



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

9:30 am, Tuesday, July 10, 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: D. Bragdon, J. Catron, D. Deloach, K. Downs, A. Eaton, L. Gurganus, R. Glisson, D. Haney, M. Hardin, M. Kent, C. Kinstle, V. Lane, N. Mann, T. Miller, G. Mullis, T. Munson, A. Ours, D. Patel, J. Powell, A. Randolph, O. Reed, C. Richardson, A. Sapp, T. Vincent, D. West, J. Wiggins, and W. Worley

Press: T. Cooper, *The Brunswick News*

Others: J. Holland

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

1. Consider approval of the May 29, 2018 Finance Committee Minutes.

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

Approved the May 29, 2018 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: 3-0

2. Consider recommending the Board of Commissioners:
 - a) Accept the donation from the Bureau of Alcohol, Tobacco, and Firearms of the 2000 Freightliner;
 - b) Approve the necessary upgrades to convert the vehicle into a Mobile Operations Center with funding to be provided by the Police Seizure Fund fund balance in an amount no to exceed \$25,000;
 - c) Approve the issuance of a purchase order to the selected vendor upon completion of purchasing requirements; and
 - d) Increase the FY19 Police Seizure Fund revenues and expenditures using fund balance.

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

Recommend the Board of Commissioners:

- e) **Accept the donation from the Bureau of Alcohol, Tobacco, and Firearms of the 2000 Freightliner;**
 - f) **Approve the necessary upgrades to convert the vehicle into a Mobile Operations Center with funding to be provided by the Police Seizure Fund fund balance in an amount no to exceed \$25,000;**
 - g) **Approve the issuance of a purchase order to the selected vendor upon completion of purchasing requirements; and**
 - h) **Increase the FY19 Police Seizure Fund revenues and expenditures using fund balance. (J. Powell)**
[REPORT](#) FC Vote: 2-1
3. Consider recommending the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY19 budget.

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

Recommend the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY19 budget. (T. Munson) [REPORT](#) FC Vote: 3-0

4. *Consider recommending the Board of Commissioners approve the Shelter Management agreement with Wesley Davis for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA, at a cost of \$500 per day while the shelter is activated.*

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

Recommend the Board of Commissioners approve the Shelter Management agreement with Wesley Davis for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA, at a cost of \$500 per day while the shelter is activated. (L. Gurganus) [REPORT](#) FC Vote: 3-0

5. *Consider recommending the Board of Commissioners approve the Concession License Agreement with Tara C. Davis of TED Concessions for thirty-seven percent (37%) of Gross Revenue for operations of mainland concessions facilities at Glynn County Recreation and Parks athletic events and activities from September 2018 to August 2019, with renewal of the agreement for one (1) additional year allowed subject to County approval.*

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

Recommend the Board of Commissioners approve the Concession License Agreement with Tara C. Davis of TED Concessions for thirty-seven percent (37%) of Gross Revenue for operations of mainland concessions facilities at Glynn County Recreation and Parks athletic events and activities from September 2018 to August 2019, with renewal of the agreement for one (1) additional year allowed subject to County approval. (L. Gurganus) [REPORT](#) FC Vote: 3-0

6. *Consider recommending the Board of Commissioners approve the vehicle allowance amendments to the Financial Management Policies to include the Assistant County Manager and delete the Community Services Director allowance.*

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

Recommend the Board of Commissioners approve the vehicle allowance amendments to the Financial Management Policies to include the Assistant County Manager and delete the Community Services Director allowance. (T. Munson) [REPORT](#) FC Vote: 3-0

Tax Commissioner Items

7. *Consider recommending the Board of Commissioners **approve or deny** a request from Ms. Angel Cabrera that
 - a) late penalties paid in the amount of \$10 on her mobile home (vin# FLHML2P77114062A) be refunded, and
 - b) late penalties paid in the amount of \$10 on her mobile home (vin# FLHML2P77114062B) 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. Angel Cabrera that

- a) late penalties paid in the amount of \$10 on her mobile home (vin# FLHML2P77114062A) be refunded, and
- b) late penalties paid in the amount of \$10 on her mobile home (vin# FLHML2P77114062B) be refunded. (J. Chapman) [REPORT](#) FC Vote: 3-0**

8. *Consider recommending the Board of Commissioners **approve or deny** a request from Ms. Melissa Foley that penalties and interest paid for 2017 Property Taxes on Parcel #04-13909 in the amount of \$363.53 be refunded.*

