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## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, November 24, 2020

**VIRTUAL TELECONFERENCE MEETING VIA MICROSOFT TEAMS SIMULTANEOUS PUBLIC**

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### Present:

**Committee Members:** A. Booker, B. Brunson, and D. O'Quinn

**Elected Officials/Staff:** D. Austin, D. Bragdon, J. Dunnagan, M. Kent, L. Gurganus, J. Hagen, M. Hardin, G. Mullis, K. Munoz-Strickland, T. Munson, B. Nyers, A. Ours, O. Reed, C. Toler, D. West, J. Wiggins, W. Worley, and T. York

**Others:** N/A

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

1. Consider accepting the agenda as is (or to add items / defer items if needed). (J. Dunnagan)

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

**Accepted the agenda pulling item #16 and modifying the motion of item #25. (J. Dunnagan) FC Vote: 3-0**

2. Consider approving the October 27, 2020 Finance Committee Minutes. (J. Dunnagan) [REPORT](#)

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

**Approved the October 27, 2020 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

3. Consider recommending the Board of Commissioners accept the settlement payment of \$15,716.00 for the totaled 2017 Ford Explorer K-9. Glynn County will surrender the SUV and accept \$350.00 for the cost to replace the decals.

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

**Recommend the Board of Commissioners accept the settlement payment of \$15,716.00 for the totaled 2017 Ford Explorer K-9. Glynn County will surrender the SUV and accept \$350.00 for the cost to replace the decals. (K. Munoz-Strickland) [REPORT](#) FC Vote: 3-0**

4. Consider recommending the Board of Commissioners direct staff to issue a request for proposal for cloud based short-term rental software and services to manage the Short-Term Rental ordinance and to identify a funding source. In addition, consider recommending to the Board of Commissioners that it adopt an amendment to Section 2-31-16 of the Code of Ordinances to change the effective date of the Short-Term Rental Ordinance to April 1, 2021, and for other related purposes.

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

Recommend the Board of Commissioners direct staff to issue a request for proposal for cloud based short-term rental software and services to manage the Short-Term Rental ordinance and to identify a funding source. In addition, recommend to the Board of Commissioners that it adopt an amendment to Section 2-31-16 of the Code of Ordinances to change the effective date of the Short-Term Rental Ordinance to April 1, 2021, and for other related purposes. (D. Bragdon) [REPORT](#) FC Vote: 3-0

#### **Public Safety Items**

5. Consider recommending the Board of Commissioners approve the agreement with PropertyRoom.com for auction services for the Glynn County Police Department.

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

**Recommend the Board of Commissioners approve the agreement with PropertyRoom.com for auction services for the Glynn County Police Department. (J. Wiggins) [REPORT](#) FC Vote: 3-0**

6. Consider recommending the Board of Commissioners accept the donations and increase the Police Department's FY21 revenue and expenditures budget by \$2,418.

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

**Recommend the Board of Commissioners accept the donations and increase the Police Department's FY21 revenue and expenditures budget by \$2,418. (J. Wiggins) [REPORT](#) FC Vote: 3-0**

#### **Property Appraisal Item**

7. 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, November 12, 2020 meeting, with clarification that this does not approve a tax refund.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson 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, November 12, 2020 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0**

#### **Budget / Grants**

8. Consider recommending the Board of Commissioners adopt the Resolution to amend the FY20/21 Budget.

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

**Recommend the Board of Commissioners adopt the Resolution to amend the FY20/21 Budget. (T. Munson) [REPORT](#) FC Vote: 3-0**

9. Consider recommending the Board of Commissioners accept the FY21 Promoting Safe and Stable Families grant award and decrease the Juvenile Court's FY21 budgeted revenues and expenditures by \$10,870.

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

**Recommend the Board of Commissioners accept the FY21 Promoting Safe and Stable Families grant award and decrease the Juvenile Court's FY21 budgeted revenues and expenditures by \$10,870. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

10. Consider recommending the Board of Commissioners approve the FY 2020 Bulletproof Vest Partnership Grant Program and amend the Police Department's FY21 budget by increasing revenues and expenditures in the amount of \$7,530 each, subject to the approval of the County Attorney.

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

**Recommend the Board of Commissioners approve the FY 2020 Bulletproof Vest Partnership Grant Program and amend the Police Department's FY21 budget by increasing revenues and expenditures in the amount of \$7,530 each, subject to the approval of the County Attorney. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

11. Consider recommending the Board of Commissioners accept the FY21 Summer Reading Program grant and authorize a revenue and expenditure increase in the amount of \$1,500 for the Marshes of Glynn Libraries with the funding to be provided by the Georgia Public Library Service.

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

**Recommend the Board of Commissioners accept the FY21 Summer Reading Program grant and authorize a revenue and expenditure increase in the amount of \$1,500 for the Marshes of Glynn Libraries with the funding to be provided by the Georgia Public Library Service. (G. Mullis) [REPORT](#) FC Vote: 3-0**

12. Consider recommending the Board of Commissioners amend the FY20 Budget as follows:

- a) Pension Fund – Increase in revenue and expenditures in the amount of \$327,510 (to cover final activity in the fund)
- b) Debt Service Fund – Increase in revenue and expenditures in the amount of \$8,433,224 (to adjust budget for Bond Reissuance)
- c) General Fund – increases in budget as follows:

	<u>Revenue</u>	<u>Expenditures</u>	
1) Employee Health Benefits	1,201,420	1,201,420	(employee health care cost over budget)
2) Worker Compensation	342,914	342,914	(employee workers comp costs over budget)
3) General Government Function		990,253	(distribution of general fund indirect costs)
4) Judicial Function		368,253	(distribution of general fund indirect costs)
5) Public Safety Function		747,482	(distribution of general fund indirect costs)
6) Public Works Function		393,810	(distribution of general fund indirect costs)
7) Health and Welfare Function		88,356	(distribution of general fund indirect costs)
8) Recreation Function		178,334	(distribution of general fund indirect costs)
9) Housing and Development Function		137,414	(distribution of general fund indirect costs)
10) Charges for Services	2,903,902		(revenue collected from general fund functions for indirect cost)

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

Recommend the Board of Commissioners amend the FY20 Budget as follows:

- a) Pension Fund – Increase in revenue and expenditures in the amount of \$327,510 (to cover final activity in the fund)
- b) Debt Service Fund – Increase in revenue and expenditures in the amount of \$8,433,224 (to adjust budget for Bond Reissuance)
- c) General Fund – increases in budget as follows:

	<u>Revenue</u>	<u>Expenditures</u>	
1)		Employee Health Benefits	1,201,420
	1,201,420		(employee health care cost over budget)
2) Worker Compensation	342,914	342,914	(employee workers comp costs over budget)
3) General Government Function		990,253	(distribution of general fund indirect costs)
4) Judicial Function		368,253	(distribution of general fund indirect costs)
5) Public Safety Function		747,482	(distribution of general fund indirect costs)
6) Public Works Function		393,810	(distribution of general fund indirect costs)
7) Health and Welfare Function		88,356	(distribution of general fund indirect costs)
8) Recreation Function		178,334	(distribution of general fund indirect costs)
9) Housing and Development Function		137,414	(distribution of general fund indirect costs)
10) Charges for Services	2,903,902		(revenue collected from general fund functions for indirect cost)

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

#### Contracts/Procurement

13. Consider recommending the Board of Commissioners approve the Officials Agreement with Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Youth Basketball Games for the 2020-2021 season in an amount not to exceed \$9,000 with funding to be provided by the FY2021 Operating Budget.

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

Recommend the Board of Commissioners approve the Officials Agreement with Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Youth Basketball Games for the 2020-2021 season in an amount not to exceed \$9,000 with funding to be provided by the FY2021 Operating Budget. (L. Gurganus)

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

14. Consider recommending the Board of Commissioners approve exercising the option to extend the Shelter Management agreement with Wesley Davis for one additional year for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA.

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

Recommend the Board of Commissioners approve exercising the option to extend the Shelter Management agreement with Wesley Davis for one additional year for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA. (L. Gurganus) [REPORT](#) FC Vote: 3-0

15. Consider recommending the Board of Commissioners authorize staff to issue a purchase order to Dell Inc. in the amount of \$44,872.80 to continue secure system operations with funding to be provided jointly by the FY21 Capital Projects Fund - Information Technology and E911 Fund Capital Budgets.

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

**Recommend the Board of Commissioners authorize staff to issue a purchase order to Dell Inc. in the amount of \$44,872.80 to continue secure system operations with funding to be provided jointly by the FY21 Capital Projects Fund - Information Technology and E911 Fund Capital Budgets. (D. Bragdon) [REPORT](#) FC Vote: 3-0**

16. *Consider recommending the Board of Commissioners rescind approval by the Board of Commissioners on April 2, 2020 and approve a new contract with Elavon Merchant Processing Service for online payment processing revised to include the 3 percent convenience fee charge. (D. Bragdon) [REPORT1](#) [REPORT2](#)*

**PULLED AT REQUEST OF STAFF**

17. *Consider recommending the Board of Commissioners approve the Authorization to Proceed with the Mobile Home Search & Report Software Module to the qPublic.net in the amount \$3,240 with funding to be provided by the FY21 Tax Commissioner's Budget.*

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

**Recommend the Board of Commissioners approve the Authorization to Proceed with the Mobile Home Search & Report Software Module to the qPublic.net in the amount \$3,240 with funding to be provided by the FY21 Tax Commissioner's Budget. (B. Nyers) [REPORT](#) FC Vote: 3-0**

18. *Consider recommending the Board of Commissioners exercise the second-year option to Estate Management Service, Inc. of Brunswick, GA for the maintenance of the two South Harrington Park ponds in the amount of \$6,215.28 with funding to be provided by the FY21 and FY22 Public Works Operating Budgets.*

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

**Recommend the Board of Commissioners exercise the second-year option to Estate Management Service, Inc. of Brunswick, GA for the maintenance of the two South Harrington Park ponds in the amount of \$6,215.28 with funding to be provided by the FY21 and FY22 Public Works Operating Budgets. (D. Austin) [REPORT](#) FC Vote: 3-0**

19. *Consider recommending the Board of Commissioners approve the second year option with Mosquito Control Services of Georgia for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting effective January 1, 2021 in the amount of \$1,015,237.09 with funding to be provided by the FY21 and FY22 Public Works Budgets.*

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

**Recommend the Board of Commissioners approve the second year option with Mosquito Control Services of Georgia for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting effective January 1, 2021 in the amount of \$1,015,237.09 with funding to be provided by the FY21 and FY22 Public Works Budgets. (D. Austin) [REPORT](#) FC Vote: 3-0**

20. Consider recommending the Board of Commissioners approve the construction of a new dog park on St. Simons in the recently cleared area of Kings Park and the expansion of the large dog area at North Glynn Regional Park for a cost of \$9,250 with funding to be provided by the Capital Projects Fund fund balance.

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

**Recommend the Board of Commissioners approve the construction of a new dog park on St. Simons in the recently cleared area of Kings Park and the expansion of the large dog area at North Glynn Regional Park for a cost of \$9,250 with funding to be provided by the Capital Projects Fund fund balance. (D. Austin) [REPORT](#) FC Vote: 3-0**

21. Consider recommending the Board of Commissioners appropriate \$15,000 for a contract modification or change order to the upcoming LMIG 2021 contract and for in house Traffic Division work to construct a right turn lane on Atlantic Drive with funding to be provided by the Capital Projects Fund fund balance.

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

**Recommend the Board of Commissioners appropriate \$15,000 for a contract modification or change order to the upcoming LMIG 2021 contract and for in house Traffic Division work to construct a right turn lane on Atlantic Drive with funding to be provided by the Capital Projects Fund fund balance. (D. Austin) [REPORT](#) FC Vote: 3-0**

22. Consider recommending the Board of Commissioners award a contract change order for the Altama Connector Spur 25 Intersection Improvement Project, to Pond Company, of Peachtree Corners, GA, in the amount of \$11,200 with funding to be provided by the SPLOST 2016 Fund.

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

**Recommend the Board of Commissioners award a contract change order for the Altama Connector Spur 25 Intersection Improvement Project, to Pond Company, of Peachtree Corners, GA, in the amount of \$11,200 with funding to be provided by the SPLOST 2016 Fund. (D. Austin) [REPORT](#) FC Vote: 3-0**

23. Consider recommending the Board of Commissioners exercise the second-year option for Commercial Service to Republic Services effective January 1, 2021 to Republic Services of Georgia at a projected cost of \$153,085.32 with funding to be provided by various FY21 and FY22 operating budgets.

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

**Recommend the Board of Commissioners exercise the second-year option for Commercial Service to Republic Services effective January 1, 2021 to Republic Services of Georgia at a projected cost of \$153,085.32 with funding to be provided by various FY21 and FY22 operating budgets. (D. Austin) [REPORT](#) FC Vote: 3-0**

24. Consider recommending the Board of Commissioners approve the library shelving bid from Patterson Pope for the St. Simons Island Library in the amount of \$23,404.22 for the base bid and additional proposal of shelving dividers with funding from private donations given to the St. Simons Island Library.

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

**Recommend the Board of Commissioners approve the library shelving bid from Patterson Pope for the St. Simons Island Library in the amount of \$23,404.22 for the base bid and additional proposal of shelving dividers with funding from private donations given to the St. Simons Island Library. (G. Mullis) [REPORT](#) FC Vote: 3-0**

25. *Consider recommending the Board of Commissioners approve the furniture bid from PMC Commercial Interiors for new furnishings for the St. Simons Island Library in the amount of ~~\$57,484.80~~ with funding from private donations given to the St. Simons Island Library. **Amount changes after Agenda was posted, prior to Finance Committee vote.***

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

**Recommend the Board of Commissioners move to approve the furniture bid from PMC Commercial Interiors for new furnishings for the St. Simons Island Library in the amount of \$55,269.77 with funding from private donations given to the St. Simons Island Library. (G. Mullis) [REPORT](#)**

26. *Consider recommending the Board of Commissioners award the contract for the provision of 401(a) Defined Contribution Plan services to Nationwide Retirement Solutions effective January 1, 2021 and authorize the Chairman to sign said contract pending the review of the County Attorney's Office.*

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

**Deferred to the Personnel Committee to consider recommending to the Board of Commissioners at their December 3, 2020 meeting to award the contract for the provision of 401(a) Defined Contribution Plan services to Nationwide Retirement Solutions effective January 1, 2021, and authorize the Chairman to sign said contract pending the review of the County Attorney's Office. (O. Reed) [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 3-15 and 17-25 will be placed on the December 3, 2020 Board of Commissioners' Consent Agenda. Item 26 is deferred to the Personnel Committee and to be presented at the December 3, 2020 Board of Commissioners Meeting with a recommendation from the Personnel Committee. Items #1-2, #16 and #27 will not be forwarded to the Board of Commissioners Agenda.**