



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

8:30 am, Tuesday, September 11, 2012

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

Present:

Committee Members: *T. Sublett, M. Hunt, C. Taylor*

Other Commissioners:

Staff: *B. Aldinger, B. Boone-Cove, J. Carroll, J. Catron, R. Coolidge, W. Davis, F. Dees, R. Glisson, D. Hainley, D. Howes, R. Marat, B. Mauney, K. Maranville, P. McNicoll, P. Nicometo, A. Ours, B. Rowell, S. Santee, D. Taylor, C. Temple, S. Trautz, D. West, W. Worley*

Press:

Others: *Ray Combs, Phil Lyons*

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

Items 20-23 were moved to the beginning of the Agenda and heard first.

20) Consider recommending that the Board of Commissioners

- a) authorize to move forward with the Go Fish Grant Program including entering into a lease with the GA Fish and Wildlife; OR
- b) abandon the Go Fish Grant Program and refuse the GA Fish and Wildlife funding. (D. Hainley)

Mr. David Hainley, Community Development Director, presented this item and stated that staff was looking for guidance from the Board of Commissioners on how to proceed with the project. He stated that they have encountered a technical problem concerning the railroad and have received opposition from the Altamaha Park Association. Commissioner Sublett commented that Governor Perdue started the program and that Governor Deal will let it die because there is no money for it. Mr. Hainley stated that the County has a commitment letter for the money. After discussion, the following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed with Commissioner Sublett voting against the motion.

Approve recommending that the Board of Commissioners authorize staff to move forward with the Go Fish Grant Program including entering into a lease with the GA Fish and Wildlife. (Vote: 2-1) 2 pages [LINK](#)

21) Consider recommending that the Board of Commissioners accept the GEMA grant for use by the Glynn County Police Department to acquire or sustain equipment used by the department's Chemical Biological Radiological Nuclear Explosive (CBRNE) Team in the amount of \$10,000. (D. Hainley)

Mr. David Hainley, Community Development Director, presented this item and stated that there was no local match required for the grant. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners accept the GEMA grant for use by the Glynn County Police Department to acquire or sustain equipment used by the department's Chemical Biological Radiological Nuclear Explosive (CBRNE) Team in the amount of \$10,000. (Vote: 3-0) 3 pages [LINK](#)

- 22) Consider recommending that the Board of Commissioners approve the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631, authorize the Chairman execute the contract subject to approval by the County Attorney. (D. Hainley)

Mr. David Hainley, Community Development Director, presented this request and stated that this grant has gone down by about \$100 thousand since last year and it is the majority funding source for the Drug Court Program. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631, authorize the Chairman execute the contract subject to approval by the County Attorney. (Vote: 3-0) 38 pages [LINK](#)

- 23) Consider recommending that the Board of Commissioners adopt a resolution authorizing the Chairman to execute the "Metropolitan Transportation Planning Services Contract" for Fiscal Year 2013. (D. Hainley)

Mr. David Hainley, Community Development Director, presented this item and stated that this is the major planning contract for the Metropolitan Planning Organization (MPO). The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners adopt a resolution authorizing the Chairman to execute the "Metropolitan Transportation Planning Services Contract" for Fiscal Year 2013. (Vote: 3-0) 2 pages [LINK](#)

- 1) Consider approval of the August 7, 2012 Finance Committee Minutes. (P. McNicoll)

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

Approve the August 7, 2012 Finance Committee Minutes. (Vote: 3-0) 6 pages [LINK](#)

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge)

Mr. Rick Coolidge, HR Generalist, presented the August Workers Compensation report. He stated that there were a total of eight incidents in August, three of which were report only and five required medical treatment. Only one of the incidents that required medical treatment was significant and will require surgery. He stated that he is scheduling safety talks in the departments and after a few months, the departments will do the safety talks themselves. He also informed the Committee that ACCG will provide larger training to the County. The following motion made by Commissioner and seconded by Commissioner passed unanimously.

