



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, September 10, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

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

Staff: *B. Boone-Cove, J. Catron, R. Corbett, M. Doering, R. Glisson, R. Grolemond, D. Hainley, Cindy Johnson, Hunter Key, Raymond King, S. Mellenger, V. McClinton, T. Miller, A. Ours, O. Reed, B. Rowell, A.L. Thomas, D. West, J. Wiggins, W. Worley*

Press: *Matthew Permar, Kelly Quimby,*

Other: *Joe, Combs, David Crow, Jim Ingram, Jackie Johnson, Mark Spaulding*

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

1) *Consider approval of the August 6, 2013 Finance Committee Minutes.*

There were no changes or additions to the minutes.

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

Approval of the August 6, 2013 Finance Committee Minutes. (T. Miller) 6 pages [LINK](#) (Vote: 3-0)

2) *Receive the monthly Workers Compensation Report.*

Ms. Reed gave the report. Commissioner Provenzano stated that he appreciated the additional information provided by Ms. Reed because it was now much clearer that those departments with higher instances of workers' compensation claims simply had more employees.

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

3) *Consider recommending that the Board of Commissioners deny a request from Mr. Bill Sears that \$5.00 paid in penalties on his 2013 Motor Vehicle Registration be refunded.*

Alberta Randolph presented the report. Commissioner Provenzano asked whether Mr. Sears was present and no one responded.

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

Recommend that the Board of Commissioners deny a request from Mr. Bill Sears that \$5.00 paid in penalties on his 2013 Motor Vehicle Registration be refunded. (F. Dees) 7 pages [LINK](#) (Vote: 3-0)

- 4) Consider recommending that the Board of Commissioners that it authorize payment of the excess tax proceeds from the tax sale of parcel no. 02-01797 in the amount of six thousand three hundred ten and 57/100 dollars (\$6,310.57) to Lawrence Kelly for distribution per legal priorities.

Mr. Worley presented the information. Commissioner Provenzano questioned what would happen if the information regarding who should get the money was discovered to be erroneous after we issued the excess proceeds from the tax sale. Mr. Worley stated that the County is relying on the professional opinion of their legal counsel, Lawrence Kelly.

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

Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel no. 02-01797 in the amount of six thousand three hundred ten and 57/100 dollars (\$6,310.57) to Lawrence Kelly for distribution per legal priorities. (W. Worley) 3 pages [LINK](#) (Vote: 3-0)

- 5) Consider recommending that the Board of Commissioners allow the District Attorney's office to renovate existing space.

District Attorney (DA), Jackie Johnson, presented the request. She explained that she had inherited a debt when she became the DA that dated back to 1999 – 2001. She stated that her request was to have the DA's office renovate the third floor of the Glynn County Courthouse in exchange for the debt. There are currently forfeiture funds available and office space is an eligible use of the funds. Due to misuse of the funds state-wide it is likely that the funds will not be available for much longer. Commissioner Coleman questioned whether an amount equal to all of the money due to the County (approximately \$142,000) would be spent on the renovations and Ms. Johnson responded that she thought so and that they would likely spend more than was owed.

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

Recommend that the Board of Commissioners authorize the District Attorney's office to renovate the third floor of the Glynn County Courthouse in exchange for the debt of \$142,480.42 with funding to be provided by General Fund fund balance subject to the County Attorney's approval. (J. Johnson) 2 pages [LINK](#) (Vote: 3-0)

Budget

- 6) Consider recommending that the Board of Commissioners approve the Fiscal Year 2014 Scholarship line item budget in the amount of \$20,000 with funds to be provided by DATE Fund fund balance.

Mr. Ray King presented the request. He stated that Judge Kelley verified with ACCG that scholarships for drug treatment are indeed an eligible use of DATE funds. Commissioner Booker asked whether Gateway was providing treatment services and Mr. King responded that they did work with the clients but the actual contract for services is currently with Resiliency. After much discussion Mr. Worley explained that the current contract ended at the end of the calendar year and Mr. King stated that revisions were being reviewed for the next contract regardless of which agency is awarded the bid. Commissioner Provenzano had questions about how many graduates there were and how much was paid back in scholarships. Mr. King stated that there were several clients who graduated and Ms. Miller stated that we do not get a lot of scholarship money back.

