CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL REGULAR MEETING AGENDA
June 25, 2019

NOTE: IF YOU HAVE SPECIAL NEEDS DUE TO A PHYSICAL CHALLENGE, PLEASE CALL IVETTE BURGESS 525-7070 FOR ADDITIONAL INFORMATION

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

I. CALL TO ORDER
   A. Billy Keyserling, Mayor

II. INVOCATION AND PLEDGE OF ALLEGIANCE
   A. Mike McFee, Mayor Pro Tem

III. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS
   A. Character Education Proclamation - Martin Madrid, Beaufort Middle School
   B. Proclamation proclaiming June as Born in Beaufort Month

IV. PUBLIC COMMENT

V. MINUTES
   A. Worksession Meeting May 21, 2019
   B. Worksession and Regular Meeting May 26, 2019

VI. OLD BUSINESS
   A. Ordinance authorizing City Manager to purchase property (Tax Map Parcel # R120 029 00C 0171) for the purposes of Stormwater Infrastructure Repair in Battery Shores - 2nd Reading
   B. FY 2020 Budget Ordinance - 2nd Reading

VII. NEW BUSINESS
   A. Request from Beaufort Regional Chamber of Commerce to host Annual Shrimp Festival Friday, October 4 and Saturday, October 5, 2019 in Waterfront Park. In addition, consider to approve the sale of alcohol, street closures for the Run Forrest Run 5K Bridge Run/Walk, and street closure for Charles Street Extension.
   B. Request for Co-Sponsorhip for use of Waterfront Park from the Unitarian Universalist
Fellowship of Beaufort on Saturday, October 26, 2019 for the Celebrating Citizenship in Beaufort event.

C. Appointment to City Board and Commission - Metropolitan Planning Commission

VIII. REPORTS

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

IX. 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, Martin Madrid was selected as the winner by Beaufort Middle School as the student of the month.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims May 2019 as

MARTIN MADRID BEAUFORT MIDDLE SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces Responsibility and Cooperation as the words for the month of May and applauds Martin Madrid, the Beaufort County School District, and Beaufort Middle School for their work and specifically honors Martin Madrid as Beaufort Middle School’s 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 25th day of June 2019.

__________________________________________
BILLY KEYSERLING, MAYOR

ATTEST:

__________________________________________
IVETTE BURGESS, CITY CLERK
Proclamation

WHEREAS, birthplace is defining for us all, imparting from our earliest days an enduring sense of place, of community, of family;

WHEREAS, the unique history and heritage of Beaufort confer on those born here a particular pride that echoes through the generations;

WHEREAS, Frederick Hoffman, the first baby born at Beaufort Memorial Hospital, arrived on May 3, 1944, two days after the hospital first opened its doors to Lowcountry residents;

WHEREAS, Beaufort Memorial has continued to welcome babies into the world for the 75 intervening years, opening a birthing center in 1994 and dedicating it to Dr. Earnest Collins, Beaufort County’s revered first obstetrician and gynecologist, and building on the hospital’s tradition of safe and supportive birth experiences for families with its grand opening in June 2019 of the newly renovated Collins Birthing Center;

WHEREAS, Beaufort Memorial is celebrating the grand opening with a “Born in Beaufort” tribute to the city’s native sons and daughters from every decade;

WHEREAS, Beaufort Memorial is inextricably linked to tens of thousands of Beaufort natives, making possible by its presence and expert, compassionate care their births here.

NOW, THEREFORE, I, Billy Keyserling, mayor of the City of Beaufort, do hereby proclaim June 2019

BORN IN BEAUFORT MONTH

in the City of Beaufort and encourage all citizens to honor their fellow citizens who began life in the city and to show appreciation to Beaufort Memorial Hospital for its foundational role in those beginnings.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 25th day of June 2019.

_____________________________________________
MAYOR, BILLY KEYSERLING

ATTEST:

_____________________________________________
CITY CLERK, IVETTE BURGESS
A work session of Beaufort City Council was held on May 21, 2019 at 5:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Councilwoman Nan Sutton, Councilmen Mike McFee, Stephen Murray, and Phil Cromer, and Bill Prokop, city manager.

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

CALL TO ORDER
Mayor Keyserling called the work session to order at 5:00 p.m.

BUDGET FY 2020 DEPARTMENT PRESENTATIONS
POLICE DEPARTMENT
Police Chief Matt Clancy read the police department’s mission statement. He noted recent performance accomplishments, which included obtaining, training on, and deploying AEDs and Narcan (for overdose victims), and the reduction of Part 1 (“the Big 7” in annual FBI statistics) crimes to 659 in 2018 from 767 in 2017 and 947 in 2016. He told Mayor Keyserling there were several reasons for the falling numbers, including the department’s use of a predictive crime model. Also, larceny has the highest numbers of any crime in Beaufort, Chief Clancy said, and the department did a social media campaign to get people to lock their homes and cars. Chief Clancy said these kinds of crimes are usually done in a “spurt,” so that makes them harder to predict.

Recent goals the department was unable to achieve due to budget or staffing constraints, Chief Clancy said, included being unable to maintain the Office of Highway Safety grant position, and being unable to obtain license plate readers. Also, the 3-man community response team had to be put back on patrol because the department was short on patrol officers, he said.

Chief Clancy reviewed current performance initiatives, which include continued participation with United Community Task Force (UCTF), “neighborhood outreach connection,” and neighborhood associations; continued use of DDACTS for predictive crime prevention, and training staff to be active shooter instructors in schools, the community, and among city staff.

Chief Clancy reviewed key performance indicators: In 2018, there were 90,013 actual calls for service; 91,000 are estimated in 2019, and 93,000 are estimated in 2020. There were 659 actual Part 1 crimes in 2018; 750 are estimated in 2019, and 800 are estimated in 2020.

For FY 2020, Chief Clancy said the department’s key goals and initiatives include restaffing the community response team; obtaining an activity trailer via a grant; obtaining license plate readers, and continuing the Movie Club (which has been active
since 1974) in partnership with Beaufort High School at its auditorium, since the only movie theater in Beaufort has closed.

There was a general discussion about license plate readers.

Chief Clancy said budget requests for FY 2020 include license plate readers and a mobile computer package and radios for patrol vehicles. Upfitting a new vehicle with a computer costs about $5,000, Chief Clancy told Councilman Murray; radios are another $5,000.

Chief Clancy reviewed police department expenditures for FY 2020; the total recommended budget is $6,043,714.03.

Chief Clancy said city residents with a $200,000 home pay $130.40 for a year of police services. Mayor Keyserling asked if there were numbers from other places to compare that with, and Chief Clancy said he didn't have any. Councilman Murray said other funding sources (e.g., Accommodations Tax funds) make up the difference in the total numbers.

Major increases in the budget were for license plate readers, the mobile computer package and radios, and increases in insurance costs, Chief Clancy said.

Customer service initiatives for FY 2020 include recruiting high-quality officers; continuing to use predictive crime modeling and enhancing it with the use of license plate readers to reduce crime further, and continuing to use social media, staying abreast of its latest trends to “get our message out,” Chief Clancy said.

Chief Clancy said the police academy has “a big backlog for training officers,” so they are allowing some departments to do the first 4 weeks of training in-house, after which they are tested, and if they pass, they go to the academy for 8 weeks. The Beaufort Police Department is authorized to train other departments, he added.

Mayor Keyserling asked about the manpower shortage; Chief Clancy said when someone leaves, “it takes so long to replace them,” and the “police hiring market right now is extremely competitive,” especially for officers who have “been through training and are certified.” Exiting military and a TCL program are good local sources for hiring, he said.

Chief Clancy told Councilman Murray the starting pay for a rookie is just over $39,000; however, the department has “a 3-tiered system,” and it budgets for new officers “at the highest level,” which is “Patrolman 3,” so that is the level of pay when an officer has been certified, which allows the Beaufort Police Department to “remain competitive.” He said the Beaufort Police Department is competitive for the area and in the state of South Carolina.
Mr. Prokop said a Beaufort police officer was named Rotary’s Officer of the Year, and there are several officers with post-grad (Masters and PhD) degrees, and many with bachelors degrees. He described different reasons that officers leave the department.

Councilman Murray said there appears to be a 30% reduction in Type 1 crimes, and hopefully that will continue. DDACTs and other programs in the department are “the very definition of community policing,” he said. Chief Clancy said the department ensures that “all of our officers are involved in the community in some way,” and they ensure that officers whose beats are in a particular district are known in that district. He said there are many impressive officers, and there is “a lot of depth” among them.

**ADMINISTRATION & HUMAN RESOURCES**

Mr. Prokop reviewed the mission statements for city council and the city manager’s department, and *Ivette Burgess* read the human resources (HR) department’s.

Mr. Prokop said city council’s recent accomplishments include conducting Beaufort 2030 labs; receiving input from boards and commissions, neighborhood groups, and the public on important goals; approving funding to address major stormwater projects; establishing the strategic plan for the next 2 years; approving several key annexations, and passing ordinances “to better serve the needs of the city.”

Mr. Prokop said the recent accomplishments for the city manager include continued building of relationships with other government and civic organizations; active involvement with the Beaufort County Economic Development Corp; leading customer service improvement initiatives; achieving budget goals and objectives, and completing “several major projects.”

Ms. Burgess said recent accomplishments for HR include unveiling the new city website; health benefit premiums remained stable for the sixth year; a compensation study was completed, and the department assisted in attaining a communications intern.

For city council, performance measures to track recent accomplishments are passed ordinances, citizen complaints, and active commissions and subcommittees, Mr. Prokop said. For the city manager, he said, they include improved community relations; operational performance and management of the budget; “balancing the needs of the city services for all residents,” and the growth of city commercial businesses and economic development opportunities.

Ms. Burgess said performance measures to track recent accomplishments for HR are worker’s comp rates have been reduced by 5%; employees are using the “Employee Self-Service Mobile App”; feedback from the new website, and city compensation continues to be competitive.
Recent goals that couldn't be achieved because of budget or staffing constraints, Mr. Prokop said, include system enhancements in several departments; long-term strategic planning; complete analysis of all city-owned infrastructure, sidewalks, and road needs, and a complete marketing program for the city.

