



**Finance Committee Meeting Minutes**  
**Glynn County Board of Commissioners**  
**8:30 a.m., Tuesday, May 10, 2011**  
**Third Floor Conference Room**  
**W. Harold Pate Courthouse Annex**  
**Brunswick, Georgia**

**Present:**

**Committee Members:** *A. Callaway, R. Strickland and C. Taylor*

**Other Commissioners:**

**Staff:** *B. Aldinger, R. Coolidge, M. Doering, D. Hainley, R. Marat, P. McNicoll, A. Mumford, A. Ours, B. Rowell, W. Worley*

**Press:** *L. Brogdon, M. Permar*

**Others:** *Jim Broadwell, Bill Foster*

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

- 1) Consider approval of the April 12, 2011 Finance Committee Minutes. (P. McNicoll) 8 pages [LINK](#)

The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Approval of the April 12, 2011 Finance Committee Minutes. (Vote: 3-0)**

- 2) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY10/11 Budget. (B. Aldinger) pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that this was the regular quarterly budget resolution that reflected items approved in the last three months. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY10/11 Budget. (Vote: 3-0)**

- 3) Consider recommending that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve the disposal of these items in the best interest of the county. (W. Bennett) 3 pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, stated that the Sheriff had requested that radio equipment that was no longer usable be declared surplus. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve the disposal of these items in the best interest of the county (Vote: 3-0)**

### **Community Development Items**

- 4) Consider recommending that the Board of Commissioners authorize the County Administrator to accept reimbursements up to \$500,000 from the Georgia Department of Transportation on behalf of the Jekyll Island Authority for landscape improvements on Jekyll Island. (D. Hainley) 3 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and introduced Mr. Bill Foster, Thomas & Hutton, and Mr. Jim Broadwell, Jekyll Island Authority (JIA). He stated that the Georgia Department of Transportation (GDOT) had proposed to contribute \$500 thousand to JIA for landscape improvements but that GDOT could not give money directly to JIA. GDOT and JIA had asked that Glynn County act as an intermediary to facilitate the funds transfer. Mr. Will Worley, Assistant County Attorney, stated that the County Attorney's Office had not had a chance to research the law that prohibits GDOT from giving money to the JIA and asked if the motion could be contingent upon the County Attorney's review. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners authorize the County Administrator to accept reimbursements up to \$500,000 from the Georgia Department of Transportation on behalf of the Jekyll Island Authority for landscape improvements on Jekyll Island contingent upon review by the County Attorney. (Vote: 3-0)**

- 5) Consider recommending that the Board of Commissioners authorize the transfer of remaining project construction funds in the amount of \$237,075 from US 341/McKenzie Drive traffic signal to Boykin Ridge Drive extension project. (D. Hainley) 2 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and stated that the funds are currently budgeted for the McKenzie Drive intersection improvements. After review, it was found that a traffic light at McKenzie Drive is not warranted. Commissioner Taylor questioned whether it was enough money to do the Boykin Ridge project and Mr. Hainley responded that it was. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners authorize the transfer of remaining project construction funds in the amount of \$237,075 from US 341/McKenzie Drive traffic signal to Boykin Ridge Drive extension project. (Vote: 3-0)**

- 6) Receive an update on SPLOST 4 and 5 Water Infrastructure Projects – Miocene Well and Elevated Water Tank. (D. Hainley) 1 page [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and stated that staff has identified the location of the SPLOST 4 well to be a site that was previously permitted for a Floridan aquifer well and has received a proposed dedication plat from the current owner to allow the well to be re-permitted and bid. Staff has sent the plat to JWSC for their review. Even though the SPLOST 4 indicates that the well should be drilled into the Miocene aquifer, staff considers the Floridan aquifer to be a better water source. According to Mr. Hainley, County Attorney Aaron Mumford has stated that it is allowable to drill into the Floridan aquifer instead of the Miocene.

Staff has had discussions with JWSC and all agree that the SPLOST 5 elevated water tank should be constructed at the same location as the well. JWSC staff agrees with County staff that the size of the tank should be 500 thousand gallons. Staff has forwarded a request to JWSC to evaluate the type of construction material, steel versus concrete, so that the project can move forward.

