



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Wednesday, March 09, 2016

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building  
Brunswick, Georgia

### Present:

**Committee Members:** B. Coleman, D. Provenzano, and J.R. Stambaugh

**Elected Officials/Staff:** D. Austin, D. Bragdon, J. Catron, D. Deloach, K. Downs, C. Dunn, F. Johnson, C. Kinstle, M. Herndon, J. Holmes-Taylor, R. Glisson, T. Miller, A. Ours, C. Overstreet, J. Powell, D. Strickland, D. West, and D. Waters

**Press:** L. Hobbs

**Other:** Monica Smith

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

- 1) Consider approval of the February 9, 2016 Finance Committee Minutes.

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

**Approved the February 9, 2016 Finance Committee Minutes. (T. Miller) 10 pages [REPORT](#) (Vote: 3-0)**

A motion was made by Commissioner Coleman and seconded by Commissioner Stambaugh to add item number 11 and 12 to the published agenda. The motion passes unanimously. **(Vote: 3-0)**

*Consider recommending that the Board of Commissioners award a contract for Saint Simons Island Pier Rehab Rebid to Intron Technologies, Inc., of Jacksonville, FL, the lowest responsive and responsible bidder, in the amount of \$179,372 with funding to be provided by the Capital Projects Fund fund balance.*

*Consider recommending that the Board of Commissioners approve Change Order #1 with Plant Improvement Company in the amount of \$13,735 for 500 square feet of additional sheet piling required for a stabilized bulkhead for the Ocean Boulevard Shoulder Improvements Project with funding to be provided by SPLOST 5.*

### **Property Appraisal Office**

- 2) Consider recommending that the Board of Commissioners approve the exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, February 4, 2016 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 Coleman passed unanimously.

**Recommend that the Board of Commissioners approve the exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, February 4, 2016 meeting with clarification that this does not approve a tax refund. (R. Glisson) 3 pages [REPORT](#) (Vote: 3-0)**

**Budget/Grants**

- 3) *Consider recommending that the Board of Commissioners approve the relocation and re-purposing of the Glynn County Public Works modular office building to the Glynn County Animal Control facility with funding in the estimated amount of \$100,000 to be provided by the General Fund fund balance.*

Mr. Powell presented this item. The current need for Animal Control has outgrown the facility. The new "repurposed" facility will include office space and a surgical suite which will meet the needs of the facility. The building will be off the ground. The furniture will be repurposed where possible. The Commissioners expressed concerns about funding the entire project from the General Fund fund balance. Ms. Miller stated that some of the funding could come from the Capital Projects Fund.

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

**Recommend that the Board of Commissioners approve the relocation and re-purposing of the Glynn County Public Works modular office building to the Glynn County Animal Control facility with funding in the amount of \$67,008 to be provided by Capital Projects Fund fund balance and \$32,992 to be provided by the General Fund fund balance. (J. Powell) 9 pages [REPORT](#) (Vote: 3-0)**

- 4) *Consider recommending that the Board of Commissioners increase the Police Seizure Fund revenue and expenditures budgets in the amount of by \$41,050 and authorize funding in the amount of \$5,200 to be provided by the Police Seizure Fund fund balance to purchase two vehicles.*

Ms. Miller presented this item. The County has traded in the jaguar for two additional cars. One of the cars is for the County and the other for the City. The difference in the trade-in allowance and the two vehicles is \$9,050 (\$3,850 from the City of Brunswick and \$5,200 from Glyn County Police Seizure Fund fund balance). Staff is requesting to increase the Police Seizure Budget in the amount of \$41,050 in expenditures and revenue with funding in the amount of \$5,200 to be provided by the Police Seizure Fund fund balance.

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

**Recommend that the Board of Commissioners increase the Police Seizure Fund revenue and expenditures budgets in the amount of by \$41,050 and authorize funding in the amount of \$5,200 to be provided by the Police Seizure Fund fund balance to purchase two vehicles. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)**

- 5) *Consider recommending that the Board of Commissioners increase Auction Sales Revenue and Auction Fees Expenditures budgets by \$2,600 each to account for the increase in sales and related fees with funds to be provided by the sale of surplus equipment revenue in the General Fund.*

Ms. Miller presented this item. We sold more than we anticipated.

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

**Recommend that the Board of Commissioners increase Auction Sales Revenue and Auction Fees Expenditures budgets by \$2,600 each to account for the increase in sales and related fees with funds to be provided by the sale of surplus equipment revenue in the General Fund. (T. Miller) 1 page [REPORT](#) (Vote: 3-0)**

- 6) *Consider recommending that the Board of Commissioners approve the submittal of a grant application hiring 30-personnel for the fire department with the limited costs identified and signing the letter of commitment.*

Mr. Powell presented this item. The Fire Department would like to apply for the 2015 Staffing for Adequate Emergency Response (SAFER) Grant. The grant, if funded will require a commitment from the Glynn County

Board of Commissioner to perform no lay-offs of furloughs during the 24 month grant period. At the end of the 2 year time period they will not have a job. Mr. Powell stated that they will require each applicant during onboarding to sign a document acknowledging their understanding that they are paid with a grant and that they understand that at the end of the grant period they will not have a job. Mr. Powell stated that this is a great opportunity for new firefighters. It is training mechanism with a recognized department and has the potential for a great career for new Firefighter. This is has become a common practice since 2001. The salary for these 30 positions will be based on our pay scale. Commissioner Stambaugh expressed concern that in 2 years a budget question will surface. He understands the concept but in 2 years we are going to look for the money in the budget to keep them on payroll. Mr. Powell stated that he feels that this will reduce overtime. Commissioner Provenzano asked that this item be deferred to the full board with 3 options of 10, 20 and 30 new firefighters.

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

**Defer to the full Board of Commissioners consideration to approve the submittal of a grant application hiring 30-personnel for the fire department with the limited costs identified and signing the letter of commitment without a recommendation from the Finance Committee. (R. Jordan) 3 pages [REPORT](#) (Vote: 3-0)**

### **Bids, Contracts and Agreements**

- 7) *Consider recommending that the Board of Commissioners change the funding source for the South Mainland Water Tank Site Project Change Order #2 to the BRW Contract and a power bill for OREMC in the amount of \$7,934.80 from SPLOST 4 to SPLOST 5.*

Mr. Andrews presented this item. The memo referred to the incorrect funding source.

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

**Recommend that the Board of Commissioners change the funding source for the South Mainland Water Tank Site Project Change Order #2 to the BRW Contract and a power bill for OREMC in the amount of \$7,934.80 from SPLOST 4 to SPLOST 5. (P. Andrews) 6 pages [REPORT](#) (Vote: 3-0)**

- 8) *Consider recommending that the Board of Commissioners reject all bids received for Invitation for Bid #00978 – Fire Department Uniforms and re-bid.*

Mr. Powell presented this item. The department received three bids. Since they were received the department has identified that some necessary specifications were omitted and some additional specifications have changed.

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

**Recommend that the Board of Commissioners reject all bids received for Invitation for Bid #00978 – Fire Department Uniforms and re-bid. (R. Jordan) 2 pages [REPORT](#) (Vote: 3-0)**

- 9) *Consider recommending that the Board of Commissioners:*
- *review the Bangor Abatement Proposal for Operations of Blythe Island Regional Park;*
  - *provide direction to staff whether to proceed with a contract adhering to the requirements of the National Park Service or to reject the proposal; and*
  - *direct staff to present the item to the Finance Committee when the decision is made.*

Mr. Powell presented this item. Only one response was received. He has checked their references. All were positive except the one related to staff levels at the start of the program. Mr. Mumford stated that the contract can identify specific related to prices for services however the entire contract must be approved by the National Park Service. Mr. Powell stated that staff has identified new revenue streams for the park such as 90 new campsite areas and additional park improvements.

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

**Recommend that the Board of Commissioners:**

- **direct staff to negotiate with Bangor Abatement to create a contract for review by the National Park Service; and**
- **direct staff to present the contract to the full Board of Commissioners when the contract is completed and approved by the National Park Service. (J. Powell)**  
44 pages [REPORT](#) (Vote: 3-0)

10) *Consider recommending that the Board of Commissioners approve the agreements for remote console, remediation and managed services by Solution II for the server that hosts the 911 CAD and Police RMS systems with funding to be provided by 911 operating budget for \$31,300 for year 1 and \$16,500 for years 2 and 3.*

Mr. Catron presented this item. Solution II will monitor 24 hours a day. Mr. Mumford is currently working on contract provision and ironing out details with the company.

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

**Recommend that the Board of Commissioners approve the agreements for remote console, remediation and managed services by Solution II for the server that hosts the 911 CAD and Police RMS systems with funding to be provided by 911 operating budget for \$31,300 for year 1 and \$16,500 for years 2 and 3. (J. Catron) 26 pages [REPORT](#) (Vote: 3-0)**

**Other Items**

11) *Consider recommending that the Board of Commissioners award a contract for Saint Simons Island Pier Rehab Rebid to Intron Technologies, Inc., of Jacksonville, FL, the lowest responsive and responsible bidder, in the amount of \$179,372 with funding to be provided by the Capital Projects Fund fund balance.*

Mr. Austin presented this item. He has identified several items that need to be replaced or repaired. The Original budget was \$160,000 however the lowest bid was \$195,000. This type of work will need to be done every 3 – 5 years.

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

**Recommend that the Board of Commissioners award a contract for Saint Simons Island Pier Rehab Rebid to Intron Technologies, Inc., of Jacksonville, FL, the lowest responsive and responsible bidder, in the amount of \$179,372 with funding to be provided by the Capital Projects Fund fund balance. (D. Austin) 2 pages [REPORT](#) (Vote: 3-0)**

12) *Consider recommending that the Board of Commissioners approve Change Order #1 with Plant Improvement Company in the amount of \$13,735 for 500 square feet of additional sheet piling required for a stabilized bulkhead for the Ocean Boulevard Shoulder Improvements Project with funding to be provided by SPLOST 5.*

Mr. Austin presented this item. The Ocean Boulevard Shoulder Improvements Project Change Order #1 was required after geotechnical testing by the contractor revealed that one of the two sites for the work required extra piling depth to provide contact with soils that would provide additional friction capacities for pile stabilization not garnished at the shallower depth pile length. The plans called for the same length pile at each location and are adequate at one but not the other. Therefore, the addition of 500 linear feet of pile is required to reach the structural loading capacities given the existing subterranean characteristics at the second site.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Coleman passed unanimously

**Recommend that the Board of Commissioners approve Change Order #1 with Plant Improvement Company in the amount of \$13,735 for 500 square feet of additional sheet piling required for a stabilized bulkhead for the Ocean Boulevard Shoulder Improvements Project with funding to be provided by SPLOST 5. (D. Austin) 2 pages [REPORT](#)**

13) *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, 4-5, and 7-12 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #3 and 6 will be placed on the Board of Commissioners' General Business Agenda.**
- c) **Items #1 and 13 will not be forwarded to the Board of Commissioners' Agenda.**