



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

8:30 am, Monday, December 17, 2012

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

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

Other Commissioners: *R. Strickland, B. Coleman*

Staff: *B. Aldinger, P. Andrews, R. Coolidge, W. Davis, D. Deloach, M. Doering, R. Glisson, G. Grovner, D. Hainley, D. Harrison, J. Manning, V. McClinton, P. McNicoll, S. Mellinger, B. Morris, P. Nicometo, A. Ours, G. Rountree, B. Rowell, S. Santee, J. Simmons, D. Taylor, A. Thomas, W. Worley*

Press: *G. Jackson, P. Shierling*

Others: *Leslie Decker, Ashley Parker, Dale Provenzano,*

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

- 1) Consider approval of the November 6, 2012 Finance Committee Minutes. (P. McNicoll) 6 pages [LINK](#)

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

Approve the November 6, 2012 Finance Committee Minutes. (Vote: 2-0)

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge) 5 pages [LINK](#)

Mr. Rick Coolidge, Human Resources Generalist, stated that there were no reported incidents in three departments. He said that the sign program has started and signs will be placed in high visibility areas. Commissioner Taylor questioned whether there should be a large sign at the entrance to Public Works and Mr. Coolidge stated that Public Works has signs that count the length of time since the last accident. Commissioner Taylor questioned the amount of self-insurance and Mr. Coolidge responded that it was a \$500 thousand per incident deductible. Commissioner Taylor reminded Mr. Coolidge that he is to present a 5 minute talk at the next work session.

No action was taken on this item.

- 3) Receive the monthly EMS Collection report. (A. Thomas) 1 page [LINK](#)

Fire Chief Al Thomas presented this item and stated that total collections on accounts turned over to the collection agency amounted to \$5 thousand in the past month of which \$951 in commissions was retained by Security Collections Agency. He stated that 2,799 bills had been turned over to the collection agency since March 2012. Commissioner Taylor questioned whether the receivables are aged and Chief Thomas stated that the computer system ages them.

No action was taken on this item.

- 4) Consider recommending that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the County Administrator to approve the filing of grant applications for County projects during Calendar Year 2013.

Mr. David Hainley, Community Development Director, stated that this was an annual request which allows staff to apply for grants in a timely manner. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the County Administrator to approve the filing of grant applications for County projects during Calendar Year 2013. (Vote: 2-0) (D. Hainley) 1 page [LINK](#)

- 5) Consider recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County.

Mr. Bob Aldinger, Accountant III, stated that he had received a list of property to have declared surplus from Mr. David Olson, Traffic Engineer. The list included signal cabinets and traffic light controllers that were no longer usable. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (Vote: 2-0) (B. Aldinger) 3 pages [LINK](#)

Budget

- 6) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget.

Mr. Bob Aldinger, Accountant III, presented the final budget resolution for Fiscal Year 2012. He stated that the resolution included items such as contingency and yearend items that had already been approved by the Board. Commissioner Hunt questioned the Sheriff's overtime and Ms. Phyllis McNicoll, Finance Director, stated that the Sheriff's overtime exceeded budget by close to \$80 thousand and the Sheriff had requested that funds be transferred from the Jail Operations Fund to cover the overage. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (Vote: 2-0) (B. Aldinger) 8 pages [LINK](#)

- 7) Consider recommending that the Board of Commissioners adopt the budget resolution to reserve \$24,846,721 in the General Fund Revenue Stabilization Fund effective June 30, 2012.

Ms. Phyllis McNicoll, Finance Director, stated that the Revenue Stabilization Fund amount must be appropriated by a resolution of the Board of Commissioners as of the end of the fiscal year. She stated that the Fund Balance policy states that the Revenue Stabilization Fund will not be less than 50 percent of the subsequent year's General Fund budgeted operating expenditures and transfers. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners adopt the budget resolution to reserve \$24,846,721 in the General Fund Revenue Stabilization Fund effective June 30, 2012. (Vote: 2-0) (P. McNicoll) 2 pages [LINK](#)

- 8) Consider recommending that the Board of Commissioners approve a budget amendment in the amount of \$1,664,780 to increase the General Fund Detention Center project budget with funding to be provided by the General Fund fund balance.

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that the Detention Center project will require approximately \$4.27 million from the General Fund fund balance to supplement the SPLOST 5 funds. When the construction contract was awarded on August 2, 2012, only \$2.4 million was approved to be funded by the General Fund fund balance and additional funding of \$177,890 was approved on December 2012. Ms. McNicoll requested that the remaining \$1,664,780 needed from the General Fund be approved as an amendment to the General Fund FY13 budget. Commissioner Taylor questioned if this was all that would be needed and Mr. Alan Ours, County Administrator, stated that based on what staff knows at the time, it is all that is needed. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve a budget amendment in the amount of \$1,664,780 to increase the General Fund Detention Center project budget with funding to be provided by the General Fund fund balance. (Vote: 2-0) (P. McNicoll) 2 pages [LINK](#)

- 9) Consider recommending that the Board of Commissioners amend the FY12/13 Glynn Department of Family and Children Services budget with an increase of \$26,600, the required amount to ensure that all services to families are available for the year.

