



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, August 11, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *B. Brunson, J.R. Stambaugh and R. Strickland*

Elected Officials/Staff: *D. Austin, J. Catron, W. Davis, M. Doering, K. Downs, M. Hawk, M. Herndon, C. Kinstle, B. Mauney, V. McClinton, T. Miller, A. Ours, C. Overstreet, A. Sapp, S. Usher, D. West, K. Wilburn and W. Worley*

Press: *M. Permar and L. Hobbs*

Other: *None*

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

- 1) *Consider approval of the July 7, 2015 Finance Committee Minutes.*

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Approval of the July 7, 2015 Finance Committee Minutes. (T. Miller) 6 pages [REPORT](#) (Vote: 3-0)

- 2) *Receive Workers Compensation report.*

Ms. Reed gave the report. Commissioner Brunson commented that the frequency of workers compensation occurrences has gone off the chart and expressed his concerns that eventually this will have an adverse effect on the county. He wanted to make sure staff is not only keeping track of the information, but also taking action and using the information to improve. He mentioned the Fire Department and asked if staff went out to the departments and trained. Ms. Reed responded that staff did go out to train the departments and said she would look further into what was happening in the Fire Department.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Receive Workers Compensation report. (O. Reed) 10 pages [REPORT](#) (Vote: 3-0)

- 3) *Consider recommending that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY 2015/2016 budget.*

Ms. Miller presented this item and explained this is simply to allow staff to issue solicitations for items that are already in the budget. This way Commissioners do not have to vote to authorize the bid and then vote to award. Items will go to the Commissioners after they have been bid for the award.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY 2015/2016 budget. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

- 4) *Consider recommending that the Board of Commissioners authorize the Chairman to sign various credit applications for Fiscal Year 2015/2016.*

Ms. Miller presented this item, and explained that this is similar to the previous item and is allowing the Chairman to sign these credit applications as needed throughout the year without having to come to the County Commission each time.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize the Chairman to sign various credit applications for Fiscal Year 2015/2016. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

5) *Consider recommending that the Board of Commissioners authorize to sign various financial reports for Fiscal Year 2016.*

Ms. Miller presented this item and explained that similar to the previous two items, this is authorizing the Chairman to sign documents reporting on the same information that is reported to the full Board of Commissioners quarterly and eventually audited.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize to sign various financial reports for Fiscal Year 2016. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

6) *Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to add a 3 and 4 year old age group to the soccer, basketball, and T-ball programs at a participation fee of \$25 per child.*

Mr. Mead Herndon presented this item. He explained that there had been interest from parents and coaches and that they were promoting getting kids into a healthy lifestyle. Commissioner Stambaugh asked how much it would cost and Mr. Herndon responded that it would be about \$540 if 80 children signed up. Commissioner Stambaugh then asked about the requirements of manpower and Mr. Herndon responded that the staff was already out on the fields and that they would be scheduled to include these programs. Commissioner Stambaugh commented that he did not support this and that it was a waste of time and money.

The following motion made by Commissioner Brunson and seconded by Commissioner Strickland passed.

Recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to add a 3 and 4 year old age group to the soccer, basketball, and T-ball programs at a participation fee of \$25 per child. (M. Herndon) 1 page [REPORT](#) (Vote: 2-1)

7) *Consider recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County.*

Ms. Miller presented this item. She explained that staff was exploring avenues that would be best for the sale of the Jaguar.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (A. Miller) 4 pages [REPORT](#) (Vote: 3-0)

8) *Consider recommending that the Board of Commissioners approve the amendments to the Financial Management Policies.*

Ms. Miller presented this item and explained that the only changes to the document were title changes due to recent reorganization and the removal of names of commissioners and staff.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the amendments to the Financial Management Policies and deleting Commissioners and staff names. (T. Miller) 38 pages [REPORT](#) (Vote: 3-0)

9) *Consider recommending that the Board of Commissioners deny a request from Ms. Adrian Cano, accountant for Chem Tex Supply Corporation, that \$513.64 paid in penalties and interest on parcel #02-02254 for tax year 2011 be refunded.*

Ms. Sapp presented this item. Commissioner Stambaugh asked if the bills were returned and she stated that they were not.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners deny a request from Ms. Adrian Cano, accountant for Chem Tex Supply Corporation, that \$513.64 paid in penalties and interest on parcel #02-02254 for tax year 2011 be refunded. (F. Dees) 13 pages [REPORT](#) (Vote: 3-0)

10) *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 Thursday, July 16, 2015 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, July 16, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 4 pages [REPORT](#) (Vote: 3-0)

11) *Consider recommending that the Board of Commissioners accept the grant contract and awarded funding in the amount of \$63,172 from the Division of Children and Family Services increase the Juvenile Court's FY16 revenue and expenditures budget by \$47,379 and authorize the Chair to sign the approved FY16 contract subject to the approval of the County Attorney. (T. Miller) 3 pages [REPORT](#)*

Ms. Miller explained that the County did not have the contract yet so the item was deferred.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Defer this item to the September Finance Committee Meeting. (Vote: 3-0)

12) *Consider recommending that the Board of Commissioners designate the General Fund fund balance as the funding source for approved expenditures associated with the license agreement between Glynn County and the Coastal Georgia Historical Society, Inc. in an amount not to exceed \$269,000.*

Ms. Miller presented this item and explained that the Commission had already approved the amount at a previous meeting but staff failed to present a funding source for approval.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners designate the General Fund fund balance as the funding source for approved expenditures associated with the license agreement between Glynn County and the Coastal Georgia Historical Society, Inc. in an amount not to exceed \$269,000. (N. Priest-Goodsett) 16 pages [REPORT](#) (Vote: 3-0)

Bids, Contracts and Agreements

13) *Consider recommending that the Board of Commissioners approve the Integrated Power Solutions Generator Preventative Maintenance Agreement to ensure the continued proper operation of the generator(s) located at the four communications tower sites, Fourth Street, Zuta, Brookman, and St. Simons, with funding in the amount of \$6,900 to be provided by the E911 budget.*

Mr. Usher presented this item and explained that it was simply continued maintenance and that the amount was included in the E-911 budget.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the Integrated Power Solutions Generator Preventative Maintenance Agreement to ensure the continued proper operation of the generator(s) located at the four communications tower sites, Fourth Street, Zuta, Brookman, and St. Simons, with funding in the amount of \$6,900 to be provided by the E911 budget. (S. Usher) 8 pages [REPORT](#) (Vote: 3-0)

14) *Consider recommending that the Board of Commissioners approve the Integrated Power Solutions Power Systems Protection Agreement to ensure the continued proper operation of the UPS unit(s) located at the Communications Tower Sites with funding in the amount of \$3,975 to be provided by the E911 budget.*

Mr. Usher presented this item and explained that it was simply continued maintenance and that the amount was included in the E-911 budget.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve the Integrated Power Solutions Power Systems Protection Agreement to ensure the continued proper operation of the UPS unit(s) located at the Communications Tower Sites with funding in the amount of \$3,975 to be provided by the E911 budget. (S. Usher) 9 pages [REPORT](#) (Vote: 3-0)

15) *Consider recommending that the Board of Commissioners approve a purchase order to Akins Ford Dodge Jeep Chrysler for ten (10) 2015 Dodge Charger Pursuit Vehicles in the amount of \$244,439; Allan Vigil Ford-Lincoln Mercury, Inc. for a Ford F-250 4x4 truck in the amount of \$31,570; and additional components from various vendors not to exceed the amount of \$142,115 with all funding provided by the Capital Projects Fund.*

Chief Doering presented this item and stated that all of this was budgeted in the FY16 budget.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve a purchase order to Akins Ford Dodge Jeep Chrysler for ten (10) 2015 Dodge Charger Pursuit Vehicles in the amount of \$244,439; Allan Vigil Ford-Lincoln Mercury, Inc. for a Ford F-250 4x4 truck in the amount of \$31,570; and additional components from various vendors not to exceed the amount of \$142,115 with all funding provided by the Capital Projects Fund. (M. Doering) 2 pages [REPORT](#) (Vote: 3-0)

16) Consider recommending that the Board of Commissioners authorize the Chairman to sign the Tyler Technologies Electronic Filing Agreement Amendment.

Mr. Catron presented this item. He stated that this simply allows Glynn County to join a statewide contract with other counties which in turn will provide more revenue for Glynn County.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize the Chairman to sign the Tyler Technologies Electronic Filing Agreement Amendment. (J. Catron) 6 pages [REPORT](#) (Vote: 3-0)

17) Consider recommending that the Board of Commissioners authorize staff to issue a purchase order to Dell Computers for the quotes for Microsoft Year 2 Payment of \$120,790 and Year 1 True-Up of \$28,758.24 with funding to be provided by the approved FY15 Operating and Capital Budgets.

Mr. Catron presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize staff to issue a purchase order to Dell Computers for the quotes for Microsoft Year 2 Payment of \$120,790 and Year 1 True-Up of \$28,758.24 with funding to be provided by the approved FY16 Operating and Capital Budgets. (J. Catron) 4 pages [REPORT](#) (Vote: 3-0)

18) Consider recommending that the Board of Commissioners award the bid for the contract for ADA compliance of the Glynn County Altamaha Park to A&M Builders & Erectors, of Brunswick, GA at a cost of \$160,000 with funding to be provided by the General Fund fund balance.

Mr. Mauney presented this item and Mr. Ours explained the need for using fund balance for this work.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners award the bid for the contract for ADA compliance of the Glynn County Altamaha Park to A&M Builders & Erectors, of Brunswick, GA at a cost of \$160,000 with funding to be provided by the General Fund fund balance. (B. Mauney) 2 pages [REPORT](#) (Vote: 3-0)

19) Consider recommending that the Board of Commissioners approve a purchase order to Akins Ford Dodge Jeep Chrysler for five (5) 2015 Dodge Charger Pursuit Vehicles and to purchase the additional components not to exceed the amount of \$157,010 with funding provided by the Capital Projects Fund.

The Sheriff presented this item. Commissioner Stambaugh asked if this was the same state contract as the previous item and the Sheriff responded that it was.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve a purchase order to Akins Ford Dodge Jeep Chrysler for five (5) 2015 Dodge Charger Pursuit Vehicles and to purchase the additional components not to exceed the amount of \$157,010 with funding provided by the Capital Projects Fund. (N. Jump) 2 pages [REPORT](#) (Vote: 3-0)

20) Consider recommending that the Board of Commissioners authorize staff to solicit bids for the repair of the Saint Simons Island Fishing Pier as identified in the 2015 annual inspection with funding to be provided by the Capital Fund fund balance.

Mr. Austin presented this item and stated that Mark Mobley and David Deloach went under the pier recently. He further stated that the substructure needs to be looked at every few years. He said the engineer's estimate for the work is \$145,000.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize staff to solicit bids for the repair of the Saint Simons Island Fishing Pier as identified in the 2015 annual inspection with funding to be provided by the Capital Fund fund balance. (D. Austin) 2 pages [REPORT](#) (Vote: 3-0)

21) Consider recommending that the Board of Commissioners approve the bid for the contract for the upgrades of the Glynn County SSI Public Works/Recreation Compound located at 2001 Demere Road, Saint Simons Island to Altamaha Building Systems, Inc. of Surrency, GA at a cost of \$460,756 with funding to be provided by the Capital Fund fund balance.

Mr. Austin presented this item. Commissioner Stambaugh asked what kind of roof was on the office building and Mr. Mauney responded that the new roof was a single membrane rubber, 20-year warranty roof. Commissioner Brunson said that the Airport Commission tried to get the County to give this site to them previously. Mr. Austin then said it was vital for the County to be in this location.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the bid for the contract for the upgrades of the Glynn County SSI Public Works/Recreation Compound located at 2001 Demere Road, Saint Simons Island to Altamaha Building Systems, Inc. of Surrency, GA at a cost of \$460,756 with funding to be provided by the Capital Fund fund balance. (D. Austin) 3 pages [REPORT](#) (Vote: 3-0)

22) Consider recommending that the Board of Commissioners authorize staff to proceed with year two of the three-year Berry Dunn IT Assessment and the issuance of purchase orders to Cisco in the amount of \$171,285.60 and to Dell in the amount of \$116,928.77 with funding to be provided from the FY15 Information Technology Operating Budget (1921.54720).

Mr. West presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize staff to proceed with year two of the three-year Berry Dunn IT Assessment and the issuance of purchase orders to Cisco in the amount of \$171,285.60 and to Dell in the amount of \$116,928.77 with funding to be provided from the FY16 Information Technology Operating Budget (1921.54720). (D. West) 4 pages [REPORT](#) (Vote: 3-0)

23) Consider recommending that the Board of Commissioners authorize the approval of the Recreation and Public Works Departments to renew the agreement approved by the Commission on May 15, 2014 with Cintas Corporation for department uniforms not to exceed the amount of \$26,870.48 for FY16 with funding to be provided by the approved FY16 Operating Budgets of Public Works and Recreation.

Mr. Austin, Mead Herndon, and Mrs. Hawk presented this item. Mrs. Hawk explained that this was for the lease of some uniforms and the lease/laundrying of some uniforms.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize the approval of the Recreation and Public Works Departments to renew the agreement approved by the Commission on May 15, 2014 with Cintas Corporation for department uniforms not to exceed the amount of \$26,870.48 for FY16 with funding to be provided by the approved FY16 Operating Budgets of Public Works and Recreation. (M. Herndon & D. Austin) 1 page [REPORT](#) (Vote: 3-0)

Other Items

- 24) *Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda. Commissioner Strickland identified as follows:*
- a) **Items #2-10 and #12-23 will be placed on the Board of Commissioners' Consent Agenda.**
 - b) **Item #1 and #11 will not be forwarded to the Board of Commissioners' Agenda.**