

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
SEPTEMBER 25, 2017
AGENDA
INFORMATION SESSION

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

Prayer

Reports from Staff:

County Administrator
Deputy Administrator
Chief Information and Technology Officer
County Engineer
County Attorney

Comments from Scheduled Attendees:

Sheriff Derrick Cunningham
Research Coordinator Joe Adams with Public Affairs Research Council of Alabama

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Harris

Pledge of Allegiance Led by Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of September 5, 2017

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Public Comment regarding Proposed 2017-2018 Operating Budget, County Commission
2. Consider Proposed 2017-2018 Operating Budget, County Commission
3. Consider Adoption of Resolution regarding Public Building Authority Plan of Finance Relative to the Montgomery County Building Renovation Projects and Refunding Plan of Finance regarding the 2007 General Obligation Warrants, County Commission
4. Consider Authorization of Resolution regarding GASB 54 Fund Balance Commitments, County Commission
5. Consider Authorization of Resolutions regarding One-Time Lump Sum Payment to County Retirees, County Commission
6. Consider Authorization of Resolution regarding U.S. Office of Management and Budget Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, County Commission
7. Consider Authorization of the 2017-2018 Community Traffic Safety Program (CTSP) Agreement with Southeast Alabama Highway Safety Office for CTSP Grant Participation, Sheriff's Office
8. Consider Authorization of Memorandum of Understanding with the City of Montgomery regarding 100 South Perry Street Parking Deck, County Commission
9. Consider Authorization of Master Plan and Notice to Proceed regarding the Old Selma Road Park and Release Goodwyn, Mills and Cawood, Inc., to complete the Final Design based upon the Master Plan and Contract that has been Executed, GMC Project No. CMGM17-0023, County Commission
10. Consider Authorization of Amendment Number 1 to Contract with The Bridge, Inc., regarding a Sixty (60) Day Extension for the Davis Treatment Program, Youth Facility
11. Consider Authorization of Renewal Amendment to IncomeWorks Software License Agreement, Appraisal Department
12. Consider Authorization of Addendum 1 to Personal Property Audit Services Agreement with Tax Management Associates, Inc. Contract, Appraisal Department
13. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission
14. Consider Authorization of Bid Award to Information Transport Solutions for Internet Service, Bid Number 51965-17B-016, Information Systems

15. Consider Authorization of Bid Award to Jace Chandler & Associates, Inc., for Trailer Mounted Bituminous Adhesive Applicator, Bid Number 53100-17B-023, Engineering Department
16. Consider Authorization of Bid Award to Reaction Distributing, Inc., for Self-Contained Compactor, Bid Number 51901-17B-014, Support Services
17. Consider Authorization of Change Order Number 1 to the Contract with Stallings & Sons, Inc., for the Courthouse HVAC and Fire Alarm Replacement Project, County Commission
18. Consider Authorization of Budget Change Request Numbers 66, 67, 68 and 69, County Commission Appropriations
19. Consider Authorization of Budget Change Request Number 2, County Commission
20. Consider Authorization of Budget Change Request Number 2, Detention Facility
21. Consider Authorization of Budget Change Request Number 13, Engineering Department
22. Consider Authorization of Budget Change Request Number 1, Finance Department
23. Consider Authorization of Budget Change Request Number 6, Probate Judge's Office (Elections)
24. Consider Authorization of Budget Change Request Number 1, Public Affairs
25. Consider Authorization of Budget Change Request Number 3, Revenue Commissioner's Office
26. Consider Authorization of Budget Change Request Number 3, Sheriff's Office
27. Consider Authorization of Budget Change Request Number 1, Support Services
28. Consider Authorization of Position Fill Requests – Detention Facility (3)
 - Administrative Support Associate, Position Number 500013236
 - Corrections Officer Sergeant, Position Number 500421060
 - Stores Clerk I, Position Number 500018196
29. Consider Authorization of Position Fill Request – District Attorney's Office
 - Legal Support Assistant, Position Number 408020019
30. Consider Authorization of Position Fill Request – Purchasing Department (1)
 - Buyer I, Position Number 260782001

31. Consider Travel/Training Requests (3)

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 25, 2017

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 9, 2017

County Holiday (Columbus Day)

OCTOBER 10, 2017

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 23, 2017

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 6, 2017

Regular County Commission Meeting
5:00 p.m. - Information Session
6:30 a.m. - Formal Session
Ramer United Methodist Church
15153 Hobbie Road
Ramar, AL 36069
After Conclusion of the Formal Session, an
Information Session may be conducted

NOVEMBER 10, 2017

County Holiday (Observance of Veterans Day)

NOVEMBER 20, 2017

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.

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/01/2017

Check Number	To	Check Number
271385		271458
Total Checks Paid		\$257,914.97

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

AGENDA

SEP 25 2017

7MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
08/31/2017

Check Number		To	Check Number
271459			271459
Total Checks Paid			\$125.00

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

Replaces check# 271259

AGENDA

SEP 25 2017

7MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/01/2017

Check Number		To	Check Number
271460			271539
Total Checks Paid			\$499,966.51

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/08/2017

Check Number	To	Check Number
271540		271608
Total Checks Paid		\$422,399.86

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

AGENDA

SEP 25 2017

7MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/01/2017

Check Number		To	Check Number
271609			271718
Total Checks Paid			\$247,259.18

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

AGENDA

SEP 25 2017

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/15/2017

Check Number	To	Check Number
271719		271766
Total Checks Paid		\$331,481.69

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

AGENDA

SEP 25 2017

7MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/15/2017

Check Number		To	Check Number
271767			271828
Total Checks Paid			\$347,717.38

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING PAYROLL WAS AUDITED AND

ORDERED PAID

CHECKS ARE DATED:

09/15/2017

PAYROLL CHECK NUMBER	128697	TO PAYROLL CHECK NUMBER	128757	\$ 47,677.16
MANUAL CHECK				\$
DIRECT DEPOSITS				\$ 888,428.75
VOIDED CHECKS				\$ 00.00
PAYROLL CHECK NUMBER	128758	TO PAYROLL CHECK NUMBER	128777	\$ 260,370.18
DIRECT DEPOSITS				\$ 402,642.83
FEDERAL DEPOSITS				\$ 340,050.05
TOTAL PAYROLL PAID				\$ 1,939,168.97

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

AGENDA

SEP 25 2017

Agenda Item Number 1 - Public Comment Regarding Proposed 2017-2018 Operating Budget

No documents are presented for this item

AGENDA

SEP 25 2017

**Annual Budget
Montgomery County Commission
Montgomery, Alabama
Fiscal Year
October 1, 2017 to September 30, 2018**

Adopted September 25, 2017

Elton N. Dean, Sr., Chairman
Ronda M. Walker, Vice Chairman
Daniel Harris, Jr., Member
Isaiah Sankey, Member
Doug Singleton, Member

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

ANNUAL BUDGET 2017-2018

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
2017 - 2018 BUDGET**

	ESTIMATED	
	REVENUES	APPROPRIATIONS
General Fund	\$ 74,068,238	\$ 74,068,238
Emergency Fund	30,000	0
Workers' Compensation Fund	351,000	351,000
Health Trust Fund	12,563,000	12,563,000
R.E. Life Ins. Fund	100,000	100,000
Liability Fund	586,000	786,000
Gasoline Tax Fund	9,965,513	9,965,513
Public Buildings/Roads/Bridges Fund	6,691,000	7,503,613
Public Highways & Traffic Fund	458,500	600,000
Capital Improvement	832,000	832,000
RRR Gasoline Tax Fund	1,968,000	3,695,000
Severed Material Tax Fund	150,000	150,000
Appraisal Fund	2,975,346	2,975,346
Merit System Fund	1,248,298	1,248,298
Community Corrections	890,726	890,726
Grant Fund	644,406	644,406
G.O. Warrants - 2007 Fund	3,919,654	3,919,654
G.O. Warrants - 2010 Fund	1,349,500	1,349,500
Less: Fund transfer elimination	<u>(14,015,636)</u>	<u>(14,015,636)</u>
TOTAL	\$ 104,775,545	\$ 107,626,658
ADD: BUDGETARY FUND BALANCE		
Emergency Fund	(30,000)	
Liability Fund	200,000	
Public Buildings/Roads/Bridges Fund	812,613	
Public Highway and Traffic Fund	141,500	
RRR Gasoline Tax Fund	<u>1,727,000</u>	
TOTAL BUDGETARY FUND BALANCE	2,851,113	
TOTAL PROPOSED BUDGET	\$ 107,626,658	\$ 107,626,658

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

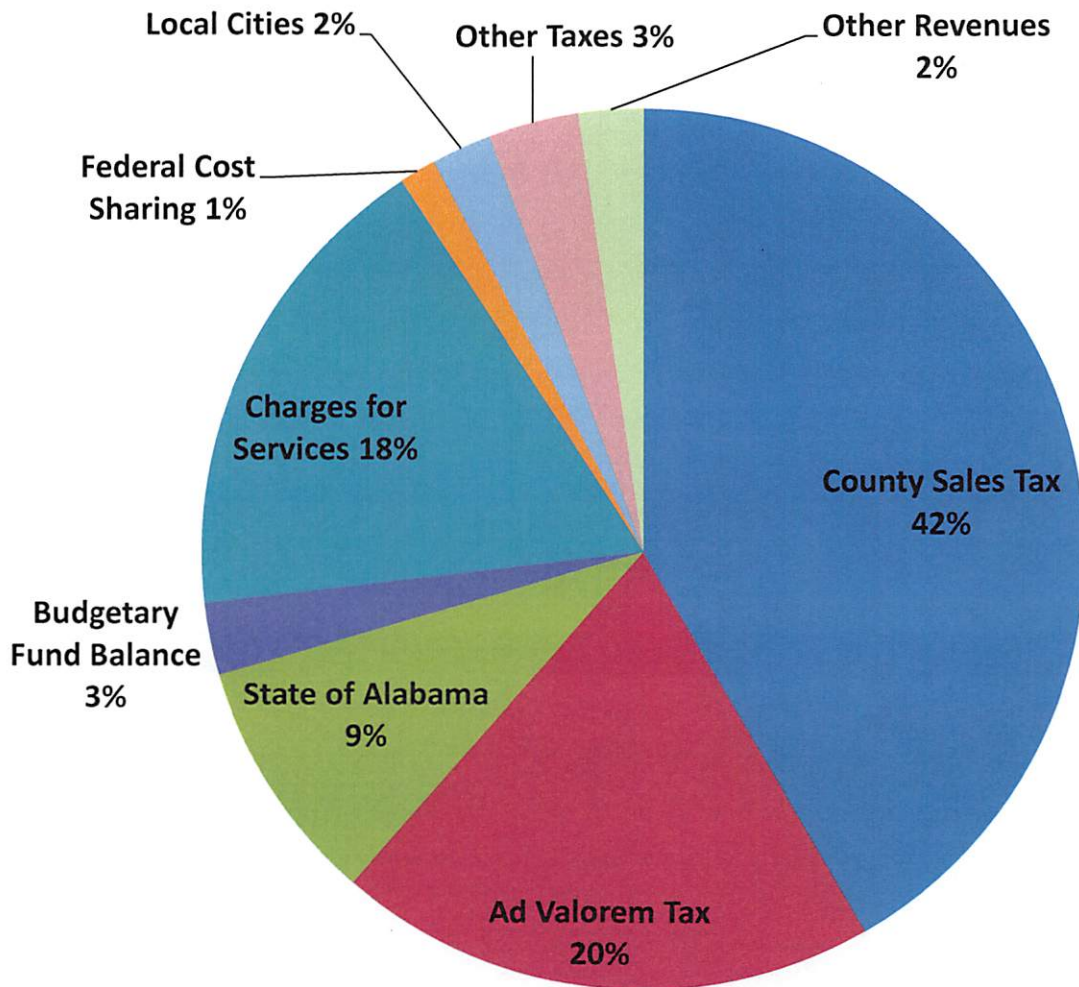
**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

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

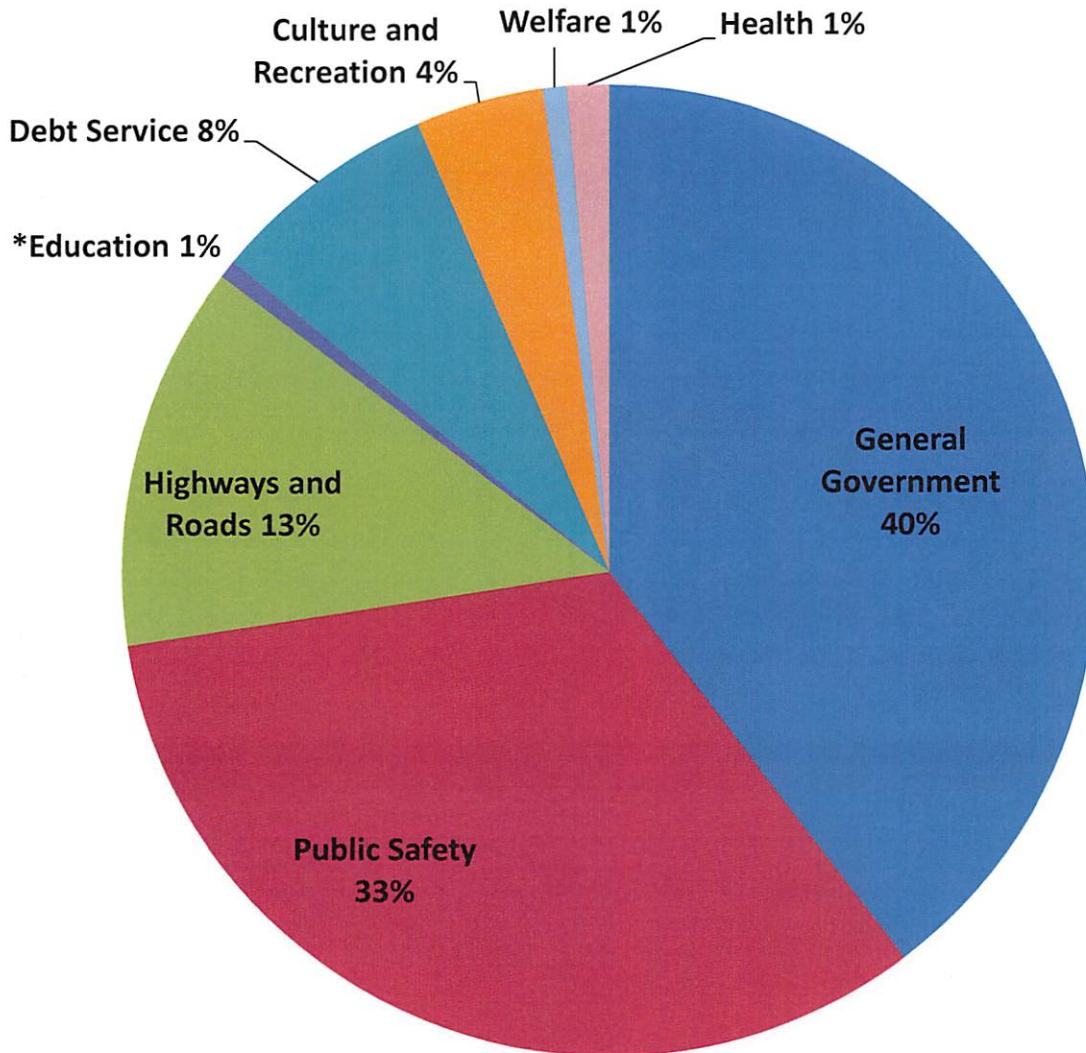
Montgomery County Commission
Estimated Revenues and Budgetary Fund Balance
2017-2018

