



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Thursday, October 13, 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: *P. Andrews, B. Bryson, R. Glisson, M. Hardin, R. Jordan, C. Kinstle, N. Mann, T. Miller, A. Ours, C. Overstreet, J. Powell, A. Randolph, O. Reed, and W. Worley*

Press: *Pam Schiller, The Islander; Taylor Cooper, The Brunswick News*

Others: *Jane Lafferty*

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

- 1) Consider approval of the September 6, 2016 Finance Committee Minutes. *4 pages*

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

Approved the September 6, 2016 Finance Committee Minutes. (V. McClinton) [REPORT](#) (Vote: 3-0)

- 2) Consider recommending that the Board of Commissioners authorize a fee waiver in the amount of \$1,800 for Gascoigne Park on October 24 - November 1, 2016 by Safe Harbor Children's Shelter for a haunted forest fundraiser. *1 page*

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

Recommend that the Board of Commissioners authorize a fee waiver in the amount of \$1,800 for Gascoigne Park on October 24 - November 1, 2016 by Safe Harbor Children's Shelter for a haunted forest fundraiser. (J. Powell) [REPORT](#) (Vote: 3-0)

- 3) Consider recommending that the Board of Commissioners authorize a fee waiver for the use of 2 fields at the North Glynn Softball Complex on November 12, 2016 for a fundraising Softball Camp to benefit the College of Coastal Georgia Softball team. *1 page*

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

Recommend that the Board of Commissioners deny a fee waiver for the use of 2 fields at the North Glynn Softball Complex on November 12, 2016 for a fundraising Softball Camp to benefit the College of Coastal Georgia Softball team. (J. Powell) *1 page* [REPORT](#) (Vote: 3-0)

- 4) Consider recommending that the Board of Commissioners accept a donation for of an M-1083 5 ton flat-nosed chassis from the Georgia Forestry Commission for use by the Glynn County Fire Department and increase revenue and expenditures. *1 page*

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

Defer the request to accept a donation for of an M-1083 5 ton flat-nosed chassis from the Georgia Forestry Commission for use by the Glynn County Fire Department and increase revenue and expenditures to the next Finance Committee. (J. Powell) [REPORT](#) (Vote: 3-0)

- 5) Consider recommending that the Board of Commissioners declare 9 Motorola Comparator units as surplus and approve disposing of these items in the best interest of the County. *2 pages*

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

Recommend that the Board of Commissioners declare 9 Motorola Comparator units as surplus and authorize the donation of said units to Camden County's Sheriff's Office in exchange for their mutual aid. (J. Catron) [REPORT](#) (Vote: 3-0)

- 6) Consider recommending that the Board of Commissioners authorize the Chairman to sign the application for renewal of the license to provide EMS services as representative for owner of the service. *24 pages*

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

Recommend that the Board of Commissioners authorize the Chairman to sign the application for renewal of the license to provide EMS services as representative for owner of the service. (W. Mann) [REPORT](#) (Vote: 3-0)

Tax Commissioner Items

- 7) Consider recommending that the Board of Commissioners approve or deny Ms. Stacie Jacobs request to refund Title Ad Valorem Penalty (late) fees in the amount of \$159.08 paid for her 2012 Toyota Tacoma Prerunner. *7 pages*

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

Recommend that the Board of Commissioners approve Ms. Stacie Jacobs request to refund Title Ad Valorem Penalty (late) fees in the amount of \$159.08 paid for her 2012 Toyota Tacoma Prerunner. (F. Dees) [REPORT](#) (Vote: 3-0)

Property Appraisal Items

- 8) Consider recommending that the Board of Commissioners approve the Real Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, August 18 meeting, with clarification that this does not approve a tax refund. *3 pages*

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

Recommend that the Board of Commissioners approve the Real Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, August 18 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) (Vote: 3-0)

- 9) Consider recommending that the Board of Commissioners approve the Real Property exemptions, and Personal Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, September 15 meeting, with clarification that this does not approve a tax refund. *3 pages*

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

Recommend that the Board of Commissioners approve the Real Property exemptions, and Personal Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, September 15 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) (Vote: 3-0)

Budget/Grants

- 10) Consider recommending that the Board of Commissioners approve the FY 2016 Edward Byrne Memorial Justice Assistance Grant and amend the Police Department's FY17 expenditures and revenue budgets in the amount of \$22,646. *21 pages*

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

Recommend that the Board of Commissioners approve the FY 2016 Edward Byrne Memorial Justice Assistance Grant and amend the Police Department's FY17 expenditures and revenue budgets in the amount of \$22,646. (T. Miller) [REPORT](#) (Vote: 3-0)

- 11) Consider recommending that the Board of Commissioners approve the 2016 FM Global Foundation's grant and amend the Fire Department's FY17 expenditures and revenue budgets in the amount of \$1,800. *4 pages*

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

Recommend that the Board of Commissioners approve the 2016 FM Global Foundation's grant and amend the Fire Department's FY17 expenditures and revenue budgets in the amount of \$1,800. (T. Miller) [REPORT](#) (Vote: 3-0)

- 12) Consider recommending that the Board of Commissioners approve the 2016 Performance Partnership Agreement with Georgia Emergency Management and Homeland Security Agency in the amount of \$23,392 with a local match of \$23,392. *21 pages*

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

Recommend that the Board of Commissioners approve the 2016 Performance Partnership Agreement with Georgia Emergency Management and Homeland Security Agency in the amount of \$23,392 with a local match of \$23,392. (T. Miller) *21 pages* [REPORT](#) (Vote: 3-0)

- 13) Consider recommending that the Board of Commissioners amend the FY17 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2016. *5 pages*

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

Recommend that the Board of Commissioners amend the FY17 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2016. (T. Miller) [REPORT](#) (Vote: 3-0)

- 14) Consider recommending that the Board of Commissioners amend the FY17 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY16. *3 pages*

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

Recommend that the Board of Commissioners amend the FY17 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY16. (T. Miller) [REPORT](#) (Vote: 3-0)

- 15) Consider recommending that the Board of Commissioners amend the FY16 Budget as follows:
- a) Accommodation Excise Tax Fund – Increase revenue and expenditures in the amount of \$347,448 (more revenue was received than budgeted)
 - b) Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$223,060 (more revenue was received than budgeted)
 - c) Fire Fund – Increase in revenue and expenditures in the amount of \$154,037 (Insurance premium tax proceeds more than budgeted, Health Insurance, Workers Compensation overage - \$87,093 *use of fund balance*).
 - d) Debt Service Fund (Sinking Fund) – Increase revenue and expenditures in the amount of \$15,106 (establish budget)
 - e) General Fund – Increase in Insurance Premium tax proceeds and decrease use of fund balance in the amount of \$135,282 (Insurance premium tax proceeds budgeted).
 - f) General Fund – Increase in transfer from Accommodation Excise Tax Fund and decrease use of fund balance in the amount of \$347,448 (proceeds more than budgeted).
 - g) General Fund – Increase Sheriff's Department expenditures in the amount of \$658,554. (use of fund balance).
 - a) Pension Fund – Increase in revenue and expenditures in the amount of \$709,152. *3 pages*

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

Recommend that the Board of Commissioners amend the FY16 Budget as follows:

- a) **Accommodation Excise Tax Fund – Increase revenue and expenditures in the amount of \$347,448 (more revenue was received than budgeted)**
- b) **Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$223,060 (more revenue was received than budgeted)**
- c) **Fire Fund – Increase in revenue and expenditures in the amount of \$154,037 (Insurance premium tax proceeds more than budgeted, Health Insurance, Workers Compensation overage - \$87,093 *use of fund balance*).**
- d) **Debt Service Fund (Sinking Fund) – Increase revenue and expenditures in the amount of \$15,106 (establish budget)**
- e) **General Fund – Increase in Insurance Premium tax proceeds and decrease use of fund balance in the amount of \$135,282 (Insurance premium tax proceeds budgeted).**
- f) **General Fund – Increase in transfer from Accommodation Excise Tax Fund and decrease use of fund balance in the amount of \$347,448 (proceeds more than budgeted).**
- h) **Pension Fund – Increase in revenue and expenditures in the amount of \$709,152. (T. Miller) [REPORT](#) (Vote: 3-0)**

Defer to the full Board of Commissioner a request to amend the FY16 Budget as follows:

- g) **General Fund – Increase Sheriff's Department expenditures in the amount of \$658,554. (use of fund balance). (T. Miller) [REPORT](#) (Vote: 3-0)**

- 16) Consider recommending that the Board of Commissioners amend the FY16 budget for the Employee Benefits Fund in the amount of \$809,875 with funding to be provided as follows:

Fund	Amount
General Fund use of fund balance	\$527,261
Administrative Services	21,270
E-911	22,956
Sanitation	3,059
Sea Island	5,896
Accommodation Excise Tax	37,891
Brunswick Judicial Circuit Fund	1,202
Drug Court Fund	67,809
Fire Fund (use of fund balance)	84,413
Outside Agencies (Airport and DA)	20,250
Other Revenues	17,868

3 pages

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

Recommend that the Board of Commissioners amend the FY16 budget for the Employee Benefits Fund in the amount of \$809,875 with funding to be provided as follows:

Fund	Amount
General Fund use of fund balance	\$527,261
Administrative Services	21,270
E-911	22,956
Sanitation	3,059
Sea Island	5,896
Accommodation Excise Tax	37,891
Brunswick Judicial Circuit Fund	1,202
Drug Court Fund	67,809
Fire Fund (use of fund balance)	84,413
Outside Agencies (Airport and DA)	20,250
Other Revenues	17,868

(O. Reed) [REPORT](#) (Vote: 3-0)

17) Consider recommending that the Board of Commissioners Board of Commissioners adopt the Resolution to amend the FY15/16 Budget. *12 pages*

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

17a) Recommend that the Board of Commissioners Board of Commissioners adopt the Resolution to amend the FY15/16 Budget. (T. Miller) [REPORT](#) (Vote: 3-0)

17b) Recommend that the Board of Commissioners Board of Commissioners adopt the Resolution to amend the FY15/16 Budget – Sheriff’s Department Expenditures. (T. Miller) [REPORT](#) (Vote: 3-0)

Bids, Contracts and Agreements

- 18) Consider recommending that the Board of Commissioners authorize a Purchase Order to Agati, Inc. in the amount of \$44,515.98 for the Marshes of Glynn Libraries with \$39,399.98 of the funding provided by the returned FF&E funding from Three Rivers Regional Library System and \$5,116.30 of the funding provided by the FY17 Budget for the St. Simons Island Public Library. *13 pages*

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

Recommend that the Board of Commissioners authorize a Purchase Order to Agati, Inc. in the amount of \$44,515.98 for the Marshes of Glynn Libraries with \$39,399.98 of the funding provided by the returned FF&E funding from Three Rivers Regional Library System and \$5,116.30 of the funding provided by the FY17 Budget for the St. Simons Island Public Library. (G. Mullis) [REPORT](#) (Vote: 3-0)

- 19) Consider recommending that the Board of Commissioners authorize the issuance of a Request for Proposal for ambulance billing services and technology upgrades to include ImageTrends Elite software, 28 ruggedized tablets and 25 vehicle mounts. *2 pages*

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

Recommend that the Board of Commissioners authorize the issuance of a Request for Proposal for ambulance billing services and technology upgrades to include ImageTrends Elite software, 28 ruggedized tablets and 25 vehicle mounts. (R. Jordan) [REPORT](#) (Vote: 3-0)

- 20) Consider recommending that the Board of Commissioners approve the purchase of two (2) Frazer built ambulances through the HGAC Buy Cooperative Contract, in the amount of \$450,250, which includes delivery, and with funding to be provided by the Capital Projects Fund. *8 pages*

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

Recommend that the Board of Commissioners approve the purchase of two (2) Frazer built ambulances through the HGAC Buy Cooperative Contract, in the amount of \$450,250, which includes delivery, and with funding to be provided by the Capital Projects Fund. (R. Jordan) [REPORT](#) (Vote: 3-0)

- 21) Consider recommending that the Board of Commissioners award the bid for Banking Services Rebid to Ameris Bank, 3440 Cypress Mill Rd. Brunswick, Georgia for the base year with four option years. *2 pages*

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

Recommend that the Board of Commissioners award the bid for Banking Services Rebid to Ameris Bank, 3440 Cypress Mill Rd. Brunswick, Georgia for the base year with four option years. (T. Miller) [REPORT](#) (Vote: 3-0)

- 22) Consider recommending that the Board of Commissioners approve the Software Maintenance Agreement with ESRI with funding provided by the FY17 GIS Operating Budget. *4 pages*

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

Recommend that the Board of Commissioners approve the Software Maintenance Agreement with ESRI with funding provided by the FY17 GIS Operating Budget. (R. Nyers) [REPORT](#) (Vote: 3-0)

23) Consider recommending that the Board of Commissioners award the contract for the South Palm Ditch Outfall Improvements Design to EMC Engineering in the amount of \$95,000 with funding to be provided by SPLOST 4-Storm Drainage Improvements and Upgrades fund. *3 pages*

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

Recommend that the Board of Commissioners award the contract for the South Palm Ditch Outfall Improvements Design to EMC Engineering in the amount of \$95,000 with funding to be provided by SPLOST 4-Storm Drainage Improvements and Upgrades fund. (P. Andrews) [REPORT](#) (Vote: 3-0)

24) Consider recommending that the Board of Commissioners authorize Change Order #1 in the amount of \$58,499 to the Seaboard Construction contract for the Perry Lane/SR25 Spur Intersection Improvement Project with funding to be provided by the project contingency fund and from un-allocated SPLOST 4 funds. *4 pages*

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

Recommend that the Board of Commissioners authorize Change Order #1 in the amount of \$58,499 to the Seaboard Construction contract for the Perry Lane/SR25 Spur Intersection Improvement Project with funding to be provided by the project contingency fund and from unallocated SPLOST 4 funds. (P. Andrews) [REPORT](#) (Vote: 3-0)

25) Consider recommending that the Board of Commissioners award a contract for the New Fishing Pier for Blythe Island Regional Park to Dogwood Construction Group, Inc. of Jesup, Georgia, the lowest responsive and responsible bidder, with funding to be provided by the Capital Projects Fund in the amount of \$288,355. *2 pages*

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

Recommend that the Board of Commissioners award a contract for the New Fishing Pier for Blythe Island Regional Park to Dogwood Construction Group, Inc. of Jesup, Georgia, the lowest responsive and responsible bidder, with funding to be provided by the Capital Projects Fund in the amount of \$288,355. (D. Austin) [REPORT](#) (Vote: 3-0)

26) Consider recommending that the Board of Commissioners award a contract Oak Grove Island Bridge Repair, to Intron Technologies, Inc. of Jacksonville, Florida, the lowest responsive and responsible bidder, with funding to be provided by Capital Projects Fund. *3 pages*

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

Recommend that the Board of Commissioners award a contract Oak Grove Island Bridge Repair, to Intron Technologies, Inc. of Jacksonville, Florida, the lowest responsive and responsible bidder, with funding to be provided by Capital Projects Fund. (D. Austin) [REPORT](#) (Vote: 3-0)

Other Items

- 27) 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, 5-14, 17a-f, 17h, and 18-26 will be placed on the Board of Commissioners' Consent Agenda.**
 - b) **Items #3, 15, 16, and 17g will be placed on the Board of Commissioners' General Business Agenda.**
 - c) **Items #1 and 4 will not be forwarded to the Board of Commissioners' Agenda.**