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CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL REGULAR MEETING AGENDA
June 25, 2024

STATEMENT OF MEDIA NOTIFICATION

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

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

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

I. CALL TO ORDER

A. Philip Cromer, Mayor

II. INVOCATION AND PLEDGE OF ALLEGIANCE

A. Mayor Pro Tem, Michael McFee

III. PUBLIC COMMENT

IV. MINUTES

A. Worksession and Regular Meeting - June 11, 2024

V. OLD BUSINESS

- A. Ordinance amending Part 1, Chapter 3, Article A, Section 1-3001 (a) and 1-3003 (b) of the City Code of Ordinances concerning the date and time of council meetings and the rules of order of council meetings - second reading
- B. Updated City Council Meeting Schedule for the remainder of calendar year 2024

VI. NEW BUSINESS

- A. Ordinance to amend FY24 Budget for Revenues and Expenditures of General Fund, ARPA Fund, Parks and Tourism Fund, State Accommodation Tax Fund, TIF II Fund, Stormwater Fund and Capital Projects Fund- first reading
- B. Ordinance to amend FY25 Budget for Revenues and Expenditures of General Fund, ARPA Fund, Parks and Tourism Fund, State Accommodation Tax Fund, TIF II Fund, Stormwater Fund and Capital Projects Fund- first reading

VII. REPORTS

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

VIII. EXECUTIVE SESSION

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion regarding the purchase or sale of property
- B. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion regarding contracts, leases and agreements

IX. ADJOURN



City Council Worksession
Meeting Minutes – Planning Conference Room – 1st Floor

June 11, 2024

I. CALL TO ORDER

5:00 PM

Philip Cromer, Mayor

Members of Council in attendance - Philip Cromer, Neil Lipsitz, Michael McFee, Mitch Mitchell, Josh Scallate.

II. EMPLOYEE NEW HIRE RECOGNITION

A. Finance Department - Kim White.

Alan Eisenman, Finance Director, introduced Kim White.

B. City Manager's Department - Jayden McIntyre.

JJ Sauve, Assistant City Manager, introduced Jayden McIntyre, who is interning for the Summer.

III. DISCUSSION ITEMS

A. Waterfront Park Relieving Platform Inspection Report.

Linda Roper, Downtown Operations and Community Services Director, introduced Bill Barna with McSweeney Engineers. She stated that the recent evaluation of the relieving platform was done at the Waterfront Park. The schedule was set up for every five years after the encapsulations were done in 2018.

Mr. Barna, he stated that this discussion focuses on two major features. The seawall, and the relieving platform. The relieving platform makes up the bulk of the Waterfront Park. He stated that the seawall does continue behind the relieving platform. He reported that it is largely inaccessible now due to shoaling. The majority of the discussion will be on the relieving platform. He then went over diagrams of the cross section of the relieving platform and the seawall showing their assembly. He went over a structural history as known by McSweeney Engineers and what was accomplished at each stage.

He went over the structural conditions found at the last inspection. He said that the pile jackets that were previously installed have been effective. They have kept them from complete breakage. The downside is that you do not know what is going on under the jacket. The mechanism of deterioration might still be there, and not be fully arrested. Based on the rate of deterioration, and based on what they have seen, he replied that the structure is at the end of its service life.

Recommendations moving forward included increasing the inspection frequency to every 2 years, restricting commercial vessel use, and installing more pile jackets. The pile jackets are

to be considered a stop gap. There is nothing that they can really do that is going to significantly extend the life of the structure.

Mayor Cromer inquired about the sediment accumulation under the structure. Asked if it is being worsened by the cruise ships using their thrusters. Mr. Barna replied that was his original thought, but this year he has noticed that all along the seawall at the Marina, was probably three or four feet shallower than last time he was there, and the cruise ships are not docking over there. Could be that shoaling is the more natural state. He is unsure, but it is a possibility.

Mayor Cromer asked if we had to replace the structure, what would be the best way to do so. Mr. Barna stated that the next step is to explore what is feasible. Unfortunately, the way the park is set up, you almost have to go back with a low free board structure. This time not putting 6 feet of fill on top of it. That makes it hard to maintain and inspect.

Mayor Pro Tem, McFee, questioned if there is a way to do further testing in the lower portions. Mr. Barna responded and said that you would have to dredge the area.

Councilman Lipsitz spoke about possibly using recycled glass for encapsulation. He also inquired about the rate of deterioration of the existing pilings. Mr. Barna stated that is an unknown.

Out of the 570 piles, 343 are inaccessible.

Councilman Mitchell inquired if the structure could experience a catastrophic event if we do not get out ahead of it fast enough, or would it just be a gradual failure. Mr. Barna said that structures are typically designed that if they fail, they do it slowly. Councilman Mitchell then inquired if the concrete used to construct the Woods Bridge pilings is somehow different from what was used on the relieving platform. The concrete at the Waterfront Park seems to be failing at a greater rate. Mr. Barna seems to think that it was a quality control issue when they were casting the piles. The only thing they have to substantiate are the five concrete cores that they took. Also, he mentioned that both structures would have been built to different specifications.

Councilman Scallate thanked Mr. Barna for the amount of information that was provided. He asked if a feasible path forward could be to encapsulate the 43 piles that are deteriorated on two sides, and then dredge out the shoaling in the center, and fill it in with a more flowable fill just to prevent us from having to continue to band aid the structure every 5 to 10 years. Mr. Barna said probably not. The dredging would have to be done manually with a hand dredge. They could probably get a permit to do the work, but it will be very costly. There would be no way to do that by using any type of machinery. Would the regulatory agencies even let you backfill the area. Mr. Barna stated that encapsulating the piles can be done, but it will be a stop gap.

Mayor Cromer stated that in the short term, they could encapsulate the 43 piles, repair the fenders, and prohibit the cruise ships. Mr. Barna stated that the fenders are really for aesthetics.

Scott Marshall, City Manager, believes the next step is to not allow cruise ships to dock at the relieving platform. He stated that they have already been in conversations with American Cruise Lines. He believes they are willing to work with the city about putting in some type of mitigating structure that can help them still dock in Beaufort. We also need to engage with Ocean and Coastal Resource Management (OCRM) and the Army Corps of Engineers to start exploring forms of repair or replacement that would even be allowed.

Paul Trask, 610 Bladen Street, agrees with going with the agencies to see what can be done. Encouraged the city not to spend any money unless they are for a permanent replacement, or permanent repairs.

A copy of the presentation is attached.

IV. ADJOURN

5:51 PM

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

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80 (a)(d)(e), as amended, notification of regular meetings was given at the beginning of the calendar year. A copy of the agenda was posted on the City's bulletin board and website www.cityofbeaufort.org twenty-four hours prior to the meeting. A copy of the agenda was given to the local news media and requested public on file.

DRAFT



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

June 11, 2024

I. CALL TO ORDER

7:00 PM

Philip Cromer, Mayor

Members of Council in attendance - Philip Cromer, Neil Lipsitz, Michael McFee, Mitch Mitchell, Josh Scallate.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem, Mike McFee

III. CITY COUNCIL ORGANIZATION

Mayor Pro Tem, McFee made a motion to reappoint Ned Tupper and Mary Sharp as Municipal Judges for a 2-year term to expire on June 30, 2026. Councilman Lipsitz seconded.

All were in favor, motion carried.

IV. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

A. Character Education Proclamation - Juliet Pieczonka, Beaufort Middle School.

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

All were in favor, motion carried.