Type	Percentage	Total
County Sales Tax	42%	\$ 44,770,000
Ad Valorem Tax	20%	21,294,605
State of Alabama	9%	9,802,159
Budgetary Fund Balance	3%	2,851,113
Charges for Services	18%	18,981,840
Federal Cost Sharing	1%	1,445,532
Local Cities	2%	2,356,920
Other Taxes	3%	3,564,000
Other Revenues	2%	2,560,489
Miscellaneous		1,205,816
Interest		80,800
Licenses and Permits		582,100
Board of Education		653,773
Fines and Forfeitures		38,000
	100%	\$ 107,626,658



**Montgomery County Commission
Appropriations
2017-2018**

Type	Percentage	Total
General Government	40%	\$ 42,637,245
Public Safety	33%	35,444,383
Highways and Roads	13%	13,810,513
Education	1%	672,326
Debt Service	8%	8,149,838
Culture and Recreation	4%	4,571,588
Welfare	1%	840,534
Health	1%	1,500,231
	<u>100%</u>	<u>\$ 107,626,658</u>



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

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

**Summaries of
DEPARTMENTAL
and
FUND BUDGETS**

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

GENERAL FUND

ESTIMATED REVENUES

TAXES

Ad Valorem Tax	\$	13,700,000
County Sales Tax		44,770,000
Salaries for Revenue Commissioner		221,000
County Beer and Wine Tax		134,000
Lodging Tax		2,650,000
Other Tax		780,000
TOTAL TAXES		<u>62,255,000</u>

LICENSE & PERMITS

500,100

INTERGOVERNMENTAL

State Shared Revenue	1,821,890
State Cost Sharing Revenue	1,647,300
Federal Cost Sharing	1,202,532
Local Government Cost Sharing	312,000
TOTAL INTERGOVERNMENTAL	<u>4,983,722</u>

CHARGES FOR SERVICES

Court Fees	909,000
Fees & Commissions - Public Officials	4,156,700
Other Fees & Charges	111,100
TOTAL CHARGES FOR SERVICES	<u>5,176,800</u>

FINES AND FORFEITURES

38,000

MISCELLANEOUS

Interest	10,800
Sales & Rentals	491,816
Other	612,000
TOTAL MISCELLANEOUS	<u>1,114,616</u>

TOTAL ESTIMATED REVENUES

\$ 74,068,238

MONTGOMERY COUNTY COMMISSION**2017 - 2018 BUDGET****GENERAL FUND****APPROPRIATIONS****GENERAL GOVERNMENT**

County Commission	\$	863,084
Risk Management		233,933
Public Affairs		87,496
Finance Department		518,828
Judges		477,924
District/Circuit/Domestic Relations Court		3,200
Circuit Clerk		32,465
District Attorney		3,049,634
Pre-Trial/District Attorney		699,833
Court Reporters		166,576
Probate Judge's Office		4,014,081
Revenue Commissioner		1,434,087
Tax and Audit Division		857,119
Support Services/Purchasing		3,426,409
Building Permits		41,414
Election Operating		278,041
Election Administration		384,574
Board of Registrars		288,423
Tax Equalization Board		5,824
Veterans Service Office		700
Forestry Commission		12,150
Industrial Park Utilities/Maintenance		43,000
Industrial Development		43,750
Information Systems		2,071,795
Contingent		25,000
Unemployment Compensation		6,000
TOTAL GENERAL GOVERNMENT	\$	<u>19,065,340</u>

PUBLIC SAFETY

Sheriff's Office	\$	14,027,846
Montgomery County Detention Facility		16,121,337
Montgomery City-County Emergency Management Agency		123,539
Coroner's Office		117,280
Youth Facility Net of City Funding		2,953,725
Youth Facility - DYS Subsidy		281,930
Youth Facility - DYS Boot Camp		490,000
Other		195,000
TOTAL PUBLIC SAFETY	\$	<u>34,310,657</u>

SANITATION- Transfer Station & Storm Water Permit

\$ 148,273

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

GENERAL FUND

HEALTH

Health Department	\$ 470,243
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	58,365
Sickle Cell Foundation	15,750
Community Care Network	17,500
Red Cross	15,000
TOTAL HEALTH	\$ 1,351,958

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	52,500
School to Work/ Summer Apprentice Program	146,777
Central Alabama Community Foundation (BONDS)	7,750
Department of Human Resources	20,000
TOTAL WELFARE	\$ 439,128

CULTURE & RECREATION

City - County Library	\$ 2,109,341
Pike Road Library net of Town of Pike Road funding	164,458
Montgomery Museum of Fine Arts	1,574,911
Montgomery County Recreation Board	495,691
Boys & Girls Clubs	12,500
The United Community Improvement	4,687
Unified YMCA	30,000
ECHO	5,000
Alabama Shakespeare Festival	175,000
TOTAL CULTURE & RECREATION	\$ 4,571,588

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET
GENERAL FUND**

APPROPRIATIONS

EDUCATION

City/County School Bonds	\$ 406,216
Montgomery Education Foundation	45,000
Auburn Extension Service	115,570
Montgomery Internal Medicine Residency Program (UAB)	22,500
Thelma Morris After School Program	25,000
Latchkey	28,040
YMCA Childcare Program	30,000
TOTAL EDUCATION	\$ 672,326

CLASSIFIED BY CHARACTER ONLY

In-House Appropriations- General Government Category	\$ 1,645,764
In-House Appropriations-Retiree Health & Life Insurance	2,495,688
Reclassification Reserve	(600,000)
Montgomery Co Building Authority 2006-2015 Capital Lease Obligation	4,475,060
Montgomery Co Public Education Cooperative District Series 2015 Bonds	1,062,600
Education Debt Service Funding	(1,062,600)
Montgomery Energy Conservation Project 2012 G.O. Warrants	398,588
Montgomery Energy Conservation Project 2014 G.O. Warrants	394,436
Agency Appropriations-General Government Category	870,755
TOTAL CLASSIFIED BY CHARACTER ONLY	\$ 9,680,291

TOTAL APPROPRIATIONS **\$ 70,239,561**

TRANSFERS

To Community Corrections Fund	380,726
To Merit Fund	262,143
To Construction Programs Fund	304,054
To General Obligation Warrant Debt Service Funds	5,269,154
Education Debt Service Funding	(2,387,400)
TOTAL TRANSFERS	\$ 3,828,677

TOTAL APPROPRIATIONS & TRANSFERS **\$ 74,068,238**

EMERGENCY FUND

ESTIMATED REVENUES

MISCELLANEOUS

Interest	\$ 30,000
TOTAL ESTIMATED REVENUES	\$ 30,000

APPROPRIATIONS

GENERAL GOVERNMENT-Miscellaneous Expenditures	\$ -
BUDGETARY FUND BALANCE	\$ 30,000

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

WORKERS' COMPENSATION FUND

ESTIMATED REVENUES

Workers Compensation Contributions	\$	325,000
Other reimbursements		24,000
Interest		2,000
TOTAL ESTIMATED REVENUES	\$	<u><u>351,000</u></u>

APPROPRIATIONS

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

HEALTH INSURANCE FUND

ESTIMATED REVENUES

Premiums	\$	12,560,000
Interest		3,000
TOTAL ESTIMATED REVENUES	\$	<u><u>12,563,000</u></u>

APPROPRIATIONS

Health Care Costs	\$	12,563,000
TOTAL APPROPRIATIONS	\$	<u><u>12,563,000</u></u>

RETIRED EMPLOYEE LIFE INSURANCE FUND

ESTIMATED REVENUES

Premiums	\$	100,000
TOTAL ESTIMATED REVENUES	\$	<u><u>100,000</u></u>

APPROPRIATIONS

Death Benefit Payments	\$	100,000
TOTAL APPROPRIATIONS	\$	<u><u>100,000</u></u>

LIABILITY FUND

ESTIMATED REVENUES

Premiums	\$	580,000
Interest		6,000
TOTAL ESTIMATED REVENUES	\$	<u>586,000</u>
Budgetary Fund Balance		<u>200,000</u>

TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE	\$	<u><u>786,000</u></u>
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APPROPRIATIONS

Liability Ins. Costs	\$	786,000
TOTAL APPROPRIATIONS	\$	<u><u>786,000</u></u>

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

GASOLINE TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUE

State Gasoline Tax	\$ 1,645,000
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STATE COST SHARING REVENUE

Engineer's & Assistant Engineer's Salary reimbursement	114,900
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MISCELLANEOUS

Other	<u>102,000</u>
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TOTAL ESTIMATED REVENUES

\$ <u>1,861,900</u>

TRANSFERS

From Public Highway & Traffic Fund	600,000
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From Public Building/Roads/Bridges	<u>7,503,613</u>
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TOTAL TRANSFERS

<u>8,103,613</u>

TOTAL ESTIMATED REVENUES AND TRANSFERS

\$ <u><u>9,965,513</u></u>

APPROPRIATIONS

HIGHWAYS & ROADS

Construction	\$ 1,812,320
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District I	1,694,115
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District II	1,812,791
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District III	2,118,741
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County Engineer's Office	1,393,991
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County Shop	708,881
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Bridge Maintenance	419,674
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Environmental Cleanup	<u>5,000</u>
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TOTAL APPROPRIATIONS

\$ <u>9,965,513</u>

TOTAL APPROPRIATIONS & TRANSFERS

\$ <u><u>9,965,513</u></u>

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

PUBLIC BUILDING/ROADS/BRIDGES FUND

ESTIMATED REVENUES

TAXES

Ad Valorem Tax \$ 6,675,000

MISCELLANEOUS

Interest 16,000

TOTAL ESTIMATED REVENUES \$ 6,691,000

Budgetary Fund Balance 812,613

TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE \$ 7,503,613

APPROPRIATIONS

TRANSFERS

To Gasoline Tax Fund \$ 7,503,613

TOTAL TRANSFERS 7,503,613

TOTAL APPROPRIATIONS & TRANSFERS \$ 7,503,613

PUBLIC HIGHWAY & TRAFFIC FUND

ESTIMATED REVENUES

License & Permits \$ 82,000

State Shared Revenue 310,000

Charges for Services 66,500

TOTAL ESTIMATED REVENUES \$ 458,500

Budgetary Fund Balance 141,500

TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE \$ 600,000

TRANSFERS

Transfer to Gasoline Tax Fund \$ 600,000

TOTAL TRANSFERS \$ 600,000

CAPITAL IMPROVEMENT FUND

ESTIMATED REVENUES

State Shared Revenue \$ 830,000

Interest 2,000

TOTAL ESTIMATED REVENUES \$ 832,000

APPROPRIATIONS

Buildings Repair and Improvements \$ 832,000

TOTAL APPROPRIATIONS \$ 832,000

MONTGOMERY COUNTY COMMISSION

2017 - 2018 BUDGET

RRR GASOLINE TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUES

Motor Vehicle License - Act 84-186	\$	428,000
Petroleum Inspection Fee - Act 84-185		117,000
4 cent Gasoline Tax		920,000
5 cent Gasoline Tax		460,000
Additional excise tax		32,000
TOTAL STATE SHARED REVENUES	\$	<u>1,957,000</u>

MISCELLANEOUS

Interest	\$	<u>11,000</u>
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TOTAL ESTIMATED REVENUES

	\$	1,968,000
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Budgetary Fund Balance		1,727,000
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TOTAL ESTIMATED REVENUES & BUDGETARY FUND BALANCE	\$	<u><u>3,695,000</u></u>
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APPROPRIATIONS

Restriping & Resigning		115,000
Resurfacing		3,580,000
TOTAL APPROPRIATIONS	\$	<u><u>3,695,000</u></u>

SEVERED MATERIAL TAX FUND

ESTIMATED REVENUES

STATE SHARED REVENUE	\$	150,000
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TOTAL ESTIMATED REVENUES

	\$	<u>150,000</u>
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APPROPRIATIONS

Road Bldg Materials and Supplies	\$	150,000
TOTAL APPROPRIATIONS	\$	<u><u>150,000</u></u>

APPRAISAL FUND

ESTIMATED REVENUES

COST SHARING

State of Alabama	\$	564,203
Montgomery County		698,605
Board of Education		653,773
Local Cities		1,058,765
TOTAL ESTIMATED REVENUES	\$	<u><u>2,975,346</u></u>

APPROPRIATIONS

General Government	\$	2,975,346
TOTAL APPROPRIATIONS	\$	<u><u>2,975,346</u></u>

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

MERIT SYSTEM FUND

ESTIMATED REVENUES	
City of Montgomery	\$ 986,155
TRANSFERS	
Transfer from General Fund	<u>262,143</u>
TOTAL ESTIMATED REVENUES & BUDGETARY FUND BALANCE	<u><u>\$ 1,248,298</u></u>

APPROPRIATIONS	
General Government	\$ <u>1,248,298</u>
TOTAL APPROPRIATIONS	<u><u>\$ 1,248,298</u></u>

COMMUNITY CORRECTIONS FUND

ESTIMATED REVENUES	
Alabama Department of Corrections	\$ 360,460
Client Fees	149,540
TOTAL ESTIMATED REVENUES	<u>\$ 510,000</u>
TRANSFERS	
Transfer From General Fund	380,726
TOTAL ESTIMATED REVENUES	<u><u>\$ 890,726</u></u>
APPROPRIATIONS	
Public Safety	\$ <u>890,726</u>
TOTAL APPROPRIATIONS	<u><u>\$ 890,726</u></u>

GRANT FUND

ESTIMATED REVENUES	
Federal and State Grants	\$ <u>644,406</u>
TOTAL ESTIMATED REVENUES	<u><u>\$ 644,406</u></u>
APPROPRIATIONS	
Grant Appropriations	\$ 644,406
TOTAL APPROPRIATIONS	<u><u>\$ 644,406</u></u>

**MONTGOMERY COUNTY COMMISSION
2017 - 2018 BUDGET**

GENERAL OBLIGATION WARRANTS 2007/2015 DEBT SERVICE FUND

TRANSFERS

Transfer from General Fund	\$ <u>3,919,654</u>
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TOTAL TRANSFERS

\$ <u><u>3,919,654</u></u>

APPROPRIATIONS

Principal	\$ 2,740,000
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Interest	<u>1,179,654</u>
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TOTAL APPROPRIATIONS

\$ <u><u>3,919,654</u></u>

GENERAL OBLIGATION WARRANTS 2010-A DEBT SERVICE FUND

REVENUE AND TRANSFERS

Transfer from General Fund	\$ <u>1,349,500</u>
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TOTAL REVENUE AND TRANSFERS

\$ <u><u>1,349,500</u></u>

APPROPRIATIONS

Principal	\$ 950,000
-----------	------------

Interest	<u>399,500</u>
----------	----------------

TOTAL APPROPRIATIONS

\$ <u><u>1,349,500</u></u>

SEP 25 2017



Frank D. McPhillips
DIRECT 205.254.1045
EMAIL fmcphillips@maynardcooper.com

September 20, 2017

Donald Mims
County Administrator of Montgomery County
101 S Lawrence St,
Montgomery, AL 36104

Re: Commission Resolution regarding PBA Plan of Finance and Refunding Plan of Finance

Dear Donald:

Please find attached a resolution for the County Commission's consideration concerning the two above-referenced financings proposed by the County. Please note that this resolution does not obligate the Commission with respect to the financings but it begins the process.

This resolution does not establish a "not-to-exceed" principal amount of the PBA Warrants, so it does not meet the requirements for a "reimbursement resolution" under applicable IRS regulations. Therefore, before the County spends any of its own general fund moneys for the purpose of paying the costs of renovating or improving the public buildings, the Commission must adopt a formal "official action" resolution that complies with applicable IRS regulations in order to protect its ability to be reimbursed out of proceeds of the PBA Warrants.

If you should have any questions concerning this matter, please do not hesitate to give me a call.

Very truly yours,

A handwritten signature in blue ink, appearing to read "F. McPhillips".

Frank D. McPhillips

FDM:cf

I, the undersigned County Administrator of Montgomery County, Alabama, hereby certify that the attached pages numbered consecutively from 1 to 3, inclusive, constitute the true, correct, and complete copy of a resolution and order adopted by the Montgomery County Commission at a regular meeting of said County Commission held on September 25, 2017, as the same appears in the records of said County Commission, and that said resolution and order has not been rescinded, repealed, or amended in any respect and is still in full force and effect.

WITNESS my signature, as County Administrator of Montgomery County, Alabama, under its seal, this ____ day of _____, 2017.

[SEAL]

County Administrator of
Montgomery County, Alabama

BE IT RESOLVED AND ORDERED by the Montgomery County Commission as follows:

Section 1. Findings. The Montgomery County Commission (the "Commission"), which is the governing body of Montgomery County, Alabama (the "County"), has found and ascertained and does hereby declare as follows:

(a) Pursuant to Section 11-15-1, et. seq. of the Code of Alabama (1975) (the "Enabling Law"), the Commission has heretofore formed the Montgomery County Public Building Authority (the "Authority") for the purpose of facilitating and financing public buildings for use by the County in the performance of its governmental and public functions and has invested in the Authority all such powers that may be necessary to enable it to accomplish such purpose, including the power to lease its properties and to issue interest-bearing warrants.

(b) The Commission desires to provide for the renovation and improvement of numerous County public buildings, including without limitation the following (collectively, the Public Buildings"):

- (1) Courthouse — 251 S. Lawrence Street
- (2) Annex I — 100 S. Lawrence Street
- (3) Annex II — 125 Washington Avenue
- (4) Annex III — 101 S. Lawrence Street
- (5) Old Jail — 250 S. McDonough Street
- (6) New Jail — 225 S. McDonough Street
- (7) Office Building — 350 Adams Avenue
- (8) Care-Here Clinic — 300 S. Hull Street
- (9) Carnegie Building — 131 S. Perry Street
- (10) Greil Mansion — 305 S. Lawrence Street
- (11) Parking Deck — 200 Scott Street

(c) The Commission expects to cause the Authority to issue its warrants (the "PBA Warrants") to provide funds for the above-referenced purposes.

(d) The Commission hereby acknowledges that the above-referenced plan of finance (the "PBA Plan of Finance") will enable the County to facilitate a borrowing that will not be chargeable against the County's constitutional debt limitation because the Warrants shall be limited obligation revenue warrants or bonds of the Authority, the payment of principal and interest on which will be paid solely by the County pursuant to a year-to-year lease between the Authority and the County (the "Lease Agreement").

(e) The Commission further acknowledges that the Public Buildings serve and enable the County to perform an essential governmental function to secure and supply reasonable and adequate space for its courts, jails, officers, departments and agencies engaged in the performance of governmental duties and the rentals payable by the County for such purpose are necessary governmental operating expenses of the County.

(f) In order to prepare for the issuance and sale of the PBA Warrants, it is necessary and desirable for the Commission to engage underwriters and bond counsel to assist with the preparation of documents and related matters necessary for the sale and issuance of the PBA Warrants.

(g) Additionally, the County has determined that the County can achieve interest savings by issuing refunding warrants (the "County Refunding Warrants") in order to refund its General Obligation Warrants, Series 2007 (the "2007 Warrants"), which are currently outstanding in the aggregate principal

amount of \$5,440,000. The Commission acknowledges that the plan to refund the 2007 Warrants (the "Refunding Plan of Finance") is expected to generate savings that will be useful in connection with the renovations and improvements to be made to the Public Buildings.

(h) The PBA Warrants and the County Refunding Warrants are hereinafter collectively referred to as the "Warrants".

Section 2. General Approval of PBA Plan of Finance. The Commission hereby approves the PBA Plan of Finance for the benefit of the citizens of Montgomery County and directs the County Administrator to work with the professionals identified in Section 5 and Section 6 to effectuate such plan.

Section 3. General Approval of Refunding Plan of Finance. The Commission hereby approves the Refunding Plan of Finance, provided that present value interest savings will be achieved, and directs the County Administrator to work with the professionals identified in Section 5 and Section 6 to effectuate such plan.

Section 4. General Authorization of County Officers. The Chairman of the Commission and County Administrator, and any person or persons designated and authorized by either of such officers to act in the name and on behalf of the County, or any one or more of them, are authorized to do and perform or cause to be done and performed in the name and on behalf of the County such other acts, to pay or cause to be paid on behalf of the County such related costs and expenses, and to execute and deliver or cause to be executed and delivered in the name and on behalf of the County such other notices, requests, demands, directions, consents, approvals, orders, applications, certificates, agreements, further assurances or other instruments or communications, under the seal of the County or otherwise, as they or any of them may deem necessary, advisable, or appropriate in order to carry into effect the PBA Plan of Finance and the Refunding Plan of Finance, and the intent of the provisions of this resolution, and to demonstrate the validity of the Warrants, the absence of any pending or threatened litigation with respect to the Warrants and the transactions contemplated by this resolution, and the exemption of interest on the Warrants from Federal and State of Alabama income taxation.

Section 5. Engagement of Underwriters. Stifel, Nicolaus & Company, Inc. and Liberty Bank and Trust Company (each an "Underwriter" and collectively, the "Underwriters") are hereby engaged as co-underwriters of the Warrants, and together are hereby authorized and directed to proceed with the preparation of documents for the sale and issuance of the Warrants. The Underwriters are directed to split the underwriters' discount on the Warrants in the following manner: (i) 70% to Stifel, Nicolaus & Company, Inc., and (ii) 30% to Liberty Bank and Trust Company.

Section 6. Engagement of Bond Counsel. Maynard, Cooper & Gale, P.C. is hereby engaged as bond counsel with respect to the Warrants.

Section 7. Effective Date. This resolution shall be effective immediately.

Commissioner _____ thereupon moved that said resolution be adopted, which motion was seconded by _____ and, upon the said motion being put to vote, the following vote was recorded:

YEAS:

NAYS:

The Chairman thereupon declared that said resolution had been duly adopted.

* * * *

Chairman of the
Montgomery County Commission

County Administrator of Montgomery County,
Alabama

SEP 25 2017

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 24, 2017

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 2017.

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, 2017; and

NOW BE IT RESOLVED that Montgomery County Commission commits the following portions of its September 30, 2017, 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** _____ **2017.**

SEP 25 2017

Montgomery County Commission

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

Memo

To: Donnie L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director 
Date: 9/15/2017
Re: One-Time Lump Sum Payments to County Retirees

Attached is a letter from The Retirement Systems of Alabama (RSA) regarding Act 2017-367 which gives the County the opportunity to grant a one-time lump sum payment payable in December 2017 to eligible County retired employees and the beneficiaries of deceased retirees.

Under the Act the County can make the payment in one lump sum or by increasing the County contribution rate for the one year period from October 1, 2018 through September 30, 2019.

The estimated cost of the one-time payment is as follows:

- Lump Sum payment by the County to the RSA prior to October 31, 2017
\$240,080
- or
- Increase Contribution rate for fiscal year 2019 to cover the cost
\$265,500

If approved, I recommend funding it with the lump sum payment option.

To grant the one-time lump sum payment, the Commission must adopt and submit the attached Resolutions for retirees and pensioners by October 31, 2017.



THE RETIREMENT SYSTEMS OF ALABAMA

David G. Bronner, CEO
Donald L. Yancey, Deputy Director

Agency Director
Montgomery County Commission
Po Box 1667
Montgomery, AL 36102-1667

Unit Code MGC

June 27, 2017

Act 2017-367 of the Regular Session of the Alabama Legislature provides your agency with the opportunity to grant a one-time lump sum payment to retired members and beneficiaries of deceased retirees who retired prior to May 1, 2017 and are entitled to receive a monthly retirement benefit from the Employees' Retirement System (ERS) on November 30, 2017.

The Act provides for the retiree to receive a one-time lump sum payment of \$2.00 for each month of service credited to the retiree's account or \$300.00, whichever is greater. The Act provides for a beneficiary of a deceased retiree to receive \$300.00. Payment will be made by check in December 2017 separate from the monthly retirement direct deposit.

If your agency elects to grant the 2017 one-time lump sum payment, your estimated cost is **\$240,080.00** which will require **0.78%** to be added to your agency's employer contribution rate effective for the one year period from **October 1, 2018 – September 30, 2019**, or you may submit a onetime lump sum payment remitted with the resolution to cover the cost.

To grant the provisions of Act 2017-367 for retirees and beneficiaries of your agency, the governing authority of your agency must adopt and submit a Resolution. A fillable form Resolution can be found on the RSA website at http://www.rsa-al.gov/uploads/files/2017_Lump_Sum_Resolution_Retiree.pdf. **The Resolution to adopt the provisions of Act 2017-367 must be received by ERS no later than October 31, 2017.** Please note that there is no provision that will allow the one-time lump sum payment to be granted retroactively.

Any retiree or beneficiary whose eligibility for Medicaid benefits is impaired by this payment shall not be entitled to receive the payment and should notify this office to request that the increase not be granted.

If you have any questions regarding the implementation of the provisions of Act 2017-367, please contact my office at (334) 517-7000 or 1-877-517-0020.

Sincerely,

William F. Kelley, Jr.
Director of ERS Benefits

MODEL RESOLUTION--ACT 2017-367
(Local Unit Retirees and Beneficiaries of Deceased Retirees)

Be it resolved that the Montgomery County Commission,
through its governing authority, elects to come under the provisions of
Section 2 of Act 367 of the Regular Session of the 2017 Legislature.

The Montgomery County Commission agrees to provide
all funds necessary to the Employees' Retirement System to cover the
cost of the one-time lump sum payment as provided for by this Act for
those eligible retirees and beneficiaries of deceased retirees of
Montgomery County Commission with the
aforementioned lump sum payment being paid in December 2017.

CERTIFICATION

I, Elton Dean, Chairman, Montgomery County Commission, hereby certify that
the foregoing is a true and correct copy of the Resolution passed
on this _____ day of _____, 2017.

Signature of Official

Chairman

Official Title

MODEL RESOLUTION--ACT 2017-367

(Local Unit Pensioners and Beneficiaries of Deceased Pensioners)

Be it resolved that the Montgomery County Commission, through its governing authority, elects to come under the provisions of Section 4 of Act 367 of the Regular Session of the 2017 Legislature.

The Montgomery County Commission agrees to provide all funds necessary to the Employees' Retirement System to cover the cost of the one-time lump sum payment as provided for by this Act for those eligible pensioners and beneficiaries of deceased pensioners of Montgomery County Commission with the aforementioned lump sum payment being paid in December 2017.

CERTIFICATION

I, Elton Dean, Chairman, Montgomery County Commission, hereby certify that the foregoing is a true and correct copy of the Resolution passed on this _____ day of _____, 2017.

Signature of Official

Official Title

SEP 25 2017

Montgomery County Commission

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

Memo

To: Donnie L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director 
Date: 8/28/2017
Re: OMB Uniform Administrative Requirements

The Office of Management and Budget adopted new Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards that became effective for non-Federal governmental fiscal years beginning on or after December 26, 2014, and has delayed implementation of the new Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards to Fiscal Years beginning on or after January 1, 2018.

The County must adopt policies implementing the new requirements by October 1, 2017 or defer implementation to October 1, 2018.

I recommend deferring the implementation and request that the Commission approve the attached resolution to defer implementation to give more time to develop the written policies.

**U.S. Office of Management and Budget
Uniform Administrative Requirements, Cost Principles and
Audit Requirements for Federal Awards
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 Office of Management and Budget requirements; and

WHEREAS, the Office of Management and Budget ("OMB") has adopted new Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards that became effective for non-Federal governmental fiscal years beginning on or after December 26, 2014, and has delayed implementation of the new Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards to Fiscal Years beginning on or after January 1, 2018, and

WHEREAS, the Montgomery County Commission desires to defer implementation of the new OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards until the Fiscal Year beginning October 1, 2018 and

NOW BE IT RESOLVED that Montgomery County Commission elects to defer implementation of the new OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards until the Fiscal Year beginning October 1, 2018.

DONE THIS THE _____ **day of** _____ **2017.**



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

SEP 25 2017

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

September 15, 2017

MEMORANDUM

TO : Mr. Elton Dean, Sr. Chairman,
Montgomery County Commission

FROM : Regina Walker, Grant Manager, *R.W.*
Montgomery County Sheriff's Office

Subject : 2018 ADECA Traffic Safety Grant
Community Traffic Safety Program Grant Participation

The 2018 ADECA Traffic Safety Program Grant is open. We are requesting this item be placed on the agenda during the September 25, 2017 meeting of the County Commission.

RW/dc

encls.

**SOUTHEAST ALABAMA HIGHWAY SAFETY OFFICE
ENTERPRISE STATE COMMUNITY COLLEGE**

600 PLAZA DR. • P.O. BOX 1300 • ENTERPRISE, AL 36331 • PHONE # 334-347-2623 (EXT. 2289) • FAX # 334-393-9560

**Community Traffic Safety Program (CTSP)
Agreement for CTSP Grant Participation
Fiscal Period: October 01, 2017 – September 30, 2018**

This agreement is entered into by Southeast Alabama Highway Safety Office, located at Enterprise State Community College, hereinafter referred to as "SEAHSO", and the governing entity of the law enforcement department of the following: Montgomery County Commission, hereinafter referred to as "AGENCY", for official participation in the Southeast Region's Community Traffic Safety Program (CTSP) grant(s), and for 100% funded salary, plus allowable FICA fringe, for overtime traffic safety enforcement (and other time as approved by ADECA and/or SEAHSO), and for traffic enforcement/traffic safety equipment, dependent upon approval of applicable grant(s). The term of this contract will be from **October 01, 2017 through September 30, 2018**; however, this contract period will not be the same as any grant's authorized spending period during the fiscal year.

The United States Federal Government has set forth that NO entity may supplant funds or use Federal grant funds for budget relief of state, regional, county, city, local, or any other non-federal funds. Federal grant funds are intended for the purpose of providing monies for traffic enforcement/traffic safety activities conducted outside of the AGENCY's budgeted initiatives. According to the State of Alabama ADECA/LETS Subgrantee Administrative Manual, "Supplanting" is defined as, "to deliberately reduce State or local funds because of the existence of Federal funds."

Funding will be made available to the AGENCY through the CORE reporting website by SEAHSO as authorized by the Alabama Department of Economic and Community Affairs (ADECA). **This Agreement for CTSP Grant Participation is not a notice of grant approval, but is required for the AGENCY's receipt of CTSP grant funds and/or equipment once or if such become available.** NO AGENCY will be approved to receive traffic enforcement funding without having entered into this agreement with the Southeast Alabama Highway Safety Office located at Enterprise State Community College. Once a grant is approved by ADECA, applicable funding allocations under such grant will then be awarded by SEAHSO, to AGENCY's that meet all funding requirements, and have submitted all required documentation. If an AGENCY is awarded traffic enforcement funds, the fund dates and amount will be recorded on the CORE reporting website. Information such as hotspot locations, will be given to qualifying agencies. Any adjustments in funding will be done through the CORE reporting website by the SEAHSO.

During the applicable grant period(s), AGENCY grant expenditures will be evaluated by SEAHSO to determine if the AGENCY would likely utilize allocated funds before the end of a grant's authorized work period. Any funds determined to be surplus may be transferred to other agencies that can utilize the funds by SEAHSO through the CORE reporting website. The AGENCY should inform SEAHSO as soon as possible, if any grant funds will likely not be expended, for voluntary release of such funds. The sooner the notification, the sooner SEAHSO may transfer such funds elsewhere to be utilized. SEAHSO and/or ADECA have the authority to rescind the AGENCY's grant funding at any time, even without voluntary release of such funds by the AGENCY, due to non-compliance, non-expenditure, lack of submitted reimbursement claims, or for any other reason deemed necessary by SEAHSO and/or ADECA.

Each agency will be responsible for keeping on file ALL paperwork pertaining to each grant that a reimbursement claim is filed. ADECA reserves the right to audit any agency at any time to assure that all documents that have been submitted are correct. Documents that should be kept on file by the agency are as follows; (1.) Agreement with SEAHSO, (2.) CORE Project Reimbursement Form, (3.) CORE Roll-Up form, (4.) CORE signed contact report(s) for each person claiming reimbursement hours on the grant, (5.) copy or electronic image of every citation and warning citation claimed on the grant, (6.) time sheets or time cards identifying regular hours worked and overtime hours worked on traffic grant, (7.) City/County overtime policy. Any agency claiming reimbursement for overtime hours worked, should have documentation on file to account for hours worked and traffic statistics claimed. The above mentioned paperwork should

be kept on file by each agency for no less than 3 years from the date of the claim. Each agency will be notified if a file audit is requested. Any agency that is unable to produce ALL forms required to verify the claims that have been submitted to the SEAHSO, will be required to refund ALL funds reimbursed on the grant in question.

The AGENCY agrees to utilize the CORE reporting website for ALL funding awards made by SEAHSO. Submission of reimbursement forms, other than those forms required by SEAHSO for the contract period, will result in return of an AGENCY's reimbursement claim for completion on the proper forms; and therefore, delay reimbursement to the AGENCY. Each different grant requires separate reimbursement forms and reports to be submitted to SEAHSO. Combining information from different grants into a claim will result in return of an AGENCY's reimbursement claim for correction; and therefore, delay reimbursement to the AGENCY.

Reimbursement claims (CORE forms or an email if no activity) are required to be submitted to SEAHSO once per month, preferably by the 10th of the month, whether grant activity occurred during the previous month or not, to allow SEAHSO to have an accurate account of activity in the region. Suspension of funds, until all documentation is properly completed by the AGENCY and received by SEAHSO, will occur for those departments not in compliance with program requirements.

Each AGENCY which receives grant funding from SEAHSO agrees to submit an In-Kind Match Form to SEAHSO for the contract period. The CTSP must meet the required "In-kind" (Soft) Match as set forth by ADECA, for applicable federal grant(s). To ensure continued funding, each contracted law enforcement department, which receives federal grant funds from SEAHSO, is asked to contribute in some way towards this in-kind/soft match requirement.

The AGENCY, in performance of its operations and obligations, shall not be deemed to be an agent of SEAHSO, but shall be an independent contractor in every respect. The AGENCY is solely responsible for the acts and omissions of its employees and agents. SEAHSO assumes no responsibility for the manner in which or means by which the AGENCY performs its activities pursuant to this agreement. SEAHSO enters into this agreement for the sole purpose of distributing grant funds and/or equipment made available by ADECA. The AGENCY agrees to hold SEAHSO harmless from any liability for any damages arising from any acts or omissions occurring in connection with the AGENCY's performance under this contract.

Signatures required:

Signature of AGENCY's Authorizing Official
(Mayor/Comm. Chair authorized to enter Agreement)

Elton N. Dean, Sr.

Printed Name of Authorizing Official and Title
(Mayor Comm. Chair)

Signature of AGENCY's Chief Law Enforcement Official
(Chief of Police or Sheriff)

Derrick Cunningham

Printed Name of Chief LE Official and Title
(Chief Sheriff)

Signature of AGENCY Representative for SEAHSO
(If applicable, as designated by Chief LE Official)

Kevin Murphy, Chief Deputy

Printed Name of Representative for SEAHSO & Title



Signature of Regional Director
Southeast Alabama Highway Safety Office

Greg Adams

Printed Name of Regional Director

WRITTEN OVERTIME POLICY

SEAHSO acknowledges that the following is the minimum allowable documentation of the Overtime Policy of the GOVERNING ENTITY and may not be the total policy of the GOVERNING ENTITY. However, this signed portion of the Policy shall fulfill all requirements of SEAHSO for a WRITTEN OVERTIME POLICY and will be relied upon for Agreement and audit purposes. **Please fill-in and circle all below that best explains the policy used by your GOVERNING ENTITY.**

TIME SHEETS: All hourly employees are required to record their hours worked on a time sheet.

PAY PERIOD: The normal pay period shall begin at 0000 (am) pm) on Monday
and end at 2359 (am) pm) on Sunday.

HOURS OF WORK: A normal shift consists of 8 or 10 continuous hours.

OVERTIME PAY BEGINS:

- A. Overtime pay shall begin after _____ hours of continuous work for a given day.
- B. Overtime pay shall begin after _____ hours of work for a given PAY PERIOD.
- C. Overtime pay shall begin after 86 hours of work for a given (2) week period, if paid by-weekly.

PAID HOURS NOT WORKED: Paid hours not worked shall consist of time off for vacation days, holidays, allowable sick days, allowable personal days, bereavement days or other days as designated by the GOVERNING ENTITY. Said paid hours (shall (shall not) count as hours worked for purposes of "OVERTIME PAY BEGINS" above.

OVERTIME PAY RATE: Overtime pay rate shall be at the rate of 1.5 times the regular hourly rate of the employee as designated by the GOVERNING ENTITY.

If overtime status has not been reached for the pay period being submitted, the GOVERNING ENTITY (allows) does not allow) REGULAR TIME to be paid for hours worked during this pay period.

In the event that this policy is needed to apply to personnel that are paid on a Salary basis rather than an Hourly basis, the following shall apply: Payment for overtime hours worked on Traffic Safety Grants by Salaried Employees of the GOVERNING ENTITY shall be considered an exception to the normal Payroll Policies of the GOVERNING ENTITY and shall apply ONLY to overtime hours that are reimbursed by SEAHSO for Traffic Safety Projects.

To determine the "hourly rate" for Salaried Employees, their annual salary shall be divided by 2080 for such determination. The "hourly rate" thus determined shall then be used on Form 1 for that Employee. If a Salaried Employee must work more than 40 hours per week before being eligible for overtime, then their annual salary shall first be divided by the number of Pay Periods per year and then the result shall be divided by the expected number of hours per period before overtime begins to determine the "hourly rate". The GOVERNING ENTITY (allows) does not allow) salaried employees to receive overtime for traffic grant purposes.

It is the understanding of the below signed Chief Elected Official that this signed Policy shall fulfill all requirements of SEAHSO for a WRITTEN OVERTIME POLICY and will be relied upon for Agreement and audit purposes in so far as it concerns payment of overtime funds as provided by the traffic safety grants covered by the Agreement for Overtime Funds even though it may or may not be the entire Overtime Policy of the GOVERNING ENTITY.

County Comm. Chair / Mayor _____ Date _____

Name of GOVERNING ENTITY _____

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** ("Agreement") is entered into this day ____ of September 2017, between the City of Montgomery ("City") and the Montgomery County Commission ("Commission") collectively referred to as Parties.

WHEREAS, over the last several years, the City and Commission jointly worked to identify areas in government to share cost and increase efficiency and effectiveness in delivery of government services, and

WHEREAS, there is a parking deck located at 100 South Perry Street ("Deck") that is on the market and the City and the Commission have determined that it would be mutually beneficial to acquire the Deck, and

WHEREAS, after researching the feasibility, the City and Commission agree to acquire the Deck, and

WHEREAS, after discussing the acquisition, the Parties agree as follows:

1. Pursuant to the recommendation of legal counsel for the City and Commission, the City and Commission will own the property jointly, with the Commission having a 57.8% ownership interest and the City a 42.2% ownership interest (Ownership Percentages);
2. All expenses associated with the Deck, including purchase, renovation, and ongoing maintenance, shall be shared based on the Ownership Percentages;
3. Division of parking spaces will be based on the Ownership Percentages, with the Commission receiving 171 spaces, including the 59 spaces currently leased to the law firm of Capell Howard, and the City receiving 125 spaces;
4. The purchase price of the Deck will be approximately \$425,000, plus any costs associated with the purchase, including survey, appraisal, and environmental studies, and will be shared based on the Ownership Percentages;
5. Estimated repair and renovations costs are \$775,000 and will be shared based on the Ownership Percentages;
6. The Commission will invoice the City for its share of the cost of purchase, repair and renovation as those costs are incurred, and the City will remit its payment to the Commission within 30 days of the date of invoice; and upon receipt of payment for all costs, the Commission will deed the City its Ownership Percentage in the Deck;
7. The Commission will be responsible for daily maintenance of the Deck, including trash and litter removal, and the City will be responsible for operations maintenance, including elevator service and access controls;
8. Under separate contract, to be renewed every three years, the Commission and City shall negotiate daily maintenance of the Deck and operations maintenance, as described above; management of access to the Deck, including issuance of access codes and/or

devices; collection of rent and assignment of leased spaces, if either party chooses to lease spaces and desires to enter into an agreement for collection of rent; and any other matters that may arise in connection with operation and management of the Deck.

NOW THEREFORE, the Parties agree to the following:

1. The City and the Commission will purchase, renovate, maintain and operate the Deck pursuant to the terms described above, subject to the findings disclosed during a due diligence period as provided in the Purchase and Sale Agreement, and a subsequent decision not to purchase the Deck.
2. This Agreement shall expire upon the earlier of completion of the proposed renovations and execution of a separate contract by the Commission and City as described in Paragraph 8 above or a mutual decision by the Parties not to purchase the Deck.
3. This Agreement is the entire Agreement and supersedes all prior collateral communications and agreements of the Parties relating to the subject matter. This Agreement may be amended only by written modification duly executed by the Parties' authorized representatives.
4. 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 discussion 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 the City of Montgomery.
5. The parties agree to protect, defend, indemnify and hold each other and their 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 either arising in favor of any party, including employees of the successful vendor, 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. The parties agree to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The parties also

agree to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

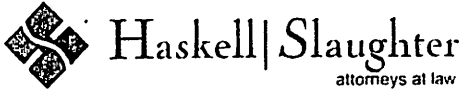
WHEREFORE, the Parties have executed this Agreement as of the date of the signatures.

Todd Strange, Mayor
City of Montgomery

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

Witness

Witness



Haskell Slaughter & Gallion, LLC

8 Commerce Street

Suite 1200

Montgomery, Alabama 36104

t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

September 21, 2017

T T B

To: Donnie Mims

From: Thomas T. Gallion, III

Re: Memorandum of Understanding with City of Montgomery regarding 100 South Perry Street Parking Deck

I have reviewed your memorandum of September 21, 2017, regarding a Memorandum of Understanding ("MOU") with the City of Montgomery regarding the 100 South Perry Street Parking Deck.

It is my opinion that the MOU is acceptable as is. The MOU will be binding on all parties if executed.

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

50051-317

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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 25 2017

September 15, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Master Plan and Final Design for Old Selma Road Park

The Montgomery County Commission, at its meeting on September 5, 2017, agreed to place on the next agenda the Master Plan regarding the Old Selma Road Park, which has a projected cost of \$2,041,430.87, and Release Goodwyn, Mills and Cawood, Inc., to complete the Final Design based upon the Master Plan and Contract that has been Executed, GMC Project No. CMGM17-0023.

I am requesting that the Commission approve this item.

/tn

Attachment



MONTGOMERY COUNTY
COMMISSION

2017 AUG 30 AM 8:27

Goodwyn Mills Cawood

PO Box 242128
Montgomery, AL 36124

T (334) 271-3200
F (334) 272-1566

www.gmcnetwork.com

August 29, 2017

Mr. Donnie Mims
Montgomery County Commission
101 S Lawrence Street
P.O. Box 1667
Montgomery, AL 36102-1667

RE: Old Selma Road Park
GMC Project No. CMGM17-0023

Dear Mr. Mims:

The park projects master plan has been finalized and reviewed by the Commissioner's at a work session. The next logical step is to release GMC, Inc. to complete the final design based upon the master plan and contract that we presently have.

Please place the master plan and notice to proceed with design on the first possible Commission Meeting Agenda. We will provide copies of the master plan, cost estimates and executed contract to you for distribution before the meeting.

Sincerely,

David B Reed

Xc: CMGM17-0023

GOODWYN, MILLS and CAWOOD, INC.
ENGINEERS + PLANNERS + SURVEYORS
P.O. BOX 3605 + MONTGOMERY + AL 36109

8/7/2017

Old Selma Road Montgomery County Park

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	CONTRACT AMOUNT	
				UNIT PRICE	TOTAL AMOUNT
	Asphalt Road (4261 SY)				
1	Unclassified Excavation	7000	CY	8.00	\$56,000.00
2	Bottomless Culvert	4	EA	25,000.00	\$100,000.00
3	825B Aggregate Road Base (8" Thick)	4,261	SY	\$ 14.00	\$59,654.00
4	424B Asphalt Binder Layer (2" Thick)	516	TON	\$ 110.00	\$56,713.91
5	424A Asphalt Wearing Surface (1" Thick)	258	TON	\$ 110.00	\$28,356.96
6	Curb	3,700	LF	\$ 11.00	\$40,700.00
	Asphalt Road Total				\$341,424.87
	Gravel Road and Parking (7640 SY)				
7	Unclassified Excavation	7000	CY	8.00	\$56,000.00
8	Bottomless Culvert	1	EA	25,000.00	\$25,000.00
9	825B Aggregate Road Base (8" Thick)	7,640	SY	\$ 14.00	\$106,960.00
	Gravel Road Total				\$187,960.00
	6' Gravel Trail (2022 SY)				
10	Unclassified Excavation	1000	CY	8.00	\$8,000.00
11	825B Aggregate Road Base (6" Thick)	2,022	SY	\$ 12.00	\$24,264.00
	Gravel Trail Total				\$32,264.00
	8' Asphalt Walking Trail (4970 SY)				
12	Unclassified Excavation	2,000	CY	\$ 8.00	\$16,000.00
13	825B Aggregate Road Base (6" Thick)	4,970	SY	\$ 12.00	\$59,640.00
14	424A Asphalt Wearing Surface (2" Thick)	600	TON	\$ 110.00	\$66,000.00
	Walking Trail Total				\$141,640.00
	Parking Lot (2226 SY)				
15	Unclassified Excavation	2,800	CY	\$ 8.00	\$22,400.00
16	825B Aggregate Base (6" Thick)	2,226	SY	\$ 12.00	\$26,712.00
17	424B Asphalt Binder Layer (2" Thick)	300	TON	\$ 110.00	\$33,000.00
18	424A Asphalt Wearing Surface (1" Thick)	150	TON	\$ 110.00	\$16,500.00
19	Curb	550	LF	\$ 11.00	\$6,050.00
	Parking Lot Total				\$104,662.00
	Pond (5 ac)				
20	Unclassified Excavation	38185	CYIP	4.00	\$152,740.00
21	Compacted Fill	38185	CYIP	1.00	\$38,185.00

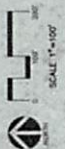
9-3

GOODWYN, MILLS and CAWOOD, INC.
ENGINEERS + PLANNERS + SURVEYORS
P.O. BOX 3605 + MONTGOMERY + AL 36109

8/7/2017

Old Selma Road Montgomery County Park

CONTRACT AMOUNT					
ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
22	Water Well	1	EA	\$ 40,000.00	\$40,000.00
23	Environmental Mitigation	1	LS	\$ 160,000.00	\$160,000.00
	Pond Total				\$390,925.00
	Utilites				
24	6" Water Main w/ Bends	3,687	LF	\$ 15.00	\$55,305.00
25	12" Steel Casing w/ Spacers (Class II Installation)	60	LF	\$ 200.00	\$12,000.00
26	Fire Hydrant	5	EA	\$ 3,500.00	\$17,500.00
27	6" Gate Valve	5	EA	\$ 1,500.00	\$7,500.00
28	Miscellaneous Piping for Pavillion	1	EA	\$ 7,500.00	\$7,500.00
29	Septic System w/ Drain Fields	1	LS	\$ 30,000.00	\$30,000.00
	Utilites Total				\$129,805.00
	Electrical				
30	Overhead Power	1	LS	\$ 100,000.00	\$100,000.00
	Electrical Total				\$100,000.00
31	Pavilions	1	LS	\$ 350,000.00	\$350,000.00
	Miscellaneous				
32	6' Chain Link Fence	6,550	LF	\$ 25.00	\$163,750.00
33	Playground	1	LS	\$ 25,000.00	\$25,000.00
34	Entrance Sign	1	LS	\$ 4,000.00	\$4,000.00
35	Maintenance Building	1	LS	\$ 15,000.00	\$15,000.00
36	Erosion Control	1	LS	\$ 15,000.00	\$15,000.00
	Miscellaneous Total				\$222,750.00
	USACE Individual Permit				\$40,000.00
	Grand Total				\$2,041,430.87



AGENDA

SEP 25 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MS*

DATE: August 30, 2017

RE: Contract No. 52601-17P-005
Manage and Operate Community-Based Adolescent Alternative

I request that the attached Amendment No. 1 to The Bridge, Inc. contract for Davis Treatment program be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for sixty (60) days, beginning October 1, 2017 and ending on November 30, 2017.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Beverly Wise acting Juvenile Court Administrator.

Attachment

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

**Amendment
To
Contract # 52601-17P-005**

Amendment No. 1

Contract with The Bridge Inc., Inc. to manage and operate community- based adolescent alternative program, is hereby extended for sixty (60) days beginning October 1, 2017 and ending November 30, 2017.

All other provisions of the contract will remain the same.

WITNESS:

THE BRIDGE, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

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 25 2017

September 4, 2017

MEMORANDUM

TO: Elton Dean, Chairman
Montgomery County Commissioners

Cc: Janet Y. Buskey, Revenue Commissioner

FROM: Clay Henley, Chief Appraiser^{clh}

SUBJECT: Income Works Subscription

I am requesting your consideration and approval to subscribe to a web based software, Income Works, to be used to assist in valuing income producing commercial properties. This contract was previously approved for the first time in the 2017 budget year. There is no increase over last year's contract price and this item is budgeted for 2018.

attachments

CH

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

11-1

RENEWAL AMENDMENT TO INCOMeworks SOFTWARE LICENSE AGREEMENT

Assessment Advisors, LLC and Montgomery County, Alabama, by and through the Montgomery County Commission ("Licensee") hereby agree to amend the IncomeWorks Software License Agreement ("Agreement"), effective October 2016, as follows:

1. Notwithstanding anything contrary in the Agreement, Licensee will renew the Agreement as set forth in this Amendment.
2. This Amendment constitutes renewal of the Agreement for the period of December 19, 2017 to December 31, 2018. Subsequent renewals will run for an annual calendar year term of January 1 to December 31.
3. Renewal Data Release Year: IncomeWorks 2017, results as-of October 1, 2017.
4. Licensee will pay Assessment Advisors a license fee, for the renewal term set forth above, of Forty-Nine Thousand Dollars [\$49,000] detailed as follows:

Prior Year Base License Fee	\$ 49,000
3% Increase per Agreement	+ 1,470
Courtesy Discount	- 1,470
IncomeWorks 2017 Renewal Fee	\$ 49,000

5. The renewal fee will be invoiced to Licensee September 5, 2017 to allow 30 days for payment processing and 60 days for Assessment Advisors to complete research for the renewal release. Assessment Advisors will commence work upon receipt of payment. Payment received in October 2017 will ensure release prior to December 31, 2017.
6. On the release date for IncomeWorks 2017 (during December 2017, if renewal fee is received in October 2017) Assessment Advisors will email notification to Licensee's Authorized Users.
7. No other changes are made to the License Agreement and all other terms and conditions of the License Agreement remain in full force and effect.

ACCEPTED AND AGREED:

Assessment Advisors

Assessment Advisors, LLC
736 N. Western Avenue, #393
Lake Forest, IL 60045

By: _____

Timothy VanKirk, MAI
President

Date: _____

Licensee

Name of Licensee

Street Address

City, ST, zip

By: _____

Print Name: _____

Title: _____

Date: _____

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 25 2017

September 4, 2017

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Montgomery County Commissioners

Cc: Janet Y. Buskey, Revenue Commissioner

FROM: Clay Henley, Chief Appraiser *CH*

SUBJECT: Addendum 1 to Tax Management Associates Contract

The Montgomery County Commission and Tax Management Associates entered into an agreement on October 25, 2010 to perform audits of business personal property accounts for the Appraisal Department. The annual contract amount is \$77,140. This year during the course of our contracted audits we discovered some property that needed to be added as new accounts. The audits for these new accounts will cause us to exceed the previously stated amount for this year. Page 4 line 5 of the original contract states that in order to exceed the yearly amount of \$77,140 as stated, it must be agreed to in writing by both parties. I am requesting that the contract be amended to allow for \$105,000 for auditing services. This change will result in no additional funds being added as I have already budgeted for the possibility of excess audits.

CH

Attachments

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

12-1

Addendum 1

This addendum is in reference to the contract between the Montgomery County Commission and Tax Management Associates Inc. dated October 25, 2010. Section III item 5 states that the contract shall not exceed \$77,140 per annum for billing unless otherwise agreed in writing by the parties. This addendum is to amend this annual amount to not exceed \$105,000.

County

Contractor:

**Janet Buskey
Revenue Commissioner
Montgomery County, Alabama**

**Richard H. Cook
President
Tax Management Associates, Inc.**

**Elton Dean, Sr.
Commission Chairman
Montgomery County, Alabama**

**PERSONAL PROPERTY AUDIT SERVICES AGREEMENT
BETWEEN
TAX MANAGEMENT ASSOCIATES, INCORPORATED
AND
MONTGOMERY COUNTY, ALABAMA BOARD OF COMMISSIONERS**

This Agreement, made and entered into this 25th day of October, 2010 by and between the Montgomery County Board of Commissioners, hereinafter referred to as "County", and Tax Management Associates, Incorporated, hereinafter referred to as "Contractor".

SPECIAL PROVISIONS

WITNESSETH

WHEREAS, the County is a political subdivision of the State of Alabama; and

WHEREAS, the Contractor is engaged in the business of providing audit and compliance review services regarding the listing and assessment of Business Personal Property as provided by Alabama Law; and

WHEREAS, the above primarily involves dealing with property tax laws and regulations which are administered by Local and State taxing officials including the County Revenue Commissioner; and

WHEREAS, Contractor desires to enter into this Agreement to provide services regarding statutory requirements, governmental relations, and administrative agency consulting, as well as contacts with various elements of local governments and businesses sharing a common interest in Business Personal Property listing and assessment compliance and equitable taxation,

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereto agree as follows:

I. SERVICES

The CONTRACTOR agrees to the following:

Perform Business Personal Property Field Audits to verify the accuracy of personal property listings that are assigned by the County Revenue Commissioner and in accordance with the rules, regulations, and directions of the Alabama Department of Revenue. Field Audits includes the audit of any account assigned by the County requiring a comprehensive review of the taxpayer's accounting records to verify the accuracy in personal property listings. Field Audits will be performed on all accounts for the current year and applicable prior years as directed by the County Revenue Commissioner. The current year shall be deemed to be the year that an individual account is assigned for audit. Specific tasks shall include the following.

- (1) Conduct the scheduling of field audits with taxpayers who are assigned by the County Revenue Commissioner for audit including the preparation of correspondence relative to scheduling and the preparation of other correspondence advising taxpayer of audit findings.
- (2) Conduct audits through the implementation of generally acceptable audit and review procedures regarding a review of a taxpayer's accounting records that are applicable in verifying the accuracy of information contained in a taxpayer's listing of personal property and in accordance with the rules, regulations and policies of the Alabama Department of Revenue.
- (3) Defend audit findings before the taxpayer and County and throughout any appeals process except that the Contractor shall not be responsible for defending legal or appraisal issues.
- (4) Prepare reports in such form and detail as may be required by the County Revenue Commissioner in connection with audit activity including but not limited to:
 - (a) Reports on each completed audit describing property owned by the audited taxpayer, description of any property discovered to be escaping taxation and the computation of property valuations computed according to the County's standard appraisal methodology. Such information will be described separately for each taxing jurisdiction within the County.
 - (b) Reports describing property in the possession of the audited taxpayer owned by others including leased, loaned, and rented personal property.
 - (c) Reports reflecting the status and audit progress of each taxpayer account assigned to Contractor for audit that shall be provided the County Revenue Commissioner in conjunction with monthly invoices submitted by the Contractor for payment of services as provided herein.

- (5) Provide training to designated employees of the County as to all aspects of the services provided by the Contractor. Any designee of the County may accompany Contractor on any audit, provided however that the County shall be responsible for the travel-related expenses of such designee.
- (6) Contractor shall comply with provisions of the Alabama statutes in connection with the confidentiality of records including all official records and the records of the taxpayer. Contractor shall hold the County harmless from any liability including the cost of litigation resulting from an action brought against the Contractor, its employees or agents regarding a breach of confidentiality of taxpayer records or other information acquired from the taxpayer or taxpayer's agent.

The COUNTY agrees to the following:

Provide Contractor copies of Personal Property Listings and other relative schedules and documents applicable for the years for which audits are to be performed. Information regarding audits to be performed during the first twelve (12) month period following the execution of this Agreement shall be provided within sixty (60) days following execution. Thereafter, such information shall be provided no later than November 1 each year of the contract period. In addition the County shall provide Contractor sufficient letterhead, envelopes, and postage to be used by the Contractor for correspondence in connection with implementing the services as herein provided.

II. COST AND PAYMENT FOR SERVICES

In consideration of the services described above, the County agrees to pay fees to the Contractor according to the following:

- (1) Contractor's fees for services provided County, in accordance with the provisions of this Agreement, are based on a per-audit fee depending on the size of an individual account assigned for audit. Sizes of accounts shall be determined on the basis of total Personal Property Appraised Value on each account as reflected by the records of the Revenue Commissioner at the time the account is assigned for audit. Fees shall be determined as follows:

FEE SCHEDULE		
<u>Account Size</u>	<u>Personal Property Value Range</u>	<u>Audit Fee</u>
S	\$0 - \$49,999	\$400.00
A	\$50,000 - \$399,999	\$700.00
B	\$400,000 - \$999,999	\$1,400.00
C	\$1,000,000 - \$4,999,999	\$2,200.00
D	\$5,000,000 - \$19,999,999	\$6,000.00
D3	\$20,000,000 & Greater	\$10,000.00

III. CONTRACTUAL AGREEMENTS BETWEEN TMA & BOARD OF COMMISSIONERS

1. Unless otherwise provided for in this Agreement, the above fees include all cost associated with the Contractor's performance of services including, but not limited to, travel, food, lodging, mileage, salaries, employee benefits, and defending the audit findings throughout any appeals process.
2. County will be responsible for the cost of postage for handling audit correspondence and the cost of providing Contractor with copies of County records associated with an account assigned for audit. County will also be responsible for all legal cost involving appeals resulting from audits.
3. Contractor shall invoice the County for applicable per-audit fees upon completion of individual audits and acceptance by the Revenue Commissioner. No invoice will include audit fees on any account assigned for audit until the audit is completed and accepted by the County Revenue Commissioner.
4. Contractor will provide the County documentation of services rendered and documentation of billing fees. In the event it is determined that audit fees billed by the Contractor and paid by the County on inaccurate or incomplete audits, the Contractor will complete the applicable audits accurately without additional compensation or otherwise refund the County the fees received for such audits.
5. Contractor shall not perform services for which total program billings exceed \$ 77,140.00 per annum unless otherwise agreed to in writing by the parties, executed and attached hereto and titled as an "addendum" to this Agreement.

