



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, August 9, 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: *J. Catron, D. Deloach, K. Downs, R. Glisson, L. Little, N. Mann, G. Mullis, T. Miller, A. Ours, C. Overstreet, J. Powell, and W. Worley*

Press: *Matthew Permar, The Islander; Taylor Cooper, The Brunswick News; and Mike Morrison, The GA Times Union*

Others: *Jane Lafferty, Julian Smith and Monica Smith*

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

- 1) Consider approval of the July 12, 2016 Finance Committee Minutes. (V. McClinton) *7 pages*

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

Approved the July 12, 2016 Finance Committee Minutes. (V. McClinton) [REPORT](#) Recommend (FC Vote: 3-0)

- 2) Consider recommending that the Board of Commissioners authorize a modification to the FY16 Indigent Defense Services Agreement with the Brunswick Judicial Circuit Public Defender for the purpose of carrying forward surplus monies to the FY17 supplement budget. *2 pages*

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

Defer consideration of a modification to the FY16 Indigent Defense Services Agreement with the Brunswick Judicial Circuit Public Defender for the purpose of carrying forward surplus monies to the FY17 supplement budget to the September 6, 2016 Finance Committee. (T. Miller) [REPORT](#) (FC Vote: 3-0)

Tax Commissioner Item

- 3) Consider recommending that the Board of Commissioners approve or deny a request to waive penalties and interest on tax bill 1338822 in the amount of \$6,451.61 from Ms. Kerry G. Mock. (F. Dees) *13 pages* [REPORT](#)

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

Defer consideration to approve or deny a request to waive penalties and interest on tax bill 1338822 in the amount of \$6,451.61 from Ms. Kerry G. Mock to the September 6, 2016 Finance Committee Meeting. (F. Dees) [REPORT](#) (FC Vote: 3-0)

Property Appraisal Items

- 4) 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, July 14, 2016 and July 28, 2016 meetings, with clarification that this does not approve a tax refund. *4 pages*

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

Recommend that the Board of Commissioners approve the Real Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, July 14, 2016 and July 28, 2016 meetings, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) (FC Vote: 3-0)

Budget/Grants

- 5) Consider recommending that the Board of Commissioners accept the FY17 Targeted Early Literacy Parental Involvement Initiative Grant from Communities of Coastal Georgia Foundation and increase the FY17 Libraries revenue and expenditures budget in the amount of \$4,992. *3 pages*

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

Recommend that the Board of Commissioners accept the FY17 Targeted Early Literacy Parental Involvement Initiative Grant from Communities of Coastal Georgia Foundation and increase the FY17 Libraries revenue and expenditures budget in the amount of \$4,992. (G. Mullis) [3 pages REPORT](#) (FC Vote: 3-0)

- 6) Consider recommending that the Board of Commissioners accept funding from the Georgia Public Library System for FY17 in the amount of \$213,234 for the operation of the Marshes of Glynn libraries. *3 pages*

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

Recommend that the Board of Commissioners accept funding from the Georgia Public Library System for FY17 in the amount of \$213,234 for the operation of the Marshes of Glynn libraries. (G. Mullis) [REPORT](#) (FC Vote: 3-0)

- 7) Consider recommending that the Board of Commissioners authorize an increase in revenues and expenditures in the amount of \$40,556 for the Marshes of Glynn Libraries with funding to be provided by grants revenue (increase for the Georgia Public Library Service (\$25,915) and decrease for the Family Reading Grant (-\$5,250) and General Fund fund balance (\$19,891). *4 pages*

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

Recommend that the Board of Commissioners authorize an increase in revenues and expenditures in the amount of \$40,556 for the Marshes of Glynn Libraries with funding to be provided by grants revenue (increase for the Georgia Public Library Service (\$25,915) and decrease for the Family Reading Grant (-\$5,250) and the County Manager's Contingency Fund (\$19,891). (G. Mullis) [REPORT](#) (FC Vote: 3-0)

- 8) Consider recommending that the Board of Commissioners approve the grant contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 and increase the revenue and expenditures budgets by \$631 each. *25 pages*

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

Recommend that the Board of Commissioners approve the grant contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 and increase the revenue and expenditures budgets by \$631 each. (T. Miller) [REPORT](#) (FC Vote: 3-0)

Bids, Contracts and Agreements

- 9) Consider recommending that the Board of Commissioners exercise the 2nd option year for copier lease/maintenance services with Herrin Document Systems at a cost of \$59,364, with a black and white average copy cost of \$0.012 and a color average copy cost of \$0.08, with funding to be provided by the FY17 operating budgets of the departments utilizing the service. *2 pages*

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

Recommend that the Board of Commissioners exercise the 2nd option year for copier lease/maintenance services with Herrin Document Systems at a cost of \$59,364, with a black and white average copy cost of \$0.012 and a color average copy cost of \$0.08, with funding to be provided by the FY17 operating budgets of the departments utilizing the service. (T. Miller) [REPORT](#) (FC Vote: 3-0)

- 10) Consider recommending that the Board of Commissioners approve the Support Agreement with Physio-Control® in the amount of \$35,393.76 with funding to be provided by the FY17 Approved Operating Budgets. *4 pages*

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

Recommend that the Board of Commissioners approve the Support Agreement with Physio-Control® in the amount of \$35,393.76 with funding to be provided by the FY17 Approved Operating Budgets. (W. Mann) [4 pages REPORT](#) (FC Vote: 3-0)

