



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

**2:00 pm, Tuesday, February 6, 2018**

**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:** A. Booker, P. Murphy, and R. Strickland

**Elected Officials/Staff:** P. Andrews, D. Austin, J. Catron, K. Downs, L. Gurganus, B. Mauney, V. McClinton, T. Miller, G. Mullis, A. Ours, J. Powell, S. Usher, and W. Worley

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

**Others:** T. Holder and R. Nagy

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

1. Consider approval of the January 9, 2018 Finance Committee Minutes.

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

**Approved the January 9, 2018 Finance Committee Minutes. (V. McClinton) [REPORT](#) FC Vote: 3-0**

2. Consider recommending that the Board of Commissioners deny waiving the Accommodation Excise Tax penalties of \$408.75 and interest of \$ 375 for the SSI Cottage 409 LLC owed by Mr. Robert Proctor III.

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

**Recommend that the Board of Commissioners deny waiving the Accommodation Excise Tax penalties of \$408.75 and interest of \$ 375 for the SSI Cottage 409 LLC owed by Mr. Robert Proctor III. (V. McClinton) [REPORT](#) FC 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.

The following motion made by Commissioner Booker and seconded by Commissioner Strickland 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. (V. McClinton) [REPORT](#) FC Vote: 3-0**

4. Consider recommending that the Board of Commissioners declare the unusable item as surplus, allow it to be removed from Glynn County's inventory, and release it to the Crisp County Sheriff's Office as approved by the Georgia Emergency Management Agency/Office of Homeland Security.

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

**Recommend that the Board of Commissioners declare the unusable item as surplus, allow it to be removed from Glynn County's inventory, and release it to the Crisp County Sheriff's Office as approved by the Georgia Emergency Management Agency/Office of Homeland Security. (J. Powell) [REPORT](#) FC Vote: 3-0**

5. Consider recommending that the Board of Commissioners exercise the 3rd year extension of the concession agreement with Timothy Holder, on behalf of Sunset Slush, at the Coast Guard Concession Facility for the amount of \$5,000 from April 1, 2018 to September 30, 2018 with the option to operate on the Friday before the GA/FL football game for an additional fee of \$250; and enter into a Second Amendment to the Concessions License Agreement for the same time period to allow Mr. Holder, on behalf of Sunset Slush, to conduct the sale of Italian ice on specified areas of the beach using non-motorized push carts, subject to approval of the County Attorney and DNR.

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

**Recommend that the Board of Commissioners exercise the 3rd year extension of the concession agreement with Timothy Holder, on behalf of Sunset Slush, at the Coast Guard Concession Facility for the amount of \$5,000 from April 1, 2018 to September 30, 2018 with the option to operate on the Friday before the GA/FL football game for an additional fee of \$250; and enter into a Second Amendment to the Concessions License Agreement for the same time period to allow Mr. Holder, on behalf of Sunset Slush, to conduct the sale of Italian ice on specified areas of the beach using non-motorized push carts, subject to approval of the County Attorney and DNR. (J. Powell) [REPORT](#) FC Vote: 3-0**

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

Add Item 5A to the Agenda:

5a) Discussion of the potential to add another vendor to sell products on the beach.

**5a) Recommend deferring to the March 27, 2018 Finance Committee to explore opportunities to add another vendor on the Beach. FC Vote: 3-0**

### **Budget / Grants**

6. 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 Booker passed unanimously.

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY17/18 Budget. (V. McClinton) [REPORT](#) FC Vote: 3-0**

7. Consider recommending that the Board of Commissioners increase the revenue and expenditures for House Bill 5 in the Brunswick Judicial Circuit by \$18,750.

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

**Recommend that the Board of Commissioners increase the revenue and expenditures for House Bill 5 in the Brunswick Judicial Circuit by \$18,750. (V. McClinton) [REPORT](#) FC Vote: 3-0**

8. Consider recommending that the Board of Commissioners approve the budget adjustment to reduce the SPLOST 4 Water Well project by \$500 and SPLOST 5 Elevated Water Tank for Mainland System project by \$38,783 and Public Works Complex Renovations project by \$68,776 by moving the funds to the respective fund's unallocated budget.

