

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
MAY 19, 2014

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:06 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees and items on the agenda.

DISCUSSION BY THE COMMISSION

Vice Chairman Harris and Commissioner Ingram requested a \$250 miscellaneous appropriation from each of their accounts to Mid-South Resource Conservation and Development Council, Inc., for the Natural Resources Program.

Chairman Dean requested an \$8,000 miscellaneous appropriation from his account to the Montgomery Community Action Agency for Community Service Programs.

Administrator Mims stated that the Commission would need to rescind a \$750 appropriation to the City of Montgomery for the Senior Citizens Prom, c/o David Burkett and reallocate the funds to the Montgomery Achievers' Hall of Fame, Inc., for the Senior Citizens Prom, c/o David Burkett.

After discussion, the Commission agreed to add these items to the miscellaneous appropriations.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented an Engagement Letter from Examiner Dixie Broadwater with the Examiners of Public Accounts concerning the start of the 2012-2013 audit and a Fraud and Related Party Transactions letter, which each Commissioner would need to provide a written response. He offered to help the Commissioners with their written responses. He noted that Commissioner Walker would not be required to provide a response this year. (Copies of the Engagement Letter and the Fraud and Related Party Transaction Letter, Agenda Pages 16-1 through 16-10, are attached to these Minutes.)

Administrator Mims reminded the Commission that all County offices would be closed Monday, May 26, 2014, in observance of Memorial Day.

PRESENTATION BY DIRECTOR OF ELECTIONS DANIEL BAXTER

Director of Elections Daniel Baxter briefed the Commission regarding the allocation of voting machines and election officials for the 2014 election cycle. Mr. Baxter stated that they would need 722 poll workers to cover the elections. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE HOWELL AND FRANK E. LITCHFIELD, CASEY IVY AND JIN SUNWOO WITH SEAY SEAY & LITCHFIELD ARCHITECTS

Frank Litchfield with Seay, Seay & Litchfield Architects introduced Casey Ivy and Jin Sunwoo. Mr. Sunwoo briefed the Commission regarding proposals from Bear Brothers, Inc., for the District Attorney's conference room door and a new record storage secure door for the Youth Facility. He stated that these items would be incorporated into a future Change Order. Juvenile Court Administrator Bruce Howell asked for permission to proceed with the two doors and Chairman Dean acknowledged for them to proceed. (Copies of the two Proposals, Agenda Pages 17-1 and 17-2, are attached to these Minutes.)

Mr. Howell informed the Commission that a vault door is being removed from the Youth Facility and that he will give that door to the Sheriff's Office.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci discussed a proposal for the County to implement a 3-1-1 system for those who live outside the city limits. Sheriff Marshall and Commissioner Ingram recommended that the Engineering Department be responsible for taking calls during normal working hours. The Commission agreed.

Mr. Ialacci informed the Commission that the City and County sales tax software committee has reviewed the proposals submitted for the sales tax software system and have narrowed it down to three companies, which will give presentations regarding their systems.

PRESENTATION BY ADMINISTRATIVE ASSISTANT RHONDA CAPE AND CHIEF INVESTIGATOR JERRY BLOODSWORTH WITH THE DISTRICT ATTORNEY'S OFFICE

Administrative Assistant Rhonda Cape with the District Attorney's Office briefed the Commission regarding a Lease Agreement with the City of Montgomery for the temporary relocation of the District Attorney's office to city property located at One Dexter Plaza. Chief Investigator Jerry Bloodsworth informed the Commission that the location would have to be approved as a temporary County Courthouse Annex. After discussion, the Commission agreed to place these items on the next agenda.

Ms. Cape briefed the Commission regarding a Position Fill Request for Legal Support Assistant, Position Number 408020027 from the District Attorney's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Ms. Cape briefed the Commission regarding Budget Change Request Number 1 from the District Attorney's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY PROBATE JUDGE STEVEN L. REED AND DR. JOHN A. JERNIGAN

Probate Judge Steven L. Reed informed the Commission that Montgomery County Coroner David Thrasher will be retiring effective May 31, 2014. Judge Reed introduced Dr. John A. Jernigan and asked the Commission to accept and ratify his appointment as County Coroner. After discussion, the Commission agreed to waive rules and approve Probate Judge Reed's request and to approve an Independent Contractor Agreement.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE AND ASSISTANT COUNTY ENGINEER JAMES KELLEY

County Engineer George C. Speake advised the Commission that the Engineering Department would be closing Goodwyn-Gibson Road between Woodley Road and Mt. Zion Road on May 20, 2014, in order to replace a cross drain pipe where damages had occurred during recent heavy rains.

Additionally, he mentioned that the damaged pipe and roadway washout on Doral Trace had been completed and that resurfacing work was in progress on Hayneville Ridge Road.

He also stated that the pipe had been delivered to repair the sinkhole in the Lagos del Sol subdivision, and preliminary work was underway so that this pipe could possibly be installed during the first week of June 2014, if weather permits.

In closing, Chairman Dean asked if Mr. Speake would look at the drainage situation in Hunter Station to determine what approach could possibly be taken to solve some of the drainage problems in this area, and Commissioner Williams asked if Mr. Speake would contact the City concerning cutting weeds along the ditch located between Alma Drive and the railroad tracks.

PRESENTATION BY PUBLIC DEFENDER'S OFFICE DIRECTOR AYLIA MCKEE

Public Defender's Office Director Aylia McKee briefed the Commission regarding a Lease Agreement with the State of Alabama, renovation budget and time line regarding the Griel Mansion. Vice Chairman Harris distributed a counter-proposal regarding capital expenditures and reimbursement. Chairman Dean asked Ms. McKee to meet with Vice Chairman Harris and Presiding Circuit Judge Charles Price to further discuss this issue. After discussion, the Commission agreed to place this item on the next Thursday Memo as a waived rules item. (Copy of Counter-Proposal regarding Capital Expenditures and

Reimbursement for Public Defender's Office Building, Agenda Page 18-1, is attached to these Minutes.)

CONSTITUENT SERVICES MANAGER MELINDA C. WILLIAMS WITH U.S. REPRESENTATIVE TERRI A. SEWELL'S OFFICE

Constituent Services Manager Melinda C. Williams briefed the Commission regarding a District Office Lease concerning the office of U.S. Representative Terri A. Sewell. Ms. Williams explained that Representative Sewell agreed to reimburse the County for cost incurred to renovate the office space in Annex III and will continue paying rent in the amount of \$1,000 per month until the entire renovation cost is paid. After discussion, the Commission agreed to waive rules and add this item to the agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 2PER (FY2012) for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 3ATL (FY2013) for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding a Bid Award for Preventive Maintenance Services on the heating, ventilation, air conditioning and controls, Bid No. 51901-14B-004 for the Detention Facility. After discussion, the Commission agreed to place this item on the next agenda.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer by Commissioner Walker.

The Pledge of Allegiance was led by Commissioner Williams.

County Administrator Mims called Roll to Establish Quorum and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Ingram, Walker, and Williams. Also present were County Attorney Tyrone C. Means, and County Engineer George C. Speake.

Commissioner Williams made a motion to approve the Minutes of the Regular Meeting of May 5, 2014. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

CONSENT AGENDA

Administrator Mims presented the Accounts Payable and Payroll Checks Authorization for Approval.

Commissioner Ingram made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 3, are attached to these Minutes.)

NEW BUSINESS

COUNTY COMMISSION – ADOPTED RESOLUTION APPROVING THE 2014 “BACK-TO-SCHOOL” SALES TAX HOLIDAY

Administrator Mims presented the following Resolution:

RESOLUTION PROVIDING FOR MONTGOMERY COUNTY’S PARTICIPATION IN THE “SALES TAX HOLIDAY” IN AUGUST 2014, AS AUTHORIZED BY ACT NO. 2006-574

WHEREAS, during its 2006 Regular Session, the Alabama Legislature enacted Act No. 2006-574, effective July 1, 2006, which provides an exemption of the state sales and use tax for certain non-commercial purchases related to school clothing and supplies during the first full weekend in August of each year; and

WHEREAS, Act No. 2006-574 authorizes the county commission to provide for an exemption of county sales and use taxes for purchases of items covered by the Act during the same time period in which the state sales and use tax exemption is in place, provided a resolution to that effect is adopted at least thirty days prior to 12:01 a.m. on the first Friday in August; and

WHEREAS, Code of Alabama 1975, § 11-51-210(e) requires that the county commission notify the Alabama Department of Revenue of any new local tax or amendment to an existing local tax levy at least 30 days prior to the effective date of the change; and

WHEREAS, the exemption of certain county sales and use taxes for the first full weekend of August 2014 herein adopted by the county commission is an amendment to the county’s sales and use tax levy warranting notice to the Alabama Department of Revenue as provided in Code of Alabama 1975, § 11-51-210(e);

WHEREFORE BE IT RESOLVED BY THE MONTGOMERY COUNTY COMMISSION that it does hereby provide for an exemption of the 2½ percent county sales and use tax on purchases of items covered by Act No. 2006-574 beginning at 12:01 a.m. on Friday, August 1, 2014 and ending at twelve midnight on Sunday, August 3, 2014.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the May 19, 2014 meeting of the Montgomery County Commission, and be immediately forwarded to the Alabama Department of Revenue in compliance with Code of Alabama 1975, § 11-51-210(e).

IN WITNESS WHEREOF, the Montgomery County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on this the 19th day of May, 2014.

I hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 19th day of May, 2014.

Elton N. Dean, Sr.
Chairman

End of Resolution

Vice Chairman Harris made a motion to approve the Resolution. The motion was seconded by Commissioner Ingram and unanimously approved by the Commission. (Copies of Memorandum and Email, Agenda Pages 1-2 and 1-3, are attached to these Minutes.)

REVENUE COMMISSIONER'S OFFICE – APPROVED CONTRACT FOR PROFESSIONAL SERVICES WITH DOMINION LEGACY, INC., REGARDING THE 2013 TAX SALE

Administrator Mims presented the following memorandum from Revenue Commissioner Janet Buskey:

April 23, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Janet Buskey, Revenue Commissioner

CC: Donnie Mims, County Administrator

RE: Contract Approval – 2013 TY Tax Sale

Attached please see the proposed contract for professional services for Gary Boyd of Dominion Legacy, Inc. to provide the following services (1) Conducting the actual tax sale (2) Making available related consulting services (3) Any other necessary or reasonable assistance to the Montgomery County Revenue Commissioner regarding the tax sale. The contract has been included in the approved 2014 FY budget.

As a vendor, Mr. Boyd is certified as an E-Verify member.

I respectfully request that this contract be placed on the agenda at the next County Commission meeting for approval. Thank you for your consideration.

End of Memorandum

Commissioner Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Contract, Biographical Information, and Attorney Gallion's Opinion, Agenda Pages 2-2 through 2-5, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED COOPERATIVE AGREEMENT FOR THE STATE
HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBER 1AMS (FY2011 -
\$100,000)

Administrator Mims presented the following memorandum from Chief Deputy Derrick Cunningham:

April 25, 2014

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Chief Deputy Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: Homeland Security Grant
Grant #1AMS

Please place Grant #1AMS on the County Agenda for approval. Upon approval by the Commission, please have Mr. Dean sign this grant.

If you would have your personnel call my office, I will send someone to pick up the signed grant. Your assistance in this matter will be appreciated.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Cooperative Agreement, Agenda Pages 3-2 through 3-12, is attached to these Minutes.)

DETENTION FACILITY – APPROVED AMENDMENT NUMBER 1 TO CONTRACT
NUMBER 52200-13B-007 WITH CLS SERVICE REGARDING INMATE LAUNDRY
SERVICE

Administrator Mims presented the following memorandum from Buyer II Tammy Turner:

MEMORANDUM

TO: Donald L. Mims, Administrator
FROM: Tammy Turner, Buyer II
DATE: April 30, 2014
RE: Contract No. 52200-13B-007
Inmate Laundry Service

Request the attached Amendment be considered for approval on a future agenda.

This will allow for the contract to be extended for one (1) year, beginning June 1, 2014 and ending May 31, 2015

All pricing will be increased by 3.5% in accordance with the contract. All other provisions of the contract shall remain the same.

If further information is needed, please let me know.

Attachment

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Ingram and unanimously approved by the Commission. (Copy of Amendment Number 1, Agenda Page 4-2, is attached to these Minutes.)

SUPPORT SERVICES – APPROVED AMENDMENT NUMBER 3 TO CONTRACT
NUMBER 51901-12B-010 WITH FILTER SERVICES OF ALABAMA FOR AIR FILTERS
AND SERVICE

Administrator Mims presented the following memorandum from Buyer II Tammy Turner:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer II

DATE: April 30, 2014

RE: Contract 51901-12B-010
Air Filters and Service

Request the attached Amendment be considered for approval on a future agenda.

This will allow for the contract to be extended for one (1) year, beginning July 1, 2014 and ending June 30, 2015

All pricing will be increased by 5% in accordance with the contract. All other provisions of the contract shall remain the same.

If further information is needed, please let me know.

Attachment

End of Memorandum

Commissioner Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Amendment Number 3, Agenda Page 5-2, is attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 18 FOR \$42,500 TO CHAMBER OF COMMERCE FOR 2014
BUCKMASTER’S EXPO

Administrator Mims requested approval of Budget Change Request Number 18, County Commission Appropriations.

Commissioner Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 6-1, is attached to these Minutes.)

COMMUNITY CORRECTIONS – APPROVED POSITION FILL REQUEST FOR
COMMUNITY CORRECTIONS OFFICER, POSITION NUMBER 300359005

Administrator Mims presented the following memorandum from Executive Director of Community Corrections Paul H. Brown:

MEMORANDUM

May 12, 2014

TO: Montgomery County Commission

CC: Donnie Mims – County Administrator
 Montgomery County, Alabama

RE: Commission Agenda Item
 Request to Fill Staff Vacancy for 1 Community Corrections Officer

Dear Commissioners:

On April 28, 2014, I briefed the Commission on the need to replace a Community Corrections Officer who had recently resigned to take a similar position in another County. With the advice and consent of MCCPCA Board Chair, Frank Brown, I am requesting the Commission to authorize Community Corrections to fill the vacancy created by the resignation of Community Corrections Officer, Caryn White. The requested position is fully funded in this fiscal year's personnel budget and would not require a change or increase in the Community Corrections budget.

