

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
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AGENDA

COUNTY COUNCIL OF BEAUFORT COUNTY

Monday, March 28, 2016

5:00 p.m.

Large Meeting Room, Hilton Head Island Branch Library
11 Beach City Road, Hilton Head Island

1. CALL TO ORDER – 5:00 P.M.
2. EXECUTIVE SESSION
 - A. Discussion of matters relating to the proposed location, expansion or the provision of services encouraging location or expansion of industries or other businesses in Beaufort County - Project Apple
 - B. Receipt of legal advice for pending or threatened claims – Saint James Baptist Church
3. CAUCUS
 - A. Receipt of County Administrator's Two-Week Progress Report ([backup](#))
 - B. Receipt of Deputy County Administrator/Special Counsel's Two-Week Progress Report ([backup](#))
 - C. Discussion of Consent Agenda
 - D. Discussion is Not Limited to Agenda Items
4. ADJOURNMENT





Memorandum

DATE: March 25, 2016
TO: County Council
FROM: Gary Kubic, County Administrator *Gary Kubic*
SUBJ: County Administrator's Progress Report

The following is a summary of activities that took place Monday, March 14, 2016 through Friday, March 25, 2016:

March 14, 2016

- Employee New Hire Orientation
- Joshua Gruber, Tom Keaveny and Sheldon Fire Chief Buddy Jones re: Town of Yemassee Fire Services
- Caucus
- County Council

March 15, 2016

- Emergency Management Division Training Exercise
- Mayor David Bennett and Town Council Member William Harkins re: Phone Conference Capital Sales Tax Projects
- Joshua Gruber, Councilman Rick Caporale, and Colin Kinton re: US 278 Jenkins Island Access Management Project – Windmill Harbour

March 16, 2016

- Jim Beckert re: County Auditor Update
- Chief Vincent Line of Arapahoe County Sheriff's Office, Centennial, Colorado and Lieutenant Virgil Hubbard of Knoxville Police Department, Knoxville, Tennessee re: Sheriff's Office Re-accreditation Process
- Joshua Gruber, Monica Spells, Sheriff's Office Representatives, and Mary Ellen Keough re: Records Management Archival System
- Jon Rembold re: St. James Baptist Church Proposed Meeting Agenda

March 17, 2016

- Guest Speaker - Marsh Association, Rose Hill Plantation Golf Course, Bluffton
- Association of Public Library Administrators (APLA) Annual Retreat, St. Helena Island Branch Library
- Dale Butts re: Register of Deeds Update

March 18, 2016

- No Scheduled Appointments

March 21, 2016

- Employee New Hire Orientation
- Joshua Gruber, Monica Spells, Alicia Holland and Bill Love re: Disabilities and Special Needs / South of Broad Adult Day Care
- Joshua Gruber and Lucas High, new Island Packet Reporter re: Introduction / County Operations
- Finance Committee
- Public Facilities Committee

March 22, 2016

- Steve Riley re: Jenkins Island Access Management Study

March 23, 2016

- Agenda Review with Chairman, Vice Chairman and Executive Staff re: March 28, 2016 County Council Meeting
- Joshua Gruber and Suzanne Gregory re: Compensation Study / Ancillary Benefits

March 24, 2016

- Supervisor Webinar re: "Sharpening Your Supervisory Skills"
- Joshua Gruber and South Data Representatives re: Conference Call / Property Tax Process
- Joshua Gruber and J. L. Goodwin re: Tour / Amtrak Train Station in Yemassee

March 25, 2016

- Joshua Gruber, Monica Spells, and James Johnson re: Information Technology / Beaufort County Sheriff's Office
- Boundary Street Project Update



Memorandum

DATE: March 25, 2016

TO: County Council

FROM: Joshua A. Gruber, Deputy County Administrator

SUBJECT: Deputy County Administrator's Progress Report

The following is a summary of activities that took place Monday, March 14, 2016 through Friday, March 25, 2016:

March 14, 2016 (Monday):

- Suzanne Gregory re: Personnel Issue
- Maria Walls re: Information Technology Services
- Gary Kubic, Tom Keaveny and Sheldon Fire Chief Buddy Jones re: Town of Yemassee Fire Services
- Meeting with Council member Tabor Vaux re: Daufuskie Island Projects
- Council members Jerry Stewart and Steve Fobes re: Budget Review
- Caucus
- County Council