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

**Recommend that the Board of Commissioners approve the budget adjustment to reduce the SPLOST 4 Water Well project by \$500 and SPLOST 5 Elevated Water Tank for Mainland System project by \$38,783 and Public Works Complex Renovations project by \$68,776 by moving the funds to the respective fund's unallocated budget. (V. McClinton) [REPORT](#) FC Vote: 3-0**

9. Consider recommending that the Board of Commissioners authorize a FY18 revenue and expenditure increase in the amount of \$4,950 for the Marshes of Glynn Libraries with the funding provided by the Hello Goodbuy Outreach Program.

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

**Recommend that the Board of Commissioners authorize a FY18 revenue and expenditure increase in the amount of \$4,950 for the Marshes of Glynn Libraries with the funding provided by the Hello Goodbuy Outreach Program. (G. Mullis) [REPORT](#) FC Vote: 3-0**

10. Consider recommending that the Board of Commissioners accept the FY18 MRR Technology Grant from Georgia Public Library Service and increase the FY18 revenue and expenditures budget in the amount of \$20,447 for the libraries.

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

**Recommend that the Board of Commissioners accept the FY18 MRR Technology Grant from Georgia Public Library Service and increase the FY18 revenue and expenditures budget in the amount of \$20,447 for the libraries. (G. Mullis) [REPORT](#) FC Vote: 3-0**

11. Consider recommending that the Board of Commissioners amend the FY18 revenue and expenditures budgets by \$1,146,889 each to create a budget for the revenues from the Development Authority and the expenditures for the airport improvement projects.

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

**Recommend that the Board of Commissioners amend the FY18 revenue and expenditures budgets by \$1,146,889 each to create a budget for the revenues from the Development Authority and the expenditures for the airport improvement projects. (T. Miller) [REPORT](#) FC Vote: 3-0**

12. Consider recommending that the Board of Commissioners amend the FY18 E-911 revenue and expenditures budgets by \$35,000 each for 911 provider audits.

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

**Recommend that the Board of Commissioners amend the FY18 E-911 revenue and expenditures budgets by \$35,000 each for 911 provider audits. (T. Miller) [REPORT](#) FC Vote: 3-0**

13. Consider recommending that the Board of Commissioners amend the FY18 Fire Operating expenditures budget by \$12,807 for the Georgia Firefighters Cancer Benefit Program insurance with funding to be provided by use of fund balance in the Fire Fund.

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

**Recommend that the Board of Commissioners amend the FY18 Fire Operating expenditures budget by \$12,807 for the Georgia Firefighters Cancer Benefit Program insurance with funding to be provided by use of fund balance in the Fire Fund. (T. Miller) [REPORT](#) FC Vote: 3-0**

14. Consider recommending that the Board of Commissioners amend the FY18 revenue and expenditures budgets as follows for each department with funding to be provided by the revenue stabilization fund:

Fund	Department	Amount			Amount
100	County Manager	2,574		Recreation & Parks Director	4,992
	County Attorney	4,780		Blythe Island Regional Park	29,078
	County Commission	1,628		Special Facilities & Activities	2,449
	Elections	127		Sports Facilities	2,466
	Finance Director	847		Park Areas	11,639
	GIS	19,389		City Recreation	10,971
	Property Tax Appraisal	4,004		Glynn County Libraries	6,336
	Tax Commissioner	1,169		Community Development Director	3,418
	Use of Fund Balance	5,875		Building Inspections	10,815
	Juvenile Court	409		Code Enforcement	6,462
	Magistrate Court	66		Engineering	7,402
	Probate Court	497		Planning	4,260
	Superior Court	1,683	205	Facilities Management	26,989
	State Court	307		Parks Maintenance	4,430
	State Court Judge	89		Blythe Island Regional Park	3,361
	Community Services Director	9,335		Recreation Centers	257
	EMS	106,377		Special Facilities & Activities	156
	Police Operations	50,603	235	E-911 Communications	119,548
	Crime Control & Investigations	365,749	240	Fire Protection	49,803
	VICE Control	3,069	249	Jail Operations	104
	Special Detail Services	46,293	250	Jail Operations	391
	Animal Control	42,662	275	Sea Island Special Patrol	24,260
	EMA	252,344	530	Solid Waste Collection	23,138
	Sheriff's Administration	186,018		Code Enforcement	4,868
	Detention Management	238,991	610	County Manager	3,545
	Public Works Director	30,504		Finance Director	87
	Drainage	136,198		Accounting	50,815
	Fleet Maintenance	26,070		Purchasing	68
	Roads & Bridges	68,981		Human Resources	9,957
	Traffic Engineering	36,701		Information Technology	35,795
	Facilities Maintenance	53,650			
	Parks Maintenance	6,844			
	Engineering Administration	85,686			
				Total	2,247,381

