



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, July 12, 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, J. Catron, D. Deloach, C. Kinstle, R. Glisson, D. Hainley, M. Hardin, N. Mann, T. Miller, C. Overstreet, J. Powell, O. Reed, V. Stevenson, S. Usher, and W. Worley*

**Press:** *Matthew Permar, The Islander and Taylor Cooper, The Brunswick News*

**Others:** *Jane Christian, Kip Goodbread, Julian Smith and Monica Smith*

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

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

### **VOTE TO ADD ITEM 28: (FC Vote: 3-0)**

- 1) *Consider approval of the June 7, 2016 Finance Committee Minutes. 5 pages*

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

### **Approved the June 7, 2016 Finance Committee Minutes. (V. McClinton) [REPORT](#) (FC Vote: 3-0)**

- 2) *Consider recommending that the Board of Commissioners authorize the Chairman to sign various credit applications for Fiscal Year 2017. 1 page*

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

### **Recommend that the Board of Commissioners authorize the Chairman to sign various credit applications for Fiscal Year 2017. (T. Miller) 1 page [REPORT](#) (FC Vote: 3-0)**

- 3) *Consider recommending that the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2017. 2 pages*

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

### **Recommend that the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2017. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 4) *Consider recommending that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the Fiscal Year 2017 budget. 1 page*

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

**Recommend that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the Fiscal Year 2017 budget. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 5) *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. 2 pages*

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) [REPORT](#) (FC Vote: 3-0)**

- 6) *Consider recommending that the Board of Commissioners authorize a fee waiver for the use of Selden Park Pool on July 22, 2016 by the Glynn County All Star teams and their families for a private pool party. 1 page*

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

**Recommend that the Board of Commissioners authorize a fee waiver for the use of Selden Park Pool on July 22, 2016 by the Glynn County All Star teams and their families for a private pool party. (J. Powell) [REPORT](#) (FC Vote: 3-0)**

#### **Property Appraisal Items**

- 7) *Consider recommending that the Board of Commissioners approve the Real and Personal Property Mobile Home corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, June 2, 2016 meeting, with clarification that this does not approve a tax refund. 3 pages*

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

**Recommend that the Board of Commissioners approve the Real and Personal Property Mobile Home corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, June 2, 2016 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) (FC Vote: 3-0)**

#### **Budget/Grants**

- 8) *Consider recommending that the Board of Commissioners approve the General Fund fund balance as the funding source for the invoice in the amount of \$25,400, payable to GMASS, Inc., for services rendered, as requested by the Board of Assessors and the Chief Appraiser in the FY16 Budget. 3 pages*

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

**Recommend that the Board of Commissioners approve the General Fund fund balance as the funding source for the invoice in the amount of \$25,400, payable to GMASS, Inc., for services rendered, as requested by the Board of Assessors and the Chief Appraiser in the FY16 Budget. (R. Glisson) [REPORT](#) (FC Vote: 3-0)**

- 9) *Consider recommending that the Board of Commissioners increase the FY16 Sheriff's Seized Funds revenue and expenditures budget by \$2,963. 1 page*

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

**Recommend that the Board of Commissioners increase the FY16 Sheriff's Seized Funds revenue and expenditures budget by \$2,963. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 10) Consider recommending that the Board of Commissioners approve the 2016 Firefighters Support Foundation Grant and amend the Fire Department's FY16 revenue and expenditure budget by \$4,845 each. 2 pages

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

**Recommend that the Board of Commissioners approve the 2016 Firefighters Support Foundation Grant and amend the Fire Department's FY16 revenue and expenditure budget by \$4,845 each. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 11) Consider recommending that the Board of Commissioners accept the Firehouse Subs Foundation Grant and amend the Fire Department's FY17 revenue and expenditure budget in the amount of \$18,115. 2 pages

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

**Recommend that the Board of Commissioners accept the Firehouse Subs Foundation Grant and amend the Fire Department's FY17 revenue and expenditure budget in the amount of \$18,115. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 12) Consider recommending that the Board of Commissioners accept the grant from the Hello Goodbuy Outreach Program and increase the Glynn County Juvenile Court's FY17 program revenue and expenditures budget by \$3,000 each. 1 page

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

**Recommend that the Board of Commissioners accept the grant from the Hello Goodbuy Outreach Program and increase the Glynn County Juvenile Court's FY17 program revenue and expenditures budget by \$3,000 each. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 13) Consider recommending that the Board of Commissioners accept the FY 17 Juvenile Justice Incentive Grant from the Georgia Criminal Justice Coordinating Council and increase Juvenile Court's FY 17 revenue and expenditure budget by \$122,600. 12 pages

