlined above.

COLONIAL INSURANCE

ESTABLISHED 1956

September 6, 2016

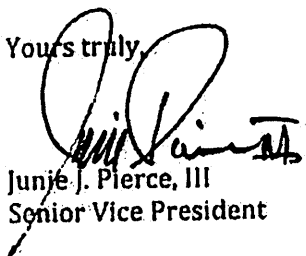
Scott Kramer
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102

RE: 2016-2017 Excess Liability and Property Renewals

Dear Scott:

We have confirmed with the Property carrier (Affiliated FM) and Excess Liability carrier (States Self Insured Risk), that the renewal rates on the County will be the same as expiring. With the exception of any changes in exposures, the premiums will be the same as last year.

Yours truly,



Junie J. Pierce, III
Senior Vice President

AGENDA

SEP 12 2016

September 7, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer 
Director of Risk Management

SUBJECT: Excess Liability Insurance Renewal

On September 6, 2016, I met with the County Commission to discuss the excess liability insurance premium for the coming year. The coverage is for fiscal year October 1, 2016 through September 30, 2017 with a projected premium of \$190,000 which represents the same rates as the current year rates. The coverage amount is \$5 Million with a deductible of \$750,000. This coverage was secured through Junie Pierce of Colonial Insurance with States Self-Insurers Risk Retention Group. There are no changes to the policy.

I am requesting the County Commission's approval of this item outlined above.

COLONIAL INSURANCE

ESTABLISHED 1956

September 6, 2016

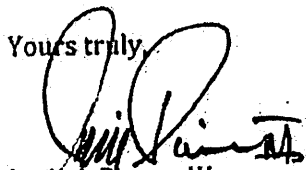
Scott Kramer
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102

RE: 2016-2017 Excess Liability and Property Renewals

Dear Scott:

We have confirmed with the Property carrier (Affiliated FM) and Excess Liability carrier (States Self Insured Risk), that the renewal rates on the County will be the same as expiring. With the exception of any changes in exposures, the premiums will be the same as last year.

Yours truly,



Junie J. Pierce, III
Senior Vice President

AGENDA

SEP 12 2016

September 7, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer 
Director of Risk Management

SUBJECT: Blue Cross Blue Shield Health Plan Administrative Fees, COBRA, Dental,
Workers Comp Insurance Renewal and FSA Administration

On September 6, 2016, I met with the County Commission to discuss Blue Cross Blue Shield administering the Health Reimbursement and Flexible Spending Accounts effective January 1, 2017. While BCBS has administered the FSA plan internally in the past, they have decided to outsource the FSA administration with Health Equity at the same rate of \$4.00 per participating contract per month.

In addition the Blue Cross administrative fees to process the health claims will be \$41.25 / contract / month for Health and \$1.95 / contract / month for Dental. Worker's Compensation fees will remain at 8.4% of paid claims. The recommended COBRA rates effective October 1, 2016 are outlined as follows:

The PPO COBRA combined health and dental rates will be:

1. Single - \$741.02
2. Family - \$1303.08

The HMP COBRA combined health and dental rates will be:

1. Single - \$651.45
2. Family - \$1149.59

I am requesting the County Commission's approval of the recommendations outlined above.



**BlueCross BlueShield of
Alabama**

August 26, 2016

Montgomery County Commission
Attention: Scott Kramer
101 South Lawrence Street
Montgomery, AL 36104

Dear Scott,

The Blue Cross and Blue Shield of Alabama Administrative Fee will change to: \$41.25 per contract per month for Health and \$1.95 per contract per month on Dental. The administrative fee will remain \$1.00 per contract per month for the data interfacing with the current behavioral health carrier. The FSA/HRA will be administered by Health Equity, a new partner with Blue Cross Blue Shield. The FSA/HRA administrative fee will continue to be \$4.00 per participating contract per month. For participants with multiple accounts, the fee is charged for only one account. Worker's Compensations administrative fee will remain 8.40% of paid claims.

The PPO COBRA rates are:

Single Health \$725.43

Family health \$1,247.99

The HMP COBRA rates are:

Single Health \$635.86

Family Health \$1,094.50

The Dental rates are:

Single dental \$15.59

Family dental \$55.09

PPO Combined single health and dental =
\$741.02

PPO Combined family health and dental =
\$1,303.08

HMP combined single health and dental =
\$651.45

HMP combined family health and dental =
\$1,149.59

The above fees and COBRA rates are effective October 1, 2016-September 30, 2017.

Please sign below indicating your acceptance of these fees and acknowledge Montgomery County Commission will be renewing with Blue Cross and Blue Shield of Alabama.

Signature: _____

Please let me know if you have any questions.

Sincerely,

Nora Boyd
Account Manager

AGENDA

SEP 12 2016

September 7, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer 
Risk Manager

SUBJECT: Excess Health Insurance

On September 6, 2016, I met with the County Commission to discuss the results of the RFP (Request for Proposal) for Excess Health Insurance coverage effective 10/1/16. The winning proposal was secured through Mike Hicks with Alliance Insurance Group. The insurance carrier is with Optum Insurance with monthly rates of \$7.02 for single coverage and \$16.97 for family coverage per employee plus a brokerage fee of \$12,000. These rates represent a 3% decrease from the current rate of excess health insurance premiums. The deductible will remain the same at \$250,000 with a \$20,950 aggregate specific deductible. The projected premium for the period October 1, 2016 – September 30, 2017 is \$165,000.

I am requesting the County Commission's approval of this item outlined above.



Alliance Insurance Group
Employee Benefit Consultants

August 16, 2016

Mr. Scott Kramer
City/County Director of Risk Management
101 S Lawrence St.
Montgomery, AL 36104

VIA HAND DELIVERY

Dear Scott,

Thank you for allowing Alliance Insurance Group to participate in the selection process for the County's medical reinsurance policy. We are pleased to have received several quotes and are presenting what we feel is the best option from our available markets. The attached quote from OPTUM (*AM Best A rated*) reflects both competitive rates and provides the prescribed coverage. Additionally, we have included a feature called Experience Reward Option (ERO).

The ERO option allows for a potential reimbursement of premiums assuming the plan performs well. This option, coupled with a good loss ratio, could lead to a rebate after the policy year is over and final accounting has been completed. Enclosed is a brochure detailing the features of the ERO rider.

Our firm will be responsible for all aspects of servicing the policy. All claims, billing and management will be handled on your behalf in exchange for a professional fee. In order to be fully transparent in our submission, we have provided the quote on a NET of commission basis. Our fee for services will be \$12,000. This fee will be added to the premium required by Optum, and will be billed to the county separately from the insurance premium.

Again, thank you for the opportunity and we hope that you find our bid successful. Should you have any questions or require anything further from me, please do not hesitate to contact me.

