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CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL REGULAR MEETING AGENDA
February 28, 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. Mayor Pro Tem, Mike McFee

III. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

- A. Character Education Proclamation - Isaac Vega, Battery Creek High School
- B. Proclamation proclaiming March 3, 2023, as Old Commons Neighborhood Association 20th Anniversary Celebration Day

IV. PUBLIC COMMENT

V. MINUTES

A. Worksession and Regular Meeting - February 14, 2023

VI. NEW BUSINESS

- A. Request for Co-Sponsorship from First African Baptist and First Scots Presbyterian Church to host the Annual Community Easter Sunrise Service in the Henry C. Chambers Park on April 9, 2023, at 7:00 AM to 8:30 AM
- B. Request for Co-Sponsorship from The Original Gullah Festival for use of the Henry C. Chambers Park and waiver of Noise Ordinance, May 26-28, 2023
- C. Request for Co-Sponsorship from Friends of Caroline Hospice to host Release & Remember Event in Henry C. Chambers Park on April 29, 2023 at 11 AM
- D. Request from Historic Beaufort Foundation to host the 2023 Spring Architect's Tour on Saturday, March 18, 2023, 10AM to 3PM, with allowance of parking on Spanish Point Road
- E. Local 1.1% Hospitality Tax Committee Recommendations
- F. Authorization for the City Manager to enter into a contract for Copier-Printer Services

- G. An Ordinance to amend the City of Beaufort FY 2023 Budget - 1st Reading
- H. Resolution adopting CDBG needs assessment priorities
- I. Appointment to the Cultural District Advisory Board

VII. REPORTS

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

VIII.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, Isaac Vega was selected as the winner by Battery Creek High School as the student of the month.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims January 2023 as.

ISAAC VEGA AS BATTERY CREEK HIGH SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Perseverance* as the word for the month of January and applauds Isaac Vega, the Beaufort County School District, and Battery Creek High School for their work and specifically honors Isaac Vega as Battery Creek High 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 28th day of February 2023.

STEPHEN D. MURRAY III, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK



PROCLAMATION

WHEREAS, John Gettys Smith, ardent preservationist, and historian, founded the Old Commons Neighborhood Association (OCNA) on March 3, 2003; and

WHEREAS, the OCNA's mission is to preserve and protect a significant, historical neighborhood, its traditional mixed uses of residences, live-work residences, churches, and schools, its traditional historic architecture, and its traditional economic and racial diversity; and

WHEREAS, the Old Commons Neighborhood is the area within the boundaries of Charles and Carteret Streets from Craven to Boundary Streets; and

WHEREAS, the first OCNA Officers to serve were President: John Gettys Smith, Vice President: Charlotte Pazant Brown, Recording Secretary: Donna Alley, Correspondence Secretary: Maxine Lutz, Treasurer: Mary Mobley, and Historian: Katherine Doctor; and

WHEREAS, the currently serving OCNA Officers are President: Kevin Woodlock, Vice President: Tom McMahan, Secretary: Peggy Simmer, Treasurer: James Williams, and Parliamentarian Maxine Lutz; and

WHEREAS, the first project the OCNA undertook was to raise funds and partner with the Historic Beaufort Foundation and the South Carolina Department of Archives and History to help stabilize and restore the historic Sons of Beaufort Lodge #36 Meeting Hall circa 1880; and

WHEREAS, subsequent OCNA fundraisers have been held to raise funds used to purchase and erect historical markers throughout the Old Commons Neighborhood and to establish a pocket park.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims March 3, 2023, as the

OLD COMMONS NEIGHBORHOOD ASSOCIATION 20TH ANNIVERSARY CELEBRATION DAY

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 28th day of February 2023.

STEPHEN D. MURRAY III, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK



City Council Worksession

Meeting Minutes – Planning Conference Room – 1st Floor

February 14, 2023

I. CALL TO ORDER

5:00 PM

Mayor Stephen D. Murray III

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

II. EMPLOYEE NEW HIRE RECOGNITION

A. Police Department.

Dale McDorman, Police Chief, introduced Deputy Police Chief Stephenie Price.

III. PRESENTATIONS

A. City of Beaufort Website Redesign.

Kathleen Williams, Communications and Marketing Director, started off by saying this is the first redesign for the website since it started in 2018 with Civic Plus. Civic Plus is the website host. The new design should go live next month. Some statistics were given for the 2021 top search items and top pages that were visited. A survey was conducted regarding the redesign of the website in the Summer of 2022. She then went over the goals that they hope to obtain with the new website.

Ms. Williams, talked about a new Logo that was created by Bragg Media who also came up with a tagline: Charming since 1711. The committee feels this new logo captures Beaufort's beauty and history.

Councilman Mitchell stated that he is troubled by the tagline wording. He feels it does not accurately depict history.

Mayor Pro Tem, McFee, inquired about the changing of the logo. Ms. Williams responded by saying that the City Seal would not be changing. This change would be for the logo that is currently being used on the website. That logo shows a pelican flying over the bridge with a life preserver around it.

Mayor Murray stated that he would like to see the City Seal as the logo. He appreciates the work that has been done, but the City Seal gets his vote as the brand/mark for the City. He feels it adequately represents who we are. He also agrees that the tagline: Charming since 1711, is inappropriate.

IV. DISCUSSION ITEMS

A. Local 1.1% Hospitality Tax Committee recommendations.

Alan Eisenman, Finance Director, spoke about the City Ordinance 7-13003(2) that speaks about how these funds are to be used for advertising to increase tourism and revitalization of the downtown economy. All those that apply must be non-profit organizations. In the FY 2023 budget, \$27,500 was to be allocated in accordance with the Ordinance. The notice to solicit applications was published in the local newspaper on December 29, 2022. It was also posted on the City's website. There were 9 applications totaling \$126,540.00. The staff committee consisted of Alan Eisenman, Reece Bertholf and Linda Roper. They reviewed and rated the proposals based on the criteria stipulated in the Ordinance as well as adhering to the City Council's strategic goals.

Downtown Beaufort Merchants Association - \$10,000.00
Beaufort Area Hospitality Association - \$10,000.00
The Gullah Traveling Theater - \$4,000.00
Beaufort Digital Corridor - \$2,000.00
Beaufort County Black Chamber of Commerce - \$1,500.00

Mayor Murray stated that historically these funds have been for downtown redevelopment.

Councilman Mitchell inquired how the data is gathered to see what organization has the most impact.

Reece Bertholf, Deputy City Manager, stated that they relied on their submissions.