V. PUBLIC COMMENT

Paul Trask, 610 Bladen Street, spoke about the County 2024 Transportation Tax Initiative and about funding for a third bridge crossing. Written comments are attached.

Rose Ewing, 43 Thomas Sumpter Street, addressed Council about the fast development on Lady's Island. She spoke about the Camellia Banks subdivision off of Miller Road. She has spoken at a Beaufort County Council meeting as well.

Eric Brown, Parks and Recreation Director for Beaufort County, spoke about an event, Unity in the Community at the Lind Brown Community Center. This will take place on Saturday, June 22, 2024. He also spoke regarding new pilot program initiatives.

VI. MINUTES

A. Worksession - May 21, 2024.

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

Mayor Cromer abstained from the vote.

Minutes approved as presented.

B. Worksession and Regular Meeting - May 28, 2024.

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

Minutes approved as presented.

VII. OLD BUSINESS

A. Ordinance to amend Fiscal Year 2024 Budget for Revenues and Expenditures of TIF II Fund and Capital Projects Fund - second reading.

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

First reading was held on May 14, 2024. No changes made since first reading.

A second reading was held on May 28, 2024. After a brief discussion at that meeting, a motion to postpone the rest of discussion was approved.

Alan Eisenman, Finance Director, gave a brief summary of what is being proposed.

Paul Trask, 610 Bladen Street, is not opposed to the improvements, but the overall cost. Encouraged Council to vote against the project. Written comments are attached.

Rob Cahill, 608 Waters Street, spoke against the project. Does not see a compelling reason to move forward.

Mayor Pro Tem, McFee voted in favor of the project. All others were opposed.

Motion did not carry.

B. Authorization for City Manager to enter into a contract for SC Highway 170 Sidewalk Extension.

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

Motion carried.

C. Ordinance authorizing the execution and delivery of an easement for the placement of utility infrastructure on real property known as Southside Park by the City of Beaufort to Dominion Energy of South Carolina, Inc. - second reading.

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

No changes have been made since first reading on May 28, 2024.

All were in favor, motion carried.

D. An ordinance to provide for the levy of taxes for the City of Beaufort for Fiscal Year beginning July 1, 2024, and ending June 30, 2025; to provide for execution of and to put into effect the consolidated budget; and to provide budgetary control of the City's fiscal affairs - second reading.

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

No changes have been made since first reading on May 14, 2024.

All were in favor, motion carried.

VIII. NEW BUSINESS

- A. Ordinance amending Part 1, Chapter 3, Article A, Section 1-3001 (a) and 1-3003 (b) of the City Code of Ordinances concerning the date and time of council meetings and the rules of order of council meetings - first reading.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz. JJ Sauve, Assistant City Manager, stated that these changes are necessary to facilitate language for scheduled meetings, and rules of procedure in the proposed City Council Standard Operating Procedures Manual.

Dianne Farrelly, 2415 Oak Haven Street, asked questions regarding the manual.

All were in favor, motion carried.

- B. Resolution adopting City Council Standard Operating Procedures Manual.

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

JJ Sauve, Assistant City Manager, went over a list of changes that have been made to the document since the discussion in worksession on May 28, 2024.

Paul Trask, 610 Bladen Street, addressed Council on many issues like electronic communications, and video recordings retention. Written comments are attached.

Dianne Farrelly, 2415 Oak Haven Street, asked questions about the manual.

Cynthia Jenkins, Historic Beaufort Foundation, spoke about video recordings retention.

All were in favor of the amendments that have been made, motion carried.

- C. Appointments/Reappointments to Boards, Commissions, and Committees.

Mayor Pro Tem, McFee made a motion to recommend Andy Kinghorn as the City representative on the Beaufort Jasper Water and Sewer Authority Board of Directors for a 6-year term to expire on June 30, 2030. Councilman Lipsitz seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Ken Hoffman to the Zoning Board of Appeals for a 3-year term to expire on June 30, 2027. Councilman Scallate seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Lise Sundrla, as representative for the Historic Beaufort Foundation, and Kathryn Mixson as representative for the Beaufort History Museum, to the Cultural District Advisory Board for a 3-year term to expire on June 30, 2027. Councilman Lipsitz seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Chetan Patel and appoint Jennifer Mader to the Tourism Development Advisory Committee for a 3-year term to expire on June 30, 2027. Councilman Scallate seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to appoint Isaiah Martinez and Joe Macdermant to the Park and Tree Advisory Commission for a 3-year term to expire on June 30, 2027. Councilman Scallate seconded the motion.

All were in favor, motion carried.

Mayor Cromer read from a document regarding the Historic District Review Board seats vote. A copy is attached to the minutes.

Mayor Pro Tem, McFee made a motion to reappoint Mike Sutton to the Design Professional Seat on the Historic District Review Board for a 3-year term to expire on June 30, 2027. Councilman Lipsitz seconded the motion.

Mayor Cromer read some comments regarding this seat. His letter is attached to these minutes.

The motion passed by a vote of 4 to 1. Mayor Cromer voted no.

Councilman Scallate made a motion to appoint Kim Petrella to the General Seat, who must live or own property in the Historic District, on the Historic District Review Board for a 3-year term to expire on June 30, 2027. Councilman Lipsitz seconded the motion.

The motion passed by a vote of 4 to 1. Mayor Cromer voted no.

IX. REPORTS

City Manager's Report

Thanked Council for approving the Fiscal Year 2025 Budget.

Thanked Linda Roper and staff for their work in making sure evaluators had the information they needed to recertify the city as having a Cultural District.

Congratulations to Kristy Kittle and Brian Ladson from Human Resources who earned their professional certification as Human Resources professionals. Congratulations to Firefighter 1, Casey Phelps, who was recently promoted to the rank of Firefighter 2.

Public Works is sponsoring a Touch a Truck event this Saturday, June 15, 2024, at Pigeon Point Park from 10:00 am - 1:00 pm.

Project Freedom 326 Juneteenth Unity Parade is on Sunday, June 16, 2024, at 2:00 p.m.

The Police Department's Future Guardians Initiative Summer Camp Program will be starting on June 17, 2024.

City offices will be closed on Wednesday, June 19, 2024, in celebration of Juneteenth.

The Police Department will host an Open House event on June 22, 2024, from 10:00 am to 1:00 pm. The public is invited to attend, interact with their police officers, take a guided tour of the police department and its operations.

The Fire Department's Sparky Embers Program for young ladies will take place the week of June 24, 2024, with 12 participants in this first offering. Registration for the event is closed, but we look forward to a great first offering and look forward to building on this year's program.

The Police Department is hosting a Chill with a Cop event at Ambrose Run on June 26, 2024, starting at 4:00 pm. On August 1, 2024, they are planning another Chill with a Cop event at Spanish Trace. The time will be announced later.

The Fire Department is offering CPR instruction to rising 6th grade through 12th grade students on June 29, 2024. See the Department's social media page for registration information.

Staff continue to work with Davis & Floyd engineers on alternate designs for the King Street drainage project. We expect to have new and additional designs of the outfall and pump station for review on June 25, 2024, during the City Council Worksession.

Wished a Happy Father's Day to all!

Mayor's Report

Thanked Public Works staff for installing the Prichard's Island Research Laboratory Panels in the Henry C. Chambers Waterfront Park.

Attended a Point Association Party along with other members of Council.

Handed out trophies at the YMCA River Swim.

Will be attending the Change of Command Ceremony on Parris Island.

