



Finance Committee Meeting Minutes

Glynn County Board of Commissioners

4:00 p.m., Tuesday, May 27, 2008

Third Floor Conference Room

W. Harold Pate Courthouse Annex

Brunswick, Georgia

Present:

Committee Members: *C. Johnson, U. Keller and T. Thaw*

Other Commissioners:

Staff: *J. Carter, D. Chunn, M. Doering, E. Landon, P. McNicoll, Y. Phillips, B. Rowell, G. Spikes, C. Stewart, A. Thomas, W. Worley, A. Yeow*

Press: *M. Permar*

Others: *Travis Thomas, Robert Armstrong*

1. *Consider approval of the consent agenda.*
 - a) *Approve of the May 6, 2008 Finance Committee Minutes.*
 - b) *Approval of the May 20, 2008 Finance Committee FY09 Budget Minutes.*
 - c) *Approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, December 19, 2007 meeting.*
 - d) *Approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, April 3, 2008 meeting.*
 - e) *Approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, April 15, 2008 meeting.*
 - f) *Approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, May 6, 2008 meeting.*

The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend approval of the consent agenda. (Vote: 3-0)

2. *Consider recommending to the Glynn County Board of Commissioners to award the contract for construction of the Altama/Altama Connector Intersection Improvements to Gibbs & Register, Inc. in the amount of \$299,590 with funding in the amount of \$200,000 to be provided by Program 4646.54375; \$67,000 to be provided by the remaining budget from the Hamilton Landing/St. Clair Project; and \$33,000 to be provided by the General Fund fund balance to be reimbursed, with interest, from SPLOST V, Roads, Resurfacing/reconstruction (\$5.0 M) when these funds are available.*

Mr. John Carter, Public Works Director, presented this item and recommended the award to Gibbs & Register. Commissioner Thaw questioned whether the County had used this contractor in the past and Mr. Carter responded that they had not done work for the County but that they had provided an extensive list of references which had been contacted by Engineering with good responses. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend to the Glynn County Board of Commissioners to award the contract for construction of the Altama/Altama Connector Intersection Improvements to Gibbs & Register, Inc. in the amount of \$299,590 with funding in the amount of \$200,000 to be provided by Program 4646.54375; \$67,000 to be provided by the remaining budget from the Hamilton Landing/St. Clair Project; and \$33,000 to be provided by the General Fund fund balance to be

reimbursed, with interest, from SPLOST V, Roads, Resurfacing/reconstruction (\$5.0 M) when these funds are available. (Vote: 3-0)

3. *Consider recommending to the Glynn County Board of Commissioners to authorize funding of the Golden Isles Parkway Extension Lift Station # 1 from the General Fund fund balance to be repaid, with interest, when funds are available from SPLOST V, Water & Sewer Expansion from Hwy. 99 to 341 to 82 to 17.*

Mr. Charles Stewart, County Administrator, requested that this item be deferred until the bids are received. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Defer to a later Finance Committee meeting the consideration of funding of the Golden Isles Parkway Extension Lift Station # 1 from the General Fund fund balance to be repaid, with interest, when funds are available from SPLOST V, Water & Sewer Expansion from Hwy. 99 to 341 to 82 to 17. (Vote: 3-0)

4. *Consider recommending that the Board of Commissioners allocate \$23,500.00 from the Fire Fund Balance be appropriated to complete the information technology package for the Glynn County Fire Department Administration Facility.*

There was no discussion on this item. The following motion made by Commissioner Johnson and seconded by Commissioner Keller passed unanimously.

Recommend that the Board of Commissioners allocate \$23,500.00 from the Fire Fund Balance be appropriated to complete the information technology package for the Glynn County Fire Department Administration Facility. (Vote: 3-0)

5. *Consider recommending that the Board of Commissioners amend the budget by allocating \$251,000.00 to purchase two tandem dump trucks and an all terrain forklift reducing maintenance costs and downtime with funding to be provided by the General Fund fund balance to be reimbursed by SPLOST 5, with interest, when funds become available.*

Mr. John Carter stated that they had recently purchased dump trucks and the purchase price was so low that he recommended that the County purchase additional dump trucks that were needed. He stated that he had requested the forklift in next year's budget but it had burned and they needed to purchase the replacement as soon as possible. The following motion made by Commissioner Johnson and seconded by Commissioner passed unanimously.

