

DALE COUNTY COMMISSION

AGENDA

August 09, 2016

Call Session to Order – Chairman Blankenship

Minutes –

1. Approve Minutes of July 26, 2016 Regular Meeting

Employment –

2. Administrator

Travel Request -

3. Smart Fusion training class (1day) – Tuscaloosa - Glaze

Other Business –

4. Revenue Tag and Title Clerk (Job Description change approval).
5. Engineer Clerk – Job Description – Posting
6. Section XIV – Revision, Dale County Commission Internet/Social Media Policy
7. Drug and Alcohol Policy and Procedures
8. Insurance - 3 year term price for all ShoreTel equipment.
9. Resolution - Transportation Planning Process Agreement
10. Janitorial Services Contract Cleaning
11. Review Bids – for Roadside Litter Bids
12. Memorandum of Warrants

Information/Discussion –

13. Tower Up-date
14. Reserve Deputy – Shanks- Sheriff's Office
Reserve Deputy – Mixon – Sheriff's Office

Next Regular Meeting: Tuesday, August 23, 2016 @ 10:00 a.m.
Work Session followed immediately by Voting Session

July 26, 2016

The Dale County Commission convened its regular meeting on Tuesday, July 26, 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 12, 2016 Regular Meeting

Employment –

2. Temporary Hire – Russell- Commission Office
3. Temporary Hire – Brenda Hollis – Commission Office
4. Termination of – Cannon - Heavy Equipment Mechanic R&B, Reclassify – Williams – as Mechanic, Grade VII

Other Business –

5. Public Hearing on Closing of Pouncey Farm Road.
6. Resolution and agreement to participate in the joint bidding program for counties in ALDOT Southeast region.
7. Accept the resignation of Mr. John Runkle.
8. Approve changing and Advertising the County Administrator Position.
9. Award Jail Painting Bid to – Carlisle Construction - \$79,910.00
10. Nominations for Board of Adjustment to Support Flood Damage Prevention Ordinance.
11. Surplus- R&B 2004 Ford F450 Flatbed Truck
12. Review Bids – for Janitorial Services
13. Travel Request – Revenue Commissioner
14. Memorandum of Warrants

Information/Discussion –

15. Health Insurance Comparison
16. Roadside trash up-date
17. Tower up-date
18. Bids on trucks for Roadside trash pickup
19. Alabama Aviation Center Fall 2016 Career Fair
20. Request to fund an additional Engineer Clerk
21. Solid Waste Summary
22. Executive Session

Next Regular Meeting: Tuesday, August 9, 2016 @ 10:00 a.m.

July 26, 2016

Work Session followed immediately by Voting Session

VOTING SESSION

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

MINUTES – July 12, 2016 REGULAR SESSION

Commissioner McKinnon made a motion to approve the minutes of the July 12, 2016 regular session. Commissioner Carroll seconded the motion. All voted aye. Motion carried.

APPROVED – EMPLOYMENT - RECLASSIFICATION

Commissioner Strickland made a motion to approve the temporary hiring of Mary Russell, – Grade X, Pay Rate - \$20.00. Commissioner Gary seconded the motion. All voted aye. Motion carried.

Commissioner McKinnon made a motion to approve the temporary hiring of Brenda Hollis – Administrator/Accountant – Pay Rate - \$25.00. Commissioner Strickland seconded the motion. All voted aye. Motion carried.

Commissioner Gary made a motion to approve the termination of Charles Cannon and the Re-classifying of David Williams, Mechanic – Grade VII – pay rate of \$14.80. Commissioner McKinnon seconded the motion. All voted aye. Motion carried.

APPROVED – SOUTHEAST REGION ANNUAL JOINT BID

Commissioner Carroll made a motion to approve Resolutions and Agreement to participate in the joint bidding program for counties in ALDOT Southeast region. Commissioner McKinnon seconded the motion. All voted aye. Motion carried.

APPROVED- RESIGNATION – ADMINISTRATOR

Commissioner Strickland made a motion to approve the letter of resignation from Mr. John Runkle, Dale County Administrator effective July 21, 2016.
Commissioner McKinnon seconded the motion. All voted aye. Motion carried.

APPROVED – JOB DESCRIPTION - POSTING

Commissioner Gary made a motion to approve the Administrator/Accounting job description and posting of Administrator position. Commissioner McKinnon seconded the motion. All voted aye.
Motion carried.

July 26, 2016

APPROVED – AWARDING JAIL PAINTING BID

Commissioner Gary made a motion to approve the Jail Painting Bid, submitted by, Carlisle Construction for \$79,910.00. Commissioner McKinnon seconded the motion. All voted aye. Motion carried.

APPROVED – NOMINEES - BOARD OF ADJUSTMENT

Commissioner Carroll made a motion to approve the Flood Damage Prevention Ordinance, Board of Adjustment Nominees – Board will consist of five members, residents of Dale County. Board members will serve for a term of three years.

Mr. Dan Banks

Mr. Jerald Cook

Mr. Gary McDaniel

Mr. Fred McNab

Mr. Jason Woodham

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

APPROVED – SURPLUS EQUIPMENT – R&B

Commissioner McKinnon made a motion to surplus a 2004 Ford Flat Bed Truck F- 450.

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

APPROVED – TRAVEL REQUEST

Commissioner Gary approved the Travel Request to attend the AAAO class and conference in Orange Beach for Revenue Commissioner, Eleanor Outlaw, Mr. Darrell Cook, and Lisa Carnal.

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

MEMORANDUM OF WARRANTS

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

July 26, 2016

ANNOUNCEMENT – NEXT REGULAR MEETING

Chairman Blankenship announced that the next regular meeting of the Dale County Commission would be Tuesday, August 9, 2016 at 10:00 a.m. With a public hearing beginning fifteen minutes before regular commission meeting, at 9:45 to close Pouncey Farm Road.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commissioner Strickland made a motion to adjourn the meeting. Commissioner Gary 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

Travel Request

Date Submitted: 8/3/2016

Department: Commission

Personnel: Sheila Glaze

Date (s): 8/2/2016

Reason for Travel Smart Fusion Training Class

Location: Tuscaloosa, Al.

| | | |
|-----------------|----------------------|----------------------|
| Estimated Cost: | Registration: | _____ |
| | Lodging: | _____ |
| | Meals: | _____ |
| | Mileage @ .54 p/mile | \$ 248.40 |
| | Total | <input type="text"/> |

Travel request approved by: _____

Date of Approval: _____

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

08/9/2016

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

Engineer Clerk

Classification

Full-time Nonexempt

Grade/Range

VII (9.42 – 16.32)

Reports to

County Engineer

Date

8/9/2016

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 _____

SECTION XIV- Revision

DALE COUNTY COMMISSION

INTERNET/SOCIAL MEDIA POLICY

Objective

Employee access to the Internet through Dale County Commission technology systems and networks is a privilege and requires users to conduct themselves in a responsible and workplace-appropriate manner. The county has established this policy for employee use of the Internet through company technology systems and networks.

Scope

This policy must be followed in conjunction with other Dale County Commission policies governing appropriate workplace conduct and behavior. Dale County Commission complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Procedure

All non-work related websites will be restricted. If an employee needs access to a restricted website a request must be submitted to the IT. The employee submitting the request must document the reasons for requesting access to the specific website so the IT can ensure that the employee-users comply with the policy. Use of the internet through the Dale County Commission network or computer system constitutes the employee's acknowledgement of, and agreement, to abide by the terms of this policy.

Employee-users must ensure that accessing the Internet does not interfere with or disrupt other users and should direct all questions and concerns to the IT. Violations of this or any other policy Dale County Commission subjects the employee-user to immediate revocation of system privileges and may result in further disciplinary action, up to and including termination of employment.

Confidentiality

Employees should not expect that transmissions made through the company technology systems or networks are confidential. County-issued usernames and passwords do not signify the confidentiality or privacy of Internet activities, and Dale County Commission reserves the right to review any and all such activity at any time.

Access by others through company-issued passwords

Any use of a computer by other individuals (e.g., family members) to whom the employee has given access to the county systems or networks, including the Internet, is the sole responsibility of that employee. Violations of Dale County Commission's Internet Use Policy or any other company policy by such a user with access to the computer subjects the employee to whom it has been assigned to disciplinary action, up to and including termination of employment.

Employee personal use

Limited personal use of the Internet is allowed and encouraged by Dale County Commission. However, the employee-user is reminded that use of any and all county property is primarily for the purpose of county business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.

In addition, any posting to public forums, such as newsgroups or social media, or any transmittal of electronic mail (e-mail) through the Internet for personal use must include a disclaimer that the content and views contained therein are those of the employee-user and not Dale County Commission. Such use of county-authorized Internet access should not cause any adverse publicity or embarrassment to the County.

Social Media

Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether or not associated or not associated or affiliated with the County, as well as any other form of electronic communication. Employees have the right to speak and act on social media on their own time as private citizens on matters of public concern. However, the following actions are forbidden regardless of whether an employee is on their own time:

- a) Disseminating or discussing any information accessed because of an employee's position that is not generally available to the public, including, but not limited to, confidential information regarding citizens or co-employees; information regarding safety and security plans or procedures; information regarding expected or pending legal matters; or information regarding contract negotiations.
- b) Stating, suggesting, or implying in any manner that an employee is acting or speaking on behalf of the county without prior express authorization;
- c) Violating the County's policies against harassment or discrimination;
- d) Taking any other action that may reasonably be expected to interfere with the employee's job duties or the County's operations.

Violating this policy is grounds for immediate disciplinary action.

Appropriate workplace Internet use

Employees with authentication to access Dale County Commission technology systems or networks for purposes of the Internet or other use understand that at any time and without prior notice, county management reserves the right to examine e-mail, personal file directories, Internet use history and other information stored on county computers. This examination helps ensure compliance with internal policies, supports the performance of internal investigations and assists the management of information systems. As such, the IT may monitor access to the Internet. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Dale County Commission policies, including policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment or any illegal activity. Employee-users are forbidden from using language or images that would be offensive to the reasonable person when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups).

The employee-user must abide by all federal and state laws with regard to information sent through the Internet. The Dale County Commission Code of Ethics strictly prohibits unauthorized release or disclosure of any proprietary or confidential information through the Internet or through any other means. County trade secrets and other confidential information should not be transmitted over the Internet.

Employee-users are also prohibited from using Internet access through Dale County Commission systems for any other business, profit-making or charitable activities. However, nothing contained in this policy should be construed as restricting or prohibiting employees' rights under applicable federal, state or local laws.

In general, employees should exercise the same restraint and caution in drafting and transmitting messages over the Internet as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipients.

The obligations and responsibilities of employee-users of electronic communications via e-mail and other county systems or networks are contained in Dale County Commission Electronic Mail Policy.

Downloading software

Employee-users are prohibited from downloading software or other program files or online services from the Internet without prior written approval of the IT or his or her designate. Downloading of games from the Internet is prohibited. Downloading of any executable files or programs that change the configuration of an employee's system by anyone other than information systems personnel is prohibited.

The employee-user should take extreme caution when downloading approved software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into county systems and networks. Additionally, compliance with copyright and trademark laws when downloading material from the Internet is mandatory.

If the employee-user finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the Information technology technician (IT).

Any questions about this policy should be directed to the Information technology technician (IT).

Internet Use Policy

I have read and fully understand this policy. I understand that my use of the Dale County Commission information and communication technology constitutes full acceptance of the terms of this policy and consent to monitoring.

