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**AGENDA**  
**EXECUTIVE COMMITTEE**  
Monday, October 12, 2015  
2:00 p.m.

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

Committee Members:

Jerry Stewart, Chairman  
Gerald Dawson  
Brian Flewelling  
William McBride  
Stu Rodman

1. CALL TO ORDER – 2:00 P.M.
2. TITLE VI REVIEW AS IT RELATES TO THE DEMOGRAPHICS OF BEAUFORT COUNTY COUNCIL APPOINTED BOARDS AND COMMISSIONS
3. DISCUSSION / BOARDS AND COMMISSION APPOINTMENT PROCESSES ([backup](#))
4. STATUS REPORTS / 2015 STRATEGIC PLAN COMMITTEE ASSIGNMENTS ([backup](#))
5. CONTINUED DISCUSSION / CAPITAL PROJECT SALES TAX
6. ADJOURNMENT

2015 Strategic Plan Committee Assignments  
Sales Tax Referendum Preparation  
Pepper Hall Site: Direction  
Long-term County Offices / Satellite Plan / Strategy  
Solid Waste Curbside Pick-up / Recycling (Urbanized Areas)



**Beaufort County**

# of Boards	# of Appointments	Vetting Process? Yes	Vetting Process Details
38	235	(1) Application received (2) Council reviews application* (3) Council discusses and nominates at committee (4) Council approves/disapproves during regular session	

\*Hospital Board vets applicants, submits two names to fill one vacancy

**City of Beaufort**

# of Boards	# of Appointments	Vetting Process? Yes	Vetting Process Details

**Town of Bluffton**

# of Boards	# of Appointments	Vetting Process? Yes	Vetting Process Details
15	87	(1) Application received (2) Department Head, who oversees board, reviews application (3) Department Head interviews applicant (4) Department Head provides recommendation to Council (5) Council approves/disapproves during regular session	

**Town of Port Royal**

# of Boards	# of Appointments	Vetting Process? Yes	Vetting Process Details
12	42	(1) Application received (2) Council reviews application (3) Council approves/disapproves during regular session	

**Town of Hilton Head Island**

# of Boards	# of Appointments	Vetting Process? Yes	Vetting Process Details
10	137	(1) Application received (2) Personnel Committee (PC) provides initial recommendation (3) Records Administrator (RA) schedules interviews with applicants (4) Assitant Town Manager (ATM) and PC interviews applicant (5) PC provides recommendation to Council (6) Council approves/disapproves in executive session (ES) (7) Upon executive session agreement, the PC Chairman makes motion in regular session (RS) for approval/disapproval	

## **BEAUFORT COUNTY: STRATEGIC PLAN 2015**

### Committee Assignments

#### **POLICY AGENDA – TOP PRIORITIES**

- E Sales Tax Referendum Preparation
- E Pepper Hall Site: Direction
- G County Economic Development Policy Framework, Strategy and Action Plan
- PF Law Enforcement Center Study
- PF Windmill Harbour Entrance Solution and Funding
- E Long-term County Offices / Satellite Plan / Strategy
- NR Comprehensive Plan Update

#### **POLICY AGENDA – HIGH PRIORITIES**

- G Heritage/Historic Tourism Plan: Development, Action Plan
- PF Bridge Replacement Plan
- NR Stormwater Management and Rate Analysis
- F Business License: Direction on Funding Source for Economic Development
- CS Library Operational Analysis and Master Plan, including Upgrades
- E Solid Waste Curbside Pick-up/Recycling (Urbanized Areas)
- PF Sidewalks/Biking in Rural Areas Plan and Funding

CS = Community Services

E = Executive

F = Finance

G = Governmental

NR = Natural Resources

PF = Public Facilities

Effective: March 20, 2015

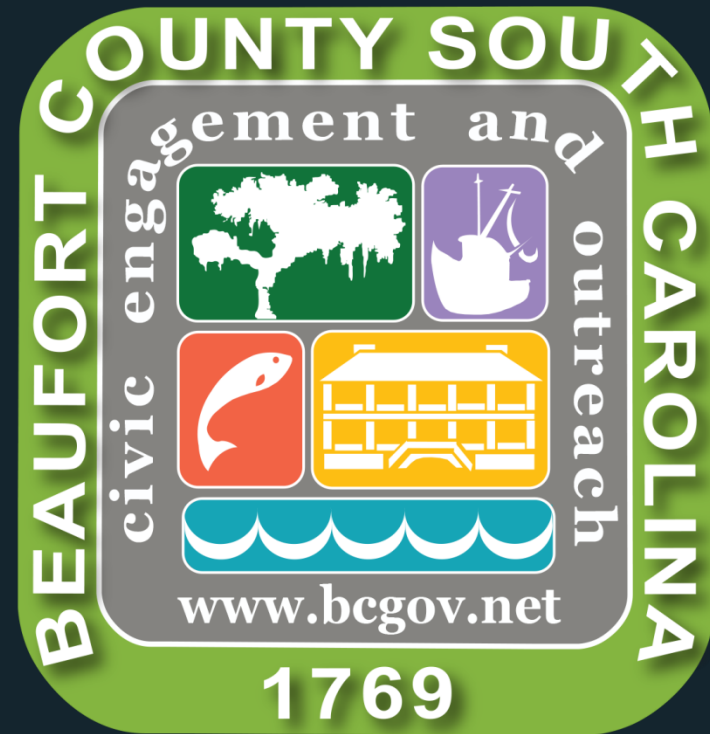
# ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: Title VI Review as it Relates to the Demographics of Beaufort County Council  
Appointed Boards and Commission  
Date Submitted: October 12, 2015  
Submitted By: Monica Spells  
Venue: Executive Committee

# Title VI Review: Demographics of Council-Appointed Boards and Commissions

Executive Committee Meeting  
October 12, 2015



# Title VI of the Civil Rights Act of 1964

No person in the United States shall be excluded from participation in, denied the benefit of, or subjected to discrimination [directly or indirectly] under any programs or activities on the basis of race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are federally funded or not.

# **Title VI of the Civil Rights Act of 1964**

- As a sub-recipient of federal financial assistance directly or through state agencies, local governments are required to comply with Title VI.**
- Applies equally if assistance is \$1 or \$1M.**
- Assistance not just dollars, but also services, land, or real or personal property received from the federal government.**



# Title VI Review Goal

Are we adhering to the law and operating in a way that supports the spirit of its intent?

*“Simple justice requires that public funds, to which all taxpayers of all races [colors, and national origins] contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial [color or national origin] discrimination.”*

~ President John F. Kennedy, 1963 ~

# **Title VI of the Civil Rights Act of 1964**

**If a recipient of federal assistance is found to have discriminated [directly or indirectly] and voluntary compliance cannot be achieved, the agency providing the assistance should either initiate fund termination proceedings or refer the matter to the U.S. Department of Justice for legal action.**

# Title VI Sample Review Questions

- Describe how all of your stakeholders are afforded an opportunity to participate in local decision making processes, to include minorities, those with low-incomes, the elderly, and persons with disabilities.
- Describe how meeting locations and formats encourage participation by traditionally under-served populations.

# Title VI Sample Review Questions

- How do you select the time and location for public meetings?
- Do your meeting times and locations attract the full range of stakeholders in your service area?

<b>County</b>	<b>2014 Pop Est U.S. Census</b>	<b>Standard Start Time Regular Council Meeting</b>	<b>Standard Start Time Committee Meetings</b>
<b>Beaufort</b>	<b>175,852</b>	<b>5:00 p.m.</b>	<b>* 1:30-4:00 p.m.</b>
<b>Berkeley</b>	<b>198,205</b>	<b>6:30 p.m.</b>	<b>6:30 p.m.</b>
<b>Charleston</b>	<b>381,015</b>	<b>6:30 p.m.</b>	<b>5:00 p.m.</b>
<b>Dorchester</b>	<b>148,469</b>	<b>7:00 p.m.</b>	<b>6:45 p.m.</b>
<b>Greenville</b>	<b>482,752</b>	<b>6:00 p.m.</b>	<b>5:30 p.m.</b>
<b>Richland</b>	<b>401,566</b>	<b>6:00 p.m.</b>	<b>6:00 p.m.</b>

**\* Time Varies**

**Council shall appoint members with consideration  
for demographic representation —  
economic levels, diverse ages, diverse race, and  
diverse gender composition.”**

**~ Guidelines for Establishment and Operation  
of Beaufort County Boards and Agencies ~**

# Title VI Review Questions

- Provide a copy of your policy and procedures to solicit **diverse** nominations for boards.
- List members of your elected body, as well as the agency's boards and commissions, by name, position, **ethnicity**, **gender**, date of election, terms of service, and geographical area served.

# Title VI Review Question Examples

- Describe the recruitment and selection process for your boards.
- How do you ensure diversity on boards?
- What are your County's demographics/profile (service area)?
- Does each board reflect your service area?



# Boards Demographics

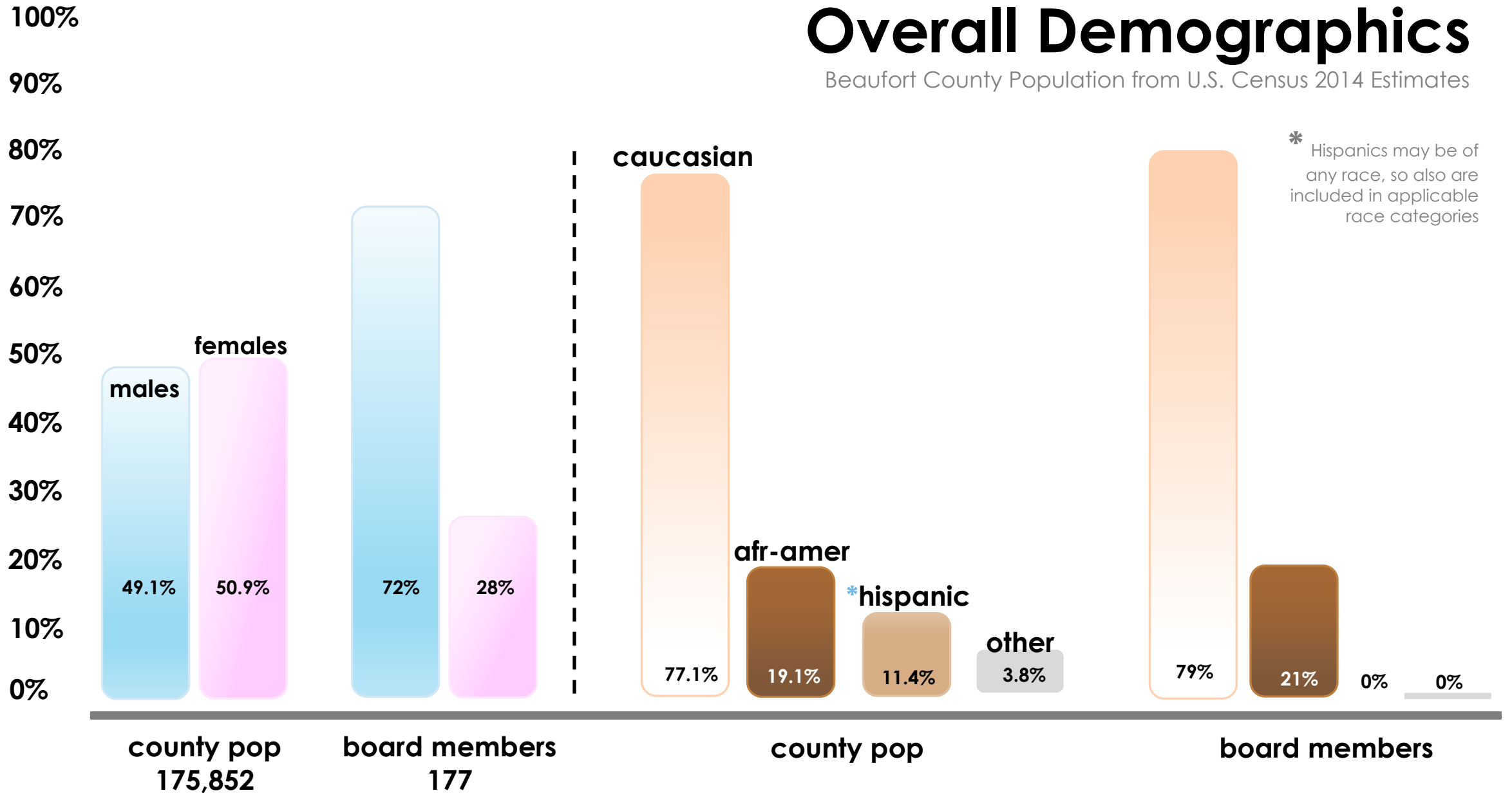
- **28 Council-Appointed Boards**
  - 6 boards have no ethnic diversity
  - 7 boards have 1 member who is not Caucasian
  - 3 boards have no ethnic nor gender diversity
  - County Council's appointees to 1 board (with cross-jurisdictional members) represent the same ethnicity and gender
  - 6 boards have 1 member who is female
  - 5 boards have ethnic diversity but no females

# Boards Demographics

- **28 Council-Appointed Boards**
  - **177 members**
    - **72% Male**
    - **28% Female**
    - **79% Caucasian**
    - **21% African-American**
    - **0% Hispanic (0 members)**
    - **0% Other (1 member)**

# Council-Appointed Boards Overall Demographics

Beaufort County Population from U.S. Census 2014 Estimates



# Attachment A

## Title VI Sample Review Questions

Executive Committee, October 12, 2015

1. What are your County's demographics/profile (service area)?
2. How do you select the time and location to hold public meetings and do your meeting times and locations attract the full range of stakeholders in your service area?
3. Describe the recruitment and selection process for your boards and commissions and attach applicable by-laws.
4. What steps are taken to ensure diversity on boards and commissions and do they reflect your service area?
5. Describe how all of your stakeholders are afforded an opportunity to participate in local decision making processes, to include minorities, those with low-incomes, the elderly, and persons with disabilities.
6. Describe how meeting locations and formats encourage participation by traditionally under-served populations.
7. Provide a copy of your agency's policy and procedures to solicit diverse nominations for boards and commissions.
8. List members of your elected body, as well as the agency's boards and commissions, by name, position, ethnicity, gender, date of election, terms of service, and geographical area served.
9. Have you conducted an assessment of the language needs of your service area population?
10. Does your agency have a Limited English Proficiency (LEP) plan? If not, how does your agency ensure access to programs and services for persons with LEP?
11. Provide a description of the methods used to inform low-income and minority communities of planning efforts related to programs and services within your service area, especially for services related to transportation services and improvements.
12. Provide documentation of your agency's efforts to identify minority communities within your service area.
13. When planning or programming transportation, infrastructure, or road projects, how do you identify social, environmental, economic, or demographic adverse impacts, and clarify whether the data shows the composition of service areas by race, national origin, gender, and disability.
14. Provide documentation demonstrating your agency's efforts to recruit minorities for employment.
15. Provide a list of all agency personnel by work function/area by title, ethnicity, and gender.
16. Provide a copy of your organizational chart to include title, ethnicity, and gender for key line functions.
17. Provide a copy of your agency's civil rights/equality/diversity staff development plan.
18. How do you eliminate barriers and make programs and facilities more accessible to persons with disabilities.
19. Are your agency's facilities equipped with telephones or other devices for the deaf or persons with disabilities?
20. Does your agency have an Americans with Disabilities Act Transition Plan on its website? If not, how do you ensure that the public is aware of physical accommodations at your facilities and how to obtain assistance, if needed?

# Attachment B

## Council-Appointed Boards Listing

Executive Committee, October 12, 2015

1. [Accommodations Tax \(2% State\) Board](#)
2. [Airports Board](#)
3. [Alcohol and Drug Abuse Board](#)
4. [Beaufort Jasper Economic Opportunity Authority](#)
5. [Beaufort-Jasper Water and Sewer Authority](#)
6. [Beaufort Memorial Hospital Board](#)
7. [Bluffton Township Fire District Board](#)
8. [Burton Fire District Commission](#)
9. [Children's Foster Care Review Board](#)
10. [Construction Adjustments and Appeals Board](#)
11. [County Transportation Committee](#)
12. [Daufuskie Island Fire District Board](#)
13. [Design Review Board](#)
14. [Disabilities and Special Needs Board](#)
15. [Historic Preservation Review Board](#)
16. [Lady's Island / St. Helena Island Fire District Commission](#)
17. [Library Board](#)
18. [Lowcountry Council of Governments](#)
19. [Lowcountry Regional Transportation Authority](#)
20. [Parks and Leisure Services Board](#)
21. [Planning Commission](#)
22. [Rural and Critical Lands Preservation Board](#)
23. [Sheldon Fire District Board](#)
24. [Solid Waste and Recycling Board](#)
25. [Southern Beaufort County Corridor Beautification Board](#)
26. [Stormwater Management Utility Board](#)
27. [Tax Equalization Board](#)
28. [Zoning Board of Appeals](#)

Topic: 2015 - 2016 Council Mid-Year Strategic Plan Performance Report  
Date Submitted: October 12, 2015  
Submitted By: Josh Gruber  
Venue: Executive Committee

# FY2015/2016 Mid-year Performance Report

October 12, 2015



Josh Gruber  
October 12, 2015  
Executive Committee

# 2015/2016 Policy Agenda – Top Priority

Sales Tax Referendum: Preparation

Status: In Process/Near Completion

- Resolution adopted April 27, 2015 creating Sale Tax Commission.
- Commission to hold first meeting on October 21, 2015.
- Multiple discussion have occurred with municipalities regarding direction of CPST or alternative sales and use taxes.



# 2015/2016 Policy Agenda – Top Priority

Pepper Hall Site: Direction

Status: In Process

- Ordinance authorizing borrowing of \$12M to exercise purchase option failed 7-2.
- Request to rezone the property will be heard by County Council on October 26, 2015.
- Natural Resources Committee recommended denial by vote of 6-0 with 1 abstention and 1 recusal.

# 2015/2016 Policy Agenda – Top Priority

## County Economic Development Policy Framework, Strategy and Action Plan

Status: In Process

- Adoption of Resolution creating Economic Development Policy occurred June 8, 2015.
- Adoption of Resolution authorizing the County Administrator to take action to create nonprofit development corporation occurred July 27, 2015.
- Governmental Committee requested that the CEO of the Beaufort Chamber of Commerce act as economic development representative until corporation has fully formed and a director has been hired.



# 2015/2016 Policy Agenda – Top Priority

## Law Enforcement Center Study

Status: In Process

- Requests for Proposals issued on September 10, 2015
- Responses are required to be submitted by October 15, 2015.
- Contract award will occur 30-45 days thereafter.

# 2015/2016 Policy Agenda – Top Priority

## Windmill Harbour Entrance Solutions and Funding

### Status: In Process

- Jenkins Island Access Management Project in process to identify preferred traffic solution.
- Several community and public meetings have been conducted to gather feedback and disseminate information.
- Completed study and recommendations should be received from consultant in the next 30 days.
- Funding for improvements has not yet been delineated, but could be funded from CPST.

# 2015/2016 Policy Agenda – Top Priority

Long-term County Offices/Satellites Plan/Strategy

Status: In Process

- County Council renamed the main Beaufort campus to the Robert Smalls Complex on October 13, 2014. Sign installation ceremony held June 15, 2015.
- Renovation of the third floor of the Myrtle Park building to create one stop shop SOB to be completed by the end of October.
- Council voted to acquire 15 and 18 John Galt Road to assist in relocation of staff from the Arthur Horne Building.

# 2015/2016 Policy Agenda – Top Priority

Comprehensive Plan: Update

Status: In Process/Nearing Completion

- Multiple Planning Commission meetings have occurred to review, discuss, and modify the current Comprehensive Plan in order to ensure that it is up to date and appropriate to provide future guidance.
- Planning Commission to meet in November to recommend adoption of updated plan to County Council.
- County Council adoption could occur by the end of January.

# 2015/2016 Policy Agenda – High Priority

Heritage/Historic Tourism Plan: Development, Action Plan

Status: In Process

- Santa Elena Foundation took occupancy of the old Federal Courthouse on October 1, 2015.
- Several meetings regarding this matter have occurred outside of formal County Council participation.
- Discussion of possible funding and participation by the County is likely to occur before the end of the calendar year.



# 2015/2016 Policy Agenda – High Priority

## Bridge Replacement Plan

Status: Slight Progress

- Administrative staff has met with representatives from the Town of Hilton Head to discuss potential needs.
- No currently identified funds for plan development or land acquisition. May be derived from CPST funding.



# 2015/2016 Policy Agenda – High Priority

## Stormwater Management and Rate Analysis

Status: Completed

- Rate Analysis report received by County Council and adopted by Resolution on August 24, 2015.
- County Council adopted Ordinance to amend current rates on September 28, 2015.
- MS4 Permit to be issued by SCDHEC on or before December 31, 2015.

# 2015/2016 Policy Agenda – High Priority

Business License: Direction on Funding Source Economic  
Development

Status: In Process

- Progress on Economic Development covered under Top Priority.
- Business License revenue discussions are likely to occur during development of FY2016/2017 budget.

# 2015/2016 Policy Agenda – High Priority

Library Operational Analysis and Master Plan (with Partners)  
including Upgrades

Status: In Process

- New Library Director hired May 4, 2015.
- Library Board to hold retreat on October 30, 2015.
- Agenda items include Comprehensive Plan Update, Patron Profile Analysis, Facilities Renovations and Repairs.

# 2015/2016 Policy Agenda – High Priority

## Solid Waste Curbside Pick Up/Recycling

Status: In Process

- New long-term solid waste disposal contract executed with Waste Management on August 1, 2015.
- Provides disposal capabilities for next 10 years and preferred nations status for rates at a future transfer center.
- Convenience Center hours restored effective October 23, 2015.

# 2015/2016 Policy Agenda – High Priority

## Sidewalks/Biking in Rural Areas Plan

Status: Slight Progress

- Phase Four of the Spanish Moss trail is currently underway and should be completed within the next 60-90 days.
- No additional funding sources for this project have been identified at this time.
- Projects could potentially qualify for CPST funding.

# 2015/2016 Management Agenda – Top Priority

Solid Waste: Short Term - Completed

Comprehensive Financial Plan: Projections for Revenues/Expenditures - In Process

Disabilities and Special Needs Day Program Facility - In Process

Daufuskie Island Ferry, Grant Application - Completed

Compensation Study and Implementation - In Process



# 2015/2016 Management Agenda – High Priority

Arthur Horne Building - In Process

Comprehensive Plan for County Owned Land - In Process

PALS Transfer to Hilton Head Island - In Process

Countywide Information Technology Plan and Funding - In Process

Community Development Code: Refinement - In Process