Ms. Leslie Decker, Glynn County DFCS Director, presented this item and stated that the agency had been without a permanent director for five years when she was assigned to the agency in December, 2011. She stated that the County's budget for the DFCS appropriation was over \$70 thousand five years ago. She stated that foster care and needs of the children have increased as well as the food stamp program. Juvenile Court Judge George Rountree stated that drug testing and DNA testing for fathers is now been done by Resiliency instead of DFCS. Ms. Decker submitted a request for a budget increase of \$26,600 which included an additional \$15 thousand for drug screening and DNA testing. Commissioner Hunt stated that a few items requested could be decreased and made the following motion which was seconded by Commissioner Taylor and passed unanimously.

Approve recommending that the Board of Commissioners amend the FY12/13 Glynn Department of Family and Children Services budget with an increase of \$7,500 and the Juvenile Court budget for drug and DNA testing with an increase of \$12,500, in order to ensure that all services to families are available for the year. (Vote: 2-0) (L. Decker) 2 pages [LINK](#)

- 10) Consider recommending that the Board of Commissioners approve adding two animal control positions and one animal control vehicle to the police department for expanding services to the City of Brunswick.

Police Chief Matt Doering presented a request for one or two new positions and a new vehicle which would be required due to the expansion of Animal Control services to the City of Brunswick. He stated that he could operate with only one new position. Commissioner Hunt stated that the new truck was an issue that she wanted to discuss and asked if it could be funded by the capital projects fund. Chief Doering stated that Animal Control had a low mileage truck that is used to tow the adoption trailer and it may be possible to use that truck and only purchase a box for the current truck. He stated that he would look at alternatives and bring a recommendation concerning the vehicle to the Commission meeting. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve adding one animal control position to the police department for expanding services to the City of Brunswick and consider alternatives presented by Police Chief Matt Doering concerning an animal control vehicle to be used in the City of Brunswick. (Vote: 2-0) (M. Doering) 7 pages [LINK](#)

- 11) Consider recommending that the Board of Commissioners amend:
- the Recreation Department's FY 13 Budget in the amount of \$407,466 to provide operational, capital, and personnel funds for the operation of Howard Coffin Park beginning January 1, 2013 through June 30, 2013; and
 - include the hiring of 8-full time positions, 16-seasonal positions, and 1-part-time position with all funding to be provided by the General Fund fund balance.

Mr. Wesley Davis, Recreation Director, presented a request for additional personnel and operating budget to fund the expansion of recreation services to the City of Brunswick. Commissioner Hunt questioned by the budget for guards and seasonal site attendants were for January through June when the pool doesn't open until May. Mr. Davis said that would be reduced. Commissioner Hunt also questioned the \$15 thousand requested budget for a fiber line from Office Park to Howard Coffin Park. Mr. Davis stated that the fiber would provide computer access. Mr. John Catron, IT Director, said that he didn't know what was in place at Howard Coffin and they would review and make a recommendation. Commissioner Hunt also pointed out that the County should not purchase the ADA chair because the agreement with the City stated that equipment in excess of \$500 would be funded by the City. After further discussion the following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Defer to the full Board of Commissioners the request to amend:

- **the Recreation Department's FY 13 Budget to provide operational, capital, and personnel funds for the operation of Howard Coffin Park beginning January 1, 2013 through June 30, 2013; and**
- **include the hiring of 8-full time positions, 16-seasonal positions, and 1-part-time position with all funding to be provided by the General Fund fund balance. (Vote: 2-0) (W. Davis) 8 pages [LINK](#)**

- 12) Consider recommending that the Board of Commissioners approve the addition of one Traffic Signal Tech I at a salary and benefits cost of \$42,619 and a computer at a cost of \$2,500 with funding from the General Fund fund balance.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that the Public Works Traffic Control Division was requesting one position and computer to fund the responsibility for the City of Brunswick's traffic signals. Ms. Rowell stated that the County has been maintaining the City's traffic signals at no charge to them for a year and that the County work has suffered because of that. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the addition of one Traffic Signal Tech I at a salary and benefits cost of \$42,619 and a computer at a cost of \$2,500 with funding from the General Fund fund balance. (Vote: 2-0) (B. Rowell) 1 page [LINK](#)

- 13) Consider recommending that the Board of Commissioners change the approved funding of \$480,576.52 for the Fairway Oaks Drainage Phases II & III project which was awarded to Allen Owens Construction and Paving Company at the November 15, 2012 Board of Commissioners meeting from SPLOST 4 to SPLOST 5 Drainage Rehabilitation and improvements budget.

