



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, December 8, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

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

Elected Officials/Staff: *D. Austin, D. DeLoach, M. Doering, R. Glisson, D. Hainley, M. Hardin, H. Herndon, J. Johnson, W. N. Mann, T. Miller, G. Mullis, A. Ours, C. Overstreet, O. Reed, V. Stevenson, D. West, and W. Worley*

Press: *M. Permar*

Other: *Ivan Figueroa, Jane Lafferty and Monica Smith*

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

Commissioner Stambaugh made a motion to add #19 to the Agenda – Consider a request to accept the CJCC Supplemental Subgrant Award and amend the Drug Court's FY16 grant revenue and expenditures budget by \$18,917 each. (T. Miller) 4 pages [REPORT](#) (Vote: 3-0)

1) *Consider approval of the November 10, 2015 Finance Committee Minutes.*

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

Approved the November 10, 2015 Finance Committee Minutes. (T. Miller) 7 pages [REPORT](#) (Vote: 3-0)

2) *Consider recommending that the Board of Commissioners pursuant to Section II.B of the County Grants Policy, to authorize the Board of Commissioners Chairman or County Manager to approve the filing of grant applications for County projects during Calendar Year 2016.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners pursuant to Section II.B of the County Grants Policy, to authorize the Board of Commissioners Chairman or County Manager to approve the filing of grant applications for County projects during Calendar Year 2016. (T. Miller) 2 pages [REPORT](#) (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.*

Ms. Miller presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson 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. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

Property Appraisal Office

- 4) *Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, November 5, 2015 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Strickland passed with Commissioner Brunson abstaining.

Recommend that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, November 5, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 4 pages [REPORT](#) (Vote: 2-0-1)

Budget/Grants

- 5) *Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY14/15 Budget.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners adopt the Resolution to amend the FY14/15 Budget. (T. Miller) 11 pages [REPORT](#) (Vote: 3-0)

- 6) *Consider recommending that the Board of Commissioners accept the 2015 Georgia Humanities Grant and authorize a budget increase in the amount of \$2,000 in revenues and expenditures for the libraries.*

Ms. Mullis presented this item.

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

Recommend that the Board of Commissioners accept the 2015 Georgia Humanities Grant and authorize a budget increase in the amount of \$2,000 in revenues and expenditures for the libraries. (G. Mullis) 13 pages [REPORT](#) (Vote: 3-0)

- 7) *Consider recommending that the Board of Commissioners accept the Victim of Crime Act (VOCA) grant contract which support the activities of the Crime Victim Liaison between October 1, 2015 and September 30, 2015 in the amount of \$44,563 from the Georgia Criminal Justice Coordinating Council and amend the Police Operations – VOCA Grant's FY16 revenue and expenditures budget by \$650.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners accept the Victim of Crime Act (VOCA) grant contract which support the activities of the Crime Victim Liaison between October 1, 2015 and September 30, 2015 in the amount of \$44,563 from the Georgia Criminal Justice Coordinating Council and amend the Police Operations – VOCA Grant's FY16 revenue and expenditures budget by \$650. (T. Miller) 29 pages [REPORT](#) (Vote: 3-0)

Bids, Contracts and Agreements

- 8) *Consider recommending that the Board of Commissioners award the bid for the License/Excise Tax (business/occupational taxes, alcohol licenses, and lodging and alcohol excise taxes) Revenue Audit and Consulting Services to Revenue Discovery Systems, St. Simons Island, GA to retain 37% of the recovered revenue.*

Ms. Miller presented this item. Commissioner Brunson has a problem with the County paying a commission to anyone. Commissioner Strickland asked if the County were to hire the staff, could this be handled in-house and Ms. Miller responded that the County could do it with another staff member.

Mr. Ivan Figueroa (of Revenue Discovery Systems) was present and explained how the process would go. He explained that there would be an audit and that the findings of such would be presented to each company who would then have an opportunity to agree or dispute the findings. He further stated that all audits would be approved by staff. He also stated that the company was doing work with over 1,000 cities and counties in 14 states.

