



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Wednesday, September 26, 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: A. Booker, P. Murphy, and R. Strickland

Elected Officials/Staff: D. Austin, D. Bragdon, J. Catron, R. Glisson, L. Gurganus, M. Hardin, T. Hill, M. Kent, C. Kinstle, V. Lane, N. Mann, T. Miller, G. Mullis, B. Munden, T. Munson, B. Nyers, Z. Pafford, D. Patel, 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 August 28, 2018 Finance Committee Minutes.

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

Approved the August 28, 2018 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: (3-0)

2. Consider recommending the Board of Commissioners approve the Facility Use Agreement with Aquatic Facility Training and Consultants, LLC, to offer a Certified Pool/Spa Operation Certification Course at Casino Room 114 in May 2019 and authorize waiving the facility rental fee in exchange for allowing two Recreation and Parks employees to attend the course at no charge.

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

Recommend the Board of Commissioners approve the Facility Use Agreement with Aquatic Facility Training and Consultants, LLC, to offer a Certified Pool/Spa Operation Certification Course at Casino Room 114 in May 2019 and authorize waiving the facility rental fee in exchange for allowing two Recreation and Parks employees to attend the course at no charge. (L. Gurganus) [REPORT](#) FC Vote: (3-0)

3. Consider recommending the Board of Commissioners authorize a fee waiver in the amount of \$400 for use of the Selden Park gymnasium on January 21, 2019 by the Dr. Martin Luther King, Jr., Commemoration Committee for their annual event celebrating Dr. King's contributions to the civil rights movement and to provide a Recreation and Parks employee using 6 hours of holiday overtime.

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

Recommend the Board of Commissioners authorize a fee waiver in the amount of \$400 for use of the Selden Park gymnasium on January 21, 2019 by the Dr. Martin Luther King, Jr., Commemoration Committee for their annual event celebrating Dr. King's contributions to the civil rights movement and to provide a Recreation and Parks employee using 6 hours of holiday overtime. (L. Gurganus) [REPORT](#) FC Vote: (3-0)

5. *Consider recommending 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.*

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

Recommend 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. Munson) [REPORT](#) FC Vote: (3-0)

6. *Consider recommending the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider the following:*
 - a) *authorize the Recreation and Parks Department to implement changes to the Ballfield Rental Agreement – Event/Tournament form including adjusting tournament worker fees to \$25 per hour to provide improved operational efficiency and effectiveness in providing County services for non-County athletic tournaments with an effective date of January 1, 2019; and*
 - b) *approve an increase to the Recreation and Parks FY2019 revenue and expenditure budgets of \$10,000 each to account for increased fees and expenditures for County employees working athletic events held between January 1 and June 30, 2019.*

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

Recommend the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider the following:

- a) **authorize the Recreation and Parks Department to implement changes to the Ballfield Rental Agreement – Event/Tournament form including adjusting tournament worker fees to \$25 per hour to provide improved operational efficiency and effectiveness in providing County services for non-County athletic tournaments with an effective date of January 1, 2019; and**
- b) **approve an increase to the Recreation and Parks FY2019 revenue and expenditure budgets of \$10,000 each to account for increased fees and expenditures for County employees working athletic events held between January 1 and June 30, 2019. (L. Gurganus) [REPORT](#) FC Vote: (3-0)**

Budget and Grant Items

7. *Consider recommending the Board of Commissioners adopt the proposed FY 2019/2020 Budget Calendar as presented by the Budget Team.*

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

Recommend the Board of Commissioners adopt the proposed FY 2019/2020 Budget Calendar as presented by the Budget Team. (T. Miller) [REPORT](#) FC Vote: (3-0)

8. *Consider recommending the Board of Commissioners*
 - a) *accept the grant contract and awarded funding from Georgia DNR for the Coastal Incentive Grant Cycle 21 in the amount of \$45,000;*
 - b) *authorize the Chair to sign the grant contract;*
 - c) *authorize staff to implement the Shoreline Protection Implementation Plan's first year objectives which include the creation of a shoreline assessment and resiliency plan (project name/description); and*

- d) *increase the Glynn County Emergency Management Agency FY 19 revenue and expenditures budgets by \$45,000.*

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

Recommend the Board of Commissioners

- a) **accept the grant contract and awarded funding from Georgia DNR for the Coastal Incentive Grant Cycle 21 in the amount of \$45,000;**
 - b) **authorize the Chair to sign the grant contract;**
 - c) **authorize staff to implement the Shoreline Protection Implementation Plan's first year objectives which include the creation of a shoreline assessment and resiliency plan (project name/description); and**
 - d) **increase the Glynn County Emergency Management Agency FY 19 revenue and expenditures budgets by \$45,000. (T. Munson) [REPORT](#) FC Vote: (3-0)**
9. *Consider recommending the Board of Commissioners approve an increase in revenues and expenditures of \$2,500,000 each in the Capital Projects Fund for the OneGeorgia Authority (the funding mechanism for the Department of Community Affairs, DCA) reimbursement grant to be used for the beach restoration activities.*

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

Recommend the Board of Commissioners approve an increase in revenues and expenditures of \$2,500,000 each in the Capital Projects Fund for the OneGeorgia Authority (the funding mechanism for the Department of Community Affairs, DCA) reimbursement grant to be used for the beach restoration activities. (T. Munson) [REPORT](#) FC Vote: (3-0)

10. *Consider recommending the Board of Commissioners accept the contract and awarded funding of the Pet Smart Charities grant in the amount of \$11,900, increase the Glynn County Animal Control's FY19 revenue and expenditures budgets by \$11,900 each, and authorize the Chairman to sign the contract, pending final approval from the County Attorney.*

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

Recommend the Board of Commissioners accept the contract and awarded funding of the Pet Smart Charities grant in the amount of \$11,900, increase the Glynn County Animal Control's FY19 revenue and expenditures budgets by \$11,900 each, and authorize the Chairman to sign the contract, pending final approval from the County Attorney. (T. Munson) [REPORT](#) FC Vote: (3-0)

Property Appraisal Items

11. *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, July 26, 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, July 26, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: (3-0)

12. *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, August 9, 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, August 9, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: (3-0)

13. *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 6, 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 6, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: (3-0)

Contracts/Bids

14. *Consider recommending the Board of Commissioners approve the ESRI Software Maintenance Agreement in the amount of \$51,500 with funding to be provided by the FY19 GIS Operating Budget.*

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

Recommend the Board of Commissioners approve the ESRI Software Maintenance Agreement in the amount of \$51,500 with funding to be provided by the FY19 GIS Operating Budget. (J. Catron) [REPORT](#) FC Vote: (3-0)

15. *Consider recommending the Board of Commissioners approve the re:Search Agreement with Tyler Technologies.*

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

Recommend the Board of Commissioners approve the re:Search Agreement with Tyler Technologies. (J. Catron) [REPORT](#) FC Vote: (3-0)

16. *Consider recommending the Board of Commissioners approve the year 2 payment to Dell, Inc. for Microsoft Enterprise Agreement renewal for \$196,251.96 with funding to be provided by the FY19 Information Technology Operating Budget.*

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

Recommend the Board of Commissioners approve the year 2 payment to Dell, Inc. for Microsoft Enterprise Agreement renewal for \$196,251.96 with funding to be provided by the FY19 Information Technology Operating Budget. (J. Catron) [REPORT](#) FC Vote: (3-0)

18. Consider recommending the Board of Commissioners issue a Purchase Order to Georgia Correctional Industries for a total of \$38,875.30 to refinish the metal library shelving for the Brunswick Library Renovation with funding from the Capital Outlay Grant from Georgia Public Library Service and the Glynn County FY19 Capital Budgeted Debt for the Library renovations.

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

Recommend the Board of Commissioners issue a Purchase Order to Georgia Correctional Industries for a total of \$38,875.30 to refinish the metal library shelving for the Brunswick Library Renovation with funding from the Capital Outlay Grant from Georgia Public Library Service and the Glynn County FY19 Capital Budgeted Debt for the Library renovations. (G. Mullis) [REPORT](#) FC Vote: (3-0)

19. Consider recommending the Board of Commissioners issue a Purchase Order to David Edward for a total of \$92,389.75 to restore and refinish the reader tables, chairs, end panels, and recreate matching new end panels for the Brunswick Library Renovation with funding from the Capital Outlay Grant from Georgia Public Library Service and the Glynn County FY19 Budgeted Debt.

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

Recommend the Board of Commissioners issue a Purchase Order to David Edward for a total of \$92,389.75 to restore and refinish the reader tables, chairs, end panels, and recreate matching new end panels for the Brunswick Library Renovation with funding from the Capital Outlay Grant from Georgia Public Library Service and the Glynn County FY19 Budgeted Debt. (G. Mullis) [REPORT](#) FC Vote: (3-0)

20. Consider recommending the Board of Commissioners authorize staff to issue a Request for Proposal (RFP) to define a scope of work for the St. Simons beach restoration and solicit a construction contract with funding from State of Georgia, Department of Community Affairs (DCA), OneGeorgia Authority one-time grant in the amount of up to \$2.5 million.

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

Recommend the Board of Commissioners authorize staff to issue a Request for Proposal (RFP) to define a scope of work for the St. Simons beach restoration and solicit a construction contract with funding from State of Georgia, Department of Community Affairs (DCA), OneGeorgia Authority one-time grant in the amount of up to \$2.5 million. (D. Austin) [REPORT](#) FC Vote: (3-0)

21. Consider recommending the Board of Commissioners approve the use of \$14,396.40 of FY18 Capital Projects Fund expenditure budget to pay for user requested changes in the Tax Commissioner's Office renovation project.

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

Recommend the Board of Commissioners approve the use of \$14,396.40 of FY18 Capital Projects Fund expenditure budget to pay for user requested changes in the Tax Commissioner's Office renovation project. (D. Austin) [REPORT](#) FC Vote: (3-0)

22. *Consider recommending the Board of Commissioners reject the bid from Seaboard Construction, of Brunswick, GA, for the SPLOST 2016 Dirt Road Paving Project in the amount of \$383,953.42 with funding from SPLOST 2016 and rebid the project.*

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

Recommend the Board of Commissioners reject the bid from Seaboard Construction, of Brunswick, GA, for the SPLOST 2016 Dirt Road Paving Project in the amount of \$383,953.42 with funding from SPLOST 2016 and rebid the project. (D. Austin) [REPORT](#) FC Vote: (3-0)

4. *Consider recommending the Board of Commissioners accept the donation from the Bureau of Alcohol, Tobacco, and Firearms of the 2000 Wells Cargo utility trailer.*

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

Recommend the Board of Commissioners accept the donation from the Bureau of Alcohol, Tobacco, and Firearms of the 2000 Wells Cargo utility trailer. (J. Powell) [REPORT](#) FC Vote: (3-0)

17. *Consider recommending the Board of Commissioners approve the lease with GP Mall, LLC for office space in the Glynn Place Mall for use as a police satellite office, with funding provided by the FY19 police operating budget, pending approval by the County attorney.*

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

Recommend the Board of Commissioners approve the lease with GP Mall, LLC for office space in the Glynn Place Mall for use as a police satellite office, with funding provided by the FY19 police operating budget, pending approval by the County attorney. (J. Powell) [REPORT](#) FC Vote: (3-0)

23. *Consider recommending the Board of Commissioners approve the Support Agreement with Physio-Control® in the amount of \$26,244.00 with funding to be provided by the FY 19 Emergency Rescue Operating Budget.*

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

Recommend the Board of Commissioners approve the Support Agreement with Physio-Control® in the amount of \$26,244.00 with funding to be provided by the FY 19 Emergency Rescue Operating Budget. (R. Jordan) [REPORT](#) FC Vote: (3-0)

24. *Consider recommending the Board of Commissioners approve the Support Agreement with Stryker® in the amount of \$16,811.53 with funding to be provided by the FY 19 Emergency Rescue Operating Budget.*

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

Recommend the Board of Commissioners approve the Support Agreement with Stryker® in the amount of \$16,811.53 with funding to be provided by the FY 19 Emergency Rescue Operating Budget. (R. Jordan) [REPORT](#) FC Vote: (3-0)

25. *Consider recommending the Board of Commissioners award the contract for veterinary services and DEA licensing to Rich Veterinarian Services, LLC in an amount not to exceed \$71,000 with funding to be provided by the FY19 Animal Control Operating Budget.*

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

Recommend the Board of Commissioners award the contract for veterinary services and DEA licensing to Rich Veterinarian Services, LLC in an amount not to exceed \$71,000 with funding to be provided by the FY19 Animal Control Operating Budget. (T. Hill) [REPORT](#) FC Vote: (3-0)

26. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order, utilizing HGAC Buy Contract, to Frazier LTD. 7219 Rampart St. Houston TX 77081 in the amount of \$244,777.31 for the purchase of one Frazier Ambulance with funding to be provided by the FY19 Capital Projects Fund Budget.*

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 HGAC Buy Contract, to Frazier LTD. 7219 Rampart St. Houston TX 77081 in the amount of \$244,777.31 for the purchase of one Frazier Ambulance with funding to be provided by the FY19 Capital Projects Fund Budget. (R. Jordan) [REPORT](#) FC 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.*

- **Items #2-26 will be placed on the October 4, 2018 Board of Commissioners' Consent Agenda.**
- **Items #1 and #27 will not be forwarded to the Board of Commissioners' Agenda.**