Wished all the dads a Happy Father's Day.

Councilman Mitchell

Announced that on Saturday, June 15, 2024, two events will also be taking place as part of the Juneteenth celebrations. Celebration of Freedom will take place at the Penn Center from 12:00 pm - 6:00 pm. There will also be an event starting at 3:00 pm at 634 Campground Road in Yemassee, SC.

Wished all the dads a Happy Father's Day.

Thanked Eric Brown for attending the Council Meeting and introducing himself.

Mayor Pro Tem, McFee

Thanked staff for the preparation of the budget, and the City Council Standard Operating Procedures Manual. He thanked the public for their comments.

Councilman Scallate

Reported that he interviewed for the Leadership Beaufort Program. Thanked Connie Hipp for affording him the opportunity.

Thanked all that applied and interviewed for the various Boards and Commissions seats.

Councilman Lipsitz

Stated that Leadership Beaufort is a great program.

Attended a Post and Courier event at Plums.

Thanked staff for all they do.

Wished all the dads a Happy Father's Day.

Members of Council reported on the various meetings they had attended.

Members of Council attended the Harriett Tubman Memorial Dedication.

Members of Council attended the Legislative Reception through the Beaufort Chamber of Commerce.

X. EXECUTIVE SESSION

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion regarding contracts, leases, and agreements.

Councilman Lipsitz made a motion to go into Executive Session and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

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

All were in favor, motion carried.

No actions from Executive Session.

XI. ADJOURN

9:45 PM

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

All were in favor, motion carried.

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Letter To Beaufort City Council

Date: June 11, 2024

Public Comment Section

From: Paul Trask
610 Bladen Street
Beaufort, SC 29902

Please include this letter to the minutes of the June 11, 2024 Beaufort City Council Meeting.

The comments contained in this letter are made solely in my capacity as a private citizen. They are not made in my capacity as a member of the City of Beaufort Planning Commission. They are not made in any capacity as a member of the Trask family. They are not made in any capacity as owner and/or manager of any business entity, nor on behalf of any organization.

ISSUE Re: County 2024 Transportation Tax Initiative:

My concern is that another decade will go by and the traffic situation flowing from the Woods bridge down Carteret and Boundary and through downtown itself will worsen. The Woods bridge will break down from time to time as it has historically done (perhaps catastrophically).

Why isn't the City at least advocating for the 3rd bridge crossing at Brickyard Point?
Forward thinking and consideration of this issue is vital.

Summary of Northern Bypass Issues

2003 Wilbur Smith Study

1. Complete bypass loop; Westerly, Northerly, and Easterly
2. Decided to focus on the Northerly across the river from US21 to Brickyard Rd.
 - a. "relieve traffic congestion inn the downtown Beaufort area by providing an alternative to the Woods Memorial Bridge"
3. 2020 projections would reduce Woods bridge traffic by 5,000-7,000 vehicles per day and McTeer bridge traffic by 2,000-3,000 vehicles per day.

2007 Northern Regional Plan

1. Northern Beaufort County expected to grow from +-80,500 to +-123,500 by 2027. 53%
2. Listed transportation improvement projects to be completed by 2025
3. Some completed, some not.
4. Listed need to study 3rd River Crossing – Northern Bypass

2012 Beaufort County 1% Sales Tax Progress Report

1. Thomas & Hutton "Preferred Alignment" environmental assessment for northern bypass completed.
2. "Parallel Road portion of the Boundary Street improvements has been put on hold, with the intention of construction in the future as development occurs." P23

2018 Ladys Island Area Plan – Single Page

1. Questions whether 3rd crossing will create more growth on Ladys Island – St. Helena
2. Concedes that if growth continues, a 3rd bridge would be necessary

1.

2019 Ladys Island Plan

1. Manage growth:
 - a. Limitations on Sewer/Septic
 - b. Limit Fill Dirt
 - c. Purchase Land & Conservation Easements
2. Continues To Push Bicycle/Pedestrian way but nothing gets done
3. Continues To Push Village/Connector Streets but nothing gets done
4. Projects that additional 8,795 dwelling units are possible which exceeds projected 2035 demand.
5. Admits that continued growth is likely but advocates to avoid need for 3rd bridge by making numerous local street and pathway improvements.

2023 Northern Regional Plan Implementation Committee Agenda

1. Floats concept that 3rd bridge is actually a replacement bridge for Woods as it continues to age.
2. Lists as a future agenda item the concept for the so called "replacement bridge"

Discussion of a 3rd bridge has been ongoing for over 20 years.

Growth continues and will not stop. Traffic will continue to increase. Woods Bridge will continue to age.

Frustration is evident. Traffic on Ladys Island is terrible. Result: the rise of local groups calling for limitations on growth. Traffic snarls and congestion on Carteret, Bay, Ribaut and Boundary will worsen.

Traffic woes cannot be cured by localized connector streets and multi-use paths alone. These are subordinate parts of the full solution which requires the Northern Connector.

Letter To Beaufort City Council

Date: June 11, 2024

From: Paul Trask
610 Bladen Street
Beaufort, SC 29902

OLD BUSINESS
Item A.

Please include this letter to the minutes of the June 11, 2024 Beaufort City Council Meeting.

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ISSUE Re: Ordinance to Amend Ordinance 6-23 and the RFP 2024-108 Hwy SC 170 Sidewalk Extension:

Council tabled the 2nd reading of this amending ordinance in order to study the matter more fully. This matter is a case study of why the City should exercise great caution when entering into a contract for public work and the expenditure of public funds.

It is a given that this project was identified as a priority capital project during the 2024 strategic planning sessions.

However,

The project generated only 2 bids.

The spread between the bids was \$88,355.73 or 31% of the low bid. RED FLAG

The low bid was \$97,621.80 or 52% above the budget. RED FLAG

The low bid included a price of \$123,292.30 for the components to install (4) light poles. RED FLAG

The City should not proceed with a cost overrun of this magnitude just because the project was prioritized. Under the circumstances, this project should be de-prioritized.

The City should adopt a policy to require tabling and further analysis of any project which comes in above 15% of its budget.

This particular project, while worthy, is not in the best interest of the citizenry at this price. This project should be shelved indefinitely and taken up when the business circumstances are more favorable to secure a reasonable price.

The TIF2 funds should therefore be kept for this future purpose and for other appropriate uses and kept working to earn interest in the meantime. I would appreciate confirmation that the corpus of the TIF2 money is working to earn interest income.

i.

BACK UP FOR NEW BUSINESS. Item B - adopted changes.