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

Recommend the Board of Commissioners *deny* a request from Ms. Melissa Foley that penalties and interest paid for 2017 Property Taxes on Parcel #04-13909 in the amount of \$363.53 be refunded. (J. Chapman) [REPORT](#) FC Vote: 2-1

9. *Consider recommending the Board of Commissioners **approve or deny** a request from Mr. Mark Gibbs that penalties and interest paid for 2017 Property Taxes on Parcel #03-26788 in the amount of \$176.60 be refunded.*

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

Recommend the Board of Commissioners *deny* a request from Mr. Mark Gibbs that penalties and interest paid for 2017 Property Taxes on Parcel #03-26788 in the amount of \$176.60 be refunded. (J. Chapman) [REPORT](#) FC Vote: 3-0

10. *Consider recommending the Board of Commissioners **approve or deny** a request from Ms. Patricia Willis that she be exempt from paying the solid waste fee for tax year 2018 due to medical issues and limited income.*

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

Recommend the Board of Commissioners *approve* a request from Ms. Patricia Willis that the solid waste fee be waived for tax year 2018 due to medical issues and limited income. (J. Chapman) [REPORT](#) FC Vote: 3-0

11. *Consider recommending the Board of Commissioners **approve or deny** a request from Mr. Joseph Viggiano that penalties and interest paid for 2017 Property Taxes on Parcel #04-12601 in the amount of \$247.59 be refunded.*

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

Recommend the Board of Commissioners *deny* a request from Mr. Joseph Viggiano that penalties and interest paid for 2017 Property Taxes on Parcel #04-12601 in the amount of \$247.59 be refunded. (J. Chapman) [REPORT](#) FC Vote: 3-0

12. *Consider recommending the Board of Commissioners **approve or deny** a request from Mrs. Ann V. Nealson that penalties and interest paid for 2017 Property Taxes on Parcel #06-00803 in the amount of \$171.50 be refunded.*

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

Recommend the Board of Commissioners *deny* a request from Mrs. Ann V. Nealson that penalties and interest paid for 2017 Property Taxes on Parcel #06-00803 in the amount of \$171.50 be refunded. (J. Chapman) [REPORT](#) FC Vote: 3-0

Property Appraisal Item

13. *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, June 7, 2018 meeting, 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, June 7, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

Budget and Grants

14. Consider recommending the Board of Commissioners accept the FY19 Adult Felony Drug Court Grant through the Georgia Criminal Justice Coordinating Council (CJCC) in the amount of \$518,111 with a local match of \$51,811 for the Drug Court Program, Subgrant #: J19-8-008 with funding to be provided by the FY19 Drug Court Fund.

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

Recommend the Board of Commissioners accept the FY19 Adult Felony Drug Court Grant through the Georgia Criminal Justice Coordinating Council (CJCC) in the amount of \$518,111 with a local match of \$51,811 for the Drug Court Program, Subgrant #: J19-8-008 with funding to be provided by the FY19 Drug Court Fund. (T. Munson) [REPORT](#) FC Vote: 3-0

15. Consider recommending the Board of Commissioners approve the grant contract with the Georgia Department of Behavioral Health and Developmental Disabilities, accepting grant funds in the amount of \$199,631 for Drug Court and increase FY19 Drug Court Fund revenue and expenditures budgets in the amount of \$631, subject to the County Attorney's approval of the contract.

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

Recommend the Board of Commissioners approve the grant contract with the Georgia Department of Behavioral Health and Developmental Disabilities, accepting grant funds in the amount of \$199,631 for Drug Court and increase FY19 Drug Court Fund revenue and expenditures budgets in the amount of \$631, subject to the County Attorney's approval of the contract. (T. Munson) [REPORT](#) FC Vote: 3-0

16. Consider recommending the Board of Commissioners authorize staff to apply for the Transportation Alternatives Program grant funding for a multiuse trail along Sea Island Road and look for a Non- Profit to supply the 20% cash match. (D. Austin) [REPORT](#)

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

Recommend the Board of Commissioners authorize staff to apply for the Transportation Alternatives Program grant funding for a multiuse trail along Sea Island Road and look for a Non- Profit to supply the 20% cash match. (D. Austin) [REPORT](#) FC Vote: 3-0

17. Consider recommending the Board of Commissioners amend the FY18 budget by increasing Occupation Tax Revenue by \$4,576 and professional services by \$4,576 to allow for the payment to Revenue Discovery Systems (RDS).

