

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 6, 2017

AGENDA

INFORMATION SESSION

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

Prayer

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
Chief Information and Technology Officer
County Engineer
Manager of Public Affairs

Comments from Scheduled Attendees:

Program Director Natasha Foster with Britton YMCA
Chief Administrator Rhonda B. Cape with the District Attorney's Office
Vice President of Community Strategies Sheron Rose with the Montgomery Area
Chamber of Commerce
Executive Director Jo Ann Johnson with HandsOn River Region
Executive Director Jannah Bailey with Child Protect
Senior Vice President of Corporate Development Ellen G. McNair with the Montgomery
Area Chamber of Commerce

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 February 21, 2017

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Board Member Appointment, Montgomery Community Action Agency
2. Consider Authorization of Board Members Appointments, Joint Public Charity Hospital Board
3. Consider Authorization of Renewal of External Audit Services Agreement with Rivertree Systems, Inc., Tax and Audit Department
4. Consider Authorization of Contractual Agreement with the Alabama Department of Environmental Management regarding the Scrap Tire Program, Engineering Department
5. Consider Authorization of Award of the Request for Proposal for the Implementation of The Montgomery County Commission's Minority and Women Business Enterprise Initiative to the Moore-Zeigler Group, LLC and Authorization of the Related Program Memorandum of Agreement to Provide Contract Services, County Commission
6. Consider Authorization of County Levies for Alcohol Licensing for 2017-2018, County Commission
7. Consider Authorization to Repair the Retaining Wall at 125 Washington Avenue, County Commission
8. Consider Authorization of Sale of Model VI Voting Booths to Madison County, Probate Judge's Office (Elections)
9. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission
10. Consider Authorization of Budget Change Request Number 3, Probate Judge's Office
11. Consider Authorization of Budget Change Request Number 24 for the Alabama Dance Theatre in the Amount of \$15,000, County Commission Appropriations
12. Consider Authorization of Budget Change Request Number 25 for the YMCA Youth In County Government Day in the Amount of \$1,500, County Commission Appropriations
13. Consider Authorization of Budget Change Request Number 26 for the Montgomery Christian School in the Amount of \$8,064, County Commission Appropriations
14. Consider Authorization of Budget Change Request Number 27 for Kid One Transport System, Inc., in the Amount of \$8,000, County Commission Appropriations

15. Consider Authorization of Budget Change Request Number 28 for the Montgomery S.T.E.P. Foundation in the Amount of \$25,000, County Commission Appropriations
16. Consider Authorization of Budget Change Request Number 29 for the Jefferson Davis High School, Community Based Instruction (CBI) Program and CBI Prom in the Amount of \$5,000, County Commission Appropriations
17. Consider Position Fill Requests – Sheriff’s Office (2)
 - Tailor, Part Time – Position Number 550472001
 - Deputy Sheriff/Deputy Sheriff Trainee – Position Number 550430123
18. Consider Position Fill Request – Youth Facility (1)
 - Court Operations Clerk I (To Be Hired from ASA Register) – Position Number 900377074
19. Consider Authorization of Travel/Training Requests (20)

OLD BUSINESS:

20. Consider Authorization of Amendment Number 2 to Contract with The Office Pal for Toner Cartridges (Contract Number 51901-15B-014), Support Services
21. Consider Authorization of Proposed 2017 Legislative Agenda Item proposing an amendment to the Constitution of Alabama of 1901, to allow the members of the Montgomery County Commission to participate in the Employees’ Retirement System, County Commission
22. Consider Authorization of Budget Change Request Number 23 for Alabama Kidney Foundation in the Amount of \$10,000, County Commission Appropriations

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

MARCH 6, 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.

MARCH 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.

APRIL 3, 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.

APRIL 17, 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.

MAY 1, 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.

MAY 15, 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.

MAY 29, 2017

County Holiday (Memorial Day)

AGENDA

MAR - 6 2017

3-6-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-17-17

Check Number	To	Check Number
267185		267264
Total Checks Paid		\$338,043.05

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

AGENDA

MAR -6 2017

3-6-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-17-17

Check Number	To	Check Number
267265		267320
Total Checks Paid		\$106,290.17

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

AGENDA

MAR -6 2017

3-6-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-21-17

Check Number	To	Check Number
267321		267322
Total Checks Paid		\$161,885.00

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

AGENDA

MAR - 6 2017

3-6-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-24-17

Check Number	To	Check Number
267323		267364
Total Checks Paid		\$510,527.93

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

AGENDA

MAR - 6 2017

3-6-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 2-24-17

Check Number	To	Check Number
267365		267436
Total Checks Paid		\$407,095.98

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
3/3/17

Payroll Check Number	127400	To	Payroll Check Number	127461	\$ 47,312.90
Direct Deposits					\$ 872,410.28
Payroll Check Number	127462	To	Payroll Check Number	127484	\$ 262,989.13
Direct Deposits					\$ 403,616.91
Federal Deposits					\$ 332,075.38
Total Payroll Paid					\$ 1,918,404.60

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

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

MAR -6 2017

March 2, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Montgomery Community Action Committee Agency Board Appointments

The Montgomery County Commission, at its meeting on February 21, 2017, agreed to place on the next agenda the reappointment of Melanie Bicatel-Wilson to the Montgomery Community Action Agency for a term ending November 10, 2020.

I am requesting that the Commission approve this appointment.

/tn

Attachment



Montgomery
COMMUNITY ACTION AGENCY

1066 Adams Avenue, Montgomery, AL 36104

PHONE 334.263.3474
FAX 334.263.0491

PROGRAMS:

HEAD START

EARLY HEAD START

ENERGY ASSISTANCE

EMERGENCY ASSISTANCE

HOUSING DEVELOPMENT

FAMILY GARDENING PROJECT

YOUTH DEVELOPMENT/ENRICHMENT

COMMUNITY OUTREACH

INFORMATION & REFERRAL

ADVOCACY

FATHERHOOD INITIATIVE

SENIOR CITIZEN

CHILD NUTRITION

COMMUNITY COORDINATION

Benjamin Jones
CHIEF EXECUTIVE OFFICER

February 2, 2017

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

Dear Chairman Dean,

On behalf of the Board of the Montgomery Community Action Committee & CDC, Inc. (MCAC) and it's chairperson, Ms. Roberta Collins we are requesting that the Montgomery County Commission please reappoint Mrs. Melanie Bicatel-Wilson to fill the vacancy that presently exist on MCAC's Board of Directors.

We have worked with Ms. Bicatel-Wilson in the past and have found her to be fully engaged with the accomplishment of the mission of MCAC. That is, Montgomery Community Action Committee combats and advocates against poverty through services and programs which assist low-income citizens in Montgomery County to become self-sufficient.

We appreciate the support of the Montgomery County Commission and we look forward to greater interactions in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read "Benjamin Jones".

Benjamin Jones
Chief Executive Officer

C: Roberta Collins, MCAC Chairperson
Donald Mims, Montgomery County Administrator

Montgomery Community Action Agency

Members:

Term Expires:

Roberta Collins
3568 Summerhill Drive
Montgomery, Alabama 36111
(334) 313-3499 (cell)
(334) 613-2912 (home)
robertacollins@att.net

11/10/2020

*

Melanie Bicatel-Wilson
5730 Wares Ferry Road
Montgomery, AL 36117
(334) 395-6760

11/8/2016

Diane Burke
P.O. Box 4051
Montgomery, AL 36103
Cell: 334/850-6011
Work: 334/241-2881
danbur@charter.net

11/10/2020

Honorable Greg Griffin
Circuit Judge
P.O. Box 1667
Montgomery, Alabama 36102-1667
(334) 832-4365
dencel2890@charter.net (sent notices email)

11/10/2020

Hersheil Mann, Jr., Board Chairman
1066 Adams Avenue
Montgomery, AL 36104

Benjamin Jones, Chief Executive Officer
bjones@montgomerycommaction.com

Term: 4 years

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

MAR -6 2017

March 2, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Joint Public Charity Hospital Board Appointments

The Montgomery County Commission, at its meeting on February 21, 2017, agreed to place on the next agenda the reappointment of Henry A. Frazer and the appointment of Tommie Ellis to the Joint Public Charity Hospital Board for terms ending October 5, 2019.

I am requesting that the Commission approve these appointments.

/tn

Attachment

Joint Public Charity Hospital Board

Members:

Term Expires:

* Richard Wilhoite
7195 Fanning Mill Road
Grady, AL 36036

10/5/2016

* Henry A. Frazer
500 Cherry Hill Place
Montgomery, AL 36117
Cell: 296-1441
Work: 265-2700
Home: 271-1678

10/5/2016

Dr. Albert Holloway, Chairman
2611 Woodley Park Drive
Montgomery, AL 36117
Phone: 288-0009

10/5/2017

Lynn Beshear
Envision2020
600 S Court Street
Montgomery, Alabama 36106
Work: 269-0224
Cell: 462-0220

10/5/2017

Mary B. Weidler
1722 Hill Hedge Drive
Montgomery, AL 36106

10/5/2018

Dr. James Armstrong
2107 Allendale Road
Montgomery AL 36111
334-224-0468

10/5/2018

Connie King (293-6400)
Administrator
Montgomery County Health Department
3060 Mobile Hwy
Montgomery, AL 36108

Permanent

Term: 3 years

TOMMIE ELLIS, GS-13

Integrated Logistics Systems-Supply (ILS-S)

Mr. Tommie Ellis is the Program Manager for Integrated Logistics Systems Supply (ILS-S), AFPEO Business Enterprise Systems, Legacy Logistics Sustainment Division, Logistics Readiness Branch, Maxwell AFB-Gunter Annex, AL. In this capacity, he is responsible for the oversight and management of day-to-day operations of the ILS-S program. The ILS-S program office currently manages three active ACAT III programs with a development budget of \$10 million and annual sustainment budget of \$8 million. The program includes over 80 highly experienced and knowledgeable military, civilian and contractor personnel focused on providing the best possible defense business information system foundation for managing the USAF logistics base-level environment. ILS-S supports over 18 thousand active-duty Air Force, Air National Guard (ANG), and Air Force Reserve (AFRES) personnel located at 80 main Air Force operating bases and more than 200 ANG and AFRES sites.

Mr. Ellis graduated from Alabama State University Montgomery, Alabama where he earned a Bachelor of Science Degree in Computer Information Systems (CIS). Upon graduation he became a civil servant at Maxwell AFB-Gunter Annex in Apr 87 and has been working for the Air Force since that time. He is a Certified Acquisition Professional with certifications in Program Management and Information Systems. Prior to attending college, he was a member of the United States Army (2nd Armor Division) as a supply clerk for 3 years.