Sincerely,

Mike Hicks
President
Alliance Insurance Group

Enclosures;

Birmingham • Brewton • Chattanooga • Mobile • Montgomery

Corporate Office • 2595 Bell Road • Montgomery, Alabama 36117 • Tel 334.396.3960 • Fax 334.396.7767 • Toll Free 1.866.396.3967
www.allianceinsgroup.com

14.2

UNIMERICA INSURANCE COMPANY

PROPOSAL



Employer: MONTGOMERY COUNTY COMMISSION
Effective Date: OCTOBER 01, 2016
Producer: MARY ANN BRANNON
Underwriter: NAOMI ZELLERS
Sales Reps: DONALDSON HRH
Date: 09/02/2016

SPECIFIC COVERAGE		Option 1
Specific Deductible Amount		\$250,000
Aggregating Specific Deductible		\$20,950.00
Specific Maximum		Unlimited
EMPLOYEE	676	\$7.02
FAMILY	471	\$16.97
Total Lives/Annual Premium	1,147	\$152,860.68
Commission		0%
Benefits Covered		MED/RX
Specific Contract Basis		24/12

CONDITIONS AND ASSUMPTIONS

- ~ Option(s) #1 of this proposal include(s) an Experience Refund which will allow for a refund of 25 % of Net Profit provided this stop loss coverage continues for a subsequent Policy Period and is in force at the time of refund.
- ~ Other compensation or bonuses may be indirectly reflected in this quote. Contact your broker/agent if you have any questions relating to their compensation for this proposal.
- ~ Current plan has been quoted.
- ~ The Plan will have Network: BC BS Case Manager: BC BS TPA: BC BS OF AL
- ~ A minimum of 75 % of those employees eligible under the terms of the plan document will be covered by the stop loss policy. If final enrollment changes by more than 10 %, Optum reserves the right to revise this quote.
- ~ Retirees are covered for medical benefits.
- ~ Required: Employer's agent is licensed in the state where the employer is located.
- ~ This document may contain Protected Health Information (PHI) and should only be shared with individuals designated to view such information per HIPAA regulations.
- ~ Mishik Stafford will have a specific deductible of \$350,000.
- ~ Claims that exceed the Specific Deductible up to the stated Aggregating Specific Deductible are not eligible claims under Specific or Aggregate coverage.
- ~ This proposal includes, at no additional cost, the IRO Extended Liability Endorsement which provides a 12-month extension of coverage for any paid claim that is denied and subsequently overturned by an IRO upon appeal.
- ~ Rates and factors will be finalized upon receipt and review of the Employer Disclosure Statement including claims exceeding or with the potential to exceed 50% of the Specific Deductible, those stated in the proposal, and any disabled participants. Information required on the disclosure may include any or all of the following: diagnosis, prognosis, current and proposed treatment plans, current status of the claimant and total claim amounts paid to date. The Employer Disclosure Statement will be accepted no sooner than 45 days prior to the effective date. Any inaccuracy in the data submitted for disclosure or failure to disclose any information can change the terms, conditions, rates or factors of this proposal or can void the proposal or coverage.
- ~ This proposal is based on data submitted, plus other information furnished relevant to underwriting the risk, including all claims or possible claims, paid, pending or denied pending additional information, or which the employer or its authorized representative should otherwise be aware of. Any inaccuracy in the data submitted or failure to disclose any such information can change the terms, conditions, rates or factors of this proposal or can void the proposal or coverage. Upon request, Optum will issue an application for coverage.

This proposal is valid for the stated effective date shown above provided the employer or its authorized representative elects one of the above options by 9/7/16 by submitting a signed application. Until we obtain the signed application, the rates and factors are subject to change as additional information is received.

AGENDA

SEP 12 2016

September 7, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Risk Manager

SUBJECT: Health Care Plan Design Proposed Changes

As you are aware on September 6, 2016, I met with the Montgomery County Commission to discuss changes to the design of the healthcare plans effective 1/1/17. The proposed changes are attached.

I am requesting the County Commission's approval of these items outlined in the attachments.

cc: Florence Cauthen, Deputy Administrator

Montgomery County Commission

Health Care Proposed Plan Design Changes

<u>Current Plan Design</u>	<u>Proposed Plan Design Changes</u>
Prescription Co-pay (\$100 deductible)	Prescription Co-pay (\$100 deductible)
Tier 1 - Generic	Tier 1 - Generic
\$15	\$15
Tier 2 - Brand	Tier 2 - Brand
\$50	\$50
Tier 3 - Preferred Brand	Tier 3 - Preferred Brand
\$70	\$70
Tier 4 – Specialty	Tier 4 – Specialty
\$100	25% of cost
Out of Pocket Maximum for PPO plan	Out of Pocket Maximum for PPO plan
Individual	Individual
\$2000	\$3000
Family	Family
\$4000	\$6000
Out of Pocket Maximum for HMP plan	Out of Pocket Maximum for HMP plan
Individual	Individual
\$3000	\$4000
Family	Family
\$6000	\$8000
Obtaining a Health Risk Assessment Optional	Obtaining a Health Risk Assessment Required from 1/17 – 8/17 (to receive future discount)

Health Care Proposed Plan Design Changes (Cont'd)

Health Management (HMP) Plan

<u>Current Plan Design</u>	<u>Proposed Plan Design Changes</u>
• Calendar Year Deductible – \$1500 – Individual; \$3000 – Family • Health Reimbursement Account – Individual Deductible – Employee responsible for first \$250 – County Plan responsible for next \$750 – Employee responsible for next \$500 • Health Reimbursement Account – Family Deductible – Employee responsible for first \$500 – County Plan responsible for next \$1500 – Employee responsible for next \$1000	• Calendar Year Deductible – \$1500 – Individual; \$3000 – Family • Health Reimbursement Account – Individual Deductible – County Plan responsible for next \$750 – Employee responsible for next \$750 • Health Reimbursement Account – Family Deductible – County Plan responsible for next \$1500 – Employee responsible for next \$1500

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

SEP 12 2016

September 8, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2016-2017 Membership Dues to the Association of County
Commissions of Alabama (ACCA)

The Montgomery County Commission meeting, at its meeting on September 6, 2016, agreed to place on the next agenda payment of 2016-2017 Membership Dues to the Association of County Commissions of Alabama (ACCA).

I am requesting approval of this item.

/tn

Attachment



August 17, 2016

INVOICE

Montgomery County
P.O. Box 1667
Montgomery, AL 36102-1667

2016-2017 Association Dues

\$14,124

Please make checks payable to ACCA and mail to:
P.O. Box 5040
Montgomery, AL 36103-5040

Payment Due October 1, 2016

16-2

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

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TDD (334) 265-3568

www.mc-ala.org

AGENDA

SEP 12 2016

September 8, 2016

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Payment of 2016-2017 Membership Dues to the Alabama City/County
Management Association (ACCMA)

The Montgomery County Commission, at its meeting on September 6, 2016, agreed to place on the next agenda Payment of 2016-2017 Membership Dues to the Alabama City/County Management Association (ACCMA) for Administrator Donald L. Mims, Deputy Administrator Florence M. Cauthen and Risk Manager Scott Kramer.

I am requesting approval of this item.