Ms. Phyllis McNicoll, Finance Director, stated that the funding source for the Fairway oaks Drainages Phases II & III project which was approved at the November 15, 2012 Board meeting should have been Splost 5 instead of Splost 4. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners change the approved funding of \$480,576.52 for the Fairway Oaks Drainage Phases II & III project which was awarded to Allen Owens Construction and Paving Company at the November 15, 2012 Board of Commissioners meeting from SPLOST 4 to SPLOST 5 Drainage Rehabilitation and improvements budget. (Vote: 2-0) (P. McNicoll) 1 page [LINK](#)

- 14) Consider recommending that the Board of Commissioners approve the funding in the amount of \$12,950 for architectural & engineering services for Fire Station 1 from the Fire Fund Balance in order to comply with the ADA standards.

Fire Chief Al Thomas presented this item and stated that ADA renovations to the Fire Station #1 are required as a part of a 5 year agreement with the Department of Justice. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the funding in the amount of \$12,950 for architectural & engineering services for Fire Station 1 from the Fire Fund Balance in order to comply with the ADA standards. (Vote: 2-0) (A. Thomas) 10 pages [LINK](#)

Property Appraisal Items

- 15) 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, September 18, 2012 meeting;
 - at their Tuesday, November 6, 2012 meeting;
 - at their Tuesday, November 20, 2012 meeting; and
 - at their Tuesday, December 4, 2012 meeting
- with clarification that this does not approve a tax refund.

There was no discussion on this item and the following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve 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, September 18, 2012 meeting; [LINK](#)
- at their Tuesday, November 6, 2012 meeting; [LINK](#)
- at their Tuesday, November 20, 2012 meeting; and [LINK](#)
- at their Tuesday, December 4, 2012 meeting [LINK](#)

with clarification that this does not approve a tax refund. (Vote: 2-0) (R. Glisson) 32 pages

Contracts and Agreements

- 16) Consider recommending that the Board of Commissioners authorize leasing of space on Frederica Tower for a 1' microwave dish by Conterra Broadband for an annual lease amount of \$3,000.

Mr. John Catron, IT Director, presented this item and stated that the small dish will be used to transmit data for Verizon and their cell phone services. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners authorize leasing of space on Frederica Tower for a 1' microwave dish by Conterra Broadband for an annual lease amount of \$3,000. (Vote: 2-0) (J. Catron) 26 pages [LINK](#)

Bids, Request for Procurement, and Procurement Contracts

- 17) Consider recommending that the Board of Commissioners approve
- the agreement with Infor for the Citizen Mobile Application at a cost of \$9,900 per year with a 6% increase per year; and
 - the expenditure in an amount not to exceed \$17,280 for professional services related to the implementation of the mobile application
- with funding to be provided by the County Administrator's Contingency budget.

Mr. John Catron, IT Director, stated that this purchase would provide citizens with a quick and easy way to report problems. He stated that 60-70% of people have smart phones and would be able to download this application (app) at no cost to them. He stated that the County would have a public information campaign to present the app to the public. Commissioner Taylor stated that this is part of the County's strategic plan. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve

- **the agreement, subject to the County Attorney's approval, with Infor for the Citizen Mobile Application at a cost of \$9,900 per year with a 6% increase per year; and**
- **the expenditure in an amount not to exceed \$17,280 for professional services related to the implementation of the mobile application**

with funding to be provided by the County Administrator's Contingency budget. (Vote:2-0) (J. Catron) 16 pages [LINK](#)

- 18) Consider recommending that the Board of Commissioners

- amend the SPLOST 5 Firefighting and EMS budget with an increase of \$77,642
- award the bid for the purchase of four emergency squads to the lowest responsive bidder, Taylor Made Ambulance, 3704 Medallion Place, Newport, AR, in the amount of \$652,900 with funding to be provided as follows:
 - SPLOST 5 in the amount of \$354,530
 - Capital Projects Fund in the amount of \$298,370.

Fire Chief Al Thomas stated that three bids were received, and recommended the low bid. Commissioner Hunt asked if Taylor Made has a good track record and Chief Thomas stated that they were not one of the top of the line but were better than some and worse than others. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners

- **amend the SPLOST 5 Firefighting and EMS budget with an increase of \$77,642**
- **award the bid for the purchase of four emergency squads to the lowest responsive bidder, Taylor Made Ambulance, 3704 Medallion Place, Newport, AR, in the amount of \$652,900 with funding to be provided as follows:**
 - **SPLOST 5 in the amount of \$354,530**
 - **Capital Projects Fund in the amount of \$298,370. (Vote: 2-0) (A. Thomas) 3 pages [LINK](#)**

- 19) Consider recommending that the Board of Commissioners authorize the purchase of 40.2 wetland mitigation credits from the Wilkinson-Oconee Mitigation Bank at a unit cost of \$1,600/credit with funds from the SPLOST 4 Miscellaneous Road Improvement Project account.

Mr. Paul Andrews, County Engineer, stated that the Corp of Engineers originally estimated that the County would be required to purchase 37.4 wetland mitigation credits and the current estimate of 40.2 credits. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize the purchase of 40.2 wetland mitigation credits from the Wilkinson-Oconee Mitigation Bank at a unit cost of \$1,600/credit with funds from the SPLOST 4 Miscellaneous Road Improvement Project account. (Vote: 2-0) (P. Andrews) 5 pages [LINK](#)

- 20) Consider recommending that the Board of Commissioners award a contract for the resurfacing of County roads to Seaboard Construction Company of Brunswick, Georgia, the lowest responsive and responsible bidder, in the amount of \$4,913,543.60 with funding from SPLOST 4 in the amount of \$4,231,264.40, GDOT 2013 LMIG in the amount of \$477,596 and General Fund fund balance in the amount of \$204,684.
- 21) Consider recommending that the Board of Commissioners approve the addition of Ocean Boulevard from Mallery Street to Arnold Road to the GDOT 2013 LMIG Project and that it be added to the resurfacing contract via change order with funding from GDOT LMIG in the amount of \$116,846 and General Fund fund Balance in the amount of \$35,059.

Items 20 and 21 were presented and discussed together with Ms. Becky Rowell, Assistant County Administrator/Public Works Director, explaining that Seaboard Construction was the lowest responsive and responsible bidder. She also stated that there were additional LMIG funds available and requested that the Committee recommend adding Ocean Boulevard from Mallery Street to Arnold Road to the resurfacing list. The addition would utilize funding from LMIG and the General Fund fund balance.

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

Approve recommending that the Board of Commissioners award a contract for the resurfacing of County roads to Seaboard Construction Company of Brunswick, Georgia, the lowest responsive and responsible bidder, in the amount of \$4,913,543.60 with funding from SPLOST 4 in the amount of \$4,231,264.40, GDOT 2013 LMIG in the amount of \$477,596 and General Fund fund balance in the amount of \$204,684. (Vote: 2-0) (B. Rowell) 3 pages [LINK](#)

Approve recommending that the Board of Commissioners approve the addition of Ocean Boulevard from Mallery Street to Arnold Road to the GDOT 2013 LMIG Project and that it be added to the resurfacing contract via change order with funding from GDOT LMIG in the amount of \$116,846 and General Fund fund Balance in the amount of \$35,059. (Vote: 2-0) (B. Rowell) 2 pages [LINK](#)

- 22) Consider recommending that the Board of Commissioners
- reject the bid from Southern Contractors for the Blythe Island Regional Park Dock Reconstruction Project;
 - authorize EMC Engineering redesign the project at a cost of \$5,000 with funding from the Administrator's Contingency Fund; and
 - re-bid the project.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, informed the Committee that the budget for the dock reconstruction project was \$450 thousand but the only bid for the project amounted to \$928,053. Commissioner Taylor asked what would be changed in the design and Mr. David Deloach, Construction Inspector, stated that pilings would be reduced from 14" to 12", which would scale back amount of concrete; the roof would be cut back and a local supplier could be used for the hoist. Mr. Deloach stated that the dock is currently designed for up to a 30 ft. boat with three engines which is larger than originally planned. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners

- reject the bid from Southern Contractors for the Blythe Island Regional Park Dock Reconstruction Project;

- authorize EMC Engineering redesign the project at a cost of \$5,000 with funding from the Administrator's Contingency Fund; and
- re-bid the project. (Vote: 2-0) (B. Rowell) 4 pages [LINK](#)

23) Consider recommending that the Board of Commissioners authorize the issuance of a Request for Proposals for Management of Mosquito Control Services.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that the Mosquito Control Division Manager position is currently vacant and one option instead of filling the position would be to outsource the mosquito control function to a qualified firm. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize the issuance of a Request for Proposals for Management of Mosquito Control Services. (Vote: 2-0) (B. Rowell) 1 page [LINK](#)

- 24) Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) Items # 4-7, 9, 12-17, 19, and 22-23 will be placed on the Board of Commissioners' Consent Agenda.
 - b) Items # 8, 10-11, 18, and 20-21 will be placed on the Board of Commissioners' Regular Agenda.
 - c) Items # 1-3 will not be forwarded to the Board of Commissioners' Agenda.