EDUCATION

1987 Bachelor of Science Degree in Computer Information Systems (CIS)

1995 Squadron Officer School, Maxwell AFB, AL

2010 Certified Acquisition Professional, Program Management Level II

CAREER CHRONLOGY

1. 1987 – 1992, Application Programmer, Base Contracting Automated System (BCAS) MAFB
2. 1992 – 2000, Program Analyst, Fuel Automated Management System (FAMS) MAFB
3. 2000 – 2006, Project Manager, Standard Asset Tracking System (SATS) MAFB
4. 2006 – 2009, Acquisition Program Manager, ILS-S, MAFB
5. 2009 – 2010, Deputy Program Manager, ILS-S, MAFB
6. 2010 – Present, Program Manager, ILS-S, MAFB

ELTON N. DEAN, SR.
CHAIRMAN

RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ANDREW D. HALL
JILES WILLIAMS, JR

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

Terri A. Henderson, CRE
Revenue Manager

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

Telephone (334) 832-1697
FAX (334) 832-1223

Website www.mc-ala.org

AGENDA

MAR - 6 2017

MEMORANDUM

DATE: February 13, 2017

TO: Sherrill Thomas, Finance Director

FROM: Terri Henderson, Revenue Manager *Terri Henderson*
02/13/2017 *SH 2/14/17*

RE: **Proposed Renewal of External Audit Services Agreement**

This memo is submitted to respectfully request that consideration be given toward approving the proposed renewal of the External Audit Services Agreement between the Montgomery County Commission and Rivertree Systems, Inc. The proposed renewal Agreement that was submitted to our office via email on February 9, 2017 from Attorney Constance Walker with Haskell Slaughter Young & Gallion, LLC is attached for your review. The proposed renewal Agreement would be effective for a new three (3) year term commencing on March 6, 2017. The existing Agreement is set to expire on March 31, 2017. However, Rivertree Systems, Inc., is requesting the new proposed renewal Agreement be put into effect earlier to ensure compliance with Act No. 2016-406 that went into effect on January 1, 2017. See copy of letter from Rivertree Systems Inc. dated January 31, 2017 attached. A copy of the existing Agreement that has been in effect since March 10, 2014 is also attached.

Please let me know if you have questions or need any further information at this time. Otherwise, I respectfully request that this proposed renewal Agreement be included on the agenda for the Montgomery County Commission meeting on February 21, 2017, or as soon as possible thereafter, for further discussion and consideration. Thank you in advance for your consideration and assistance with this matter.

tah/attachments

STATE OF ALABAMA }

COUNTY OF MONTGOMERY }

AGREEMENT FOR EXAMINATION SERVICES

THIS AGREEMENT made and entered into on this the 6th day of March 2017 by and between the Montgomery County Commission (hereafter referred to as "COUNTY"), and **RIVERTREE SYSTEMS, INC.**, an Alabama corporation (hereinafter referred to as "**RIVERTREE**").

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

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

and maintains all of the legally required certifications, fidelity bonds, and legal letters of authority to act as a private auditing or collecting firm as defined in the Taxpayers' Bill of Rights.

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

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

1. **RIVERTREE SYSTEMS, Inc.** The COUNTY and RIVERTREE hereby agree that RIVERTREE will provide the following services:

- a) Identify and prepare a written list of "taxpayer candidates for examination" based on objective criteria to be agreed upon by RIVERTREE and the COUNTY in advance of such work.
- b) Pursuant to Ala. Code § 40-2A-13(d) (1975), upon first contact with the taxpayer, RIVERTREE shall disclose in writing the identity of the COUNTY and all other clients represented by RIVERTREE and shall provide a copy of a signed and dated written authorization from the COUNTY of RIVERTREE's representation of the COUNTY and any such other RIVERTREE client. Also, a copy of the contract between RIVERTREE and the COUNTY and a statement as to whether the COUNTY has elected out of the Alabama Tax Tribunal shall be provided upon first contact with the taxpayer. RIVERTREE further agrees to advise the taxpayer, in writing, of the hotline telephone numbers (1-855-638-7092; and 1-334-844-4706) for taxpayers to submit any complaints related to the auditing or collections activities of a private auditing or collecting firm.
- c) Inspect and examine on behalf of the COUNTY, all books, records and other documents of taxpayers assigned to be examined by the COUNTY to determine to what extent, if any, the taxpayer owes the COUNTY sales and use taxes, occupational taxes, license fees, lease taxes, tobacco taxes, gasoline taxes, and any other County tax, plus interest, penalties and other charges thereon, as directed by the COUNTY and in accordance with the ordinances, resolutions and regulations of the COUNTY.
- d) RIVERTREE acknowledges that Ala. Code § 40-2A-13(f) (1975) provides that when a private examining or collecting firm represents more than one county, city or town on the date it first contacts a taxpayer, the private examining or collecting firm shall examine the taxpayer's books and records for all such counties, cities or towns simultaneously. Therefore, when conducting examinations initiated by other

RIVERTREE clients, (counties or other cities and towns), RIVERTREE will include the COUNTY on the list of entities for which the examination is being conducted. In the event RIVERTREE examines a taxpayer on behalf of other RIVERTREE clients who have not enacted the same taxes as the COUNTY, then RIVERTREE's audit of such taxpayer shall include all such taxes of the COUNTY.

- e) On or before January 15 of each year, disclose in writing to the COUNTY the identities of all municipalities and counties for which it at any time during the preceding calendar year performed examination of taxpayer's books and records for compliance with applicable sales, use, rental, lodging or other local tax laws or collected sales, use, rental, lodging or other local taxes.
- f) Not disclose or encourage others to disclose, either directly or indirectly, to any non-client municipality or county or its agents, the fact it is presently conducting an examination of the taxpayer's books and records.
- g) Perform examinations of taxpayer's records in accordance with "*The Minimum Standard Examination Program*" established by the Alabama Local Tax Institute of Standards and Training (the "Minimum Standards").
- h) Report to the COUNTY that information necessary for the COUNTY to assess the taxpayer's sales and use taxes, license fees, lease taxes, and all other County taxes, plus interest, penalties and other charges thereon for transactions which RIVERTREE reasonably believes may have resulted in an obligation of the taxpayer to pay such taxes to the COUNTY.
- i) Prepare and present to the COUNTY a "Findings Report," which shall include, at a minimum, all information required to prepare a written report under the Minimum Standards and a summary thereof on each examination performed. In the event RIVERTREE's audit indicates that a particular taxpayer has no tax liability to the COUNTY, RIVERTREE shall provide the COUNTY a written report including the name of the taxpayer audited, the types of tax for which the taxpayer was examined and found to have no liability, and the audit period.
- j) Provide full cooperation to the COUNTY in the preparation of any legal documents, attend any judicial, administrative, departmental, appellate or other legal hearings and be available to testify at hearings that may be required to collect any amounts due to the COUNTY from the taxpayer.
- k) Pursuant to the Ala. Code § 40-2A-1 3(h) (1975), notify the taxpayer in writing, and the COUNTY, simultaneously, if any tax overpayments are discovered and the taxpayer is due any refunds from the COUNTY, or if the taxpayer owes any tax to the COUNTY and the estimated amount, and advise the taxpayer of the general procedure to make a claim for refund or pay a tax.

- l) Any additional or incidental services which are allowable by law and are reasonably necessary in order to carry out RIVERTREE's obligations under this Agreement.

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

2. **Compensation.** It is understood that each RIVERTREE client will only pay a prorated portion of total audit costs when RIVERTREE is conducting examinations for multiple clients at one time. The COUNTY agrees to pay RIVERTREE its prorated portion of each audit's total audit costs which shall consist of **seventy-five dollars (\$75.00) per hour**. RIVERTREE shall be paid monthly based upon hours worked submitted to the COUNTY by the fifteenth (15th) day of the month for the month next proceeding. The parties acknowledge that the Ala. Code § 40-2A-6 (1975) specifically prohibits the COUNTY from entering into any contract or arrangement with a private examining or contracting firm for the examination of a taxpayer's books on a contingency fee basis and agree that RIVERTREE's compensation under this Agreement is not in any way contingent upon or otherwise related to the amounts discovered during examinations nor contingent upon or related to amounts finally received by the COUNTY.

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

- a. RIVERTREE is a corporation valid and existing and in good standing under the laws of the State of Alabama.
- b. As of the effective date of the Agreement, RIVERTREE and any employee, agent, or independent auditor/examiner of RIVERTREE providing services under this Agreement, shall have obtained all licenses and bonds required by applicable law and which are necessary or appropriate to perform RIVERTREE's obligations under this Agreement, and all such licenses and bonds shall be current and in good standing, and shall be maintained throughout the term of this Agreement.

- c. RIVERTREE and its employees, agents and independent auditors/examiners agree to comply with all applicable current and future laws, rules and regulations applicable to all services provided by RIVERTREE under this Agreement, including, but not limited to, the Local Tax Simplification Act of 1998, the Alabama Local Tax Procedures Act of 1998 and the Taxpayers' Bill of Rights as currently in effect and hereafter amended.
- d. RIVERTREE agrees to comply with all laws and regulations relating to the employees of RIVERTREE, including, without limitation, all tax withholding requirements and worker's compensation laws.
- e. Any final assessment or forced collection action based upon an audit conducted by RIVERTREE on behalf of the COUNTY shall not be issued and applicable to a taxpayer until signed by a public official or employee designated by the COUNTY.

4. **Change in Law.** The parties agree that in the event of any conflict between the requirements of any applicable law and the terms of this Agreement, then the requirements of such applicable law shall control. If any law applicable to the services provided by RIVERTREE under this Agreement shall be amended, or otherwise changed following the effective date of this Agreement, and the COUNTY, in its sole discretion, determines that such amendment, modification or change in the law shall impair or frustrate the COUNTY'S purposes for entering into this Agreement, then the COUNTY shall have the option to terminate this Agreement as provided in Paragraph 10 below.

5. **Requirements of Examiners.** All examiners employed by RIVERTREE shall meet all requirements set forth in the Taxpayers' Bill of Rights and other current or future applicable law. At a minimum, all such examiners shall (i) be certified public accountants or accountants licensed by the State Board of Public Accountants, or (ii) be certified by the Alabama Local Tax Institute of Standards and Training, and (iii) maintain fidelity bonds in accordance with Ala. Code § 40-23-30 (1975), as currently in effect and hereafter amended, and (iv) maintain a business license as required by Ala. Code § 40-12-2

(1975), as currently in effect and hereafter amended. If any assessment based on an audit by RIVERTREE is invalidated due to lack of proper certification of RIVERTREE's auditors RIVERTREE must either provide an audit of the assessed taxpayer conducted by a certified auditor, or reimburse the COUNTY for all amounts paid to RIVERTREE in connection with the audit.

