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SPECIAL COUNSEL

THOMAS J. KEAVENY, II  
COUNTY ATTORNEY

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CLERK TO COUNCIL

AGENDA  
COUNTY COUNCIL OF BEAUFORT COUNTY  
CAUCUS

Monday, January 9, 2017  
5:00 p.m.

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort

1. CALL TO ORDER – 5:00 P.M.
2. EXECUTIVE SESSION
  - A. Receipt of legal advice relating to pending litigation
3. CAUCUS
  - A. Status of Hurricane Matthew Recovery Process
  - B. Receipt of County Administrator's Six-Week Progress Report ([backup](#))
  - C. Receipt of Deputy County Administrator / Special Counsel's Six-Week Progress Report ([backup](#))
  - D. Discussion of Consent Agenda
  - E. Discussion is Not Limited to Agenda Items
4. ADJOURNMENT





# Memorandum

DATE: January 6, 2017  
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, November 28, 2016 through Friday, January 6, 2017:

November 28, 2016

- Employee New Hire Orientation
- Joshua Gruber, Tony Criscitiello, Attorney Walter Nester and David Oliver re: Status Update / Sam's Club-Walmart
- Community Services Committee
- County Council Caucus
- County Council

November 29, 2016

- William Love and Victoria Amaya re: Disabilities and Special Needs
- Joshua Gruber, Thomas Keaveny, Gary James, SCDOR Representatives Amelia Ruple and Lisa Stokes re: Property Tax Bills / State Mandated Penalties / Conference Call
- Legislative Delegation Meeting

November 30, 2016

- Joshua Gruber and Lucas High re: Attorney General's Opinion Regarding Road Maintenance

December 1, 2016

- FEMA Conference Call re: Private Property Debris Removal

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- Airports Board
- Alicia Holland and Gary James re: County Assessor Update
- Paige Point Road Cemetery (Sheldon) Meeting
- Planning Commission Meeting

December 2, 2016

- No Scheduled Meetings

December 5, 2016

- J. L. Goodwin re: Yemassee Train Station
- Employee New Hire Orientation
- Joshua Gruber, Monica Spells, Tom Keaveny, Allison Coppage, Mary Ellen Keough, Ashley Bennett, and James Johnson re: Record Management Procedures
- Joshua Gruber and Eric Larson re: SC Ports Authority SWU Bills
- Joshua Gruber, Alicia Holland and Maria Walls re: Hurricane Matthew - Impacts on Cash Flow
- Finance Committee
- Governmental Committee

December 6, 2016

- No Scheduled Meetings

December 7, 2016

- Agenda Review with Chairman, Vice Chairman and Executive Staff re: County Council Agenda for December 12, 2016 Council Meeting
- Joshua Gruber and Shannon Loper re: Parks and Leisure Services Reorganization
- Joshua Gruber and Suzanne Gregory re: Classification and Compensation Plan
- Departmental Visit – Board of Elections and Voter Registration

December 8, 2016

- No Scheduled Meetings

December 9, 2016

- Boundary Street Construction Project Monthly Upper Management Meeting

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December 12, 2016

- Joshua Gruber, Philip Foot, Mark Roseneau, Lt. Quandara Grant, Moseley Architects Dan Mace and Todd Davis re: Detention Center Needs Assessment Review
- Executive Committee
- County Council Caucus
- County Council

December 13, 2016

- Joshua Gruber, Jon Rembold, FAA Atlanta Representatives Rusty Nealis, Aimee McCormick, Talbert Bright & Ellington Representatives, Carl Ellington, Pat Turney and Judy Elder re: St. James Baptist Church

December 14, 2016

- Joshua Gruber and DeAnn Komanecky, Reporter, *Bluffton Today* re: Meet-and- Greet

December 15, 2016

- Philip Foot, Tallulah Trice and Dave Thomas re: Animal Services Building Specs / Bids
- Maria Walls re: Office Warehouse Storage

December 16, 2016

- Joshua Gruber, Thomas Keaveny, Audra Antonacci, Gary James, Daniel Morgan and Tony Criscitiello re: Paige Point Road Cemetery Follow up Discussion
- Joshua Gruber, Monica Spells, Fred Leyda, Beaufort-Jasper Comprehensive Health Representatives Roland Gardner and Dr. LaFrance Ferguson re: DHEC and State Health Services