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

Recommend that the Board of Commissioners approve the Fiscal Year 2014 Scholarship line item budget in the amount of \$20,000 with funds to be provided by DATE Fund fund balance. (S. Kelley) 1 page [LINK](#) (Vote: 3-0)

- 7) *Consider recommending that the Board of Commissioners amend the Recreation Department's FY14 Budget in the amount of \$3,000 in revenue and \$3,000 in expenses so funds will be available to purchase Neptune Park Memorial plaques sold to patrons.*

Mr. Steve Mellenger presented the request. Commissioner Coleman asked where the plaques are placed and Mr. Mellenger responded that they are on the park benches in Neptune Park.

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

Recommend that the Board of Commissioners amend the Recreation Department's FY14 Budget in the amount of \$3,000 in revenue and \$3,000 in expenses so funds will be available to purchase Neptune Park Memorial plaques sold to patrons. (W. Davis) 1 page [LINK](#) (Vote: 3-0)

- 8) *Consider recommending that the Board of Commissioners amend the FY14 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY13.*

Tonya Miller presented the report. Commissioner Provenzano had questions about the contingencies. Mr. Ours explained that having the funding in contingency allowed staff to continue operations if an emergency were to occur (like a broken boiler) for items under his signatory threshold of \$25,000.

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

Recommend that the Board of Commissioners amend the FY14 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY13. (T. Miller) 3 pages [LINK](#) (Vote: 3-0)

- 9) *Consider recommending that the Board of Commissioners amend the FY14 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2013.*

Tonya Miller presented the report.

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

Recommend that the Board of Commissioners amend the FY14 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2013. (T. Miller) 4 pages [LINK](#) (Vote: 3-0)

- 10) *Consider recommending that the Board of Commissioners establish the Fiscal Year 2014 Auction Fees Operating Expenditure budget in the amount of \$3,000 in order to fund pay the required Surplus Auction fees with funds to be provided by sale of surplus equipment revenue in the General Fund.*

Tonya Miller presented the report and explained that the County uses a website (Public Surplus) to sell its surplus items. Because the items are available for a much broader audience now, there is more competition resulting in higher final bids on the items resulting in higher revenue for the County.

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 Auction Fees Operating Expenditure budget in the amount of \$3,000 in order to fund pay the required Surplus Auction fees with funds to be provided by sale of surplus equipment revenue in the General Fund. (T. Miller) 1 page [LINK](#) (Vote: 3-0)

11) *Consider recommending that the Board of Commissioners to approve the additional two part-time Deputy Court Clerk positions to be added to the Clerk of State Court's office to be paid for out of additional funds collected through State Court.*

Brenda Boone-Cove presented the request. She stated that she did not know during the preparation of the budget that these additional positions would be needed due to a new judge that had just started. She then stated that instead of holding court 4 days a week as previously done, they now hold court 5 days a week; furthermore, there used to be 20-30 cases every day and now there are 65-70 cases every day. There are 14,000 new criminal cases every year and there has been the 16 years that she has been there. She stated that the new judge has made some drastic changes in State Court. Part of that has been an increase to fines/fees to the maximum allowable for all driving offenses.

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

Recommend that the Board of Commissioners approve the additional two part-time Deputy Court Clerk positions to be added to the Clerk of State Court's office to be paid for out of additional funds collected through State Court. (B. Boone-Cove) 3 pages [LINK](#) (Vote: 3-0)

Property Appraisal Items

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, August 15, 2013 meeting with clarification that this does not approve a tax refund.*

Mr. Ron Glisson presented the request and 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, August 15, 2013 meeting with clarification that this does not approve a tax refund. (R. Glisson) 7 pages [LINK](#) (Vote: 3-0)

Grants

13) *Consider recommending that the Board of Commissioners accept the terms and conditions for the 2014 grant award from the Governor's Office of Highway Safety for \$79,000 in funds to support the HEAT program and the Commission Chair be authorized to execute the documents subject to County Attorney review.*

Mr. David Hainley presented the report. He stated that this is an annual grant for the unmarked radar units for traffic patrol. Commissioner Provenzano asked if we had to match the grant and Mr. Hainley responded that we did; it is approximately \$57,000 and is already in the budget. Chief Matt Doering stated that this is year 7 of the grant that was originally only for 3 years. The Governor's office has recognized how well our officers have done.

