



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, July 09, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: A. Booker, B Coleman, and D. Provenzano

Staff: P. Andrews, C. Browning, W. Davis, M. Doering, R. Glisson, R. Golemund, N. Jump, C. Johnson, J. Johnson R. Marat, B. Mauney, V. McClinton, D. O'Neal, A. Ours, O. Reed, B. Rowell, D. West, W. Worley, T.

York Press: Michael Brown, Matthew Permar,

Other: J. Ingram

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

- 1) Consider approval of the June 11, 2013 Finance Committee Minutes.

There were no changes or additions.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend approval of the June 11, 2013 Finance Committee Minutes. (T. Miller) 6 pages [LINK](#) (Vote: 3-0)

- 2) Consider recommending that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY 2013/2014 budget.

Ms. McClinton explained 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 Coleman and seconded by Commissioner Booker 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 2013/2014 budget. (T. Miller) 1 page [LINK](#) (Vote: 3-0)

- 3) Receive the monthly Workers Compensation Report.

Ms. Reed presented the report. She reported that 115 claims were paid during FY 13. Of these 88 occurred during FY 13 and 27 were from a prior fiscal year. A little over \$1.7 million was paid during the fiscal year on claims. She further stated that they are continuing the summer Safety Campaign. The new Safety Officer Kim Strickland will start on Monday. Commissioner Booker would like to establish an employee recognition program for employees who make good safety suggestion as well seeing that the Safety Officer working harder with departments who have safety issues.

Receive the monthly Workers Compensation Report. (O. Reed) 7 pages [LINK](#) (No vote – information only)

- 4) *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. Grolemond presented this item. There were no questions.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend 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. (R. Grolemond) 2 pages [LINK](#) (Vote: 3-0)

Budget

- 5) *Consider recommending that the Board of Commissioners authorize a budget transfer and budget adjustment of \$35,000 dollars to purchase special equipment, services, and training with funding to come from the Police Seizure Fund Balance.*

Chief Doering presented this item. He stated that the purchase of these needed items will assist the officers with doing their job better. These funds were received through court orders and specifically designated and earmarked for law enforcement. It was not budgeted during the budget process. The purpose agenda item is to establish a budget.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners authorize a budget transfer and budget adjustment of \$35,000 to purchase special equipment, services, and training with funding to come from the Police Seizure Fund Balance. (M. Doering) 2 pages [LINK](#) (Vote: 3-0)

- 6) *Consider recommending that the Board of Commissioners establish the Fiscal Year 2014 Jail Operating Fund budget in the amount of \$97,623 in order to fund operations of the jail for FY14.*

Sheriff Jump presented this item. He stated this request is to establish funding in the Jail Operating Fund so expenditures can be made as they are needed.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners establish the Fiscal Year 2014 Jail Operating Fund budget in the amount of \$97,623 in order to fund operations of the jail for FY14. (N. Jump) 1 page [LINK](#) (Vote: 3-0)

- 7) *Consider recommending that the Board of Commissioners approve the addition of a part-time employee to the staff of the Board of Elections Office, with a starting date for the position of January 2, 2014, with funding to be provided by General Fund fund balance.*

Ms. Johnson presented this item. She stated that personnel Committee voted in their June 18, 2013 to change their request for an additional full-time employee to a part-time position. Ms. Johnson stated that this new position will assist the office by provide additional stability due to the growth in the number of registered voters, new requirements related to candidacy and other factors.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the addition of a part-time employee to the staff of the Board of Elections Office, with a starting date for the position of January 2, 2014, with funding to be provided by General Fund fund balance. (C. Johnson) 4 pages [LINK](#) (Vote: 3-0)

- 8) *Consider recommending the Board of Commissioners approve the use of the E911 fund balance to repair the UPS unit located at the Zuta Communications Tower, at a cost of \$16,855 pursuant to the quote received from Integrated Power Solutions.*

Mr. O'Neal presented this item. He stated that the purpose of this request is to replace the UPS. This is a piece of equipment provides uninterrupted power to the radio equipment at the Zuta Tower. It is essential to ensuring a reliable communications system. Mr. Ours that the source of funding would need to be changed from E911 fund balance to General Fund fund balance with a portion also coming from the City of Brunswick. Mr. Ours stated that he would call personnel from the City of Brunswick to discuss funding.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that Board of Commissioners to approve repair the UPS unit located at the Zuta Communications Tower, at a cost of \$16,855 pursuant to the quote received from Integrated Power Solutions with funding to be provided by General Fund fund balance in the amount of \$11,125 and City of Brunswick in the amount of \$5,730. (D. O'Neal) 11 pages [LINK](#) (Vote: 3-0)

- 9) *Consider recommending that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$586,627 for the July 1, 2013 – June 30, 2014 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund and fund balance.*