This requested position is considered critical to maintain operational efficiency in the Jail and Prison Diversion Caseloads and to maintain a Staff to offender ratio that allows for our felony jail/prison Case Managers to adequately meet the Alabama Department of Corrections minimum standards and to safeguard public safety. The requested position is also necessary for the Community Corrections Department to meet the requisite objectives in our current FY13-14, contract for services between the MCCPCA Board and the Alabama Department of Corrections – Division of Community Corrections. The Community Corrections Department is expected to receive in excess of \$360,000 reimbursement from the State of Alabama Department of Corrections for the offender supervision services provided by this position and up to three other specifically designated Community Corrections Officers.

Respectfully submitted,

/s/ Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 7-2, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUEST FOR DEPUTY SHERIFF
TRAINEE/DEPUTY SHERIFF, POSITION NUMBER 116

Administrator Mims presented the following memorandum:

May 6, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Request for Sheriff's Office

The Montgomery County Commission, at its meeting on May 5, 2014, agreed to place a Position Fill Request for Deputy Sheriff Trainee/Deputy Sheriff, Position Number 116, from the Sheriff's Office on the next agenda.

I am requesting approval of this item.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Ingram and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 8-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (9)

Administrator Mims recommended the following Travel/Training Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. County Commission	Request Numbers 19 and 20
2. Sheriff's Office	Request Number 19
3. Detention Facility	Request Number 6
4. Youth Facility	Request Numbers 12 and 13
5. Risk Management	Request Number 15
6. Community Corrections	Request Number 13
7. District Attorney's Office	Request Number 35

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 9-1 through 9-9, are attached to these Minutes.)

WAIVED RULES

Chairman Dean requested to waive rules and add the following items to the agenda, and his fellow Commissioners concurred:

DISTRICT ATTORNEY'S OFFICE – APPROVED BUDGET CHANGE REQUEST NUMBER 1

Administrator Mims requested approval of Budget Change Request Number 1, District Attorney's Office.

Commissioner Ingram made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 10-1, is attached to these Minutes.)

PROBATE JUDGE'S OFFICE (ELECTION CENTER) – APPROVED ALLOCATION OF VOTING MACHINES AND ELECTION OFFICIALS FOR 2014 ELECTION CYCLE

Administrator Mims presented the following memorandum from Probate Judge Steven L. Reed:

MEMORANDUM

Date: May 14, 2014

To: Donnie Mims, County Administrator

From: Steven L. Reed
Probate Judge

Re: 2014 Polling Place Specifications

Attached is a summary of the polling place specifications for the Montgomery County Commission's review and approval.

If you have any questions please do not hesitate to contact me.

Sincerely,

/s/ Steven L. Reed
Probate Judge

End of Memorandum

Commissioner Ingram made a motion to approve allocation of voting machines and election officials for 2014 Election Cycle. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of 2014 Polling Place Specifications, Agenda Pages 11-2 and 11-3, is attached to these Minutes.)

COUNTY COMMISSION – ACCEPTED AND RATIFIED PROBATE JUDGE STEVEN L. REED’S APPOINTMENT OF DR. JOHN A. JERNIGAN AS CORONER OF MONTGOMERY COUNTY AND APPROVED INDEPENDENT CONTRACTOR AGREEMENT

Administrator Mims presented the following memorandum from Probate Judge Steven L. Reed:

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Montgomery County Probate Office

Date: 5/17/14

Re: Request to accept the appointment of Dr. John A. Jernigan as Coroner of Montgomery County

Probate Judge Steven L. Reed is proud to appoint Dr. John A. Jernigan as the Coroner for Montgomery County. He asks that the Montgomery County Commission accept and ratify this appointment immediately so that Dr. Jernigan may begin his duties on June 1st.

End of Memorandum

Commissioner Williams made a motion to accept and ratify Probate Judge Steven L. Reed’s appointment of Dr. John A. Jernigan as Coroner of Montgomery County and approved Independent Contractor Agreement. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Letter and Independent Contractor Agreement, Agenda Pages 12-2 through 12-4, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED DISTRICT OFFICE LEASE FOR U.S. REPRESENTATIVE TERRI A. SEWELL

Administrator Mims presented the following memorandum:

May 15, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: District Office Lease for U.S. Representative Terri Sewell's Office

Attached is a District Office Lease regarding the office of U.S. Representative Terri A. Sewell. Representative Sewell agreed to reimburse the County for cost incurred to renovate the office space in Annex III.

Representative Sewell will continue paying rent until the entire renovation cost is paid, after which there will be no charge for rent, which is the original intent of the Commission.

Please consider waiving rules and add this item to the May 19, 2014 agenda. Thank you for your consideration regarding this matter.

Attachment

End of Memorandum

Commissioner Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of District Office Lease, Agenda Pages 13-2 through 13-4, is attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED POSITION FILL REQUEST FOR LEGAL SUPPORT ASSISTANT, POSITION NUMBER 408020027

Administrator Mims presented the following letter from Administrative Assistant to the District Attorney Rhonda B. Cape:

May 9, 2014

Chairman Elton N. Dean, Sr.
Montgomery County Commission
Montgomery County Annex III
101 S. Lawrence St.
Montgomery, AL 36104

RE: Position Fill Request

Dear Chairman Dean:

Attached is a position fill request for a Legal Support Assistant for our Juvenile Division.

This position is responsible for specialized administrative, legal secretarial and paralegal duties for three attorneys in our Juvenile Division. This is the only Legal Support at Juvenile and it is critical to fill it as quickly as possible.

I ask the Commission to approve this request and I will be available to discuss this with the Commission at the next meeting.

Thank you for your help in this matter.

Sincerely,

/s/ Rhonda B. Cape
Administrative Assistant

cc: Donnie Mims, County Administrator

End of Letter

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Ingram and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 14-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

Administrator Mims requested approval of the following miscellaneous appropriations reprogramming requests:

May 19, 2014

MEMORANDUM

TO: Sherrill Thomas, Finance Director

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

On this date, the Montgomery County Commission approved reprogramming the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) to:

****NC-2014-93:** Rescind Appropriation to City of Montgomery, for Senior Citizens Prom, c/o David Burkett - \$750; (Dean)

NOTE: Reallocated to Montgomery Achievers' Hall of Fame, Inc.

- C-2014-74: Montgomery Achievers' Hall of Fame, Inc., for Senior Citizens Prom, c/o David Burkett - \$750; (Dean)
- C-2014-75: Mid-South Resource Conservation and Development Council, Inc., for Natural Resources Program - \$500; (\$250- Harris and \$250-Ingram)
- C-2014-76: Montgomery Community Action Agency, for Community Service Programs - \$8,000; (Dean)

****Rescind**

End of Memorandum

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Ingram and unanimously approved by the Commission.

COMMENTS BY COMMISSIONERS AND ATTENDEES

County Engineer George Speake stated that a part of Vaughn Road will be closed tomorrow to replace a pipe that had been damaged from all the rain. He wished everyone a safe Memorial Day Weekend.

Ms. Jackie Freeman, a resident of the Hayneville Road Neighborhood Association, stated that there are approximately 137 houses within the community and that it is rich in history. She asked the Commission for their help regarding drainage and sewer issues. She explained that septic systems are overflowing due to standing water, and it is creating health concerns. Ms. Freeman said that the ditches are filled with trash and debris that need to be cleaned out. She explained that she has been to the City of Montgomery council meetings to voice her concerns and funds are always a problem. She added that Councilman Burkette and a representative from Congresswoman Sewell's office are familiar with the long standing problems in the community. Commissioner Ingram asked Ms. Freeman how long she has lived there and if the problems have gotten worse. She responded that she has been there for 50 years and that these problems have been long standing. Commissioner Williams concurred with Ms. Freeman and asked her how things looked this morning, and she responded that they are okay because there has not been any recent rain. County Engineer Speake stated that when he was the City Engineer he had been out there and noted that it is a low lying area and located across the by-pass from an area that floods. Ms. Freeman stated that the association has also spoken to Representative Alvin Holmes who did look at the community. Chairman Dean said that Montgomery represents one house with four bedrooms; east, west, north and south. He added that we have to stop saying there is no money and that there has to be more joint meetings with the City, County and State Elected Officials. He pledged to do all he can do to help resolve these issues.

Mr. Nathan Robinson, also a resident of Hayneville Road, told the Commission that the ditches need to be cleaned out and that should eliminate some of the problems. He added that they have called everyone. Chairman Dean suggested that they go to the City Council Meeting tomorrow evening. They explained that they have been to the meetings, representatives come by, and that

is it: nothing gets done. Chairman Dean told Ms. Freeman and Mr. Robinson that he will call Councilman Burkette regarding these issues.

Commissioner Ingram said good morning and welcomed Dr. Jernigan, who has been nominated by Judge Reed to be the new Montgomery Coroner. He explained that there was a staging exercise at Hooper Academy, which is in Chairman Dean's district, with different county volunteer fire departments. He stated that it was a great learning experience. He then thanked everybody for all the hard work they do and wished everyone a good and safe holiday weekend.

Commissioner Williams told the audience good morning and that it was good to see everyone. He thanked them for all they do and said to have a good, long holiday weekend.

Chairman Dean recognized EMA Director Calvin Brown and then expressed his appreciation for all that everyone does for the County. He stated that he loves being in Montgomery County. He said that the Commission is trying to resolve the problems that have been addressed. He noted that the primary election is coming up on June 3rd and congratulated Probate Judge Steven Reed and his team for their new TV commercial adding that it is good for promoting voter education. Chairman Dean told the audience to enjoy the rest of the week and the holiday.

Vice Chairman Harris told the audience good morning and welcomed them to today's meeting. He recognized the District Attorney Daryl Bailey, Doug Jones from the Chamber and EMA Director Calvin Brown. He stated that Montgomery County ranked in the top three for economic development in the state. He said that there is a great team at the Chamber helping to make that happen. Vice Chairman Harris added that Montgomery County made it relatively smoothly through some rough financial years, where other municipalities suffered. Montgomery County avoided furloughs and lay-offs. He stated that as soon as the County is back in shape that they will have a cost of living increase. He wished everyone a great holiday weekend.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY PRESIDENT RANDY GEORGE AND CHIEF OF STAFF ANNA BUCKALEW WITH THE MONTGOMERY AREA CHAMBER OF COMMERCE

President Randy George and Chief of Staff Anna Buckalew with the Montgomery Area Chamber of Commerce updated the Commission regarding economic development and tourism in Montgomery. (Copy of Brochure, Agenda Pages 19-1 through 19-21, is attached to these Minutes.)

PRESENTATION BY CIRCUIT CLERK TIFFANY MCCORD AND CHRIS DUNN WITH KYSER OFFICEWORKS, INC.

Circuit Clerk Tiffany McCord briefed the Commission regarding plans for improvements in the Circuit Clerk's office, including safety glass for the front counter, a lavatory and new cubicles throughout the office. Chris Dunn with Kyser OfficeWorks, Inc., presented floor plans, photos of outdated cubicles and images of new cubicles for the Circuit Clerks Office. No action was taken by the Commission. (Copies of Presentation Documents, Agenda Pages 20-1 and 20-2, are attached to these Minutes.)

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding a Bid Award for graphics & lettering for Sheriff's Vehicles, Bid No. 52110-14B-007. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Position Fill Request for Payroll Clerk, Position Number 006 from the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Position Fill Request for Inmate Grievance/Disciplinary Clerk, Position Number 110 from the Detention Facility. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY PERSONNEL DIRECTOR CARMEN DOUGLAS

Personnel Director Carmen Douglas briefed the Commission regarding a Position Fill Request for Clerk Typist II, Position Number 013 and a Position Fill Request for Clerk III, Position Number 023 from the Personnel Department. After discussion, the Commission agreed to place these items on the next agenda.

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry provided the Commission with an update on the Student Apprenticeship Summer Jobs Program and stated that student job interviews will be conducted the week of May 26. She then reviewed the upcoming calendar of events.

PRESENTATION BY EXECUTIVE DIRECTOR GREG CLARK WITH CENTRAL ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

Executive Director Greg Clark with Central Alabama Regional Planning and Development Commission briefed the Commission regarding a resolution to support the creation of an Economic Development District by the Central Alabama Regional Planning and Development Commission. The Commission agreed to place this item on the next Thursday Memo as a waived rules item and asked Mr. Clark to meet with them again on June 2, 2014, to discuss the Resolution further.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on May 19, 2014, at 10:46 a.m. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

Agenda

MAY 19 2014

05-19-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 05-09-14

Check Number	To	Check Number
243200		243277
Total Checks Paid		\$592,202.80

CHECK #	PAYEE	AMOUNT	DATE
243199	Postmaster Bulk Mailing	\$6,930.69	05/07/14

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

05-19-14 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 05-09-14

Check Number	To	Check Number
243278		243384
Total Checks Paid		\$727,054.15

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID**

**CHECKS ARE DATED
05/16/14**

Payroll Check Number	119659	To	Payroll Check Number	119753	\$ 65,866.87
Direct Deposits					\$ 773,459.27
Payroll Check Number	119754	To	Payroll Check Number	119783	\$ 262,745.27
Direct Deposits					\$ 334,436.73
Federal Deposits					\$ 309,193.15
Total Payroll Paid					\$ 1,745,701.29

**INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS PAID
ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE PAYROLL CHECK REGISTER**

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

RONDA M. WALKER
REED INGRAM
JILES WILLIAMS, JR

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

Tax & Audit Department
P.O. Box 4779
Montgomery, Alabama 36103-4779

ESTABLISHED 1816

Terri A. Henderson, CRE
Revenue Manager

Administrative and Auditing for:
Montgomery County Alabama
Sales & Use Taxes; Lodging Tax;
Gasoline Tax; and Fuel Tax

Telephone (334) 832-1697
FAX (334) 832-1223
Website www.mc-ala.org

MEMORANDUM

DATE: April 28, 2014

TO: Donald L. Mims, County Administrator

FROM: Terri A. Henderson, Revenue Manager *Terri A. Henderson*
04/28/2014

RE: 2014 "Back-to-School" Sales Tax Holiday, August 1-3, 2014

Please see notice attached from the State of Alabama Department of Revenue ("ADOR") specific to the 2014 "Back-to-School" Sales Tax Holiday. If we are going to participate again this year, I would respectfully request that this topic be discussed during the next Informal Session of the Montgomery County Commission Meeting. Please note the draft resolution attached has been prepared in anticipation that this item will be included on the formal agenda for the Montgomery County Commission meeting on May 19, 2014.

