



Effingham County
Georgia
Board of Commissioners

(TENTATIVE) BOARD OF COMMISSIONERS REGULAR MEETING

September 20, 2022 – 5:00 PM

Effingham County Administrative Complex
Meeting Chambers

804 South Laurel Street, Springfield GA 31329

The Georgia Conflict of Interest in Zoning Action Statute (O.C.G.A. §§ 36-67A-1 et seq.) requires disclosure of certain campaign contributions made by applicants for rezoning actions and by opponents of rezoning application. A rezoning applicant or opponent of a rezoning application must disclose contributions or gifts which in aggregate total \$250.00 or more if made within the last two years to a current member of Effingham County Planning Board, Board of Commissioners, or other Effingham County official who will consider the application. The campaign contribution disclosure requirement applies to an opponent of a rezoning application who publishes his or her opposition by appearance before the Planning Board or Board of Commissioners or by any other oral or written communication to a member or members of the Planning Board or Board of Commissioners. Disclosure must be reported to the Board of Commissioners by applicants within ten (10) days after the rezoning application is filed and by opponents at least five (5) days prior to the first hearing by the Planning Board. Any person knowing failing to comply with these requirements shall be guilty of a misdemeanor.

"Individuals with disabilities who require special needs to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities should contact the County Clerk at 912-754-2123 promptly to afford the County time to create reasonable accommodations for those persons."

****PLEASE TURN OFF YOUR CELL PHONE**

Agenda

Watch us live on our YouTube page:

<https://www.youtube.com/channel/UC9wRzS6f2pHHZG3IgRk3OUQ>

- I. Call to Order**
- II. Roll Call**
- III. Invocation**
- IV. Pledge to the American Flag**
- V. Agenda Approval** - Consideration of a resolution to approve the agenda
- VI. Minutes** - Consideration to approve the September 6, 2022 work session and regular meeting minutes and the September 9-11, 2022 retreat minutes
- VII. Public Comments** - Comments shall pertain to the agenda items only. Should you wish to make remarks, clearly state your full name into the microphone before commencing to speak
- VIII. Correspondence** - Documents from this meeting are located in the Clerk's Office and on the Board of Commissioner's website
- IX. Introduction** - presentation of new team members in the 4-H department by Mr. Blake Carter
- X. Presentation - 5:15 pm**
 - 1. Presentation by the Coastal Region Metropolitan Planning Organization (CORE MPO) on the development of the 2050 Metropolitan Transportation Plan (MTP)

XI. Consent Agenda - This section shall include all routine items for which there will be no discussion. Should a need arise for a debate the item can be moved to the appropriate area of the agenda

1. **[2022-522 Proposal]**

Consideration to approve ratification for Soil and Groundwater Sampling at the former Atlas Sand Mine property for Trammco Environmental Solutions, LLC

2. **[2022-523 Proposal]**

Ratification of Approval of a Proposal by Lariscy Technology Solutions to Develop a Technology Strategic Plan

3. **[2022- 524 Form]**

Consideration to approve the 2023 ACCG Group Self-Insurance Workers Compensation Fund Contact Form

XII. New Business

1. **[2022-525 Purchase]** *Clint Hodges*

Consideration to approve ta Quote from Georgia Fire & Rescue Supply for the purchase of Hydraulic Rescue Tools

2. **[2022-526 Job Descriptions]** *Sarah Mausolf*

Consideration to approve various Job Descriptions for the Development Services department

3. **[2022- 527 Positions]** *Sarah Mausolf*

Consideration to approve the addition of five (5) School Resource officers to the 2022-2023 budget of the Sheriffs Office

4. **[2022- 528 Change Order]** *Alison Bruton*

Consideration to approve Change Order# 2 with Pond & Company related to the Stormwater Master Plan

5. **[2022- 529 Resolution]** *Teresa Concannon*

Consideration to approve Resolution# 022-043 to adopt the FY2022 Capital Improvement Element (CIE) annual update

6. **[2022- 530 Change Order]** *Alison Bruton*

Consideration to approve Change Order #1 for Agreement 22-25-010 with McLendon Enterprises, Inc. for the LMIG 2022 and other road work

7. **[2022- 531 Quote]** *Alison Bruton*

Consideration to approve a Quote from Stryker for the purchase of two stretchers for new ambulances for EMS

8. **[2022- 532 Purchase]** *Alison Bruton*

Consideration to approve the of Purchase of Two (2) New Ambulances for EMS

9. **[2022- 533 Appointments]** *Stephanie Johnson*

Consideration to approve appointments and reappointments to the Recreation Board

- XIII. Reports from Commissioners & Administrative Staff**
- XIV. Executive Session** - Discussion of Personnel, Property and Pending Litigation
- XV. Executive Session Minutes** - Consideration to approve the September 6, 2022 executive session minutes
- XVI. Adjournment**

Who we are

A Metropolitan Planning Organization (MPO) provides a forum for local decision-making regarding federal transportation funds provided or allocated to the urbanized area. The Coastal Region MPO (CORE MPO) is the MPO for the Savannah region and is staffed by MPC.

Melanie Wilson is the Executive Director

Wykoda Wang is the Director of Transportation Administration

CORE MPO Board Composition

- Chairman, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Chairman or designee, Effingham County Commission
- Mayor, City of Savannah
- Councilman or designee, City of Savannah
- Councilman or designee, City of Savannah
- Mayor or designee, City of Bloomingdale
- Mayor or designee, City of Garden City
- Mayor or designee, City of Port Wentworth
- Mayor or designee, City of Pooler
- Mayor or designee, City of Richmond Hill
- Mayor or designee, City of Tybee Island
- Mayor or designee, Town of Thunderbolt
- Mayor or designee, Town of Vernonburg
- Commissioner or designee, Georgia Department of Transportation
- Chairman, Metropolitan Planning Commission
- CEO, Chatham Area Transit Authority
- Chairman or designee, Chatham Area Transit Authority
- Executive Director or designee, Savannah Airport Commission
- Chairman, COREMPO Economic Development and Freight Advisory Committee
- Chairman, COREMPO Citizens Advisory Committee
- Chairman, COREMPO Advisory Committee on Accessible Transportation



2050 Metropolitan Transportation Plan Update

The Coastal Region Metropolitan Planning Organization (CORE MPO) is in the process of developing the 2050 Metropolitan Transportation Plan (MTP) called “**Moving Forward Together 2050**” for the Savannah metropolitan region. The 2050 MTP is a comprehensive blueprint for the Savannah region’s transportation improvements aimed at meeting mobility needs through the next 20+ years.

CORE MPO needs your input on updating the MTP for the Savannah metropolitan region. You know best what your community needs! Your input provides recommendations that reflect real world solutions to improve the overall quality of life for you and other residents in the coastal region.



Get Involved

Public involvement is crucial in the 2050 Metropolitan Transportation Plan Update! **You** are the transportation system users and all the decisions made will affect your everyday life.

Ways to Get Involved!

- Attend one or more of the public meetings.
- Take the 2050 MTP Survey to provide your feedback on transportation investment priorities.
- Take the 2050 MTP Map Survey to report your travel problems and suggest solutions in specific locations.
- Visit the 2050 MTP website to get updates on the plan development process and provide comments.
- Join our social media to get updates.
- Scan the QR Code for providing feedback.

September Public Meetings

- **September 12, 6:00 pm**, First African Baptist Church
23 Montgomery Street, Savannah GA 31401
- **September 13, 11:00 am (Virtual Meeting)**
<https://us06web.zoom.us/j/86713926236>
- **September 19, 6:00 pm, (Virtual Meeting)**
<https://us06web.zoom.us/j/84940194921>
- **September 20, 5:00 pm**, Effingham County Ga Admin. Complex
804 S Laurel Street, Springfield GA 31329
- **September 20, 5:30 pm**, Richmond Hill City Hall
40 Richard Davis Drive, Richmond Hill GA 31324

Contact Us

Phone: 912.651.1466

Email: wangw@thempc.org

Web: www.thempc.org/Core/Mtp2050

Instagram: [@coastalregionmpo](https://www.instagram.com/coastalregionmpo)

Facebook: <https://www.facebook.com/profile.php?id=100084940521503>



CORE MPO



Purpose

The CORE MPO Board sets regional and long-term transportation policies; prioritizes projects; and approves the long-range plan, short-range Transportation Improvement Program, and other required documents.

Background

Since the 1960s, the federal government has tied the availability of transportation funding to the requirement of urbanized areas of 50,000 or more population to have a "Comprehensive, Cooperative, Continuing" (3C) planning process. In the 1970s, legislation further prescribed that the process would be handled by a policy board (an MPO) in each area.

Products of an MPO

The MPO adopts a long-range Metropolitan Transportation Plan (MTP), a short-range Transportation Improvement Program (TIP), a Participation Plan, and a Unified Planning Work Program (UPWP), among other documents.





METROPOLITAN PLANNING ORGANIZATION

September 2022

Public Notice for 2050 MTP Update

The Coastal Region Metropolitan Planning Organization (CORE MPO), the transportation planning agency for the Savannah urbanized area, is updating the 2050 Metropolitan Transportation Plan (2050 MTP), called **Moving Forward Together 2050**. The 2050 MTP is a comprehensive “blueprint” for the region’s transportation improvements aimed at meeting mobility needs through the next 20+ years. CORE MPO is requesting the public input on the plan update.

The public is encouraged to take the **2050 MTP Update survey** to provide feedback on transportation investment priorities and the **map survey** to report travel problems of different modes and suggest solutions in specific locations. The surveys are available on the CORE MPO website at <https://www.thempc.org/Core/Mtp2050>.

CORE MPO will host three open houses and give presentations at 2 Council Meetings in September to gather public input on the 2050 MTP Update. Meeting times and locations are listed below. (There will be more opportunities in October).

CORE MTP Open Houses and Council Meetings:

September 12th, 2022 at 6:00 pm

- **Location:** 1st African Baptist Church
- **Address:** 23 Montgomery St. Savannah, Ga. 31401

September 13th, 2022 at 11:00 am

- **Virtual meeting:** <https://us06web.zoom.us/j/86713926236>

September 19th, 2022 at 6:00 pm

- **Virtual meeting:** <https://us06web.zoom.us/j/84940194921>

September 20th, 2022 at 5:00 pm

- **Location:** Effingham Co. Ga Administrative Complex
- **Address:** 804 S. Laurel St. Springfield, Ga. 31329

September 20th, 2022 at 5:15 pm

- **Location:** Richmond Hill City Hall CC Chambers
- **Address:** 40 Richard Davis Dr. Richmond Hill, Ga. 31324

For any questions regarding the 2050 MTP Update, please contact Wykoda Wang, Director of Transportation Administration at 912-651-1466, wangw@thempc.org or Melanie Wilson, Executive Director at 912-651-1440, wilsonm@thempc.org.

Disclaimer: The Chatham County-Savannah Metropolitan Planning Commission (MPC) and Coastal Region Metropolitan Planning Organization (CORE MPO) are committed to the principle of affirmative action and prohibit discrimination against otherwise qualified persons on the basis of race, color, national origin, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, familial status, parental status, political beliefs, genetic information, income, or other protected category in its recruitment, employment, facility and program accessibility or services.

MPC and CORE MPO are committed to enforcing the provisions of the Civil Rights Act, Title VI, and all the related requirements mentioned above. CORE MPO is also committed to taking positive and realistic affirmative steps to ensure the protection of rights and opportunities for all persons affected by its plans and programs.



MOVING FORWARD TOGETHER 2050

Public Meetings
Fall 2022

What is a Metropolitan Planning Organization (MPO)?



Federally
Mandated



Facilitation of
Collaboration



Allocate
Funding
Resources
through the
"3-C Process"



Transportation
Planning to
Address Regional
Needs and
Priorities

What is the 3-C Process?



- Item X. 1.
- Safety and security of the transportation system
 - Connectivity, accessibility and mobility options
 - Efficient system management and operations
 - Public involvement
 - Land use
 - Environmental protection
 - Establish long and short-term plans and programs with update cycles
 - Create policies and strategies to support the MPO vision
 - Cooperate and coordinate with the federal, State, regional and local transportation agencies
 - Gather input from stakeholders, boards, committees and citizens

What are the MPOs' planning documents?



Metropolitan Transportation Plan (MTP)



Transportation Improvement Program (TIP)



Congestion Management Process (CMP)



Public Participation Plan (PP)



Bicycle & Pedestrian Plan

A Unified Planning Work Program (UPWP) is used to guide development/update of the plans.

What are the MPOs' Planning Emphasis Areas?

Item X. 1.

Tackling the Climate Crisis – Transition to a Clean
Energy, Resilient Future

Equity and Justice 40 in Transportation Planning

Complete Streets

Public Involvement

Strategic Highway Network/U.S. Department of
Defense Coordination

Federal Land Management Agency Coordination

Planning and Environment Linkages

Data in Transportation Planning

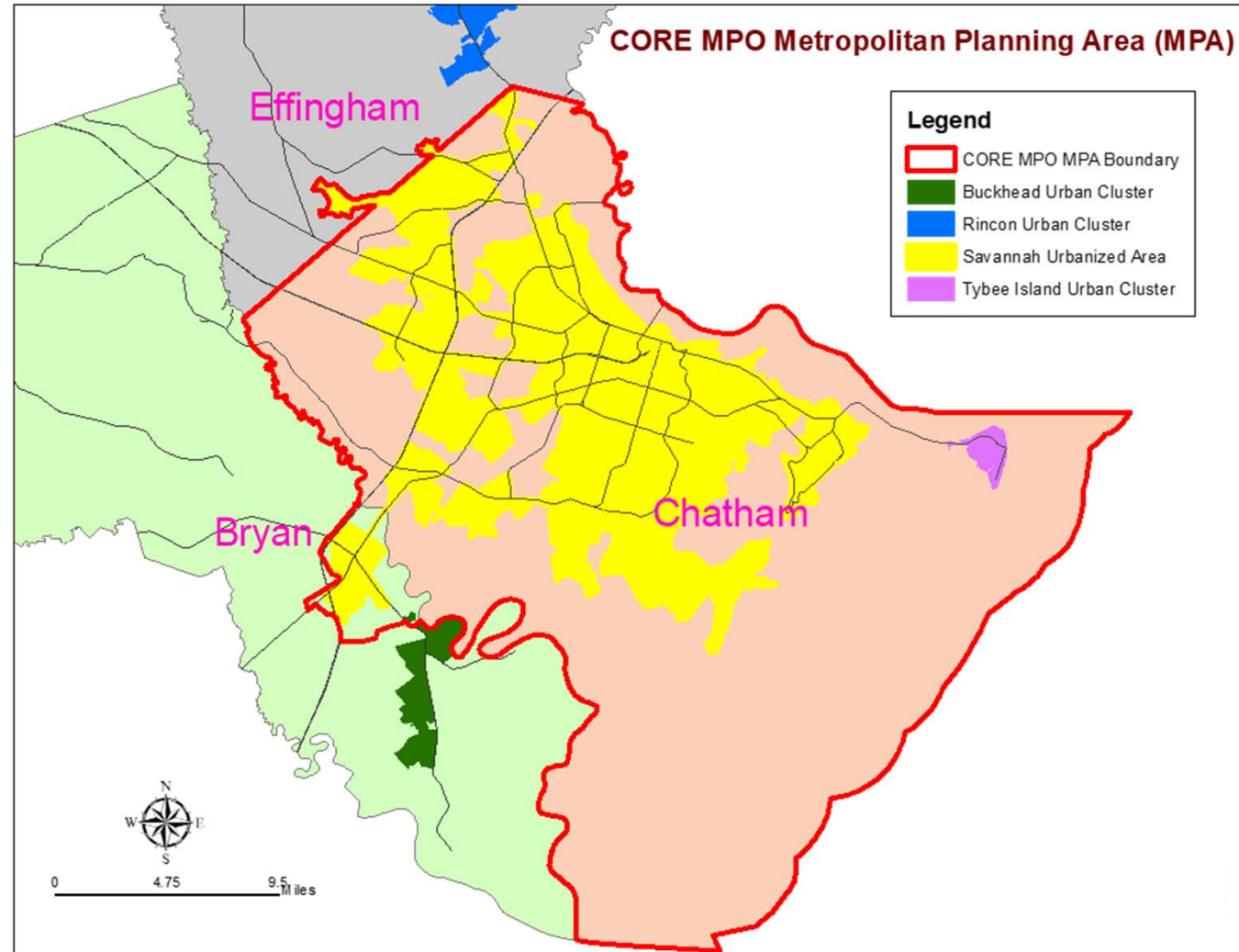


What is CORE MPO ?