DLM/tn

Attachment

17-1



ALABAMA CITY/COUNTY MANAGEMENT ASSOCIATION

August 4, 2016

ACCMA ANNUAL MEMBERSHIP DUES Renewal Form for 2016-2017 Membership Year (October 1, 2016 – September 30, 2017)

Organization Name: Montgomery County Commission Telephone: 334-832-1210

Address: P.O. Box 1667, Montgomery, AL 36102-1667 Web Address: www.mc-ala.org

You are receiving this membership renewal form because you and others from your organization were members of the Alabama City/County Management Association during past membership years. In order to continue to receive all ACCMA mailings and to attend the association's two annual educational events, persons must be current ACCMA members. Eligible members include City and County Managers, Administrators, Assistant Managers, Assistant Administrators, Clerks, Finance Directors, Accounting Clerks, Personnel Directors, Mayors, Council Members, Chairpersons, Commissioners, other administrative & assistant administrative personnel, MPA students and professors from Alabama's colleges and universities, and Businesses in good standing with the Association whose products or services do not compete with the Alabama League of Municipalities or the Association of County Commissions of Alabama. Renewal of membership in ACCMA for 2016-2017 is due October 1, 2016. Direct any questions regarding ACCMA membership to Julia Heflin at 334-844-4782 or hefljib@auburn.edu.

(Please list all persons renewing membership)

Name: Donald L. Mims Title: Administrator Email: donaldmims@mc-ala.org

Name: Florence M. Cauthen Title: Deputy Administrator Email: florencecauthen@mc-ala.org

Name: Scott Kramer Title: Director of Risk Management Email: scotttkramer@mc-ala.org

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Total Amount Enclosed: \$ 150.00 (\$50 City/County Regular or Associate Member p/person;
\$10 Student Member p/person; \$100 Business Member p/business)

Renewal Due October 1, 2016!

EXPEDITE YOUR RENEWAL BY FAXING FORM TO: 334-844-1919

Make checks payable to: Auburn University
Mail to: Government & Economic Development Institute, 213 Extension Hall, Auburn AL 36849-5225

17-2

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
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DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

SEP 12 2016

September 12, 2016

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:

NC-2016-157: Alabama Cooperative Extension System, for the 2016 Natural Resources Tour - \$750; (Hall)

DLM/tll

18-1

AGENDA

SEP 12 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: August 25, 2016

RE: Invitation to Bid No. 53000-16B-034
Resurfacing Various County Roads
Project No. MC-1-2016

I request approval of award on the above referenced Invitation to Bid, to the lowest bidder, Wiregrass Construction., in the amount of \$2,029,669.24, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

Coordination of award made with George Speake, County Engineer and James Kelly, Assistant County Engineer.

Attachment

19.2

Notes:

State of Alabama
Montgomery, Alabama

Contract No. 53600-16B-034

CONTRACTUAL AGREEMENT

THIS AGREEMENT made and entered into this 12th day of September, 2016, by and between the Montgomery County Commission, party of the first part (hereinafter called the County), and Wiregrass Construction Co., Inc., party of the second party (hereinafter called the Contractor).

WITNESSETH

WHEREAS, the County desires the Resurfacing Various County Roads for a distance of 22.718 miles hereinafter more particularly described, and the Contractor desires to furnish and deliver all the materials and to do and perform all the work and labor for the said purpose;

NOW, THEREFORE, in consideration of the premises, the mutual covenants herein contained and the sum of One Dollar (\$1.00) by each of the parties to the other in hand paid, the receipt whereof is hereby acknowledged; the parties hereto agree as follows:

1. The Contractor promises and agrees to furnish and deliver all the materials to do and perform all the work and labor required to be furnished and delivered; done and performed in and about the improvement of property in Montgomery County known as:

Project No. MC-1-2016 same to be Bid No. 53600-16B-034 in strict and entire conformity with the provisions of the Contract, and the Notice to Contractors and the Proposal, and the Plans and Specifications (including Special Provisions) prepared or approved by the Chairman of the County Commission, the originals of which are on file in the office of the County Engineer and which said Plans and Specifications, Notice to Contractors, and Proposal are hereby made a part of this Agreement fully and to the same effect as if the same had been set forth at length in the body of this Agreement.
2. The County agrees and promises to pay to the Contractor for said work, when completed in accordance with the Provisions of this Contract, the price as set forth in said Proposal amounting to Two Million Twenty-Nine Thousand Six Hundred Sixty-Nine Dollars and 24/100 (\$2,029,669.24) payments to be made as provided in said Specifications upon presentation of the proper certificates and upon the terms set forth in the said Specifications and pursuant to the terms of this Contract.
3. The said work shall be done in accordance with the laws of the State of Alabama under the direct supervision, and to the entire satisfaction of the Chairman of the County Commission or his representatives.
4. The decision of said Chairman of the County Commission upon any question connected with the execution of this Agreement or any failure or delay in the prosecution of the work by said Contractor shall be final and conclusive.

5. Montgomery County Commission and Wiregrass Construction Co., Inc. reserves the right to cancel this contract with a (30) day written notice, at any time during the contract due to non-compliance of the contract by Wiregrass Construction Co., Inc., and/or Montgomery County Commission.
6. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The locations the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Wiregrass Construction Co., Inc.
7. IN WITNESS WHEREOF, the MONTGOMERY COUNTY COMMISSION as caused these present to be executed by Elton N. Dean, Sr., Chairman, and Wiregrass Construction Co., Inc., the Contractor, has hereto set his hand and seal this day and year above written.

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

Elton N. Dean, Sr.

Chairman

WITNESS:

WIREGRASS CONSTRUCTION CO., INC.

BY: _____

Printed Name

TITLE: _____

AGENDA

SEP 12 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager *ms*
DATE: August 25, 2016
RE: Invitation to Bid No. 53000-16B-030
Concrete Pipe

I request approval of award on the above referenced Invitation to Bid, to the only bidder, Forterra Pipe & Precast., in the amount of \$7,820.05, based on unit pricing for concrete pipe, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with George Speake, County Engineer.

Attachment

CONCRETE PIPE

Invitation to Bid: 53000-16B-030

Concrete Pipe-Round and Arch

Arch Equiv. to Round		1		2		3	
Size		Class III Per Foot		Class IV Per Foot		3:1 Bevel Cut Per Pair	
12"		\$11.55		\$12.55		\$215.00	
15"		\$13.30		\$14.60		\$215.00	
18"		\$15.00		\$16.60		\$250.00	
24"		\$23.70		\$26.25		\$375.00	
30"		\$32.55		\$36.05		\$525.00	
36"		\$42.35		\$46.90		No Bid	
42"		\$52.80		\$58.50		No Bid	
48"		\$66.75		\$73.90		No Bid	

		1	2	3
Size	Arch Equiv. to Round	Class III Per Foot	Class IV Per Foot	3:1 Bevel Cut Per Pair
54"		\$97.00	\$107.40	No Bid
60"		\$116.25	\$128.75	No Bid
66"		\$133.60	\$147.90	No Bid
72"		\$159.80	\$176.90	No Bid
84"		\$264.00	\$289.00	No Bid
96"		\$364.00	\$397.00	No Bid
18" X 11"	15"	\$19.50	\$22.85	\$290.00
22" X 13-1/2"	18"	\$23.50	\$28.10	\$320.00
28-1/2" X 18"	24"	\$30.10	\$42.00	\$370.00
36-1/4" X 22-1/2"	30"	\$42.35	\$59.20	\$460.00
43-3/4" X 26-5/8"	36"	\$56.00	\$81.95	\$560.00