In accordance with applicable law, RIVERTREE may not employ unbonded auditors, or examiners to perform services pursuant to this Agreement who have failed to receive or maintain their certifications in paragraph 5(i) and (ii) above. Any violation of this paragraph of which RIVERTREE knew or should have known, shall have the effect of doing all of the following:

(1) Automatically terminating this Agreement; (2) Voiding any assessment or proposed assessment issued by the COUNTY as a result of any examination conducted, in whole or in part, by the examiner, but shall not prevent the COUNTY from sending a qualified examiner to examine the taxpayer's books and records; (3) cause RIVERTREE to forfeit its license granted pursuant to Ala. Code § 40-12-43.1 (1975) for a period of six (6) months.

RIVERTREE shall indemnify and hold COUNTY harmless from any loss in revenues arising from or in connection with any invalidated assessment based upon an audit conducted by RIVERTREE if such invalidation is due to lack of proper certification of RIVERTREE 's auditors or due to any other fault of RIVERTREE.

6. **Inspection.** The COUNTY reserves the right at all reasonable times to inspect the documents, information, taxpayer examination system and procedures of RIVERTREE to ensure that RIVERTREE and its employees, agents, and independent auditors/examiners are

complying with the terms of this Agreement and all applicable laws. Any such inspection or any lack of inspection by the COUNTY, however, shall not be deemed to waive the requirements of, or excuse the foregoing from complying with, the terms of this Agreement and all applicable laws.

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

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

9. **Term.** This Agreement shall be effective as of the date set forth in the preamble and will continue for a period of 3 year(s) from the date unless terminated as herein provided. Pursuant of Ala. Code § 40-2A-12 (1975), this Agreement shall not be renewed or extended beyond such three (3) year term: provided, however, that the parties may negotiate a new contract concerning the subject matter of this Agreement to become effective following expiration of this Agreement.

10. **Default.** If RIVERTREE shall fail in any respect to comply with the terms of this Agreement, the COUNTY shall notify RIVERTREE in writing of the matters with regard to which default is asserted, and RIVERTREE shall have thirty (30) days to cure such default. If RIVERTREE fails to either cure such default within said time, then the COUNTY may terminate this Agreement at any time thereafter by giving written notice to RIVERTREE of its election to terminate at least ninety (90) days prior to the effective date of termination.

11. **Termination.** Either party may terminate this Agreement by giving the other party written notice of termination at least ninety (90) days prior to the effective date of termination. Notwithstanding the foregoing, this Agreement shall be terminated automatically, without notice, if RIVERTREE, for any reason loses or foregoes its license required under Ala. Code § 40-2A-13 (1975) or Ala. Code § 40-2A-14 (1975). RIVERTREE shall provide the COUNTY all documentation, records, reports, and examinations as of the effective date of the termination with a final itemized statement of fees due.

12. **Assignment; Subcontracting of Services.** COUNTY acknowledges and agrees that RIVERTREE may retain auditors or examiners on an independent contractor basis to provide the services described in this Agreement and the COUNTY consents to

RIVERTREE's retention of such auditors or examiners provided, however, that any such auditor or examiner must meet all criteria applicable to auditors and examiners under applicable law or under this Agreement and provided further that all terms and conditions of this Agreement, including but not limited to indemnities, applicable to services provided by RIVERTREE shall apply to any work performed by such auditors and examiners. RIVERTREE shall maintain and, upon the COUNTY'S request, shall provide to the COUNTY a list of all auditors and examiners authorized to provide services on behalf of RIVERTREE. Except as provided in this Paragraph 12, RIVERTREE shall not assign any of its rights or obligations under this Agreement or enter into an agreement with any person, entity or subcontractor to perform the obligations of RIVERTREE under this Agreement. Any such assignment or other agreement by RIVERTREE shall be null and void.

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

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

MONTGOMERY COUNTY COMMISSION

By: _____

Title: _____

RIVERTREE SYSTEMS, INC.

PRESIDENT

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

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



ENGINEERING DEPARTMENT

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
JAMES M. KELLEY, PE
ASSISTANT COUNTY ENGINEER
334.832.1310
FAX: 334.832.7190
WWW.MC-ALA.ORG

AGENDA

MAR - 6 2017

February 14, 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer *George C. Speake*
2/14/17

SUBJECT: Approval of the Scrap Tire Agreement between the Montgomery County Commission and the Alabama Department of Environmental Management

Please place on the agenda of the next regular meeting of the Montgomery County Commission, the approval of the agreement between the Montgomery County Commission and the Alabama Department of Environmental Management, for the Scrap Tire Program. This grant will enable the Montgomery Clean City Commission to expand their clean-up efforts in and around the City of Montgomery. This agreement will expire on September 30, 2018 and is in the amount of \$100,000.00.

Please return two copies with original signatures to this office for further processing.

GCS/jmk

Attachments

cc: File

STATE OF ALABAMA)
)
MONTGOMERY COUNTY)

CONTRACTUAL AGREEMENT BETWEEN
MONTGOMERY COUNTY COMMISSION
AND THE ALABAMA DEPARTMENT
OF ENVIRONMENTAL MANAGEMENT

This Agreement is entered into between Montgomery County Commission (Contractor) and the Alabama Department of Environmental Management (Department). This Agreement will provide for The collection, management, disposal, and/or offering for beneficial use of discarded tires and regulated solid waste, funded by the Scrap Tire Fund, for work performed within the State of Alabama.

The parties hereto agree as follows:

1. Scope of Services

The Contractor will provide services as set out in the Scope of Services, which is included with this Agreement as Attachment A and which is incorporated as if fully set out herein.

2. Payment

A. The Department agrees to reimburse the Contractor an amount not to exceed \$100,000.00 for the services performed under this Agreement. Unless otherwise specified in the work-plan, mileage, travel and per diem costs will be reimbursed in accordance with state law.

B. The Contractor shall submit invoices in triplicate not more than once per quarter to the Department for actual cost incurred. The final invoice shall be submitted within ninety (90) days of expiration of this Agreement.

C. In the case of non governmental agencies, prior to the purchase of any items or the execution of any printing contracts under this agreement with a value less than \$1,000.00, one quote or attempt for a quote of outside costs, including but not limited to copying costs and freight terms, must be obtained. For items with a value from \$1,000.00 to \$3,000.00, two such quotes or attempts for quotes must be obtained. For items with a value from \$3,000.00 to \$7,499.00, three such quotes or attempts for quotes must be obtained. The purchase of any items or the execution of any contract shall comply with the Alabama Bid Laws Sections 41-16-20 et. Seq. of the Code of Alabama (1975).

D. The Contractor is aware of the critical time schedule for completion of the remediation work as described herein and that said work is to be completed in strict compliance with the remediation plan and hereby agrees to compensate the Department for damages caused by not completing the work specified or within the time period shown herein. The amount of damages shall be calculated and retained by the Department from the sum due the Contractor. The Contractor hereby agrees that liquidated damages in the amount of \$250.00 per day may be retained and assessed against the Contractor for each and every day the completion of the work is delayed beyond the time specified date herein, not as a penalty, but as a mutually agreed to, predetermined amount to reimburse the Alabama Solid Waste Remediation Fund for costs associated with the delay to include the assignment of the project to another contractor, if deemed necessary by the Department. Furthermore, the Contractor hereby agrees that liquidated damages in an amount to be determined by the Department and calculated based on a minimum of \$500.00 up to 10 percent (10%) of the total contract price per breach or deviation from the contract or remediation plan and may be retained and/or assessed against the Contractor. The Contractor may for each and every said breach or deviation from the remediation plan be assessed liquidated damages as specified herein, not as a penalty, but as a mutually agreed to, predetermined amount to reimburse the Alabama Solid Waste Remediation Fund for the costs associated with any breach or deviation from the remediation plan and to include the cost of assignment of the project to another contractor for proper remediation consistent with said remediation plan, if deemed necessary by the Department.

3. Term of Agreement

All work performed under this Agreement shall begin on the date on which this Agreement is executed, and shall terminate on September 30, 2018. The Agreement is conditioned upon the receipt of sufficient funds from the Alabama Legislature and/or the U.S Environmental Protection Agency and is subject to termination in the event of proration of the

fund from which payment under this Agreement is to be made. If the term of this Agreement extends beyond one fiscal year, this Agreement is subject to termination in the event that funds are not appropriated for the continued payment of the contract in subsequent fiscal years. This Agreement may be amended by the mutual written agreement of both parties but under no circumstances shall the expiration date be extended or the contract amount be increased without approval in accordance with Section 29-2-41 Code of Alabama 1975.

4. Termination of Agreement for Cause

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, the Department shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. In that event, any finished or unfinished studies, reports or other work by the Contractor shall, at the option of the Department, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed under this Agreement.

5. Termination for Convenience of the Department

The Department may terminate this Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination and under the same conditions as herein set forth for the Department, the Contractor may cancel this Agreement. In the event of cancellation, all finished or unfinished studies, reports or other work by the Contractor shall, at the option of the Department, become its property. If the Agreement is terminated by the Department as provided herein, the Contractor shall be paid for all work satisfactorily completed prior to termination.

6. Changes

The Department may, from time to time, require changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increases or decreases in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Department and the contractor shall be incorporated in written amendments to this Agreement.

7. Title VI and Equal Employment Opportunity

The Contractor will comply with Title VI of the Civil Rights Act of 1964 (88-352) and all requirements of the U. S. Environmental Protection Agency (hereinafter called "EPA") issued pursuant to that title, to the end that in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this contract.

There shall be no discrimination against any employee who is employed in the work covered by this Agreement, or against any applicant for such employment, because of race, color, religion, sex, national origin, age or disability covered by the Americans with Disabilities Act. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor shall insert a similar provision in all subcontracts for services covered by this Agreement.

8. Interest of Members of the Department and Others

No officer, member or employee of the Department and no members of the Environmental Management Commission, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercise any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.

9. Assignability

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Department.

10. Findings Confidential

Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Agreement which the Department requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the Department, unless such confidentiality would be contrary to the law of the State of Alabama or the United States.

