

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86420968955?pwd=c2IvWkd4aXkwQmFZemxFNXhJSCTrQT09>

Passcode: 153323 US: +13052241968 Webinar ID: 864 2096 8955



**CITY OF BEAUFORT**  
1911 BOUNDARY STREET  
BEAUFORT MUNICIPAL COMPLEX  
BEAUFORT, SOUTH CAROLINA 29902  
(843) 525-7070  
**CITY COUNCIL REGULAR MEETING AGENDA**  
**January 10, 2023**

**STATEMENT OF MEDIA NOTIFICATION**

"In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, all local media was duly notified of the time, date, place and agenda of this meeting."

**REGULAR MEETING - Council Chambers, 2nd Floor - 7:00 PM**

**Please note, this meeting will be broadcasted via zoom and live streamed on Facebook. You can view the meeting at the City's page; City Beaufort SC**

**I. CALL TO ORDER**

- A. Stephen D. Murray III, Mayor

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

- A. Councilman Mike McFee

**III. CITY COUNCIL ORGANIZATION**

- A. Mayor Pro Tem Nomination

**IV. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

- A. Character Education Proclamation - Alese Binyard, Broad River Elementary School  
B. Resolution recognizing the accomplishments of the Beaufort High School Eagles Football Team  
C. Proclamation recognizing New Hope Christian Church (Disciples of Christ) on their 100th year anniversary

**V. PUBLIC COMMENT**

**VI. MINUTES**

- A. Worksession and Regular Meeting - November 29, 2022  
B. Special Council Meeting -December 13, 2022  
C. Regular Meeting - December 13, 2022

**VII. OLD BUSINESS**

- A. FY 2023 Budget Amendment- 2nd Reading

**VIII. NEW BUSINESS**

- A. Approval of Beaufort County Council appointment of Marilyn Harris to the Beaufort Housing Authority Board of Commissioners as the County representative

- B. Request from Downtown Operations to use the Henry C. Chambers Park and ten (10) complimentary parking spaces for bi-monthly concerts, performances and events from March - December 2023
- C. Permissions to Host the 2023 Taste of Beaufort and Arts and Craft Market in the Henry C. Chambers on May 5-6, 2023, and 5k Bridge Run on May 6, 2023, and request waivers for sale of alcohol, open container and noise ordinances, street closures and issuance of parking passes
- D. Request from Downtown Beaufort Merchants Association for Street Closures for First Friday's on April 7, June 2, August 4, and November 3, 2023 beginning at 4:00 PM - 8:30 PM
- E. Request from Lowcountry Habitat for Humanity to host 2023 Turkey Trot on Thursday, November 23, 2023 from 7:45 AM to 9:30 AM
- F. Request from Holy Trinity to Host the 4th Annual Swing Bridge Run 5K on Saturday, November 4, 2023 7:45 AM to 9:30 AM
- G. Ordinance amending Part 3 Chapter 2 Section 3-2002 of the City Code of Ordinances concerning fees for docking on the seawall at the Henry C. Chambers Waterfront Park - 1st reading

**IX. REPORTS**

- City Manager's Report
- Mayor Report
- Reports by Council Members

**X. ADJOURN**



## PROCLAMATION

**WHEREAS**, the character education movement reinforces the social, emotional, and ethical development of students; and

**WHEREAS**, schools, school districts and states are working to instill important core ethical and performance values including caring, honesty, diligence, fairness, fortitude, responsibility, and respect for self and others; and

**WHEREAS**, character education provides long-term solutions to moral, ethical, and academic issues that are of growing concern in our society and our schools; and

**WHEREAS**, character education teaches students how to be their best selves and how to do their best work; and

**WHEREAS**, the Eleven Principles of Effective Character Education include: Promoting core ethical and performance values; Teaching students to understand, care about and act upon these core ethical and performance values; Encompassing all aspects of the school culture; Fostering a caring school community; Providing opportunities for moral action; Supporting academic achievement; Developing intrinsic motivation; Including whole-staff involvement; Requiring positive leadership of staff and students; Involving parents and community members; and assess results and strives to improve; and

**WHEREAS**, the Beaufort County School District's Character Education program was formed to support parents' efforts in developing good character in their children; and

**WHEREAS**, the purpose of the Character Education program is to integrate good character traits into the total school environment, as well as into the community; and

**WHEREAS**, each school's counselor identified a list of character words and definitions deemed important regardless of a person's political leanings, race, gender, or religious convictions; and

**WHEREAS**, the words are friendship, kindness, acceptance, courage, tolerance, respect, gratitude, compassion, citizenship, perseverance, honesty, integrity, self-control, forgiveness responsibility and cooperation; and

**WHEREAS**, Alese Binyard was selected as the winner by Broad River Elementary School as the student of the month.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims November 2022 as

### **ALESE BINYARD AS BROAD RIVER ELEMENTARY SCHOOL STUDENT OF THE MONTH**

The City of Beaufort thereby pronounces *Respect/Gratitude* as the word for the month of November and applauds Alese Binyard, the Beaufort County School District, and Broad River Elementary School for their work and specifically honors Alese Binyard as Broad River Elementary School student of the month.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 10th day of January 2023.

\_\_\_\_\_  
STEPHEN D. MURRAY III, MAYOR

ATTEST:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK



## RESOLUTION

### RECOGNIZING THE ACCOMPLISHMENTS OF THE 2022 BEAUFORT HIGH EAGLES FOOTBALL TEAM

**WHEREAS**, the last Public School State Championship Title from Beaufort County was in 1945 by the Beaufort Tidal Wave; and

**WHEREAS**, Beaufort High School moved to Class 3A this year because of realignment; and

**WHEREAS**, the Beaufort High School Eagles Football Team won their last 8 straight games during the regular season; and

**WHEREAS**, Beaufort High School won the next three playoff games against Orangeburg-Wilkinson, Crestwood, and Gilbert High Schools; and

**WHEREAS**, Beaufort High won the Lower State Championship by defeating Dillon High School; and

**WHEREAS**, the Beaufort High School Eagles Football Team beat Powdersville High School to win the 3A State Championship with a score of 41 – 31.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, duly assembled, wishes to congratulate the 2022 Beaufort High School Eagles Football Team on their South Carolina State 3A Championship Title.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 10<sup>th</sup> day of January 2023.