(T. Miller) [REPORT](#)

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

**Recommend that the Board of Commissioners amend the FY18 revenue and expenditures budgets as follows for each department with funding to be provided by the revenue stabilization fund:**

Fund	Department	Amount			
100	County Manager	2,574		Recreation & Parks Director	4,992
	County Attorney	4,780		Blythe Island Regional Park	29,078
	County Commission	1,628		Special Facilities & Activities	2,449
	Elections	127		Sports Facilities	2,466
	Finance Director	847		Park Areas	11,639
	GIS	19,389		City Recreation	10,971
	Property Tax Appraisal	4,004		Glynn County Libraries	6,336
	Tax Commissioner	1,169		Community Development Director	3,418
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	Juvenile Court	409		Code Enforcement	6,462
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	Probate Court	497		Planning	4,260
	Superior Court	1,683		205 Facilities Management	26,989
	State Court	307		Parks Maintenance	4,430
	State Court Judge	89		Blythe Island Regional Park	3,361
	Community Services Director	9,335		Recreation Centers	257
	EMS	106,377		Special Facilities & Activities	156
	Police Operations	50,603		235 E-911 Communications	119,548
	Crime Control & Investigations	365,749		240 Fire Protection	49,803
	VICE Control	3,069		249 Jail Operations	104
	Special Detail Services	46,293		250 Jail Operations	391
	Animal Control	42,662		275 Sea Island Special Patrol	24,260
	EMA	252,344		530 Solid Waste Collection	23,138
	Sheriff's Administration	186,018		Code Enforcement	4,868
	Detention Management	238,991		610 County Manager	3,545
	Public Works Director	30,504		Finance Director	87
	Drainage	136,198		Accounting	50,815
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	Roads & Bridges	68,981		Human Resources	9,957
	Traffic Engineering	36,701		Information Technology	35,795
	Facilities Maintenance	53,650			
	Parks Maintenance	6,844			
	Engineering Administration	85,686			
				Total	2,247,381

**(T. Miller) REPORT FC Vote: 3-0**

15. Consider recommending that the Board of Commissioners approve a request of \$14,000 to be transferred from the County Manager’s Contingency to Howard Coffin Aquatics Utilities – Water.

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

**Recommend that the Board of Commissioners approve a request of \$14,000 to be transferred from the County Manager’s Contingency to Howard Coffin Aquatics Utilities – Water. (D. Austin) REPORT FC Vote: 3-0**

**Contracts/Bids:**

16. Consider recommending that the Board of Commissioners approve the Officials Agreement with Buddy Wolfe to provide officiating services for Glynn County Recreation and Parks Department for Spring 2018 Adult Softball, and Youth Baseball and Softball in an amount not to exceed \$25,000 with funding to be provided by the FY18 Operating Budget.

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

**Recommend that the Board of Commissioners approve the Officials Agreement with Buddy Wolfe to provide officiating services for Glynn County Recreation and Parks Department for Spring 2018 Adult Softball, and Youth Baseball and Softball in an amount not to exceed \$25,000 with funding to be provided by the FY18 Operating Budget. (J. Powell) [REPORT](#) FC Vote: 3-0**

17. Consider recommending that the Board of Commissioners approve additional funding for the agreement with Bates, Carter and Co., LLC which engages them to ascertain the magnitude of the loss by theft in the Clerk of Superior Court's office for an amount not to exceed \$25,000 plus out of pocket travel costs with funding to be provided by the County Manager's Contingency.

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

**Recommend that the Board of Commissioners approve additional funding for the agreement with Bates, Carter and Co., LLC which engages them to ascertain the magnitude of the loss by theft in the Clerk of Superior Court's office for an amount not to exceed \$25,000 plus out of pocket travel costs with funding to be provided by the County Manager's Contingency. (T. Miller) [REPORT](#) FC Vote: 3-0**

18. Consider recommending that the Board of Commissioners terminate the contract with APCO International for Emergency Medical Dispatch software awarded on July, 16, 2016 to APCO International and void purchase order P015470.

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

**Recommend that the Board of Commissioners terminate the contract with APCO International for Emergency Medical Dispatch software awarded on July, 16, 2016 to APCO International and void purchase order P015470. (J. Catron) [REPORT](#) FC Vote: 3-0**

19. Consider recommending that the Board of Commissioners authorize change order #7 to the East Coast Construction contract for the Canal Road Improvements project in the amount of \$187,015.55 and to authorize allocating \$5,818.55 for the purchase of bolt down curbing with funding from the fund balance previously committed for the Canal Road project.

