



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, October 10, 2017

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

*Anyone requiring additional information or disability assistance,
please call the Board of Commissioners Office at 554-7400.*

Present:

Committee Members: P. Murphy, J.R. Stambaugh, and R. Strickland,

Elected Officials/Staff: D. Austin, K. Downs, R. Glisson, M. Hardin, V. McClinton, J. Powell A. Randolph A. Sapp P. Thompson,

Press: T. Cooper, *The Brunswick News*

Others: Joe Barthelmess

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

- 1) Consider approval of the September 28, 2017 Finance Committee Minutes. (V. McClinton)

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Approved the September 28, 2017 Finance Committee Minutes. (FC Vote: 3-0) [REPORT](#)

- 2) Consider recommending that the Board of Commissioners authorize acceptance of the donation of two Investigation Scene Work Trucks from the Bureau of Alcohol, Tobacco, Firearms and Explosives to be added to the Glynn County Fleet of vehicles and assigned to Police and Fire Departments. (J. Powell) **Strategic Plan: Safe Community, Financially Responsible Government**

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners authorize acceptance of the donation of two Investigation Scene Work Trucks from the Bureau of Alcohol, Tobacco, Firearms and Explosives to be added to the Glynn County Fleet of vehicles and assigned to Police and Fire Departments. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Safe Community, Financially Responsible Government

- 3) Consider recommending that the Board of Commissioners accept a 2007 Jeep Wrangler Rubicon and authorize the transfer of the surrendered Jeep from the Police Department to EMA for use by the Water Rescue Team and EMA/Homeland Security. (J. Powell) **Strategic Plan: Safe Community, Financially Responsible Government**

The following motion made by Commissioner Murphy and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners accept a 2007 Jeep Wrangler Rubicon and authorize the transfer of the surrendered Jeep from the Police Department to EMA for use by the Water Rescue Team and EMA/Homeland Security. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Safe Community, Financially Responsible Government

- 4) Consider recommending that the Board of Commissioners **approve or deny** waiving the August 2017 Accommodations (Hotel/Motel) Excise Tax and Alcohol Beverage Excise Tax \$100 each late filing penalties for the Frederica Golf Club Resort. (V. McClinton) **Strategic Plan: Financially Responsible Government**

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

Recommend that the Board of Commissioners deny waiving the August 2017 Accommodations (Hotel/Motel) Excise Tax and Alcohol Beverage Excise Tax \$100 each late filing penalties for the Frederica Golf Club Resort. (FC Vote: 2-1) [REPORT](#) *Strategic Plan: Financially Responsible Government*

Tax Commissioner Items:

- 5) Consider recommending that the Board of Commissioners ***approve or deny*** a request from Mr. Chris Patel that interest and penalties on his property tax bill #1651787 in the amount of \$494.24 be abated. (J. Chapman) [REPORT](#)

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners approve a request from Mr. Chris Patel that interest and penalties on his property tax bill #1651787 in the amount of \$494.24 be abated. (FC Vote: 3-0) [REPORT](#)

- 6) Consider recommending that the Board of Commissioners ***approve or deny*** a request from Mr. Jim Harford that interest paid on his property tax bill #1440067 in the amount of \$1,088.85 is refunded. (J. Chapman)

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners deny a request from Mr. Jim Harford that interest paid on his property tax bill #1440067 in the amount of \$1,088.85 be refunded. (FC Vote: 3-0) [REPORT](#)

- 7) Consider recommending that the Board of Commissioners ***approve or deny*** a request from Ms. Yolanda Davis that insurance lapse fees paid on a 2009 Dodge Charger in the amount of \$85 be refunded. (J. Chapman)

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners deny a request from Ms. Yolanda Davis that insurance lapse fees paid on a 2009 Dodge Charger in the amount of \$85 be refunded. (FC Vote: 3-0) [REPORT](#)

Property Appraisal Items:

