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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**  
**July 9, 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- AGENDA ITEMS**

- A. PLEASE LIMIT YOUR REMARKS TO FIVE MINUTES - The Mayor may interrupt public comments that continue past five minutes, are not related to an agenda item, or are disruptive - Persons violating these rules may be required to leave the meeting

**IV. MEETING AGENDA APPROVAL**

**V. CONSENT AGENDA**

- A. Capital Projects Monthly Report
- B. Community Development Monthly Report
- C. Downtown Operations Monthly Report
- D. Finance Department Monthly Report
- E. Fire Department Monthly Report
- F. Human Resources Monthly Report
- G. Municipal Court Monthly Report
- H. Police Department Monthly Report
- I. Public Works Monthly Report
- J. Request co-sponsorship and permission for a waiver of the noise ordinance and a waiver for drinking in the park for PINKnic in the Park on September 28, 2024, from 4:00 pm - 8:00 pm at the Henry C. Chambers Waterfront Park
- K. Request permission for the Jones birthday party to obtain a waiver for drinking in

public, and drinking in the park on August 17, 2024, from 5:00 pm -11:00 pm at the Henry C. Chambers Waterfront Park

- L. Request from the Emelia and Daniel wedding for a waiver of the noise ordinance and a waiver for alcohol and drinking in public at Whitehall Park on March 15, 2025, from 4:00 pm - 10:00 pm
- M. Request from Help of Beaufort to host the Firecracker 5K with street/bridge closures from 7:45 am - 9:30 am on July 4, 2025
- N. Request co-sponsorship and to host the 3rd annual Gullah Geechee Corridor Heritage Celebration on Saturday, October 12, 2024, from 10:00 am - 3:00 pm in the Henry C. Chambers Waterfront Park
- O. The Freedman's Arts District requests a waiver of the noise ordinance to host the 2nd annual Artist Sunday in the Downtown Beaufort area on December 1, 2024, to include street musicians on Bay Street from 12:00 am - 4:00 pm
- P. Request from Beaufort Area Hospitality Association and Downtown Merchants Association to host the Watermelon Sip and Stroll on Saturday, August 24, 2024, from 10:00 am to 4:00 pm and permission to serve alcohol, and waivers of open container, public drinking, loud and unseemly noise
- Q. Request from Beaufort Area Hospitality Association for co-sponsorship and wavier of the Loud and Unseemly Noise Ordinance and Public Drinking for Beaufort Oyster Festival on January 18 - 19, 2025, at the Henry C. Chambers Waterfront Park
- R. Request from Beaufort Area Hospitality Association for co-sponsorship to host New Years Eve fireworks display and use of the Henry C. Chambers Waterfront Park along with a waiver of the noise ordinance

## **VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

- A. Resolution recognizing Michelle Prentice for her service on the Historic District Review Board
- B. Resolution recognizing Victoria Bergesen for her service on the Park and Tree Advisory Commission
- C. Resolution recognizing Gordon Fritz for his service on the Park and Tree Advisory Commission
- D. Resolution recognizing Brad Hill for his service on the Park and Tree Advisory Commission
- E. Resolution recognizing Henry Brandt for his service on the Tourism Development Advisory Committee
- F. Resolution recognizing Mickey Minick for his service on the Tourism Development Advisory Committee
- G. Proclamation proclaiming July 27 - August 4, 2024, as Gullah/Geechee Nation Appreciation Week
- H. Proclamation proclaiming August 19 - 24, 2024, as USCB Sand Shark Week

## **VII. MINUTES**

- A. Worksession - June 18, 2024
- B. Worksession and Regular Meeting - June 25, 2024

## **VIII. OLD BUSINESS**

- A. Ordinance to amend Fiscal Year 2024 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- second reading

- B. Ordinance to amend Fiscal Year 2025 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- second reading

**IX. NEW BUSINESS**

- A. Resolution authorizing the City Manager to enter into an agreement with HdL Companies, NC for the provision of services related to business licensure
- B. Ordinance approving the Sale of Real Property Located in the Beaufort Commerce Park and Owned by the City of Beaufort, South Carolina to Dolnik Properties, LLC -first reading

**X. PUBLIC COMMENT - NON-AGENDA ITEMS**

- A. PLEASE LIMIT YOUR REMARKS TO FIVE MINUTES - The Mayor may interrupt public comments that continue past five minutes, or are disruptive - Persons violating these rules may be required to leave the meeting

**XI. REPORTS**

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

**XII. 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

**XIII.ADJOURN**



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

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**TO:** CITY COUNCIL **DATE:** 7/5/2024  
**FROM:** JJ Sauve  
**AGENDA ITEM TITLE:** Capital Projects Monthly Report  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR:* Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Capital Projects Monthly Report	Cover Memo	7/5/2024

Scott Marshall  
CITY MANAGER  
843-525-7070

John Sauvé  
ASSISTANT CITY MANAGER  
843-379-7525



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Mike McFee, Mayor Pro Tem  
Neil Lipsitz  
Mitch Mitchell  
Josh Scallate

Tuesday July 2, 2024

## MEMORANDUM

To: City Council

From: J.J. Sauvé, *Assistant City Manager*

Re: Capital Improvement Program Monthly Report

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### I. Introduction

This monthly report will provide a summary of the Capital Improvement Program (CIP) activities for the prior month, in this case May/June 2024, and includes an addendum with the first design/draft of the Capital Improvement Program (CIP) Monthly Summary Reports. This format was chosen to provide a simple overview of project statuses. Please bear with us as we continue to update and input information into the Project Management System for both internal use and public consumption this summer. Feedback is always appreciated from Council and members of the public. Much of these points will be discussed in more detail and expanded on at the first Quarterly Capital Improvements Program Worksession on August 20, 2024, with Council and the public.

### II. Capital Improvements Program Activity Updates

#### CIP Team

The newly formed CIP Team includes the following individuals:

JJ Sauve, *Assistant City Manager*  
Carrie Gorsuch, *Project Support Coordinator*  
Nathan Farrow, *Public Works Director*  
Linda Roper, *Downtown Operations Director*  
Alan Eisenman, *Finance Director*  
Sandra Rice, *Assistant Finance Director*

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*Curt Freese, Community Development Director*  
*Jay Phillips, Procurement Officer*  
*Kim White, Procurement Accountant*

### CIP Team Meetings

The CIP team continues to meet weekly to address concerns and keep everyone up to date on the various capital projects in the City of Beaufort. The focus of these weekly meetings is on tactical decisions that need to be made each week, with a desired format of a short summary for each project including the prior week's activities and outstanding tasks for the upcoming week. More substantive issues will be scheduled for discussion with the appropriate team members so as to not waste time and resources.

### Capital Improvements Planning

Once a CIP Director has been hired, hopefully in July 2024, the CIP team plans to work directly with the Planning Commission and City Council to develop a formal Capital Improvement Planning process that will clearly define capital projects and develop community input and prioritization processes for planning a ten-year capital improvements outlook for the City. The Capital Improvements Plan will be used for strategic and long term city infrastructure and financial planning.