**No action was taken on this item.**

### **Property Appraisal Items**

- 7) Consider recommending that the Board of Commissioners approve the corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, March 1, 2011 meeting. (R. Gerhardt) 3 pages [LINK](#)

Mr. Will Worley, Assistant County Attorney, stated that in agenda items 7, 8 and 9, the Property Appraisal Office has intermingled Superior Court settlements with the other value adjustments. He stated that the Board of Commissioners does not act on Superior Court settlements. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, March 1, 2011 meeting with the exception of the Superior Court tax appeals. (Vote: 3-0)**

- 8) Consider recommending that the Board of Commissioners approve the corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their meeting held Tuesday, March 15, 2011. (R. Gerhardt) 4 pages [LINK](#)

The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners approve the corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their meeting held Tuesday, March 15, 2011 with the exception of the Superior Court tax appeals. (Vote: 3-0)**

- 9) Consider recommending that the Board of Commissioners approve the corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their meeting held Tuesday, March 18, 2011. (R. Gerhardt) 3 pages [LINK](#)

Mr. Worley stated that the item was for Superior Court tax appeals and the Committee should take on action on this item. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Motion to table this item indefinitely. (Vote: 3-0)**

- 10) Consider recommending that the Board of Commissioners approve the corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, April 5, 2011 meeting. (R. Gerhardt) 3 pages [LINK](#)
- 11) Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, April 19, 2011 meeting. (R. Gerhardt) 4 pages [LINK](#)
- 12) Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, May 3, 2011 meeting. (R. Gerhardt) 4 pages [LINK](#)

The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the corrections and exemptions to the digests as recommended by the Board of Assessors and the Chief Appraiser at their April 5, 2011, April 19, 2011, and May 3, 2011 meetings. (Vote: 3-0)**

**Contracts**

- 13) Consider recommending that the Board of Commissioners continue the cost-per-copy program and exercise its right to extend the current contract with Herrin Document Systems for an additional year at \$0.011 per copy with funding to be provided by each user department's operating budget. (P. McNicoll) 1 page [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that the first option year of the copier services would expire on June 30 and she requested approval of the second option year. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners continue the cost-per-copy program and exercise its right to extend the current contract with Herrin Document Systems for an additional year at \$0.011 per copy with funding to be provided by each user department's operating budget. (Vote: 3-0)**

- 14) Consider recommending that the Board of Commissioners exercise the 2nd year extension option with Karp Ronning & Tindol, CPAs, Savannah, Georgia, to conduct the annual County audit at a cost of \$60,285 with funding to be provided in the FY 11-12 budgets of funds receiving audit services. (P. McNicoll) 1 page [LINK](#)

Ms. Phyllis McNicoll, Finance Director, stated that the first option year of the audit services would end on June 30 and she recommended approval of the second option year. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners exercise the 2nd year extension option with Karp Ronning & Tindol, CPAs, Savannah, Georgia, to conduct the annual County audit at a cost of \$60,285 with funding to be provided in the FY 11-12 budgets of funds receiving audit services. (Vote: 3-0)**

- 15) Consider recommending to the Board of Commissioners approve the attached Memorandum of Understanding Between the City of Brunswick, Glynn County Board of Commissioners, and the Glynn County Board of Education for the Ninth Street Extension Project, with funding not to exceed \$65,000 to come from the County Administrator's Contingency Fund. (J. Clark/M. Hunt) 7 pages [LINK](#)

The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Motion to defer until the 5/17/11 Board of Commissioners Worksession the consideration to approve the attached Memorandum of Understanding Between the City of Brunswick, Glynn County Board of Commissioners, and the Glynn County Board of Education for the Ninth Street Extension Project, with funding not to exceed \$65,000 to come from the County Administrator's Contingency Fund. (Vote: 3-0)**

- 16) Consider recommending that the Board of Commissioners adopt the proposed FY 11-12 amendment to the contract between the County and the Golden Isles Visitors Bureau as presented by staff and authorize the Chairman to sign the agreement. (P. McNicoll) 3 pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that proposed amendment is the same as the previous year with the Visitors Bureau and the County receiving 50% of the net proceeds of the bed tax. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners adopt the proposed FY 11-12 amendment to the contract between the County and the Golden Isles Visitors Bureau as presented by staff and authorize the Chairman to sign the agreement. (Vote: 3-0)**

**FY11 Funding Approval**

- 17) Consider recommending Board of Commissioners authorize staff to issue an invitation for bid for a Ford F-150 pick-up truck, with a custom fiberglass one piece molded animal transportation with funding to be provided by revenue funds collected in the Animal Control Revenue program. (M. Doering) 3 pages [LINK](#)

Police Chief Matt Doering presented this item and stated that he would like to replace an Animal Control van with a truck fitted with a fiberglass coach. He stated that the truck would be a multi-purpose vehicle for the facility. Mr. Alan Ours, County Administrator, requested that the FY12 Animal control budget be used as the funding source. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners authorize staff to issue an invitation for bid for a Ford F-150 pick-up truck, with a custom fiberglass one piece molded animal transportation with funding to be provided by the FY 2012 Animal Control budget. (Vote: 3-0)**

- 18) Consider recommending that the Board of Commissioners increase the adjusted Workers' Compensation Claims expense budget by \$377,228 to a total adjusted budget of \$1,095,665 to cover remaining FY 2011 claims expense with funding to be provided by the County Administrator's contingency budget. (R. Coolidge) 1 page [LINK](#)

Mr. Rick Coolidge, Human Resources, presented this item and requested additional funds from the Administrator's Contingency budget for the overrun in workers' compensation claims expenses. Commissioner Taylor stated that there are dangerous workers and dangerous working conditions and he stated that staff needs to focus more on these expenses. Mr. Coolidge stated that in the past eight months, Public Works has implemented a broad spectrum training program and Fire plan to implement a fitness program. Commissioner Taylor requested that the Finance Committee receive a report on Workers Compensation at every meeting. Commissioner Taylor questioned if the County has a safety reward program and Mr. Coolidge responded that they do not but they are looking at an incentive type program. Mr. Alan Ours, County Administrator, stated that workers compensation is an area that needs to be focused on and that potential savings can be significant. Mr. Ours commended Ms. Becky Rowell, Acting Public Works Director, for the work she has done in Public Works in regard to accidents. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners increase the adjusted Workers' Compensation Claims expense budget by \$377,228 to a total adjusted budget of \$1,095,665 to cover remaining FY 2011 claims expense with funding to be provided by the County Administrator's contingency budget. (Vote: 3-0)**

- 19) Consider recommending that the Board of Commissioners award the A&E services for ADA compliance Fire Stations 1, 3, & 6 to the highest responsive scorer, Kevin M. Higgins, Architect P.C., for the amount of \$41,100 with funding to be provided from the Fire Fund Balance. (A. Thomas) 2 pages [LINK](#)

Deputy Fire Chief Ray Marat presented this item and stated that the renovations requested are required by the U.S. Department of Justice. Commissioner Strickland stated that Station 1 is listed on the SPLOST 6 list for replacement and the County could end up tearing it down. Ms. Becky Rowell stated that the County had entered into a settlement agreement with DOJ in which dates that the corrections would be made were specified. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners award the A&E services for ADA compliance Fire Stations 1, 3, & 6 to the highest responsive scorer, Kevin M. Higgins, Architect P.C., for the amount of \$41,100 with funding to be provided from the Fire Fund Balance. (Vote: 3-0)**

### **FY12 Proposed Budget**

20) FY12 Budget Presentation.

a) Sheriff Office personnel request. (W. Bennett)

Sheriff Wayne Bennett addressed the Committee and requested funding for two detention officer positions and a nurse position. He stated the he now charges inmates \$5 for office medical visits and the new nurse will be at the jail for eight hours, five days per week. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend approval of the Sheriff's personnel request to add two Detention Officer positions and one Nurse position to the FY12 budget. (Vote: 3-0)**

b) Pay increase request by Juvenile Judge George Rountree. (G. Rountree)

