



## **Finance Committee Meeting Minutes**

Glynn County Board of Commissioners

**3:00 p.m., Tuesday, January 27, 2009**

**Third Floor Conference Room**

**W. Harold Pate Courthouse Annex**

**Brunswick, Georgia**

**Present:**

**Committee Members:** *D. Hogan, T. Sublett and T. Thaw*

**Other Commissioners:**

**Staff:** *J. Breitenbach, J. Bruner, J. Carter, J. Catron, P. Christian, D. Chunn, M. Doering, B. Gerhardt, D. Hainley, P. McNicoll, B. Nyers, B. Rowell, A. Sapp, C. Stewart, C. Temple, A. Thomas, W. Worley*

**Press:** *J. Davis, M. Permar*

**Others:** *R. Mogford, P. Morris, C. Rodriguez*

1. Consider approval of the consent agenda.
  - a) Approve of the December 9, 2008 Finance Committee Minutes.
  - b) Recommend that the Board of Commissioners deny a request from Mrs. Mary McNalley that \$22.22 paid in interest on her 2008 property taxes be refunded.
  - c) Recommend that the Board of Commissioners deny a request from Mr. H. Randolph Laird that \$352.87 paid in interest on his 2008 property taxes be refunded.
  - d) Recommend that the Board of Commissioners deny a request from Mr. Charles M. Bull that \$533.78 paid in interest on his 2008 property taxes be refunded.
  - e) Recommend that the Board of Commissioners approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, November 4, 2008 meeting.
  - f) Recommend that the Board of Commissioners approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, November 18, 2008 meeting.
  - g) Recommend that the Board of Commissioners approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, December 2, 2008 meeting.
  - h) Recommend that the Board of Commissioners approve the corrections to the digest(s) as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, December 16, 2008 meeting.
  - i) Recommend that the Board of Commissioners approve the retirement of Police Canine Gator and allow Police Officer George C. Bush to adopt him as a personal pet.
  - j) Recommend that the Board of Commissioners declare the property located at 235 Old Jesup Road as surplus so that it can be demolished.

- k) *Recommend that the board of Commissioners award of the auto parts bid for 2009 to Langford Auto Parts of Brunswick for the individual prices shown on the attached sheets with funding to be provided by FY 09 Public Works, Fleet Management budget.*
- l) *Recommend that the Board of Commissioners award the contract for "Copier Machine Services" to Herrin Document Systems at the cost of \$.01 per copy with funding to be provided by each department's operating budget.*
- m) *Recommend that the Board of Commissioners adopt the Resolution to amend the FY08/09 Budget.*

The following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

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

- 2. *Consider recommending that the Board of Commissioners deny a request from Mr. Roger Mogford that \$284.37 paid on 2008 property taxes that he would have received in savings if he would have filed homestead exemption be refunded.*

Mr. Roger Mogford stated that he went to the Tax office in February, 2008 and requested that his homestead be moved from one house to another. He stated that he was not told that he had to reapply for the new property's homestead exemption. Ms. Arlene Sapp, Tax Commissioner's Office, showed the Committee a letter that was sent to Mr. Mogford telling him that he needed to apply for the exemption and he stated that he ignored the letter. Since the Tax Commissioners Office had no proof that Mr. Mogford did not come into the office the following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

**Recommend that the Board of Commissioners deny a request from Mr. Roger Mogford that \$284.37 paid on 2008 property taxes that he would have received in savings if he would have filed homestead exemption be refunded. (Vote: 3-0)**

- 3. *Consider recommending that the Board of Commissioners authorize the County Administrator to release the requested LIDAR data to the College of Coastal Georgia.*

Mr. David Hainley, Community Development Director, presented this item and stated that the College only wanted basic data and this would benefit the County. The following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

**Recommend that the Board of Commissioners authorize the County Administrator to release the requested LIDAR data to the College of Coastal Georgia. (Vote: 3-0)**

- 4. *Receive FY08 Comprehensive Annual Financial Report.*

Ms. Phyllis McNicoll, Finance Director, presented the FY08 CAFR to the Committee and stated that the auditors had issued an unqualified opinion on financial statements. She informed the Committee that there were three findings by the auditors related to the Clerk of Superior Court and the Drug Court. She stated that Finance Department would be meeting with those departments and assist them in making the corrections suggested. Commissioner Sublett questioned whether the Drug Court issues would be corrected this year and Ms. McNicoll stated that she would work with the Court to make that that they are.

- 5. *Receive FY09 six month interim Financial Report.*

Ms. McNicoll presented the Interim Financial Report and informed the Committee of revenue shortfall projections and concerns about personnel expenses in several departments. She told them of several cost containment measures that staff have implemented or is investigating. Mr. Charles Stewart, County Administrator, stated that staff would update the Committee each month on the County's financial status.

6. *Consider recommending that the Board of Commissioners to transfer the capital budgets on the attached list to the Administrator's contingency budget.*

Mr. Charles Stewart, County Administrator, stated that he, Ms. McNicoll, and Ms. Becky Rowell, Assistant County Administrator, had analyzed the capital budget and had identified capital items that were complete and came in under budget, and several other capital items that were not necessary at this time. He requested that the savings which totaled \$2.2 million be moved from the capital budget to the County Administrator's contingency budget. He stated that the budgets will remain in contingency until year-end at which time the budgets will lapse. The following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

**Recommend that the Board of Commissioners to transfer the capital budgets on the attached list to the Administrator's contingency budget. (Vote: 3-0)**

7. *Receive Finance Committee Meeting schedule for 2009.*

Ms. McNicoll presented the proposed Finance Committee meeting schedule for 2009. Commissioner Thaw stated that if there were conflicts, the meeting dates could be changed.

8. *Consider recommending that the Board of Commissioners declare the Davis House surplus, authorize the demolition and disposal of the building, award the asbestos abatement contract to Coastal Plains Environmental for \$6,200, authorize the Glynn County Public Works Department to perform the demolition and disposal portion of the project at a cost of \$5,434.45. Approval includes acceptance of the \$5,000 donation from the Historical Society, and the continuance of the current lease agreement.*

Mr. Paul Christian, Assistant County Administrator, presented this item and the following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

**Recommend that the Board of Commissioners declare the Davis House surplus, authorize the demolition and disposal of the building, award the asbestos abatement contract to Coastal Plains Environmental for \$6,200, authorize the Glynn County Public Works Department to perform the demolition and disposal portion of the project at a cost of \$5,434.45. Approval includes acceptance of the \$5,000 donation from the Historical Society, and the continuance of the current lease agreement. (Vote: 3-0)**

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

**Commissioner Thaw designated all items for the Consent Agenda.**