



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

10:00 am, Monday, April 16, 2018

Second Floor Conference Room 224

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, D. Bragdon, J. Catron, J. Chapman, K. Downs, L. Gurganus, R. Glisson, R. Jordan, N. Jump, M. Kent, C. Kinstle, J. Manning, V. McClinton, T. Miller, T. Munson, A. Ours, D. Patel, O. Reed, C. Richardson, A. Sapp, S. Usher, D. West, and W. Worley*

Press: *Pam S., The Islander; T. Cooper, The Brunswick News*

Others: *M. Smith and D. Whitworth*

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

1. Consider approval of the March 27, 2018 Finance Committee Minutes.

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

Approved the March 27, 2018 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: (2-0) – Commissioner Booker not present.

2. Consider recommending the Board of Commissioners authorize a fee waiver in the amount of \$400 for use of the Selden Park gym on August 18 by the Democratic Party, and provide a Recreation staff person to supervise the event.

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

Recommend the Board of Commissioners deny the request for a fee waiver in the amount of \$400 for use of the Selden Park gym on August 18 by the Democratic Party, and provide a Recreation staff person to supervise the event. (L. Gurganus) [REPORT](#) FC Vote: (2-1)

3. Consider recommending the Board of Commissioners accept the proposed changes to the Purchasing Ordinance, pending the County Attorney's approval.

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

Recommend the Board of Commissioners accept the proposed changes to the Purchasing Ordinance, pending the County Attorney's approval. (T. Munson) [REPORT](#) FC Vote: (3-0)

4. Consider recommending the Board of Commissioners approve and execute the FY19 contract with the Brunswick Judicial Circuit Public Defender subject to the County Attorney's approval.

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

Recommend the Board of Commissioners approve and execute the FY19 contract with the Brunswick Judicial Circuit Public Defender subject to the County Attorney's approval. (T. Munson) [REPORT](#) FC Vote: (3-0)

Tax Commissioner Items

5. Consider recommending the Board of Commissioners **approve** a request from Mr. Stephen Posey that interest paid in the amount of \$138.70 on his 2017 property tax be refunded.

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

Recommend the Board of Commissioners approve a request from Mr. Stephen Posey that interest paid in the amount of \$138.70 on his 2017 property tax be refunded. (J. Chapman) [REPORT](#) FC Vote: (3-0)

6. Consider recommending the Board of Commissioners **approve** a request from Ms. Barbara Moody that taxes paid for seven years in the amount of \$5,875 on parcel 03-07130 be refunded.

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

Defer to the next Finance Committee meeting consideration of a request from Ms. Barbara Moody that taxes paid for seven years in the amount of \$5,875 on parcel 03-07130 be refunded. (J. Chapman) [REPORT](#) FC Vote: (3-0)

7. Consider recommending the Board of Commissioners **approve** a request from Mr. David Whitworth that pending interest in the amount of \$262.50 be waived on tax bills #1723912 and #1729956.

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

Recommend the Board of Commissioners approve a request from Mr. David Whitworth that pending interest in the amount of \$262.50 be waived on tax bills #1723912 and #1729956. (J. Chapman) [REPORT](#) FC Vote: (3-0)

8. Consider recommending the Board of Commissioners **approve** a request from Ms. Wanda Day that interest paid in the amount of \$61.87 on her 2017 property taxes be refunded.

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

Recommend the Board of Commissioners approve a request from Ms. Wanda Day that interest paid in the amount of \$61.87 on her 2017 property taxes be refunded. (J. Chapman) [REPORT](#) FC Vote: (3-0)

Property Appraisal Item

9. Consider recommending 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, March 15 and April 5, 2018 meetings, with clarification that this does not approve a tax refund.

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

Recommend 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, March 15 and April 5, 2018 meetings, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: (3-0)

Budget and Grants

10. Consider recommending the Board of Commissioners amend the FY18 Finance Department's Budget to reflect the additional \$5,000 in contributed revenue and expenditures for a total of \$10,000.

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

Recommend the Board of Commissioners amend the FY18 Finance Department's Budget for the Tourism Development Grant to reflect the additional \$5,000 in contributed revenue and expenditures for a total of \$10,000. (T. Munson) [REPORT](#) FC Vote: (3-0)

11. Consider recommending the Board of Commissioners accept the State Farm Mutual Automobile Insurance Company grant in the amount of \$5,000 and amend the FY18 Police Department's budget in said amount.