Juvenile Judge George Rountree explained the requirements of his job to the Committee and compared his salary to other Juvenile Courts in the state. He informed them that he had been trying to get a salary increase for several years but had not been successful. He requested that his salary be approved and funded at 95% of the Superior Court Judges' salaries. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Juvenile Court Judge's salary be set at 95% of the Superior Court Judges' salaries and include the increase in the FY12 budget.**

c) Increase in funding request for the District Attorney's Office. (J. Johnson) 4 pages [LINK](#)

District Attorney Jackie Johnson addressed the Committee and requested a funding increase of \$75 thousand to continue the Fast Track program. She



stated that she had implemented the Fast Track program to reduce the cost of housing inmates in the jail and it has been successful. She stated that she needs to permanently assign an experienced attorney to the Fast Track program, along with a secretary, part-time victim advocate and a part-time junior attorney. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend increasing funding for the District Attorney's Fast Track program in the amount of \$75 thousand in the FY12 budget. (Vote: 3-0)**

- d) Consider recommending that the Board of Commissioners fund the position of Glynn County Agriculture & Natural Resources Agent as described. The minimum required county match is \$14,152 with funding to be provided in the FY12 Operating Budget, 100 General Fund, Department 7120 Agriculture Resources, 7115 Cooperative Extension (GA Extension Service). (R. Gray) 2 pages [LINK](#)

Ms. Robi Gray, Extension Service Coordinator, presented this item and requested funding for the Agriculture & Natural Resources Agent. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend adding an Agriculture & Natural Resource Agent to the Georgia Extension Service FY12 budget at a cost of \$14,152.**

- e) Increase in funding request for the Public Defender's Office. (G. Lane) 3 pages [LINK](#)

The Public Defender was not at the meeting but the Committee agreed that the funding was needed so that other areas of the Public Defender's budget would not be reduced. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend an increase in the Public Defender's Office FY12 appropriation by \$12,570 due to an increase in the state health insurance from 25.586% to 27.4% of salaries.**

- f) Potential budget amendments. 1 page [LINK](#)

Ms. McNicoll reviewed the attached document and stated that fuel costs, workers compensation claims, and health claims were areas of concern in next years' budget. She also stated that the curbside garbage and recycling collection was out to bid and the budget may need to be adjusted based on the new costs for those services. She stated that property taxes were included in the budget based on a 15% decrease in the digest and since the Chief Appraiser had stated that the digest could be 10 – 20 percent down, property taxes could be up to 5 percent lower or higher than budget



- g) Budget Summary. 10 pages [LINK](#)

Ms. McNicoll reviewed the changes that had been made to the budget since the last meeting which included a \$49 thousand correction which lowered the Tax Commissioners budget, a \$15 thousand correction which lowered the Coastal Regional Commission dues, a change in grant funding of the H.E.A.T. grant from three months to the full twelve months. She also stated that the Pension Committee and actuaries had recommended that the County's pension contribution increase from 8.63% to 9% at a cost to the General Fund of \$79,200. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the corrections to the Tax Commissioners, Coastal Regional Commission and H.E.A.T. grant revenue budgets and the pension contribution increase from 8.63% to 9% be approved.**

Commissioner Strickland asked what the schedule for the budget adoption would be and Ms. McNicoll responded that there would be a public hearing on June 2, 2011 at the regular meeting and that would be advertised a week prior to the meeting. The adoption of the budget is scheduled for June 16, 2011 and it will also be advertised a week prior to the meeting.

- 21) Request that Chairman Callaway identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.

**Items 2-3, 6-8, 10-14, 16-17 and 19, will be placed on the Board of Commissioners' Consent Agenda.**

**Items 4, 5, 18, and 20 will be placed on the Board of Commissioners' Regular Agenda.**

**Items 1 and 9 will not be forwarded to the Board of Commissioners' Agenda.**

**Item 15 was deferred until the 5/17/11 Board of Commissioners' Worksession.**