(Signature)

(Date)

(Print Name Here)

Drug and Alcohol Policy and Procedures
(Effective date: 8/9/2016)

GENERAL STATEMENT OF POLICY

Dale County Commission is committed to providing a safe working environment for all employees while serving the citizens of Dale County. Dale County Commission recognizes that any employee who improperly uses intoxicating substances, including drugs and alcohol, poses a serious threat to his or her self, his or her coworkers, and to the public in general. Even small quantities of narcotics, abused prescription or over-the-counter drugs or alcohol can impair judgment and reflexes. This impairment can have dire results, particularly for employees operating vehicles or potentially dangerous equipment.

It is therefore the policy of the Dale County Commission that all employees or any person performing any kind of work for Dale County Commission must report to work completely free from alcohol, illegal or unauthorized drugs, or any other substances that may have a mind-altering or intoxicating effect or otherwise impair the employee's judgment, reaction times, or functioning.

Dale County Commission also prohibits all employees from using, possessing, manufacturing, distributing or making arrangements to distribute alcohol, illegal or unauthorized drugs, or any other intoxicating substances while at work or on or about any county property.

In order to avoid creating safety problems and violating this Policy, employees must inform their supervisor when they are legitimately taking any medication, including prescription drugs or over-the-counter medications, which may affect their ability to work. Employees whose job performance may be affected by such medications may be required to provide a fitness-for-duty certification before being allowed to resume their job duties.

Any employee who violates this Policy in any way shall be immediately removed from his or her job duties and shall be subject to discipline, up to and including immediate termination.

No part of this Policy shall be construed to create a contract of continued employment or to confer upon any employee or applicant a property interest in his or her employment. Dale County Commission maintains the right to change this policy at any time without notice. To the extent that any portion or provision of this Policy and Procedure conflicts with any applicable federal or state laws or regulation, such federal or state laws or regulations will be controlling.

Dale County Commission has designated our Human Resources Director as the Drug Program Coordinator. If you have any questions or concerns regarding this Policy or its application, please contact him/her at:

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

DEFINITIONS

- "Accident" means any on the job accident. "Accident" includes vehicular accidents as well as any acts or omission causing an accident or injury to any person, or damage to any equipment or property belonging to the county.
- "Administrator" means the person or entity that implements drug testing on employees and applicants.
- "Alcohol" means distilled or fermented beverage containing ethyl alcohol, including, but not limited to, beer and wine.
- "Chain of Custody" means procedures implemented by the Dale County Commission for the identification and integrity of each urine specimen. Employer requires [person responsible for policy implementation] to track the handling and storage of each urine specimen from the point of specimen collection to final disposition of the specimen. These procedures include an appropriate drug testing chain of custody form to be used from time of collection to receipt by the testing laboratory. Chain of custody forms shall document the date and purpose of each time a specimen is handled or transferred and shall identify every individual in the chain of custody.
- "Collector" means a person who instructs and assists tested employees and applicants for eligible positions at a collection site and who receives and makes an initial examination of the urine specimens. The collector shall have successfully completed training to carry out this function or shall be a licensed medical professional or technician who shall be provided instructions for collection under this procedure and certifies completion as required herein. In any case, where a collection is observed or monitored by non-medical personnel, the collector shall be a person of the same gender as the employee or applicant.
- "Collection Site" means a place designated by Dale County Commission where employees present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of specified controlled substance and alcohol. The site will possess necessary personnel, materials, equipment facilities, and supervision to provide for the collection, security, temporary storage, and the transportation or shipment of the samples to a laboratory.
- "Controlled Substance" means any substance defined or classified as a controlled substance according to Federal or State law. Title II of the Comprehensive Drug Abuse Prevention Act of 1970 (Controlled Substance Act), as it is amended from time to time, provides the basic standard. Controlled substances include, but are not limited to, any and all forms of marijuana, stimulants or hallucinogens the sale, and purchase, transfer, use or possession of which are prohibited or restricted by law.
- "County" means Dale County Commission.
- "DOT Employee" is an employee who is subject to the rules and regulations of the United States Department of Transportation regarding drug and alcohol testing because of the job duties that he or she performs.
- "Drug Program Coordinator" is the person designated by Dale County Commission to ensure compliance with this Policy, including, but not limiting, ensuring that proper testing procedures are followed, ensuring that the lab(s) used by Dale County Commission are properly certified, and ensuring that the Medical Review Officer is properly credentialed. The name and contact information of the Drug Program Coordinator will be distributed to all employees.
- "Employer Premises" includes all property owned, leased, used or under the control of Dale County Commission, including, but not limited to, the job site of any employee, structures, building offices, facilities, vehicles and equipment, or transportation to and from those locations while in the course and scope of County employment.
- "Employee" means any and all employees of Dale County Commission.

- "Illegal/Unauthorized Drug" means any drug (A) which is legally obtainable but has not been legally obtained or, even if legally obtained, is not being used in accordance with instructions given either by a physician or, if over-the counter, on the drug's label; or (B) all illegal drugs, including, but not limited to, methamphetamine, marijuana, cocaine, etc.
- "Intoxicating Substance" means any substance, whether legal or illegal, that may have an intoxicating or mind-altering effect when ingested, snorted, smoked, or otherwise introduced into the body. Intoxicating substances include, but are not limited to, "bath salts," nitrous oxide, glues, solvents, or herbs or other plants such as salvia.
- "Legal Drug" means prescribed drugs and over-the-counter drugs which have been legally obtained and are being used appropriately for their intended purpose in accordance with directions given either on the label or by employee's treating physician.
- "Possession" means actual or constructive care, custody, control or immediate access.
- "Under the Influence" means being unable to perform work in a safe and productive manner; being in a physical or mental condition which creates a risk to the safety and well-being of the individual, other employees, the public and/or having any laboratory evidence of the presence of drugs, alcohol, prohibited or controlled substance in the employee's body.
- "Medical Review Officer" (MRO) means a licensed physician (medical doctor) responsible for receiving laboratory results generated by the county's drug testing program. The MRO shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant biomedical information.
- "Random Selection Process" is the process used to ensure that each employee holding a safety-sensitive position has an equal chance of being drug-tested every time that random drug tests are conducted. This process means that some employees may be tested multiple times in any given year.
- "Reasonable Cause" means that the County believes the actions or appearance or conduct of an employee on duty are indicative of the use of a controlled substance or alcohol.
- "Safety-Sensitive Employees" are those persons who are subject to random drug and alcohol testing. These employees include, but are not limited to, persons who inspect, service, repair or maintain a vehicle or other heavy equipment, operate or load a vehicle or heavy equipment, use tools, including both power and hand tools, that have the capacity to injure any person, and those who are authorized to carry weapons of any kind. An employee is engaged in a safety-sensitive function at all times from the time that an employer begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work.

PERSONS SUBJECT TO TESTING

The following employees have been designated by Dale County Commission to submit at any time to be tested for illegal drug abuse and alcohol abuse:

- All employees who hold positions or regularly perform duties that have been designated to be "safety sensitive" by Dale County Commission.
- Any employee who, during the course of said employee's employment, is involved in an accident causing physical injury to any person or damage to any property.
- Any employee, regardless of whether he or she holds a safety sensitive position, whose conduct, behavior, or physical symptoms establishes reasonable cause to believe that said employee is under the influence of any, drug and/or alcohol while performing his or her job duties, or while being physically present on the premises of the Dale County Commission's property during any activity sponsored, supervised, or in which the Dale County Commission participates.

TYPES OF TESTING

Pursuant to Dale County Commission's policy and procedures, employees will undergo testing as follows:

- 1) **PRE-EMPLOYMENT TESTING:** All employees applying for a position that has been designated as safety-sensitive will be required to submit to a pre-employment drug and alcohol test before a final offer of employment is extended. All pre-testing offers of employment to such persons are explicitly conditioned on the employee successfully taking and passing the drug and alcohol test. Pre-employment testing will also be done when an employee transfers from a non-safety-sensitive position to a safety sensitive position.
- 2) **RANDOM TESTING:** All employees holding safety-sensitive positions will be subject to testing on a random basis without advance notice to them.
- 3) **REASONABLE CAUSE TESTING:** Dale County Commission may schedule a drug/alcohol test when behavioral observations indicate to the employee's supervisor that any employee may be involved in illegal use of a controlled substance, use of alcohol, or abuse of legal drugs. Before testing, the employee's supervisor shall either (a) contact another supervisor to observe the employee's behavior and to concur with the decision to test the employee, or (b) review the employee's behavior with another supervisor to obtain concurrence with the decision to test the employee. The employee shall be promptly escorted to the collection site for testing by the employee's supervisor or designee.
 - Employees arrested or convicted for the off-the-job use or possession of illegal or controlled substances shall undergo testing to assist Dale County Commission in determining fitness for duty. If the employee tests positive, Dale County Commission shall discharge the employee.
- 4) **POST ACCIDENT TESTING:** All employees are required to report all injury or damage related accidents and submit to a post-accident drug/alcohol test as set out in this policy. Each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident shall be subject to testing. The employee's supervisor or his designee shall schedule the drug screening test immediately 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) Phencyclidine (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 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 (All employees)
 - 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)

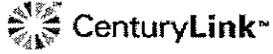
I hereby certify that I have received and will read this Drug and Alcohol Abuse Testing Policy. I understand that I will be held responsible for the content of the policy and I agree to abide by drug and alcohol testing policy. If I need any clarification or if I have any questions regarding the substance 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: _____



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|-----------------------------|--|
| Customer Legal Name: | Dale County Of Ozark |
| Customer Billing Name: | Dale County Of Ozark |
| Site Address 1: | 202 S Hwy 123 |
| Site Address 2: | |
| City: | Ozark |
| State: | AL |
| Zip: | 36360 |
| Contact Name: | |
| Phone Number: | |
| E-Mail: | |
| Account Manager / Sales ID: | James Johnson |
| Account Manager E-mail: | |
| Sales Engineer Name: | <u>Julie Droessler</u> |
| Sales Engineer E-Mail: | <u>Julie.droessler@centurylink.com</u> |
| Quote Number: | 53224684-1 |



JCW Pricing Tool 6.01

Quote Number# 53224684-1
Account Manager: James Johnson

| | | | |
|--|--|--|--|
| Customer Legal Name: Dale County Of Ozark Customer Billing Name: Dale County Of Ozark Customer Address: 202 S Hwy 123 , Ozark, AL 36360 Date Prepared: July 25, 2016 Quote Expires: September 23, 2016 Quote Number: 53224684-1 | | Coverage: Standard Contract Term: 36 | |
| Item CPE - (includes Shipping and Misc costs) Labor On-Site Tech Vendor Support | | Total Non-Recurring Price \$ - \$ - \$ - \$ - | Annual Price - Year 1 \$ - \$ - \$ - \$ - |
| Annual Price - Year 2+ \$ - \$ - \$ - \$ - | | Total Annual Price - Y1 \$ 5,343.85 | Total Annual Price - Y2+ \$ 10,687.69 |
| Total Prices \$ - \$ - \$ - \$ - | | Total Annual Price - Y1 \$ 5,343.85 | Total Annual Price - Y2+ \$ 10,687.69 |
| | | Total Term Price \$ 16,031.54 | Total Term Price \$ 16,031.54 |

Prices shown on this page represent recurring and nonrecurring charges for items as described. These prices do not include recurring or nonrecurring charges for taxes, duties, tariffs, or telecommunication services.