- 11) Consider recommending that the Board of Commissioners authorize staff to coordinate with USDA to thin the deer population at Blythe Island Regional Park in the amount of \$2,500 with funding to be provided by the County Manager's Contingency Fund. *5 pages*

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

Recommend that the Board of Commissioners deny the request to coordinate with USDA to thin the deer population at Blythe Island Regional Park in the amount of \$2,500 with funding to be provided by the County Manager's Contingency Fund. (D. Austin) [5 pages REPORT](#) (FC Vote: 3-0)

- 12) Consider recommending that the Board of Commissioners authorize staff to issue a purchase order for one (1) 2017 F-550 Heavy duty Chassis with Versalift VST 40-1 from the Statewide Contract (DOAS) Georgia to Wade Ford, Smyrna, GA in the amount of \$135,000 with funding to be provided by the FY17 Approved Capital Projects Fund. *4 pages*

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

Defer consideration to authorize staff to issue a purchase order for one (1) 2017 F-550 Heavy duty Chassis with Versalift VST 40-1 from the Statewide Contract (DOAS) Georgia to Wade Ford, Smyrna, GA in the amount of \$135,000 with funding to be provided by the FY17 Approved Capital Projects Fund to the September 6, 2016 Finance Committee. (D. Austin) [4 pages REPORT](#) (FC Vote: 3-0)

- 13) Consider recommending that the Board of Commissioners award a contract for the Buckswamp Road Bridge to Plant Improvement Company, Inc.(aka Seaboard Construction) of Brunswick, Georgia the lowest responsive and

responsible bidder, in the amount of \$708,199.31 with funding to be provided by the SPLOST 5 budgeted amount of \$633,120 and \$75,080 from Unallocated SPLOST 5 monies. *2 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 Buckswamp Road Bridge to Plant Improvement Company, Inc.(aka Seaboard Construction) of Brunswick, Georgia the lowest responsive and responsible bidder, in the amount of \$708,199.31 with funding to be provided by the SPLOST 5 budgeted amount of \$633,120 and \$75,080 from Unallocated SPLOST 5 monies. (D. Austin) [REPORT](#) (FC Vote: 3-0)

14) Consider recommending that the Board of Commissioners authorize staff to purchase 150 12”X18” sign boards with posts along with 300’ of 4” reflective tape for the use at the public event – Wings Over Golden Isles Airshow and additional public events in Glynn County in the amount of \$4,090 with funding to be provided by the Accommodations Excise Tax Fund fund balance. *2 pages*

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

Recommend that the Board of Commissioners authorize staff to purchase 150 12”X18” sign boards with posts along with 300’ of 4” reflective tape for the use at the public event – Wings Over Golden Isles Airshow and additional public events in Glynn County in the amount of \$4,090 with funding to be provided by the Accommodations Excise Tax Fund fund balance. (J. Powell) *2 pages* [REPORT](#) (FC Vote: 3-0)

15) Consider recommending that the Board of Commissioners increase revenues and expenditures in the amount of \$8,260 and accept one 70” Mondopad Smart television with mobile cart with funding to be provided by the Law Library. *2 pages*

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

Recommend that the Board of Commissioners increase revenues and expenditures in the amount of \$8,260 and accept one 70” Mondopad Smart television with mobile cart with funding to be provided by the Law Library. (D. West) *2 pages* [REPORT](#) (FC Vote: 3-0)

16) Consider recommending that the Board of Commissioners authorize staff to issue a purchase order to Dell Computers for Microsoft Year 3 payment of \$120,790 and Year 2 True-Up of \$29,428 with funding to be provided by the FY17 Information Technology Approved Budget. *6 pages*

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

Recommend that the Board of Commissioners authorize staff to issue a purchase order to Dell Computers for Microsoft Year 3 payment of \$120,790 and Year 2 True-Up of \$29,428 with funding to be provided by the FY17 Information Technology Approved Budget. (J. Catron) [REPORT](#) (FC Vote: 3-0)

17) Consider recommending that the Board of Commissioners approve the UNISYS License agreement and quotes from Harris Computer and AP Technology, LLC for the migration of GEMS Financial and Payroll/HR System for \$35,936 with funding to be provided by the FY17 Information Technology Approved Capital Budget. *17 pages*

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

Recommend that the Board of Commissioners approve the UNISYS License agreement and quotes from Harris Computer and AP Technology, LLC for the migration of GEMS Financial and Payroll/HR System for \$35,936 with funding to be provided by the FY17 Information Technology Approved Capital Budget. (J. Catron) [REPORT](#) (FC Vote: 3-0)

- 18) Consider recommending that the Board of Commissioners authorize Change Order #1 for the St Simons Master Plan Trail Improvements-Phase I project with additional funds of \$42,210.79 with funding to be provided by FY16 TEA Fund Budget. 4 pages

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

Recommend that the Board of Commissioners authorize Change Order #1 for the St Simons Master Plan Trail Improvements-Phase I project with additional funds of \$42,210.79 with funding to be provided by FY16 TEA Fund Budget. (D. Austin) [REPORT](#) (FC Vote: 3-0)

Other Items

- 19) Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) **Items #4-11 and 14-18 will be placed on the Board of Commissioners' Consent Agenda.**
 - b) **Item #13 will be placed on the Board of Commissioners' General Business Agenda.**
 - c) **Items #1-3 and 12 will not be forwarded to the Board of Commissioners' Agenda.**