Please note that written notification of our participation and a certified copy of our resolution will be due back to the ADOR before the July 1, 2014 deadline. Thank you in advance for your assistance with this matter.

tah/attachments

Terri Henderson

From: Robbins, Wanda [Wanda.Robbins@revenue.alabama.gov]
Sent: Friday, April 25, 2014 3:26 PM
To: Terri Henderson
Subject: IMPORTANT - 2014 Back-To-School Sales Tax Holiday

IMPORTANT

RESPONSE REQUIRED

IMPORTANT

2014 "Back-to-School" Sales Tax Holiday August 1-3, 2014

Deadline to notify ADOR: July 1, 2014

The 2014 "Back-to-School" Sales Tax Holiday begins at 12:01 a.m. on Friday, August 1, 2014, and ends at twelve midnight on Sunday, August 3, 2014. As required by Rule 810-6-3-.65, a participating county or municipality shall submit a certified copy of their adopted resolution or ordinance providing for the Sales Tax Holiday, and any subsequent amendments thereof, to the Alabama Department of Revenue before July 1, 2014. The Department will compile this information into a list of all counties and municipalities participating in the "Back-to-School" Sales Tax Holiday and issue a current publication of the list on its website at: www.revenue.alabama.gov/salestax/SalesTaxHol.cfm. Notification of participation in the sales tax holiday may not be included in the published list if received after July 1, 2014.

Your taxpayers need to know whether or not your locality will participate in the 2014 "Back-to-School" Sales Tax Holiday.

Please put it on your calendar to discuss and vote on this matter soon and notify the ADOR of the decision.

RESPONSE REQUIRED:

Participating? Send a certified copy of any resolution, ordinance, or amendment adopted by your locality.

Not Participating? It is important that you inform us of that fact, as well.

Taxpayers and retailers rely on the list provided by the Department of Revenue and the Department cannot post a locality's participation status based on assumption; notification of nonparticipation or copies of resolution/ordinance from the locality is required.

Notification can be faxed, mailed or emailed:

FAX: 334-353-7666

MAIL: ALABAMA DEPARTMENT OF REVENUE
ATTN: Wanda Robbins
Sales & Use Tax Division
Post Office Box 327900
Montgomery, Alabama 36132-7900

EMAIL: wanda.robbins@revenue.alabama.gov

QUESTIONS: 334-353-8044

Contract for Professional Services

This agreement is between the **Montgomery County Commission, Montgomery, Alabama** and **Dominion Legacy, Inc.**, for professional services to be rendered by Dominion Legacy, Inc. for the event of the 2013 tax sale, administered by the Montgomery County Revenue Commissioner. This tax sale is scheduled to begin on Wednesday, June 4, 2014.

Services to be provided are as follows but are not limited to: (1) Conducting the actual tax sale (2) Making available related consulting services (3) Any other necessary or reasonable assistance to the Montgomery County Revenue Commissioner regarding the tax sale.

Compensation to Dominion Legacy, Inc. for these services will consist of fees, travel and food/lodging as described below:

FEES: \$3.50 per parcel for each parcel offered at the tax sale. Fees will not be less than \$2,450.00 (equivalent to 700 parcels) or greater than \$3,500.00 (equivalent to 1,000 parcels).

NOTE: If the number of parcels offered at tax sale exceeds 1,000, fees will be capped at \$3,500.00. Travel and Food/Lodging will not be affected by the fee cap. Invoice will be for actual parcels offered subject to the minimum and maximum fee limits.

TRAVEL: Mileage rate of .56 per mile not to exceed 400 miles. Invoice will be for actual miles subject to the travel cap.

FOOD/LODGING: \$200.00 per day not to exceed 3 days. Invoice will be for actual expenses subject to the food/lodging cap.

MEDIATION: If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the circuit court of Montgomery County, Alabama and governed by the laws of the state of Alabama between the Montgomery County Commission and Dominion Legacy, Inc.

(Page 2 is signature page)

These above terms agreed by the authorized representatives signed below:

Elton Dean, Sr.
Chairman
Montgomery County Commission

Date

Gary W. Boyd, Director
Dominion Legacy, Inc.

Date

Gary W. Boyd
Biographical Information

Professional Experience:

1984 to 2009 (25 years) – Served in four different positions with the Jefferson County Tax Collector's Office, Birmingham, Alabama. This period spanned part of the terms of three different Tax Collectors.

Ultimately responsible for the Land Redemptions area of the Tax Collector's Office. Also responsible for planning and conducting the annual tax sale (3,000 to 5,000 items annually).

Retired from Jefferson County Tax Collector in June 2009 to start **Alabama Tax Properties** (Dominion Legacy, Inc.). This business offers the following services:

Governmental consulting
Tax certificate and tax deed management
Contract investor representation
Property transition management
General property tax consulting

Education:

Graduate of Samford University in Birmingham, Alabama in May, 1983 with a B. S. in Business Administration.

2212



Haskell|Slaughter

attorneys at law

MONTGOMERY OFFICE

305 South Lawrence Street • Montgomery, Alabama 36104

Post Office Box 4660 • Montgomery, Alabama 36103-4660

f. 334.264.7945 • t. 334.265.8573

www.hsy.com

T T G

MEMORANDUM

June 5, 2012

TO: Donnie Mims
FROM: Tommy Gallion
RE: Dominion Legacy, Inc.
Contract for Professional Services

I have reviewed your June 5, 2012 memorandum and the May 9, 2012 memorandum from Janet Buskey to the Montgomery County Commission. I have also reviewed the Contract for Professional Services by and between Montgomery County Commission and Dominion Legacy, Inc regarding the tax sales which is scheduled to begin June 6, 2012.

It is my legal opinion that the services provided for in this agreement are in the best interest of the public health, safety, education, morals, security, prosperity, contentment and the general welfare of the citizens of Montgomery County. I therefore see no reason why this agreement should not be executed if it is the desire of the Commissioners.

50051-317
#4566785_1

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Grantee Name & Address: Montgomery County Sheriff's Department 115 S. Perry St. Montgomery, AL 36104-4243		2. Issuing Office & Address: Alabama Department of Homeland Security P.O. Box 304115 Montgomery, AL 36130-4115	
3. FY 2011	4. Amount of: Federal: \$100,000.00 Total: \$100,000.00	5. Effective Dates Begin: 4/1/2014 End: 6/1/2014	6. Grant Number: 1AMS

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama Law Enforcement Agency is herein referred to as ALEA, and FY 2011 is herein referred to as the Agreement Fiscal Year.

1. **Applicable Federal Regulations:** The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. **Audit Requirements:** The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by ALEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. **Non-Supplanting Agreement:** The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

Initial Here D.C.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

5. **Project Implementation:** The sub-grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR) following the award.
6. **Written Approval of Changes:** Any mutually agreed upon changes to this sub-grant must be approved, in writing by ALEA, prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
7. **Individual Consultants:** Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.
8. **Bidding Requirements:** The sub-grantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all homeland security grant related financial matters, including personnel and travel costs. Sub-grantees must comply with the provisions in this guide. This guide has been distributed by ALEA annually during the past several years and is available upon request. Personnel and travel costs must also be consistent with the jurisdiction's policies and procedures, and must be applied uniformly to both federally financed and locally financed activities of the agency. In the absence of jurisdictional requirements, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. *However, at no time can the agency's travel and lodging expenses rates exceed the federal rates established by the U.S. General Services Administration (GSA).* Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Grant funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of grant funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the sub-grantees approved project plan and budget. Items submitted for reimbursement must be in the sub-grantee's approved grant budget and documented in the budget detail worksheet in order to be eligible for reimbursement. Grants failing to meet this requirement without prior written approval are subject to cancellation. Additionally, payments will be adjusted to correct previous overpayments, disallowances or under payments resulting from audit.
12. **Recording and Documentation of Receipts and Expenditures:** Sub-grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Equipment purchases may only include items included in the Authorized Equipment List (AEL). Additionally, effective control and accountability must be maintained for all grant cash, real property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payroll documentation, time and attendance records, contract documents, grant award documents, etc.
13. **Financial Responsibility:** The financial responsibility of sub-grantees must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
- c. The accounting system should provide accurate and current financial reporting information;
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

14. Property Control:

- a. Effective control and accountability must be maintained for all grant-purchased property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-grantees should ensure proper use, maintenance, protection and preservation of such property.
- b. Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- c. Use and Disposition: Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. Theft, destruction, or loss of property shall be reported to ALEA immediately. Property will only be transferred for property disposal if it is certified as no longer serviceable and coordinated in advance with ALEA.
- d. Vehicles: The AEL, section 12 (Vehicles) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. These vehicles may not be used for routine administration or daily operations. The mileage for all vehicles purchased with homeland security grant funds will be checked during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.
- e. Equipment: The sub-grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the ALEA logo and the above phrasing may be obtained by contacting the ALEA.

- 15. Performance: This grant may be terminated or fund payments discontinued by ALEA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by ALEA. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from ALEA, the sub-grantee shall reimburse ALEA the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse ALEA for payments made.
- 16. Deobligation of Grant Funds: All expenditures of grant funds must be completed and the grant closed out within thirty (30) calendar days of the end of the grant period. Failure to close out the grant in a timely manner will result in an automatic deobligation of the remaining grant funds by ALEA.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

17. Americans with Disabilities Act of 1990 (ADA): The sub-grantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.
19. Utilization of Minority Businesses: Sub-grantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
21. Debarment Certification: With the signing of the grant application, the sub-grantee agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.
22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency sub-grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when ALEA determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the grant, or government-wide suspension or debarment.
23. Publications: The sub-grantee agrees that all publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The sub-grantee also agrees that one copy of any such publication will be submitted to ALEA to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. ALEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.
24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
25. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by ALEA Guidelines or "Special Conditions" placed on the grant award.
26. Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by ALEA. Failure to comply could result in a "Stop Payment" being placed on the grant.
27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with ALEA and documented in budget detail worksheets. Specific provisions are provided below.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
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a. Equipment Storage: Rental or leasing of space for a newly acquired, allowable equipment items is allowable. Grant funds may be used to cover only the portion of the rental/lease period that occurs during the grant project period. Supplanting of previously planned or budgeted activities is strictly prohibited.

b. Exercises: Rental or leasing of space for design, development, conduct and evaluation of exercises is allowable. This includes the costs related to the rental of space/locations for both exercise planning and conduct.

c. Office Space: Leasing of office space is generally not authorized. In certain cases, it may be approved based on the requirements for hiring new personnel. The request to lease space for new personnel must be coordinated in advance with ALEA. If approved, the total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the sub-grantee regarding current market costs for space in the same locale should be made available upon request by the State Administrating Agency (SAA, ALEA) or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the sub-grantee or if the sub-grantee has a substantial financial interest in the property. The total square footage covered by the lease, total square footage being charged to the grant (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (ALEA). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot be used for mortgage payments as this is unallowable.

28. Suspension or Termination of Funding: ALEA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a sub-grantee for any of the following reasons:

a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.

b. Failure to adhere to the requirements, standard conditions or special conditions of this grant, including property accountability and vehicle usage.

c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been approved for funding.

d. Failure to submit reports on a semi-annual basis and as otherwise required.

e. Filing a false certification, other report or document.

f. Other good cause shown.

29. National Incident Management System (NIMS): The State met the NIMS compliance requirements in order to receive FY13 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups by the annual deadline are also eligible to receive FY13 homeland security grant funding.

a. County sub-grantees of FY13 Homeland Security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the annual NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If any County allocates or uses FY13 Homeland Security funding for a city, town or agency that is not NIMS compliant, ALEA will not process the reimbursement request and it will be returned without action.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the sub-grantee agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The sub-grantee agrees to submit a Budget Detail Worksheet to the Alabama Law Enforcement Agency (ALEA) and must await formal approval of the worksheet in writing from ALEA prior to obligating funds, making commitments, or purchasing any of the items requested. The worksheet submitted by the sub-grantee will provide a complete and detailed description of the items (equipment, training, and exercises) to be purchased and will also provide a valid estimate of the actual quantities and costs involved. Care should be taken to ensure the items requested on the worksheet are allowable in accordance with the US DHS grant guidance, and if equipment, listed on the current version of the Authorized Equipment List (AEL). Copies of the fiscal year grant guidance and the current version of the AEL are available on the ALEA web site. Additionally, a revised worksheet must be submitted for addition or deletion of all items from the original worksheet. If additions, deletions, or changes in cost total \$5000.00 or more, a new signature sheet by stakeholders is also required. Electronic copies of budget detail worksheet must be submitted within 60 days of receipt of this grant. The electronic budget detail worksheet is a requirement in addition to the paper copies that may have been submitted previously.
- b. Special Instructions: In regard to law enforcement, the sub-grantee agrees to spend the appropriate percentage of this grant in compliance with US DHS grant guidance and ALEA special instructions. Additionally, the amount to be spent and the percentage for the expenditures for law enforcement will be documented in a letter and attached to the budget detail worksheet.
32. Metropolitan Medical Response System (MMRS):
- a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security strategies. The responsibilities of MMRS sub-grantees are to:
- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
 - Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework
 - Promote sub-State regional coordination of mutual aid with neighboring localities
 - Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events
 - Validate the sub-grantee's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- b. Detailed budget worksheets will document program expenses as prescribed in other sections of the grant guidance. Detailed budget worksheets will be prepared and provided to ALEA for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.
33. Homeland Security Exercises: All exercises conducted with HSGP funding must be NIMS compliant and must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The Alabama Emergency Management Agency serves as the single point of contact for homeland security and emergency management related exercises within the state. All exercises must be coordinated in advance with the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP grant guidance, grant recipients must ensure that an After Action Report and an Improvement Plan are prepared for each exercise conducted with US DHS and FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise point of contact and submitted to the FEMA secure portal within 60 days following each exercise.
34. Overtime and Backfill: Sub-grantees must read and comply with the funding restrictions provided in FY11 HSGP grant guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not normally be authorized and all requests for overtime must be coordinated in advance and approved by ALEA.
- a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to spend FY11 HSGP funds on operational overtime costs prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses are *not allowed* except as part of the standard National Guard deployment package.
35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with ALEA and documented/approved in budget detail worksheets. Additionally, subgrantees must provide to the SAA (ALEA) appropriate documentation required by HSGP grant guidance (for forwarding to FEMA) prior to draw down of funds. Subgrantees must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects that were initiated or completed before an EHP review was concluded and used HSGP funds will be de-obligated. MMRS funds may not be used for any type of construction.
36. Special Instructions: This grant is for an Interoperable Communications upgrade for Montgomery County.