TOTAL ANNUAL RECURRING COVERAGE CHARGES

TOTAL CONTRACT TERM RECURRING COVERAGE CHARGES

\$ 5,343.85

\$ 16,031.55

\$ 5,804.74

\$ 17,414.22

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| Customer Notes / Project Description |
| |

Notes

TRANSPORTATION PLANNING PROCESS AGREEMENT

WHEREAS, Section 134 of the United States Code and Sections 1604(1), 1607(a), and 1607(c) of Title 49 of the United States Code require that each urbanized area, as a condition of the receipt of federal capital or operating assistance, have a continuing, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals that lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods, and

WHEREAS, an agreement concerning a transportation planning process for the Dothan Urbanized Area was executed in December 1995 between the Southeast Alabama Regional Planning and Development Commission, the Metropolitan Planning Organization and the State of Alabama acting by and through the Alabama Department of Transportation, and

WHEREAS, the Federal Transit Administration and the Federal Highway Administration issued on December 4, 2015, new regulations governing the development of metropolitan transportation plans and programs for urbanized areas resulting from the passage of the Fixing America's Surface Transportation (FAST) Act, and

WHEREAS, an updated agreement referencing FAST Act provision has been prepared, and

WHEREAS, an unwillingness to participate in the "THREE C PROCESS" may result in the Secretary of Transportation refusing to approve federal-aid funds for surface transportation within the Dothan Urbanized Area,

NOW THEREFORE, BE IT RESOLVED by the Dale County Commission, that it be a party to and execute the updated agreement concerning a transportation planning process:

Section 1. That Mark Blankenship, as Chairman of the Dale County Commission is hereby authorized to execute the updated Transportation Planning Process Agreement on behalf of the Dale County Commission.

ADOPTED this _____ day of _____, 20_____.

Attest:

Mark Blankenship, Chairman

Commission Clerk

Chairman, District 1

Chairman, District 2

Chairman, District 3

Chairman, District 4

COPY

**AN AGREEMENT CONCERNING A
TRANSPORTATION PLANNING PROCESS
FOR THE DOTHAN URBANIZED AREA**

15 JUN 30 PM 2:49

BETWEEN

THE COUNTIES OF

DALE

HOUSTON

HENRY

GENEVA

AND

**THE MUNICIPALITIES OF ASHFORD, COWARTS, REHOBETH,
DOTHAN, HEADLAND, KINSEY, NAPIER FIELD, PINCKARD,
TAYLOR, WEBB, GRIMES, MIDLAND CITY**

AND THE

**SOUTHEAST ALABAMA REGIONAL PLANNING AND
DEVELOPMENT COMMISSION**

AND

THE STATE OF ALABAMA

Area, hereinafter referred to as the "3C PROCESS;" and

(b) FURTHERMORE, it is understood by the parties to this Agreement that an unwillingness to participate in the "3C PROCESS" may result in the Secretary of Transportation refusing to approve Federal Aid funds for surface transportation within the Dothan Urbanized Area.

(c) IT IS agreed and further understood by the parties of this Agreement that by execution of this Agreement upon and on behalf of the STATE, the Governor designates the following as the Metropolitan Planning Organization (MPO) for the Dothan Urbanized Area:

(1) The Mayor of each of the municipalities within the transportation planning study area.

These municipalities are:

| | |
|----------------------|----------------------|
| City of Ashford | Town of Kinsey |
| Town of Cowarts | Town of Napier Field |
| City of Dothan | Town of Pinckard |
| City of Headland | Town of Taylor |
| Town of Grimes | Town of Webb |
| Town of Midland City | Town of Rehobeth |

(2) Two members of the Dothan City Commission to be selected by the City Commission.

(3) The Chairman of the County Commission of the counties within the transportation planning study area. These counties are:

County of Dale
County of Houston
County of Henry
County of Geneva

(4) One member of the Houston County Commission to be selected by the County Commission

(5) Southeast Region Engineer, State of Alabama Department of Transportation

provided under FTA and FHWA Planning funds for Fixing America's Surface Transportation (FAST) Act and other funding sources;

- (7) Review and endorse the Long Range Transportation Plan (LRTP) to confirm its validity and its consistency with current transportation and land use conditions as required by the State and Federal regulations;
 - (8) Adopt a Transportation Improvement Program (TIP) that is updated as required by the State and Federal regulations; and
 - (9) Adopt and submit plans and recommendations to participating agencies and local governments.
- (b) IT IS further agreed that a representative of the Transportation Technical Advisory Committee, to be appointed by the MPO, will have the following responsibilities:
- (1) Make recommendations to the MPO regarding the documents and materials necessary for the MPO endorsements; and
 - (2) Make recommendations to the MPO regarding the elements of the metropolitan planning process necessary to meet the requirement for certification.
- (c) IT IS further agreed that a representative of the Transportation Citizens' Advisory Committee, to be appointed by the MPO, will have the following responsibilities:
- (1) Make recommendations to the MPO regarding the documents and materials necessary for the MPO endorsements; and
 - (2) Make recommendations to the MPO regarding the elements of the metropolitan planning process necessary to meet the requirements for certification.

Sec. 1-5

- (a) IT IS further agreed that the City of Dothan accepts and has the responsibility for the coordination of the "3C PROCESS" and further has the responsibility to provide the local coordination for all of the member governmental units and agencies as needed to achieve a

- (b) IT IS envisioned that the membership of the MPO, as set by this Agreement, and the Board of Directors of the COMMISSION will continually overlap to insure coordination of the "3C PROCESS" and regional plans.
- (c) IT IS further envisioned that the Executive Director of the COMMISSION, as a member of the MPO, will review proposed programs and projects of the "3C PROCESS" and comment on their relationship to regional planning.
- (d) IT IS agreed that the base data, statistics, and projections developed by the COMMISSION for regional comprehensive planning will be available to the MPO Planning Staff for determining socio-economic and land use data within the Dothan metropolitan study area.

Sec. 1-8

- (a) IT IS agreed that the Agreement executed between the Counties of Dale, Henry, Houston, and Geneva, the municipalities of Ashford, Cowarts, Rehobeth, Dothan, Headland, Kinsey, Napier Field, Pinckard, Taylor, Webb, and Grimes, the Southeast Alabama Regional Planning and Development Commission, and the State of Alabama dated the 1st day of July 2009, is hereby made null and void.
- (b) IT IS agreed that this Agreement may be terminated by any party which provides the remaining parties written notice sixty (60) days in advance of the termination date. Such notice will be provided by registered mail and the termination date will be determined as that date sixty (60) days from date of delivery.
- (c) IT IS further agreed that this Agreement will remain in full force and effect upon succeeding State Administrations providing a succeeding State Administration does not advise the COUNTIES, the CITIES, the TOWNS, and the COMMISSION, by letter within thirty (30) days after assuming office that this Agreement has been discontinued.
- (d) Nothing shall be construed under the terms of this Agreement by the COUNTIES, the CITIES, the TOWNS, and the COMMISSION, or the STATE that will cause any conflict with Title 23,

the provision of any services or expenditure of funds required, authorized, or undertaken by the COUNTIES pursuant to the terms of this Agreement; or (3) misuse, misappropriation, misapplication, or misexpenditure of any source of funding, compensation or reimbursement by the COUNTIES, its officers, officials, agents, servants, and employees.

(g) To the fullest extent permitted by law, the COMMISSION shall defend, indemnify, and hold harmless the State of Alabama, the Alabama Department of Transportation, and its officers, officials, agents, servants, employees and/or facilities, in both their official and individual capacities, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of any work, provision of any services or expenditure of funds required, authorized or undertaken pursuant to the terms of this Agreement, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, caused by or as a result of, but only to the extent caused in whole or in part by alleged or proven deliberate, intentional, wanton, reckless, fraudulent or negligent misuse, misappropriation, or misexpenditure of any source of funding, compensation or reimbursement or by negligent acts or omissions of the COMMISSION, anyone directly or indirectly employed by the COMMISSION or anyone for whose acts COMMISSION may be liable, regardless of whether such claim, damage, loss or expense is caused part, or alleged but not legally established to have been caused in whole by a party indemnified hereunder.

(h) By entering into this Agreement, the COUNTIES, the CITIES, the TOWNS, and the COMMISSION are not agents of the STATE, its officers, employees, agents or assigns. The COUNTIES, the CITIES, the TOWNS, and the COMMISSION are independent entities from the STATE and nothing in this Agreement creates an agency relationship between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by those persons duly authorized to execute same, to be effective upon its execution by the Governor of Alabama.

ATTEST:

Clerk

COUNTY OF DALE

Chairman

ATTEST:

Clerk

COUNTY OF HOUSTON

Chairman

ATTEST:

Clerk

COUNTY OF HENRY

Chairman

ATTEST:

Clerk

COUNTY OF GENEVA

Chairman

ATTEST:

Clerk

CITY OF ASHFORD

Mayor

ATTEST:

Clerk

TOWN OF COWARTS

Mayor

ATTEST:

Clerk

CITY OF DOTHAN

Mayor

ATTEST:

Clerk

CITY OF HEADLAND

Mayor

ATTEST:

Clerk

TOWN OF KINSEY

Mayor

ATTEST:

Clerk

TOWN OF NAPIER FIELD

Mayor

THIS AGREEMENT HAS BEEN LEGALLY REVIEWED
AND APPROVED AS TO FORM AND CONTENT:

BY: Jim Ippolito Jr.
Chief Counsel, Jim R. Ippolito, Jr.

RECOMMENDED FOR APPROVAL:

Multimodal Transportation Engineer,
Robert J. Jilla

Chief Engineer, Don T. Arkle, P. E.

STATE OF ALABAMA
ACTING BY AND THROUGH THE
ALABAMA DEPARTMENT OF TRANSPORTATION

Transportation Director, John R. Cooper

The foregoing agreement is hereby executed in the name of the State of Alabama and signed by
the Governor on this _____ day of _____, 20 _____.

GOVERNOR OF ALABAMA, ROBERT BENTLEY

Janitorial Contract Cleaning vs In House Custodians
Courthouse and Government Building

Two Custodians cost w/benefits = \$49,898.40

2016 Cleaning supply cost to date: \$9401.81 X 50% = \$4,700.91

Total Cost: \$54,599.31

(2% pay increase = \$405.37 Each or \$810.74 per year)

Mainstreet Property Services Bid: \$44,088.00

Includes supplies Estimated @ \$4200.00 per year

Savings to contract with Mainstreet: \$10,511.31

From: **Mark McEntyre** mcentyre.mps@gmail.com
Subject: Re: Contract
Date: July 29, 2016 at 10:52 AM
To: Mark bconstructionllc@gmail.com

Mark,

Per our conversation yesterday, we do not have a physical contract that we use with our clients. We do request that at any time that our clients deem it necessary to terminate our services that we are given a 30 day notice.

I would also like to propose that we are allowed access to the buildings 5 days a week. We would like to try this for the first 30 days, with no price increase, and see if it would be more efficient for both parties. If it allows us to do a better job, and the county is satisfied with this arrangement we would more than likely continue for the duration of our relationship.

Local references:

Camping World of Dothan

Eric Moore

(334) 797-7979

Buffalo Rock of Dothan

Todd Culpepper

(334) 596-5344

Armed Forces Recruiting Center- Dothan

Managed by Tom West Realty

Karen Lawrence

(334) 794-0320

If the Commission needs any further information please feel free to call.

