
AGENDA ITEM:

XII

New Business item A





JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

Nicole Holt
Human Resources Director

nholt@jaspercountysc.gov

Jasper County Council

Request for Approval

Meeting Date:	July 19, 2021
Submitted For:	Approval of the 2021-2022 Holiday Schedule
Recommendation:	Approve the Holiday Schedule as presented

Description:

Human Resources provides a draft of proposed Holiday Schedule annually to County Administrator for approval. With the addition of the new Federal Holiday, Juneteenth, we have added it to our County Holidays.

Recommendation:

Human Resources and County Administrator recommend that the Council accept the Holiday Schedule for 2021-2022 as presented.

Attachments:

2021-2022 Holiday Schedule



Jasper County

2021 -2022 HOLIDAY SCHEDULE

Independence Day - Monday, July 5

Labor Day - Monday, September 6

Veteran's Day - Thursday, November 11

Thanksgiving - Thursday, November 25
Friday, November 26

Christmas - Thursday, December 23
Friday, December 24*
Monday, December 27

New Year's - Friday, December 31

Martin Luther King, Jr. Day - Monday, January 17

Presidents' Day – Monday, February 21

Memorial Day, Monday, May 30

Juneteenth, Monday, June 20

***Adjusted pay date: Thursday, December 23**

AGENDA ITEM:

XII

New Business item B





JASPER COUNTY HUMAN RESOURCES

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358 Third Avenue – Courthouse Square – Post Office Box 150
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Nicole Holt
Human Resources Director

nholt@jaspercountysc.gov

Jasper County Council

Request for Approval

Meeting Date:	July 19, 2021
Submitted For:	Approval of the FY 2022 position descriptions for new positions
Recommendation:	Approval of the position descriptions as presented

Description:

Department Heads have provided the duties for the approved FY 2022 new positions. Human Resources has provided a county job description for each of these approved positions for Council's review and approval.

Recommendation:

Human Resources and County Administrator recommend that the Council approve the job descriptions as presented.

Attachments:

Job descriptions for authorized FY 2022 new positions



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: Airport Maintenance Technician

DEPARTMENT: Airport

REPORTS TO: Airport Manager

FLSA STATUS: Non-Exempt

SUPERVISES OTHERS: No

POSITION SUMMARY:

Performs skilled/specialized work associated with maintenance & repair of airport grounds, runways, taxiways, buildings, equipment, and related facilities at the Ridgeland – Claude Dean Airport (3J1). Provides fueling, parking and aeronautical services to aircraft owners and operators.

MAJOR DUTIES:

- Responds on short notice to emergency call-out.
- Provides parking to aircraft owners and operators.
- Provides aircraft fueling.
- Provides general cleaning and maintenance of terminal and airfield areas.
- Marshal and tow aircraft weighing up to 45,000 pounds.
- Interacts with a variety of County employees, contractors, tenants and FAA regulatory staff.
- Maintenance and repair of airport grounds, runways, taxiways, buildings, equipment and related facilities.
- Communicates with public and private pilots, tenants, contractors and County employees regarding airport operations.
- Operates two-way radio.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

- Knowledge of FAA and airport rules and regulations applicable to airport maintenance, operations, and security.
- Knowledge of methods, policies and procedures of grounds and facilities maintenance.
- Knowledge of use of small hand tools, tractor operations, and diesel and gasoline-powered vehicles.

- Knowledge of safety precautions and hazards common to the dispensing of fuels into aircraft.
- Knowledge of safety precautions and hazards common to the dispensing of fuels into county vehicles.
- Knowledge of appropriate use of pesticides, herbicides and rodent control chemicals and devices.
- Ability to operate motor vehicles, trucks, fuel trucks, mowers, scissor lifts, string trimmers, front-end loaders, cars, FOD sweeper and tractor and other light and heavy equipment.
- Required to acquire and maintain a South Carolina driver's license.
- Ability to obtain pesticide control applicator certificate.

PREFERRED EDUCATION AND EXPERIENCE:

- Education and/or training normally commensurate with an Associate Degree with emphasis in landscape, electrical, plumbing, HVAC and general building maintenance.
- Three (3) years previous experience and/or training.
- Airport facility maintenance or operations training preferable.

PHYSICAL REQUIREMENTS:

- Visual acuity correctible to 20/30 and sufficient hearing range to detect traffic sounds, backup warning devices, sirens, including awareness of aircraft operating on the ground and flying overhead.
- Full color vision discrimination.
- Must be able to bend, stoop, climb, walk appreciable distances and carry loads exceeding 50 pounds.
- Hand dexterity and mechanical ability sufficient to use hand tools, airport equipment and personal computer.

WORK ENVIRONMENT:

The work is typically performed in an office or outdoors where the employee will be exposed to seasonal weather as well as occasional inclement weather.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____



Jasper County

Human Resources Department

JOB DESCRIPTION

TITLE: Code Enforcement Officer
DEPARTMENT: Emergency Services
REPORTS TO: Emergency Services Director
FLSA status: Non-Exempt
SUPERVISES OTHERS: No

POSITION SUMMARY:

Investigates code violations, issues violation warnings and citations, seeks compliance with ordinances and resolutions and patrols the county to enforce land use ordinances.

MAJOR DUTIES:

- Performs a variety of field and office work in support of the County's code enforcement program; enforces compliance with County regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, wastewater and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of County zoning and ordinances; interviews complainant and witnesses; conducts investigations and provides recommendations for resolution.
- Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violation; issues and posts warning notices, notices of violation, corrective notices, orders to comply and related documentation for code violations; schedules and performs all follow-up functions to gain compliance with appropriate codes and ordinances; issues administrative and parking citations and notices of violation as necessary.
- Prepares evidence in support of legal actions taken by the County; appears in court as necessary; testifies at hearings and in court proceedings as required.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draws diagrams and illustrations and takes photographs.

- Prepares a variety of written reports, memos and correspondence related to enforcement activities.
- Patrols assigned area in a County vehicle to identify and evaluate problem areas and/or ordinance violations; determines proper methods to resolve violations.
- Interprets and explains ordinances to members of the general public, contractors, business owners and other interested groups in the field and on the telephone.
- Locates vacant residences and businesses; secures buildings with proper materials as necessary; posts the property as necessary; checks vacant buildings regularly for transient activity, graffiti and other forms of vandalism.
- May assist in researching, drafting and rewriting codes; participates in the development of forms and processes utilized to address various issues.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED:

- Knowledge of relevant county construction and housing codes, subdivision regulations and zoning ordinances.
- Knowledge of the principles and practices of commercial and residential construction.
- Knowledge of county planning and zoning principles and practices.
- Knowledge of construction industry standards.
- Knowledge of relevant state and federal laws and regulations.
- Knowledge of records maintenance procedures.
- Knowledge of the geography of the county, including subdivisions and road and street names.
- Skill in detecting structural faults.
- Skill in public and interpersonal relations.
- Skill in oral and written communications.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the occupational field.
- 3-5 years of experience in related field.
- Possession of valid driver's license.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching,

crawling and climbing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work is typically performed in an office or outdoors where the employee will be exposed to seasonal weather as well as occasional inclement weather.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree.
- 3-5 years of experience in related field.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____



Jasper County

Human Resources Department

JOB DESCRIPTION

TITLE: Development Services Director

DEPARTMENT: Development Services

REPORTS TO: County Administrator

FLSA Status: Exempt

SUPERVISES OTHERS: Yes

POSITION SUMMARY:

This position is responsible for managing planning, zoning, and development activities for the county.

