



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, October 8, 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, D. Bragdon, J. Catron L. Daniels, W. Davis, M. Doering, R. Glisson, R. Grolemond, D. Hainley, J. Johnson, Raymond King, C. Kinstle, B. Mauney, G. Mullis, T. Miller, A. Ours, O. Reed, B. Rowell, S. Santee, A. Sapp, A.L. Thomas, S. Usher, D. West, W. Worley

Press: Matthew Permar and Kelly Quimby

Other: Shelly Fields, Dutch Heineck, Ankur Hukmani, Steven Pavlovich, John Scott, Dave Smith, Eric Smith, and Glenn Tuttle

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

- 1) Consider approval of the September 10, 2013 Finance Committee Minutes.

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

Approval of the September 10, 2013 Finance Committee Minutes. (T. Miller) 9 pages [LINK](#) (Vote: 3-0)

Budget

- 2) Consider recommending that the Board of Commissioners amend the FY14 budget to include the additional \$3,145 in revenues and expenditures that was paid back to the Drug Court Fund for three scholarships that were repaid.

Tonya Miller presented this item and stated that Mr. Raymond King was present from Drug Court if there were any specific questions. Commissioner Provenzano questioned whether the participants paid back the County often. Mr. King responded that more are now and that it is a requirement for graduation from the rehabilitation program.

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 additional \$3,145 in revenues and expenditures that was paid back to the Drug Court Fund for three scholarships that were repaid. (T. Miller) 1 page [LINK](#) (Vote: 3-0)

Tax Commissioner Items

- 3) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. William B. Dunavant II that \$5,548.86 paid in penalties and interest on the 2012 property taxes for parcel #05-00713 be refunded.*

Ms. Arlene Sapp presented the item. Commissioner Provenzano asked if Mr. Dunavant was present and no one responded. Commissioner Coleman asked if this amount was all penalties and interest and Ms. Sapp responded that it was.

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

Recommend that the Board of Commissioners deny a request from Mr. William B. Dunavant II that \$5,548.86 paid in penalties and interest on the 2012 property taxes for parcel #05-00713 be refunded. (F. Dees) 7 pages [LINK](#) (Vote: 3-0)

- 4) *Consider recommending that the Board of Commissioners approve or deny a request from Ms. Roberta Davis that \$1,643.24 paid in penalties and interest on the 2009 property taxes for parcel #04-04618 be refunded.*

Ms. Arlene Sapp presented the item. Commissioner Provenzano asked if Ms. Davis was present and no one responded. Commissioner Coleman asked if this amount was all penalties and interest and Ms. Sapp responded that is was. He then asked if the taxes were paid now and she responded that they were paid. Commissioner Coleman looked at the paperwork provided and asked if this has been going on since 2009, and Ms. Sapp responded that it had been and that a delinquent tax notice was sent on 12/9/09.

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

Recommend that the Board of Commissioners deny a request from Ms. Roberta Davis that \$1,643.24 paid in penalties and interest on the 2009 property taxes for parcel #04-04618 be refunded. (F. Dees) 5 pages [LINK](#) (Vote: 3-0)

Property Appraisal Items

- 5) *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, September 19, 2013 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson was present for this item. Commissioner Provenzano questioned whether anyone would be getting money back as a result of these corrections. Mr. Glisson responded that depending on exemptions there could be refunds for previous years. Commissioner Provenzano then asked if that was going forward and Mr. Glisson responded that his office goes back to 2010 which is the legal limit. He also explained that these were due to errors in the digest being corrected.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker 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, September 19, 2013 meeting with clarification that this does not approve a tax refund. (R. Glisson) 10 pages [LINK](#) (Vote: 3-0)

Grants

- 6) *Consider recommending that the Board of Commissioners authorize the Chair to sign the 2014 MRR Public Computer Replacement Funds grant acceptance form for a grant amount of \$14,288.01 and to increase revenues and expenditures for the same amount.*

Mr. David Hainley presented this item. Ms. Geri Mullis was also present to answer any questions. Ms. Mullis stated that the Georgia Public Library Service asked for \$2 million to replace public access computers. Commissioner Booker asked what they were planning to do with the old computers and she explained that the computers were not working or were not worth doing anything with. She also explained that their plan was to replace catalogue searching computers with chrome boxes that live off of the cloud and that they hoped to make a mobile lab with chrome books. Ms. Mullis stated that she hoped to be back next month with more grant money from the State of Georgia for the library.