GENERAL PROVISIONS

The COUNTY and CONTRACTOR further agree as follows:

1. TERM OF AGREEMENT

This Agreement is effective beginning upon execution by the parties hereto. The initial term of this Agreement begins October 1, 2010 and ends on _____. Thereafter, this Agreement shall automatically renew annually on October 1st of each year, contingent upon the County's funding for continued Business Personal Property Audit services.

2. TERMINATIONS OR ABANDONMENT

If through any cause, Contractor or County fails to fulfill its obligations as provided by this Agreement, or materially violates any of the covenants or stipulations within this Agreement, and such failure continues for thirty (30) days after written notice thereof by a party, either party may thereupon have the right to terminate this Agreement immediately upon giving written notice to the other party. Said notice shall be delivered to the party personally or mailed by certified mail to the mailing address as specified herein. The County may terminate this Agreement upon thirty days' notice without cause. In the event of termination, the Contractor shall be entitled to receive its fees for completed audits and equitable and just compensation for all work performed on non-completed audits. All completed and incomplete work including files, documents, work papers, etc. acquired by and in possession of the Contractor at the time of termination shall be delivered to the County Revenue Commissioner within thirty (30) days following date of termination.

3. PROFESSIONAL SERVICES CONTRACT

This Agreement is for professional services. The Contractor is an independent contractor and neither party shall be an agent or employee of the other. Neither party assumes any liability to the other or to any third party for any damages to property including damages to equipment, or personal injury or death, which might arise out of or be in any way connected with any act or omission of the other party.

4. SUBLETTING, ASSIGNMENT, OR TRANSFER

Except as otherwise provided for in this section, subletting, assignment or transfer of all or part of the interest of either party to this Agreement is prohibited unless by written consent of the other party. The County acknowledges and agrees that payment due Contractor (Tax Management Associates, Inc.) under this Agreement and all other agreements with the County, have been collaterally assigned to Branch Banking and Trust Company (a North Carolina banking corporation, whose address is 6869 Fairview Road, Charlotte, North Carolina 28210-3384). All payments due Contractor under this Agreement will be sent UPON REQUEST to the bank at that address pursuant to a financing and cash management arrangement. The bank is authorized to

receive information relating to this Agreement and payments due under the Agreement from County. The bank is authorized to rely upon the terms of the Agreement.

5. CONFLICT OF INTEREST

The Contractor covenants that it has no public or private interest and will not acquire, directly or indirectly, any interest that would conflict in any manner with the performance of its services. The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the County as wages, compensation, or gifts in exchange for acting as office, agent, employee, subcontractor or consultant to the Contractor in connection with any work contemplated or performed relative to this Agreement.

6. COVENANTS AGAINST CONTINGENT FEES

The Contractor warrants that it has not employed or retained any company or person other than bona fide employees working solely for the Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. The Contractor further warrants that no company, person or employee working for or in any way associated with the performance of services to be performed by the Contractor as provided by this Agreement will be paid or receive any type of compensation contingent upon tax revenue generated by the County and/or other taxing jurisdictions as a result of services rendered. For breach or violation of this warranty, the County will have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

7. ACCESS TO RECORDS

The Contractor will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid under this Agreement and make such materials available at Contractor's offices at all reasonable times during the period of the Agreement and for three (3) years from the date of payment hereunder for inspection by the County or by any other governmental entity or agency participating in the funding of this Agreement, or any authorized agents thereof. Copies of said records to be furnished if requested except that environmental compliance working papers may be maintained in appropriate offices in filing cabinets owned by the County. Both the County and Contractor shall have access to such records maintained in offices.

8. GENERAL COMPLIANCE WITH LAWS - SEVERABILITY

The Contractor is assumed to be familiar with and agrees that at all times it will observe and comply with all Federal, State, and Local laws, ordinances, and regulations in any manner affecting the conduct of work. This Agreement will be interpreted in accordance with the laws of the State of Alabama. Should any provision, portion or

application thereof of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable, or in conflict with any applicable law or constitutional provision, the Parties shall negotiate an equitable adjustment in the effected provisions of this Agreement with a view towards effecting the purpose of this Agreement, and the validity and enforceability of the remaining provision, portions or applications thereof, shall not be impaired.

9. HEADINGS

The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both parties, and no purpose of interpretation shall be made to the contrary.

10. ENTIRE AGREEMENT

This Agreement contains the entire Agreement of the parties, and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written or oral Agreements or understanding between the parties.

11. AMENDMENT

This Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties.

12. WAIVER OF CONTRACTUAL RIGHT

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every other provision of this Agreement including any provision of the Agreement that was not enforced.

13. NOTICES

Any notices to be given or submitted by either party to the other pursuant to this Agreement shall be made in writing and sent by first class mail, postage paid or by hand delivery to:

COUNTY:
Montgomery County
100 S Lawrence Street
Montgomery, AL 36104
ATTN: Janet Buskey
Revenue Commissioner

CONTRACTOR:
Tax Management Associates, Inc.
2225 Coronation Boulevard
Charlotte, NC 28227
ATTN: Richard H. Cooke, Sr.
President

IN WITNESS WHEREOF, the parties have executed this Agreement for the purposes stated herein, on the day and date first above written.

COUNTY:

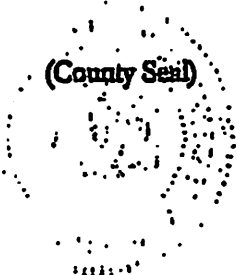
Janet Buskey

Janet Buskey
Revenue Commissioner
Montgomery County, Alabama

Elton Dean

Elton Dean, Sr.
Commission Chairman
Montgomery County, Alabama

(County Seal)

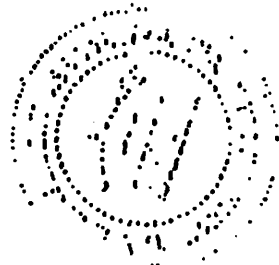


CONTRACTOR:

Richard H. Cooke, Sr.

Richard H. Cooke, Sr.
President
Tax Management Associates, Inc.

(Corporate Seal)



ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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 25 2017

September 25, 2017

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

****C-2017-85:** Rescind Appropriation to Capital City Cowboys, for Purchase of Uniforms Football Equipment for Underprivileged Youth - \$500; (Sankey)

NOTE: Organization did not provide required documentation.

C-2017-94: Montgomery Community Action Agency, for Community Services Programs - \$500; (Sankey)

C-2017-95: Connecting the Body of Christ Fellowship, Inc., for Youth Programs - \$1,000; (Singleton)

C-2017-96: Montgomery YMCA, for the Bell Road YMCA Branch, for Program Services - \$500; (Singleton)

C-2017-97: Montgomery YMCA, for the James W. Wilson, Jr., YMCA Branch, for Program Services - \$1,000; (Singleton)

C-2017-98: Montgomery Community Action Agency, for Community Services Program - \$10,000; (Dean)

NC-2017-116: Alabama Cooperative Extension System, for the 2017 Natural Resources Tour - \$500; (Singleton)

MEMORANDUM
Montgomery County Commission
September 25, 2017
Page 2

- NC-2017-117: City of Montgomery, to be used by BONDS to The Anointed Warrior Hill Church, with Funding to Promote Community Day in Pine Level - \$1,000; (Singleton)
- NC-2017-118: City of Montgomery, to be used by BONDS to Support Arrowhead Neighborhood, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Singleton)
- NC-2017-119: City of Montgomery, to be used by BONDS to Support Avalon Park Homeowners Association, Inc., with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-120: City of Montgomery, to be used by BONDS to Support Bridle Brook Farm Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-121: City of Montgomery, to be used by BONDS to Support Coventry Connection, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-122: City of Montgomery, to be used by BONDS to Support Foxwood Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-123: City of Montgomery, to be used by BONDS to Support Halcyon Summit Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-124: City of Montgomery, to be used by BONDS to Support Halcyon Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-125: City of Montgomery, to be used by BONDS to Support Lochshire Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-126: City of Montgomery, to be used by BONDS to Support Oak Ridge Subdivision Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)

MEMORANDUM
Montgomery County Commission
September 25, 2017
Page 3

- NC-2017-127: City of Montgomery, to be used by BONDS to Support Plantation Estates Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$574; (Singleton)
- NC-2017-128: City of Montgomery, to be used by BONDS to Support Ranchette Estates, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-129: City of Montgomery, to be used by BONDS to Support Ryan Ridge, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-130: City of Montgomery, to be used by BONDS to Support Sturbridge Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-131: City of Montgomery, to be used by BONDS to Support Taylor Lakes / Sagestone Council, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-132: City of Montgomery, to be used by BONDS to Support Thorington Trace Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-133: City of Montgomery, to be used by BONDS to Support Towne Lakes Homeowners, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-134: City of Montgomery, to be used by BONDS to Support Belle Meade Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Dean)
- NC-2017-135: City of Montgomery, to be used by BONDS to Support Southlawn Community Organization, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,142; (Dean)
- NC-2017-136: City of Montgomery, to be used by BONDS to Support Twin Gates Community Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Dean)

MEMORANDUM
Montgomery County Commission
September 25, 2017
Page 4

- NC-2017-137: City of Montgomery, to be used by BONDS to Support Newtown Community Association, with Funding to for the Community Reunion - \$650; (Sankey)
- NC-2017-138: City of Montgomery, to be used by BONDS to Support Nixon/Times Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Sankey)
- NC-2017-139: City of Montgomery, to be used by BONDS to Support Three Points Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Sankey)

From fund code 001-59320-494 (Commissioner's Education Miscellaneous Appropriations) to:

- BOE-2017-61: BOE, Carr Middle School, for Athletics Program - \$500; (Singleton)
- BOE-2017-62: BOE, Dunbar-Ramer School, for Girls Basketball Athletics Program - \$600; (Singleton)
- BOE-2017-63: BOE, McKee Middle School, for Band Program - \$500; (Singleton)
- BOE-2017-64: BOE, Park Crossing High School, for Athletics Program - \$450; (Singleton)
- BOE-2017-65: Pike Road Board of Education, for Pike Road Elementary, for Principal's Discretionary Fund - \$1,000; (Singleton)
- BOE-2017-66: Pike Road Board of Education, for Pike Road Middle, for Principal's Discretionary Fund - \$1,000; (Singleton)
- BOE-2017-67: Pike Road Board of Education, for Pike Road Schools, for Athletics Program - \$1,000; (Singleton)
- BOE-2017-68: BOE, Bear Exploration Center for Mathematics, Science and Technology, for Principal's Discretionary Fund - \$1,000; (Dean)
- BOE-2017-69: BOE, Carver Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

MEMORANDUM
Montgomery County Commission
September 25, 2017
Page 5

BOE-2017-70: BOE, Catoma Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

BOE-2017-71: BOE, Floyd Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

BOE-2017-72: BOE, Floyd Middle Magnet School, for Athletics Program - \$2,600; (Dean)

BOE-2017-73: BOE, Martin L. King Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

BOE-2017-74: BOE, Pintlala Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

BOE-2017-75: BOE, Seth Johnson Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

BOE-2017-76: BOE, Southlawn Elementary School, for Principal's Discretionary Fund - \$1,000; (Dean)

BOE-2017-77: BOE, Southlawn Middle School, for Principal's Discretionary Fund - \$1,000; (Dean)

BOE-2017-78: BOE, Forest Avenue Academic Magnet School, for Principal's Discretionary Fund - \$1,000; (Sankey)

BOE-2017-79: BOE, Children's Center, for Principal's Discretionary Fund - \$1,900; (Sankey)

****Rescind**

DLM/tll

SEP 25 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: September 18, 2017

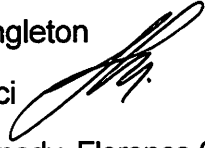
RE: Invitation to Bid No. 51965-17B-016
Internet Service

Request that approval of award on the above referenced Invitation to Bid to the lowest bidder of Information Transport Solutions for installation of internet services at 445 Dexter Avenue, be placed on agenda for September 25, 2017. (Copy of spreadsheet attached.) Internet services will be provided at 1 Gbps in the amount of \$750.00 per month.

Coordination of award made with Lou Ialacci, Chief Information and Technology Officer.

Attachment

Interoffice Memo

To: Myrtle Singleton
From: Lou Ialacci 
Cc: Larry Kennedy, Florence Cauthen, Sherrill Thomas
Date: September 18, 2017
RE: Bid No. 51965 – 17B-016 Internet Services

Larry Kennedy and I have reviewed the bid responses for bid number 51965-17B-016 for Internet Services. We were very impressed with the number of responses and the pricing.

There is a tie (\$750 per month) for the lowest bid for the services going into the RSA Data Center at 445 Dexter Avenue – our preferred location. The two companies are Information Transport Solutions, Inc. (ITS) and JMF Solutions, Inc. (JMF)

We have been made aware that there is a “5% Local Preference Resolution” established by the County Commission. Based on the resolution and the fact that ITS has offices in Montgomery and JMF does not this bid should be awarded to Information Transport Solutions (ITS). The Internet service is to be provided for the Montgomery County Commission through its connection to the Montgomery Internet Exchange located on the 6th floor in the RSA Data Center at 445 Dexter Avenue.

This item was on the Briefing Memo for the Commission meeting on September 5, 2017 and approved to be on the formal agenda.

I am requesting the Commission approve the award in their September 25, 2017 meeting.

Thank you for your assistance. If you have any questions please let me know.

5% Local Bid Preference Calculation

Lowest Bid:

<u>JMF Solutions</u>	\$750.00
----------------------	----------

5% Local Preference	<u>37.50</u>
----------------------------	---------------------

Maximum Awardable Amount	\$787.50
---------------------------------	-----------------

Montgomery County Vendor Bid:

<u>Information Transport Solutions, Inc.</u>	<u>\$750.00</u>
--	-----------------

Award of bid:

<u>Information Transport Solutions, Inc</u>	<u>\$750.00</u>
---	------------------------

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51965-17B-016				JMF Solutions 1008 Randall Ave. Daphne, AL 36526 Attn: John Francis II (251) 517-5070 Is Company Minority Business Owned Yes X No		ITS 445 Dexter Ave. Ste. 3050 Montgomery, AL 36104 Attn: Steven Meaney (334) 567-1993 Is Company Minority Business Owned Yes X No		NCIC Disqualified		Cogent Communications Disqualified		Warren Averett Technology 3815 Interstate Court Montgomery, AL 36109 Attn: Rick Deloney Is Company Minority Business Owned Yes X No	
DATE ISSUED: August 18, 2017													
DATE OPENED: September 8, 2017													
Internet Service													
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	Installation Address: 445 Dexter Ave.												
	100 Mbs Monthly Cost		1	\$199.00	\$199.00	\$355.00	\$355.00					\$340.00	\$340.00
	100 Mbs Install. Cost												
	500 Mbs Option Monthly Cost		1	\$499.00	\$499.00	\$515.00	\$515.00					\$743.75	\$743.75
	500 Mbs Install. Cost		1										
	1 Gbs Option Monthly Cost		1	\$750.00	\$750.00	\$750.00	\$750.00					\$831.25	\$831.25
	1 Gbs Option Install. Cost												
2	Installation Address: 100 S. Lawrence Street												
	100 Mbs Monthly Cost		1	\$720.00	\$720.00	No Bid	No Bid					\$340.00	\$340.00
	100 Mbs Install. Cost		1	\$500.00	\$500.00								
	500 Mbs Option Monthly Cost		1	\$960.00	\$960.00	No Bid	No Bid					\$743.75	\$743.75
	500 Mbs Install. Cost		1	\$500.00	\$960.00								
	1 Gbs Option Monthly Cost		1	\$1,200.00	\$1,200.00	No Bid	No Bid					\$831.25	\$831.25
	1 Gbs Option Install. Cost		1	\$500.00	\$500.00								
TOTAL BID AMOUNTS													

Notes:

- NCIC failed to provide amended bid form
- Cogent Communications failed to provide amended bid form
- ITS lead time is 60-90 days for installation
- JMIF lead time is 45-90 days for installation
- Warren Averett Technology Group lead time is 30 days or less for Dexter Ave. and 60 days for Lawrence St.