Old Page	New Page	Section	Change(s)
7	7	1.04	Section C, removed "t" from "plant" in last sentence
14	13	2.08	1.ii- changed "mail" to "email" B- changed "two" to "three"
15	14	2.08	2- added "immediate" before family
17	16	2.08	2- changed "mail" to "email" E- added "the members of Council will be notified"
18	17	2.08	"C" changed to "G" added "...prior to such policy or position being formally adopted by Council."
21	20	3.02	Left other boards and commissions off regarding issuance of technology. Will be reviewed as needed. May seek advisory board input moving forward. Approximately \$400/per user to add.
23	22	4.03	Deleted "(as defined in the following paragraphs)"
29	28	7.03	Delete extra "in" in first paragraph
30	29	7.04	Added "regarding official city business" to last paragraph in 7.04
33	32	8.07	Took out "6 years" and referenced /linked to SC Archives
34	33	8.08	Changed "3 minutes" to "5 minutes"
36	35	8.08	Removed sections vi., vii., viii. Under consent agenda examples
35 & 36	35	8.08	Change "8.09" to "8.08" under Sections I and K
* 37	37	8.08	In Section P changed "three" to "five" minutes
40	39	8.09	Changed "8.09(I)" to "8.09(M)"
41	40	Ch. 9	Deleted "the" before Chapter 11

* Items in red did not show up in SOP Manual in agenda for June 11, 2024

References to "Council may" throughout the manual is intended to represent Council as a whole with the Mayor as the presiding officer/chair of the meeting. Meaning that regarding rules of order, the Mayor may decide to deviate on his own, or may consult the other members of Council, or Councilmembers may make a motion to suspend the rules of order, or to deviate in a specific manner. (Section 2.03, 9.17)

An example of this is the Mayor choosing to extend or limit public comment in some manner. The Mayor may choose to do so as the presiding officer/chair, or the Mayor may confer with Council prior to making a decision. This could only be challenged by a timely motion by a member of Council, seconded by another member of Council (Section 9.18(A)).

Letter To Beaufort City Council

Date: June 11, 2024

From: Paul Trask
610 Bladen Street
Beaufort, SC 29902

New Business
Item B.

Please include this letter to the minutes of the June 11, 2024 Beaufort City Council Meeting.

The comments contained in this letter are made solely in my capacity as a private citizen. They are not made in my capacity as a member of the City of Beaufort Planning Commission. They are not made in any capacity as a member of the Trask family. They are not made in any capacity as owner and/or manager of any business entity, nor on behalf of any organization.

ISSUE Re: City of Beaufort Work Session Agenda Packet May 28, 2024

I appreciate the time and effort made in the preparation of the DRAFT City Council Standard Operating Procedures Manual. Since time ran out at the work session, I was unable to give my comments. I am listing my recommendations for edits below:

1. There should be a paragraph 5 added to Section 5.04 Electronic Communications:

Proposed paragraph 5. "City Council Members are provided with a cityofbeaufort.org email address which should be used for the conduct of all city business. Council members should never use a private email address for the conduct of city business."

Question: Should the City provide members of the various boards and commissions with an email address? I don't know the answer to this question. I believe that an email sent by a citizen to a board member in regard to a project or matter before that City board may constitute a public record under the law and would need to be available for public inspection. This issue should be discussed.

2. 8.07 Electronic Video Recording of Meetings:

As I have mentioned more than once and most recently at the May 28 2024 Council Meeting, I do not believe the City's policy of relying on a video recording to serve as part of the minutes of a public meeting is compliant with South Carolina law. SC 30-4-90 requires written minutes to include the substance of what is said. The City has discontinued the time-honored policy of capturing the substance of citizen comments at public meetings. I believe the law is intended to capture in writing the substance of what a citizen says at a public meeting just as much as the substance of what a councilman or member of staff says.

Furthermore, the City proposed language in 8.07 states that the video recordings are to be kept for six years. To the extent that the City purports that these recordings are "minutes" then the recordings are in direct violation of the SC Dept of Archives regulation below:

General Records Retention Schedules for Municipal Records 12-604.2. Council Minutes A. Description: Record of proceedings at meetings of the municipal council which includes written descriptions of the financial and administrative business conducted. Information includes dates of meetings, names of council members present, claim approvals, petitions, bids, proposals, other matters discussed by or brought to the attention of the council, and attachments. B. Retention: Permanent. Microfilm for security.

1.

It seems clear that the City's intention is for the recordings to serve as official minutes, hence the City's disclaimer which always appears on the written minutes.

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

Finally, the videos recordings of all these meetings appear to be linked to Facebook. How can the City be assured that the recordings will even be preserved for 6 years? Does the City have control of the storage of this data? Is there an agreement to that effect? Is reliance on a 3rd party to store video data on behalf of the City complaint with SC law and records retention requirements?

This is an issue that requires thoughtful discussion. The City should return to the policy of accurately and substantially recording the minutes of these public meetings in writing. The video recordings are fine as an adjunct to the written minutes.

3. 8.08 C. Public Comment on Agenda Items Only:

In the first paragraph, the word "Council" should be replaced with "Mayor". The Mayor runs the meeting and should have the discretion to permit more time for a citizen to speak.

8.08 H. Consent Agenda:

The idea of the consent agenda is a good one for making meetings run smoothly and efficiently. However, items vi. Final approval of leases and agreements and viii. Second reading of ordinances should never be matters included on a consent agenda.

In the last paragraph of this section, it needs to be clarified that "any" or "a" Council Member may request to pull a consent agenda item. The language in the draft reads in the plural and suggests that more than one council member is required to exercise such discretion.

8.08 P. Addressing the Council – Manner – Limits:

In the paragraph, the 2nd and 4th word "Council" need to be replaced with the work "Mayor".

Again, I think this document will certainly help streamline City meetings and I appreciate the effort to develop this DRAFT.

New Business: Item C.

Script for Historic District Review Board Appointments

We have two appointments to make for the Historic District Review Board. Both appointments are for three year terms set to expire on June 30 , 2027.

One appointment is a seat for professionals in the disciplines of historic preservation, architecture, landscape architecture, history, architectural history, planning, archeology, or related disciplines.

The remaining appointment is a seat for someone who shall either live or own property in the Historic District.

The individuals who are nominated for these seats will be chosen by a secret ballot of Council. The applicant pool consists of eligible volunteers who have been previously interviewed by Council in a public meeting. Each seat will be considered as a separate action and separate vote of Council.

The City Clerk will collect a completed ballot from each member of Council who will indicate his choice to fill the seat. After each Council member has completed his ballot, the City Clerk will collect all ballots and tally the votes. Councilman Mitchell, who is attending the meeting via Zoom, will text his vote to the Clerk.

The applicant receiving the most votes will be recorded by the Clerk and the result will be provided to me. I will then announce the name of the applicant who received the most votes and request that a motion be made to appoint that applicant.

Council, please complete your ballot for the seat requiring professionals in the disciplines of historic preservation, architecture, landscape architecture, history, architectural history, planning, archeology, or related disciplines.

[Council completes ballots and hands them to the Clerk]

[Clerk totals the ballots and records the name of the person receiving highest number of votes on a single sheet of paper and hands it to the Mayor]

The applicant receiving the most votes for this seat is

_____.

Do I have a motion to appoint _____ to the
Historic District Review Board for a term to expire June 30, 2027?

Do I have a Second?

All in favor?

Any opposed?

_____ is hereby appointed to the Historic District
Review Board.

Council will now complete our ballots to fill the seat for someone who shall either
live or own property in the Historic District.

[Council completes ballots and hands them to the Clerk]

***[Clerk totals the ballots and records the name of the person receiving highest
number of votes on a single sheet of paper and hands it to the Mayor]***

The applicant receiving the most votes for this seat is

_____.

Do I have a motion to appoint _____ to the
Historic District Review Board for a term to expire June 30, 2027?

Do I have a Second?

All in favor?

Any opposed?

_____ is hereby appointed to the Historic District
Review Board.

HDRB

My vote on the proposed candidates is in no way a reflection on them or their qualifications. I am voting no to make a statement for the record. HDRB's mission, according to the Beaufort Code, is to preserve and protect the historic character and architectural integrity of Beaufort's National Historic Landmark District. In Section 10.7.3. (A) of the Code states that "to the extent that such is available in the community, 2 members **shall be professionals** in the disciplines of historic preservation,"

Given the mission of the HDRB and the importance of the NHLD to the authenticity of our community, it only makes sense to have representation from the preservation community on a board charged with preservation. It is akin to having a representative of the medical community on a medical board.