Thanks

MAINSTREET PROPERTY SERVICES

Proposal By:

Mark Odom

07/20/2016

PROPOSAL FOR:

Dale County Government Buildings

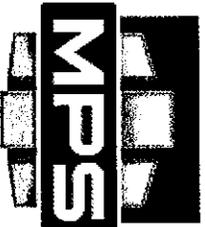
Pricing for:

Court House & Ag Plex

In Care of:

Purchasing Department

Mark Blankenship

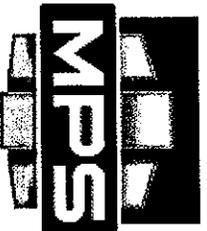


MAINSTREET
PROPERTY SERVICES

Core Services at a Glance

- Restroom detailing every 24 hours or each visit
- Dusting
 - H.E.P.A. Certified Back Pack Vacuums that reduce dust and skin cells
 - Polish/Dust all available horizontal surfaces
 - Baseboards, chair rails, picture frames
 - Cabinet facings
 - Doors, door handles, and kick plates
- Floor Care
 - Vacuuming
 - Floors are vacuumed per visit
 - Mopping
 - Microfiber flat mop systems
 - Conventional mop systems replaced timely
- Chemicals
 - Hospital grade cleaning chemicals
 - We use "Virex" the only state approved germicidal agent
- Eye for detail
 - Disinfect/Wipe down patient and employee chairs (leather or vinyl)
 - Picture Frames
 - Wall hanging appurtenances
 - Alarms
 - Fire Extinguishers
 - Door casings
- Entrance door glass cleaned every visit
- Personal Work Spaces that are cleared for us
 - Kitchen Detailing
 - Coffee stations cleaned and wiped
 - Counters and Cabinets wiped down
 - Paper supplies restocked per visit
 - Trash Can liners replaced per visit
 - cleaning trash receptacles when needed

EXCLUSIONS—FAUX PLANT DUSTING, EMPLOYEE WORK AREAS THAT REQUIRE MANIPULATING DOCUMENTS, and OTHER ACCESSORIES, RED BAG TRANSPORT and DISPOSAL



**MAIN STREET
PROPERTY SERVICES**

Additional Available Services:

- **Outside Services**
 - Pressure Washing
 - Steam Cleaning
 - Sidewalk Washing
 - Landscape Maintenance and Design
 - Window Washing
 - Sealing and Striping Parking Lots
- **Inside Services**
 - VCT Stripping, Waxing, and Maintenance
 - Steam Cleaning Carpet
 - Ceramic Tile Deep Scrub
 - Grout Sealing
 - Low Steam Restroom Sanitation

If it's not listed just ask us, we can help!



MAINSTREET
PROPERTY SERVICES

JANITORIAL PLAN PRICING

- All equipment & chemicals necessary to clean facility correctly
- Day Porter as Necessary Included
- Stocking & Providing of all paper, plastic, and soap
- Paper Products | Soaps |
- Carpet Extraction and Spot Cleaning (as needed)
- VCT Floor Care Quarterly
- Plastic Can Liners
- “Total Facility Care” maintenance agreement

\$3,674.00

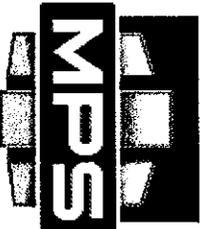
Monthly Fee

3x per week

service

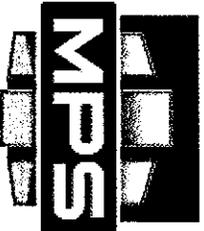
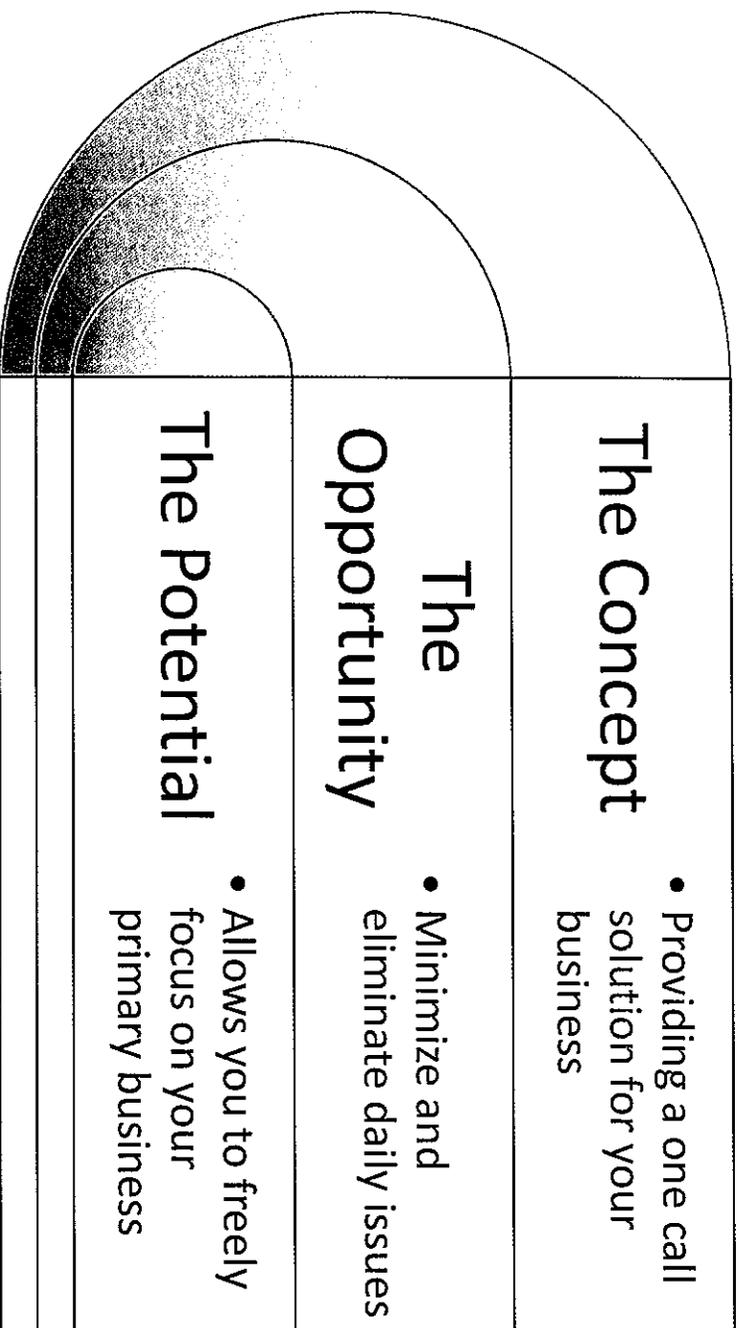
Credit for
providing own
paper, plastic, &
soap:

-\$350.00
Monthly



MAIN STREET
PROPERTY SERVICES

Total Facility Care

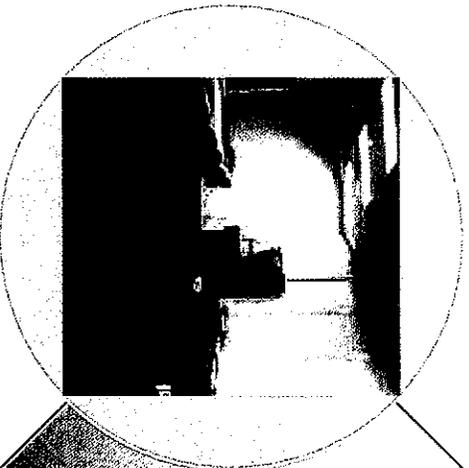


MAIN STREET
PROPERTY SERVICES

What is “Total Facility Care”

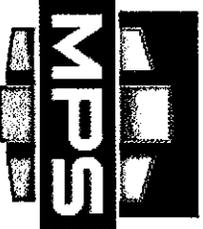
Main-Street Property Services Total Facility Care allows you to focus solely on your business and not your facility. MPS has proven and considerable experience in maintenance, custodial, contracting, and all areas of your facility needs.

By streamlining your current facility care methods and means to just one company you know who to call when a problem arises, and you can rest assured we are providing you clear, constant, and objective assessment of your facility needs.



At a Glance

- Locksmith Services
- Electrical Maintenance
- Plumbing Maintenance
- Generator Maintenance
- Landscape Maintenance
- Parking Lot Maintenance
- Sidewalk and Pressure Cleaning
- Outside Window Cleaning
- Carpet, Ceramic tile cleaning
- Dark Property Management (code)



MAIN-STREET
PROPERTY SERVICES

“Total Facility Care” Services

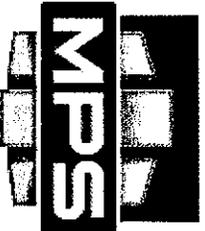
What is Included

No-Fee

- No monthly fees
- No hidden fees
- Repairs are billed on a Time & Material Basis only
- Reduce cost by avoiding unnecessary contractor labor rates
- *When the scope of work requires a professional contractor we use our network of contractors or we can use the contractor of your choice!*

**We are your:
“One Call Solution”
Day or Night!**

- **Plumbing**
 - Monthly Inspections Performed
 - Leaking Faucets
 - Urinal Valves
 - Toilets operating correctly
 - Drain Flow
 - Floor Drains maintained to control odor
 - Correct leaks that cause elevated utility bills
- **Electrical**
 - Monthly Inspections & Repair
 - Exchange blown light bulbs
 - Exchange faulty light ballast
 - Inspect wall plates, duplexes, light switches
- **HVAC**
 - Exchange air filters per your specifications
 - Filters are additional
 - Keep drains operating and odor free
- **Additional Services**
 - Repairs such as: Irrigation, Fence, Rope and Outdoor lighting, Boardwalk, Path Maintenance & repair
 - Example root control or covering
 - Special Repairs outside of agreement
 - Example (Wall Repair & Painting)
 - 24 hour flood recovery and restoration
 - Contractor fees when required
 - Parts and Material items required for repairs



**MAIN STREET
PROPERTY SERVICES**

Information will be provided at
Working Session

| DALE COUNTY MEMORANDUM OF WARRANTS | | | |
|------------------------------------|----------------------------|---------------------|--------------|
| | | | |
| | PAYABLE DATE: 08/05/13 | BEGINNING CHECK NO: | 73670 |
| | | ENDING CHECK NO: | 73768 |
| | Run # 1175 thru 1178 | VOIDED CHECKS: | |
| | | | |
| | FUND | | AMOUNT |
| 001 | GENERAL FUND | | \$83,976.37 |
| 111 | GASOLINE TAX FUND | | \$13,395.18 |
| 112 | PUBLIC BLDG. RD. & BRIDGE | | \$1,346.26 |
| 113 | PUBLIC HIGHWAY & TRAFFIC | | |
| 116 | CAPITAL IMPROVE FUND | | |
| 117 | RRR GASOLINE TAX | | |
| 118 | SECONDARY ROAD FUND | | |
| 119 | 5 CENT GAS | | |
| 120 | REAPPRAISAL FUND | | \$5,862.26 |
| 124 | OLINE TAX EQUIPMENT FUND | | |
| 132 | HEALTH INSURANCE FUND | | |
| 145 | LAND CITY NUTRITION PROG | | |
| 150 | ADECA LEPA FUND | | |
| 151 | AD VALOREM (JAIL FUND) | | |
| 160 | RSVP FUND | | |
| 301 | COUNTY ADMIN FUND | | \$150,021.88 |
| 511 | SOLID WASTE COLLECTION | | \$2,122.91 |
| 512 | INERT LANDFILL FUND | | |
| 705 | AGENCY FUND | | \$118,356.86 |
| 710 | ROLL DEDUCTION & CLEARING | | \$40,536.68 |
| 720 | EXCESS FROM LAND SALES | | \$24,718.23 |
| 725 | LAND REDEMPTION | | \$1,546.77 |
| 730 | FIDUCIARY FUND | | |
| 740 | LAW LIBRARY FUND | | \$1,618.76 |
| 760 | DISTRICT ATTORNEY FUND | | |
| 761 | WORTHLESS CHECK FUND | | |
| 781 | MANUFACTURED HOME FUND | | |
| 784 | EV COMMISSIONER'S FUND | | |
| 787 | TR VEHICLE SP TRAINING | | |
| 788 | R VEHICLE REGIS & TITLEING | | |
| 790 | MOZARK SENIOR CITIZENS | | |
| | | | \$443,502.16 |