MAJOR DUTIES:

- Leads, manages, and supervises personnel involved in comprehensive planning, individual project planning and reviews, zoning, and building services activities for the county.
- Participates as a member of the county-wide leadership team as directed by the County Administrator.
- Serves on various committees and task forces of municipalities within the county pertaining to land use, planning and development, and traffic management.
- Manages and oversees major special projects, including project management of building construction, traffic studies, facilities renovations, and property condition and utilization analysis.
- Serves as liaison between county and developers for major development projects.
- Communicates with local and state elected and appointed officials regarding development within the county.
- Serves on various county committees as appointed.
- Initiates, reviews, and/or analyzes improvement and efficiency opportunities involving new technology applications for the department and all county operations.
- Interprets and explains complex regulations for department staff as needed.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of public administration.
- Knowledge of the principles and practices of public finance, budgeting, accounting, governmental accounting, auditing, and debt management.
- Knowledge of relevant state and federal laws and regulations and county ordinances and zoning regulations.
- Knowledge of management and supervision techniques and practices.
- Skill in conducting research and preparing reports.
- Skill in interpreting and applying complex regulations.
- Skill in organizing and prioritizing work.
- Skill in reading and interpreting maps, blueprints, and design drawings.
- Skill in operating a computer and computer software programs.
- Skill in public and interpersonal relations.
- Skill in oral and written communications.

PHYSICAL DEMANDS:

The work is typically performed while sitting at a desk or table, standing, or stooping. The employee occasionally lifts light and heavy objects. Ability to see and hear.

WORK ENVIRONMENT:

The work is typically performed in an office.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Carolina for the type of vehicle or equipment operated.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____

Date: _____

Jasper County

Human Resources Department



JOB DESCRIPTION

TITLE: Administrative Building Front Desk Receptionist

DEPARTMENT: Administration/Human Resources

REPORTS TO: Human Resources Director

FLSA STATUS: Non-Exempt

SUPERVISES OTHERS: No

POSITION SUMMARY:

This position is responsible for providing a friendly attitude and the ability to multitask to serve as the front desk receptionist for the Jasper County Government Building. In this position, you will greet guests entering the building and help direct them where they need to go.

MAJOR DUTIES:

- Greets guests/citizens entering the building in a friendly, helpful manner.
- Answers questions pertaining to frequently asked questions.
- Provides directions to citizens regarding departmental inquiries.
- Alerts departmental staff when visitors/guests are present.
- Manages a building log (when able) noting who has entered the building.
- Receives mail deliveries; sorts and distributes to building departmental mailboxes.
- Receives deliveries brought by guests/citizens that are meant for other departments and distributing to the departmental mailboxes.
- Accepts payments and provides receipt for the Tax Collector's office.
- Maintains reception area, keeping it clean and free of clutter.
- Ensures citizens are wearing their masks and keeping socially distanced.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED:

- Knowledge of department policies and procedures.
- Skill in operating standard office equipment.
- Excellent written and oral communication skills required.
- Applicant should be highly organized and detail oriented.
- Skill in dealing with the public.
- Skill in oral and written communication.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The work is typically performed while sitting at a desk or table with intermittent standing, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT:

This job operates in a professional office environment.

PREFERRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- 2 years of experience working as a front desk receptionist.

****Must possess a valid South Carolina driver's license.**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____

Date: _____



**Detention Staff Sergeant
Detention Center**

JOB SUMMARY:

Under general supervision, supervises Detention Shift Supervisors in activities involving the care, custody, and control of inmates; performs generally semi-routine or diversified duties requiring judgment in the application of broader aspects of established practices and procedures, and decision making that may affect the accuracy of functional results.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Oversees and participates in maintaining/assuring security of the detention center: oversees security checks of housing units and all interior/exterior areas of the facility by correctional officers; monitors cameras/video surveillance equipment; controls opening/closing of all doors in the facility; maintains visitor log, screens inmate contact records, conducts watch tours, makes rounds of the facility, and performs periodic security checks; check locks, alarms, and other security devices; conducts pat searches and strip searches; searches inmates, cells, mail, building and ground areas to locate/remove contraband and to maintain security; ; responds to violence, alarms, and other emergency situations; mediate inmate problems, intervenes in physical confrontations, and assists in controlling/restraining violent/unruly inmates; assists in conducting searches for escapees.

Oversees operation, maintenance, and control of security equipment for the detention center: conducts regular inspections of facility and security equipment to ensure proper operation and compliance with security policies and regulations; maintains security of the armory; maintains accountability for facility's inventory of weapons, restraint equipment, keys, and other security related equipment and supplies; conducts inspections to account for all tools and medical/kitchen sharp items, and researches any missing items; maintains facility key control; oversees videotaping of the facility.

Serves as fire marshal for the detention center conducts regular inspections of facility/equipment to ensure compliance with fire/life safety codes/standards; inspect and test fire extinguishers, sprinklers, air packs, and other equipment to ensure proper operation and maintenance.

Coordinates monthly fire drills and trainings with staff.



Serves as initial incident commander until relieved as required.

Responsible for fire watch tours when needed.

Supervises the accountability/serviceability of the electronic security system investigates all situations where the recorded evidence is required; provides evidences where evidences is required as to the opening/closing of all security doors; provides evidences where audio evidences is required from the intercoms; ensures operation/serviceability of the electronic security system.

Supervises, directs, and evaluates assigned staff on assigned shift, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; coordinates and/or conducts staff training in assigned duties, policies and procedures, inmate rules/regulations, and other issues.

Performs administrative tasks prepares and maintains documentation and special reports; develops work/leave schedules to ensure adequate coverage; reviews timesheets and forwards for processing.

Enforces detention center rules, regulations, policies, and procedures maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Supervises, coordinates, and assists with the receiving, processing, and booking of incoming inmates and arrestees: explains facility rules, regulations and procedures; secures, inventories, and records personal property of each inmate; conducts interviews to obtain personal information; checks inmate for visible injuries, makes fingerprint and photographic records of incoming inmates; records inmate data in computer system and completes required documentation; assigns facility housing and issues clothing, bedding, and personal hygiene items.