Having a representative of the preservation community on the HDRB brings significant benefits and enhances the effectiveness of the Board in several areas:

1. **Expertise in historical context, architectural styles, and preservation techniques** that are crucial for maintaining the integrity of the historic district. Their expertise ensures that modifications or restorations adhere to best practices in preservation thereby safeguarding the city's heritage.
2. **Balancing development and preservation.** Development pressures often conflict with the need to preserve historic sites and structures. A preservationist can help balance these interests, advocating for sustainable development that respects and integrates historical elements. This ensures that new development does not undermine the historical and cultural significance of the district.
3. **Enhances credibility and public trust.** Residents and stakeholders are more likely to support board decisions when preservation interests are being represented and protected.
4. **Ensuring compliance with preservation standards.** Preservationists are well-versed in local, state, and federal preservation standards and guidelines. Their presence on the Board helps ensure compliance.

5. **Preventing irreversible losses.** Proactive involvement can help to identify and address issues leading to the irreversible loss of historic sites and buildings.

Including a representative of the preservation community on the HDRB is not only beneficial but essential for maintaining Beaufort's unique historical character and ensuring that development respects and enhances the city's rich heritage.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 6/11/2024
FROM: JJ Sauve
AGENDA ITEM TITLE: Ordinance amending Part 1, Chapter 3, Article A, Section 1-3001 (a) and 1-3003 (b) of the City Code of Ordinances concerning the date and time of council meetings and the rules of order of council meetings - second reading
MEETING DATE: 6/25/2024
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

These proposed ordinance changes relate to updating the date and time of City Council Meetings and the rules of order for City Council Meetings, and this will be the first reading. These changes align with the proposed adoption of a City Council Standard Operating Procedures Manual as discussed in the January 2024 Strategic Planning Worksession and the May 28, 2024 Council Worksession.

PLACED ON AGENDA FOR: *Action*

REMARKS:

First reading was held on June 11, 2024.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	6/11/2024
Red line changes 1-3001	Backup Material	6/11/2024
Red line changes 1-3003	Backup Material	6/11/2024

ORDINANCE 2024-___

Ordinance Amending Part 1, Chapter 3, Article A, Section 1-3001 (a) and 1-3003 (b) of the City Code of Ordinances concerning the date and time of council meetings and the rules of order of council meetings

WHEREAS, Section 1-3001 (a) provides for the date and time of council meetings; and,

WHEREAS, City Council expressed an interest in bringing Section 1-3001 into line with SC Code § 5-7-250, specifically that council must meet once in every month; and,

WHEREAS, by Ordinance, subsection (a) of Section 1-3001 currently provides that:

“Worksession meetings of council may be held on the second, third, and fourth Tuesday of the month at 5:00 p.m. Regular meetings of council shall be held on the second and fourth Tuesday of each month at 7:00 p.m., unless changed by a majority vote of members present at any regular or special meeting.”; and,

WHEREAS, Section 1-3003 (b) provides for the rules of order of council meetings; and,

WHEREAS, City Council expressed an interest in adopting a procedures manual to govern the rules of order of council and other city board meetings; and,

WHEREAS, City Council finds that it is in the best interest of the City and its citizens to amend Section 1-3001 and 1-3003;

THEREFORE, be it Ordained by the City Council of Beaufort, South Carolina, in council duly assembled and by the authority of the same, that the middle sentence of Section 1-3001 (a) of the City Code of Ordinances be amended to provide as follows: **Worksession meetings of council may be held on the second, third and fourth Tuesday of the month at 5:00 p.m. A regular meeting of council shall be held on the second Tuesday of each month, unless the second Tuesday falls upon a holiday, in which case the regular meeting will be held on the third Tuesday of the month. A schedule of annual meetings shall be adopted in January of each year;** and,

THEREFORE, be it Ordained by the City Council of Beaufort, South Carolina, in council duly assembled and by the authority of the same, that Section 1-3003 (b) of the City Code of Ordinances be amended to provide as follows: **Except as otherwise required by state law or this Code, all proceedings shall be governed by a procedures manual to be adopted by council by resolution and to the extent necessary for additional clarification of any rules of order, the most current edition of Robert's Rules of Order.**

These Ordinances shall be effective immediately upon adoption.

Philip E. Cromer, Mayor

Attest

Traci Guldner, City Clerk

First Reading _____

Second Reading and adoption _____

Sec. 1-3001. Date and time.

- (a) Worksession meetings of council may be held on the second, third and fourth Tuesday of the month at 5:00 p.m. A regular meeting of council shall be held on the second Tuesday of each month, unless the second Tuesday falls upon a holiday, in which case the regular meeting will be held on the third Tuesday of the month. A schedule of annual meetings shall be adopted in January of each year.~~Regular meetings of council shall be held on the second and fourth Tuesday of each month at 7:00 p.m., unless changed by a majority vote of members present at any regular or special meeting.~~
- (b) Special meetings of council may be held on the call of the mayor or of a majority of the members. Notice of a special meeting shall be given immediately to all available members and the news media by the manager.
- (c) All worksession, regular and special meetings of council shall be open to the public.

(Ord. No. O-11-85, 3-12-85; Ord. No. O-15-87, 6-23-87; Ord. No. O-02-96, 1-9-96; Ord. No. O-05-18, 3-27-18)

Sec. 1-3003. Quorum and rules of order.

- (a) Three (3) council members serving shall constitute a quorum for the conduct of business at any meeting. The mayor is considered as a council member for this purpose. The mayor or mayor pro tempore shall preside, except that in the absence of both, the members present shall elect a presiding member. A member present but disqualified from voting on a question by state law due to a conflict of interest shall not be counted for purposes of a quorum. Council members may attend any regular, special, or emergency meeting of council by telephonic or other electronic means. and shall be considered present for all purposes, if the meeting has been properly noticed, and all council members and members of the public can hear the public proceedings and be heard. Any number of council members, including all, may attend telephonically or by other electronic means. Council members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by council.
- (b) ~~Except as otherwise required by state law or this Code, all proceedings shall be governed by Robert's Rules of Order, Newly Revised 11th Edition (hereinafter "Robert's Rules"), and the mayor or other presiding member shall act as parliamentarian. Questions of order shall be decided by the mayor without debate, subject to appeal to the council.~~ **Except as otherwise required by state law or this Code, all proceedings shall be governed by a procedures manual to be adopted by council by resolution and to the extent necessary for additional clarification of any rules of order, the most current edition of Robert's Rules of Order.** To the extent Robert's Rules require a physical presence of the council for purposes of constituting a quorum, such requirement is waived so long as the council maintains a quorum under section 1-3003(a) hereinabove. Further, to the extent Robert's Rules or any other procedural rules, procedures or regulations conflict with any other provision of this Code, the provisions of the code shall be controlling in all instances.