- 8) Consider recommending that the Board of Commissioners approve the Real Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, August 3, 2017 meeting, with clarification that this does not approve a tax refund. (R. Glisson)

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners approve the Real Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, August 3, 2017 meeting, with clarification that this does not approve a tax refund. (FC Vote: 3-0) [REPORT](#)

Budget/Grants:

- 9) Consider recommending that the Board of Commissioners approve the 2017 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency with funding of the 50% match in the amount of \$23,757 to be provided by the FY18 Budget. (V. McClinton) ***Strategic Plan: Financially Responsible Government, Safe Community***

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners approve the 2017 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency with funding of the 50% match in the amount of \$23,757 to be provided by the FY18 Budget. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Financially Responsible Government, Safe Community

- 10) Consider recommending that the Board of Commissioners amend the FY18 Budget as follows:
- Increase in FY18 LMIG Revenue: \$64,955
 - Increase in FY18 LMIG Expense: \$903,082
 - Decrease Spur 25/Perry Lane Road (SPLOST project): \$745,000
 - Decrease Courthouse Irrigation (completed): \$30,875
 - Decrease Sidewalk – 341 (completed): \$65,026. (T. Miller) **Strategic Plan: Financially Responsible Government**

The following motion made by Commissioner Murphy and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners amend the FY18 Budget as follows:

- Increase in FY18 LMIG Revenue: \$64,955**
- Increase in FY18 LMIG Expense: \$903,082**
- Decrease Spur 25/Perry Lane Road (SPLOST project): \$745,000**
- Decrease Courthouse Irrigation (completed): \$30,875**
- Decrease Sidewalk – 341 (completed): \$65,026. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Financially Responsible Government**

- 11) Consider recommending that the Board of Commissioners approve increasing the FY18 Litter Control Sanitation Budget in the Solid Waste Collection Fund in the amount of \$10,829 for household costs for the approved new position with funding to be provided by the Solid Waste Collection Fund Net Assets. (P. Thompson) **Strategic Plan: Great Place to Live , Financially Responsible Government**

The following motion made by Commissioner Murphy and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve increasing the FY18 Litter Control Sanitation Budget in the Solid Waste Collection Fund in the amount of \$10,829 for household costs for the approved new position with funding to be provided by the Solid Waste Collection Fund Net Assets. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Great Place to Live, Financially Responsible Government

- 12) Consider recommending that the Board of Commissioners accept the funds by the Office of Homeland Security and amend the Police Department's FY18 revenue and expenditures budget by \$20,000 each. (J. Powell) **Strategic Plan: Financially Responsible Government, Safe Community**

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners accept the funds by the Office of Homeland Security and amend the Police Department's FY18 revenue and expenditures budget by \$20,000 each. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Financially Responsible Government, Safe Community

- 13) Consider recommending that the Board of Commissioners accept the 2016 Staffing for Adequate Emergency Response (SAFER) Grant with a commitment of 36 months and amend the Fire Department's FY18 budget expenditures and revenue in the amount of \$172,647, with \$43,162 to be provided by the Fire Fund fund balance

subject to the approval of the County Attorney. (V. McClinton) **Strategic Plan: Financially Responsible Government, Safe Community**

The following motion made by Commissioner Murphy and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners accept the 2016 Staffing for Adequate Emergency Response (SAFER) Grant with a commitment of 36 months and amend the Fire Department's FY18 budget expenditures and revenue in the amount of \$172,647, with \$43,162 to be provided by the Fire Fund fund balance subject to the approval of the County Attorney. (FC Vote: 2-1) [REPORT](#) Strategic Plan: Financially Responsible Government, Safe Community

Contracts/Bids:

- 14) Consider recommending that the Board of Commissioners award a contract for the Altama Connector Corridor Project, to Pond Company, Peachtree Corners, GA, in the amount of \$270,000 with funding to be provided by SPLOST 2016. (D. Austin) **Strategic Plan: Safe Community and Financially Responsible Government**