MPO for the
Savannah region.

Current planning
area boundary
includes all of
Chatham County,
Richmond Hill in Bryan
County and portions
of Effingham County.

The planning
boundary will be
updated after the
Census releases the
Savannah urban area
in December 2022.



Who is CORE MPO ?

The CORE MPO Board

- Sets regional and long-term transportation policies.
- Prioritizes projects.
- Approves the long-range Metropolitan Transportation Plan, short-range Transportation Improvement Program, and other required planning documents.

CORE MPO Board

Item X. 1.

- Chairman, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Chairman or designee, Effingham County Commission
- Mayor, City of Savannah
- Councilman or designee, City of Savannah
- Councilman or designee, City of Savannah
- Mayor or designee, City of Bloomingdale
- Mayor or designee, City of Garden City
- Mayor or designee, City of Port Wentworth
- Mayor or designee, City of Pooler
- Mayor or designee, City of Richmond Hill
- Mayor or designee, City of Tybee Island
- Mayor or designee, Town of Thunderbolt
- Mayor or designee, Town of Vernonburg
- Commissioner or designee, Georgia Department of Transportation
- CEO, Chatham Area Transit Authority
- Chairman or designee, Chatham Area Transit Authority
- Executive Director or designee, Savannah Airport Commission
- Chairman, Metropolitan Planning Commission
- Chairman, CORE MPO Economic Development and Freight Advisory Committee
- Chairman, CORE MPO Citizens Advisory Committee
- Chairman, CORE MP Advisory Committee on Accessible Transportation

CORE MPO is staffed by the Metropolitan Planning Commission.

Sally Helm
Administrative Assistant



What is the Metropolitan Transportation Plan (MTP)?



The region's transportation system investment policies and priorities



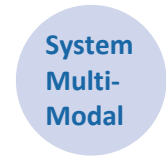
Projections for the region's needs in the next 20+ years (updated every 5 years)



Links with regional land use, development, housing & employment goals & plans



Aligns with the Statewide Transportation Plan



Focused on systems level & intermodal/multi modal in nature



Emphasizes efficient use of existing system & its preservation



Fiscally constrained prioritized listing of projects



Moving Forward Together 2050



Blueprint for Savannah region's transportation improvements to meet mobility needs Item X. 1.

Covers 2025 through 2050

To be adopted in Summer 2024

Multi-modal

Highway Improvements

- Travel Demand Model

- Corridor Studies (US 80, SR 307, SR 21, etc.)

- Congestion Management Process

Freight

- Regional Freight Plan update

Transit

- Master Transit Plan

- Transit Development Plan

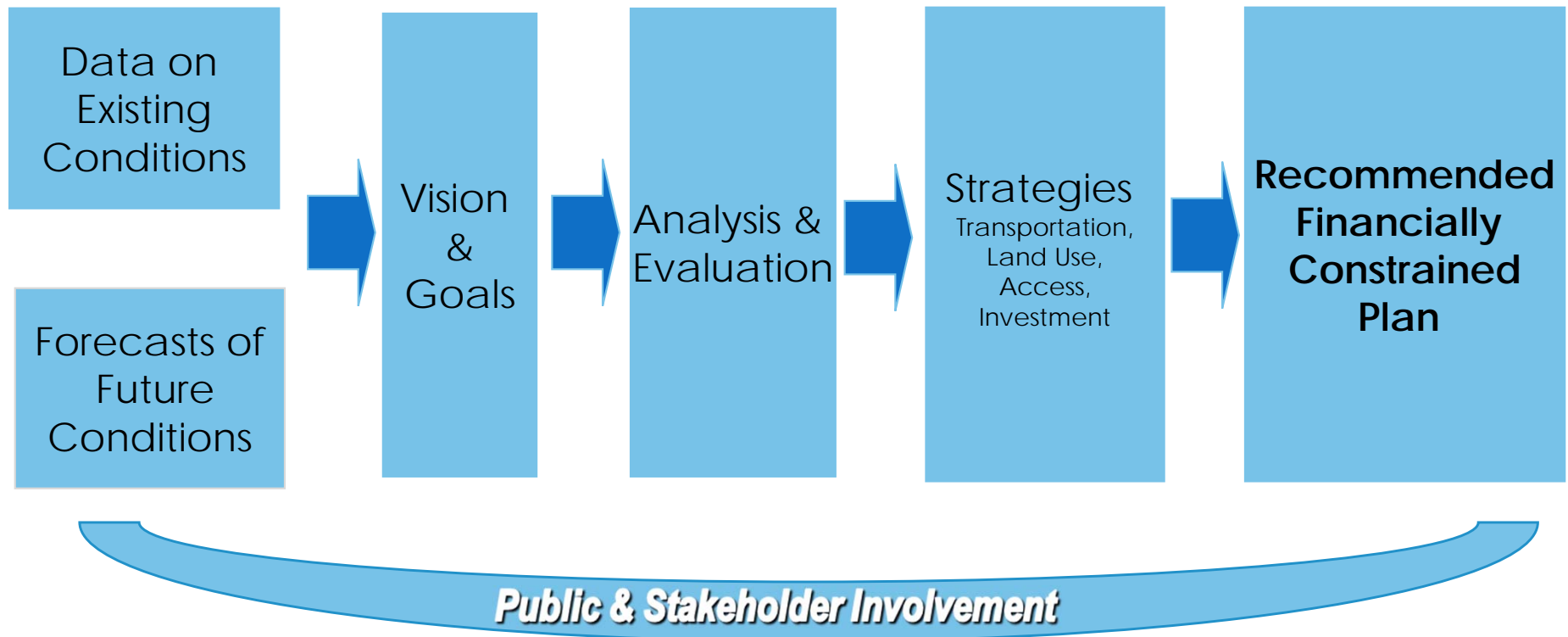
Bike/Ped/Trail Improvements

- Non-Motorized Transportation Plan Update

- Thoroughfare Plan Update

Environmental Consideration

- Urban Flooding Model Study



Development Process

Three Rounds of Public Involvement

1st Round in Fall 2022

- Kick-Off
- Surveys
- Refine Goals and Objectives



2nd Round in Summer 2023

- Updates
- Study and Analysis Findings

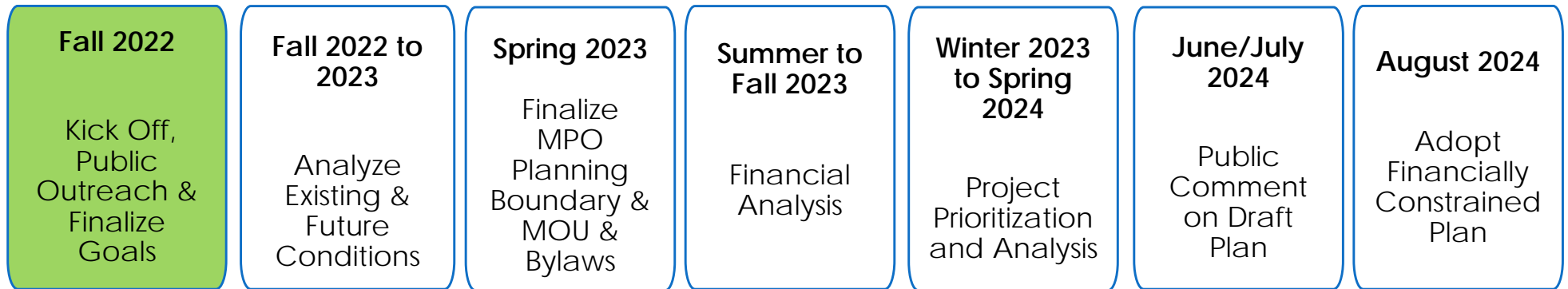
3rd Round in Summer 2024

- Financially Constrained Project Lists



Public Involvement Process

We Are
HERE!



Development Schedule

Safety & Security

- a. Reduce the rate, frequency, and severity of crashes, injuries, and fatalities for all modes and freight and at-grade rail crossings
- b. Improve emergency response and incident clearance times
- c. Increase the resiliency of infrastructure to risks; helping prepare for, respond to, and recover from emergencies, including extreme weather and environmental conditions

Performance & Reliability

- a. Enhance and expand the region's ITS, adaptive and actively managed traffic systems
- b. Improve travel time reliability for vehicles, transit, and freight on the transportation system
- c. Reduce travel time and congestion for vehicles, transit, and freight
- d. Maximize efficiency of signalized intersections and coordination

Access & Connectivity

- a. Enhance and expand bicycle and pedestrian facilities and infrastructure
- b. Increase modal opportunities and options as means to enhance tourism
- c. Prioritize projects that accommodate transit, pedestrian, and bicycle travel
- d. Improve housing and employment access to transit
- e. Ensure equitable access and options for vulnerable populations



Draft Goals and Objectives

Stewardship

- a. Capitalize on common goals and needs in the region to reduce costs, promote efficiency in transportation improvements, and increase data sharing
- b. Participate in transportation-related planning efforts initiated by other agencies and organizations throughout the region
- c. Improve accessibility to regional employment centers
- d. Support the region's economic competitiveness through the efficient movement of freight
- e. Prioritize projects that provide the greatest cost benefit
- f. Improve project delivery for all modes

System & Environmental Preservation

- a. Meet industry, state, and national standards for infrastructure and asset quality, condition, and performance for all public transportation and transit infrastructure
- b. Support funding for transportation maintenance
- c. Reduce emissions and energy consumption
- d. Increase the application of green infrastructure in projects
- e. Reduce stormwater impacts of surface transportation



Draft Goals and Objectives

First Round of Public Meetings



September 12th, 2022 at 6:00 pm

- Location: First African Baptist Church
- Address: 23 Montgomery St. Savannah, Ga. 31401

September 13th, 2022 at 11:00 am

- Virtual meeting: <https://us06web.zoom.us/j/86713926236>

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September 20th, 2022 at 5:30 pm

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- Address: 40 Richard Davis Dr. Richmond Hill, Ga. 31324

October meetings and presentations - TBA

We cannot do this without you!



Take the surveys – open until 10/31/2022

- 2050 MTP Survey
- 2050 MTP Map Survey
- Freight Plan Update Survey
- Freight Plan Update Map Survey

Follow us on social media

- Facebook
- Instagram

Attend public meetings

Send us your comments via email, website, text message

Visit our website to get updates

- <https://www.thempc.org/Core/Mtp2050>

Contact us
for more
information



Wykoda Wang
Director of Transportation Administration
wangw@thempc.org
912-651-1466

Melanie Wilson
Executive Director
wilsonm@thempc.org
912-651-1440

Moving Forward Together 2050
<https://www.thempc.org/Core/Mtp2050>

Staff Report

Subject: Ratification of approval for Soil and Groundwater Sampling at the former Atlas Sand Mine property for Trammco Environmental Solutions, LLC

Author: Alison Bruton, Purchasing Agent

Department:

Meeting Date: September 20, 2022

Item Description: Ratification of approval for Soil and Groundwater Sampling at the former Atlas Sand Mine property for Trammco Environmental Solutions, LLC

Summary Recommendation: Staff recommends Ratification of approval for Soil and Groundwater Sampling at the former Atlas Sand Mine property for Trammco Environmental Solutions, LLC

Executive Summary/Background:

- The proposed scope of work for these services will include soil sampling, groundwater sampling, preparation of figures and tables, and the development of alternative cleanup standards to help design the overall remediation strategy for the property.
- The cost for this proposal is \$19,500.00. If site or other conditions change that might impact this cost, Trammco will notify staff immediately.

Alternatives for Commission to Consider

1. Ratification of approval for Soil and Groundwater Sampling at the former Atlas Sand Mine property for Trammco Environmental Solutions, LLC
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: County Manager, County Engineer

Funding Source: SPLOST

Attachments: Trammco Proposal



August 31, 2022

Mr. Tim Callanan
County Manager
Effingham County, Georgia
804 South Laurel Street
Springfield, Georgia 31329

RE: Cost Estimate for Soil and Groundwater Sampling
Former Atlas Sand Facility
216 Shady Oaks Drive
Guyton, Georgia

Dear Mr. Callanan,

Trammco Environmental Solutions, LLC (Trammco) appreciates the opportunity to provide Effingham County (the Client) with this proposal to conduct soil and groundwater sampling related activities at the former Atlas Sand facility located at 216 Shady Oaks Drive in Guyton, Georgia (the Site). The proposed scope of work for these services is based on our recent phone correspondence and will include soil sampling, groundwater sampling, preparation of figures and tables, and development of alternative cleanup standards. Detailed discussions of the sampling event will be included in future Brownfield and/or Voluntary Remediation Program (VRP) deliverables. A letter summarizing alternative cleanup standards, estimated volume of soil removal for each alternative standard, and estimated cap size for each alternative standard will be prepared.

Project Understanding

It's Trammco's understanding that the proposed activities outlined in this proposal are intended to assist the Client in meeting regulatory requirements and better define the potential volume of impacted soil that may need to be relocated or removed from the Site as part of remediation activities.