Recommend that the Board of Commissioners amend the budget by allocating \$251,000.00 to purchase two tandem dump trucks and an all terrain forklift reducing maintenance costs and downtime with funding to be provided by the General Fund fund balance to be reimbursed by SPLOST 5, with interest, when funds become available. (Vote: 3-0)

6. *Consider recommending that the Board of Commissioners authorize staff to install forty-two (42) streetlights to light the following streets in Arco: Cochran Ave, Magnolia St, Pine St, Dudley St, Hill St, Ogg Ave, Emanuel Ave, Franklin Ave, Burroughs Ave, Brailsford Ave and Marion St.*

Mr. John Carter stated that Police Captain Kelly had requested the increase in street lighting as presented. He stated that the street lights exist but that they are asking for an upgrade in order to use brighter bulbs. Police Chief Matt Doering stated that this request is related to their safety strategy for this high crime area. Mr. Gary Spikes, Public Works Traffic Engineering Manager, informed the Committee that there are ten lights in the area that are not working. Commissioner Thaw stated that Georgia Power is supposed to maintain the lights and that they need to fix the ones that are not

working. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Direct staff to notify Georgia Power to fix the lights that are not working in Arco and revisit this issue at a later date if necessary. (Vote: 3-0)

7. *Consider recommending that the Board of Commissioners authorize the County Administrator to execute the "Metropolitan Transportation Planning Services Contract" for Fiscal Year 2009.*

Mr. York Phillips, Community Development Planner, presented this item and stated that this was an annual request which is made in order to receive 95% funding for transportation planning from the state and federal governments. After discussion concerning the need for additional transportation studies, Mr. Charles Stewart stated that the Georgia DOT will not fund any projects if the County doesn't participate in the transportation program. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend that the Board of Commissioners authorize the County Administrator to execute the "Metropolitan Transportation Planning Services Contract" for Fiscal Year 2009. (Vote: 3-0)

8. *Consider recommending to the Board of Commissioners to approve amending the Hussey, Gay, Bell & DeYoung contract in the amount of \$140,000 (\$30,000 + \$110,000) to provide architectural and engineering services to design a three-story addition to the Harold Pate building with funding to be provided by SPLOST V.*

Mr. Charles Stewart presented this item and explained the process to date. Commissioner Thaw asked if it would cost \$80 per square foot to remodel the second floor and Mr. Robert Armstrong, Hussey Gay Bell & DeYoung representative, stated that it would and it would be a part of the full construction package. Commissioner Johnson commented that this was a high price to increase from \$120 thousand to \$260 thousand to go from two floors to an additional floor which would be a hull. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend that recommend to the Board of Commissioners to approve amending the Hussey, Gay, Bell & DeYoung contract in the amount of \$140,000 (\$30,000 + \$110,000) to provide architectural and engineering services to design a three-story addition to the Harold Pate building with funding to be provided by SPLOST V. (Vote: 3-0)

9. *Discuss the following items concerning the FY09 Budget:*

- a) *Selden Park Pavilion*
- b) *Contingency funds for hiring of selected positions*
- c) *Fuel Stipend*

- (a) Mr. Stewart requested that the Selden Park Pavilion be increased from \$50 thousand to \$100 thousand.
- (b) Mr. Stewart requested that the contingency fund for hiring of selected positions be increased from \$100 thousand to \$175 thousand.
- (c) Mr. Stewart stated that staff had calculated that amount of the Fuel Stipend at \$17.50 per pay period and the Committee agreed to recommend the Fuel Stipend at \$20 per pay period. Commissioner Johnson stated that this stipend should be for all employees. Commissioner Keller suggested that they could recommend a 1% across the board pay raise but Commissioner Thaw was not in favor of that option.

- (d) Ms. Phyllis McNicoll, Finance Director, suggested that any overage due to new growth in the digest could be added into the budget and possible increase the Commercial Drivers License complex budget. Commissioner Thaw stated that the County needs to request more funding from the state after the \$750 thousand state contribution is received.
- (e) The Committee requested that a copy of the recommended budget be sent to them before it is distributed to the Board of Commissioners.

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

Commissioner Thaw identified all items as consent except # 3, 6 and 9. Item #3 was deferred to a later Finance Committee meeting; item #6 was given back to staff to manage, and item #6 was for direction only to the Budget Team.