Current performance initiatives for city council include annexations; job creation at reasonable wage levels; economic development; marina and park improvements; hurricane preparedness, and pursuing a local option sales tax, Mr. Prokop said.

Mr. Prokop said current performance initiatives for the city manager include pursuing economic development opportunities in Commerce Park; continued leadership and oversight to achieve the strategic plan goals for 2019-2020; staff professional development; continuing to improve customer service and “our communications plan,” and oversight of the budget.

For HR, current performance initiatives include continuing to support professional development throughout the organization, Ms. Burgess said.

Mr. Prokop reviewed key goals and new initiatives for council and the city manager’s office in FY 2020, and Ms. Burgess did the same for HR.

Ms. Burgess said budget requests for FY 2020 in the HR budget are to pay for professional development and leadership programs for staff, and to support establishing internships (also in the city manager’s budget).

Mr. Prokop reviewed “other administration department expenditures.”

Mr. Prokop said reasons for major increases in the administrative departments’ budgets include “Non-Departmental includes probable costs to employees retiring during the fiscal year and no costs associated with capital or transfer to the Capital Projects Fund”; no significant increase to the city council budget; an increase in the city manager’s budget for a full-time communications coordinator, and an increase in the HR budget to hire a full-time HR assistant.

Mr. Prokop reviewed customer service initiatives for FY 2020.

**FINANCE/IT**

*Kathy Todd* read the mission statement for the finance department (including Information Technology [IT]) and recent performance accomplishments, which include receiving the Government Finance Officers Association (GFOA) Certificate of Excellence for the eleventh consecutive year, and that organization’s Distinguished Budget Award for the second year; an increase in use of the business license online portal; transitioning to a new credit card processor; network upgrades to ensure CJIS compliance by June 30, 2019, and completion of the integration of financial data to the
transparency portal.

Performance measures to track recent accomplishments include the GFOA awards and internal and external feedback, Ms. Todd said.

Goals that Finance was unable to achieve because of budget or staffing constraints, Ms. Todd said, include the citizen-reporting tool and review of the city’s procurement ordinance. For IT, those include “power and environment monitoring for all network closets,” which will promote optimal environment conditions for IT equipment and provide timely alerts of issues, and “more detail training of users on Office 365 and its functionality.”

Ms. Todd said current performance initiatives include internal training on various Munis reports, functionality, and capabilities; review of the procurement ordinance and polices for the RFQ/RFP process and the sale of used equipment; implementation of employee leave requests through the online employee system; implementation of Phase II of the work order module and citizen reporting portal, and implementation of additional technology enhancements related to HR and applicant tracking, which will allow personnel applicants to apply online and automate much of the manual data entry associated with the hiring process.

Ms. Todd reviewed key performance indicators, including the number of online business customers; the number of users of the transparency model; the number of online payments processed; net new businesses (all business license types and annual business license types only), and gross revenues reported by businesses.

Ms. Todd reviewed key goals and new initiatives for FY 2020, including enhanced business license collections activity; continued financial transparency and more effective reporting; complete implementation of the Phase II work order system using the online citizen portal; complete review of the procurement ordinance, and complete analysis of data for implementation of a “TIF district of a Multi-County [Industrial] Park (MCIP).”

For IT, Ms. Todd said key goals and new initiatives include implementation of a training program to reduce vulnerability to cybersecurity threats such as malicious emails; upgrading the email system for security; exploring and implementing Microsoft teams; encouraging use of Microsoft OneDrive, and implementation of power and environment monitoring for all of the network closets.

The FY 2020 budget request is slightly higher than last year because of hiring a full-time employee in business license compliance, Ms. Todd said.

Ms. Todd said the reasons for budget increases in the finance department are personnel salaries, which increased 8.8%, and benefits, which increased 6.7%, for an overall increase in the department budget of 3% over FY 2019.
$35,000 is the starting salary for the position in the business license department, Ms. Todd said. There is one business license inspector and an administrator in the office now, she told Councilman Murray, and “with the increase in short-term rentals, Justin [Rose, business license inspector] can’t get out of the office” as much as is needed. The business license department monitors Host Compliance, she said.

IT costs decreased 3% over 2019, Ms. Todd said.

Mr. Prokop said the business license department is involved in all of the pre-application work for small businesses that come into City Hall.

COMMUNITY ECONOMIC DEVELOPMENT

David Prichard reviewed recent performance accomplishments in Planning, which include review and support for boards, commissions, and city council; an increase in inspections of 3%, and a 22% increase in permits and fees. For Building Codes, he said recent performance accomplishments include new construction activity (45 single-family dwellings, 24 multi-family units, and 5 commercial buildings in calendar year 2018); 4,386 inspections, 1,828 permits/fees totaling $406,509, and 126 impact fees totaling $205,774.

Mr. Prichard said performance measures for Building Codes include new construction (single-family dwellings increased by 5%; the number of multi-family units went from zero the year before to 24, and commercial buildings decreased 29%), inspections, which decreased by 29%; permits and fees, which decreased in number by 29% but increased in value by 1%, and impact fees, which decreased in number by 11% but increased in value by 28%.

Goals that couldn’t be achieved were quarterly review and update of the zoning ordinance and substantial progress on the Comp Plan update because of staffing shortages, Mr. Prichard said.

Current performance initiatives, Mr. Prichard said, include hiring a planning manager, a permit technician, and an additional building inspector; cross-training department staff on permitting and planning functions; streamlining the application/permitting process, and improving department workflow and document management.

Councilman Murray asked if Mr. Prichard plans to report back to council about cross-training department staff and streamlining the application/permitting process, and what Mr. Prichard’s “timeframe” is for “both of those.” Mr. Prichard said he would be happy to report to council; they have begun cross-training already, and when there is a new planning manager, it will be continued. He can update council on how it’s working when the department is fully staffed.

Councilman Murray told Mr. Prichard the streamlining is the most important; there is
“sort of a disconnect” among “the departments within your department.” There is “an opportunity to streamline some of those processes,” he said. Mr. Prichard said he plans to make the “way the processes fit together . . . simpler,” and he would like to “change the language” and “change the order” of text in Chapter 9 as part of “the code update,” to “make that a lot more understandable” for developers, citizens, and staff.

Mr. Prichard said a key performance indicator is filling staff vacancies, and he hopes to go from 2 vacancies to none.

Mr. Prichard said key goals and new initiatives include quarterly review and update of the zoning ordinance; the update of the Comp Plan; working with Downtown Operations to develop a growth plan for the downtown district; working with Beaufort County Economic Development Corp. on recruitment and expansion of tech companies, and incorporating in-house GIS capabilities.

Budget requests, Mr. Prokop said, include a contract for an additional building inspector to handle the additional workload that is expected with the construction of two new apartment buildings ($62,500); a contract with consultants for specific tasks/sections of the Comp Plan update ($60,000), and training and travel.

Mr. Prichard reviewed the 2019 projects that will require building inspections, including new apartments in Port Royal. Councilman McFee asked if the building inspector position would be “on the basis of need,” so it would be a temporary position. Mr. Prichard said yes; they would let the person in the position go once s/he had done “what we needed them to do.”

The budget is a little less than it was last year, Mr. Prichard said. The biggest difference is in operating expenses. The expenditures request total is $959,471.85.

Councilman Murray asked why the planning department shows debt; Mr. Prichard said it wasn’t shown in his budget as a line item before, so he didn’t know what it is for. Ms. Todd said, “You don’t have any debt.” It might be “your capital lease,” she said, “but that’s not debt.”

There was a discussion about the department’s vehicles, which are being leased. Ms. Todd said that amount should go under operating expenses.

Customer service initiatives in FY 2020 are having staff reports posted and sent a week before meetings; continuing to promptly accommodate walk-in customers, and continuing to schedule reviews for the next meeting, provided the application deadline is met, Mr. Prichard said.

Councilman Murray said they had talked about the GIS program at the retreat. Mr. Prokop said now they are “taking a different tack” and are buying the license and
“piggybacking onto the county.” There is room in the budget for 3 licenses, he said. Mr. Prichard said that cost would come out of this year’s budget.

Maxine Lutz endorsed Mr. Prichard’s request for expanded personnel because the planning “department has been crippled by not having a staff liaison to the Historic District Review Board.” They need someone who has “the high qualifications Lauren Kelly had,” because she did an excellent job, Ms. Lutz said. There will be 2 citizen vacancies on that board in June, and there’s a lot of “institutional knowledge that is not there” without someone like Ms. Kelly, she said, so she supports Mr. Prichard’s request.

EXECUTIVE SESSION
Pursuant to Title 30, Chapter 4, and Section 70 (a) (1) and (2) of the South Carolina Code of Law, Councilman Cromer made a motion, seconded by Councilman Murray, to enter into Executive Session for a discussion of personnel matters and the sale of property. The motion passed unanimously.

Councilman Murray made a motion, second by Councilman Cromer, to adjourn the Executive Session and resume the work session. The motion passed unanimously.

There being no further business to come before council, the work session adjourned at 7:55 p.m.
A work session of Beaufort City Council was held on May 28, 2019 at 5:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Councilwoman Nan Sutton, Councilmen Mike McFee, Stephen Murray, and Phil Cromer, and Bill Prokop, city manager.

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

CALL TO ORDER
Mayor Keyserling called the work session to order at 5:00 p.m.

EMPLOYEE NEW HIRE RECOGNITION
Police Chief Matt Clancy introduced Alexis Keen and Gregory Linacre, new patrol officers in the Beaufort Police Department.

Ivette Burgess introduced Shantell Miller, her assistant in the Human Resources department.

PRESENTATION: BILLBOARD HURRICANE FRAMES
Beau Hodges, real estate manager with Adams Outdoor Advertising, introduced Liz Mitchell. There are four billboard structures in the City of Beaufort, he said, and “they’re all legal, non-conforming signs.” Three of the signs are 40 or 50 years old, except for the one at the Grainger site, which is current and modern, he said; two are on wooded poles, and the other is a “steel mono-pole.”

Mr. Hodges said he would discuss Adams Outdoor Advertising’s current “hurricane preparedness program.” He showed a billboard on Robert Smalls Parkway just down from Bojangles (where there is another billboard). If a hurricane comes, he said, and the three guys on the Adams Outdoor Advertising crew have time, they lift the structure with a crane to remove the board for safety; the billboard structure is separate from the face. The city’s sign ordinances are designed to not allow sign companies to prolong the life of the non-conforming structure, Mr. Hodges said. The face of this kind of billboard is designed to blow off, which he showed using a model.