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

Recommend the Board of Commissioners amend the FY18 budget by increasing Occupation Tax Revenue by \$4,576 and professional services by \$4,576 to allow for the payment to Revenue Discovery Systems (RDS). (T. Miller) [REPORT](#) FC Vote: 3-0

18. Consider recommending the Board of Commissioners increase the FY19 Library Operating Budget revenues and expenditures in the amount of \$4,351 with the funding provided by the Georgia Public Library Service.

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

Recommend the Board of Commissioners increase the FY19 Library Operating Budget revenues and expenditures in the amount of \$4,351 with the funding provided by the Georgia Public Library Service. (G. Mullis) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners accept a grant in the amount of \$5,000 from the Communities of Coastal Georgia Foundation for \$5,000 and increase the FY19 Library Operating revenue and expenditure budgets in the amount of \$5,000 each.*

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

Recommend the Board of Commissioners accept a grant in the amount of \$5,000 from the Communities of Coastal Georgia Foundation for \$5,000 and increase the FY19 Library Operating revenue and expenditure budgets in the amount of \$5,000 each. (G. Mullis) [REPORT](#) FC Vote: 3-0

Contracts/Bids

20. *Consider recommending the Board of Commissioners exercise the third option year with ShawHankins, Inc. for the provision of employee benefit consultation and insurance brokerage services at a cost not to exceed \$24,000 for the option year.*

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

Recommend the Board of Commissioners exercise the third option year with Shaw Hankins, Inc. for the provision of employee benefit consultation and insurance brokerage services at a cost not to exceed \$24,000 for the option year. (O. Reed) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$660,008 for the July 1, 2018 – July 1, 2019 period and flood insurance for selected buildings at standard NFIP rates for Glynn County and to increase the FY 2019 budget for the County Insurance Fund by \$55,260.*

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

Recommend the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$660,008 for the July 1, 2018 – July 1, 2019 period and flood insurance for selected buildings at standard NFIP rates for Glynn County and to increase the FY 2019 budget for the County Insurance Fund by \$55,260. (O. Reed) [REPORT](#) FC Vote: 3-0

22. *Consider recommending the Board of Commissioners exercise the 4th option year of copier lease/maintenance services with Ashely's Business Solutions (formerly Herrin Document Systems) with funding to be provided by the FY19 operating budgets of the departments utilizing the service.*

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

Recommend the Board of Commissioners exercise the 4th option year of copier lease/maintenance services with Ashely's Business Solutions (formerly Herrin Document Systems) with funding to be provided by the FY19 operating budgets of the departments utilizing the service. (T. Munson) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners award a contract for the Pepper Creek Culvert Improvement Project, to Allen Owens Construction and Paving, Inc, Waycross, GA, in the amount of \$217,862.75 with funding to be provided by the SPLOST 2016 Fund.*

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

Recommend the Board of Commissioners award a contract for the Pepper Creek Culvert Improvement Project, to Allen Owens Construction and Paving, Inc., Waycross, GA, in the amount of \$217,862.75 with funding to be provided by the SPLOST 2016 Fund. (D. Austin) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners approve the contracts with the Department of Corrections for three work details at a cost of \$39,500 per year per detail for a total contract cost of \$118,500 with funding to be provided by the FY19 Public Works Operating Budget.*

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

Recommend the Board of Commissioners approve the contracts with the Department of Corrections for three work details at a cost of \$39,500 per year per detail for a total contract cost of \$118,500 with funding to be provided by the FY19 Public Works Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

25. *Consider recommending the Board of Commissioners reject all bids and down scope the Demere Pavilion and ADA improvements project.*

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

Recommend the Board of Commissioners reject all bids and down scope the Demere Pavilion and ADA improvements project. (D. Austin) [REPORT](#) FC Vote: 3-0

26. *Consider recommending the Board of Commissioners:*

- a) *accept the LMIG and GDOT funding assistance;*
- b) *increase the FY19 Capital Projects budget revenues and expenditures in the amount of \$300,000; and*
- c) *award the bid for the U.S. Highway 17 at Southport Parkway Intersection Improvement Project to Seaboard Construction, Brunswick, GA, in the amount of \$488,885 with funding to be provided by the FY19 Capital Projects Fund.*

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

Recommend the Board of Commissioners:

- a) **accept the LMIG and GDOT funding assistance;**
- b) **increase the FY19 Capital Projects budget revenues and expenditures in the amount of \$300,000; and**
- c) **award the bid for the U.S. Highway 17 at Southport Parkway Intersection Improvement Project to Seaboard Construction, Brunswick, GA, in the amount of \$488,885 with funding to be provided by the FY19 Capital Projects Fund. (D. Austin) [REPORT](#) FC Vote: 3-0**