December 19 - 22, 2016

- Personal Leave

December 23, 2016

- Christmas Eve Holiday Observance

December 26, 2016

- Christmas Day Holiday Observance

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December 27 – 30, 2016

- Personal Leave

January 2, 2017

- New Year's Holiday Observance

January 3, 2017

- Employee New Hire Orientation
- County Council - Oath of Office
- Joshua Gruber, Maria Walls, Daniel Morgan, JoAnne Romine and George Wright re: Aumentum Software

January 4, 2017

- Agenda Review with Chairman, Vice Chairman and Executive Staff re: January 9, 2017 County Council Meeting Agenda
- Board of Voter Registration and Elections Board Meeting re: Board of Elections Expansion Project

January 5, 2017

- Design Review Board re: Animal Services Building Design

January 6, 2016

- Paige Point Road Cemetery Meeting



## Memorandum

DATE: January 6, 2017

TO: County Council

FROM: Joshua A. Gruber, Deputy County Administrator

SUBJECT: Deputy County Administrator's Progress Report

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The following is a summary of activities that took place Monday, November 28, 2016 through January 6, 2017:

November 28, 2016 (Monday):

- Monica Spells, Alicia Holland and Phillip Foot re: Bi-weekly Project Review Status Update
- Gary Kubic, Tony Criscitiello, Attorney Walter Nester and David Oliver re: Status Update / Sam's Club-Walmart
- Phil Foot and Mark Roseneau re: Maintenance Issues
- Community Services Committee
- County Council Caucus
- County Council

November 29, 2016 (Tuesday):

- Maria Walls re: Treasurer's Office Update
- Suzanne Gregory re: Personnel Issues
- Suzanne Gregory and Colin Kinton re: Compensation Study
- Suzanne Gregory and Phil Foot re: Compensation Study – Building Codes
- Gary Kubic, Tom Keaveny, Gary James, SCDOR Representatives Amelia Ruple and Lisa Stokes re: Property Tax Bills / State Mandated Penalties / Conference Call
- Legislative Delegation Meeting

November 30, 2016 (Wednesday):

- Gary Kubic and Lucas High re: Attorney General's Opinion Regarding Road Maintenance

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- Bluffton Health Clinic Presentation by Taylor Lee, Director and Minnie Bullock, Clinic Director

### December 1, 2016 (Thursday):

- FEMA Conference Call re: Private Property Debris Removal
- Paige Point Road Cemetery (Sheldon) Meeting
- SCAC Legislative Committee, Charleston, SC

### December 2, 2016 (Friday):

- Departmental Orientation Session for Newly Elected County Council Members Mike Covert and York Glover
- SCAC Legislative Committee, Charleston, SC

### December 5, 2016 (Monday):

- Gary Kubic, Monica Spells, Tom Keaveny, Allison Coppage, Mary Ellen Keough Ashley Bennett and James Johnson re: Records Management Procedures
- Gary Kubic and Eric Larson re: SC Ports Authority SWU Bills
- Gary Kubic, Alicia Holland and Maria Walls re: Hurricane Matthew – Impacts on Cash Flow
- Finance Committee
- Governmental Committee

### December 6, 2016 (Tuesday):

- Treasurer's Office Debt Setoff Protest Hearings

### December 7, 2016 (Wednesday):

- Agenda Review with Chairman, Vice Chairman and Executive Staff re: December 12, 2016 County Council Meeting Agenda
- Bluffton-Hilton Head Island Chamber of Commerce Leadership Presentation
- Gary Kubic and Shannon Loper re: Parks and Leisure Services Reorganization
- Gary Kubic and Suzanne Gregory re: Classification and Compensation Plan

### December 8, 2016 (Thursday):

- Judge Fulp re: Personnel Matter
- Council Member Rick Caporale, Rob McFee, The Gatherings Representatives Judy Hadley, Jordan Berliner and Joe DaVito re: The Gatherings Fence Easements

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December 9, 2016 (Friday):

- Boundary Street Construction Project Monthly Upper Management Meeting
- Suzanne Gregory and Gary James re: Personnel Matter

December 12, 2016 (Monday):

- Monica Spells, Alicia Holland and Phillip Foot re: Bi-weekly Project Review Status Update
- Tom Keaveny, Allison Coppage, Rob McFee, David Wilhelm and Eric Larson re: Attorney General's Opinion – Roadway Maintenance Responsibilities
- Gary Kubic, Phil Foot, Mark Roseneau, Lt. Quandara Grant, Mosley Architects Dan Mace and Todd Davis re: Detention Center Needs Assessment Review
- Executive Committee
- County Council Caucus
- County Council

December 13, 2016 (Tuesday):