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

**19a) Recommend that the Board of Commissioners authorize allocating \$5,818.55 for the purchase of bolt down curbing with funding from the fund balance previously committed for the Canal Road project. (P. Andrews) *REPORT* FC Vote: 3-0**

**19b) Recommend deferring to the March 27, 2018 Finance Committee that the Board of Commissioners authorize change order #7 to the East Coast Construction contract for the Canal Road Improvements project in the amount of \$187,015.55. (P. Andrews) *REPORT* FC Vote: 3-0**

20. Consider recommending that the Board of Commissioners exempt the bidding requirements for these professional services and approve Change Order #2 to the EMC Engineering Contract for the South Palm Ditch Project in the amount of \$105,000 with funds available in the SPLOST 2016 Hornet Street Ditch Project.

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

**Recommend that the Board of Commissioners exempt the bidding requirements for the professional services for the Hornet Street Ditch Project with funding to be provided by SPLOST 2016 Bridge Project. This is Change Order #2 to the EMC Engineering in the amount of \$105,000. (P. Andrews) [REPORT](#) FC Vote: 3-0. (P. Andrews) [REPORT](#) FC Vote: 3-0**

21. Consider recommending that the Board of Commissioners authorize staff to close out the Perry Lane/SR25 Intersection project and allocate the remaining funding to the SPLOST 4 Unallocated funds and then allocate \$10,000 from the SPLOST 4 Unallocated funds to the SPLOST 4 Miscellaneous Road Improvement – SR25 Spur Extension project to cover the cost of Change Order #11 for Thomas and Hutton Engineering for the surveying and platting to convey the right-of-way to GDOT.

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

**Recommend that the Board of Commissioners authorize staff to close out the Perry Lane/SR25 Intersection project and allocate the remaining funding to the SPLOST 4 Unallocated funds and then allocate \$10,000 from the SPLOST 4 Unallocated funds to the SPLOST 4 Miscellaneous Road Improvement – SR25 Spur Extension project to cover the cost of Change Order #11 for Thomas and Hutton Engineering for the surveying and platting to convey the right-of-way to GDOT. (P. Andrews) [REPORT](#) FC Vote: 3-0**

22. Consider recommending that the Board of Commissioners award a contract for Engineering Services for the East Beach Causeway Traffic Improvement Project, to EMC Engineering Services, Inc., Savannah, GA, in the amount of \$163,000 with funding to be provided by SPLOST 2016.

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

**Recommend that the Board of Commissioners award a contract for Engineering Services for the East Beach Causeway Traffic Improvement Project which includes roundabouts at both ends of East Beach Causeway, to EMC Engineering Services, Inc., Savannah, GA, in the amount of \$163,000 with funding to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0**

23. Consider recommending that the Board of Commissioners award a contract for Engineering Services for the Kingsway/Frederica Traffic Improvement Project, to Southeastern Engineering Inc., Marietta, GA, in the amount of \$84,900 with funding to be provided by SPLOST 2016.

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

**Recommend that the Board of Commissioners award a contract for Engineering Services for the Kingsway/Frederica Traffic Improvement Project, to Southeastern Engineering Inc., Marietta, GA, in the amount of \$84,900 with funding to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0**

24. Consider recommending that the Board of Commissioners approve the issuance of a Purchase Order for the repair of the sidewalks at Neptune Park to the lowest responsive and responsible bidder, Dogwood Construction Group, Inc., Wayne County, GA, in the amount of \$24,995 with funding to be provided by the Revenue Stabilization Fund.



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

**Recommend that the Board of Commissioners approve the issuance of a Purchase Order for the repair of the sidewalks at Neptune Park to the lowest responsive and responsible bidder, Dogwood Construction Group, Inc., Wayne County, GA, in the amount of \$24,995 with funding to be provided by the Revenue Stabilization Fund. (D. Austin) [REPORT](#) FC Vote: 3-0**

**Other Items**

25. 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 -19a, 21 - 24 will be placed on the Board of Commissioners' Consent Agenda.**
  - b) **Item #20 will be placed on the Board of Commissioners Regular Business Agenda**
  - c) **Items #1, 5a and 19b will not be forwarded to the Board of Commissioners' Agenda.**