Ms. Reed presented this item. She stated that there is a \$50,376 increase over the previous year's contribution and a \$36,627 increase in what was budgeted. The largest increase was seen in Auto Liability, Physical Damages, Boiler and Machinery. Commissioner Coleman stated that the increase amount was reasonable. Ms. Reed further explained that the increase will be spread across all funds.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$586,627 for the July 1, 2013 – June 30, 2014 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund and fund balance. (O. Reed) 2 pages [LINK](#) (Vote: 3-0)

- 10) *Consider recommending that the Board of Commissioners adjust the FY 2013 health insurance budget by \$273,545 to cover outstanding prescription drug and health claim expenses with funding provided by \$340,604 in stop loss insurance reimbursements.*

Ms. Reed presented this item. She stated that the budget shortfall will be covered by the stop loss reimbursement. There are outstanding charges for prescription drug claims and health claims. Until we receive this payment funding to cover the shortfall will be made by the General Fund fund balance. Once the payment is received the General Fund fund balance will be reimbursed. At the beginning of the fiscal year funding from the health claims expenses line item was reallocated to fund the Employee Wellness Center.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners adjust the FY 2013 health insurance budget by \$273,545 to cover outstanding prescription drug and health claim expenses with funding provided by \$340,604 in stop loss insurance reimbursements. (O. Reed) 2 pages [LINK](#) (Vote: 3-0)

Property Appraisal Items

11) *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 Thursday, June 6, 2013 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item. There were no questions.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, June 6, 2013 meeting with clarification that this does not approve a tax refund. (R. Glisson) 2 pages [LINK](#) (Vote: 3-0)

12) *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 Thursday, June 20, 2013 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item. There were no questions.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, June 20, 2013 meeting with clarification that this does not approve a tax refund. (R. Glisson) 3 pages [LINK](#) (Vote: 3-0)

Water and Sewer Variances

13) *Consider recommending that the Board of Commissioners approve application WSV2508 - 4200 Highway 99, to utilize individual water and sewer due to public sewer infrastructure constraints.*

Mr. Andrews presented this item. He stated that they meet the requirements to utilize individual water and sewer.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve application WSV2508 - 4200 Highway 99, to utilize individual water and sewer due to public sewer infrastructure constraints. (D. Hainley) 3 pages [LINK](#) (Vote: 3-0)

14) *Consider recommending that the Board of Commissioners approve application WSV2580 – 194 Moody Road, to utilize individual water and sewer due to public sewer infrastructure constraints.*

Mr. Andrews presented this item. He stated that they meet the requirements to utilize individual water and sewer.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve application WSV2580 – 194 Moody Road, to utilize individual water and sewer due to public sewer infrastructure constraints. (D. Hainley) 3 pages [LINK](#) (Vote: 3-0)

- 15) *Consider recommending that the Board of Commissioners approve application WSV2610 – Blue Estate, a Portion, to utilize individual sewer due to public sewer infrastructure constraints.*

Mr. Andrews presented this item. He stated that they meet the requirements to utilize individual sewer.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners approve application WSV2610 – Blue Estate, a Portion, to utilize individual sewer due to public sewer infrastructure constraints. (D. Hainley) 3 pages [LINK](#) (Vote: 3-0)

- 16) *Consider recommending that the Board of Commissioners approve application WSV2653 – Outland Plantation/Sinclair Tract, to the Board of Commissioners for an application to allow connection to individual sewer due to distance from public sewer.*

Mr. Andrews presented this item. He stated that they meet the requirements to utilize individual water and sewer.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve application WSV2653 – Outland Plantation/Sinclair Tract, to the Board of Commissioners for an application to allow connection to individual sewer due to distance from public sewer. (D. Hainley) 3 pages [LINK](#) (Vote: 3-0)

GRANTS

- 17) *Consider recommending that the Board of Commissioners authorize the Glynn County Administrator to execute the FY14 Metropolitan Transportation Planning Services Contract between the Georgia Department of Transportation and Glynn County for funding in the amount of \$79,750 to be provided by the Community Development operating budget.*

Mr. Andrews presented this item. County Attorney Will Worley stated that he had reviewed the contract. There were no questions.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve application WSV2653 – Outland Plantation/Sinclair Tract, to the Board of Commissioners for an application to allow connection to individual sewer due to distance from public sewer. (D. Hainley) 3 pages [LINK](#) (Vote: 3-0)

- 18) *Consider recommending that the Board of Commissioners that the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 be approved and the Commission Chairman be authorized to execute the contract upon approval from the County Attorney.*

Mr. Andrews presented this item. County Attorney Will Worley stated that he had reviewed the contract. There were no questions.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 be approved

and the Commission Chairman be authorized to execute the contract upon approval from the County Attorney. (D. Hainley) 33 pages [LINK](#) (Vote: 3-0)