14-4

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:				BID # 6		BID # 7		BID # 8		BID # 9		BID # 10	
INVITATION TO BID NO: 51965-17B-016				Hayneville Fiber Transport db/a Camellia Communications P. O. Box 129 Greenville, AL 36037 Attn: Mason Halackner (334) 371-3000 Is Company Minority Business Owned Yes X No		Wide Open West Finance, LLC db/a WOW! Business 7887 East Bellview Ave. Ste. 1000 Englewood, CO 80111 Attn: Mike Wilkerson (334) 451-0614 Is Company Minority Business Owned Yes X No		Level 3 Communications 1025 Eldorado Blvd. Broomfield, CO 80021 Attn: Dwight Steiner (720) 888-2534 Is Company Minority Business Owned Yes X No		Troy Cablevision, Inc. 1006 Brundidge Street Troy, AL 36081 Attn: Ray Wasden (334) 566-3310 Is Company Minority Business Owned Yes X No		Spectrum Enterprise 151 London Pkwy. Birmingham, AL 35211 Attn: Jacob Erwin (205) 572-1779 Is Company Minority Business Owned Yes X No	
DATE ISSUED: August 18, 2017													
DATE OPENED: September 8, 2017													
Internet Service													
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	Installation Address: 445 Dexter Ave.												
	100 Mbs Monthly Cost		1	\$400.00	\$400.00	\$450.00	\$450.00	\$450.80	\$450.80	\$450.00	\$450.00	\$899.00	\$899.00
	100 Mbs Install. Cost		1									\$250.00	\$250.00
	500 Mbs Option Monthly Cost		1	\$575.00	\$575.00	\$750.00	\$750.00	\$875.30	\$875.30	\$850.00	\$850.00	\$1,999.00	\$1,999.00
	500 Mbs Install. Cost		1									\$250.00	\$250.00
	1 Gbs Option Monthly Cost		1	\$975.00	\$975.00	\$950.00	\$950.00	\$1,018.80	\$1,018.80	\$950.00	\$950.00	\$2,499.00	\$2,499.00
	1 Gbs Option Install. Cost		1									\$250.00	\$250.00
2	Installation Address: 100 S. Lawrence Street												
	100 Mbs Monthly Cost		1	\$475.00	\$475.00	\$915.00	\$915.00	\$450.80	\$450.80	\$450.00	\$450.00	\$899.00	\$899.00
	100 Mbs Install. Cost		1									\$250.00	\$250.00
	500 Mbs Option Monthly Cost		1	\$625.00	\$625.00	\$1,125.00	\$1,125.00	\$875.30	\$875.30	\$850.00	\$850.00	\$1,999.00	\$1,999.00
	500 Mbs Install. Cost		1									\$250.00	\$250.00
	1 Gbs Option Monthly Cost		1	\$1,100.00	\$1,100.00	\$1,400.00	\$1,400.00	\$1,018.80	\$1,018.80	\$950.00	\$950.00	\$2,499.00	\$2,499.00
	1 Gbs Option Install. Cost		1									\$250.00	\$250.00
TOTAL BID AMOUNTS													

Notes:

Hayneville Fiber Transport dba Camellia Communications lead time is 21 days for 100 S. Lawrence St. and 14 days for 445 Dexter Ave.
WideOpen WestFinance, LLC dba WOW! Do not state a lead time in bid proposal
Level 3 Communications lead time for installation is 30 days for 500 Mbps and 1 Gbps
Spectrum Enterprise lead time for installation is 90 days from the date of a fully executed Service Order, vendor has arbitration provision

14.5

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:			BID # 11			BID # 12			BID # 13			BID # 14			BID # 15		
INVITATION TO BID NO: 51965-17B-016			Office management systems, inc. dba Logista			Southern Light, LLC dba Uniti Fiber 107 st. Francis St. Suite 100 Mobile, AL 36602 Attn: Andrew Newton (805) 723-4801 Is Company Minority Business Owned Yes X No			Access One 820 W. Jackson Blvd, 6th. Fl. Chicago, IL 60607 Attn: Jeff DeRose (312) 441-9210 Is Company Minority Business Owned Yes X No								
DATE ISSUED: August 18, 2017			5911 Greenwood Parkway Bessemer, AL 35022 Attn: Robert Parker (205) 565-2271 Is Company Minority Business Owned Yes X No														
DATE OPENED: September 8, 2017																	
Internet Service																	
TERMS OF PAYMENT / DISCOUNT:			Yes X No			Yes X No			Yes X No								
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	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Installation Address: 445 Dexter Ave.																
	100 Mbs Monthly Cost		1	\$875.52	\$875.52	\$720.00	\$720.00	\$720.00	\$999.00	\$999.00	\$999.00						
	100 Mbs Install. Cost		1														
	500 Mbs Option Monthly Cost		1	\$1,727.10	\$1,727.10	\$1,072.00	\$1,072.00	\$1,072.00	\$1,575.00	\$1,575.00	\$1,575.00						
	500 Mbs Install. Cost		1														
	1 Gbs Option Monthly Cost		1	\$1,990.25	\$1,990.25	\$1,696.00	\$1,696.00	\$1,696.00	\$1,855.00	\$1,855.00	\$1,855.00						
	1 Gbs Option Install. Cost		1														
2	Installation Address: 100 S. Lawrence Street																
	100 Mbs Monthly Cost		1	\$875.52	\$875.52	\$1,072.00	\$1,072.00	\$1,072.00	\$999.00	\$999.00	\$999.00						
	100 Mbs Install. Cost		1														
	500 Mbs Option Monthly Cost		1	\$1,727.10	\$1,727.10	\$1,072.00	\$1,072.00	\$1,072.00	\$1,575.00	\$1,575.00	\$1,575.00						
	500 Mbs Install. Cost		1														
	1 Gbs Option Monthly Cost		1	\$1,990.25	\$1,990.25	\$1,696.00	\$1,696.00	\$1,696.00	\$1,855.00	\$1,855.00	\$1,855.00						
	1 Gbs Option Install. Cost		1														
TOTAL BID AMOUNTS																	

Notes:

Office Management Systems, Inc. dba Logista lead time for installation is 60 to 90 days ARO
Southern Light dba Uniti Fiber lead time for installation is 120 days from exection of contract
Access One lead time for installation is 90 to 120 business days; pricing sheet excludes cost of a managed router

14-6

AGENDA

SEP 25 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: August 28, 2017

RE: Invitation to Bid No. 53100-17B-023
Trailer Mounted Bituminous Adhesive Applicator

Request approval of award on the above referenced Invitation to Bid to the only bidder, Jace Chandler & Associates, Inc., in the amount \$21,995.00 based on unit pricing, be placed on a future agenda.(Copy of spreadsheet attached.)

Coordination of award made with George Speake, County Engineer.

Attachment

AGENDA

SEP 25 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II TT

DATE: August 28, 2017

RE: Invitation to Bid No. 51901-17B-014
Self-Contained Compactor

Request that approval of award on the above referenced Invitation to Bid to the low bid of Reaction Distributing, Inc., for \$18,913.00, be placed on a future agenda. (Copy of spreadsheet attached.)

Coordination of award made with Lamar Allen, Director of General Services.

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51901-17B-014				Reaction Distributing, Inc. 19 Brook St Ontario Canada L1S1S9 Attn: Larry Vine (905)426-6442		Wastequip Manufacturing Company, LLC 841 Meacham Road Statesville, NC 28677 Attn: Larry Harvey (800)424-0422		Advanced Disposal 1121 Wilbanks Street Montgomery, AL 36108 Attn: Daryl Rutland (334)513-846 NO BID		MWBE YES X NO			
DATE ISSUED: AUGUST 3, 2017													
DATE OPENED: AUGUST 23, 2017													
SUPPORT SERVICES													
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	30 Cubic Yard	Ea	1	\$18,913.00	\$18,913.00	\$22,101.45	\$22,101.45						
	Compactor Installed												
	Removal & Relocation												
	of Existing Compactor												
TOTAL BID AMOUNTS					\$18,913.00		\$22,101.45						

Notes:

MAILED TO 26 VENDORS

16-2

AGENDA

SEP 25 2017

September 15, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence Cauthen 
Deputy Administrator

SUBJECT: Courthouse HVAC and Fire Alarm Replacement Change Order #1

Please find attached Change Order Number 1 for the Courthouse HVAC and Fire Alarm Replacement Project to reduce the contract sum by \$153,598.21 for that portion of the owner's allowance not used.

I request that the change order be placed on the agenda on September 25, 2017.

Attachment

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):
1208GVL Montgomery County
Courthouse HVAC and Fire Alarm
Replacement

CHANGE ORDER NUMBER: 001

DATE: August 23, 2017

OWNER: ☒

ARCHITECT: ☐

CONTRACTOR: ☒

FIELD: ☐

OTHER: ☐

TO CONTRACTOR (Name and address):
Stallings & Sons, Inc
1140 Newell Parkway
Montgomery, AL 36110

ARCHITECT'S PROJECT NUMBER:

CONTRACT DATE: October 5, 2015

CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

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

The original Contract Sum was	\$	1,376,328.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,376,328.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	153,598.21
The new Contract Sum including this Change Order will be	\$	1,222,729.79

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

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

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

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

807 S. McDonough Street
Montgomery, AL 36104
ADDRESS

BY (Signature)

Patrick Addison, Vice President
(Typed name)

DATE

Stallings & Sons, Inc.

CONTRACTOR (Firm name)

1140 Newell Parkway
Montgomery, AL 36110
ADDRESS

BY (Signature)

Jeffrey Stallings, Secretary/Treasurer
(Typed name)

DATE

Montgomery County Commission
OWNER (Firm name)

PO Box 1667
Montgomery, AL 36102
ADDRESS

BY (Signature)

Elton Dean, Sr. Chairman
(Typed name)

DATE

Travelers Casualty and Surety Company of America


Renee Ellis
Attorney-in-Fact

CHANGE ORDER NUMBER ONE SUMMARY SHEET

Montgomery County Courthouse HVAC Replacement

PH&J #1208-GVL

<u>ITEM</u>	<u>RFP #</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>DAYS</u>
A	-	Projects Owners Allowance	(\$250,000.00)	0
B	1&2	Corridor Work and Conduit Replacement at Courthouse	\$40,051.00	0
C	-	Unforeseen Condition - Replacement to Two Water Flow Switches on the Fire (Sprinkler) Suppression System	\$964.00	0
D	3	Additional Corridor Work (Signage, Door Kick-plates and Elevator Improvements)	\$44,548.00	0
E	4	Replace Existing Lighting in Secure Corridors with Attic Stock Lighting	\$2,300.00	0
F	5	Renovate Restroom Vestibules on all Floors and Add Return Air Grilles Due to New Lighting in Secure Corridors	\$7,670.00	0
G	-	Owner Requested Power Outlets in Building Lobby for Security Equipment	\$868.79	0
TOTALS			(\$153,598.21)	0

RFP = Request for Proposal Number

Request Number: 66 pg 1

SEP 25 2017

DEPARTMENT:

County Commission Appropriations

REQUESTED BY: Donald L. Mims

9/14/17

Elected Official/Dept. Head

Date _____

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas

9/14/17

Finance Director

Date _____

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

COUNTY COMMISSION APPROVAL:

Administrator

Date _____

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Legal Services CC	001-51100.305	0	50,000	50,000
Legal Services DA	001-51261.305	0	192	192
Legal Services Tax & Audit	001-51800.305	0	12,800	12,800
Legal Services YF	001-52602.305	0	700	700
Judicial Salaries	001-51210.111	13,536	(3,438)	10,098
Judicial Supernumerary	001-51210.119	416,784	37,258	454,042
Judicial Social Security	001-51210.124	1,038	(269)	769
Judicial Telephone	001-51210.251	0	1,537	1,537
Judicial Cable service	001-51210.259	0	394	394
Domestic Court Tele.	001-51211.251	900	136	1,036
District Clerk Telephone	001-51230.251	1,400	214	1,614
Industrial Incentives	001-51955.446	12,000	12,000	24,000
Economic Appro.	001-51955.447	7,500	2,250	9,750
Industrial Park Elec.	001-51956.244	15,000	3,000	18,000
Ind Park Groundskeeping	001-51956.208	28,000	(3,000)	25,000
Industrial Park Road	001-51956.445	0	65,000	65,000
Software MGMix	001-51965.586	65,000	66,000	131,000
Unemployment Comp.	001-51995.126	15,000	5,375	20,375
Indigent Hosp. Program	001-56300.426	108,063	(108,063)	0
FJC Director Salary	001-56701.450	0	46,000	46,000
TOTAL		\$ 684,221	\$ 188,086	\$ 872,307

JUSTIFICATION: To realign and cover legal and other budgets for Fiscal Year End 9/30/17.

AGENDA

SEP 25 2017

Date _____

Date _____

✓

Date _____

TOTAL

18.2

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 67

AGENDA

SEP 25 2017

DEPARTMENT: County Commission Appro. **REQUESTED BY:** Donald L. Mims 9/18/17
Elected Official/Dept. Head Date

FINANCE REVIEW: **REVIEWED BY:** Sherrill Thomas 9/18/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Courthouse Weatherization				0
Architect Fees	116-51104.523	0	610	610
Building Improvements	116-51104.524	0	17,830	17,830
Courthouse HVAC Project				0
Architect Fees	116-51125.523	0	2,257	2,257
Building Improvements	116-51125.524	0	150,000	150,000
Probate South				0
Communication Equip.	116-51325.542	0	2,169	2,169
Sheriff Shop Building				0
Advertising	116-52140.253	0	1,094	1,094
Architect Fees	116-52140.523	0	58,259	58,259
Annex I Renovations				0
Architect Fees	116-52150.523	28,574	30,000	58,574
Building Renovations	116-52150.524	1,983,362	(30,000)	1,953,362
Courthouse Security Proj				0
Equipment	116-57202.591	0	48,136	48,136
Fund Balance	116.35900		(280,355)	(280,355)
				0
				0
				0
TOTAL		\$ 2,011,936	\$ 0	\$ 2,011,936

JUSTIFICATION: To realign the Capital Improvement fund budget to cover expenditures for FY 2017.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 68

AGENDA

SEP 25 2017

DEPARTMENT: County Commission Appro. **REQUESTED BY:** Donald L. Mims 9/18/17
Elected Official/Dept. Head Date

FINANCE REVIEW: **REVIEWED BY:** Sherrill Thomas 9/18/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
CONSTRUCTION FUND				0
Annex II				0
Advertising	206-51102.253	0	794	794
Courthouse Projects				0
Repair & Maintenance	206-51104.231	404,336	(120,514)	283,822
Contract Services	206-51104.304	0	4,618	4,618
Building Improvements	206-51104.531	0	21,812	21,812
Other Projects				0
Building Improvements	206-51107.531	0	6,600	6,600
Office Equipment	206-51107.540	0	2,527	2,527
Parking Deck				0
Contract Services	206-51112.304	0	16,895	16,895
Architect Fees	206-51112.523	0	3,094	3,094
Annex III Probate Judge				0
Building Improvements	206-51300.524	0	10,929	10,929
Jail-Shower Repair				0
Architect Fees	206-52200.523	0	32,890	32,890
Building Improvements	206-52200.524	0	9,905	9,905
Snowdoun Park	206-57401.304	0	10,450	10,450
				0
TOTAL		\$ 404,336	\$ 0	\$ 404,336

JUSTIFICATION: To realign the Construction Fund budget to cover project expenditures for FY 2017.

