



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, November 27, 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: P. Murphy, and R. Strickland

Elected Officials/Staff: P. Andrews, D. Austin, T. Brian, R. Cason, J. Catron, K. Downs, A. Eaton, R. Glisson, T. Hill, R. Jordan, M. Kent, C. Kinstle, V. Lane, K. Munoz-Strickland, T. Munson, J. Powell, R. Thomas, P. Thompson, D. West, J. Wiggins, and W. Worley

Others: T. Cooper, and M. Permar

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

1. Consider approval of the October 26, 2018 Finance Committee Minutes.

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

Approved the October 26, 2018 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: 3-0

2. Consider recommending 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 Booker passed unanimously.

Recommend the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with Janice Tyler. (L. Gurganus) [REPORT](#) FC Vote: 3-0

3. Consider recommending the Board of Commissioners approve the following:
 - a) New instructor agreement template and "Exhibit A" template for all current and new program instructors beginning January 1, 2019; and
 - b) Execution of new instructor agreements with current program instructors including Dixie Howell (Tai Chi and Active Adult Fitness Classes), Frank Solana (Tennis Lessons), Mary Brooke Kersey (Tennis Lessons), and Judie Wallace (Clogging).

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

Recommend the Board of Commissioners approve the following:

- a) New instructor agreement template and "Exhibit A" template for all current and new program instructors beginning January 1, 2019; and

- b) Execution of new instructor agreements with current program instructors including Dixie Howell (Tai Chi and Active Adult Fitness Classes), Frank Solana (Tennis Lessons), Mary Brooke Kersey (Tennis Lessons), and Judie Wallace (Clogging). (L. Gurganus) [REPORT](#) FC Vote: 3-0

4. Consider recommending the Board of Commissioners accept the donation of police uniforms from the Forsyth County Sheriff's Office.

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

Recommend the Board of Commissioners accept the donation of police uniforms from the Forsyth County Sheriff's Office. (J. Powell) [REPORT](#) FC Vote: 3-0

5. Consider recommending the Board of Commissioners accept the donation of trained Police Service Dog Rex from Jose Orantes and to add Rex to the GCPD K9 program.

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

Recommend the Board of Commissioners accept the donation of trained Police Service Dog Rex from Jose Orantes and to add Rex to the GCPD K9 program. (J. Powell) [REPORT](#) FC Vote: 3-0

6. Consider recommending the Board of Commissioners approve the lease with NextEdge Networks, LLC for installation of Sensor at the Neptune Pool for a period of 5 years at \$1500 per year, renewable for 3 additional 5 year periods at a rate increase of 2% per year.

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

Recommend the Board of Commissioners approve the lease with NextEdge Networks, LLC for installation of Sensor at the Neptune Pool for a period of 5 years at \$1500 per year, renewable for 3 additional 5 year periods at a rate increase of 2% per year. (J. Catron) [REPORT](#) FC Vote: 3-0

7. Consider recommending the Board of Commissioners authorize a budget amendment for \$85,000 for the Property Assessor's Office for the purpose of hiring temporary staff, funding overtime and purchasing necessary equipment to determine the correct values for the 2019 digest with funding to be provided by unassigned fund balance.

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

Recommend the Board of Commissioners authorize a budget amendment for \$85,000 for the Property Assessor's Office for the purpose of hiring temporary staff, funding overtime and purchasing necessary equipment to determine the correct values for the 2019 digest with funding to be provided by unassigned fund balance. (T. Miller) [REPORT](#) FC Vote: 3-0

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

I move to add item #7.1 – Consider recommending that the B Board of Commissioners accept the settlement offer for unit 3043, a Dodge Charger assigned to the Police Department in the amount of \$22,607.25.

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

Recommend that the Board of Commissioners accept the settlement offer for unit 3043, a Dodge Charger assigned to the Police Department in the amount of \$22,607.25. (K. Munoz-Strickland) [REPORT](#) FC Vote: 3-0

Property Appraisal Items

8. *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, September 20, 2018 meeting, with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Booker and seconded by Commissioner Strickland 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, September 20, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

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, October 18, 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, October 18, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

Budget and Grant Items

10. *Consider recommending the Board of Commissioners approve the use of Accommodations Excise Fund undesignated fund balance in the amount of \$5,000 to pay for services the Board of Commissioners has previously committed to prepare a Master Plan for the Coast Guard Park.*

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

Recommend the Board of Commissioners approve the use of Accommodations Excise Fund undesignated fund balance in the amount of \$5,000 to pay for services the Board of Commissioners has previously committed to prepare a Master Plan for the Coast Guard Park. (K. Downs) [REPORT](#) FC Vote: 3-0

11. *Consider recommending the Board of Commissioners adopt the Resolution to amend the FY18/19 Budget.*

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

Recommend the Board of Commissioners adopt the Resolution to amend the FY18/19 Budget. (T. Munson) [REPORT](#) FC Vote: 3-0

12. Consider recommending the Board of Commissioners authorize the write-off of uncollectible receivables from Cobb County for expenses related to the Harris trial in 2016 in the amount of \$8,323 and increase revenues and expenditures in the General Fund by said amount.

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

Recommend the Board of Commissioners authorize the write-off of uncollectible receivables from Cobb County for expenses related to the Harris trial in 2016 in the amount of \$8,323 and increase revenues and expenditures in the General Fund by said amount. (T. Miller) [REPORT](#) FC Vote: 3-0

13. Consider recommending the Board of Commissioners approve increasing the Recreation and Parks FY2019 expenditure budget by \$8,000 with funding to be provided by the revenue stabilization fund – committed fund balance.

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

Recommend the Board of Commissioners approve increasing the Recreation and Parks FY2019 expenditure budget by \$8,000 with funding to be provided by the revenue stabilization fund – committed fund balance. (L. Gurganus) [REPORT](#) FC Vote: 3-0

Contracts/Bids

14. Consider recommending the Board of Commissioners approve the Officials Agreement with Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Youth Basketball Games (Mainland League) for the 2018-2019 season in an amount not to exceed \$10,000 with funding to be provided by the FY2019 Operating Budget.

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

Recommend the Board of Commissioners approve the Officials Agreement with Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Youth Basketball Games (Mainland League) for the 2018-2019 season in an amount not to exceed \$10,000 with funding to be provided by the FY2019 Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 3-0

15. Consider recommending the Board of Commissioners approve entering into a contract with Early Alert for comprehensive disaster support services at the unit prices shown on the attached fee proposal.

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

Recommend the Board of Commissioners approve entering into a contract with Early Alert for comprehensive disaster support services at the unit prices shown on the attached fee proposal. (J. Wiggins) [REPORT](#) FC Vote: 3-0

16. Consider recommending the Board of Commissioners approve expenditures in the amount of \$225,681 for the Building Inspections Division from the Building Inspections' funds within the General Fund fund balance.

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

Recommend the Board of Commissioners approve expenditures in the amount of \$225,681 for the Building Inspections Division from the Building Inspections' funds within the General Fund fund balance. (P. Thompson) [REPORT](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners authorize staff to re-scope the TE Projects 0010588 and 0009062 areas so that both are applied to the area of path installation along Glyngo Parkway and Harry Driggers between Gateway Center and the path end on Harry Driggers (generally per the attached sketch).*

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

Recommend the Board of Commissioners authorize staff to re-scope the TE Projects 0010588 and 0009062 areas so that both are applied to the area of path installation along Glyngo Parkway and Harry Driggers between Gateway Center and the path end on Harry Driggers (generally per the attached sketch). (P. Thompson) [REPORT](#) FC Vote: 3-0

18. *Consider recommending the Board of Commissioners authorize staff to utilize the information technology exemption to issue a purchase order to install video equipment in the Emergency Operations Center to Miller Electric under State Contract in the amount of \$99,997.55 with funding provided by the Capital Projects Fund.*

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

Recommend the Board of Commissioners authorize staff to utilize the information technology exemption to issue a purchase order to install video equipment in the Emergency Operations Center to Miller Electric under State Contract in the amount of \$99,997.55 with funding provided by the Capital Projects Fund. (J. Catron) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners*
- a) *approve the Glynn County 2019 LMIG suggested list of roads and bridges as the Georgia Department of Transportation 2019 LMIG project with funding to be provided by SPLOST 2016, FY19 Capital Projects Fund Budget and the GDOT 2019 LMIG funding;*
 - b) *authorize the Glynn County Commission Chairperson to sign the 2019 LMIG application on behalf of Glynn County; and*
 - c) *authorize staff to go out to bid for the proposed work once the application has been approved by GDOT.*