(Ord. No. O-03-05, 2-8-05; Ord. No. O-14-20, § 1, 6-9-20)



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 6/17/2024
FROM: Scott Marshall, City Manager
AGENDA ITEM TITLE: Updated City Council Meeting Schedule for the remainder of calendar year 2024
MEETING DATE: 6/25/2024
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

With the adoption of the City Council Standard Operating Procedures Manual on June 11, 2024. The following is the updated City Council Meeting Schedule for the remainder of the calendar year.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Updated Calendar Year 2024 City Council Meeting Schedule	Backup Material	6/17/2024

Calendar Year 2024 City Council Meeting Schedule

Updated June 25, 2024

Worksessions are held in the Planning Conference Room – 1st Floor at 5:00 pm

Council Meetings are held in Council Chambers – 2nd Floor at 7:00 pm

January 9: Work Session and Regular Meeting

January 16: Code Edit Work Session

January 23: Work Session and Regular Meeting

January 30 and 31: Council Retreat

February 13: Work Session and Regular Meeting

February 20: Code Edit Work Session

February 27: Work Session and Regular Meeting

March 12: Work Session and Regular Meeting

March 19: Code Edit Work Session

March 26: Work Session and Regular Meeting

April 9: Work Session and Regular Meeting

April 16: Code Edit Work Session

April 23: Work Session and Regular Meeting

May 14: Work Session and Regular Meeting

May 21: Code edit Work Session

May 28: Work Session and Regular Meeting

June 11: Work Session and Regular Meeting

June 18: Code Edit Work Session

June 25: Work Session and Regular Meeting

July 9: Work Session and Regular Meeting

July 16: NO CODE EDIT WORK SESSION / SUMMER BREAK

July 23: NO MEETINGS / SUMMER BREAK

August 13: NO MEETINGS / SUMMER BREAK

August 20: ~~Code Edit Work Session~~ Capital Projects Quarterly Workshop

August 27: Work Session and Regular Meeting

September 10: Work Session and Regular Meeting

~~September 17: Code Edit Work Session~~

~~September 24: Work Session and Regular Meeting~~

October 8: Work Session and Regular Meeting

~~October 15: Code Edit Work Session~~

~~October 22: Work Session and Regular Meeting~~

November 12: Work Session and Regular Meeting

~~November 19: Code Edit Work Session~~

November 26: ~~Work Session and Regular Meeting~~ Capital Projects Quarterly Workshop

December 10: NO WORKSESSION / REGULAR MEETING TO SWEAR IN NEWLY ELECTED COUNCIL MEMBERS

~~December 17: Code Edit Work Session~~

December 24: NO MEETINGS / CHRISTMAS HOLIDAY



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 6/18/2024
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Ordinance to amend FY24 Budget for Revenues and Expenditures of General Fund, ARPA Fund, Parks and Tourism Fund, State Accommodation Tax Fund, TIF II Fund, Stormwater Fund and Capital Projects Fund- first reading
MEETING DATE: 6/25/2024
DEPARTMENT: Finance

BACKGROUND INFORMATION:

The City was committed to identifying funding for emerging capital needs with the 2024 fiscal year, but some projects have been delayed in getting started and will need funding moved to fiscal year 2025 to continue progress on these projects. This fiscal year 2024 budget amendment deobligates the following projects:

1. Battery Shores Drainage Project- Engineering Services for \$30,000
 2. Pigeon Point Park Playground Equipment for \$400,000
 3. City Hall Security Improvements for \$100,000
 4. Carnegie Building Roof Improvements for \$215,585
 5. Spanish Moss Trail Sidewalk Extension- North Street for \$30,000
 6. 500 Carteret Street Window Replacement and Exterior Stucco Repair for \$100,000
-

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends Council's consideration for approval of budget amendment for first reading.

Second reading is scheduled to be held on July 9, 2024.

ATTACHMENTS:

Description	Type	Upload Date
Budget Ordinance	Cover Memo	6/18/2024

ORDINANCE

AN ORDINANCE TO AMEND CITY OF BEAUFORT ORDINANCE 6-23 REGARDING THE FISCAL YEAR 2023-2024 CITY OF BEAUFORT BUDGET TO PROVIDE FOR THE REVENUES AND EXPENDITURES OF GENERAL FUND, ARPA FUND, STATE ACCOMMODATION TAX FUND, PARKS AND TOURISM FUND, TIF II FUND, AND CAPITAL PROJECTS FUND.

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

WHEREAS, on June 13, 2023, City of Beaufort adopted Ordinance No. 6-23 which set the City's FY 2023-2024 budget and associated expenditures; and

WHEREAS, during the City's Strategic Planning Retreat that took place on January 30 and 31, 2024, the City identified a list of emerging capital needs of which City Council subsequently prioritized in order of importance; and

WHEREAS, the City was committed to identifying funding for these emerging capital needs and properly budgeting for expenditures that will occur within the 2024 fiscal year, but some projects have been delayed in getting started and will need funding moved to fiscal year 2025; and

WHEREAS, the City will deobligate \$30,000 from ARPA funds for engineering services related to Battery Shores Drainage Project; and

WHEREAS, the City will unappropriate \$100,000 from ARPA funds and \$300,000 from Parks and Tourism Fund for playground equipment upgrades at Pigeon Point Park; and

WHEREAS, the City will deallocate \$100,000 from TIF II funds for security improvements at City Hall; and

WHEREAS, the City will deobligate \$215,585 from Parks and Tourism funds for Carnegie Building roof improvements; and

WHEREAS, the City will unappropriate \$30,000 from State Accommodations Tax funds for Spanish Moss Trail sidewalk extension project; and

WHEREAS, the City will deallocate \$100,000 from the General Fund for windows replacement and exterior stucco repairs at 500 Carteret Street; and

WHEREAS, it is necessary and proper to appropriate funds for the above-referenced items; and

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

NOW, THEREFORE, BE IT ORDAINED by City of Beaufort Council that the FY 2023-2024 City of Beaufort

Ordinance 6-23 is hereby amended by the addition of the following, such that the General Fund FY24 Budget and the Consolidated FY24 Revised Budget are as shown on Exhibits A and B, hereto:

SECTION 1. AMENDMENT

General Fund

Expenditures

Transfers Out- Release of Assigned General Fund Balance for Capital Projects-
500 Carteret Street Stucco and Windows Repairs Project (100,000)

Total Expenditures (100,000)

ARPA Fund

Expenditures

Transfers Out- Battery Shores Drainage Project- Engineering (30,000)

Transfers Out- Pigeon Point Playground Equipment (100,000)

Total Expenditures \$ (130,000)

State Accommodations Tax Fund

Expenditures

Transfers Out- Spanish Moss Trail Extension (30,000)

Total Expenditures \$ (30,000)

Parks and Tourism Fund

Expenditures

Transfers Out- Carnegie Building Roof (215,585)

Transfers Out- Pigeon Point Playground Equipment (300,000)

Total Expenditures \$ (515,585)

TIF II Fund

Expenditures

Capital- City Hall Security Improvements (100,000)

Total Expenditures \$ (100,000)

Capital Projects Fund

Revenues

Transfers In- 500 Carteret Street Stucco and Windows Repairs Project (100,000)

Transfers In- Carnegie Building Roof Project (215,585)

Transfers In- Battery Shores Drainage Project- Engineering (30,000)

Transfers In- Pigeon Point Playground Equipment (400,000)

Transfers In- Spanish Moss Trail Extension (30,000)

Total Revenues \$ (775,585)

Expenditures

Capital- 500 Carteret Street Stucco and Windows Repairs Project (100,000)

Capital- Carnegie Building Roof Project (215,585)

Capital- Battery Shores Drainage Project- Engineering (30,000)

Capital- Pigeon Point Playground Equipment (400,000)

Capital- Spanish Moss Trail Extension (30,000)

Total Expenditures \$ (775,585)

SECTION 2. EFFECTIVE DATE

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

PHILIP E. CROMER, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK

1ST Reading June 25, 2024

2nd Reading & Adoption _____

Attachments:

- A. General Fund FY24 Budget
- B. Consolidated FY24 Revised Budget

EXHIBIT A

General Fund FY24 Budget

	Adopted FY24 Budget	Budget Amendment #1	Budget Amendment #2	Budget Amendment #3	Budget Amendment #4	Revised FY24 Budget
Revenues						
Property Taxes	\$ 9,266,244	\$ -	\$ -	\$ -	\$ -	\$ 9,266,244
Licenses & Permits	6,120,000	-	-	-	-	6,120,000
Intergovernmental Revenue	3,504,694	87,370	2,000,000	-	-	5,592,064
Franchise Fees	2,082,880	-	-	-	-	2,082,880
Charges for Services	1,922,734	-	-	-	-	1,922,734
Fines & Forfeitures	71,000	-	-	-	-	71,000
Miscellaneous	10,000	389,126	-	-	-	399,126
Interest	230,000	-	-	-	-	230,000
Release of Committed/Assigned Fund Balance	-	-	-	100,000	(100,000)	-
Total General Fund Revenues	\$ 23,207,552	\$ 476,496	\$ 2,000,000	\$ 100,000	\$ (100,000)	\$ 25,684,048
Appropriations						
Non-Departmental	\$ 817,024	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,817,024
City Council	258,494	-	-	-	-	258,494
City Manager	901,785	-	-	-	-	901,785
Finance	970,819	-	-	-	-	970,819
Human Resources	436,714	-	-	-	-	436,714
Information Technology	873,426	-	-	-	-	873,426
Municipal Court	542,487	-	-	-	-	542,487
Community & Economic Development	1,411,171	-	-	-	-	1,411,171
Police Operations	5,394,584	87,370	-	-	-	5,481,954
School Resource Officer	542,311	-	-	-	-	542,311
School Crossing Guard	19,865	-	-	-	-	19,865
Victims Rights	98,135	-	-	-	-	98,135
Beaufort Fire	6,069,619	389,126	-	-	-	6,458,745
Public Works	485,367	-	-	-	-	485,367
Streets & Traffic	1,108,770	-	-	-	-	1,108,770
Facilities Maintenance	759,832	-	-	-	-	759,832
Solid Waste	1,125,115	-	-	-	-	1,125,115
Debt Service	1,843,232	-	-	-	-	1,843,232
Transfers Out	-	-	-	100,000	(100,000)	-
Total General Fund Appropriations	\$ 23,658,750	\$ 476,496	\$ 2,000,000	\$ 100,000	\$ (100,000)	\$ 26,135,246

EXHIBIT B

Consolidated FY24 Revised Budget

	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	State Accommodations Fund	Fire Impact Fund	TIF II Fund	Capital Project Fund	Total
Revenues	\$ 25,684,048	\$ 100,000	\$ 4,393,852	\$ 1,332,779	\$ 800,000	\$ 405,000	\$ 100,000	\$ 8,794,785	\$ 41,610,464
Transfers In	63,750	-	-	-	-	-	-	17,471,391	17,535,141
Issuance of Revenue Bonds	-	-	6,945,000	-	-	-	-	-	6,945,000
Total Other Financing Sources	63,750	-	6,945,000	-	-	-	-	17,471,391	24,480,141
Release of Committed Fund	1,465,476	-	-	-	-	-	-	-	1,465,476
Release of Fund Balance	-	4,577,485	75,000	1,655,915	30,000	-	3,625,054	1,245,866	11,209,320
Salaries	\$ 9,847,643	\$ -	\$ 1,851,930	\$ 413,857	\$ 17,226	\$ -	\$ -	\$ -	\$ 12,130,656
Benefits	3,766,377	-	716,025	174,512	6,675	-	-	-	4,663,589
Operating	10,046,213	215,091	1,396,199	232,610	712,349	-	-	-	12,602,462
Capital	552,570	500,000	120,600	-	-	-	-	27,512,042	28,685,212
Debt	1,922,443	-	309,098	511,800	-	129,239	-	-	2,872,580
Total Expenditures	\$ 26,135,246	\$ 715,091	\$ 4,393,852	\$ 1,332,779	\$ 736,250	\$ 129,239	\$ -	\$ 27,512,042	\$ 60,954,499
Transfers Out	1,078,028	3,962,394	7,020,000	1,655,915	93,750	-	3,725,054	-	17,535,141
Total Other Financing Uses	1,078,028	3,962,394	7,020,000	1,655,915	93,750	-	3,725,054	-	17,535,141
Contribution to Fund Balance	-	-	-	-	-	275,761	-	-	275,761
Net (Deficit) Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 6/18/2024
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Ordinance to amend FY25 Budget for Revenues and Expenditures of General Fund, ARPA Fund, Parks and Tourism Fund, State Accommodation Tax Fund, TIF II Fund, Stormwater Fund and Capital Projects Fund- first reading
MEETING DATE: 6/25/2024
DEPARTMENT: Finance

BACKGROUND INFORMATION:

The City was committed to identifying funding for emerging capital needs with the 2024 fiscal year, but some projects have been delayed in getting started and will need funding moved to fiscal year 2025 to continue progress on these projects. This fiscal year 2025 budget amendment appropriates the following projects that were not included in fiscal year 2025 budget as they were expected to be completed in fiscal year 2024:

1. Battery Shores Drainage Project- Engineering Services for \$40,000 from ARPA Fund
2. Pigeon Point Park Playground Equipment for \$500,000 with \$300,000 ARPA Fund, \$100,000 Parks and Tourism Fund, and \$100,000 Capital Project Fund
3. City Hall Security Improvements for \$100,000 from TIF II Fund
4. Carnegie Building Roof Improvements for \$395,520 with \$382,320 from ARPA Fund and \$13,200 from Capital Project Fund
5. Spanish Moss Trail Sidewalk Extension- North Street for \$30,000 from State Accommodation Tax Fund
6. 500 Carteret Street Window Replacement and Exterior Stucco Repair for \$100,000 from ARPA Fund.
7. Pigeon Point Drainage Study- Local Grant Match- Deobligate \$54,000 from ARPA Fund and appropriate \$54,000 from Stormwater Fund as it was discovered that the City could not use ARPA Fund as a local grant match on FEMA grant.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends Council's consideration for approval of budget amendment for first reading.

Second reading is scheduled to be held on July 9, 2024.

ATTACHMENTS:

Description	Type	Upload Date
Budget Ordinance	Cover Memo	6/20/2024

ORDINANCE

AN ORDINANCE TO AMEND CITY OF BEAUFORT ORDINANCE 2024/11 REGARDING THE FISCAL YEAR 2024-2025 CITY OF BEAUFORT BUDGET TO PROVIDE FOR THE REVENUES AND EXPENDITURES OF ARPA FUND, STATE ACCOMMODATION TAX FUND, STORMWATER FUND, PARKS AND TOURISM FUND, TIF II FUND, AND CAPITAL PROJECTS FUND.