### Processes

Staff have begun an ongoing assessment of internal processes to compare with industry best practices and legal requirements. From this assessment the following points have been noted and have either been addressed or are currently being addressed:

- Past lack of consistency in processes and procedures
- Development and adoption of an internal Project Management Standard Operating Procedure (SOP)
- Creation of a single shared access records management system/process for all CIP documents, which is still being transitioned to

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- New Project Management System (PMS) adopted and being built out, including public information and Geographic Information Systems (GIS) portals
- Exploring full usage of the projects module in our current financial management system
- Ongoing integration of Project Management System (PMS), Financial Management System (FMS), and Geographic Information Systems (GIS)
- Updating Procurement/Purchasing rules in conjunction with development of a Comprehensive Fiscal Controls Manual
- Reviewing Indefinite Delivery Contracts (IDC) usage and policies
- Development of a Project Initiation Form/Process
- Development of project type-specific checklists and process sheets
- Updating future contract language- too specific on some services (restricting engineering/design services), not specific enough in others (terminations, party responsibilities, expectations), indemnity clauses
- Developing a more streamlined Request for Proposals/Qualifications (RFQ/RFP) process and a bank of RFP/RFQ sample materials in conjunction with the updating of the Procurement and Purchasing Policy
- Consistent updating of cost estimates on projects spanning multiple fiscal years
- Addressing a lack of clearly identified and explained links from Comprehensive Plan, to Capital Improvements Plan, to the Strategic Plan
- Inconsistent use of or failure to adequately use community engagement/committees/taskforces
- Budgeted for hiring of a full-time Capital Improvements Director with project management experience during FY25.

To summarize, we have a great team and work with some outstanding contractors and citizens groups, but are focusing much of our current efforts into standardization of internal processes to align better with best practices and legal requirements. The CIP Team looks forward to continuing to work with other staff, contractors, elected and appointed officials, and the community in ensuring a sustainable and safe future for the City of Beaufort.

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## **ADDENDUM**

### *Capital Improvement Projects Summary Pages*

*Please note that these are an initial first draft document and may require updating. Tasks are still being entered and updated as we work within the CIP Team and with our Engineers and will be refined once again once a CIP Director has been hired. Fiscal information is currently being manually entered each month and may not be accurate to the exact date of report.*

# 170/21 Sidewalk

## Project Summary

City project to complete the sidewalk from Boundary Street along US 21 to the Spanish Moss Trail and install lighting.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Streetscapes
<b>Project Status</b>	Postponed
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	10/1/2021
<b>End Date</b>	12/31/2024
<b>Budget</b>	\$340,244.00
<b>Balance</b>	\$303,395.21

## Project Updates

June 18, 2024:

October 2021- went to bid- Project tabled

December 2023- Project went to bid- no bids received

January 2024- Public Works researched to determine if work could be performed by the City.

March 2024- Out for Bid- No bids

May 2024- Re-bid

June 2024- Council Approval of Contract (Council Postponed Indefinitely)

July 2024- Proposed Construction

December 2024- Proposed Completion

Budget amendment ordinance and contract before Council. Tabled during May 28 meeting.

Council voted to postpone the project indefinitely at the June 11, 2024 Council Meeting.

Tasks	Status	Start Date	End Date
Re-Bid	Done	2/1/2024	5/3/2024
Budget Amendment and Contract to Council	Done	5/14/2024	6/11/2024
Construction Phase	Todo	7/1/2024	12/31/2024

# Carnegie Library Improvements

## Project Summary

Project to include roof repairs, gutters and downspouts, soffit and eave repair, engineering services and interior repairs.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Facilities
<b>Project Status</b>	Bid
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	5/1/2023
<b>End Date</b>	12/31/2025
<b>Budget</b>	\$255,585.00
<b>Balance</b>	\$246,455.08

## Project Updates

June 1, 2024:

- Plans submitted to SHPO, HRB, and Permitting for approval
- Bidding-February/March 2024
- Re-Bid- May 2024
- Re-Bid- June/July 2024
- Construction Start Date-August/September 2024
- Construction Completion-December 2024

Tasks	Status	Start Date	End Date
Bid	Done	2/1/2024	1/28/2024
Re-Bid	Done	5/1/2024	5/31/2024
Re-Bid	In progress	6/4/2024	7/31/2024
Contract Approval	Todo	7/1/2024	8/30/2024
Construction Phase	Todo	8/1/2024	10/31/2024
Project Closeout	Todo	11/1/2024	12/31/2024

# Calhoun Street

## Project Summary

This is a streetscape and drainage project primarily funded through a CDBG Grant. It includes a closed drainage system installed on 303 property. It also includes 2 street lanes, on street parking, and 5 foot sidewalks.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Streetscape & Stormw
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	7/1/2020
<b>End Date</b>	11/30/2024
<b>Budget</b>	\$2,733,075.00
<b>Balance</b>	\$2,454,000.19

## Project Updates

June 1, 2024:

### Project Status and Next Steps:

Design and permitting complete. Environmental review complete with CDBG, working to secure 38 temporary easements and 1 permanent easement.

January 2024- Legal Review of 1955 Dominion Easement.

January 2024-July 2024-Secure temporary easements and 1 permanent easement.

Projected: July 2024-Final approval SCDOT and CDBG

Projected: August 2024-Bid project

Current project delay from easement questions with SC Commerce. City and County are working on addressing these questions on several CDBG funded projects.

Tasks	Status	Start Date	End Date
Resolve 3 Easement Issues	In progress	3/1/2024	6/30/2024
Bid	Todo	7/1/2024	7/31/2024
Construction Phase	Todo	8/1/2024	11/30/2024
Project Closeout	Todo	12/1/2024	12/31/2024

# Depot Road-Spanish Moss Trail Extension

## Project Summary

This is a pass through CDBG grant to Beaufort County for a Pedestrian Pathway to connect the Spanish Moss Trail, down Depot Road, crossing Ribaut Rd, to Bay Street. Beaufort County is managing this project.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Trail
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	12/1/2020
<b>End Date</b>	12/31/2024
<b>Budget</b>	\$728,947.00
<b>Balance</b>	\$720,647.00

## Project Updates

June 1, 2024:

Current Status: County is securing 2 ROW's (ROW engineer has made just compensation offers) for the project. 3 property owners have not been responsive. Exploring further options prior to pursuing condemnation.

Next steps: Final DOT and CDBG approval before going to bid.

Update: June 1, 2024

County proceeding with condemnation on several properties. County and City legal teams are consulting with SC Dept. of Commerce and LCOG on next steps.

Tasks	Status	Start Date	End Date
Oversee County Administration of Project	In progress	1/1/2024	12/31/2024

# Marina Fuel Tank Replacement

## Project Summary

Update the Marina Fuel Tanks to address aging and damaged infrastructure and ensure environmental compliance.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Facilities
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/1/2024
<b>End Date</b>	7/31/2025
<b>Budget</b>	\$700,000.00
<b>Balance</b>	\$700,000.00

## Project Updates

March 1, 2024

Preparation of RFP in progress. During review with Safe Harbor the scope of work needs revision as it did not include the replacement of fuel lines and low-profile tanks.

Project on-hold pending ongoing discussions with Safe Harbor, Army Corps of Engineers, OCRM, and other regulatory agencies.

Next steps would be to bid for engineering services.

Tasks	Status	Start Date	End Date
Discussions w/ Safe Harbor, AcoE, and OCRM	In progress	5/1/2024	7/31/2024

# Bayard Street- The Point Downtown Drainage

## Project Summary

Project area includes the drainage infrastructure that historically served the Bayard Street, Duke Street, New Street, and East Street corridors that has collapsed and failed.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Stormwater
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	7/1/2023
<b>End Date</b>	12/31/2026
<b>Budget</b>	\$1,250,000.00
<b>Balance</b>	\$1,175,790.00

## Project Updates

June 1, 2024

Project identified as part of "The Point and Downtown Drainage Study" completed in August 2022.