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

Recommend that the Board of Commissioners authorize the Chair to sign the 2014 MRR Public Computer Replacement Funds grant acceptance form for a grant amount of \$14,288.01 and to increase revenues and expenditures for the same amount. (D. Hainley) 2 pages [LINK](#) (Vote: 3-0)

Revolving Loan

- 7) *Consider recommending that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$40,000 to Interior Products and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman.* (T. Miller) 4 pages [LINK](#) **This item was pulled.**
- 8) *Consider recommending that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$100,000 to Glynco Machine Company and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman.*

Ms. Tonya Miller presented the item. Mr. Glenn Tuttle was also present and available for questions. Commissioner Provenzano questioned how many jobs would be created and Mr. Tuttle state that a total of 40 jobs would be created eventually; five now and more later. He stated that Glynco Machine Company makes aerospace components. Mr. Dave Smith (Development Authority) stated that Glynco Machine Company had 1/3 of the local market for making airplane parts. Commissioner Booker asked Mr. Tuttle if Glynco Machine Company had everything they needed and Mr. Tuttle responded that they are working on it and that they are in pretty good shape right now.

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

Recommend that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$100,000 to Glynco Machine Company and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman. (T. Miller) 3 pages [LINK](#) (Vote: 3-0)

Facilities Maintenance Item

- 9) *Consider recommending that the Board of Commissioners declare the building located at 155 Park Street also known as the Blythe Island Community Building as surplus and approve demolition of the structure with disposal costs in the amount of \$3,600. with funding to be provided by the Administrator's contingency; declare the playground equipment salvageable, moved to be used as spare parts for equipment in other parks; receive approval for future*

plans to convert the site into a paved parking lot and green space with a portion of the funding to be provided by the Administrator's contingency and a portion from the DNR. (B. Mauney) 4 pages [LINK](#) This item was pulled.

Bids, Contracts, and Agreements

- 10) *Consider recommending that the Board of Commissioners approve the new license agreement for the Blythe Island Fishing & Boating Club that is attached and authorize the Commission Chair to sign the license agreement in the best interest of the County.*

Mr. Stanley Santee presented this item. Commissioner Provenzano asked what the club gets with this agreement and Mr. Santee responded that they are getting the use of two acres of open space. Mr. Wesley Davis then commented that there is revenue generated from the boat launches.

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

Recommend that the Board of Commissioners approve the new license agreement for the Blythe Island Fishing & Boating Club that is attached and authorize the Commission Chair to sign the license agreement in the best interest of the County. (W. Davis) 11 pages [LINK](#) (Vote: 3-0)

- 11) *Consider recommending that the Board of Commissioners approve the contract agreement with EPD of DNR for Drinking Water Laboratory and Related Services for Blythe Island Regional Park, and authorize the Chair to sign the contract in the best interest of the County.*

Mr. Wesley Davis presented the item and stated that this was mandated. Commissioner Provenzano asked what EPD did and Mr. Davis responded that they tested the water from a well.

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

Recommend that the Board of Commissioners approve the contract agreement with EPD of DNR for Drinking Water Laboratory and Related Services for Blythe Island Regional Park, and authorize the Chair to sign the contract in the best interest of the County. (W. Davis) 3 pages [LINK](#) (Vote: 3-0)

- 12) *Consider recommending that the Board of Commissioners award AT&T the bid for the Call Handling system Software from MicroData at a price not to exceed \$402,000 with funding to be provided by fund balance from the E-911 Fund and that the Chairman be authorized to sign the contract upon the approval of the County Attorney.*

Mr. John Catron gave a brief presentation that laid out the history of the project, where the County has been and the steps to get there. He also gave statistics on calls received at the 911 facility and the number of events. He stated that the County has used the same software since 2002. A lot of information was presented and two representatives from AT&T were present to answer any technical questions. It was stated that by May of 2014 the four major mobile carriers (AT&T, Sprint, T-Mobile, and Verizon) were required to provide text to 911 centers who requested it. Commissioner Booker asked whether this was the low bid and Mr. Catron responded that it was and that AT&T was the best bid that met the specifications and the price. Commissioner Provenzano questioned who else bid and bid tabulation sheet was provided. Commissioner Provenzano then asked what didn't work right now, and Mr. Catron responded that the software was at the end of its life. Commissioner Provenzano asked about equipment at employees' desks and whether the equipment was okay and Mr. Catron responded that it was not. Mr. David West stated that there was an IT technician assigned to the 911 Center every day and that they were keeping it going with Velcro, tie-wraps, etc. Mr. Steve Usher then stated that the phones were freezing and the consoles are freezing.