Proposed Scope of Work

Trammco will collect soil and groundwater samples to help design the overall remediation strategy. The scope of work will include the following:

Proposal for Soil and Groundwater Sampling
Mr. Tim Callanan
County Manager
Effingham County
August 31, 2022
Page 2

- Trammco will develop a Health and Safety Plan outlining potential safety concerns at the Site and responses.
- Trammco will cut and remove the locks from the twelve (12) on-Site shallow monitoring wells. Once the locks are removed, Trammco will visually inspect the wells. Trammco will utilize a submersible pump to redevelop the wells. This will be accomplished by pumping three to five well volumes or until the turbidity levels appear to decrease. Well development water will be placed in dedicated 55-gallon drums for temporary storage. Depending on analytical results from each well, the water maybe discharged to the ground or transported off-Site to an approved disposal location. Once each of the wells have been properly developed, they will be allowed twelve (12) to 24 hours to stabilize prior to sampling.

Groundwater samples will be collected from each well using a low flow low stress sampling method (peristaltic pump) and dedicated tubing to reduce the potential for cross contamination. Field parameters will be collected using properly calibrated equipment prior to initiating sampling activities and will include turbidity, pH, dissolved oxygen, conductivity, ORP, and temperature. Groundwater samples will be placed in clean, laboratory supplied containers with appropriate preservative.

- Groundwater samples will be analyzed by a NELAC-certified laboratory for total and dissolved Metals (As, Ba, and Pb) using appropriate EPA Methods
- Trammco will contact 811 to locate public utilities on the Site.
- Drill locations (that is, soil sample locations) will be georeferenced on a figure (GPS coordinates) and Trammco personnel will utilize a handheld GPS unit to locate sample locations in the field.
- Approximately 20 soil borings will be advanced in select locations to specific depths (approximately 2-10 feet below land surface) based on sampling locations and analytical data generated by previous consulting firms. Each boring location will be cleared using a hand auger prior to drilling using equipment. Based on the depth and anticipated soil conditions, Trammco anticipates utilizing direct push technology to collect soil samples from specific depths using a macro-core sampler and PVC liners. Once removed from the boring, the liners will be opened and screened for lithology and visual anomalies. Soil samples will be collected in clean, laboratory prepared containers. Downhole drilling tools will be decontaminated between borings using a phosphate-free detergent solution and a water rinse.

Proposal for Soil and Groundwater Sampling
Mr. Tim Callanan
County Manager
Effingham County
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- Soil samples will be analyzed by a NELAC-certified laboratory using Totals and SPLP analysis for select Metals (As, Ba, and Pb), using the appropriate EPA Methods.
- Each of the borings will be backfilled with soil and bentonite to the ground surface.
- Trammco will evaluate the groundwater and soil data to determine if and at what concentrations the metals in soils may leach into groundwater. This evaluation will help in designing the soil cap and will dictate what soils will need to be relocated on the site or transported to an approved off site facility for disposal.
- Trammco will transmit preliminary results upon receipt of the laboratory data. Data tables and figures will be generated for discussion purposes.

Estimated Schedule and Cost

Trammco will complete the tasks outlined in this proposal on a time and material basis. The estimated cost to complete these tasks is \$19,500. If Site or other conditions change that might impact this cost range, Trammco will notify client immediately. Attached is a rate sheet showing our billing rates and pass-through charges.

Assumptions

- Trammco will have full access to the Site at the time of the sampling activities.
- If significant environmental concerns, beyond those listed above, are discovered during the sampling event, Trammco will contact the client to discuss the potential for additional sampling.
- This proposal assumes that soil samples can be collected using direct push methods. If drilling refusal is encountered, other drill methods may be required.
- If the client desires to stop work for any reason, a partial payment will be assessed for any work completed.

Schedule

Trammco is currently scheduled to conduct the field work on September 8 and 9, 2022. It is anticipated that the laboratory report will be received within 2 weeks of completion of field activities. Data tables and figures can be generated within about a week of receipt of the laboratory data. Trammco will supply documents to the Client, and we recommend a conference call with the Client and outside counsel to discuss the information.

Proposal for Soil and Groundwater Sampling
Mr. Tim Callanan
County Manager
Effingham County
August 31, 2022
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Trammco shall strive to complete the project activities as efficiently and cost effectively as possible. Upon receipt of a purchase order, we are available to commence work immediately. If Site conditions change or if additional work outside of the scope of work occurs, Trammco will notify the Client immediately. If you have any questions or require additional information, please do not hesitate to contact me at (404) 788-8606 or matt@trammco.com.

Sincerely,



Matthew Trammell
Principal



TRAMMCO RATE SHEET

TES services will be billed on a time and material basis based upon the applicable Task Order and following the specific hourly rates below. Direct expenses will be invoiced at the rates listed below.

Labor Classifications	Hourly Rate
Principal	\$195
Senior Engineer/Geologist	\$185
Senior Project Manager	\$185
Engineer	\$165
Project Manager	\$165
Geologist/Sr. Scientist	\$155
Senior Field Supervisor	\$125
Staff Scientist	\$120
Field Manager	\$105
Field Technician	\$95
CAD Operator	\$85
Office/Clerical/Accounting	\$65
Direct Expenses	Rate
Auto Mileage	Current IRS Rate
Equipment Rental	Actual + 10%
Other Direct Expenses	Actual + 10%
Subcontractor/Outside Services	Actual + 10%

Staff Report

Subject: Ratification of Approval of a Proposal by Lariscy Technology Solutions to Develop a Technology Strategic Plan

Author: Alison Bruton, Purchasing Agent

Department: Administration/IT

Meeting Date: September 20, 2022

Item Description: Proposal by Lariscy Technology Solutions to Develop a Technology Strategic Plan

Summary Recommendation: Staff recommends ratification of approval of a proposal by Lariscy Technology Solutions to Develop a Technology Strategic Plan

Executive Summary/Background:

- Lariscy Technology Solutions submitted a proposal regarding the technology utilized by the offices and departments of Effingham County staff. This proposal contained two options.
 - Facilitation for the Development of a Technology Strategic Plan
 - Facilitation and Planning for the Development of a Technology Strategic Plan
- Staff has approved option 2 for the Facilitation and Planning for the TSP. Lariscy Technology Solutions (LTS) will facilitate the planning process, and provide general structure, templates and tools, and project management. LTS will be responsible for the internal/external scan and the development of the final plan.
- The cost estimate for option 2 is \$19,500.00 and has been approved by the County Manager.

Alternatives for Commission to Consider

1. Ratification of Approval of a Proposal by Lariscy Technology Solutions to Develop a Technology Strategic Plan for \$19,500.00
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: County Manager, Purchasing

Funding Source: IT Capital Budget

Attachments: Lariscy Technology Solutions Proposal



August 29, 2022

Mr. Tim Callanan, County Manager
Effingham County Board of Commissioners
804 South Laurel Street
Springfield, Georgia 31329

Mr. Callanan,

It was a pleasure discussing technology utilized by the offices and departments of the Effingham County Government and the possibility of the development of a strategic technology plan for the county. I am confident that my experience in directing the Effingham County School District's Information Technology Department for over thirty years, as well as my involvement in multiple strategic planning cycles with the district and other organizations will allow me to provide excellent results as the county goes through these planning activities.

After reviewing a number of resources I propose two (2) options for your consideration. These are based upon an estimated number of hours, at a billable rate of \$120.00 per hour. Of course, these are estimates, and we may be able to complete the option chosen in fewer hours, or completion may require more time. Please review the scope of work for each option, determine the option you would like to utilize, and let me know how to proceed.

Respectfully,

A handwritten signature in black ink that reads "Jeff Lariscy". The signature is written in a cursive, flowing style.

Jeff Lariscy



Proposal to Develop Technology Strategic Plan

Option 1 - Facilitation - Lariscy Technology Solutions, LLC (LTS) will facilitate the planning process and a core group does the work; LTS will provide a general structure, templates and tools, and project management. The work group is fully responsible for the internal and external technology scan and drafting the final product.

- ☐ LTS to create timeline and framework for planning.
- ☐ LTS to facilitate technology committee work group meetings.
- ☐ LTS to provide project management, including reminders and deadlines.
- ☐ LTS to provide templates for all necessary tools for the planning process and modify templates as needed based upon group feedback.
- ☐ LTS to provide advice and research on accepted best practices.
- ☐ Technology committee work group conducts internal and external scan and analyzes results.
- ☐ Technology committee work group to analyze metrics related to technology inventory (software and hardware) as well as technology support.
- ☐ LTS to provide template for final technology plan document; however technology committee work group will draft plan.
- ☐ LTS to provide feedback on the final technology plan to the commission.

Estimate for Option 1 - \$12,000.00



Proposal to Develop Technology Strategic Plan

Option 2 - Facilitation and Planning - Lariscy Technology Solutions, LLC (LTS) will facilitate the planning process and do the work; provide a general structure, templates and tools, and project management. LTS will be responsible for the internal/external scan and the development of the final plan.

- ☐ Includes everything listed in Option 1.
- ☐ LTS to conduct internal and external scan and analyzes results.
- ☐ LTS to analyze metrics related to technology inventory (software and hardware) as well as technology support.
- ☐ LTS to draft technology strategic plan including goals, action plans, timelines, and resources for work group review and feedback.
- ☐ LTS to facilitate review and discussion of draft plan with Board of Commissioners (BoC) and County Manager for feedback.
- ☐ LTS to finalize plan based upon feedback and present plan to BoC for adoption.

Estimate for Option 2 - \$19,500

Staff Report

Subject: Signature for ACCG 2023 Contact Form: Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF/Workers' Compensation Program)

Author: Sarah Mausolf, Director

Department: Human Resources

Meeting Date: September 20, 2022

Item Description: Signature for ACCG 2023 Contact Form: Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF/Workers' Compensation Program)

Summary Recommendation

Staff recommends signature of ACCG 2023 Contact Form: Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF/Worker's Compensation Program). This form is included in our 2023 Workers' Compensation Renewal packet to ensure contact information is correct and accurate on file with ACCG.

Alternatives

1. Recommend signature of ACCG 2023 Contact Form: Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF/Workers' Compensation Program).

Other Alternatives:

None.

Department Review: Human Resources and County Manager.

Funding Source: No impact on funding.

Attachments: ACCG 2023 Contact Form: Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF/Workers' Compensation Program).



2023 CONTACT FORM

GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND [ACCG-GSIWCF / Workers' Compensation Program]

I hereby appoint the **following contacts** for Effingham County Board of Commissioners
(Name of Organization)

Signature of County Chairman or
Executive Director for Authority

Date

- The appointed **ACCG–GSIWCF Insurance Contact** is Sarah Mausolf
(Insurance Contact receives invoices & renewals for workers' compensation)

Position HR Director Email: smausolf@effinghamcounty.org

If there is a change in the insurance contact, please advise if the previous contact is still affiliated with the county for the ACCG database to be current and accurately maintained. ☐ Yes ☐ No

- The appointed **ACCG–GSIWCF Safety Coordinator** is Elizabeth Barcomb
(Safety Coordinator is responsible for the Safety Program)

Position Risk Management Technician Email: ebarcomb@effinghamcounty.org

If there is a change in the safety coordinator, please advise if the previous contact is still affiliated with the county for the ACCG database to be current and accurately maintained. ☐ Yes ☐ No

- The appointed **ACCG–GSIWCF Claims Contact** is Sarah Mausolf
(Claims Contact is responsible for reporting workers' compensation claims / Additional Claims Contacts may be listed on reverse side)

Position HR Director Email: smausolf@effinghamcounty.org

- The **ACCG–GSIWCF Payroll Audit Contact** is Mark Barnes
(Audit Contact receives audit notifications & provides requested documents for worker's compensation audit)

Position Finance Director Email: mbarnes@effinghamcounty .org

Please EMAIL completed Contact Form to accginsurance@accg.org or FAX 404-522-1897

Staff Report

Subject: Request for Approval of Hydraulic Rescue Tools Purchase
Author: Clint Hodges, Fire Chief & EMA Director
Department: 55-FIRE
Meeting Date: 09/20/2022
Item Description: Consideration for Purchase of Hydraulic Rescue Tools

Summary Recommendation: Staff recommends approving the purchase 3 sets of Holmatro Hydraulic Rescue Tools (Jaws of Life) from GA Fire & Rescue Supply.

Executive Summary/Background:

As three new fire engines are slated for delivery around December of this year, the equipment purchases for said apparatus will be coming to the Board of Commissioners for approval/denial. As the rescue tools that Effingham County Fire Rescue uses are only sold in Georgia via a sole source vendor, GA Fire & Rescue Supply, this item is being presented separate from the other equipment.

This hydraulic rescue equipment is used for rescue situations, such as car and equipment wrecks/incidents to extricate trapped victims.

Funding for this equipment was included and approved within this year's budget.

Options/Alternatives for Commission to Consider:

Recommended: Approval of the Purchase of Three Sets of Hydraulic Rescue Tools

Other Alternative(s): Deny

Department Review: Fire, Finance

Funding Source: Dept 55-FIRE, \$118,718

Attachments: Quote

Georgia Fire & Rescue Supply

(770) 479-5495 • (866) 479-5495
www.georgiafirerescue.com
107 P Rickman Industrial Drive
Canton, GA 30115

3% fee added to purchase
made with credit card on totals
of \$3000 or more

Item XII. 1.
Quote

Quote Number:
08112022-01jgw

Quote Date:
Aug 11, 2022

Page:
1

Quoted to:

Effingham County F.D.
Effingham County FD
804 South Laurel Street
Springfield, GA 31329
TISA

Effingham County Fire Department
601 North Laurel Street
Springfield, GA 31329
USA

Customer ID		Good Thru	Payment Terms	Sales Rep	
Effingham Co FD		9/10/22	Net 30 Days	Whidby, Jason	
Quantity	Item	Description		Unit Price	Extension
3.00	159.000.063	PCU 50 Cutter		10,898.00	32,694.00
		List \$12,917.00			
3.00	159.000.064	PSP40 Spreader		11,256.00	33,768.00
		List \$13,341.00			
3.00	159.000.207	PTR50 Telescopic Ram		9,077.00	27,231.00
		List \$10,759.00			
3.00	151.001.902	TRE05 Extension Pipe 17.3"		869.00	2,607.00
		List \$1,031.00			
18.00	151.000.583	PBPA287 Battery		641.00	11,538.00
		\$760.00			
9.00	151.000.742	PBCH2 Battery Charger (AC-US)		508.00	4,572.00
		List \$603.00			
6.00	151.000.503	DCPC1 Daisy Chain Power Cord		12.00	72.00
		List \$13.00			
9.00	151.000.499	PCTC1 On Tool Charging Cord		90.00	810.00
Remit to : PO Box 915 Holly Springs GA 30142				Subtotal	Continued
				Sales Tax	Continued
				Freight	Continued
				Total	Continued

Georgia Fire & Rescue Supply

(770) 479-5495 • (866) 479-5495
www.georgiafirerescue.com
107 P Rickman Industrial Drive
Canton, GA 30115

3% fee added to purchase
made with credit card on totals
of \$3000 or more

Item XII. 1.
Quote

Quote Number:
08112022-01jgw

Quote Date:
Aug 11, 2022

Page:
2

Quoted to:

Effingham County F.D.
Effingham County FD
804 South Laurel Street
Springfield, GA 31329
TISA

Effingham County Fire Department
601 North Laurel Street
Springfield, GA 31329
USA

Customer ID		Good Thru	Payment Terms	Sales Rep	
Effingham Co FD		9/10/22	Net 30 Days	Whidby, Jason	
Quantity	Item	Description		Unit Price	Extension
3.00	150.003.105	List \$107.00 HRS 22 NCT RAM SUPPORT		600.00	1,800.00
		List \$713.00 *Freight quotes are based on today's estimates and are subject to change. *"Current Temporary Surcharges"			
1.00		Current Holmatro Pentheon Tool Surcharge: \$260 X 9 = \$2,340.00		2,340.00	2,340.00
1.00		Current Holmatro Batteries Surcharge: \$22 X 18 = \$396.00		396.00	396.00

Remit to :
PO Box 915
Holly Springs GA 30142

Staff Report

Subject: Approval and publication of Job Descriptions for Positions Authorized in the 2022-2023 Budget for Development Services and IT.

Author: Sarah Mausolf, Director

Department: Human Resources and Risk Management

Meeting Date: September 20, 2022

Item Description: Approval and publication of Job Descriptions for Positions Authorized in 2022-2023 Budget for Development Services and IT.

Summary Recommendation:

Staff is requesting authorization to publish job descriptions for new positions that have been authorized in the 2022-2023 budget.

Executive Summary/Background

The following job descriptions are required for positions authorized in the 2022-2023 budget:

Applications Administrator – The purpose of this position is to provide the various county departments with advanced software support and maintenance for all computer systems and associated infrastructure. This position is also responsible for application configuration and training, product research, and application server maintenance.

Planner – The purpose of this position is to assist the Planning Manager with development plan review, and research for ordinance revisions and long-range planning projects. In addition, the position coordinates the Development Services pre-application meeting schedule.

Process Manager – The purpose of this position is to plan, manage, develop work rules; training; coordination, and administration of all activities of such staff positions as administration, citizen participation, research, finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Ability to work closely and cooperatively with all areas of Development Services to support a successful and holistic work environment.

Zoning Manager – The purpose of this position is to administer, interpret, and enforce the Zoning Ordinance. The ability to effectively work with and develop positive relationships with different community and industry groups, elected and appointed officials, and the general public is required. Also required is the ability to research, navigate, understand, and concisely report information contained in the County ordinances.

Zoning Technician – The purpose of this position is to support the Zoning Manager through clerical, research, and other support means.

Planning Manager – The purpose of this position is to supervise the planning section and handle all related matters from the general public and planning staff. Manages staff in coordinating development-related activities and tasks associated with the County's Flood Plain Management Program.

These job descriptions have been reviewed and approved as true to form by the County Attorney.

Alternatives for Commission to Consider

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove the job descriptions and provide guidance to staff.

Recommended Alternative:

Staff recommends Alternative 1.

Other Alternatives:

None.

Department Review: County Manager, County Attorney, Human Resources.

Funding Source: Funding for the positions were allocated and approved in the 2022-2023 Fiscal Year Budget.

Attachments: Applications Administrator Job Description
Planner Job Description
Process Manager Job Description
Zoning Manger Job Description
Zoning Technician Job Description
Planning Manager Job Description



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planner	Job Code: 0610111
Reports to: Planning Manager	FLSA Status: Non-Exempt
Department: Development Services	Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this classification is to assist the Planning Manager with development plan review, and research for ordinance revisions and long-range planning projects. In addition, the position coordinates the Development Services pre-application meeting schedule.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Advises and informs the Planning Manager of potential problems or matters of concern; makes decisions on development plan reviews and permits, final plat reviews and final inspections, and related matters, in the absence of the Planning Manager.

Meets with, and answers questions from, design engineers, developers, and the public about development regulations, reviews, and permitting.

Coordinates with building permit staff on review of building permits in relation to development in the Special Flood Hazard Area (SFHA) and wetlands areas. Communicates with building permit applicants on elevation certificate and wetlands delineation requirements. Identifies building permit applications requiring variances, and refers applicants to the Zoning Manager for further assistance.

Coordinates review of Sketch Plan applications, including developing the staff recommendation, presenting to the Planning Board and Board of Commissioners, and writing the notice to proceed.

Receives land disturbing activity (LDA) and Development Plan (DP) applications, preliminary plans, and development plans, and coordinates the review process with the County engineer. Contacts applicants to provide results of reviews and approvals.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planner

Job Code: 0610111

Principal Duties and Responsibilities Continued (Essential Functions):**

Maintains record of LDA Bonds and DP Warranty Bonds. Schedules bond release inspections, and requests release of bonds by the Finance Department.

Receives final plat and final inspection applications, and assists Planning Manager in review and approval process.

Coordinates the department's participation in long-range planning projects including transportation, storm water, comprehensive growth management, and solid waste. Coordinates with other county departments and authorities on plan development and updates.

Prepare notices and information for Transportation Advisory Board (TAB) members; attends TAB meetings, and records minutes.

Attends, participates in, and makes public presentations at organizational and community meetings.

Provides support for the Community Rating System (CRS)/county floodplain management program; assists with data collection and mapping for annual recertification and cycle visits; reviews elevation certificates for building permit applications; assists with development of community letters for flood zone determinations as requested by citizens, realtors, and insurance agents.

Prepares notices for outreach and education related to CRS/floodplain management program, and other long range planning projects; attends Planning Board meetings as needed.

Creates a digital file for each development plan, final plat, and floodplain management-related item, and stores in the appropriate server location for record keeping.

Assists the Planning Manager in researching and writing updates and amendments to ordinances and development regulations.

Participate in professional organizations to maintain up to date knowledge of planning, zoning, development, and environmental best practices.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planner

Job Code: 0610111

Principal Duties and Responsibilities Continued (Essential Functions)**

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Additional Functions

Assists developers & the public in obtaining 911 addresses.

Performs other related duties as required.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Applicant should possess strong communication, research, and writing skills, and the ability to deal effectively with the public and government officials. Applicant must be computer-literate and possess in-depth skills with Microsoft Office products, including the creation of forms, tables, brochures, and simple graphics.

Minimum Qualifications

Associate's degree / Bachelor's degree preferred in planning, public administration, or related field. Prefer 3 years previous experience in local government. Will consider a combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

Must possess or obtain a valid Georgia driver's license.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planner

Job Code: 0610111

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 situation.

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, and/or advisory data and information and be able to provide explanations of data.

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.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planner

Job Code: 0610111

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).

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: Essential functions are regularly performed without exposure to adverse environmental conditions.

DRAFT



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Technician	Job Code:
Reports to: Zoning Manager	FLSA Status: Non-Exempt
Department: Development Services	Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Purpose of Classification:

The purpose of this classification is to support the Zoning Manager through clerical, research, and other support means. The ideal candidate will be detailed oriented, skilled at prioritization, and able to maneuver through highly fluid work flow while maintaining focus. The candidate must be comfortable with interfacing with all levels of public and official persons, by phone, via email, and through in-person interactions.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.

Greets and assists office visitors; advises/alerts Zoning Manager to potential problems or concerns.

Provides clerical support to the Planning Board to include file and packet assembly and serving as Planning Board Secretary; taking and typing minutes, maintaining agenda files.

Assists customers in applying for zoning permits; explains permitting procedures, and reviews submitted information for accuracy and completeness.

Enters permit information into the computer software and completes necessary paperwork.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Technician

Job Code:

Principal Duties and Responsibilities CONTINUED (Essential Functions):**

Maintains zoning related permit records and files.

Performs routine clerical work, including but not limited to typing reports and correspondence, copying and filing documents, etc.

Receives and responds to public/customer inquiries, requests for assistance and complaints regarding department policies and procedures.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

Researches ordinances from County and other municipalities to assist in case review, as well as general revision and updates.

Performs preliminary study of business license applications, minor subdivision plats, and 911 address requests.

Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards.

Implements office procedures; implements office goals; ensures compliance with policies and rules.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

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

**EFFINGHAM COUNTY BOARD OF COMMISSIONERS****Job Title: Zoning Technician****Job Code:****Principal Duties and Responsibilities CONTINUED (Essential Functions**):**

Composes zoning verification letters as requested.

Reviews sign permit applications for compliance with development regulations.

Ensures advertisements of public hearings, all public notice letters are mailed and public hearing signs are posted in the stipulated time.

Research and respond to requests for zoning verification.

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Additional Functions:

Knowledge of Planning and Zoning theories and principles.

Knowledge of job-related computer applications.

Knowledge of modern office practices and procedures.

Knowledge of computers and other modern office equipment.

Skill in developing short- and long-range plans.

Skill in establishing priorities and organizing work.

Skill in public and interpersonal relations.

Skill in oral and written communication.

Performs other related duties as required.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Technician**Job Code:**

Minimum Qualifications:

Minimum Associates degree preferred. High school diploma; supplemented by college level course work or vocational training in office technology; supplemented by three (3) years previous experience and/or training that includes administrative and clerical work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion.

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

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 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 the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Technician

Job Code:

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of 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).

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DRAFT



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Applications Administrator	Job Code:
Reports to: Director of Information Technology	FLSA Status: Non-Exempt
Department: Information Technology	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this classification is to provide the various county departments with advanced software support and maintenance for all computer systems and associated infrastructure. This position is also responsible for application configuration and training, product research, and application server maintenance.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. This position has six essential roles, Planning, Implementation, Support, Maintenance, Documentation, and Training of both current and future applications and systems used within the County Departments.

Planning:

Analyzes and evaluates software application needs and operational requirements, recommends changes to support procedures as part of ongoing improvement efforts. Recommend hardware and software enhancements to increase productivity and to keep current in applications and infrastructure using recommended best practices. Coordinate with departments to identify application needs.

Implementation:

Plan, coordinate, test, and communicate changes, upgrades, and new application installs ensuring business operations continue to function correctly in current and future environments. Follows project plans to install and implement shared software application resources. Provide regular project status updates and estimates.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Applications Administrator	Job Code:
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Support:

Provide advanced technical support and troubleshoot application related issues to internal and external customers.

Work closely with vendors to tune and troubleshoot problems to resolve application issues at the workstation and server levels.

Maintenance:

Administer several servers in clustered environments including web, database, file, email, fax, telecommunications, and specialized application servers. Coordinate with team all related configuration and maintenance for the servers and their applications. Maintain system and software updates, data retention and cleanup including logs. Monitors software applications and infrastructure.

Documentation:

Maintain adequate documentation of all software application systems and procedures for both internal IT use and external use.

Training:

May develop and conduct training programs and/or schedule vendor training for applications. Provide advice and training to end-users and first level helpdesk technicians.

ADDITIONAL FUNCTIONS

Answers the telephone and provides information and assistance to other employees or departments as needed on a daily basis.

Respond to request received by the help desk ticket system in a timely manner.

May design, code and maintain applications using standard programming languages.

Performs other related duties as required.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Applications Administrator

Job Code:

MINIMUM QUALIFICATIONS

An undergraduate degree majoring in Information Technology or Information Systems from an accredited college or university or equivalent work experience in the specific field of application administration and support with industry accepted certification. Additionally, one year of professional experience in systems analysis and design work or two years of professional maintenance with industry accepted certifications.

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, descriptive, and/or advisory data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, division, and algebraic equations; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs and statistical information.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Applications Administrator	Job Code:
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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 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).

Sensory Requirements:

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

Environmental Factors:

Essential functions are regularly performed without exposure to adverse environmental conditions.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Process Manager	Job Code:
Reports to: Director of Development Services	FLSA Status: Exempt
Department: Development Services	Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Purpose of Classification:

Under limited administrative direction, is responsible for planning, managing, developing work rules, training, coordinating, and administering all activities of such staff positions as administration, citizen participation, research, and finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Performs other job-related duties as required. The desire and ability to work closely and cooperatively with all areas of Development Services to support a successful and holistic work environment.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Process Manager directly manages and oversees administrative, process, and technical functions in the daily operation of a portion of the Division's business licensing and permitting activities while ensuring compliance with applicable local ordinances and regulations.

Monitor and oversee functions and activities of the business licensing and permitting processing team which includes training, work assignments, performance evaluations, and development.

Manage day-to-day operations of various divisional licensing & permitting activities specifically as it relates to application acceptance, review & approval workflow, license/permit issuance, productivity as well as fiscal monitoring and reporting.

Manage and oversee the processing of applications for various licenses and permits.

Principal Duties and Responsibilities Continued (Essential Functions):**



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Process Manager

Job Code:

Principal Duties and Responsibilities Continued (Essential Functions):**

Reviews and ensures conformity and compliance to county standards and ordinances whereby all necessary information is provided on and/or with the application.

Monitor, manage, oversee and report on the approval workflow of applications for various licenses and permits in order to ensure licenses and permits are processed in a timely manner and promptly issued.

Monitor the performance of divisional licensing and permitting activities on a continuing basis, taking appropriate steps to improve its efficiency and effectiveness.

Provide reports on a regular basis, and as directed or requested, to keep the Department Director and/or County senior management informed of the operation and progress of the programs and processes.

Act as reviewer and evaluator to licensing and permitting processes for the Department in order to ensure that issues and concerns are being appropriately evaluated, investigated, and resolved.

Identify potential areas of process and fiscal vulnerability and risk, develop and implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future as it relates to licensing and permitting.

Become a subject matter expert on the Codified Ordinances related to the various licenses and permits issued and enforced by this Department.

Become a subject matter expert and advisor for use of licensing and permitting software.

Institute and maintain an effective outreach and communication program on licensing processes and requirements.

Conduct and attend meetings of various internal and external stakeholders as it relates to licensing and permitting process and specific projects.

Develop and periodically review and update the Standard Operating Procedures to ensure continuing currency and relevance in providing guidance to management and employees.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Process Manager

Job Code:

Principal Duties and Responsibilities Continued (Essential Functions):**

Collaborate with other personnel within the Department and throughout the county in providing oversight and management of department workflows.

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Additional Functions:

Knowledge of County personnel policy.

Knowledge of Planning and Zoning theories and principles.

Knowledge of County budgeting and purchasing policies.

Knowledge of job-related computer applications.

Knowledge of modern office practices and procedures.

Knowledge of computers and other modern office equipment.

Skill in developing short- and long-range plans.

Skill in establishing priorities and organizing work.

Skill in public and interpersonal relations.

Skill in oral and written communication.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Minimum Qualifications:

A High School Diploma or GED is required. A Bachelor's Degree is preferred. Four years of full time paid management or administrative experience is required. (Substitution: Two years of experience may substitute for each year of college education lacking.) Certified Permit Technician and/or ability to get within 6 months of employment. A valid State of Georgia Driver's License is required.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

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,



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Process Manager

Job Code:

judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of 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).

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Manager	Job Code:
Reports to: Director of Development Services	FLSA Status: Exempt
Department: Development Services	Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Purpose of Classification:

The purpose of this job is to administer, interpret and enforce the Zoning Ordinance. This position works independently, under limited supervision, reporting activities or importance through periodic meetings with the Department Director and other staff as appropriate. The ability to effectively work with and develop positive relationships with different community and industry groups, elected and appointed officials, and the general public is required. Also required is the ability to research, navigate, understand, and concisely report information contained in the County ordinances. Consistent accuracy and attention to detail is necessary. Must have strong written and verbal communication skills as well as the ability to mentor staff and provide guidance on public staff reports, technical recommendations, and presentations. Attendance and public speaking at regular evening hearings and public work sessions is required. Supervision Responsibilities: Oversees the recruitment, employment, evaluation and release of staff and temporary personnel in the Zoning Office, to include the Zoning Technician and Code Enforcement Officer positions. The desire and ability to work closely and cooperatively with all areas of Development Services to support a successful and holistic work environment.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Consultation with citizens concerning proper and potential land use.

Provide customer service for zoning-related matters, both in-person and over the phone.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Manager	Job Code:
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Principal Duties and Responsibilities Continued (Essential Functions):**

Administer applicable ordinances through permit reviews and analyses, including plats, site and development standard for building permits, and legislative and quasi-judicial zoning-related applications.

Manage pre-application meetings for zoning-related applications including pre-review of all submittals, and follow-up correspondence with applicants.

Create and maintain standard operating procedures for all zoning functions.

Write staff reports for County Planning Board meetings.

Complete business license reviews for compliance with zoning regulations.

Conduct research on zoning-related matters.

Present cases, research, and recommendations to the County Planning Board and Board of Commissioners.

Administer the zoning ordinances, including making recommendations to review, update and/or modify ordinances; identify impacts of proposed ordinance changes and of applicable local, state, and federal regulations; and makes presentations to the Board, and Commissioners.

Attend various meetings, serve on committees, and makes presentations as needed; serves as staff liaison to the Planning Board; and oversees posting of department-related public meeting ads, signs, notices, preparation of meeting agendas and minutes.

Communicates official plans, policies and procedures to staff and the general public.

Review site plans, and business license applications for compliance.

Conducts site inspections generated by permits, complaints or general inquiries.

Responds to public inquiries and complaints relating to the provisions of the Zoning Ordinance.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Manager	Job Code:
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Principal Duties and Responsibilities Continued (Essential Functions):**

Attends development review meetings and provides comments regarding zoning.

Attends meetings requested by staff or the general public when zoning information, or when clarity is needed.

Support, assist, and supervise code enforcement with ordinance enforcement issues and development of code enforcement program.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures to zoning technician.

Resolves grievances; assists subordinates in performing duties; adjusts errors and complaints.

Prepares and sends Zoning Map Amendments for Board of Commissioner and Planning Board approvals.

Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Initiates DRI applications.

Works closely with Planning Manager and support each other.

Researches ordinances from County and other municipalities to assist in case review, as well as general revision and updates.

Implements office procedures; implements office goals; ensures compliance with policies and rules.

Trains employees on department policies and procedures.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Manager	Job Code:
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Principal Duties and Responsibilities Continued (Essential Functions):**

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Additional Functions:

Knowledge of County personnel policy.

Knowledge of Planning and Zoning theories and principles.

Knowledge of job-related computer applications.

Knowledge of modern office practices and procedures.

Knowledge of computers and other modern office equipment.

Skill in developing short- and long-range plans.

Skill in establishing priorities and organizing work.

Skill in public and interpersonal relations.

Skill in oral and written communication.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Minimum Qualifications:

Associates degree preferred. 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 principles relevant to the major duties of the position, usually interpreted to require two to four years of related experience. Knowledge of zoning theories, principles, and practices.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Manager**Job Code:**

Knowledge of the County-specific zoning ordinance, and other County regulations and policies. Skill in management and supervision. Skill in oral and written communication. Ability to apply judgment, selection, and interpretation in application to varied and complex problems.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

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,



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Manager

Job Code:

judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of 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).

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planning Manager	Job Code: 0501106
Reports to: Development Services Director/County Engineer	FLSA Status: Exempt
Department: Development Services	Date Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION OVERVIEW:

The purpose of this classification is to supervise the planning section and handle all related matters from the general public and Planning staff. Manages staff in coordinating development-related activities and tasks associate with the County's Flood Plain Management Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Ensures citizens' questions regarding land use issues are answered, provides comments and review applications for rezoning, variance, conditional use, ponds, residential/rural business and subdivisions.

Manages and supervises the preparation of notices and packets sent to the Planning Board members and Commissioners as needed, regarding sketch plans and final plat. Attends Planning Board and Commission meetings and makes presentations; collects information to make presentations.

Ensures the updating and maintaining of the subdivision ordinance, zoning ordinance, flood ordinance, and all other codes and ordinances used within the Development Services department are completed in a timely manner as required.

Responsible for reviewing sketch plans and final plat applications and development recommendations.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planning Manager**Job Code: 0501106**

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

Meet with developers as requested and especially at pre-application. Manage the review of subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances; interprets codes and ordinances as requested. Coordinate with County Engineer on review.

Supervises the review of major subdivision final plats and infrastructure deeds prior to consider by the Board of Commissioners.

Review and approve minor subdivision plats.

Manage the review and update of the County's Comprehensive Plan.

Works with GIS employees to produce, maintain, and manipulate maps and Geographic Information Systems (GIS) databases, using a variety of hardware and software, for County agencies, cities, and the general public.

Manage annual update of the Capital Improvement Elements (CIE).

Coordinate with IDA on economic and industrial growth. Coordinate with EMA on creating and maintaining implementation of disaster recovery plan.

Identify impacts of proposed ordinance changes and of applicable local, state, and federal regulations.

Manage the preparation of notices and information sent to Transportation Advisory Board (TAB) members; attend TAB meetings and record minutes.

Represent Effingham County on the Technical Coordinating Committee (TCC) of the CORE MPO; attend TCC meetings, and ensure that County priorities are represented in CORE MPO plans. Represent the County at the CORE MPO Board meetings as needed.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planning Manager	Job Code: 0501106
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Conducts special studies and small area plans to develop reports and make recommendations to the Board of Commissioners.

Attends, participates in, and makes public presentations at organization and community meetings; responds to and resolves community and organizational inquiries and complaints.

Participates in professional organizations to maintain up to date knowledge of planning, zoning, development and environmental best practices.

Ensure liaison with Coastal Regional Center (CRC) and Department of Community Affairs (DCA) regarding any land use issues.

Works closely with Zoning Manager and support each other.

Regular and routine attendance at work is required.

ADDITIONAL FUNCTIONS

Assist where necessary in plan reviews.

Communicate with developers/Applicants where necessary to discuss results of reviews and approvals.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Provides assistance to other employees or departments as needed.

Performs other related relevant duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban planning, engineering or related field; supplemented by six (6) years previous; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. AICP preferred.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planning Manager

Job Code: 0501106

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

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



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planning Manager**Job Code: 0501106**

Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Effingham County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Staff Report

Subject: Addition of Positions – School Resource Officers (SRO's)

Author: Sarah Mausolf, Director

Department: Human Resources and Risk Management

Meeting Date: September 20, 2022

Item Description: Approval of Addition of Positions – School Resource Officers (SRO's)

Summary Recommendation

The following change is being requested based on a review of safety and security by the Board of Education, Board of Commissioners and Effingham County Sheriff's Office after recent events in other school districts throughout the nation. This change will allow for a School Resource Officer (SRO) to be assigned to each school within our county.

Executive Summary

School Resource Officer (SRO) - The primary responsibility will be to provide prevention education, a positive role model for students, and to help make the schools a safer environment as a Deputy Sheriff assigned to an elementary, middle, or high school within the county.

Background

Staff is requesting the addition of 5 SRO's to the 2022/2023 Budget in Department #117- Effingham County Sheriff's Office.

ALTERNATIVES:

1. Authorize the addition of the positions to the 2022/2023 Budget.
2. Do not authorize the positions and advise staff how they want to proceed.

Other Alternatives

None

Department Review: County Manager, ECSO, Finance, HR

FUNDING: These positions will be funded 75% by the Board of Education and 25% by the Board of Commissioners. Approval of these positions will require a Budget Amendment. The Director of Finance will present the Budget Amendment if the positions are authorized and approved.

RECOMMENDATION: Alternative #1

DOCUMENTS ATTACHED:

Deputy Sheriff- School Resource Officer (SRO) Job Description



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Sheriff - School Resource Officer	Job Code: 0804412
Reports to: Sheriff	FLSA Status: Non-Exempt
Department: Sheriff	Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this classification is to provide prevention education, a positive role model for students, and to help make the schools a safer environment as a Deputy Sheriff assigned to an elementary, middle or high school. During non-school months, the Deputy Sheriff works other duties as assigned by his/her supervisor.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Patrols school campus; conducts interviews of students; arrests violators of criminal law; transports prisoners; responds to calls for assistance; investigates incidents of criminal behavior on campus; investigates "anonymous" student reports of crimes; mediates disputes between students; assists with random drug searches of schools.

Teaches the CHAMPS program when available.

Assists with implementation school safety plan; provides security for after-school events.

Conducts conferences with parents of students and with school personnel; conducts home visits with truant officer.

Prepares police incident reports; prepares or completes various forms, reports, correspondence, or other documents; prepares documentation of DUI grant activities; prepares documentation of Juvenile Justice; prepares traffic accident reports.

Testifies in court and at Board of Education Hearings.

Assists with fingerprinting child identification program.

Advises students with law enforcement questions.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Deputy Sheriff -
School Resource Officer**

Job Code: 0804412

Principal Duties and Responsibilities CONTINUED (Essential Functions):**

Reviews truancy reports and student discipline reports.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Attends training for drug prevention officers; attends law enforcement in-service training.

Provides drug prevention literature to public; speaks to parents, the public, and civic groups.

Drives patrol unit and operates police radio.

Plans activities for "Red Ribbon Week" and prom/graduation week.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

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

ADDITIONAL FUNCTIONS

Directs traffic in school zone.

Coordinates fundraisers; assists with Sheriff's community events.

Answers the telephone; enters incident reports into computer.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Deputy Sheriff -
School Resource Officer**

Job Code: 0804412

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in criminal justice, sociology, and/or psychology and Police Academy training; supplemented by one (1) year previous experience and/or training involving law enforcement with some experience working with children preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid P.O.S.T. certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

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 carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Sheriff - School Resource Officer	Job Code: 0804412
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ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally very heavier items (100 pounds or over)

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, 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 dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

Staff Report

Subject: Stormwater Master Plan – Change Order 2
Author: Eric Larson, Asst. County Manager
Department: Engineering
Meeting Date: September 20, 2022
Item Description: Approve a change order to create a Social Pinpoint Website to educate and inform the public and solicit input on the Stormwater Master Plan.

Summary Recommendation:

The County staff would like to add the creation of a project website using Social Pinpoint to the Stormwater Master Plan project. This will allow citizens to review the project reports and documents, report problems, and make comments in addition to the one public meeting that is currently scheduled.

Executive Summary/Background:

- In 2021, the County received a Coastal Incentive Grant for the Stormwater Master Plan.
- The scope of the grant and the contract awarded to Pond and Company to prepare the Masterplan in May 2022 included a public education and outreach component. The scope proposed a public meeting to solicit feedback on the draft document.
- Original Contract = \$220,600.00
- Previous change orders = \$11,954.48
- This change order = \$13,000.00

Alternatives for Commission to Consider

- 1 - Approve the change order #2 for the stormwater master plan.
- 2 – Take no action; seek additional information
- 3 – Deny; Public input will be limited to one public meeting after the draft document is created.

Recommended Alternative: Alternative 1

Other Alternatives: Alternative 2

Department Review: Engineering, Finance

Funding Source: Fund #560-4910-560-54-3000.

Attachments: 1. Change Order #2 request

49 Park of Commerce Way, Suite 203
Savannah, Georgia 31405

T: 912.228.3611
www.pondco.com

June 29, 2022

Mr. Eric W. Larson, PE, AICP, CFM, CPSWQ
Assistant County Manager
Effingham County Board of Commissioners
804 S Laurel Street
Springfield, Georgia 31329

RE: Stormwater Master Plan
Social Pinpoint – Owner Requested Change Order

Dear Mr. Larson:

Pond and Company (Pond) is pleased to present this change order proposal for developing a Social Pinpoint interactive map and survey to facilitate public input on the Effingham County Stormwater Master Plan. Social Pinpoint will be used to gather public input on flooding concerns, maintenance identification needs, water quality concerns and other miscellaneous community observations.

Pond proposes the following:

SCOPE OF SERVICES

Pond will develop a landing page describing the intent of the stormwater master plan and will include an announcement for the date, time and location of the public meeting. The site will also include the development of an interactive map with the capability of placing geolocated comments. The interactive map will be developed and submitted for the County's review on or before July 15th. This will allow for the platform to be active prior to the public meeting advertisement on the week of the July 25th. Once the Social Pinpoint platform is public, Pond will monitor public input and categorize comments into common concerns/input. Additionally, the anecdotal information will be used to assist with verifying potential problem areas identified by the stormwater model developed under Task 2 and inform decisions regarding the Rehabilitation Plan and Expansion Plan developed under Task 4 and Task 5, respectively.

COST INFORMATION

Pond will perform the services listed list above as described in this Scope of Services for a lump sum fee of Thirteen Thousand Dollars (\$13,000).

Services not specifically included in the proposal tasks, or task additions requested after professional services have commenced, will be considered additional / out of scope services and will be approved via a contract change order prior to commencement of the additional work.

CONDITIONS OF SERVICE

- Pond will be given notice to proceed on or before July 6th.
- The Social Pinpoint site will remain public until September 16th. Comments received after August 31st may not be able to be addressed in the Stormwater Master Plan prior to the September 30th grant deadline.

AUTHORIZATION AND CONTRACTUAL CONDITIONS

To authorize this work, please provide Pond with the necessary written authorization. Please note that the agreed upon terms and conditions listed in TO 22-005 dated May 17, 2022, shall apply to the authorized scope of services.

CLOSING

Pond appreciates the opportunity to provide our professional services for this project. We are available at your convenience to discuss the contents of this scope of work or other aspects of the project.

Pond & Company



Chris Fagerstrom, PE
Associate Principal | Director of Water Resources
Project Manager



Melissa Phillips
Business Development Manager
Client Liaison

ACCEPTED BY (NAME): Wesley Corbitt, Chairman, Board of Commissioners

ACCEPTED BY (SIGNATURE): _____

DATE: _____

ATTEST BY: (NAME): Stephanie Johnson, County Clerk

ATTEST BY: (SIGNATURE): _____

Staff Report

Subject: Annual update to Capital Improvements Element
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: September 20, 2022
Item Description: Consideration to approve a resolution adopting the FY2022 Capital Improvement Element (CIE) annual update.

Summary Recommendation

The Georgia Department of Community Affairs and the Coastal Regional Commission of Georgia have approved the FY2022 Financial Report and Capital Improvements Element (CIE), which can now be adopted by the Board of Commissioners to ensure continuation of Qualified Local Government status.

Executive Summary/Background

- Development Impact Fees are intended to ensure that adequate public facilities are available to serve new growth and development.
- The CIE annual update is a required report for all jurisdictions that collect impact fees, and includes a financial report and a schedule of improvements.
- Staff has updated the Impact Fee Financial Report and the schedule of improvements.
- The CIE annual update has been reviewed and approved by the Department of Community Affairs, and can now be adopted by the Board of Commissioners.
- Adoption of the annual CIE update is necessary to maintain the county's Qualified Local Government status with the Department of Community Affairs.

Alternatives for Commission to Consider

1. Approve the resolution adopting the FY 2022 CIE annual update.
2. Take no action

Recommended Alternative: Alternative 1

Other Alternatives: N/A

Department Review: Finance Department; Development Services Department

Funding Source: No new funding requested.

Attachments:

1. Resolution to adopt the FY2022 CIE annual update.
2. 2022 CIE annual update
3. 2022 Financial Report
4. 2022 CIE Update - Approval from DCA

**STATE OF GEORGIA
EFFINGHAM COUNTY**

RESOLUTION TO ADOPT

WHEREAS, Effingham County has prepared a 2022 update to the Effingham County Capital Improvements Element; and

WHEREAS, the annual update of the Capital Improvements Element was prepared in accordance with the Development Impact Fee Compliance Requirements and the Minimum Planning Standards and Procedures for Local Comprehensive Planning adopted by the Board of Community Affairs, pursuant to the Georgia Planning Act of 1989, and a public hearing was held on September 20, 2022; and

WHEREAS, the draft Capital Improvements Element was submitted for review to the Coastal Regional Commission of Georgia, and was subsequently approved by the Coastal Regional Commission of Georgia and forwarded to, and approved as meeting the minimum standards, by the Georgia Department of Community Affairs;

NOW, THEREFORE, BE IT RESOLVED that the Effingham County Board of Commissioners does hereby adopt the Capital Improvements Element 2022 update that includes the Financial Report and the Short Term Work Program covering the five-year period 2023-2027.

Adopted this ____ day of _____, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: _____
WESLEY CORBITT, CHAIRMAN

ATTEST:

STEPHANIE JOHNSON
COUNTY CLERK

(1) Public Facility Type	County Wide Roads	County Wide Parks & Recreation	County Wide Public Safety	Water	Sewer	TOTAL
(2) Service Area FY 2022						
(3) Beginning Impact Fee Fund Balance FY 2022		67,250.53	-	-	-	67,250.53
(4) Impact Fees Collected FY 2022						-
(4.1) Dept. of Transportation Reimbursement FY 2021						-
(4.2) Interfund Paid	-					-
(5) Accrued Interest FY 2022	-	5.10	-			5.10
(6) Project Expenditures FY 2022		(21,912.00)	-			(21,912.00)
(7) Administrative Costs FY 2022						-
(8) Impact Fee Refunds FY 2022						-
(9) Ending Impact Fee Fund Balance FY 2022	-	45,343.63	-	-	-	45,343.63
(10) Impact Fees Encumbered FY 2022	-	45,343.63	-	-	-	45,343.63

45,343.63 Check Figure

Effingham County Annual CIE Update: Approved



Juli M Yoder <juli.yoder@gadca.onmicrosoft.com>

8/25/2022 8:15 AM

To: 'Aaron Carpenter' Cc: Planning

Aaron,

Our staff has reviewed the Annual Capital Improvement Element (CIE) Update for Effingham County and finds that it adequately addresses applicable requirements. The next step is for the local government to adopt the CIE Update. As soon as your office provides written notice that the CIE Update has been adopted and provides DCA with a digital copy of the final adopted version of this document, we will notify the local government that its Qualified Local Government status has been extended. If you have any questions, please contact us at [404-679-5279](tel:404-679-5279).

Thanks,



Learn more about our commitment to [fair housing](#).



Juli M Yoder, AICP

Senior Planner | Local Programs Lead
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

Direct 404-327-6860
juli.yoder@gadca.onmicrosoft.com

From: [Aaron Carpenter](#)
To: [Teresa Concannon](#)
Subject: EXTERNAL:Re: 2022 CIE update
Date: Thursday, August 25, 2022 8:51:23 AM
Attachments: [image002.png](#)
[image003.png](#)

Good morning, Teresa.

DCA has reviewed the Annual Capital Improvement Element (CIE) Update for Effingham County and finds that it adequately addresses applicable requirements. The next step is for the County to adopt the CIE Update. As soon as your office provides the adoption resolution, I will transmit a digital copy to DCA with the final adopted version of this document. Following, DCA will notify the County that its Qualified Local Government status has been extended. If you have any questions, please contact me at (912) 223-9258.

Thank you,



Aaron Carpenter
Planning and Government
Services, Director
 Coastal Regional Commission
Mobile: 912-223-9258
Website: crcplanning.org

From: Aaron Carpenter <acarpenter@crc.ga.gov>
Date: Monday, August 22, 2022 at 1:40 PM
To: Teresa Concannon <TConcannon@EffinghamCounty.org>
Subject: Re: 2022 CIE update

Received! I will review and transmit to DCA.

Thank you,



Aaron Carpenter
Planning and Government
Services, Director
 Coastal Regional Commission
Mobile: 912-223-9258
Website: crcplanning.org

From: Teresa Concannon <TConcannon@EffinghamCounty.org>
Date: Monday, August 22, 2022 at 1:35 PM
To: Aaron Carpenter <acarpenter@crc.ga.gov>
Subject: 2022 CIE update

The attached document contains the resolution of transmittal, the 2022 Financial Report, and the 2022 CIE update document.

Please review & forward to DCA. Let me know if anything else is needed.

Thanks,

Teresa



Teresa Concannon, AICP
Planning & Zoning Manager
Effingham County Board of Commissioners
804 S Laurel Street
Springfield, GA 31329
tconcannon@effinghamcounty.org

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Public Facility:	PUBLIC SAFETY					
Service Area:	COUNTYWIDE					
Project Description	Start Date	End Date	Cost Estimate	IF %	Funding Source	Status/Remarks
Sheriff's Jail, Office Admin. Complex, Storage	2012	2024	\$16,425,000	25%	Jail Fund / SPLOST	In progress
Fire Vehicles/Apparatus	2015	2023	\$1,150,000	0%	Fire Fund / SPLOST	In progress
Berryville / Stillwell Fire Station	2015	2017	\$75,000	0%	Fire Fund/SPLOST	Complete
South Effingham Fire Station*	2015	2021	\$550,000	0%	Fire Fund	In progress
Ardmore-Oakey Fire Station	2015	2020	\$75,000	0%	Fire Fund/SPLOST	Complete
EMS Vehicles/ Apparatus	2014	2024	\$650,000	0%	SPLOST	In Progress

* Formerly known as Hodgeville / Ledessie Zeigler

Public Facility	ROADS & BRIDGES					
Service Area	COUNTYWIDE					
Project Description	Start Date	End Date	Cost Estimate	IF %	Funding Source	Status/Remarks
Effingham Parkway	2016	2022	\$120,000,000	58%	I.F./SPLOST/GDOT/FED.	In Progress
Old River Road & I16 interchange	2010	2021	\$250,000	0%	FED/GDOT/SPLOST	Complete
Resurfacing	2014	2024	\$8,113,133	0%	SPLOST	Ongoing
Blue Jay Road & McCall	2012	2021	\$400,000	0%	SPLOST	Complete

Public Facility	PARKS & RECREATION					
Service Area	COUNTYWIDE					
Project Description	Start Date	End Date	Cost Estimate	IF %	Funding Source	Status/Remarks
HWY 21 Recreation Complex/Gym Renovations	2014	2023	\$3,800,000	14%	I.F./SPLOST	In Progress
Park Promenade/Ulmer Park	2014	2017	\$79,000		Pending	Cancelled.

Public Facility	SEWER					
Service Area	UNINCORPORATED EFFINGHAM COUNTY					
Project Description	Start Date	End Date	Cost Estimate	IF %	Funding Source	Status/Remarks
Old Augusta Rd.	2006	2017	\$5,000,000	0%	Pending	Completed
Lift station #5, #11, #9 pump upgrades	2014	2020	\$270,000	0%	W/S fund	LS#5 Completed LS#9 Completed LS#11 Completed
Sprayfield upgrades	2013	2024	\$75,000	0%	W/S fund	In Progress

Public Facility	WATER					
Service Area	UNINCORPORATED EFFINGHAM COUNTY					
Project Description	Start Date	End Date	Cost Estimate	IF %	Funding Source	Status/Remarks
Loop from Greystone to Midland Rd.	2014	2017	\$680,000	0%	W/S fund	Complete
Loop from Emerald Plantation to Marlow Elem.	2015	2021	\$1,400,000	0%	W/S fund	In progress
County Line Booster Station	2014	2021	\$1,500,000	0%	W/S fund	In progress

Staff Report

Subject: Approval of Change Order #1 for Agreement 22-25-010 with McLendon Enterprises, Inc. for the LMIG 2022 and other road work

Author: Alison Bruton, Purchasing Agent

Department: Public Works/Roads

Meeting Date: September 20, 2022

Item Description: Change Order #1 for Agreement 22-25-010 with McLendon Enterprises, Inc. for the LMIG 2022 and other road work

Summary Recommendation: Staff recommends approval of Change Order #1 for Agreement 22-25-010 with McLendon Enterprises, Inc. for the LMIG 2022 and other road work in the amount of \$42,935.47.

Executive Summary/Background:

- In August, Contract 22-25-010 was awarded to McLendon Enterprises, Inc. for LMIG 2022 and other road projects throughout the County in the amount of \$3,764,575.98.
- County staff requested quotes from McLendon for two other areas that need repair.
 - Blue Jay and McCall Road Intersection
 - Old Augusta Road at Estes Trucking
- McLendon provided a quote for these two items as detailed in the Change Order request. Staff and Roberts Civil Engineering staff have reviewed and recommend award.

Alternatives for Commission to Consider

1. Approval of Change Order #1 for Agreement 22-25-010 with McLendon Enterprises, Inc. for the LMIG 2022 in the amount of \$42,935.47
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Asst. County Manager, Purchasing

Funding Source: \$1.2M is funded in the LMIG budget, the remaining funds will be expended from TSPLOST or SPLOST, a budget amendment will be necessary

Attachments:

1. Change Order #1
2. Quote from McLendon

Change Order # 1

Project: ITB 22-25-010 – 2022 LMIG

Contract Date: August 16, 2022

Change Order Effective Date: September 20, 2022

Change Order Issued to: McLendon Enterprises, Inc.
2365 Aimwell Road
Vidalia, GA 30474

You are directed to make the following changes to this Contract.

ITEM NO.	DESCRIPTION	UNITS	BID QTY	Unit Price	Total
402-1801	Asphalt Patching- includes removal and replacement of 2" asphalt at Blue Jay and McCall Road	1		\$18,204.05	\$18,204.05
402-1801	Asphalt Patching- includes removal and replacement of 6" asphalt at Old Augusta Road, Estes Trucking	1		\$24,731.42	\$24,731.42
	TOTAL				\$42,935.47

The original Contract Sum was.....\$ 3,764,575.98

Net change by previously authorized Change Orders.....\$ 0

The Contract Sum prior to this Change Order was.....\$ 3,764,575.98

The Contract Sum will be increased by this Change Order.....\$ 42,935.47

The new Contract Sum including this Change Order will be.....\$ 3,807,511.45

The Contract Time will be increased by 0 days

The Time allowed for completion is therefore _____

Owner
 Effingham County Board of Commissioners
 804 S. Laurel Street
 Springfield, GA 31329

Contractor
 McLendon Enterprises, Inc.
 2365 Aimwell Road
 Vidalia, GA 30474

By: _____

By: _____

Date: _____

Date: _____



2365 Aimwell Road
Vidalia, GA 30474
Phone: (912) 537-7887
Fax: (912) 538-7967

To:	Effingham County Board Of Commissioners	Contact:	Eric Larson
Address:	601 N. Laurel Street Springfield, GA 31329	Phone:	(912) 754-8413
Project Name:	Effingham 2022 LMIG (Patching 2 Locations) CO 2	Fax:	
Project Location:	Multiple Locations, Effingham Co, GA	Bid Number:	
		Bid Date:	9/8/2022

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	402-1801	Asphalt Patching Includes Removal And Replacement Of 2 Inch Asphalt (Replacement 2 Inch 12.5 MM) At Blue Jay And McCall Road.	1.000	LS	\$18,204.05	\$18,204.050
2	402-1801	Asphalt Patching Includes Removal And Replacement Of 6 Inch Asphalt (Replacement 2 Inch 12.5 MM, 4 Inch 19 MM Includes Tack) @ Old Augusta Estes Trucking	1.000	LS	\$24,731.42	\$24,731.420

Total Price for above Items: \$42,935.470

Total Bid Price: \$42,935.470

Notes:

- The above price does not include provisions for any permits
- Hazardous Materials encountered on Project will be handled seperately
- Erosion Control only included as specifically mentioned in proposal
- Payment terms are Net 30 Days from compeltion of work, unless otherwise stipulated
- Price based on request from Effingham County
- NO PRIME has been included
- PAVEMENT MARKINGS HAVE NOT BEEN INCLUDED

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>McLendon Enterprises, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: _____</p>
--	--

Staff Report

Subject: Approval of Quote #10578145 from Stryker for the purchase of two stretchers for new ambulances for EMS

Author: Alison Bruton, Purchasing Agent

Department: EMS

Meeting Date: September 20, 2022

Item Description: Purchase of stretchers for new ambulances for EMS

Summary Recommendation: Staff recommends approval of the purchase of two new stretchers for new ambulances for EMS from Stryker for \$83,602.36

Executive Summary/Background:

- These stretchers and mounts will be used in the two new ambulances for RFP 23-19-001. It was determined that the County was better served by ordering the stretchers directly from Stryker.

