

DALE COUNTY COMMISSION

AGENDA

August 23, 2016

Call Session to Order – Chairman Blankenship

Minutes –

1. Approve Minutes of August 09, 2016 Regular Meeting

Ozark Dale County Library -

2. Speaking on behalf of the Library - Mr. Hyers

Travel Request –

3. Road and Bridge Dept. - Derek Brewer – September 7-8,2016
Probate Office – Judge Michalic – Keisha Johnson – September 13-16,2016

Employee promotions – Jail

4. Johnson from *Temporary Jailer* to *Full-time*
Enfinger from *Temporary Jailer* to *Full-time*

Approve Engineer Clerk Position -

5. Engineer Clerk – Road & Bridge - Grade VII (9.42 – 16.32)

Road and Bridge –

6. Bids/Opening Bids -Traffic Signs - Chip Seal Paving w/ Emulsified Asphalt - Hot Asphalt Plant Mix - Concrete Pipe - Crushed Stone (Limestone) - Emulsified Asphalt (CRS-2) – fuel

Other Business –

7. Approve Internet/Social Media Policy
8. Approve Drug and Alcohol Policy and Procedures
9. Updated – Harassment Policy
10. Vehicle Bid - Roadside trash pick-up
11. Memorandum of Warrants
12. Approve change in Revenue/Tag and Title Clerk - Travel

Information/Discussion –

Next Regular Meeting: Tuesday, September 13, 2016 @ 10:00 a.m.
Work Session followed immediately by Voting Session

August 9, 2016

The Dale County Commission convened its regular meeting on Tuesday, August 9, 2016. The following members were present: Mark Blankenship, Chairman; District One Commissioner Chris Carroll; District Two Commissioner Steve McKinnon; District Three Commissioner Charles W. Gary and District Four Commissioner James W. Strickland.

WORK SESSION

Chairman Blankenship called the work session to order at 10:00 a.m. The following items were on the work session agenda for discussion and/or information:

Minutes –

1. Approve Minutes of July 26, 2016 Regular Meeting

Employment –

2. Administrator - Hiring
Revenue Tag and Title Clerk – Posting
Engineer Clerk - Posting

Travel Request –

3. Smart Fusion Training Class (1 day) – Tuscaloosa – Glaze

Resolution –

4. Transportation Planning Process Agreement

Other Business –

5. Section XIV – Revision, Dale County Commission Internet/Social Media Policy
6. Drug and Alcohol Policy and Procedures
7. Insurance – 3-year term price for all ShoreTel equipment
8. Janitorial Services Contract Cleaning
9. Review Bids – for Roadside Lifer Bids
10. Memorandum of Warrants

Information/Discussion –

11. Tower Update
12. Reserve Deputy – Shanks – Sheriff's Office
Reserve Deputy – Mixion – Sheriff's Office

August 9, 2016

VOTING SESSION

Chairman Blankenship called the voting session to order at 11:00 a.m. Commissioner Strickland opened with the Pledge to Allegiance. Commissioner Carroll followed with prayer.

MINUTES – July 26, 2016 REGULAR SESSION

Commissioner McKinnon made a motion to approve the minutes of the July 26, 2016 regular session. Commissioner Gary seconded the motion. All voted aye. Motion carried.

APPROVED – EMPLOYMENT

Commissioner McKinnon made a motion to approve the following employment.
Raye Ann Calton – Dale County Administrator – Commission – Full-time salary contract position - \$75,000.00 annual.

Commissioner Strickland seconded the motion. All voted aye. Motion carried.

APPROVED – TRAVEL REQUEST

Commissioner Strickland made a motion to approve the Travel Request to attend the Smart Fusion training class (1 day) – Tuscaloosa – Glaze - Mileage \$248.48. Commissioner Carroll seconded the motion. All voted aye. Motion carried.

APPROVED – JOB DESCRIPTION – POSTING –

Commissioner Gary made a motion to approve the posting of the revised job description for the position of Revenue Tag and Title Clerk, making it mandatory that a county vehicle is to be used by the employee to travel to and from satellite offices - Posting for 10 days.

Engineer Clerk – Road and Bridge – Grade VII (9.42 – 16.32) - Posting for 10 days.

Commissioner McKinnon seconded the motion. All voted aye. Motion carried.

APPROVED – REVISION POSTING - POLICY AND PROCEDURES

Commissioner Gary made a motion to approve the Section XIV – Revision, Dale County Commission Internet/Social Media Policy and the Drug and Alcohol Policy and Procedures. Both the internet/Social Media and the Drug and Alcohol Policy and Procedures will post for 10 days.

Commissioner McKinnon Seconded the motion. All voted aye. Motion carried.

August 9, 2016

APPROVED INSURANCE – TERM PRICE FOR SHORETEL EQUIPMENT

Commissioner Gary made a motion to approve a (1) one year term of coverage for ShoreTel equipment – Coverage Contract Term - \$5343.85. This to replace any damaged equipment through CenturyLink ShoreTel system. Commissioner Strickland seconded the motion. All voted aye. Motion carried.

APPROVED – RESOLUTION — 2016-08-09-01

Commissioner Strickland made a motion to approve the Resolution an updated, Transportation Planning Process Agreement. Commissioner Carroll seconded the motion. All voted aye. Motion carried.

APPROVED- JANITORIAL SERVICES CONTRACT CLEANING

Commissioner McKinnon made a motion to approve Mainstreet Property Services Bid - \$44,088.00 this includes cleaning and supplies. Commission Chairman said this would be a savings to the county of \$10,511.31 to contract with Mainstreet Property Services. Commissioner Gary seconded the motion. All voted aye. Motion carried.

APPROVED ROADSIDE TRASH PICK-UP

Commissioner Gary made a motion to approve the bid from WRC, Inc. for the Roadside Trash Pick-up Service Contract. The price for this service will be \$20.00 per man-hour or \$ 480.00 per eight hour day (\$20.00 per man, 3-men \$480.00 per day). Commissioner Carroll seconded the motion. All voted aye. Motion carried.

MEMORANDUM OF WARRANTS

Commissioner Strickland made a motion to approve the memorandum of warrants. (Payroll check numbers 154302-154304, Payroll direct deposit numbers 20805-20945, and Accounts Payable check numbers 73670-73768). Commissioner Gary seconded the motion. All voted aye. Motion carried.

APPROVED – PROJECT QUALITY FAB –ABATEMENT

Commissioner Carroll made a motion to approve 50% property tax abatement for 10 years and a 50% sales and use tax until construction is completed with Project Quality Fab, Arton Al. Commissioner Strickland seconded the motion. All voted aye. Motion carried.

August 9, 2016

ANNOUNCEMENT – NEXT REGULAR MEETING

Chairman Blankenship announced that the next regular meeting of the Dale County Commission would be Tuesday, August 23, 2016 at 10:00 a.m.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commissioner Gary made a motion to adjourn the meeting. Commissioner Strickland seconded the motion. All voted aye. Motion carried.

It is hereby ordered the foregoing documents, resolutions, etc., be duly confirmed and entered into the minutes of the Dale County Commission as its official actions.

Mark Blankenship, Commission Chairman

Chris Carroll, Commissioner
District # 1

Charles W. Gary, Commissioner
District # 3

Steve McKinnon, Commissioner
District # 2

James W. Strickland, Commissioner
District # 4

Information will be provided at
Working Session

TRAVEL REQUEST

Date Submitted: August 9, 2016

Department: Road and Bridge Department

Personnel: Derek Brewer

Date(s): September 7 - 8, 2016

Reason for travel: CGEJ 2016 - Disaster Preparedness & Recovery

Location: Prattville, Alabama

Estimated Cost:	Registration fee:	\$ 175.00
	Lodging:	\$ 188.25
	Meals:	\$ 120.00
	Mileage:	-
	Total	\$ 483.25

Travel request approved by: _____

Date of approval: _____

TRAVEL REQUEST

Date Submitted:

August 19, 2016

Department:

Probate Office

Personnel:

Sharon A. Michalic

Keisha W. Johnson

Date(s):

9/13/16-9/16/16

Reason for travel:

Alabama Probate Judges Fall Conference

Location:

Alabama Law Institute-Tuscaloosa, AL

Estimated Cost:

Registration fee:	500.00
Lodging:	959.10
Meals:	200.00
Mileage:	215.00
Total:	1874.10

Travel request approved by:

Sharon A. Michalic

Date of approval:

8-19-16



DALE COUNTY COMMISSION

Commission Chairman
Mark Blankenship

Commissioners
Chris Carroll, District 1
Steve McKinnon, District 2
Charles W. Gary, District 3
James W. Strickland, District 4

County Administrator
John D. Runkle

EMPLOYEE CHANGE OF STATUS

Employee Name: EDWARD GUY JOHNSON Employee Number: 482
Effective Date: 8/31/16

FROM

POSITION, LEVEL and STEP	DEPARTMENT / SHIFT	PAY RATE
JAIL TEMP	JAIL	8.50

TO

POSITION, LEVEL and STEP	DEPARTMENT / SHIFT	PAY RATE
JAIL	JAIL	9.60

REASON FOR CHANGE

- | | |
|---|--|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Re-evaluation of Position |
| <input type="checkbox"/> ReHire | <input type="checkbox"/> Leave of Absence |
| <input checked="" type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Length of Service Increase | <input type="checkbox"/> Terminated |

Other/Explanation: FROM TEMPORARY HIRE TO FULL TIME STATUS

Authorized by: LPT RON NELSON Approved by: _____
Employee Signature: _____ Date: _____

White Copy - Human Resources Yellow Copy - Employee's Department

Dallas Office Supply (334)774-2521 • Reorder: #0001-004-B1

Commission Notified: _____
Commission Approved: _____



DALE COUNTY COMMISSION

Commission Chairman
Mark Blankenship

Commissioners
Chris Carroll, District 1
Steve McKinnon, District 2
Charles W. Gary, District 3
James W. Strickland, District 4

County Administrator
John D. Runkle

EMPLOYEE CHANGE OF STATUS

STEVE ENKINGER 487
Employee Name Employee Number
8/31/16
Effective Date

FROM

POSITION, LEVEL and STEP	DEPARTMENT / SHIFT	PAY RATE
JAILER TEMP	JAIL	8.50

TO

POSITION, LEVEL and STEP	DEPARTMENT / SHIFT	PAY RATE
JAILER	JAIL	9.60

REASON FOR CHANGE

- | | |
|---|--|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Re-evaluation of Position |
| <input type="checkbox"/> ReHire | <input type="checkbox"/> Leave of Absence |
| <input checked="" type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Length of Service Increase | <input type="checkbox"/> Terminated |

Other/Explanation: From Temporary Hire to Full Time Status

Authorized by: CPT Boynton Approved by: _____

Employee Signature: _____ Date: _____

White Copy - Human Resources Yellow Copy - Employee's Department

Dallas Office Supply (334)774-2521 • Reorder #DCC1-004-BH

Commission Notified: _____

Commission Approved: _____

Engineer Clerk

Classification

Full-time Nonexempt

Grade/Range

VII (9.42 - 16.32)

Reports to

County Engineer

Date

Commission Approved 8/23/2016 _____

JOB DESCRIPTION

Summary/Objective

Performs clerical and receptionist duties for the Road and Bridge department.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Answer telephone and route calls to appropriate personnel

Provide assistance to the public as needed

Process incoming and outgoing mail

Take problem request from the public, Engineer, and Commissioners and enter information into computer

Maintains radio contact with Road and Bridge personnel in the field

Order supplies or materials that are needed for the Road and Bridge Department

Orders and sells County Highway maps

File ADEM reports

Maintain records of Landfill certification on county employees

File "Claim for Refund" on County Engineer and Asst. Engineer to ALDOT monthly

Contact 811 and other utilities to inform them prior to digging on R.O.W.

Inform utility companies of any damage that occurs to their facilities on county R.O.W.

Assists the County Engineer with daily duties including typing, reports and preparing documentation and scheduling of interviews for new hires

Schedule appointments, travel and meetings for County Engineer and Assistant County Engineer

Prepare and maintain time and attendance records for Road and Bridge Department personnel

Process and verify purchase requisitions using the Dale County Commission software

Process accounts payables for Road and Bridge, Solid Waste and Landfill

Process accounts receivable for Road and Bridge Department

Data entry including: daily job costs worksheets, employee wages and data, fuel sheets, garage work orders and updating material costs

Keeping accurate records on insurance of Road and Bridge Department equipment

Maintain physical asset inventory for Road and Bridge and Landfill

Compile statistical reports and prepares database reports for Road and Bridge and Solid Waste Department

Prepare annual bid documents on Road and Bridge Department materials and supplies

Maintain records and reports for FEMA and FHWA personnel when disaster occurs

Maintains current budget reports and assists County Engineer with annual budget preparation

Post Solid Waste drop box payments daily onto spreadsheet

Assist the Solid Waste Clerk when needed

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit for long periods of time.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours consist of either Four (4), 10 hour days (6:00 a.m. to 4:30p.m) OR Five (5), 8 hour days (8:00 a.m. to 4:30 p.m.) within a Monday through Friday work week.

