



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

1:00 pm, Tuesday, August 12, 2014

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *M. Hunt, R. Strickland, C. Taylor*

Elected Officials/Staff: *D. Austin, J. Catron, W. Davis, F. Dees, D. Deloach, S. Gardner, R. Glisson, R. Grolemond, D. Hainley, J. Johnson, N. Jump, S. Kelley, B. Mauney, V. McClinton, M. Messer, A. Ours, O. Reed, G. Rountree, S. Santee, D. West, K. Wilborn, W. Worley, and T. York*

Press: *Kelly Quimby, Matthew Permar*

Other: *David Crow, Chuck Faulk, Garry Thomas Hill, and Jim Ingram*

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

Commissioner Taylor made a motion to add item 29a) to the agenda, Commissioner Strickland seconded and the motion carried unanimously.

1) *Consider approval of the July 8, 2014 Finance Committee Minutes.*

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

Approve the July 8, 2014 Finance Committee Minutes. (T. Miller) 7 pages [REPORT](#) (Vote: 3-0)

2) *Consider recommending that the Board of Commissioners approve Change Order #29 for the new Detention Center in the amount of \$10,552.90 with funding to be provided by the project contingency budget adding 14 days to the project completion schedule.*

Mr. Hainley presented this item. Revised handouts were given. Mr. Ingram stated that all changes were normal but necessary to get the system properly bound as designed. County accepted jail in an earlier meeting.

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

Recommend that the Board of Commissioners approve Change Order #29 for the new Detention Center in the amount of \$15,374.15 with funding to be provided by the project contingency budget adding 14 days to the project completion schedule. (D. Hainley) 12 pages [REPORT](#) (Vote: 3-0)

3) *Receive the monthly Workers Compensation Report. (O. Reed) 10 pages [REPORT](#)*

Ms. Reed gave the report. She stated that during the 5 Minute Safety Talks employees are asked to think about work place safety.

- 4) *Consider recommending that the Board of Commissioners authorize the Chairman to sign various credit applications for Fiscal Year 2014/2015.*

Ms. McClinton presented this item. She said that periodically, we receive credit application from vendors prior to the County issuing a Purchase Order.

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

Recommend that the Board of Commissioners authorize the Chairman to sign various credit applications for Fiscal Year 2014/2015. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

- 5) *Consider recommending that the Board of Commissioners authorize the Chairman to sign the FY14 Federal Equitable Sharing Agreement for the Glynn County Police Department.*

Ms. McClinton presented this item. She stated that this agreement is in place because the Police Department has chosen to participate in the Federal Equitable Sharing Program. The agreement certifies that the County adheres to the restrictions upon the use the forfeited cash, property, proceeds and interest earning are equitable shared with participating law enforcement agencies.

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

Recommend that the Board of Commissioners authorize the Chairman to sign the FY14 Federal Equitable Sharing Agreement for the Glynn County Police Department. (T. Miller) 7 pages [REPORT](#) (Vote: 3-0)

Property Appraisal Items

- 6) *Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, July 17, 2014 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this report.

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

Recommend that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, July 17, 2014 meeting with clarification that this does not approve a tax refund. (R. Glisson) 3 pages [REPORT](#) (Vote: 3-0)

Tax Commissioner Items

- 7) *Consider recommending that the Board of Commissioners approve or deny a request from Ms. Lori Schwartz on behalf of Golden Isles Plaza, LLC, that penalties and interest paid in the amount of \$763.05 on parcels #03-16380 and #03-15018 for tax year 2013 be refunded.*

Ms. Dees presented this item and explained that the County has done nothing wrong. The taxpayer thought that it was paid out of escrow. However, it was not. She recommends denial.