11. Acknowledgment

Videos, films, computer disks, printed information or other materials produced for dissemination under this agreement must include the Department's logo, prominently displayed, along with the following acknowledgment:

"This project was funded or partially funded by the Alabama Department of Environmental Management."

12. Reproducible Materials

Any printed information, photographs or art works delivered to the Department under this agreement shall be camera ready and/or computer ready as appropriate. The master tape of any video or audio productions will be delivered to the Department in an immediately reproducible form. Any computer program generated under this agreement will be delivered to the Department in an original and immediately reproducible form.

13. Officials Not to Benefit

No member of or delegate to the Congress of the United States of America, and no resident commissioner, shall be admitted to any share or part hereof or to any benefit to arise herefrom.

14. Copyright

No reports, maps, or other documents or products produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the contractor.

15. Audits and Access to Records

The Contractor agrees to abide by the requirements of OMB Circular A-133. When financial statements are prepared and an audit is performed as a result of OMB Circular A-133 requirements the Contractor shall provide the Department with a copy of its audit report covering the period of this contract within thirty (30) days of receipt by the Contractor of the auditor's report.

If OMB Circular A-133 is applicable the Contractor agrees that the comptroller General of the United States or any of his/her duly authorized representatives, the Secretary of Commerce or any of his/her duly authorized representatives, the Director of ADEM or any of his/her duly authorized representatives, and the Chief Examiner of the Department of Examiners of Public Accounts and any of his/her duly authorized representatives shall, until the expiration of three (3) years from the date of submission of the final financial report, have access to and the right to audit, examine, and make excerpts or transcripts from any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Agreement. The Contractor agrees to provide access to any or all documents, papers, records and directly pertinent books of the Contractor involving transaction related to this Agreement upon written request from the Director of ADEM.

16. Taxes

The Contractor is responsible for reporting and making payment of any applicable federal and state taxes which may be due as a result of payments received pursuant to this Agreement.

17. Contractor Not Entitled to Merit System Benefits

In the case of Non-State Agencies under no circumstances shall the Contractor or any of its employees be entitled to receive the benefits granted to State employees under the Merit System Act by reason of this Agreement.

18. Not to Constitute a Debt of the State/Settlement of Claims

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this contract shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this contract, be enacted, then the conflicting provision in the contract shall be deemed null and void. The contractor's sole remedy for the

settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

For any disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

19. Requisite Reviews and Approvals

Montgomery County Commission acknowledges and understands that this contract is not effective until it has received all requisite state government approvals and Montgomery County Commission shall not begin performing work under this contract until notified to do so by the Alabama Department of Environmental Management. Montgomery County Commission is entitled to no compensation for work performed prior to the effective date of this contract.

20. Immigration Affirmation

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

21. Prohibition against Boycotting by Contractors

In compliance with Act 2016-312, the Contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this State can enjoy open trade.

MONTGOMERY COUNTY COMMISSION

By: _____
Elton N. Dean, Sr.,
Chairman

ALABAMA DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT

By: _____
Lance R. LeFleur
Director

As to Legal Form

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on this the _____ day of _____, 2017.

"ATTACHMENT A"

SCOPE OF SERVICES

This Scope of Services is applicable to the collection, management, disposal and/or offering for beneficial use of discarded scrap tires funded by the Scrap Tire Fund, for work performed within the State of Alabama. The agreement shall reimburse expenses associated with the services described below up to **\$100,000**.

Montgomery County Commission shall provide the following services pursuant to the Agreement. Montgomery County Commission shall furnish all necessary labor, supervision, equipment, tools, materials, supplies and any other items or activities to provide the following services (Note: Services may also be performed by non-profit groups described below if approved by the County to perform the services.)

- Collect discarded scrap tires from right-of-way locations within Montgomery County. These sites should not constitute an unauthorized accumulation of scrap tires or an unauthorized dump as defined by ADEM regulations (if more than 100 scrap tires in a single location or an unauthorized dump are identified, the Department should be notified immediately of the location). The discarded scrap tires to be collected should be located on right-of-way property or at another location where a non-profit organization (i.e. Adopt-a-Mile, Adopt-a-Stream, PALS, Clean Water Partnerships, etc.) is conducting a cleanup.
- Manage the discarded scrap tires in an appropriate manner until disposal.
- Either properly transport and dispose of the collected discarded scrap tires in an approved disposal facility or properly transport and offer for beneficial use the collected scrap tire material to a Department-approved facility.
- Conduct site restoration/closure activities, if necessary, to minimize erosion for areas where soils have been disturbed by heavy machinery.
- Submit to the Department documentation for disposal or offerings for beneficial use for all collected material (i.e. landfill disposal receipts, end-user agreements/manifests).
- The County may establish a collection center(s) for scrap tires within its jurisdiction. Such sites will be subject to prior approval from the Department and will be subject to certain requirements and limitations.

This agreement shall remain valid from date of execution of the interagency cooperative agreement until September 30, 2018.

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

MAR - 6 2017

March 2, 2017

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Award of the Request for Proposal for Implementation of The Montgomery County Commission's Minority and Women Business Enterprise Initiative and Authorization of the Related Program Memorandum of Agreement

The majority of the Montgomery County Commission, at its meeting on February 21, 2017, agreed to place on the next agenda the Award of the Request for Proposal for the Implementation of The Montgomery County Commission's Minority and Women Business Enterprise Initiative to the Moore-Zeigler Group, LLC and authorization of the related Program Memorandum of Agreement to Provide Contract Services.

I am requesting approval of this item.

DLM/tn

Attachment

The County of Montgomery, Alabama

THE SMALL AND MINORITY BUSINESS SUPPORT INITIATIVE

PROGRAM MEMORANDUM OF AGREEMENT

TO

PROVIDE CONTRACT SERVICES

This Memorandum of Agreement between The Montgomery County Commission and the Moore-Zeigler Group, LLC, a contract services provider has an effective start date of March 1, 2017 and an ending date of February 28, 2018. During the period of the agreement Moore- Zeigler Group, LLC agrees to provide, at a rate of \$3,000.00 per month, not to exceed a total cost of \$36,000.00 per year, the following services to the Montgomery County Commission

- **To serve as Program Manager** to implement the Small and Minority Business Support Initiative Program, a copy of which is attached.
- **Develop Activities for Capacity Building** to assist the small minority business owners in developing additional job scopes and capabilities.
- **Coordinate with Montgomery County Purchasing Department** to understand County procedures and to participate in distribution of bids.
- **Provide access to an updated database (DBENetworks)** of small minority businesses selected to participate in the program.
- **Ensure that accurate and current files** and records of participants are created and oversee the preparation and submission of appropriate reports of the progress and status of the program.

Performance Goals

1. Increase the number of county contracts awarded to small and minority business firms by providing them with the tools and resources they need to enhance their favorability with prime contractors.
2. Utilize these tools and resources to provide assistance to small and minority-owned firms in gaining access to capital through community and regional banks and financial institutions and acquiring bonding and insurance.
3. Provide job opportunities by matching the need for workers with prime contractors and large non-minority sub-contractors who have a past history of utilizing small minority-owned businesses as sub-contractors.

4. Implement a business development component to assist individual small minority-owned businesses to become more versatile by increasing their capabilities into areas related to, or that will enhance their main specialty allowing them to be more attractive to the prime contractors when selecting a sub-contractor.

Monitoring and Evaluation:

MZG will provide to the County a Quarterly written report detailing all activities performed on the County's behalf. MZG will solicit feedback from the County as to any specific area or direction the County wishes to have addressed and request an evaluation of those activities from the County relative to the effectiveness all MZG activities.

Final Report:

Moore-Zeigler Group will provide to the County, a final detailed report at the completion of the 12-month period. The report will be submitted to the County 60 days after contract after the period is completed.

The Moore-Zeigler Group, LLC, fully understands that the \$3,000.00 per month fee covers all consultant costs to include, but are not limited to, food, lodging, travel, parking or the purchase of administrative supplies

Both, The Montgomery County Commission and The **Moore-Zeigler Group, LLC** concur that this agreement in no way represents full-time or permanent employment, nor does the contract services provider have a claim or right to any benefits paid to any employee of the Montgomery County Commission. The consultant is engaged as an Independent contractor and is not eligible for fringe benefits including retirement, medical insurance, FICA matching contributions, etc. with the County of Montgomery. Both parties understand that this agreement represents a contract relationship and that the contract service provider is fully responsible for paying their own taxes.

Date

Carmen Moore-Zeigler for the Moore-Zeigler
Contract Service Provider

Date

Montgomery County Commission

Montgomery County Commission Minority and Women-Owned Business Initiative

Policy Statement

The Montgomery County Commission (MCC) is committed to:

- increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County;
- ensure equal opportunity for M/WBs to participate in the procurement process;
- prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and
- achieve a minimum of 30% participation by M/WBs in the bidding process in Montgomery County.

Policy Implementation

The Montgomery County Commission will engage and/or hire a M/WB Liaison to assist Montgomery County's Purchasing Department in developing and executing a plan to implement the M/WB policy in compliance with Montgomery County purchasing procedures. The plan will include, but not be limited to, steps to accomplish the following:

- disseminate information on available business opportunities to ensure M/WBs are provided an equal opportunity to participate in the procurement process;
- maintain and update a directory of M/WBs;
- make prospective contractors and vendors aware of the MCC's M/WB policy;
- attend pre-bid /pre-proposal conference(s) to explain M/WB objectives and to respond to questions;
- review requests for bids/proposals prior to formal advertising or solicitation to make sure that proper instructions are included regarding the MCC's M/WB objectives; and
- maintain accurate and up-to-date records demonstrating M/WB efforts and accomplishments.

The plan will also establish procedures to ensure equal opportunity to compete in MCC's procurement process, such as:

- arrange solicitations, time for submission of bids/proposals, quantities, specifications, and deliveries to better facilitate the participation of M/WBs;
- implement informational programs on opportunities and procedures.
- provide information on avenues of access on items such as the inability to obtain insurance, bonding, financing, and technical assistance.
- include the MCC's M/WB policy and objectives in requests for bids and proposals.
- provide information and communication on contracting procedures, specifications and RFPs to M/WBs in a timely manner.

Recognition of M/WBs

To ensure that the MCC's M/WB policy benefits businesses which are owned and controlled in both form and substance by minority individuals or women, the MCC shall recognize M/WB certification by the Alabama Department of Economic and Community Affairs (ADECA) or Federal 8-A certification.