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

**Recommend that the Board of Commissioners accept the FY 17 Juvenile Justice Incentive Grant from the Georgia Criminal Justice Coordinating Council and increase Juvenile Court's FY 17 revenue and expenditure budget by \$122,600. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 14) Consider recommending that the Board of Commissioners correct the budget year and increase Juvenile Court's FY17 program revenue and expenditures budget by \$5,000 each. 1 page

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

**Recommend that the Board of Commissioners correct the budget year for the Communities of Coastal Georgia Foundation for the KidsNet program grant from FY16 to FY17 and increase Juvenile Court's FY17 program revenue and expenditures budget by \$5,000 each. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

#### **Bids, Contracts and Agreements**

- 15) Consider recommending that the Board of Commissioners approve the attached Memorandum of Understanding with Social Opportunities & Active Recreation, Inc. (SOAR), issue payment for \$10,000 to SOAR in support of the local Special Olympics Program for FY16 that ended 6/30/16 and \$10,000 that is included in the proposed FY17 budget, and authorize the chairman to sign the MOU in the best interest of the County. 21 pages

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

**Recommend that the Board of Commissioners approve the attached Memorandum of Understanding with Social Opportunities & Active Recreation, Inc. (SOAR), issue payment for \$10,000 to SOAR in support of the local Special Olympics Program for FY16 that ended 6/30/16 and \$10,000 that is included in the proposed FY17 budget, and authorize the chairman to sign the MOU in the best interest of the County. (T. Miller & J. Christian) [REPORT](#) (FC Vote: 2-0-1)**

16) *Consider recommending that the Board of Commissioners reject all bids received for County Banking Services (Request for Proposal #00980), update the Scope of Services, and re-bid the project. 1 page*

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

**Recommend that the Board of Commissioners reject all bids received for County Banking Services (Request for Proposal #00980), update the Scope of Services, and re-bid the project. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

17) *Consider recommending that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$593,485 for the July 1, 2016 – June 30, 2017 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund. 5 pages*

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

**Recommend that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$593,485 for the July 1, 2016 – June 30, 2017 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund. (O. Reed) [REPORT](#) (FC Vote: 2-0-1)**

18) *Consider recommending that the Board of Commissioners exercise its discretion under Section 2-2-13 of the Code of Ordinances to exempt the purchase of Emergency Medical Dispatch software for the Glynn-Brunswick 911 Center from the bidding requirements and award RFP#00987 to APCO International in the amount of \$71,816.18, with funding to be provided by the FY17 E911 Budget. 56 pages*

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

**Recommend that the Board of Commissioners exercise its discretion under Section 2-2-13 of the Code of Ordinances to exempt the purchase of Emergency Medical Dispatch software for the Glynn-Brunswick 911 Center from the bidding requirements and contract with APCO International in the amount of \$71,816.18; and approve the purchase of a SQL server and license in the amount of \$12,500, with funding to be provided by the FY17 E911 Budget. (S. Usher) [REPORT](#) (FC Vote: 3-0)**

19) *Consider recommending that the Board of Commissioners approve and execute the FY17 Metropolitan Transportation Planning Services Contract between the Georgia Department of Transportation and Glynn County for funding in the amount of \$114,105.70 (federal share (80%) of \$91,284.56; and the local match (20%) of \$22,821.14, which is included in the FY17 Approved Budget). 87 pages*

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

**Recommend that the Board of Commissioners approve and execute the FY17 Metropolitan Transportation Planning Services Contract between the Georgia Department of Transportation and Glynn County for funding in**

the amount of \$114,105.70 (federal share (80%) of \$91,284.56; and the local match (20%) of \$22,821.14, which is included in the FY17 Approved Budget). (D. Hainley) 87 pages [REPORT](#) (FC Vote: 3-0)

20) Consider recommending that the Board of Commissioners

- authorize Change Order #2a in the amount of \$58,390 to the East Coast Construction contract for the Canal Road Improvements contract to be funded by the JWSC, and
- increase revenues and expenditures in the amount of \$58,390 for the Canal Road Improvement Project. 12 pages

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

**Recommend that the Board of Commissioners**

- authorize Change Order #2a in the amount of \$58,390 to the East Coast Construction contract for the Canal Road Improvements contract to be funded by the JWSC, and
- increase revenues and expenditures in the amount of \$58,390 for the Canal Road Improvement Project. (P. Andrews) [REPORT](#) (FC Vote: 3-0)

21) Consider recommending that the Board of Commissioners

- authorize Change Order #4 in the amount of \$76,020.77 and Change Order #4a in the amount of \$20,765.05 to the East Coast Construction contract for the Canal Road Improvements Project contract to be funded by Callaway Land Development, and
- increase revenues and expenditures in the amount of \$96,785.82 for the Canal Road Improvement Project. 8 pages