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners award a contract for the Altama Connector Corridor Project, to Pond Company, Peachtree Corners, GA, in the amount of \$270,000 with funding to be provided by SPLOST 2016. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Safe Community, Financially Responsible Government

- 15) Consider recommending that the Board of Commissioners award a contract for the Village Drainage Improvement Project, to Georgia Water & Environmental Services, Brunswick, GA, in the amount of \$59,680 with funding to be provided by SPLOST 2016. (D. Austin) **Strategic Plan: Safe Community and Financially Responsible Government**

The following motion made by Commissioner Murphy and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners award a contract for the Village Drainage Improvement Project, to Georgia Water & Environmental Services, Brunswick, GA, in the amount of \$59,680 with funding to be provided by SPLOST 2016. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Safe Community, Financially Responsible Government

- 16) Consider recommending that the Board of Commissioners approve issuing a PO for a Toro Workman GTX to Wesco Turf for the amount of \$14,415.71 using GSA Contract GS-06F-0021R/GS-07F-5432R with funding to be provided by the FY18 Capital Projects Fund Budget. (J. Powell) **Strategic Plan: Great Place to Live, Exceptional Customer Services**

This item was pulled at the request of staff. (FC Vote: 3-0)

- 17) Consider recommending that the Board of Commissioners approve the issuance of a purchase order to Office Service Furniture and Supplies for \$51,805.38 to outfit the Public Safety Detective Division with module office spaces and a purchase order to Miller Electric for \$10,317.22 to install the network and electrical components in the newly created spaces with funding to be provided by the FY18 Capital Projects Fund Budget. (J. Powell) **Strategic Plan: Valued Employees and Financially Responsible Government**

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend that the Board of Commissioners approve the issuance of a purchase order to Office Service Furniture and Supplies for \$51,805.38 to outfit the Public Safety Detective Division with module office spaces and a purchase order to Miller Electric for \$10,317.22 to install the network and electrical components in the newly created spaces

with funding to be provided by the FY18 Capital Projects Fund Budget. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Valued Employees, Financially Responsible Government

- 18) Consider recommending that the Board of Commissioners award a professional services contract to EMC Engineering for the Preliminary Engineering of the Harry Driggers Boulevard Pedestrian Path, Phase II project in the amount not to exceed \$179,000 with funding to be provided by SPLOST 5- Sidewalks and Bike Paths and SPLOST 2016 – Sidewalks. (P. Andrews) [REPORT](#) **Strategic Plan: Great Place to Live, Planned and Managed Growth**

This item was pulled at the request of staff. (FC Vote: 3-0)

- 19) Consider recommending that the Board of Commissioners approve the Licensing Agreement between Imagetrend and Glynn County for access to software to capture data during EMS runs for EMS billing. (R. Jordan) **Strategic Plan: Financially Responsible Government, Valued Employees**

The following motion made by Commissioner Murphy and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve the Licensing Agreement between Imagetrend and Glynn County for access to software to capture data during EMS runs for EMS billing. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Financially Responsible Government, Valued Employees

- 20) Consider recommending that the Board of Commissioners authorize the extension of the contract with Symbioscity for planning support and consultation in an amount not to exceed \$40,000 with funding to be provided by the FY18 Planning and Zoning Operating Budget. (P. Thompson) **Strategic Plan: Planned and Managed Growth**

The following motion made by Commissioner Murphy and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners authorize the extension of the contract with Symbioscity for planning support and consultation in an amount not to exceed \$40,000 with funding to be provided by the FY18 Planning and Zoning Operating Budget. (FC Vote: 3-0) [REPORT](#) Strategic Plan: Planned and Managed Growth

Other Items

- 21) Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) Items #2-12, 14-15, 17, and 19-20 will be placed on the Board of Commissioners' Consent Agenda.
 - b) Item #13 will be placed on the Board of Commissioner's Regular Business Agenda.
 - c) Item #1, 16 and 18 will not be forwarded to the Board of Commissioners' Agenda