No action was taken on this item. 6 pages [LINK](#)

- 3) Receive the monthly EMS Collection report. (A. Thomas)

Mr. Ray Marat, Deputy Fire Chief, informed the Committee that the collection agency had collected \$1907 in the past month of which \$1,544 was remitted to Glynn County. He stated that 1,186 bills had been sent to the collection agency in the past month. Since taking over the collections services in March, 2012, Security Collections Agency had collected \$9,097.34. The following motion made by Commissioner and seconded by Commissioner passed unanimously.

No action was taken on this item. 1 page [LINK](#)

- 4) Consider recommending that the Board of Commissioners amend the Fiscal Year 2012 Sheriff’s Office budget with an increase of \$10,279 in order to fund inmate health care costs with funding provided by the General Fund fund balance. (P. McNicoll)

This item was removed from the agenda at the request of Sheriff Wayne Bennett.

- 5) Consider recommending that the Board of Commissioners amend the Fiscal Year 2012 Budget with increases as follows:
 - Health Insurance \$177,126
 - Workers Compensation 307,350
 - Property & Liability Insurance 69,930
 - General Fund budgets
 - a) Police Department 37,800
 - b) Sheriff’s Office 146,218
 - Sea Island Police Fund
 - a) Police Department 6,192
 - Solid Waste Collection Fund
 - a) Community Development 2,690

all due to increases in the Health Insurance, Workers Compensation and Property & Liability Insurance expenses as of June 30, 2012 and with funding to be provided by the applicable fund balances. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, discussed the process for closing out the insurance funds at the end of each fiscal year. She stated that the adjustments this year were in line with or less than the adjustments required in the previous fiscal year. She explained that when the adjustments are made, three departments will be over budget and requested that a budget amendment be approved to cover the overages. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners amend the Fiscal Year 2012 Budget with increases as follows:

- Health Insurance \$177,126
- Workers Compensation 307,350
- Property & Liability Insurance 69,930
- General Fund budgets
 - a) Police Department 37,800
 - b) Sheriff’s Office 146,218
- Sea Island Police Fund
 - a) Police Department 6,192
- Solid Waste Collection Fund
 - a) Community Development 2,690

all due to increases in the Health Insurance, Workers Compensation and Property & Liability Insurance expenses as of June 30, 2012 and with funding to be provided by the applicable fund balances. (Vote: 3-0) 2 pages [LINK](#)

- 6) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a new late fee charge to citizens picking up a community building key after business hours. (W. Davis)

Mr. Wesley Davis, Recreation Director, stated that renters of County buildings frequently forget to pick up building keys during business hours and Recreation Department staff is then required to meet the renter during non-work hours to give the renter the key. This has caused the department to incur overtime and is an inconvenience for staff to be called in. Mr. Davis requested to charge a fee to renters who fail to pick up the key during business hours. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a new late fee charge to citizens picking up a community building key after business hours. (Vote: 3-0) 1 page [LINK](#)

7) Consider recommending that the Board of Commissioners approve the revised Light Vehicle Matrix. (B. Rowell)

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, presented this item and stated that the Vehicle Matrix needed to be revised due to changes in the types of vehicles manufactured by the major auto companies and the maximum mileage levels needed to be adjusted due to vehicles having a longer life and being driven longer because of budgetary constraints. She stated that all departments were included in the discussions. She stated that the Police Chief agreed to change the maximum miles to \$130 thousand for pursuit vehicles. Mileage for non-pursuit vehicles was proposed to increase to 160 thousand from \$140 thousand miles. Commissioner Sublett asked if the County is still pursuing propane fueled vehicles and Ms. Rowell said that the alternative fuel proposal will be brought to the next Finance Committee meeting. Commissioner Taylor questioned what the net effect of the changes would be and Ms. Rowell stated that there would be some savings by changing from regular trucks to crew cabs and most 4-wheel drive vehicles have been eliminated from the Matrix so there should be some fuel efficiencies.

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

Approve recommending that the Board of Commissioners approve the revised Light Vehicle Matrix. (Vote: 3-0) 4 pages [LINK](#)

Property Appraisal Items

8) 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 Tuesday, August 14, 2012 meeting with clarification that this does not approve a tax refund. (R. Glisson)

Mr. Ron Glisson, Chief Appraiser, was available for questions and the following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve 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 Tuesday, August 14, 2012 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) 3 pages [LINK](#)

Contracts and Agreements

9) Consider recommending that the Board of Commissioners renew the Concession License Agreement with Holy Smoke Cuisine at the Coast Guard Concession Facility for the 2013 season for a payment amount of \$6,000 and authorize them to use Coast Guard Concession Facility during the week prior to the GA/FL Football game for an additional payment amount of \$250. (W. Davis)

Mr. Wesley Davis, Recreation Director, presented this item and explained how the concession licensing is handled. He stated that it is normal for a vendor to offer a lower price in the second year and that \$6 is a good offer. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners renew the Concession License Agreement with Holy Smoke Cuisine at the Coast Guard Concession Facility for the 2013 season for a payment amount of \$6,000 and authorize them to use Coast Guard Concession Facility during the week prior to the GA/FL Football game for an additional payment amount of \$250. (Vote: 3-0) 9 pages [LINK](#)

- 10) Consider recommending that the Board of Commissioners approve the program agreement, subject to the County Attorney's review and approval, with Marty Lyons Foundation to host the Haunted Forest Event at Blythe Island Regional Park with the following stipulations:
- Marty Lyons Foundation agrees to cover all specific costs generated by Marty Lyons Foundation associated with the special event for the dates October 17, 18, 20; 24, 25, 27; 29, 30, 31, 2012.
 - Thirty-three percent of all profits received from Haunted Forest admission tickets (including pre-sales) and concession revenues by Marty Lyons Foundation must be submitted by check to the Recreation Department payable no later than thirty days following October 31, 2012.
 - The contract agreement will require the organization to provide proof of liability insurance. Any facility rentals or fees charged by BIRP that are requested by Marty Lyons Foundation (e.g. campsites, pavilion rentals, deposits, etc.) will be paid by Marty Lyons Foundation or any of their members or volunteer workers per established BIRP fees and charges in advance of purchase, use or services. These expenses cannot and will not be included as expenditure reductions when figuring net profit. (W. Davis)

Mr. Wesley Davis, Recreation Director, introduced Mr. Phil Lyons of the Marty Lyons Foundation. Mr. Lyons informed the Committee that the Foundation had sponsored a Haunted House in the mall for the past few years but since the mall had been sold, they were unable to schedule it for this year. He asked that they be allowed to go forward with the Haunted Forest pending agreements between the attorneys. He stated that seventy five high school students will be working on the project. Mr. Will Worley, Assistant County Attorney, stated that the major issue was that they have to provide insurance. He stated that the Foundation's attorney wants the indemnification struck completely from the agreement but they may be able to reach an agreement. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the program agreement, subject to the County Attorney's review and approval, with Marty Lyons Foundation to host the Haunted Forest Event at Blythe Island Regional Park with the following stipulations:

- Marty Lyons Foundation agrees to cover all specific costs generated by Marty Lyons Foundation associated with the special event for the dates October 17, 18, 20; 24, 25, 27; 29, 30, 31, 2012.**
- Thirty-three percent of all profits received from Haunted Forest admission tickets (including pre-sales) and concession revenues by Marty Lyons Foundation must be submitted by check to the Recreation Department payable no later than thirty days following October 31, 2012.**
- The contract agreement will require the organization to provide proof of liability insurance.**

Any facility rentals or fees charged by BIRP that are requested by Marty Lyons Foundation (e.g. campsites, pavilion rentals, deposits, etc.) will be paid by Marty Lyons Foundation or any of their members or volunteer workers per established BIRP fees and charges in advance of purchase, use or services. These expenses cannot and will not be included as expenditure reductions when figuring net profit. (Vote: 3-0) 6 pages [LINK](#)

- 11) Consider recommending that the Board of Commissioners approve the contract with the Department of Corrections for two work details at a cost of \$39,500 per year per detail with funding from the Public Works FY 13 operating budget. (B. Rowell)

