



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Wednesday, January 13, 2016

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: B. Coleman, D. Provenzano, and J.R. Stambaugh

Elected Officials/Staff: P. Andrews, D. Austin, M. Doering, K. Downs, T. Edwards, R. Glisson, F. Graves, D. Hainley, C. Kinstle, M. Hardin, M. Herndon, H. Herndon, B. Mauney, T. Miller, M. Milton, G. Mullis, B. Nyers, A. Ours, C. Overstreet, J. Powell, T. Rankin, S. Usher, C.J. Walker, D. West, and W. Worley

Press: L. Hobbs and M. Permar

Other: Theresa Ellis, Tom Ellis, Ivan Figueroa, Jane Lafferty, Eric Lyons, Father Tom Purdy, Becky Rowell and Monica Smith

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

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

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

Approved the December 8, 2015 Finance Committee Minutes. (T. Miller) 6 pages [REPORT](#) (Vote: 3-0)

- 2) Consider recommending that the Board of Commissioners accept payment from Christ Church in the amount of \$11,798 and amend the FY16 revenue and expenditure budgets for said amount for a flashing crosswalk installation at 6329 Frederica Road. Christ Church will fund monthly electrical power costs. Glynn County will supervise installation and accept ownership and maintenance of the device.

Mr. Dave Austin presented this item. Father Tom Purdy and Becky Rowell were present from Christ Church to answer any questions.

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

Recommend that the Board of Commissioners accept payment from Christ Church in the amount of \$11,798 and amend the FY16 revenue and expenditure budgets for said amount for a flashing crosswalk installation at 6329 Frederica Road. Christ Church will fund monthly electrical power costs. Glynn County will supervise installation and accept ownership and maintenance of the device. (D. Austin) 3 pages [REPORT](#) (Vote: 3-0)

- 3) 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.

Ms. Miller presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Coleman 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)

- 4) *Consider recommending that the Board of Commissioners increase the Fire Department's FY16 Fire Safety Education Program revenue and expenditures budget by \$770 each.*

Ms. Miller and Interim Chief Herndon presented this item. Ms. Miller explained that this was a donation from Fred's and would be used in their Guardian Angel program. Commissioner Provenzano asked how the smoke detectors were distributed and Chief Herndon stated that it was on a first-come, first-serve basis. Ms. Miller stated that the County was also applying for two more grants for the same program.

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

Recommend that the Board of Commissioners increase the Fire Department's FY16 Fire Safety Education Program revenue and expenditures budget by \$770 each. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

- 5) *Consider recommending that the Board of Commissioners approve or deny a refund to Mr. Eric Lyons in the amount of \$56.00 for a refund of his Occupational Tax.*

Mr. Hainley stated that the Occupational Tax Officer and Code Enforcement staff were present. Commissioner Provenzano recused himself because he has purchased a car from Mr. Lyons. Mr. Hainley then explained what happened and stated that Mr. Lyons did not secure a license from the State as was required; he was warned and kept operating. He further explained that Mr. Lyons went to Magistrate Court and was fined for his actions. Mr. Eric Lyons then spoke and explained that he could not renew his license based on unforeseen circumstances. He said that Mr. Walker came to visit him first, and that the next visit was from Mr. Graves. Mr. Graves asked if he had sold any cars and he stated he had so Mr. Graves wrote him a citation. Mr. Lyons discussed the conversation in the courtroom and said that the Judge asked Mr. Graves if he had paid for the license and Mr. Graves responded that he had. The Judge then asked what happened to the money and Mr. Graves responded that there was a processing fee and he would get it back. Mr. Lyons then said since there was no processing and he did not get his license, he was requesting his money back. He further stated that his case was the last one heard and that there were three Caucasians (two from St. Simons Island and one from Brunswick) ahead of him and all three were dismissed. Commissioner Stambaugh asked if he operated a business the prior year and he responded that he had. Commissioner Stambaugh then read part of the ordinance relating to refunds. Commissioner Coleman asked if he initially operated a business and Mr. Hainley responded that he never operated a legitimate business in the County. Commissioner Stambaugh then asked what would have happened if he had never operated a business.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Coleman passed.

