



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, August 6, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building  
Brunswick, Georgia

### Present:

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

**Staff:** *D. Bragden, M. Doering, R. Glisson, R. Grolemond, D. Hainley, N. Mann, P. Nicometo, A. Ours, O. Reed, B. Rowell, W. Worley, Press: Michael Brown, Matthew Permar*

**Other:**

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

- 1) *Consider approval of the July 9, 2013 Finance Committee Minutes. (T. Miller)*

There were no changes or additions.

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

**Approve the July 9, 2013 Finance Committee Minutes. 8 pages [LINK](#) (Vote: 3-0)**

- 2) *Receive the monthly aging EMS Collection report. (A. Thomas)*

Captain Neil Mann gave the report. Commissioner Provenzano asked about what we have determined about taking the prior years' amounts off of the books. Ms. Miller stated that the bad debt was not actually recorded on the books so it would simply be taking the amounts off of this EMS report.

**Receive the monthly aging EMS Collection report. 1 page [LINK](#) (No vote – information only)**

- 3) *Receive the monthly Workers Compensation Report. (O. Reed)*

Ms. Reed presented the report. Since this is a new fiscal year the report only included June reports but no dollars yet. Ms. Reed then presented a more comprehensive report that showed activity for the past three years. This report showed the number of incidents and associated dollars with those incidents. Ms. Reed pointed out that Public Works' claims have been coming down. Commissioner Booker asked a question about what Public Works was doing to ensure their low claims and if that could be modeled elsewhere in the county. Ms. Reed stated that Ms. Rowell holds monthly meetings about safety, celebrates the good, and exercises disciplinary action for the bad. Commissioner Provenzano requested that Ms. Reed present total number of employees involved in Workers Compensation incidents as a percentage of total employees within that specific department for the next Finance Committee meeting.

**Receive the monthly Workers Compensation Report. 4 pages [LINK](#) (No vote – information only)**

- 4) *Receive a report regarding the Detention Center Re-Use. (A. Ours)*

Mr. Ours presented the report. He stated that seven citizens were put on a committee and were charged with looking at possible uses/re-uses of the Detention Center earlier this year. The committee met three separate times and discussed the needs of various county departments. It was also determined that there was no interest from any other federal or state agency to use the building. It was determined that there should be a space needs assessment to include the expansion of the judicial complex and the relocation of the county offices located in the Office Park Complex be done by professional architects/engineers and that a request for proposals should be developed for that and for a cost estimate of renovations of the building. Commissioner Booker questioned whether the assessment could include the amount of savings the County will realize as a result of the relocation of its departments to the new building and Mr. Ours responded that he would certainly look into that.

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

**Recommend that the Board of Commissioners approve the request to send out a Request for Proposal to interested firms to conduct a space needs assessment and develop cost estimates for renovation of the existing space with funding to be provided by the General Fund fund balance. 2 pages [LINK](#) (Vote: 3-0)**

- 5) *Consider recommending that the Board of Commissioners authorize the Chair to sign state required Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination for the Marshes of Glynn Library System subject to the review by the County Attorney. (D. Hainley)*

The item was presented by Mr. David Hainley who stated that this was standard language for a State contract.

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

**Recommend that the Board of Commissioners authorize the Chair to sign state required Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination for the Marshes of Glynn Library System subject to the review by the County Attorney. 5 pages [LINK](#) (Vote: 3-0)**

### Budget

- 6) *Consider recommending that the Board of Commissioners authorize up to \$25,000 in funding for additional Sand Bar Warning Signs to come from the General Fund fund balance. (D. Hainley)*

The item was presented by Mr. David Hainley. Commissioner Provenzano questioned whether this was the installed price for the signs and Mr. Hainley responded that it was. Commissioner Coleman asked how many signs this price was for and Mr. Hainley responded that it was for four or five signs. Commissioner Provenzano then asked if the price could come in under budget, and Mr. Hainley state that it was possible. Mr. Hainley then state that Chief Doering, Wesley Davis, and he planned to go out to the beach and scope out where the signs should be installed.