Applicants were given a chance to speak. Representatives from The Friends of the Spanish Moss Trail, Beaufort Area Hospitality Association, and the Downtown Beaufort Merchants Association all spoke.

Mayor Murray stated that he was encouraged to see the Activate Beaufort plan between the Downtown Beaufort Merchants Association and Beaufort Area Hospitality Association last year. He has found out that there has been some discord lately. Hopes that both can come together for the greater good of downtown and the citizens.

All of Council agreed to proceed as recommended.

B. Second Quarter Fiscal Year 2023 Financial update.

Alan Eisenman, Finance Director, went over the Quarterly Report using Open.Gov, our financial transparency website. The Revenues were \$8,112,680.84, with Expenditures of \$12,373,711.74. The Revenues exceed the Expenditures by \$4,261,030.90. The negative figure is not unusual for this time of year, as tax revenues are just starting to come in. He stated that the City is in good financial shape.

C. Lady's Island Land Use Study.

Curt Freese, Community Economic Development Director, went over the scope of services for a Master Planning effort for a stretch of the Sea Island Parkway. He stated that the County has signed a contract with SGA/NW for planning services in the amount of \$50,000.00. The County would like for the City to sign the contract. Mr. Freese stated that during a meeting last year, the City had agreed to fund half of the contract price. He also mentioned that he has received communications that the scope of this work is minor, and overall, this will not address the major issues.

Councilman Lipsitz knows that we are not legally obligated but feels we should honor the decision that was previously made.

Councilman Scallate feels that having a broader master plan study done on this issue would be a greater use of taxpayer money instead of many smaller studies.

Mayor Pro Tem, McFee, stated that this issue keeps coming back around. We need to recognize that we need a much larger comprehensive view of what is happening on Lady's Island.

Mayor Murray does not think this proposal gets us where we need to be on the growth on the Sea Islands.

The consensus is to have a meeting between Beaufort County and the City to discuss the next course of action.

D. Southside Park Phase 1 update.

Linda Roper, Downtown Operations and Community Services Director, stated that we contracted with Davis and Floyd with Wood and Partners, Inc. in September 2022, to design Phase 1 of the Southside Park. At this time, surveying is being done. On January 17, 2023, Beaufort County notified the City that they would be constructing a basketball court with new pickleball courts. These would be placed alongside of the existing tennis/pickleball courts.

A design workshop was held on January 25, 2023. During this meeting, the topic of the half basketball court came up that was in the previous master plan. Now that the County will be building a full basketball court nearby, the committee feels that the half basketball court is no longer needed, and the playground could be expanded.

Councilman Lipsitz feels that the playground should be the main showcase of the park.

All of Council agreed to remove the half basketball court from the plans.

V. ADJOURN

6:54 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 (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at tguldner@cityofbeaufort.org.



City Council Regular Meeting
Meeting Minutes – City Hall Council Chambers, 2nd Floor

February 14, 2023

I. CALL TO ORDER

7:01 PM

Mayor, Stephen D. Murray III

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem, Mike McFee

III. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

A. Proclamation proclaiming February 19th through February 25th as Childhood Cancer Awareness Week.

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

All were in favor, motion carried.

IV. PUBLIC COMMENT

Kevin Cuppia expressed his concerns regarding the hotel and parking garage development downtown that is adjacent to his property. He is in hopes that some kind of seismic equipment will be utilized as there are historical buildings nearby that could be damaged including the Tabby Wall. He also wants to make sure that egress in and out will not be blocked.

Mike Riban, Assistant Superintendent, with CPPI of Georgia, introduced himself to Council.

V. MINUTES

Regular Meeting - January 24, 2023.

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

Mayor Murray stated that under his Mayor's report, 4,028 new jobs should read 1,400 new jobs.

Minutes approved with correction.

VI. NEW BUSINESS

- A. Approval of Town of Port Royal Council appointment of Linda Robinson to the Beaufort Housing Authority Board of Commissioners as the Town of Port Royal representative.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Mitchell. Her term will expire on April 30, 2027.

All were in favor, motion carried.

- B. FY 2023 Budget Amendment - 1st reading.

Motion to table this discussion was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

VII. REPORTS

City Manager's Report

Reported that from the Police Department, they have launched a Camera Registration Program. This allows residents to voluntarily register their outdoor security cameras. There were also two promotions in the department to First Sergeant. Officer Benjamin Brooks and Sean Flomer.

The Police Department will also be hosting all three FBI Law Enforcement Executive Development Association (LEEDA) courses this year. The first one will be on February 20, 2023, with others to follow in April and June. We have five officers scheduled to attend the February session free of charge because we are the hosts. Normal cost to attend is \$795.

There will be a Chill with a Cop event at Southside Park on Friday, February 17, 2023, beginning at 6:15pm.

Stated that next week, members from the Fire Department will be participating and teaching in the First Impressions Program at Riverview Charter School. This is a four-day program where something new and different is taught each day, with students getting daily prizes and homework assignments to do with their parents.

On February 8, 2023, Carrie Gorsuch attended an award ceremony in Columbia where Davis & Floyd was recognized as a National Finalist in the American Council of Engineering Companies 2023 Engineering Excellence Awards. The award was in recognition of the drainage study to support the city's goal of achieving long-term coastal community resiliency within The Point/Downtown study area.

Announced that through a State Budget Proviso in the FY23 budget, we received \$2M in funding to support Beaufort Memorial Hospital & USCB Nursing Programs and local Cybersecurity initiatives. Staff will be bringing forward a budget ordinance for first reading at the next meeting for acceptance and disbursement of funds.

There was a public comment period for the Beaufort National Historical Landmark Integrity and Condition Study that opened on January 25, 2023, and closes on March 11, 2023. As part of the public comment process, the National Park Service held two public input events at City Hall on February 8th and February 9th.

On January 31, 2023, we submitted a grant application for \$200K (20% match) to the SC Dept of Archives and History for the Carnegie Library to repair, restore and replace the roof and dormers. We should know by May 1, 2023, whether grant funds are awarded.

Preparations are underway for City Council's Strategic Planning Retreat March 7-8, 2023, at 500 Carteret Street. Agenda will be forthcoming, and the public will be invited to attend.

Mayor's Report

Stated that the Council Retreat will take place on March 7-8, 2023.

Enjoyed attending the Hometown Legislative Action Day in Columbia, SC. Glad to see we had a good showing.

Reported he will be completing the Riley Mayors Fellowship in Charleston this week.