Recommend that the Board of Commissioners approve a refund to Mr. Eric Lyons in the amount of \$56.00 for a refund of his Occupational Tax. (D. Hainley) 2 pages [REPORT](#) (Vote: 2-0-1)

- 6) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Joseph Draganac that penalties paid in the amount of \$232.23 for his 2015 Honda Pilot 2016 ad valorem taxes be refunded.*

This item was deferred.

Consider recommending that the Board of Commissioners approve or deny a request from Mr. Joseph Draganac that penalties paid in the amount of \$232.23 for his 2015 Honda Pilot 2016 ad valorem taxes be refunded. (F. Dees) 3 pages [REPORT](#) – Deferred to the next Finance Committee.

- 7) *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, December 17, 2015 meeting with clarification that this does not approve a tax refund.*

Mr. Ron Glisson presented this item. Commissioner Stambaugh asked if they were getting a refund. Mr. Worley responded that technically they have to apply for a refund separately.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Coleman 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, December 17, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 6 pages [REPORT](#) (Vote: 3-0)

- 8) *Consider recommending that the Board of Commissioners approve the budget adjustment of \$277 for SPLOST 5 Water Line Expansion.*

Ms. Miller presented this item. She stated that the project was complete and that this request is simply to move the additional funds to the unallocated of SPLOST 5 funds.

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

Recommend that the Board of Commissioners approve the budget adjustment of \$277 for SPLOST 5 Water Line Expansion. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

- 9) *Consider recommending that the Board of Commissioners amend the FY16 Sheriff's Seized Funds expenditures budget by \$900 with funding provided by the Sheriff Seizure Fund fund balance.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners amend the FY16 Sheriff's Seized Funds expenditures budget by \$900 with funding provided by the Sheriff Seizure Fund fund balance. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

- 10) *Consider recommending that the Board of Commissioners accept the CJCC Supplemental Subgrant Award and amend the Glynn County's VOCA FY15 grant revenue and expenditures budget by \$15,368 and authorize the Chair to sign the approved amended FY15 contract.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners approve the CJCC Supplemental Subgrant Adjustment Request and amend the Glynn County's VOCA FY15 grant revenue and expenditures budget by \$15,368. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

- 11) *Consider recommending that the Board of Commissioners amend the FY16 budget to include the additional \$787 that was received from participants in the Drug Court's Pretrial Diversion Program for supervision fees.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners amend the FY16 budget to include the additional \$787 that was received from participants in the Drug Court's Pretrial Diversion Program for supervision fees. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)

- 12) *Consider recommending that the Board of Commissioners authorize the Chairman to execute the FY16 Metropolitan Transportation Planning Services Contract Supplemental Agreement No. 1 between the Georgia Department of Transportation and Glynn County for funding in the amount of \$313,170.68. I also move to recommend that the budget is amended as follows: in the Transportation Planning Program increase revenues by \$181,194 and increase expenses by \$163,563; and decrease the use of fund balance by \$17,631.*

Mr. Hainley presented this item. He explained that this is an annual occurrence and that we budget an estimate then receive their amended budget throughout the year. Commissioner Provenzano asked what the funds would be used for and Mr. Hainley responded that it would be for items like the transportation study and bike study.

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

Recommend that the Board of Commissioners authorize the Chairman to execute the FY16 Metropolitan Transportation Planning Services Contract Supplemental Agreement No. 1 between the Georgia Department of Transportation and Glynn County for funding in the amount of \$313,170.68 and recommend that the budget is amended as follows: in the Transportation Planning Program increase revenues by \$181,194 and increase expenses by \$163,563; and decrease the use of fund balance by \$17,631. (D. Hainley) 61 pages [REPORT](#) (Vote: 3-0)

- 13) *Consider recommending that the Board of Commissioners accept the Georgia Council for the Arts' Vibrant Communities Grant and authorize a budget increase in the amount of \$1,125 for the libraries.*

Ms. Mullis presented this item. Commissioner Provenzano asked what she was doing with the money and Ms. Mullis responded that it would be used for the music of the marshes this winter. She also explained that the library received matching funds from the Golden Isles Humanities Association and the Literary Guild of St. Simons Island.

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

Recommend that the Board of Commissioners accept the Georgia Council for the Arts' Vibrant Communities Grant and authorize a budget increase in revenues and expenditures in the amount of \$1,125 for the libraries. (G. Mullis) 5 pages [REPORT](#) (Vote: 3-0)

- 14) *Consider recommending that the Board of Commissioners authorize a budget increase in the amount of \$2,898.57 in travel expenditures for the libraries.*

Ms. Mullis presented this item and stated that the Marshes of Glynn Library has been a pilot site for the state for a few grants so the state has paid for staff to travel and the state has chosen her to work on the state's strategic plan.

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

Recommend that the Board of Commissioners authorize a budget increase in revenues and expenditures in the amount of \$2,898.57 in travel expenditures for the libraries. (G. Mullis) 1 page [REPORT](#) (Vote: 3-0)

- 15) *Consider that the Board of Commissioners authorize staff to continue with the planning process of the Community Development Block Grant and Community HOME Improvement Process Grant.*

Ms. Hardin presented this item. She stated that both grants would benefit low to moderate income families. The CDBG grant is being sought to install a low pressure sewer project in the Arco area. She further stated that based on

the last census they do meet the criteria for low to moderate income families. Ms. Hardin also stated that the higher the match, the more competitive our grant will be and that 50% or less of those who apply for these funds are approved. She explained that staff is going through the readiness process and that the CDBG grant is due April 1st. Commissioner Provenzano asked how many houses this was for and Ms. Hardin responded that it was 59 homes. He then asked if JWSC had given any estimation that the grant with the match would cover the cost of the project. Ms. Hardin explained that there were three phases of the project based on three different areas within the Arco neighborhood. She discussed meetings that staff has had with JWSC and that staff was still in the planning stages. She then discussed the CHIP grant and explained that the funding from that grant would be for residents for home improvements with no match required but that the homeowners would be required to provide some of an investment. Commissioner Provenzano then asked who would get the money and Ms. Hardin responded that it would probably be 10-12 homes based on the severity of code violations. She also stated that code enforcement would contribute time as a match. Commissioner Coleman then asked what she thought the minimum match amount was to guarantee the funding. Ms. Hardin explained that she did not know but that she thought \$40,000 would be a strong match although \$10,000 is the minimum. Ms. Miller then stated that this item is being brought forward early to get permission to keep moving, send out an RFP for grant writing/reporting services and to make sure the Board of Commissioners is aware that a match is required. Mr. Ours then stated that whomever we contract with will not be paid if the County is not successful in obtaining the grant.

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

Recommend that the Board of Commissioners authorize staff to continue with the planning process of the Community Development Block Grant and Community HOME Improvement Process Grant and authorize the issuance of a solicitation for grant administration for both grants. (M. Hardin) 2 pages [REPORT](#) (Vote: 3-0)

16) *Consider recommending that the Board of Commissioners reject the \$51,820 bid from WatchGuard for the purchase of (10) ten in-car video camera systems for the police department.*

Chief Doering presented this item and explained that police departments had used these for decades. However, now that technology has advanced body cameras are a much more viable option. Commissioner Stambaugh asked if body cameras could be mounted in cars and Chief Doering responded in the affirmative. He also stated that the new cameras' videos would be stored in a format that could easily be attached to cases in their records.