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

**Recommend that the Board of Commissioners authorize up to \$25,000 in funding for additional Sand Bar Warning Signs to come from the General Fund fund balance. 1 page [LINK](#) (Vote: 3-0)**

- 7) *Consider recommending that the Board of Commissioners authorize the purchase of an Applicant Tracking System from Profiles International and the transfer of \$3,900 from the Human Resources Department to the Information Technology Department for the purchase. (P. Nicometo)*

Ms. Pat Nicometo explained this item. Commissioner Coleman questioned why the following years decreased by \$300. Ms. Nicometo explained that the additional \$300 in the first year was for training. Commissioner Provenzano asked if this amount was already budgeted and Ms. Nicometo responded that it was.

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

**Recommend that the Board of Commissioners authorize the purchase of an Applicant Tracking System from Profiles International and the transfer of \$3,900 from the Human Resources Department to the Information Technology Department for the purchase. 8 pages [LINK](#) (Vote: 3-0)**

- 8) *Consider recommending that the Board of Commissioners amend the Fiscal Year 2014 County Administrator's budget with an increase of \$162,120 for "Felony Murder Cases." (T. Miller)*

Ms. Miller presented this item. She explained that the amount of the case is unknown at this time and the amount requested is simply what was left over in the administrator's contingency in FY2013 for Capital Felony Murder Cases. She also pointed out that the name this year in contingency would be Felony Murder Cases so the amount could be used on the Elkins trial. There was much discussion about the various costs that will be incurred for the judges, the District Attorney's Office, the Public Defender's Office, the Sheriff's Office and the Sheriff's Office in Cobb County. Chief Doering also mentioned that 10-15 of his detectives will be at the trial as witnesses and that as a result his department would have the indirect costs of overtime for his staff covering for those at the trial.

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

**Recommend that the Board of Commissioners amend the Fiscal Year 2014 County Administrator's budget with an increase of \$162,120 for "Felony Murder Cases." 1 page [LINK](#) (Vote: 3-0)**

- 9) *Consider recommending that the Board of Commissioners decrease the FY14 Juvenile Court operating revenue and expenditure budget by \$73,095. (T. Battle)*

Ms. Miller presented this item. There were no questions.

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

**Recommend that the Board of Commissioners decrease the FY14 Juvenile Court operating revenue and expenditure budget by \$73,095. 2 pages [LINK](#) (Vote: 3-0)**

- 10) *Consider recommending that the Board of Commissioners authorize \$192,583.03 in funding for the required local match of the \$641,943.44 Georgia Department of Transportation LMIG Funds with \$173,826 to come from SPLOST IV Miscellaneous Road Paving Category and \$18,757.03 from SPLOST IV interest. (D. Hainley)*

Mr. Hainley presented this item. Commissioner Booker questioned whether Ross Road was included in this paving and Mr. Hainley responded that he did not think it was but he did mention that the City gets LMIG grant dollars too. Commissioner Booker responded that he has gotten calls about that road and asked Mr. Hainley to check into it.

Commissioner Coleman then asked about the paving on Old Jesup Road and how far out it went. Ms. Rowell responded that it does go out beyond the schools including Glendale. She then stated that the goal was to be finished before school starts and that the crew is to move to the Dairy Queen turn lane next.

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

**Recommend that the Board of Commissioners authorize \$192,583.03 in funding for the required local match of the \$641,943.44 Georgia Department of Transportation LMIG Funds with \$173,826 to come from SPLOST IV Miscellaneous Road Paving Category and \$18,757.03 from SPLOST IV interest. 1 page [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, July 25, 2013 meeting with clarification that this does not approve a tax refund. (R. Glisson)*

Mr. Ron Glisson presented the report. Commissioner Provenzano stated that he understood that there were no rebates and Mr. Glisson told him that was correct. Commissioner Provenzano then asked why they do this, and why it continues to be presented to the Commission. Mr. Glisson replied that this was simply cleaning up prior years' digest information and that it was ongoing.

The following motion was 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, July 25, 2013 meeting with clarification that this does not approve a tax refund. 3 pages [LINK](#) (Vote: 3-0)**

### Bids, Contracts, and Agreements

12) *Consider recommending that the Board of Commissioners approve an agreement between Glynn County and the Golden Isles Convention & Visitors Bureau.*

Ms. Miller presented this item. Commissioner Booker asked how much the Convention and Visitors' Bureau received annually and Mr. Ours responded that it was \$4 – 4.5 million annually.

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

**Recommend that the Board of Commissioners approve an agreement between Glynn County and the Golden Isles Convention & Visitors Bureau. 7 pages [LINK](#) (Vote: 3-0)**

13) *Consider recommending that the Board of Commissioners approve an agreement between Glynn County and Civil Air Patrol. (T. Miller)*

Ms. Miller presented this item. Commissioner Provenzano asked for a brief synopsis of this contract and the program. Mr. Ours responded that our local Civil Air Patrol (CAP) performs routine patrols of our coastline and routinely lets us know of distressed vessels/people. The Department of the Navy has wanted to amend our contract for a few years now and Will Worley has worked diligently with them and our local CAP to get this

contract in place. The last contract has been in place since 1988 and we have extended that contract every year until now.

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

**Recommend that the Board of Commissioners approve an agreement between Glynn County and Civil Air Patrol. 17 pages [LINK](#) (Vote: 3-0)**

14) *Consider recommending that the Board of Commissioners approve the Fourth Amendment to the Operational and Funding Agreement between Glynn County and the Development Authority, and that the Chairman be authorized to execute same. (A. Ours)*

Mr. Ours presented this item. He explained that in 2009 the County entered into an agreement with the Development Authority which allowed for automatic increases because of growth in the digest. There was, however, no provision for deflation in the digest. Commissioner Provenzano suggested that this year the amendment be recommended for approval but that in future years he would rather see no automatic inflation in their contract. He would rather it be \$800,000 annually and if there is a need for additional funding the Development Authority could request that at the time of need.

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

**Recommend that the Board of Commissioners approve the *Fourth Amendment to the Operational and Funding Agreement* between Glynn County and the Development Authority, and that the Chairman be authorized to execute same. 5 pages [LINK](#) (Vote: 3-0)**

15) *Consider recommending that the Board of Commissioners exercise the first option year with Ceres, Inc. for debris removal and disposal services should such services be needed following an event resulting in large quantities of debris. (B. Rowell)*

Ms. Rowell presented this item. Commissioner Booker questioned how the contract worked and if it was only activated if we needed Ceres; Ms. Rowell responded that that was correct.

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

**Recommend that the Board of Commissioners exercise the first option year with Ceres, Inc. for debris removal and disposal services should such services be needed following an event resulting in large quantities of debris. 2 pages [LINK](#) (Vote: 3-0)**

16) *Consider recommending that the Board of Commissioners award the bid for mosquito control chemicals to the companies offering the lowest price per chemical. (B. Rowell)*

Ms. Rowell presented this item. Commissioner Coleman asked whether staff had looked at getting someone with a helicopter to do this service for the County and Ms. Rowell responded that they were working on it presently. Commissioner Provenzano asked which company was recommended for the chemicals and Ms. Rowell stated that the cheapest one listed for each chemical would be used.

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

Recommend that the Board of Commissioners award the bid for mosquito control chemicals to the companies offering the lowest price per chemical. 2 pages [LINK](#) (Vote: 3-0)

17) Consider recommending that the Board of Commissioners approve contracts for right-of-way mowing and landscaping services as follows:

- Tasks 1 and 2 to Coastal Landscape and Design in the base year amount of \$12,541 and
  - Tasks 3 and 4 to Creative Landscape in the amount of \$23,900
- in the total amount of \$36,441 with funding from the FY 14 Public Works operating budget. (B. Rowell)

Ms. Rowell presented this item. She started by giving some history on both services since 2006 and who had been providing services since then. This time there were eight bids received – the two services were bid out separately. Commissioner Provenzano asked whether the County did various checks on their employees and Mr. Ours responded that we ensure that the SAVE forms, e-verify, Drug Free Workplace forms, etc. were completed as required by our vendors. Ms. Rowell stated that someone on the island monitors performance and reports to the County.

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

Recommend that the Board of Commissioners approve contracts for right-of-way mowing and landscaping services as follows:

- Tasks 1 and 2 to Coastal Landscape and Design in the base year amount of \$12,541 and
  - Tasks 3 and 4 to Creative Landscape in the amount of \$23,900
- in the total amount of \$36,441 with funding from the FY 14 Public Works operating budget. 3 pages

[LINK](#) (Vote: 3-0)

### Other Items

18) 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 # 2-3, 5-7, 9, and 11-17 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items # 4, 8, and 10 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items # 1 and 18 will not be forwarded to the Board of Commissioners' Agenda.