CERTIFICATION BY COUNTY HOMELAND SECURITY (HS) POINT OF CONTACT (POC)

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to perform the tasks of Project Director as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Derrick Cunningham
Title: Chief Deputy
Agency Address: 115 South Perry St. Montg. AL 36104
Phone Number: (334) 832-1646
Fax Number: (334) 832-7113
Mobile Number: (334) 850-1329
E-Mail Address: DerrickCunningham@mc-ala.org
Signature: [Signature] Date: 4/25/2014

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: _____
Title: _____
Agency Address: _____
Phone Number: _____
Signature: _____ Date: _____

**NOTE: THE POC AND THE COUNTY OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON.
STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS
WITHOUT ALEA APPROVAL.**

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier
Title: Secretary, Alabama Law Enforcement Agency
Signature: [Signature] Date: 4/21/2014

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SCEMD) determines to award the covered transaction, grant or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

**3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEEES
RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.**

As required by the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2) Establishing an on-going drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- APPLICABLE TO GRANTEEES
RECEIVING \$50,000 OR MORE.**

As required by the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

- A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

ACCEPTANCE OF AUDIT REQUIREMENTS

We agree to have an audit conducted in compliance with OMB Circular A-133, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

Alabama Law Enforcement Agency
Accounting Office
Post Office Box 304115
Montgomery, Alabama 36130-4115

The following is information on the next organization-wide audit which will include this agency:

1. *Audit Period:	Beginning	Ending	
2. Audit will be submitted to ALEA Accounting Office by:		(Date)	

NOTE: The audit or written certification must be submitted to ALEA, *no later than the ninth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133.

Any information regarding the OMB Circular audit requirements will be furnished by ALEA, upon request.

***NOTE:** The Audit Period is the organization's fiscal or calendar year to be audited.

Failure to complete this form will result in your grant award being delayed and/or cancelled.

Form Completed By
Name:

Title:

Signature:

MONTGOMERY COUNTY COMMISSION
PURCHASING OFFICE
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102

AMENDMENT
TO
CONTRACT NO. 52200-13B-007

Amendment No. 1

Date: June 1, 2014

Contract No. 52200-13B-007, Inmate Laundry Service for Montgomery County Detention Facility is hereby amended as follows:

Contract is extended for a one (1) year period, beginning June 1, 2014 and ending May 31, 2015, with the option to renew for an additional one (1) year,. A price escalation may be allowed but shall not exceed 3.5% per year.

All other provisions of the contract shall remain the same.

Witness:

CLS Service

BY: _____

Title: _____

Witness:

Montgomery County Commission

BY: _____

Title: _____

MONTGOMERY COUNTY COMMISSION
PURCHASING OFFICE
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102

AMENDMENT
TO
CONTRACT NO. 51901-12B-010

Amendment No. 3

Date: July 1, 2014

Contract No. 51901-12B-010, Air Filters and Service for Montgomery County, is hereby amended as follows:

-Contract is extended for an additional one (1) year period, beginning July 1, 2014 and ending June 30, 2015.

-All prices are hereby increased by 5%.

-All other provisions of the contract shall remain the same.

Witness:

Filter Services of Alabama

BY: _____

Title: _____

Witness:

Montgomery County Commission

BY: _____

Title: _____

MAY 19 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 18

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 5/13/2014
DATE: 5/13/2014 Finance Director Date
REQUESTED BY: Donald L. Mims APPROVED: _____
Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Area Chamber of Commerce	001-59320.483	371,007	42,500	413,507
Fund Balance	001.35900		(42,500)	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		371,007	0	413,507

JUSTIFICATION:

To provide funding for tourism development regarding the 2014 Buckmaster Expo.

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: **Community Corrections**

DEPARTMENT HEAD: **Paul H. Brown**

SUPERVISOR: **Paul H. Brown**

COMPLETED ACTION DATES	
1. ___	dept request
2. ___	admin review
3. ___	pers dept
4. ___	cert to admin
5. ___	dept selection
6. ___	final review

1. POSITION TITLE: **Community Corrections Officer**

POSITION NUMBER: **300359005**

PROPOSED EFFECTIVE DATE: **June 2, 2014**

TYPE OF APPOINTMENT **(XX) Permanent** () Temporary

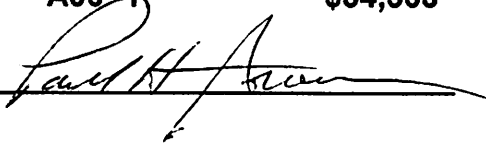
RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(XX) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: **A06-1** **\$34,563**

Department Head



4/28/2014
Date

2. ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by

Date

() Payroll entered by

Date

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. _____ dept request
2. _____ admin review
3. _____ pers dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. Position Title Deputy Sheriff / Deputy Sheriff Trainee

Position Number 116

Proposed Effective Date May 12, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

- () Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment

Pay Grade Deputy Sheriff Trainee - \$30,590 PST

Deputy Sheriff - \$31,709 - \$45,139 Grade PS1

D T Marshall

Department Head

Date April 25, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY 19 2014

Request # 19

Date: May 13, 2014
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: June 11, 2014 Return Date: June 13, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA 2014 Summer Conference

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$932.92 Advance Registration Required: \$0.00

Department Name: Administration Fund Name: General

Additional Comments: Mileage- \$221.76; Lodging - \$486.16; Meals - \$225.00
Registration fee \$195.00 was covered by the transfer
of funds from the winter conference cancellation

To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$932.92 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$23,200.00</u>	
Approved Requests:	<u>\$17,863.51</u>	
Budget Available:	<u>\$5,336.49</u>	
Current Requests:	<u>\$932.92</u>	
Budget Balance:	<u>\$4,403.57</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/13/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 20

Agenda

MAY 19 2014

Date: May 13, 2014
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AI
Departure Date: June 26, 2014 Return Date: June 27, 2014
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend 44th Annual Alabama County Government Institute

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☒ XX

Total (est.) Cost: \$462.52 Advance Registration Required: \$195.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$195.00; Lodging - \$117.52; Meals - \$150.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$462.52 and advance registration of \$195.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$23,200.00</u>
Approved Requests:	<u>\$17,863.51</u>
Budget Available:	<u>\$5,336.49</u>
Current Requests:	<u>\$1,395.44</u>
Budget Balance:	<u>\$3,941.05</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/14/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY 19 2014

Request # 19

Date: May 13, 2014
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: July 24, 2014 Return Date: July 27, 2014
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Active Shooter Training

Traveler (s) Name: 1. Captain George Beaudry 4. _____
2. Captain Jon Briggs 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$2,700.00 Advance Registration Required: \$400.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$2,700.00 and advance registration of \$400.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$17,403.50</u>
Budget Available:	<u>\$7,596.50</u>
Current Requests:	<u>\$2,700.00</u>
Budget Balance:	<u>\$4,896.50</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/13/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

MAY 19 2014

Date: May 5, 2014

To: Donald L. Mims, Administrator

From: Wanda J. Robinson, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: June 16, 2014

Return Date: June 18, 2014

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Re-Certification Handle with Care Instructor

Traveler (s) Name: 1. Sergeant Willie Rodgers 4. _____
2. Correctional Officer Varick Nix 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☒

Commercial Air

☐

Private Vehicle

☐

Other (Specify)

☐

Total (est.) Cost: \$1,775.00

Advance Registration Required: \$1,000.00

Department Name: Sheriff (MCDF)

Fund Name: General

Additional Comments:

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$1,775.00 and advance registration of \$1,000.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52200-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$11,247.00

Budget Available: \$3,753.00

Current Requests: \$1,775.00

Budget Balance: \$1,978.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/5/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY 19 2014

Request # 12

Date: May 12, 2014
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery- Embassy Suites

Departure Date: May 21, 2014 Return Date: May 21, 2014

Conference Leave (Days / Hours): 1 day

Purpose of Travel: Attend seminar on PTSD, Trauma, and Anxiety disorders

Traveler (s) Name: 1. DR. Warren Brantley 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$81.00 Advance Registration Required: _____

Department Name: Youth Facility Fund Name: 001-52604-265

Additional Comments: _____

To: Bruce R. Howell

From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$81.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52604.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$995.00</u>	
Budget Available:	<u>\$2,005.00</u>	
Current Requests:	<u>\$81.00</u>	
Budget Balance:	<u>\$1,924.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/13/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY 19 2014

Request # 13

Date: May 12, 2014
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Aldersgate Church
Departure Date: May 29, 2014 Return Date: May 29, 2014
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Mental Health America workshop

Traveler (s) Name: 1. Linda Parsly-Engle 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$69.00 Advance Registration Required: _____

Department Name: Youth Facility Fund Name: 001-52604-265

Additional Comments: _____

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$69.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52604.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$995.00</u>	
Budget Available:	<u>\$2,005.00</u>	
Current Requests:	<u>\$150.00</u>	
Budget Balance:	<u>\$1,855.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/13/2014

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Agenda

MAY 19 2014

Date: May 13, 2014
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Al
Departure Date: June 26, 2014 Return Date: June 27, 2014
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend 44th Annual Alabama County Government Institute

Traveler (s) Name: 1. Scott Kramer 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$525.24 Advance Registration Required: \$195.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration - \$195.00; Mileage - \$62.72; Lodging - \$117.52; Meals - \$150.00

To: Scott Kramer, Risk Manager
From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$525.24 and advance registration of \$195.00 is authorized.

Donald L. Mims, Administrator

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>007-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$9,500.54</u>
Budget Available:	<u>\$5,499.46</u>
Current Requests:	<u>\$525.24</u>
Budget Balance:	<u>\$4,974.22</u>

Reviewed by: S. Thomas

Date: 5/14/2014

cc: Finance Director / Buyer

9-7

Revised October 13, 2007

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

MAY 19 2014

Request # 13

Date: May 8, 2014
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 15950 Mosley Rd, Stapleton, AL 36578

Departure Date: June 12, 2014

Return Date: June 12, 2014

Conference Leave (Days / Hours): 1 day

Purpose of Travel: To attend a Basic Interview Techniques Class

Traveler (s) Name: 1. J.R. Hornsby 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,500.00</u>	
Approved Requests:	<u>\$6,992.00</u>	
Budget Available:	<u>\$5,508.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$5,508.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/13/2014

cc: Finance Director / Buyer

9-8

Revised October 13, 2007

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 35

Agenda

MAY 19 2014

Date: May 13, 2014
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: June 24, 2014 Return Date: June 27, 2014
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: ADAA 2014 Summer Conference

Traveler (s) Name: 1. Mike Thomas 4. _____
2. Jerry Bloodsworth 5. _____
3. Scott Green 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$4,608.00 Advance Registration Required: \$1,125.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

To: Daryl D. Bailey
From: Donald L. Mims, Administrator

The above request is app. 05/19/14 reimbursement of actual and necessary expenses in the
approximate amount of \$4,608.00 and advance registration of \$1,125.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$48,000.00</u>	
Approved Requests:	<u>\$38,592.00</u>	
Budget Available:	<u>\$9,408.00</u>	
Current Requests:	<u>\$4,608.00</u>	
Budget Balance:	<u>\$4,800.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/14/2014

cc: Finance Director / Buyer

9-9

Revised October 12, 2005

MAY 19 2014

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	District Attorney	REVIEWED:	S. Thomas	5/2/2014
DATE:	5/2/2014	Finance Director		Date
REQUESTED BY:	Daryl D. Bailey	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Software	760-51260.586	500,000	(12,500)	487,500
Data Storage, etc	760-51260.582	0	12,500	12,500
Transfer out to Worthless Ck	760-62100.62761	200,000	(75,000)	125,000
Transfer to Helping Mtgy Fam	760-62100.62762	0	75,000	75,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		700,000	0	700,000

JUSTIFICATION:

To realign budget categories for the purchase of computer hardware equipment and budget for a transfer to Helping Montgomery Families Fund.

10-1

2014 Polling Place Specifications | Montgomery County

Analysis of Prior Even Year Election Cycles

	2008	2010	2012	2014 Proposed	% Increase/Decrease
Total Tabulators	121	119	109	112	2.7% Increase
Total AutoMARKs	112	110	92	94	2.2% Increase
Total Polling Officials	809	803	700	722	3.1% Increase

Note:

Increase is attributed to adding Peter Crump (Precinct 106) as a polling place.

50% of the cost incurred in the Primary will be reimbursed by the State. 100% of the cost will be reimbursed by the State in the Primary Run-Off.

**Montgomery County
2014 Polling Place Specifications**

Precinct	Polling Place	Voters	Tabulators	AutoMARKs	Total Workers
0101	Huntingdon College	5012	3	2	20
0102	Vaughn Park Church of Christ	5394	4	2	27
0103	Montgomery Museum of Fine Art	3999	3	2	20
0104	Whitfield Methodist Church	2610	3	2	27
0105	Aldersgate Methodist Church	5000	3	2	26
0106	Peter Crump School	6059	3	2	22
0201	St. Paul AME Church	4085	2	2	17
0202	Beulah Baptist Church	4970	2	2	20
0203	Hayneville Road Community Center	3737	3	2	24
0204	Fresh Anointing House of Worship	6240	3	2	24
0205	Southlawn Elementary School	3185	2	2	14
0206	Fire Station 14	2207	2	2	11
0207	Hunter Station Community Center	612	2	2	5
0208	Catoma Elementary School	1125	2	2	6
0209	First Southern Baptist Church	439	2	2	5
0210	Pintlala Fire Department	1500	2	2	10
0301	Dalraida Church of Christ	4911	3	2	24
0302	Flowers Elementary School	3275	2	2	17
0303	Eastmont Baptist Church	4902	3	2	24
0304	Lagoon Park Fire Station	3857	2	2	17
0305	Frazer Methodist Church	8251	5	2	40
0306	Eastdale Baptist Church	2012	2	2	14
0401	St. James Baptist Church	1474	2	2	7
0402	McIntyre Community Center	3463	2	2	14
0403	Cleveland Ave. YMCA	2705	2	2	14
0404	Alabama State University Acadome	6943	2	2	17
0405	Houston Hill Community Center	1663	2	2	14
0406	Newtown Community Center	935	2	2	7
0407	King Hill Community Center	1630	2	2	13
0408	Highland Gardens Community Center	1416	2	2	10
0409	Chisholm Community Center	1410	2	2	10
0410	Sheridan Heights Community Center	3265	2	2	14
0411	Union Academy Baptist Church	184	2	2	5
0412	Union Chapel AME Church	910	2	2	5
0413	Wares Ferry Road Elementary School	3169	2	2	14
0501	Landmark Church of Christ	5276	3	2	27
0502	Snowdoun Women's Club	511	2	2	5
0503	Strata Church of Christ	255	2	2	5
0504	Ramer Library	523	2	2	5
0505	Fitzpatrick Elementary School	4479	3	2	20
0506	Davis Crossroads Fire Station	291	2	2	5
0507	Dublin Fire Station	454	2	2	5
0508	Pine Level Fire Station	562	2	2	5
0509	Pike Road Fire Station	2817	2	2	14
0510	Georgia Washington School	3864	3	2	20
0511	Arrowhead Country Club	1608	2	2	11
0512	St. James Methodist Church	6910	3	2	27
AB	Absentee				15
	TOTALS	140099	112	94	722

MONTGOMERY PULMONARY CONSULTANTS, P.A. **Agenda**

Practice Limited to
Pulmonary, Critical Care &
Sleep Medicine

MAY 19 2014

*Fred D. Hunker, M.D.
David R. Thrasher, M.D.
William P. Saliski, Jr., D.O.
Gaeton D. Lorino, M.D.
Lisa J. Williams, M.D.
S. Allen Ensminger, M.D.*

*1440 Narrow Lane Parkway
Montgomery, Alabama 36111-2665
(334) 281-4140
FAX (334) 281-4198*

*300 Taylor Road, Suite 200
Montgomery, Alabama 36117*

April 16, 2014

Elton Dean, Sr.
Montgomery County Commissioner
P.O. Box 5040
Montgomery, Alabama 36104

Dear Elton:

It has been my distinct privilege to serve the citizens of Montgomery County over the last 13 years as Special Coroner. I have tried my best to serve the citizens well and to keep expenses for the county to a minimum. Because of the ability to computerize the coroner's office we were able to reduce the yearly stipend to the coroner's office by over \$20,000 and also eliminated the stipend that was available for medical education for the coroner as I am a physician. In addition, we have decided to not bill the county for each transport of the deceased.