		1	2	3
Size	Arch Equiv. to Round	Class III Per Foot	Class IV Per Foot	3:1 Bevel Cut Per Pair
51-1/8" X 31- 5/16"	42"	\$69.60	\$103.30	No Bid
58-1/2" X 36"	48"	\$82.80	*Special Design	No Bid
65"X 40"	54"	\$102.55	*Special Design	No Bid
73" X 45"	60"	\$124.20	*Special Design	No Bid
88" X 54"	72"	\$173.10	*Special Design	No Bid
102" X 62"	84"	\$254.00	Special Design	No Bid
Total Cost of Each Item 1-3: Class III Per Foot, Class IV Per Foot; 3:1 Beveled Cut Per Pair		\$2,370.35	\$186.70	\$3,580.00

Total Cost of All Items 1-3: \$ 7,820.05

***Note: These sizes and classes of pipe are available as a special design based on the particular installation. Please call for pricing and availability for any special design.**

There were 13 total bids mailed

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 12th day of September, 2016, between Forterra Pipe & Precast, Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Forterra Pipe & Precast agrees to furnish concrete pipe for Montgomery County Commission in accordance with all provisions and specifications of Invitation to Bid No. 53000-16B-030, as issued by the Montgomery County Commission on July 25, 2016 (hereinafter referred to as the Invitation to Bid, a copy of which is attached hereto).

WHEREAS, In Consideration thereof, Forterra Pipe & Precast and Montgomery County Commission agree as follows:

1. That all terms, conditions, and specifications of Invitation to Bid are incorporated herein by this reference.
2. That the period of the contract will be for one (1) year, beginning October 1, 2016 and ending September 30, 2017, with the option to renew for an additional two (2) years, in one (1) year periods. That the prices stipulated in the bid by Forterra Pipe & Precast shall remain firm for the one (1) year period.
3. At the end of the one (1) year period, a price increase may be allowed, but shall not exceed five-percent (5%) per year of the supplier's wholesale price list, which shall be furnished by Forterra Pipe & Precast upon request by Montgomery County Commission.
4. That Montgomery County Commission or Forterra Pipe & Precast may terminate this agreement at any time during the contract period by giving a sixty (60) day written notice to the other party.
5. That Forterra Pipe & Precast shall at all times be in compliance with all specifications and special provisions within the Invitation to Bid.
6. That Forterra Pipe & Precast agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of Forterra Pipe & Precast, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the

negligent acts or omissions of contractor, its employees, agents and officers. Forterra Pipe & Precast agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Forterra Pipe & Precast also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

7. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Forterra Pipe & Precast.
8. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 12TH day of September, 2016.

WITNESS:

FORTERRA PIPE & PRECAST

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

SEP 12 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: September 1, 2016

RE: Invitation to Bid No. 52110-16B-033
Oil Service & Tire Rotation Service

I request approval of award on the above referenced Invitation to Bid, to the lowest bidder, Stivers Ford Lincoln., in the amount of \$409.63, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

•

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 58 BIDS MAILED				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 52110-16B-033				J. Wright's Automotive 738 E. Jefferson Street Montgomery, AL 36104 Attn: Julius Wright (334) 262-4864;		Stivers Ford Lincoln 4000 Eastern Blvd Montgomery, AL 36116 Attn: Jeff Anderson (334) 613-5000		Grays Tire & Service Center, Inc. 5840 East Shirley Lane Montgomery, AL 36117 (334) 277-9664					
ISSUED DATE: AUGUST15 , 2016													
BID OPENING : AUGUST 31, 2016													
SHERIFF OFFICE													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	CONV OIL 5 QT	EA	1	\$29.11	\$29.11	\$24.00	\$24.00	\$26.80	\$26.80				
2	CONV OIL 6 QT	EA	1	\$32.46	\$32.46	\$26.50	\$26.50	\$30.60	\$30.60				
3	CONV OIL 7 QT	EA	1	\$35.79	\$35.79	\$29.00	\$29.00	\$34.40	\$34.40				
4	SYN. OIL 5w20 5 QT	EA	1	\$38.23	\$38.23	\$34.95	\$34.95	\$65.50	\$65.50				
5	SYN OIL 5w20 6 QT	EA	1	\$43.40	\$43.40	\$39.64	\$39.64	\$75.00	\$75.00				
6	SYN OIL 5w20 7 QT	EA	1	\$48.55	\$48.55	\$49.02	\$49.02	\$84.00	\$84.00				
7	AIR FILTER CHEV/GM	EA	1	\$17.73	\$17.73	\$20.21	\$20.21	\$16.00	\$16.00				
8	AIR FILTER FORD	EA	1	\$12.44	\$12.44	\$20.21	\$20.21	\$19.75	\$19.75				
9	AIR FILTER DODGE INTREPID	EA	1	\$12.44	\$12.44	\$18.50	\$18.50	\$20.00	\$20.00				
10	AIR FILTER CADILLAC HEARSE	EA	1	\$12.60	\$12.60	\$18.50	\$18.50						
11	TIRE ROTATION EVERY OTHER OIL CHANGE	EA	1	\$6.30	\$6.30	\$9.00	\$9.00						
12	DIESEL ENG OIL CHG	EA	1	\$117.00	\$117.00	\$114.10	\$114.10	\$125.00	\$125.00				
13	WINDSHIELD WASH	EA	1	\$1.51	\$1.51								
14	POWER STEER	EA	1	\$1.05	\$1.05								
15	BRAKE FLUID	EA	1	\$1.05	\$1.05								
16	TRANSMISSION FLUID	EA	1	\$3.41	\$3.41								
17	50/50 ANTI-FREEZE	EA	1	\$11.54	\$11.54								
18	DIFFERENTIAL FLUID	EA	1	\$10.49	\$10.49								
19	TIRE PRESSURE CHECK	EA	1										
20	CHECK BATTERY FLUID LEVEL	EA	1										
21	CLEAN BATTERY TERMINAL	EA	1			\$6.00	\$6.00						
TOTAL BID AMOUNTS					\$435.10		\$409.63		\$497.05				

Notes:

J. Wrights Automotive included in bid proposal: Transmission Fluid Conventional Synthetic 6.99 per Quart
Tire Pressure check, check battery fluid level and clean corroded battery terminal at no additional cost.

Stivers Ford: "Topping off" all fluids items 13-18, Tire pressure check and check battery fluid level no additional cost.

21-2

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 1st day of October, 2016, between Stivers Ford Lincoln, Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

WITNESSETH

WHEREAS, Stivers Ford Lincoln owns and operates a business and desires to provide oil service and tire rotation service for Montgomery County Commission in accordance with all provisions and specifications of Invitation to Bid No.52110-16B-033, as issued by the Montgomery County Commission on August 15, 2016 (hereinafter referred to as the Invitation to Bid, a copy of which is attached hereto).