Ms. Becky Rowell, Asst. County Administrator/Public Works Director, presented this item and request approval to continue the two inmate work details currently in place. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners approve the contract with the Department of Corrections for two work details at a cost of \$39,500 per year per detail with funding from the Public Works FY 13 operating budget. (Vote: 3-0) 13 pages [LINK](#)

- 12) Consider recommending that the Board of Commissioners approve the contract with the Department of Corrections for a work detail from Ware State Prison at a total projected cost of \$54,333 for the remainder of FY 13 with funding from the General Fund fund balance. (B. Rowell)

Ms. Becky Rowell, Asst. County Administrator/Public Works Director, stated that she was approached by Ware State Prison and was offered a second inmate work detail. She said that the County would have to fund a van, fuel, trailer, tools, safety equipment and a cell phone for the officer at an estimated cost of \$28 thousand and the cost for eight months for the detail would amount to \$26,333 for a total FY13 cost of \$54,333. The following motion made by Commissioner Taylor and seconded by Commissioner Sublett passed with Commissioner Hunt voting against the motion.

Approve recommending that the Board of Commissioners approve the contract with the Department of Corrections for a work detail from Ware State Prison at a total projected cost of \$54,333 for the remainder of FY 13 with funding from the General Fund fund balance. (Vote: 2-1) 2 pages [LINK](#)

Bids, Request for Procurement, and Procurement Contracts

13) Consider recommending that the Board of Commissioners exercise the first option year with Southern Helicopter Leasing with funding from the FY 13 Public Works Department operating budget. (B. Rowell)

Ms. Becky Rowell, Asst. County Administrator/Public Works Director, stated that in FY12 the County awarded a contract to Southern Helicopter Leasing to provide aerial spraying and requested that the Board exercise the first option year at the no increase in pricing. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners exercise the first option year with Southern Helicopter Leasing with funding from the FY 13 Public Works Department operating budget. (Vote: 3-0) 1 page [LINK](#)

14) Consider recommending that the Board of Commissioners award the contract for A&E Services – Public Works Compound Assessment and Fleet Maintenance Shop Replacement to Ussery-Rule Architects in an amount not to exceed \$112,000, with funding to be provided by SPLOST 5. (B. Rowell)

Ms. Becky Rowell presented this item and stated that an RFP was issued for the A&E services and proposals were received from eleven firms. She stated that the technical review team interviewed the four highest scoring firms. After interviews, the team agreed that any of the four firms was capable of providing acceptable design services. The team recommended awarding the contract to Ussery Rule. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners award the contract for A&E Services – Public Works Compound Assessment and Fleet Maintenance Shop Replacement to Ussery-Rule Architects in an amount not to exceed \$112,000, with funding to be provided by SPLOST 5. (Vote: 3-0) 3 pages [LINK](#)

15) Consider recommending that the Board of Commissioners approve the revision of the approved road resurfacing list to include the Base Bid and Alternate 1 to insure sufficient funding is available for the project. (B. Rowell)

Ms. Becky Rowell presented this item and stated the previously approved road resurfacing list had been reviewed by staff who had determined that the cost for resurfacing the listed roads may exceed the budget. She requested to move the 1.42 miles of Altama Avenue from Bristol Drive to Chapel Crossing to an Alternate in the bid process and perform that resurfacing only if the bids are lower than expected and funding is available. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the revision of the approved road resurfacing list to include the Base Bid and Alternate 1 to insure sufficient funding is available for the project. (Vote: 3-0) 4 pages [LINK](#)

- 16) Consider recommending that the Board of Commissioners award the bid for the North Glynn Recreation Basketball Court to the lowest responsive and responsible bidder, TRH Construction, from Brunswick, GA in an amount not to exceed \$42,636 with funding to be provided by SPLOST #4 North Glynn Park interest funds. (W. Davis)

Mr. Wesley Davis, Recreation Director, stated that five bids were received at the bid opening for the project. TRH Construction was a local bidder and was given the opportunity to match the lowest bid received according to the Purchasing Ordinance. TRH Construction did match the lowest bid and therefore staff recommended award to the local vendor. Commissioner Taylor questioned how much it would cost to construct a cover over the basketball court and Mr. Davis stated that it would cost in excess of \$200 thousand. Commissioner Hunt asked if this project was required in SPLOST and Mr. Davis stated that it was in the original project list requested of the Board of Commissioners. The following motion made by Commissioner Taylor and seconded by Commissioner Sublett passed with Commissioner Hunt voting against the motion.