At the Grainger site, Mr. Hodges said, there is a lightweight aluminum frame around the edges of the billboard. The vinyl is wrapped around the structure. It is held on by ratchet straps, he said. A pick-up truck with a ladder comes, and the guy pulls the vinyl up, rolls it up, and they go on to the next structure. Mr. Hodges showed a sample of the actual vinyl that is used, which is very lightweight and meant not to be a projectile in a hurricane.

The billboard at Bojangles is made out of wood, Mr. Hodges said. A lightweight aluminum frame might be stronger than the wood. Hurricane frames are made out of
wood “specifically for applications like this.”

Councilwoman Sutton asked how many billboards there are in Beaufort County, and Mr. Hodges said 45.

Mr. Hodges showed a billboard at Parris Island Gateway that was relocated back from Highway 21. The building code at the time required it to be a steel monopole, he said, and he showed how it was designed, which is for it to “blow off” if they “can’t get to [it]” before a hurricane.

Mr. Hodges showed video of taking down first a “steel I-beam” billboard and then a vinyl sign at the Grainger site; the latter process takes “less than a minute.”

Mr. Hodges said Adams Outdoor Advertising can’t upgrade the existing billboards in Beaufort because of the city’s sign ordinance. Councilwoman Sutton asked if the billboards could be fixed after a hurricane or if one was hit by a car. Mr. Hodges said there have been court cases that would say the latter was “vandalism,” so Adams would be allowed to fix it.

There was a general discussion about why the city would not allow Adams Outdoor Advertising to change the signs.

Mayor Keyserling said it’s a question of what it costs to upgrade it, relative to the value of the board. Aluminum is maybe $2,000, Mr. Hodges said, and he didn’t know that cost on the wood signs. Councilman Murray clarified that for this suggested upgrade, the poles stay the same, but the framework changes. “They just attach around, creating a border to wrap around,” Mr. Hodges said.

Mayor Keyserling said he’s asking about the cost to change the sign versus the value of the billboard. The upgrade would need to be 50% of the value of the billboard, he said. David Prichard said that is correct “for bringing something up to code in a flood zone,” but he didn’t know about elsewhere. Mayor Keyserling said they are talking about just “repairing a structure.” If the upgrade costs more than 50% of the value of the billboard, “the code doesn’t matter,” Mayor Keyserling said.

Councilman Murray read an applicable part of the ordinance.

Councilwoman Sutton said, “Technically, you put the sign people out of business” with this aspect of the sign ordinance. Mayor Keyserling said yes; it was meant to “get rid of billboards.” Councilman Murray said the public didn’t like billboards, and the ordinance allows the billboards to stay, but they are “to come down” when they have reached their “life expectancy.”

Councilman Murray said they should discuss whether doing this upgrade would count as
“maintenance,” and they could also discuss whether they want to have billboards in the city. Mayor Keyserling said he doesn’t think there would be “support for that in Beaufort.”

Councilman Murray said he doesn’t care for billboards personally, and he stands by the city’s sign ordinance. He appreciates that Adams Outdoor Advertising is trying to make changes to make the billboards safer in a hurricane. That is “responsible,” he said, but “altered in any way,” which is the language in the ordinance, would cover a modification for hurricane protection. Councilman Murray said this would be an acknowledgement that the city would be allowing the billboards to live longer than they would without modification.

Mr. Hodges said this hurricane frame “has nothing to do with making [the billboard] stay longer.” The wood on it is rotting, he said. The hurricane frames will not “extend the life” of the billboard. Rot repair is allowable as maintenance in the ordinance, Mr. Hodges said, so he asked if that wouldn’t mean he could replace the pole.

Mr. Hodges said the leases don’t expire. The billboards will be gone “when they decay to the point that they’re no longer functional,” he said.

Mr. Prichard read from the ordinance, noting that an “existing non-conforming sign cannot be altered except for maintenance.” Councilman McFee said, “We couldn’t have made it any more ambiguous if we tried.” Mr. Prichard said if there is damage to a sign, and the repair exceeds 75% of the fair market value, then “you have to bring it into conformity.”

Mr. Hodges said these arguments have been had all over the country many times; some communities have found a “happy medium.” Billboard companies will probably fight until the end of time to keep billboards in communities, or they could have a conversation like this one, he said, which “works best.” If a billboard is snapped in half, what’s underground – 15’ to 30’ of concrete and steel pole – remains, and what’s underground is where the “value lies,” Mr. Hodges said.

Councilwoman Sutton said she doesn’t have an issue with upgrading three signs, in part because she has a business and would not want to be told – as the city is telling Adams Outdoor Advertising – that she couldn’t operate it this way.

Mr. Prichard said the current sign ordinance was written in 2017 or 2018. He didn’t know when the first sign ordinance was written. It could “go all the way back to 2002,” he said. It could have been in the zoning ordinance before that, he said, and he offered to find out. “It’s dated,” in any case, Councilman McFee said.

There was a general discussion about the sign ordinance. Councilman Murray discussed the billboards on a highway where there is no billboard ordinance. There is “a bit of
ambiguity in our ordinance” about the repair of signs, he said, and he agrees that the way they are built is a potential hazard in a hurricane, so a compromise could be warranted in order to have “three less potential projectiles.” Councilman Murray said he’s not sure how the modification to the code would be made.

Mr. Prokop asked if Adams Outdoor Advertising knows of other communities that have adjusted their sign ordinances for this. Mr. Hodges said he’s not aware of any; the conversations he knows of were in municipalities who added a hurricane frame because public safety was “the matter of most importance.” Using his model, he showed how the proposed work would not be a structural modification. Councilman McFee told Mr. Hodges that the ordinance is triggered by “any modification.”

Mr. Hodges said Adams Outdoor Advertising goes into action on billboards as soon as a hurricane warning is issued.

Mayor Keyserling said the public safety argument “has the strongest pull” for him, but he wonders if it really is a violation of the intent of those who crafted the original sign ordinance.

Councilman Murray suggested a way the ordinance could be modified for hurricane safety. Councilwoman Sutton said that makes sense to her: to add an allowance for work “to make these signs hurricane-safe and prevent death or property damage.” There are only four of these signs in Beaufort, she said. Mr. Prokop said when they originally did the ordinance, there might have been 20 billboards.

Councilman Murray asked if this would be a ZBOA (Zoning Board of Appeals) issue. Mr. Prichard asked, “Where’s the hardship?” Councilman Murray suggested the hardship could be that Adams Outdoor Advertising is trying to make billboards safer in a hurricane, but because of the ordinance, they aren’t able to. Mr. Prichard feels this would “be punting a decision to the ZBOA” that council should make.

Mr. Prokop asked if the same proposal has been presented to the county. Mr. Hodges said no. Councilwoman Sutton asked if the county has the same billboard ordinance, and Mayor Keyserling said yes.

Mr. Prichard said if they made the exception for hurricane-proofing “the thing that comes off,” he could support that. He thinks the signs should be safer, but if they want billboards “to go away,” they should stick with the ordinance as-is. He said he personally feels it’s a good idea not to have any billboard signs “flying around” in a hurricane.

Mr. Prokop said if the county says “no” to this proposal for its 45 signs, but the City of Beaufort says “yes” for its four signs, that could be a problem, so the city and county could meet and come up with language for this exception to the ordinance that they agree on. Councilman McFee said the county’s sign ordinance “language is more lenient
than ours.” Mr. Hodges said that’s correct; he’s allowed to rebuild a billboard if he can prove there’s been wind damage, for example. He said there was a tornado in Jasper County that Adams Outdoor Advertising was able to prove caused wind-damage, so he was able to modify that billboard.

Mayor Keyserling said he doesn’t want to circumvent the intention of the original ordinance, but he feels they could make this exception. Councilman Murray said with an ordinance modification, the public would be involved, there would be debate, and Mr. Prichard could work on language that would allow them to ensure public safety.

Councilman Murray said Adams Outdoor Advertising is a good community partner. Mayor Keyserling said public safety is important, but not extending the life of the billboard is also important.

**UPDATE ON THE COMPREHENSIVE PLAN**

Mayor Keyserling said his opinion is that the Comp Plan is updated “every year,” and he thinks they don’t need to spend the money on this. In his 11 years in Beaufort government, the city has been “planning solidly,” and they update as they plan, so to spend a lot of money “basically summarizing what we’ve done,” goes “way beyond the state’s intent,” he said.

Mr. Prichard said he believes that they might be able to “make little small changes [to the Comp Plan] as needed.” He discussed reasons he doesn’t favor consultants working on the update and said he thinks he can make it simpler to make changes to the Comp Plan and make it easier to understand.

Mr. Prichard said because planning has been so “impressive” in Beaufort, there are only a “handful of things we do need to add” for the Comp Plan update. He favors incremental modification. Councilwoman Sutton asked if the law says they have to use a consultant. Mr. Prichard said no. Councilman McFee said, “We’re not the norm in the state” in terms of the city’s Comp Plan; other communities might never look at their Comp Plans and update them.

Mr. Prichard made a presentation of the “Assessment of the Current Comp Plan.”

He summarized the South Carolina state statute for comp plans and showed the “state mandated elements” for comp plans.

Staff feels the Comp Plan should be organized “by element,” Mr. Prichard said, and both the public that attended the first public hearing and the Metropolitan Planning Commission agreed with this idea.

Mr. Prichard reviewed what would be in a “general section at the beginning of the Comp Plan and what it would encapsulate.” He then reviewed elements in the organization of
the Comp Plan. In the detailed plans, he suggested how each element would be organized with examples of what the state statute expectation is, and the staff assessment of what should be covered in each element (e.g., “update condition and needs,” “consolidate”).

For one example of a change, the land-use specifications are more specific than they need to be for this purpose (i.e., that level of specificity is more appropriate for zoning than for the Comp Plan), Mr. Prichard said.

Mr. Prichard said he’s identified where the 2009 Comp Plan’s chapters “would go in the new one.” The appendix of that plan shows “where those elements are” now, he said.