ADECA eligibility requirements for certification by ADECA include but are not limited to the following:

1. A business must be at least 51 percent minority/woman-owned, controlled and operated on a daily basis
2. Must have been in operation for at least one year prior to applying for minority business certification status
3. Must have a legal presence (license) to operate in Alabama
4. Majority owner(s) must be a legal resident of the United States by birth or naturalization
5. Must be **socially disadvantaged** (defined as those individuals who have been subjected to racial or ethnic prejudice, sexual or cultural bias because of their identity as a member of a group without regard to their individual qualities)
6. Must be **economically disadvantaged** (defined as those individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities)
7. Must be a member(s) of an officially designated **socially disadvantaged group** such as African-American, Native American or Alaskan Native, Hispanic-American, Women, Asian-Pacific American, and Asian-Indian America.

Nothing in this policy and its implementation is to be construed to require MCC to award a bid and/or contract to any bidder other than the lowest responsible bidder or to require contractors to award subcontracts to or make purchases from M/WBs who do not submit the lowest responsible sub-bid.

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

MAR - 6 2017

March 2, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: County Levies for Alcohol Licensing for 2017-2018

The Montgomery County Commission, at its meeting on February 21, 2017, agreed to place on the next agenda authorization of the County Levies for Alcohol Licensing for 2017-2018, with the provision of "no change" from the 2016-2017 license renewal.

I am requesting approval of these items.

/tn

Attachment



Alabama Alcoholic Beverage Control Board
Licensing and Compliance Division

2715 Gunter Park Drive West
Montgomery, AL 36109
Phone: 334-213-6300
Fax: 334-213-6322

February 07, 2017

MEMORANDUM

To: All Wet County Commissions

From: Summer Childers
Licensing and Compliance Division Director

Subject: County Levies for Alcohol Licensing

Sec. 28-3A-4, Code of Alabama, requires the Alcoholic Beverage Control Board to collect all county license fees for all new license applications and renewed licenses. In order for this program to be set up for fiscal year 2017-2018, the **attached form must be completed** listing all amounts set by your county in column three (3). **If your county does not wish to make changes to the fees for a particular license type, please indicate that by writing "no change".**

Limitations of the maximum amount of county fees for the following ten (10) types of licenses have been set.

<u>Type</u>	<u>Maximum County Fee</u>
Retail Beer (On or Off Premises)	\$75.00
Retail Beer (Off Premises Only)	\$75.00
Retail Table Wine (On or Off Premises)	\$75.00
Retail Table Wine (Off Premises Only)	\$75.00
Wholesale Beer Only	\$275.00
Wholesale Table Wine Only	\$275.00
Wholesale Table Wine and Beer	\$375.00
Additional Warehouse Wine or Beer or Both	\$100.00
Importer	\$250.00
Brewpub	\$500.00

Please supply us with this information no later than **April 21, 2017**. This form must be signed by an authorized county official. Please return your completed document to McKenzie.Reed@abc.alabama.gov or mail to the address above. If there are any changes in your contact information, it is your responsibility to notify the ABC Board as soon as possible.

Received by: _____

County: _____

6-2

COUNTY (51) MONTGOMERY 2017 - 2018

TYPE LICENSE & CODE	*FILING FEE	STATE LICENSE FEE	COUNTY LICENSE FEE	RENEWAL TOTAL	NEW LICENSE TOTAL
010 - LOUNGE RETAIL LIQUOR - CLASS I	\$ 50.00	\$300.00	300.00	600.00	650.00
011 - LOUNGE RETAIL LIQUOR - CLASS II - (PACKAGE)	\$ 50.00	\$300.00	300.00	600.00	650.00
020 - RESTAURANT RETAIL LIQUOR	\$ 50.00	\$300.00	300.00	600.00	650.00
031 - CLUB LIQUOR - CLASS I	\$ 50.00	\$300.00	500.00	800.00	850.00
032 - CLUB LIQUOR - CLASS II	\$ 50.00	\$750.00	750.00	1,500.00	1,550.00
**					
040 - RETAIL BEER - (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
050 - RETAIL BEER (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
060 - RETAIL TABLE WINE (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
070 - RETAIL TABLE WINE (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
080 - LIQUOR WHOLESALE	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
090 - WHOLESALE BEER ONLY	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
100 - WHOLESALE TABLE WINE ONLY - 16.5% OR LESS	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
110 - WHOLESALE TABLE WINE & BEER COMBINED	\$ 50.00	\$750.00	375.00	1,125.00	1,175.00
120 - WAREHOUSE LICENSE	\$ 50.00	\$200.00	200.00	400.00	450.00
**					
130 - ADDITIONAL WAREHOUSE-WINE, BEER OR BOTH	\$ 50.00	\$200.00	100.00	300.00	350.00
140 - SPECIAL EVENTS RETAIL	\$ 50.00	\$150.00	150.00	N/A	350.00
150 - SPECIAL RETAIL LICENSE - 30 DAYS OR LESS	\$ 50.00	\$100.00	100.00	N/A	250.00
160 - SPECIAL RETAIL - MORE THAN 30 DAYS	\$ 50.00	\$250.00	250.00	500.00	550.00
170 - RETAIL COMMON CARRIER	\$ 50.00	\$150.00	150.00	300.00	350.00
200 - MANUFACTURER	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
210 - IMPORTER	\$ 50.00	\$500.00	250.00	750.00	800.00
**					
220 - BREWPUB	\$ 50.00	\$1,000.00	500.00	1,500.00	1,550.00
230 - INTERNATIONAL MOTOR SPEEDWAY	\$ 50.00	\$300.00	300.00	600.00	650.00
240 - NON-PROFIT - TAX EXEMPT	N/A	N/A	N/A	N/A	N/A

* A \$50.00 non-refundable filing fee is charged to all new licenses.

** May not charge more than one-half of the state fee for this type of license.

SIGNED: _____
Authorized County Official

Title

Date

AGENDA

MAR - 6 2017

February 16, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator



SUBJECT: Retaining Wall Repair

As discussed at the last meeting and explained in Scott Kramer's memo dated February 1, 2017, there is an immediate need to move forward with the repair of the retaining wall located at the rear of 125 Washington Avenue. Goodwyn, Mills and Cawood estimates the cost of the repair to be \$100,730.

I request that approval to proceed with repair of the retaining wall at 125 Washington Avenue, subject to review by the County Attorney, and preparation of necessary bid documents be placed on the next agenda.

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

February 1, 2017

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer *SK*
Risk Management Director

SUBJECT: Retaining Walls

As you are aware, two retaining walls on Washington Avenue and Herron Street were damaged from heavy rains and flooding approximately a year ago. We had requested the assistance of FEMA, but unfortunately the total amount of damage did not meet their threshold. You had requested that Goodwyn, Mills and Cawood, Inc. (GMC) develop design plans to rectify the damage.

After GMC's review, it is their opinion that the emergency nature of these projects demand repairs. On these properties, the County owns property on the higher ground behind failed retaining walls. In addition, GMC has stated that these walls serve to protect the integrity of the County's property, but the walls are located on private property. The estimates to replace the walls are \$193,075 (see attached estimate).

I am recommending that we get the County attorney's opinion on this subject.

Cc: Florence Cauthen
Lamar Allen

7-2



GOODWYN MILLS CAWOOD

February 1, 2017,

Donald Mims, Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102-1667

**RE: Retaining Walls
Washington Avenue/Herron Street**

Dear Donnie,

Goodwyn, Mills & Cawood, Inc. (GMC) has completed the design of the two retaining walls as we were contracted by the Montgomery County Commission. After completing the plans, we understand that the anticipated funding for the project from FEMA will not be granted.

It is our opinion that the emergency nature of these projects demand repairs. In both instances, the County owns property on the higher ground behind failed retaining walls and in both instances, the property below the failed walls is private. As time has passed, more damage has occurred and is likely to continue, possibly toward catastrophic conclusions.

Both walls are located on private property, but serve to protect the integrity of the County's property. In addition, the County may find itself liable if further damage occurs, such as continued erosion and/or landslides from the County's property onto private property.

It is also imperative to replace the walls to protect the structures the County owns above the old wall locations. Continued erosion will eventually reach the foundations of the parking deck and the building on Herron Street.

We recommend that the County proceed to obtain construction and maintenance easements in order to construct the walls as designed.

Sincerely,

David B. Reed, P.E., PLS
Goodwyn, Mills & Cawood, Inc.

DBR/bs

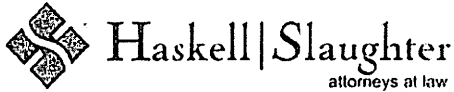
GOODWYN, MILLS AND CAWOOD, INC.

2660 EastChase Lane, Suite 200
Montgomery, AL 36117
Tel 334.271.3200 Fax 334.272.1566
GMCNETWORK.COM

ARCHITECTURE ENGINEERING ENVIRONMENTAL GEOTECHNICAL INTERIOR DESIGN LANDSCAPE PLANNING SURVEYING TRANSPORTATION

Montgomery County Retaining Wall Improvements

ITEM NO:	ITEM DESCRIPTION	CONTRACT AMOUNT			
		QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
South Perry St. and Washington Ave.					
1	Mobilization	1	LS	5,000.00	\$5,000.00
2	Demolition	1	LS	\$ 3,500.00	\$3,500.00
3	Borrow Material (A-4 or Better)	200	CY	\$ 15.00	\$3,000.00
4	Porous Backfill	60	CY	\$ 20.00	\$1,200.00
5	6" ALDOT Section 825B	133	SY	\$ 15.00	\$1,995.00
6	2" ALDOT Section 424B, Binder Layer	133	SY	\$ 25.00	\$3,325.00
7	1" ALDOT Section 424A, Surface Layer	133	SY	\$ 20.00	\$2,660.00
8	Striping	1	LS	\$ 350.00	\$350.00
9	Retaining Wall	747	SF	\$ 100.00	\$74,700.00
10	Traffic Control	1	LS	\$ 3,500.00	\$3,500.00
11	Erosion Control	1	LS	\$ 1,500.00	\$1,500.00
South Perry St. and Washington Ave. Total					\$100,730.00
Whitman and Herron St.					
1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
2	Demolition	1	LS	\$ 3,500.00	\$ 3,500.00
3	Borrow Material (A-4 or Better)	200	CY	\$ 15.00	\$ 3,000.00
4	Porous Backfill	60	CY	\$ 20.00	\$ 1,200.00
5	6" ALDOT Section 825B	85	SY	\$ 15.00	\$ 1,275.00
6	2" ALDOT Section 424B, Binder Layer	85	EA	\$ 27.00	\$ 2,295.00
7	1" ALDOT Section 424A, Surface Layer	85	EA	\$ 25.00	\$ 2,125.00
8	Retaining Wall	644	SF	\$ 100.00	\$ 64,400.00
9	6' Wooden Privacy Fence	70	LF	\$ 25.00	\$ 1,750.00
10	Concrete Flume	80	LF	\$ 35.00	\$ 2,800.00
11	Traffic Control	1	LS	\$ 3,500.00	\$ 3,500.00
12	Erosion Control	1	LS	\$ 1,500.00	\$ 1,500.00
Whitman and Herron St. Total					\$ 92,345.00
Grand Total					\$ 193,075.00