### Project Status and Next Steps:

Design-June 2024

Permitting-June 2024

Bidding-July 2024

Construction-October 2025

Tasks	Status	Start Date	End Date
Design Oversight	In progress	1/1/2024	8/31/2024
Bid	Todo	9/1/2024	12/31/2024
Construction Phase	Todo	1/1/2025	11/30/2026
Closeout Project	Todo	12/1/2026	12/31/2026

# Charles & Craven Streets- The Point Downtown Drainage

## Project Summary

SCOR ASIP-funded project to upgrade storm drainage along Charles Street from Craven Street to the Harbor, including portions of Craven Street and North Street.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Stormwater
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	7/1/2023
<b>End Date</b>	12/31/2026
<b>Budget</b>	\$7,527,351.00
<b>Balance</b>	\$7,473,244.86

## Project Updates

June 1, 2024:

Project identified as part of “The Point and Downtown Drainage Study” completed in August 2022. Project is 2,000 feet in length and will involve utility relocation, roadway resurfacing, and limited improvements to sidewalks and curbs. Project is combined with The Point Downtown Drainage Port Republic and Carteret Streets Project. Total cost for both projects is \$7,527,351 (Design \$1,253,944, Construction \$6,273,407). SCOR and McCormick Taylor signed a \$1,253,944 contract for design and engineering for both projects.

Tasks	Status	Start Date	End Date
Monitor SCOR Design and Construction	In progress	1/1/2024	7/1/2026
Project Closeout	Todo	7/31/2026	9/1/2026

## Project Status and Next Steps

Design Phase - Notice To Proceed: 12/7/2023  
 Final Design: 7/24/2024  
 Advertisement for Construction: 10/21/2024  
 Construction - Notice to Proceed: 12/14/2024  
 Construction Completion: 4/2026  
 Grant Close Out: 6/1/2026

# Port Republic & Carteret Streets- The Point Downtown Drainage

## Project Summary

SCOR ASIP-funded project to upgrade storm drainage along Port Republic Street from Scott Street to the Harbor, including portions of Carteret Street.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Stormwater
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	7/1/2023
<b>End Date</b>	12/31/2026
<b>Budget</b>	\$7,527,351.00
<b>Balance</b>	\$7,527,351.00

## Project Updates

June 1, 2024

Project identified as part of "The Point and Downtown Drainage Study" completed in August 2022. Project is 2,000 feet in length and will involve utility relocation, roadway resurfacing, and limited improvements to sidewalks and curbs.

Project is combined with The Point Downtown Drainage Port Republic and Carteret Streets Project. Total cost for both projects is \$7,527,351 (Design \$1,253,944, Construction \$6,273,407).

SCOR and McCormick Taylor signed a \$1,253,944 contract for design and engineering for both projects.

FY24 Funds Committed- \$1,800,000 SCOR Grant for both projects.

### Project Status and Next Steps

Design Phase - Notice To Proceed: 12/7/2023

Final Design: 7/24/2024

Advertisement for Construction: 10/21/2024

Construction - Notice to Proceed: 12/14/2024

Construction Completion: 4/2026

Grant Close Out: 6/1/2026

Tasks	Status	Start Date	End Date
Monitor SCOR Design and Construction	In progress	1/1/2024	7/1/2026
Project Closeout	Todo	7/31/2026	9/1/2026

# King Street- The Point Downtown Drainage

## Project Summary

The project includes upgrading the drainage network on King Street between Hamilton and West Streets and a new pump station at the Federal Street outfall.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Stormwater
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	7/1/2023
<b>End Date</b>	6/1/2026
<b>Budget</b>	\$11,129,763.00
<b>Balance</b>	\$10,816,525.50

## Project Updates

June 1, 2024

Original Project Schedule:

Design/Public Input Meeting-April 2024

Permitting-July 2024

Bidding-October 2024

Construction-June 2026

After significant public input during Spring 2024, this project has been delayed to address aesthetic concerns in the original design that requires a pump station and control building, and to explore alternative options.

Tasks	Status	Start Date	End Date
Design Oversight	In progress	1/8/2024	4/30/2024
Community Meeting	In progress	2/26/2024	2/26/2024

# Washington Street Park

## Project Summary

Project includes replacing current pavilion and relocating the basketball court to a new location.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Parks
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	6/1/2022
<b>End Date</b>	11/30/2024
<b>Budget</b>	\$1,275,000.00
<b>Balance</b>	\$1,133,087.77

## Project Updates

June 1 ,2024:

- Council Approved Bond- January 8, 2024
- Design-February 2024
- Permitting-March 2024
- Bidding-April/August 2024
- Construction-Complete-November/December 2024

Tasks	Status	Start Date	End Date
Present Master Plan to Council	In progress	3/1/2024	3/12/2024
Bid	Todo	5/1/2024	8/31/2024
Award Construction Contract and Monitor Construction	Todo	9/1/2024	12/31/2024

# Duke Street- Streetscape and Drainage

## Project Summary

Streetscape and Drainage Improvements from Ribaut Road to Bladen Street

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Streetscape & Stormw
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$400,000.00
<b>Balance</b>	

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024: Design/Scope/Planning

August 2024: Review of Study

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	In progress	1/31/2024	2/19/2024
Design/Engineering	In progress	4/1/2024	8/20/2024

# Battery Shores Drainage

## Project Summary

Battery Shores subdivision main outfall that provides drainage for over 50% of the properties within the subdivision requires repairs and re-engineering.

Stormwater runoff was not allowed to escape the system and was backing up onto the properties of homeowners.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Stormwater
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$180,000.00
<b>Balance</b>	

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024: Design/Scope/Planning

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	Done	1/31/2024	2/19/2024
Engineering/Design	Todo	5/1/2024	9/30/2024

# Pigeon Point Drainage Study

## Project Summary

A professional study is needed to determine the best path forward for improving and then maintaining appropriate stormwater drainage in the Pigeon Point neighborhood.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Stormwater
<b>Project Status</b>	Planning/Design
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$216,000.00
<b>Balance</b>	

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024: Community Survey

July 2024: Design/Scope/Planning

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	Done	1/31/2024	2/19/2024
Outline Final Tasklist	Todo	2/19/2024	7/31/2024

# Airport Road

## Project Summary

The project is a two-lane urban section with an 8' multi use path on one side. It also includes a traffic signal and left turn lane improvements on US 21 (Sea Island Pkwy). The proposed project will improve access to Lost Island Rd by creating a connection to the traffic signal at the Airport Circle/ Sea Island Parkway intersection.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Streetscapes
<b>Project Status</b>	Complete
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	12/1/2022
<b>End Date</b>	3/31/2024
<b>Budget</b>	\$95,000.00
<b>Balance</b>	\$95,000.00

## Project Updates

June 1, 2024:

Project Completed by County in March 2024.

Tasks	Status	Start Date	End Date
Easement	In progress	1/29/2024	2/28/2024
Complete Construction	Done	3/31/2024	4/1/2024
Name Road	Done	3/1/2024	4/1/2024

# Allison Road

## Project Summary

Construction of a 10-foot multipurpose bicycle/ pedestrian path connecting Ribaut Rd to the SMT. Other major improvements include utility undergrounding and improved drainage.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Streetscape & Stormw
<b>Project Status</b>	Underway
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	7/1/2020
<b>End Date</b>	11/30/2024
<b>Budget</b>	\$4,305,051.00
<b>Balance</b>	\$3,971,557.60

## Project Updates

June 1, 2024:

Project is under construction.

Received approval of amended funding request from SC DOT.

Bids came back significantly over budget in January 2024. Requested additional funding from DOT.