Oversees supervision and monitoring of inmate activities inside the facility on a continual basis, including activities involving meals, recreation, cleaning activities, personal hygiene, medical care, visitation, mail, and telephone calls: conducts and records regular/periodic population counts of inmates; logs daily movements and activities of inmates; moves/transfers inmates to/from cells, booking areas, court, medical facilities, or other locations as directed; escorts inmates from one area of the facility to another; observes inmates for possible suicide or mental problems; creates inmate work schedules, assigns inmates to work according to skills, and monitors inmates during work assignments; administers disciplinary actions as appropriate.

Investigates inmate complaints, violations, and disputes oversees and conducts disciplinary review investigations; prepares investigative reports.



Supervises, coordinates, and assists with dispensing of medications, administration of first aid, and coordination of emergency medical care per established procedures; responds to inmate requests for other medical attention and determines whether additional medical care may be needed; provides security for inmates confined in hospital.

Compiles or monitors administrative and/or statistical data pertaining to inmate activities or department operations calculates good behavior and earned work credit; computes jail time; computes time served by sentenced inmates for County, City, and Family courts; computes bond and sentences; summarizes data and prepares reports.

Oversees inmate transport functions: coordinates with court personnel and law enforcement agencies regarding transport of offenders; coordinates vehicle maintenance/repair activities; assists in transporting inmates to court, medical facilities, work details, other prisons or law enforcement facilities, or other locations as needed; continually monitors behavior and activities of inmates during transport activities; verifies completion of proper documentation, verifies identity of inmates, and conducts inmate searches prior to transport..

Maintains logs, records, and reports of all incidents, accidents, population counts, and other activities.

Prepares or completes various forms, reports, correspondence, performance appraisals, employee counseling forms, schedules, assignments, security checklists, weapons accountability records, inspection records, checks, balance reports, account records, status reports, logs, lists, incident reports, quality control reports, mileage records, transport/transfer requests, work orders, maintenance requests, classification status reports, time computation sheets, disciplinary reports, investigative reports, court disposition forms, adjudication alerts, headcount sheets, booking documentation, fingerprint records, segregation logs, confining documents, inmate movement sheets, property inventory records, or other documents.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Operates national criminal information computer system (NCIC) to retrieve/update criminal information and motor vehicle/license records enters inquiries on data such as vehicle registrations, driver's license records, criminal histories, warrants, lost/stolen property, or missing/wanted persons; sends/responds to confirmations on warrants; ensures integrity/security of data and adherence to NCIC requirements.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, firearms, chemical weapons, emergency



equipment, security/alarm system, surveillance camera/monitor, door control panel, drug testing kits, processing kits, fingerprint processing machine, handcuffs, restraining devices, baton, flashlight, fire extinguisher, photographic equipment, protective/safety equipment, medical supplies, radio/communications equipment, or hand tools..

Maintains inventory of department equipment and supplies ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with commanding officers, supervisory personnel, employees, other departments, inmates, family members, law enforcement personnel, court personnel, attorneys, bonding companies, medical providers, visitors, the public, vendors, contractors, service providers, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws/ regulations maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS:

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Associates Degree or a minimum of three (3) years' experience that includes progressively responsible detention center operations, administration of detention facility programs and supervision, plus experience in assigned specialized area(s) of assignment (security operations, safety, or fire prevention). Must possess and maintain valid Detention Officer certification (Class 2) from South Carolina Criminal Justice Academy, Basic Instructor Certification from South Carolina Criminal Justice Academy, valid NCIC Terminal Operator certification from South Carolina Law Enforcement Division, and Certified Jail Supervisor (CJS) from the American Jail Association within (1) year of job promotion to Staff Sergeant. Individual will be considered Acting/Temp in position



until CJS Certification is received. Must possess and maintain CPR/First Aid Certification. Minimum 21 years of age possess a valid driver's license with no DUI convictions within last five (5) years. Must be a US citizen, have satisfactory credit history. NO prior criminal domestic violence violations. Must be able to work shift, holidays, weekends.

PERFORMANCE APTITUDES:

Data Utilization – Requires the ability to review, classify, categorize, prioritize and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction – Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity or in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization – Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude – Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude – Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning – Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning – Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE:

Physical Ability – Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials (100 pounds or over).



Sensory Requirements – Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors – Performance of essential functions may require exposure to adverse environmental conditions, such as odors, traffic hazards, humidity, rain, temperature extremes, bright/dim light, disease, pathogenic substances, violence, chemical weapons, firearms, or rude/irate individuals.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____



**Detention Center Lobby Clerk
Detention Center**

JOB SUMMARY:

Under general supervision, performs a multitude of tasks involving the safety and security of the facility; performs routine and standardized duties involving choices of action within the limits as established and defined by state, federal, and local policy, and procedures.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assist with Video Visitation scheduling.

Assist as back-up personnel and relief for Lobby.

Back-up personnel for shift shortages due to Annual Leave, Sick Leave, Bereavement Leave, FMLA and COVID-19 Quarantining.

Assist Team (s) with booking process, meal relief for Central Control and Booking Area.

Inventory, tag, and secure inmate property.

Assist with mail pick-up and drop off, sorting and distributing of mail.

Performs general clerical duties as needed.

Inspects, items brought into the Detention Center ensuring that contraband does not enter the facility.

Observes and controls visitors during and after video visitation.

Communicate effectively with other staff with approved facility communication devices including telephone system, intercom system, and portable or base radios, while demonstrating effective communicative skills with public and staff.

Back-up personnel for State of Emergencies.



Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs; performs basic maintenance of computer systems and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains file system of various files/records for the department; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Communicates with supervisor, employees, other departments, government agencies, attorneys, financial institutions, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations reads professional literature, attends workshops and training sessions as appropriate.

Coordinates with Judges or judge secretary regarding visitors for bond court.

Maintains safety and security of lobby.

Ensures that lobby is cleaned and kept clean throughout the day.

Employee shall comply with all Employer policies, procedures, rules, and regulations, both written and oral, as are announced by the Employer or Designee from time to time.

ADDITIONAL FUNCTIONS:

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

It is not the intention of the Employer to assign duties and responsibilities which are not typically within the scope of characteristics associated with this position, or which may not be required of other employees of similar rank and position. However, the Employer reserves the right to increase and/or revise the Employee's role and responsibilities, whether through reorganization of his/her position or promotion

MINIMUM QUALIFICATIONS:

Must have High school diploma or GED; and or currently enrolled in a college level course or vocational training focusing on criminal justice, office administration and personal



computer operations. Must within 4 months of hire complete and obtain Homeland Security Training Series 700/750/800 and Security Awareness.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.



Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, violence, or rude/irate individuals.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____

Jasper County



Human Resources Department

JOB DESCRIPTION

TITLE: Administrative Clerk
DEPARTMENT: Tax Collector
REPORTS TO: Tax Collector
FLSA Status: Non-Exempt
SUPERVISES OTHERS: No

JOB SUMMARY:

This position is responsible for providing clerical support to the Tax Collector.

MAJOR DUTIES:

- Answers telephone and greets visitors; provides information and assistance; takes messages.
- Enters and posts delinquent tax payments.
Explains tax statements and penalties to the public.
- Makes copies; files reports and related attachments.
- Types letters and memoranda.
- Prepares and mails certified letters.
- Picks up and processes mail.
- Assists Tax Collector with projects.
- Retrieves files, sends and receives faxes, and orders office supplies.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of county and department policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of department operations.
- Skill in using computers and other modern office equipment.
- Skill in oral and written communication.

PHYSICAL DEMANDS:

The work is typically performed while sitting at a desk or table, standing, walking, or stooping. The employee frequently lifts light objects. Ability to see and hear.

WORK ENVIRONMENT:

The work is typically performed in an office.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____ Date: _____



Jasper County

Human Resources Department

JOB DESCRIPTION

TITLE: Geographic Information Systems Technician

DEPARTMENT: Information Technology

REPORTS TO: IT Director

FLSA Status: Non-Exempt

SUPERVISES OTHERS: No

POSITION SUMMARY:

Under basic supervision from the IT Director, performs work in the development and maintenance of geographic and related information. Provides basic training support to end users regarding Geographic Information Systems (GIS) and related hardware and software operations.

MAJOR DUTIES:

- Prepare, collect, organize, and input data to maintain and enhance the County's GIS including field research and GPS data collection and processing.
- Assist with interpreting as-built drawings, construction plans, engineering plans, recorded maps, deeds, legal descriptions, imagery and related source documents and incorporates them into GIS using various methods including coordinate geometry, digitizing, and GPS.
- Assist in the creation and maintenance of multiple GIS layers including parcels, streets, right-of-way, zoning, other development layers, and water and sewer system layers.
- Follow quality assurance and quality control processes, and perform routine data management tasks, such as data validation and correction, queries and editing in GIS to ensure GIS data accuracy, integrity, and completeness.
- Assist with GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products.
- Troubleshoot and support the County's GIS and related hardware and software, including peripheral equipment, printers/plotters, GPS, and other mobile devices in conjunction with other Technology Division staff.
- Maintain confidentiality of work-related issues and County information.
- Performs other duties as apparent or assigned.

KNOWLEDGE REQUIRED:

Sufficient comprehension to deal with and resolve unusual and difficult problems. Thorough knowledge of the principles, practices and procedures of planning, design, and technology; advanced or skilled knowledge of data processing practices; ability to plan, organize and direct the work of administrative assistant; ability to communicate technical ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees.

MINIMUM QUALIFICATIONS:

High School diploma or GED equivalent; college education in Information Technology, GIS, Geography, Urban Planning, Civil Engineering, or related field AND two years of experience utilizing geographic information systems including ESRI suite of products; OR an equivalent combination of education, training, and experience. One year of experience with databases and digitizing as-built drawings plans is preferred. Must possess a valid South Carolina's Drivers License.

PHYSICAL DEMANDS:

May be required to lift and carry items weighing up to 75 pounds. Worker is frequently sitting and occasionally requires standing and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally performed in an office location.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee signature: _____

Date: _____

AGENDA ITEM:

XII

New Business item C



AGENDA ITEM:

XII

New Business item D



Jasper County Finance Department

358 Third Avenue, Post Office Box 1149
Ridgeland, South Carolina 29936
Phone (843) 717-3692 Fax (843) 717-3626

Kimberly Burgess, CPA
Director of Administrative Services
kburgess@jaspercountysc.gov

Jasper County Council Bid Presentation Concrete Pad and Steel Building

Meeting Date:	July 19, 2021
Subject:	Bid presentation for Concrete Pad and Steel Building at Emergency Services building
Recommendation:	Accept bid proposal from Davis Builders, LLC for \$57,500
Submitted for:	Council to accept the bid proposal submitted by Davis Builders, LLC in the amount of \$57,500

Description: Jasper County advertised for sealed bids for the construction of a concrete pad and steel building at the Jasper County Emergency Services Building in Ridgeland. The bids were due to the County at 11 AM on June 21, 2021. Three bids were received timely. The perceived low bidder is Davis Builders, LLC for a total of \$57,500. The concrete pad and steel building will be used to store special needs medical equipment for the Regional Emergency Shelter and is partially funded by a Assistant Secretary for Prepared and Response Federal grant (ASPR) under the Health and Human Services Department in the amount of \$32,000 with a close-out deadline of September 30, 2021. The grant match of \$25,500 will be paid from the grant match line item (010-095-2615.)

Recommendation: Staff recommends that the Council accept the bid proposal submitted by Davis Builders, LLC in the amount of \$57,500 and authorize Mr. Fulghum to execute all necessary documents.

Attachments:

- Bid Tab
- Davis Builders, LLC bid
- CBS Builders, LLC bid
- Associates Roofing and Construction, Inc. bid
- Advertisement for Bid
- Bid Notice

June 24, 21

11:00 AM

Kim Burgess
Mike Cassiter



Jasper County Bid Sheet

Rebid RFQ # 2021-14 Concrete
Pool & Metal Building

Company Name	Address	Amount of Bid	Remarks/Total
Davis Builders LLC		\$ 57,500.00	
Associates Roofing & Construction Inc.		\$ 123,200.00	
CBS Builders, LLC		\$ 78,058.00	

Response to RFQ 2021-14 - Concrete Pad and Metal Building

From Davis Builders LLC

SC General Contractor Number 120048

Acknowledge Addendum 1 (6/9/2021) and Addendum 2 (6/9/2021)

Project cost to provide concrete pad and metal building per the bid documents =

\$57,500⁰⁰ Fifty seven thousand five hundred dollars

Bid bond is attached.

Signed by Davis Builders LLC owner James K. Davis, Jr.

James K. Davis, Jr.