For next steps, Mr. Prichard said, staff will evaluate the relevance of the vision of the 2009 Comp Plan and the Civic Master Plan, and cross-reference with the vision and goals of the current strategic plan; then they will begin assessments of elements with Lowcountry Council of Governments (LCOG), which is doing a few of them, and staff will do the rest.

Mr. Prichard said the city might be able to reach out to have LCOG do further work and has contractual services funds from this year to use, plus $60,000 budgeted for update services for next year, which might be used for GIS support, for example.

Councilwoman Sutton asked if the only contract so far is to pay LCOG, and staff could do the rest of the work. Mr. Prokop said that’s right, except for “some speciality things, like GIS.”

**OTHER BUSINESS: TRANSECT ZONES**
Mr. Prichard asked if council feels the transect zones are accomplishing council’s vision and intent for development along multi-lane roads. Plans come in (e.g., Enmark on Ribaut Road) that “aren’t even close to the code,” he said, especially on multi-lane roads. He reviewed a few transect zone codes and said he wants to “make sure that [this] design priority for the city is what you guys want” because he’s concerned that “we will lose investment in the city” by enforcing them.

There was a discussion about various gas stations’ pump placement.

Councilwoman Sutton asked if new commercial business has been lost because of the ordinance and transect zones. Mr. Prichard said he’s only been here 6 months, and “these kinds of issues are problematic.” He thinks there’s a way to balance a “building’s function with the transect zone codes.”

Councilman McFee said the city doesn’t want Beaufort to be “Anywhere, USA” and in working on the transect zones/the Beaufort Code, they tried to consider where “big box” businesses would be. He wants to encourage business and to streamline processes,
he said, but he also doesn’t want people to come to Beaufort and find it to be “Anytown, USA.”

Mayor Keyserling said McDonald’s is an interesting case study. Since redeveloping their building according to the requirements of the Beaufort Code, “their business is booming,” he said; the building is attractive and noticeable, “much more so than a traditional McDonald’s.” In response to the idea that “no one uses the second floor,” which was a code requirement, he said he’s seen people upstairs “drinking coffee and working” because McDonald’s offers free Wi-Fi.

Councilman Murray said the codes and the transect zones were an effort to accomplish long-term what has been done downtown. This doesn’t jibe with most communities in the country, and he sees why some developers might be frustrated by it. He feels that the city has tried to find a balance (e.g., with light pole heights). They are thinking about building Beaufort for the way it will be in 50 years, he said. They need to be careful about “monkeying with the ordinances,” Councilman Murray feels. If the mandated second story of McDonald’s isn’t being used today, the idea of the code is that it will be in 10 or 15 years, he said, given the projected growth of the community.

Councilman Murray said the restrictions in some areas are to keep the development community from putting up what they want to put up because “it’s cheap and easy to do.”

Mr. Prichard said there is a requirement that the entrance to a business be on the road side, for example, but a lot of businesses have their parking in the back. He wants to know if the city could do what the code is intended to do, with acknowledgement that people are getting to those businesses by car and entering from the parking lot. He also feels shopping centers can’t have their entrances close to the street.

Four-lane roads are not the same for pedestrians as “a 2-lane Main Street,” Mr. Prichard said. He also doesn’t want to make a developer build a “more expensive” building “for something that’s not even functional.” Councilwoman Sutton said she agrees “100%.”

Councilwoman Sutton discussed a shopping center in Charleston that has its buildings “on the sidewalk” and entrances in the back. Councilman Murray said Beaufort Town Center is a good example of this done well (e.g., some businesses have adapted by having pedestrian-friendly patios on the street side). The argument for this is that if the buildings are made pedestrian-friendly, it encourages the use of the sidewalk, he said.

Councilman Murray said he understands the additional expense to the business owner, but in 30 to 40 years, Beaufort will be a different city, based on population projections. It will be quicker to jump on the Spanish Moss Trail on a bike at Mossy Oaks than to take Ribaut Road and Boundary Street to get places by car, he said.
Councilman McFee said there’s a way to make these developments look better, from a design standpoint, and it “doesn't have to look like the back of a shopping center.” Mr. Prichard said they want to encourage economic development, but they also want a beautiful city, so he wants to have that balance.

Councilman Cromer said vegetation dangerously blocks the view of traffic at Firehouse Subs. Mr. Prichard said future expansion on major thoroughfares is a reality they need to think about.

This is the way to control growth in certain areas, Mr. Prichard said. People will complain if Boundary Street is 6-lanes, and if it’s not, “they’ll complain about traffic.”

Councilman McFee said when Mr. Prichard sees things pertaining to this issue that need to be discussed, he can bring them to council. This is what happened with the ZBOA, he said: when they saw trends in the applications that were being brought to the board, they have adjusted the ordinance accordingly. There was never any intent for the Beaufort Code to be “so regimented,” and council encouraged its 6-month review, he said.

Mr. Prichard said there is “going to be a village” on Sea Island Parkway. The ordinance allows development to go in there, and it will be “more like Boundary Street.” Though “we may lose some of the auto-centric businesses” because of this, that’s okay.

Mr. Prokop said Harris Teeter doesn’t “do liner buildings,” so an adjustment had to be made for them. Mr. Prichard asked if council would “expect a grocery store to be right up on the road,” with parking and the entrance in the back. He thinks this is one of the “weird little things” that doesn’t fit “what people in society today do.” Councilwoman Sutton said these are the ideas of urban planners who “come in and say what this should look like,” which she thinks “aren’t very practical.”

Mr. Prichard said they need to talk about how to accommodate a grocery store in the city. Having a store’s building on the street “doesn't make any sense,” he said, but there needs to be an alternative to “doing it the way they always do.” Councilman McFee said at Publix, the existing buildings served as the liner buildings. He suggested looking at how that adjustment was made for Harris Teeter (i.e., with a commitment to liner buildings “in the future,” not necessarily when they built the store). Mr. Prokop described what the plans were for buildings around Harris Teeter (a gas station, a picnic area, and one liner building with a tenant to be determined).

Mayor Keyserling said what drives retail more than zoning and codes are rooftops, driving patterns, and spendable income, so retailers will do what they need to do in most cases. The businesses near City Hall could “do a faux façade,” he said, which is “the real issue,” not “which way people walk into” the building. The door could be where people park and are coming to the business from, he said.
Mayor Keyserling said the city works well with people and looks at how to make projects work, not to create obstacles. This is as important as “what [developers] have to do,” he said.

**EXECUTIVE SESSION**
Pursuant to Title 30, Chapter 4, and Section 70 (a) (2) of the South Carolina Code of Law, Councilman Cromer made a motion, seconded by Councilman Murray, to enter into Executive Session for an update on legal matters. The motion passed unanimously.

There being no further business to come before council, the work session was adjourned at 6:40 p.m.
A regular session of Beaufort City Council was held on May 28, 2019 at 7:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Councilwoman Nan Sutton, Councilmen Mike McFee, Stephen Murray, and Phil Cromer, and Bill Prokop, city manager.

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

Councilman Cromer made a motion, second by Councilman McFee, to adjourn the Executive Session. The motion passed unanimously. Mayor Keyserling said there was “nothing to report” from the session.

CALL TO ORDER
Mayor Keyserling called the regular council meeting to order at 7:24 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE
Councilman McFee led the invocation and the Pledge of Allegiance.

CHARACTER EDUCATION PROCLAMATION
Councilman Cromer made a motion, second by Councilman McFee, to approve the proclamation of Shakenna Brown as the Joseph Shanklin Elementary School student of the month. The motion passed unanimously. Councilman McFee read the proclamation, and Mayor Keyserling presented it to Ms. Brown.

MINUTES
Councilman McFee made a motion, second by Councilman Cromer, to approve the minutes of the council work session on April 16, 2019. Councilman Cromer and Councilman Murray abstained from voting because they were not present at the meeting.

On page 5, Councilman McFee asked the stenographer to listen to the audio for clarification of the following statement attributed to him: “Holiday Inn and Springhill Suites ‘haven’t agreed to a roadway’ as part of the Boundary Street Master Plan, [Councilman McFee] said, but it could be done even if it’s not ‘optimal’ for them.” (I misheard “haven’t agreed to a roadway.” What Councilman McFee said was that the hotels “have an agreed-to roadway.” Also, Councilman McFee was interrupted during the second part of the statement, and because I misheard the first part, I inferred the meaning of what he said incorrectly while taking or editing the minutes. The following is the verbatim statement from the audio record: “Holiday Inn and Springhill have an agreed-to roadway in their plan that we negotiated with the Boundary Street Master Plan, but whether they like it or not, or it’s optimal for them, from the standpoint – “– steno.) The motion to accept the minutes as modified passed 3-0.
AUTHORIZATION TO ALLOW THE CITY MANAGER TO ENTER INTO AN ENGINEERING CONTRACT FOR SPANISH MOSS TRAIL CONNECTION TO BOUNDARY STREET/HIGHWAY 170

Councilman Murray made a motion, second by Councilman Cromer, to authorize the city manager to enter into the contract. Mr. Prokop said this is a contract with ICE (Infrastructure Consulting & Engineering) for $25,168.51 to do the engineering on the sidewalk connection between the Spanish Moss Trail and Boundary Street. He explained that the section is “a little past the Jiffy Lube,” and said the intention is to widen the sidewalk and the trail so they’re the same width.

Councilman Murray said $100,000 was budgeted for the total project cost, so this is 25% just for the engineering. Mr. Prokop said it’s also for “construction management.” Councilman Murray said $25,000 seems like a lot “for professional fees” to widen a small part of the sidewalk. The motion passed unanimously.

AUTHORIZATION TO ALLOW THE CITY MANAGER TO ENTER INTO A CONTRACT WITH OLIVER’S BUSHHOGGING FOR THE JANE WAY PROJECT

Councilman Murray made a motion, second by Councilman McFee, to authorize the city manager to enter into the contract. Mr. Prokop said this was a first step in addressing stormwater issues. There were three bids, and Oliver’s was in the middle, but the company was thought to be the “most responsible bidder” of the three, and they want to get this project started right away because hurricane season is beginning.

Mr. Prokop said Mr. Prichard had been asked “why trees are being cut down.” The city has “all the permits” for the work, Mr. Prokop said, and most of the trees are being removed because they are growing in ditches and impeding stormwater flow. The city is following its ordinances, he said. When the project is over, the city is considering establishing a fine for tossing debris into the stormwater drains, which is responsible for a number of stormwater problems, Mr. Prokop said.