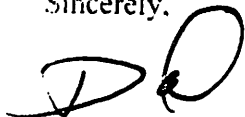
I am planning to, at this point in my life, take a little more time off and feel that it is time for someone else to fill this job. It is a great honor to have served under you and the Montgomery County Commission. I intend to be actively involved in the well-being of Montgomery.

It is my understanding that Judge Steven Reed plans to nominate Dr. John Jernigan for the position of special coroner of Montgomery County upon my retirement. I have known Dr. Jernigan for over 20 years and find him to be a very capable and ethical physician. Dr. Jernigan holds many honors and serves on many prestigious boards across the southeast. I can assure you he will certainly be a credit to the position and will serve you well.

I also know that it is difficult to transition into this position so I have offered to be an unpaid assistant to Dr. Jernigan to assure that the functions of this office will be adequately met and there will be no "learning curve." I am planning to retire from this position on May 31, 2014, assuming that Dr. Jernigan is confirmed by the Montgomery County Commission.

Thank you again for allowing me this great honor and privilege to work with you and the commission and I will continue to try to serve you well.

Sincerely,



David R. Thrasher, M.D.
DRT/jbvg

STATE OF ALABAMA)
COUNTY OF MONTGOMERY)

INDEPENDENT CONTRACTOR AGREEMENT

WITNESS THIS AGREEMENT, by and between the Montgomery County Commission, a body corporate and political (hereinafter referred to as "County") and John A. Jernigan, M.D., (hereinafter referred to as "Jernigan"), for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

(1) Effective June 1, 2014, Jernigan was legally appointed as Coroner of Montgomery County. As such, the Coroner must comply with certain duties as specified by various Acts of the Legislature and the Code of Alabama. As specified in those laws, such duties are to be compensated by the County; therefore, the County hereby agrees to contract with Jernigan to conduct Coroner operations for the County of Montgomery, Alabama. In no way does this contract constitute an employer/employee relationship, but rather is solely a contract for services;

(2) The County agrees to pay Jernigan the sum of \$117,280 per annum in monthly payments of \$9,773.33 per month as full and total compensation for all duties and costs associated with Coroner operations for the County of Montgomery continuing from June 1, 2014, to May 31, 2017;

(3) The above described Coroner duties and associated costs include, but are not limited to: staff salaries, computers, telephones, fax machines, cellular phones, beepers, utility bills, office space, record storage space, supplies and all other necessary operational materials needed to support the Coroner operations;

(4) The County agrees to reimburse John A. Jernigan, M.D. for certain additional expenses incurred by him when conducting coroner's inquests. These additional expenses must be presented to the County Administrator on an itemized statement from Jernigan and supported by invoices from the vendors/providers who performed the needed services. Jernigan will obtain and coordinate the use of any needed office space with the Montgomery County Judge of Probate and the uses of said office would not constitute an additional expense to the Montgomery County Commission;

(5) It is understood that conditions of this independent contractor relationship are that all employees who assist Jernigan as a result of this contract, will be the sole responsibility of Jernigan. All items of equipment purchased by Jernigan from the funds resulting from this contract becomes the sole property of Jernigan. All on-going costs associated with running and managing the day-to-day operations of the Coroner's office, as a result of this contract, are the sole responsibility of Jernigan;

(6) Under long-standing agreement, Deputy Coroners are not compensated for any work they may conduct on behalf of the Coroner. Should Deputy Coroner compensation become an issue at some future date, Jernigan may appropriate any portion of these contracted funds that he

receives under this contract at his discretion with the understanding the County will not increase this contract as a result;

(7) The aforementioned contract amount will be payable at regular monthly intervals upon written request to the Montgomery County Commission, Attention: Administrator, P.O. Box 1667, Montgomery, Alabama 36102-1667. Such request should be in the form of an original invoice indicating "Payment for Coroner duties for the County of Montgomery, Alabama, for the month and year" and should be submitted not earlier than the 1st day of the month, nor later than the 30th day of the month, following the month being billed. Montgomery County will process said request and will mail check for the services billed within 21 working days, but in no case more than 30 days from receipt of the request;

(8) This contract is on a month-to-month basis, not to exceed three (3) years, at which time a new contract will have to be entered into under the requirements of the Alabama law governing County contracts. Any changes to this funding level must be requested in advance in writing and presented to the Montgomery County Commission for consideration. Said requests should be submitted not later than May 1st of the year of said request so as to be included in the County's annual budgeting process; and

(9) This contract can be terminated at any time by either party with 60 days written notice. Any termination by the County would have to be with the joint agreement with the Judge of Probate and the County. Should, for any reason, the Judge of Probate determines that Jernigan can no longer physically and/or mentally perform the duties of Coroner, this contract is terminated on the date of written notification and pro-rata final payment of any monies owed to Jernigan.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this instrument to be duly executed on this the ____ day of _____, 2014.

John A. Jernigan, M.D.
1301 Mulberry Street
Montgomery, AL 36106

Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102-1667

By: _____

By: _____
Its: Chairman

Witness: _____

Witness: _____

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 2 – 113th Congress)

Pursuant to 2 U.S.C. § 57, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____

Montgomery County Commission, 101 South Lawrence Street, Montgomery, AL 36104
(Landlord's name) (Landlord's street address, city, state, ZIP code)

("Lessor"), and Congresswoman Terri A. Sewell, a Member/Member-Elect of the U.S. House of Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee 24 x 24 square feet of office space located at 101 South Lawrence Street, Montgomery County Court House Annex 3
(Office street address)
in the city, state and ZIP code of Montgomery, AL 36104
(Office city, state and ZIP)
2. **Parking.** The Lease includes (please check any and all that apply):
 - ☐ _____ parking spaces that are assigned
 - ☐ _____ parking spaces that are unassigned
 - ☒ General off-street parking on an as available basis
 - ☐ No off-street parking
3. **Term.** Lessee shall have and hold the leased premises for the period beginning January 7, 20 13 and ending January 2, 20 2015. The term of this District Office Lease ("LEASE") may not exceed two years and may not extend beyond January 2, 2015, which is the end of the constitutional term of the Congress to which the Member is elected.
4. **Rent.** The monthly rent shall be See Section II, and is payable in arrears on or before the last day of each calendar month. Rent payable under this LEASE shall be prorated on a daily basis for any fraction of a month of occupancy.
5. **Early Termination.** This Lease may be terminated by either party giving 30 days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives ("CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 113th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 113th Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 2 – 113th Congress)

9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:
The monthly rate from January 2013 to January 2, 2014 is \$333.33. The rent for 2014 to 2015 will be \$1,000 per month.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

Montgomery County Commission, Elton Dean Chairman

Print Name (Lessor/Landlord)

Lessor Signature

Date

Congresswoman Terri A. Sewell

Print Name (Lessee)

Lessee Signature

12/17/2013

Date

This District Office Lease must be accompanied by an executed District Office Lease Attachment.

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment

(Page 4 of 4 – 113th Congress, Version 2)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

Montgomery County Commission, Elton Dean Chairman

Print Name (Lessor)

Congresswoman Terri A. Sewell

Print Name (Lessee)

Lessor Signature

Lessee Signature

Date

12/17/2013

Date

From the Member's Office, who is the point of contact for questions?

Name Nichole Frances

Phone (202) 225-2665

E-mail nichole.frances

@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20_____
(Administrative Counsel)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999*

ORIGINAL

SUPERVISOR: Rhonda Cape

POSITION NO:

408020027

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

(X) OPEN

() TRANSFER

() PROMOTION

(X) PROMOTION/TRANSFER

PAY GRADE: A05-01

SALARY RANGE: \$30,785-\$43,823

(x) **Promotions** – If the rate in the previous position was less than the minimum rate established for the class of the new position, the rate of the pay shall be advanced to the minimum of the class of the new position. If the difference in pay ranges does not automatically result in an increase in the equivalent of a one-step increase in the rate of pay for an employee promoted, a one-step immediate increase within the pay range of the new classification may be given by the appointing authority.

(x)Transfers – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

() APPROVED

() DISAPPROVED

2

Funding

3

SELECTEE:**Date:**

Appointing Authority Signature – District Attorney Office

4

() Manpower data entered by:

Date:

() Payroll entered by:

Date:

MAY 19 2014

Ronald L. Jones
Chief Examiner

Mailing Address:
P.O. Box 302251
Montgomery, AL 36130-2251

State of Alabama
Department of
Examiners of Public Accounts

Telephone (334) 242-9200
FAX (334) 242-1775

Location:
Gordon Persons Building
50 North Ripley Street, Room 3201
Montgomery, AL 36104-3833

May 13, 2014

Donald L. Mims
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102

Dear Mr. Mims:

As you know, we are currently performing an audit of the Montgomery County Commission (the "Commission") for the period October 1, 2012 through September 30, 2013. Generally accepted auditing standards (GAAS) require that we make certain inquiries. Two of those areas of inquiry are fraud and related party transactions.

Fraud

We are required by GAAS to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement caused by error or fraud. The primary distinction for our purposes which distinguishes fraud from error is whether the underlying action that results in the misstatement is intentional or unintentional. There are two major types of fraud – misstatements arising from fraudulent financial reporting and misstatements arising from misappropriation of assets. An example of a misstatement arising from fraudulent financial reporting would be the manipulation, falsification or alteration of accounting records or supporting documents from which financial statements are prepared. An example of a misstatement arising from misappropriation of assets would be embezzling receipts, stealing assets, or causing an entity to pay for goods or services that have not been received. Do you have any thoughts about areas of fraud risk relative to the Commission? Do you have knowledge of any suspected or actual fraud relative to the Commission? We are interested in any fraud you have knowledge of regardless of the type or the monetary amount.

Related Party Transactions

Generally accepted auditing standards sets out procedures that should be considered when performing an audit to identify related party relationships and transactions to satisfy required financial statement accounting and disclosure.

A related-party transaction occurs when one party to a transaction has the ability to impose contract terms that would not have occurred if the parties had been unrelated. Related parties consist of all affiliates of an enterprise, including (1) its management and their immediate families, (2) its principal owners and their immediate families, (3) beneficial employee trusts that are managed by the management of the enterprise, and (4) any party that may, or does, deal with the enterprise and has ownership, control, or significant influence over the management or operating policies of another party to the extent that an arm's length transaction may not be achieved.

For the purposes of this audit, related party transactions are considered as transactions between a Commission member and members of their immediate family or with a business owned and/or controlled by a Commission member or a member of

their immediate family; transactions between a Commission employee in a management position and members of their immediate family and/or a business owned and/or controlled by the employee or a member of their immediate family; and, items three(3) and four (4) in the preceding paragraph. Item three (3) would include such funds as an employee pension trust fund or deferred compensation plans managed by the Commission. Item four (4) could include transactions with a board or authority which is controlled by the Commission.

Your response should include a) your views regarding the risk of fraud and any knowledge of actual or suspected fraud and b) any related party transactions which meet the criteria set out above. If you are unaware of any fraud risk, actual or suspected fraud or related party transactions, please respond stating that fact.

Sincerely,

A handwritten signature in cursive script that reads "Dixie Broadwater".

Dixie Broadwater
Examiner of Public Accounts



Ronald L. Jones
Chief Examiner

Mailing Address:
P.O. Box 302251
Montgomery, AL 36130-2251

State of Alabama
Department of
Examiners of Public Accounts

Telephone (334) 242-9200
FAX (334) 242-1775

Location:
Gordon Persons Building
50 North Ripley Street, Room 3201
Montgomery, AL 36104-3833

May 13, 2014

Donald L. Mims
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102-1667

Dear Mr. Mims:

The routine financial and legal compliance audit of the Montgomery County Commission (the "Commission") for the period October 1, 2012 through September 30, 2013, will be performed during the coming weeks by the Department of Examiners of Public Accounts. The audit will be performed under the authority of the Code of Alabama 1975, Section 41-5-14. Our audit will encompass the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express and opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis (MD&A)
2. Budgetary Comparison Schedules
3. Infrastructure information under Modified Reporting
4. Schedule of Funding Progress

We have also been engaged to report on supplementary information other than RSI that accompanies the Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards general accepted in the United States of America and will provide an opinion on it in relation to the financial statements taken as a whole.

1. Schedule of Expenditures of Federal Awards

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U. S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph (i.e., Schedule of Expenditures of Federal Awards) when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the purpose of the report is solely to describe (a) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (b) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (c) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of the accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will fully discuss the reasons with you in advance. If for any reason, we are unable to complete the audit or are unable to form or have not formed opinion, we may decline to express opinions or to issue a report as a result of the engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the Schedule of Expenditures of Federal Awards in accordance with the requirement of OMB Circular A-133. As part of the audit, we will assist with the preparation of your financial statements, Schedule of Expenditures of Federal Awards, and related notes. You will be required to acknowledge in the written representation letter that you have prepared, reviewed and approved the financial statements and schedule of expenditures of federal awards and related notes prior to their issuance and have accepted responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in accordance with compliance requirements. You are responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Commission and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information of the Commission is properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include, identifying any significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct

material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action.