Dated:

6/21/2021

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that **WE DAVIS BUILDERS, LLC** 20 Swan Lake Drive Sumter, SC 29150

(Here insert full name, and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and **Capitol Indemnity Corporation Madison, WI 53705** a corporation duly organized under the laws of the State of **WI** as Surety, hereinafter called the Surety, are held and firmly bound unto **Jasper County 358 Third Avenue, Suite 304 Ridgeland, SC 29936**

(Here insert full name, and address or legal title of Owner)

as Oblige, hereinafter called the Oblige, in the sum of **5.00%** Attached Bid

For the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for
RBF #2021-14 - Concrete Pad and Steel Building

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this **21st** day of **June, 2021**

DAVIS BUILDERS, LLC

(Principal)

(Seal)

(Witness)

Capitol Indemnity Corporation

(Surety)

(Seal)

Mark D. Leskanic, ATTORNEY-IN-FACT

(Witness)

**CAPITOL INDEMNITY CORPORATION
POWER OF ATTORNEY**

CIC1915618

Bond Number

KNOW ALL MEN BY THESE PRESENTS, That the **CAPITOL INDEMNITY CORPORATION**, a corporation of the State of Wisconsin, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

----- MARK D. LESKANIC; MATTHEW LESKANIC -----

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

----- ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED: \$20,000,000.00 -----

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **CAPITOL INDEMNITY CORPORATION** at a meeting duly called and held on the 15th day of May, 2002.

"RESOLVED, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

IN WITNESS WHEREOF, the **CAPITOL INDEMNITY CORPORATION** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2020

Attest:

Ryan J. Byrnes
Senior Vice President,
Chief Financial Officer and Treasurer

Suzanne M. Broadbent
Assistant Secretary

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.

On the 1st day of January, 2020 before me personally came John L. Sennott, Jr., to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut, that he is Chief Executive Officer and President of **CAPITOL INDEMNITY CORPORATION**, the corporation described in and which executed the above instrument, that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



CAPITOL INDEMNITY CORPORATION

John L. Sennott, Jr.
Chief Executive Officer and President



David J. Regele
Notary Public, Dane Co., WI
My Commission Is Permanent

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.

I, the undersigned, duly elected to the office stated below, now the incumbent in **CAPITOL INDEMNITY CORPORATION**, a Wisconsin Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 21st day of June 20 21



Andrew B. Diaz-Matos
Senior Vice President, General Counsel and Secretary

THIS DOCUMENT HAS BEEN GENERATED FOR A SPECIFIC BOND. IF YOU HAVE ANY QUESTIONS CONCERNING THE AUTHENTICITY OF THIS DOCUMENT CALL 800-475-4450.

CIC-ePOA-M (Rev. 01-2020)

**Transmittal
CBS Builders, LLC
460 Abbey Glen Way
Hardeeville, SC 29927**

From: Ron Carfield

To: Michael Lassiter Jr.

Email: rkcarfield@gmail.com

Project: Jasper Emergency Building

Phone: 803-522-5872

RFQ# Rebid RFQ 2021-14

Ref: Bid Date 6/21/21

Date: 6/21/21

This is a firm bid proposal for materials and labor to construct (1) 22'x71'x12' metal building 3:12 roof slope.

Accessories included:

(4) 12'x10' coil roll up doors with chain hoist.

(1) 3070 steel walk door including handicap lever hardware

Insulation included in roof and walls R-16 foil reflective

Concrete footings (3000 psi) and reinforced concrete slab (4,000 psi) as recommended.

Foundation design is based on 2,000 psf soil bearing pressure.

Due to the volatility of the steel industry, manufacturers are limiting price guaranty for only 5 days. Currently, the metal building being specified for this project has a projected delivery date of 8-10 weeks and approximately 2 week installation period. I believe if building order is placed immediately, your deadline can be met. If order is delayed, both steel prices and delivery time will increase. Choice Building is the manufacturer—same as first building.

Total proposed price includes taxes, permit and bond: \$ 78,058.00

Alternate 1: Sitework allowance removal of approximately 200 cubic yards of unsuitable material and replacement with compacted fill.

Total price: \$ 7,920.00

Included is three references for your review. If awarded contract an extended list of references will be issued.

Thank you,

Ronald K. Carfield



June 21, 2021

Re: Jasper County Fire Rescue Bdg

We propose to provide labor, materials, equipment, and expenses to build (1) 22'x71'x12' metal building on new concrete pad.

There will be (4) 12'x10' manual lift roll up doors.
There will be (1) standard 3'0 entry door.

Total cost for this work shall be \$123,200.00.

Respectfully,

Calvin Mason

Associates Roofing & Construction, Inc.

Hereby Certifies:

ASSOCIATES ROOFING & CONSTRUCTION INC

1135 BURGESS RD
MURRELLS INLET SC 29576

Having given satisfactory evidence of the necessary qualifications required by laws of the State of South Carolina and is duly qualified and entitled to practice as a:

GENERAL CONTRACTOR

for the Classification(s) and Group Limitation* shown below:

Building-BD5, Marine-MR5, Specialty Roofing-SR5, Water & Sewer Lines-WL5, Grading-GD5

LICENSE NUMBER:.....G15469

* Group Limitations - \$Amount Per Job:
Group #1 - \$50,000 Group #3 - \$500,000
Group #2 - \$200,000 Group #4 - \$1,500,000
Group #5 - \$Unlimited

Expiration Date:10/31/2022


Administrator

Initial License Date:09/08/1993

Qualifying Party(s) (Primary GP displays "PQ?": CALVIN MASON (CQG:3992 PQ), KEVIN MASON (CQG:14872 PQ), JOSEPH TURNER DICKINSON (CQG:30061 PQ), WANDA MASON (CQG:3993 PQ)

It is at the discretion of the licensee to designate whomever they elect to pull permits and conduct business for this license.

NOTICE TO BIDDERS

REBID RFQ #2021-14

Notice is hereby given that sealed bids will be received for a CONCRETE PAD AND THE PROVISION AND ERECTION OF A PREFAB STEEL BUILDING for the Jasper County Fire Rescue, by Jasper County, South Carolina, until the 21ST day of June 2021 at 11:00 A.M. at which time all bids received timely will be opened. There will be a mandatory pre-bid meeting on June 15, 2021, at 10:30 AM. Project must be complete by September 30, 2021. Bid details may be found on the County's Vendor Registry webpage, a link to which may be found under "What's New", Bids & Solicitations", on the County's website at www.jaspercountysc.gov.

NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received for a Concrete pad and Prefab Steel Building for Jasper County Fire-Rescue by Jasper County, South Carolina, until the 16th day of June 2021 at 11:00 A.M. at which time all bids received timely will be opened. There is mandatory pre-bid June 8, 2021, at 10 a. m. Project must be complete by September 30, 2021.

Due to the building closure to the public, the bid opening will be held via Zoom. To be deemed "received" a bid must be submitted electronically through the County's Vendor Registry webpage to ensure that it remains sealed until the scheduled bid opening date and time. A link to Jasper County's Vendor Registry webpage may be found under "What's New", Bids & Solicitations", on the County's website at www.jaspercountysc.gov.