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

Recommend that the Board of Commissioners reject the \$51,820 bid from WatchGuard for the purchase of (10) ten in-car video camera systems for the police department. (M. Doering) 38 pages [REPORT](#) (Vote: 3-0)

17) *Consider recommending that the Board of Commissioners award the Balotar System for the printing of ballots with the initial funding coming from the Board of Elections FY16 operating budget.*

Ms. Edwards presented this item. She stated that they had tried to buy this equipment in the past but it was too much money for one year so this lease option for five years. This will allow staff to print ballots as they are needed instead of the practice currently in place where they have to print all of the ballots that might be needed for each election. She stated that the first payment was in the FY16 Operating Budget. Commissioner Coleman asked about the lease and if there was a buyout at the end. Ms. Edwards stated that this was a lease purchase. Commissioner Coleman asked why we would want to pay \$25,000 over five years instead of \$21,000 now.

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

Recommend that the Board of Commissioners award the Balotar System for the printing of ballots with the initial funding coming from the Board of Elections FY16 operating budget. (T. Edwards) 15 pages [REPORT](#) (Vote: 3-0)

- 18) *Consider recommending that the Board of Commissioners award the License/Excise Tax Revenue Audit and Consulting Services contract to PRA Government Services, LLC, d/b/a RDS for a fee.*

Ms. Miller presented this item and Mr. Figueroa was available for any questions or clarification. Commissioner Stambaugh stated that Mr. Brunson was concerned about them going after bigger businesses. Mr. Figueroa explained that they could perform the audits on a fixed fee or a contingency (where there would be more hotels or alcohol pourers audited). He stated if it is paid on an hourly basis then it is going against our budget so we are willing to spend less. Commissioner Stambaugh stated that they would have less incentive if they are working on a fixed fee and Mr. Figueroa agreed.

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

Recommend that the Board of Commissioners award the License/Excise Tax Revenue Audit and Consulting Services contract to PRA Government Services, LLC, d/b/a RDS for a contingency fee of 35% except the 911 fees which are at \$17,500 per provider. (T. Miller) 9 pages [REPORT](#) (Vote: 3-0)

- 19) *Consider recommending that the Board of Commissioners approve the funding of the Small Government ELA Training Package as budgeted.*

Mr. Nyers presented this item.

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

Recommend that the Board of Commissioners approve the agreement and funding of the Small Government ELA Training Package as budgeted. (B. Nyers) 8 pages [REPORT](#) (Vote: 3-0)

- 20) *Consider recommending that the Board of Commissioners approve the third year option for elevator maintenance service with Atlantic Coast Elevator Company, Savannah, GA, with funding to be provided from the Facilities Management Department operating budget.*

Mr. Mauney presented this item.

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

Recommend that the Board of Commissioners approve the third year option for elevator maintenance service with Atlantic Coast Elevator Company, Savannah, GA, with funding to be provided from the Facilities Management Department operating budget. (B. Mauney) 2 pages [REPORT](#) (Vote: 3-0)

- 21) *Consider recommending that the Board of Commissioners authorize Change Order #2 and the payment of the OREMC bill with a combined total of \$7,934.80 to be funded from the SPLOST 4 line item set up to fund the South Mainland Water Site project.*

Mr. Andrews presented this project and stated that this change order is finalizing the project as staff is trying to close it.

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

Recommend that the Board of Commissioners authorize Change Order #2 and the payment of the OREMC bill with a combined total of \$7,934.80 to be funded from the SPLOST 4 line item set up to fund the South Mainland Water Site project. (P. Andrews) 4 pages [REPORT](#) (Vote: 3-0)

- 22) *Consider recommending that the Board of Commissioners authorize \$21,865 in funds be made available for the continuation of the Minserv construction inspection services with funding to be provided from the fund balance previously committed for the Canal Road project.*

Mr. Andrews presented this item. He explained that an on-site inspector was hired for quantity and quality of work and it was funded through February. This will fund the inspector's services through the completion of the project. Commissioner Stambaugh asked if this was from the money that was already approved and Mr. Andrews responded in the affirmative.

