



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, January 22, 2019

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, B. Brunson, and D. O'Quinn*

Elected Officials/Staff: *D. Austin, J. Catron, A. Chapman, D. Cook, L. Gurganus, M. Hardin, M. Kent, V. Lane, T. Miller, T. Munson, A. Ours, D. Patel, J. Powell, G. Rountree, D. Taylor, and W. Worley*

Others: *T. Cooper, J. Kilgore, M. Lancaster, M. Permar, and H. Smith*

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

- The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

I move to add item #6.1 - Consider recommending that the Board of Commissioners approve an increase in revenues and expenditures for State Court fines and for State Court Public Defenders in the FY19 budget in the amount of \$70,000. FC Vote: 3-0

1. *Consider approval of the December 21, 2018 Finance Committee Minutes.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Approved the December 21, 2018 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: 3-0

2. *Consider recommending the Board of Commissioners approve the proposed changes to the Purchasing Card Policy/ User Manual.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the proposed changes to the Purchasing Card Policy/ User Manual. (T. Munson) [REPORT](#) FC Vote: 3-0

3. *Consider recommending the Board of Commissioners approve the proposed changes to the Travel Policy.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the proposed changes to the Travel Policy. (T. Munson) [REPORT](#) FC Vote: 3-0

4. *Consider recommending the Board of Commissioners authorize the write-off of uncollectible receivables from the Glynn County Board of Education in the amount of \$7,650 with funding to come from the County Manager's ~~FY18~~ FY19 General Fund Contingency and increase revenues and expenditures in the E911 fund by said amount.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners authorize the write-off of uncollectible receivables from the Glynn County Board of Education in the amount of \$7,650 with funding to come from the County Manager's FY19 General Fund Contingency and increase revenues and expenditures in the E911 fund by said amount. (T. Munson) [REPORT](#) FC Vote: 3-0

Property Appraisal Items

5. *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, January 10, 2019 meeting, with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn 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, January 10, 2019 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

Budget and Grant Items

6. *Consider recommending the Board of Commissioners authorize the Board Chairman and/or County Manager to approve the filing of grant applications for Glynn County during calendar year 2019.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners authorize the Board Chairman and/or County Manager to approve the filing of grant applications for Glynn County during calendar year 2019. (T. Munson) [REPORT](#) FC Vote: 3-0

- 6.1 *Consider recommending that the Board of Commissioners approve an increase in revenues and expenditures for State Court fines and for State Court Public Defenders in the FY19 budget in the amount of \$70,000.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve an increase in revenues and expenditures for State Court fines and for State Court Public Defenders in the FY19 budget in the amount of \$70,000. (T. Munson) [REPORT](#) FC Vote: 3-0

7. *Consider recommending the Board of Commissioners accept the \$2,484 donation from the Glynn County Heart Association to purchase an AED for Blythe Island Regional Park and increase the Recreation and Parks FY2019 revenue and expenditures budget by \$2,484 each.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners accept the \$2,484 donation from the Glynn County Heart Association to purchase an AED for Blythe Island Regional Park and increase the Recreation and Parks FY2019 revenue and expenditures budget by \$2,484 each. (L. Gurganus) [REPORT](#) FC Vote: 3-0

8. *Consider recommending the Board of Commissioners accept the donation from the Glynn County Heart Association in the amount of \$7,449.00 to be used for the purchasing of automated external defibrillators and increase the FY2018/2019 EMS budget revenues and expenditures in said amount.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners accept the donation from the Glynn County Heart Association in the amount of \$7,449.00 to be used for the purchasing of automated external defibrillators and increase the FY2018/2019 EMS budget revenues and expenditures in said amount. (R. Jordan) [REPORT](#) FC Vote: 3-0

9. *Consider recommending the Board of Commissioners accept the \$3,000 donation from Pinova, Inc. and increase the FY19 Emergency Medical Services revenues and expenditures by \$3,000 each.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners accept the \$3,000 donation from Pinova, Inc. and increase the FY19 Emergency Medical Services revenues and expenditures by \$3,000 each. (R. Jordan) [REPORT](#) FC Vote: 3-0

10. *Consider recommending the Board of Commissioners approve the new DCA CHIP Grant Loan and Grant Agreements for the property located on 3907 Hill Street, Brunswick, GA 31520 owned by Ms. Alice Johnson, a Glynn County resident.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners

- a) **approve the new DCA CHIP Grant Loan and Grant Agreements for the property located on 3907 Hill Street, Brunswick, GA 31520 owned by Ms. Alice Johnson, a Glynn County resident;**
- b) **rescind approval of documents dated June 7, 2018 and replace with these documents. (T. Munson) [REPORT](#) FC Vote: 3-0**

11. *Consider recommending the Board of Commissioners approve the Collateral Assignment for property located on 3908 Hill Street, Brunswick, GA 31520 owned by Ms. Judith Bens, a Glynn County resident. This property was repaired and renovated with funding from the Community Housing Investment Program (CHIP) grant. (T. Munson) [REPORT](#)*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the Collateral Assignment for property located on 3908 Hill Street, Brunswick, GA 31520 owned by Ms. Judith Bens, a Glynn County resident. This property was repaired and renovated with funding from the Community Housing Investment Program (CHIP) grant. (T. Munson) [REPORT](#) FC Vote: 3-0

12. *Consider recommending the Board of Commissioners approve the submittal of the Communities of Coastal Grant application.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve the submittal of the Communities of Coastal Grant application. (T. Munson) [REPORT](#) FC Vote: 3-0

13. *Consider recommending the Board of Commissioners increase the Juvenile Court's FY 18/19 funding for Legal Fees in the amount of \$137,742.97.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners increase the Juvenile Court's FY 18/19 funding for Legal Fees in the amount of \$137,742.97. (G. Rountree) [REPORT](#) FC Vote: 3-0

Contracts/Bids

14. *Consider recommending the Board of Commissioners approve the attached Memorandum of Understanding with Social Opportunities & Active Recreation, Inc. (SOAR), and issue payment for \$10,000 to Special Olympics of Georgia in support of the local Special Olympics Program for FY20 which will begin on 7/1/19.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the attached Memorandum of Understanding with Social Opportunities & Active Recreation, Inc. (SOAR), and issue payment for \$10,000 to Special Olympics of Georgia in support of the local Special Olympics Program for FY20 which will begin on 7/1/19. (T. Miller) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners exercise the 2nd year extension option with Ameris Bank for the County's banking services at no cost to Glynn County.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners exercise the 2nd year extension option with Ameris Bank for the County's banking services at no cost to Glynn County. (T. Munson) [REPORT](#) FC Vote: 3-0

16. *Consider recommending the Board of Commissioners approve the contract Medical Director services of Todd Lucas M.D. with funding to be provided by the EMS/Rescue operating budget.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve the contract Medical Director services of Todd Lucas M.D. with funding to be provided by the EMS/Rescue operating budget. (R. Jordan) [REPORT](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order for one 2019 Chevy Silverado Extended Cab 4 Wheel Drive truck for a total of \$29,893 to Langdale Chevrolet with funding to be provided by the Capital Projects Fund fund balance.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the issuance of a Purchase Order for one 2019 Chevy Silverado Extended Cab 4 Wheel Drive truck for a total of \$29,893 to Langdale Chevrolet with funding to be provided by the Capital Projects Fund fund balance. (L. Gurganus) [REPORT](#) FC Vote: 3-0

18. *Consider recommending the Board of Commissioners approve a contract with Municode Code Corporation for hosting and codification of the Code of Ordinances plus Subdivision Regulations and Zoning Ordinances in an amount not to exceed \$13,000 with recurring annual cost of \$12,000 with funding provided by FY19 IT Capital Projects Fund Budget pending County Attorney approval.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve a contract with Municode Code Corporation for hosting and codification of the Code of Ordinances plus Subdivision Regulations and Zoning Ordinances in an amount not to exceed \$13,000 with recurring annual cost of \$12,000 with funding provided by FY19 IT Capital Projects Fund Budget pending County Attorney approval. (J. Catron) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners approve the First Amendment to Software as a Service Agreement with Tyler Technologies' API toolkit for eWarrant for \$5,740 and issuance of a purchase order utilizing sole source documentation with funding to be provided by the FY19 IT Operating Budget.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve the First Amendment to Software as a Service Agreement with Tyler Technologies' API toolkit for eWarrant for \$5,740 and issuance of a purchase order utilizing sole source documentation with funding to be provided by the FY19 IT Operating Budget. (J. Catron) [REPORT](#) FC Vote: 3-0

20. *Consider recommending the Board of Commissioners award a contract for the Neptune Park Picnic Area Redesign to EMC Engineering, of Brunswick, GA, in the amount of \$11,500 with funding to be provided by the Accommodation Excise Tax Fund fund balance.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners award a contract for the Neptune Park Picnic Area Redesign to EMC Engineering, of Brunswick, GA, in the amount of \$11,500 with funding to be provided by the Accommodation Excise Tax Fund fund balance. (D. Austin) [REPORT](#) FC Vote: 3-0

Other Items

21. *Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.*
- **Items #4-9, #11, and #14-17 will be placed on the February 7, 2019 Board of Commissioners' Consent Agenda.**
 - **Items #2-3, #10, #12-13, and #18-20 will be placed on the February 7, 2019 Board of Commissioners General Business Agenda.**
 - **Items #1 will not be forwarded to the Board of Commissioners' Agenda.**