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

Recommend the Board of Commissioners accept the State Farm Mutual Automobile Insurance Company grant in the amount of \$5,000 and amend the FY18 Police Department's revenue and expenditure budgets in said amount. (T. Munson) [REPORT](#) FC Vote: (3-0)

12. Consider recommending the Board of Commissioners authorize staff to execute the attached request letter and, if approved, pursue completion of the project under the recently executed MOU for TE Funded Project 0010588.

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

Recommend the Board of Commissioners authorize staff to execute the attached request letter and, if approved, pursue completion of the project under the recently executed Memorandum of Understanding for Transportation Enhancement Grant Funded Project 0010588. (P. Andrews) [REPORT](#) FC Vote: (3-0)

13. Consider recommending the Board of authorize staff to submit an application to ACCG's lease purchase program for \$1,649,647 for the Enterprise Resource Planning (ERP) system (including Finance, Human Resources and Fleet software), and, increase revenues and expenditures in the FY18 Capital Budget by \$255,647 for the ERP system.

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

Recommend the Board of authorize staff to submit an application to ACCG's lease purchase program for \$1,649,647 to fund the Enterprise Resource Planning (ERP) system (including Finance, Human Resources and Fleet software), and, increase revenues and expenditures in the FY18 Capital Budget by \$255,647 for the ERP system. (T. Miller) [REPORT](#) FC Vote: (3-0) – *This is the funding for item #22*

Contracts/Bids

14. Consider recommending the Board of Commissioners award a contract for the design of Dunbar Creek at Demere Road Drainage Improvement Project, to P.C. Simonton & Associates of Hinesville, GA, in the amount of \$27,220 with funding to be provided by the FY18 Capital Projects Fund.

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

Recommend the Board of Commissioners award a contract for the design of Dunbar Creek at Demere Road Drainage Improvement Project, to P.C. Simonton & Associates of Hinesville, GA, in the amount of \$27,220 with funding to be provided by the FY18 Capital Projects Fund. (D. Austin) [REPORT](#) FC Vote: (3-0)

15. Consider recommending the Board of Commissioners approve a Change Order for the Glynco Parkway Bridge Project to Underground Excavating, Inc. of Patterson, Georgia, in the amount of \$55,830.30 with funding to be provided by the SPLOST 5.

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

Recommend the Board of Commissioners approve a Change Order for the Glynco Parkway Bridge Project to Underground Excavating, Inc. of Patterson, Georgia, in the amount of \$55,830.30 with funding to be provided by the SPLOST 5. (D. Austin) [REPORT](#) FC Vote: (3-0) - *This item to be placed on the BOC Consent Agenda for 4/19/2018.*

16. Consider recommending the Board of Commissioners award the bid for the Public Safety Complex Building Structural Evaluation to the lowest responsible bidder, Cranston Engineering Group, P.C., Bluffton, South Carolina, in the amount of \$17,500 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 the Board of Commissioners award the bid for the Public Safety Complex Building Structural Evaluation to the lowest responsible bidder, Cranston Engineering Group, P.C., Bluffton, South Carolina, in the amount of \$17,500 with funding to be provided by the County Manager's Contingency. (D. Austin) [REPORT](#) FC Vote: (3-0)

17. Consider recommending the Board of Commissioners authorize payment for current construction efforts in the Tax Commissioner's office and the design for the entire renovation effort with funding to be provided by the FY18 Capital Projects Fund.

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

Recommend the Board of Commissioners authorize payment for current construction efforts in the Tax Commissioner's office and the design for the entire renovation effort with funding to be provided by the FY18 Capital Projects Fund. (D. Austin) [REPORT](#) FC Vote: (3-0) – *This item to be placed on the BOC General Business Agenda for 4/19/2018.*

18. Consider recommending the Board of Commissioners authorize the issuance of a purchase order for the painting of the Glynn County Sheriff's Office transport van in the amount of \$3,754.43 with funding to be provided by the FY18 Capital Projects Fund.