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

Recommend that the Board of Commissioners award AT&T the bid for the Call Handling system Software from MicroData at a price not to exceed \$402,000 with funding to be provided by fund balance from the E-911 Fund and that the Chairman be authorized to sign the contract upon the approval of the County Attorney. (J. Catron) 6 pages [LINK](#) (Vote: 3-0)

13) Consider recommending that the Board of Commissioners award Spillman the bid for the Computer Assisted Dispatch at a price not to exceed \$485,000 with funding to be provided by the following: 246,551 from E-911 Fund fund balance, \$154,992 from General Fund fund balance, and \$83,457 from the City of Brunswick and that the Chairman be authorized to sign the contract upon the approval of the County Attorney.

Mr. John Catron presented this item. Mr. Eric Smith from Spillman was present for any technical questions. Commissioner Provenzano asked how much software upgrades in the future would be and Mr. Smith stated that upgrades and enhancements were included in the maintenance costs and that there would be no additional costs.

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

Recommend that the Board of Commissioners award Spillman the bid for the Computer Assisted Dispatch at a price not to exceed \$485,000 with funding to be provided by the following: 246,551 from E-911 Fund fund balance, \$154,992 from General Fund fund balance, and \$83,457 from the City of Brunswick and that the Chairman be authorized to sign the contract upon the approval of the County Attorney. (J. Catron) 6 pages [LINK](#) (Vote: 3-0)

14) Consider recommending that the Board of Commissioners approves the agreement with Emergency Reporting Software at a cost of \$19,522 for the first year and annual maintenance starting in year 2 at \$10,728, plus approve the agreement for the CAD interface at \$2500 plus \$500 annually for maintenance and that the Chairman be authorized to sign the contract with the approval of the County Attorney with funding to be provided by the E911 operating budget in the amount of \$11,500 and the Fire Department Operating Budget in the amount of \$12,123.

Chief A.L. Thomas and Jerome Johnson presented this item. Mr. Johnson stated that staff would be able to access the software from anywhere there was an internet connection.

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

Recommend that the Board of Commissioners approves the agreement with Emergency Reporting Software at a cost of \$19,522 for the first year and annual maintenance starting in year 2 at \$10,728, plus approve the agreement for the CAD interface at \$2500 plus \$500 annually for maintenance and that the Chairman be authorized to sign the contract with the approval of the County Attorney with funding to be provided by the E911 operating budget in the amount of \$11,500 and the Fire Department Operating Budget in the amount of \$12,123. (J. Catron) 12 pages [LINK](#) (Vote: 3-0)

15) Consider recommending that the Board of Commissioners approve a contract with Rec 1 with an upfront cost of \$1,000 to be funded from the Information Technology FY14 operating budget, and 1% transaction fee for all financial transactions entered into the Rec 1's system and use the current Glynn County's credit card processing vendor and that the Chairman be authorized to sign the contract with funding to be provided by Information Technology Department's operating budget.

Ms. Debra Bragdon presented this item. She explained that this was for online registration of participants, and that this software was part of a system to make their operations more efficient.

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

Recommend that the Board of Commissioners approve a contract with Rec 1 with an upfront cost of \$1,000 to be funded from the Information Technology FY14 operating budget, and 1% transaction fee for all financial transactions entered into the Rec 1's system and use the current Glynn County's credit card processing vendor and that the Chairman be authorized to sign the contract with funding to be provided by Information Technology Department's operating budget. (J. Catron) 30 pages [LINK](#) (Vote: 3-0)

16) Consider recommending that the Board of Commissioners award the car wash contract to Express Lube Car Wash at \$10.75/basic wash and \$11.50/special wash per vehicle per month with costs to come from each user's operating budget.

Ms. Tonya Miller presented this item.

