



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

8:30 am, Tuesday, July 10, 2012

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

Present:

Committee Members: *T. Sublett, M. Hunt, C. Taylor*

Other Commissioners:

Staff: *J. Breitenbach, J. Catron, R. Coolidge, D. Hainley, J. Johnson, H. Key, D. O'Neal, P. McNicoll, A. Ours, A. Randolph, O. Reed, A. Sapp, C. Temple, A. Thomas, D. West, W. Worley*

Press: *P. Shierling*

Others:

To view an item's support documentation, click on its [Link](#).

- 1) Consider approval of the June 12, 2012 Finance Committee Minutes. (P. McNicoll)

The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve the June 12, 2012 Finance Committee Minutes. (Vote: 3-0) 7 pages [LINK](#)

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge)

Mr. Rick Coolidge, HR Generalist, presented the report and stated that there were more incidents in June than in past months. He stated that he would like to do a workers compensation presentation at a Board of Commissioners Worksession. Mr. Coolidge stated that there were eighteen reported incidents in June, four of which needed medical attention but there were no loss time incidents. He stated that the Safety Management Committee had review eleven accidents. Commissioner Taylor commented that some of the accidents in the report resulted from carelessness and not paying attention. He said that there were many avoidable accidents. Commissioner Sublett stated that staff needs to focus on training and awareness and that safety must be on employees' minds every day.

No action was taken on this item. 7 pages [LINK](#)

- 3) Receive the monthly EMS Collection report. (A. Thomas)

Fire Chief Al Thomas presented this item and stated that the collection agency collected approximately \$2 thousand in June. Chief Thomas stated that his office files claims and if they aren't paid within a couple of months, they send them to the collection agency. He stated that he has two employees full time in EMS billing and collecting. They accept credit cards over the phone, electronic funds and checks.

No action was taken on this item. 1 page [LINK](#)

- 4) Consider recommending that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY 2012/2013 budget. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, stated that the Purchasing Ordinance requires approval by the Board of Commissioners before bidding can take place. Each year the Commissioners approve bidding all budgeted items at the

beginning of the fiscal year. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY 2012/2013 budget. (Vote: 3-0) 1 page [LINK](#)

Tax Commissioner Items

- 5) Consider recommending that the Board of Commissioners approve or deny a request from Ms. Katie Selph that \$88.81 paid in penalties and interest on her 2005 property taxes be refunded. (F. Dees)

Ms. Arlene Sapp, Assistant Tax Commissioner, was present to answer questions if necessary. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners deny a request from Ms. Katie Selph that \$88.81 paid in penalties and interest on her 2005 property taxes be refunded. (Vote: 3-0) 6 pages [LINK](#)

- 6) Consider recommending that the Board of Commissioners approve or deny a request from Mr. Vikas Singh on behalf of Microtel Inn & Suites, that \$3,520.53 paid in penalties and interest on his 2011 property taxes be refunded. (F. Dees)

Ms. Arlene Sapp, Assistant Tax Commissioner, was present to answer questions if necessary. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners deny a request from Mr. Vikas Singh on behalf of Microtel Inn & Suites, that \$3,520.53 paid in penalties and interest on his 2011 property taxes be refunded. (Vote:3-0) 4 pages [LINK](#)

- 7) Consider recommending that the Board of Commissioners deny a request from Ms. Nancy Usher that \$13.41 paid in penalties and late fees on her 2012 Motor Vehicle Registration be refunded. (F. Dees)

Ms. Arlene Sapp, Assistant Tax Commissioner, was present to answer questions if necessary. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners deny a request from Ms. Nancy Usher that \$13.41 paid in penalties and late fees on her 2012 Motor Vehicle Registration be refunded. (Vote: 3-0) 5 pages [LINK](#)

Property Appraisal Items

- 8) Consider recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, June 19, 2012 meeting with clarification that this does not approve a tax refund. (R. Glisson)

This item was removed from the agenda at the request of the Property Appraisal Office.

Water and Sewer Variances

- 9) Consider recommending that the Board of Commissioners approve application WSV2410, 134 Turkey Point / 109 Green Cove Drive 7600 Golden Isles Parkway for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a three-lot subdivision consisting of 42.888 acres located west of Golden Isles Parkway and north of Green Swamp Road and east of Greencove Drive. Parcel IDs: 03-21018; 03-19223; 03-05050. Richard McKinna for Satilla Forest Development, owner. (D. Hainley)

Mr. David Hainley, Community Development Director stated that the Capital Improvements Coordinating Committee (CICC) had reviewed the request and recommended approval due to the distance from the property to public water and sewer. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve application WSV2410, 134 Turkey Point / 109 Green Cove Drive 7600 Golden Isles Parkway for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a three-lot subdivision consisting of 42.888 acres located west of Golden Isles Parkway and north of Green Swamp Road and east of Greencove Drive. Parcel IDs: 03-21018; 03-19223; 03-05050. Richard McKinna for Satilla Forest Development, owner. (Vote: 3-0) 4 pages [LINK](#)

Contracts and Agreements

10) Consider recommending that the Board of Commissioners approve the continuation/extension of the Motorola Service Agreement to ensure the continuation of the necessary infrastructure support/repair services for the Public Safety Communications System in the amount of \$342,167.32, with funding to be provided by the E911 fund budget. (D. O’Neal)

Mr. David O’Neal, E-911 Director, presented this item and stated that staff had reviewed the service agreement with Motorola and it had been reduced by approximately \$45 thousand. He stated that it is budgeted in the E-911 budget and covers infrastructure and radios. Commissioner Hunt questioned whether there was any company that will provide the service besides Motorola and Mr. O’Neal stated that this was for Motorola equipment and they were the only company that could provide the service. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve the continuation/extension of the Motorola Service Agreement to ensure the continuation of the necessary infrastructure support/repair services for the Public Safety Communications System in the amount of \$342,167.32, with funding to be provided by the E911 fund budget. (Vote: 3-0) 9 pages [LINK](#)

11) Consider recommending that the Board of Commissioners authorize the purchase of 700 MHz Radios from Motorola Inc. in the amount of \$496,657.62 with funding to be provided as follows:

- 2011 Assistance to Firefighters Grant \$397,326.10
- Fire Fund fund balance 57,781.03
- General Fund fund balance 21,778.94
- City of Brunswick 19,771.55. (A. Thomas)

Fire Chief Al Thomas presented this item and Commissioner Hunt questioned why the radios were not bid out. Chief Thomas responded that Motorola had the state contract which gives the County a 20% discount and Motorola added an additional 7% discount for this purchase. He stated that staff had researched other radios and found that they are as expensive or more than the Motorola radios. He stated that a large percentage of Georgia governments use Motorola radios. The following motion made by Commissioner Taylor and seconded by Commissioner Sublett passed with Commissioner Hunt voting against the motion.

Recommend that the Board of Commissioners authorize the purchase of 700 MHz Radios from Motorola Inc. in the amount of \$496,657.62 with funding to be provided as follows:

- 2011 Assistance to Firefighters Grant \$397,326.10
- Fire Fund fund balance 57,781.03
- General Fund fund balance 21,778.94
- City of Brunswick 19,771.55. (Vote: 2-1) 2 pages [LINK](#)

12) Consider recommending that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability coverage including TPA services for a premium of \$536,251 for the policy period from July 1, 2012 to June 30,

2013 and flood insurance at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund. (R. Coolidge)

Mr. Rick Coolidge, Human Resources Generalist, presented this item and the following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability coverage including TPA services for a premium of \$536,251 for the policy period from July 1, 2012 to June 30, 2013 and flood insurance at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund. (Vote: 3-0) 1 page [LINK](#)

Bids, Request for Procurement, and Procurement Contracts

13) Consider recommending that the Board of Commissioners direct staff to develop the scope of work and issue a request for proposals for an energy analysis to include bid specifications for new equipment, installation oversight and administration. (A. Ours)

Mr. Alan Ours, County Administrator, stated that Honeywell had made a presentation at work session concerning energy analyses. Mr. Ours estimated that the cost of the analysis would be fifty to seventy five thousand dollars and would need to come from fund balance since it was not budgeted. He stated that the County's line-item budget had been reduced significantly in the past few years and we now needed to focus on cost centers to reduce costs. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners direct staff to develop the scope of work and issue a request for proposals for an energy analysis to include bid specifications for new equipment, installation oversight and administration. (Vote: 3-0) 1 page [LINK](#)

14) Consider recommending that the Board of Commissioners authorize staff to issue purchase orders for the fiber optic cabling engineering and special construction and solicit bids for the installation of the fiber optic cabling with a project amount not to exceed \$105,000 provided by SPLOST 5 Communications Project. (D. West)

Mr. David West, Information Technology Network Engineer, presented this item and stated that this project would enable the County to run fiber from the Pate Building to the Public Works campus and could then branch off to other locations. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners

- a) **authorize staff to issue purchase orders for the fiber optic cabling engineering and special construction and solicit bids for the installation of the fiber optic cabling with a project amount not to exceed \$105,000 provided by SPLOST 5 Communications Project, and**
- b) **approve, and authorize the Chairman to sign, the Special Construction Agreement and Application and Permit for Pole Attachments with AT&T. (Vote: 3-0) 3 pages [LINK](#)**

15) Consider recommending that the Board of Commissioners approve the signing of the Memorandum of Agreement with National Oceanic and Atmosphere Administration and the Annex for the Scope of Work in the amount of \$57,000, with funding to be provided by the General Fund fund balance. (H. Key)

Mr. Hunter Key, GIS Manager, requested approval of the MOA with NOAA in order to update the County's Orthoimagery. He stated that the County's Orthoimagery was last flown in 2007 and this provides decision support data for the Property Appraisal, Community Development, Engineering, Public Works and Public Safety departments. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the signing of the Memorandum of Agreement with National Oceanic and Atmosphere Administration and the Annex for the Scope of Work in the amount of \$57,000, with funding to be provided by the General Fund fund balance. (Vote: 3-0) 19 pages [LINK](#)

- 16) Consider recommending that the Board of Commissioners award a contract for the not to exceed amount of \$220,000 for Engineering Services for the South Mainland Water System Improvements to the highest responsive and responsible scorer, Thomas and Hutton Engineering, Inc., Savannah, Georgia with funding to be provided by SPLOST 4 - Miocene Well and SPLOST 5 - Elevated Water Tank for Mainland System and Water System Expansion. (D. Hainley)

Mr. David Hainley, Community Development Director, presented this request. Commissioner Taylor questioned if these were high priority projects and Mr. Hainley responded that there is an industrial park that is waiting for this system to be constructed. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners award a contract for the not to exceed amount of \$220,000 for Engineering Services for the South Mainland Water System Improvements to the highest responsive and responsible scorer, Thomas and Hutton Engineering, Inc., Savannah, Georgia with funding to be provided by SPLOST 4 - Miocene Well and SPLOST 5 - Elevated Water Tank for Mainland System and Water System Expansion. (Vote: 3-0) 3 pages [LINK](#)

- 17) Request that Chairman Sublett identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) Items 4-7, 9, and 15 will be placed on the Board of Commissioners' Consent Agenda.
 - b) Items 10-14 and 16 will be placed on the Board of Commissioners' Regular Agenda.
 - c) Items 1-3 and 8 will not be forwarded to the Board of Commissioners' Agenda. Item #8 was removed from the agenda at the request of the Property Appraisal Office.