Dale County Commission

FY 2015-2016

AP ACCOUNT DISTRIBUTION BY ACCOUNT PAID VOUCHERS ONLY

CHECK DATES 07/22/2016 TO 08/05/2016

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <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 | | | | | |
| 001-51100-124 FICA Match | | | | | |
| 51492 | 3449 C B & T -Federal Taxes | | 73678 | 07/22/2016 | -0.02 |
| | | | | | -0.02 |
| 001-51100-180 Professional Services | | | | | |
| 51498 | 3211 Harris Computer Systems | | 73688 | 07/22/2016 | 3,750.00 |
| | | | | | 3,750.00 |
| 001-51100-211 Off Suppl/Min Off Eq | | | | | |
| 51532 | 2597 Card Services Center | 15632 | 73677 | 07/22/2016 | 85.98 |
| | | | | | 85.98 |
| 001-51100-251 Telephone | | | | | |
| 51495 | 4130 CenturyLink | | 73679 | 07/22/2016 | 1.12 |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 2,957.88 |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 77.16 |
| | | | | | 3,036.16 |
| 001-51100-252 Postage | | | | | |
| 51530 | 2597 Card Services Center | 15608 | 73677 | 07/22/2016 | 5.12 |
| 51534 | 2597 Card Services Center | 15634 | 73677 | 07/22/2016 | 9.11 |
| 51569 | 3117 Mary Russell | | 73748 | 07/29/2016 | 22.95 |
| | | | | | 37.18 |
| 001-51100-255 Cell Telephone Charges | | | | | |
| 51574 | 538 Southern Linc Wireless | | 73753 | 07/29/2016 | 49.27 |
| | | | | | 49.27 |
| 001-51211-251 Telephone | | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 116.89 |
| | | | | | 116.89 |
| 001-51212-251 Telephone | | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 211.98 |
| | | | | | 211.98 |
| 001-51220-251 Telephone | | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 67.85 |
| | | | | | 67.85 |
| 001-51300-212 Fuels and Lubricants | | | | | |
| 51580 | 4693 WEX Bank | 15750 | 73764 | 07/29/2016 | 45.31 |
| | | | | | 45.31 |
| 001-51300-251 Telephone | | | | | |
| 51495 | 4130 CenturyLink | | 73679 | 07/22/2016 | 1.30 |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 419.92 |
| | | | | | 421.22 |
| 001-51300-264 Room and Meals | | | | | |
| 51523 | 2597 Card Services Center | | 73677 | 07/22/2016 | 895.77 |
| 51524 | 2597 Card Services Center | | 73677 | 07/22/2016 | 957.10 |
| | | | | | 1,852.87 |
| 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 |
| | | | | | 2,036.06 |

Dale County Commission

FY 2015-2016

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BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <u>VOUCHER NUMBER</u> | <u>VENDOR</u> | <u>PO NUMBER</u> | <u>CHECK NUMBER</u> | <u>PAY DATE/ CHECK DATE</u> | <u>AMOUNT</u> |
|---------------------------|---------------------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 001-51600-212 | Fuels and Lubricants | | | | |
| 51582 | 4693 WEX Bank | 15754 | 73764 | 07/29/2016 | 21.58 |
| | | | | | <u>21.58</u> |
| 001-51600-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 396.55 |
| | | | | | <u>396.55</u> |
| 001-51600-252 | Postage | | | | |
| 51522 | 2597 Card Services Center | | 73677 | 07/22/2016 | 170.48 |
| 51545 | 4278 Arista Information Systems, Inc. | 15736 | 73718 | 07/29/2016 | 2,401.46 |
| 51577 | 3 United States Postal Service | 15802 | 73760 | 07/29/2016 | 940.00 |
| 51592 | 3 United States Postal Service | 15804 | 73761 | 07/29/2016 | 73.10 |
| | | | | | <u>3,585.04</u> |
| 001-51600-253 | Advertising | | | | |
| 51573 | 178 The Southern Star, Inc. | | 73754 | 07/29/2016 | 36.98 |
| | | | | | <u>36.98</u> |
| 001-51600-264 | Room and Meals | | | | |
| 51520 | 2597 Card Services Center | | 73677 | 07/22/2016 | 1,394.16 |
| 51521 | 2597 Card Services Center | | 73677 | 07/22/2016 | 1,207.68 |
| | | | | | <u>2,601.84</u> |
| 001-51903-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 71.20 |
| | | | | | <u>71.20</u> |
| 001-51910-241 | Electricity | | | | |
| 51544 | 16 Alabama Power Company | | 73717 | 07/29/2016 | 40.87 |
| | | | | | <u>40.87</u> |
| 001-51920-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 51.42 |
| | | | | | <u>51.42</u> |
| 001-51920-252 | Postage | | | | |
| 51576 | 3 United States Postal Service | 15801 | 73759 | 07/29/2016 | 51.76 |
| | | | | | <u>51.76</u> |
| 001-51940-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 135.09 |
| | | | | | <u>135.09</u> |
| 001-51995-153 | Pest Control Services | | | | |
| 51614 | 1049 Daniel W. Enfinger | 15742 | 73735 | 07/29/2016 | 40.00 |
| | | | | | <u>40.00</u> |
| 001-51995-231 | R & M to Buildings | | | | |
| 51564 | 406 Harris Security Systems, Inc. | | 73745 | 07/29/2016 | 281.14 |
| | | | | | <u>281.14</u> |
| 001-51995-251 | Telephone (Elevators) | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 92.08 |
| | | | | | <u>92.08</u> |
| 001-51996-153 | Pest Control Services | | | | |
| 51603 | 1049 Daniel W. Enfinger | 15477 | 73735 | 07/29/2016 | 60.00 |
| | | | | | <u>60.00</u> |
| 001-51996-180 | Grounds Maintenance | | | | |

Dale County Commission

FY 2015-2016

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CHECK DATES 07/22/2016 TO 08/05/2016

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <u>VOUCHER NUMBER</u> | <u>VENDOR</u> | <u>PO NUMBER</u> | <u>CHECK NUMBER</u> | <u>PAY DATE/ CHECK DATE</u> | <u>AMOUNT</u> |
|---------------------------|---|----------------------|-------------------------|---------------------------------|-----------------|
| 001-51996-180 | Grounds Maintenance | | | | |
| 51607 | 4189 Daniel D. Pruitt Jr. | 15740 | 73712 | 07/29/2016 | 1,356.67 |
| | | | | | <u>1,356.67</u> |
| 001-51996-212 | Fuels & Lubricants | | | | |
| 51581 | 4693 WEX Bank | 15752 | 73764 | 07/29/2016 | 178.75 |
| | | | | | <u>178.75</u> |
| 001-51996-216 | Cleaning Supplies | | | | |
| 51536 | 2817 US Business Products, Inc. | 15761 | 73703 | 07/22/2016 | 89.60 |
| | | | | | <u>89.60</u> |
| 001-51996-241 | Electricity | | | | |
| 51517 | 16 Alabama Power Company | | 73670 | 07/22/2016 | 395.10 |
| | | | | | <u>395.10</u> |
| 001-51997-241 | Electricity | | | | |
| 51486 | 16 Alabama Power Company | | 73670 | 07/22/2016 | 56.53 |
| | | | | | <u>56.53</u> |
| 001-51997-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 94.00 |
| | | | | | <u>94.00</u> |
| 001-51998-231 | R & M to Buildings | | | | |
| 51558 | 1157 Enterprise Precision Locksmith, Inc. | 15799 | 73736 | 07/29/2016 | 200.20 |
| | | | | | <u>200.20</u> |
| 001-51998-241 | Electricity | | | | |
| 51542 | 16 Alabama Power Company | | 73715 | 07/29/2016 | 2,296.25 |
| 51543 | 16 Alabama Power Company | | 73716 | 07/29/2016 | 2,283.77 |
| | | | | | <u>4,580.02</u> |
| 001-51999-231 | R & M to Buildings | | | | |
| 51559 | 1157 Enterprise Precision Locksmith, Inc. | 15800 | 73736 | 07/29/2016 | 50.00 |
| 51572 | 98 Sanders Electrical & Plumbing, Inc. | 15606 | 73752 | 07/29/2016 | 541.33 |
| 51606 | 98 Sanders Electrical & Plumbing, Inc. | 15771 | 73752 | 07/29/2016 | 167.45 |
| | | | | | <u>758.78</u> |
| 001-51999-241 | Electricity | | | | |
| 51487 | 16 Alabama Power Company | | 73670 | 07/22/2016 | 2,394.41 |
| | | | | | <u>2,394.41</u> |
| 001-51999-243 | Water/Sewer | | | | |
| 51506 | 8 Utilities Board City of Ozark | | 73704 | 07/22/2016 | 79.88 |
| 51507 | 8 Utilities Board City of Ozark | | 73704 | 07/22/2016 | 299.18 |
| | | | | | <u>379.06</u> |
| 001-52100-119 | Supernum Salary | | | | |
| 51620 | 3367 James B. Mixon | | 73767 | 08/05/2016 | 1,875.00 |
| | | | | | <u>1,875.00</u> |
| 001-52100-163 | Data Proc / IT Services | | | | |
| 51610 | 3910 Troy Cablevision, Inc. | 15712 | 73757 | 07/29/2016 | 2,574.67 |
| | | | | | <u>2,574.67</u> |
| 001-52100-211 | Off Suppl/Min Off Eq | | | | |
| 51501 | 382 Sheriff's Pistol Permit Fund | 15783 | 73701 | 07/22/2016 | 340.84 |
| | | | | | <u>340.84</u> |
| 001-52100-212 | Fuel and Lubricants | | | | |

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CHECK RUN 1179 TO 1185

| <u>VOUCHER NUMBER</u> | <u>VENDOR</u> | <u>PO NUMBER</u> | <u>CHECK NUMBER</u> | <u>PAY DATE/ CHECK DATE</u> | <u>AMOUNT</u> |
|-----------------------|---|------------------|---------------------|---------------------------------|------------------|
| 001-52100-212 | Fuel and Lubricants | | | | |
| 51583 | 4693 WEX Bank | 15753 | 73764 | 07/29/2016 | 5,628.85 |
| | | | | | <u>5,628.85</u> |
| 001-52100-228 | Uniforms | | | | |
| 51546 | 2198 Doss of Alabama, Inc. | 15791 | 73720 | 07/29/2016 | 693.00 |
| | | | | | <u>693.00</u> |
| 001-52100-229 | Other Rentals | | | | |
| 51489 | 4776 Canon Financial Services, Inc. | 15720 | 73673 | 07/22/2016 | 216.24 |
| | | | | | <u>216.24</u> |
| 001-52100-234 | Repairs/Maint to Motor Veh | | | | |
| 51505 | 211 Thornes Wholesale Tire & Auto | 15366 | 73702 | 07/22/2016 | 430.81 |
| 51609 | 211 Thornes Wholesale Tire & Auto | 15793 | 73756 | 07/29/2016 | 522.36 |
| | | | | | <u>953.17</u> |
| 001-52100-251 | Telephone | | | | |
| 51495 | 4130 CenturyLink | | 73679 | 07/22/2016 | 1.79 |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 523.85 |
| 51589 | 3910 Troy Cablevision, Inc. | | 73758 | 07/29/2016 | 78.95 |
| | | | | | <u>604.59</u> |
| 001-52100-600 | Principal on Serial Debt | | | | |
| 51616 | 3322 The Commercial Bank of Ozark | | 73765 | 08/03/2016 | 16,431.46 |
| 51616 | 3322 The Commercial Bank of Ozark | | 73765 | 08/03/2016 | 100.00 |
| | | | | | <u>16,531.46</u> |
| 001-52100-630 | Interest on Serial Debt | | | | |
| 51616 | 3322 The Commercial Bank of Ozark | | 73765 | 08/03/2016 | 686.15 |
| | | | | | <u>686.15</u> |
| 001-52100-825 | Surety Bond | | | | |
| 51554 | 272 Circle Insurance Agency, Inc. | | 73728 | 07/29/2016 | 100.00 |
| | | | | | <u>100.00</u> |
| 001-52105-232 | Helicopter Misc Expense | | | | |
| 51504 | 4268 John S. Blankenship | 14744 | 73699 | 07/22/2016 | 11.24 |
| | | | | | <u>11.24</u> |
| 001-52115-241 | Electricity | | | | |
| 51485 | 16 Alabama Power Company | | 73670 | 07/22/2016 | 124.64 |
| | | | | | <u>124.64</u> |
| 001-52121-241 | Electricity | | | | |
| 51586 | 16 Alabama Power Company | | 73717 | 07/29/2016 | 92.12 |
| | | | | | <u>92.12</u> |
| 001-52200-176 | Training/Education | | | | |
| 51500 | 382 Sheriff's Pistol Permit Fund | | 73701 | 07/22/2016 | 745.99 |
| | | | | | <u>745.99</u> |
| 001-52200-183 | Prescriptions - Inmate/Detainees | | | | |
| 51612 | 2580 Pharmacy Investment Coordinators, Inc. | 15697 | 73724 | 07/29/2016 | 1,992.35 |
| | | | | | <u>1,992.35</u> |
| 001-52200-211 | Off Suppl/Min Off Eq | | | | |
| 51535 | 413 Shelley Office Products & Printing, Inc | 15773 | 73700 | 07/22/2016 | 192.50 |
| | | | | | <u>192.50</u> |
| 001-52200-219 | Other Misc Supplies | | | | |

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|-----------------------|-------------------------------------|------------------|---------------------|---------------------------------|-----------------|
| 001-52200-219 | Other Misc Supplies | | | | |
| 51613 | 1049 Daniel W. Enfinger | 15476 | 73735 | 07/29/2016 | 35.00 |
| | | | | | <u>35.00</u> |
| 001-52200-229 | Other Rentals | | | | |
| 51488 | 3029 Auto Chlor Services LLC | 15706 | 73672 | 07/22/2016 | 249.98 |
| 51490 | 4776 Canon Financial Services, Inc. | | 73674 | 07/22/2016 | 137.58 |
| | | | | | <u>387.56</u> |
| 001-52200-231 | R & M to Buildings | | | | |
| 51604 | 3428 Hagler Heating & Cooling, Inc. | 15647 | 73743 | 07/29/2016 | 650.00 |
| 51605 | 3580 Roger Sanders | 15785 | 73751 | 07/29/2016 | 90.00 |
| | | | | | <u>740.00</u> |
| 001-52200-239 | Other Repairs/Maint | | | | |
| 51565 | 406 Harris Security Systems, Inc. | | 73745 | 07/29/2016 | 400.02 |
| | | | | | <u>400.02</u> |
| 001-52200-241 | Electricity | | | | |
| 51518 | 16 Alabama Power Company | | 73670 | 07/22/2016 | 5,278.95 |
| | | | | | <u>5,278.95</u> |
| 001-52200-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 277.39 |
| | | | | | <u>277.39</u> |
| 001-52200-470 | Equip & Furn - \$500-4999 | | | | |
| 51594 | 1624 Louie J. Garcia | 15787 | 73738 | 07/29/2016 | 700.00 |
| | | | | | <u>700.00</u> |
| 001-52300-211 | Off Suppl/Min Off Eq | | | | |
| 51590 | 2579 Wal-Mart Community | 15695 | 73762 | 07/29/2016 | 122.38 |
| 51591 | 2579 Wal-Mart Community | 15768 | 73762 | 07/29/2016 | 14.41 |
| | | | | | <u>136.79</u> |
| 001-52300-212 | Fuel/Lubricants | | | | |
| 51584 | 4693 WEX Bank | 15751 | 73764 | 07/29/2016 | 155.64 |
| | | | | | <u>155.64</u> |
| 001-52300-234 | Repairs/Maint to Motor Veh | | | | |
| 51591 | 2579 Wal-Mart Community | 15768 | 73762 | 07/29/2016 | 206.07 |
| | | | | | <u>206.07</u> |
| 001-52300-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 123.80 |
| | | | | | <u>123.80</u> |
| 001-52301-499 | Misc Grant Expenditure | | | | |
| 51528 | 2597 Card Services Center | 15633 | 73677 | 07/22/2016 | 1,500.00 |
| 51533 | 2597 Card Services Center | 15658 | 73677 | 07/22/2016 | 487.00 |
| | | | | | <u>1,987.00</u> |
| 001-52350-499 | Misc Grant Expenditure | | | | |
| 51598 | 3250 Seminole Communications Inc. | 15521 | 73710 | 07/28/2016 | 7,340.00 |
| | | | | | <u>7,340.00</u> |
| 001-52500-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 87.02 |
| | | | | | <u>87.02</u> |
| 001-52505-251 | Telephone | | | | |

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|---------------------------|---------------------------------|----------------------|-------------------------|---------------------------------|------------------|
| 001-52505-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 110.61 |
| | | | | | <u>110.61</u> |
| 001-52800-182 | Contractual Services | | | | |
| 51496 | 5467 Dale County Court Services | | 73681 | 07/22/2016 | 1,666.67 |
| | | | | | <u>1,666.67</u> |
| 001-52800-219 | Operating Expenses | | | | |
| 51497 | 5467 Dale County Court Services | | 73681 | 07/22/2016 | 1,174.52 |
| | | | | | <u>1,174.52</u> |
| 001-56210-262 | Mileage | | | | |
| 51508 | 4071 Willie B. Norman | | 73707 | 07/22/2016 | 147.10 |
| | | | | | <u>147.10</u> |
| | | | | | <u>83,976.37</u> |
| | | | FUND 001 TOTAL | | |

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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> |
|--------------------------------|-------------------------------------|----------------------|-------------------------|---------------------------------|------------------|
| 111 Gasoline Tax 7 cent | | | | | |
| 111-53100-216 | Road Bldg Materials | | | | |
| 51512 | 5179 Dane Gregory Daniels | 15775 | 73686 | 07/22/2016 | 30.46 |
| 51513 | 3161 Johnston Trucking, LLC | 15782 | 73689 | 07/22/2016 | 1,492.68 |
| 51585 | 293 ACCA | 15458 | 73711 | 07/29/2016 | 100.86 |
| | | | | | <u>1,624.00</u> |
| 111-53100-219 | Other Misc Supplies | | | | |
| 51514 | 1353 Ozark Area Chamber of Commerce | 15778 | 73696 | 07/22/2016 | 125.00 |
| | | | | | <u>125.00</u> |
| 111-53100-238 | Contractual Maint of Roads | | | | |
| 51511 | 4021 Geneva County Engineer | 15776 | 73685 | 07/22/2016 | 1,584.73 |
| | | | | | <u>1,584.73</u> |
| 111-53100-241 | Electricity | | | | |
| 51587 | 16 Alabama Power Company | 15669 | 73717 | 07/29/2016 | 92.11 |
| | | | | | <u>92.11</u> |
| 111-53100-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 190.85 |
| | | | | | <u>190.85</u> |
| 111-53100-254 | Water | | | | |
| 51588 | 3613 Dale County Water Authority | 15671 | 73732 | 07/29/2016 | 43.37 |
| | | | | | <u>43.37</u> |
| 111-53100-255 | Cell Telephone Charges | | | | |
| 51515 | 50 Verizon Wireless | 15692 | 73705 | 07/22/2016 | 161.88 |
| | | | | | <u>161.88</u> |
| 111-53100-600 | Principal Serial Debt | | | | |
| 51611 | 3322 The Commercial Bank of Ozark | 15792 | 73729 | 07/29/2016 | 8,769.57 |
| | | | | | <u>8,769.57</u> |
| 111-53100-630 | Interest on Serial Debt | | | | |
| 51611 | 3322 The Commercial Bank of Ozark | 15792 | 73729 | 07/29/2016 | 803.67 |
| | | | | | <u>803.67</u> |
| | | | | | <u>13,395.18</u> |
| | | FUND 111 TOTAL | | | |

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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> |
|--|---------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 112 Public Building Road & Bridge | | | | | |
| 112-51907-262 Mileage | | | | | |
| 51516 | 5493 Kira Miller | | 73690 | 07/22/2016 | 108.00 |
| | | | | | <u>108.00</u> |
| 112-51907-264 Room and Meals | | | | | |
| 51516 | 5493 Kira Miller | | 73690 | 07/22/2016 | 21.07 |
| 51525 | 2597 Card Services Center | | 73677 | 07/22/2016 | 197.92 |
| 51527 | 2597 Card Services Center | | 73677 | 07/22/2016 | 419.58 |
| 51529 | 2597 Card Services Center | | 73677 | 07/22/2016 | 24.69 |
| | | | | | <u>663.26</u> |
| 112-51907-265 Registration/Training | | | | | |
| 51526 | 2597 Card Services Center | | 73677 | 07/22/2016 | 400.00 |
| 51531 | 2597 Card Services Center | | 73677 | 07/22/2016 | 175.00 |
| | | | | | <u>575.00</u> |
| | | | | | <u>1,346.26</u> |
| | | | FUND 112 TOTAL | | |

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|---------------------------|---------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 120 Reappraisal | | | | | |
| 120-51810-181 | Flagship/ESRI | | | | |
| 51510 | 3952 Flagship GIS, Inc. | | 73683 | 07/22/2016 | 5,375.00 |
| | | | | | <u>5,375.00</u> |
| 120-51810-212 | Fuel and Lubricants | | | | |
| 51579 | 4693 WEX Bank | 15749 | 73764 | 07/29/2016 | 83.44 |
| | | | | | <u>83.44</u> |
| 120-51810-251 | Telephone | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 146.75 |
| | | | | | <u>146.75</u> |
| 120-51810-264 | Room and Meals | | | | |
| 51519 | 2597 Card Services Center | | 73677 | 07/22/2016 | 257.07 |
| | | | | | <u>257.07</u> |
| | | | | | <u>5,862.26</u> |
| | | FUND 120 TOTAL | | | |

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|--|----------------------------|----------------------|-------------------------|---------------------------------|-------------------|
| 301 General Obligation 2004 Refunding | | | | | |
| 301-59100-600 Principal Serial Debt | | | | | |
| 51539 | 5128 First Commercial Bank | | 73709 | 07/26/2016 | 115,000.00 |
| | | | | | <u>115,000.00</u> |
| 301-59100-630 Interest Serial Debt | | | | | |
| 51539 | 5128 First Commercial Bank | | 73709 | 07/26/2016 | 35,021.88 |
| | | | | | <u>35,021.88</u> |
| | | FUND 301 TOTAL | | | <u>150,021.88</u> |