Comments

Must be willing to work nonstandard hours and weekends in emergency situations.

Licenses

Must possess a valid driver's license

Travel

Must be willing to travel to attend conferences, training, and seminars as required.

Required Education and Experience

1. Minimum of a High School Diploma or equivalent and two years related experience and/or training; or equivalent combination of education and experience
2. Must be able to communicate with supervisor, co-workers and general public. Must be able to follow oral and written instructions. Must be able to read and comprehend correspondence, reports, manuals, etc. Must have good clerical skills including personal computing, word processing, (keyboard 40 WPM), calculating, filing, telephoning, etc. Computer proficiency to include Microsoft word, excel, crystal reports. Must be able to work under pressure due to the constant contact with the public.

AAP/EEO Statement

Dale County is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, genetic information, sexual orientation, gender identity, protected veteran status, or any other basis prohibited by applicable law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Dale County Road and Bridge

202 S. Hwy 123, Suite A
Ozark, Alabama 36360

Telephone (334) 774-5875
Fax (334) 774-6899

Derek S. Brewer, P.E.
County Engineer
Drew Meacham, E.I.,
Assistant Engineer

INVITATION TO BID Traffic Signs

Sealed bids for traffic signs for a period of one (1) year, effective October 1, 2016, will be received by the Dale County Commission at the Dale County Government Building, 202 South Highway 123, Suite C, Ozark, Alabama until 10:00 a.m., Tuesday, August 23, 2016 for all of the Counties in ALDOT Southeast Region (Autauga, Barbour, Bullock, Butler, Chambers, Coffee, Covington, Crenshaw, Dale, Elmore, Geneva, Henry, Houston, Lee, Lowndes, Pike, and Russell Counties). The bidder must furnish a bid bond or certified check payable to the Dale County Commission in the amount of \$5,000 (five thousand dollars).

It is understood that this bid will be a joint bid to be used by several counties. All stipulations and prices for all materials in this bid will be available and will apply to the following counties in the State of Alabama: Autauga, Barbour, Bullock, Butler, Chambers, Coffee, Covington, Crenshaw, Dale, Elmore, Geneva, Henry, Houston, Lee, Lowndes, Pike, and Russell Counties.

(Note: All of the above listed counties reserve the right to purchase items meeting the same specifications for lower prices off the State of Alabama bid or the statewide county bid at any time during the prescribed contract period.)

All bids must be signed, sealed and marked "BID ON TRAFFIC SIGNS" with the opening date and time marked on the outside of the bid envelope.

Any exceptions must be clearly stated by the Vendor in a separate attachment.

A reasonable shipping/delivery time will be required for consideration. Please indicate an approximate amount of time required for shipping for both stock and special order items in the appropriate spaces provided on the proposal form.

Bids must specify price per sign and include delivery within all of the member Counties.

Please use the attached form to list your price proposals. All bids must be filled out in ink and notarized. Bid prices are to cover a one (1) year period effective October 1, 2016.

The contract shall cover the County's needs from October 1, 2016 through September 30, 2017 with an option to issue a second and third twelve (12) month contract under the same pricing, terms, and conditions. The second and third contract, if requested by the County and agreed upon by the vendor, would begin the day after the first or second contract expires. Any successive contract must have written approval of both the County and the vendor no later than thirty (30) days prior to the expiration of the previous contract.

It is not the policy of Dale County Commission to purchase on the basis of low bid only. Bid awards will always be in the best interest of Dale County.

Dale County reserves the right to award this bid to any number of responsive and responsible bidders.

Dale County reserves the right to reject any and/or all bids.

Questions concerning specifications, bids and submission should be directed to Derek S. Brewer, Dale County Engineer, at (334) 774-5875, extension 4.

2016 – 2017 Bidders List for Traffic Signs

Vulcan, Inc.
P. O. Box 1850
Foley, AL 36536-1850

Carla Antwine
G & C Supply
P. O. Drawer 459
Atwood, TN 38220

Osburn Associates, Inc.
P. O. Box 912
Logan, OH 43138

Traffic Signs
850 Whites Gap Rd SE
Jacksonville, AL 36265

Custom Products Corporation
P. O. Box 54091
Jackson, MS 39288-4091

Dale County Road and Bridge

202 S. Hwy 123, Suite A
Ozark, Alabama 36360

Telephone (334) 774-5875
Fax (334) 774-6899

Derek S. Brewer, P.E.
County Engineer
Drew Meacham, E.I.
Assistant Engineer

INVITATION TO BID Chip Seal Paving w/ Emulsified Asphalt

Sealed bids for chip seal paving for the period effective October 1, 2016, and running through September 30, 2017, will be received by the Dale County Commission at the Dale County Government Building, 202 South Highway 123, Suite C, Ozark, Alabama 36360 until 10:00 a.m., Tuesday, August 23, 2016 and they will be opened for public inspection at this the regularly scheduled Dale County Commission meeting.

All bids must be signed, sealed and marked "CHIP SEAL PAVING BID" with the opening date and time marked on the outside of the bid envelope.

It is not the policy of Dale County Commission to purchase on the basis of low bid only. Bid awards will always be in the best interest of Dale County.

Dale County reserves the right to award this bid to any number of responsive and responsible bidders.

Dale County reserves the right to reject any/or all bids.

Materials and workmanship will be in compliance with the current edition of the State of Alabama Department of Transportation Standard Specifications for Highway Construction.

1. Bituminous "G" treatment in quantities as requested by the Dale County Road Department, price per square yard in place, for furnishing all materials, labor and equipment required to clean roadway, haul, spread and compact material in place in compliance with specifications. Also includes a price for polymer additive alternative.
2. Double bituminous "JG" treatment in quantities as requested by the Dale County Road Department, price per square yard in place, for furnishing all materials, labor and equipment required to clean roadway, haul, spread and compact material in place in compliance with specifications. Also includes a price for polymer additive alternative.
3. Bituminous "D" treatment with #89 aggregate in quantities as requested by the Dale County Road Department, price per square yard in place, for furnishing all materials, labor and equipment required to clean roadway, haul, spread and compact material in place in compliance with specifications. Also includes a price for polymer additive alternative.

The contractor shall furnish all necessary traffic control to conform to the current edition of the M.U.T.C.D.

Asphalt Index will apply to bid, September, 2016 will be base month.

The bid prices will remain in effect until September 30, 2017 and are effective for total contracts priced up to \$50,000.00 per project (as prescribed by the Alabama Public Works Agreement).

Questions concerning specifications, bids and submission should be directed to Derek Brewer, Dale County Engineer, at (334) 774-5875, extension 4.

BID SUBMISSION FORM
Chip Seal Paving w/ Emulsified Asphalt

	<u>ITEM NUMBER</u>	<u>0-1000 SYCIP</u>	<u>1001-5000 SYCIP</u>	<u>5001-10,000 SYCIP</u>	<u>10,001-20,000 SYCIP</u>	<u>OVER 20,000 SYCIP</u>
1a Bituminous "G" Treatment (Limestone w/ polymer additive)	401B-108	_____	_____	_____	_____	_____
1b Bituminous "G" Treatment (granite or slag w/ polymer additive)	401B-108	_____	_____	_____	_____	_____
2a Bituminous "JG" Treatment (Limestone w/ polymer additive)	401B-108	_____	_____	_____	_____	_____
2b Bituminous "JG" Treatment (granite or slag w/ polymer additive)	401B-108	_____	_____	_____	_____	_____
3a Bituminous "D" Treatment (Limestone w/ polymer additive)	401B-117	_____	_____	_____	_____	_____
3b Bituminous "D" Treatment (granite or slag w/ polymer additive)	401B-117	_____	_____	_____	_____	_____

Company's Name: _____

Company's Address: _____

Company's Phone Number: _____

Company's Fax Number: _____

Name & Title of Authorized Co. Representative: _____

Signature of Authorized Co. Representative: _____

NOTARY: _____

COMMISSION EXPIRES: _____

SEAL

2016-2017 Bidders List for Chip Seal Paving

S & C Materials & Paving, Inc.
12318 U.S. Hwy. 231
Troy, AL 36081

Wiregrass Construction Co., Inc.
P. O. Box 48
Ariton, AL 36311

Charles E. Watts, Inc.
P. O. Box 1686
Gadsden, AL 35902

Dale County Road and Bridge

202 S. Hwy 123, Suite A
Ozark, Alabama 36360

Telephone (334) 774-5875
Fax (334) 774-6899

Derek S. Brewer, P.E.
County Engineer
Drew Meacham, E.I.
Assistant Engineer

INVITATION TO BID Hot Asphalt Plant Mix

Sealed bids for hot bituminous asphalt plant mix for the period effective October 1, 2016, and running through September 30, 2017, will be received by the Dale County Commission at the Dale County Government Building, 202 South Highway 123, Suite C, Ozark, Alabama 36360 until 10:00 a.m., Tuesday, August 23, 2016 and they will be opened for public inspection at this regularly scheduled Dale County Commission meeting.

All bids must be signed, sealed and marked "HOT MIX ASPHALT BID" with the opening date and time marked on the outside of the bid envelope.

It is not the policy of Dale County Commission to purchase on the basis of low bid only. Bid awards will always be in the best interest of Dale County.

Dale County reserves the right to award this bid to any number of responsive and responsible bidders.

Dale County reserves the right to reject any/or all bids.

Questions concerning specifications, bids and submission should be directed to Derek Brewer, Dale County Engineer, at (334) 774-5875, extension 4.

The asphalt will be certified by the Alabama Department of Transportation.

1. Hot asphalt plant mix in sufficient quantities to fulfill Dale County's needs from October 1, 2016 through September 30, 2017. Material to be in compliance with Section 424 of the Alabama Department of Transportation Standard Specifications for Highway Construction, current edition. Price per F.O.B. asphalt plant.
2. Hot asphalt plant mix in quantities as requested by the Dale County Road and Bridge Department from October 1, 2016 through September 30, 2017. Material to be in compliance with Section 424 of the State of Alabama Department of Transportation Standard Specifications for Highway Construction, current edition. Price per ton in place including prime on roadway surface. All materials, labor, and equipment required to haul, spread, and compact the asphalt material in place in compliance with the applicable section of the specifications.
3. Hot asphalt plant mix in quantities as requested by the Dale County Road and Bridge Department from October 1, 2016 through September 30, 2017. Materials to be in compliance with Section 424 of the State of Alabama Department of Transportation Standard Specifications for Highway Construction, current edition. Price per ton in place, including a tack coat, on an existing roadway surface. Price to include all materials, labor, and equipment required to haul, spread, clean roadway, and compact the asphalt material in place in compliance with the applicable sections of the specifications.
4. Hot asphalt plant mix in quantities as requested by the Dale County Road and Bridge Department from October 1, 2016 through September 30, 2017. Material to be in compliance with Section 424 of the State of Alabama Department of Transportation Standard Specifications for Highway Construction, current edition. Price per ton in place, including a tack coat, for widening and leveling as directed by the Engineer on an existing paved roadway. Price to include all materials, labor, and equipment required to notch out the roadway for asphalt; to haul, clean roadway, spread, and compact the asphalt material in place in compliance with the applicable section of the specification.

5. Hot asphalt plant mix in quantities as requested by the Dale County Road and Bridge Department from October 1, 2016 through September 30, 2017. Material to be in compliance with Section 424 of the State of Alabama Department of Transportation Standard Specifications for Highway Construction, current edition. Price per ton in place, including a tack coat, for patching as directed by the Engineer on an existing paved roadway. Price to include all materials, labor, and equipment required to remove and replace, haul, spread, and compact the asphalt material in place in compliance with the applicable section of the specifications.

(Note: The above items will in no way affect any Federal or State project let on contract by the Dale County Road and Bridge Department.)

SPECIAL NOTES:

Asphalt Index will apply to bid, September, 2016 will be base month.

Contractor will furnish asphalt within ninety-six (96) hours from notice for asphalt placed on prime.

Bid item 2, 3, and 5 shall also include driveway stub outs and parking lots.

Testing may be required with one-half the expense paid by Dale County and one-half paid by the contractor. If tests fail, the contractor will not be paid for materials, and the contractor will pay in full for all testing on this project.

Bid item 3 shall also include parking lots.

Bid item 4 will be placed as directed by the Engineer and will include spot leveling.

Bid item 4 may be placed in one operation or two separate operations as directed by the County Engineer.

The bid price for pay items will be determined by the quantity of work performed under each work order issued by the Dale County Engineer, and each work order may include more than one project.

A vicinity map and estimated quantities will be included with each work order issued.