WHEREAS, In Consideration thereof, Stivers Ford Lincoln and Montgomery County Commission agree as follows:

1. That all terms, conditions, and specifications of Invitation to Bid are incorporated herein by this reference.
2. That the period of the contract will be for one (1) year, beginning October 1, 2016 and ending September 30, 2017, with the option to renew for an additional two (2) years, in one (1) year periods. That the prices stipulated in the bid by Stivers Ford Lincoln shall remain firm for the one (1) year period.
3. At the end of the one (1) year period, a price increase may be allowed, but shall not exceed five-percent (5%) per year.
4. That Stivers Ford Lincoln shall at all times be in compliance with all specifications and special provisions within the Invitation to Bid.
5. That Montgomery County Commission or Stivers Ford Lincoln may terminate this agreement at any time during the contract period by giving a thirty (30) day written notice to the other party.
6. That Stivers Ford Lincoln agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of Stivers Ford Lincoln, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. Stivers

Ford Lincoln agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Stivers Ford Lincoln also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

7. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Stivers Ford Lincoln.
8. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 1st day of October, 2016.

WITNESS:

STIVERS FORD LINCOLN

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

REQUEST NUMBER 2

BUDGET FORM 5

AGENDA

SEP 12 2016

DEPARTMENT:	Detention Facility	REVIEWED:	S. Thomas	8/24/2016
	Col. Wanda Robinson, Director		Finance Director	Date
REQUESTED BY:	8/23/2016	APPROVED:		
	Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
COPY MACHINE RENTAL	001-52200.223	10,500	(1,700)	8,800
NATURAL GAS	001-52200.245	70,000	(15,000)	55,000
WATER AND SEWER	001-52200.246	34,100	15,000	49,100
MEDICAL AND DENTAL SERVICES	001-52200-158	1,967,000	(12,000)	1,955,000
LAUNDRY & DRY CLEANING SERVICE	001-52200-162	40,000	(23,000)	17,000
OFFICE SUPPLIES	001-52200-211	30,200	10,000	40,200
OTHER MISCELLANEOUS SUPPLIES	001-52200-219	15,000	6,700	21,700
REPAIR MAINT BLDGS/IMPROVE	001-52200-231	125,000	20,000	145,000
REPAIR MAINT. MISC.	001-52200-242	33,900	750	34,650
CELLULAR SERVICE	001-52200-255	24,000	14,010	38,010
DITIGAL CABLE	001-52200-259	5,760	(4,760)	1,000
GROCERIES	001-52200-328	535,200	(10,000)	525,200
TOTAL		2,890,660	0	2,890,660

JUSTIFICATION:

Re-align Budget and cover cost of office supplies and tasers and to cover budget overages.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 12

AGENDA

SEP 12 2016

DEPARTMENT: Engineering REVIEWED: S. Thomas 8/29/16
 Finance Director Date
 REQUESTED BY: George C. Speake APPROVED: 8/15/2016
 Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Office Supplies/Minor Equip	111-53199.211	1,364	300	1,664
Repair/Maint. Software Lics	111-53199.240	1,203	1,726	2,929
Fuels & Lubricants	111-53199.212	50,000	(2,026)	47,974
Repair & Maint Motor Veh	111-53200.234	6,000	500	6,500
Office Supplies/Minor Equip	111-53200.211	250	2,200	2,450
Repairs & Main. Bldgs.	111-53200.231	5,000	(2,200)	2,800
Road Constr/Main Supplies	111-53200.232	54,000	1,000	55,000
Fuels & Lubricants	111-53200.212	109,240	(1,500)	107,740
Road Constr/Main Supplies	111-53300.213	110,410	1,575	111,985
Fuels & Lubricants	111-53300.212	159,500	(1,575)	157,925
Dumpster Service	111-53400.248	1,470	350	1,820
Repair/Main Constr Equip	111-53400.232	81,500	5,500	87,000
Fuels & Lubricants	111-53400.212	196,750	(5,850)	190,900
TOTAL		\$776,687	\$0	\$776,687

JUSTIFICATION:

To realign budgets for Office Supplies/Minor Equip, Repair/Maint. Software Lics, Repair & Maint. Motor Veh, Road Constr. & Main Supplies, and Dumpster Services.

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION **AGENDA**

BUDGET CHANGE REQUEST

REQUEST NUMBER 2

SEP 12 2016

DEPARTMENT: Support Service REVIEWED: S. Thomas 8/24/2016
 Finance Director Date

REQUESTED BY: Pat Litchfield 08/11/16
 Elected Official/Dept. Head Date Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Fuels and lubricants	001-51901.212	10,000	(4,500)	5,500
Cleaning & janitorial supplies	001-51901.216	27,500	(7,000)	20,500
Repair& Maint.Bldgs/Impr	001-51901.231	173,500	7,663	181,163
Repair & Maintenance MV	001-51901.234	6,500	137	6,637
Cellular Service	001-51901.255	5,500	3,700	9,200
TOTAL		211,000	0	211,000

JUSTIFICATION:

To realign the budget to cover overages.

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION **AGENDA**

BUDGET CHANGE REQUEST

REQUEST NUMBER 81

SEP 12 2016

DEPARTMENT: County Comm Appropriations REVIEWED: S. Thomas 9/6/2016
 DATE: 9/6/2016 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
Cloverdale Playhouse	001-57600.450	0	10,000	10,000
Donation Revenue	001-40000.47701	(471,744)	(10,000)	(481,744)
TOTAL		(471,744)	0	(471,744)

JUSTIFICATION: To provide funding to the Cloverdale Playhouse for the educational program.

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION **AGENDA**

BUDGET CHANGE REQUEST

REQUEST NUMBER 82

SEP 12 2016

DEPARTMENT: County Comm Appropri: REVIEWED: S. Thomas 9/6/2016
 DATE: 9/6/2016 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
Montgomery Public Schools	001-58100.290	0	2,500	2,500
Donation Revenue	001-40000.47701	(481,744)	(2,500)	(484,244)
TOTAL		(481,744)	0	(481,744)

JUSTIFICATION:
 To provide funding to Montgomery Public Schools for the Perfect Attendance Incentive Program.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 83

BUDGET FORM 5

AGENDA

SEP 12 2016

DEPARTMENT:	County Comm Appropriati	REVIEWED: S. Thomas	9/6/2016
DATE:	9/6/2016	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
Montgomery Humane Society	001-55400.298	0	20,000	20,000
Misc. In-House Appropriations	001-59310.498	20,044	(20,000)	44
TOTAL		20,044	0	20,044

JUSTIFICATION:
 To provide funding to the Montgomery Humane Society towards the cost of the Shelter roof replacement

25-1

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY

REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



AGENDA

SEP 12 2016

To: Elton Dean, Chairman
Montgomery County Commission

From: Allyson Holland, Chief Clerk *act*
Revenue Commissioner's Office

CC: Dan Harris, Vice-Chairman, Andrew Hall, Rhonda Walker, and Jiles Williams

Date: August 29, 2016

Re: New Hire

We have recently selected a new hire for the appointed position of Confidential Secretary. The previous person in this position had a salary in pay grade A06, Step 4. The Revenue Commissioner's office respectfully asks your approval to bring in the new hire at A06, Step 8, the amount the new hire is making in his current position.