The plans have been approved by SCDOT and by LPA. The project was re-advertised as an IFB on December 12, 2023.

Tasks	Status	Start Date	End Date
Go/No-Go Decision	Done	3/15/2024	3/15/2024
Monitor Construction	In progress	5/1/2024	11/30/2024

# Southside Park Phase 1

## Project Summary

Design of Phase 1 to include parking lot, pavilion and restrooms, two age-appropriate playgrounds and safety surfaces, fencing, benches, picnic tables, fountains and landscaping . Phase II to include the remaining master plan items: Fitness nodes, enhanced streetscape, festival lawn, bathroom upgrade, improved parking with connection to Waddell Pk, renovated dog parks, walking paths, wetlands habitat, and disk golf.

<b>Program name</b>	Active Capital Projects
<b>Project Type</b>	Parks
<b>Project Status</b>	Underway
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	6/1/2022
<b>End Date</b>	11/30/2024
<b>Budget</b>	\$6,630,000.00
<b>Balance</b>	\$5,250,193.84

## Project Updates

June 1, 2024:

Construction has begun. Estimated completion in November 2024.

Tasks	Status	Start Date	End Date
Monitor Construction	In progress	3/1/2024	11/30/2024

# Pigeon Point Landing

## Project Summary

Pigeon Point Boat Landing consists of a dock with five floating units totaling 122 L.F., single launch boat ramp 15'wide x 90'long, approximately 18 parking spaces, and Pinckney park with crabbing dock.

Over the past 5 years major repairs have been made to the dock. This includes float replacement, reworking/replacing hinge assemblies, and replacing rubbing boards. Within the last year one full section has been completely rebuilt. During the last storm, the center sections broke away and cannot be replaced as it is past serviceable life.

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024: Design/Scope/Planning

July 2024: Present survey results to council and prepare design RFP

<b>Program name</b>	Emerging Capital Projects
<b>Project Type</b>	Other Infrastructure
<b>Project Status</b>	Proposed
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$80,000.00
<b>Balance</b>	

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	In progress	1/31/2024	2/19/2024
Citizen Survey	Done	2/15/2024	2/23/2024
Present Survey Results to Council and Define Scope for RFP	In progress	6/1/2024	7/9/2024

# Spanish Moss Trail- North Street Sidewalk Extension

## Project Summary

North St. connector to the Spanish Moss Trail (SMT). This would allow access to the SMT at the end of North St. Currently there is a gravel construction entrance.

The Friends of the SMT brought this forward for the City to consider. This would allow access to the SMT for residents within the neighborhood.

<b>Program name</b>	Emerging Capital Projects
<b>Project Type</b>	Trail
<b>Project Status</b>	Proposed
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$30,000.00
<b>Balance</b>	

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024: Design/Scope/Planning

June/July 2024: Contract for Services

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	Done	1/31/2024	2/19/2024
Contract for Services	In progress	5/1/2024	8/20/2024

# Pigeon Point Playground

## Project Summary

Pigeon Point Playground consists of a 2–5-year-old wooden structure, 5–12-year-old wooden structure, 2 single slides, merry-go-round, 4 seat teeter totter, tot tree, ribbon wall climber, mushroom walk, musical set, and multiple swings to meet different age groups and ADA compliance.

Multiple items being past serviceability and repair. Replacement of multiple wooden boards on play structures. Failure of play equipment has resulted in piecemeal removal.

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April-July 2024: Design/Scope/Planning

<b>Program name</b>	Emerging Capital Projects
<b>Project Type</b>	Parks
<b>Project Status</b>	Proposed
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$50,000.00
<b>Balance</b>	

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	Done	1/31/2024	2/19/2024
Scope Playground Needs/Develop Survey	In progress	5/1/2024	7/31/2024

# 1st South Carolina Volunteer Park

## Project Summary

This is a passive park located off Boundary St. along the bluff. It has open areas where previous buildings have been demolished. A simple design of park benches and gravel walkway are envisioned.

The bluff beautification was a joint endeavor by Beaufort County and the City of Beaufort.

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024-TBD: Design/Scope/Planning

<b>Program name</b>	Emerging Capital Projects
<b>Project Type</b>	Parks
<b>Project Status</b>	Proposed
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$100,000.00
<b>Balance</b>	

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	In progress	1/31/2024	2/19/2024

# 500 Carteret Street Window Replacement & Exterior Stucco

## Project Summary

500 Carteret Street Building is a City of Beaufort Facility which was purchased in 2017 and houses the Beaufort Digital Corridor, southern Landing Pad, Downtown Operations Office, Park Beaufort and others. The building was originally built in 1934 as an auto dealership and was reconfigured and renovated to serve as bank and offices in 1983.

The seals on many of wooden double paned windows are broken causing them to be cloudy and lose their energy efficiency. The wooden columns and windows are beginning to rot and need to be replaced. The stucco has cracked and is flaked off in several places.

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024-TBD: Design/Scope/Planning

<b>Program name</b>	Emerging Capital Projects
<b>Project Type</b>	Facilities
<b>Project Status</b>	Proposed
<b>Project Manager</b>	Linda Roper
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$100,000.00
<b>Balance</b>	

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	In progress	1/31/2024	3/31/2024
Develop Scope for RFP	In progress	5/1/2024	7/31/2024

# The Arsenal Wall Repairs

## Project Summary

The Arsenal, originally constructed in 1795-1798, has several different stucco textures applied throughout the years. The stucco has deteriorated in select locations showing erosion and cracking due to water intrusion. The water intrusion has been minimal since the installation of the new roofs in 2019 and the restoration of the windows in 2020.

Project was originally identified in 2018 when one portion of the walls were to be repaired and it was determined that the roofs would need to be repaired before moving forward with wall repairs.

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.

April 2024-TBD: Design/Scope/Planning

<b>Program name</b>	Emerging Capital Projects
<b>Project Type</b>	Facilities
<b>Project Status</b>	Proposed
<b>Project Manager</b>	Linda Roper
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	\$30,000.00
<b>Balance</b>	

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	In progress	1/31/2024	3/31/2024

# Parallel Road

## Project Summary

County and City joint project to install a new road that parallels Boundary Street from Hogarth Street to Greenlawn Street.

<b>Program name</b>	Identified Capital Projects
<b>Project Type</b>	Roadway
<b>Project Status</b>	Postponed
<b>Project Manager</b>	John Sauve
<b>Start Date</b>	7/1/2021
<b>End Date</b>	
<b>Budget</b>	
<b>Balance</b>	

## Project Updates

March 1, 2024:

Project is on hold per City Council priorities discussion at the January 30 & 31 Strategic Planning Workshop.

Total Estimated Project Cost: \$16,978,044  
 FY 24 Funds Committed-\$4,769,620  
 \$3,434,810 TIF II Funds  
 \$900,000 General Fund Balance  
 \$434,810 Partnership

### Project Status and Next Steps:

Current Status: Mead & Hunt has offered different models to staff for discussion.

City is working with landowners to purchase easements.

Next steps: Hold a public meeting-TBD

Tasks	Status	Start Date	End Date
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# Henry C. Chambers Park Relieving Platform FACIA Repairs

## Project Summary

Project consists of repairs to the concrete handrail post and fascia panels to match existing on the lower portion of rubrack. Includes 323 chocks and vertical members.

<b>Program name</b>	Identified Capital Projects
<b>Project Type</b>	Other Infrastructure
<b>Project Status</b>	Proposed
<b>Project Manager</b>	Linda Roper
<b>Start Date</b>	1/31/2024
<b>End Date</b>	
<b>Budget</b>	
<b>Balance</b>	

## Project Updates

June 1, 2024

Project identified as an emerging priority by Council during the January 30 & 31 Strategic Planning Retreat.