Haskell Slaughter & Gallion, LLC
8 Commerce Street
Suite 1200
Montgomery, Alabama 36104
t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

February 16, 2017

T T 6

To: Donnie Mims
From: Thomas T. Gallion, III
Re: Emergency Repairs to Retaining Walls

I have reviewed your memorandum of February 17, 2017, regarding emergency repairs to retaining walls on Washington Avenue and Herron Street. You request that I provide legal justification for the County to incur the total cost to replace the retaining wall. My opinion is as follows:

I have reviewed the Goodwyn Mills Cawood letter of February 1, 2017. I will address the Washington Avenue Wall first. I am of the opinion that the collapse of the retaining wall creates a public danger and also a danger for the employees that occupy the Washington building owned by the County. Furthermore, I find that I agree with Goodwyn Mills Cawood that if not repaired, this could cause substantial damage to the Washington building foundation support. In addition, the flow of water onto the adjacent parking lot will more than likely cause substantial damage to the parking lot.

Secondly, the Herron Street property is different only that the collapse of the wall will more than likely damage the building and parking lot adjacent thereto.

After meeting with Donnie Mims, Florence Cauthen, Scott Kramer, and Lamar Monday afternoon and inspecting both properties, I am of the opinion that Montgomery County should immediately begin work and follow the instructions of Goodwyn Mills Cawood to repair both walls.

I am also of the opinion the above repairs 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 County should not incur the cost for the above reasons if it is the desire of the Montgomery County Commission.

50051-317

MEMORANDUM**IN SUPPORT OF THE SALE OF VOTING BOOTHS**

From: Darryl A. Parker, Director of Elections, Montgomery County
Alabama Office of Probate Judge Steven L. Reed

To: Montgomery County Commission

Re: Formal Approval of the sale of Model VI voting booths to Madison County

Date: February 24, 2017

The purpose of this memorandum is to persuade the Montgomery County Commission to formally approve the sale of our supply of Model VI individual Voting Booths. We have accumulated over five hundred (500) of these voting booths. We are no longer utilizing this particular apparatus due to its large and bulky size. The device takes up a fair amount of room. Our modern voting precincts cannot accommodate individual voting booths of this size.

Starting in 2005 and 2006 Montgomery County moved to paper ballot voting apparatus. This meant the purchase of equipment that would facilitate this shift in voting style. The Model VI voting booths were part of the equipment purchased by the Montgomery County Commission. The purchase was made by the County with funds secured from a private bank loan secured by anticipated HAVA funds which had not yet been acquired by the State in 2005.

At the time the individual voting booths were purchased by The Montgomery County Commission in 2005 and 2006, NO HAVA funds were utilized in making that purchase. The County Commission used funds from a loan in order to secure the purchase of this equipment. The voting equipment purchased along with the Model VI voting booths included M-100 tabulators, and

AutoMark vote tabulators. This equipment has been utilized by the Montgomery County Election Center since it was purchased.

The size of the Model VI voting booths helped to render it no longer functional. In 2012 the Election Center discontinued the use of the Model VI voting booth. The Model VI was replaced with cardboard privacy dividers. The cardboard table dividers provide individualized voting spaces for voters to fill out their ballots in privacy. The privacy dividers fit onto tables and accommodate ten (10) voters per table when used with 8 x 4 tables. The privacy dividers accommodate six (6) voters per table when used with regular round tables.

Madison County Alabama continues to utilize the Model VI voting booths. Madison County is prepared to purchase our supply of voting booths AS IS. The Election Center is recommending the formal approval of the sale of the Model VI voting booths to Madison County.

**PROPOSED SALE OF STANDARD AND HANDICAPPED
MODEL VI VOTING MACHINES**

SELLER: MONTGOMERY, ALABAMA COUNTY COMMISSION

PURCHASER: MADISON COUNTY, ALABAMA

CONDITION: AS IS

QUANTITY PURCHASED: 500 TOTAL BOOTHS

PRICE PER BOOTH: \$50.00

TOTAL PURCHASE PRICE: \$25,000.00

DELIVERY MATERIALS: To be picked up by Madison County Commission on date agreed upon by Frank Barger (Madison County Election Director) and Darryl Parker (Montgomery County Election Director) within sixty (60) days of execution of purchase agreement

PAYMENT: Via check made payable to the Montgomery County Commission for \$25,000.00 within sixty (60) days of execution of purchase agreement.

Tammy Nix

From: Darryl Parker
Sent: Wednesday, March 01, 2017 7:46 AM
To: Tammy Nix
Cc: Donald Mims; Steven Reed; William Flowers
Subject: RE: Sale of Voting Equipment
Attachments: MEMORANDUMMONTGOMERYCOUNTYCOMMISSION.docx;
PROPOSEDSALEOFVOTINGBOOTH2017.pdf

Tammy,

Please find attached the Memorandum to the County Commission requesting formal authorization of the sale of Model VI voting booths.

Darryl A. Parker
Director Of Elections
Office of Probate Judge Steven L. Reed
The Montgomery Election Center
125 Washington Ave.
Montgomery AL. 36104
Phone: 334-832-7169
Fax: 334-832-7131
DarrylParker@mc-ala.org

From: Tammy Nix
Sent: Thursday, February 23, 2017 2:31 PM
To: Darryl Parker
Subject: Sale of Voting Equipment

Hi Darryl,

Donnie would like for you to write a memo to the Commission requesting authorization of the proposed sale of voting equipment. I will need it by Noon, Wednesday, 3/1/17 so that it can be placed in the agenda packet.

Thank you so much

Tammy

Tammy Nix
Executive Assistant
Montgomery County Commission
101 S. Lawrence Street, 1st Floor, 36104
P.O. Box 1667, 36102-1667
Montgomery, Alabama
Office: 334/832-1204
Fax: 334/832-2533
www.mc-ala.org

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

MAR - 6 2017

March 6, 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-2017-44: Dexter Avenue King Legacy Foundation, for At-risk Students to attend an Educational Event at Dexter Avenue King Memorial Baptist Church Featuring the Kuumba Singers of Harvard College on their Historical Civil Rights Tour - \$500; (Sankey)
- C-2017-45: Friends of the Montgomery Clean City Commission, Inc., for Lagoon Park Trail Project - \$1,000; (Walker)
- C-2017-46: Friendship Mission, Inc., for Programs at the Friendship Mission North Montgomery Shelter for Women and Women with Children - \$3,000; (Walker)
- C-2017-47: Alabama Empowerment Coalition, for an After School Program at McIntyre Community Center for Economically Disadvantaged and At-Risk Youth - \$500 (Sankey)
- C-2017-48: Capri Community Film Society, Inc., for the Annual Summer Children's Matinees - \$1,000; (Harris)
- C-2017-49: Youth-N-Action, Inc., for Spring Enlightenment Camp - \$1,500; (Harris)
- NC-2017-72: Pike Road Volunteer Fire Protection Authority, for Operational Expenses - \$500; (Singleton)

MEMORANDUM
Montgomery County Commission
March 6, 2017
Page 2

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

****BOE-2017-4:** Rescind Appropriation to BOE, Robert E. Lee High School, for Community Based Instruction (CBI) Class Prom - \$1,500; (Harris-\$1,000 and Singleton-\$500)

NOTE: Appropriation Rescinded and Replaced by a Budget Change

BOE-2017-7: BOE, Dalraida Elementary School, for Principal's Discretionary Fund - \$2,000; (Walker)

BOE-2017-8: BOE, Capitol Heights Middle School, for Principal's Discretionary Fund - \$500; (Walker)

BOE-2017-9: BOE, Dozier Elementary School, for Principal's Discretionary Fund - \$1,500; (Walker)

BOE-2017-10: BOE, Flowers Elementary School, for Principal's Discretionary Fund - \$1,500; (Walker)

BOE-2017-11: Pike Road Board of Education, Pike Road Schools, for Adopt A Class Program - \$500; (Singleton)

****Rescind**

DLM/tll

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

Request Number: 3**AGENDA****MAR - 6 2017**DEPARTMENT: Judge of Probate REQUESTED BY: Judge Steven Reed 2/1/17
Elected Official/Dept. Head DateFINANCE REVIEW: REVIEWED BY: S. Thomas 2/1/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

✓

Agenda

COUNTY COMMISSION APPROVAL:

Administrator

Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Equipment/Furniture	786-51375-400	20,000	8,432	28,432
Fund Balance	786-35900		(8,432)	(8,432)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 20,000	\$ 0	\$ 20,000

JUSTIFICATION: To carry forward prior year fund balance to be used for the improvement of the equipment and operations in the office of the licensing official charged with motor vehicle and titling, and shall be in addition to the amount budgeted for office of the official. Per Section 32-7A-12 (f).
Judge of Probate Motor Vehicle Reg./Titling Technology Fund

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 24

AGENDA

MAR - 6 2017

DEPARTMENT:

County Commission Appropriations

REQUESTED BY: Donald L. Mims 3/1/2017

Elected Official/Dept. Head Date

FINANCE REVIEW:

REVIEWED BY: S. Thomas 3/1/2017

Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

✓

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Alabama Dance Theatre	001-57600.450	0	15,000	15,000
Donation Revenue	001-40000.7701	(178,500)	(15,000)	(193,500)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 178,500)	\$ 0	(\$ 178,500)

JUSTIFICATION: To budget for an appropriation to the Alabama Dance Theatre.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 25

AGENDA

MAR - 6 2017

DEPARTMENT:

County Commission Appropriations

REQUESTED BY: Donald L. Mims 3/1/2017

Elected Official/Dept. Head Date

FINANCE REVIEW:

REVIEWED BY: S. Thomas 3/1/2017

Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

☐
☒

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
YMCA	001-58400.498	0	1,500	1,500
Donation Revenue	001-40000.7701	(193,500)	(1,500)	(195,000)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 193,500)	\$ 0	(\$ 193,500)