27. *Consider recommending the Board of Commissioners approve the Master Subscription and Service Agreement with eCivis, Inc., for a Grant Tracking and Reporting System in the amount of \$5,057 with funding to be provided by the FY19 Information Technology Operating Budget.*

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

Recommend the Board of Commissioners approve the Master Subscription and Service Agreement with eCivis, Inc., for a Grant Tracking and Reporting System in the amount of \$5,057 with funding to be provided by the FY19 Information Technology Operating Budget. (J. Catron) [REPORT](#) FC Vote: 3-0

28. Consider recommending the Board of Commissioners approve the Tower and Ground Lease Agreement with Verizon Wireless for the lease of space on the Frederica Road Tower in the amount of \$38,351 with an increase of 3% per year for a term of five (5) years with an option of extending the lease for four (4) additional periods of five (5) years each.

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

Recommend the Board of Commissioners approve the Tower and Ground Lease Agreement with Verizon Wireless for the lease of space on the Frederica Road Tower in the amount of \$38,351 with an increase of 3% per year for a term of five (5) years with an option of extending the lease for four (4) additional periods of five (5) years each. (J. Catron) [REPORT](#) FC Vote: 3-0

29. Consider recommending the Board of Commissioners approve the purchase of the Power DMS Policy: Document and Content Management system for the Police Department in the amount of \$10,298 with funding to be provided by FY19 Capital Projects Fund Budget.

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

Recommend the Board of Commissioners approve the purchase of the Power DMS Policy: Document and Content Management system for the Police Department in the amount of \$10,298 with funding to be provided by FY19 Capital Projects Fund Budget. (J. Catron) [REPORT](#) FC Vote: 3-0

30. Consider recommending the Board of Commissioners authorize staff to implement the FY19 Information Technology Cyber Security and Network Infrastructure Cost Schedule issuing a purchase order to Cisco/DSI for cyber security and network infrastructure in the amount of ~~\$144,999.80~~ \$148,999.80 with funding to be provided by the FY19 Capital Projects Fund (1922.54720).

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

Recommend the Board of Commissioners authorize staff to implement the FY19 Information Technology Cyber Security and Network Infrastructure Cost Schedule issuing a purchase order to Cisco/DSI for cyber security and network infrastructure in the amount of \$148,999.80 with funding to be provided by the FY19 Capital Projects Fund (1922.54720). (J. Catron) [REPORT](#) FC Vote: 3-0

31. Consider recommending the Board of Commissioners approve the upgrade of the Contract for Services with Onsolve (CodeRed) to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations in the amount of \$18,840, pending the County Attorney's approval, with funding to be provided by the FY19 E911 Fund Budget.

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

Recommend the Board of Commissioners approve the upgrade of the Contract for Services with Onsolve (CodeRed) to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations in the amount of \$18,840, pending the County Attorney's approval, with funding to be provided by the FY19 E911 Fund Budget. (S. Usher) [REPORT](#) FC Vote: 3-0

32. Consider recommending the Board of Commissioners approve the issuance of a purchase order for annual landfill monitoring services for the Cate Road Landfill with Advanced Environmental Management, Inc. in the amount of \$17,800 annually with an option to renew for four years following the base year with funding provided by the FY19 Solid Waste Disposal 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 for annual landfill monitoring services for the Cate Road Landfill with Advanced Environmental Management, Inc. in the amount of \$17,800 annually with an option to renew for four years following the base year with funding provided by the FY19 Solid Waste Disposal Fund. (P. Andrews) [REPORT](#) FC Vote: 3-0

33. *Consider recommending the Board of Commissioners renew the contracts with PST Services (McKesson), Image Trend and Atlas Labs for Billing Ambulance Services, software, and AVL devices in the amount of 8.1% of EMS Ambulance collections with funding to be provided by the FY19 EMS Operating Budget. (R. Jordan) [REPORT](#)*

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

Recommend the Board of Commissioners renew the contracts with PST Services (McKesson), Image Trend and Atlas Labs for Billing Ambulance Services, software, and AVL devices in the amount of 8.1% of EMS Ambulance collections with funding to be provided by the FY19 EMS Operating Budget. (R. Jordan) [REPORT](#) FC Vote: 3-0

Other Items

34. *Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.*

- a) **Item #2-33 will be placed on the July 19, 2018 Board of Commissioners' Consent Agenda.**
- b) **Items #1 and #34 will not be forwarded to the Board of Commissioners' Agenda.**