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

Recommend that the Board of Commissioners award the car wash contract to Express Lube Car Wash at \$10.75/basic wash and \$11.50/special wash per vehicle per month with costs to come from each user's operating budget. (T. Miller) 2 pages [LINK](#) (Vote: 3-0)

17) Consider recommending that the Board of Commissioners award the contract for collection of commercial solid waste at County buildings and parks effective November 1, 2013 to Republic Services of Georgia d/b/a Southland Waste Systems at a projected base year cost of \$80,958 with funding to be provided by each user's operating budget.

Ms. Becky Rowell presented this item. Commissioner Coleman asked if Ms. Rowell had any idea why their cost was so much lower and Ms. Rowell responded that she did not, and that she did not talk to them.

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

Recommend that the Board of Commissioners award the contract for collection of commercial solid waste at County buildings and parks effective November 1, 2013 to Republic Services of Georgia d/b/a Southland Waste Systems at a projected base year cost of \$80,958 with funding to be provided by each user's operating budget. (B. Rowell) 3 pages [LINK](#) (Vote: 3-0)

18) Consider recommending that the Board of Commissioners award the bid for County building custodial services to the lowest responsive and responsible bidder, American Facility Services, Inc., Alpharetta, GA. With an annual amount of \$233,502 with funding to be provided from the Facilities Maintenance Department operating budget:

	<i>Monthly</i>	<i>Yearly</i>
• <i>Animal Control</i>	<i>\$ 450.</i>	<i>\$ 5,400./yr</i>
• <i>Brunswick Library</i>	<i>\$2,131.</i>	<i>\$25,572./yr</i>
• <i>SSI Library</i>	<i>\$ 500.</i>	<i>\$ 6,000./yr.</i>
• <i>Ballard Recreation</i>	<i>\$ 570.</i>	<i>\$ 6,840./yr</i>

• Ballard Long Building	\$ 650.	\$ 7,800./yr
• Facilities Maintenance	\$ 200.	\$ 2,400./yr.
• Historic Courthouse	\$1,200.	\$14,400./yr.
• Office Park	\$2,200.	\$26,400./yr.
• Harold Pate Annex	\$3,400.	\$40,800./yr.
• Public Safety	\$2,200.	\$26,400./yr.
• SSI Police Precinct	\$ 250.	\$ 3,000./yr.
• Public Works	\$ 500.	\$ 6,000./yr.
• Fire Dept. Administration	\$ 475.	\$ 5,700./yr.
• Restrooms USCG	\$2,375.	\$ 28,500./yr
• Restrooms Casino/Neptune Pk.	\$2,425.	\$14,550./yr.
• Restrooms Massengale/Gascoigne	\$2,290.	\$13,740./yr.

Mr. Ben Mauney presented this item. Commissioner Booker asked if their references had been checked and Mr. Mauney responded affirmatively that all six had been and that they were all good.

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

Recommend that the Board of Commissioners award the bid for County building custodial services to the lowest responsive and responsible bidder, American Facility Services, Inc., Alpharetta, GA. With an annual amount of \$233,502 with funding to be provided from the Facilities Maintenance Department operating budget:

	Monthly	Yearly
• Animal Control	\$ 450.	\$ 5,400./yr
• Brunswick Library	\$2,131.	\$25,572./yr
• SSI Library	\$ 500.	\$ 6,000./yr.
• Ballard Recreation	\$ 570.	\$ 6,840./yr
• Ballard Long Building	\$ 650.	\$ 7,800./yr
• Facilities Maintenance	\$ 200.	\$ 2,400./yr.
• Historic Courthouse	\$1,200.	\$14,400./yr.
• Office Park	\$2,200.	\$26,400./yr.
• Harold Pate Annex	\$3,400.	\$40,800./yr.
• Public Safety	\$2,200.	\$26,400./yr.
• SSI Police Precinct	\$ 250.	\$ 3,000./yr.
• Public Works	\$ 500.	\$ 6,000./yr.
• Fire Dept. Administration	\$ 475.	\$ 5,700./yr.
• Restrooms USCG	\$2,375.	\$ 28,500./yr
• Restrooms Casino/Neptune Pk.	\$2,425.	\$14,550./yr.
• Restrooms Massengale/Gascoigne	\$2,290.	\$13,740./yr. (B. Mauney) 3 pages LINK (Vote: 3-0)

19) Consider recommending that the Board of Commissioners award the Energy Performance Contracting Services contract to Ameresco in the amount of \$25,000 with funding to be provided by General Fund fund balance as previously approved.