March 2024: Funding sources are being explored.  
 April 2024: Design/Scope/Planning

Estimated Total Project Cost: \$423,650- City's match-\$211,625

Application submitted to LCWF: December 15, 2023

National Park Service Approval of Project Expected: September 2024

\*\*\* Note new developments with Waterfront Park Structural Assessment may affect this project \*\*\*

Tasks	Status	Start Date	End Date
Explore Funding Opportunities	In progress	1/31/2024	2/19/2024



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

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**TO:** CITY COUNCIL **DATE:** 7/1/2024  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** Community Development Monthly Report  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Community and Economic Development

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**BACKGROUND INFORMATION:**

Monthly Report for May 2024.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	7/1/2024



# CURRENT PROJECTS

JUNE 1, 2024

## Issued Project Permits:

### COMMERCIAL (Issued)

- Pine Court Apartments, 2305 - 2317 Pine Court S. – new 60-unit apartment complex (5 buildings) **issued – Resubmitted 8/2022 – Reissued 10/25/22**
- New Commercial Shell Building – 3668 Trask Pkwy. (Unknown tenant) **Issued 1/10/22**
- Beaufort Station – 301 Robert Smalls Pkwy. – Site Work Only – **Issued 4/7/22**
- Commercial Shell Bldg. – Beaufort Station Outparcel - 351 Robert Smalls Pkwy **Issued 7/14/22 (extended)**
- Commercial Shell Bldg. – Beaufort Station Outparcel - 341 Robert Smalls Pkwy **Issued 7/14/22 (extended)**
- Commercial Shell Bldg. – Beaufort Station Outparcel - 331 Robert Smalls Pkwy **Issued 7/14/22 (extended)**
- Beaufort Station – Shell Bldgs. – 365 – 379 Robert Smalls Pkwy. – 8 units – **Issued 8/23/22 (extended)**
- Tabby Place Expansion – 913 Port Republic St. – **Issued 12/20/22 (extended)**
- Site Work Only – 918 Craven St. – **Issued 12/20/22 (extended)**
- New Hotel – 800 Port Republic St. – **Issued 12/21/22 (extended)**
- Parking Garage – 918 Craven St. **Issued 12/21/22 (extended)**
- Gray Tract A Apt Bldgs. – 442 Robert Smalls Pkwy. – Site Work Only – **Issued 12/19/22**
- Ross Dress for Less – 369 Robert Smalls Pkwy – Tenant Upfit – **Issued 1/6/23**
- Petsmart – 379 Robert Smalls Pkwy – Tenant Upfit – **Issued 1/6/23**
- Mattress Firm – 341-D Robert Smalls Pkwy – Tenant Upfit – **Issued 1/6/23**
- Gray Tract A Apt Bldgs. – 442 Robert Smalls Pkwy. – **Issued 1/31/23**
- Store N Go – 100 Lady’s Island Commons – 3 Story Building – **Issued 4/13/23**
- Salem Bay Amenity Ctr - 1206 Salty Hammock Ct. – **Issued 4/28/23**
- Pintail Pointe Apts. – 2233 Boundary St. – 3 Apts. Buildings **Issued 5/23/23**
- Harris Teeter C-Store – 169 Sea Island Pkwy. – **Issued 6/13/23**
- Harris Teeter Grocery Store – 163 Sea Island Pkwy. – **Issued 06/13/23**
- Hobby Lobby – 363 Robert Smalls Pkwy. – **Issued 11/20/23**
- Valvoline Oil Change – 149 Sea Island Pkwy – New Building **Issued 12/1/23**
- Five Below – 365 Robert Smalls Pkwy. Tenant Upfit - **Issued 12/6/23**
- South Atlantic Bank – 37 Robert Smalls Pkwy – New Building **Issued 12/19/23**
- BMH – 955 Ribaut Rd – Large Interior Renovations **Issued 12/19/23**
- Storage Facility – 1 Parris Island Gtwy. – **Issued 1/18/24**
- Carrington Manor - 2247 Boundary St. – Senior Living Bldg. **Issued 1/25/24**
- Take 5 Oil Change – 30 Robert Smalls Pkwy – **Issued 2/5/24**
- Commercial Use – 1401 Duke St – **Issued 2/20/24**
- Southside Park – 2614 Southside Blvd – **Issued 2/29/24**

## **COMMERCIAL (Issued) - Continued**

- BMH Daycare – 5 Verdier Bluff Rd – **Issued 3/21/24**
- Hanover Park – 139 Robert Smalls Pkwy - Phase 1 Site Work Only **Issued 4/9/24**
- Hanover Park – 139 Robert Smalls Pkwy - Phase 2 Site Work Only **Issued 4/10/24**
- Pointe Grand Apts. – 135 Burton Hill Rd - Site Work Only **Issued 4/10/24**
- Parker's Kitchen - 311 Robert Smalls Pkwy – New Building – **Issued 5/22/24**
- Old Navy - 367 Robert Smalls Pkwy – Tenant Upfit – **Issued 5/29/24**

## **COMMERCIAL (Pending)**

- Chambers Cottage – 809 Port Republic St. (**Outstanding items – been reviewed**) (**Extended**)
- Sweetwater at Battery Creek Apartments – Site & Buildings (**In review**)
- Watercrest Apartments – 211 Broad River Dr - Site Work Only (**Outstanding items – been reviewed**)
- 3-Story Apt Bldg. w/1<sup>st</sup> Floor as Comm'l – 211 Charles St. – (**In review**)
- Panda Express - 341-A Robert Smalls Pkwy – Tenant Upfit – (**Outstanding items – been reviewed**)
- Americas Best – 341-C Robert Smalls Pkwy – Tenant Upfit - (**Outstanding items – been reviewed**)
- Mattress Firm - 341-D Robert Smalls Pkwy – Tenant Finishes – (**Outstanding items – been reviewed**)
- Books a Million – 11 Robert Smalls Pkwy (Unit A-1) – Tenant Upfit - (**Outstanding items – been reviewed**)

## **SF RESIDENTIAL (New Construction) ISSUED within the last month**

- 1155 Salty Hammock Court (Salem Bay Subd)
- 1183 Salty Hammock Court (Salem Bay Subd)
- 1154 Salty Hammock Court (Salem Bay Subd)
- 1160 Salty Hammock Court (Salem Bay Subd)
- 119 South Hermitage Rd
- 710 Bladen Street
- 803 Prince Street
- 1206 Windswept Oak Ln (Salem Bay Subd.)
- 1181 Salty Hammock Court (Salem Bay Subd)
- 1150 Salty Hammock Court (Salem Bay Subd)
- 2937 Marshfront Drive (Camellia Banks Subd)
- 2927 Marshfront Drive (Camellia Banks Subd)

## **SF RESIDENTIAL (New Construction) SUBMITTED within the last month**

- 1206 Windswept Oak Ln (Salem Bay Subd)
- 1210 Windswept Oak Ln (Salem Bay Subd)
- 325 De La Gaye Pt (Islands of Beaufort)
- 98 Grayson St
- 800 Distant Island Dr (Distant Island Subd)
- 11 Shallow Run Lane (Camellia Banks Subd)
- 7 Shallow Run Lane (Camellia Banks Subd)
- 1207 Cassander Creek Rd (Salem Bay Subd)
- 1209 Cassander Creek Rd (Salam Bay Subd)

## **SF RESIDENTIAL (New Construction) SUBMITTED within the last month – Continued**

- 1194 Salty Hammock Court (Salem Bay Subd)
- 1181 Salty Hammock Court (Salem Bay Subd)
- 1150 Salty Hammock Court (Salem Bay Subd)
- 1200 Salty Hammock Court (Salem Bay Subd)

### **Staff-Level Review by Planning:**

## **Historic Review:**

### **HRB (Historic Review Board) Scheduled:**

- 1110 Greene Street – *new construction of house with 2 car garage/suite*  
*June 12, 2024 Meeting*
- 101 Scott Street – *Greene Street Infill Project*  
*June 12, 2024 Meeting*
- 902 Harrington Street – *new home and guest home*  
*June 12, 2024 Meeting*
- 301 Carteret Street – *addition of a pergola*  
*June 12, 2024 Meeting*

### **Staff-Level Review by Planning:**

- None

## **Public Hearings:**

- None.

## **City Council:**

- None.

## **PC (Planning Commission):**

### **PC (Planning Commission)**

- 2513 Boundary Street – *Singh Carwash*  
*June 17, 2024 Meeting*

## **ZBOA (Zoning Board of Appeals):**

### **ZBOA (Zoning Board of Appeals) Scheduled:**

- 17 City Walk Way – *5' setback for inground swimming pool/spa*  
*June 24, 2024 Meeting*

## **Tenant Change (Safety Inspections)**

- 73 Sea Island Pkwy Suite 20 – Proposed use: Design Office (Prev. Occup: Appraisal Ofc)
- 2201 Boundary St. – Proposed use: Massage Therapy (Prev. Occup: Unknown)

- 2001 B. E. Wheatley Dr – Proposed use: Garage Door Sales (Prev. Occup: Tanner Ventures)
- 1180 Ribaut Rd. Suite 5 – Proposed use: Barbershop (Prev. Occup: Unknown)
- 35 Parris Island Gtwy. – Proposed use: Mobile Pediatric Therapy Svc.
- 500 Carteret St Suite B – Proposed use: Safety Compliance Office (Prev. Occup: Unknown)
- 129 Burton Hill Rd – Proposed use: Bakery Café (Prev. Occup: Coffee)
- 169 Sea Island Pkwy – Proposed use: Harris Teeter Fuel Center
- 163 Sea Island Pkwy – Proposed use: Harris Teeter Grocery Store
- 377 Robert Smalls Pkwy – Proposed use: Homegoods
- 371 Robert Smals Pkwy – Proposed use: TJ Maxx

<b>New Construction - Residential Dwellings &amp; Commercial Structures</b>				
<b>2024</b>				
<b>Month</b>	<b>Single Family</b>	<b>Multifamily</b>	<b>Commercial</b>	<b>Permit Fees</b>
Jan	9	1 Bldg (64 Units)	1	\$97,492.70
Feb	15	0	3	108,909.68
Mar	10	0	1	40,491.70
Apr	23	0	0	68,641.30
May	12	0	1	44,063.70
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
<b>Totals</b>	<b>69</b>	<b>64</b>	<b>6</b>	<b>\$359,599.08</b>
<b>Total Residential Units:</b>	<b>133</b>			
Note: The total permit fees collected does not include impact fees.				



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

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**TO:** CITY COUNCIL **DATE:** 7/2/2024  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Downtown Operations Monthly Report  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

Monthly Report for May 2024.

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

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Downtown Operations May Activity Report	Cover Memo	7/2/2024

**City of Beaufort Downtown Operations & Community Services**  
**Activity Report**  
**May 2024**

**DEPARTMENT OVERVIEW FOR THE QUARTER**

The month of May began with the city hosting a the Taste of Beaufort on May 3-4, 2024. The festival was a success with nice weather. Families enjoyed food, drink and live music to more than 10,000 people over the two-day event. During the remainder of May we coordinated with organizations for upcoming summer festivals as well as the TCL Graduation and the Gullah Festival over the Memorial Day weekend.

The tour activity for May was active during the month and the Tour Coordinator met with the tour guides by company to review and answer questions about the city ordinances pertaining to the tours.

**Park Reservations**

Location	Wedding	Special Event	Birthday	Other	Festival	Attendance	
						- 50	50+
Waterfront Park	1	4	0	2	2	3	6
Pigeon Point Park	0	1	5	0	0	6	0
Washington St. Park	0	3	1	0	0	1	3
Southside Park	0	0	0	3	0	3	0
Whitehall Park	2	2	0	0	0	0	4
The Bluff	0	0	0	0	0	0	1
<b>Totals</b>	<b>3</b>	<b>10</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>13</b>	<b>14</b>

**Tour Participants for 1<sup>st</sup> Quarter**

<b>Tour Participants Reported 2024</b>	
Walking Tours	253
Mid-size Vehicle Tours	3774
Carriage Tours	4720
<b>Total</b>	<b>8747</b>



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

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**TO:** CITY COUNCIL **DATE:** 7/1/2024  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM**  
**TITLE:** Finance Department Monthly Report  
**MEETING**  
**DATE:** 7/9/2024  
**DEPARTMENT:** Finance

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*BACKGROUND INFORMATION:*

The City's May 2024 financial statement is included for your review.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
May 2024 Financial Statement	Cover Memo	7/1/2024

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



**CITY OF BEAUFORT**  
1911 Boundary Street  
BEAUFORT, SOUTH CAROLINA 29902

COUNCIL MEMBERS:  
Philip E. Cromer, Mayor  
Mike McFee, Mayor Pro Tem  
Neil Lipsitz  
Mitch Mitchell  
Josh Scallate

Dear Mayor, Members of City Council and City of Beaufort Stakeholders:

The City of Beaufort May 2024 financial statement is included in your agenda packet. I would like to remind you that this interim financial statement is unaudited. This financial statement includes the City's Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance (aka Income Statement). It also includes Budgetary Comparison Schedules for the City's fiscal year 2024 budgeted funds which include General Fund, TIF II Fund, Capital Projects Fund, Parks and Tourism Fund, American Rescue Plan Act (ARPA) Fund, Stormwater Fund, State Accommodations Tax Fund, and Fire Impact Fees Fund.

With May being the 11<sup>th</sup> month of the fiscal year, recurring revenues and expenditures should be near 92% of budget. General Fund revenues are at 92.8% of the budget while expenditures are at 88.1% of the budget.

I'll be happy to answer any questions that may arise as you review the City's May 2024 financial statement.

Thanks,

A handwritten signature in blue ink that reads "Alan R. Eisenman".

Alan Eisenman CPA CGFO  
Finance Director

**CITY OF BEAUFORT, SOUTH CAROLINA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
MAY 31, 2024**

	<u>General Fund</u>	<u>TIF II Fund</u>	<u>Capital Projects Fund</u>	<u>Parks and Tourism Fund</u>	<u>American Rescue Plan Act Fund</u>	<u>Stormwater Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>								
Cash and cash equivalents	\$ 12,883,022	\$ 200,009	\$ 2,373,622	\$ 4,482,800	\$ 5,423,301	\$ 310,363	\$ 1,784,084	\$ 27,457,201
Taxes receivable, net	44,539	-	-	-	-	21,142	-	65,681
Other receivables	378,353	-	-	89,551	-	-	305	468,209
Inventories and other assets	18,170	-	-	-	-	-	-	18,170
Restricted cash and cash equivalents	-	3,633,375	-	6,234,804	-	1,222,921	24,985	11,116,085
Total assets	<u>13,324,084</u>	<u>3,833,384</u>	<u>2,373,622</u>	<u>10,807,155</u>	<u>5,423,301</u>	<u>1,554,426</u>	<u>1,809,374</u>	<u>39,125,346</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>								
Liabilities:								
Accounts payable	286,348	-	71,026	21,183	-	5,395	85	384,037
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	4,981,595	-	-	4,981,595
Accrued liabilities	138,088	-	-	38,703	-	4,712	3,142	184,645
Deposits and escrow	495,093	-	-	14,400	-	-	23,617	533,110
Total liabilities	<u>976,868</u>	<u>-</u>	<u>71,026</u>	<u>74,286</u>	<u>4,981,595</u>	<u>10,107</u>	<u>26,844</u>	<u>6,140,726</u>
Deferred Inflows of Resources:								
Unavailable revenue - property taxes	44,539	-	-	-	-	10,775	-	55,314
Total deferred inflows of resources	<u>44,539</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,775</u>	<u>-</u>	<u>55,314</u>
Fund balances:								
Nonspendable:								
Inventories	40,304	-	-	-	-	-	-	40,304
Cemetery	-	-	-	-	-	-	7,246	7,246
Restricted	1,268,700	3,833,384	2,302,596	4,498,065	441,706	310,623	1,744,661	14,399,735
Committed for:								
Land Acquisition	692,258	-	-	-	-	-	-	692,258
Vehicle and equipment replacement	1,269,000	-	-	-	-	-	-	1,269,000
Redevelopment	977,460	-	-	-	-	-	-	977,460
Capital Projects	651,791	-	-	6,234,804	-	1,222,921	-	8,109,516
Law enforcement	-	-	-	-	-	-	30,623	30,623
Assigned for:								
Subsequent year's budget	106,590	-	-	-	-	-	-	106,590
Unassigned	7,296,574	-	-	-	-	-	-	7,296,574
Total fund balances	<u>12,302,677</u>	<u>3,833,384</u>	<u>2,302,596</u>	<u>10,732,869</u>	<u>441,706</u>	<u>1,533,544</u>	<u>1,782,530</u>	<u>32,929,306</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 13,324,084</u>	<u>\$ 3,833,384</u>	<u>\$ 2,373,622</u>	<u>\$ 10,807,155</u>	<u>\$ 5,423,301</u>	<u>\$ 1,554,426</u>	<u>\$ 1,809,374</u>	<u>\$ 39,125,346</u>

