



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

1:00 pm, Thursday, January 8, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

Present:

Committee Members: *B. Brunson, M. Stambaugh, and R. Strickland*

Elected Officials/Staff: *B. Altman, D. Austin, A. Chapman, M. Doering, K. Downs, R. Grolemond, D. Hainley, C. Mathis, B. Mauney, A. Ours, V. McClinton, T. Miller, K. Munoz-Strickland, E. Reilly, R. Thomas, S. Usher, D. West, and W. Worley*

Press: *None present*

Other: *P. Anderson, J. Combs and R. Ussery*

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

- 1) *Consider approval of the December 9, 2014 Finance Committee Minutes.*

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Approve the December 9, 2014 Finance Committee Minutes. (Vote: 3-0) - (T. Miller) 5 pages [REPORT](#)

- 2) *Consider recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County.*

Mr. Grolemond and Mr. West presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (Vote: 3-0) - (R. Grolemond) 16 pages [REPORT](#)

- 3) *Consider recommending that the Board of Commissioners accept the settlement offer for Public Works unit 2202, a Ford F-150, in the amount of \$8,578.00 and designate the vehicle as surplus to be released to Country Financial Insurance Company.*

Mr. Thomas and Ms. Munoz-Strickland presented this item. Commissioner Strickland asked if the money being paid would cover replacement of the auxiliary equipment and Mr. Thomas stated that it would.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners accept the settlement offer for Public Works unit 2202, a Ford F-150, in the amount of \$8,578.00 and designate the vehicle as surplus to be released to Country Financial Insurance Company. (Vote: 3-0) - (K. Munoz-Strickland) 4 pages [REPORT](#)

- 4) *Consider recommending that the Board of Commissioners deny the request from Patrick Anderson to have the penalties and interest refunded for the late filing of his September 2014 Accommodation Excise Tax Return.*

Ms. Miller presented this item and stated that the Finance Department gets these requests often. Mr. Worley further stated that there was no provision for a refund unless the charge was erroneously or illegally assessed. Mr. Anderson then stated that he hoped the Commissioners would use discretion in applying the letter of the law just as they did for underage drinking over the Georgia/Florida weekend. He stated that he mailed the check (written on 10/7) no later than 10/10/14 and that he was being penalized/victimized for the postal service not getting the letter across the causeway. Commissioners Strickland, Stambaugh and Brunson all expressed their understanding and empathy of the situation but also expressed their knowledge of the laws, ordinances and the risks of setting a precedence.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners deny the request from Patrick Anderson to have the penalties and interest refunded for the late filing of his September 2014 Accommodation Excise Tax Return. (Vote: 3-0) - (T. Miller) 7 pages [REPORT](#)

Budget

- 5) *Consider recommending that the Board of Commissioners amend the FY15 budget to increase revenues and expenditures for Animal Control (Contributions and Veterinary Services) for the additional \$1,944 donated to Glynn County Animal Control.*

Chief Doering presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners amend the FY15 budget to increase revenues and expenditures for Animal Control (Contributions and Veterinary Services) for the additional \$1,944 donated to Glynn County Animal Control. (Vote: 3-0) - (C. Bashlor) 1 page [REPORT](#)

- 6) *Consider recommending that the Board of Commissioners increase the Judge of State Court's FY15 operating budget in the amount of \$25,000 and approve a new position (Court Reporter).*

Judge Altman presented this item. Commissioner Brunson asked if this was mandated and Judge Altman stated that it was.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners increase the Judge of State Court's FY15 operating budget in the amount of \$25,000 and approve a new position (Court Reporter). (Vote: 3-0) - (B. Altman) 26 pages [REPORT](#)

- 7) *Consider recommending that the Board of Commissioners amend the FY15 budget to include an increase in revenue and expenditures in the Employees Benefit Fund in the amount of \$27,000 to fund the Medical Claims Audit.*

Ms. Miller presented this item and stated that it was approved by the Commission but that she failed to identify a funding source previously.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners amend the FY15 budget to include an increase in revenue and expenditures in the Employees Benefit Fund in the amount of \$27,000 to fund the Medical Claims Audit. (Vote: 3-0) - (T. Miller) 1 page [REPORT](#)

Grants

- 8) *Consider recommending that the Board of Commissioners approve accepting the grant contract and signing the contract in the amount of \$30,000 with the Georgia Emergency Management Agency (GEMA) to assist in preparing the required update of the Glynn County's Multi-Jurisdictional Hazard Mitigation Plan and authorize the Chairman to sign the contract.*

Mr. Hainley presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve accepting the grant contract and signing the contract in the amount of \$30,000 with the Georgia Emergency Management Agency (GEMA) to assist in preparing the required update of the Glynn County's Multi-Jurisdictional Hazard Mitigation Plan and authorize the Chairman to sign the contract. (Vote: 3-0) - (D. Hainley) 17 pages [REPORT](#)

Bids, Contracts, and Agreements

- 9) *Consider recommending that the Board of Commissioners authorize staff to solicit bids from Architects to provide design assistance for the renovation of space for Drug Court and Juvenile Court at the Office Park Building.*

Mr. Ours presented this item and stated that because of the 2013 state legislation and the increase in the workload there was additional courtroom space needed. Judge Chapman also spoke of the need for additional holding cells for juveniles. Commissioner Brunson asked if this request would address the need for additional holding cells and Judge Chapman responded that it would. Commissioner Strickland asked what the funding source would be for this item and Mr. Ours stated that he would know more after the architectural drawings were submitted; and, he suggested that the architect fees be paid from the Capital Projects Fund fund balance. He further stated that the work would likely be from the Capital Projects Fund, General Fund fund balance or next year's budget. Commissioner Stambaugh asked how soon it was needed and Judge Chapman responded that it was needed as soon as possible.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize staff to solicit bids from Architects to provide design assistance for the renovation of space for Drug Court and Juvenile Court at the Office Park Building. (Vote: 3-0) - (A. Ours) 42 pages [REPORT](#)

- 10) *Consider recommending that the Board of Commissioners approve the change to Public Works Master Plan with funding to be provided by SPLOST 5 in the amount of \$365,184 and Capital Projects Fund fund balance in the amount of \$828,529 to build out the H building for Traffic Safety and Public Works Administration with an estimated cost savings of \$1,518,490.*

Mr. Austin presented this item. Commissioner Stambaugh questioned whether it would be better to have hard walls or cubicle-type walls and Mr. Combs stated that hard walls were better for this situation.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the change to Public Works Master Plan with funding to be provided by SPLOST 5 in the amount of \$365,184 and Capital Projects Fund fund balance in the amount of \$828,529 to build out the H building for Traffic Safety and Public Works Administration with an estimated cost savings of \$1,518,490. (Vote: 3-0) – (D. Austin) 2 pages [REPORT](#)

11) Consider recommending that the Board of Commissioners

- increase the revenue and expenditures in the FY15 E911 Budget in the amount of \$132,526; and
- approve the purchase of EMD (Emergency Medical Dispatch) software for the Glynn / Brunswick 911 Center from Priority Dispatch for the amount of \$132,526 with funding to be provided by the City of Brunswick in the amount of \$45,058.84 and General Fund fund balance in the amount of \$87,467.16.

Mr. Usher was present for this item and requested that the Commissioners defer this request until the February 10, 2015 Finance Committee meeting. He stated that staff was going to see a demonstration of the software on Friday, January 9, 2015.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners defer this item until February 10, 2015. (Vote: 3-0) - (S. Gardner) 2 pages [REPORT](#)

12) Consider recommending that the Board of Commissioners approve the extension and increase of the purchase order for the rental of the chiller at the Public Safety Building for (4) four additional months to Sunbelt Rentals, Inc., with funding in the amount of \$48,440 to be provided by Capital Projects Fund fund balance until the new chiller can be installed.

Mr. Mauney presented this item. Commissioner Strickland asked why more time was needed since the Commission had already approved the purchase of a new chiller. Mr. Mauney explained that this was due to the timing of the new unit being ready and installed in the Public Safety building.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the extension and increase of the purchase order for the rental of the chiller at the Public Safety Building for (4) four additional months to Sunbelt Rentals, Inc., with funding not to exceed \$48,440 to be provided by Capital Projects Fund fund balance until the new chiller can be installed. (Vote: 3-0) - (B. Mauney) 2 pages [REPORT](#)

13) Consider recommending that the Board of Commissioners award the bid for the ADA compliance of the Glynn County Massengale Park located at 1360 Ocean Blvd. to the lowest responsive bidder, Dogwood Construction, Inc. of Wayne County, GA in the amount of \$355,500 with funding to be provided by the General Fund fund balance and funds currently set aside for ADA improvements.

Mr. Mauney presented this item. Commissioner Strickland stated that he wanted some assurances that all of this ADA work fit into the Master Plan for Massengale Park. Mr. Combs brought the Master Plan and showed the Commissioners both that and the ADA Compliance site plan. He further explained that all that was proposed was in compliance with the Master Plan with the exception of the work planned for the men's restroom. Mr. Ours then explained that there were some issues with that restroom. Mr. Worley then told Commissioners that the language in the bid documents stated that the Commission could award all, none or parts of the contract.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners defer this item until the February 10, 2015 Finance Committee meeting. (Vote: 3-0) - (B. Mauney) 2 pages [REPORT](#)

14) Consider recommending that the Board of Commissioners award the bid for the A/E Services for St. Simons Island, Glynn County Public Works /Recreation Compound Up-Grades to the lowest responsive and responsible bidder, Ussery-Rule Architects, P.C. of St. Simons Island, GA., at a cost of \$16,500 with funding to be provided by the Capital Projects Fund fund balance.

Mr. Mauney presented this item and Commissioner Strickland explained where the compound was located.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners award the bid for the A/E Services for St. Simons Island, Glynn County Public Works /Recreation Compound Up-Grades to the lowest responsive and responsible bidder, Ussery-Rule Architects, P.C. of St. Simons Island, GA., at a cost of \$16,500 with funding to be provided by the Capital Projects Fund fund balance. (Vote: 3-0) - (B. Mauney) 2 pages [REPORT](#)

15) Consider recommending that the Board of Commissioners exercise the second year option for elevator maintenance service with Atlantic Coast Elevator Company, Savannah, GA, in the amount of \$9,604.68 with funding to be provided from the Facilities Management Department operating budget.

Mr. Mauney presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners exercise the second year option for elevator maintenance service with Atlantic Coast Elevator Company, Savannah, GA, in the amount of \$9,604.68 with funding to be provided from the Facilities Management Department operating budget. (Vote: 3-0) - (B. Mauney) 2 pages [REPORT](#)

Other Items

16) Discuss calendar year 2015 Finance Committee Meeting dates and time. [PROPOSED CALENDAR](#)

Finance Committee meetings will be at 2:00 on the Tuesday during the week between the regularly scheduled Commission meetings.

17) Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda. Commissioner Strickland identified as follows:

- a) Items #2-9, 12, 14-15 will be placed on the Board of Commissioners' Consent Agenda.**
- b) Item #10 will be placed on the Board of Commissioners' Regular Agenda.**
- c) Items #1, 11, 13, and 16-17 will not be forwarded to the Board of Commissioners' Agenda.**