

# PRE-COMMISSION WORK SESSION

May 23, 2023

## For Commission Approval

*All Items appearing have been approved by the County Attorney and County Manager unless otherwise designated.*

## PUBLIC WORKS, COMMUNITY SERVICES & INTER - GOVERNMENTAL RELATIONS COMMITTEE

### BOARD OF EQUALIZATION

*No items submitted.*

### ENVIRONMENTAL SERVICES

1. **Suncoast Infrastructure, Inc - Change Order No. 1 (ARPA) 2022 AMP01 Homewood Large Dia. Sewer Rehab**

This Change Order incorporates Federal terms and conditions needed for ARPA funding eligibility for the \$2,250,465 sewer project.

<i>Contract Term:</i>	<i>150 days</i>
<i>Original Budget:</i>	<i>\$262,905,491.00</i>
<i>Current Remaining Budget:</i>	<i>\$209,375,084.00</i>
<i>Requested Amount:</i>	<i>\$ 0.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$209,375,084.00</i>
<i>30 Day Cancellation:</i>	<i>Yes</i>

2. **Municipal Water Pollution Prevention Resolution**

The Alabama Department of Environmental Management (ADEM) requires that all wastewater facilities submit an annual municipal water pollution prevention (MWPP) report and be approved by the governing body.

### GENERAL RETIREMENT SYSTEM OF JEFFERSON COUNTY

*No items submitted.*

### HUMAN RESOURCES

1. **Professional Services Agreement - Human Resource Management, Inc.**

Professional services agreement for audit and review of Jefferson County Employment Handbook and employee guidelines, rules, procedures, etc. Cost is based on a fee schedule and expected not to exceed \$150,000 over two years.

<i>Contract Term:</i>	<i>2 Years</i>
<i>Original Budget:</i>	<i>\$75,000/year</i>
<i>Current Remaining Budget:</i>	<i>\$75,000</i>
<i>Requested Amount:</i>	<i>\$75,000/year</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$0.00</i>
<i>30 Day Cancellation:</i>	<i>Yes</i>

2. **Employment Agreement - CFO**

Employment Agreement with Angela Dixon to continue serving as Chief Financial Officer

**COMPLIANCE OFFICE**

*No items submitted.*

**PERSONNEL BOARD OF JEFFERSON COUNTY**

*No items submitted.*

**DISTRICT 1 REPORT/OTHER BUSINESS**

1. **Community Grant - S.M.A.R.T. Girl MAD Skillz Dance Experience**

Community Grant for Summer Youth Dance Camp & Community Engagement Initiatives, Events, Performances

<i>Contract Term:</i>	<i>May 25, 2023 - May 25, 2023</i>
<i>Original Budget:</i>	<i>1,631,571.20</i>
<i>Current Remaining Budget:</i>	<i>123,285.20</i>
<i>Requested Amount:</i>	<i>10,600.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>113,085.20</i>
<i>30 Day Cancellation:</i>	<i>Per Contract Terms</i>

## COMMUNITY DEVELOPMENT & HEALTH SERVICES COMMITTEE

### COOPER GREEN MERCY HEALTH SERVICES

*No items submitted.*

### CORONER

*No items submitted.*

## DEPARTMENT OF COMMUNITY SERVICES

### 1. **Coston General Contractors - Mulga Storm Shelter Amendment #1**

Resolution authorizing the Commission President to execute and award Amendment #1 between Jefferson County, Alabama and Coston General Contractors, Inc associated with the Mulga Storm Shelter Project (CD18-03E-M03-MSS). The purpose of this modification is to change the Time of Occupancy to a total of 789 days and revise the scheduled date of substantial completion to July 8, 2023.

<i>Contract Term:</i>	<i>4/22/2021-7/8/2023</i>
<i>Original Budget:</i>	<i>\$382,502.00</i>
<i>Current Remaining Budget:</i>	<i>\$214,274.51</i>
<i>Requested Amount:</i>	<i>\$0.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$214,274.51</i>
<i>30 Day Cancellation:</i>	<i>Yes</i>

### 2. **Urban County Requalification**

Resolution authorizing Jefferson County to complete the Urban County Requalification process as required for the U.S. Department of Housing & Urban Development's CDBG, ESG, and HOME programs including any Consortium Cooperation Agreements, etc.

<i>Contract Term:</i>	<i>N/A</i>
<i>Original Budget:</i>	<i>N/A</i>
<i>Current Remaining Budget:</i>	<i>N/A</i>
<i>Requested Amount:</i>	<i>N/A</i>
<i>Remaining Budget after Requested Amount:</i>	<i>N/A</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>

### 3. **Turn Key Heating and Air LLC-Amendment #2**

Resolution authorizing the Commission President to execute Amendment #2 to the Agreement with Turn Key Heating, LLC and Air for HVAC repairs and installations as part of Jefferson County's Housing Rehabilitation Program.

<i>Contract Term:</i>	<i>6/24/23-6/23/2024</i>
<i>Original Budget:</i>	<i>\$450,000.00</i>
<i>Current Remaining Budget:</i>	<i>\$204,894.75</i>
<i>Requested Amount:</i>	<i>\$75,000</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$129,894.75</i>
<i>30 Day Cancellation:</i>	<i>Yes</i>

## DISTRICT ATTORNEY

*No items submitted.*

## **FAMILY COURT**

*No items submitted.*

## **SHERIFF**

*No items submitted.*

## **YOUTH DETENTION**

*No items submitted.*

## **DISTRICT 2 REPORT/OTHER BUSINESS**

### **1. Community Grant - Bessemer Chamber of Commerce**

Community Grant to assist the Bessemer Chamber of Commerce as it promotes local area businesses which benefits Jefferson County.

<i>Contract Term:</i>	<i>05/11/23 thru 05/10/24</i>
<i>Original Budget:</i>	<i>\$1,631,571.20</i>
<i>Current Remaining Budget:</i>	<i>\$ 681,071.20</i>
<i>Requested Amount:</i>	<i>\$ 10,000.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$ 671,071.20</i>
<i>30 Day Cancellation:</i>	<i>NO</i>

# ADMINISTRATIVE, & INFRASTRUCTURE COMMITTEE

## ROADS & TRANSPORTATION

1. **Birmingham Paving IGA Republic Queenstown Amber Hills**

Jefferson County and the City of Birmingham find that it is in the public interest that the parties enter into a joint purchasing/service agreement in accordance with Alabama Code §41-16-S0(b) and §11 102-1, et seq., in order to authorize County to engage in the purchase of certain services and materials through the competitive bid process for use by the parties, i.e. in order for the County and Birmingham to make certain improvements to Republic Road, Queenstown Road, and Amber Hills Road.

2. **Irondale Paving IGA Amber Hills**

Jefferson County and the City of Irondale find that it is in the public interest that the parties enter into a joint purchasing/service agreement in accordance with Alabama Code §41-16-S0(b) and §11 102-1, et seq., in order to authorize County to engage in the purchase of certain services and materials through the competitive bid process for use by the parties, i.e. in order for the County and Birmingham to make certain improvements to Republic Road, Queenstown Road, and Amber Hills Road.

*Revenue Amount:* \$259,969.04  
*30 Day Cancellation:* YES

3. **FY23 Fultondale Paving IGA**

The City of Fultondale is in need of roadway maintenance services within its City limits. Fultondale lacks the personnel and equipment necessary to complete these services and has asked Jefferson County to assist. The County will provide the required material and labor services at County cost using its open paving contract.

*Revenue Amount:* \$386,035.56  
*30 Day Cancellation:* YES

4. **Protec Recycling - Electronic Collection and Paper Shredding Events**

Agreement with Protec Recycling to provide collection, sorting, packaging, and transportation, and proper recycling/disposal of electronics and the collection, on-site shredding, packaging and transportation, and proper recycling of paper collected from Jefferson County residents during up to four events held each fiscal year.

*Contract Term:* 3 Years  
*Original Budget:* \$1,447,133.64  
*Current Remaining Budget:* \$ 619,575.00  
*Total Contract Amount:* \$ 47,500.00  
*FY 2023 Requested Amount:* \$ 16,600.00  
*Remaining Budget after Requested Amount:* \$ 572,075.00  
*30 Day Cancellation:* YES

5. **Bell Hill Road Project, Payment for Tract 33 – Relocation Assistance, Moving and Related Expenses**

6. **Bell Hill Deed of Exchange**

A Deed of Exchange of 0.436 acres of County property to UCA Letson Farms LLC, in exchange for 0.440 acres of right-of-way and 0.161 acres of temporary construction easement.

## COUNTY ATTORNEY

1. Minutes from the Commission Meeting May 11, 2023
2. **Custom Fit Security, LLC**  
Resolution authorizing president to execute Agreement with Custom Fit Security, LLC.
3. **Sewer Claim - Cincinnati Insurance Co. o/b/o Matthew Cate**  
Resolution to approve the claim of Cincinnati Insurance Company o/b/o Matthew Cate in the amount \$100,000.00.
4. **Claim - Marilyn Guevara**  
Resolution to deny the claim of Marilyn Guevara.
5. **Claim - Crystal Hibbler as mother and next friend of Cadyn Hibbler**  
Resolution to deny the claim of Crystal Hibbler as mother and next friend of Cadyn Hibbler.
6. **Claim-Crystal Hibbler as mother and next friend of Camdyn Hibbler**  
Resolution to deny the claim of Crystal Hibbler as mother and next friend of Camdyn Hibbler.
7. **Claim-Crystal Hibbler**  
Resolution to deny claim of Crystal Hibbler.
8. **Claim - Lakisha Buchanan**  
Resolution to deny the claim of Lakisha Buchanan.
9. **Claim - Anthony Buchanan**  
Resolution to deny the claim of Anthony Buchanan.
10. **Property Damage Claim - Lydia Rooker**  
Resolution to deny the property damage claim of Lydia Rooker.
11. **Property Damage Claim - Garrison Property & Casualty**  
Resolution to deny the property damage claim of Garrison Property & Casualty Insurance Company.
12. **Property Damage Claim - Randy A. Hydrick/Flow Dynamics/H&H Properties**  
Resolution to deny the property damage claim of Randy A. Hydrick/Flow Dynamics and Automation, Inc/H&H Properties, LLC.
13. **Worker's Comp Settlement- Oz Sullivan**  
Resolution authorizing the worker's compensation settlement of Oz Sullivan for a lump sum of \$19,559.28 and weekly payments for the remainder of his life.

## COUNTY MANAGER

*No items submitted.*

## PUBLIC INFORMATION OFFICE

*No items submitted.*

## DISTRICT 3 REPORT/OTHER BUSINESS

1. **Community Grant Hueytown Arts Council, Inc. "HARC"**  
Hueytown Arts Council, Inc. Community Grant \$5,000.00  
*Contract Term:* 4/20/23 thru 4/20/24

<i>Original Budget:</i>	<i>\$300,000.00</i>
<i>Current Remaining Budget:</i>	<i>\$ 193,150.00</i>
<i>Requested Amount:</i>	<i>\$ 5,000.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$ 188,150.00</i>
<i>30 Day Cancellation:</i>	<i>NO</i>

2. **Infrastructure Grant - Town of North Johns**

3. **Infrastructure Grant- City of Hoover**

<i>Contract Term:</i>	<i>Upon Execution</i>
<i>Original Budget:</i>	<i>\$877,060.00</i>
<i>Current Remaining Budget:</i>	<i>\$720,380.22</i>
<i>Requested Amount:</i>	<i>\$150,000.00 Dist 3</i>
	<i>\$200,000.00 Dist 5</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$570,380.22</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>

4. **Infrastructure Grant Town of Sylvan Springs**

<i>Contract Term:</i>	<i>One Year</i>
<i>Original Budget:</i>	<i>\$877,060.00</i>
<i>Current Remaining Budget:</i>	<i>\$470,380.22</i>
<i>Requested Amount:</i>	<i>\$3,000.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$440,380.22</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>

## **FINANCE, JUDICIAL, EMERGENCY MANAGEMENT & DEVELOPMENT AND GENERAL SERVICES COMMITTEE**

### **FINANCE**

1. **Procurement Card Statement - Regions Bank**  
Regions Bank Visa Statement Closing Date 4.30.23 for Ratification
2. **Unusual Demand Report**  
Unusual Demand Report
3. **Encumbrance Reports**  
Resolution authorizing the approval of the Encumbrance Report for the week of 4/27/23 - 5/3/23 and 5/4/23 - 5/10/23.
4. **Purchasing Agenda Report**  
Resolution authorizing the approval of the Purchasing Agenda Report for the week of 4/27/23 - 5/3/23 and 5/4/23 - 5/10/23.
5. **Purchasing Exceptions Report**  
Resolution authorizing the approval of the Purchasing Exceptions Report for the week of 4/27/23 - 5/3/23 and 5/4/23 - 5/10/23.

### **BUDGET MANAGEMENT OFFICE**

1.

#### **MULTIPLE STAFF DEVELOPMENT**

#### **DA Bessemer**

Holley Farmer	6,800.00
Kaemi Calderon	
William North	
Brent Butler	
Cynthia Carter	
Lori Frasure	
Lane Tolbert	
Chaunte Brown	
Lakeisha Matthews	
Adrienne Belcher	
Leanna Huddleston	
Matthew Reynolds	
Don Lundy	
Mike Bellanca	
Anthony Williams	
Stephen Talley	
ADAA Summer Conference	
Orange Beach, AL – June 20-23, 2023	

#### **DA Bham**

Gloria Breland	4,675.00
Warren Brooks	
Zander Carrie	
Monique Deramus	



Joseph Hicks  
 Sam Johnson  
 Reginald Lavender  
 Mimi Moorer  
 Nick Taggart  
 Jason Wilson  
 Jennifer Wilson  
 ADAA Summer Conference  
 Orange Beach, AL – June 20-23, 2023

### **INDIVIDUAL STAFF DEVELOPMENT**

#### **Board of Equalization**

Maria Knight	2,883.42
AATA Summer Conference	
Perdido Beach, AL – June 11-15, 2023	

Maria Knight	1,266.10
ACCMMA Summer Conference	
Orange Beach, AL – May 31- June 2, 2023	

#### **County Attorney**

Theo Lawson	2,000.00
Leadership Birmingham	
Various – September 7, 2023- June 7, 2024	

French McMillan	1,223.61
CLE Seminar	
Miramar Beach, FL – June 15-17, 2023	

#### **Environmental Services**

Gabrielle Sinsky	2,321.08
WEF Odor and Air Pollutants Conference	
Charlotte, NC – May 16-19, 2023	

Jeremy Creel	514.98
Auburn Conference	
Auburn, AL – May 21-22, 2023	

Richard Miller	1,999.61
Alabama Rural Water Association	
Orange Beach, AL – May 22-26, 2023	

#### **General Services**

Tiffany Owens	4,653.34
Professional HR Conference	
Las Vegas, NV – June 11-15, 2023	

#### **Information Technology**

Keith Gullede	1,500.00
Professional Development Academy	
Online – July 31-November 3, 2023	

#### **Public Information Office**

Helen Hays	1,080.91
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PRSA Conference Minneapolis, MN – June 14-16, 2023	
Helen Hays ACCA Personnel Prattville, AL – April 26-27, 2023	412.23
<b>Revenue</b>	
Martrece Brown Motor Fuel Southern Conference Savannah, GA – June 24-28, 2023	2,231.13
Scott Moore AATA Conference Orange Beach, AL – June 11-15, 2023	2,843.94
Shelley Raia CRE Update Online – August 11, 2023	250.00
Shelley Raia CRE Special Topics Online – June 9, 2023	290.00
Kayla Nored CRE Understanding Laws and Regulations Online – May 10-12, 2023	330.00
Leticia Smith CGAT Payroll Tuscaloosa, AL – January 18, 2023	251.65
Denise Morgan CGAT General Ledger Tuscaloosa, AL – March 29, 2023	248.51
Leticia Smith CGAT Fund Accounting Tuscaloosa, AL – July 19, 2023	251.65
Leticia Smith CGAT Purchasing Tuscaloosa, AL – September 13, 2023	251.65
<b>Roads and Transportation</b>	
Morris Edwards Roadway Tech Course Alexander City, AL – May 1-4, 2023	1,256.80
<b>TA Bessemer</b>	
Barbara Henderson AATA Summer Conference Orange Beach, AL – June 11-15, 2023	3,296.09
<b>TC Bham</b>	
Akirashanti Byrd	75.00

Property Tax Admin and Laws  
Birmingham, AL – August 28-September 1, 2023

J T Smallwood  
AATA Conference  
Orange Beach, AL – June 11-15, 2023

1,166.01

## **BOARD OF REGISTRARS**

1. **Precinct location change - Precinct 5035 temporarily to Precinct 5030**  
Temporary Polling Relocation for Special Election
2. **Precinct location change - Precinct 5130 to Precinct 5070**
3. **Precinct location change - Precinct 5170 to Precinct 5050**
4. **Precinct location change - Precinct 5035 temporarily to Precinct 5030**
5. **Precinct location change - Precinct 5015 temporarily relocated to Precinct 5010**

## **CIRCUIT CLERK**

*No items submitted.*

## **DEVELOPMENT SERVICES**

*No items submitted.*

## **EMERGENCY MANAGEMENT AGENCY**

*No items submitted.*

## **GENERAL SERVICES**

1. **CMH Architects, Inc. - Feasibility Study - Bessemer Division Circuit Clerk Office Space Improvements**  
Contract for a feasibility study of the Bessemer Division Circuit Clerk absentee voting space modifications project.

<i>Contract Term:</i>	<i>2 years</i>
<i>Original Budget:</i>	<i>\$5,455,048.00</i>
<i>Current Remaining Budget:</i>	<i>\$2,786,386.74</i>
<i>Requested Amount:</i>	<i>\$63,000.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$2,723,386.74</i>
<i>30 Day Cancellation:</i>	<i>No; termination with 7-days written notice.</i>

## **LAW LIBRARY**

*No items submitted.*

## **PROBATE COURT**

*No items submitted.*

## REVENUE

1. **Diversified Companies dba DivCoData - CASS Cert, Sort Print and Mail Contract**

Contract for printing, inserting, sorting, and mailing for multiple departments including Revenue, Tax Assessor, Tax Collector, Board of Registrars, and the Board of Equalization.

<i>Contract Term:</i>	<i>3 Years</i>
<i>Original Budget:</i>	<i>Multiple Departments</i>
<i>Current Remaining Budget:</i>	<i>Multiple Departments</i>
<i>Requested Amount:</i>	<i>Multiple Departments</i>
<i>Remaining Budget after Requested Amount:</i>	<i>Multiple Departments</i>
<i>30 Day Cancellation:</i>	<i>Yes</i>

## STATE COURT

*No items submitted.*

## TAX ASSESSOR

*No items submitted.*

## TAX COLLECTOR

*No items submitted.*

## TREASURER

*No items submitted.*

## DISTRICT 4 REPORT/OTHER BUSINESS

1. **JCRIII Grant - City of Fultondale**

Infrastructure Grant to assist the City of Fultondale with improvements at the Fultondale Senior Center

<i>Contract Term:</i>	<i>Per Agreement</i>
<i>Original Budget:</i>	<i>\$2,000,000.00</i>
<i>Current Remaining Budget:</i>	<i>\$338,079.00</i>
<i>Requested Amount:</i>	<i>\$18,000.00</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$320,079.00</i>
<i>30 Day Cancellation:</i>	<i>Per Agreement</i>

2. **Salary Adjustment - Appointed Administrative Secretary**

Resolution authorizing the salary adjustment for the Appointed Administrative Secretary in Commission District 4.

## INFORMATION TECHNOLOGY & ECONOMIC DEVELOPMENT COMMITTEE

### ECONOMIC DEVELOPMENT

1. **SecturaSOFT, Inc Incentive Agreement**

Resolution to approve incentives in an amount not to exceed \$159,000 contingent upon SecturaSOFT, Inc., expanding and relocating its current operations within Jefferson County.

### INFORMATION TECHNOLOGY

*No items submitted.*

### DISTRICT 5 REPORT/OTHER BUSINESS

1. **Vestavia Hills Police Foundation**

Community grant to support the Vestavia Hills Police Foundation.

<i>Contract Term:</i>	<i>Upon Approval</i>
<i>Original Budget:</i>	<i>\$300,000</i>
<i>Current Remaining Budget:</i>	<i>\$89,5000</i>
<i>Requested Amount:</i>	<i>\$20,000</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$69,500</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>

2. **College Choice Foundation - Community Grant**

Community grant to support the College Choice Foundation and the youth of Jefferson County.

<i>Contract Term:</i>	<i>Upon Approval</i>
<i>Original Budget:</i>	<i>\$300,000</i>
<i>Current Remaining Budget:</i>	<i>\$69,5000</i>
<i>Requested Amount:</i>	<i>\$20,000</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$49,500</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>

3. **Aspen Institute Community Grant**

Community grant to help the Aspen Institute whose mission is the realization of “a free, just, and equitable society” through seminars, policy program initiatives, conferences and leadership development initiatives.

<i>Contract Term:</i>	<i>Upon Approval</i>
<i>Original Budget:</i>	<i>\$300,000</i>
<i>Current Remaining Budget:</i>	<i>\$49,5000</i>
<i>Requested Amount:</i>	<i>\$20,000</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$29,500</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>

4. **Tanner Foundation Community Grant**

Community grant to help the Tanner Foundation fund research for Multiple Sclerosis research.

<i>Contract Term:</i>	<i>Upon Approval</i>
<i>Original Budget:</i>	<i>\$300,000</i>
<i>Current Remaining Budget:</i>	<i>\$99,5000</i>
<i>Requested Amount:</i>	<i>\$10,000</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$89,500</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>

5. **Red Mountain Park Foundation Jefferson County Greenway & Recreational Area Commission Grant**

Grant funds to help the Red Mountain Park Foundation with their funding for ongoing maintenance and upkeep of the green spaces of Red Mountain Park, Ruffner Mountain Park, and Turkey Creek Nature Preserve in Jefferson County.

<i>Contract Term:</i>	<i>Upon Approval</i>
<i>Original Budget:</i>	<i>\$1,631,571.20</i>
<i>Current Remaining Budget:</i>	<i>\$706,571.20</i>
<i>Requested Amount:</i>	<i>\$300,000</i>
<i>Remaining Budget after Requested Amount:</i>	<i>\$406,571.20</i>
<i>30 Day Cancellation:</i>	<i>N/A</i>