You are responsible for the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (b) that you believe the schedule of expenditures of federal awards including its form and content, is fairly presented in accordance with OMB Circular A-133; (c) that the methods of measurement and presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes) ; and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits and other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors,

fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal awards program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under the American Institute of Certified Public Accountants' professional standards, *Government Auditing Standards* and OMB Circular A-133.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatements, we will perform tests of the Commission's compliance with applicable laws, regulations, contracts, agreements, and grants. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the type of compliance requirements that could have a direct and material effect on each of the Commission's major programs. The purpose of those procedures will be to express an opinion on the Commission's compliance with requirements applicable to major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to complete their portion of the Data Collection Form. We will coordinate with you the electronic submission and certification to the federal audit clearinghouse.

The audit documentation for this engagement is the property of the Examiners of Public Accounts and constitutes confidential information. However, we may be requested to make certain audit documentation available to the federal cognizant, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the Examiners of Public Accounts personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to the federal cognizant, oversight or grantor agency. The federal cognizant, oversight or grantor agency may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period required by the U.S. Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

In order to properly plan the audit and to update our records to reflect the current operations, we will need to review or obtain several items from your entity. These items are listed on Attachments A of this letter.

Other items in addition to those listed will be needed as the audit progresses. Please inform your personnel that we will be requesting information and records during the audit. Confidential information and records will be properly secured when in our custody and all records will be returned to the responsible person intact.

At the completion of the audit, we will meet with you to discuss the results of the audit and the contents of the audit report. Once the audit is finalized, we will email you an electronic copy of the completed report.

I will be the Examiner In Charge of the on-site audit work. Please do not hesitate to contact us if you have any questions concerning the audit.

Very truly yours,

A handwritten signature in black ink that reads "Dixie Broadwater". The signature is written in a cursive, flowing style.

Dixie Broadwater
Examiner of Public Accounts

Enc.

Attachment A

Items to be reviewed:

1. Minutes of meetings during the audit period and subsequent to the audit period.
2. Policy and procedure manuals.
3. Chart of Accounts or other description of accounting system.

Items to be furnished to Examiners for audit file:

1. A letter which lists the name, email address, mailing address, expiration of term, and status (i.e., chairman, vice-chairman, ex officio member, member, director, etc.) of each Commission member and official who served at any time during the audit period. The Chairman of the Commission should sign this letter.
2. A copy of the organization chart.
3. The name and address of legal counsel.
4. Copies of annual reports and financial statements.
5. A list of all funds and accounts (including petty cash or change funds) maintained during the audit period.
6. A list of contracts and leases negotiated by or involving the entity during or subsequent to the audit period.
7. A list of federal agreements, contracts, and grants, including corresponding agreement numbers, in which the entity participated during the audit period.
8. Details of current or pending litigation, which may have a material monetary effect on the entity's operations.
9. Copies of all debt instruments entered into by the entity during and subsequent to the audit period, including bonds, warrants, and leases.
10. Copies of all bank statements and reconciliations for September 30, 2013.
11. A list of capital assets, including infrastructure assets and depreciation schedules.
12. Copies of the original and final amended budget for the general fund and each major special revenue fund.
13. Amortization schedules for bonds issued at a premium and/or discount and issuance costs.



BEAR BROTHERS, INC.

Agenda

MAY 19 2014

May 12, 2014

The Montgomery County Commission
100 Lawrence Street
Montgomery, AL 36104

Attn: Mr. Donnie Mims, Administrator

Re: Vault Door Replacement
Montgomery County Youth Facility

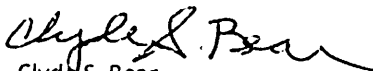
Dear Mr. Mims,

We propose to remove the existing vault door at Conference Room 043 and replace it with a flush wood door in a standard hollow metal frame for the lump sum amount of \$1,950.00. The new door will have a large glass vision panel, a mortised entry lockset and door closer. The vault door will be delivered to the county's storage warehouse. The following is a breakdown of our proposal:

Flush wood door (3'4" X 7'0")	\$ 255.00
Metal framed vision panel w/glass	175.00
Welded hollow metal door frame	175.00
Finish hardware (hinges, lockset, door closer)	445.00
Masonry repairs at door opening	160.00
Painting	74.00
Bear Brothers' labor	210.00
Payroll taxes & insurance	52.00
Loading & hauling vault door	<u>150.00</u>
	\$1,696.00
GC's overhead & profit	<u>254.00</u>
Total amount of proposal	\$ 1,950.00

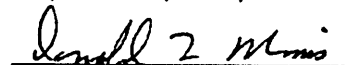
Our proposal is firm for 14 days, but thereafter is subject to escalation. If our proposal is acceptable, please authorize this work by signing below.

Best Regards,


Clyde S. Bear
President

CSB:amc

Proposal accepted by


Mr. Donnie Mims
Administrator, Montgomery County

GENERAL CONTRACTOR
P.O. BOX 2071, 39 EAST JEFFERSON ST., MONTGOMERY, AL 36102-2071, 834-2961, FAX 264-6647

BEAR

BEAR BROTHERS, INC.

May 12, 2014

The Montgomery County Commission
100 Lawrence Street
Montgomery, AL 36104

Attn: Mr. Donnie Mims, Administrator

Re: Record Storage Secure Door
Montgomery County Youth Facility

Dear Mr. Mims,

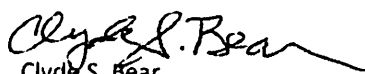
We propose to replace the currently specified wood door and hollow metal frame at Office Room 074A with a "steel stiffened" flush metal door and mortised Simplex mechanical lock and double cylinder deadlock for the lump sum amount of \$1,653.00. The existing door frame will be removed. The new frame will be installed to the corridor side of the opening so that the new door can swing outward into the corridor. The Simplex L1000 lockset which we will be supplying will have a key override as requested.

We understand that Room 074A will be used for record storage if our proposal is accepted. We have not included the cost of reinforcing or extending the height of the new drywall partitions in this area. The following is a breakdown of our proposal.

Hollow metal door – 16 ga.	\$ 475.00
Welded hollow metal frame 16 ga.	175.00
Simplex door lock & dead locks	885.00
Plaster repairs at door jambs	185.00
Bear Brothers' labor	140.00
Payroll taxes & insurance	<u>35.00</u>
	\$1,895.00
Less credit on originally specified	
Door, frame and hardware	<u>- 458.00</u>
	\$1,437.00
GC's overhead & profit	<u>216.00</u>
Total amount of proposal	\$1,653.00

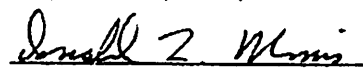
Our proposal is firm for 14 days, but thereafter is subject to escalation. If our proposal is acceptable, please authorize this work by signing below.

Best Regards,


Clyde S. Bear
President

CSB:amc

Proposal accepted by


Mr. Donnie Mims

Administrator, Montgomery County

GENERAL CONTRACTOR
P.O. BOX 2071, 39 EAST JEFFERSON ST., MONTGOMERY, AL 36102-2071, 834-2961, FAX 264-6647

MAY 19 2014

**Renovation of Greil Mansion for
Montgomery County Public Defenders
5/5/2014**

Item	Cost	Quantity	Unit	Total
Exterior				
Strip wood columns	\$2,000.00	6 each		\$12,000
Repair rotted column bases & capital	\$750.00	6 each		\$4,500
Reseal all column joints @ staves	\$1,900.00	6 each		\$11,400
Prime & paint columns	\$1,500.00	6 each		\$9,000
Strip prime & paint windows	\$800.00	49 each		\$39,200
Paint exterior railings & planter boxes	\$3,500.00	1 lump sum		\$3,500
Patch blisters in exterior finish	\$1,500.00	1 lump sum		\$1,500
Clean exterior of building	\$8,500.00	1 lump sum		\$8,500
Secure front and rear handrail	\$125.00	1 lump sum		\$125
Signage	\$10,000.00	1 lump sum		\$10,000
				\$99,725
Interior				
Painting 85697 sq ft	\$1.48	85697 sq ft		\$128,832
Paint ceiling	\$2.10	8452 sq ft		\$17,749
Remove & replace carpet	\$16.00	491 sq yd		\$7,856
Clean carpet - conference room	\$450.00	1 lump sum		\$450
Tapered oak threshold & trim 14doors +35'	\$7.00	77 lf		\$539
Grab bars @ toilets	\$75.00	7 each		\$525
Replace 3 exterior doors with steel inc hdw	\$1,200.00	3 each		\$3,600
Install steel access panel	\$269.00	1 each		\$269
Replace astragal @ entry, repair door + dead bolt	\$1,800.00	1 each		\$1,800
Rekey locks	\$15.00	25 each		\$375
Security Wall at Front Entry	\$75.00	118 sq ft		\$8,850
Electrical				
Exit lighting	\$1,524.00	1 lump sum		\$1,524
Emergency Egress Lighting	\$1,905.00	1 lump sum		\$1,905
Lighting (LED)	\$80,873.80	1 lump sum		\$80,874
Fire Alarm	\$11,430.00	1 lump sum		\$11,430
Additional Receptacles (25)	\$10,477.50	1 lump sum		\$10,478
Electrical Infrastructure	\$11,884.00	1 lump sum		\$11,884
CCTV and Card Access	\$38,100.00	1 lump sum		\$38,100
				\$324,839
				\$424,564

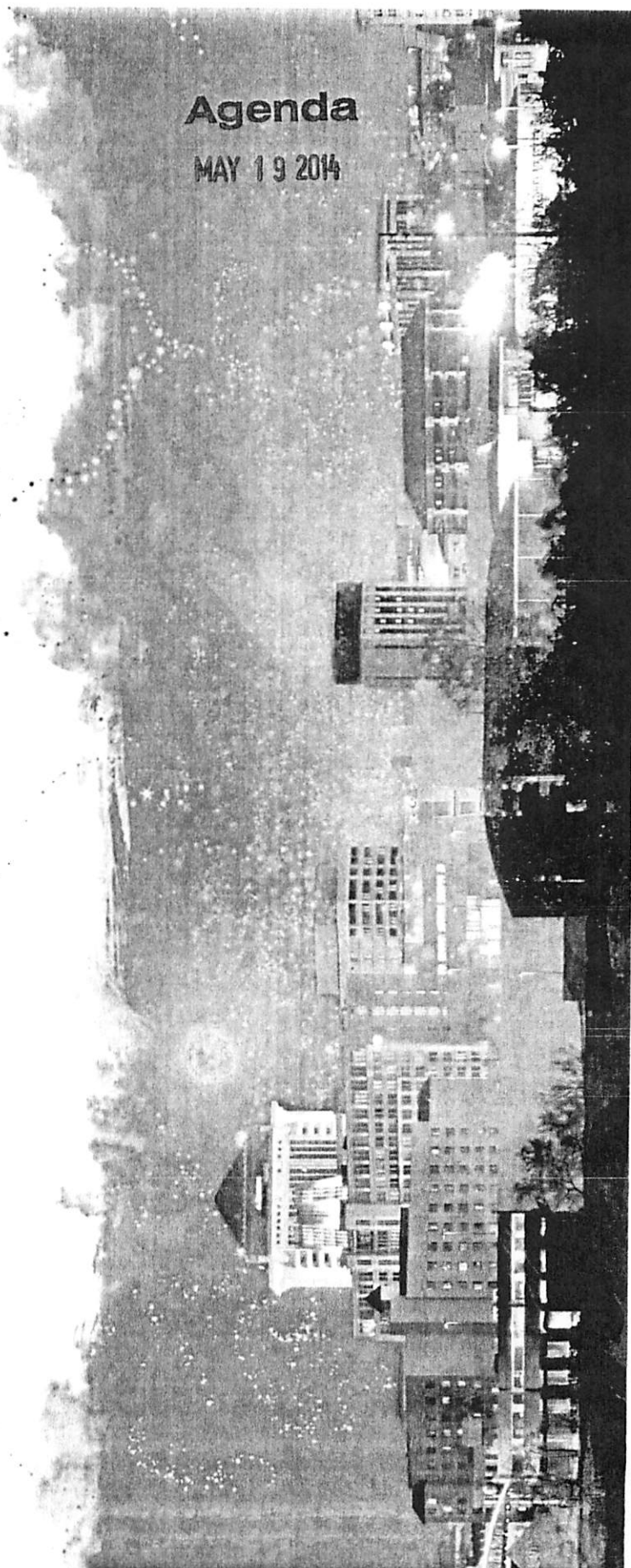
Good News Update for the Montgomery County Commission



MONTGOMERY
AREA CHAMBER OF COMMERCE

Agenda

MAY 19 2014



19-1

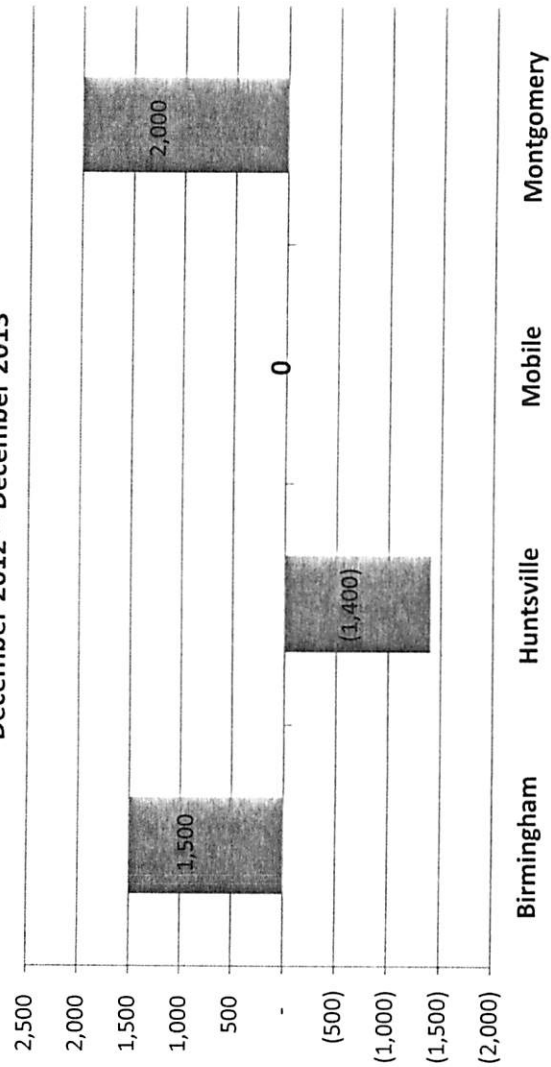
JUST RELEASED...

The AL Department of Commerce 2013 Year End Report of New & Expanding Industries ranks Montgomery County:

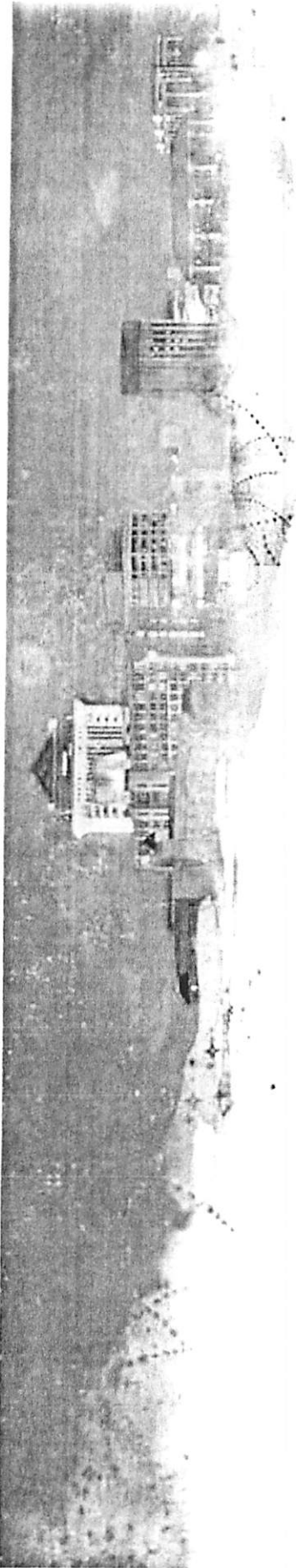
- **#1 County in the State (tied with DeKalb County) for the most new industries announced in 2013.**
- Montgomery County ranked #2 in total announced capital investment and #3 in total announced jobs.
- Montgomery County is the only county to rank in the top 3 for **both** capital investment **and** jobs.
- For three out of the last four years, Montgomery County has ranked in the top three counties in the state for new and expanding industry.

- Montgomery led Alabama major metros in actual nonagricultural job growth Dec. 2012 – Dec. 2013.

Net New Nonagricultural Jobs
December 2012 – December 2013



Source: AL Department of Labor

- 
- Montgomery named one of **“Ten more shining examples of economic development that’s working in the South”** by *Southern Business & Development Magazine*.
 - In 2012 and 2013, new and expanded industries added **3,190 jobs and \$447.1 million in capital investment** to the Montgomery area.
 - Economic impact of 2013 new & expanded industries exceeds **\$61 million**.

Chamber Project Activity Remains Strong

- Current recruitment projects total 64 projects and have an impact of 12,493 jobs and more than \$1.1 billion in capital investment.
- YTD, the Chamber has initiated 27 projects, a 35% increase over Q1 2013.



Location of HMMMA Continues to Impact Montgomery County

- Since Hyundai's 2002 announcement to locate first U.S. facility in Montgomery, creating 2000 jobs, Hyundai Motor Manufacturing AL has continued to expand with new jobs and capital investment.

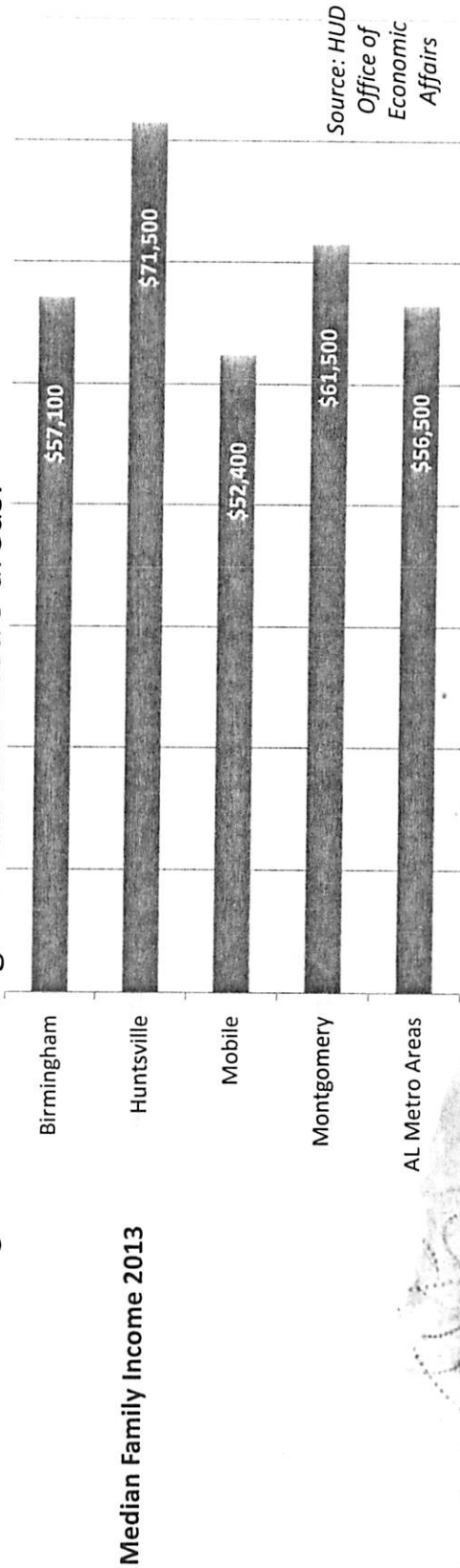
Year	New Jobs	Investment
2007	522	\$270,000,000
2010	--	\$50,500,000
2011	214	\$173,000,000
2012	877	\$23,500,000
2013	6	\$127,744,000

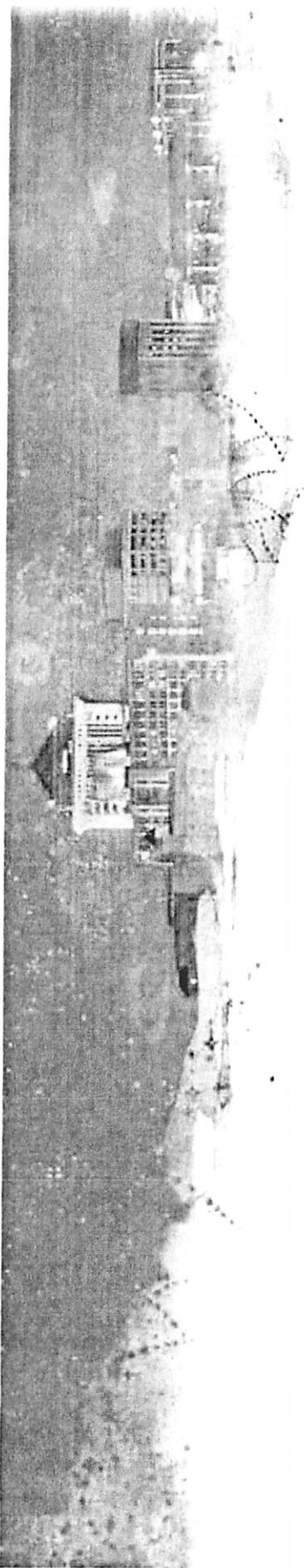
Expansion at HMMMA includes construction of a second engine plant and addition of a third shift.

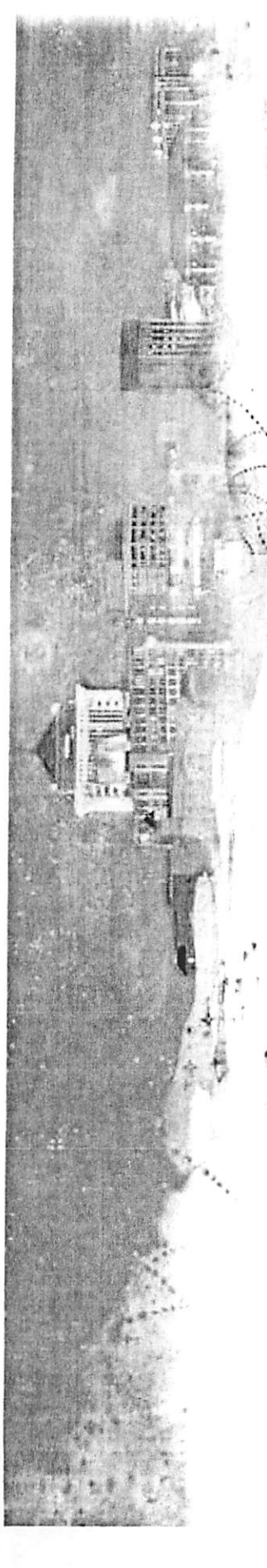
- Montgomery led AL metro markets in home sales for 2012 (12.1%) and 2013 (14.6%).

Source: Alabama Center for Real Estate

- KPMG, a leading tax, audit and advisory services firm, ranks Montgomery's cost of doing business as the third lowest among Southeast U.S. cities surveyed.
- Montgomery area median family income is second highest among Alabama major metros and is higher than average of Alabama metro areas.



- 
- The Chamber has engaged the services of Deloitte, an international consulting firm with an office in Korean. Deloitte will represent the Chamber interests by following up with existing companies with Montgomery facilities and identifying new projects.
 - In 2013, the Department of Defense selected the Montgomery Defense Information Systems Agency facility on Maxwell Air Force Base's Gunter Annex as one of eight new Core Data Centers, a \$19 million investment.
 - Ellen McNair, Chamber Senior Vice President of Corporate Development, receives prestigious David R. Echols Distinguished Service Award in Economic Development by the Economic Development Association of Alabama.



Montgomery Receives Major Tourism Boost When Voted Best Historic City 2014 by *USA Today Travel*



#1 MONTGOMERY, AL.



Montgomery Led 2013 Hotel Occupancy and Demand

Montgomery led all other Alabama metro cities with the most positive hotel occupancy growth and room demand in 2013 over 2012

City	Occupancy %	Demand %
Birmingham	-0.4%	1.0%
Mobile	1.5%	1.5%
Huntsville	-5.8%	-0.5%
Montgomery	4.9%	8.1%

2013 Convention and Visitor Sales Statistics

Year over Year Comparison	2012	2013	% of change
Room Nights Contracted	37,693	50,207	33%

	2013 Goal	2013 Actual	% over Goal
Room Nights Contracted	45,000	50,207	12%

Q1 2014 Occupancy & Demand

Montgomery led all other Alabama metro cities with the most positive hotel occupancy growth and room demand in 1st Quarter 2014 over 1st Quarter 2013

City	Occupancy %	Demand %
Birmingham	3.3%	4.1%
Mobile	0.8%	2.0%
Huntsville	2.5%	3.3%
Montgomery	8.5%	10.6%

City Lodgings Tax Collections Fiscal YTD Oct – April

↑ Up 8% over Fiscal YTD 13

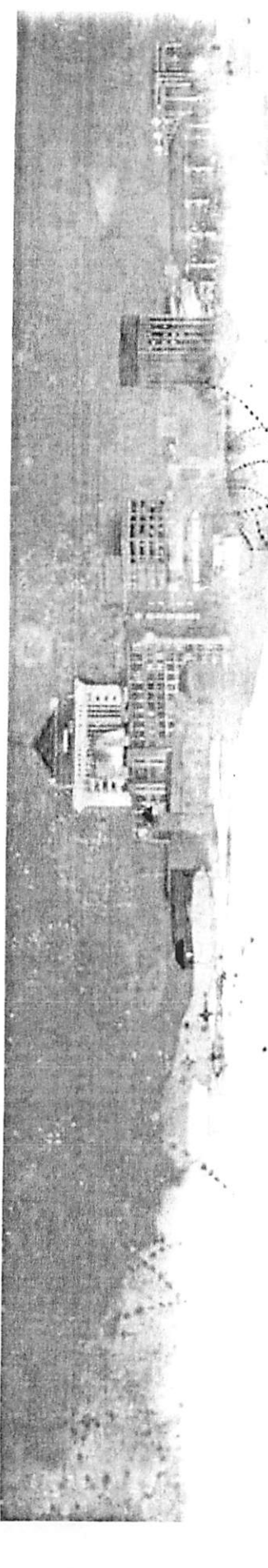
(takes into consideration the 1.5% increase)

2014 January – April Convention & Visitor Sales

	Jan - April 2014 Goal	Jan - April 2014 Actual	% over Goal
Room Nights Contracted	18,333	24,249	32.3%

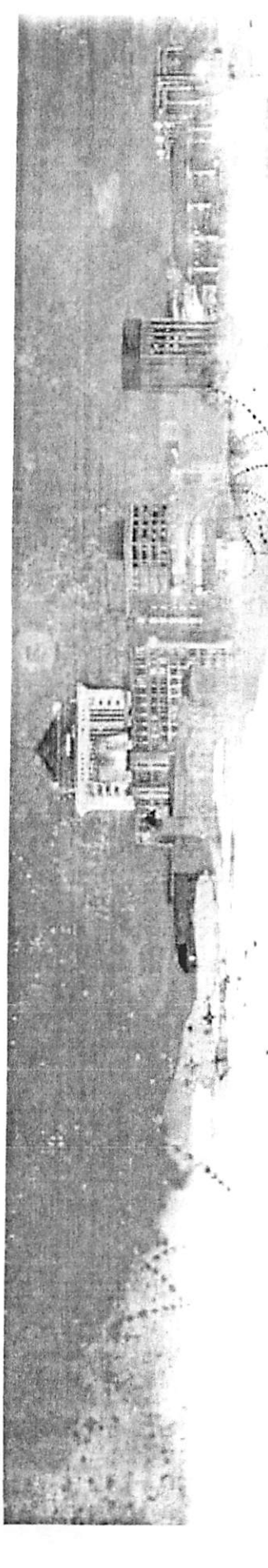
Current Active Convention & Tourism Sales Projects

	# of Meetings and Planners	# of Room Nights Represented	Estimated Economic Impact
Meetings/Events	114	52,000	\$13,992,000
Sports	56	57,433	\$15,162,312
TOTAL Prospects	170	109,433	\$29,154,312