The County's point of contact for this project is RUSSELL WELLS, who can be reached at (843) 726-7607.

Description of Work:

Jasper County will be accepting bid to provide a concrete pad and erect a metal building for Jasper County Fire -Rescue located on 1509 Grays Hwy, Ridgeland, SC 29936. This concrete pad must be able to support a 22x71x12 metal building. The building must measure in size 22' x 71' x 12'. There must be roll up doors with a manual lift which measure 4 "12"x 10' and 1 standard entry door minimum width 36".

Bid Requirements:

The successful bidder will be required to furnish to the Owner a Performance Bond and a payment bond, each in the amount of one hundred percent (100-percent) of the Contract Price. The successful bidder will also be required to provide a Certificate of Liability and Worker's Compensation.

Each Bidder must be qualified under the provisions of the most current State of South Carolina Contractor's Licensing Law Code. No bid will be considered unless the bidder is legally qualified under the provisions of the South Carolina Contractor's Licensing Law. By submitting a bid Bidder is certifying that it has independently determined that its licensure is adequate to authorize it to submit the bid. A copy of the contractor's license must be submitted with proposal. The successful bidder must also possess or obtain a business license for the town of Ridgeland.

All Bids will remain subject to acceptance for thirty (30) days after the day of the Bid opening. The County of Jasper (Owner) reserves the right to reject any or all bids, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional Bids. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.

Bidders on this work will be required to comply with the President's Executive Order No. 11246 and Order No. 11375 which prohibit discrimination in employment regarding race, creed, color, sex, or national origin; Title VI of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act, the Contract Work Hours and Safety Standards Act, and 40 CFR 33.240



ADDENDUM # 1
REBID RFQ #2021-14
CONCRETE PAD AND STEEL BUILDING
June 21, 2021

The bid due date has changed to 11:00 AM on June 21, 2021 and the pre-bid meeting date has changed to 10:30 AM, Tuesday June 15th at the Jasper County Emergency Services Building, 1509 Grays Highway, Ridgeland, SC 29936. The pre-bid meeting is not mandatory, but it is highly recommended that interested bidders attend. All other information remains the same.



ADDENDUM # 2
REBID RFQ #2021-14
CONCRETE PAD AND STEEL BUILDING
June 21, 2021

The bid opening will be held in the Jasper County Council Chamber. It will **not** be an electronic meeting. All bids must be received by Monday, June 21, 2021, at 11:00 A.M. To be deemed "received" a bid must be submitted electronically through the County's Vendor Registry webpage to ensure that it remains sealed until the scheduled bid opening date and time or may be delivered to the address below. A link to Jasper County's Vendor Registry webpage may be found under "What's New", Bids & Solicitations", on the County's website at www.jaspercountysc.gov.

Kimberly Burgess, Director of Administrative Services
Jasper County
P O Box 1149
Ridgeland, SC 29936

AGENDA ITEM:

XIV

Council Members Comments



AGENDA ITEM:

XV

Administrator's Report





OFFICE OF THE JASPER COUNTY ADMINISTRATOR

358 Third Avenue - Courthouse Square - Post Office Box 1149
Ridgeland, South Carolina 29936 - 843-717-3690 - Fax: 843-726-7800

Andrew P. Fulghum
County Administrator
afulghum@jaspercountysc.gov

Administrator's Report July 19, 2021

1. Workshop/Special Called Meeting - Monday, August 9, 2021:

For timing and presenter availability reasons, staff has identified a need for either a County Council workshop or special meeting for the purpose of:

- 1) Receiving a presentation by AECOM re: the SC 170 Corridor Access Management Study
- 2) Adopting a plan for the use of Coronavirus State and Local Fiscal Recovery Funds

Chairwoman Clark has agreed to call such a meeting on Monday, August 9 at 4:00 p.m. I would like to confirm that a majority of councilmembers will be able to attend.

2. Form of Government:

I have received some questions re: Beaufort County Council's effort to call for a referendum as to the voter's choice of form of government (Council/Administrator or Council/Manager). Following this report is a copy of Beaufort County Council's ordinance as well as some general information about the various forms of County Government in South Carolina.

3. COVID-19 Update:

Chief Wells will provide the most current statistics for you.

The County Administrator's Progress Report and any miscellaneous correspondence, agendas, and minutes follow this report.

ORDINANCE 2021/ _____

AN ORDINANCE TO CALL FOR A REFERENDUM TO ALLOW THE QUALIFIED ELECTORS OF BEAUFORT COUNTY, SOUTH CAROLINA TO VOTE TO RETAIN THE COUNCIL/ADMINISTRATOR FORM OF GOVERNMENT OR CHANGE TO THE COUNCIL/MANAGER FORM OF GOVERNMENT, AND OTHER MATTERS RELATED THERETO.

WHEREAS, this Ordinance is authorized pursuant to Section 4-9-10 of the South Carolina Code of Laws (1976), as amended. The purpose of this Ordinance shall be to provide for a referendum to allow the qualified electors of Beaufort County, South Carolina to vote to retain the current Council-Administrator form of government or to change to the Council-Manager form of government; and

WHEREAS, the Beaufort County Board of Voter Registration and Elections shall take such steps as are necessary and appropriate to hold a referendum in conjunction with the election to be held on November 2, 2021 to allow the qualified electors of Beaufort County, South Carolina to vote on the issue of retaining the current Council-Administrator form of government or changing to the Council-Manager form of government as provided for in Section 4-9-610, et. Seq., Code of Laws of South Carolina (1976) as amended; and

WHEREAS, the question for such referendum shall be stated as follows:

Should the form of Beaufort County's government be changed from that of a Council-Administrator form of government as set forth in S.C. Code of Laws Title 4, Chapter 9, Article 7 (1976, as amended) to that of a Council-Manager form of government as set forth in S.C. Code of Laws Title 4, Chapter 9, Article 9 (1976, as amended) and provide for the appointment of the County Treasurer and County Auditor?

[] Yes (A "yes" vote is a vote in favor of changing the current form of government to a Council-Manager form of government which could provide for the appointment of the County Treasurer and County Auditor.)

[] No (A "no" vote is a vote to retain the current Council-Administrator form of government and provide for the continued election of the County Auditor and County Treasurer.)

NOW, THEREFORE BE IT ORDAINED, the Beaufort County Board of Voter Registration and Elections shall conduct a referendum as stated above, publish appropriate notices of election, comply with all other notices and requirements as set forth in law, and shall verify the results of such referendum as provided by law.

Should the present form of government receive a majority favorable vote of those qualified electors voting, the present form shall continue without further action by the Beaufort County Council. Should the Council-Manager form of government receive a majority favorable vote of those

qualified electors voting, then, in such event, the Beaufort County Council shall enact an Ordinance establishing the new form of government in accordance with the provisions of applicable law.

APPROVED AND ADOPTED BY THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, ON THIS _____ DAY OF _____, 20_____.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
Joseph Passiment, Chairman

APPROVED AS TO FORM:

W. Kurt Taylor, County Attorney

ATTEST:

Sarah W. Brock, Clerk to Council

First Reading:
Second Reading:
Public Hearing:
Third and Final Reading:

Forms of County Government

Council

In the council form of government, all responsibility for policy making and administration of county government is vested in the county council. The council shall consist of not less than three nor more than 12 members. Although omitted from the state statute, the terms of council members in this form, as in the other forms, shall be two or four years as determined by the county council. This form is unique in that there is no county executive. The council retains executive and legislative power. However, it may designate one of its members, such as the Chairman, to act in its behalf and assign him additional administrative duties, or it may designate some other appointive employee to act in such capacity at the council's discretion.

Council-Supervisor

Counties adopting the council-supervisor form of government shall consist of not less than two nor more than 12 council members, elected for two or four year terms. The supervisor is elected at-large and shall serve as chairman of the county council and is elected also for a two or four year term of office. The law states that the supervisor may vote only to break tie votes on the council.

The salary of the supervisor is determined by the council by ordinance and may be changed during the term for which he is elected so long as the supervisor does not vote on the question. State law prescribes the powers and duties of the county supervisor. They include, but are not limited to, the following:

- (1) serving as chief administrative officer of the county;
- (2) executing the policies and legislative actions of the council;
- (3) directing and coordinating the operations of the county;
- (4) preparing annual operating and capital budgets for the council;
- (5) supervising the expenditure of county funds;
- (6) preparing reports for the council on finances and administrative activities;
- (7) recommending measures to the council for adoption;
- (8) serving as presiding officer of the council and voting in ties;
- (9) serving as official spokesman for the council;
- (10) inspecting the books, accounts, records, or documents pertaining to the property, money or assets of the county;
- (11) being responsible for the administration of the county's personnel policies approved by the council, including salary and classification plans;
- (12) being responsible for the employment and discharge of personnel, including the county attorney, subject to the appropriation of funds by council.

State law provides that the council may not remove any county administrative officers or employees appointed by the supervisor or his subordinates except by two-thirds vote of the council present and voting. The law also provides that neither the council nor individual members shall give direct orders to any county employee, publicly or privately, except for purposes of inquiries or official investigations.

Forms of County Government

Regarding other elected officials of county government, the law states that except for organizational policies established by the council the supervisor shall not have authority over those elected officials whose offices were created by either the state Constitution or by general law.

Council-Administrator

The council in the council-administrator form of government shall consist of not less than three members nor more than 12 members. Council members are again elected either for two or four year terms of office. The administrator is an appointive official employed by the council who is to be the administrative head of the county government responsible for administration in all departments subject to the council's control. The council may employ the administrator for a definite term or not, at its discretion. Should the council decide to terminate the administrator, he shall be given a written statement of the reasons for termination and has the right to a public hearing at a council meeting.

The powers and duties of the county administrator are outlined in state law and include the following:

- (1) serving as chief administrative officer of the county;
- (2) executing the policies, directives and legislative actions of the council;
- (3) directing and coordinating operations of the county;
- (4) preparing annual operating and capital budgets for the council, and requiring such reports, estimates and statistics as necessary from county departments and agencies;
- (5) supervising the expenditure of appropriated funds;
- (6) preparing financial and administrative reports for the council;
- (7) administering county personnel policies, including salary and classification plans approved by council;
- (8) employing and discharging county personnel, subject to council appropriation of funds for that purpose;
- (9) and performing other duties as required by the council.

The administrator is specifically directed by law to inform the council of anticipated revenues and the amount of tax revenue required to meet the financial requirements of the county when he presents proposed operating and capital budgets to the council.

As in the supervisor form, the administrator has no authority over any elected officials of the county whose offices were created by the state Constitution or laws, with the exception of applying general organizational policies adopted by the council. And, except for purposes of inquiries and investigations, the county council shall not deal with county officers and employees who are subject to the direction and supervision of the administrator except through the administrator. Neither the council nor its members are to give orders or instructions to county employees.

Council-Manager

Forms of County Government

The council in the council-manager form of government shall consist of not less than five nor more than 12 members. As in the other forms of county government, the council members are elected for either two or four year terms of office. The county manager is an appointed official who reports to the county council. His powers and duties are identical to those of the county administrator discussed above. In fact, the differences between the council-manager and council-administrator forms of county government concern the county treasurer and auditor, and the number of council. State law provides that in the manager form of government the treasurer and auditor may be appointed by the county council rather than elected. The council must determine the method of selection and, if appointive status is preferred, must pass an ordinance to that effect. Once made appointive officers, the auditor and treasurer are subject to control by the council and the manager in the same manner as other appointed department heads of the county. Similar restrictions apply in the manager form regarding council's powers over elected officials as in the other forms of county government.



OFFICE OF THE JASPER COUNTY ADMINISTRATOR

358 Third Avenue - Courthouse Square - Post Office Box 1149
Ridgeland, South Carolina 29936 - 843-717-3690 - Fax: 843-726-7800

Andrew P. Fulghum
County Administrator

afulghum@jaspercountysc.gov

Progress Report June 21, 2021-July 19, 2021

1. **Jasper Ocean Terminal (JOT):**
Received information from Sen. Davis. Scheduled for County Council discussion in executive session on July 19.
2. **Jasper County Detention Center:**
Telephone discussions with Detention Center staff and Hardeeville City Police Chief June 22-23 re: intake procedures/acceptance of detainees. Meeting with Detention Center staff on June 22. Most jails in SC Counties are operated by the Sheriff of the County. Most of those Sheriff run facilities have agreements with arresting agencies as to such procedures. Jasper County is at a point in time where such agreements are needed. I have requested that Sheriff Hipp request some examples from the SC Sheriff's Association and that Chief Woodward request some examples from other municipalities in SC. Once examples are received, staff will work with the arresting agencies to produce written agreements for County Council's consideration.
3. **Local Option Sales Tax (LOST) Presentation:**
Meetings with staff to draft presentation for Councilmember Kemp's presentation to the Greater Island Committee.
4. **Independence Day Break:**
Combination vacation/holiday July 2-5.
5. **Purchase of Property - Project Fence:**
Option agreement terminated. Earnest money returned. Payment for appraisal made.
6. **Tropical Storm Elsa:**
Monitored weather briefs and emergency operations status.