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

Recommend that the Board of Commissioners accept the terms and conditions for the 2014 grant award from the Governor's Office of Highway Safety for \$79,000 in funds to support the HEAT program and the Commission Chair be authorized to execute the documents subject to County Attorney review. (D. Hainley) 39 pages [LINK](#) (Vote: 3-0)

Bids, Contracts, and Agreements

14) *Consider recommending Board of Commissioners approve the 2013 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the applicable Performance Partnership Agreement subject to the county attorney's approval.*

Mr. Jay Wiggins presented the report. This is an annual grant that pays for part of his salary – approximately \$30,512.

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

Recommend that the Board of Commissioners approve the 2013 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the applicable Performance Partnership Agreement subject to the county attorney's approval. (J. Wiggins) 8 pages [LINK](#) (Vote: 3-0)

15) *Consider recommending that the Board of Commissioners approve and authorize the Chairman to sign the Anticipated Collections Addendum to the SAVE program Memorandum of Agreement with the Department of Homeland Security.*

Tonya Miller presented the request. Will Worley stated that this is an annual MOU that the County signs.

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

Recommend that the Board of Commissioners approve and authorize the Chairman to sign the Anticipated Collections Addendum to the SAVE program Memorandum of Agreement with the Department of Homeland Security. (T. Miller) 3 pages [LINK](#) (Vote: 3-0)

16) *Consider recommending that the Board of Commissioners approve the agreement with ESRI for annual maintenance/license requirements, in the amount of \$50,000.00, with funding provided by the FY 13 GIS operating budget.*

Hunter Key presented the request. He explained that this was an annual contract that the County signs and this is year five. The contract covers GIS, desktops and web services.

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

Recommend that the Board of Commissioners approve the agreement with ESRI for annual maintenance/license requirements, in the amount of \$50,000.00, with funding provided by the FY 14 GIS operating budget. (H. Key) 20 pages [LINK](#) (Vote: 3-0)

- 17) Consider recommending that the Board of Commissioners award the bid to Worth Cable in the amount of \$169,998.78 to install the hardware necessary to complete the fiber optic sharing agreement between the Glynn County Board of Commissioners and the Glynn County Board of Education with funding provided by General Fund fund balance.

David West presented the request. Commissioner Provenzano asked what facilities would be covered under this agreement and Mr. West responded that with the quotes received the County would be able to get the library and the detention center/public works and Ballard. Everything would be included except the facilities on the Island now. Commissioner Coleman asked when the Island facilities would need to be connected and Mr. West responded 2-5 years.

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

Recommend that the Board of Commissioners award the bid to Worth Cable in the amount of \$169,998.78 to install the hardware necessary to complete the fiber optic sharing agreement between the Glynn County Board of Commissioners and the Glynn County Board of Education with funding of \$162,642 provided by General Fund fund balance and \$7,358 to be provided by the County Administrator's Contingency Fund. (D. West) 2 pages [LINK](#) (Vote: 3-0)

Changed to BOC - I move to award the bid to Worth Cable in the amount of \$169,998.78 to install the hardware necessary to complete the fiber optic sharing agreement between the Glynn County Board of Commissioners and the Glynn County Board of Education with funding in the amount \$168,358 to be provided by SPLOST #5 Network Enhancements Project and \$1,641 to be provided by designated General Fund fund balance.

- 18) Consider recommending that the Board of Commissioners approve the Motorola Radio System Services Agreement in the amount of \$341,983.10 with funding provided by Emergency 911 Communications Operating Budget.

David West presented the request. Commissioner Provenzano questioned why the amount was so high. Mr. West responded that the County is now on both a 700MHz and an 800MHz system and that we have to maintain both. Mr. West also explained that there is no new equipment included; this is just for maintenance of equipment. Commissioner Provenzano asked why this was not included in the original FY2014 budget and Mr. West explained that staff hoped to have all of our radios on the 800MHz system but that they were not able to get there yet.

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

Recommend that the Board of Commissioners approve the Motorola Radio System Services Agreement in the amount of \$341,983.10 with funding provided by Emergency 911 Communications Operating Budget. (D. West) 8 pages [LINK](#) (Vote: 3-0)

- 19) Consider recommending that the Board of Commissioners approve the change order 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 \$4,672.