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

Recommend that the Board of Commissioners authorize \$21,865 in funds be made available for the continuation of the Minserv construction inspection services with funding to be provided from the fund balance previously committed for the Canal Road project. (P. Andrews) 1 page [REPORT](#) (Vote: 3-0)

- 23) *Consider recommending that the Board of Commissioners:*
- *authorize Change Order #2 in the amount of \$72,512 to the Lindsay Precast contract for the Box Culvert contract by Callaway Land Development, and*
 - *increase revenues and expenditures in the amount of \$72,512 for the Canal Road Improvement Project.*

Mr. Andrews presented this item and explained that the project originally included the installation of a box culvert and Mr. Callaway now wanted to continue it at the same unit price. Commissioner Stambaugh asked if this was a fixed price and Mr. Andrews stated that it is a fixed unit price which is included in the letter of commitment from Mr. Callaway.

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

Recommending that the Board of Commissioners:

- a. **authorize Change Order #2 in the amount of \$72,512 to the Lindsay Precast contract for the Box Culvert contract subject to funding by Callaway Land Development, and**
- b. **increase revenues and expenditures in the amount of \$72,512 for the Canal Road Improvement Project. (P. Andrews) 3 pages [REPORT](#) (Vote: 3-0)**

- 24) *Consider recommending that the Board of Commissioners authorize the three change orders listed below to the East Coast Construction contract for the Canal Road Improvements contract:*

- *Change Order #1 in the amount of \$55,000 with funding from the fund balance previously committed for the Canal Road project.*
- *Change Order #2 with funding provided by JWSC via the approved Intergovernmental Agreement.*
- *Change Order #3 in the amount of \$87,019 Callaway Land Company per the approved Agreement.*

Mr. Andrews presented these separately:

- 1) This change order is to cover costs that the contractor has incurred due to bad material on the site. When they excavated into the trench the material was not usable so they had to dispose of it and haul in material they could use. Commissioner Provenzano asked where we were on total change orders for this project and Mr. Andrews responded that these items are the first ones.
- 2) There was discussion amongst the County Manager, Senior County Attorney and Commissioners about whether to defer this item or approve it based on the fact it would only be brought forward if, a) the price was known; and b) Joint Water and Sewer Commission (JWSC) agreed to pay for it. Mr. Andrews further stated that JWSC requested this change order.
- 3) Mr. Andrews stated that this item was for our site contractor (East Coast) to install the additional box culvert and an additional driveway that Mr. Callaway wanted installed for one of the businesses.

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

Recommend that the Board of Commissioners authorize the three change orders listed below to the East Coast Construction contract for the Canal Road Improvements contract:

- a. **Change Order #1 in the amount of \$55,000 with funding from the fund balance previously committed for the Canal Road project.**
- b. **Change Order #2 with funding provided by JWSC via the approved Intergovernmental Agreement and authorize a budget increase in revenues and expenditures subject to approval of the price by JWSC.**
- c. **Change Order #3 in the amount of \$87,019 subject to funding by Callaway Land Company per the approved Agreement and authorize a budget increase in revenues and expenditures. (P. Andrews) 5 pages [REPORT](#) (Vote: 3-0)**

25) *Consider recommending that the Board of Commissioners authorize staff to request proposals for the operation of the Neptune Park Fun Zone or not authorize staff to request proposals for the operation of the Neptune Park Fun Zone.*

Mr. Ours presented this item and stated that the YMCA is no longer interested. He further stated that someone from Sea Island and someone from the company that operates Summer Waves had expressed an interest in the operations of the park. Commissioner Stambaugh stated that he thought we should at least look at issuing an RFP for the Fun Zone. Commissioner Coleman stated that he would like to see some numbers. Commissioner Provenzano then said that he does not think it behooves us to split up the three areas and that he thought they should stay together. He stated that the critical piece was for the maintenance of the pool.

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

Recommend that the Board of Commissioners authorize staff to request proposals for the operation of the Neptune Park Fun Zone. (A. Ours) 1 page [REPORT](#) (Vote: 3-0)

26) *Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda. Commissioner Provenzano identified as follows:*

- a) **Items #2-4, 7-21, 23, and 25 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #5, 22, and 24 will be placed on the Board of Commissioners' General Business Agenda.**
- c) **Items #1, 6 and 26 will not be forwarded to the Board of Commissioners' Agenda.**