March 15, 2016 (Tuesday):

- Emergency Management Division Training Exercise
- Meeting with Alicia Holland, Phil Foot, Dr. Moss and Phyllis White re: Summer Nutrition Program

March 16, 2016 (Wednesday):

- Annual Budget Review – Planning Department
- Annual Budget Review – Zoning Department
- Annual Budget Review – Solid Waste/Recycling and Public Works Department
- Suzanne Gregory and Mark Roseneau re: Personnel Issue

- Gary Kubic, Monica Spells, Sheriff's Office Representatives and Mary Ellen Keough re: Records Management Archival System
- Annual Budget Review – Engineering Department
- Annual Budget Review – Facilities Management Department
- Annual Budget Review – Airports Department
- Annual Budget Review – Traffic and Transportation Engineering Department

March 17, 2016 (Thursday):

- Annual Budget Review – Mapping and Applications Department
- Annual Budget Review – IT Systems Management Department
- Annual Budget Review – Broadcast Services Department
- Annual Budget Review – Library
- Annual Budget Review – Voter Registration
- Annual Budget Review – Legal Department
- Annual Budget Review – Employee Services

March 18, 2016 (Friday):

- Annual Budget Review – Assessor
- Annual Budget Review – Business License Department
- Annual Budget Review – Finance Department
- Annual Budget Review – Purchasing Department
- Annual Budget Review – Register of Deeds
- Annual Budget Review – Risk Management Department

March 21, 2016 (Monday):

- Suzanne Gregory – Personnel Issue
- Alicia Holland, Monica Spells and Phil Foot re: Bi-weekly Project Review/Status Update
- Tom Keaveny and Jeremy Cook, Attorney, Haynsworth, Sinkler & Boyd, P.A. re: Business Retention Incentives
- Gary Kubic, Alicia Holland, Monica Spells and Bill Love re: Disabilities and Special Needs/South of Broad Adult Day Care
- Gary Kubic and Lucas High, new Island Packet re: Introduction/County Operations
- Alicia Holland, FirstSouthwest representatives Jeff Minch, Janice Burke, Steven Kantor and Frannie Heizer, Laura Foster, Mary Winans, Mark McGruder, Pete Stare, Kurt Marson, Raymond Bentley and Casey Komp re: Beaufort County Series 2016A Pre-Pricing

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- Finance Committee
- Public Facilities Committee

March 22, 2016 (Tuesday):

- Alicia Holland, Gary James and Ginnie Kozak, Lowcountry Council of Governments re : Public Outreach for 2015 Joint Land Use Studies and TDR Implementation
- Capital Project Sales Tax Commission
- Meeting with Hilton Head Humane Association re: Animal Services Complex
- Governmental Committee
- Phil Foot, Chuck Atkinson, Mary Ellen Keough re: Building Codes/FOIA Records
- Natural Resources Committee

March 23, 2016 (Wednesday):

- Agenda Review with Chairman, Vice Chairman and Executive Staff for March 28, 2016 County Council Meeting
- Gary Kubic and Suzanne Gregory re: Compensation Study/Ancillary Benefits
- Monica Spells, James Johnson, Captain Mike Riley and Beaufort County Sheriff's Department IT Representatives re: IT Services
- Meeting with Brian Baird
- Council Chairman Paul Sommerville and Gary Kubic re: Beaufort County/City of Beaufort Meeting
- City of Beaufort Mayor Billy Keyserling and William Prokop, City Manager, Paul Sommerville re: City/County Issues and Projects Update

March 24, 2016 (Thursday):

- Kimberly Chesney re: Debt Setoff Program
- Supervisor Webinar re: "Sharpening Your Supervisory Skills"
- Gary Kubic re: South Data
- Mark Roseneau, Dean Moss, Verizon Representatives Lillian Aquino, Richard Swain, Earl Struble and Stephen Herbert re: Spanish Moss Trail
- Gary Kubic and J. L. Goodwin re: Amtrak Train Station in Yemassee
- Conference Call re: Grays Hill Baptist Church

March 25, 2016 (Friday):

- Gary Kubic, Monica Spells and James Johnson re: Information Technology/Beaufort County Sheriff's Office
- Boundary Street Project Update
- Leif Roland re: Beaufort County Road Pavement Encroachment