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

Consider recommending that the Board of Commissioners award the bid for the License/Excise Tax (business/occupational taxes, alcohol licenses, and lodging and alcohol excise taxes) Revenue Audit and Consulting Services to Revenue Discovery Systems, St. Simons Island, GA to retain 37% of the recovered revenue. (T. Miller) 3 pages [REPORT](#) **Deferred to the January Finance Committee Meeting (Vote: 3-0)**

- 9) *Consider recommending that the Board of Commissioners authorize staff to submit an application for \$2,507,817 to ACCG for the lease purchase of four pumpers and a ladder truck.*

Chief Herndon presented this item. Commissioner Stambaugh asked the Chief if he had talked to Pierce about parts support or high-tech parts and the Chief responded that they had and that there was a seven year warranty with the new trucks.

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

Recommend that the Board of Commissioners authorize staff to submit an application for \$2,507,817 to ACCG for the lease purchase of four pumpers and a ladder truck. (T. Miller) 6 pages [REPORT](#) (Vote: 3-0)

- 10) *Consider recommending that the Board of Commissioners authorize staff to accept the bid from Southern Computer Warehouse for the purchase of nine 57" Infocus Mondopad units with Infocus ConX Video Conferencing Software and issue a purchase order in the amount of \$47,902.32 with funding to be provided by the Fire Fund Capital Budget (3140.54720) and the remaining budget balance is requested to be utilized for professional installation on state contract with a not to exceed amount of \$8540.68, and accept the sealed bid option for a 70" Mondopad at \$8,151.91 with funding provided by the Information Technology Capital Budget (1921.54720).*

Mr. West presented this item and explained the various uses of the equipment.

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

Recommend that the Board of Commissioners authorize staff to accept the bid from Southern Computer Warehouse for the purchase of nine 57" Infocus Mondopad units with Infocus ConX Video Conferencing Software and issue a purchase order in the amount of \$47,902.32 with funding to be provided by the Fire Fund Capital Budget (3140.54720) and the remaining budget balance is requested to be utilized for professional installation on state contract with a not to exceed amount of \$8540.68, and accept the sealed bid option for a 70" Mondopad at \$8,151.91 with funding provided by the Information Technology Capital Budget (1921.54720). (D. West) 38 pages [REPORT](#) (Vote: 3-0)

11) Consider recommending that the Board of Commissioners, pending approval of the agreement by the Glynn County Attorney, approve the continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement with funding to be provided by the 911 Center's FY2015/2016 operating budget.

Ms. Stevenson presented this item and explained that this was an annual renewal of the maintenance agreement for the recording services at the 911 center.

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

Recommend that the Board of Commissioners, pending approval of the agreement by the Glynn County Attorney, approve the continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement with funding to be provided by the 911 Center's FY2015/2016 operating budget. (S. Usher) 5 pages [REPORT](#) (Vote: 3-0)

12) Consider recommending that the Board of Commissioners approve the Glynn County 2016 LMIG suggested list of roads as the Georgia Department of Transportation 2016 LMIG project with funding from the Capital Fund Project 4580.54390.LMIG that includes GDOT 2016 LMIG funding and from the General Fund fund balance as required, as well as authorize the Glynn County Commission Chairperson to sign the 2016 LMIG application in behalf of Glynn County.

Mr. Austin presented this item.

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

Recommend that the Board of Commissioners approve the Glynn County 2016 LMIG suggested list of roads as the Georgia Department of Transportation 2016 LMIG project with funding from the Capital Fund Project 4580.54390.LMIG that includes GDOT 2016 LMIG funding and from the General Fund fund balance as required, as well as authorize the Glynn County Commission Chairperson to sign the 2016 LMIG application in behalf of Glynn County. (D. Austin) 14 pages [REPORT](#) (Vote: 3-0)

13) Consider recommending that the Board of Commissioners approve the issuance of a Purchase Order for one Ford F350 to Mike Murphy Ford for \$34,871 and a Purchase Order for three one-half ton Chevrolet Silverado pickups at \$23,242 per unit for a total of \$69,726 to Lansdale Chevrolet with funding to be provided by the FY15 Capital Projects Fund and Solid Waste Collection Fund Budgets.

Mr. Austin presented this item. Commissioner Brunson asked if the trucks had two doors and Mr. Austin responded in the affirmative.