Chief Thomas presented the item. Joe Combs with Ussery Rule stated that it was helpful that the restroom was adequate for tying in to the existing system. Until they looked at the existing pipes they did not know the condition of the pipes. They now plan to work it so that future work can be done on the existing pipes so someone can actually get to the pipes. Commissioner Provenzano questioned whether the successful bidder was successful because they bid too low knowing this would have to be done. Mr. Combs stated that there was no indication that the pipes had deteriorated and that any bidder would not have known to bid on it.

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

Recommend that the Board of Commissioners approve the change order 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 fund balance in the amount of \$4,672. (A. Thomas) 2 pages [LINK](#) (Vote: 3-0)

20) *Consider recommending that the Board of Commissioners approve awarding the bid for refurbishment of the storage building of Glynn County Fire Station 6, located at 3320 Highway 17 South, to A&M Builders and Erectors Inc. in the amount of \$45,777, with funding provided by the Fire Fund Balance.*

Chief Thomas presented the request.

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

Recommend that the Board of Commissioners approve awarding the bid for refurbishment of the storage building of Glynn County Fire Station 6, located at 3320 Highway 17 South, to A&M Builders and Erectors Inc. in the amount of \$45,777, with funding provided by the Fire Fund fund balance. (A. Thomas) 2 pages [LINK](#) (Vote: 3-0)

21) *Consider recommending that the Board of Commissioners approve the proposal to authorize Georgia Power to replace 10 street light fixtures in the vicinity of Exit 36 to provide improved illumination at a projected net cost increase of \$110.67 per month with funding from the Insurance Premium Tax Fund, Street Lighting Program.*

Ms. Becky Rowell presented the request. She stated that David Olson had been working with Georgia Power on replacing the old lights with the Mongoose model of lights. The merchants in the area wanted more lighting and Public Works told them they could not place any additional light poles out there, but that the newer lights would provide more coverage of lighting.

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

Recommend that the Board of Commissioners approve the proposal to authorize Georgia Power to replace 10 street light fixtures in the vicinity of Exit 36 to provide improved illumination at a projected net cost increase of \$110.67 per month with funding from the Insurance Premium Tax Fund, Street Lighting Program. (D. Olson) 4 pages [LINK](#) (Vote: 3-0)

22) *Consider recommending that the Board of Commissioners approve the contract amendment with the US Army Corps of Engineers for reimbursement for mosquito control abatement efforts on Andrews Island.*

Ms. Rowell presented the request. She stated that this was not an addition and that the County just needs to amend the contract as presented.

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

Recommend that the Board of Commissioners approve the contract amendment with the US Army Corps of Engineers for reimbursement for mosquito control abatement efforts on Andrews Island. (B. Rowell) 3 pages [LINK](#) (Vote: 3-0)

23) *Consider recommending that the Board of Commissioners approve the contract with the Department of Corrections for three work details at a cost of \$39,500 per year per detail at a total contract cost of \$118,500 with funding from the Public Works FY 14 operating budget.*

Ms. Rowell presented the request. She stated that each crew has 6-10 inmates on it and that they do a lot of handwork which supplements the work the County's crews are doing. All three crews are here in Glynn County Monday through Thursday from 8:30 to 2:30. The County has been using two crews for two years and one crew for six months now. There are two crews from Ware County and one crew from Long County. The \$39,500 for each crew covers the officers' salaries. In addition to that they are provided with a cell phone and radio. Commissioner Coleman questioned how much the "additional" costs listed were and Ms. Rowell did not have the exact numbers. Ms. Rowell stated that she thought the "additional" costs were approximately \$100,000 but stated that she could get the actual numbers. Commissioner Coleman wanted to see the actual numbers. Ms. Rowell stated that she would have them for the Commissioners for their board meeting on 9/19/13. Commissioner Provenzano asked if the County were to hire someone for the same amount of money, what would be the result - service-wise. Ms. Rowell is going to get the numbers together for the additional costs of the crews. After questioned, Will Worley stated that the Finance Committee could defer the item to the full Board pending additional information from Ms. Rowell. Commissioner Coleman then asked if the County needed three crews or two. He stated that the drive was litter control and asked if we should just keep throwing money at picking up the litter or take the money and use it for preventative measures.

