



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, December 12, 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: *R. Adams, P. Andrews, D. Austin, D. Bragdon, J. Carroll, J. Catron, D. DeLoach, K. Downs, L. Gurganus, M. Hardin, A. Lawson, N. Mann, V. McClinton, G. Mullis, A. Ours, B. Pierce, J. Powell, O. Reed, D. Waters, D. West, W. Worley*

Press: *M. Permar, The Islander; T. Cooper, The Brunswick News*

Others: *A.C. Lee*

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

1. Consider approval of the November 7, 2017 Finance Committee Minutes.

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

Approved the November 7, 2017 Finance Committee Minutes. (V. McClinton) FC Vote: 3-0 [REPORT](#)

2. Consider recommending that the Board of Commissioners authorize a fee waiver for the Risley Alumni Association in the amount of \$400 for use of the Selden Park Gym on Friday, December 29, 2017 for their annual banquet.

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

Recommend that the Board of Commissioners authorize a fee waiver for the Risley Alumni Association in the amount of \$400 for use of the Selden Park Gym on Friday, December 29, 2017 for their annual banquet. (J. Powell) FC Vote: 3-0 [REPORT STRATEGIC PLAN: Exceptional Customer Service and A Great Place to Live](#)

3. Consider recommending that the Board of Commissioners approve the Facility Use Agreement with the American Red Cross for use of the Selden Park Gym, at no charge, for the purpose of providing shelter to displaced citizens in the event of a disaster.

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

Recommend that the Board of Commissioners approve the Facility Use Agreement with the American Red Cross for use of the Selden Park Gym, at no charge, for the purpose of providing shelter to displaced citizens in the event of a disaster subject to the approval of the County Attorney. (J. Powell) FC Vote: 3-0 [REPORT STRATEGIC PLAN: Safe Community](#)

4. Consider recommending that the Board of Commissioners amend the language in the financial policies to reflect a revenue stabilization fund of \$30,000,000 effective June 30, 2017. (T. Miller) [REPORT 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 amend the language in the financial policies as follows:

- ~~remove areas stricken through: Policy 1, II, A 3. Except for the provisions contained in Policy I Section II.A.5, the Revenue Stabilization Fund will not be less than fifty percent (50%) of the subsequent year's General Fund budgeted operating expenditures and transfers~~
- ~~add italicized: Policy 1 Fund Balance, II Committed Fund Balance, A 3. Except for the provisions contained in Policy I Section II.A.5, the Revenue Stabilization Fund will be \$30,000,000 in the General Fund~~
- ~~remove areas stricken through : Policy 1, II, A 4. Funds in excess of fifty percent (50%) of the annual requirement of Policy I, Section II.A.3 above may be retained in the Revenue Stabilization Fund, or may be transferred to the Unassigned General Fund Balance described in Policy I Section IV." And~~
- Policy 1, II, 5 shall become Policy 1, II A 4. effective June 30, 2017. (T. Miller) (FC Vote: 3-0) *Strategic Plan: Financially Responsible Government, Safe Community* [REPORT](#)

Property Appraisal Items

5. Consider recommending that the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, November 9, 2017 meeting, with clarification that this does not approve a tax refund.

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

Recommend that the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, November 9, 2017 meeting, with clarification that this does not approve a tax refund. (R. Glisson) FC Vote: 3-0 [REPORT](#)

Budget/Grants:

6. Consider recommending that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the Board of Commissioners Chairman or County Manager to approve the filing of grant applications for County projects during Calendar Year 2018.

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

Recommend that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the Board of Commissioners Chairman or County Manager to approve the filing of grant applications for County projects during Calendar Year 2018. (V. McClinton) FC Vote: 3-0 [REPORT](#) *STRATEGIC PLAN: Financially Responsible Government, Exceptional Customer Service, and A Great Place to Live*

7. Consider recommending that the Board of Commissioners accept the FY18 MRR Grant and authorize a revenue increase in the amount of \$52,877.55 for the Marshes of Glynn Libraries with the funding provided by the FY18 MRR Grant.

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

Recommend that the Board of Commissioners accept the FY18 MRR Grant and authorize a revenue increase in the amount of \$52,877.55 for the Marshes of Glynn Libraries with the funding provided by the FY18 MRR Grant. (G. Mullis) FC Vote: 3-0 [REPORT](#) *STRATEGIC PLAN: Financially Responsible Government, Exceptional Customer Service, and A Great Place to Live*

8. Consider recommending that the Board of Commissioners authorize a revenue and expenditure increase in the amount of \$4,125 for the Marshes of Glynn Libraries with the funding provided by the 2018 PRIME TIME LSTA Mini-Grant.

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

Recommend that the Board of Commissioners authorize a revenue and expenditure increase in the amount of \$4,125 for the Marshes of Glynn Libraries with the funding provided by the 2018 PRIME TIME LSTA Mini-Grant. (G. Mullis) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government, Exceptional Customer Service, and A Great Place to Live

9. Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY16/17 Budget.