Councilman Scallate

Also attended the Hometown Legislative Action Day in Columbia, SC. Stated that he also started his sessions through the Municipal Elected Officials Institute.

Wished all a Happy Valentine's Day.

Mitch Mitchell

Wished all a Happy Valentine's Day.

Complimented Dr. N'kia Campbell with the Beaufort County School District Office of Academic Initiatives on the successful 2nd annual African American History Education Conference. This was held February 9-11, 2023.

There will be a community event on February 25, 2023, at the Henry C. Chambers Park beginning at 2:00 pm. This is to be a time of relationship building between the Citizens and Law Enforcement in the County following the death of Tyre Nichols.

Mayor Pro Tem, McFee

Stated he always gets a lot out of attending the Hometown Legislative Action Day. Illuminates the importance of Home Rule.

Mentioned that through the Census adjustments, Northern Beaufort County is now classified as an Urban Section. Through Palmetto Breeze, we now have opportunities for additional funding sources.

Reported that the Beaufort International Film Festival will start on Tuesday, February 21, 2023, and end on Sunday, February 26, 2023.

Councilman Lipsitz

Wished all a Happy Valentine's Day.

Wished Councilman Scallate a Happy Birthday.

Reported that he and Councilman Mitchell graduated from the Advanced Municipal Elected Officials Institute.

VIII. ADJOURN

7:26 PM

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

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 (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at tguldner@cityofbeaufort.org.

DRAFT



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/21/2023
FROM: Andrea Hackenberger
AGENDA ITEM TITLE: Request for Co-Sponsorship from First African Baptist and First Scots Presbyterian Church to host the Annual Community Easter Sunrise Service in the Henry C. Chambers Park on April 9, 2023, at 7:00 AM to 8:30 AM
MEETING DATE: 2/28/2023
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR: Discussion

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Request for Community Sunrise Service	Cover Memo	2/21/2023

REQUEST FOR CO-SPONSORSHIP Henry C. Chambers Waterfront Park

Name of Event Annual Community Easter Sunrise Service

Date of Event: 4/9/23

Contact person: Carole Ingram
Telephone: 843-941-8333

Please check all that apply.

	Yes	No
<i>Are you a "For Profit" entity?</i>		** X
<i>Is this a fund raising event?</i>		X
<i>Is this event open to the public?</i>	X	
<i>Is there a required fee / donation to attend this event?</i>		X
<i>Are you requesting more that two (2) park areas for this event?</i>		X
<i>Will there be any type of "sales" for this event?</i>		X
<i>Will this event require more than four (4) hours (includes setup & take down)?</i>		X
<i>Will alcohol be sold / served?</i>		X

**If you answered "no" to the first question, what is your non-profit status? (501 (C) (3), (4) or (6))? (501c3)

Request for waivers/co-sponsorship of events must be approved by City Council prior to the event.

Events Coordinator Recommendation: Approved: _____ Denied: _____

Explanation: _____

Forward for Council Deliberation: _____
Date of Council Meeting

Council: Approved: _____ Denied: _____

Explanation: _____



FIRST SCOTS
PRESBYTERIAN CHURCH
Of Beaufort
— PCA —

Rev. Alex D. Mark, Senior Pastor
Rev. Steve Walton, Associate Pastor

335 Sams Point Road
Beaufort, SC 29907

843-379-0134

www.firstscotsbeaufort.org
admin@firstscotsbeaufort.org

City of Beaufort
1901 Boundary Street
Beaufort, SC 29902

February 13, 2023

To Whom It May Concern:

First African Baptist Church and First Scots Presbyterian Church are proud to host the annual Community Easter Sunrise Service again this year, Sunday, April 9, 2023, in the historic Henry C. Chambers Waterfront Park. This event will last from 7:00 – 8:30 AM and will include singing, prayer, and a message. The event is free-of-charge and open to the public. Nothing will be available for purchase during the event.

This year we once again humbly request, as we have since 2014, co-sponsorship by the Beaufort City Council in order to help offset the cost. We sincerely appreciate your support in the past for this special community event. We are happy to answer any questions you may have. Thank you for your city leadership for our community.

Sincerely,

Alex D. Mark
Pastor, First Scots Presbyterian Church



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: <u>Annual Easter</u> <u>Sunrise Service</u>	Date(s) of Event: <u>April 9, 2023</u> Setup start/end time: <u>6:00AM-7:00AM</u> Actual event start/end time: <u>7:00AM-8:00AM</u> Take down start/end time: <u>8:00AM-9:00AM</u>
Organization/Individual Name: <u>First Scots Presbyterian</u> <u>Church of Beaufort</u>	Address: <u>335 Sams Point Road</u> <u>Beaufort, SC 29907</u> Telephone: <u>843-379-0134</u> Email: <u>carolekingram@yahoo.com</u> <u>frontdesk@firstscotsbeaufort.org</u>

- 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.

All events must abide 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

Is event open to the public? YES

Will admission be charged, or donation required? NO

Will alcoholic beverages be sold? No Served? No

Will food be sold? No Served? No

Will there be any retail sales? No

Number of people expected to attend: 250

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 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

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

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

2/19/23

 Date

-----This section for City use-----

Andrea Hackenberger

2/13/2023

 Events Coordinator -Andrea Hackenberger

 Date Application Received

Deposit Paid: _____ Fees Paid: _____ Deposit to be Refunded: _____



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/21/2023
FROM: Andrea Hackenberger
AGENDA ITEM TITLE: Request for Co-Sponsorship from The Original Gullah Festival for use of the Henry C. Chambers Park and waiver of Noise Ordinance , May 26-28, 2023
MEETING DATE: 2/28/2023
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
2023 Gullah Festival Request	Cover Memo	2/21/2023

REQUEST FOR CO-SPONSORSHIP

Henry C. Chambers Waterfront Park

Name of Event The Original Gullah Festival

Date of Event: May 26th - 28th

Contact person: Roy Hicks

678-865-9065 Telephone:
trhicksii@gmail.com

Please check all that apply.

	Yes	No
<i>Are you a "For Profit" entity?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Is this a fund-raising event?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Is this event open to the public?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Is there a required fee / donation to attend this event?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Are you requesting more than two (2) park areas for this event?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Will there be any type of "sales" for this event?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Will this event require more than four (4) hours (includes setup & take down)? This is a multiple day display</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Will alcohol be sold / served?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If you answered "no" to the first question, what is your non-profit status? (501 (C) (3), (4) or (6))? 501(c)(3)

Request for waivers/co-sponsorship of events must be approved by City Council prior to the event.

Events Coordinator Recommendation: Approved: _____ Denied: _____

Explanation: _____

Forward for Council Deliberation: _____
Date of Council Meeting

Council: Approved: _____ Denied: _____

Explanation: _____



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: <u>The Original Gullah Festival</u>	Date(s) of Event: <u>May 26th - 28th, 2023</u> Setup start/end time: <u>May 25th @ 7a-9p</u> Actual event start/end time: <u>May 26th from 10a-6p</u> Take down start/end time: <u>May 28th from 6p-8p</u>
Organization/Individual Name: <u>The Original Gullah Festival of SC, Inc.</u>	Address: <u>P.O. Box 83 Beaufort, SC 29901</u> Telephone: <u>678-865-9065</u> Email: <u>trhicksii@gmail.com</u>

- 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.

All events must abide 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

Is event open to the public? Yes

Will admission be charged, or donation required? No

Will alcoholic beverages be sold? No Served? No

Will food be sold? Yes Served? Yes

Will there be any retail sales? Yes. Clothing, Crafts and Art.

Number of people expected to attend: 8,000 for 3 days

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 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

See this link <https://sc-beaufort.civicplus.com/240/Group-Event-Business-License> 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

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.

The Original Gullah Festival is requesting a Noise Ordinance for May 26th thru 28th.

Thomas R Hicks II 1/25/2023
 Lessee/Applicant Signature Date

-----This section for City use-----
Andrea Hackenberger 1/27/23
 Events Coordinator -Andrea Hackenberger Date Application Received

Deposit Paid: _____ Fees Paid: _____ Deposit to be Refunded: _____



Gullah Festival of Beaufort SC.29901

Remembering, Celebrating, Creating, A Living History!

The Original Gullah Festival of SC Inc. is a non-profit, tax exempt organization of Beaufort, SC. Established by native Beaufortonians in 1986, and incorporated in 1987, the three day celebration has the goal to reclaim for future generations the beauty and history of the Gullah Culture, a compelling mix of West African legacy and the American LowCountry experience and to eventually be able to help arts in education.

Our 3 day festival is a non-alcohol, non-smoking event so everyone participating can enjoy themselves with no distractions.

The Gullah Festival of SC, Inc. is hereby making its annual request for use of the Waterfront Park facilities for 2023 May 26th, 27th and 28th Memorial Day weekend. Your assistance is requested in regards to the following items:

1. The City allows the Gullah Festival access to the park on Thursday, May 25th to prepare for the 3 day weekend.
2. The City acknowledges that the Gullah Festival will use the Waterfront Park on
Friday, May 26th from 10am to 12am.
Saturday, May 27th from 10a to 12am.
Sunday, May 28th from 9a to 7pm.
3. The City disables the water sprinklers on the Waterfront Park on:
Friday, May 26th from 10am to 12am.
Saturday, May 27th from 10a to 12am.
Sunday, May 28th from 9a to 7pm.
4. The City allows access to the restrooms, water and power sources on the Waterfront Park on:
Friday, May 26th from 9a to 11pm.
Saturday, May 27th from 9a to 12am.

Sunday, May 28th from 9a to 7pm.

5. The Festival requests the city grant a waiver of the City Noise Ordinance for the following:

Friday, May 26th from 9a to 1am.

Saturday, May 27th from 9a to 1am.

Sunday, May 28th from 9a to 7pm.

6. Loading and unloading passengers with the charter bus will be coordinated with Alice Wallace.

7. The Festival will submit a completed special event sign application for these dates:

Friday, May 26th.

Saturday, May 27th.

Sunday, May 28th.

8. The City grants permission for the Gullah Festival to erect temporary signs. 9. On-call access to the city's electrician during regular working hours, free of charge. 10. The City's staff electrician will provide support and necessary equipment in order to provide access to electricity for use by the Festival.

The Gullah Festival Committee will...

1. Contract with the City Police Department for police protection at all events.
2. Contract with the City Fire Department for EMS service.
3. Use their own means for necessary fencing and covering during the Gullah Festival May 26th, 27th and 28th.
4. Use Reddy Ice for providing the ice.
5. Use a contracted electrician during the 3 day event.
6. Use a contracted lights and sound man during the 3 day event.
7. Use a contracted service for overnight security.
8. Use a contracted service for pressure washing the sidewalks and parking lot if necessary.
9. Use Deglar Waste for all sanitation services including (2) 30 foot roll-off dumpsters.
10. Use Deglar Waste for port-a-john installments: in the park 6 regular and 1 handicap and in the parking lot 5 regular and 1 handicap.
11. Use Deglar Waste for COVID-19 sanitation services.
12. Use Golf carts to transport Gullah Festival patrons with physical disabilities.
13. Provide a schedule of events weeks prior to the actual event.
14. Use the Tabernacle Baptist church located on 901 Craven St, Beaufort, SC 29902 to hold the Lest We Forget talking sessions and the Decoration Day play.
15. The Gullah Festival will complete a Contract of Indemnity with Beaufort County for usage of the county's parking lots....

- a.) Multi-Government Center parking lot – 100 Ribaut Road, Beaufort, SC
- b.) DSS Building parking lot – 1905 Duke Street, Beaufort, SC
- c.) BCSO dirt parking lot – 2001 Duke Street, Beaufort, SC
- d.) Santa Elena Foundation Building parking lot - Corner of Bladen and North Streets, Beaufort, SC

16. Will use the following policies for insurance coverage from Kinghorn Insurance of Beaufort: General Liability, Accidental and Inclement Weather which will also cover the Tabernacle Baptist church.

17. Use the following route for tours.....

*** drive by's only

- Mather School, Robert Smalls House, Beaufort Arsenal, Tabernacle Baptist Church, National Cemetery and Grand Army Hall.
- If time permits, we will get out briefly and walk to the burial site of the 54th Regiment.

Respectfully,

Roy Hicks

President of The Original Gullah Festival of Beaufort, SC



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/21/2023
FROM: Andrea Hackenberger
AGENDA ITEM TITLE: Request for Co-Sponsorship from Friends of Caroline Hospice to host Release & Remember Event in Henry C. Chambers Park on April 29, 2023 at 11 AM
MEETING DATE: 2/28/2023
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
2023 Release & Remember Event - Caroline Hospice	Cover Memo	2/21/2023



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: <u>Release & Remember</u>	Date(s) of Event: <u>April 29, 2023</u> Setup start/end time: <u>9:30 - 10:30</u> Actual event start/end time: <u>11:00 - 11:30</u> Take down start/end time: <u>11:30 - 12:00</u>
Organization/Individual Name: <u>Friends of Caroline/ Lanette Fabian</u>	Address: <u>329 Friends Lane</u> Telephone: <u>843 525 6257</u> Email: <u>lanette@foccharpica.org</u>

- 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.

All events must abide 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

Is event open to the public? yes

Will admission be charged, or donation required? no

Will alcoholic beverages be sold? no Served? no

Will food be sold? no Served? no

Will there be any retail sales? no

Number of people expected to attend: 1,000

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 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>
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Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

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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

Liability Insurance

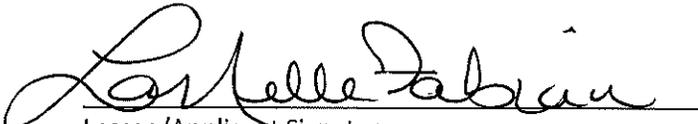
•The City of Beaufort requires that any organization/group sponsoring any event at a City owned facility/property or right of way provide the City of Beaufort with evidence of insurance as outlined below.

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- 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

6 Feb 2023

 Date

-----This section for City use-----

 Events Coordinator -Andrea Hackenberger

 Date Application Received

Deposit Paid: _____ Fees Paid: _____ Deposit to be Refunded: _____

February 6th 2023

Hi Andrea,

I have attached the application.

Release and Remember is an event for the community to remember the ones we have loved that have passed away. The event is open to the public. Butterflies are sold prior to the event (some at the event) to those who want to release a butterfly and have their loved one's name displayed at the event. All are welcome to attend, hear our chaplain speak, and observe the release at no cost.

In 2021, we release 1400 butterflies in Waterfront Park.

Thank you

LaNelle Fabian, CVA
Director of Community Engagement
FRIENDS OF CAROLINE
329 Friends Lane
Ridgeland, SC 29936
(843) 525-6257 - Office
(843) 525-9418 - Fax
fochospice.org



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/21/2023
FROM: Linda D. Roper
AGENDA ITEM TITLE: Request from Historic Beaufort Foundation to host the 2023 Spring Architect's Tour on Saturday, March 18, 2023, 10AM to 3PM, with allowance of parking on Spanish Point Road
MEETING DATE: 2/28/2023
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
2023 Spring Architects Tour Request	Cover Memo	2/21/2023



February 20, 2023

Mrs. Linda Roper, Director
Downtown Operations & Community Services
City of Beaufort
500 Carteret Street
Beaufort, SC 29902

Dear Linda,

Historic Beaufort Foundation is delighted to continue our Spring Architects' Tour in 2022. Scheduled for **Saturday, March 18th**, this popular tour celebrates the best in creative and distinctive Lowcountry contemporary residential architecture. As in the past, the tour operates for one day in and around the City of Beaufort and greater Beaufort.

This year's tour includes 5 homes located in the City of Beaufort, on Lady's Island, Spanish Point, Cane Island, Islands of Beaufort and Distant Island. As in the past, tour goers will purchase and retrieve tickets and itinerary the day of the event at the Arsenal (courtyard) between 9AM and Noon. Online ticket sales will run through Wednesday, March 15.

With this letter, we are requesting approval related to parking and signage:

Signage. As in the past, HBF would like to place corrugated sign boards with sign stands identifying the home as a tour site in the yards and/or at the curb for just the day of the event – in the City of Beaufort, this includes the tour sites on Spanish Point, Cane Island, Lady's Island, Islands of Beaufort and Distant Island. HBF will apply for a temporary signage permit to place the signs.

Parking/Transportation.

Parking for Spanish Point will be along the roadway and on private property across from the Tour location. Parking on Cane Island will be located along Bay Drive. Parking at Islands of Beaufort and Distant Island will be coordinated with the related Homeowners Association and property manager.

Notification. HBF will work with the Downtown Operations & Community Services Department to notify impacted homeowners of the tour.

The Spring Architects' Tour has historically attracted hundreds of visitors to Beaufort from across the country to stay, tour, dine, shop and immerse themselves in the unique offerings of Beaufort and the Lowcountry as gracious residents open their private homes and gardens to offer this unique experience.

We look forward to working with the City of Beaufort, our many partners and the community to continue this special tradition.

We appreciate your consideration and look forward to successful event for Beaufort and the Lowcountry.

Sincerely,

A handwritten signature in blue ink that reads "Lise Sundrila". The signature is fluid and cursive, with a large initial "L" and "S".

Lise Sundrila
Assistant Director

cc: Cynthia Jenkins, HBF Executive Director
Scott Marshall, City Manager



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/17/2023
FROM: Alan Eisenman, Finance Director
AGENDA ITEM
TITLE: Local 1.1% Hospitality Tax Committee Recommendations
MEETING
DATE: 2/28/2023
DEPARTMENT: Finance

BACKGROUND INFORMATION:

Please see the attached recommendation memo and applicant summary.

This was presented in Worksession on Tuesday, February 14, 2023.

PLACED ON AGENDA FOR: Action

REMARKS:

Would like for Council to approve these allocations as presented.

ATTACHMENTS:

Description	Type	Upload Date
Recommendation Memo	Backup Material	2/17/2023
FY 2023 HTAX Grant Award Recommendations	Backup Material	2/17/2023

CITY OF BEAUFORT - INTERNAL MEMORANDUM

TO: SCOTT MARSHALL
FROM: ALAN EISENMAN, REECE BERTHOLF & LINDA ROPER
SUBJECT: 1.1% LOCAL HOSPITALITY FUND RECOMMENDATION
DATE: 2/3/23
CC: FILE

Background

City of Beaufort Ordinance 7-13003 (2) stipulates that:

One and one-tenth (1.1) percent shall be available through appropriation, for advertising to increase tourism and revitalization of the downtown economy. The allocation will be awarded by the Beaufort City Council through the annual budget process, based on budget presentation of certain non-profit organizations invited by city council to present. The presentation to the city council will be conducted during the normal budget period. An allocation of these funds shall be based on the objectives that best achieve city council goals and purposes.

The FY 2023 budget adopted \$27,500 to be allocated in accordance with the Ordinance above.

Staff, under the direction of the City Manager, developed a standard procedure to solicit interest from local non-profit groups as well as review submitted proposals for concurrence to the ordinance requirements and make recommendations to the City Council.

The FY 2023 solicitation was published in the local newspaper on December 29, 2022 as well as posted on the City's website.

The City received nine (9) proposals by the submission date of January 10, 2023. Proposals were received from:

Downtown Beaufort Merchants Association	\$25,000
Beaufort Area Hospitality Association	\$27,500
The Gullah Traveling Theater	\$35,000
Beaufort Digital Corridor	\$3,840
Beaufort County Black Chamber of Commerce	\$10,000
Penn Center Inc.	\$5,000
Beaufort Art Association	\$10,000
Port Royal Sound Foundation	\$4,200
The Friends of Spanish Moss Trail	<u>\$6,000</u>
Total Amount of Requests	\$126,540

Staff committee, consisting of Alan Eisenman, Reece Bertholf and Linda Roper reviewed and rated the proposals based on the criteria stipulated in the Ordinance as well as adhere to City Council's strategic goals.

Staff Recommendations

1. Downtown Beaufort Merchants Association has been the recipient of the funds for the past several years, seeing growth in downtown merchant participation, branding the First Friday event into a successful community gathering, and focusing on other events throughout the year that involves community and merchant participation. Staff recommends City Council allocate \$10,000.
2. Beaufort Area Hospitality Association requested funds to support and advertise Activate Beaufort activities and events that will attract consumers to downtown core district. Staff recommends City Council allocate \$10,000.
3. The Gullah Traveling Theater requested funds for marketing support of two new productions to expand the stay of tourists to an overnight stay. Staff recommends City Council allocate \$4,000.
4. Beaufort Digital Corridor applied for advertising to increase tourism for the 2023 Run Forrest Run 5k race. Staff recommends City Council allocate \$2,000.
5. Beaufort County Black Chamber of Commerce submitted a proposal for advertising and showcasing Beaufort's Gullah Geechee culture through a one-hour broadcast to celebrate Juneteenth. Staff recommends City Council allocate \$1,500.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/22/2023
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Authorization for the City Manager to enter into a contract for Copier-Printer Services
MEETING DATE: 2/28/2023
DEPARTMENT: Finance

BACKGROUND INFORMATION:

Please refer to the attached recommendation memo.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Recommendation Memo	Cover Memo	2/22/2023
Draft Contract	Cover Memo	2/22/2023

CITY OF BEAUFORT - INTERNAL MEMORANDUM

TO: SCOTT MARSHALL
FROM: KAY MCINTYRE
SUBJECT: RFP 2023-105 – COPIER-PRINTER SERVICES
DATE: 2/16/2023
CC: CHARLES PREZALOR, SANDY RICE, TRACI GULDNER, SARAH FARROW, TARA HODGES

The City issued a Request for Proposal, RFP 2023-105 Copier-Printer Services, on December 8, 2023. This request for proposal seeks qualified vendors to provide four (4) multi-function printers as well as copier-printer maintenance services at City of Beaufort facilities. The RFP was posted on the City’s website, Vendor Registry, the State of South Carolina (SCBO) procurement website and was advertised on the City of Beaufort Facebook page as well as in the Island News on December 8, 2023.

The City received (6) sealed proposals by 2:00 PM on January 20, 2023. The submissions were publicly opened and read in accordance with the RFP notice at 2:01 PM on that day during a Zoom Video Conference meeting.

Annual Cost Year 1

Integrity Business Machines, Conway, SC	\$ 18,300
Docugraphics, Beaufort, SC	\$ 24,749.30
ABR, Savannah, GA	\$ 17,807.40
Simplified Office Solutions	\$ 21,579.96
Herald Office Solutions	\$ 19,919.88
The Office People	\$ 19,041.60

On Monday, February 6, 2023, the independent evaluation scores of the committee were combined and ranked. The selection committee of Charles Prezalor, Traci Guldner, Sandy Rice, Sarah Farrow, and Tara Hodges met at 1:00 pm on February 6, 2023, to discuss the independent evaluations.

The Committee ranked Integrity Business Machines, Herald Office Solutions, and ABR as the top three respondents. After discussing the ranking of the proposals, the committee determined Docugraphics and Simplified Office Solutions would be eliminated from consideration due to high cost. The Office People were eliminated due to lack of references as well as lack of addressed requirements in their proposal. Between Integrity Business Machines, Herald Office Solutions, and ABR, the committee determined Integrity Business Machines to be the most responsive bidder. Unlike other proposals offered, Integrity Business Machines provided a plan for preventative maintenance, sending a technician onsite every forty-five days to check the copier fleet. Neither Herald Office Solutions nor ABR detailed any sort of preventative maintenance in their proposals. In addition, Integrity Business Machines’ bid cost stays reasonable as the second lowest. Their bid cost is also all inclusive of maintenance costs as well as locks in the price for 36 months. Neither Herald Office Solutions nor ABR’s bid quotes were inclusive of maintenance costs. All references provided stated that Integrity Business Machines’ service team is very responsive and takes care of all their needs.

The committee is unanimous in their recommendation of Integrity Business Machines for RFP 2023-105 Copier-Printer Services.



Scott Marshall
CITY MANAGER
843-525-7070
FAX 843-525-7013

COUNCIL MEMBERS:
Stephen Murray, Mayor
Mike McFee, Mayor Pro Tem
Neil Lipsitz
Mitch Mitchell
Josh Scallate

CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

*Standard Agreement Between
City of Beaufort and Integrity Business Machines
where the basis of payment is a STIPULATED SUM*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AGREEMENT made as of the ___ day of _____ in the year **2023**

BETWEEN the Owner:

**CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT, SOUTH CAROLINA 29902**

and the Contractor

**INTEGRITY BUSINESS MACHINES
1021 3RD AVE.
CONWAY, SC 29526**

The Project is:

RFP 2023 – 105 COPIER-PRINTER SERVICES

The Owner and Integrity Business Machines agree as follows:

ARTICLE 1 - THE DOCUMENTS

The contract Documents consist of this Agreement, **(City of Beaufort and Integrity Business Machines)** Conditions of the Contract (General, Supplementary and other Conditions), the Request for Proposal (RFP 2023 – 105 Copier-Printer Services) and the Proposal Submitted by Integrity Business Machines in response to this RFP, Drawings, Specifications, addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Document, other than Modifications appears in Article 8.

ARTICLE 2 - THE WORK OF THIS AGREEMENT-

Integrity Business Machines shall fully execute the Work described in the

Agreement, except to the extent specifically indicated in the Agreement to be the responsibility of others.

ARTICLE 3 - DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below, or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

3.2 This agreement shall remain in effect for (36) thirty-six months (the "Initial Term"). The City reserves the right to renew the Agreement for an additional (2) two twelve-month periods, subject to acceptable performance by the Contractor, as determined by the City in its sole discretion (the "Renewal Term(s)"). At the end of the Initial Term, the City reserves the right to extend this agreement for a period of up to ninety days for the purpose of getting a new agreement in place.