AGENDA

SEP 25 2017

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
GRANT FUND				0
2016 Byrne Grant				0
Grant Revenue	125-40000.44714	0	(8,959)	(8,959)
Misc Supplies	125-52713.219	0	8,959	8,959
Equipment Grant				0
Grant Revenue	125-40000.44725	0	(9,000)	(9,000)
Equipment purchase	125-52714.592	0	9,000	9,000
Mid South RCD				0
Grant Revenue	125-40000.44730	0	(4,715)	(4,715)
Misc Supplies	125-52730.219	0	4,715	4,715
Mental Health Grant				0
Grant Revenue	125-40000.44763	0	(15,000)	(15,000)
Contract Services	125-55701.304	0	15,000	15,000
Weatherization				0
Grant Revenue 2016	125-40000.44775	0	(108,477)	(108,477)
Program Support 2016	125-56703.238	0	108,477	108,477
Grant Revenue 2017	125-40000.44785	0	(8,500)	(8,500)
Program Support 2017	125-56709.238	0	8,500	8,500
				0
				0
TOTAL		\$ 0	\$ 0	\$ 0

JUSTIFICATION: To record revenue and expense budgets for 2017 Grants received.

AGENDA

SEP 25 2017

COUNTY COMMISSION APPROVAL: _____

Administrator Date

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 2

AGENDA

SEP 25 2017

DEPARTMENT: Detention Facility REQUESTED BY: Wanda Robinson 9/14/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 9/14/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Overtime	001-52200.113	132,698	60,000	192,698
Salaries	001-52200.110	8,474,489	(60,000)	8,414,489
Medical and Dental	001-52200.158	2,000,000	(50,000)	1,950,000
Laundry Service	001-52200.162	31,300	(30,500)	800
Bldg Repair & Main.	001-52200.231	125,000	14,000	139,000
Office Equip Maintenance	001-52200.233	1,000	(354)	646
Misc Repairs	001-52200.242	35,350	558	35,908
Electricity	001-52200.244	420,000	18,000	438,000
Natural Gas	001-52200.245	60,000	23,000	83,000
Water & Sewer	001-52200.246	40,100	10,276	50,376
Telephone	001-52200.251	7,000	(1,000)	6,000
Cellular Service	001-52200.255	39,700	(1,900)	37,800
Digital Cable	001-52200.259	1,500	(500)	1,000
Surety Bonds	001-52200.273	500	(325)	175
Legal Services	001-52200.305	0	1,231	1,231
Groceries	001-52200.328	535,200	148,000	683,200
Housing Federal Inmates	001-40000.44600	(990,000)	(100,000)	(1,090,000)
Fund Balance	001.35900	0	(30,486)	(30,486)
				0
				0
TOTAL		\$ 10,913,837	\$ 0	\$ 10,913,837

JUSTIFICATION: Realign the budget to cover increased operating cost and overtime. Increased fees from housing federal inmates used to cover some of the increases.

AGENDA

SEP 25 2017

Administrator Date

JUSTIFICATION: To realign the salary and benefit budgets between departments to cover expense for FY 9/30/2017.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 1

AGENDA

SEP 25 2017

DEPARTMENT: FINANCE REQUESTED BY: Sherrill Thomas 9/14/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 9/14/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Copy Machine Rental	001-51110.223	2,500	110	2,610
Postage	001-51110.252	4,500	(110)	4,390
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 7,000	\$ 0	\$ 7,000

JUSTIFICATION: To cover the cost of the copy machine through 9/30/17.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 6

AGENDA

SEP 25 2017

DEPARTMENT: Probate Elections REQUESTED BY: Darryl Parker 8/31/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 9/6/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Election Workers' Fees	001-51913.175	130,000	(4,000)	126,000
Extra Help	001-51913.115	10,000	3,500	13,500
Travel Mileage	001-51913.260	0	500	500
Other Miscellaneous Supplies	001-51913.219	105,000	(7,500)	97,500
Voting Equipment Delivery	001-51913.183	27,000	7,500	34,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 272,000	\$ 0	\$ 272,000

JUSTIFICATION: To realign the State Special Primary Run-Off Election budget.

AGENDA

SEP 25 2017

COUNTY COMMISSION APPROVAL: _____

_____ Administrator	_____ Date
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AGENDA

SEP 25 2017

Request Number: 3

DEPARTMENT:	<u>Revenue Commissioner's Office</u>	REQUESTED BY:	<u>Janet Buskey</u>	<u>9/6/17</u>
			<u>Elected Official/Dept. Head</u>	<u>Date</u>

FINANCE REVIEW:	REVIEWED BY:	Sherrill Thomas	9/6/17
		Finance Director	Date

COMMISSION APPROVAL PROCESSING:	Briefing Memo	
	Agenda	✓

COUNTY COMMISSION APPROVAL: _____

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Copy Machine Rental	001-51500.223	7,000	(2,600)	4,400
Electricity	001-51500.244	2,500	1,412	3,912
Water and Sewer	001-51500.246	600	(177)	423
Telephone	001-51500.251	12,190	1,192	13,382
Cellular Telephone	001-51500.255	4,000	352	4,352
Digital Cable Service	001-51500.259	600	(169)	431
Contract Services	001-51500.304	5,000	(950)	4,050
Legal Services	001-51500.305	0	940	940
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 31,890	\$ 0	\$ 31,890

JUSTIFICATION: Realign the budget to cover actual expense through 9/30/17.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

AGENDA

Request Number: 3

SEP 25 2017

DEPARTMENT: Sheriff REQUESTED BY: Derrick Cunningham 9/14/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 9/14/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Overtime	001-52110.113	140,000	32,000	172,000
Overtime Reimbursements	001-52100.117	(25,000)	(42,000)	(67,000)
College Incentive Program	001-52110.143	10,000	29,000	39,000
Fuels & Lubricants	001-52110.212	330,000	(29,000)	301,000
Other Misc Supplies	001-52110.219	236,018	7,000	243,018
Copy Machine Rental	001-52110.223	14,292	2,100	16,392
Electricity	001-52110.244	30,000	1,800	31,800
Natural Gas	001-52110.245	3,000	1,620	4,620
Water and Sewer	001-52110.246	2,500	250	2,750
Dumpster Service	001-52110.248	600	155	755
Telephone	001-52110.251	18,000	9,600	27,600
Cellular Service	001-52110.255	117,000	2,500	119,500
Insurance Motor Vehicle	001-52110.272	30,835	(1,581)	29,254
Insurance Public Officials	001-52110.275	50,416	(2,456)	47,960
Dues	001-52110.303	7,626	324	7,950
Motor Vehicles	001-52110.551	550,000	112,495	662,495
Sale of Vehicles	001-40000.47310	(50,000)	(48,109)	(98,109)
Ins Proceeds-Vehicles	001-40000.47311	0	(70,032)	(70,032)
Office Supplies	001-52110.211	23,725	2,400	26,125
Motor Vehicle Repair	001-52110.234	216,472	(8,066)	208,406
TOTAL		\$ 1,705,484	\$ 0	\$ 1,705,484

JUSTIFICATION: To realign the budget to cover operating expense for the year. Increase the Motor Vehicle budget for sale of vehicles and insurance proceeds to cover wrecked vehicles.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

AGENDA

Request Number: 1

SEP 25 2017

DEPARTMENT: Support Services REQUESTED BY: Lamar Allen 9/18/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 9/18/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Salaries	001-51901.110	1,229,743	(3,150)	1,226,593
Fixed Auto Allowance	001-51901.112	2,400	3,150	5,550
Fuel and Oil	001-51901.212	8,000	(1,300)	6,700
Cleaning and Janitorial	001-51901.216	20,000	2,200	22,200
Miscellaneous supplies	001-51901.219	0	1,322	1,322
Copy Machine rental	001-51901.223	3,400	175	3,575
Bldg Repair & Maint	001-51901.231	175,000	5,000	180,000
Vehicle Repair & Maint.	001-51901.234	7,000	2,581	9,581
Electricity	001-51901.244	540,000	29,000	569,000
Natural Gas	001-51901.245	30,000	12,000	42,000
Water & Sewer	001-51901.246	230,000	(47,000)	183,000
Telephone	001-51901.251	1,800	176	1,976
Postage	001-51901.252	2,000	(1,600)	400
Travel & Registration	001-51901.265	2,000	(1,082)	918
Insurance-Buildings	001-51901.271	103,988	(2,462)	101,526
Contract Services	001-51901.304	250,200	2,000	252,200
Cellular Service	001-51901.255	9,000	(500)	8,500
Groundskeeping Main.	001-51901.208	36,800	(510)	36,290
				0
				0
TOTAL		\$ 2,651,331	\$ 0	\$ 2,651,331

JUSTIFICATION: To realign the support services budget to cover operating expenses for the year and to cover the fixed auto allowance from salaries.

SEP 25 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Administrative Support Associate
 Position Number 500013236 (Replacement of Asia Brown)
 Pay Grade A03 Pay Range \$25,630 - \$38,294
 Proposed Effective Date October 9, 2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 09/12/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 09/13/2017

Sherrill Thomas

Finance Director

Date 09/18/2017

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
DEPARTMENT HEAD: Derrick Cunningham, Sheriff
SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Sergeant
Position Number 500421060 (Replacement of Martinez Tolbert)
Pay Grade PC3 Pay Range \$39,257 - \$58,655
Proposed Effective Date September 25, 2017
Type of Hire (☐) New (☒) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 9/12/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 9/12/2017

Sherrill Thomas

Finance Director

Date 9/12/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
DEPARTMENT HEAD: Derrick Cunningham, Sheriff
SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Stores Clerk I
Position Number 500018196 (Replacement of Michael Gipson)
Pay Grade A03 Pay Range \$25,630 - \$38,294
Proposed Effective Date October 9, 2017
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 09/12/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 09/13/2017

Sherrill Thomas

Finance Director

Date 09/18/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

SEP 25 2017

DEPARTMENT: District Attorney
 DEPARTMENT HEAD: Daryl D. Bailey
 SUPERVISOR: Lloria James

POSITION INFORMATION:

Position Title Legal Support Assistant
 Position Number 408020019
 Pay Grade A05 Pay Range \$32,318 - 48,286
 Proposed Effective Date October 9, 2017
 Type of Hire (☐) New (☒) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Daryl D. Bailey Date 09/19/2017
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 09/19/2017
 Employee Benefit Manager

Sherrill Thomas Date 9/21/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

SEP 25 2017

DEPARTMENT: Purchasing
DEPARTMENT HEAD: Sherrill Thomas
SUPERVISOR: Myrtle Singleton

POSITION INFORMATION:

Position Title Buyer I
Position Number 260782001 (Replacement of T Tengman)
Pay Grade A05 Pay Range 32,318 - \$48,286
Proposed Effective Date 10/9/2017
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Sherrill Thomas
Department Head

Date 09/18/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
Employee Benefit Manager

Date 09/18/2017

Sherrill Thomas
Finance Director

Date 09/18/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval
Request # 15

AGENDA

SEP 25 2017

Date: 09/18/2017
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Prattville, AL (Marriott Legends Hotel and Conference Center at Capitol Hill)
Departure Date: 10/11/2017 Return Date: 10/12/2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Attend CROAA Update Class. Attendee Will Earn 12 CPE Hours
Toward 2017 CCRO Certification Requirement.

Traveler (s) Name: 1. Courtney Oates 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$192.12 Advance Registration Required: \$175.00
Department Name: Tax & Audit Fund Name: 001-51800-265
Additional Comments: Advance Online Registration Fee \$175.00; Mileage \$17.12.
CROAA Elective Class Sponsored By The ACCA.
NOTE: FUNDS TO BE TAKEN FROM FY2018 BUDGET.

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

The above request is app. 9/25/17 reimbursement of actual and necessary expenses in the
approximate amount of \$192.12 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$11,250.00</u>
Approved Requests:	<u>\$8,761.14</u>
Budget Available:	<u>\$2,488.86</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$2,488.86</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 9/18/17
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA

SEP 25 2017

Date: September 14, 2017
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Approval for the following travel:

Destination: San Jose, CA
Departure Date: October 1, 2017 Return Date: October 4, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: North American Network Organizers Group (NANOG) Conference for
Montgomery Internet Exchange business development

Traveler (s) Name: 1. Lou Ialacci 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00

Department Name: Information Systems Fund Name: General Fund

Additional Comments: The MGMix project account is paying for the travel expenses and I have
advised the Mayor of this travel request.

To: Lou Ialacci
From: Donald L. Mims, Administrator

The above request is app. 9/25/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51965.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$22,000.00</u>
Approved Requests:	<u>\$7,640.00</u>
Budget Available:	<u>\$14,360.00</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$14,360.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/18/17

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 11

AGENDA
SEP 25 2017

Date: 9/11/2017
To: Donald L. Mims, Administrator
From: George Speake, County Engineer
Re: Approval for the following travel:

Destination: Pelham Civic Complex, 500 Ampitheater Road, Pelham, Alabama 35124
Departure Date: October 18, 2017 Return Date: October 20, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend AL Society of Professional Land Surveyors 2017 54th Annual
Fall Conference and Tech Expo

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

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

Total (est.) Cost: \$299.00 Advance Registration Required: \$299.00
Department Name: Engineering Department Fund Name: 111-53600.265

Additional Comments: _____
Expense will be incurred in the 2018 Budget

To: George Speake, County Engineer
From: Donald L. Mims, Administrator

The above request is app. 9/25/17 reimbursement of actual and necessary expenses in the
approximate amount of \$299.00 and advance registration of \$299.00 is authorized.

<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>\$10,000.00</u>	
Approved Requests:	<u>\$8,943.00</u>	
Budget Available:	<u>\$1,057.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$1,057.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 9/15/17
cc: Finance Director / Buyer