Thank you for your consideration in this matter.

AH

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

26-1

MONTGOMERY COUNTY
ADMINISTRATIVE PAY PLAN
EFFECTIVE: OCTOBER 1, 2015

Grade	Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A01	Annual	20,635	21,363	22,091	22,819	23,548	24,276	25,004	25,733	26,461	27,189	27,917	28,646	29,374	30,102	30,830
	Bi-Wkly	793.65	821.66	849.65	877.65	905.70	933.69	961.69	989.73	1017.74	1045.73	1073.73	1101.78	1129.77	1157.77	1185.77
A02	Hourly	9,920.6	10,270.7	10,620.8	10,970.6	11,321.2	11,671.1	12,021.1	12,371.6	12,721.7	13,071.6	13,421.6	13,772.2	14,122.1	14,472.1	14,822.1
	Annual	22,918	23,727	24,535	25,344	26,153	26,962	27,771	28,579	29,389	30,197	31,007	31,815	32,624	33,433	34,242
A03	Bi-Wkly	881.46	912.57	943.66	974.76	1005.87	1036.97	1068.12	1099.24	1130.34	1161.42	1192.56	1223.64	1254.77	1285.89	1317.01
	Hourly	11,018.2	11,407.1	11,795.7	12,184.7	12,573.4	12,962.5	13,351.5	13,740.1	14,129.3	14,517.8	14,907.0	15,295.5	15,684.5	16,073.6	16,462.6
A04	Annual	25,630	26,534	27,439	28,343	29,248	30,152	31,057	31,961	32,866	33,770	34,675	35,579	36,484	37,389	38,294
	Bi-Wkly	985.77	1020.55	1055.34	1090.12	1124.92	1159.70	1194.50	1229.28	1264.08	1298.86	1333.65	1368.44	1403.23	1438.03	1472.83
A05	Hourly	12,322.1	12,756.9	13,191.8	13,626.5	14,061.5	14,496.3	14,931.2	15,366.0	15,801.0	16,235.7	16,670.6	17,105.5	17,540.4	17,975.4	18,410.4
	Annual	28,765	29,781	30,795	31,811	32,826	33,841	34,857	35,872	36,887	37,902	38,918	39,933	40,948	41,963	42,978
A06	Bi-Wkly	1106.36	1145.42	1184.43	1223.50	1262.52	1301.59	1340.66	1379.69	1418.74	1457.77	1496.84	1535.90	1574.91	1613.95	1652.99
	Hourly	13,829.5	14,317.7	14,805.4	15,293.0	15,781.5	16,269.9	16,758.3	17,246.1	17,734.3	18,222.1	18,710.5	19,198.7	19,686.4	20,174.4	20,662.4
A07	Annual	32,318	33,458	34,599	35,740	36,880	38,021	39,162	40,303	41,443	42,584	43,724	44,865	46,006	47,146	48,286
	Bi-Wkly	1243.00	1286.86	1330.74	1374.61	1418.47	1462.36	1506.22	1550.10	1593.97	1637.83	1681.71	1725.58	1769.46	1813.30	1857.14
A08	Hourly	15,537.5	16,085.8	16,634.3	17,182.6	17,730.9	18,279.5	18,827.8	19,376.2	19,924.6	20,472.9	21,021.4	21,569.8	22,118.3	22,666.3	23,214.3
	Annual	36,284	37,555	38,846	40,126	41,406	42,687	43,967	45,248	46,529	47,809	49,090	50,370	51,652	52,933	54,214
A09	Bi-Wkly	1395.54	1444.80	1494.05	1543.31	1592.55	1641.81	1691.05	1740.31	1789.57	1838.81	1888.06	1937.30	1986.50	2035.88	2085.16
	Hourly	17,444.3	18,060.0	18,675.7	19,291.4	19,906.9	20,522.6	21,138.1	21,753.9	22,369.6	22,985.4	23,601.1	24,216.3	24,832.5	25,448.5	26,064.5
A10	Annual	40,664	42,098	43,533	44,968	46,404	47,839	49,274	50,709	52,145	53,580	55,015	56,450	57,885	59,320	60,755
	Bi-Wkly	1563.99	1619.14	1674.34	1729.54	1784.75	1839.95	1895.15	1950.36	2005.57	2060.77	2115.98	2171.14	2226.34	2281.54	2336.74
A11	Hourly	18,549.9	19,239.2	19,928.3	20,617.3	21,306.3	22,000.5	22,694.5	23,388.4	24,082.4	24,776.4	25,470.4	26,164.4	26,858.4	27,552.4	28,246.4
	Annual	45,440	47,044	48,648	50,252	51,856	53,460	55,063	56,667	58,271	59,875	61,479	63,083	64,686	66,290	67,894
A12	Bi-Wkly	1747.71	1809.40	1871.09	1932.76	1994.46	2056.14	2117.82	2179.50	2241.20	2302.88	2364.56	2426.25	2487.93	2549.61	2611.29
	Hourly	21,846.4	22,617.5	23,388.6	24,159.5	24,930.7	25,701.7	26,472.8	27,243.8	28,015.0	28,786.0	29,557.0	30,328.1	31,099.1	31,870.1	32,641.1
A13	Annual	50,827	52,413	54,000	55,587	57,173	58,759	60,346	61,933	63,520	65,107	66,694	68,281	69,868	71,455	73,042
	Bi-Wkly	1947.18	2015.86	2084.52	2153.36	2222.05	2290.79	2359.54	2428.28	2496.96	2565.71	2634.44	2703.14	2771.88	2840.60	2909.32
A14	Hourly	24,339.8	25,198.5	26,057.8	26,917.0	27,776.2	28,635.4	29,494.6	30,353.8	31,213.0	32,072.1	32,931.3	33,790.5	34,649.7	35,508.9	36,368.1
	Annual	56,189	58,173	60,156	62,139	64,122	66,105	68,089	70,072	72,055	74,038	76,022	78,005	79,987	81,969	83,951
A15	Bi-Wkly	2161.12	2237.41	2313.66	2389.96	2466.24	2542.53	2618.79	2695.07	2771.36	2847.63	2923.91	3000.20	3076.42	3152.66	3228.90
	Hourly	27,014.0	27,957.6	28,901.0	29,844.5	30,787.9	31,731.5	32,674.9	33,618.4	34,561.8	35,505.4	36,448.9	37,392.5	38,336.1	39,279.7	40,223.3
A16	Annual	62,126	64,318	66,511	68,704	70,896	73,089	75,282	77,474	79,667	81,860	84,052	86,245	88,438	90,630	92,823
	Bi-Wkly	2389.47	2473.78	2558.13	2642.48	2726.78	2811.12	2895.47	2979.78	3064.12	3148.47	3232.78	3317.12	3401.46	3485.78	3570.10
A17	Hourly	29,868.4	30,923.3	31,978.2	33,033.0	34,087.9	35,142.8	36,197.7	37,252.6	38,307.5	39,362.4	40,417.3	41,472.2	42,527.1	43,582.0	44,636.9
	Annual	69,237	71,681	74,124	76,569	79,012	81,456	83,900	86,343	88,787	91,230	93,674	96,118	98,561	101,003	103,445
A18	Bi-Wkly	2662.97	2756.98	2850.94	2944.95	3038.91	3132.91	3226.91	3320.87	3414.88	3508.84	3602.84	3696.85	3790.80	3884.72	3978.64
	Hourly	33,287.1	34,462.2	35,636.8	36,811.9	37,986.4	39,161.4	40,336.4	41,510.9	42,685.4	43,860.0	45,034.5	46,209.0	47,383.5	48,558.0	49,732.5
A19	Annual	75,153	77,805	80,458	83,111	85,763	88,415	91,068	93,721	96,374	99,026	101,678	104,330	106,982	109,634	112,286
	Bi-Wkly	2890.50	2992.51	3094.54	3196.57	3298.56	3400.55	3502.52	3604.51	3706.52	3808.56	3910.59	4012.61	4114.64	4216.67	4318.71
A20	Hourly	36,131.2	37,406.4	38,681.6	39,956.8	41,232.0	42,507.2	43,782.4	45,057.6	46,332.8	47,608.0	48,883.2	50,158.4	51,433.6	52,708.8	53,984.0
	Annual	82,224	85,125	88,026	90,927	93,828	96,729	99,630	102,531	105,432	108,333	111,234	114,135	117,036	119,937	122,838
A21	Bi-Wkly	3162.45	3274.04	3385.68	3497.29	3608.93	3720.52	3832.11	3943.70	4055.36	4166.99	4278.59	4390.23	4501.83	4613.43	4725.03
	Hourly	39,530.6	40,925.5	42,320.4	43,715.3	45,110.2	46,505.1	47,900.0	49,294.9	50,689.8	52,084.7	53,479.6	54,874.5	56,269.4	57,664.3	59,059.2
A22	Annual	89,701	92,867	96,032	99,198	102,364	105,530	108,696	111,861	115,028	118,193	121,359	124,525	127,691	130,856	133,664
	Bi-Wkly	3450.02	3571.80	3693.54	3815.31	3937.05	4058.83	4180.62	4302.35	4424.14	4545.88	4667.66	4789.45	4911.18	5032.96	5154.74
A23	Hourly	43,125.3	44,675.5	46,169.3	47,691.4	49,234.2	50,776.9	52,319.7	53,862.4	55,405.1	56,947.8	58,490.5	59,983.2	61,476.0	62,968.7	64,461.4
	Annual	99,360	102,867	106,374	109,881	113,387	116,894	120,401	123,907	127,414	130,921	134,428	137,935	141,442	144,948	148,455
A24	Bi-Wkly	3821.54	3956.41	4091.29	4226.18	4361.04	4495.92	4630.80	4765.67	4900.55	5035.43	5170.30	5305.18	5440.06	5574.94	5709.82
	Hourly	47,769.2	49,455.1	51,141.1	52,827.2	54,513.0	56,198.9	57,884.8	59,570.7	61,256.6	62,942.5	64,628.4	66,314.3	68,000.2	69,686.0	71,371.9