The tree-cutting he’d referred to is just on the Jane Way project, Mr. Prokop said, not elsewhere in the city. Councilman Murray said he knows of a resident on Jane Way who “consistently” throws “yard waste into the canal,” so he would support a fine for people who do that. Mayor Keyserling said he agrees.

Councilman Murray pointed out a change in the contacts on the contract and said that Sprint is now Century Link. Mr. Prokop said he and Kathy Todd “both questioned that,” but these are the names they were given when they called. They are going to eliminate this from the contracts, because it serves no useful purpose, he said. There was no public comment. The motion passed unanimously.

APPROVAL OF CITY COUNCIL SUMMER SCHEDULE

Councilman Murray made a motion, second by Councilman Cromer, to approve the schedule. Council’s last session before the break will be a work session on July 16;
council will come back August 27 for a work session and regular meeting. There was no public comment. The motion passed unanimously.

**ORDINANCE REPEALING AND AMENDING CERTAIN EXISTING ORDINANCES TO ADDRESS AND/OR CURE CONSTITUTIONAL, ENFORCEMENT AND OTHER CONCERNS**

Councilman Murray made a motion, second by Councilman McFee, to approve the ordinance on first reading. Mr. Prokop said these were all discussed in a council work session. There was no public comment. The motion passed unanimously.

**CITY MANAGER’S REPORT**

Mr. Prokop named Memorial Day weekend events in the area and said DragonBoat Beaufort and Water Festival are coming up.

Many infrastructure projects have started, Mr. Prokop said, and he named some of those that are underway or are about to get started. Some Mossy Oaks projects are awaiting permitting, he said.

The department budget reviews are complete, Mr. Prokop said; the public hearing and first reading of the complete budget will be June 18, and the final reading is June 25.

Mr. Prokop said everyone should prepare for hurricane season and stay hydrated and out of the heat during this heat wave.

Mr. Prokop said he had received a letter from the South Carolina Rural Infrastructure Authority congratulating the city for receiving a grant of $500,000 to be used for stormwater work in Mossy Oaks Basin 1. They now have $1.5 million, he said, and with money from partners, he expects “we’ll be in excess of $2 million.”

**MAYOR’S REPORT**

Mayor Keyserling said he doesn’t know how businesses fared, but the Gullah Festival was “better organized, better attended and more spirited than I’ve seen it in quite awhile.”

There was a revival of the Declaration Day celebration at Washington Street Park, Mayor Keyserling said. The new bathrooms there “look great.” The event was nice, but it was “so hot,” he said.

Mayor Keyserling discussed the celebration at the National Cemetery for Memorial Day.

Apple trained middle school students on “the Reconstruction team”, Mayor Keyserling said, and they are making a film about Harriet Tubman. He discussed other arts efforts centering on Reconstruction, including teaching teachers around the state about the era.
The conversation continues between the county and Santa Elena about taking back the courthouse to “move the county administration in there,” Mayor Keyserling said.

Mayor Keyserling said Town of Port Royal’s Mayor Sam Murray had surgery and is resting at home.

**COUNCIL REPORTS**

Councilwoman Sutton said June 7 is First Friday, and it will have a Father’s Day theme.

Councilman Murray said Beaufort County Economic Development Corp. is talking with the county about the spec building in Commerce Park, and he asked people to encourage county council to “approve the funding mechanism and structure that we have proposed.”

Councilman Murray said a team of students who participated in the College of Charleston’s ImpactX program will be coming to Beaufort Digital Corridor (BDC) as part of its “Live, Work, Mentor” program; they will be developing “Life Launcher,” an app to understand student loans in terms of debt and return on investment, based on the user’s college and career choices. He thanked Rotary Club of the Lowcountry and USCB, which will be providing housing in the dorms on Boundary Street. Beaufort Digital Corridor (BDC) will be providing office space for the students this summer.

BDC is offering “Game On!”, a weeklong video game coding camp, with two sessions this summer for middle- and high school students, Councilman Murray said.

Councilman Cromer said the Beaufort History Museum is working on 2 phases of improvements this summer.

There being no further business to come before council, Councilman Cromer made a motion, second by Councilman Murray, to adjourn the regular council meeting. The motion passed unanimously, and the meeting was adjourned at 7:55 p.m.
TO: CITY COUNCIL
FROM: Bill Prokop, City Manager
AGENDA ITEM TITLE: Ordinance authorizing City Manager to purchase property (Tax Map Parcel # R120 029 00C 0171) for the purposes of Stormwater Infrastructure Repair in Battery Shores - 2nd Reading
MEETING DATE: 6/25/2019
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:

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ORDINANCE

Authorizing the City Manager to execute such documents as may be necessary for the purchase by the City of property for infrastructure improvements

WHEREAS, the City of Beaufort is currently proceeding with engineering, contracts and projects to improve storm water and other drainage issues within the City limits; and,

WHEREAS, one of these projects is in the area of the Battery Shores subdivision; and,

WHEREAS, this project requires access to the marshes of Battery Creek; and,

WHEREAS, historically such a project would require the acquisition of permanent easements from private landowners; and,

WHEREAS, the City has located a vacant lot for sale in Battery Shores that has access to the marshes of Battery Creek; and,

WHEREAS, the acquisition of this lot would allow for the installation of the necessary infrastructure improvements in a timely and economical manner; and,

WHEREAS, upon completion of the infrastructure improvements, it is the intention of the City to place this property back on the market for sale; and,

WHEREAS, an appraisal has been conducted by a MAI Certified Appraiser, showing the fair market value of the property to be $73,000; and,

WHEREAS, at the recommendation of City engineers and staff, City Council finds that it is in the best interest of the City and its citizens to purchase this lot for $73,000 for these infrastructure improvements; and,

WHEREAS an Ordinance is required for the purchase of land by the City;

NOW THEREFORE, be it ordained, by the Beaufort City Council, in council duly assembled, and by the authority of the same, that the City Manager shall be authorized to execute such documents as may be necessary for the City to purchase the lot at 1073 Otter Circle, Beaufort, SC 29902 for the sum of $73,000, with appropriate closing costs and expenses, for the purpose of infrastructure improvements.

This amendment shall become effective upon adoption.

_________________________
BILLY KEYSERLING, MAYOR
ATTEST:

____________________________
IVETTE BURGESS, CITY CLERK

1st Reading _____________________

2nd Reading & Adoption ________________

Reviewed by: _______________________________

William B. Harvey, III, City Attorney
TO: CITY COUNCIL  
FROM: Kathy Todd, Finance Director  
DATE: 6/13/2019  
AGENDA ITEM TITLE: FY 2020 Budget Ordinance - 2nd Reading  
MEETING DATE: 6/25/2019  
DEPARTMENT: City Clerk  

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:  
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<td>FY 2020 Budget Ordinance, 2nd Reading</td>
<td>Backup Material</td>
<td>6/13/2019</td>
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ORDINANCE

AN ORDINANCE TO PROVIDE FOR THE LEVY OF TAXES FOR THE CITY OF BEAUFORT FOR FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020; TO PROVIDE FOR EXECUTION OF AND TO PUT INTO EFFECT THE CONSOLIDATED BUDGET; AND TO PROVIDE BUDGETARY CONTROL OF THE CITY’S FISCAL AFFAIRS

WHEREAS, pursuant to the provisions of the laws of the State of South Carolina, the City Manager is required to submit to the City Council a budget for the year beginning July 1, 2019 and ending June 30, 2020, and

WHEREAS, the City Manager has prepared and presented such proposed budget to the Council, such budget available for inspection at the office of the Finance Director, and

WHEREAS, the consolidated budget contains the budgets of the General Fund, the Parks and Tourism Fund, the Stormwater Utility Fund, the State Accommodations Fund, and the Redevelopment Fund.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the City of Beaufort, SC, in Council duly assembled, and by the authority of the same to provide for the levy of tax for corporate City of Beaufort for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to make appropriations for said purposes, and to provide for budgetary control of the City’s fiscal affairs.

SECTION 1. TAX LEVY

The City Council of Beaufort, SC hereby appropriates the funds as detailed in Sections 3 and 4 of this Ordinance. Further, that the City Council of Beaufort, SC hereby establishes the millage rates as detailed in Section 2 of this Ordinance. However, the City Council of Beaufort, SC reserves the right to modify these millage rates by resolution at its August 13, 2019 meeting.

SECTION 2. MILLAGE

The Beaufort County Auditor is hereby authorized and directed to levy the Fiscal Year 2019 – 2020 a tax of 75.77 mills on the dollar of assessed value of property within the City limits, in accordance with the laws of South Carolina. These taxes shall be collected by the Beaufort County Treasurer, as provided by law and distributed in accordance with the provisions of this Ordinance and subsequent appropriations hereafter passed by the City Council of Beaufort, SC.

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<td>City Debt Service</td>
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<td>City Reserve Mil</td>
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SECTION 3. CITY OPERATIONS APPROPRIATION

An amount of $23,645,812 is appropriated to the City of Beaufort to fund City Operations as follows:

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<td><strong>Total State Accommodations Fund</strong></td>
<td>$555,000</td>
</tr>
<tr>
<td><strong>Redevelopment Fund</strong></td>
<td>$12,400</td>
</tr>
<tr>
<td><strong>Total Appropriations</strong></td>
<td>$23,645,812</td>
</tr>
</tbody>
</table>
The detailed Operations budget containing line-item accounts by department is hereby adopted as part of this Ordinance.

**Capital Project Appropriations** shall not lapse at June 30, 2019, but each project appropriation shall remain in force for the life of the project and shall be closed out upon completion or other disposition of the project.