Bids, Contracts, and Agreements

19) *Consider recommending that the Board of Commissioners approve the first year contract extension with Keep Brunswick Golden Isles Beautiful for the contact amount of \$51,294.*

Mr. Andrews presented this item. There were no questions.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the first year contract extension with Keep Brunswick Golden Isles Beautiful for the contact amount of \$51,294. (D. Hainley) 1 page [LINK](#) (Vote: 3-0)

20) *Consider recommending that the Board of Commissioners authorize the Chairman to execute the University System of Georgia's Cooperative Extension Office personnel contract documents to extend the County Ag Agent contract through June 30, 2014.*

Mr. Ours presented this item. He stated that this item is to extend the contract for an additional year. It is a personnel contract between the County and the University of Georgia's Cooperative Extension Office.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners authorize the Chairman to execute the University System of Georgia's Cooperative Extension Office personnel contract documents to extend the County Ag Agent contract through June 30, 2014. (A. Ours) 3 pages [LINK](#) (Vote: 3-0)

21) *Consider recommending that the Board of Commissioners approve the renewal contract with the Department of Corrections for two work details at a cost of \$39,500 per year, per detail with funding from the Public Works FY14 operating budget. (A. Ours) 7 pages [LINK](#)*

Staff pulled item.

22) *Consider recommending that the Board of Commissioners approve the renewal of the Contract for Services with ECN to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations with funding to be provided by the E911 fund budget.*

Mr. O'Neal presented this item. He stated that this item is to renew the Contract for Services with Emergency Communication Network to provide for communication of essential information. This item is already included in the current budget.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the renewal of the Contract for Services with ECN to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations with funding to be provided by the E911 fund budget. (D. O'Neal) 3 pages [LINK](#); [LINK](#) (Vote: 3-0)

- 23) *Consider recommending that the Board of Commissioners approve the bid for construction of ADA upgrades of Glynn County Fire Station 1, located at 4310 Community Road, from Southern Contractors of Glynn, Inc. with funding for this project to be provided from the Fire Fund Balance in the amount of \$114,054.*

Mr. Marat and Mr. Johnson presented this item. Mr. Marat stated that these items are necessary ADA upgrades and improvement. Approval for funding for this project was given in March. Ms. Rowell stated that failure to comply will put it in violation of the agreement signed by the County with the Department of Justice.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the bid for construction of ADA upgrades of Glynn County Fire Station 1, located at 4310 Community Road, from Southern Contractors of Glynn, Inc. with funding for this project to be provided from the Fire Fund Balance in the amount of \$114,054. (A. Thomas) 1 page [LINK](#) (Vote: 3-0)

- 24) *Consider recommending that the Board of Commissioners authorize staff to issue an RFP for proposals from telecommunications consulting firms with the purpose of choosing a firm to provide technical expertise and project management of the public safety radio system upgrade.*

Mr. West presented this item. The public safety radio system will be upgraded. The project will require extensive technical knowledge of both radio communication and public safety needs. They are requesting *to issue an RFP for proposals from telecommunications consulting firms with the purpose of choosing a firm to provide technical expertise and project management of the public safety radio system upgrade.*

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners authorize staff to issue an RFP for proposals from telecommunications consulting firms with the purpose of choosing a firm to provide technical expertise and project management of the public safety radio system upgrade. (J. Catron) 3 pages [LINK](#) (Vote: 3-0)

- 25) *Consider recommending that the Board of Commissioners approve funding for Change Order #21 for the new Detention Center in the amount of \$34,863.20 with funding to be provided by the project's contingency fund. (D. Hainley) 4 pages [LINK](#)*

Staff pulled item.

- 26) *Consider recommending that the Board of Commissioners accept Georgia Power Option 1 and to authorize the Chair to sign the Georgia Power contract subject to County Attorney review. Funding for Option 1 for the lighting in the amount of \$128,600 shall come from the General Fund fund balance.*

Mr. Andrews presented this item. The design for the parking lot lighting was not budgeted. Georgia Power has provided the County with a proposal to provide and install the parking lot lights. A comparison was made to determine if it would be more cost efficient to purchase or lease the lighting. It was determined that it the more efficient method would involve the payment of partial up front cost in exchange for a lower monthly rate.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners accept Georgia Power Option 1 and to authorize the Chair to sign the Georgia Power contract subject to County Attorney review. Funding for Option 1 for the lighting in the amount of \$128,600 shall come from the project's Furniture, Fixtures and Equipment Budget. (D. Hainley) 6 pages [LINK](#)

Other Items

27) Request that the Chairman Provenzano identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.

- a) Items # 2-8, 11-20, and 22-24 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items # 9-10, and 26 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items # 1, 21, and 25 will not be forwarded to the Board of Commissioners' Agenda.