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JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



AGENDA

SEP 12 2016

MEMORANDUM

TO: Elton Dean, Chairman
Montgomery County Commission

FROM: Allyson Holland *act*
Chief Clerk, Revenue Commissioner's Office

DATE: August 31, 2016

RE: Irregular Merit Increase

I am requesting an irregular two-step raise for employees that we promoted from Customer Service Clerks to Administrative Support Specialists. When we requested the promotions in April 2016, the promotion would have move these employees from pay grade A03 (Customer Service Clerk) to pay grade A04 (Administrative Support Specialist).

Since that time, the commission approved a pay grade increase for Customer Service Clerks to an A04 which is the same for the Administrative Support Specialist. We were informed that we would need to come to the commission to get approval for a two-step increase for the employees promoted.

We respectfully request that the commission approve these irregular merit increases for the two employees promoted to Administrator Support Specialists. Thank you in advance for your consideration.

Enclosures

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

27-1

Allyson Holland

From: Douglas, Carmen <cdouglas@montgomeryal.gov>
Sent: Tuesday, August 30, 2016 10:30 AM
To: Allyson Holland
Cc: Robbie Estes
Subject: FW: JobAps Certification Report Returned by Revenue Commission

Good morning,

These hires are actually lateral within the pay and classification plan. If you would like to give them a 2 step increase, you must submit justification to the county commission. Upon the commission's approval, you will need to forward your request to the Personnel Board. Please let me know if you need any additional information.

Carmen

From: countydisbursementofficer@mc-ala.org [mailto:countydisbursementofficer@mc-ala.org]
Sent: Tuesday, August 30, 2016 10:01 AM
To: Estes, Robbie
Subject: JobAps Certification Report Returned by Revenue Commission

*** JobAps AUTOMATED NOTICE ***

A JobAps Referral Report has been returned from Revenue Commission.

Certification Number 57
Returned by..... Donald Mims/fmc
JobAps User..... County Disbursement
Job class..... CO0015 Administrative Support Specialist
Vacancy ID...
Details.....<https://www.jobaps.com/MGM/admin/>

REPLY to this email to respond to the JobAps User who initiated the return of this Referral Report.

-JobAps Automated Referral Routing Tool

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
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MONTGOMERY COUNTY

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AGENDA

SEP 12 2016

MEMORANDUM

TO: Elton Dean, Chairman
Montgomery County Commission

FROM: Allyson Holland *ASH*
Chief Clerk, Revenue Commissioner's Office

DATE: August 31, 2016

RE: Position Fill Requests

I am requesting to fill 2 vacant positions for Customer Service Clerk. Our Customer Service Clerk positions were recently vacated due to promotions. We would like to back fill these positions, which are included in our current budget.

As you know, the property tax collection season will begin October 1st with the mail out of tax bills and we would like to fill these positions as soon as possible. Please consider placing these requests on the next agenda. Thank you in advance for your consideration.

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101 S. Lawrence St
Montgomery, AL 36104

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Montgomery, AL 36109
(334) 272-9692

West Office
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Montgomery, AL 36108
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Montgomery, AL 36104
(334) 832-1303

28-1



www.mc-ala.org/da

Daryl D. Bailey
District Attorney
Fifteenth Judicial Circuit of Alabama
251 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667



(334)832-2550

AGENDA

SEP 12 2016

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Rhonda B. Cape
Chief Administrator

DATE: August 29, 2016

SUBJECT: Position Fill Request

I respectfully request the County Commission approve the attached position fill request for a Receptionist/Secretary. This vacancy was created because of an internal promotion.