JUSTIFICATION: To budget for an appropriation to the YMCA for Youth in County Government Day.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

Request Number: 26

AGENDA

MAR - 6 2017

DEPARTMENT:

County Commission Appropriations

REQUESTED BY: Donald L. Mims 3/1/2017

Elected Official/Dept. Head Date

FINANCE REVIEW:

REVIEWED BY: S. Thomas 3/1/2017

Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

✓

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Christian School	001-58100.498	0	8,064	8,064
Donation Revenue	001-40000.7701	(195,000)	(8,064)	(203,064)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 195,000)	\$ 0	(\$ 195,000)

JUSTIFICATION: To budget for an appropriation to Montgomery Christian School for laptops, computer desks, printer and other items.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 27

AGENDA

MAR -6 2017

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 3/1/2017
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: S. Thomas 3/1/2017
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Kid One Transport	001-56701.463	0	8,000	8,000
Donation Revenue	001-40000.7701	(203,064)	(8,000)	(211,064)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 203,064)	\$ 0	(\$ 203,064)

JUSTIFICATION: To budget for an appropriation to Kid One Transport.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 28

AGENDA

MAR - 6 2017

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 3/1/2017

Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: S. Thomas 3/1/2017

Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

✓

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery S.T.E.P Foundation	001-56701.498	0	25,000	25,000
Donation Revenue	001-40000.7701	(211,064)	(25,000)	(236,064)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 211,064)	\$ 0	(\$ 211,064)

JUSTIFICATION: To budget for an appropriation to Montgomery S.T.E.P Foundation for Violence Prevention Program in At-Risk Public Schools & Housing Communities.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 29

AGENDA

MAR - 6 2017

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 3/1/2017
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: S. Thomas 3/1/2017
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
BOE Jefferson Davis High School	001-58100.498	0	5,000	5,000
Donation Revenue	001-40000.7701	(236,064)	(5,000)	(241,064)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 236,064)	\$ 0	(\$ 236,064)

JUSTIFICATION: To budget for an appropriation to Jefferson Davis High School for the Community Based Instruction (CBI) program and the CBI Prom.

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title Tailor - Part Time

Position Number 550472001

Pay Grade S04 Pay Range \$26,096 - \$38,992

Proposed Effective Date 2/27/17

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 2/22/17

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 2/22/17

Employee Benefit Manager

Sherrill R. Thomas Date 2/22/17

Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title Deputy Sheriff Trainee

Position Number 550430123

Pay Grade PS1-4 Pay Range \$38,236

Proposed Effective Date March 13, 2017

Type of Hire (☒) New (☐) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date February 28, 2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 3-1-17

Sherrill R. Thomas

Finance Director

Date 3/1/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

MAR - 6 2017

DEPARTMENT: Montgomery County Youth Facility
DEPARTMENT HEAD: Beverly Riddle Wise
SUPERVISOR: Angela Starr

POSITION INFORMATION:

Position Title Court Operations Clerk I(to be hired from ASA register)
Position Number 900377074
Pay Grade A03 Pay Range \$25,630-\$38,294
Proposed Effective Date March 27, 2017
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Beverly Riddle Wise Date 2/24/17
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 03-01-2017
Employee Benefit Manager

Sherrill R. Thomas Date 3/1/2017
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Beverly Riddle Wise, Acting Court Administrator *BRW*
Date: February 24, 2017
Re: Court Operations Clerk I

We have a vacancy which needs to be filled due to a recent resignation. We will be filling this position from the Administrative Support Associate register. I am requesting approval at the March 6th County Commission working session to fill this vacancy.

Thank you for your consideration!

Montgomery County Commission
Travel / Training Request Approval
Request # 26

AGENDA

MAR - 6 2017

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Approval for the following travel:

Destination: Orange Beach, Alabama
Departure Date: May 10, 2017 Return Date: May 11, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: To attend the ACAA Annual Conference

Traveler (s) Name: 1. Ronda Walker 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐
Total (est.) Cost: \$620.34 Advance Registration Required: \$0.00
Department Name: Commission Fund Name: General
Additional Comments: Hotel - \$408.48 Mileage- \$211.86

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

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$620.34 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$16,267.56</u>	
Budget Available:	<u>\$6,232.44</u>	
Current Requests:	<u>\$620.34</u>	
Budget Balance:	<u>\$5,612.10</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/1/2017
cc: Finance Director / Buyer

19-1

Montgomery County Commission
Travel / Training Request Approval
Request # 8

AGENDA

MAR - 6 2017

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Hoover, AL
Departure Date: May 10, 2017 Return Date: May 12, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend ALTIST CRE Course IV: Examination Tools & Techniques. Last of four 20 hour courses required for attendee to earn initial CRE designation.

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

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

Total (est.) Cost: \$808.81 Advance Registration Required: \$300.00

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

Additional Comments: Registration Fees \$300.00 Lodging \$295.00 Meals \$125.00 Mileage \$88.81
ALTIST CRE Program Course Sponsored by Auburn University
Government & Economic Development Institute.

To: Terri Henderson

From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$808.81 and advance registration of \$300.00 is authorized.

<i>To be completed by the Finance Department</i>		
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>\$2,847.01</u>	
Budget Available:	<u>\$8,402.99</u>	
Current Requests:	<u>\$808.81</u>	
Budget Balance:	<u>\$7,594.18</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/1/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA

MAR -6 2017

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Hoover, AL
Departure Date: May 19, 2017 Return Date: May 19, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend ALTIST CRE Special Topics 1: Desk Audits Course As Speaker/Presenter.

Traveler (s) Name: 1. Terri Henderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$103.81 Advance Registration Required: \$0.00

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

Additional Comments: Registration Fees \$0.00 Meals \$15.00 Mileage \$88.81
ALTIST CRE Program Course Sponsored by Auburn University
Government & Economic Development Institute.

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

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$103.81 and advance registration of \$0.00 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>\$2,847.01</u>	
Budget Available:	<u>\$8,402.99</u>	
Current Requests:	<u>\$912.62</u>	
Budget Balance:	<u>\$7,490.37</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/1/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 10

AGENDA

MAR - 6 2017

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Hoover, AL
Departure Date: July 14, 2017 Return Date: July 14, 2017

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend ALTIST CRE Special Issues for Sales and Use Tax Examination Course.
Qualifies for 8 CPE hours toward CRE 2017 requirement for each attendee.

Traveler (s) Name: 1. Te'Rea Smith 4. _____
2. Maxine Taylor 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$557.62 Advance Registration Required: \$350.00

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

Additional Comments: Registration Fees \$350.00 Meals \$30.00 Mileage \$177.62 .
ALTIST CRE Program Course Sponsored by Auburn University
Government & Economic Development Institute.

To: Terri Henderson

From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$557.62 and advance registration of \$350.00 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>\$2,847.01</u>	
Budget Available:	<u>\$8,402.99</u>	
Current Requests:	<u>\$1,470.24</u>	
Budget Balance:	<u>\$6,932.75</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/1/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 36

AGENDA

MAR -6 2017

Date: February 15, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: June 21, 2017 Return Date: June 22, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend 911 Program Conference

Traveler (s) Name: 1. Jon Briggs 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$175.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$175.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$18,938.27</u>	
Budget Available:	<u>\$6,061.73</u>	
Current Requests:	<u>\$200.00</u>	
Budget Balance:	<u>\$5,861.73</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/17/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Request # 37

AGENDA

MAR -6 2017

Date: February 15, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Prattville, AL
Departure Date: July 12, 2017 Return Date: July 13, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend 911 Program Conference

Traveler (s) Name: 1. Jon Briggs 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$175.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff Derrick Cunningham

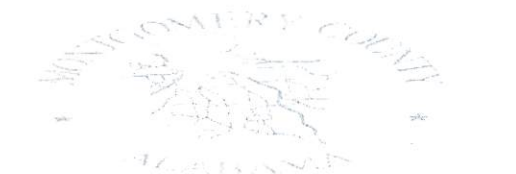
From: Donald L. Mims, Administrator

The above request is 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$18,938.27</u>	
Budget Available:	<u>\$6,061.73</u>	
Current Requests:	<u>\$400.00</u>	
Budget Balance:	<u>\$5,661.73</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/17/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 38

AGENDA

MAR -6 2017

Date: February 16, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Reno, Nevada
Departure Date: June 23, 2017 Return Date: June 27, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend Annual NSA Conference

Traveler (s) Name: 1. Sheriff Cunningham 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,300.00 Advance Registration Required: \$595.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265

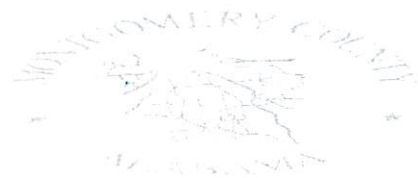
Additional Comments: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,300.00 and advance registration of \$595.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$18,938.27</u>	
Budget Available:	<u>\$6,061.73</u>	
Current Requests:	<u>\$2,700.00</u>	
Budget Balance:	<u>\$3,361.73</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/17/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Request # 39

AGENDA

MAR -6 2017

Date: February 17, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Auburn, AL
Departure Date: April 11, 2017 Return Date: April 12, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend 2017 LECC Conference

Traveler (s) Name: 1. Willie Dunn 4. _____
2. Abate Desta 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$800.00 Advance Registration Required: \$300.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$800.00 and advance registration of \$300.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$18,938.27</u>	
Budget Available:	<u>\$6,061.73</u>	
Current Requests:	<u>\$3,500.00</u>	
Budget Balance:	<u>\$2,561.73</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 2/17/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Request # 40

AGENDA

MAR - 6 2017

Date: February 21, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Northport, AL
Departure Date: April 24, 2017 Return Date: June 30, 2017
Conference Leave (Days / Hours): 50 Days
Purpose of Travel: attend K9 Instructor School

Traveler (s) Name: 1. David Talley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$5,250.00 Advance Registration Required: \$0.00

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

Additional Comments: Corporal Talley will be driving to Northport every Monday and
returning to Montgomery each Friday
Paid from Investigations-K9 budget

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$5,250.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.380</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$45,300.00</u>
Approved Requests:	<u>\$8,192.03</u>
Budget Available:	<u>\$37,107.97</u>
Current Requests:	<u>\$5,250.00</u>
Budget Balance:	<u>\$31,857.97</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 02/22/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Request # 14

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Beverly Riddle Wise
Re: Approval for the following travel:

AGENDA

MAR -6 2017

Destination: Montgomery Embassy Suites Hotel
Departure Date: 3/15/17 Return Date: 3/15/17
Conference Leave (Days / Hours): one day
Purpose of Travel: Cognitive Behavioral Therapy Techniques Training

Traveler (s) Name: 1. Warren Brantley 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: Youth Facility Fund Name: 001-52603.265

Additional Comments: _____

To: Beverly Riddle Wise

From: Donald L. Mims, Administrator

The above request is app. 3/6/17 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>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$13,000.00</u>
Approved Requests:	<u>\$4,414.99</u>
Budget Available:	<u>\$8,585.01</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$8,585.01</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/1/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Request # 15

AGENDA

MAR - 6 2017

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Beverly Riddle Wise
Re: Approval for the following travel:

Destination: Montgomery, Renaissance Montgomery Hotel
Departure Date: 4/21/17 Return Date: 4/21/17
Conference Leave (Days / Hours): one day
Purpose of Travel: Self Regulation in Children Training

Traveler (s) Name: 1. Warren Brantley 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: Youth Facility Fund Name: 001-52603.265

Additional Comments: _____

To: Beverly Riddle Wise

From: Donald L. Mims, Administrator

The above request is app. 3/6/17 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>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,000.00</u>	
Approved Requests:	<u>\$4,414.99</u>	
Budget Available:	<u>\$8,585.01</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$8,585.01</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/1/2017

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA
MAR -6 2017

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: San Diego, California
Departure Date: April 18, 2017 Return Date: April 21, 2017
Conference Leave (Days / Hours): (4) Days
Purpose of Travel: to attend the 2017 Joint Board and Committee Meeting

Traveler (s) Name: 1. Scott Kramer 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: Risk Management Fund Name: Liability

Additional Comments: ** All Expense will be paid by States**

To: Scott Kramer
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,135.52</u>	
Budget Available:	<u>\$11,864.48</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,864.48</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/2/17

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 17

AGENDA

MAR - 6 2017

Date: February 17, 2017
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: March 20, 2017 Return Date: March 24, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Appraisal Manual Residential/Agricultural

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

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

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00
Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Clay Henley is the instructor for this class.

TOTAL EST. COST: \$0.00

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

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51958.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$12,427.88</u>	
Budget Available:	<u>\$17,572.12</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$17,572.12</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 2/22/2017
cc: Finance Director / Buyer

1913

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 18

AGENDA

MAR - 6 2017

Date: February 17, 2017
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: May 17, 2017 Return Date: May 19, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Real & Personal Property Calculations

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

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

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

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Clay Henley is the instructor for this class.

TOTAL EST. COST: \$0.00

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

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51958.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$12,427.88</u>	
Budget Available:	<u>\$17,572.12</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$17,572.12</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/22/2017

cc: Finance Director / Buyer

19-14

Montgomery County Commission
Travel / Training Request Approval
Request # 17

AGENDA

MAR - 6 2017

Date: March 1, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: April 5, 2017 Return Date: April 5, 2017
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: 2017 Spring Career Fair - AUM

Traveler (s) Name: 1. Brittany Lopez 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$100.00
Department Name: Personnel Fund Name: Merit System
Additional Comments: Registration Fee: \$100.00

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$100.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>123-51961-190</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$1,741.40</u>	
Budget Available:	<u>\$258.60</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$158.60</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/2/17
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Request # 18

AGENDA

MAR - 6 2017

Date: March 2, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: April 25, 2017 Return Date: April 25, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: AUM Seas the Day Administrative Conference - 2017

Traveler (s) Name: 1. Laura Hughley 4. Renee Wood
2. Nina Nolan 5. _____
3. Jessalyn Peck 6. _____

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

Total (est.) Cost: \$436.00 Advance Registration Required: \$436.00

Department Name: Personnel Fund Name: Merit System

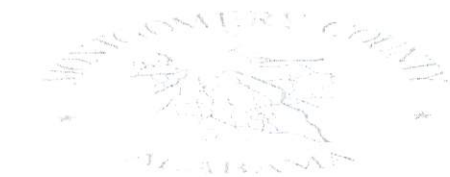
Additional Comments: Registration Fee: \$109/person

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$436.00 and advance registration of \$436.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>123-51961.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$13,076.07</u>	
Budget Available:	<u>\$11,923.93</u>	
Current Requests:	<u>\$436.00</u>	
Budget Balance:	<u>\$11,487.93</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/2/17

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Request # 19

AGENDA

MAR -6 2017

Date: March 2, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: April 14, 2017 Return Date: April 14, 2017
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: 3rd Annual Morgan Library Job Fair

Traveler (s) Name: 1. Brittany Lopez 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 3/6/17 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>123-51961.190</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$1,741.40</u>	
Budget Available:	<u>\$258.60</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$158.60</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/2/17

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval
Request # 20

AGENDA

MAR - 6 2017

Date: March 2, 2017
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: April 11, 2017 Return Date: April 11, 2017
Conference Leave (Days / Hours): 5 hours
Purpose of Travel: Attend Job Fair at Goodwyn Middle School

Traveler (s) Name: 1. Brittany Lopez 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 3/6/17 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>123-51961.190</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$2,000.00</u>
Approved Requests:	<u>\$1,741.40</u>
Budget Available:	<u>\$258.60</u>
Current Requests:	<u>\$100.00</u>
Budget Balance:	<u>\$158.60</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/2/17

cc: Finance Director / Buyer

19-18

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

MAR - 6 2017

Date: February 15, 2017
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Jefferson County
Departure Date: March 11, 2017 Return Date: March 11, 2018
Conference Leave (Days / Hours): 48 days
Purpose of Travel: To attend the Reserve APOSTC Academy

Traveler (s) Name: 1. Amberly Tutt-Lewis 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,400.00 Advance Registration Required: \$0.00
Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$3,400.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$9,000.00</u>	
Approved Requests:	<u>\$4,165.58</u>	
Budget Available:	<u>\$4,834.42</u>	
Current Requests:	<u>\$3,400.00</u>	
Budget Balance:	<u>\$1,434.42</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 2/17/2017
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

MAR - 6 2017

Date: February 16, 2017
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 301 No Ripley Street, Montgomery, AL
Departure Date: March 13, 2017 Return Date: March 15, 2017
Conference Leave (Days / Hours): three days
Purpose of Travel: To Attend Training Opportunity for Cognitive-Behavioral Interventions for Substance Abuse

Traveler (s) Name: 1. Amberly Tutt-Lewis 4. _____
2. Ronald Sellers 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: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator

The above request is app. 3/6/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$9,000.00</u>	
Approved Requests:	<u>\$4,165.58</u>	
Budget Available:	<u>\$4,834.42</u>	
Current Requests:	<u>\$3,400.00</u>	
Budget Balance:	<u>\$1,434.42</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 2/17/2017
cc: Finance Director / Buyer

19-20

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: January 25, 2017

RE: Contract No. 51901-15B-014
Toner Cartridges

I request that the attached Amendment No. 2 to The Office Pal contract for toner cartridges be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for one (1) year, beginning March 1, 2017 and ending on February 28, 2018.

The Office Pal would like to increase prices by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Florence Cauthen, Deputy County Administrator.

Attachment

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

Amendment
To
Contract # 51901-15B-014

Amendment No. 2

Contract with The Office Pal for Toner Cartridges, is hereby extended for one (1) year beginning March 1, 2017 and ending on February 28, 2018.

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

All other provisions of the contract shall remain the same.

WITNESS:

THE OFFICE PAL

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

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

MAR - 6 2017

March 2, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: 2017 Proposed Legislative Agenda Item

The majority of the Montgomery County Commission, at its meeting on February 21, 2017, agreed to place on the next agenda the Proposed 2017 Legislative Agenda Item concerning an amendment to the Constitution of Alabama of 1901, to allow the members of the Montgomery County Commission to participate in the Employees' Retirement System.

I am requesting approval of this item.

DLM/tn

Attachment

8 SYNOPSIS: This bill would propose an amendment to the
9 Constitution of Alabama of 1901, to allow the
10 members of the Montgomery County Commission to
11 participate in the Employees' Retirement System.
12

13 A BILL
14 TO BE ENTITLED
15 AN ACT
16

17 Proposing an amendment to the Constitution of
18 Alabama of 1901, to allow the members of the Montgomery County
19 Commission to participate in the Employees' Retirement System.
20

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

21 Section 1. The following amendment to the
22 Constitution of Alabama of 1901, is proposed and shall become
23 valid as a part of the Constitution when all requirements of
24 this act are fulfilled:

25 PROPOSED AMENDMENT

26 No elected or appointed Montgomery County
27 Commissioner may assume a supernumerary office after the

1 effective date of this amendment. Each member of the
2 Montgomery County Commission may participate in the Employees'
3 Retirement System of Alabama upon the same terms and
4 conditions as may be specified by law for any other employee
5 in the same retirement system. A Montgomery County
6 Commissioner holding office at the time of the ratification of
7 this amendment shall be eligible to purchase service credit in
8 the Employees' Retirement System for the time the official has
9 served in the current office; provided, however, the official
10 may not assume a supernumerary office.

11 Section 2. An election upon the proposed amendment
12 shall be held in accordance with Section 284.01
13 Constitution of Alabama of 1901, now appearing as Section
14 284.01 of the Official ReCompilation of the Constitution of
15 Alabama of 1901, as amended, and the election laws of this
16 state.

17 Section 3. The appropriate election official shall
18 assign a ballot number for the proposed constitutional
19 amendment on the election ballot and shall set forth the
20 following description of the substance or subject matter of
21 the proposed constitutional amendment:

22 "Relating to Montgomery County, proposing an
23 amendment to the Constitution of Alabama of 1901, to allow the
24 members of the Montgomery County Commission to participate in
25 the Employees' Retirement System.

26 "Proposed by Act _____."

1 This description shall be followed by the following
2 language:
3 "Yes () No ()."

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 23

AGENDA

MAR - 6 2017

DEPARTMENT:

County Commission Appropriations

REQUESTED BY: Donald L. Mims

3/1/2017

Elected Official/Dept. Head

Date

FINANCE REVIEW:

REVIEWED BY: S. Thomas

3/1/2017

Finance Director

Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo

Agenda

☐
☒

COUNTY COMMISSION APPROVAL:

Administrator

Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Alabama Kidney Foundation	001-55900.450	0	10,000	10,000
Donation Revenue	001-40000.7701	(168,500)	(10,000)	(178,500)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 168,500)	\$ 0	(\$ 168,500)

JUSTIFICATION: To budget an appropriation to the Alabama Kidney Foundation for program expenses.