The contractor will furnish traffic control that shall conform to M.U.T.C.D.

All companies submitting bids must have Alabama State General Contractor's License.

**BID SUBMISSION FORM
HOT MIX ASPHALT**

AMOUNT OF WORK PERFORMED UNDER COUNTY WORK ORDER

	0-100 Tons <u>Price/Ton</u>	101-500 Tons <u>Price/Ton</u>	501-1000 Tons <u>Price/Ton</u>
1. Hot Asphalt Plant Mix 424A-341 Superpave bituminous concrete wearing surface layer, ¾ inch maximum aggregate size mix, ESAL Range A/B. F.O.B. plant.	_____	_____	_____
2. Hot Asphalt Plant Mix 424A-341 (new paving) In place including primed coat on roadway surface. Superpave bituminous concrete wearing surface layer, ¾ inch maximum aggregate size mix, ESAL Range A/B.	_____	_____	_____
3. Hot Asphalt Plant Mix 424A-341 In place hot asphalt tack coat on existing roadway surface. Superpave bituminous concrete wearing surface layer, ¾ inch maximum aggregate size mix, ESAL Range A/B.	_____	_____	_____
4. Hot Asphalt Plant Mix 424A-346 In place including tack coat for widening and leveling on an existing roadway surface. Superpave bituminous concrete wearing surface layer, leveling, ½ inch maximum aggregate size mix, ESAL Range A/B.	_____	_____	_____
5. Hot Asphalt Plant Mix 424B-641 In place including tack coat for patching on existing roadway surface. Superpave bituminous concrete upper binder layer, patching, 1 ½ inch maximum aggregate size mix, ESAL Range A/B.	_____	_____	_____

Company's Name: _____

Company's Address: _____

Company's Phone Number: _____

Company's Fax Number: _____

Name of Authorized Co. Representative: _____

Title: _____

Signature of Authorized Co. Representative: _____

NOTARY: _____

COMMISSION EXPIRES: _____

SEAL

2016-2017 Bidders List for Hot Plant Mix

Midsouth Paving, Inc.
381 Twitchell Road
Dothan, AL 36303

Wiregrass Construction Co., Inc.
P. O. Box 48
Ariton, AL 36311

following an incident reportable or a reportable accident.

- 5) RETURN-TO-DUTY TESTING: If you have violated the prohibited drug and alcohol rules, you must take and pass a drug and alcohol test before being returned to work. Further, any person who has violated the prohibited drug and alcohol rules is required to take a drug and/or alcohol test before returning to safety-sensitive functions for *any* DOT regulated employer and is also subject to unannounced follow-up testing at least six (6) times in the first twelve (12) months following a return to active safety-sensitive service.

Any and all drug testing conducted by Dale County Commission will not be used to identify the existence of any disability.

In the event there is reasonable suspicion of a violation of this policy, Dale County Commission also reserves the right to search all property, cabinets, tool boxes, vehicles, including personal vehicles brought onto Dale County Commission's property, or any other property on Dale County Commission's property, under control of any employee or in the personal vehicle of any employee, and located on Dale County Commission's property and used by said employee in commuting to work or in that employee's duty as an employee.

SAFETY-SENSITIVE EMPLOYEES

Employees are considered to be "safety-sensitive" when their job duties regularly require them to engage in activities that have the potential to cause physical injury to themselves or others or to cause serious property damage. Such activities include, but are not limited to,

- Maintaining or repairing motor vehicles or heavy equipment, including, but not limited to, bulldozers, tractors, and riding mowers
- Maintaining or repairing tools that have the capacity to seriously injure the user or another person, including, but not limiting to, chainsaws or weed-eaters
- Regularly operate motor vehicles or heavy equipment as part of his or her job duties, including equipment such as tractors or riding mowers for which licensure is not required by the State of Alabama
- Regularly operate tools that have the capacity to seriously injure the user or another person
- Loading and unloading vehicles or heavy equipment.
- Any activity related to the safe operation of a mass transit system, including dispatching vehicles.
- Carrying any weapon or object that could reasonably be used as a weapon, including, but not limited to, firearms, knives, machetes, blades, tasers, or batons.
- Answering emergency calls and/or directing the provision of emergency services.
- Providing emergency medical services.

A list of positions that have been designated as safety sensitive by Dale County Commission is attached hereto as Attachment A. Some safety-sensitive positions are specifically subject to regulation by the Department of Transportation (DOT). These positions are indicated by an asterisk. An accredited testing laboratory will maintain two different random testing pools, including one pool

for persons specifically subject to regulation by DOT and one pool for all other safety-sensitive employees.

All employees are subject to drug and alcohol testing when there is reasonable cause to believe that they have violated this policy and after any accident involving physical injury or serious property damage. However, employees who have been designated as safety-sensitive are also subject to pre-employment testing and random testing. Random drug tests can be performed any time a safety-sensitive employee is on duty. An alcohol test can be performed when the safety-sensitive employee is performing a safety sensitive duty, just before, or just after the performance of a safety sensitive duty.

In addition, employees occupying positions deemed to be "safety-sensitive" must promptly report any arrests, charges, or convictions for drug or alcohol related criminal offenses, including both misdemeanors and felonies, to his or her supervisor. *FAILURE TO REPORT SUCH ARRESTS, CHARGES, OR CONVICTIONS MAY BE GROUNDS FOR DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISMISSAL.*

NECESSITY OF COMPLIANCE WITH TESTING REQUIREMENTS

All employees are subject to reasonable suspicion and post-accident testing as a condition of their employment. In addition, all safety-sensitive employees will be subject to pre-employment and random urine drug test and breath alcohol testing as a condition of their employment.

Any employee who refuses to take a drug and/or alcohol test to which he or she is properly subject shall be considered to have a verified positive test result. An employee who has a verified positive test result, including by refusal, shall be immediately removed from their duties and may be subject to immediate termination. In addition, any employee subject to DOT regulations will receive educational and rehabilitative information and a referral to a Substance Abuse Professional.

Refusals can include a variety of behaviors, including as follows:

- Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the employer;
- Failure to remain at the testing site until the testing process is complete;
- Failure to provide a urine specimen for any required drug test;
- Failure to permit the observation or monitoring of the specimen collection when required to do so;
- Failure to provide a sufficient amount of urine when directed without an adequate medical explanation for this failure;
- Failure to take a second test when directed to do so by the employer or collector;
- Failure to undergo a medical examination when directed to do so by the MRO or employer;
- Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
- Failure to follow the observer's instructions during an observed collection, including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;

- Possess or wear a prosthetic or other device that could be used to interfere with the collection process; and
- Admit to the collector or MRO that you adulterated or substituted the specimen
- Failure to sign step 2 of the alcohol test form
- Leaving the scene of an accident without a valid reason before post-accident tests have been completed. Failure to remain "readily available."

OFF-DUTY CONDUCT

Off-the-job use of drugs, alcohol, or any other prohibited substance which results in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the County's image, tasks, or government is prohibited. Employees should realize that these regulations prohibit all illicit drug use, on and off duty.

PRESCRIPTION DRUGS

The proper use of medication prescribed by a physician is not prohibited; however, Dale County Commission prohibits the misuse of prescribed and/or over-the-counter medications or other intoxicating substances and requires all employees using drugs at the direction of a physician to notify the Dale County Commission's Medical Review Officer (MRO), or their Drug Program Coordinator where these drugs may affect their job performance, such as by causing drowsiness. Employees may not perform safety-sensitive functions while using any controlled substances unless the employee's physician certifies that the substances will not adversely affect the employee's ability to perform his or her job.

PRE-EMPLOYMENT

All safety-sensitive applicants shall undergo urine drug testing prior to performing safety sensitive duties. This requirement also affects employees not in safety-sensitive positions who seek reclassification into a safety-sensitive position. Receipt by Dale County Commission of a negative test result is required prior to performing safety sensitive duties in a covered position. A cancelled test result is not acceptable and must be retaken. If the applicant has a positive pre-employment drug test, he/she cannot be hired for a safety sensitive position.

A negative result on a pre-employment test by a job applicant is valid for thirty days. If a current covered employee has not performed a safety sensitive duty for 90 days or longer, and has been removed from the random pool, the employee must submit to a new pre-employment test and receive a negative result before resuming safety-sensitive duties.

A MRO may report negative pre-employment test results for individuals who are unable to provide sufficient volume due to permanent disability, but has a medical evaluation that indicates no chemical evidence of illegal drug use.

All applicants for safety-sensitive positions will be notified in writing that they will be required to undergo pre-employment/reclassification drug testing prior to their employment and that they will be subject to drug and alcohol testing throughout the period of their employment. Applicants will acknowledge in writing their understanding of these provisions for their application and employment. Dale County Commission will retain on file the negative drug test results of all new hires.

In addition to undergoing pre-employment testing, applicants for a safety-sensitive position will be asked to sign forms for release of information from any previous employer for whom the applicant performed safety sensitive functions. Failure to sign this form will result in not being hired. When a covered applicant has previously failed a pre-employment drug test with a prior employer, the employee must present proof of successfully having completed a referral, evaluation and treatment plan.

REASONABLE CAUSE

All employees (whether or not safety-sensitive) will be required to submit to screening whenever a supervisor observes circumstances which provide reasonable cause to believe an employee has used a controlled substance or has otherwise violated the substance abuse rules. Examples of circumstances that may establish reasonable cause to warrant testing include supervisor observation, co-worker complaints, performance decline, attendance or behavior changes, involvement in workplace or vehicular accident, or other actions which indicate a possible error in judgment or negligence, or other violations of the drug or other Commission policy. Before testing the employee, another supervisor shall be contacted to observe the employee's behavior and to concur with the decision to test the employee, or the observing supervisor will review the employee's behavior with another supervisor either face to face or via telephone, to obtain concurrence with the decision to test the employee. The documentation of the employee's conduct shall be prepared and signed by the witnesses within twenty-four (24) hours of the observed behavior or before the results of the test are released, whichever is earlier.

Upon the reasonable suspicion determination being made, Dale County Commission shall ensure that the employee is transported immediately to a collection site for the collection of a urine sample. The employee shall be counseled not to drive a vehicle and a supervisor shall provide transportation for the employee to the collection site.

All persons designated to make a determination that reasonable suspicion exists to require an employee to undergo testing under this provision shall receive at least sixty (60) minutes of training on both alcohol and controlled substance use. The training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

Any employee refusing to submit to reasonable suspicion testing or any employee having a positive drug and/or alcohol test will be terminated.

RANDOM TESTING

Dale County Commission will conduct random unannounced screening of all designated employees at unannounced times throughout the year. An accredited laboratory will maintain two computerized random testing pools including one DOT pool and one non-DOT pool. There will be no maximum number of samples that any one individual will be required to provide during the testing schedule in either pool.

Employees will be required to report to the designated collection site for testing as soon as possible but in no case later than two (2) hours following notification. Failure to report for drug/alcohol screening within two (2) hours of notification will be treated as a positive test result.

POST ACCIDENT TESTING

Employees are required to immediately notify the Drug Program Coordinator or his designee of any accident resulting in injury or damage to any county property or personnel.

Each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to an accident shall provide a urine specimen to be tested for the use of controlled substances and/or alcohol as soon as possible after the accident, but in no case later than eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing.

Employees will be required to undergo urine drug and breath alcohol testing if they are involved in an accident that results in a fatality. A post-accident test will also be conducted in situations where there is no fatality but the following occurs: (1) an individual requires immediate transport to a medical treatment facility as a result of collision or non-collision; (2) any time one or more vehicles incurs disabling damage that prevents any of the vehicles involved from leaving the scene of the occurrence in their usual manner in daylight after simple repairs; or (3) with respect to any occurrence in which a vehicle including a mass transit vehicle (rail car, trolley car, trolley bus or vessel) is removed from operation. In a non-fatal accident as previously described, post-accident testing will be conducted unless the operator's performance (and any other covered employees whose performance could have contributed to the accident) can be completely discounted as a contributing factor to the accident as determined by employer using the best information at the time of the decision. In addition, drug screening and alcohol screening will be required for any driver receiving a citation for any moving violation resulting from an accident.

After notification of any accident, the supervisor will arrange for the employee to be taken as soon as practicable to collection site designated by Dale County Commission. The supervisor or the Drug Program Coordinator will schedule the employee and assure that he/she is tested the same day as the reportable accident, if possible.