SECTION 4. CITY OPERATIONS REVENUE

The appropriations of the City Operations will be funded from the following revenue sources:

<table>
<thead>
<tr>
<th>Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
</tr>
<tr>
<td>Property Taxes</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
</tr>
<tr>
<td>Intergovernmental Revenue</td>
</tr>
<tr>
<td>Franchise Fees</td>
</tr>
<tr>
<td>Charges for Services</td>
</tr>
<tr>
<td>Fines &amp; Forfeitures</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Interest</td>
</tr>
<tr>
<td>Transfers In</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
</tr>
</tbody>
</table>

| **TIF II**                                   |
| Interest                                     | $ 90,000    |
| **Total TIF II**                             | $ 90,000    |

| **Parks & Tourism Fund**                     |
| Other Taxes                                  | $ 2,920,976 |
| Charges for Services                         | 633,850     |
| **Total Parks & Tourism Fund**               | $ 3,554,826 |

| **Stormwater Utility Fund**                  |
| Charges for Services                         | $ 1,100,000 |
| **Total Stormwater Utility Fund**            | $ 1,100,000 |

| **State Accommodations Fund**                |
| Other Taxes                                  | $ 555,000   |
| **Total State Accommodations Fund**          | $ 555,000   |

| **Redevelopment Fund**                       |
| Charges for Services                         | $ 12,400    |
| **Total Redevelopment Fund**                 | $ 12,400    |
| **Total Revenues**                           | $ 23,162,615 |

SECTION 5. ESTABLISHMENT OF A MASTER FEE SCHEDULE

A Master Fee Schedule listing all fees charged by the City for Fiscal Year 2020 is included and incorporated for reference as Attachment A.
SECTION 5. CITY DEBT SERVICE APPROPRIATION

The revenue generated by an 18.97 mill levy is appropriated to defray the principal and interest payment on all City debt authorized to cover Capital expenditures.

SECTION 6. BUDGETARY ACCOUNT BREAKOUT

The foregoing City Operation appropriations have been detailed by the City Council into line-item accounts for each department. The detailed appropriation by account and budget narrative contained separately is hereby adopted as part of this Ordinance.

SECTION 7. FY 2018-2019 ENCUMBRANCES AND REMAINING GRANT AUTHORIZATIONS REAPPROPRIATED, RECORDING OF ASSIGNMENTS OF AMOUNTS APPROPRIATED FROM FUND BALANCE.

Encumbrances in each fund at June 30, 2019, representing obligations made against 2018-2019 appropriations outstanding as of that date, are hereby reappropriated and the appropriations shall be distributed to the budgetary accounts under which the expenditures will be charged during the FY 2019-2020 budget year as such obligations are satisfied, provided that such encumbrances, when taken together with the FY 2018-2019 expenditures, do not cause any fund to exceed its budgetary authorization for the year ended June 30, 2019.

For each fund in which a reappropriation occurs, the amount of funds appropriated hereunder shall be established in that fund as “Assigned Fund Balance for Encumbrances.”

For each fund in which the balanced budget for FY 2019-2020 includes the use of fund balance; the amount of the fund balance so used shall be identified as “Assigned for Current Appropriations.”

Appropriations for grants, the authorization for which extends beyond the end of the fiscal year, shall not lapse at the end of the fiscal year. Any such grant authorizations remaining at the end of a fiscal year shall be reappropriated pursuant to the conditions of the respective grant agreements.

Appropriations for active projects resulting in restrictions or commitments of fund balances shall be identified by appropriate titles in the financial statements of the affected funds.

SECTION 8. ADMINISTRATION OF THE BUDGET

The City Manager or his designee shall administer the budget and may authorize the transfer of appropriations within the allotments heretofore established and necessary to achieve the goals of the budget provided, however, that no such transfer shall be used to increase the total appropriation within any fund.

SECTION 9. AUTHORIZATION TO ENTER INTO CONTRACTS

The City Manager is authorized to enter into City contracts if the total contract amount is less than or equal to the budget line item or project budget as approved by City Council herein.
SECTION 10. ALLOCATION OF FUNDS

The City Manager is responsible for controlling the rate of expenditures of budgeted funds in order to assure that expenditures do not exceed funds on hand. To carry out this responsibility, the City Manager is authorized to allocate budgeted funds.

SECTION 11. MISCELLANEOUS RECEIPTS ABOVE ANTICIPATED REVENUES

Revenues other than, and/or in excess of, those addressed in Section 4 of this Ordinance, received by the City of Beaufort, which are in excess of the anticipated revenue as approved in the current budget, may be expended as directed by the revenue source, or for the express purposes for which the funds were generated without further approval of City Council. All such expenditures addressed in Section 3, in excess of $10,000, shall be reported, in written form, to the City Council of Beaufort on a quarterly basis. Such funds include sales of products, services, rents, contributions, donations, special events, insurance and similar recoveries.

SECTION 12. TRANSFERS VALIDATED

All duly authorized transfers of funds heretofore made from one account to another, or from one fund to another during Fiscal Year 2020, are hereby approved.

SECTION 13. EFFECTIVE DATE

This Ordinance shall be effective July 1, 2019. Approved and adopted on the second and final reading this 25th day of June 2019.

_________________________
BILLY KEYSERLING, MAYOR

ATTEST:

____________________________
IVETTE BURGESS, CITY CLERK

1ST Reading ______________________
2nd Reading & Adoption ______________________
Reviewed by: William Harvey III, City Attorney, June 4, 2019
### ATTACHMENT A

**MASTER FEE SCHEDULE FOR FY 2019-2020**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Duty Fee - Police</td>
<td>$50/hour*</td>
</tr>
<tr>
<td>Special Duty Fee – Fire</td>
<td>$38/hour*</td>
</tr>
<tr>
<td>Special Duty Fee – Public Works</td>
<td>$36/hour*</td>
</tr>
<tr>
<td>* 4 hour minimum</td>
<td></td>
</tr>
<tr>
<td>Park Rental Fee – Waterfront Park –</td>
<td></td>
</tr>
<tr>
<td>as adopted in February 2011 and included in the Waterfront Park rental application</td>
<td></td>
</tr>
<tr>
<td>Park Deposit Fee – Pigeon Point Park</td>
<td>$50/day</td>
</tr>
<tr>
<td>Park Deposit Fee - Southside Side Park</td>
<td>$100/day</td>
</tr>
<tr>
<td>Parking Fee for Special Events -</td>
<td></td>
</tr>
<tr>
<td>Full Day Rate</td>
<td>$6/day</td>
</tr>
<tr>
<td>Stormwater Fee – Option E under the Beaufort County Stormwater Rate model</td>
<td>$135/account</td>
</tr>
<tr>
<td>Refuse/Recycling Collection Fee – Residential</td>
<td>$16.20/month</td>
</tr>
<tr>
<td>Refuse Collection Fee – Commercial:</td>
<td></td>
</tr>
<tr>
<td>Tier 1 – 1 Cart/2 Day service</td>
<td>$27.00/month</td>
</tr>
<tr>
<td>Tier 2 - 2 Carts/2 Day service</td>
<td>$57.00/month</td>
</tr>
<tr>
<td>Tier 3 – 3 Carts/2 Day service</td>
<td>$82.00/month</td>
</tr>
<tr>
<td>Tier 4 – 3 Carts/5 Day service</td>
<td>$120.00/month</td>
</tr>
<tr>
<td>Tier 5 – 4 Carts/5 Day service</td>
<td>$158.00/month</td>
</tr>
<tr>
<td>Tier 6 – 5 Carts/5 Day service</td>
<td>$189.00/month</td>
</tr>
<tr>
<td>Tier 7 – 6 Carts/5 Day service</td>
<td>$220.00/month</td>
</tr>
<tr>
<td>$25.00 added to each monthly account requiring Saturday service</td>
<td></td>
</tr>
</tbody>
</table>
BUSINESS LICENSE

RATE SCHEDULE

<table>
<thead>
<tr>
<th>RATE CLASS</th>
<th>INCOME: $0 - $2,000</th>
<th>INCOME OVER $2,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$25.00</td>
<td>$0.95</td>
</tr>
<tr>
<td>2</td>
<td>$35.00</td>
<td>$1.37</td>
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<tr>
<td>3</td>
<td>$45.00</td>
<td>$1.79</td>
</tr>
<tr>
<td>4</td>
<td>$55.00</td>
<td>$2.21</td>
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<tr>
<td>5</td>
<td>$65.00</td>
<td>$2.63</td>
</tr>
<tr>
<td>6</td>
<td>$75.00</td>
<td>$3.05</td>
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<tr>
<td>7</td>
<td>$85.00</td>
<td>$3.47</td>
</tr>
<tr>
<td>8.1</td>
<td>$60.00</td>
<td>$1.75</td>
</tr>
<tr>
<td>8.2</td>
<td>$ set by State statute</td>
<td></td>
</tr>
<tr>
<td>8.3</td>
<td>MASC Telecommunications</td>
<td></td>
</tr>
<tr>
<td>8.4</td>
<td>See detail below</td>
<td></td>
</tr>
<tr>
<td>8.5</td>
<td>$20.00</td>
<td>$0.65</td>
</tr>
<tr>
<td>8.6</td>
<td>$288.00</td>
<td>$2.07</td>
</tr>
<tr>
<td>8.7</td>
<td>MASC Insurance</td>
<td></td>
</tr>
<tr>
<td>8.8A</td>
<td>$12.50 + $12.50 per machine</td>
<td></td>
</tr>
<tr>
<td>8.8B</td>
<td>$64.00</td>
<td>$2.52</td>
</tr>
<tr>
<td>8.8C</td>
<td>$12.50 + $180.00 per machine</td>
<td></td>
</tr>
<tr>
<td>8.9</td>
<td>See detail below</td>
<td></td>
</tr>
<tr>
<td>8.10</td>
<td>See detail below</td>
<td></td>
</tr>
</tbody>
</table>

All other 08 Classifications – please contact the Business License Office.

NON-RESIDENT RATES

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.

CLASS 8 RATES

Each NAICS Number designates a separate sub-classification. The businesses in this section are treated as separate and individual subclasses due to provisions of State law, regulatory requirements, service burdens, tax equalization considerations, etc., which are deemed to be sufficient to require individually determined rates. Non-resident rates do not apply except where indicated.

NAICS 230000 - Contractors, Construction, All Types

8.1 Having permanent place of business within the municipality
   Minimum on first $2,000 ........................................................................................................................................ $ 60.00 PLUS
   Each additional 1,000 ........................................................................................................................................  $ 1.75

8.1A Not having permanent place of business within the municipality
Minimum on first $2,000 ................................................................. $120.00 PLUS
Each additional $1,000 ................................................................. $3.50
(Non-resident double rates do not apply)

A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

The total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per $1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a calendar year.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project.

