

**COMMITTEE MEETING
December 10, 2012**

(For Commission Approval on December 10, 2012)

In Attendance:

___	Commissioner Carrington	___	Commissioner Knight
___	Commissioner Stephens	___	Commissioner Brown
___	Commissioner Bowman	___	County Manager Petelos

ADMINISTRATIVE SERVICES COMMITTEE

Chairman – Commissioner Carrington

HUMAN RESOURCES

Ms. Demetruiis Taylor

1. Critical Needs

The Human Resources Department (General Fund) has requested the following certifications:

- A. (1) Assistant Benefits Administrator Fill**
This position is a grade 25 and the department is requesting to fill the position at a step 4, which is \$53,643.20/year without fringe benefits. The “estimated” salary with fringe benefits is \$70,712.47/year.
- B. (1) Benefits Administrator Fill**
This position is a grade 30 and the department is requesting to fill the position at a step 6, which is \$75,441.60/year without fringe benefits. The “estimated” salary with fringe benefits is \$99,447.12/year.

** Indicated the requests are to fill the positions provisionally. The request to fill the positions by regular certification was previously approved by the Commission on November 27, 2012.

PENSION BOARD

Ms. Cathy Crumley

2. Resolution authorizing payment of pension contribution and County match for the following employee due to granted military leave of absence:

Kevin Austin	Sheriff’s Department	\$2,288.78
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PERSONNEL BOARD

Mr. Lorren Oliver

- 3. **High Ground Solutions – Contract # 4609**
 Renew the Personnel Board’s contract with High Ground Solutions to provide a hosted IVR (Interactive Voice Repsonse) outbound dialing system to support the Board’s register maintenance program. **(Acknowledgement Only)**

Contract Term:	1/1/13-12/31/13
Original Budget:	\$322,157.00
Current Remaining Budget:	\$307,353.35
Requested Amount:	\$2,495.00
Remaining Budget After Requested Amount:	\$304,858.35
30 Day Cancellation:	Yes

ENVIRONMENTAL SERVICES

Mr. David Denard

- 4. **Hazen and Sawyer, P.C. - Contract #4313**
 Professional Engineering Services for treatment process optimization training for the Five Mile Creek, Leeds, Prudes, Turkey Creek, and Warrior WWTPs. This contract provides for an engineering review of the operating conditions and provides training and recommendations for optimizing the treatment processes.

Contract Term:	90 days
Original Budget:	\$12,218,312.00
Current Remaining Budget:	\$ 8,059,522.18
Requested Amount:	\$ 25,000.00
Remaining Budget After Requested Amount:	\$ 8,034,522.18
30 Day Cancellation (Yes or No):	Yes

- 5. **ALDOT HPP-1602(537) SAHD3 Agreement – Contract # 4587**
 Reimbursable Agreement with ALDOT to relocate and/or adjust ESD sanitary sewers that are in conflict with ALDOT’s Oporto-Madrid Boulevard road improvement project in the City of Birmingham. All construction activities are performed by ALDOT road builder contractor and therefore require no County funding.

Contract Term:	Completion of Construction
Original Budget:	\$34,566,217.61
Current Remaining Budget	\$34,536,217.61
Requested Amount:	\$0.00
Remaining Budget After Requested Amount:	\$34,536,217.61
30 Day Cancellation:	No

- 6. **Cahaba 4 TV Inspection Engineering Management – Contract # 4563**
 Amendment #1 with Gresham, Smith, and Partners to provide for additional engineering

and construction management services outside the original scope of work. This includes the evaluation of possible sources of inflow and infiltration within the sanitary sewer system.

Contract Term:	150 Days
Original Budget:	\$ 34,566,217.61
Current Remaining Budget:	\$ 34,566,217.61
Original Contract Amount:	\$118,000.00
Requested Amount:	\$30,000.00
Remaining Budget:	\$ 34,536,217.61
30 Day Cancellation	Yes

7. **Cahaba 4 TV Inspection – Contract # 4562**

Change Order No. 1 to the contract with Video Industrial Services, Inc. to increase the contract time by 150 consecutive calendar days for additional television inspection and smoke testing to evaluate possible sources of inflow and infiltration within the sanitary sewer system. The additional 150 consecutive calendar days is retroactive to August 19, 2012.

Contract Term:	150 Days
Original Budget:	\$ 34,536,217.61
Current Remaining Budget:	\$ 34,536,217.61
Original Contract Amount:	\$839,189.53
Requested Amount:	\$0.00
Remaining Budget:	\$ 34,536,217.61
30 Day Cancellation	Yes

8. **Schwing Bioset, Inc. – Contract #4459**

Contract award for repairs to cake pumps at the Village Creek WWTP to the lowest responsive and responsible bidder. This contract provides for the rebuild of one pump and maintenance, service, and parts on a second pump. These pumps are critical to the solids dewatering process.

Contract Term:	90 Days
Original Budget:	\$6,934,544.00
Current Remaining Budget:	\$5,512,585.92
Requested Amount:	\$229,760.00
Remaining Budget:	\$5,282,825.92
30 Day Cancellation:	Yes

COUNTY ATTORNEY

Mr. Jeff Sewell

9. Resolution approving payment of vehicle damage claim by Gloria Turner in the amount of \$618.90.

10. Resolution approving payment of vehicle damage claim by Barbara Pharris in the amount of \$1,298.80.
11. Resolution denying sewer backup claim by Catherine Dixon.
12. Resolution approving payment of reimbursement claim of prepaid room and board at the Jefferson Rehabilitation and Health Center in the amount of \$2,525.25.
13. Resolution to redline the pay of some employees in the classification of Waste Water Treatment Plant Operator I, as a re-grade of the classification has caused some salaries to exceed the new range of pay.

COUNTY MANAGER

Mr. Tony Petelos

No items submitted.

OTHER BUSINESS

Commissioner David Carrington