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

Recommend that the Board of Commissioners approve the issuance of a Purchase Order for one Ford F350 to Mike Murphy Ford for \$34,871 and a Purchase Order for three one-half ton Chevrolet Silverado pickups at \$23,242 per unit for a total of \$69,726 to Lansdale Chevrolet with funding to be provided by the FY15 Capital Projects Fund and Solid Waste Collection Fund Budgets. (D. Austin) 2 pages [REPORT](#) (Vote: 3-0)

14) Consider recommending that the Board of Commissioners approve a the third option year of contract with Southeast Georgia Health Systems for the provision of completing wellness physicals for the Fire Department staff effective January 1, 2016 at a cost of \$240.00 per physical with funding to be provided by the FY16 and FY17 Operating Budgets.

Captain Mann presented this item. Commissioner Stambaugh questioned whether this would be covered under the wellness portion of the County's insurance and asked if we had anyone on staff that could perform these physicals. Captain Mann responded that we did not and that the OSHA Fit Test was administered by a Respiratory Therapist. Commissioner Stambaugh questioned whether the county could do it more cheaply by reimbursing employees for their out of pocket amounts. Ms. Reed stated that staff would explore options and get back to the Board before the Commissioners had their next regularly scheduled meeting.

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

Defer to the full Board of Commissioners to consider approving a the third option year of contract with Southeast Georgia Health Systems for the provision of completing wellness physicals for the Fire Department staff effective January 1, 2016 at a cost of \$240.00 per physical with funding to be provided by the FY16 and FY17 Operating Budgets. (N. Mann) 2 pages [REPORT](#) (Vote: 3-0)

15) Consider recommending that the Board of Commissioners approve utilizing the services of ShawHankins, Inc. to create and distribute Forms 1094-C and 1095-C at an estimated cost of \$6,784 with funding to come from the Employee Benefits Fund.

Ms. Reed presented this item and explained that ShawHankins would be verifying items such as whether employees have insurance, the right amount of coverage, how many people are covered, etc.

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

Recommend that the Board of Commissioners approve utilizing the services of ShawHankins, Inc. to create and distribute Forms 1094-C and 1095-C at an estimated cost of \$6,784 with funding to come from the Employee Benefits Fund. (O. Reed) 4 pages [REPORT](#) (Vote: 3-0)

16) Consider recommending that the Board of Commissioners accept the proposal for workers' compensation coverage and administrative services and approve the contract with the Association of County Commissioners of Georgia – Georgia Self-Insured Workers' Compensation Fund (ACCGSIWCF) for said coverage and services at an estimated contribution rate of \$259,340 for the January 1, 2016 – December 31, 2016 period and a per occurrence deductible of \$500,000 effective January 1, 2016 with funding to be provided by the Employee Benefits Fund.

Ms. Reed presented this item.

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

Recommend that the Board of Commissioners accept the proposal for workers' compensation coverage and administrative services and approve the contract with the Association of County Commissioners of Georgia – Georgia Self-Insured Workers' Compensation Fund (ACCGSIWCF) for said coverage and services at an estimated contribution rate of \$259,340 for the January 1, 2016 – December 31, 2016 period and a per occurrence deductible of \$500,000 effective January 1, 2016 with funding to be provided by the Employee Benefits Fund. (O. Reed) 12 pages [REPORT](#) (Vote: 3-0)

17) Consider recommending that the Board of Commissioners send out a request for proposals from interested companies to enter into a Concessions Agreement to operate BIRP.

Mr. Ours presented this item. Mr. Worley further stated that the land was given to the County by the US Government and that the County could not sell, lease, or assign the property to any other agency. After the bids come in the county attorney's office plans to forward the proposal to the federal government before any agreement is entered into.

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

Recommend that the Board of Commissioners send out a request for proposals from interested companies to enter into a Concessions Agreement to operate Blythe Island Regional Park (BIRP) with the stipulation that the County Attorney's Office contact the National Park Service after the proposals are received. (A. Ours) 51 pages [REPORT](#) (Vote: 3-0)

Other Items

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

- a) **Items #2-7, 10-13, 15-17 and #19 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #9 and #14 will be placed on the Board of Commissioners' General Business Agenda.**
- c) **Item #1 and #8 will not be forwarded to the Board of Commissioners' Agenda.**

19) **ADDED:**

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

Ms. Miller presented this item.

Recommend that the Board of Commissioners accept the CJCC Supplemental Subgrant Award and amend the Drug Court's FY16 grant revenue and expenditures budget by \$18,917 each. (T. Miller) 4 pages [REPORT](#) (Vote: 3-0)