8.2 **NAICS 482 - Railroad Companies** – (See S.C. Code § 12-23-210)
Set by State Statute

8.3 **NAICS 5171, 5172 - Telephone Companies:**
A. Notwithstanding any other provisions of the Business License Ordinance, the business license tax for "retail telecommunications services", as defined in S. C. Code Section 58-9-2200, shall be at the maximum rate authorized by S. C. Code Section 58-9-2220, as it now provides or as provided by amendment. The business license tax year shall begin on January 1 of each year. Declining rates shall not apply.

B. In conformity with S.C. Code Section 58-9-2220, the business license tax for "retail telecommunications services" shall apply to the gross income derived from the sale of retail telecommunications services for the preceding calendar or fiscal year which either originate or terminate in the municipality and which are charged to a service address within the municipality regardless of where these amounts are billed or paid and on which a business license tax has not been paid to another municipality. The measurement of the amounts derived from the retail sale of mobile telecommunications services shall include only revenues from the fixed monthly recurring charge of customers whose service address is within the boundaries of the municipality. For a
business in operation for less than one year, the amount of business license tax shall be computed on a twelve-month projected income.

C. The business license tax for "retail telecommunications services" shall be due on January 1 of each year and payable by January 31 of that year, without penalty.

D. The delinquent penalty shall be five percent (5%) of the tax due for each month, or portion thereof, after the due date until paid.

E. Exemptions in the business license ordinance for income from business in interstate commerce are hereby repealed. Properly apportioned gross income from interstate commerce shall be included in the gross income for every business subject to a business license tax.

F. Nothing in this Ordinance shall be interpreted to interfere with continuing obligations of any franchise agreement or contractual agreement in the event that the franchise or contractual agreement should expire after December 31, 2003.

G. All fees collected under such a franchise or contractual agreement expiring after December 31, 2003, shall be in lieu of fees or taxes which might otherwise be authorized by this Ordinance.

H. As authorized by S. C. Code Section 5-7-300, the Agreement with the Municipal Association of South Carolina for collection of current and delinquent license taxes from telecommunications companies pursuant to S. C. Code Section 58-9-2200 shall continue in effect.

**NAICS 22112 - Electric Power Distribution** See Consent or Franchise

**NAICS 22121 – Natural Gas Distribution** See Consent or Franchise

**NAICS 517110 – Television: Cable or Pay**
Services using public streets See Franchise

8.4A **NAICS 423930 - Junk or Scrap Dealers** [Non-resident rates apply]
Minimum on first $2,000 $41.00 PLUS
Per $1,000, or fraction, over $2,000 $1.66

8.4B **NAICS 522298 - Pawn Brokers** - All Types
Minimum on first $2,000 $161.00 PLUS
Per $1,000, or fraction, over $2,000 $2.88

8.5 **NAICS 4411, 4412 - Automotive, Motor Vehicles, Boats, Farm Machinery or Retail**
(except auto supply stores - see 4413)
Minimum on first $2,000 $20.00 PLUS
Per $1,000, or fraction, over $2,000 $0.65
One sales lot not more than 400 feet from the main showroom may be operated under this license provided that proceeds from sales at the lot are included in gross receipts at the main office when both are operated under the same name and ownership.

Gross receipts for this classification shall include value of trade-ins. Dealer transfers or internal repairs on resale items shall not be included in gross income.

**NAICS 454390 - Peddlers, Solicitors, Canvassers, Door-To-Door Sales**

Direct retail sales of merchandise. [Non-resident rates apply]

8.6 Regular activities [more than two sale periods of more than three days each per year]
Minimum on first $2,000 ................................................................. $ 288.00 PLUS
Per $1,000, or fraction, over $2,000 ................................................ $ 2.07

Applicant for a license to sell on private property must provide written authorization from the properly owner to use the intended location.

8.7 **NAICS 5241 - Insurance Companies:**
Except as to fire insurance, “gross premiums” means gross premiums written for policies for property or a risk located within the municipality. In addition, “gross premiums” shall include premiums written for policies that are sold, solicited, negotiated, taken, transmitted, received, delivered, applied for, produced or serviced by (1) the insurance company’s office located in the municipality, (2) the insurance company’s employee conducting business within the municipality, or (3) the office of the insurance company’s licensed or appointed producer (agent) conducting business within the municipality, regardless of where the property or risk is located, provided no tax has been paid to another municipality in which the property or risk is located based on the same premium.

Solicitation for insurance, receiving or transmitting an application or policy, examination of a risk, collection or transmitting of a premium, adjusting a claim, delivering a benefit, or doing any act in connection with a policy or claim shall constitute conducting business within the municipality, regardless of whether or not an office is maintained in the municipality.

As to fire insurance, “gross premiums” means gross premiums (1) collected in the municipality, and/or (2) realized from risks located within the limits of the municipality.

Gross premiums shall include all business conducted in the prior calendar year.

Gross premiums shall include new and renewal business without deductions for any dividend, credit, returns premiums or deposit.

**NAICS 52411 - Life, Health and Accident** .................................................. 0.75% of Gross Premiums

**NAICS 524126 - Fire and Casualty** (Licensed in SC) ..............................2% of Gross Premiums

**NAICS 524127 - Title Insurance** ............................................................ 2% of Gross Premiums
Notwithstanding any other provisions of this ordinance, license taxes for insurance companies shall be payable on or before May 31 in each year without penalty. The penalty for delinquent payments shall be 5% of the tax due per month, or portion thereof, after the due date until paid.

Any exemptions in the business license ordinance for income from business in interstate commerce are hereby repealed. Gross income from interstate commerce shall be included in the gross income for every business subject to a business license tax.

Pursuant to S.C. Code Ann. §§ 38-45-10 and 38-45-60, the Municipal Association of South Carolina, by agreement with the municipality, is designated the municipal agent for purposes of administration of the municipal broker’s premium tax. The agreement with the Association for administration and collection of current and delinquent license taxes from insurance companies as authorized by S.C. Code § 5-7-300 and administration of the municipal broker’s premium tax in the form attached hereto is approved, and the Mayor is authorized to execute it.

[The South Carolina General Assembly, in order to ensure consistency with the federal Non-admitted and Reinsurance Reform Act of 2010 (“NRRA”), ratified an act (Rat# 283) on June 28, 2012, amending S.C. Code §§ 38-7-16 and 38-45-10 through 38-45-195. The act establishes a blended broker’s premium tax rate of 6 percent comprised of a 4 percent state broker’s premium tax and a 2 percent municipal broker’s premium tax. The act states a municipality may not impose on brokers of non-admitted insurance in South Carolina an additional license fee or tax based upon a percentage of premiums.]

**NAICS 713120 - Amusement Machines, coin operated (except gambling)**
- Music machines, juke boxes, kiddy rides, video games, pin tables with levers, and other amusement machines with or without free play feature licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(1) and (A)(2) – **[Type I and Type II]**

**8.8A** Operator of machine ................................................................. $12.50 per machine PLUS $12.50 business license for operation of all machines (not on gross income). [§12-21-2746]

**8.8B** Distributor selling or leasing machines (not licensed by the State as an operator pursuant to §12-21-2728) -
- Minimum on first $2,000 ................................................................. $ 64.00 PLUS $ 2.52
  - Per $1,000 or fraction over $2,000 .................................................. $ 2.52

**NAICS 713290 - Amusement Machines, coin operated, non-payout**
- Amusement machines of the non-payout type or in-line pin game licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(3) **[Type III]**

**8.8C** Operator of machine (owner of business).................................$12.50 business license for operation of all machines (not on gross income). [§12-21-2720(B)]
8.9A **NAICS 713290 - Bingo halls, parlors –**
Minimum on first $2,000 ................................................................. $32.50 PLUS
Per $1,000, or fraction, over $2,000 .............................................. $1.26

8.9B **NAICS 711190 - Carnivals and Circuses – Per Day**
Minimum on first $2,000 ................................................................. $230.00 PLUS
Per $1,000, or fraction, over $2,000 .............................................. $5.76

8.9C **NAICS 722410 – Full Service Restaurants (Alcoholic beverages consumed on premises) that may or may not provide entertainment.**
Minimum on first $2,000 ................................................................. $115.00 PLUS
Per $1,000, or fraction, over $2,000 .............................................. $2.90

License must be issued in the name of the individual who has been issued a State alcohol, beer or wine permit or license and will have actual control and management of the business.

8.9D **NAICS 722410 - Drinking Places, bars, lounges, cabarets (Alcoholic beverages consumed on premises) that may or may not provide entertainment.**
Minimum on first $2,000 ................................................................. $272.00 PLUS
Per $1,000, or fraction, over $2,000 .............................................. $4.31

License must be issued in the name of the individual who has been issued a State alcohol, beer or wine permit or license and will have actual control and management of the business.

8.10A **NAICS 713990 - Billiard or Pool Rooms, all types** ............... $5.00 permit/table PLUS
Minimum on first $2,000 ................................................................. $32.00 PLUS
Per $1,000, or fraction, over 2000..................................................... $1.26
TO: CITY COUNCIL  
FROM: Rhonda Carey, Events Coordinator  
AGENDA ITEM TITLE: Request from Beaufort Regional Chamber of Commerce to host Annual Shrimp Festival Friday, October 4 and Saturday, October 5, 2019 in Waterfront Park. In addition, consider to approve the sale of alcohol, street closures for the Run Forrest Run 5K Bridge Run/Walk, and street closure for Charles Street Extension.  
MEETING DATE: 6/25/2019  
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Letter</td>
<td>Backup Material</td>
<td>6/20/2019</td>
</tr>
<tr>
<td>WFP Application</td>
<td>Backup Material</td>
<td>6/20/2019</td>
</tr>
</tbody>
</table>
17 June 2019

Mr. Bill Prokop
City Manager
City of Beaufort
1911 Boundary Street
Beaufort, SC  29902

RE: Requests for **Annual Beaufort Shrimp Festival**, scheduled for Friday, October 4, and Saturday, October 5, 2019.

Dear Mr. Prokop:

The Beaufort Regional Chamber of Commerce respectfully requests permission from the City Council of the City of Beaufort to allow the following items during the Annual Beaufort Shrimp Festival. The festival features a Friday night concert and full day of food and entertainment on Saturday.