7. **Exit 3:**
Responded to workgroup re: proposed meeting with STIB on July 7. Meeting cancelled on July 6. Discussion with County Council scheduled for executive session on July 19.
8. **Filling of Emergency Services Director Position:**
Press release drafted and released.
9. **American Rescue Plan Act of 2021 and Congressionally Directed Spending:**
Discussions with consultant. Discussions with staff re: proposed plan for use of State and Local Fiscal recovery Funds for Council's consideration. To be discussed at County Council workshop on July 19 and proposed to be further discussed and adopted at special called County Council meeting on Aug. 9.
10. **FY-2022 Budget Action Items:**
Met with staff to review and draft proposed, new organization chart. Discussed position descriptions for new positions authorized in the budget. Position descriptions and organization chart to be brought before the County Council at the Council's July 19 meeting.
11. **Various Development Projects:**
Two meetings with staff and developer re: a proposed, new, market-rate apartment complex. Meeting with developer seeking boundary change from Beaufort County to Jasper County.
12. **Fulghum on annual vacation:**
July 7-16.
13. **Other Meetings/Events Attended or Scheduled to Attend:**
Southern Lowcountry Regional Board Meeting on June 22.



Henry McMaster
Governor

SOUTH CAROLINA
DEPARTMENT OF COMMERCE

Robert M. Hitt III
Secretary

May 19, 2021

Mr. Andrew P. Fulghum
Administrator, Jasper County
Post Office Box 1149
Ridgeland, South Carolina 29936

Re: C-20-3421 - Rural Infrastructure Fund Grant – Project Ocean - Jasper County

Dear Mr. Fulghum:

The South Carolina Coordinating Council has authorized conditional approval to proceed with development of the above referenced project. Approval is contingent on the understanding that expenses incurred prior to formal approval of the application are at the risk of the company and Jasper County.

If the company desires to select a private contractor to undertake all or any part of the scope of work of any portion of the above-referenced project to be funded by the grant, then the selection of that contractor by the company must follow at a minimum the bidding requirements set forth in Exhibit A attached hereto.

If I can be of further assistance, please contact me at (803) 737-2024.

Sincerely,

A handwritten signature in blue ink that reads "Alan D. Young".

Alan D. Young
Executive Director
SC Coordinating Council for Economic Development

cc: Danny R. Black
Julius Weathers

Exhibit A

Bidding Process to be used for Costs to be reimbursed with Grant Funds

1. Use full and open competition to the maximum extent practicable.
2. Permit acquisitions without competition only when the purchasing agent determines in writing, after conducting a good faith review of available sources, that there is only one source for the required timely supply, service, or construction item. A copy of such written determination must be included with any request to disbursement of grant funds to reimburse for the costs of such supply, service or construction item. In addition, the company must maintain a copy of such written determination as set forth in Section 12 of the Agreement.
3. Restrict competition only when necessary to satisfy a reasonable public requirement.
4. Provide clear, adequate, and sufficiently definite information about project needs to allow bidders to enter the acquisition on an equal basis.
5. Use reasonable methods to publicize bidding requirements and timely provide solicitation documents (including amendments, clarifications and changes in requirements).
6. State in solicitations the bases to be used for evaluating bids and proposals and for making the award.
7. Evaluate bids and proposals and make the award based solely on the criteria in the solicitation.
8. Grant maximum public access to procurement information subject to the Company's needs to protect its trade secrets, proprietary or confidential source selection information, and personal privacy rights.
9. Ensure that all parties involved in the bidding process participate fairly, honestly, and in good faith.
10. Recognize that adherence to these bidding process requirements is essential to maintenance of the integrity of the project.



OFFICE OF THE JASPER COUNTY ADMINISTRATOR

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue - Courthouse Square - Post Office Box 1149
Ridgeland, South Carolina 29936 - 843-717-3690 - Fax: 843-726-7800*

Andrew P. Fulghum
County Administrator

afulghum@jaspercountysc.gov

June 4, 2021

VIA Electronic Mail Delivery

Jennifer R. Druce, SCCED
South Carolina Department of Commerce
1201 Main Street, Suite 1600
Columbia, SC 29201

Re: SCDOC LocateSC Site Enhancement Initiative Round 6
Jasper County – Sherwood Tract

Dear Ms. Druce:

On behalf of Jasper County, we appreciate the continued support of the South Carolina Department of Commerce for industrial product development and recruitment in our County. We are excited about this opportunity to take another step forward in preparing the Sherwood site for a major industry in Jasper County.

Jasper County can provide \$5,000 to serve as a match or portion of the total project cost if the grant is awarded. These funds would be available during any point of the project if it proceeds. If I may be of further assistance, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew P. Fulghum", is written over a circular blue stamp.

Andrew P. Fulghum, ICMA-CM



SOUTHERN LOWCOUNTRY REGIONAL BOARD MEETING AGENDA

**TOWN OF BLUFFTON, ROTARY COMMUNITY CENTER AT OSCAR
FRAZIER PARK- 11 RECREATION COURT, BLUFFTON, SC 29910**

Tuesday, June 22, 2021 10:00 a.m.

I. CALL TO ORDER

II. OLD BUSINESS

1. Report from the Housing Trust Fund Committee—Asakura Robinson & Eric Greenway, Beaufort County Administrator.

III. NEW BUSINESS

No new business.

IV. DISCUSSION

An update of bike/pedestrian trails will be presented at the next meeting—Robert Merchant, Community Development Department Deputy Director of Beaufort County.

V. ADJOURNMENT

NEXT MEETING DATE:

Tuesday, July 27, 2021 at 10:00 a.m.

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843 706 4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

MARGIE BRIGHT MATTHEWS
SENATOR, ALLENDALE, BEAUFORT, CHARLESTON,
COLLETON, HAMPTON, AND JASPER COUNTIES
SENATORIAL DISTRICT NO. 45

HOME ADDRESS:
P.O. BOX 499
WALTERBORO, SOUTH CAROLINA 29488



COMMITTEES:
CORRECTIONS AND PENOLOGY
FISH, GAME AND FORESTRY
JUDICIARY
MEDICAL AFFAIRS
S.C. ACCESS TO JUSTICE COMMISSION
TRANSPORTATION

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FAX (803) 212-6299
MARGIEBRIGHTMATTHEWS@SCSENATE.GOV

June 29, 2021

Andrew P. Fulghum
Jasper County Administrator
358 Third Avenue
Ridgeland, SC 29936

Dear Administrator Fulghum:

I regret to inform you that your budget request was not approved in the Budget Conference Committee's final allocations. However, pursuant to the CARES (Coronavirus Aid, Relief and Economic Security) Act, I will resubmit your request in the Fall. Please be assured that I will do everything I can to pursue the funding you requested.

If you have any questions or need additional information, please do not hesitate to contact me.

With best wishes and kind regards, I remain

Sincerely,


Margie Bright Matthews