Approve recommending that the Board of Commissioners award the bid for the North Glynn Recreation Basketball Court to the lowest responsive and responsible bidder, TRH Construction, from Brunswick, GA in an amount not to exceed \$42,636 with funding to be provided by SPLOST #4 North Glynn Park interest funds. (Vote: 2-1) 2 pages [LINK](#)

- 17) Consider recommending that the Board of Commissioners authorize staff to issue a PO to Tyler Technologies for the Odyssey Batch Scanning and Auto Attachment Software at a cost of \$71,724 with funding to be provided by the Capital Projects Fund Budget and authorize the Chairman to sign the Software License and Professional Services Agreement and Amendment to the Existing Software Maintenance Agreement subject to approval of the County Attorney. (J. Catron)

Mr. John Catron, Information Technology Director, presented this item and stated that the software applications requested would improve efficiencies of the courts operations. He stated that State Court has scanned 88 thousand documents since the first of the year. Juvenile and Probate Court representatives stated that their scanning is about the same. Commissioner Taylor asked what the payback would be and Mr. Catron responded that the courts would be more efficient and documents would be more readily available. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize staff to issue a PO to Tyler Technologies for the Odyssey Batch Scanning and Auto Attachment Software at a cost of \$71,724 with funding to be provided by the Capital Projects Fund Budget and authorize the Chairman to sign the Software License and Professional Services Agreement and Amendment to the Existing Software Maintenance Agreement subject to approval of the County Attorney. (Vote: 3-0) 5 pages [LINK](#)

- 18) Consider recommending that the Board of Commissioners authorize staff to issue a Purchase Order to MSGovern to perform training and configuration modifications at a cost of \$31,020 and for MSGovern travel expenses in an amount not to exceed \$7,100 with funding to be provided by the General Fund fund balance. (J. Catron)

Mr. John Catron, Information Technology Director, stated that MSGovern had done an assessment of the Property Appraisal and Tax Commissioners offices and recommended this project in order to help those offices to utilize the Tax System more efficiently. Ms. Florence Dees, Tax Commissioner, stated that this also includes the Tax Commissioner bookkeeping system. She stated that they have had to use a separate bookkeeping system since MSGovern was purchased and the process has been inefficient and there is a greater possibility of errors than if the bookkeeping system is a part of the billing software. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize staff to issue a Purchase Order to MSGovern to perform training and configuration modifications at a cost of \$31,020 and for MSGovern travel expenses in an amount not to exceed \$7,100 with funding to be provided by the General Fund fund balance. (Vote: 3-0) 2 pages [LINK](#)

- 19) Consider recommending that the Board of Commissioners award the bid for the Air & Water Infiltration Upgrade for Public Safety Building to the lowest responsive and responsible bidder, BBG Contracting Group, at a cost of \$478,100 with funding to be provided by General Fund fund balance. (B. Mauney)

Mr. Ben Mauney, Facilities Manager, was available for questions and the following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners award the bid for the Air & Water Infiltration Upgrade for Public Safety Building to the lowest responsive and responsible bidder, BBG Contracting Group, at a cost of \$478,100 with funding to be provided by General Fund fund balance. (Vote: 3-0) 2 pages [LINK](#)

- 24) Request that Chairman Sublett identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
 - a) Items 6-13, 15-18, 21, and 23 will be placed on the Board of Commissioners' Consent Agenda.
 - b) Items 5, 14, 19, 20, and 22 will be placed on the Board of Commissioners' Regular Agenda.
 - c) Items 1-4 will not be forwarded to the Board of Commissioners' Agenda.