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

WHEREAS, on June 11, 2024, City of Beaufort adopted Ordinance No. 2024/11 which set the City's FY 2024- 2025 budget and associated expenditures; and

WHEREAS, during the City's Strategic Planning Retreat that took place on January 30 and 31, 2024, the City identified a list of emerging capital needs of which City Council subsequently prioritized in order of importance; and

WHEREAS, the City was committed to identifying funding for these emerging capital needs and properly budgeting for expenditures that will occur within the 2024 fiscal year, but some projects have been delayed in getting started and will need funding moved to fiscal year 2025; and

WHEREAS, the City will budget \$40,000 from ARPA funds for engineering services related to Battery Shores Drainage Project; and

WHEREAS, the City will appropriate \$300,000 from ARPA funds, \$100,000 from Parks and Tourism Fund and \$100,000 from use of Capital Projects Fund Balance for playground equipment upgrades at Pigeon Point Park; and

WHEREAS, the City will allocate \$100,000 from TIF II funds for security improvements at City Hall; and

WHEREAS, the City will obligate \$382,320 from ARPA funds and \$13,200 from use of Capital Projects Fund Balance for Carnegie Building roof improvements; and

WHEREAS, the City will appropriate \$30,000 from State Accommodations Tax funds for Spanish Moss Trail sidewalk extension project; and

WHEREAS, the City will allocate \$100,000 from ARPA Fund for windows replacement and exterior stucco repairs at 500 Carteret Street; and

WHEREAS, the City will budget \$54,000 from Stormwater Fund for local match for Pigeon Point Drainage Study and deobligate \$54,000 from APRA Fund as it was discovered that the City could not use ARPA Fund as local grant match on FEMA grant; and

WHEREAS, it is necessary and proper to appropriate funds for the above-referenced items; and

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

NOW, THEREFORE, BE IT ORDAINED by City of Beaufort Council that the FY 2024-2025 City of Beaufort Ordinance 2024/11 is hereby amended by the addition of the following, such that the General Fund FY25 Budget and the Consolidated FY25 Revised Budget are as shown on Exhibits A and B, hereto:

SECTION 1. AMENDMENT

ARPA Fund

Expenditures

Transfers Out- Pigeon Point Drainage Study- Local Match	(54,000)
Transfers Out- 500 Carteret Street Stucco and Windows Repairs Project	100,000
Transfers Out- Carnegie Building Roof	382,320
Transfers Out- Battery Shores Drainage Project- Engineering	40,000
Transfers Out- Pigeon Point Playground Equipment	300,000

Total Expenditures \$ 768,320

State Accommodations Tax Fund

Expenditures

Transfers Out- Spanish Moss Trail Extension	30,000
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Total Expenditures \$ 30,000

Stormwater Fund

Expenditures

Transfers Out- Pigeon Point Drainage Study- Local Match	54,000
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Total Expenditures \$ 54,000

Parks and Tourism Fund

Expenditures

Transfers Out- Pigeon Point Playground Equipment	100,000
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Total Expenditures \$ 100,000

TIF II Fund

Expenditures

Capital- City Hall Security Improvements	100,000
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Total Expenditures \$ 100,000

Capital Projects Fund

Revenues

Transfers In- 500 Carteret Street Stucco and Windows Repairs Project	100,000
Transfers In- Carnegie Building Roof Project	382,320
Use of Capital Projects Fund Balance- Carnegie Building Roof Project	13,200
Transfers In- Battery Shores Drainage Project- Engineering	40,000
Transfers In- Pigeon Point Playground Equipment	400,000
Use of Capital Projects Fund Balance- Pigeon Point Playground Equipment	100,000
Transfers In- Spanish Moss Trail Extension	30,000

Total Revenues \$ 1,065,520

Expenditures

Capital- 500 Carteret Street Stucco and Windows Repairs Project	100,000
Capital- Carnegie Building Roof Project	395,520
Capital- Battery Shores Drainage Project- Engineering	40,000
Capital- Pigeon Point Playground Equipment	500,000
Capital- Spanish Moss Trail Extension	30,000

Total Expenditures \$ 1,065,520

SECTION 2. EFFECTIVE DATE

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

PHILIP E. CROMER, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK

1ST Reading June 25, 2024

2nd Reading & Adoption _____

Attachments:

- A. General Fund FY25 Budget
- B. Consolidated FY25 Revised Budget

EXHIBIT A

General Fund FY25 Budget

	Adopted FY25 Budget	Budget Amendment #1	Revised FY25 Budget
<u>Revenues</u>			
Property Taxes	\$ 9,598,632	\$ -	\$ 9,598,632
Licenses & Permits	6,870,000	-	6,870,000
Intergovernmental Revenue	3,854,181	-	3,854,181
Franchise Fees	2,258,000	-	2,258,000
Charges for Services	2,056,665	-	2,056,665
Fines & Forfeitures	64,000	-	64,000
Miscellaneous	110,000	-	110,000
Interest	550,000	-	550,000
Total General Fund Revenues	\$ 25,361,478	\$ -	\$ 25,361,478
<u>Appropriations</u>			
Non-Departmental	\$ 822,823	\$ -	\$ 822,823
City Council	345,321	-	345,321
City Manager	952,161	-	952,161
Finance	1,000,850	-	1,000,850
Human Resources	554,368	-	554,368
Information Technology	1,025,621	-	1,025,621
Municipal Court	637,050	-	637,050
Community & Economic Development	1,455,846	-	1,455,846
Police Operations	5,703,134	-	5,703,134
School Resource Officer	624,561	-	624,561
School Crossing Guard	23,470	-	23,470
Victims Rights	113,246	-	113,246
Beaufort Fire	6,773,028	-	6,773,028
Public Works	503,580	-	503,580
Streets & Traffic	1,035,281	-	1,035,281
Facilities Maintenance	828,479	-	828,479
Solid Waste	1,401,015	-	1,401,015
Debt Service	1,845,353	-	1,845,353
Transfers Out	-	-	-
Total General Fund Appropriations	\$ 25,645,187	\$ -	\$ 25,645,187

EXHIBIT B

Consolidated FY25 Revised Budget

	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	State Accommodations Fund	Fire Impact Fund	TIF II Fund	Capital Project Fund	Total
Revenues	\$ 25,361,478	\$ 302,306	\$ 5,480,500	\$ 1,368,717	\$ 969,333	\$ 105,000	\$ 180,000	\$ 11,162,332	\$ 44,929,666
Transfers In	70,416	-	-	-	-	-	-	10,739,776	10,810,192
Total Other Financing Sources	70,416	-	-	-	-	-	-	10,739,776	10,810,192
Release of Committed Fund	213,293	-	-	-	-	-	-	-	213,293
Release of Fund Balance	-	3,462,280	6,027,349	1,364,480	30,000	-	129,000	813,201	11,826,310
Salaries	\$ 10,478,363	\$ 100,000	\$ 1,908,435	\$ 413,681	\$ 16,728	\$ -	\$ -	\$ -	\$ 12,917,207
Benefits	4,384,300	43,972	846,815	208,751	6,752	-	-	-	5,490,590
Operating	8,299,933	65,000	1,711,049	232,685	875,437	-	-	-	11,184,104
Capital	492,443	143,334	238,933	-	-	-	209,000	22,715,309	23,799,019
Debt	1,990,148	-	969,601	513,600	-	63,654	-	-	3,537,003
Total Expenditures	\$ 25,645,187	\$ 352,306	\$ 5,674,833	\$ 1,368,717	\$ 898,917	\$ 63,654	\$ 209,000	\$ 22,715,309	\$ 56,927,923
Transfers Out	-	3,412,280	5,833,016	1,364,480	100,416	-	100,000	-	10,810,192
Total Other Financing Uses	-	3,412,280	5,833,016	1,364,480	100,416	-	100,000	-	10,810,192
Contribution to Fund Balance	-	-	-	-	-	41,346	-	-	41,346
Net (Deficit) Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -