

FINANCE AND INFORMATION TECHNOLOGY COMMITTEE

Chairman – Commissioner Stephens

FINANCE

Mr. George Tablack, CFO

1. Unusual Demand Report dated 8/15/13
2. **Fixed Asset Disposal:**
Tax Collector-Bessemer Panasonic DP3510 Copier Warehouse for Auction

REVENUE

Mr. Travis Hulseley

No items submitted.

PURCHASING

Mr. Michael Matthews

3. Purchasing Agenda:
 - A. Week of 7/16/13-7/22/13
 - B. Week of 7/23/13-7/29/13
 - C. Week of 7/30/13-8/5/13
4. Purchasing Exception Report:
 - A. Week of 7/16/13-7/22/13
 - B. Week of 7/23/13-7/29/13
 - C. Week of 7/30/13-8/5/13
5. Encumbrance Report:
 - A. Week of 7/16/13-7/22/13
 - B. Week of 7/23/13-7/29/13
 - C. Week of 7/30/13-8/5/13
6. **Walker County Board of Education – Contract #5375**
PACA membership provides cooperative procurement privileges for members to purchase goods and services via Jefferson County Commission blanket agreements and contracts on an “as needed” basis. PACA members are fiscally and logistically responsible for their own purchases. The Walker County Board of Education has expressly advised that miscellaneous groceries agreements will not be used in order to stay in compliance with State nutrition regulations.

Contract Period:
Revenue:

8/15/13-8/14/14
\$2,101.00

BUDGET MANAGEMENT OFFICE

Ms. Tracie Hodge

The following staff requests have been received in the Budget Management Office. Our analyses of the budgets affected by these requests indicate that sufficient funds are available to make these advances.

MULTIPLE STAFF DEVELOPMENT

7. Board of Equalization	
Cleon Rogers, Aaron Self, and Mark Wilson	\$675.00
AL III Basic Mapping	
Hoover, AL – September 25-27, 2013	
State Funds	
8. County Attorney	
Shawna Smith	\$327.00
French McMillan	\$327.00
CLE Workman’s Comp Seminar	
Birmingham, AL – September 20, 2013	
Maintain Bar License	
9. Family Court	
Mandy Vance	\$1,480.80
Tiffany Large	\$447.18
Lakita Hall-Wright	\$447.18
Beverly Alldredge	\$447.18
Larry Hooks	\$447.18
Kim McAdory	\$447.18
Georgia Watkins	\$447.18
Veronica Johnson-Gyce	\$447.18
Nick Boler	\$447.18
Gwen Reason	\$447.18
Bert Charles	\$447.18
Vanessa O’Neal	\$447.18
Rebecca Snoddy	\$447.18
Alvin Hicks	\$447.18
Toni Richardson	\$447.18
Marsha Wright-Carter	\$447.18
Carrie Hill	\$447.18
Tiffany Roper	\$447.18
Rodney Reese	\$447.18
Steven Vance	\$447.18

	Cherie Foster	\$447.18
	Beth Cardwell	\$447.18
	Juvenile Probation Officers Annual Conference Orange Beach, AL – September 23-25, 2013 State Requirement	
10.	Revenue	
	Wesley Moore	\$185.00
	Michael Humber	\$185.00
	CROAA Training Class Orange Beach, AL – August 19-22, 2013 State Requirement	
	Marlin Allen	\$110.00
	Bruce Thompson	\$110.00
	ALTLIST Annual CRE Update Montgomery, AL – September 6, 2013 State Requirement	
	Marlin Allen	\$110.00
	Bruce Thompson	\$110.00
	Large Manufacturing and Suppliers Specialty Audits Hoover, AL – September 20, 2013 State Requirement	
<u>INDIVIDUAL STAFF DEVELOPMENT</u>		
11.	Commissioner, District 1	
	George Bowman	\$959.83
	Association of County Commissioners of Alabama meeting Orange Beach, AL – April 19-22, 2013	
12.	Community and Economic Development	
	Keith Strother	\$1,621.11
	Southeastern Employment and Training Association Lexington, KY – September 21-25, 2013 Grant Funds	
13.	EMA	
	Horace Walker	\$775.30
	Building Design for Homeland Security Emmitsburg, MD – September 9-13, 2013 Approved by the chairperson of the Emergency Mgmt Council	

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| 14. | Environmental Services
Matthew Alpaugh
WEFtec 2013 Conference
Chicago, IL – October 6-10, 2013
Court approved | \$2,365.01 |
| 15. | Family Court
Tammy Holman
Administrative Support Assistants Conference
Orange Beach, AL – September 25-27, 2013 | \$414.37 |
| 16. | Revenue
Bruce Thompson
Tax Audit
Dallas and Houston, TX – September 7-14, 2013 | \$2,181.50 |
| | Eddie Woodis
Special Issues for Sales and Use Tax Examination
Hoover, AL – October 11, 2013
State Required | \$110.00 |
| 17. | Roads and Transportation
Kelly Watson
Principles of Real Estate Appraisal
Online Class
Real Estate Knowledge | \$415.00 |
| 18. | Sheriff
Paige Abbott
Basic Latent Fingerprint Comparison
Youngsville, NC – September 15-21, 2013
Certification Requirement | \$1,315.00 |
| | Anthony Dotson
Interviewing for Effect
Birmingham, AL – August 9, 2013
Continuing Education | \$25.00 |

POSITION CHANGES AND/OR REVENUE CHANGES

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| 19. | Roads & Transportation
Increase the revenue & expenditure accounts to record an 80% reimbursement of \$796,883.96 in Federal Aid from the Alabama Department of Transportation. The funds will be used to purchase property for the High Line Rail Trail for the Red Mountain Park Commission. | \$ 796,883.96 |
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OTHER BUDGET TRANSACTIONS

20. **Human Resources** \$ 40,000.00
Add a purchasing memorandum to purchase 4 copiers.
21. **Environmental Services** \$ 41,000.00
Add a purchasing memorandum to purchase 2 Trench boxes, and 2 Oil and Grease
Extractor Units.

FOR INFORMATION ONLY

22. **Sheriff** \$ 300,000.00
Shift funds from salaries to purchase replacement uniforms.

INFORMATION TECHNOLOGY

Mr. Wayne Cree

23. **Unisys Operating System Upgrade JeffcoMCP – LER – Contract # 5368**
Unisys services used in the mainframe production and development operating system
upgrade – Larry Ramsey

Contract Terms:	7/11/13 – 7/14/13
Original Budget: (2220 account 511410)	\$615,923.00 Current
Remaining Budget:	\$7,200.00
Requested Amount:	\$7,200.00
Remaining Budget After Requested Amount:	\$0.00
30 Day Cancellation:	No

24. **Unisys Operating System Upgrade JeffcoMCP – SP – Contract # 5371**
Unisys services used in the mainframe production and development operating system
upgrade – Simon Pierre

Contract Terms:	7/11/13 – 7/15/13
Original Budget: (2220 account 510215)	\$495,590.00
Current Remaining Budget:	\$23,601.23
Requested Amount:	\$9,200.00
Remaining Budget After Requested Amount:	\$14,401.23
30 Day Cancellation:	No

25. **Memorandum of Understanding with City of Hoover – Contract # 5391**
Agreement between Jefferson County Commission and City of Hoover for the use of data
center floor space in order to store computer equipment, software and data to provide an
environment that enables the development a disaster recovery site.

Contract Terms:	1/1/13 – 12/31/13
Original Budget:	N/A
Current Remaining Budget:	N/A
Requested Amount:	N/A
Remaining Budget After Requested Amount:	N/A
30 Day Cancellation:	No, 90 days

SHERIFF’S OFFICE

Sheriff Mike Hale

No items submitted.

TREASURER’S OFFICE

Hon. Mike Miles

No items submitted.

TAX ASSESSOR

Hon. Gaynell Hendricks/Hon. Andrew Bennett

26. E-Ring– Contract #5420

Purchase, implementation, and support for a software module used by Jefferson County’s Tax Assessor to allow it’s taxpayers to file personal property renditions online. The software module will significantly reduce man hours required for entering renditions by allowing the business owners to enter their returns via the internet. It’s implementation will improve accuracy and efficiency allowing the appraisers to work in the field. (100% Mapping and Appraisal Funds)

Contract Term:	1 year
Original Budget: (expands 2 budget years)	\$1, 100,000.00
Current Remaining Budget:	\$950,000.00
Requested Amount:	\$435,000.00
Remaining Budget After Requested Amount:	\$515,000.00
30 Day Cancellation:	Yes

27. E-Ring – Contract #5378

Amendment to Contract to provide enhancements to the existing software as defined in the Contract Attachment. (100% Mapping and Appraisal Funds)

Contract Term:	3 months
Original Budget:	\$750,000.00
Current Remaining Budget:	\$415,478.00
Requested Amount:	\$22,000.00
Remaining Budget After Requested Amount:	\$393,478.00
30 Day Cancellation:	Yes

TAX COLLECTOR

Hon. J.T. Smallwood/Hon. Grover Dunn

No items submitted.

BOARD OF EQUALIZATION

Mr. Bob Rogers

28. E-Ring – Contract #5398

Amendment to Contract to provide enhancements to the existing software as defined in the Contract Attachment. (100% Mapping and Appraisal Funds)

Contract Term:	3 months
Original Budget:	\$542,655.00
Current Remaining Budget:	\$417,655.00
Requested Amount:	\$48,000.00
Remaining Budget after Requested Amount:	\$369,655.00
30 Day Cancellation:	Yes

OTHER BUSINESS

Commissioner Jimmie Stephens