

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS
JUNE 13, 2011**

A Work Session of the Board of Commissioners was held on Monday, June 13, 2011, at 5:30 P.M., in the Council Chambers of City Hall with Mayor Jackie Wilson presiding, and Mayor Pro Tem Ronnie Anderson, Commissioners Robert Moore, Johnnie Lee Roper, Dennis Josey, and Marty Swain were also present. Commissioner Olivia Pearson was absent from the work session.

DISCUSSED FY'10 AUDIT MANAGEMENT LETTER

Rob Hurst, representative of the audit firm of Hurst & Hurst, C.P.A.'s present to the Mayor and Commission a Phase II Audit Management Letter.

No action was taken for this item at this time.

DISCUSSED FY'11 BUDGET AMENDMENTS

Joyce Taylor, Finance Director stated that changes in revenues and expenditures have occurred since the adoption of the FY'11 budget, making it necessary to amend said budget. Ms. Taylor explained that the proposed FY'11 General Fund Budget is adjusted to include \$50,690 for the Unified Land Development code approved in the FY'10 budget but not to receive until FY'11 and \$11,447 for a Park Maintenance Mower approved in FY'10 but not received until FY'11. Ad Valorem Tax revenue was reduced and the offsetting expense to the Industrial Authority was deleted due to the agreement with the County for them to send the 1 Mill Tax dedicated to the Industrial Authority directly to the. A detailed list of proposed adjustments is attached.

Ms. Taylor also stated that these adjustments reduced the General Fund budget from \$13,317,599, to \$12,959,677, and includes reducing the budgeted transfer from prior years' surplus \$4,259, from \$466,012 to \$418,753.

This item will be placed on the Regular Meeting agenda of this date.

DISCUSSED FY'12 BUDGET RESOLUTION FOR ADOPTION

Joyce Taylor, Finance Director, stated that after being properly advertised and a Public Hearing held according to legal process, the proposed FY'12 Budget of \$59,331,943 is now ready for action.

This item will be placed on the Regular Meeting agenda of this date.

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JUNE 13, 2011**

DISCUSSED AUDIT CONTRACT PROPOSALS

Joyce Taylor, Finance Director, stated that the following firms submitted Audit Proposals for Fiscal Years 2011, 2012, and 2013:

1. Bowen Phillips LLP-Tifton, GA
2. Costal CPAs LLC- St. Simons Island, GA
3. Geer & Associates- Albany, GA
4. Hilliard & Milton LLC-McRae, GA
5. Hurst & Hurst CPA's LLC-Douglas, GA
6. Mauldin & Jenkins LLC-Macon, GA

Ms. Taylor also stated that the Finance Committee met on Thursday, June 9, 2010 at 6:00 p.m.

This item will be placed on the Regular Meeting Agenda for today.

DISCUSSED LIABILITY INSURANCE PROPOSAL

Judy Carter, Human Resources Director, stated that proposals were sent to insurance companies here in Douglas who showed an interest in presenting a proposal and also GIRMA thru GMA. Four bids were received with two received after the 3:00 PM deadline May 19, 2011 (McCrary-Daniels and GIRMA and Griffin who could not provide proposal). Two proposals were received by the Human Resources dept. Those were:

1. Hennesy Insurance Agency-annual premium of \$209,517 thru Travelers Ins.
2. Meeks Insurance Agency-annual premium of \$212,637.95 thru CAN (national Fire Ins. Co. of Hartford). Less amount of deductible.

Mrs. Carter also stated that after reviewing both proposals, they did meet our specification. Meeks Insurance does have over 30+ years of experience and had a \$5,000 versus \$15,000 deductible on Public Entity Employment-Related Practices Liability.

This item will be placed on the Regular Meeting Agenda for today.

DISCUSSED BELL LAKE VILLAGE DEVELOPMENT

Ray Parker, Community Development Department Planning Division, introduced Mark Karras, a representative of Bell Lake Village LP, was proposing Bell Lake Apartment Homes, a 48- unit housing development at Old Bell Lake Rd. and SE Bowens Mill Rd. The Project will be 48 units, one, two and three bedrooms with amenities. A description of the project was presented.

Mr. Parker also stated that Bell Lake Village LP intends to apply to the Georgia Department of Community Affairs (DCA) for Low Income Housing Tax Credits (Credit)

for the development of units affordable to low income residents. Mr. Karras is requesting that the Mayor and Commission adopt a resolution support for this proposed development

Community Development Director Dale Batten explained that CXS had submitted a Temporary Right of Entry Agreement to be executed by the City for the encroachment of their right of way due to the resurfacing of the Gaskin Avenue Phase II project. Ms. Batten explained that since this item was prepared a representative from CSX stated that the agreement should be between CSX and the company actually performing the work. Ms. Batten further explained that in past projects involving CSX, the city did not perform the work but was required to execute the agreement and provide proof of insurance; therefore, she requested that Mayor Wilson be authorized to execute the Memorandum of Agreement in case it was determined to be required to allow the project to move forward.

This item will be placed on the regular meeting agenda on this date.

DISCUSSED PROPOSED ANNEXATION BOUNDARY MAP

Stanley Merritt, Assistant Purchasing Director, stated that this bid was advertised on March 16th and March 19th, 2011, in The Douglas Enterprise and was publicly opened at City Hall on March 4th, 2011, at 2:39 PM. This is our annual bid for new police uniforms and duty gear to be purchased as needed.

MINUTES

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CITY OF DOUGLAS

JUNE 13, 2011

Mr. Merritt also stated that Group A is based on approximate number of items needed with a bid price of \$22, 27.80. Group B was rejected due to lack of competitive bids per Chief Casteloes. Group C is based on second low bid due to sewing of emblems on clothing of Group A. Finally, Group D is priced per item with a price of \$4,288.43.

This item will be placed on the Regular Meeting Agenda for today.

DISCUSSED APPOINTMENT OF BOARD OF APPEALS MEMBER

Ray Parker, Community Development Department Planning Division, stated that JT Deerfield LP is proposing the rehabilitation of Deerfield Apartments, a 72 unit housing apartment complex located at 112 Pinecrest Drive. Phase One of Deerfield was built in 1982 and Phase Two was built in 1990.

Mr. Parker also stated that Deerfield, LP intends to apply to the Georgia Department of Community Affairs (DCA) for Low Income Housing Tax Credits and/or financing through the HOME Investment Partnership Program for rehabilitation of Deerfield Apartments. Mary T. Johnson, Managing Member of JT Deerfield, LP is requesting that

the Mayor and Commission adopt a resolution of support for this proposed rehabilitation project.

This item will be placed on the Regular Meeting Agenda for today.

DISCUSSED RATIFICATION OF RESOLUTION FOR 2011 COPS HIRING PROGRAM GRANT

Chief Tim White, Douglas Fire Department (DFD) stated that at the January 2011 mini retreat the Mayor and Commissioners with Chief White discussed the possibility of discontinuing the automatic aid response to medical calls due to budget constraints. It was determined by the Mayor and Commission that a meeting should be set up with all parties involved to discuss this issue. In a meeting held on February 23, 2011 with Chief White, City Manager Terrell Jacobs, Hospital Director George Heck, and EMS Director James Turk the discontinuation of automatic medical response was opened.

Chief White also stated that after discussing the issue it was agreed upon by all parties that the Douglas Fire Department (DFD) would be moving forward with an agenda item to present to the City Commission on this matter. A certified letter was drafted and sent to Mr. Heck, Mr. Turk and Ms. Crockett advising them that on June 13, 2011 at the City of Douglas Commission Meeting this issue would be voted on as to whether to continue or discontinue the automatic medical response. As discussed in the letter if the decision is to discontinue, the final date of response will be at midnight on May 24, 2011. As of this date the DFD will continue to respond to vehicle accidents with entrapment and accidents with injuries.

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MINUTES

WORK SESSION OF THE BOARD OF COMMISSIONERS

CITY OF DOUGLAS

JUNE 13, 2011

DISCUSSED RIGHT-OF-WAY PURCHASE OF SEVEN OAKS WAY

DISCUSSED APPROVAL OF ANNUAL FACILITY RENTAL WAIVERS

DISCUSSED ECG POLE ATTACHMENT SERVICE

DISCUSSED COFFEE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

DISCUSSED BUILDING WIRELESS CONNECTIVITY APPROVAL

DISCUSSED GEORGIA DEPARTMENT OF CORRECTIONS CONTRACT

CITY MANAGER'S UPDATE

Terrell Jacobs, City Manager, gave the following updates to the Mayor and Commission:

The City has received a request from the Chamber, Southwire, and other community groups to conduct a back to school project on July 26, 2011. This year they will use both of the gyms and Magnolia Rooms.

An update on Gaskin Avenue Phase II was provided. The City's staff has met with the contractors and they are able to meet the expectations with the contract as scheduled.

An update and Information on the SAVE and E-Verify programs was also provided.

The City's Annual Employee Appreciation Luncheon will be held on June 10, 2011 from 11:30 to 1:30 p.m. Staff will be recognized at 12:30 p.m.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 6:59 pm.

Jackie L. Wilson, Mayor

Wynetta Bolder, City Clerk