Alternatives for Commission to Consider

1. Approval of Quote #10578145 from Stryker for the purchase of two stretchers for new ambulances for EMS \$83,602.36
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: EMS, Finance

Funding Source: EMS SPLOST

Attachments:

1. Quote #10578145

PPXT and PowerLoad (New Truck)

Quote Number: 10578145

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: EFFINGHAM COUNTY EMS

Chicago, IL 60673-3308

Attn:

Rep: Ryan Jacobsma

Email: ryan.jacobsma@stryker.com

Phone Number: (912) 414-3571

Mobile: (912) 414-3571

Quote Date: 09/09/2022

Expiration Date: 09/30/2022

Delivery Address

Name: EFFINGHAM COUNTY EMS

Account #: 1295906

Address: 285 FIRST STREET EXT UNIT B

SPRINGFIELD

Georgia 31329-3557

End User - Shipping - Billing

Name: EFFINGHAM COUNTY EMS

Account #: 1295906

Address: 285 FIRST STREET EXT UNIT B

SPRINGFIELD

Georgia 31329-3557

Bill To Account

Name: EFFINGHAM COUNTY

Account #: 1295905

Address: 804 S LAUREL ST

SPRINGFIELD

Georgia 31329

Equipment Products:

#	Product	Description	Qty	List Price	Sell Price	Total
1.0	639005550001	MTS POWER LOAD *INCLUDES FLOOR PLATE*	2	\$28,862.00	\$21,646.50	\$43,293.00
2.0	650605550003	Power-PRO XT MTS High: Dual wheel lock, x-restraint package, retractable head section 02 bottle holder, 3-stage IV pole PR, equipment hook, H/E storage flat, XPS side rail, XPS mattress, Knee-Gatch, Dual compatibility, backrest storage pouch, steer-lock	2	\$26,458.00	\$19,843.50	\$39,687.00
Equipment List Price:					\$110,640.00	
Equipment Total:					\$82,980.00	

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$622.36
Grand Total:	\$83,602.36

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

Staff Report

Subject: Approval of Purchase of Two (2) New Ambulances for EMS

Author: Alison Bruton, Purchasing Agent

Department: EMS

Meeting Date: September 20, 2022

Item Description: Approval of PO 23-19-001 for the Purchase of Two (2) New Ambulances for EMS

Summary Recommendation: Staff recommends approval of PO 23-19-001 with Custom Truck & Body Works for the purchase of a new Ambulance for EMS

Executive Summary/Background:

- Four proposals were received for the purchase of two new ambulances:
 - Custom Truck & Body Works - \$450,038.00
 - Southeastern Specialty Vehicles - \$523,461.92
 - ETR Vehicles - \$524,314.00
 - Safe Industries - \$524,800.00
- Staff has decided to purchase the stretchers and floor plates directly from the vendor, so we requested an updated quote from Custom Truck & Body Works. The updated total cost for two (2) ambulances is \$430,400.00. (-\$19,638)
- EMS Staff requests to accept the proposal from Custom Truck & Body Works. Effingham County EMS has purchased the last several Ambulances from Custom Truck & Body Works and have been satisfied with their product and customer service.

Alternatives for Commission to Consider

1. Approval of PO 23-19-001 for the Purchase of Two (2) New Ambulances for EMS from Custom Truck & Body Works in the amount of \$430,400.00
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: EMS, Finance, Purchasing

Funding Source: SPLOST, budget amendment may be necessary

Attachments:

1. Bid Tabulation
2. PO# 23-19-001
3. Custom Truck & Body Works Proposal

PURCHASE ORDER

Item XII. 8.

Effingham County Board of Commissioners

804 S LAUREL STREET
SPRINGFIELD, GA 31329
Phone: 912-754-2159
Fax: 912-754-8413

DATE:
P.O. #

9/20/2022
23-19-001

VENDOR

Custom Truck and Body Works, Inc.
PO Box 718
13787 White House Road
Woodbury, GA 30293
ATTN : Jimmy Gill
706-977-7095 (cell) / 706-553-9178 (office)

SHIP TO

Effingham County Board of Commissioners
804 S. Laurel Street
Springfield, GA 31329
ATTN : Alison Bruton
912-754-2159

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
ECBOC			

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Furnish two (2) new ambulances per the attached proposal	2	\$215,200.00	\$ 430,400.00

SUBTOTAL \$ 430,400.00
TAX RATE \$ -
TAX \$ -
S & H \$ -
OTHER \$ -
TOTAL \$ 430,400.00

OTHER COMMENTS OR SPECIAL INSTRUCTIONS

ECBOC is a tax exempt entity. Tax ID# is 58-6000821

Custom Truck and Body Works, Inc. agrees to furnish two (2) new ambulances mounted on a new Type 1 Ford F-450 chassis as described in the County's RFP 23-19-001 and related addendums. The County references the terms, conditions and specifications contained in the County's RFP No. 23-19-001 and related addendums as superseding any and all other contracts, Purchase Orders or Agreements.

CUSTOM TRUCK & BODY WORKS - SIGNATURE

TITLE

CUSTOM TRUCK & BODY WORKS - PRINT NAME

DATE

AUTHORIZED BY - SIGNATURE

CHAIRMAN

AUTHORIZED BY - TITLE

WESLEY CORBITT

AUTHORIZED BY - PRINT NAME

AUTHORIZED DATE



Quote #: Q-00334-1
Date: 9/1/2022 4:16 PM
Expires On: 12/8/2022

Custom Truck and Body Works, Inc.

Manufacturers of Custom Emergency Apparatuses

13787 White House Rd
 Woodbury, GA 30293
 United States
 Main Line: 706-655-4300

SHIPPING

WANDA MCDUFFIE
 Effingham County

(912) 754-2148
 wmcduffie@effinghamcounty.org

BILL TO

Effingham County EMS

Name	Direct Line	E-Mail Address
Jimmy Gill	(706) 977-7095	jimmy@customtruckandbodyworks.com
Payment Terms	Delivery Method	Delivery Terms
Due on Receipt	Pickup at CTBW	120 to 150 Business Days After Receipt of Chassis

Dear WANDA MCDUFFIE,


Custom Truck and Body Works would like to thank you for the opportunity to work with your department on this project. We have prepared this quote based on the information that has been provided to us. We are certain that we can meet or exceed any needs and expectations you may have. Please review the attached documents and if there should be any questions, clarifications or any additional information please do not hesitate to contact me. We look forward to hearing from you soon.

Sincerely,
 Jimmy Gill




Type I 12' Ambulance - Ford F450 4x2 Diesel


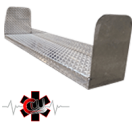




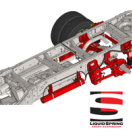



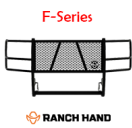
\$215,200 Each


MODULAR BODY

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1		Modular Body - Type I 12'	The ambulance body 149"L x 96"W x72"H shall be constructed of custom designed aluminum extrusions and aluminum plate. The ambulance body shall be designed and engineered specifically as an emergency vehicle and shall be built to meet the heavy-duty requirements of emergency service.	




CHASSIS

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	Chassis - Ford F450 - 4x2 - Diesel - 84CA	<p>The cab-chassis shall be suitable for subsequent mounting of a modular (containerized) transferable equipped ambulance body conforming to the requirements specified herein.</p> <p>*Ford F-450 XLT, 2 Wheel Drive Chassis-Cab. *165" Wheelbase – 84" Cab-Axle – 14,000 lbs. GVWR *6.7L Power Stroke® V-8 Diesel Engine – 300 HP / 660 lb/ft. Torque *10-Speed TorqShift® Automatic SelectShift® Overdrive Transmission * Wide Track Rear Axle – 4.10 Rear Axle Ratio *Brakes – 4-wheel Disc Anti-lock, Hydra-Boost Power Assist *Stabilizer Bar – Front and Rear *LT245/75Rx17E All-Season Radial Tires – Highway Tread *Spare Tire and Wheel – Full Size *Seats, Front Captain's Chairs *Ambulance/ Prep Package – 47L with EPA Special Emergency Vehicle Emissions *Engine Block Heater (wired to Shoreline) *Dual Heavy-Duty 750 CCA / 78 Amp-Hour, Maintenance Free Batteries *Alternators – Dual Alternators – 357-Amps Total *Fuel Tank, 40 Gallon *Mirrors – Heated Power-Adjusted *Power Windows *Power Door Locks *Cruise Control / Tilt Steering Wheel</p>	 F-450 4x2
84" CA OEM WHITE (3) KEY FOBS GPS OEM BACKUP CAMERA				
1	Each	Back Up Camera - OEM - Ford	An OEM Ford backup camera shall be ordered with the chassis and installed on the rear of the module. The camera shall function with the digital display on the dash.	
1	Each	Chassis Add On #1	Non Standard Additional Chassis Add On	
LED LIGHT BAR MOUNTED ON BRUSH GUARD				






QTY	UOM	PRODUCT NAME	DESCRIPTION	IMAGE
1	Set	Wheel Inserts - Phoenix - Ford F450/F550 (Standard)	Chrome wheel simulators shall be installed on the chassis wheels.	
1	Set	Running Boards - Driver & Passenger - Reg Cab - NFPA (Standard)	Diamond plate running boards shall be provided and installed on the cab of the module to the chassis manufacturers recommendation.	
2	Set	Lights - Grille - ION Red w Clear Lens LED (Standard)	Whelen ION series Red LED warning light with clear lens and chrome flange installed on the front grill of the chassis.	
2	Set	Lights - Front Intersection - ION Red w Clear Lens LED (Standard)	Whelen ION series Red LED warning light with clear lens and chrome flange installed on the fenders of the chassis.	
1	Set	Speaker - Cast - Ford F350/F450/F550 (Standard)	Two (2) 100-watt speakers shall be installed through the front OEM bumper.	
2	Set	Fire Extinguisher - 5Lb w/ Bracket (Standard)	5lb Fire Extinguisher shall be shipped loose.	
1	Each	Suspension - Liquid Springs - 2021 Ford F450/F550	CLASS (Compressible Liquid Adaptive Suspension System) Liquid Spring Suspension System is a smart suspension system for Ambulances. Liquid-based struts and an on-board processor to provide better handling and control. System must provide a smoother, and softer ride. This reduced Ambulance vibration increases comfort and lower maintenance costs.	
1	Set	Mud Flaps	Set of heavy-duty, thick rubber material mud flaps shall be as wide as the dual rear wheels.	
1	Each	Spare Tire	A spare tire shall be provided with the chassis.	
1	Each	Alarm - Backup	An audible alarm shall be installed to activate when the vehicle is placed into reverse gear. There shall be installed on the front console and wired through the vehicle electrical system, a momentary cutoff switch to disable the alarm.	
1	Each	Brush Guard - Black Ranch Hand with Grille Guard - F350/F450/F550		

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Set	Engine Block Heater - Wire - Shoreline	The chassis engine block heater shall be wired to shoreline power.	 <div>Item XII. 8.</div>




CHASSIS CONSOLE

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	Console - Wood - Gray (Standard)	A wood scorpion coated console with (2) cup holders and map slot shall be provided between the driver and passenger seat.	
2	Each	Siren - (Standard)	A Whelen 295SLSA1 single tone siren shall be installed in the cab console.	
1	Each	Spotlight - Go Light LED w Remote Control	12V LED spotlight shall be installed on the cab roof.	



L1 COMPARTMENT

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	L1 Compartment	Street Side Forward Compartment Dimensions: H72"x W20"x D22"	
1	Each	O2 Bracket Kit - Electric - H Cylinder	There shall be a Zico Electric Lift Cylinder Bracket O2 bottle mount to allow the department to utilize both "H" cylinder bottle.	
1	Each	O2 Wrench	An aluminum O2 wrench provided near the O2 bracket in the Oxygen compartment.	
1	Each	Oxygen Regulator - 50 PSI	50 PSI Pre-Set diaphragm regulator with nut and nipple connection for large cylinders and preset to 50 PSI.	
2	Each	Portable O2 Bracket Kit - D Cylinder - Zico QR-D-2		




L2 COMPARTMENT

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	L2 Compartment	Street Side Intermediate Compartment Dimensions: H40"x W30"x D20"	
1	Each	Panel - L2 - Inverter - Vanner 1050	A Vanner 1050 watt Inverter with 50 amp battery charger shall be provided and installed in the streetside exterior L2 compartment.	
1	Each	Inverter - Pre Wire	A pre-wire for installation of the inverter shall be provided in the L2 compartment.	

L3 COMPARTMENT

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	L3 Compartment (Standard)	Street Side Rear Compartment Dimensions: H40"x W30"x D20"	
Double doors on compartment				
1	Each	Adjustable Shelf - L3 Compartment	A horizontal aluminum adjustable shelf/shelves shall be provided in the L3 compartment mounted on shelf track.	

R3 COMPARTMENT

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	R3 Compartment	Curb Side Rear Compartment Dimensions: H72"x W15"x D20"	
(2) straps and buckles across the back board storage area				
2	Each	Adjustable Shelf - R3 Compartment	A horizontal aluminum adjustable shelf/shelves shall be provided in the R3 compartment mounted on shelf track.	
1	Each	Backboard Divider - R3 Compartment	A vertical divider shall be mounted center of the back board compartment.	


**Photo
Coming
Soon**

100



R2 COMPARTMENT

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	R2 Compartment	Curb Side Intermediate Compartment Dimensions: H20"x W24"x D20"	Photo Coming Soon




R1 COMPARTMENT












QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	R1 Compartment	Curb Side Forward Compartment Dimensions: H72"x W18"x D20"	

EMERGENCY LIGHT PACKAGE






QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Set	Lights - M Series - Red & White LED Warning w Clear Lens (7 Front Wall R/W/ R/W/R/W/R) (Standard)	Whelen M9 LED warning lights shall be installed on the module in the specified configuration. (7) front wall lights, (4) side body lights, (3) rear upper, and (2) lower window level lights.	 M9 Clear Lens WHELEN
2	Each	Lights - Rear Intersection - M7 Red LED w Clear Lens - Warning Light	Whelen M7 LED warning lights shall be installed above both rear wheels on the module	 WHELEN



NON EMERGENCY LIGHT PACKAGE

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
2	Set	Lights - Action Area/ Telemetry - LED	3" round led lights shall be located in the action area and telemetry area.	 WHELEN
1	Each	Lights - Compartment - Single - LED Strip Lights (Standard)	Each exterior compartment shall have one (1) strip LED light installed full height on each side of the door opening.	 HANSEN INTERNATIONAL
10	Set	Lights - Dome - Whelen LED (Standard)	Whelen 8" LED Dome patient compartment lights with dual level lighting will be located in the ceiling. *Exact location & quantity can be changed at pre-construction meeting*	 WHELEN



QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
6	Set	Lights - Scene - M9 LED (Standard)	Whelen M Series LED Scene Lights shall be installed (2) two on rear, (2) per side of the ambulance modular body.	 
2	Set	Lights - Stop/Turn/Tail - M6 Series LED (Standard)	Whelen M Series LED Brake, Back Up and Turn signals with individual bezels installed on the rear of the module.	 
1	Set	Lights - ICC Marker - Red & Amber LED	7 LED Red and & 7 LED Yellow ICC lights installed on the upper module perimeter to meet DOT requirements.	
1	Each	Light - Stepwell - LED	LED Stepwell light installed at the entry steps of the module.	 
1	Each	Lights - Tag Bracket - LED	LED lighting installed at the the tag bracket to meet DOT requirements.	 
2	Set	Lights - Docking - 6" Oval White	6" LED lights installed at the rear bumper to provide additional back up lighting.	 