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

Recommend the Board of Commissioners authorize the issuance of a purchase order to 1st Class Auto Body for the painting of the Glynn County Sheriff's Office transport van in the amount of \$3,754.43 with funding to be provided by the FY18 Capital Projects Fund. (N. Jump) [REPORT](#) FC Vote: (3-0)

19. Consider recommending the Board of Commissioners approve the issuance of a purchase order for the Office emblems and striping of two Glynn County Sheriff's Office transport vans in the amount of \$630 with funding to be provided by the FY18 Capital Projects Fund.

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

Recommend the Board of Commissioners approve the issuance of a purchase order to Nitro Signs for the Office emblems and striping of two Glynn County Sheriff's Office transport vans in the amount of \$630 with funding to be provided by the FY18 Capital Projects Fund. (N. Jump) [REPORT](#) FC Vote: (3-0)

20. Consider recommending the Board of Commissioners terminate the third amendment to the contract for services between Glynn County, Georgia and Spillman Technologies, Inc. and cancel purchase order P015964 in the amount of \$8,326. (J. Catron) [REPORT](#)

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

Recommend the Board of Commissioners remove the 3rd amendment to the contract for services between Glynn County, Georgia and Spillman Technologies, Inc. and cancel purchase order P015964 in the amount of \$8,326. (J. Catron) [REPORT](#) FC Vote: (3-0)

21. Consider recommending the Board of Commissioners
- a) increase revenue and expenditures in the E911 Fund in the amount of \$77,197
 - b) authorize the use of Capital Projects Fund fund balance in the amount of \$57,782 to fund Glynn County's share; and
 - c) approve the purchase of Priority Dispatch ProQA EMD professional services and software for the Glynn-Brunswick 911 Center from Spillman Technologies, Inc., pending final approval of the contract by the County Attorney, in the amount of \$150,185, based on professional services that they will be providing to the 911 Center by upgrading the scripting protocols, and providing initial and annual training with funding to be provided by the FY18 E911 Fund.

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

Recommend the Board of Commissioners

- a) increase revenue and expenditures in the E911 Fund in the amount of \$77,197
 - b) authorize the use of Capital Projects Fund fund balance in the amount of \$57,782 to fund Glynn County's share; and
 - c) approve the purchase of Priority Dispatch ProQA EMD professional services and software for the Glynn-Brunswick 911 Center from Spillman Technologies, Inc., pending final approval of the contract by the County Attorney, in the amount of \$150,185, based on professional services that they will be providing to the 911 Center by upgrading the scripting protocols, and providing initial and annual training with funding to be provided by the FY18 E911 Fund. (J. Catron) [REPORT](#) FC Vote: (3-0)
22. Consider recommending the Board of Commissioners approve the Tyler Technologies Munis SaaS (software as a service) Contract for \$1,385,597 to be purchased through the NJPA (National Joint Powers Alliance) agreement with

Tyler Technologies on Contract number 110515-TTI and authorize the Chairman to sign the Tyler Technologies Munis SaaS Contract with funding to be provided by a lease purchase which is budgeted in the FY18 Capital Projects Fund subject to the County Attorney's approval.

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

Recommend the Board of Commissioners approve the Tyler Technologies Munis SaaS (software as a service) Contract for \$1,385,597 to be purchased through the NJPA (National Joint Powers Alliance) agreement with Tyler Technologies on Contract number 110515-TTI and authorize the Chairman to sign the Tyler Technologies Munis SaaS Contract with funding to be provided by a lease purchase which is budgeted in the FY18 Capital Projects Fund subject to the County Attorney's approval. (J. Catron) [REPORT](#) FC Vote: (3-0) *The funding for this project is item #13.*

Other Items

23. Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
 - a) **Item #15 will be placed on the April 19, 2018 Board of Commissioners' Consent Agenda.**
 - b) **Item #17 will be placed on the April 19, 2018 Board of Commissioners General Business Agenda.**
 - c) **Items #2-5, #7-14, #16, and #18-22 will be placed on the May 3, 2018 Board of Commissioners' Consent Agenda.**
 - d) **Item #6 will be deferred to the May 29, 2018 Finance Committee Agenda.**
 - e) **Items #1 and #23 will not be forwarded to the Board of Commissioners' Agenda.**