NOTICE TO PROCEED WILL BE ISSUED WITHIN (1) DAY OF SIGNED AGREEMENT.

If, prior to the commencement of the Work, the Owner requires time to file mortgages, mechanic's liens and other security interests, the Owner's time requirement shall be as follows:

SEVEN (7) DAYS

3.2 Time shall be measured from the date of commencement.

3.3 Integrity Business Machines shall achieve Substantial Completion of the entire Work with the timetable included in the Integrity Business Machines proposal or as follows, subject to adjustments of the Agreement as provided in the Contract Documents.

ARTICLE 4 - CONTRACT SUM

4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be

(\$20,460.00) twenty thousand, four hundred sixty dollars and zero cents – Annual Amount

subject to additions and deductions as provided in the Agreement.

ANY ADDITIONS ABOVE THE ORIGINAL DOLLAR AMOUNT WILL BE THE RESPONSIBILITY OF THE OWNER.

4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Agreement and are hereby accepted by the Owner:

NO ALTERNATES REQUIRED IN THIS AGREEMENT

ARTICLE 5 - PAYMENTS

5.1 The payment schedule as follows, shall be followed when Tasks completed have been approved by the Owners Representative, and an invoice for said service has been submitted and received. Monthly payment amount: \$1,705.00 (\$20,460/12 months)

ARTICLE 6 - TERMINATION OR SUSPENSION

6.1 The Agreement may be terminated by the Owner or **Integrity Business Machines** prior to work commencing.

6.2 The work may be suspended by the Owner

ARTICLE 7 - MISCELLANEOUS PROVISIONS

7.1 The Owner's representative is:

**ALAN EISENMAN, FINANCE DIRECTOR
CITY OF BEAUFORT
1911 BOUNDARY ST
BEAUFORT, SOUTH CAROLINA 29902**

7.2 **Integrity Business Machines'** representative is

**VINNIE POSEY
INTEGRITY BUSINESS MACHINES
1021 3RD AVE
CONWAY, SC 29526**

7.3 Neither the Owner's nor the **Integrity Business Machines'** representative shall be changed without ten days' written notice to the other party.

ARTICLE 8 - ENUMERATION OF CONTRACT DOCUMENTS

8.1 The Agreement, except for Modifications issued after execution of this Agreement, are enumerated as follows:

8.1.1 The Agreement is this executed Standard Form of Agreement Between the City of Beaufort and (Owner) and Integrity Business Machines (Contractor)

8.1.2 The General Conditions are the Owner's General Conditions.

8.1.3 The Specifications are those of RFP 2023 – 105 COPIER-PRINTER SERVICES.

8.1.4 The Addenda, if any, are as follows:

1. ADDENDA 1

8.1.5 Other documents, if any, forming part of the Contract Documents are as follows:

- **THE REQUEST FOR PROPOSAL -RFP# 2023-105 COPIER-PRINTER SERVICES, AND THE PROPOSAL SUBMITTED IN RESPONSE TO THE RFP ARE ATTACHED HERETO AND BY THIS REFERENCE INCORPORATED HEREIN.**
- **ADDITIONAL COPIER-PRINTER UNIT BID QUOTE FOR DOWNTOWN OPERATIONS**
- **CERTIFICATES OF LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE**
- **CITY OF BEAUFORT BUSINESS LICENSE**

This Agreement is entered into as of the day and year first written above and is executed in at least three original copies, of which one is to be delivered to the Director of Finance, one to the Contractor for use in the administration of the Agreement, and the remainder to the Owner.

WITNESS
(Signature)

(Printed Name)

CITY OF BEAUFORT
(Signature)

SCOTT MARSHALL
CITY MANAGER

INTEGRITY BUSINESS MACHINES
(Signature)

(Printed name and title)



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/21/2023
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: An Ordinance to amend the City of Beaufort FY 2023 Budget - 1st Reading
MEETING DATE: 2/28/2023
DEPARTMENT: Finance

BACKGROUND INFORMATION:

First Reading FY23 Budget Amendment related to grants.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	2/24/2023

ORDINANCE

AN ORDINANCE TO AMEND CITY OF BEAUFORT ORDINANCE 7-22 FOR THE FISCAL YEAR 2022-2023 CITY OF BEAUFORT BUDGET TO PROVIDE FOR THE EXPENDITURES OF GENERAL FUND AND TO ALLOCATE THE SOURCES OF REVENUES FOR GENERAL FUND.

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, on June 21, 2022, City of Beaufort adopted Ordinance No. 7-22 which set the City's FY 2022-2023 budget and associated expenditures; and

WHEREAS, the State of South Carolina General Assembly through FY2023 Appropriations Act Proviso 118.19 allocated \$2,000,000 for Nursing Program Expansion and Retention and Cybersecurity; and

WHEREAS, the Municipal Association of South Carolina approved Hometown Economic Development Grant of \$25,000 for South Coast Cyber Center project; and

WHEREAS, the South Carolina Municipal Insurance Trust approved Fire Grant of \$2,000 for fire turnout gear; and

WHEREAS, the South Carolina Department of Archives and History approved Federal Historic Preservation Grant of \$15,000 for update of historic district preservation manual and the remaining portion of \$7,357 was received in FY2023; and

WHEREAS, the City of Beaufort is committed to healthcare workforce initiatives and development of cyber security education initiatives; and

WHEREAS, the State of South Carolina Proviso for \$2,000,000 will be allocated \$1,000,000 for Beaufort Memorial Hospital Nursing Workforce Development Programming, \$500,000 for Beaufort Memorial Hospital/University of South Carolina-Beaufort People Achieving Their Highest (PATH) development program, \$136,400 for Technical College of the Lowcountry Cybersecurity Operation Center, \$86,900 for South Coast Cyber Center cybersecurity initiatives and \$276,700 for City of Beaufort cybersecurity initiatives; and

WHEREAS, it has been determined to be necessary and proper to appropriate certain funds for expenditures which are immediate in need; and

WHEREAS, in the interest of good accounting practices and transparency in the budget process it is beneficial and necessary to amend the budget to reflect this additional appropriation of funds;

NOW, THEREFORE, BE IT ORDAINED by City of Beaufort Council that the FY 2022-2023 City of Beaufort Ordinance 7-22 is hereby amended as follows:

SECTION 1. AMENDMENT

General Fund

Revenues

Intergovernmental	<u>\$ 2,034,357</u>
Total Revenues	<u><u>2,034,357</u></u>

Expenditures

BMH Nursing Workforce Development Programming	1,000,000
BMH/USCB PATH Development Program	500,000
TCL Cybersecurity Operation Center	136,400
South Coast Cyber Center cybersecurity initiatives	111,900
City of Beaufort cybersecurity initiatives	<u>276,700</u>
Non-departmental	2,025,000
Fire department	2,000
Community development department	<u>7,357</u>
Total Expenditures	<u><u>\$ 2,034,357</u></u>

SECTION 2. EFFECTIVE DATE

This Ordinance shall be effective upon its enactment by the City Council for the City of Beaufort.

STEPHEN D. MURRAY III, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK

1ST Reading February 28, 2023

2nd Reading & Adoption _____

Attachments:

- A. General Fund FY23 Budget
- B. Consolidated FY23 Revised Budget

General Fund FY23 Budget

	Adopted FY23 Budget	Budget Amendment #1	Budget Amendment #2	Budget Amendment #3	Revised FY23 Budget
Revenues					
Property Taxes	\$ 8,757,484	\$ -	\$ -	\$ -	\$ 8,757,484
Licenses & Permits	5,120,000	45,200	156,631	-	5,321,831
Intergovernmental Revenue	2,678,250	-	-	2,034,357	4,712,607
Franchise Fees	2,034,920	-	-	-	2,034,920
Charges for Services	1,576,532	-	-	-	1,576,532
Fines & Forfeitures	82,000	-	-	-	82,000
Miscellaneous	10,000	-	-	-	10,000
Interest	10,000	-	150,000	-	160,000
Transfers In	305,416	-	-	-	305,416
Total General Fund Revenues	\$ 20,574,602	\$ 45,200	\$ 306,631	\$ 2,034,357	\$ 22,960,790

	Adopted FY23 Budget	Budget Amendment #1	Budget Amendment #2	Budget Amendment #3	Revised FY23 Budget
Appropriations					
Non-Departmental	\$ 251,596	\$ -	\$ -	\$ 2,025,000	\$ 2,276,596
City Council	180,728	-	558	-	181,286
City Manager	895,170	-	17,205	-	912,375
Finance	921,194	-	17,916	-	939,110
Human Resources	277,184	45,200	6,590	-	328,974
Information Technology	482,110	-	-	-	482,110
Municipal Court	545,665	-	9,033	-	554,698
Community & Economic Development	1,287,524	-	19,811	7,357	1,314,692
Police Operations	4,875,309	-	91,210	-	4,966,519
School Resource Officer	333,309	-	10,618	-	343,927
School Crossing Guard	27,712	-	437	-	28,149
Victims Rights	84,424	-	1,709	-	86,133
Beaufort Fire	5,959,101	-	116,884	2,000	6,077,985
Public Works	1,024,220	-	5,929	-	1,030,149
Streets & Traffic	877,840	-	5,265	-	883,105
Facilities Maintenance	511,645	-	3,466	-	515,111
Solid Waste	735,715	-	-	-	735,715
Debt Service	1,618,135	-	-	-	1,618,135
Total General Fund Appropriations	\$ 20,888,582	\$ 45,200	\$ 306,631	\$ 2,034,357	\$ 23,274,770

Consolidated FY23 Revised Budget

	State						
	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	Accommodations Fund	Fire Impact Fund	Total
Revenues	\$ 22,960,790	\$ 4,096,515	\$ 4,097,200	\$ 1,212,761	\$ 633,333	\$ 130,000	\$ 30,744,412
Salaries	\$ 9,079,180	\$ -	\$ 1,551,487	\$ 335,663	\$ 15,474	\$ -	\$ 10,675,173
Benefits	3,363,976	-	614,883	135,917	8,573	-	4,123,349
Operating	8,652,479	-	1,322,832	235,681	503,870	-	8,635,305
Capital	352,550	467,598	298,900	-	50,000	-	1,169,048
Debt	1,826,585	-	309,098	505,500	-	-	2,641,183
Transfers Out	-	250,000	-	-	55,416	-	305,416
Total Expenditures	\$ 23,274,770	\$ 717,598	\$ 4,097,200	\$ 1,212,761	\$ 633,333	\$ -	\$ 27,549,473
Net (Deficit) Surplus	\$ (313,980)	\$ 3,378,917	\$ -	\$ -	\$ -	\$ 130,000	\$ 3,194,939



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/23/2023
FROM: Reece Bertholf, Deputy City Manager
AGENDA ITEM TITLE: Resolution adopting CDBG needs assessment priorities
MEETING DATE: 2/28/2023
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

Discussed in worksession on February 28th.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
2023 CDBC Needs Assesment Resolution	Backup Material	2/23/2023

RESOLUTION

ADOPTING PRIORITY COMMUNITY DEVELOPMENT NEEDS

WHEREAS, a public hearing regarding the City's priority community development needs as held at the January 24th, 2023 City Council meeting; and

WHEREAS, this public hearing was advertised in the January 10th, 2023 edition of the Beaufort Gazette; and,

WHEREAS, the City Council discussed the City's priority community development needs at their worksession on February 28th, 2023.

NOW THEREFORE BE IT RESOLVED by the City Council of Beaufort, South Carolina, that the City's priority community development needs for 2023 are as follows:

1. Drainage improvements in low-and-moderate income neighborhoods as identified in our capital improvement plan.
2. Streetscape improvements in low-and-moderate income neighborhoods
3. Funding for public facilities, transportation, and services; other activities that strengthen existing community quality of life (parking garage, event center, education and workforce development, public health, and safety).
4. Housing programs--housing repair for low-and-moderate income homeowners and for rental units occupied by low-and-moderate income renters; programs to promote new affordable rental housing; programs and policies to promote homeownership for low- and moderate- income households; and incentives to promote affordable infill housing.
5. Improvements to public recreation facilities that benefit low-and-moderate income persons.

ADOPTED THIS _____ DAY OF FEBRUARY, 2023.

Stephen D. Murray III, Mayor
City of Beaufort

ATTEST:

Traci Guldner
Clerk to Council



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/24/2023
FROM: Traci Guldner, City Clerk
AGENDA ITEM
TITLE: Appointment to the Cultural District Advisory Board
MEETING
DATE: 2/28/2023
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

This appointee will serve a 3 year term to expire on June 30, 2026.

PLACED ON AGENDA FOR: Action

REMARKS: