



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

4:00 pm, Tuesday, October 6, 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, K. Downs, B. Mauney, T. Miller, R. Nyers, A. Ours, O. Reed, S. Usher, W. Worley and T. York*

Press: *P. Shierling*

Other: *Julian Smith and Monica Smith*

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

- 1) *Consider approval of the September 8, 2015 Finance Committee Minutes.*

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

Approved the September 8, 2015 Finance Committee Minutes. (T. Miller) 8 pages [REPORT](#) (Vote: 3-0)

- 2) *Consider recommending that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve disposing of these items in the best interest of the County.*

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

Recommend that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve disposing of these items in the best interest of the County. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

Property Appraisal Office

- 3) *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, September 7, 2015 meeting with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson 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, September 7, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 7 pages [REPORT](#) (Vote: 3-0)

Budget/Grants

- 4) Consider recommending that the Board of Commissioners amend the FY 2015 budget for the Employee Benefits Fund in the amount of \$219,047 with funding to be provided as follows:

Fund	Amount
General Fund use of fund balance	\$165,246
Administrative Services	18,704
E-911	22,251
Sanitation	249
Sea Island	423
Accommodation Excise Tax	5,689
Brunswick Judicial Circuit Fund (Use of fund balance)	1,360
Drug Court Fund	1,941
Fire Fund	18,964
Outside Agencies (Airport and DA)	14,507
Other Revenues	(9,912)

Ms. Reed presented this item. Commissioner Stambaugh asked if all of these were coming from fund balance and Ms. Miller explained that only the general fund and the Brunswick Judicial Circuit were using fund balance.

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

- Recommend that the Board of Commissioners amend the FY 2015 budget for the Employee Benefits Fund in the amount of \$219,047 with funding to be provided as follows:**

Fund	Amount
General Fund use of fund balance	\$165,246
Administrative Services	18,704
E-911	22,251
Sanitation	249
Sea Island	423
Accommodation Excise Tax	5,689
Brunswick Judicial Circuit Fund (Use of fund balance)	1,360
Drug Court Fund	1,941
Fire Fund	18,964
Outside Agencies (Airport and DA)	14,507
Other Revenues	(9,912)

(O. Reed) 3 pages [REPORT](#) (Vote: 3-0)

- 5) Consider recommending that the Board of Commissioners amend the FY15 Budget as follows:
- a) Accommodation Excise Tax Fund – Increase revenue and expenditures in the amount of \$1,194,764 (more revenue was received than budgeted)
 - b) E911 Fund – Increase revenue and expenditures in the amount of \$4,538,666 (Radios Capital Lease)
 - c) Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$148,651 (more revenue was received than budgeted)
 - d) Fire Fund – Increase in revenue and expenditures in the amount of \$47,324 (Insurance premium tax proceeds more than budgeted).

- e) Sanitation Collection Fund - Increase in revenue and expenditures in the amount of \$11,240 (Insurance premium tax proceeds more than budgeted).
- f) General Fund – increase in Insurance Premium tax proceeds and decrease use of fund balance in the amount of \$90,087 (Insurance premium tax proceeds more than budgeted).
- g) General Fund – PGM 2880 Judges of Superior Court – Increase in revenue and expenditures in the amount of \$23,914 (more revenue collected than budgeted and more jury fees expended than budgeted).

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners amend the FY15 Budget as follows:

- a) Accommodation Excise Tax Fund – Increase revenue and expenditures in the amount of \$1,194,764 (more revenue was received than budgeted)
 - b) E911 Fund – Increase revenue and expenditures in the amount of \$4,538,666 (Radios Capital Lease)
 - c) Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$148,651 (more revenue was received than budgeted)
 - d) Fire Fund – Increase in revenue and expenditures in the amount of \$47,324 (Insurance premium tax proceeds more than budgeted).
 - e) Sanitation Collection Fund - Increase in revenue and expenditures in the amount of \$11,240 (Insurance premium tax proceeds more than budgeted).
 - f) General Fund – increase in Insurance Premium tax proceeds and decrease use of fund balance in the amount of \$90,087 (Insurance premium tax proceeds more than budgeted).
 - g) General Fund – PGM 2880 Judges of Superior Court – Increase in revenue and expenditures in the amount of \$23,914 (more revenue collected than budgeted and more jury fees expended than budgeted). (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)
- 6) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY14/15 Budget.

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners adopt the Resolution to amend the FY14/15 Budget. (T. Miller) 12 pages [REPORT](#) (Vote: 3-0)

- 7) Consider recommending that the Board of Commissioners amend the FY16 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2015.

Ms. Miller presented this item and explained that this was for items that already had Purchase Orders issued in FY15.

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

Recommend that the Board of Commissioners amend the FY16 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2015. (T. Miller) 5 pages [REPORT](#) (Vote: 3-0)

- 8) Consider recommending that the Board of Commissioners amend the FY16 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY15.

Ms. Miller presented this item and explained that this was for items from FY15 that were still outstanding but that had not yet had a purchase order issued.

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

Recommend that the Board of Commissioners amend the FY16 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY15. (T. Miller) 3 pages [REPORT](#) (Vote: 3-0)

9) *Consider recommending that the Board of Commissioners amend the FY16 budget to include the additional \$1,094 that was received from participants in the Drug Court's Pretrial Diversion Program for supervision fees.*

Ms. Miller presented this item and explained that it was a new program that Judge Kelley and others are trying and there are expenses associated with the revenue that has been earned so this is to increase both.

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

Recommend that the Board of Commissioners amend the FY16 budget to include the additional \$1,094 that was received from participants in the Drug Court's Pretrial Diversion Program for supervision fees. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

10) *Consider recommending that the Board of Commissioners amend the FY16 General Fund budget to increase revenues and expenditures by \$12,000 for the Computer Software Maintenance Agreement with ESRI.*

Mr. Nyers was available for this item.

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

Recommend that the Board of Commissioners amend the FY16 General Fund budget to increase revenues and expenditures by \$12,000 for the Computer Software Maintenance Agreement with ESRI. (R. Nyers) 1 page [REPORT](#) (Vote: 3-0)

11) *Consider recommending that the Board of Commissioners adopt the proposed FY 2016/2017 Budget Calendar as presented by the Budget Team.*

Ms. Miller presented this item.

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

Recommending that the Board of Commissioners adopt the proposed FY 2016/2017 Budget Calendar as presented by the Budget Team. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

12) *Consider recommending that the Board of Commissioners accept the 2015 grant award from the Georgia Emergency Management Agency – Georgia Office of Homeland Security for \$20,000; adjust the Police Operations Budget (3201.33520.CBRN and 3201.53345.CBRN) FY 16 revenue and expenditures budget by \$20,000. (T. Miller) 49 pages [REPORT](#)*

Ms. Miller presented this item and stated that it was the CBRN grant.

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

Recommend that the Board of Commissioners accept the 2015 grant award from the Georgia Emergency Management Agency – Georgia Office of Homeland Security for \$20,000; adjust the Police Operations Budget (3201.33520.CBRN and 3201.53345.CBRN) FY 16 revenue and expenditures budget by \$20,000. (T. Miller) 49 pages [REPORT](#) (Vote: 3-0)

- 13) Consider recommending that the Board of Commissioners accept the 2016 grant award from the Governor's Office of Highway Safety for \$73,300 from the Governor's Office of Highway Safety, adjust the Crime Control and Investigation FY 16 revenue and expenditures budget by \$3,600.

Ms. Miller presented this item and stated that this is the HEAT grant.

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

Recommend that the Board of Commissioners accept the 2016 grant award from the Governor's Office of Highway Safety for \$73,300 from the Governor's Office of Highway Safety, adjust the Crime Control and Investigation FY 16 revenue and expenditures budget by \$3,600. (T. Miller) 29 pages [REPORT](#) (Vote: 3-0)

Bids, Contracts and Agreements

- 14) Consider recommending that the Board of Commissioners declare the Fire Administration Building located at 121 Public Safety Blvd, as out of compliance and approve authorization for staff to issue a solicitation for meeting ADA standards with funding to be provided by the FY16 Capital Project Fund - ADA improvements.

Mr. Mauney presented this item. Commissioner Stambaugh had questions about all of the ADA improvements throughout the County and asked if there was a list. Mr. Mauney responded that there was a list and Commissioner Stambaugh asked for it to be sent to the Commissioners. Mr. Ours then explained that we file detailed reports with the DOJ and that recently they have had questions. Mr. Worley also explained that this was from the DOJ visit earlier regarding ADA compliance and even though the consent order was signed in 2009 we are required to self-inspect our buildings and correct deficiencies or items of noncompliance. Commissioner Strickland then asked how many facilities the County has and Mr. Mauney responded that it was approximately 150.

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

Recommend that the Board of Commissioners declare the Fire Administration Building located at 121 Public Safety Blvd, as out of compliance and approve authorization for staff to issue a solicitation for meeting ADA standards with funding to be provided by the FY16 Capital Project Fund - ADA improvements. (B. Mauney) 1 pages [REPORT](#) (Vote: 3-0)

- 15) Consider recommending that the Board of Commissioners award the bid for Phase II of the Public Works Master Plan (H Building Remodel) to Y-Delta, Inc. of Statesboro, GA in the amount of \$996,305 with funding from SPLOST 5 in the amount of \$290,184 and Capital Projects Fund fund balance in the amount of \$706,121.

Mr. Austin presented this item. Commissioner Strickland asked if the vendor had done any work for the County before and Mr. Austin responded that they had worked on a chiller but nothing major.

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

Recommend that the Board of Commissioners award the bid for Phase II of the Public Works Master Plan (H Building Remodel) to Y-Delta, Inc. of Statesboro, GA in the amount of \$996,305 with funding from SPLOST 5 in the amount of \$290,184 and Capital Projects Fund fund balance in the amount of \$706,121. (D. Austin) 3 pages [REPORT](#) (Vote: 3-0)

Other Items

- 16) 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 #2-14 will be placed on the Board of Commissioners' Consent Agenda.**
 - b) **Items #15 will be placed on the Board of Commissioners' General Business Agenda.**
 - c) **Item #1 will not be forwarded to the Board of Commissioners' Agenda.**