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

Recommend that the Board of Commissioners adopt the Resolution to amend the FY16/17 Budget. (T. Miller) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government

10. Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY17/18 Budget.

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

Recommend that the Board of Commissioners adopt the Resolution to amend the FY17/18 Budget. (T. Miller) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government

11. Consider recommending that the Board of Commissioners increase the Animal Control Department's FY18 revenue and expenditures budget by \$1,295 for the cost of animal transport.

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

Recommend that the Board of Commissioners increase the Animal Control Department's FY18 revenue and expenditures budget by \$1,295 for the cost of animal transport. (J. Powell) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government, Great Place to Live, Safe Community

12. Consider recommending that the Board of Commissioners authorize the transfer of \$3,178,396 back to "committed" fund balance to the revenue stabilization fund from funds previously moved from this category to assigned fund balance for Hurricane Matthew expenditures.

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

Recommend that the Board of Commissioners authorize the transfer of \$3,178,396 back to "committed" fund balance to the revenue stabilization fund from funds previously moved from this category to assigned fund balance for Hurricane Matthew expenditures. (T. Miller) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government

Contracts/Bids:

13. Consider recommending that the Board of Commissioners authorize the user agreement with Multi-Bank Securities (MBS) for the use of eConnect Direct software for investments.

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

Recommend that the Board of Commissioners authorize the user agreement with Multi-Bank Securities (MBS) for the use of eConnect Direct software for investments. (T. Miller) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government

14. Consider recommending that the Board of Commissioners approve and execute the addendum with Coastal Regional Commission.

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

Recommend that the Board of Commissioners approve and execute the addendum with Coastal Regional Commission. (T. Miller) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government and A Great Place to Live

15. Consider recommending that the Board of Commissioners enter into the agreement with Dr. Todd Lucas, M. D. for \$3,000 per month and a one-time \$3,500 payment for the purpose of medical malpractice insurance with funding to be provided by the FY17/18 EMS Operating Budget.

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

Recommend that the Board of Commissioners enter into the agreement with Dr. Todd Lucas, M. D. for \$3,000 per month and a one-time \$3,500 payment for the purpose of medical malpractice insurance with funding to be provided by the FY17/18 EMS Operating Budget. (N. Mann) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Safe Community, Exceptional Customer Service, and Financially Responsible Government

16. Consider recommending that the Board of Commissioners accept the Right of Way and storm drainage for Serenity Place Subdivision for county maintenance.

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

Recommend that the Board of Commissioners accept the Right of Way and storm drainage for Serenity Place Subdivision for county maintenance with addition of adding a Title Search to Sept 5 of the Procedures for Conveying Private Right of Way to the County for Ongoing Maintenance and to Allow for Public Access. (P. Andrews) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Exceptional Customer Service

17. Consider recommending that the Board of Commissioners approve the SaaS agreement with Tyler Technologies to move Odyssey to a cloud platform for \$359,459 for year 1 with funding from FY18 IT Budget, 1922.54710 and to authorize the chairman to sign the agreement.

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

Recommend that the Board of Commissioners approve the SaaS agreement with Tyler Technologies to move Odyssey to a cloud platform for \$359,459 for year 1 with funding from FY18 IT Budget, 1922.54710 and to authorize the chairman to sign the agreement. (J. Catron) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Financially Responsible Government, Safe Community

18. Consider recommending that the Board of Commissioners authorize staff to issue a purchase order for audio/video system installation in the meeting space on the second floor of the W. Harold Pate Building to

Miller Electric under State Contract in the amount of \$49,896.07 with funding provided by Capital Projects Fund.

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

Recommend that the Board of Commissioners authorize staff to issue a purchase order for audio/video system installation in the meeting space on the second floor of the W. Harold Pate Building to Miller Electric under State Contract in the amount of \$49,896.07 with funding provided by Capital Projects Fund. (J. Catron) FC Vote: 3-0 [REPORT STRATEGIC PLAN](#): Financially Responsible Government

19. Consider recommending that the Board of Commissioners authorize staff to issue a purchase order to replace the audio/video equipment in the Emergency Operations Center and Police Chief's Conference Room to Miller Electric under State Contract in the amount of \$99,838.54 with funding provided by the Capital Projects Fund.

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

Recommend that the Board of Commissioners authorize staff to issue a purchase order to replace the audio/video equipment in the Emergency Operations Center and Police Chief's Conference Room to Miller Electric under State Contract in the amount of \$99,838.54 with funding provided by the Capital Projects Fund. (J. Catron) FC Vote: 3-0 [REPORT STRATEGIC PLAN](#): Financially Responsible Government

20. Consider recommending that the Board of Commissioners approve the sixth amendment to the contract for Spillman Technologies, Inc. and Glynn County and the quote for 50 additional Hiplink Receivers Licenses and 2 Clients to be used by the Sheriff's Office, with funding to be provided by the FY18 Sheriff's Office Budget for \$3,017 and to authorize the chairman to sign the amendment.