The funding for this position is in the budget.

Please contact me if you have any questions.

Attachment

ORIGINAL

DISTRICT ATTORNEY
POSITION FILL REQUEST

DEPARTMENT HEAD: Daryl D. Bailey

SUPERVISOR: Sandra Sorrell

POSITION TITLE: Receptionist/Secretary

POSITION NO: 400016001

PROPOSED EFFECTIVE DATE: September 12, 2016

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☒ OPEN ☐ TRANSFER

☐ PROMOTION ☒ PROMOTION/TRANSFER

PAY GRADE: A03-01 – A03-15

SALARY RANGE: \$25,630 - \$38,294

Pay step to be based upon the following rules:
() Promotions – If the rate in the previous position was less than the minimum rate established for the class of the new position, the rate of the pay shall be advanced to the minimum of the class of the new position. If the difference in pay ranges does not automatically result in an increase in the equivalent of a one-step increase in the rate of pay for an employee promoted, a one-step immediate increase within the pay range of the new classification may be given by the appointing authority.
*Merit dates do not change.
() Transfers – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

1 ADMINISTRATIVE REVIEW

☐ APPROVED

☐ DISAPPROVED

Funding

3 SELECTEE: _____

Date: _____

Appointing Authority Signature – District Attorney Office

4 ☐ Manpower data entered by: _____

Date: _____

☐ Payroll entered by: _____

Date: _____

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

SEP 12 2016

September 8, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Request for Detention Facility

The Montgomery County Commission, at its meeting on September 6, 2016, agreed to place on the next agenda a Position Fill Request for Corrections Officer Trainee (CO0419)/Corrections Officer (CO0420), Position Number 16, from the Detention Facility.

I am requesting approval of this item.

/tn

Attachment

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission
Requisition ID: 1179

Date Requisition Created: 8/30/2016 2:01:58 PM

Requisition Properties

Start Date	8/30/2016		Position Number	-
Desired Hire Date	9/12/2016		Recruitment Number	-
Position Type	Prefer Position(s) to be Filled By			
Open Competitive	☒	Open Competitive	☒	

Department and Class Information

Department Name	SelBudget	Job Class Code and Title
Detention Facility	☒ 50 - DETENTION FACILITY	☒ CO0419 - Corrections Officer
Override Dept Name	Certify Register from Alternate Job Class	
Detention Facility	☒ CO0420 - Corrections Officer	☒

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status
1 ☒	Montgomery County ☒	Full-Time ☒

Notes View Details
Replacement of #16 David Knox

Requisition Supporting Information

Proposed Effective Date of Hire		Pay Grade	County Payroll Number
Notes			
COUNTY USE ONLY		COUNTY USE ONLY	
Manpower Data Entered By		Manpower Data Entered On	

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 38

AGENDA

SEP 12 2016

Date: September 1, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: October 5, 2016 Return Date: October 6, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the CGEI 2016 County Administration Update Class
Marriot Legends in Prattville, Alabama

Traveler (s) Name: 1. Donald Mims 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

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

Total (est.) Cost: \$175.00 Advance Registration Required: \$175.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$175.00

EXPENSE WILL BE PAID FROM THE 2017 BUDGET

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 9/12/16 reimbursement of actual and necessary expenses in the
approximate amount of \$175.00 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$36,500.00</u>	
Approved Requests:	<u>\$33,792.21</u>	
Budget Available:	<u>\$2,707.79</u>	
Current Requests:	<u>\$1,659.40</u>	
Budget Balance:	<u>\$1,048.39</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/1/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 39

AGENDA

SEP 12 2016

Date: September 7, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Creeside Lodge (Dadeville, Alabama)
Departure Date: September 14, 2016 Return Date: September 15, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the ACCA Board of Directors Seminar

Traveler (s) Name: 1. Donald Mims 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

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

Total (est.) Cost: \$159.40 Advance Registration Required: \$100.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$100.00 Mileage \$59.40

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 9/12/16 reimbursement of actual and necessary expenses in the
approximate amount of \$159.40 and advance registration of \$100.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$37,500.00</u>	
Approved Requests:	<u>\$35,451.61</u>	
Budget Available:	<u>\$2,048.39</u>	
Current Requests:	<u>\$159.40</u>	
Budget Balance:	<u>\$1,888.99</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/7/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 61

AGENDA

SEP 12 2016

Date: August 30, 2016

To: Donald L. Mims, Administrator

From: Sheriff Derrick Cunningham

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Pelham, Alabama

Departure Date: October 30, 2016 Return Date: November 4, 2016

Conference Leave (Days / Hours): 5 Days

Purpose of Travel: attend K9 recertification course

Traveler (s) Name: 1. Tim Heath 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,300.00 Advance Registration Required: \$765.00

Department Name: Sheriff's Office Fund Name: 001-52110.380

Additional Comments: _____

EXPENSES WILL BE INCURRED IN THE 2017 BUDGET

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 9/12/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,300.00 and advance registration of \$765.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.380</u>	(ex: 000-00000-000)
Description:	<u>Investigations-Canine</u>	
Current Budget:	<u>\$45,300.00</u>	
Approved Requests:	<u>\$27,914.00</u>	
Budget Available:	<u>\$17,386.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$17,386.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/7/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

SEP 12 2016

Date: September 6, 2016
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Embassy Suites Hotel, Montgomery, AL

Departure Date: October 19, 2016 Return Date: October 21, 2016

Conference Leave (Days / Hours): 3 days

Purpose of Travel: Attend AL Society of Professional Land Surveyors Fifty-Third Annual
Fall Conference and Tech Expo

Traveler (s) Name: 1. George C. Speake 4. _____
2. Michael M. Harmon 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$690.00 Advance Registration Required: \$690.00

Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600-265

Additional Comments: _____

EXPENSES WILL BE INCURRED IN THE 2017 BUDGET

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 9/12/16 reimbursement of actual and necessary expenses in the
approximate amount of \$690.00 and advance registration of \$690.00 is authorized.

Donald L. Mims, Administrator

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>111-53600.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$7,000.00</u>
Approved Requests:	<u>\$5,766.20</u>
Budget Available:	<u>\$1,233.80</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$1,233.80</u>

Reviewed by: S. Thomas

Date: 9/7/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 17

AGENDA

SEP 12 2016

Date: September 2, 2016
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 27200 Perdido Beach Blvd, Orange Beach, AL 36561
Departure Date: October 18, 2016 Return Date: October 21, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Court Referral, Community Corrections & Drug Courts Annual Conference

Traveler (s) Name: 1. Paul Brown 4. _____
2. Shonda Williams 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,510.00 Advance Registration Required: \$400.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

EXPENSES WILL BE INCURRED IN THE 2017 BUDGET

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 9/12/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,510.00 and advance registration of \$400.00 is authorized.

Donald L. Mims, Administrator

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,125.00</u>
Approved Requests:	<u>\$3,653.98</u>
Budget Available:	<u>\$6,471.02</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$6,471.02</u>

Reviewed by: S. Thomas

Date: 9/6/2016

cc: Finance Director / Buyer