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

**Recommend that the Board of Commissioners**

- authorize Change Order #4 in the amount of \$76,020.77 and Change Order #4a in the amount of \$20,765.05 to the East Coast Construction contract for the Canal Road Improvements Project contract to be funded by Callaway Land Development, and
- increase revenues and expenditures in the amount of \$96,785.82 for the Canal Road Improvement Project. (P. Andrews) [REPORT](#) (FC Vote: 3-0)

22) Consider recommending that the Board of Commissioners authorize change order #6 to the East Coast Construction contract for the Canal Road Improvements project in the amount of \$6,357 with funding from the fund balance previously committed for the Canal Road project. 6 pages

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

**Recommend that the Board of Commissioners authorize change order #6 to the East Coast Construction contract for the Canal Road Improvements project in the amount of \$6,357 with funding from the fund balance previously committed for the Canal Road project. (P. Andrews) [REPORT](#) (FC Vote: 3-0)**

23) Consider recommending that the Board of Commissioners award a Change Order to EMC Engineering for the engineering services necessary for a bridge at Glynco Parkway and Altamaha Canal in the amount of \$50,000 and permit the Glynn County Public Works to solicit bids for construction of said bridge with funding to be provided by the SPLOST 5 unallocated funds. 2 pages

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

**Recommend that the Board of Commissioners award a Change Order to EMC Engineering for the engineering services necessary for a bridge at Glynco Parkway and Altamaha Canal in the amount of \$50,000 and permit the**

**Glynn County Public Works to solicit bids for construction of said bridge with funding to be provided by the SPLOST 5 unallocated funds. (D. Austin) [REPORT](#) (FC Vote: 3-0)**

24) Consider recommending that the Board of Commissioners reject all bids and rebid the Tree Maintenance and Removal Services Project. 1 page

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

**Recommend that the Board of Commissioners reject all bids and rebid the Tree Maintenance and Removal Services Project. (D. Austin) [REPORT](#) (FC Vote: 3-0)**

25) Consider recommending that the Board of Commissioners approve the purchase of expanded storage for the Spillman system from Dell in the amount of \$60,000 with funding to be provided by the FY17 E911 Capital Budget. 13 pages

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

**Recommend that the Board of Commissioners approve the purchase of expanded storage for the Spillman system from Dell in the amount of \$60,000 with funding to be provided by the FY17 E911 Capital Budget. (J. Catron) [REPORT](#) (FC Vote: 3-0)**

26) Consider recommending that the Board of Commissioners approve the second amendment to the Contract for Spillman along with the quote of 250 additional Hiplink Receivers Licenses to be used for paging by the 911 center in the amount of \$8,951 with funding to be provided by the FY17 E911 Operating Budget. 6 pages

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

**Recommend that the Board of Commissioners approve the second amendment to the Contract for Spillman along with the quote of 250 additional Hiplink Receivers Licenses to be used for paging by the 911 center in the amount of \$8,951 with funding to be provided by the FY17 E911 Operating Budget. (J. Catron) [REPORT](#) (FC Vote: 3-0)**

27) Consider recommending that the Board of Commissioners authorize staff to implement year three of the three-year Berry Dunn IT Assessment with authorization to issue purchase orders to Cisco/Disys in the amount of \$127,060.35 and to Dell in the amount of \$45,023.09 with funding to be provided by the FY17 Information Technology Capital Budget. (D. West) 8 pages [REPORT](#)

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

**Recommend that the Board of Commissioners authorize staff to implement year three of the three-year Berry Dunn IT Assessment with authorization to issue purchase orders to Cisco/Disys in the amount of \$127,060.35 and to Dell in the amount of \$45,023.09 with funding to be provided by the FY17 Information Technology Capital Budget. (D. West) [REPORT](#) (FC Vote: 3-0)**

**Other Items**

28) Consider recommending that the Board of Commissioners award a contract for the Administrative Services of the CHIP Grant to Governmental Consulting Unlimited, Inc. of Waycross, GA, the lowest responsive and responsible bidder, in the amount of \$15,000 with funding to be provided by the CHIP grant in the amount of \$6,000 and the County Manager's contingency fund in the amount of \$9,000, subject to the County Attorney's approval. 12 pages

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

**Recommend that the Board of Commissioners award a contract for the Administrative Services of the CHIP Grant to Governmental Consulting Unlimited, Inc. of Waycross, GA, the lowest responsive and responsible bidder, in the amount of \$15,000 with funding to be provided by the CHIP grant in the amount of \$6,000 and the County Manager's contingency fund in the amount of \$9,000, subject to the County Attorney's approval. (T. Miller)**

**REPORT (FC Vote: 3-0)**

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

- a) **Items #2-14, 16, and 19-28 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #15 and 17-18 will be placed on the Board of Commissioners' General Business Agenda.**
- c) **Items #1 will not be forwarded to the Board of Commissioners' Agenda.**