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

Recommend that the Board of Commissioners deny a request from Ms. Lori Schwartz on behalf of Golden Isles Plaza, LLC, that penalties and interest paid in the amount of \$763.05 on parcels #03-16380 and #03-15018 for tax year 2013 be refunded. (F. Dees) 10 pages [REPORT](#) (Vote: 3-0)

8) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Garry Thomas Hill that the late fees paid in the amount of \$42.50 for his 2003 Honda VRod MC 2014 ad valorem taxes be refunded.*

Ms. Dees presented this item and explained that the dealership delayed paperwork and recommended that the Commissioners approve the request for a refund.

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

Recommend that the Board of Commissioners approve a request from Mr. Garry Thomas Hill that the late fees paid in the amount of \$42.40 for his 2003 Harley VRod MC 2014 ad valorem taxes be refunded. (F. Dees) 3 pages [REPORT](#) (Vote: 3-0)

Budget

9) *Consider recommend that the Board of Commissioners amend the FY15 budget to establish the Administrator's contingency in the amount of \$400,000 with funding to be provided from the General Fund fund balance.*

Mr. Ours presented this item and gave examples of situations when the contingency was used in prior years. It was discussed that in the future this should be a part of the budget process.

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

Recommend that the Board of Commissioners amend the FY15 budget to establish the Administrator's contingency in the amount of \$400,000 with funding to be provided from the General Fund fund balance. (A. Ours) 1 page [REPORT](#) (Vote: 3-0)

10) *Consider recommending that the Board of Commissioners approve the budget adjustments for SPLOST 5 projects by moving \$20,000 from the District 3 – North Glynn Recreation Complex Improvements Project to Unallocated.*

Ms. McClinton presented this item and stated that all North Glynn Recreation Complex Projects are complete.

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

Recommending that the Board of Commissioners approve the budget adjustments for SPLOST 5 projects by moving \$20,000 from the District 3 – North Glynn Recreation Complex Improvements Project to Unallocated. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

11) *Consider recommending that the Board of Commissioners decrease the FY15 Juvenile Court operating revenue and expenditures budget by \$73,095.*

Ms. McClinton presented this item and stated that Juvenile Court did not receive the grant that was previously budgeted.

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

Recommend that the Board of Commissioners decrease the FY15 Juvenile Court operating revenue and expenditures budget by \$73,095. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

12) *Consider recommending that the Board of Commissioners*

- a) *Amend the Judges of Superior Court budget to increase expenditures in the amount of \$10,054 for FY14 and \$19,329 for FY15, with funding provided by the General Fund fund balance; and*
- b) *Authorize moving the HB182 Program from General Fund to the Brunswick Judicial Circuit Fund.*

Mr. Grolemond presented this item. He stated that the purpose of this item is to increase the expenditure budget to match the revenue that was received.

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

Recommend that the Board of Commissioners

- a) **Amend the Judges of Superior Court budget to increase expenditures in the amount of \$10,054 for FY14 and \$19,329 for FY15, with funding provided by the General Fund fund balance; and**
- b) **Authorize moving the HB182 Program from General Fund to the Brunswick Judicial Circuit Fund. (T. Miller) 3 pages [REPORT](#) (Vote: 3-0)**

13) *Consider recommending that the Board of Commissioners amend the FY15 budget to increase revenue and expenditures in the amount of \$1,000 for the Alcohol and Marijuana Awareness Program (AMAP) program.*

Mr. Grolemond presented this item.

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

Recommend that the Board of Commissioners amend the FY15 budget to increase revenue and expenditures in the amount of \$1,000 for the Alcohol and Marijuana Awareness Program (AMAP) program. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

14) *Consider recommending that the Board of Commissioners establish the Fiscal Year 2015 Auction Fees Operating Expenditure budget in the amount of \$3,000 in order to fund pay the required Surplus Auction fees with funds to be provided by sale of surplus equipment revenue in the General Fund.*

Mr. Grolemond presented this item.

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

Recommend that the Board of Commissioners establish the Fiscal Year 2015 Auction Fees Operating Expenditure budget in the amount of \$3,000 in order to fund pay the required Surplus Auction fees with funds to be provided by sale of surplus equipment revenue in the General Fund. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

15) Consider recommending that the Board of Commissioners amend the FY14 District Attorney budget to increase revenue and expenditures in the amount of \$18,240 for the additional 5% fees from fines collected in the Brunswick Judicial Circuit.

Mr. Grolemond presented this item.

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

Recommend that the Board of Commissioners amend the FY14 District Attorney budget to increase revenue and expenditures in the amount of \$18,240 for the additional 5% fees from fines collected in the Brunswick Judicial Circuit. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

16) Consider recommending that the Board of Commissioners amend the FY15 Drug Court Fund budget to increase expenditures in the amount of \$9,960 for Drug Court program scholarships that have been paid back with funding provided by the Drug Court Fund fund balance.

Mr. Grolemond presented this item.

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

Recommend that the Board of Commissioners amend the FY15 Drug Court Fund budget to increase expenditures in the amount of \$9,960 for Drug Court program scholarships that have been paid back with funding provided by the Drug Court Fund fund balance. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

17) Consider recommending that the Board of Commissioners amend the FY15 Probate Court budget to increase revenue and expenditures in the amount of \$4,256 for funding from the Law Library.

Mr. Grolemond presented this item.

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

Recommend that the Board of Commissioners amend the FY15 Probate Court budget to increase revenue and expenditures in the amount of \$4,256 for funding from the Law Library. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

18) Consider recommending that the Board of Commissioners approve the FY14 KidsNet – Contractual Services remaining budget in the amount of \$26,083.83 be rolled over to the Juvenile Court's FY2014-15 budget.

Judge Rountree presented this item and stated that these funds are needed to provide funding until the new grant is received. Since the last grant was denied they were given an opportunity to apply for additional funding for the remaining of the year.

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

Recommend that the Board of Commissioners approve the FY14 KidsNet – Contractual Services remaining budget in the amount of \$26,083.83 be rolled over to the Juvenile Court's FY2014-15 budget. (G. Rountree) 3 pages [REPORT](#) (Vote: 3-0)

19) Consider recommending that the Board of Commissioners authorize the use of an amount not to exceed \$9,000 in the BIRP Development Account for the purchase and installation of an aluminum roof over the fish cleaning station, plus water, and electric at the new marina at Blythe Island Regional Park.

Mr. Davis presented this item. He stated that this item was originally placed in the budget but later taken out.

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

Recommend that the Board of Commissioners authorize the use of an amount not to exceed \$9,000 in the BIRP Development Account for the purchase and installation of an aluminum roof over the fish cleaning station, plus water, and electric at the new marina at Blythe Island Regional Park. (W. Davis) 2 pages [REPORT](#) (Vote: 3-0)

20) Consider recommending that the Board of Commissioners approve an adjustment to the FY '14 budget for the construction of the new Sheriff's Office and Detention Center in the amount of \$12,477 to cover the premiums for the extension of the builders risk insurance with funding to come from the General Fund.

Ms. Reed presented this item. In January of 2013, the Board of Commissioners approved Builders Risk Insurance coverage through February 26, 2014. This adjustment will cover the construction of the project through June 30, 2014.

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

Recommend that the Board of Commissioners approve an adjustment to the FY '14 budget for the construction of the new Sheriff's Office and Detention Center in the amount of \$12,477 to cover the premiums for the extension of the builders risk insurance with funding to come from the General Fund. (O. Reed) 1 page [REPORT](#) (Vote: 3-0)

21) Consider recommend that the Board of Commissioners amend the FY14 budget by increasing Insurance Premium Tax Revenues and street light expenditures by \$12,740; and, amend the FY15 budget by increasing Insurance Premium Tax revenues and street light expenditures by \$16,427.

Mr. Austin presented this item. He stated that it is difficult to project actual costs. Commissioner Taylor questioned why we were amending the budget so early. Mr. Austin stated that street lights are moving targets. Ms. McClinton stated that Insurance premium tax funds allow the following of Police Protections, Fire Protection, Curbside or non-site residential or commercial garbage and solid waste collections, and Curbs, sidewalks and street lights.

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

Recommend that the Board of Commissioners amend the FY14 budget by increasing Insurance Premium Tax Revenues and street light expenditures by \$12,740; and, amend the FY15 budget by increasing Insurance Premium Tax revenues and street light expenditures by \$16,427. (D. Austin) 1 page [REPORT](#) (Vote: 3-0)

Bids, Contracts, and Agreements

22) Consider recommending that the Board of Commissioners approve the First Amendment to the BIRP Fishing Club License Agreement that includes their relocation to the Archery Range property and the purchase and installation of an aluminum type building for the purpose of holding meetings, cookouts and storage; transfer of electricity and water meter to them along with maintenance of the water system and well on the park property at no cost to Glynn County.

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

Mr. Davis presented this item and stated that the agreement requires that they are in compliance with all county regulations.

Recommend that the Board of Commissioners approve the First Amendment to the BIRP Fishing Club License Agreement that includes their relocation to the Archery Range property and the purchase and installation of an aluminum type building for the purpose of holding meetings, cookouts and storage; transfer of electricity and water meter to them along with maintenance of the water system and well on the park property at no cost to Glynn County. (W. Davis) 5 pages [REPORT](#) (Vote: 3-0)

23) *Consider recommending that the Board of Commissioners approve the Second Amendment to Tower and Ground Lease Agreement and Consent to Assignment with New Cingular, formerly AT&T and that the Chairman be authorized to sign the agreement with New Cingular Wireless.*

Mr. Catron presented this item.

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

Recommend that the Board of Commissioners approve the Second Amendment to Tower and Ground Lease Agreement and Consent to Assignment with New Cingular, formerly AT&T and that the Chairman be authorized to sign the agreement with New Cingular Wireless. (J. Catron) 27 pages [REPORT](#) (Vote: 3-0)

24) *Consider recommending that the Board of Commissioners authorize staff to implement year one of the three-year FY14 Berry Dunn IT Assessment in the total amount of \$417,682.26 with funding to be provided by the FY15 Approved Budget and issue Purchase Orders as follows:*

- a) *Disys (Cisco State Contract) for switches, wireless access points and controller in the amount of \$118,399.80*
- b) *Dell (State Contract) for VM servers, PC Management, VM Licensing, and email archival software in the amount of \$159,282.46*
- c) *Dell (State Contract) for PCs, Tablets, and Laptops – in an amount not to exceed \$140,000.*

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

Mr. Catron presented this item.

Recommend that the Board of Commissioners authorize staff to implement year one of the three-year FY14 Berry Dunn IT Assessment in the total amount of \$417,682.26 with funding to be provided by the FY15 Approved Budget and issue Purchase Orders as follows:

- a) **Disys (Cisco State Contract) for switches, wireless access points and controller in the amount of \$118,399.80**
- b) **Dell (State Contract) for VM servers, PC Management, VM Licensing, and email archival software in the amount of \$159,282.46**
- c) **Dell (State Contract) for PCs, Tablets, and Laptops – in an amount not to exceed \$140,000. (J. Catron) 23 pages [REPORT](#) (Vote: 3-0)**

25) Consider recommending that the Board of Commissioners award the consulting contract for the Long Range Transportation Plan Update to Reynolds Smith & Hills in the amount of \$96,936 with funding to come from the 2015 BATS budget.

Mr. Hainley presented this item.

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

Recommend that the Board of Commissioners award the consulting contract for the Long Range Transportation Plan Update to Reynolds Smith & Hills in the amount of \$96,936 with funding to come from the 2015 BATS budget. (D. Hainley) 3 pages [REPORT](#) (Vote: 3-0)

26) Consider recommending that the Board of Commissioners allow the Issuance of an Invitation for Bid for the Chiller Replacement at the Public Safety Building, at an estimated cost of \$100,000 with funding to be provided by the General Fund fund balance.

Mr. Mauney presented this item. Commissioner Strickland asked if this could be purchased from the Capital Projects Funds instead of the General Fund. Mr. Ours confirmed that yes this could be funded by the Capital Projects Fund.

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

Recommend that the Board of Commissioners allow the Issuance of an Invitation for Bid for the Chiller Replacement at the Public Safety Building, at an estimated cost of \$100,000 with funding to be provided by the Capitol Project Fund fund balance. (B. Mauney) 1 page [REPORT](#) (Vote: 3-0)

27) Consider recommending that the Board of Commissioners declare the facilities located at W. Harold Pate Courthouse Annex, 1725 Reynolds Street, as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$83,000 with funding to be provided by the General Fund fund balance and funds currently set aside for ADA improvements.

Mr. Mauney presented this item and stated that these improvements are included in compliance issues noted by the Department of Justice during the audit. These improvements must be completed by November of 2014.

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

Recommend that the Board of Commissioners declare the facilities located at W. Harold Pate Courthouse Annex, 1725 Reynolds Street, as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$83,000 with funding to be provided by the General Fund fund balance and funds currently set aside for ADA improvements. (B. Mauney) 6 pages [REPORT](#) (Vote: 3-0)

28) Consider recommending that the Board of Commissioners authorize Facilities Management staff to replace the broken A/C unit with a new unit located at East Beach Saint Simons Island known as the Historic Coast Guard Station with funding in the amount of \$6,000 to be provided by the General Fund fund balance.

Mr. Mauney presented this item. Commissioner Strickland questioned the number of items paid from the General Fund fund balance and suggested that the funding be changed to the Administrator's contingency. Mr. Ours agreed.

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

Recommend that the Board of Commissioners authorize Facilities Management staff to replace the broken A/C unit with a new unit located at East Beach Saint Simons Island known as the Historic Coast Guard Station with funding in the amount of \$6,000 to be provided by the Administrator's contingency. (B. Mauney) 1 page [REPORT](#) (Vote: 3-0)

29) *Consider recommending that the Board of Commissioners authorize the issuance of a purchase order to Akins Ford Dodge Jeep Chrysler in the amount of \$186,978.00 and a purchase order to Hardy Fleet Group in the amount of \$28,666.00 for a total amount of \$215,653.00 with approved funding from the Capital Projects Fund.*

Ms. Messer presented this item and stated that these vehicles were purchased from the State Contract. Necessary repairs could be performed at any dealership.

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

Recommend that the Board of Commissioners authorize the issuance of a purchase order to Akins Ford Dodge Jeep Chrysler in the amount of \$186,978.00 and a purchase order to Hardy Fleet Group in the amount of \$28,666.00 for a total amount of \$215,653.00 with approved funding from the Capital Projects Fund. (T. Miller) 8 pages [REPORT](#) (Vote: 3-0)

29a) *Consider rrecommending that the Board of Commissioners award the request for quote for the Engineering Services for Sidewalk Project 2014 RFP to EMC Engineering Services, Inc. in the amount of \$32,000 with funding from the General Fund fund balance with the option to provide construction planning services as defined by Task 1 Option 0001 of the RFP for projects approved for construction by the Board.*

Mr. Austin presented this item.

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

Recommend that the Board of Commissioners award the request for quote for the Engineering Services for Sidewalk Project 2014 RFP to EMC Engineering Services, Inc. in the amount of \$32,000 with funding from the General Fund fund balance with the option to provide construction planning services as defined by Task 1 Option 0001 of the RFP for projects approved for construction by the Board. (D. Austin) 3 pages [REPORT](#) (Vote: 3-0)

Other Items

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

- a) Items #2-23, 25, 27, and 29a) will be placed on the Board of Commissioners' Consent Agenda.
- b) Items #24, 26, 28, and 29 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items #1 will not be forwarded to the Board of Commissioners' Agenda.