Defer to the full Board of Commissioners consideration of approving the contract with the Department of Corrections for three work details at a cost of \$39,500 per year per detail at a total contract cost of \$118,500 with funding from the Public Works FY 14 operating budget. (B. Rowell) 12 pages [LINK](#) (No vote)

24) *Consider recommending that the Board of Commissioners award a contract to PSG for the upgrade of all Glynn County fueling sites in the amount of \$135,033 with existing funding allocated to Public Works and \$3,400 from the General Fund fund balance.*

Ms. Becky Rowell presented this request. She stated that the existing fuel system is beyond its useful life. She then stated that the County is piggy-backing on GEFA's contract. She is hopeful that in the future the County can utilize one of PSG's features and put rings in the neck of fueling tanks that can read mileage, low oil and other information automatically. Commissioner Coleman asked where the County's gas tanks are located and Ms. Rowell responded that there is one at Public Works, one at Public Safety and one at Fire Station 4 on Frederica Road. Commissioner Provenzano questioned whether other agencies could participate in our fuel system. Ms. Rowell responded that the software could handle it but that staff does not know the volumes of fuel that we will be handling yet.

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

Recommend that the Board of Commissioners award a contract to PSG for the upgrade of all Glynn County fueling sites in the amount of \$135,033 with existing funding allocated to Public Works and \$3,400 from the General Fund fund balance. (B. Rowell) 11 pages [LINK](#) (Vote: 3-0)

25) *Consider recommending that the Board of Commissioners approve the purchase of the EasyVote system for the Board of Elections office with funding to be provided by the FY14 Board of Elections operating budget.*

Ms. Cindy Johnson presented the request. Commissioner Provenzano questioned where the money was coming from. Ms. Johnson replied that there was about \$5,600 - \$5,700 in savings on battery replacements because our staff was doing the labor, and that approximately \$1,000 was from a mailing that they were able to do at the end of FY2013. She then stated that any additional funding needed would come from the computer election supplies budget.

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

Recommend that the Board of Commissioners approve the purchase of the EasyVote system for the Board of Elections office with funding to be provided by the FY14 Board of Elections operating budget. (C. Johnson) 3 pages [LINK](#) (Vote: 3-0)

26) *Consider recommending that the Board of Commissioners Award the contract, for the Not To Exceed amount of \$369,943.83 to the firm of Seaboard Construction., Brunswick, Georgia with funding to be provided by: SPLOST 5, Public Works Complex Renovation.*

Mr. David Hainley presented this request. Commissioner Provenzano asked when the work would start and Mr. Hainley responded that it would start as soon as the engineering building was demolished which would take 90-120 days. Mr. Ron Corbett responded that they were close to getting out of the building when questioned. Commissioner Provenzano questioned whether this was for the road and parking lot and Mr. Hainley responded that it was.

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

Recommend that the Board of Commissioners Award the contract, for the Not To Exceed amount of \$369.943.83 to the firm of Seaboard Construction, Brunswick, Georgia with funding to be provided by: SPLOST 5, Public Works Complex Renovation. (D. Hainley) 3 pages [LINK](#) (Vote: 3-0)

27) *Consider recommending that the Board of Commissioners approve Change Order #9 for the new Detention Center in the amount of \$77,374.21 with funding to be provided by the project's contingency fund.*

Mr. David Hainley presented the request. Commissioner Provenzano asked how the project was going. Mr. Jim Ingram replied that the project was going well, and that the sewer line had been an issue but that things were going well now. He also stated that the rest of the sewer line would result in a credit (not a big credit, but a credit). He said that the contingency is only 2.5% which is low compared to the State projects that have a 10% contingency. He assured the Committee that the project would be within the budget.

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

Recommend that the Board of Commissioners approve Change Order #9 for the new Detention Center in the amount of \$77,374.21 with funding to be provided by the project's contingency fund. (D. Hainley) 3 pages [LINK](#) (Vote: 3-0)

Other Items

28) *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 # 2-4, 6-7, 10-16, 19-22, 25 and 27 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items # 5, 8-9, 17-18, 23-24 and 26 will be placed on the Board of Commissioners' Regular Agenda.**
- c) **Items # 1 and 28 will not be forwarded to the Board of Commissioners' Agenda.**