If an employee is injured, unconscious, or otherwise unable to evidence consent to the drug test, all reasonable steps must be taken to obtain a urine sample. A supervisor may elect not to test under these circumstances, but such a decision must be made based upon information received as a result of an investigation of the accident. *Nothing in this document should be construed to require the delay of necessary medical attention for injured people following an accident, or prohibiting a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.*

Any employee subject to post-accident testing must refrain from consuming alcohol or taking any controlled substance for eight hours following an accident, or until he/she submits to an alcohol test, whichever comes first. As stated above, the employee will be tested not to exceed eight (8) hours following an accident for alcohol and not to exceed thirty-two (32) hours post-accident for drug testing. If there is a delay of greater than 2 (two) hours for an alcohol test, a reason must be given in writing, retained in a file for possible later referral, and the employer must still attempt to administer an alcohol test for up to 8 (eight) hours following the accident or until the employee undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing must remain available and follow these guidelines, or the County may consider the employee to have refused to submit to testing.

The Commission will discipline or terminate any employee who fails to report an accident or submit to substance screening where required by law or this policy. The Drug Program Coordinator shall insure that an Accident Report is filed in compliance with Commission Policy and applicable laws and regulations.

GENERAL TESTING PROCEDURES

Dale County Commission will contract with a properly certified testing laboratory that will ensure that all proper testing procedures are followed in accordance with this Policy and all applicable laws. The following is a list of the general procedures that will be followed for all drug and alcohol testing, regardless of the reason why the test is being performed:

- All testing procedures, including collections, will be performed by certified technicians and/or laboratories.
- Upon arrival at the collection site, the employee must provide proof of identification. The employee will be required to read and sign the controlled substance testing consent form provided by County. The signature shall be witnessed by the collector. Acceptable proof of identification shall be a current driver's license, with photo, other form of picture identification, or identification by a County representative.
- The Employee shall complete a drug testing custody and control form.
- The Drug Program Coordinator shall notify the employee directly of the results of any positive drug test in order to give the employee an opportunity to challenge the findings. The County may, but shall not be required to, reanalyze the employee's original sample to clarify the findings.
- Controlled substance testing must follow split sample procedures. Under this provision, an employee whose urine sample has tested positive for a controlled substance has the option of having the other portion of the split sample tested at another laboratory. The employee must notify the County within 72 hours after notification of a positive sample that he/she desires a retest under this provision.
- If a split sample test produces a negative result or if the second portion is not available, the test is considered negative and no sanctions will be imposed.
- All persons who receive information by County regarding drug tests shall maintain this information on a confidential basis.

Both Dale County Commission and the laboratory shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs.

SUBSTANCES TESTED FOR

DOT employees will regularly be tested for:

- 1) Marijuana (THC Metabolite)
- 2) Cocaine
- 3) Amphetamines
- 4) Opiates (including heroin)
- 5) Phenylephedrine (PCP)
- 6) Alcohol

Non DOT-employees may be tested for other substances without advance notice. DOT employees may also be separately tested for other substances without advance notice by the Dale County Commission for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

COLLECTION SITES

Dale County Commission will designate a collection site in a reasonably accessible location.

COLLECTION PROCEDURES

Drug testing is conducted by analyzing an employee's urine specimen. The analysis is performed at laboratories certified and monitored by the Department of Health and Human Services (DHHS). The employee provides a urine specimen in a location that affords privacy. The collector seals and labels the specimen, completes a chain of custody document and prepares the specimen and accompanying paper work for shipment to a drug-testing laboratory. The specimen collection procedures and chain of custody ensures the specimen's security, proper identification, and integrity is not compromised.

Split specimen procedures:

- 1) Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen.
- 2) Both bottles are sent to a laboratory.
- 3) Only "primary" specimen is opened and used for analysis.
- 4) "Split" specimen remains sealed and stored at the laboratory.
- 5) If the "primary" specimen confirms the presence of illegal, controlled substances, the employee has 72 hours to request in writing the "split" specimen be sent to another DHHS certified laboratory for analysis.
- 6) If it is positive for one or more of the drugs then a continuation test is performed for each drug using state-of-the-art gas chromatography/mass spectrometry ("GC/MS") analysis.
- 7) GC/MS confirmation insures that over-the-counter medications or prescriptions are not reported as positive results.

DIRECT OBSERVATION

Observed collections are required in a number of situations for DOT employees. Any employee subject to a drug test may also be required to undergo observed collection. The purpose of direct observation is to guard against employee attempts to mask the testing process. Observed collections are required in the following circumstances:

- 1) All return-to-duty tests
- 2) All follow-up tests
- 3) Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90 – 100 degrees Fahrenheit
- 4) Anytime the employee is directed to provide another specimen because the original specimen appears to have been tampered with;
- 5) Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;

- 6) Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determines that there is not an adequate medical explanation for the result?
- 7) Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.

The employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt as appropriate, above the waist, lower clothing and underpants, and turn around completely at the direction of the observer in order to show that he or she is not wearing any prosthetic device.

Where necessary, a Dale County Commission representative or medical personnel may obtain a specimen outside of a designated collection site (such as the emergency room following an accident investigation, etc.).

ALCOHOL TESTING PROCEDURES

All employees are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol while at work or on duty. *In addition, safety-sensitive employees are prohibited from consuming any alcohol four hours prior to going on duty.* A BAC of 0.04 will be accepted as presumptive evidence of intoxication.

Any employee may be subject to alcohol testing either for reasonable suspicion or post-accident. Safety sensitive employees are also subject to random alcohol testing. Random testing will be conducted just before, during, or just after the employee has performed a safety-sensitive function. Safety sensitive employees with a BAC of 0.02 will be immediately removed from the safety sensitive duties for a period of at least twenty-four (24) hours.

All alcohol tests will be conducted using evidentiary breath testing devices approved by the National Highway Traffic Safety Administration by a properly trained person. Any result showing greater than a 0.02 BAC will be repeated.

EVALUATIONS AND RETURN OF RESULTS

The MRO will be responsible for reviewing the quantified test results of employees and confirming that the individuals testing positive have used drugs in violation of policy. Prior to making a final decision, the MRO shall give the individuals testing positive an opportunity to discuss the result either face to face or over the telephone. If the test result is negative dilute, the MRO may decide that the employee must take another test. If this second test results in a negative dilute result, the test will ordinarily be considered to be a negative and no additional testing will be required unless the MRO so directs.

The MRO shall then promptly tell the Drug Program Coordinator which employees or applicants test positive.

REQUEST FOR RETEST

An employee may submit a written request for a retest of the original specimen within 72 hours of receipt of the final test results. Requests must be submitted in writing to the Drug Program

Coordinator. The employee may be required to pay the associated costs of retest in advance but will be reimbursed if the result of the retest is negative.

RELEASE OF TEST RESULTS

Except where otherwise specifically required by law, employee drug testing results and records are maintained under strict confidentiality by the employer, the drug testing laboratory, and the medical review officer. They cannot be released to others without the written consent of the employee. Exceptions to this confidentiality are limited to DOT agencies when license or certification actions are required or to the decision-maker in arbitration, litigation, or administrative proceedings arising from a positive drug test.

However, all employees will be required to execute a consent/release form permitting the Dale County Commission to release test results and related information to the Department of Industrial Relations or other relevant government agency. Applicants for safety-sensitive positions will also be required to execute a consent/release form permitting Dale County Commission to review records of previous drug and alcohol testing information.

RETENTION OF RECORDS

All records will be maintained so as to preserve confidentiality and prevent unauthorized persons from accessing, releasing, or tampering with records. The following records will be maintained:

- (1) Records related to the collection process, including:
 - (i) Collection logbooks, if used.
 - (ii) Documents relating to the random selection process.
 - (iii) Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol tests.
 - (iv) Documents generated in connection with decisions on post-accident drug and alcohol testing.
 - (v) MRO documents verifying existence of a medical explanation of the inability of an employee to provide adequate urine or breathe sample.
- (2) Records related to test results:
 - (i) The Dale County Commission's copy of the custody and control form.
 - (ii) Documents related to the refusal of any employee to submit to a test
 - (iii) Documents presented by an employee to dispute the result of a test
- (3) Records related to referral and return to duty and follow-up testing, including records of any DOT employee's entry into and completion of the treatment program recommended by the substance abuse professional.
- (4) Records related to employee training:
 - (i) Training materials on drug use awareness and alcohol misuse, including a copy of the employer's policy on prohibited drug use and alcohol misuse.
 - (ii) Names of employees attending training on prohibited drug use and alcohol misuse and the dates and times of such training.

- (iii) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug and alcohol testing based on reasonable suspicion.
- (iv) Certification that any training conducted under this part complies with the requirements for such training.

(5) Copies of any annual MIS reports submitted to FTA.

The following records will be maintained for no less than five years: Records of verified positive drug or alcohol test results, documentation of refusals to take required drug or alcohol tests, referrals to the substance abuse professional, and copies of annual MIS reports submitted to FTA.

The following records will be maintained for no less than two years: records related to the collection process and employee training.

The following records will be maintained for no less than one year: records of negative drug or alcohol test results, with the exception that all post-accident testing records will be maintained for at least three (3) years after an accident.

EMPLOYEE EDUCATION AND TRAINING

Dale County Commission will provide written information in drug/alcohol use and treatment resources to safety-sensitive employees. Dale County Commission will provide one hour of training for employees on the dangers of controlled substance use annually. All supervisors of safety-sensitive employees must also attend one hour of training on the signs and symptoms of drug abuse. The training is necessary to assist supervisors in making appropriate determinations for reasonable suspicion testing.

EMPLOYMENT ASSESSMENT

Any safety-sensitive employee or applicant who tests positive for the presence of illegal drugs and/or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, or has refused to submit to a drug or alcohol test (except in the case of an applicant) will be referred to a Substance Abuse Professional (SAP). A SAP can be a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, or employee assistance professional with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders or an addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission. The SAP will follow the protocols and meet the requirements defined in 49CFR part 40. All employees and applicants will be given contact information for a USDOT qualified SAP if they test positive.

EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The County's EAP shall include:

- a) Education and training for employees regarding drugs and alcohol.
- b) Education and training for Supervisors regarding drugs and alcohol, including:
 - 1) Effects and consequences of substance use on personal health, safety, and work.
 - 2) Manifestations and behavioral causes that may indicate substance use.
 - 3) Documentation of training provided.
- c) A written statement on file and available at the Commission office outlining the EAP.

The Drug Program Coordinator or his/her designee should be contacted for further guidance.

Human Resources Director
(334) 774-6025 ext. 2406

INVESTIGATION/SEARCHES

Where a supervisor has reasonable cause to suspect that an employee has violated the substance abuse policy, he/she may inspect vehicles which an employee brings on the Commission's property, lockers, work areas, desks, purses, briefcases, tool boxes, or other belongings, and at locations where County related activities are being conducted without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Drug Program Coordinator will do so for him/her. The Commission may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Drug Program Coordinator or his/her designee.

SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the drug free and alcohol-free transit program should contact the following transit system representative:

Drug Program Coordinator:

Name: Kira Miller

Title: Human Resources Director

Address: 202 Hwy 123 South, Ozark, AL 36360

Telephone Number: 334-774-6025 ext.2406

Certified Laboratory

Name: OccMed Solutions, LLC

Address: 3124 Ross Clark Circle, Dothan, AL 36301

Substance Abuse Professionals

Agency: Insight Treatment Program

Address: 204 West Reynolds Street, Ozark, AL 36360

Telephone Number: 334-445-6190

Agency: Substance Abuse Partnership

Address: 901 S St. Andrews Street, Dothan, AL 36301

Telephone Number: 334-699-2893

Attachment A

Safety-Sensitive Positions

All positions were reviewed for safety-sensitive duties, as defined in 49 CFR part 655, to determine the safety-sensitive positions. Additionally, any new positions created in the future will be reviewed for safety-sensitive duties. The following positions were determined to be safety-sensitive:

Maintenance (All employees)
Dale County Jail (All employees)
Dale County Sheriff's Office (All employees)
Road & Bridge
 Engineering Assistant I, II, and III
 Shop Foreman*
 Equipment Service Technician*
 Heavy Equipment Mechanic*
 Mechanic*
 Operator I, II, and III*
 Road and Bridge Foreman*
 Road and Bridge Superintendent*
 Road Maintenance Technician I and II*
Dale County Coroner
Emergency Management Director
Compliance Officer
IT Technician
Revenue (Any employee that drives a county vehicle)
Mapping and Appraisal (Any employee that drives a county vehicle)



EMPLOYEE RECEIPT OF DALE COUNTY COMMISSION DRUG
AND ALCOHOL TESTING POLICY

Employee Name: _____
(Print)

I hereby certify that I have received and will read this Drug and Alcohol Abuse Testing Policy. I understand that I will be held responsible for the content of the policy and I agree to abide by drug and alcohol testing policy. If I need any clarification or if I have any questions regarding the substance of the policy, I will address them with the Dale County Commission's Human Resources Director.

I understand that violation of this Policy may be grounds for immediate termination of my employment.

This policy adheres to the Federal Transit Administration's mandated regulations for drug and alcohol testing.