\_\_\_\_\_  
STEPHEN D. MURRAY III, MAYOR

ATTEST:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK

# *Proclamation*

*New Hope Christian Church (Disciples of Christ)*

*100<sup>th</sup> Anniversary Celebration*

*January 22, 2023*

**WHEREAS**, New Hope Christian Church (Disciples of Christ) is commemorating its 100<sup>th</sup> Anniversary on January 22, 2023; and

**WHEREAS**, in 1923, God gave a group of dynamic leaders, a vision to help establish a permanent place of worship after migrating from “Up the Country” to Burton, South Carolina in search of better employment, resulting in the New Hope Christian Church being established; and

**WHEREAS**, this celebration will be a time of reflecting on the past, giving thanks for the present, and eagerly anticipating the future; and

**WHEREAS**, the first worship services were held under an oak tree, land was donated by their employer, and the first board structure was built by donated wood from an old mill; and

**WHEREAS**, in later years, it appears that God gave each new pastor that was called to serve, a vision to do something that would improve and enrich the church family; and

**WHEREAS**, under the leadership of the Holy Spirit, New Hope Christian Church has continued to advance and grow. Its members were blessed to become a part of the South Carolina Region of Christian Churches, Disciples of Christ, and is now called New Hope Christian Church (Disciples of Christ) to distinguish itself from the other Christian Churches in the area; and

**WHEREAS**, New Hope Christian Church (Disciples of Christ) has continued to be blessed and has undergone many transformations to build their present sanctuary; and

**WHEREAS**, 100 years later, the church stands today as a welcoming fellowship, striving to be faithful in worship and discipleship, reaching into the community with the good news of Jesus Christ.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the City Council of the City of Beaufort, South Carolina, duly assembled, wishes to hereby honor, and congratulate the congregation of the New Hope Christian Church (Disciples of Christ) located in Burton, South Carolina, on the celebration of their 100<sup>th</sup> anniversary of Worshiping and Praising God.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Seal of the City of Beaufort, South Carolina to be affixed this 10<sup>th</sup> day of January, 2023.

---

STEPHEN D. MURRAY III, MAYOR

ATTEST:

---

TRACI GULDNER, CITY CLERK



# City Council Worksession

## Meeting Minutes – Planning Conference Room – 1<sup>st</sup> Floor

November 29, 2022

### I. CALL TO ORDER

---

5:00 PM

Mayor Stephen D. Murray III

Members of Council in attendance - Phil Cromer, Neil Lipsitz, Mike McFee, Mitch Mitchell, and Mayor Murray.

### II. EMPLOYEE NEW HIRE RECOGNITION

---

#### A. Fire Department.

**Tim Ogden, Fire Chief**, introduced Daniel Branath, Madilyn Chaplin, Gisell Esquivel-Espinoza and Casey Phelps.

#### B. Court and Legal.

**Sarah Farrow, Municipal Court Clerk**, introduced Karina Garcia-Chavaria and Deidre Young.

### III. DISCUSSION ITEMS

---

#### A. Beaufort Shrimp Festival recap.

**Alan Eisenman, Finance Director**, and **Linda Roper, Downtown Operations and Community Services Director**, provided a report stating that the overall profit from the event was \$ 19,867.00. Over 126,000 tickets were sold. The net profits from the event will be deposited into the Pride of Place account and will be used for upgrades to the Henry C. Chambers Park. Ms. Roper stated that the attendees were approximately made up of 50% visitors and 50% residents.

#### B. Cost of Living increase for employees.

**Bill Prokop, City Manager**, started off by stating that they are seeking approval for wage and benefit adjustments for employees that will hopefully help with recruitment and retention. This adjustment will better align the City to stay competitive with the County and surrounding areas. This would consist of granting a 5% Cost of Living increase and lowering the cost of our health insurance to all employees as of January 2023.

**Mr. Prokop** estimates that the cost of this program will be between \$375,000.00 and \$400,000.00. All departments have been asked to see what they can cut out of their current operating budgets to help offset the cost of these wage and benefit adjustments. He stated the City is in a good financial position and that there would be no impact on the taxpayer.

**Councilman Lipsitz** stated that we need to take care of our employees. He feels that if we are in a good position to do this, then we should.

**Mayor Pro Tem, McFee**, wants to make sure that no Capital Projects are going to be affected by this. Mr. Prokop stated no they would not.

**Mayor Murray** appreciates the Department Heads willingness to cut costs where they can. He is hesitant about the use of ARPA funds for ongoing salary increases.

**Mr. Prokop** stated that it is the interest that is being made on the ARPA funds that they were looking into. The ARPA funds themselves would not be used.

**Mayor Murray** feels that a 28% Fund Balance is too low. He would like to have a future discussion about setting the Fund Balance percentage a little higher.

It was decided to bring this up for First Reading at the Council Meeting on Tuesday, December 13, 2022.

#### **IV. EXECUTIVE SESSION**

---

Councilman Lipsitz made a motion to go into Executive Session and seconded by Councilman Mitchell.

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law:  
Discussion regarding Personnel - Administration.

Councilman Lipsitz made a motion to come out of Executive Session and seconded by Councilman Mitchell.

No actions from Executive Session

#### **V. ADJOURN**

---

**7:05 PM**

Disclaimer: This document is a summary. All City Council Worksession and Regular Meetings are recorded. Live stream can be found on the City's website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).



City Council Regular Meeting  
Meeting Minutes – City Hall Council Chambers, 2<sup>nd</sup> Floor

November 29, 2022

**I. CALL TO ORDER**

---

**7:06 PM**

Mayor, Stephen D. Murray III

All of Council members in attendance - Phil Cromer, Neil Lipsitz, Mike McFee, Mitch Mitchell, and Mayor Murray.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

---

Mayor Pro Tem, Mike McFee

**III. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

---

A. Character Education Proclamation - Sincere Watson, Beaufort Middle School.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Mitchell.

All were in favor, motion carried.

**IV. PUBLIC COMMENT**

---

No public comment.

**V. MINUTES**

---

A. Worksession and Regular Meeting - November 15, 2022.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

Minutes approved as presented.

**VI. OLD BUSINESS**

---

A. FY 2023 Budget Amendment - 2nd reading.

Motion to approve was made by Councilman Cromer and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

B. Ordinance annexing Parcel R200 018 000 0170A 0000 (139 Chowan Creek Bluff Road), into the Corporate Limits of the City of Beaufort, South Carolina - 2nd reading.

Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

- C. Ordinance amending the City of Beaufort's Zoning Map to include Parcel R200 018 000 0170A 0000 (139 Chowan Creek Bluff Road), to be zoned T3-S, as noted herein - 2nd reading.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

All were in favor, motion carried.

## **VII. NEW BUSINESS**

---

- A. Request from Chabad Greater Hilton Head for Co-Sponsorship for Chanukah Menorah Lighting on Sunday, December 18, 2022, at 5:00 pm in the Henry C. Chambers Park.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

All were in favor, motion carried.

- B. Authorization to allow the City Manager to enter into a contract for Janitorial Services at City Hall.

Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

Alan Eisenman, Finance Director, stated that RFP-2023-103 for Janitorial Services went out for bid on November 3, 2022. They received four sealed proposals. After reviewing all the proposals, the committee was unanimous in their recommendation of On Point CRCS, LLC, as being the most responsive bidder. Their bid included providing janitorial supplies and paper products. Their bid came in at \$89,200.00.

All were in favor, motion carried.

## **VIII. REPORTS**

---

### **City Manager's Report**

Stated that Small Business Saturday was very successful. Thanked all that participated.

Reminded everyone about Night on the Town this Friday, December 2, 2022, that begins at 6:00 pm. This is also Arbor Day, and there will be two trees planted at the pond on First Boulevard beginning at 10:00 am. On Saturday, December 3, 2022, the Gullah Taste of Christmas Celebration will be held in the Henry C. Chambers Park starting at 11:00 am. The Lighted Boat Parade will take place at 5:30 pm. The Christmas Parade will start at 3:00 pm on Sunday, December 4, 2022. Invited all to come out and enjoy the festivities.

On Saturday, December 10, 2022, at 1:00 pm in the Henry C. Chambers Park, there will be a Holiday Concert by the Parris Island Marine Corps Band.

The final Council Meeting of the year will be on Tuesday, December 13, 2022, beginning at 6:00 pm. Councilman Mike McFee, and newly elected Josh Scallate, will be sworn in.

Thanked Council for allowing him to serve as the City Manager for the last 8 years. He stated it has been a pleasure and an honor. He wished Team Beaufort all the best for the future.

**Mayor’s Report**

Congratulated Beaufort High School for winning the Lower State Championship against Dillon.

Reported that interviews for the new City Manager are underway. On Wednesday, November 30, 2022, there will be a “Meet and Greet” for the finalist at 6:30 pm. The location is the Landing Pad at 500 Carteret Street.

**Councilman Mitchell**

Nothing to report.

**Mayor Pro Tem, McFee**

Reported he will be attending a Lowcountry Area Transportation meeting on Friday, December 2, 2022.

**Councilman Lipsitz**

Nothing to report.

**Councilman Cromer**

Reported that the Beaufort History Museum is going to have a lecture on Tuesday, December 6, 2022, at the St. Helena Library beginning at 2:00 pm. The topic will be about Tuscarora Jack Barnwell, who is one of the founding fathers of Beaufort.

All of Council wished everyone Happy Holidays. They also sent their support, and best wishes, to Beaufort High School’s Football Team as they play for the State Championship on Thursday, December 1, 2022.

**IX. ADJOURN**

**7:32 PM**

Motion to adjourn was made by Councilman Cromer and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

---

Disclaimer: This document is a summary. All City Council Worksession and Regular Meetings are recorded. Live stream can be found on the City’s website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).



City Council Special Meeting  
Meeting Minutes – City Hall Council Chambers, 2<sup>nd</sup> Floor

December 13, 2022

**I. CALL TO ORDER**

---

**5:33 PM**

Mayor, Stephen D. Murray III

All of Council members in attendance - Phil Cromer, Neil Lipsitz, Mike McFee, Mitch Mitchell, and Mayor Murray.

**II. EXECUTIVE SESSION**

---

Councilman Cromer made a motion to go into Executive Session and seconded by Councilman Mitchell.

A. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law:  
Discussion regarding Personnel - Administration.

Councilman Lipsitz made a motion to come out of Executive Session and seconded by Councilman Cromer.

No actions from Executive Session

**III. ADJOURN**

---

**6:07 PM**

Disclaimer: This document is a summary. All City Council Worksession and Regular Meetings are recorded. Live stream can be found on the City's website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).



City Council Regular Meeting  
Meeting Minutes – City Hall Council Chambers, 2<sup>nd</sup> Floor

December 13, 2022

**I. CALL TO ORDER**

---

**6:07 PM**

Mayor, Stephen D. Murray III

All of Council members in attendance - Phil Cromer, Neil Lipsitz, Mike McFee, Mitch Mitchell, Josh Scallate and Mayor Murray.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

---

Reverend Bryson Williams with Carteret Street United Methodist Church, and Mayor Pro Tem, Mike McFee.

**III. CITY COUNCIL ORGANIZATION**

---

A. Recognition of Councilman Phil Cromer.

Councilman Cromer was recognized for his years of service on City Council.

B. Swearing In - Councilman Mike McFee.

Councilman McFee was sworn in by Judge Ned Tupper.

C. Swearing In - Councilman Josh Scallate.

Councilman Scallate was sworn in by Judge Ned Tupper.

D. Selection of the new City Manager.

Mayor Murray made a motion to select Scott Marshall as the new City Manager. The motion was seconded by Councilman Lipsitz.

All were in favor, motion carried.

**IV. PRESENTATIONS**

---

Neal Pugliese, Project Manager, presented information on the Dominion Energy Tree Trimming activities that will be taking place between January 3, 2023, - March 1, 2023, around the City.

**V. NEW BUSINESS**

---

A. Request from Beaufort County Ministerial Alliance to host the annual Martin Luther King Day Parade on Monday, January 16, 2023, beginning at 10:00 am.

Motion to approve was made by Councilman McFee and seconded by Councilman Lipsitz.

All were in favor, motion carried.

B. FY 2023 Budget Amendment - 1st reading.

Motion to approve was made by Councilman McFee and seconded by Councilman Lipsitz.

Bill Prokop, City Manager, stated that the adjustment was needed to keep City salaries competitive with the County and other agencies in the region. This can be accomplished without any effect on the budget, due to higher-than-expected revenues.

Alan Eisenman, Finance Director, reported that this would be a 5 percent cost of living adjustment to city employees. This would include a health insurance premium rate adjustment. The cost would be approximately \$378,000.00.

Wilma Holman, 3 Petigru Drive, inquired if any of the funds would be coming from the American Rescue Plan Act, to which the answer was no.

All were in favor, motion carried.

## **VI. REPORTS**

---

### **City Manager's Report**

Said congratulations to our newly sworn in councilors Mike McFee and Josh Scallate. He also welcomed Scott Marshall as the new City Manager.

Thanked all for a fantastic Night out on the Town, Boat Parade, and Christmas Parade. All can be proud of these events, and the community support that is received.

Announced that the City was awarded a \$250,000.00 grant for the Washington Street Park. Thanked all for their hard work.

Congratulated Alan Eisenman and Finance, for being awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association for 2023.

Wished everyone a Merry Christmas, Happy Holidays, and a safe and prosperous New Year.

### **Councilman Mitchell**

Nothing to report.

### **Councilman McFee**

Nothing to report.

### **Councilman Scallate**

Thanked the community for giving him the chance to represent the City.

### **Councilman Lipsitz**

Reminded all about the lighting of the Hanukkah Menorah at the Waterfront Park at 5pm on Sunday, December 18, 2022.

### **Mayor's Report**

Reported that he has had citizen concerns regarding the Woods Memorial Bridge schedule. There will be a meeting on this issue. They will be working to see if there is something that can be done to make it work a little more efficiently.

All of Council wished everyone Happy Holidays and a Happy New Year.

**VII. ADJOURN**

**6:53 PM**

---

Motion to adjourn was made by Councilman Lipsitz and seconded by Councilman McFee.

All were in favor, motion carried.

---

Disclaimer: This document is a summary. All City Council Worksession and Regular Meetings are recorded. Live stream can be found on the City's website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).

DRAFT



---

## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 12/16/2022  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** FY 2023 Budget Amendment- 2nd Reading  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** Finance

---

***BACKGROUND INFORMATION:***

1st reading of budget amendment occurred on December 13, 2022.

---

***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Budget Memo	Cover Memo	12/16/2022
Budget Amendment	Cover Memo	12/16/2022
COLA and Health Insurance Summary	Cover Memo	12/16/2022

---

---

**CITY OF BEAUFORT - INTERNAL MEMORANDUM**

---

---

**TO:** WILLIAM PROKOP  
**FROM:** ALAN EISENMAN  
**SUBJECT:** FY 2023 BUDGET AMENDMENT FOR 5% COLA AND HEALTH INSURANCE PREMIUM RATES  
ADJUSTMENT  
**DATE:** 12/7/22  
**CC:** REECE BERTHOLF

---

The proposed 5% cost of living adjustment for City employees and health insurance premium rates adjustment has a cost of \$378,053. The cost is broken down into the following funds:

General Fund- \$306,631

Parks and Tourism Fund- \$57,430

Stormwater Fund- \$13,992

These additional costs will be offset by higher than originally budgeted revenues within each fund. At this time, the City will not have to make any operating or capital budget cuts, dip into fund balance, or use any American Rescue Plan Act funds.

If City Council approves 2<sup>nd</sup> reading of this budget amendment on Tuesday January 10<sup>th</sup>, 2023, then the 5% cost of living adjustment and health insurance premium rates adjustment will go into effect on the following pay period beginning Saturday January 14<sup>th</sup>, 2023 with a paycheck date on Thursday February 2<sup>nd</sup>, 2023.

1. To record 5% Cost of Living Adjustment and Health Insurance Adjustments

Account #	Account Type	Fund	Department	Description	Increase to Budget
15101-5024	Expenditure	General	City Council	Health Insurance	558
15151-5000, 5014 to 5022, 5024	Expenditure	General	City Manager	Personnel, Benefits, and Health Insurance	17,205
15152-5000, 5014 to 5022, 5024	Expenditure	General	Finance	Personnel, Benefits, and Health Insurance	17,916
15153-5000, 5014 to 5022, 5024	Expenditure	General	Human Resources	Personnel, Benefits, and Health Insurance	6,590
15201-5000, 5014 to 5022, 5024	Expenditure	General	Court	Personnel, Benefits, and Health Insurance	9,033
15301-5000, 5014 to 5022, 5024	Expenditure	General	Community Development	Personnel, Benefits, and Health Insurance	19,811
15401-5000, 5002, 5014 to 5022, 5024	Expenditure	General	Police- Command Staff	Personnel, Overtime, Benefits, Health Insurance	91,210
15402-5000, 5002, 5014 to 5022, 5024	Expenditure	General	Police- SRO	Personnel, Overtime, Benefits, Health Insurance	10,618
15403-5000, 5014 to 5022	Expenditure	General	Police- Crossing Guards	Personnel and Benefits	437
15404-5000, 5014 to 5022	Expenditure	General	Police- Victim's Rights	Personnel and Benefits	1,709
15451-5000, 5002, 5014 to 5022, 5024	Expenditure	General	Fire	Personnel, Overtime, Benefits, Health Insurance	116,884
15501-5000, 5002, 5014 to 5022, 5024	Expenditure	General	Public Works- Admin	Personnel, Overtime, Benefits, Health Insurance	5,929
15502-5000, 5002, 5014 to 5022, 5024	Expenditure	General	Public Works- Streets	Personnel, Overtime, Benefits, Health Insurance	5,265
15506-5000, 5002, 5014 to 5022, 5024	Expenditure	General	Public Works- Facilities Maintenance	Personnel, Overtime, Benefits, Health Insurance	3,466
32401-5000, 5002, 5014 to 5022, 5024	Expenditure	Parks and Tourism	Police- Tourism Support	Personnel, Overtime, Benefits, Health Insurance	33,949
32503-5000, 5002, 5014 to 5022, 5024	Expenditure	Parks and Tourism	Public Works- Parks	Personnel, Overtime, Benefits, Health Insurance	17,096
32653-5000, 5002, 5014 to 5022, 5024	Expenditure	Parks and Tourism	Downtown Operations	Personnel, Overtime, Benefits, Health Insurance	6,385
34530-5000, 5002, 5014 to 5022, 5024	Expenditure	Stormwater	Public Works- Stormwater	Personnel, Overtime, Benefits, Health Insurance	13,992
151512-4900	Revenue	General	General Fund	Interest Revenue	(150,000)
153012-4202	Revenue	General	General Fund	Building Permits	(156,631)
320002-4026	Revenue	Parks and Tourism	Parks and Tourism Fund	Hospitality Fee	(57,430)
345302-4218	Revenue	Stormwater	Stormwater Fund	Stormwater Utility Fee	(13,992)

**5% COLA and Health Insurance Summary**

Department	Fund	Org Code	5% COLA- Salary	5% COLA- Benefits	Health Insurance	Total
City Council	General	15101	-	-	558	558
City Manager	General	15151	11,377	2,925	2,903	17,205
Finance	General	15152	11,436	2,837	3,643	17,916
Human Resources	General	15153	4,585	1,132	873	6,590
Court	General	15201	6,327	1,542	1,164	9,033
Community and Economic Development	General	15301	14,300	3,536	1,975	19,811
Police- Command Staff	General	15401	59,939	16,240	15,030	91,210
Police- SRO	General	15402	6,826	1,870	1,923	10,618
Police- Crossing Guards	General	15403	375	62	-	437
Police- Victims Rights	General	15404	1,365	344	-	1,709
Fire	General	15451	78,080	21,365	17,440	116,884
Public Works- Administration	General	15501	3,648	896	1,384	5,929
Public Works- Streets	General	15502	3,750	925	591	5,265
Public Works- Facilities Maintenance	General	15506	2,329	573	564	3,466
Police- Downtown	Parks and Tourism	32401	22,373	6,128	5,447	33,949
Public Works- Parks	Parks and Tourism	32503	11,198	2,773	3,125	17,096
Downtown Operations	Parks and Tourism	32653	4,884	1,220	282	6,385
Public Works- Stormwater	Stormwater	34530	8,267	2,037	3,688	13,992

**Total**

251,059	66,404	60,590	378,053
---------	--------	--------	---------

**Fund Breakdown**

General	306,631
Parks and Tourism	57,430
Stormwater	13,992
<b>Fund Total</b>	<b>378,053</b>



---

**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 12/27/2022  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Approval of Beaufort County Council appointment of Marilyn Harris to the Beaufort Housing Authority Board of Commissioners as the County representative  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** City Clerk

---

*BACKGROUND INFORMATION:*

On December 12, 2022, Beaufort County Council appointed Marilyn Harris to take over the unexpired term that was previously held by Dan Riedel.

Her term will expire on May 31, 2025.

---

***PLACED ON AGENDA FOR:*** Action

***REMARKS:***



---

## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 1/4/2023  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Request from Downtown Operations to use the Henry C. Chambers Park and ten (10) complimentary parking spaces for bi-monthly concerts, performances and events from March - December 2023  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** Downtown Operations

---

***BACKGROUND INFORMATION:***

Downtown Operations is planning various concerts, performances and events in the Henry C. Chambers Park from March to December 2023. These performances will be between 1-2 hours long.

The request includes the use of parking spaces in the Marina Parking Lot for use by organizers of each of the events.

---

***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Request for 2023 bi-monthly performances in the WFP	Cover Memo	1/4/2023



# CITY OF BEAUFORT

## MEMORANDUM

TO: William Prokop, City Manager  
City Council

FROM: Linda Roper, Dir. Downtown Operations & Community Service 

DATE: December 27, 2022

SUBJECT: Request for permission for use of Henry C. Chambers Park for monthly concert in the park

---

Downtown Operations is requesting permission to bi-monthly concert, performance, and other events from the months of March 2023-December 2023 in the Henry C. Chambers Waterfront Park on a rotating schedule based on park availability. Musical assistance, performance and events will be provided by various performing artist, dance studios and organizations within Beaufort County.

Request for approval includes:

- Use of Henry C. Chambers Park from to accommodate the set up and tear down of activities. Times vary depending on day and performance.
- Permission to issue up to no more than 10 complimentary parking passes to support event operations.

Currently, the performance line up looks like:

Saturday, March 4:

Saturday, March 11: Parris Island Marine Corps Band

Saturday, April 1: Battery Creek High School

Saturday, April 15: Lowcountry Symphony

Wednesday, May 17: Beaufort High School Band 6:30pm

Sunday, May 21: Lowcountry Community Band

Saturday, June 3: Beaufort Dance Academy

Thursday, June 29: USCB Children's Theater

July 8:

July 29: TBD

August: TBD

September: TBD

Saturday, October 28: Halloween movie in the park 7:00pm

November:

Saturday, December 9: Parris Island Christmas Concert

Saturday, December 16: The Nutcracker (Tentative)

**Waiting on Date approvals from:**

Scott Gibbs- Gullahs

Sons of Maestro

Harbor Masters

The request is being made with the understanding that if approved, the City reserves the right to modify or rescind the terms of the request and or approval as necessary.

ldr



---

**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 1/4/2023  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Permissions to Host the 2023 Taste of Beaufort and Arts and Craft Market in the Henry C. Chambers on May 5-6, 2023, and 5k Bridge Run on May 6, 2023, and request waivers for sale of alcohol, open container and noise ordinances, street closures and issuance of parking passes  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

---

***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Taste of Beaufort 2023	Cover Memo	1/4/2023



# CITY OF BEAUFORT

## MEMORANDUM

TO: William Prokop, City Manager  
City Council

FROM: Linda Roper, Dir. Downtown Operations & Community Service

DATE: December 27, 2022

SUBJECT: Request to host the Taste of Beaufort, (May 5-6, 2023), at  
Henry C. Chambers Park, Downtown Beaufort

---

Downtown Operations on behalf of the City of Beaufort, respectfully requests permission from City Council to allow the following items during A Taste of Beaufort Festival in the Henry C. Chambers Waterfront Park. Friday and Saturday May 5 & 6, 2023. The festival will include a Friday night concert and a Saturday full of activities throughout the Henry C. Chambers Park.

- Permission for alcohol sales, and to allow open alcohol containers in the park during the festival from 5-10 pm, Friday May 5, 2023 and 11am-4:00pm Saturday May 6, 2023. A temporary Special Event license from the South Carolina Department of Revenue Alcohol and Beverage licensing department will be applied for. Police and Fire will be at the event to ensure the event site is safe.
- Permission to host a 5K Bridge Run/Walk on Saturday, May 6, 2023 and to close streets to accommodate the event for the route, which is the previously approved to the route for 5K's. The route is as follows: Start/Finish line at Freedom Mall down Bay Street, crossing the Woods Memorial Bridge to Lady's Island, down Meridian Road the reverse of the same rout back to Freedom Mall. All street closures and related controls will be coordinated with the City of Beaufort Police Department, Beaufort County Sheriff's Department, SC DOT, and the Bridge section of the Seventh Coast Guard District.
- Permission for street closures at the following times, days, and locations: One direction of Charles Street Extension on Friday May 5, 2023, 8am-11pm, and Saturday May 6, 2023, 8am-10pm to allow loading and unloading of equipment for entertainment, craft, and food vendors. Vehicles will be required to move

their vehicles to an appropriate parking spot after loading/unloading. The other lanes of Charles Street Extension will be used for Emergency Vehicles.

- Permission to issue complimentary parking passes to paid sponsors to fulfill the benefit commitment of their sponsorship packages, as well as a limited number of parking passes, which will be used to support event operations.
- Permission for use of the Henry C. Chambers Park from Thursday, May 4 to Sunday, May 7, 2023, for set up and take down of the event.
- Permission to host an arts & crafts market on the green area at the west end of Henry C. Chambers Park across from the Downtown Marina Store on Friday May 5, 2023, 12pm-10pm and Saturday May 6, 2023, from 11am-8pm.

Thank you for your consideration and support as we continue to plan successful events that draw both residents and tourists to our historic downtown.



---

**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 1/4/2023  
**FROM:** Andrea Hackenberger  
**AGENDA ITEM TITLE:** Request from Downtown Beaufort Merchants Association for Street Closures for First Friday's on April 7, June 2, August 4, and November 3, 2023 beginning at 4:00 PM - 8:30 PM  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

---

***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Request for 2023 First Friday Street Closures	Cover Memo	1/4/2023



---

## Downtown Beaufort Merchants Association

December 6, 2022

Mayor & City Council  
City of Beaufort  
1911 Boundary Street  
Beaufort, SC 29902

RE: Request for Street Closures for First Friday Events- April 7, June 2, August 4, November 3

Downtown Merchants Association would like to respectfully request to close a portion of the streets detailed below, on the first Fridays of the months of April, June, August, and November. The closures would allow for set-up and removal of entertainment activities for themed First Friday events on Bay Street and along both West and Scott streets up to the point of closure.

The details of the closing beginning at 4:00 PM- 8:30 PM includes:

- Bay Street from Charles to Carteret, and West Street and Scott Streets from Port Republic to Bay Street.

Additionally, we are requesting coordination of required notification and requests with other agencies such as SC DOT and Beaufort County Sheriff's Department will be handled by the appropriate City Staff and Departments.

Sincerely,

Downtown Merchants Association



---

**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 1/4/2023  
**FROM:** Andrea Hackenberger  
**AGENDA ITEM TITLE:** Request from Lowcountry Habitat for Humanity to host 2023 Turkey Trot on Thursday, November 23, 2023 from 7:45 AM to 9:30 AM  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Standard 5K route

---

*PLACED ON AGENDA FOR:* Action

**REMARKS:**

Event will require contracts with the Beaufort Police and Sherriff's Department for police services.

**ATTACHMENTS:**

Description	Type	Upload Date
Turkey Trot 2023	Cover Memo	1/4/2023



# WALK APPLICATION

Downtown Operations & Community Services  
Hackenberger-Downtown Manager & Events Coordinator  
100 North Front Street, Suite B2 Beaufort, SC 29902  
252-79-7063 / Email: [ahackenberger@cityofbeaufort.org](mailto:ahackenberger@cityofbeaufort.org) | [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

**to be filed NOT LESS than 150 days before event**

- **Fee:** \$25.00 non-refundable application fee is payable when the application is submitted
- **Run/Walk Route:** City of Beaufort has a standard route in place that everyone must follow

Name of Applicant: LowCountry Habitat for Humanity  
 Address: 616 Parris Island Gateway Phone # 843-522-3500  
 Email: wendy@lowcountryhabitat.org - Wendy Pollitzer  
 Name of Sponsoring Organization: LowCountry Habitat for Humanity  
 Address: 616 Parris Island Gateway Beaufort, SC 29906

Date of 5K Run/Walk: November 23, 2023  
 Time of 5K Run/Walk will Begin: 8:00 am 5K Run/Walk will Terminate: 9:00 am  
 Time 5K Run/Walk Line-Up Begins: 7:45 am Location(s) of Line-Up Area(s): Best Western Sea Island Inn  
 Approximate Number of Persons, Animals in the 5K Run/Walk: 800

5K Run/Walk will occupy all the width of the streets to be traversed: Bay St. over Woods Memorial  
 5K Run/Walk will occupy only a portion of the width of the streets to be traversed: Bridge to Sea Island PKwy to Meridian and back

OFFICE USE ONLY: Application received by: [Signature] Date Received: 12/13/22  
 Receipt #: \_\_\_\_\_ Approved By: \_\_\_\_\_

**NOTE:** IF THE 5K RUN/WALK IS DESIGNED TO BE HELD BY AND ON BEHALF OF OR FOR ANY PERSON OTHER THAN THE APPLICANT, THE APPLICANT FOR SUCH PERMIT SHALL FILE A LETTER FROM THAT PERSON WITH THE CITY MANAGER AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON HIS BEHALF.

Signature of Applicant: Wendy Pollitzer Date: 12/12/22



---

## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 1/4/2023  
**FROM:** Andrea Hackenberger  
**AGENDA ITEM TITLE:** Request from Holy Trinity to Host the 4th Annual Swing Bridge Run 5K on Saturday, November 4, 2023 7:45 AM to 9:30 AM  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** Downtown Operations

---

**BACKGROUND INFORMATION:**

Standard 5K Route

---

**PLACED ON AGENDA FOR:** Action

**REMARKS:**

Event will require contract with the City of Beaufort and the Sherriff's Department for Police Services.

**ATTACHMENTS:**

Description	Type	Upload Date
Holy Trinity 2023 Swing Bridge Run 5K	Cover Memo	1/4/2023



December 2, 2022

Andrea Hackenberger  
Downtown Manager and Events Coordinator  
City of Beaufort

Re: Holy Trinity Classical Christian School – Swing Bridge Run 5K - November 4, 2023

I am excited to submit our 4<sup>th</sup> annual "Swing Bridge Run 5K" application for November 4, 2023. We were thrilled that participation exceeded our expectations last year. We attribute the community interest on the beautiful Beaufort route. This amazing opportunity increases visibility for the school and increased participation from those outside of our school family.

Our "Swing Bridge 5K" is the culmination of an advancement fundraising campaign where we seek support from donors, increased engagement from friends of the school, and participation from both students and faculty. The Swing Bridge 5K is a celebration for all of our stakeholders- a thank you for their support, and a reminder of all that makes our school special.

Part of our mission as a school is to be a "community" school- accessible both geographically and financially to any who desire a classical Christian education for their students. We desire to reflect our community, and to be actively involved in the life of our City and our County.

We appreciate your approval of our application last year. Thank you so much for your assistance with our application. We look forward to working together.

Gratefully,

Emma Roddey

Advancement & Events Coordinator  
Holy Trinity Classical Christian School  
302 Burroughs Ave.  
Beaufort, SC 29902  
(843)522-0660 Main Office  
(843)379-9670 Direct Line



# 5K RUN/WALK APPLICATION

City of Beaufort-Downtown Operations & Community Services  
Attn: Andrea Hackenberger-Downtown Manager & Events Coordinator  
500 Carteret Street, Suite B2 Beaufort, SC 29902  
Phone: (843) 379-7063 / Email: [ahackenberger@cityofbeaufort.org](mailto:ahackenberger@cityofbeaufort.org) | [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

**To be filed NOT LESS than 150 days before event**

- **Fee:** \$25.00 non-refundable application fee is payable when the application is submitted
- **Run/Walk Route:** City of Beaufort has a standard route in place that everyone must follow

**Name of Applicant:** Emma Roddey/Holy Trinity Classical Christian School

**Address:** 302 Burroughs Ave. Beaufort, SC 29902 **Phone #**843-522-9670

**Email:** [eroddey@htccs.org](mailto:eroddey@htccs.org) or [cpruit@htccs.org](mailto:cpruit@htccs.org)

**Name of Sponsoring Organization:** Holy Trinity Classical Christian School

**Address:** 302 Burroughs Ave. Beaufort, SC 29902

**Date of 5K Run/Walk:** Saturday, November 4th, 2023

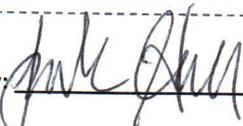
**Time of 5K Run/Walk will Begin:** 8:00 AM **5K Run/Walk will Terminate:** 9:30AM

**Time 5K Run/Walk Line-Up Begins:** 7:45AM **Location(s) of Line-Up Area(s):** Freedom Mall

**Approximate Number of Persons, Animals in the 5K Run/Walk:** 600

**5K Run/Walk will occupy all the width of the streets to be traversed:** yes

**5K Run/Walk will occupy only a portion of the width of the streets to be traversed:** no

**OFFICE USE ONLY:** Application received by:  Date Received: 12/12/22

Receipt #: \_\_\_\_\_ Approved By: \_\_\_\_\_

**NOTE:** IF THE 5K RUN/WALK IS DESIGNED TO BE HELD BY AND ON BEHALF OF OR FOR ANY PERSON OTHER THAN THE APPLICANT, THE APPLICANT FOR SUCH PERMIT SHALL FILE A LETTER FROM THAT PERSON WITH THE CITY MANAGER AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON HIS BEHALF.

Signature of Applicant:  Date: 12-1-22



**CITY OF BEAUFORT**  
**Waterfront Park Rental Reservation Application**  
**Downtown Operations & Community Services Department 500**  
**Carteret St Ste. B2 Beaufort, SC 29902**

**Phone: 843-379-7063 Fax: 843-986-5606**

Name of Event: Swing Bridge Run and Sunrise Gathering	Date(s) of Event: 11/4/2023 Setup start/end time: 6AM-7:30AM Actual event start/end time: 7:45AM - 9:30AM Take down start/end time: 9:30AM-10:30AM
Organization/Individual Name: Emma Roddey Holy Trinity Classsical Christian School	Address: 302 Burroughs Ave Beaufort, SC 29902 Telephone: 843-379-9670 Email: <a href="mailto:eroddey@htccs.org">eroddey@htccs.org</a> cpruit@htccs.org

- Completed application must be received and approved by the Events Coordinator. • All reservations require the applicable refundable security deposit be remitted upon approval of application in order to secure the requested date(s).
- Deposits are refundable provided the venue is returned in the same condition it was received.

Please mail completed application to:

City of Beaufort, Attn: Andrea Hackenberger 500 Carteret St. Suite B2 Beaufort, SC 29902,  
or scan and email to [ahackenberger@cityofbeaufort.org](mailto:ahackenberger@cityofbeaufort.org).

All events must abide by and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7063 or visit our website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

Is the event open to the public? Yes  
Will admission be charged, or donation required? No  
Will alcoholic beverages be sold or served? No  
Will food be sold? No  
Served? Yes- water and bananas  
Will there be any retail sales? No  
Number of people expected to attend: 600

WFP Application Rev 082421

Areas of the Waterfront Park can be reserved/rented for 4, 6, or 12 hour blocks of time. Please factor time for set up and take down of the event into your chosen block of time. Blocks of time **cannot** be reserved or rented in pro rated increments. **NO exceptions will be made to this policy.**

**Security Deposit is due upon approval of application**  
**Fee payment due no less than 30 days prior to event.**

Fill out by circling venue area(s) and pricing in blocks of time required for your event. Please indicate the need for electrical hookup.

WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
Pavilion	\$ 350.00	\$ 500.00	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 450.00	\$ 750.00	
Electric Fee	\$ 50.00	\$ 75.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

+ FREEDOM MALL

See this link <http://www.cityofbeaufort.org/group-events-business-license.aspx> to obtain a group business license application for vendors.

**Did you know?**

**BEAUFORT PRIDE OF PLACE** is a community involvement initiative that helps improve and develop quality of life throughout the city. Individuals, organizations, and visitors can get involved by donating money, equipment or time to assist the City with neighborhood improvement projects, youth programs, upgrading infrastructure and beautifying parks.

If you or your organization are interested in learning more about the program, volunteering or making a monetary or in-kind donation, please contact the City Manager's office @ 843-525-7070 or visit, <http://www.cityofbeaufort.org/270/Beaufort-Pride-of-Place> THANK YOU!

**Liability Insurance**

•The City of Beaufort requires that any organization/group sponsoring any event at a City owned facility/property or right of way provide the City of Beaufort with evidence of insurance as outlined below.

General Liability as follows:

•\$500,000.00 minimum requirement per occurrence for General Liability and Auto Liability (depending on the size or type of event, this amount may increase) •Must provide proof one week before event

**Alcohol**

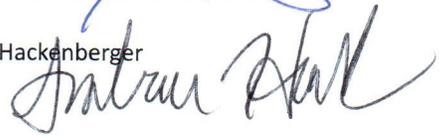
•To serve alcohol or liquor at your event, you must obtain City Council approval. •If alcohol is served at your event, specific approval must be obtained by the City Manager and liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Beaufort must be listed as insured on the policy. If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the City Manager's office at (843)-525-7070. City of Beaufort does not provide nor obtain insurance coverage for any special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.

Lessee/Applicant Signature Date  12-1-22  
-----This section for City use-----

Events Coordinator -Andrea Hackenberger

Date Application Received

Deposit Paid:



Deposit to be Refunded:

Fees Paid:



---

## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 1/4/2023  
**FROM:** Linda Roper, Downtown Operations and Community Services Director  
**AGENDA ITEM TITLE:** Ordinance amending Part 3 Chapter 2 Section 3-2002 of the City Code of Ordinances concerning fees for docking on the seawall at the Henry C. Chambers Waterfront Park - 1st reading  
**MEETING DATE:** 1/10/2023  
**DEPARTMENT:** Downtown Operations

---

***BACKGROUND INFORMATION:***

Safe Harbor is requesting a rate change from \$1.50 per linear foot to \$ 2.00 per linear foot to better offset the cost of constant maintenance to the seawall.

---

***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	1/4/2023

ORDINANCE

Ordinance Amending Part 3, Chapter 2, Section 3-2002, of the City Code of Ordinances concerning fees for docking on the seawall at the Henry C. Chambers Waterfront Park

**WHEREAS**, Section 3-2002 (c) provides regulations for dockage of vessels at the seawall of the Henry C. Chambers Waterfront Park; and,

**WHEREAS**, dockage of large vessels has caused wear to the seawall that must be regularly maintained and repaired; and,

**WHEREAS**, by Ordinance in 2020, it was adopted that the docking fee would be reviewed annually by the City Manager to ensure both the adequacy of the fee, and the competitiveness in the tour boat market; and,

**WHEREAS**, staff has recommended an increase of the docking fee to \$2.00 per linear foot to better offset the cost of constant maintenance to the seawall; and,

**WHEREAS**, City Council finds that it is in the best interest of the City and its citizens to amend Section 3-2002 to provide for this staff recommendation;

**NOW THEREFORE**, be it Ordained by the City Council of Beaufort, South Carolina, in council duly assembled and by the authority of the same, that the middle sentence of Section 3-2002 (c) of the City Code of Ordinances be amended to provide as follows: **“A docking fee of two dollars (\$2.00) per linear foot per day shall be levied to all vessels. This fee shall be reviewed annually by the City Manager and adjusted if necessary and appropriate.”**

All other provisions of Section 3-2002 shall remain unchanged.

This Ordinance shall be effective immediately upon adoption.

\_\_\_\_\_  
Stephen D. Murray III, Mayor

Attest \_\_\_\_\_  
Traci Guldner, City Clerk

First Reading \_\_\_\_\_

Second Reading and adoption \_\_\_\_\_

Approved in Form: William B. Harvey, III