- Permission for alcohol sales (beer and wine) and to allow open alcohol containers in the Henry C. Chambers Waterfront Park during the festival from 5:00 p.m. Friday evening, October 4, 2019, until 6:00 p.m. Saturday, October 5, 2019. A temporary Special Event beer and wine license from the South Carolina Department of Revenue – Alcohol and Beverage Licensing will be obtained. We will also contract with the Beaufort Police Department and Fire Department for services in order to ensure a safe event site.

- Permission for street closures to host the Run Forrest Run 5K Bridge Run/Walk Saturday, October 5, 2019, from 6:45 a.m. - 10:00 a.m. The route is as follows: Start/Finish line at Freedom Mall at 8:00 a.m., down Bay Street and crossing the Woods Memorial Bridge to Lady’s Island, down Meridian Road then back the same route to Freedom Mall. We will request approval from SCDOT regarding closure for Woods Memorial Bridge from 8:00 a.m.-9:00 a.m. We will coordinate with the City of Beaufort Police Department, Beaufort County Sherriff’s Department, SCDOT, 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 Friday, October 4, 2019, and Saturday October 5, 2019, to allow loading and unloading of equipment for bands and vendors. Vendors will be required to move their vehicle to an appropriate parking spot after loading/unloading. The other lane of Charles Street Extension will be used for Emergency Vehicles.

• Permission to host an arts and crafts market on the green area across from the Downtown Marina store on Friday, October 4, 2019 from noon – 10:00 p.m. and Saturday, October 5, 2019 from 11:00 a.m. – 5:00 p.m.

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

Sincerely,

Blakely Williams, IOM
President/CEO | Beaufort Regional Chamber of Commerce
CITY OF BEAUFORT
WATERFRONT PARK APPLICATION
1901 Boundary Street
Phone: 843-525-7084  Fax: 843-986-5606

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Date(s) of Event: <strong>October 4-5, 2019</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Beaufort Shrimp Festival</td>
<td>Setup start/end time: <strong>October 2, 2019</strong></td>
</tr>
<tr>
<td></td>
<td>Actual event start/end time: October 4 - 6:00pm</td>
</tr>
<tr>
<td></td>
<td>October 5 - 5:00pm</td>
</tr>
<tr>
<td></td>
<td>Take down start/end time: October 5 - Breakdown begins at 5:00pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization/Individual Name:</th>
<th>Address: 701 Craven Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaufort Regional Chamber of Commerce</td>
<td>Telephone: 843-525-8537</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Janessa@BeaufortChamber.org">Janessa@BeaufortChamber.org</a></td>
</tr>
</tbody>
</table>

- Completed application must be received and approved by the Events Coordinator, Linda Roper.
- Full receipt of deposit must be received to ensure securing your requested date for rental of the Waterfront Park.
- Deposits are refundable provided the venue is returned in the same condition it was received.

**Please mail completed application to:**

City of Beaufort, Attn: Linda Roper, 1901 Boundary Street, Beaufort, SC 29902, or scan and email to lroper@cityofbeaufort.org.

All private events must follow the Special/Private Events Policy. To discuss specifics of the desired event, you must contact the Events Coordinator at 843-525-7084.

Is event open to the public? **Yes**

Will admission be charged or donation required? **No**

Will alcoholic beverages be sold? **Yes** Served? **Yes**

Will food be sold? **Yes** Served? **Yes**

Will there be any retail sales? **Yes**

Number of people expected to attend: **8000+**
The Waterfront Park venue is rentable in sections with a 4, 6, or 12-hour limit of any chosen park area or areas. Set up and take down time needs to be factored into your chosen block of time. **NO exceptions will be made.**

**Fee payment due no less than 30 days prior to event.**

**Fill out by circling cost(s) in blocks of time desired for area(s) of interest including electrical needs.**

<table>
<thead>
<tr>
<th>PARK AREA</th>
<th>4 HR Block</th>
<th>6 HR Block</th>
<th>12 HR Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmers Market</td>
<td>$200.00</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Contemplative Garden</td>
<td>$200.00</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Pavilion</td>
<td>$350.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Green 1</td>
<td>$300.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Green 2</td>
<td>$450.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>Electric Fee</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Entire Park</td>
<td></td>
<td></td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>$500.00</td>
<td>$800.00</td>
<td>$1,100.00</td>
</tr>
</tbody>
</table>

See this link [http://www.cityofbeaufort.org/group-events-business-license.aspx](http://www.cityofbeaufort.org/group-events-business-license.aspx) to obtain a group business license application for vendors.

Comments:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

Lessee/Applicant Signature

17 June 2019  

Date

----------------------------------------------------**Below this line for City use**----------------------------------------------------  

Events Coordinator – Linda Roper

Date  Application  Received

Deposit Paid: ______________ Fees Paid: ______________ Deposit to be Refunded: ______________

WFP Application Rev 8317
CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL
FROM: Rhonda Carey, Events Coordinator

AGENDA ITEM TITLE:
Request for Co-Sponsorship for use of Waterfront Park from the Unitarian Universalist Fellowship of Beaufort on Saturday, October 26, 2019 for the Celebrating Citizenship in Beaufort event.

MEETING DATE: 6/25/2019
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Letter</td>
<td>Backup Material</td>
<td>6/14/2019</td>
</tr>
</tbody>
</table>
Dear Mayor and Council,

We are requesting your co-sponsorship of this community event, Celebrating Citizenship in Beaufort. Our goals are to acknowledge and honor Beaufort’s naturalized citizens and their many contributions to the richness and diversity in our town. Also, we want to increase awareness of the resources and organizations which provide, education, tutoring and support for those seeking citizenship.

Our plan is to invite, dignitaries, community leaders and newly and long-established naturalized citizens and their families. There will be a short ceremony and patriotic music provided by a Paris Island band. We hope to encourage participation through our sponsoring and supporting organizations including The Unitarian Universalist Fellowship of Beaufort, Sea Island Rotary Club, Santa Elena Museum and Beaufort County Adult Education. We will invite these and other organizations to have tables at the event providing information about the services they offer. Light refreshments will be served.

Thank you for your support of this exciting event! Through this effort we hope to generate good will in Beaufort.

Respectfully,

Kathy and Davis Folsom:
Representatives for:
The Unitarian Universalist Fellowship of Beaufort
Social and Environmental Justice Committee

178 Sams Point Road
www.uubeaufort.org

“We...affirm and promote...the inherent worth and dignity of every person.”
# CITY OF BEAUFORT
## WATERFRONT PARK APPLICATION

1901 Boundary Street  
Phone: 843-525-7084  
Fax: 843-986-5606

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Date(s) of Event: 10-26-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebrating Citizenship in Beaufort</td>
<td>Setup start/end time: 12:30 PM</td>
</tr>
<tr>
<td></td>
<td>Actual event start/end time: 2-4 PM</td>
</tr>
<tr>
<td></td>
<td>Take down start/end time: 4:30 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization/Individual Name:</th>
<th>Address: 232 Black Skimmer Drive, Beaufort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unitarian Universalist Fellowship of Beaufort/Representatives are Kathy and Davis Folsom</td>
<td>Telephone: 843-812-6099 or 843-592-1417</td>
</tr>
<tr>
<td>Email: <a href="mailto:kathydfolsom@gmail.com">kathydfolsom@gmail.com</a> or <a href="mailto:davisfolsom@gmail.com">davisfolsom@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

- Completed application must be received and approved by the Events Coordinator, Linda Roper.
- Full receipt of deposit must be received to ensure securing your requested date for rental of the Waterfront Park.
- Deposits are refundable provided the venue is returned in the same condition it was received.

Please mail completed application to:

City of Beaufort, Attn: Linda Roper, 1901 Boundary Street, Beaufort, SC 29902, or scan and email to lroper@cityofbeaufort.org.

All private events must follow the Special/Private Events Policy. To discuss specifics of the desired event, you must contact the Events Coordinator at 843-525-7084.

<table>
<thead>
<tr>
<th>Is event open to the public?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will admission be charged or donation required?</td>
<td>No</td>
</tr>
<tr>
<td>Will alcoholic beverages be sold?</td>
<td>No</td>
</tr>
<tr>
<td>Will food be sold?</td>
<td>No</td>
</tr>
<tr>
<td>Will there be any retail sales?</td>
<td>No</td>
</tr>
<tr>
<td>Number of people expected to attend:</td>
<td>between 50-100</td>
</tr>
</tbody>
</table>

WFP Application Rev 8317
The Waterfront Park venue is rentable in sections with a 4, 6, or 12-hour limit of any chosen park area or areas. Set up and take down time needs to be factored into your chosen block of time. NO exceptions will be made.

Fee payment due no less than 30 days prior to event.

Fill out by circling cost(s) in blocks of time desired for area(s) of interest including electrical needs.

<table>
<thead>
<tr>
<th>WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Area</td>
</tr>
<tr>
<td>Farmers Market</td>
</tr>
<tr>
<td>Contemplative Garden</td>
</tr>
<tr>
<td>Pavilion</td>
</tr>
<tr>
<td>Green 1</td>
</tr>
<tr>
<td>Green 2</td>
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<tr>
<td>Electric Fee</td>
</tr>
<tr>
<td>Entire Park</td>
</tr>
<tr>
<td>Deposit</td>
</tr>
</tbody>
</table>

See this link [http://www.cityofbeaufort.org/group-events-business-license.aspx](http://www.cityofbeaufort.org/group-events-business-license.aspx) to obtain a group business license application for vendors.

Comments:
See attached Letter

__________________________
6-11-19
Léssee/Applicant Signature
Date

----------------------------------------------------------------------------------------------------
Below this line for City use
----------------------------------------------------------------------------------------------------

Events Coordinator – Linda Roper
Date Application Received

Deposit Paid: ______________ Fees Paid: ______________ Deposit to be Refunded: ______________

WFP Application Rev 8317
REQUEST FOR CO-SPONSORSHIP
Henry C. Chambers Waterfront Park

Name of Event: Celebrating Citizenship in Beaufort
Date of Event: 10-26-19  Contact person: Davis Folsom
Telephone: 843-592-1417 or 843-812-6099

Please check all that apply.

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

**If you answered "no" to the first question, what is your non-profit status? (501 (C) (3), (4) or (6))? 501C3 Unitarian Universalist Fellowship of Beaufort

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: ________________________________