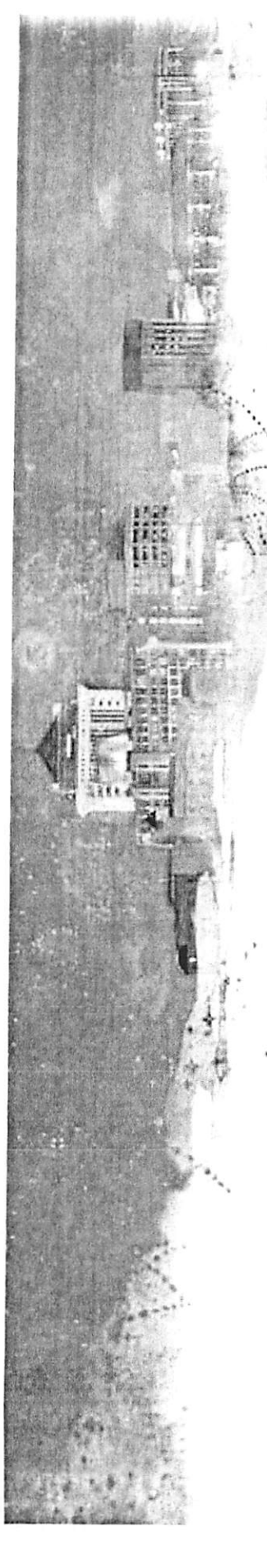
1st Quarter 2014 Convention & Visitor Marketing Initiatives

- Hosted International Food, Wine, and Travel Writers Association Conference. Toured 42 writers to Montgomery attractions, restaurants, and notable sites.
- Worked with local media outlets to increase appearances promoting the “What’s COOL This Weekend” events
- “What’s COOL E-Newsletter and calendar gaining momentum
- Total Facebook ‘likes’ increased 30% in 1st Quarter 2014



Direct Travel-Related Employment Montgomery County

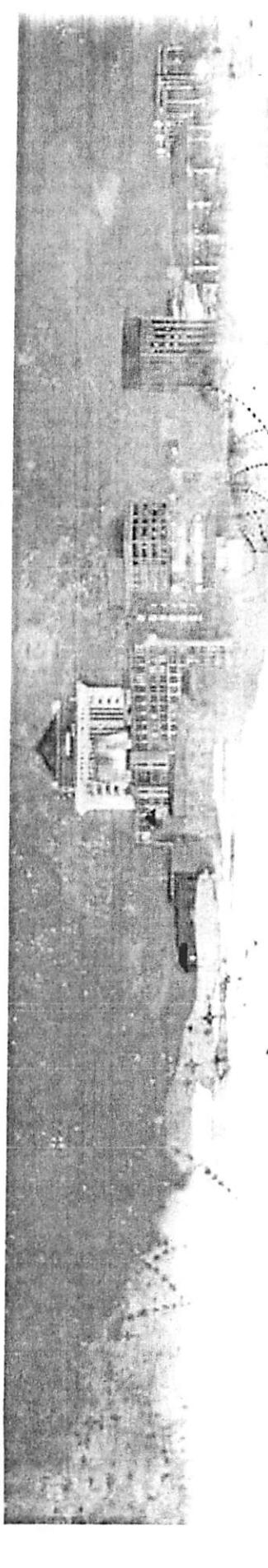
Year over Year Comparison	2012	2013	% of change
Direct Travel-Related Employment	6,924	7,383	7%



Direct and Indirect Travel-Related Employment Montgomery County

Just released by the Alabama Department of Tourism

Year over Year Comparison	2012	2013	% of change
Direct & Indirect Travel-Related Employment	10,284	10,965	7%



Travel Related Expenditures Montgomery County

Year over Year Comparison	2012	2013	% of change
Travel Related Expenditures	\$609,810,717	\$661,206,872	8%

Preparing for 2015
50th Anniversary Selma to Montgomery March



March 7 &
March 25

 MONTGOMERY
AREA CHAMBER OF COMMERCE



THE 50TH ANNIVERSARY OF THE
MONTGOMERY BUS BOYCOTT
COMMEMORATE AND REHEARSE
THE 50TH ANNIVERSARY OF THE
SELMA TO MONTGOMERY MARCH
DreamMarchesOn.com

2015
60th Anniversary
Montgomery Bus Boycott

December 1 - 7

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 **MONTGOMERY**
AREA CHAMBER OF COMMERCE

2014 Diversity Summit
A Clear & Present Opportunity:
Intentional & Authentic Diversity Leadership

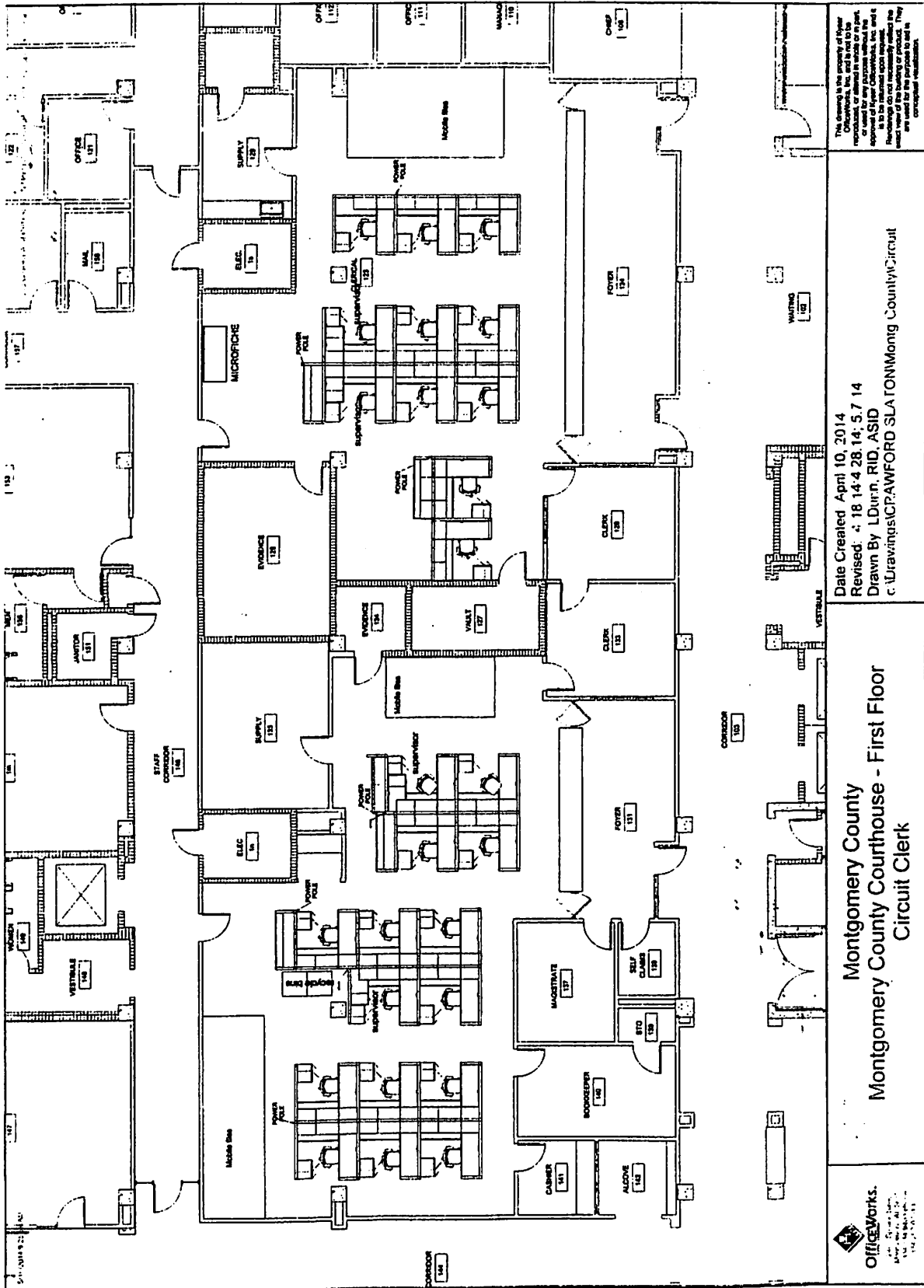
September 30, 8 a.m. – 6 p.m.

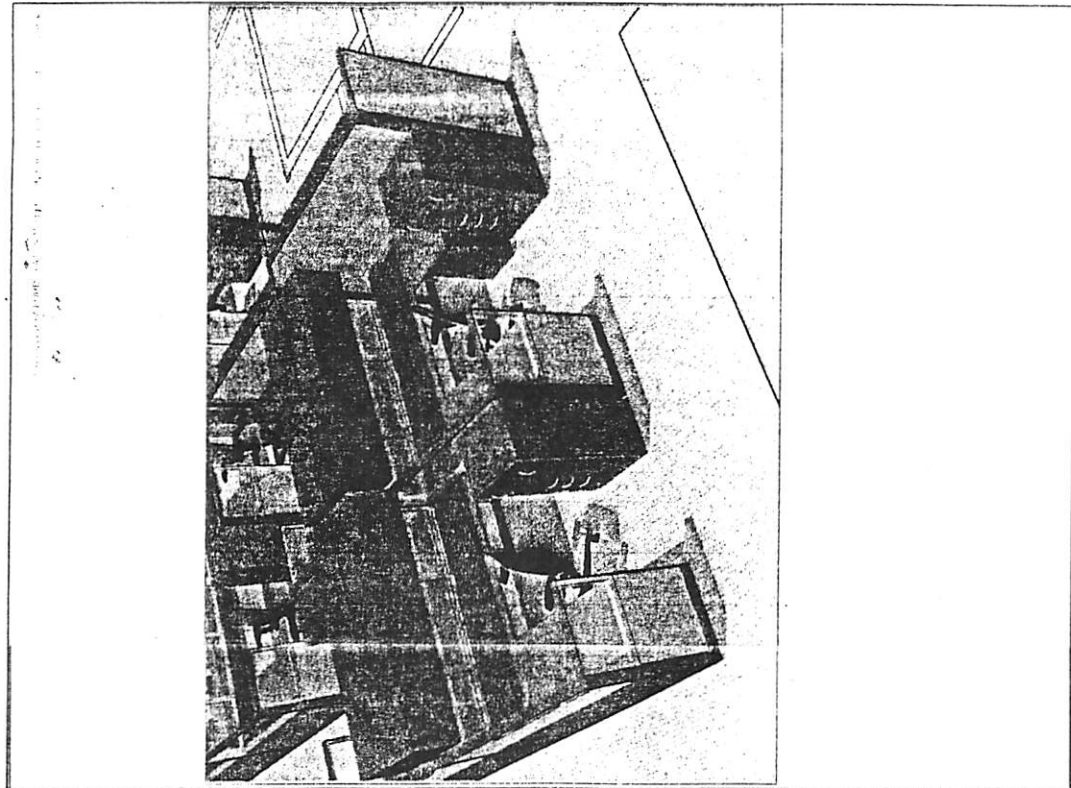
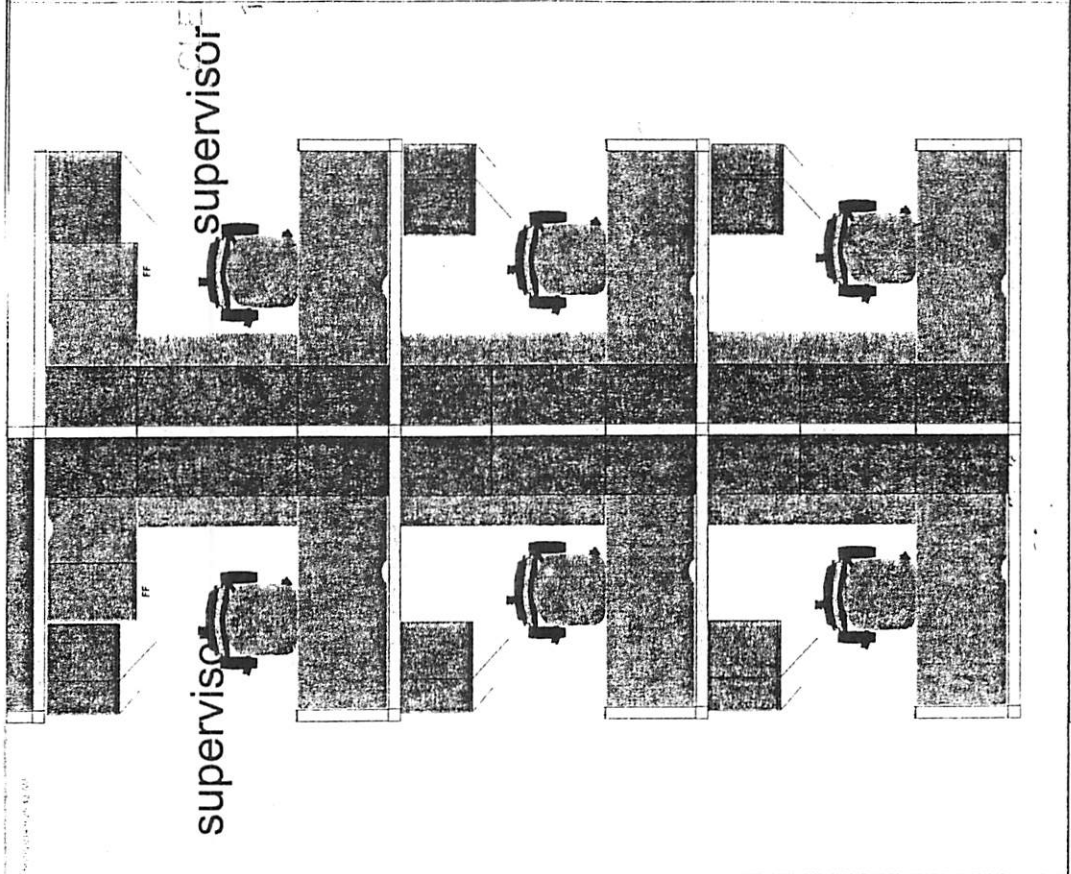
For the Best Hometown in the Air Force
Maxwell-Gunter-Montgomery's

FREEDOM PARK



MONTGOMERY AREA
CHAMBER OF COMMERCE
FOUNDATION



	Montgomery County Montgomery County Courthouse - First Floor Circuit Clerk	OfficeWorks Architectural Montgomery County Montgomery County Courthouse - First Floor Circuit Clerk
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Drawn By: LDunn, RID, ASID
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ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, June 2, 2014, at 8:00 in the morning.



Administrator



Chairman