MODULAR EXTERIOR




QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	Shoreline - 30A/120V - Auto Eject - Blue Cover	A 30 amp automatic power line disconnect system shall be furnished for the vehicle shoreline.	 
2	Set	Fenderette - Aluminum (Standard)	Polished aluminum fender flair shall be installed around the rear wheel well openings.	
1	Each	Window - Side - Sliding - Dark Tint (Standard)	Tinted high black aluminum framed sliding window is to be centered on the side entry door.	
2	Each	Window - Rear - Fixed - Dark Tint (Standard)	Tinted high black aluminum framed fixed window is to be centered on each rear entry door.	



QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	System	Door Locks - Power - 6 Compartments & 2 Entry Doors w Hidden Stealth Switch	Install Power Door locks on all Compartments and Patient Entry Side and Rear Doors. Lock/unlock can be initiated by key fob, remote switch or by Cab & Driver's Side electric locks.	<div>Item XII. 8.</div> 
1	Set	Compartments - Scorpion - Gray (Standard)	Scorpion coated finish on all exterior compartments.	
1	Set	Drip Rails - Aluminum		Photo Coming Soon

PAINT









QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	Paint Type - Modular Body - 1 Color	The module shall be a single tone paint to match the OEM chassis or customer specified paint code.	
1	Each	Paint Type - Chassis - OEM (Standard)	Chassis shall be painted OEM one color to match fleet.	



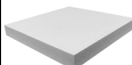


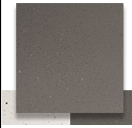


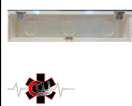

VINYL GRAPHICS


QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Set	Door Panels - Chevron (Standard)	Aluminum plate door panels on all exterior doors with 12" of reflective chevron.	
Orange and Blue				
1	Each	Vinyl Graphics - Star of Life (Large)	Large printed Star of Life, installed on the front or rear of module. Printed on 3M IJ680CR reflective material. **Color and location to be determined at Precon**	
CUSTOM Swoosh and SOL to match existing units				
1	Set	Vinyl Graphics - Star of Life Reflective Package	KKK-Spec reflective SOL package provided with the graphics package. *Exact color and location to be determined at the pre-construction meeting*	

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Set	Vinyl Graphics - Lettering & Decals	Lettering and department decals designed and printed on 3M 680CR reflective material and laminated with UV protective laminate.	<div>Item XII. 8.</div> 
1	Each	Rear Chevron - Reflective	Printed rear chevrons that meets the existing fleet/ customer specifications. Printed on 3M IJ680CR reflective material. **Color to be determined at Precon**	




MODULAR INTERIOR











QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	Panel - Power - Location - Interior (Standard)	A printed circuit board shall be installed in the interior electrical cabinet behind attendant seat.	
2	Set	Antenna - Coax	Two [2] 10-gauge power and two [2] ground wires, two [2] RG58U coax cables, and two [2] PL259 connectors.	
3	Each	Outlet - 12V	12 Volt DC 20 Amp cigar style outlets will be located in the action area and in the advanced life support cabinet. *Exact location & quantity can be changed at pre-construction meeting*	
6	Each	Outlet - 110V - Lighted	110 Volt AC GFI duplex lighted outlets will be located in the action area, the telemetry, as well as the advanced life support cabinet. *Exact location & quantity can be changed at pre-construction meeting*	
1	Each	Outlet - Oxygen - Single	A single O2 outlet provided at the head end of the squad wall. *Exact location & quantity can be changed at pre-construction meeting*	
1	Set	Outlet - Oxygen - Dual	Dual O2 outlets shall be provided in the action area. *Exact location & quantity can be changed at pre-construction meeting*	
1	Each	Outlet - Vacuum	Ohio style quick disconnect vacuum outlet provided in the action area wall.	
1	Each	Electrical System - RCTronics 12V (Standard)	12v RC Tronics switch panel electrical system shall be provided in the cab console and in the action area of the module.	 <div>R.C Tronics</div>


QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT
2	Each	Pre Wire - 12V Radio	12v radio pre-wires at the front console and rear action area. *Exact location and quantity can be changed at the pre-construction meeting*	 <div>Item XII. 8.</div>
1	Each	Flooring - Gun Metal Gray - Lonplate 3" (Standard)	Lonplate heavy duty floor covering installed above the PVC sub floor, rolled up on each side 3".	
1	Each	Flooring - Composite PVC Sub Flooring	PVC composite sub flooring shall be installed above the aluminum sub floor.	
1	Set	Cabinets - Plywood - 1 Tone - Matte Gray (Standard)	Cabinets shall be constructed of 3/4" plywood with a high-pressure plastic matte Gray laminate finish.	
1	Set	Windows - Life Defender - Fixed (Standard)	Austin Hardware Gen II Life Defender cabinets, with clear plexi and fixed sliding windows.	
1	Each	Seat - CPR		Photo Coming Soon
1	Each	Countertops - Gray (Standard)	Solid Surface material counter tops at the action and telemetry areas. Gray in color.	
1	Each	Cabinet - Plywood - Over Rear Door	Cabinet located over the rear entry door, providing one storage section.	
1	Each	Cabinet - Plywood - Squad Bench Overhead	Cabinet located over the squad bench, divided into two separate storage sections.	
1	Each	Cabinet - Plywood - Glove Box	Cabinet located over the side entry door, providing storage for three glove boxes.	
1	Each	Cabinet Add On #1	Non Standard Additional Cabinet Add On	
Add 110V in overhead squad bench cabinet closest to curbside entry door				

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	Cabinet Add On #2	Non Standard Additional Cabinet Add On	<div>Item XII. 8.</div> <div>+ CABINET Add-Ons</div>
Cabinet above pass thru				
1	Each	Cabinet Add On #3	Non Standard Additional Cabinet Add On	<div>+ CABINET Add-Ons</div>
Cabinet below pass thru				
1	System	Insulation - Polyfiber (Standard)	The modular ambulance body shall be insulated with a non-flammable Polyfiber insulation.	
1	Each	Defibrillator Mount for Lifepak 12/15- Ferno	A Ferno Life Pack 12/15 monitor mount shall be supplied and installed at delivery. Customer location determined during the pre-build conference.	
1	Each	Heater - Aux 110 - 1500W	A 110v auxiliary heater shall be supplied and installed. Location shall be determined during the pre-build conference.	
Mounted above CPR seat				
6	Each	Emergency Release Latch	Curb and Rear entry doors shall come with upper and lower emergency release latches, in the event of failure to exit the module.	




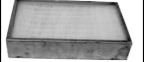
MODULAR INTERIOR DETAILS

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	Each	Suction - Rico - Action Area (Standard)	A RICO RS4X disposable aspirator will be installed in the action area and connected to the vacuum inlet by a quick connect coupler.	
1	Each	Vacuum Pump	Electric vacuum pump installed in the L-2 exterior compartment, plumbed to the vacuum outlet on the rear action area wall.	
3	Each	Seat Belt - 6 Point Harness	All seated positions shall have a 6 point safety harness seat belt system.	

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT
1	Each	Safety Net - Yellow Angled (Standard)	A yellow safety net shall be provided and installed at the head end of the squad bench.	
2	Each	Grab Rail - Ceiling - 80" Yellow (Standard)	1.25" diameter x 80" yellow grab bars shall be provided and securely fastened to the ceiling over the primary cot and over the squad bench. *Exact location & quantity can be changed at pre-construction meeting*	
3	Each	Grab Handle - 18" Yellow (Standard)	1.25" diameter x 18" yellow grab bars shall be provided at each entry door. *Exact location & quantity can be changed at pre-construction meeting*	
3	Each	Grab Handle - Interior V Style - Yellow (Standard)	V-Style yellow grab handles shall be provided on the side and rear entry doors.	
1	Each	Timer - 15 Minute Delay	A 15-minute mechanical timer shall be provided and installed at the head of squad bench adjacent to the side entry door. Timer to control the curb side dome lights.	
1	Each	Clock - Digital - Intellitec (Standard)	A digital EMS clock shall be provided at the Action Area wall.	
2	Set	IV Hanger - Ceiling Mount (Standard)	IV Hangers will be recessed in the ceiling over the head and foot end of the primary cot.	
1	System	Upholstery - Vinyl - Gunmetal Gray (Standard)	Seamless vacuum formed vinyl material, gun metal gray, provided on the attendant seat, squad bench cushions and CPR cushions.	
1	Set	Seat - Attendant Child 3 Point Safety - Gunmetal Gray w Swivel Base - Wise (Standard)	Attendant seat with child safety seat, 3 point harness and swivel base shall be located at the head end of the primary cot.	
1	System	Riser - Stainless Steel - Interior		Photo Coming Soon
1	System	Cot Fastener - Power Load - Stryker (Customer Supplied)	A Power Load cot fastener shall be center mounted on the floor of the module.	
Customer supplied floor plate and power load				

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	System	Cot Fastener Mount - Center (Standard)	The cot fastener shall be center mounted in the patient module.	 <div>Item XII. 8.</div>

HVAC SYSTEM

QTY	UOM	PRODUCT NAME	DESCRIPTION	PRODUCT IMAGE
1	System	AC - 12 Volt - Ducted with Bottom Mount Condenser (Standard)	Hoseline brushless 12VDC HVAC system located on the front bulkhead and shall be ducted down the ceiling of the patient compartment.	
1	Each	Exhaust Fan	The patient compartment shall be ventilated with fresh outside air via one (1) static intake vent and one (1) power exhaust vent.	
2	Each	Cowl Vent	An aluminum cowl vent shall be provided on the exterior to cover the intake vent.	
1	Each	Filter - Hepa	A hepa filter shall be installed in the HVAC intake.	

WE LOOK FORWARD TO BUILDING THIS AMAZING VEHICLE FOR YOUR DEPARTMENT!

		Custom Truck and Body Works, Inc		Safe Industries	
Description	Quantity	Unit Cost	Total	Unit Cost	Total
Price per Ambulance	2	\$225,019.00	\$450,038.00	\$262,400.00	\$524,800.00
Total			\$450,038.00		\$524,800.00

		Southeastern Specialty Vehicles		WWW.ETRVEHICLES.COM	
Description	Quantity	Unit Cost	Total	Unit Cost	Total
Price per Ambulance	2	\$261,730.96	\$523,461.92	\$262,157.00	\$524,314.00
Total			\$523,461.92		\$524,314.00

Staff Report

Subject: Recreation Board Appointment
Author: Stephanie Johnson, County Clerk
Department: Administration
Meeting Date: September 20, 2022
Item Description: Consideration to approve to reappoint members to the Recreation Board

Summary Recommendation:

Staff is requesting approval to reappoint/appoint members to the Recreation Board. The current board members: Roger Scott (2nd district) and Robert Hunter (3rd district) have opted to not be considered for reappointment. William Floyd (5th district) is agreeable to being reappointed.

Executive Summary:

The terms of office for these seats expired January 2022. The proposed term renewals and members are as follows:

1. Chris Sapp	2 nd District	to expire January 2026
2. Mike Wilson	3 rd District	to expire January 2026
3. William Floyd	5 th District	to expire January 2026

Background:

Sec. 46-32. - Board membership.

The recreation board shall consist of a board of five members, each of whom shall be residents of the county with one member from each commission district within the county. Such persons shall be appointed by the commissioner representing each district. Members shall serve without pay. The terms of office shall be for four years and shall be coterminous with the terms of the commissioner or chairperson making such appointment, or until their successors are appointed and qualified; except the board of commissioners, in making initial appointments or in filling vacancies, shall vary the initial terms of members or the terms of persons appointed to fill vacancies in such manner that thereafter the term of each appointment is coterminous with the commissioner making such appointment. Any member whose term expires shall be eligible to serve for an additional term or terms if reappointed by the commissioner representing the district. (Ord. of 3-17-15, § 1)

Alternatives for Commission to Consider:

1. Approve to reappoint/appoint members to the Recreation Board as presented.
2. Do not approve the reappointments.
3. Provide Staff with Direction

Recommended Alternative: Staff recommends Alternative# 1

Other Alternatives: N/A

Department Review: Recreation / Administration

Funding Source: The members of this board serve without pay.

Attachments:

1. Member Profile Applications (Sapp, Wilson)

AUTHORITIES/BOARDS/COMMITTEES PROSPECTIVE MEMBER PROFILE

AUTHORITY/BOARD/COMMITTEE: Recreation Board

NOMINEE: Christopher Sapp

ADDRESS: _____

HOME PHONE: _____ **BUSINESS PHONE:** 912-233-2201

COUNTY VOTING DISTRICT/MUNICIPALITY: District 2

EMPLOYMENT/BUSINESS HISTORY

COMPANY NAME: Republic National Distributing **YEARS:** 18

POSITION: Account Manager

ADDRESS: 1414 Mills B. Lane Rd., Savannah , GA 31326

RESPONSIBILITIES:

I'm a account manager for a wine & spirits wholesaler. My specialty is fine wine. I currently manage our wines in high end liquor stores in the Savannah area.

I'm responsible for over 4,000 wine items that Republic National Distribution has the rights to in Georgia. It's a detailed oriented job.

I keep up with new wines, wine scores, and retails. I'm also responsible for inventory in my accounts, and educating staffs.

COMPANY NAME: Southern Wine & Spirits **YEARS:** 5

POSITION: Chain store account manager.

ADDRESS: 38 Sheridan Park Circle #A, Bluffton, South Carolina 29910

RESPONSIBILITIES:

Managed wine sales to grocery stores for a wine & spirits wholesaler.

PROFILE—PAGE 2

CIVIC/VOLUNTEER INVOLVEMENTS:**ORGANIZATION:** The Firebox Initiative **YEARS OF ASSOCIATION:** 5**POSITION OF LEADERSHIP:** This is a not for profit that my brother started when he recovered from his restaurant
burning to the ground. Firebox provides grants to service industry people in times of emergencies. More of a financial involvement for me now.**ORGANIZATION:** _____ **YEARS OF ASSOCIATION:** _____**POSITION OF LEADERSHIP:** _____**ORGANIZATION:** _____ **YEARS OF ASSOCIATION:** _____**POSITION OF LEADERSHIP:** _____**EDUCATION HISTORY:****HIGH SCHOOL:** Glynn Academy**TRADE/VOCATIONAL:** Neilson Electronics Institute**COLLEGE:** Trident Technical College**GRADUATE/POST-GRADUATE:** _____**PROFESSIONAL AFFILIATIONS/CERTIFICATIONS:** The Wine & Spirits Education Trust, Level II Wine & Spirits