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|---|-------------------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 511 Residential Garbage | | | | | |
| 511-21540-000 Deposit - Residential Garbage | | | | | |
| 51552 | 5514 Brittany Calloway | | 73723 | 07/29/2016 | 50.00 |
| 51556 | 4139 Dale County Solid Waste | | 73734 | 07/29/2016 | 33.00 |
| 51557 | 4139 Dale County Solid Waste | | 73734 | 07/29/2016 | 19.00 |
| 51561 | 5515 George W Flathers III | | 73740 | 07/29/2016 | 50.00 |
| 51562 | 5516 George W. Tichnell | | 73741 | 07/29/2016 | 50.00 |
| 51563 | 5517 Gloria A Brooks | | 73742 | 07/29/2016 | 50.00 |
| 51566 | 5518 Harrison P Florence | | 73744 | 07/29/2016 | 50.00 |
| 51567 | 5519 Lisa L Cole | | 73746 | 07/29/2016 | 50.00 |
| 51568 | 5520 Lynn Danford | | 73747 | 07/29/2016 | 50.00 |
| 51570 | 5521 Robert C Bradford | | 73749 | 07/29/2016 | 31.00 |
| 51571 | 5522 Robert J Juge | | 73750 | 07/29/2016 | 50.00 |
| 51575 | 5523 Susan J Herndon | | 73755 | 07/29/2016 | 50.00 |
| 51593 | 4139 Dale County Solid Waste | | 73734 | 07/29/2016 | 50.00 |
| | | | | | <u>583.00</u> |
| 511-45411-740 Residential Garbage Fees | | | | | |
| 51551 | 5513 Brandon Courtway | | 73722 | 07/29/2016 | 98.60 |
| 51552 | 5514 Brittany Calloway | | 73723 | 07/29/2016 | 5.00 |
| 51561 | 5515 George W Flathers III | | 73740 | 07/29/2016 | 14.00 |
| 51562 | 5516 George W. Tichnell | | 73741 | 07/29/2016 | 89.60 |
| 51563 | 5517 Gloria A Brooks | | 73742 | 07/29/2016 | 19.60 |
| 51575 | 5523 Susan J Herndon | | 73755 | 07/29/2016 | 47.60 |
| | | | | | <u>274.40</u> |
| 511-54100-211 Off Suppl/Min Off Eq | | | | | |
| 51509 | 4776 Canon Financial Services, Inc. | | 73675 | 07/22/2016 | 153.41 |
| | | | | | <u>153.41</u> |
| 511-54100-212 Fuels / Lubricants | | | | | |
| 51580 | 4693 WEX Bank | 15750 | 73764 | 07/29/2016 | 45.31 |
| | | | | | <u>45.31</u> |
| 511-54100-231 R&M to Office Building | | | | | |
| 51555 | 5057 Corey Baldwin | | 73730 | 07/29/2016 | 11.82 |
| | | | | | <u>11.82</u> |
| 511-54100-251 Telephone | | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 80.32 |
| | | | | | <u>80.32</u> |
| 511-54100-252 Postage | | | | | |
| 51538 | 3 United States Postal Service | 15790 | 73708 | 07/25/2016 | 974.65 |
| | | | | | <u>974.65</u> |
| | | | | | <u>2,122.91</u> |
| FUND 511 TOTAL | | | | | |

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|---------------------------|--|----------------------|-------------------------|---------------------------------|-------------------|
| 705 Agency | | | | | |
| 705-22111-000 | Due to Gas Tax Fund | | | | |
| 51477 | 374 Gasoline Tax Fund | | 73684 | 07/22/2016 | 90,533.05 |
| | | | | | <u>90,533.05</u> |
| 705-22700-000 | Due to General Fund | | | | |
| 51597 | 373 General Fund | | 73739 | 07/29/2016 | 355.30 |
| | | | | | <u>355.30</u> |
| 705-23450-000 | Due To Municipalities | | | | |
| 51474 | 481 Town of Ariton | | 73671 | 07/22/2016 | 291.72 |
| 51475 | 482 Town of Clayhatchee | | 73680 | 07/22/2016 | 161.95 |
| 51476 | 480 City of Daleville | | 73682 | 07/22/2016 | 2,011.85 |
| 51478 | 483 Town of Grimes | | 73687 | 07/22/2016 | 174.02 |
| 51479 | 484 Town of Level Plains | | 73692 | 07/22/2016 | 579.41 |
| 51480 | 485 Town of Midland City | | 73693 | 07/22/2016 | 715.21 |
| 51481 | 487 Town of Napier Field | | 73694 | 07/22/2016 | 181.07 |
| 51482 | 486 Town of Newton | | 73695 | 07/22/2016 | 621.66 |
| 51483 | 479 City of Ozark | | 73697 | 07/22/2016 | 5,079.91 |
| 51484 | 488 Town of Pinckard | | 73698 | 07/22/2016 | 242.43 |
| | | | | | <u>10,059.23</u> |
| 705-23502-000 | Due to Assoc of Fire Depts | | | | |
| 51595 | 344 Association of Fire Departments | | 73719 | 07/29/2016 | 16,876.35 |
| 51596 | 345 Dale County Firefighters Association | | 73731 | 07/29/2016 | 532.93 |
| | | | | | <u>17,409.28</u> |
| | | | | | <u>118,356.86</u> |
| | | | FUND 705 TOTAL | | |

Dale County Commission

FY 2015-2016

AP ACCOUNT DISTRIBUTION BY ACCOUNT PAID VOUCHERS ONLY

CHECK DATES 07/22/2016 TO 08/05/2016

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <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 Payroll/Clearing | | | | | |
| 710-21701-000 Federal Taxes | | | | | |
| 51493 | 3449 C B & T -Federal Taxes | | 73678 | 07/22/2016 | 12,683.06 |
| 51494 | 3449 C B & T -Federal Taxes | | 73678 | 07/22/2016 | 491.48 |
| 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 |
| | | | | | <u>12,683.06</u> |
| 710-21702-000 FICA Payment | | | | | |
| 51491 | 3449 C B & T -Federal Taxes | | 73678 | 07/22/2016 | 21,813.92 |
| | | | | | <u>21,813.92</u> |
| 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 |
| | | | | | <u>-123.00</u> |
| 710-21724-000 Dental Insurance | | | | | |
| 51227 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | 77.28 |
| 51228 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | 596.10 |
| 51460 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | 77.28 |
| 51461 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | 556.36 |
| 51547 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | 1,854.72 |
| 51548 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | 39.74 |
| 51549 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | -1.84 |
| 51550 | 341 Blue Cross/Blue Shield | | 73721 | 07/29/2016 | -39.74 |
| | | | | | <u>3,159.90</u> |
| 710-21732-000 AFLAC Insurance | | | | | |
| 51226 | 343 AFLAC | | 73713 | 07/29/2016 | 736.32 |
| 51229 | 343 AFLAC | | 73713 | 07/29/2016 | 270.12 |
| 51459 | 343 AFLAC | | 73713 | 07/29/2016 | 718.80 |
| 51462 | 343 AFLAC | | 73713 | 07/29/2016 | 270.12 |
| | | | | | <u>1,995.36</u> |
| 710-21733-000 AFLAC Insurance (Bal Acct) | | | | | |
| 51540 | 343 AFLAC | | 73713 | 07/29/2016 | -17.52 |
| 51541 | 343 AFLAC | | 73713 | 07/29/2016 | 0.05 |
| | | | | | <u>-17.47</u> |
| 710-21756-000 Child Support | | | | | |
| 51223 | 416 Alabama Child Support Payment Center | | 73714 | 07/29/2016 | 218.00 |
| 51234 | 4440 Florida State Disbursement Unit | | 73737 | 07/29/2016 | 114.84 |
| 51238 | 5305 California State Disbursement Unit | | 73725 | 07/29/2016 | 135.62 |
| 51456 | 416 Alabama Child Support Payment Center | | 73714 | 07/29/2016 | 218.00 |
| 51467 | 4440 Florida State Disbursement Unit | | 73737 | 07/29/2016 | 114.84 |
| 51471 | 5305 California State Disbursement Unit | | 73725 | 07/29/2016 | 135.62 |
| 51560 | 4440 Florida State Disbursement Unit | | 73737 | 07/29/2016 | -0.01 |
| | | | | | <u>936.91</u> |
| 710-21760-000 Misc Payroll Deductions Payable | | | | | |
| 51237 | 4139 Dale County Solid Waste | | 73733 | 07/29/2016 | 44.00 |
| 51470 | 4139 Dale County Solid Waste | | 73733 | 07/29/2016 | 44.00 |
| | | | | | <u>88.00</u> |

Dale County Commission

FY 2015-2016

AP ACCOUNT DISTRIBUTION BY ACCOUNT PAID VOUCHERS ONLY

CHECK DATES 07/22/2016 TO 08/05/2016

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <u>VOUCHER</u> <u>NUMBER</u> | <u>VENDOR</u> | <u>PO</u> <u>NUMBER</u> | <u>CHECK</u> <u>NUMBER</u> | <u>PAY DATE/</u> <u>CHECK DATE</u> | <u>AMOUNT</u> |
|---------------------------------|---------------|----------------------------|-------------------------------|---------------------------------------|------------------|
| FUND 710 TOTAL | | | | | <u>40,536.68</u> |

Dale County Commission

FY 2015-2016

AP ACCOUNT DISTRIBUTION BY ACCOUNT PAID VOUCHERS ONLY

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CHECK RUN 1179 TO 1185

| <u>VOUCHER NUMBER</u> | <u>VENDOR</u> | <u>PO NUMBER</u> | <u>CHECK NUMBER</u> | <u>PAY DATE/ CHECK DATE</u> | <u>AMOUNT</u> |
|-----------------------------------|---------------------------|----------------------|-------------------------|---------------------------------|------------------|
| 720 Excess from Land Sales | | | | | |
| 720-51990-415 | Trust Fund Expenditures | | | | |
| 51499 | 5510 KSJ Investment Trust | | 73691 | 07/22/2016 | 24,718.23 |
| | | | | | <u>24,718.23</u> |
| | | FUND 720 TOTAL | | | <u>24,718.23</u> |

Dale County Commission

FY 2015-2016

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BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <u>VOUCHER NUMBER</u> | <u>VENDOR</u> | <u>PO NUMBER</u> | <u>CHECK NUMBER</u> | <u>PAY DATE/ CHECK DATE</u> | <u>AMOUNT</u> |
|-----------------------------|---------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 725 Land Redemptions | | | | | |
| 725-21100-000 | Accounts Payable | | | | |
| 51499 | 5510 KSJ Investment Trust | | 73691 | 07/22/2016 | 1,546.77 |
| | | | | | <u>1,546.77</u> |
| | | FUND 725 TOTAL | | | <u>1,546.77</u> |

Dale County Commission

FY 2015-2016

AP ACCOUNT DISTRIBUTION BY ACCOUNT PAID VOUCHERS ONLY

CHECK DATES 07/22/2016 TO 08/05/2016

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <u>VOUCHER NUMBER</u> | <u>VENDOR</u> | <u>PO NUMBER</u> | <u>CHECK NUMBER</u> | <u>PAY DATE/ CHECK DATE</u> | <u>AMOUNT</u> |
|---------------------------|----------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 740 Law Library | | | | | |
| 740-51270-251 Telephone | | | | | |
| 51553 | 2091 CenturyLink | | 73727 | 07/29/2016 | 226.56 |
| | | | | | <u>226.56</u> |
| 740-51270-410 Books | | | | | |
| 51502 | 600 Thomson Reuters - West | 15382 | 73706 | 07/22/2016 | 391.60 |
| 51503 | 600 Thomson Reuters - West | 15627 | 73706 | 07/22/2016 | 175.00 |
| 51578 | 600 Thomson Reuters - West | 15747 | 73763 | 07/29/2016 | 825.60 |
| | | | | | <u>1,392.20</u> |
| | | FUND 740 TOTAL | | | <u>1,618.76</u> |

Dale County Commission

FY 2015-2016

AP ACCOUNT DISTRIBUTION BY ACCOUNT PAID VOUCHERS ONLY

CHECK DATES 07/22/2016 TO 08/05/2016

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 1179 TO 1185

| <u>VOUCHER</u> <u>NUMBER</u> | <u>VENDOR</u> | <u>PO</u> <u>NUMBER</u> | <u>CHECK</u> <u>NUMBER</u> | <u>PAY DATE/</u> <u>CHECK DATE</u> | <u>AMOUNT</u> |
|---------------------------------|---------------|----------------------------|-------------------------------|---------------------------------------|-------------------|
| GRAND TOTAL | | | | | <u>443,502.16</u> |