Employee Signature: _____

Date Signed: _____

SECTION XIII -Revision 8/23/16
DALE COUNTY COMMISSION
HARASSMENT POLICY

HARASSMENT

Harassment of any kind be it based on sex, race, national origin/ancestry, age, color, or disability, is forbidden and will be subject to disciplinary action up to and including dismissal.

A. Statement of Philosophy

Dale County is committed to maintaining an environment that nourishes the respect for the dignity of each individual and creates an atmosphere in which all employees can interact productively. In keeping with these goals, harassment by anyone (whether by an employee, customer, or contractor in the office, at a County sponsored function, or within any County building, property or work site) will not be tolerated.

B. Definition of Harassment

For purposes of Dale County's policy, harassment is defined as a series of comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, color, pregnancy, or disability.

It can include comments or conduct by a person in a position of authority that is intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individual's grade(s), status or job. Harassment can also occur between people of similar rank. Harassment also occurs when it is known or ought to be reasonably known that such comments or conduct would be unwelcome.

Examples of harassment include gestures, remarks, jokes, taunting, innuendo, displays of offensive materials, threats, adverse employment actions, gender baiting, hazing, stalking, shunning or exclusion related to the prohibited grounds.

C. Sexual Harassment

Under Dale County's sexual harassment policy, sexual harassment is defined as any type of sexually oriented misconduct that is unwelcome or inappropriate.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of sexual nature when:

1. Submission to such conduct is explicitly, or implicitly a term or condition of an employee's employment; or
2. Submission to or rejection of such conduct is used as the implicit or explicit basis for employment decisions affecting the employee's work experience; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's employment, or creates an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to:

1. demanding sexual favors in exchange for favorable evaluations, assignments, promotions, continued employment, grades, letters of recommendation or similar promises;
2. subtle pressure for sexual activity;
3. continued or repeated sexual jokes, kidding, teasing, epithets, flirtation, advances, or propositions;
4. derogatory or demeaning comments about gender, whether sexual or not;
5. harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual;
6. verbal abuse of a sexual nature;
7. graphic verbal commentary about an individual's body, clothing, sexual process, or sexual deficiencies;
8. sexually degrading or vulgar words to describe an individual;
9. leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures;
10. the display in the workplace environment of sexually suggestive objects, pictures, posters or cartoons.

11. name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex;
12. asking questions about sexual conduct or sexual orientation or performances;
13. offensive, repeated requests for dates, even if made after work; and
14. continued advances of a sexual nature which are rejected, even after the parties break off a consensual relationship.

D. Discrimination

It is the policy of Dale County Commission, and all departments thereof, to provide equal employment opportunity and equal treatment to all employees in all aspects of employment without regard to race, color, religion, sex (including pregnancy), age (applies to individuals age 40 and over), national origin, military status, or physical or mental disability (or an otherwise qualified individual).

E. Individuals Covered Under the Policy

Dale County's harassment policy covers all employees, applicants, and others conducting official business with the system.

F. Procedures

1. Reporting a Complaint. Dale County encourages any person who believes he or she is a victim of harassment to try to resolve the problem informally with the person directly responsible for the harassment. This is not, however, a prerequisite for reporting or filing a complaint.

- a. The County recognizes that an individual may be reluctant and/or embarrassed to complain about harassment. As a consequence of this reluctance, the County provides the following reporting alternatives:
Any employee may report a complaint to the appropriate supervisor, department head, appointing authority, or any member of the Commission who, in turn, notify the Commission who appoint a two person investigation team. An individual who is uncertain about the appropriate person to whom the complaint should be addressed may direct the

complaint to the Human Resources Director, or the County Administrator, located at the County Commission office, phone # 774-6025.

- b. County visitors may report a complaint to the same office.
2. Confidentiality. The County recognizes the privacy rights of both the complainant and the accused in a harassment situation. Any allegation of harassment that is brought before a member of the investigation team will be handled discretely. Reasonable effort will be made to protect the privacy of the parties involved; however, it will be necessary to investigate the complaint and to respond to any legal and/or administrative proceedings, which may arise out of or relate to the harassment complaint.
3. Filing a Complaint. The County encourages any person who files a complaint to do so promptly. The County also understands the complainant's reluctance to file a complaint and assures the complainant that late reporting will not in and of itself preclude remedial action by the system. However, all cases must be reported within 180 days of the alleged harassment.

All complaints made to a County Commissioner or to County Management will be immediately put into writing, whether or not the complainant wishes to pursue the matter further. The written report of the complainant will be read, approved, and signed by the complainant. At this point, the complaint will be pursued further. Depending on this decision, one of two procedures will be followed:

1. If the complainant does not wish to continue with the complaint, the appointing authority (or if charge is against the appointing authority, the Commission) will notify the accused that a complaint was filed. The accused will have the opportunity to respond to the allegations in writing. Both reports, the complainant's and the accused's, will be retained by the County. At this point, an informal resolution will be sought.
2. If the complainant wishes to continue the complaint and seek sanctions against the accused, the investigation process begins and will follow the County's grievance procedure outline in SECTION IX (with the exception of the investigation team appointed by the Commission). In the event the

charge is against the appointing authority, the grievance will be heard by the Commission Chair.

An individual who believes he or she is a victim of harassment is encouraged to keep a record of the objectionable conduct. However, the complainant should be aware that a record kept at the direction of the system may be considered privileged, to any extent possible.

The County will retain confidential documentation of all allegations and investigations for a period of two years.

G. Protection Against Retaliation

Neither the County nor its employees or representatives will in any way retaliate against an employee who makes a report of harassment. Retaliation is a very serious violation of this policy and should be reported immediately. Retaliation against any individual for reporting harassment will be treated with the same strict discipline as the harassment complaint itself. All individuals involved in investigating the harassment, including the investigation team members and witnesses, are also protected from retaliation.

H. Investigating a Complaint

If a complainant wishes to pursue the complaint, the investigation will begin. The investigation will be done in a timely manner. The investigation will be handled by the designated team members.

The County will notify the complainant and the accused, through the investigation team, of the procedures that will be followed to allow for due process. Each party to the complaint will be notified that he or she may seek legal counsel at any time during the process.

In general the process will consist of the following procedures:

1. Interview complainant charging harassment.
2. Have complainant read, approve, and sign written report.
3. Notify accused of complaint. Interview and obtain written report from accused.
4. Interview witnesses to harassment.

I. Resolving the Complaint

The County is committed to investigating and resolving any complaint of harassment brought to its attention. The results of the investigation, after having been completed by members of the investigation team, will be forwarded to the County Commission for a final determination on the merit of the claim and any disciplinary action to be taken.

Disciplinary procedures will vary as a result of the parties involved, i.e., the complainant and the accused and in accordance with the disciplinary procedures outline in SECTION VIII. The parties involved may be a combination of employees, staff, administrators, individuals under contract by the County, or persons external to the County.

The procedures outlined in this policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission (EEOC), initiating civil action, or redress under state, civil, or criminal statutes and/or federal law.

J. Sanctions

Potential sanctions for harassment include the following:

Disciplinary warning/reprimand

Referral to appropriate counseling

Reassignment

Temporary suspension

Termination

K. Appeals

A party who is not satisfied with the disposition of the findings of the investigation team may appeal to the appointing authority (or if appointing authority is the accused, the appeal may be made to the Commission) in accordance to the grievance procedures outlined within this handbook in SECTION IX.

Harassment Policy

I _____, hereby acknowledge that I have received a copy of SECTION XIII -Revision 8/23/16 of DALE COUNTY COMMISSION HARASSMENT POLICY. This policy has been explained to me or I have had the opportunity to read it and understand its provisions. I understand that I, as an employee, have the right to file complaints alleging discrimination and/or sexual harassment and I understand the procedures for doing so that are set out in the policy.

Employee Signature

Date

Information will be provided at
Working Session

Dale County Commission

MEMORANDUM OF WARRANTS

CHECK DATES 08/05/16 thru 08/19/16

CHECK RUN 1179 thru 1190

CHECK # 73769 - 73897

			AMOUNT
General Fund	FUND 001	TOTAL	\$ 86,708.47
7 Cent Gas Tax Fund (Rd & Br)	FUND 111	TOTAL	\$ 111,654.32
Public Building Road & Bridge	FUND 112	TOTAL	\$ 248.40
RRR Gas Tax 4 Cent	FUND 117	TOTAL	\$ 56,460.25
Reappraisal Fund	FUND 120	TOTAL	\$ 5,285.95
Ad Valorem (Jail Tax)	FUND 151	TOTAL	\$ -
Solid Waste Fund	FUND 511	TOTAL	\$ 59,793.26
Landfill	FUND 512	TOTAL	\$ -
Agency Fund	FUND 705	TOTAL	\$ 17,614.00
Payroll/Clearing Fund	FUND 710	TOTAL	\$ 213,237.41
Excess from Land Sales	FUND 720	TOTAL	\$ 24,718.23
Land Redemptions	FUND 725	TOTAL	
Law Library	FUND 740	TOTAL	\$ 1,312.21
Solid Waste Tax Offset Escrow	FUND 745	TOTAL	\$ -
District Attorney Fund	FUND 760	TOTAL	\$ -
County Admin Fund	FUND 301	TOTAL	
	GRAND TOTAL		<u>\$ 577,032.50</u>

Dale County Commission

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AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS
CHECK DATES 08/05/2016 TO 08/19/2016 PAY DATES 10/01/2015 TO 09/30/2016

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1190

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
001 General Fund					
001-51100-121	Retirement Match				
51789	523 Retirement Systems of Alabama		73827	08/05/2016	-45.13
					-45.13
001-51100-122	Health Ins				
51712	1032 Local Government Insurance		73812	08/05/2016	-1,080.00
					-1,080.00
001-51100-124	FICA Match				
51669	3449 C B & T -Federal Taxes		73778	08/05/2016	-0.05
					-0.05
001-51100-131	Cost of Retiree Health Ins				
51721	1032 Local Government Insurance		73812	08/05/2016	364.50
51724	1032 Local Government Insurance		73812	08/05/2016	364.50
					729.00
001-51100-154	Legal Service				
51696	57 Henry Steagall III		73803	08/05/2016	1,433.00
					1,433.00
001-51100-211	Off Suppl/Min Off Eq				
51679	911 Dallas Office Supply	15672	73786	08/05/2016	29.24
51782	911 Dallas Office Supply	15728	73785	08/05/2016	956.55
					985.79
001-51100-223	Copy Machine Rental				
51777	196 Xerox Corporation	15729	73855	08/05/2016	150.06
					150.06
001-51100-253	Advertising				
51757	178 The Southern Star, Inc.		73836	08/05/2016	111.55
					111.55
001-51100-255	Cell Telephone Charges				
51772	50 Verizon Wireless		73847	08/05/2016	59.79
51772	50 Verizon Wireless		73847	08/05/2016	160.50
					220.29
001-51100-480	Special Projects				
51833	374 Gasoline Tax Fund		73878	08/12/2016	125.50
					125.50
001-51100-499	Misc Expenses				
51678	179 QST Publications, Inc.		73784	08/05/2016	33.00
					33.00
001-51300-131	Cost of Retiree Insurance				
51722	1032 Local Government Insurance		73812	08/05/2016	364.50
					364.50
001-51300-211	Off Suppl/Min Off Eq				
51679	911 Dallas Office Supply	15672	73786	08/05/2016	29.24
					29.24
001-51300-212	Fuels and Lubricants				
51839	4693 WEX Bank	15911	73894	08/12/2016	64.31
					64.31
001-51300-255	Cell Telephone Charges				

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BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1190

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
001-51300-255	Cell Telephone Charges				
51773	50 Verizon Wireless		73848	08/05/2016	95.15
					<u>95.15</u>
001-51300-262	Mileage				
51798	5317 Anna Sullivan Tucker		73864	08/12/2016	3.00
51810	4206 Eva Syples		73877	08/12/2016	17.00
					<u>20.00</u>
001-51600-119	Supernum Salary				
51617	3636 Gale N. Lavender		73766	08/05/2016	750.00
51623	3366 James F. Watson		73768	08/05/2016	1,286.06
51853	3636 Gale N. Lavender		73895	08/19/2016	750.00
51859	3366 James F. Watson		73897	08/19/2016	1,286.06
					<u>4,072.12</u>
001-51600-131	Cost of Retiree Health Ins				
51723	1032 Local Government Insurance		73812	08/05/2016	364.50
					<u>364.50</u>
001-51600-211	Off Suppl/min Off Eq				
51677	179 QST Publications, Inc.		73783	08/05/2016	33.00
51684	82 Florida Microfilm & Office Supply, Inc.	15732	73793	08/05/2016	1,109.40
51787	911 Dallas Office Supply	15733	73785	08/05/2016	133.95
					<u>1,276.35</u>
001-51600-212	Fuels and Lubricants				
51842	4693 WEX Bank	15915	73894	08/12/2016	19.82
					<u>19.82</u>
001-51600-233	R & M Office Equipment				
51733	80 Muller Communications, Inc.		73818	08/05/2016	76.00
					<u>76.00</u>
001-51600-255	Cell Telephone Charges				
51773	50 Verizon Wireless		73848	08/05/2016	81.69
					<u>81.69</u>
001-51600-825	Surety Bond				
51829	272 Circle Insurance Agency, Inc.		73866	08/12/2016	675.00
					<u>675.00</u>
001-51910-241	Electricity				
51736	53 Pea River Electric Cooperative		73824	08/05/2016	26.23
51737	53 Pea River Electric Cooperative		73824	08/05/2016	26.02
					<u>52.25</u>
001-51920-252	Postage				
51767	3 United States Postal Service	15903	73845	08/05/2016	204.00
					<u>204.00</u>
001-51930-113	Other Salary and Wages				
51666	5526 Brandy Moore		73777	08/05/2016	35.00
51694	3913 Hasten Estus Walker		73792	08/05/2016	35.00
51775	5527 Wayne Davis		73851	08/05/2016	35.00
					<u>105.00</u>
001-51992-231	Repair & Maintenance				
51764	4629 Tyre Enterprises, LLC	15638	73843	08/05/2016	65.00

Dale County Commission

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CHECK RUN 1179 TO 1190

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
					65.00
001-51995-241	Electricity				
51836	16 Alabama Power Company		73862	08/12/2016	4,626.94
					4,626.94
001-51995-242	Natural Gas				
51742	27 Southeast Alabama Gas District		73831	08/05/2016	26.00
					26.00
001-51995-243	Water/Sewer				
51768	8 Utilities Board City of Ozark		73846	08/05/2016	164.12
					164.12
001-51996-211	Office Supplies/Min Off E1				
51782	911 Dallas Office Supply	15728	73785	08/05/2016	57.40
					57.40
001-51996-212	Fuels & Lubricants				
51841	4693 WEX Bank	15913	73894	08/12/2016	218.77
					218.77
001-51996-216	Cleaning Supplies				
51658	4592 Consolidated ACE of Dothan, Inc.	15662	73769	08/05/2016	218.76
51785	3568 Townsend Building Supply, Inc.	15664	73841	08/05/2016	57.60
					276.36
001-51996-228	Uniforms				
51766	1405 Unifirst Corporation	15691	73844	08/05/2016	70.84
					70.84
001-51996-234	Repair/Maint Motor Vech				
51824	1784 Roy's Tires, Inc.	15908	73891	08/12/2016	15.50
					15.50
001-51996-242	Natural Gas				
51743	27 Southeast Alabama Gas District		73831	08/05/2016	8.32
					8.32
001-51996-243	Water/Sewer				
51769	8 Utilities Board City of Ozark		73846	08/05/2016	70.43
					70.43
001-51996-255	Cell Phones				
51772	50 Verizon Wireless		73847	08/05/2016	262.54
					262.54
001-51997-231	R & M to Buildings				
51658	4592 Consolidated ACE of Dothan, Inc.	15662	73769	08/05/2016	97.96
					97.96
001-51997-241	Electricity				
51851	16 Alabama Power Company		73862	08/12/2016	31.29
					31.29
001-51998-172	Sanitation Services				
51755	4650 Southeast Waste Disposal	15730	73834	08/05/2016	155.00
					155.00
001-51998-231	R & M to Buildings				
51683	1157 Enterprise Precision Locksmith, Inc.	15806	73791	08/05/2016	111.00
51695	406 Harris Security Systems, Inc.		73802	08/05/2016	85.00

Dale County Commission

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BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1190

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
					196.00
001-51998-242	Natural Gas				
51744	27 Southeast Alabama Gas District		73831	08/05/2016	18.24
					18.24
001-51998-243	Water/Sewer				
51770	8 Utilities Board City of Ozark		73846	08/05/2016	85.23
					85.23
001-51999-190	Fire Alarm Monitoring Services				
51693	406 Harris Security Systems, Inc.	15815	73802	08/05/2016	25.00
					25.00
001-51999-231	R & M to Buildings				
51658	4592 Consolidated ACE of Dothan, Inc.	15662	73769	08/05/2016	25.47
51812	3428 Hagler Heating & Cooling, Inc.	15902	73879	08/12/2016	140.00
					165.47
001-52100-119	Supernum Salary				
51620	3367 James B. Mixon		73767	08/05/2016	1,875.00
51856	3367 James B. Mixon		73896	08/19/2016	1,875.00
					3,750.00
001-52100-131	Cost of Retiree Health Ins				
51715	1032 Local Government Insurance		73812	08/05/2016	774.90
					774.90
001-52100-163	Data Proc / IT Services				
51796	3445 Alabama Criminal Justice Information Cen	15713	73861	08/12/2016	1,200.00
51815	3750 LexisNexis Risk Solutions	15714	73883	08/12/2016	336.16
51820	4148 Nitorco, Inc.	15711	73887	08/12/2016	1,100.00
					2,636.16
001-52100-211	Off Suppl/Min Off Eq				
51822	4476 Roger W. Parrish	15917	73889	08/12/2016	49.00
					49.00
001-52100-212	Fuel and Lubricants				
51826	4592 Consolidated ACE of Dothan, Inc.	15504	73859	08/12/2016	40.95
51844	4693 WEX Bank	15914	73894	08/12/2016	6,658.37
					6,699.32
001-52100-215	Tires/Tubes				
51699	1655 Jim Whaley's Tires, Inc.	15717	73805	08/05/2016	335.86
					335.86
001-52100-228	Uniforms				
51665	2740 Azar's Uniforms, Inc.	15719	73776	08/05/2016	2,036.30
					2,036.30
001-52100-234	Repairs/Maint to Motor Veh				
51690	152 Gilland Chevrolet GMC Inc.	15496	73799	08/05/2016	47.73
51691	5294 Gilland Ford	15807	73800	08/05/2016	114.23
51698	1655 Jim Whaley's Tires, Inc.	15498	73805	08/05/2016	431.96
51700	1655 Jim Whaley's Tires, Inc.	15718	73805	08/05/2016	1,644.24
51729	924 Logan's All Pro Tint, Tire & Accessories	15501	73813	08/05/2016	69.99
51821	2269 O'Reilly Automotive Stores, Inc.	15724	73888	08/12/2016	544.15
					2,852.30

Dale County Commission

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CHECK RUN 1179 TO 1190

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
001-52100-255	Cell Telephone Charges				
51773	50 Verizon Wireless		73848	08/05/2016	4,813.22
51819	5421 Verizon		73893	08/12/2016	374.10
					<u>5,187.32</u>
001-52100-542	Capital Communications Equipment				
51794	407 Alabama Power Company	15909	73858	08/10/2016	7,918.62
					<u>7,918.62</u>
001-52105-232	Helicopter Misc Expense				
51823	4268 John S. Blankenship	15918	73890	08/12/2016	109.67
51835	4268 John S. Blankenship	15920	73890	08/12/2016	41.24
					<u>150.91</u>
001-52111-241	Electricity				
51837	16 Alabama Power Company		73862	08/12/2016	110.08
51838	16 Alabama Power Company		73862	08/12/2016	38.24
					<u>148.32</u>
001-52115-241	Electricity				
51850	16 Alabama Power Company		73862	08/12/2016	132.88
					<u>132.88</u>
001-52121-229	Other Rentals				
51655	2702 Price Farms LLP		73826	08/05/2016	100.00
					<u>100.00</u>
001-52121-236	R & M Commun Equip				
51758	5124 Taylor Power Systems, Inc.		73837	08/05/2016	190.00
					<u>190.00</u>
001-52200-183	Prescriptions - Inmate/Detainees				
51808	4108 Dale Pharmacy, Inc.	15698	73873	08/12/2016	324.65
51813	3716 Independent Health Services	15699	73880	08/12/2016	1,016.52
					<u>1,341.17</u>
001-52200-184	Medical/Dental - Inmates/Detainees				
51801	122 Connie A. Chandler, MD		73869	08/12/2016	2,750.00
					<u>2,750.00</u>
001-52200-216	Cleaning Supplies				
51803	3415 Dade Paper & Bag Co.	15710	73871	08/12/2016	343.00
					<u>343.00</u>
001-52200-228	Uniforms				
51817	510 Logan's Cleaners		73884	08/12/2016	10.00
51818	510 Logan's Cleaners		73884	08/12/2016	10.00
					<u>20.00</u>
001-52200-231	R & M to Buildings				
51765	4629 Tyre Enterprises, LLC	15648	73843	08/05/2016	307.00
51800	3470 Commercial & Coin Laundry Equipment	15786	73868	08/12/2016	189.35
51811	3428 Hagler Heating & Cooling, Inc.	15788	73879	08/12/2016	869.00
					<u>1,365.35</u>
001-52200-239	Other Repairs/Maint				
51759	5124 Taylor Power Systems, Inc.		73837	08/05/2016	200.00
					<u>200.00</u>
001-52200-242	Natural Gas				

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VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
001-52200-242	Natural Gas				
51745	27 Southeast Alabama Gas District		73831	08/05/2016	915.14
					<u>915.14</u>
001-52200-243	Water/Sewer				
51771	8 Utilities Board City of Ozark		73846	08/05/2016	588.45
					<u>588.45</u>
001-52300-211	Off Suppl/Min Off Eq				
51783	3414 Myron Corp.	15375	73819	08/05/2016	202.94
					<u>202.94</u>
001-52300-212	Fuel/Lubricants				
51843	4693 WEX Bank	15912	73894	08/12/2016	158.15
					<u>158.15</u>
001-52300-236	R & M Commun Equip				
51760	5124 Taylor Power Systems, Inc.		73837	08/05/2016	200.00
					<u>200.00</u>
001-52300-255	Cell Telephone Charges				
51756	538 Southern Linc Wireless		73835	08/05/2016	84.80
51772	50 Verizon Wireless		73847	08/05/2016	91.80
					<u>176.60</u>
001-52610-181	Monitoring Services				
51852	3297 B.I. Incorporated		73865	08/12/2016	953.99
					<u>953.99</u>
001-52610-404	Professional Services				
51746	388 Southeast Alabama Youth Services, Inc		73832	08/05/2016	2,769.33
					<u>2,769.33</u>
001-52800-182	Contractual Services				
51779	5467 Dale County Court Services		73782	08/05/2016	1,666.67
					<u>1,666.67</u>
001-52800-219	Operating Expenses				
51779	5467 Dale County Court Services		73782	08/05/2016	741.18
					<u>741.18</u>
001-55205-835	Direct Support				
51657	414 Vivian B. Adams School		73850	08/05/2016	6,562.50
					<u>6,562.50</u>
001-55400-835	Animal Shelter Support				
51653	3909 City of Ozark		73821	08/05/2016	2,916.66
					<u>2,916.66</u>
001-56210-262	Mileage				
51776	4071 Willie B. Norman		73853	08/05/2016	147.10
					<u>147.10</u>
001-56220-835	Direct Support (City of Ozark)				
51654	3909 City of Ozark		73821	08/05/2016	3,208.33
					<u>3,208.33</u>
001-56221-835	Direct Support -Midland City Sr Ctr				
51652	4721 Town of Midland City		73817	08/05/2016	2,305.67
					<u>2,305.67</u>
001-56902-262	Mileage				

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VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
001-56902-262	Mileage				
51680	3260 Dianne Gasset Tharpe		73787	08/05/2016	12.96
51687	3261 Geraldine Henderson		73797	08/05/2016	17.28
51697	5364 James Cheshire		73804	08/05/2016	14.04
51731	4577 Marie Black		73814	08/05/2016	18.36
					<u>62.64</u>
001-58200-835	Direct Support				
51650	452 Alabama Cooperative Extension Sys		73774	08/05/2016	2,250.00
					<u>2,250.00</u>
FUND 001 TOTAL					<u>81,606.11</u>
111 Gasoline Tax 7 cent					
111-53100-131	Cost of Retiree Health Ins				
51717	1032 Local Government Insurance		73812	08/05/2016	774.90
					<u>774.90</u>
111-53100-163	Data Processing Services				
51831	43 Danny L. Floyd	15870	73875	08/12/2016	625.00
					<u>625.00</u>
111-53100-207	Safety Supplies				
51660	1478 Advanced Fire & Safety, Inc.	15784	73771	08/05/2016	480.00
51661	5511 Advanced First Aid Service LLC	15781	73772	08/05/2016	559.50
					<u>1,039.50</u>
111-53100-211	Off Suppl/Min Off Eq				
51679	911 Dallas Office Supply	15672	73786	08/05/2016	96.20
51778	196 Xerox Corporation	15898	73856	08/05/2016	212.82
					<u>309.02</u>
111-53100-212	Fuels/Lubricants				
51732	5157 May's Distributing Company, Inc.	15676	73816	08/05/2016	7,271.73
					<u>7,271.73</u>
111-53100-214	Small Tools & Min Equip				
51735	72 Parts & Services, LLC	15680	73822	08/05/2016	4.80
					<u>4.80</u>
111-53100-215	Tires/Tubes				
51739	1784 Roy's Tires, Inc.	15682	73828	08/05/2016	2,783.74
					<u>2,783.74</u>
111-53100-216	Road Bldg Materials				
51659	4592 Consolidated ACE of Dothan, Inc.	15666	73770	08/05/2016	22.45
51701	3161 Johnston Trucking, LLC	15767	73806	08/05/2016	72,673.72
51747	70 Southeast Materials Corporation	15557	73833	08/05/2016	1,793.22
51749	70 Southeast Materials Corporation	15686	73833	08/05/2016	1,090.69
51750	70 Southeast Materials Corporation	15774	73833	08/05/2016	299.75
51751	70 Southeast Materials Corporation	15779	73833	08/05/2016	1,500.24
51752	70 Southeast Materials Corporation	15684	73833	08/05/2016	307.32
51753	70 Southeast Materials Corporation	15789	73833	08/05/2016	2,286.00
51754	70 Southeast Materials Corporation	15685	73833	08/05/2016	363.23
51834	5536 Juan Gonzalez	15926	73882	08/12/2016	350.00
					<u>80,686.62</u>
111-53100-219	Other Misc Supplies				

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VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
111-53100-219 Other Misc Supplies					
51681	1049 Daniel W. Enfinger	15674	73789	08/05/2016	25.00
51682	108 Enterprise Janitorial & Paper, Inc.	15757	73790	08/05/2016	60.04
51748	70 Southeast Materials Corporation	15759	73833	08/05/2016	578.88
					<u>663.92</u>
111-53100-228 Uniforms					
51766	1405 Unifirst Corporation	15691	73844	08/05/2016	621.30
					<u>621.30</u>
111-53100-229 Other Rentals					
51655	2702 Price Farms LLP		73826	08/05/2016	100.00
					<u>100.00</u>
111-53100-232 R & M of Const Equip					
51659	4592 Consolidated ACE of Dothan, Inc.	15666	73770	08/05/2016	14.58
51662	4317 AGF Machinery, LLC	15777	73773	08/05/2016	1,298.02
51685	1336 Four Star Freightliner, Inc.	15803	73794	08/05/2016	83.22
51688	2032 G.E.T.S., Inc.	15675	73798	08/05/2016	17.05
51692	1543 Gulf Coast Truck and Equipment Co., Inc.	15542	73801	08/05/2016	2,360.98
51730	5272 Marvin's, Inc.	15677	73815	08/05/2016	4.49
51734	2269 O'Reilly Automotive Stores, Inc.	15678	73820	08/05/2016	30.99
51735	72 Parts & Services, LLC	15680	73822	08/05/2016	622.98
51762	101 Thompson Tractor Company, Inc.	15688	73840	08/05/2016	202.99
51763	566 Tri-State Diesel & Auto Electric Inc.	15798	73842	08/05/2016	1,015.00
					<u>5,650.30</u>
111-53100-234 Repairs/Maint to Motor Veh					
51659	4592 Consolidated ACE of Dothan, Inc.	15666	73770	08/05/2016	123.00
51688	2032 G.E.T.S., Inc.	15675	73798	08/05/2016	17.05
51735	72 Parts & Services, LLC	15680	73822	08/05/2016	1,082.75
					<u>1,222.80</u>
111-53100-238 Contractual Maint of Roads					
51686	5387 Geneva Grass Company	14875	73796	08/05/2016	1,860.00
					<u>1,860.00</u>
111-53100-241 Electricity					
51663	16 Alabama Power Company	15667	73775	08/05/2016	10.82
51738	53 Pea River Electric Cooperative	15681	73824	08/05/2016	107.80
51828	16 Alabama Power Company	15864	73862	08/12/2016	1,377.19
					<u>1,495.81</u>
111-53100-407 Vehicle License					
51761	3391 Terry Williams	15905	73838	08/05/2016	30.00
					<u>30.00</u>
111-53100-576 Construction Equipment					
51740	3250 Seminole Communications Inc.	15418	73829	08/05/2016	6,514.88
					<u>6,514.88</u>
					<u>111,654.32</u>
FUND 111 TOTAL					
112 Public Building Road & Bridge					
112-51907-262 Mileage					
51741	1075 Sheila Glaze		73830	08/05/2016	248.40
					<u>248.40</u>

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VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
FUND 112 TOTAL					248.40
117 RRR Gas Tax 4 cent					
117-53900-113	Other Salaries and Wages				
51832	374 Gasoline Tax Fund		73878	08/12/2016	13,850.80
					13,850.80
117-53900-216	Road Building Materials				
51832	374 Gasoline Tax Fund		73878	08/12/2016	4,936.05
					4,936.05
117-53900-225	Constr Equip Rental				
51832	374 Gasoline Tax Fund		73878	08/12/2016	27,731.19
					27,731.19
117-53900-238	Contractual Maint of Roads				
51830	5508 Dannelly Enterprises, LLC	15906	73874	08/12/2016	9,942.21
					9,942.21
FUND 117 TOTAL					56,460.25
120 Reappraisal					
120-51810-131	Cost of Retiree Health Ins				
51716	1032 Local Government Insurance		73812	08/05/2016	774.90
51720	1032 Local Government Insurance		73812	08/05/2016	364.50
					1,139.40
120-51810-211	Off Suppl/Min Off Eq				
51684	82 Florida Microfilm & Office Supply, Inc.	15732	73793	08/05/2016	159.80
51787	911 Dallas Office Supply	15733	73785	08/05/2016	287.00
					446.80
120-51810-212	Fuel and Lubricants				
51840	4693 WEX Bank	15910	73894	08/12/2016	158.34
					158.34
120-51810-240	Utilities				
51768	8 Utilities Board City of Ozark		73846	08/05/2016	11.50
51836	16 Alabama Power Company		73862	08/12/2016	185.00
					196.50
120-51810-251	Telephone				
51774	50 Verizon Wireless		73849	08/05/2016	100.04
					100.04
120-51810-586	Computer Software				
51676	5071 CoStar Realty Information, Inc.	15831	73781	08/05/2016	199.00
					199.00
FUND 120 TOTAL					2,240.08
511 Residential Garbage					
511-21540-000	Deposit - Residential Garbage				
51795	5529 Adrian M. Barczak		73860	08/12/2016	50.00
51799	5531 Clayton D Johnson		73867	08/12/2016	50.00
51802	5532 Crystal S Carroll		73870	08/12/2016	50.00
51804	4139 Dale County Solid Waste		73872	08/12/2016	50.00
51805	4139 Dale County Solid Waste		73872	08/12/2016	50.00
51806	4139 Dale County Solid Waste		73872	08/12/2016	19.00

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VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
511-21540-000	Deposit - Residential Garbage				
51807	4139 Dale County Solid Waste		73872	08/12/2016	33.00
51809	5533 Erica Y Peterson		73876	08/12/2016	50.00
51814	5534 Joel M Kosman		73881	08/12/2016	50.00
51825	5535 Tim Adkins		73892	08/12/2016	17.00
51845	4139 Dale County Solid Waste		73872	08/12/2016	50.00
51846	4139 Dale County Solid Waste		73872	08/12/2016	50.00
51847	4139 Dale County Solid Waste		73872	08/12/2016	19.00
51848	5537 Michael T Foss		73886	08/12/2016	50.00
					<u>588.00</u>
511-45411-740	Residential Garbage Fees				
51797	5530 Amelia A Deese		73863	08/12/2016	61.60
51802	5532 Crystal S Carroll		73870	08/12/2016	14.00
51809	5533 Erica Y Peterson		73876	08/12/2016	13.00
					<u>88.60</u>
511-54100-183	Solid Waste Collection Charges				
51849	4883 Mark Dunning Industries, Inc.		73885	08/12/2016	55,833.00
					<u>55,833.00</u>
511-54100-211	Off Suppl/Min Off Eq				
51679	911 Dallas Office Supply	15672	73786	08/05/2016	29.22
					<u>29.22</u>
511-54100-212	Fuels / Lubricants				
51839	4693 WEX Bank	15911	73894	08/12/2016	64.31
					<u>64.31</u>
511-54100-229	Other Rentals				
51655	2702 Price Farms LLP		73826	08/05/2016	100.00
					<u>100.00</u>
511-54100-835	Direct Support (Mgmt - Gas Tax)				
51651	374 Gasoline Tax Fund		73795	08/05/2016	2,614.00
					<u>2,614.00</u>
					<u>59,317.13</u>
					FUND 511 TOTAL
705 Agency					
705-21100-000	Accounts Payable				
51656	2702 Price Farms LLP		73826	08/05/2016	100.00
					<u>100.00</u>
705-21155-000	DYS Grant 2015-2016				
51667	5368 The Bridges, A Counseling Place		73839	08/05/2016	17,514.00
					<u>17,514.00</u>
					<u>17,614.00</u>
					FUND 705 TOTAL
710 Payroll/Clearing					
710-21701-000	Federal Taxes				
51618	3636 Gale N. Lavender		73766	08/05/2016	-130.00
51621	3367 James B. Mixon		73767	08/05/2016	-259.00
51624	3366 James F. Watson		73768	08/05/2016	-102.48
51670	3449 C B & T -Federal Taxes		73778	08/05/2016	12,756.69
51671	3449 C B & T -Federal Taxes		73778	08/05/2016	491.48

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<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
710-21701-000 Federal Taxes					
51854	3636 Gale N. Lavender		73895	08/19/2016	-130.00
51857	3367 James B. Mixon		73896	08/19/2016	-259.00
51860	3366 James F. Watson		73897	08/19/2016	-102.48
					12,265.21
710-21702-000 FICA Payment					
51668	3449 C B & T -Federal Taxes		73778	08/05/2016	22,025.30
					22,025.30
710-21704-000 Retirement					
51220	523 Retirement Systems of Alabama		73827	08/05/2016	3,870.03
51221	523 Retirement Systems of Alabama		73827	08/05/2016	1,535.16
51235	523 Retirement Systems of Alabama		73827	08/05/2016	1,934.73
51236	523 Retirement Systems of Alabama		73827	08/05/2016	233.66
51453	523 Retirement Systems of Alabama		73827	08/05/2016	3,863.35
51454	523 Retirement Systems of Alabama		73827	08/05/2016	1,479.75
51468	523 Retirement Systems of Alabama		73827	08/05/2016	1,865.26
51469	523 Retirement Systems of Alabama		73827	08/05/2016	234.03
51788	523 Retirement Systems of Alabama		73827	08/05/2016	27,821.28
					42,837.25
710-21705-000 Alabama State Taxes					
51619	3636 Gale N. Lavender		73766	08/05/2016	-54.00
51622	3367 James B. Mixon		73767	08/05/2016	-69.00
51672	3450 C B & T -State Taxes		73779	08/05/2016	4,867.29
51673	3450 C B & T -State Taxes		73779	08/05/2016	10.33
51674	3450 C B & T -State Taxes		73779	08/05/2016	4,762.58
51675	3450 C B & T -State Taxes		73779	08/05/2016	246.00
51855	3636 Gale N. Lavender		73895	08/19/2016	-54.00
51858	3367 James B. Mixon		73896	08/19/2016	-69.00
					9,640.20
710-21706-000 Wage Garnishments					
51224	3076 Chapter 13 Trustee		73780	08/05/2016	688.50
51457	3076 Chapter 13 Trustee		73780	08/05/2016	688.50
					1,377.00
710-21709-000 Empower Retirement					
51239	5355 Empower Retirement		73788	08/05/2016	30.00
51240	5355 Empower Retirement		73788	08/05/2016	310.00
51472	5355 Empower Retirement		73788	08/05/2016	30.00
51473	5355 Empower Retirement		73788	08/05/2016	310.00
					680.00
710-21712-000 Judicial Retirement					
51225	309 Judicial Retirement Fund		73807	08/05/2016	265.95
51458	309 Judicial Retirement Fund		73807	08/05/2016	265.95
					531.90
710-21716-000 RSA-1					
51222	476 Peiraf-Deferred Compensation		73825	08/05/2016	210.00
51455	476 Peiraf-Deferred Compensation		73825	08/05/2016	210.00
					420.00
710-21719-000 United Way					