Mr. Alan Our presented this item. He explained that the county has a lot of aging equipment, but that staff has been waiting to replace some of it based on this forthcoming analysis. He stated that the analysis needed to be done so the county could properly address the aging equipment and lighting and so the operating budget would be reduced. Commissioner Booker asked how this was being funded and whether it was from savings. Mr. Ours responded that the analysis was funded from the General Fund budget. He also explained that "ESCOs" match savings from capital investments with debt service payments. Commissioner Provenzano asked how the process would go forward and Mr.

Our responded that it would take about 30 days for contract approval and that there would be a 90-120 day process for the to make recommendations. Mr. Ours also stated that he felt like any of the companies listed would do a great job.

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

Recommend that the Board of Commissioners award the Energy Performance Contracting Services contract to Ameresco in the amount of \$25,000 with funding to be provided by General Fund fund balance as previously approved. (A. Ours) 3 pages [LINK](#) (Vote: 2-1)

20) *Consider recommending that the Board of Commissioners exercise the second year option with Advanced Environmental Management, Inc. for landfill monitoring services in the amount of \$16,900 annually with funding provided by the Solid Waste Disposal Fund.*

Mr. Paul Andrews presented this item.

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

Recommend that the Board of Commissioners exercise the second year option with Advanced Environmental Management, Inc. for landfill monitoring services in the amount of \$16,900 annually with funding provided by the Solid Waste Disposal Fund. (P. Andrews) 10 pages [LINK](#) (Vote: 3-0)

21) *Consider recommending that the Board of Commissioners*

- *authorize staff to issue a Purchase Order to supply and install the Public Works modular building to ModSpace of Folkston, GA in the amount of \$64,764.34 , subject to the County Attorney's approval of Terms and Conditions of Sale Agreement; and*
- *approve funding for the modular building and support budget in the amount of \$84,764.34 with funding to be provided by the General Fund fund balance.* (D. Hainley) 10 pages [LINK](#)

Commissioner Provenzano explained that our ordinance does not allow for this purchase and that he recommends an amendment to the ordinance by the full board.

This item was deferred to the full Board of Commissioners.

22) *Consider recommending that the Board of Commissioners approve a contract with Mosquito Control Services of Georgia for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting effective January 1, 2014 at a base year cost of \$617,105.*

Ms. Rowell explained that County staff has been talking since December of last year about this item. She explained that there were three bids received and that two of the companies perform services for large counties and governments. Vector and MCS of GA were interviewed. MCS of GA had the highest score and the lowest bid. Messrs. Ankur Hukmanni and Steven Pavlovich were present from MCS of GA to answer any technical questions. Ms. Rowell stated that the bid was about \$130,000 more than was spent in FY12. She also stated that the County had difficulties in recruiting qualified managers for Mosquito Control and that it was a key position with all of the federal reporting requirements, environmental requirements and citizen requests for information. Mosquito Control Services of Georgia has 28 years of experience and Mr. Steve Pavlovich has 17 years of experiences. He holds a Master's Degree of Entomologist. Ms. Rowell explained that their references were excellent and that they had discussed hiring the County's four full-time employees currently in Mosquito Control.

Commissioner Provenzano asked if they would use a helicopter and Mr. Pavlovich responded that they would be using twin –engine planes for adulticide and crop dusters for larvacide. Mr. Pavlovich also stated that they would have five new vehicles outfitted for Glynn County and they will use two as back-ups. He also explained that part of their contractual services was public education. Commissioner Provenzano questioned whether they saw any problem sites in doing their research for the rfp, and Mr. Pavlovich stated that there were problems. There were two types of problems he noted. One was in more urban areas because of disease transmission and the other was dealing with aggressive mosquitos at lumber sites and deep, woodland areas.

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

Recommend that the Board of Commissioners approve a contract with Mosquito Control Services of Georgia for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting effective January 1, 2014 at a base year cost of \$617,105. (B. Rowell) 2 pages [LINK](#) (Vote: 3-1)

Other Items

23) *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 #2-6, 8, 10-11, 14-17, and 20 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items #12-13, 18-19, and 21-22 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items # 1, 7, and 9 will not be forwarded to the Board of Commissioners' Agenda.