MEMORANDUM OF WARRANTS

PAYABLE | 8/5/2016

BEGINNING CK. NO. 154302
ENDING CK. NO. 154304
VOID

DIRECT DEPOSIT BEGINNING NO. 20805
ENDING CK.NO. 20945
VOID

| | GROSS | FICA MATCH | RETIRE. MATCH | TOTAL |
|------------------------|-------------------|------------------|------------------|-------------------|
| GENERAL FUND 001: | 99,845.48 | 7341.01 | 8877.16 \$ | 116,063.65 |
| GASOLINE TAX FUND 111: | 41,992.74 | 3070.55 | 4032.64 \$ | 49,095.93 |
| REAPPRAISAL FUND 120: | 6,402.99 | 422.02 | 564.86 \$ | 7,389.87 |
| RSVP FUND 160: | - | - | - \$ | - |
| SOLID WASTE FUND 511: | 2,387.10 | 178.97 | 256.86 \$ | 2,822.93 |
| SOLID \ LANDFILL 512: | \$ - | \$ - | \$ - | - |
| TOTAL AMOUNT: | 150,628.31 | 11,012.55 | 13,731.52 | 175,372.38 |

cc: Administrator

FY 2015-2016

Dale County Commission
 PAY TYPE REPORT BY DEPARTMENT/NAME
 PAYROLL DATES: 08/05/2016 TO 08/05/2016

| <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: 51100 - Commission Office | | | | | |
| Glaze, Sheila A | 102 | | | | |
| OT Overtime Pay | | | 6.00 | 151.65 | |
| Gulledge, Cristal P | 110 | | | | |
| OT Overtime Pay | | | 1.50 | 28.33 | |
| Meeks, Joseph A | 160 | | | | |
| OT Overtime Pay | | | 2.00 | 45.90 | |
| Miller, Kira Gregory | 478 | | | | |
| OT Overtime Pay | | | 1.50 | 37.87 | |
| TOTALS FOR 51100 - Commission Office | | 4 | 11.00 | 263.75 | 0.00 |
| DEPT: 51300 - Judge of Probate | | | | | |
| Watkins-Johnson, Keisha G | 288 | | | | |
| OT Overtime Pay | | | 2.00 | 56.91 | |
| TOTALS FOR 51300 - Judge of Probate | | 1 | 2.00 | 56.91 | 0.00 |
| DEPT: 51600 - Commissioner of Revenue | | | | | |
| Brabham, Sandra E | 18 | | | | |
| OT Overtime Pay | | | 0.75 | 11.30 | |
| Bruhn, Jill E | 301 | | | | |
| OT Overtime Pay | | | 0.30 | 4.04 | |
| Faulk, Barbara J | 357 | | | | |
| OT Overtime Pay | | | 0.55 | 8.22 | |
| Goode, Kimberly J | 105 | | | | |
| OT Overtime Pay | | | 1.92 | 37.64 | |
| Haywood, Sara A | 114 | | | | |
| OT Overtime Pay | | | 1.13 | 20.19 | |
| Hughes, Christi G | 430 | | | | |
| OT Overtime Pay | | | 0.93 | 12.37 | |
| Walters, Debra E | 422 | | | | |
| OT Overtime Pay | | | 2.67 | 35.52 | |
| Woodham, Lori L | 376 | | | | |
| OT Overtime Pay | | | 1.22 | 16.23 | |
| TOTALS FOR 51600 - Commissioner of Revenue | | 8 | 9.47 | 145.51 | 0.00 |
| DEPT: 52100 - Sheriff's Office | | | | | |
| Anderson, Kyle J | 6 | | | | |

FY 2015-2016

Dale County Commission
 PAY TYPE REPORT BY DEPARTMENT/NAME
 PAYROLL DATES: 08/05/2016 TO 08/05/2016

| <u>EMPLOYEE NAME</u> | <u>ID</u> | <u>NUMBER OF EMPLOYEES</u> | <u>DAYS/HOURS WORKED</u> | <u>AMOUNT</u> | <u>FRINGE BENEFIT</u> |
|-------------------------------------|-----------|----------------------------|--------------------------|---------------|-----------------------|
| OT Overtime Pay | | | 3.00 | 83.43 | |
| Benefield, Randy T | 454 | | | | |
| OT Overtime Pay | | | 1.00 | 18.12 | |
| Bennett, Tina M | 15 | | | | |
| OT Overtime Pay | | | 7.00 | 189.42 | |
| Boling, James A | 383 | | | | |
| OT Overtime Pay | | | 9.00 | 171.86 | |
| Crawford, John W | 429 | | | | |
| OT Overtime Pay | | | 4.00 | 99.24 | |
| Eberhart, Omar C | 333 | | | | |
| OT Overtime Pay | | | 5.00 | 95.48 | |
| Elmore, Brandon M | 107 | | | | |
| OT Overtime Pay | | | 6.50 | 171.80 | |
| Harper, Joshua A | 444 | | | | |
| OT Overtime Pay | | | 9.00 | 168.75 | |
| Harrington, Tyler D | 366 | | | | |
| OT Overtime Pay | | | 9.50 | 181.12 | |
| Hatfield, Kendall L | 215 | | | | |
| OT Overtime Pay | | | 6.50 | 133.38 | |
| King, Daniel W | 353 | | | | |
| OT Overtime Pay | | | 8.00 | 152.52 | |
| Munn, Angela L | 254 | | | | |
| OT Overtime Pay | | | 1.00 | 15.71 | |
| Peters, Clee T | 327 | | | | |
| OT Overtime Pay | | | 11.00 | 206.25 | |
| Spurlock, Scotty | 339 | | | | |
| OT Overtime Pay | | | 16.00 | 342.24 | |
| Weaver, Joseph E | 65 | | | | |
| OT Overtime Pay | | | 22.00 | 533.28 | |
| TOTALS FOR 52100 - Sheriff's Office | | 15 | 118.50 | 2,562.60 | 0.00 |

DEPT: 52101 - S. O. Ariton

| | | | | | |
|---------------------------------|-----|---|-------|--------|------|
| Wasden, Joshua R | 457 | | | | |
| OT Overtime Pay | | | 16.00 | 325.68 | |
| TOTALS FOR 52101 - S. O. Ariton | | 1 | 16.00 | 325.68 | 0.00 |

DEPT: 52200 - Dale County Jail

| | | | | | |
|-------------------|----|--|--|--|--|
| Cramer, Jeffery S | 88 | | | | |
|-------------------|----|--|--|--|--|

FY 2015-2016

Dale County Commission
 PAY TYPE REPORT BY DEPARTMENT/NAME
 PAYROLL DATES: 08/05/2016 TO 08/05/2016

| <u>EMPLOYEE NAME</u> | <u>ID</u> | <u>NUMBER OF EMPLOYEES</u> | <u>DAYS/HOURS WORKED</u> | <u>AMOUNT</u> | <u>FRINGE BENEFIT</u> |
|-------------------------------------|-----------|----------------------------|--------------------------|-----------------|-----------------------|
| OT Overtime Pay | | | 1.50 | 25.07 | |
| Duncan, Charles V | 465 | | | | |
| OT Overtime Pay | | | 18.00 | 344.25 | |
| McKinney, Kendra R | 485 | | | | |
| OT Overtime Pay | | | 16.00 | 230.40 | |
| Mills, Merritt W | 434 | | | | |
| OT Overtime Pay | | | 16.00 | 239.76 | |
| Pena-Haddock, Juan | 293 | | | | |
| OT Overtime Pay | | | 8.00 | 136.32 | |
| Snell, Marsha L | 45 | | | | |
| OT Overtime Pay | | | 8.00 | 136.32 | |
| Williams, Robert L | 456 | | | | |
| OT Overtime Pay | | | 24.00 | 352.44 | |
| Wright, Brandon Gunner | 481 | | | | |
| OT Overtime Pay | | | 32.00 | 460.80 | |
| TOTALS FOR 52200 - Dale County Jail | | 8 | <u>123.50</u> | <u>1,925.36</u> | <u>0.00</u> |

DEPT: 53100 - Road & Bridge/Engineering

| | | | | | |
|--|-----|---|--------------|-----------------|-------------|
| Braman, Lisa M | 20 | | | | |
| OT Overtime Pay | | | 0.25 | 6.08 | |
| Deloney, Jim M | 464 | | | | |
| OT Overtime Pay | | | 5.50 | 137.36 | |
| Marshall, Christopher T | 345 | | | | |
| OT Overtime Pay | | | 4.00 | 74.04 | |
| Sirmans, Jesse A | 449 | | | | |
| OT Overtime Pay | | | 30.50 | 466.65 | |
| Terry, Dan B | 387 | | | | |
| OT Overtime Pay | | | 30.75 | 505.07 | |
| Williams, David W | 67 | | | | |
| OT Overtime Pay | | | 15.00 | 317.03 | |
| Williams, Terry W | 73 | | | | |
| OT Overtime Pay | | | 5.50 | 94.79 | |
| TOTALS FOR 53100 - Road & Bridge/Engineering | | 7 | <u>91.50</u> | <u>1,601.02</u> | <u>0.00</u> |

DEPT: 54100 - Solid Waste Collection

| | | | | | |
|---|-----|---|-------------|--------------|-------------|
| Peters, Connie K | 213 | | | | |
| OT Overtime Pay | | | 1.00 | 20.70 | |
| TOTALS FOR 54100 - Solid Waste Collection | | 1 | <u>1.00</u> | <u>20.70</u> | <u>0.00</u> |

FY 2015-2016

Dale County Commission
PAY TYPE REPORT BY DEPARTMENT/NAME
PAYROLL DATES: 08/05/2016 TO 08/05/2016

EMPLOYEE NAME

| <u>ID</u> | <u>NUMBER OF EMPLOYEES</u> | <u>DAYS/HOURS WORKED</u> | <u>AMOUNT</u> | <u>FRINGE BENEFIT</u> |
|-----------|----------------------------|--------------------------|-----------------|-----------------------|
| TOTALS | <u>45</u> | <u>372.97</u> | <u>6,901.53</u> | <u>0.00</u> |

Information will be provided at
Working Session



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

To: The Dale County Commission

Subject: Recommendation for Employment / Notification of Employment

Name: Justin Michael Mixon Department: Sheriff's Office

Position: Reserve Deputy Grade: _____

Hourly Rate/Salary: 0 Effective Employment Date: _____

Please state reasons for starting salary if above base pay for Grade: _____

Volunteer

Full Time Classified Position _____ Excluded Position _____

Part Time Classified Position _____ Number of Hours Per Week _____

Temporary Position _____ Approx. Number of Hours Per Week _____

Will this individual be driving for the County? Yes No

If yes, will they average at least one time per week? Yes No

Other Comments: _____

Requesting Department Head Signature: [Signature] Date: 9/2/2016

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

To: The Dale County Commission

Subject: Recommendation for Employment / Notification of Employment

Name: Steven Owen Shanks Department: Sheriff's Office

Position: Reserve Deputy Grade: _____

Hourly Rate/Salary: 0 Effective Employment Date: _____

Please state reasons for starting salary if above base pay for Grade: _____

Volunteer

Full Time Classified Position _____ Excluded Position _____

Part Time Classified Position _____ Number of Hours Per Week _____

Temporary Position _____ Approx. Number of Hours Per Week _____

Will this individual be driving for the County? Yes No

If yes, will they average at least one time per week? Yes No

Other Comments: _____

Requesting Department Head Signature: [Signature] Date: 9/2/2016

Commission Notified: _____

Commission Approved: _____

202 South Highway 123, Suite C • Ozark, AL 36360
Phone: 334.774.6025 • Fax: 334.774.1841