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710-21719-000 United Way					
51233	1690 Wiregrass United Way		73854	08/05/2016	71.54
51466	1690 Wiregrass United Way		73854	08/05/2016	71.54
					143.08
710-21722-000 Health Insurance					
51217	1032 Local Government Insurance		73812	08/05/2016	2,035.00
51230	1032 Local Government Insurance		73812	08/05/2016	2,494.80
51450	1032 Local Government Insurance		73812	08/05/2016	2,035.00
51463	1032 Local Government Insurance		73812	08/05/2016	2,494.80
51713	1032 Local Government Insurance		73812	08/05/2016	39,194.10
51714	1032 Local Government Insurance		73812	08/05/2016	366.30
					48,620.00
710-21723-000 Life Insurance					
51702	4081 Lincoln National Insurance Company		73809	08/05/2016	462.24
51703	4081 Lincoln National Insurance Company		73809	08/05/2016	-4.28
51704	4081 Lincoln National Insurance Company		73809	08/05/2016	-4.28
					453.68
710-21726-000 Health Ins Payable (Retiree)					
51718	1032 Local Government Insurance		73812	08/05/2016	258.30
51719	1032 Local Government Insurance		73812	08/05/2016	622.50
51725	1032 Local Government Insurance		73812	08/05/2016	40.50
51726	1032 Local Government Insurance		73812	08/05/2016	40.50
51727	1032 Local Government Insurance		73812	08/05/2016	40.50
51728	1032 Local Government Insurance		73812	08/05/2016	40.50
					1,042.80
710-21728-000 Supplemental Dental Insurance					
51232	1032 Local Government Insurance		73812	08/05/2016	120.00
51465	1032 Local Government Insurance		73812	08/05/2016	120.00
51706	1032 Local Government Insurance		73812	08/05/2016	40.00
51707	1032 Local Government Insurance		73812	08/05/2016	40.00
51708	1032 Local Government Insurance		73812	08/05/2016	40.00
					360.00
710-21729-000 Supplemental Vision Insurance					
51231	1032 Local Government Insurance		73812	08/05/2016	50.00
51464	1032 Local Government Insurance		73812	08/05/2016	50.00
51709	1032 Local Government Insurance		73812	08/05/2016	20.00
51710	1032 Local Government Insurance		73812	08/05/2016	20.00
51711	1032 Local Government Insurance		73812	08/05/2016	20.00
					160.00
710-21735-000 Liberty National Insurance					
51218	1755 Liberty National Life Insurance Co.		73808	08/05/2016	826.19
51219	1755 Liberty National Life Insurance Co.		73808	08/05/2016	425.36
51451	1755 Liberty National Life Insurance Co.		73808	08/05/2016	826.19
51452	1755 Liberty National Life Insurance Co.		73808	08/05/2016	425.36
					2,503.10
710-21736-000 Liberty National Insur (Bal Acct)					
51705	1755 Liberty National Life Insurance Co.		73808	08/05/2016	-0.45
					-0.45

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FUND 710 TOTAL					143,059.07
740 Law Library					
740-51275-219 Discretionary Expenditure					
51784	5528 P. B. McLauchlin, Jr.		73823	08/05/2016	575.17
51786	4448 William H. Filmore		73852	08/05/2016	737.04
					<u>1,312.21</u>
FUND 740 TOTAL					<u>1,312.21</u>
GRAND TOTAL					<u><u>473,511.57</u></u>

MEMORANDUM OF WARRANTS

PAYABLE | 8/19/2016

BEGINNING CK. NO. 154305
ENDING CK. NO. 154308
VOID

DIRECT DEPOSIT BEGINNING NO. 20946
ENDING CK.NO. 21082
VOID

	GROSS	FICA MATCH	RETIRE. MATCH	TOTAL
GENERAL FUND 001:	100,194.70	7385.41	8684.12 \$	116,264.23
GASOLINE TAX FUND 111:	42,127.35	3078.78	4047.51 \$	49,253.64
REAPPRAISAL FUND 120:	6,370.54	419.50	561.36 \$	7,351.40
RSVP FUND 160:	-	-	\$	-
SOLID WASTE FUND 511:	2,337.70	175.21	251.53 \$	2,764.44
SOLID \ LANDFILL 512:	\$ -	\$ -	\$ -	-
TOTAL AMOUNT:	151,030.29	11,058.90	13,544.52	175,633.71

cc: Administrator

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Dale County Commission
 PAY TYPE REPORT BY DEPARTMENT/NAME
 PAYROLL DATES: 08/19/2016 TO 08/19/2016

<u>EMPLOYEE NAME</u>	<u>ID</u>	<u>NUMBER OF EMPLOYEES</u>	<u>DAYS/HOURS WORKED</u>	<u>AMOUNT</u>	<u>FRINGE BENEFIT</u>
DEPT: 51600 - Commissioner of Revenue					
Brabham, Sandra E	18				
OT Overtime Pay			0.02	0.30	
Goode, Kimberly J	105				
OT Overtime Pay			2.32	45.48	
Haywood, Sara A	114				
OT Overtime Pay			1.80	32.16	
Walters, Debra E	422				
OT Overtime Pay			1.43	19.03	
TOTALS FOR 51600 - Commissioner of Revenue		4	5.57	96.97	0.00
DEPT: 52100 - Sheriff's Office					
Anderson, Kyle J	6				
OT Overtime Pay			6.00	166.86	
Boling, James A	383				
OT Overtime Pay			7.00	133.67	
Braman, Christopher E	474				
OT Overtime Pay			3.00	49.68	
Bruhn, Adam T	25				
OT Overtime Pay			11.00	224.90	
Crooks, Timothy P	89				
OT Overtime Pay			18.00	478.17	
Eberhart, Omar C	333				
OT Overtime Pay			7.00	133.67	
Elmore, Brandon M	107				
OT Overtime Pay			7.00	185.01	
Harper, Joshua A	444				
OT Overtime Pay			5.00	93.75	
Harrington, Tyler D	366				
OT Overtime Pay			5.50	104.86	
King, Daniel W	353				
OT Overtime Pay			19.00	362.24	
Peters, Clee T	327				
OT Overtime Pay			15.00	281.25	
Spurlock, Scotty	339				
OT Overtime Pay			3.00	64.17	
Weaver, Joseph E	65				
OT Overtime Pay			5.00	121.20	
TOTALS FOR 52100 - Sheriff's Office		13	111.50	2,399.43	0.00

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 PAY TYPE REPORT BY DEPARTMENT/NAME
 PAYROLL DATES: 08/19/2016 TO 08/19/2016

<u>EMPLOYEE NAME</u>	<u>ID</u>	<u>NUMBER OF EMPLOYEES</u>	<u>DAYS/HOURS WORKED</u>	<u>AMOUNT</u>	<u>FRINGE BENEFIT</u>
DEPT: 52101 - S. O. Ariton					
Wasden, Joshua R	457				
OT Overtime Pay			10.50	213.73	
TOTALS FOR 52101 - S. O. Ariton		1	10.50	213.73	0.00
DEPT: 52200 - Dale County Jail					
Baxley, Steven	12				
OT Overtime Pay			1.00	22.95	
Cramer, Jeffery S	88				
OT Overtime Pay			12.00	200.52	
Duncan, Charles V	465				
OT Overtime Pay			10.00	191.25	
Morales, Lizbeth	476				
OT Overtime Pay			8.00	115.20	
Peters, Jimmy Hunter	480				
OT Overtime Pay			62.50	900.00	
Snell, Marsha L	45				
OT Overtime Pay			8.00	136.32	
Tucker, Gary D	313				
OT Overtime Pay			6.00	98.19	
Williams, Robert L	456				
OT Overtime Pay			8.00	117.48	
Wright, Brandon Gunner	481				
OT Overtime Pay			16.00	230.40	
TOTALS FOR 52200 - Dale County Jail		9	131.50	2,012.31	0.00
DEPT: 53100 - Road & Bridge/Engineering					
Daniels, Dane G	209				
OT Overtime Pay			6.50	193.05	
Deloney, Jim M	464				
OT Overtime Pay			2.50	62.44	
Marshall, Christopher T	345				
OT Overtime Pay			19.50	360.95	
Sirmans, Jesse A	449				
OT Overtime Pay			21.75	332.78	
Smith, Brian K	39				
OT Overtime Pay			11.50	255.13	

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PAY TYPE REPORT BY DEPARTMENT/NAME
PAYROLL DATES: 08/19/2016 TO 08/19/2016

<u>EMPLOYEE NAME</u>	<u>ID</u>	<u>NUMBER OF EMPLOYEES</u>	<u>DAYS/HOURS WORKED</u>	<u>AMOUNT</u>	<u>FRINGE BENEFIT</u>
Watson, Jeffery L	328				
OT Overtime Pay			14.25	346.28	
Williams, David W	67				
OT Overtime Pay			14.25	316.35	
Williams, Terry W	73				
OT Overtime Pay			17.75	305.92	
TOTALS FOR 53100 - Road & Bridge/Engineering		8	108.00	2,172.90	0.00
 DEPT: 54100 - Solid Waste Collection					
Peters, Connie K	213				
OT Overtime Pay			1.00	20.70	
TOTALS FOR 54100 - Solid Waste Collection		1	1.00	20.70	0.00
TOTALS		36	368.07	6,916.04	0.00

Revenue/Tag and Title Clerk

Classification

Full-Time Nonexempt

Grade/ Wage Range

VI / (8.87-15.36)

Reports to

Revenue Commissioner, Property Collections and Assessing Chief Clerk,
Motor Vehicle Chief Clerk

Date

Commission Approved 8/23/2016 _____

JOB DESCRIPTION

Summary/Objective

Assesses and calculates appropriate fees and taxes using information provided by legal descriptions, customers, applicable laws, and department procedures. Maintains records of tag receipts, daily tag reports, office memorandum, sales tax number records, titles, checks received by mail, and handicap placard.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establishes and maintains assessment files and other records for registrations and titles.
2. Determines eligibility for exemptions for the blind, disabled, veterans, military, undercover officers, Fire & Rescue, churches, and so on.
3. Reviews assessments for errors in class, municipal, and school district. Corrects information if necessary.
4. Assists customers with paperwork and answers any questions they may have about registrations.
5. Maintains all necessary records and files including the departmental database.
6. Processes title and transfer applications and prepares state reports when necessary.
7. Researches official records to verify information or answer inquiries.
8. Using applicable laws and department procedures assesses vehicles.
9. Determines, issues and collects appropriate taxes and fees to register vehicles and issue tags.
10. Collects appropriate fees and taxes.
11. Issues updated tax receipts and files office copies.

12. Ensures sales tax has been paid as required on new vehicle registrations.
13. Processes title and transfer applications when required; inspects vehicle to ensure correct information is obtained.
14. Balances tags, receipts and cash at end of day.
15. Processes mail in registration requests; prepares tags and registration receipts for mailing.
16. Processes internet renewals.
17. Answers telephone and provides information regarding taxes.
18. Researches tax records for tax assessments to answer inquiries.
19. Directs visitors to proper department as required.
20. Type's letters, forms and records; composes and types legal documents.
21. Performs other clerical and receptionist duties as assigned.
22. Researches official records relating to property transfers.
23. Collects sales taxes.
24. Other duties as required.

Job Specifications

1. Verbal skills to politely and effectively communicate with co-workers and public.
2. Math skills to perform basic mathematical operations quickly and correctly.
1. Writing skills to neatly fill out forms and compose letters.
2. Reading skills to understand written policies and directives, manuals, legal descriptions and map notations.
3. Listening skills to understand verbal instructions and requests.
4. Knowledge of tax process.
5. Knowledge of laws and practices related to state automobile title laws.
6. Ability to operate office machines such as calculator, typewriter, copy machine and data entry terminal.
7. Ability to type at least 45 wpm and to enter data through CRT terminal.
8. Knowledge of office filing system.
9. Knowledge of County policies and procedures.
10. Willing to work in satellite offices.

Preferred Education and Experience

1. High School Diploma or GED equivalent.
2. Computer experience preferred.

Must have good communication skills, basic math skills, and the ability to read and write. Needs to be able to type accurately, enter data quickly and accurately, and to operate terminals, typewriters, calculators, and a copy machine. Needs some knowledge of department and county policies and procedures.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

Employee must hear well enough to understand verbal and telephone communications; hearing aid acceptable. Speak well enough to politely and effectively communicate with co-workers and general public. Exposure to a general office environment.

Physical Demands

Body movement or mobility to move, stoop, sit, stand, walk and bend. Must have the strength to lift large books. Ability to move around the office. Use of hands to write, type and file. Must see well enough to read manuals and maps.

Position Type and Expected Hours of Work

This is a full-time position. Days of work are Monday through Friday, 8:00am-4:30pm.

Travel

This job requires travel to satellite offices for Dale County Revenue Office. It is mandatory that a county vehicle be used by the employee to travel to and from the satellite offices.

Licenses

Valid Alabama Driver's License. Must be insurable.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Dale County is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, genetic information, sexual orientation, gender identity, protected veteran status, or any other basis prohibited by applicable law.

Signatures

This job description has been approved by all levels of management:

Supervisor _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

8/9/2016