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

Recommend that the Board of Commissioners approve the sixth amendment to the contract for Spillman Technologies, Inc. and Glynn County and the quote for 50 additional Hiplink Receivers Licenses and 2 Clients to be used by the Sheriff's Office, with funding to be provided by the FY18 Sheriff's Office Budget for \$3,017 and to authorize the chairman to sign the amendment. (J. Catron) FC Vote: 3-0 [REPORT STRATEGIC PLAN](#): Financially Responsible Government, Safe Community

21. Consider recommending that the Board of Commissioners approve issuing a PO for replacement of the Blythe Island bait house to A & M Builders in the amount of \$14,460 with funding to be provided by the Revenue Stabilization Fund.

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

Recommend that the Board of Commissioners approve issuing a PO for replacement of the Blythe Island bait house to A & M Builders in the amount of \$14,460 with funding to be provided by the Revenue Stabilization Fund. (J. Powell) FC Vote: 3-0 [REPORT STRATEGIC PLAN](#): Financially Responsible Government, Great Place to Live

22. Consider recommending that the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with Janice Tyler.

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

Recommend that the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with Janice Tyler. (J. Powell) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Great Place to Live, Exceptional Customer Service

23. Consider recommending that the Board of Commissioners approve Change Order #2 for additional materials required for the St. Simons Island Marina docks destroyed by Hurricane Mathew to Intron Technologies, Inc. from Jacksonville, FL, in the amount of \$23,175.82 with funding to be provided by the Revenue Stabilization Fund (Rainy Day Fund).

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

Recommend that the Board of Commissioners approve Change Order #2 for additional materials required for the St. Simons Island Marina docks destroyed by Hurricane Mathew to Intron Technologies, Inc. from Jacksonville, FL, in the amount of \$23,175.82 with funding to be provided by the Revenue Stabilization Fund (Rainy Day Fund). (D. Deloach) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: A Great Place to Live, Safe Community, and Financially Responsible

24. Consider recommending that the Board of Commissioners approve the Glynn County 2018 LMIG suggested list of roads as the Georgia Department of Transportation 2018 LMIG project with funding from SPLOST 2016 and the GDOT 2018 LMIG funding, as well as authorize the Glynn County Commission Chairperson to sign the 2018 LMIG application on behalf of Glynn County and to go out to bid for the proposed work once the application has been approved by GDOT.

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

Recommend that the Board of Commissioners approve the Glynn County 2018 LMIG suggested list of roads as the Georgia Department of Transportation 2018 LMIG project with funding from SPLOST 2016 and the GDOT 2018 LMIG funding, as well as authorize the Glynn County Commission Chairperson to sign the 2018 LMIG application on behalf of Glynn County and to go out to bid for the proposed work once the application has been approved by GDOT. (D. Austin) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: A Great Place to Live, Safe Community, and Financially Responsible

25. Consider recommending that the Board of Commissioners award a contract for the Frederica Road Intersection Improvements Project, to Thomas & Hutton, Brunswick, GA, in the amount of \$53,500 with funding to be provided from the SPLOST 2016 Fund.

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 Frederica Road Intersection Improvements Project, to Thomas & Hutton, Brunswick, GA, in the amount of \$53,500 with funding to be provided from the SPLOST 2016 Fund. (D. Austin) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Safe Community and Financially Responsible Government

26. Consider recommending that the Board of Commissioners reject all proposals received for the Sea Island Road Intersection Improvements Project and rebid the project, with a reduced scope.

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

Recommend that the Board of Commissioners reject all proposals received for the Sea Island Road Intersection Improvements Project and rebid the project, with a reduced scope. (D. Austin) FC Vote: 3-0 [REPORT](#) STRATEGIC PLAN: Safe Community and Financially Responsible Government

27. Consider recommending that the Board of Commissioners renew the contract for workers' compensation administration and insurance with the Association of County Commissioners of Georgia-Georgia Self Insured Workers' Compensation Fund for January 1, 2018 – December 31, 2018 at an estimated contribution of \$254,051 and a deductible of \$500,000.

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

Recommend that the Board of Commissioners renew the contract for workers' compensation administration and insurance with the Association of County Commissioners of Georgia-Georgia Self Insured Workers' Compensation Fund for January 1, 2018 – December 31, 2018 at an estimated contribution of \$254,051 and a deductible of \$500,000. (O. Reed) FC Vote: 3-0 [REPORT STRATEGIC PLAN](#): Financially Responsible Government and Valued Employees

Other Items

28. Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
 - a) **Items #2-3, #5-27 will be placed on the Board of Commissioners' Consent Agenda.**
 - b) **Item #4 will be placed on the Board of Commissioner's Regular Business Agenda.**
 - c) **Item #1 and will not be forwarded to the Board of Commissioners' Agenda.**