- Gary Kubic, Jon Rembold, FAA Atlanta Representatives Rusty Nealis, Aimee McCormick, Talbert Bright & Ellington Representatives Carl Ellington, Pat Turney and Judy Elder, Atlanta, GA re: St. James Baptist Church,

December 14, 2016 (Wednesday):

- Gary Kubic and DeAnn Komanecky, Reporter, *Bluffton Today* re: Meet-and-Greet

December 15, 2016 (Thursday):

- Rob McFee and Mark Roseneau re: County Facilities Repairs / Maintenance / Replacements – 3-5 Year Timeline – Prioritization / Costs for Repairs
- Gary Kubic, Phil Foot, Rob McFee, Tallulah Trice, Dave Thomas, Andrea Atherton re: Animal Services Building Specifications / Bids

December 16, 2016 (Friday):

- Monica Spells, James Johnson, Mark Roseneau and Dan Morgan re: IT / GIS Relocation
- Gary Kubic, Tom Keaveny, Audra Antonacci, Gary James, Dan Morgan and Tony Criscitiello re: Paige Point Road Cemetery Follow-up Discussion
- Lillian Aquino re: Verizon – Smart Cities
- Gary Kubic, Monica Spells, Fred Leyda, Beaufort-Jasper Comprehensive Health Representatives Roland Gardner and Dr. LaFrance Ferguson re: DHEC and State Health Services



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### December 19, 2016 (Monday):

- Tom Keaveny, Rob McFee, Shannon Loper, Andrea Atherton re: Buckwalter – Polished Concrete Repairs
- Council Member Jerry Stewart, Maria Walls and Alicia Holland re: Budgetary Outlook – 3-5 Years
- Council Member Jerry Stewart, Jerri Roseneau and Alicia Holland re: Budgetary Outlook – 3-5 Years
- Gary James and Kimberly Chesney re: Mobile Home Issues
- Natural Resources Committee
- Public Facilities Committee

### December 20, 2016 (Tuesday):

- Maria Walls, Alicia Holland, Phil Foot, Jon Rembold, Shannon Loper, Tallulah Trice, Edra Stephenson and Chuck Atkinson re: Electronic Processing of Payments - Kiosks
- Maria Walls, Alicia Holland and Shirley Freeman, Director of Finance/Administration, Town of Bluffton re: MCIP Funds Review with the Town of Bluffton

### December 21, 2016 (Wednesday):

- Council Member Jerry Stewart, Jim Beckert and Alicia Holland re: Budgetary Outlook – 3-5 Years

### December 22, 2016 (Thursday):

- Beaufort Office Hours

### December 23 and 26, 2016 (Friday and Monday):

- Christmas Eve and Christmas Day Holiday Observance

### December 27, 2016 (Tuesday):

- Hillary Austin and Doug Carol re: Enmark Rebranding
- Tom Keaveny, Rob McFee and Stephanie Geer of Mashburn Construction Surety Company re: Buckwalter Project

### December 28, 2016 (Wednesday):

- Attorney Walter Nester re: Bluffton Gateway Project

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- Tom Keaveny and Tony Criscitiello re: Hilton Head National Project

December 29, 2016 (Thursday):

- Suzanne Gregory re: Annual Personnel Review Options
- Beaufort Office Hours

December 30, 2016 (Friday):

- Personal Leave Day

January 2, 2017 (Monday):

- New Year's Holiday Observance

January 3, 2017 (Tuesday):

- County Council - Oath of Office
- Gary Kubic, Maria Walls, Daniel Morgan, George Wright and Joanne Romine re: Aumentum Software

January 4, 2017 (Wednesday):

- Agenda review with Chairman, Vice Chairman and Executive Staff re: County Council Meeting Agenda for January 9, 2017 Meeting
- Gary Kubic and Mark Roseneau re: Review of Board of Registration / Election Plans
- Beaufort Regional Chamber of Commerce Legislative Luncheon
- Gary Kubic re: Board of Voter Registration and Elections Board Meeting / Office Space

January 5, 2017 (Thursday):

- Rob McFee, Colin Kinton and Eric Larson re: Engineering Team Coordination Update
- Jim Beckert re: Vehicle Tax Bill Process

January 6, 2017 (Friday):

- Phil Foot, Rob McFee, Donna Ownby and Andrea Atherton re: New EMS Stations – Locations
- Lillian Aquino, Verizon Representative re: Soofa - Solar Charging Benches
- Paige Point Road Cemetery Meeting