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

Recommend the Board of Commissioners

- a) **approve the Glynn County 2019 LMIG suggested list of roads and bridges as the Georgia Department of Transportation 2019 LMIG project with funding to be provided by SPLOST 2016, FY19 Capital Projects Fund Budget and the GDOT 2019 LMIG funding;**
 - b) **authorize the Glynn County Commission Chairperson to sign the 2019 LMIG application on behalf of Glynn County; and**
 - c) **authorize staff to go out to bid for the proposed work once the application has been approved by GDOT. (D. Austin) [REPORT](#) FC Vote: 3-0**
20. *Consider recommending the Board of Commissioners approve the bid from Allen Owens Construction and Paving for the approved SPLOST 2016 Dirt Road Paving Project and East Beach Road Resurfacing Project in the amount of \$448,012 with \$428,012 of funding to be provided by SPLOST 2016 and \$20,000 from FY19 County Manager's Contingency funds.*

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

Recommend the Board of Commissioners approve the bid from Allen Owens Construction and Paving for the approved SPLOST 2016 Dirt Road Paving Project and East Beach Road Resurfacing Project in the amount of \$448,012 with \$428,012 of funding to be provided by SPLOST 2016 and \$20,000 from FY19 County Manager's Contingency funds. (D. Austin) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners*

- a) *award a contract for the SPLOST 2016 Chapel Crossing and Ocean Blvd Sidewalk Improvement Projects to Swindell Construction Company of Glennville, Georgia, in the amount of \$739,435 with funding in the amount of \$690,000 to be provided by SPLOST 2016 - Chapel Crossing and Ocean Blvd Sidewalk Improvement Project; and*
- b) *reallocate \$49,435 from SPLOST 2016 - South Harrington Sidewalk Project savings.*

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

Recommend the Board of Commissioners

- a) **award a contract for the SPLOST 2016 Chapel Crossing and Ocean Blvd Sidewalk Improvement Projects to Swindell Construction Company of Glennville, Georgia, in the amount of \$739,435 with funding in the amount of \$690,000 to be provided by SPLOST 2016 - Chapel Crossing and Ocean Blvd Sidewalk Improvement Project; and**
- b) **reallocate \$49,435 from SPLOST 2016 - South Harrington Sidewalk Project savings. (D. Austin) [REPORT](#) FC Vote: 3-0**

22. *Consider recommending the Board of Commissioners approve the Free Community Spay/Neuter Partnership Agreement with Island Animal Hospital to perform spay/neuter surgeries funded by the Georgia Department of Agriculture Dog and Cat Sterilization Grant.*

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

Recommend the Board of Commissioners approve the Free Community Spay/Neuter Partnership Agreement with Island Animal Hospital to perform spay/neuter surgeries funded by the Georgia Department of Agriculture Dog and Cat Sterilization Grant. (K. Downs) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order in the amount of \$261,380.00, to Bennett Fire Products, 195 Stockwood Dr. # 170, Woodstock, GA 30188, for the purchase of 140 sets of structural firefighting turn-out gear.*

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

Recommend the Board of Commissioners approve the issuance of a Purchase Order in the amount of \$261,380.00, to Bennett Fire Products, 195 Stockwood Dr. # 170, Woodstock, GA 30188, for the purchase of 140 sets of structural firefighting turn-out gear. (R. Jordan) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners approve the issuance of a purchase order, utilizing sole source documentation to Physio Control at 11811 Willows Road NE, P.O. Box 97006 Redmond, WA 98073-9706 in the*

amount of \$65,892.86 for the purchase of two LifePak 15 monitor/defibrillators and accessories with the 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 approve the issuance of a purchase order, utilizing sole source documentation to Physio Control at 11811 Willows Road NE, P.O. Box 97006 Redmond, WA 98073-9706 in the amount of \$65,892.86 for the purchase of two LifePak 15 monitor/defibrillators and accessories with the funding to be provided by the FY19 Capital Projects Fund. (R. Jordan) [REPORT](#) FC Vote: 3-0

25. Consider recommending the Board of Commissioners approve the issuance of a purchase order, utilizing sole source documentation to Physio Control at 11811 Willows Road NE, P.O. Box 97006 Redmond, WA 98073-9706 in the amount of \$11,877.00 for the purchase of one Lucas III device and accessories with the funding to be provided by the FY19 Capital Projects Fund.

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

Recommend the Board of Commissioners approve the issuance of a purchase order to Physio Control at 11811 Willows Road NE, P.O. Box 97006 Redmond, WA 98073-9706 in the amount of \$11,877.00 for the purchase of one Lucas III device and accessories with the funding to be provided by the FY19 Capital Projects Fund. (R. Jordan) [REPORT](#) FC Vote: 3-0

Other Items

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

- **Items #2-25 and #21-28 will be placed on the December 6, 2018 Board of Commissioners' Consent Agenda.**
- **Items #1 and #26 will not be forwarded to the Board of Commissioners' Agenda.**