**CITY OF BEAUFORT, SOUTH CAROLINA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE MONTH ENDED MAY 31, 2024**

	General Fund	TIF II Fund	Capital Projects Fund	Parks and Tourism Fund	American Rescue Plan Act Fund	Stormwater Fund	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>								
Property taxes	\$ 9,263,736	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,263,736
Other taxes	-	-	-	4,052,133	-	-	760,713	4,812,846
Franchise fees	805,008	-	-	-	-	-	-	805,008
Fines and forfeitures	61,930	-	-	-	-	-	-	61,930
Licenses and permits	5,059,677	-	-	-	-	-	84,913	5,144,590
Intergovernmental	5,314,901	-	-	-	888,054	-	-	6,202,955
Charges for services	1,792,259	-	-	632,078	-	1,282,924	-	3,707,261
Investment earnings	612,813	170,299	87,629	278,847	271,772	77,823	31,742	1,530,925
Miscellaneous	885,162	-	-	-	-	-	5,823	890,985
Total revenues	<u>23,795,486</u>	<u>170,299</u>	<u>87,629</u>	<u>4,963,058</u>	<u>1,159,826</u>	<u>1,360,747</u>	<u>883,191</u>	<u>32,420,236</u>
<b>EXPENDITURES</b>								
Current:								
General government	6,107,912	-	-	-	218,385	-	238,614	6,564,911
Law enforcement	5,358,308	-	-	1,240,387	-	-	14,115	6,612,810
Fire and emergency	6,127,641	-	-	-	-	-	-	6,127,641
Public works	1,902,495	-	-	-	-	592,831	-	2,495,326
Culture and recreation	-	-	-	1,389,302	-	-	-	1,389,302
Streets	657,203	-	-	-	-	-	-	657,203
Community development	1,047,357	-	-	797,036	-	-	-	1,844,393
Debt Service:								
Principal	1,548,145	-	-	266,877	-	302,500	107,110	2,224,632
Interest and other charges	374,299	-	-	135,104	-	168,805	22,129	700,337
Capital Outlay	-	10,925	1,745,656	70,166	669,669	-	-	2,496,416
Total expenditures	<u>23,123,360</u>	<u>10,925</u>	<u>1,745,656</u>	<u>3,898,872</u>	<u>888,054</u>	<u>1,064,136</u>	<u>381,968</u>	<u>31,112,971</u>
Excess (deficiency) of revenues over (under) expenditures	<u>672,126</u>	<u>159,374</u>	<u>(1,658,027)</u>	<u>1,064,186</u>	<u>271,772</u>	<u>296,611</u>	<u>501,223</u>	<u>1,307,265</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Issuance of revenue bonds	-	-	-	7,100,000	-	-	-	7,100,000
Transfers in	-	-	1,438,352	-	-	-	-	1,438,352
Transfers out	-	-	-	(903,034)	-	(535,318)	-	(1,438,352)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>1,438,352</u>	<u>6,196,966</u>	<u>-</u>	<u>(535,318)</u>	<u>-</u>	<u>7,100,000</u>
Net change in fund balances	672,126	159,374	(219,675)	7,261,152	271,772	(238,707)	501,223	8,407,265
Fund balances - beginning	<u>11,630,551</u>	<u>3,674,010</u>	<u>2,522,271</u>	<u>3,471,717</u>	<u>169,934</u>	<u>1,772,251</u>	<u>1,281,307</u>	<u>24,522,041</u>
Fund balances - ending	<u>\$ 12,302,677</u>	<u>\$ 3,833,384</u>	<u>\$ 2,302,596</u>	<u>\$ 10,732,869</u>	<u>\$ 441,706</u>	<u>\$ 1,533,544</u>	<u>\$ 1,782,530</u>	<u>\$ 32,929,306</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE MONTH ENDED MAY 31, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Property taxes	\$ 9,266,244	\$ 9,266,244	\$ 9,263,736	\$ (2,508)	100.0%
Franchise fees	2,082,880	2,082,880	805,008	(1,277,872)	38.6%
Fines and forfeitures	61,000	61,000	61,930	930	101.5%
Licenses and permits	6,120,000	6,120,000	5,059,677	(1,060,323)	82.7%
Intergovernmental	3,468,046	5,555,416	5,314,901	(240,515)	95.7%
Charges for services	1,932,734	1,932,734	1,792,259	(140,475)	92.7%
Investment earnings	230,000	230,000	612,813	382,813	266.4%
Miscellaneous	10,000	399,126	885,162	486,036	221.8%
Total revenues	<u>23,170,904</u>	<u>25,647,400</u>	<u>23,795,486</u>	<u>(1,851,914)</u>	<u>92.8%</u>
<b>Expenditures:</b>					
Current:					
General government					
City council	258,494	258,494	276,679	(18,185)	107.0%
City manager	901,785	902,507	649,009	253,498	71.9%
Finance	970,819	970,819	822,608	148,211	84.7%
Human resources	436,714	436,714	381,774	54,940	87.4%
Information technology	873,426	880,126	595,197	284,929	67.6%
Court and legal	542,487	563,422	488,784	74,638	86.8%
Non-departmental	817,024	2,817,024	2,893,861	(76,837)	102.7%
	<u>4,800,749</u>	<u>6,829,106</u>	<u>6,107,912</u>	<u>721,194</u>	<u>89.4%</u>
Law enforcement					
Police	5,394,584	5,498,182	4,774,399	723,783	86.8%
School resource officers	542,311	542,311	473,298	69,013	87.3%
Crossing guards	19,865	19,865	20,063	(198)	101.0%
Victims rights	98,135	98,135	90,548	7,587	92.3%
	<u>6,054,895</u>	<u>6,158,493</u>	<u>5,358,308</u>	<u>800,185</u>	<u>87.0%</u>
Fire and emergency					
City of Beaufort fire	6,003,971	6,344,191	6,127,641	216,550	96.6%
	<u>6,003,971</u>	<u>6,344,191</u>	<u>6,127,641</u>	<u>216,550</u>	<u>96.6%</u>
Public works					
Administration	485,367	523,067	398,811	124,256	76.2%
Maintenance	759,832	766,780	541,536	225,244	70.6%
Solid waste	1,125,115	1,125,115	962,148	162,967	85.5%
	<u>2,370,314</u>	<u>2,414,962</u>	<u>1,902,495</u>	<u>512,467</u>	<u>78.8%</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE MONTH ENDED MAY 31, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	
	Original	Final			
Streets	1,108,770	1,125,529	657,203	468,326	58.4%
	1,108,770	1,125,529	657,203	468,326	58.4%
Community development	1,411,171	1,411,171	1,047,357	363,814	74.2%
	1,411,171	1,411,171	1,047,357	363,814	74.2%
Total current	21,749,870	24,283,452	21,200,916	3,082,536	87.3%
Debt service:					
Principal	1,548,145	1,584,085	1,548,145	35,940	97.7%
Interest	360,736	374,299	374,299	-	100.0%
Total debt service	1,908,881	1,958,384	1,922,444	35,940	98.2%
Total expenditures	23,658,751	26,241,836	23,123,360	3,118,476	88.1%
Excess (deficiency) of revenues over (under) expenditures	(487,847)	(594,436)	672,126	1,266,562	
<b>Other financing sources (uses):</b>					
Transfers in	63,750	63,750	-	(63,750)	0.0%
Transfers out	(1,078,028)	(1,078,028)	-	(1,078,028)	0.0%
Total financing sources (uses)	(1,014,278)	(1,014,278)	-	(1,141,778)	0.0%
Net change in fund balance	(1,502,125)	(1,608,714)	672,126	2,280,840	
Fund balance, beginning of year (as restated)	11,630,551	11,630,551	11,630,551	-	
Fund balance, end of year	\$ 10,128,426	\$ 10,021,837	\$ 12,302,677	\$ 2,280,840	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
TAX INCREMENT FINANCING DISTRICT II – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED MAY 31, 2024**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
<b>Revenues:</b>					
Investment earnings	\$ -	\$ 100,000	\$ 170,299	\$ 70,299	170.3%
Total revenues	<u>-</u>	<u>100,000</u>	<u>170,299</u>	<u>70,299</u>	<u>170.3%</u>
<b>Expenditures:</b>					
Current:					
Capital Outlay	-	121,217	10,925	110,292	9.0%
Total expenditures	<u>-</u>	<u>121,217</u>	<u>10,925</u>	<u>110,292</u>	<u>9.0%</u>
Excess of revenues over expenditures	<u>-</u>	<u>(21,217)</u>	<u>159,374</u>	<u>(39,993)</u>	
<b>Other financing (uses):</b>					
Transfers out	(3,625,054)	(3,625,054)	-	(3,625,054)	0.0%
Total other financing uses	<u>(3,625,054)</u>	<u>(3,625,054)</u>	<u>-</u>	<u>(3,625,054)</u>	<u>0.0%</u>
Net change in fund balance	(3,625,054)	(3,646,271)	159,374	(3,805,645)	
Fund balance, beginning of year	3,674,010	3,674,010	3,674,010	-	
Fund balance, end of year	<u>\$ 48,956</u>	<u>\$ 27,739</u>	<u>\$ 3,833,384</u>	<u>\$ (3,805,645)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
CAPITAL PROJECTS FUND – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED MAY 31, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Intergovernmental	\$ 8,794,785	\$ 8,794,785	\$ -	\$ (8,794,785)	0.0%
Investment earnings	-	-	87,629	87,629	100.0%
Total revenues	<u>8,794,785</u>	<u>8,794,785</u>	<u>87,629</u>	<u>(8,707,156)</u>	<u>1.0%</u>
<b>Expenditures:</b>					
Current:					
Capital Outlay	27,197,627	27,197,627	1,745,656	25,451,971	6.4%
Total expenditures	<u>27,197,627</u>	<u>27,197,627</u>	<u>1,745,656</u>	<u>25,451,971</u>	<u>6.4%</u>
Excess of revenues over expenditures	<u>(18,402,842)</u>	<u>(18,402,842)</u>	<u>(1,658,027)</u>	<u>(34,159,127)</u>	
<b>Other financing sources:</b>					
Transfers in	17,156,976	17,156,976	1,438,352	(15,718,624)	8.4%
Total other financing sources	<u>17,156,976</u>	<u>17,156,976</u>	<u>1,438,352</u>	<u>(15,718,624)</u>	<u>8.4%</u>
Net change in fund balance	(1,245,866)	(1,245,866)	(219,675)	(1,026,191)	
Fund balance, beginning of year	2,522,271	2,522,271	2,522,271	-	
Fund balance, end of year	<u>\$ 1,276,405</u>	<u>\$ 1,276,405</u>	<u>\$ 2,302,596</u>	<u>\$ (1,026,191)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
PARKS AND TOURISM – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED MAY 31, 2024**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
<b>Revenues:</b>					
Other taxes	\$ 3,850,000	\$ 3,850,000	\$ 4,052,133	\$ 202,133	105.3%
Charges for services	512,852	512,852	632,078	119,226	123.2%
Investment earnings	30,000	30,000	278,847	248,847	929.5%
Miscellaneous	1,000	1,000	-	(1,000)	0.0%
Total revenues	<u>4,393,852</u>	<u>4,393,852</u>	<u>4,963,058</u>	<u>569,206</u>	<u>113.0%</u>
<b>Expenditures:</b>					
Current:					
Law enforcement	1,501,842	1,501,842	1,240,387	261,455	82.6%
Culture and recreation	1,774,074	1,801,324	1,389,302	412,022	77.1%
Community development	688,238	688,238	797,036	(108,798)	115.8%
Debt Service:					
Principal	266,877	266,877	266,877	-	100.0%
Interest and other charges	42,221	42,221	135,104	(92,883)	320.0%
Capital Outlay	120,600	147,065	70,166	76,899	47.7%
Total expenditures	<u>4,393,852</u>	<u>4,447,567</u>	<u>3,898,872</u>	<u>548,695</u>	<u>87.7%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>(53,715)</u>	<u>1,064,186</u>	<u>1,117,901</u>	
<b>Other financing sources (uses):</b>					
Issuance of revenue bonds	6,945,000	6,945,000	7,100,000	155,000	102.2%
Transfers out	(7,235,585)	(7,235,585)	(903,035)	(6,332,550)	12.5%
Total financing sources	<u>(290,585)</u>	<u>(290,585)</u>	<u>6,196,965</u>	<u>(6,177,550)</u>	
Net change in fund balance	(290,585)	(344,300)	7,261,151	7,605,451	
Fund balance, beginning of year	<u>3,471,717</u>	<u>3,471,717</u>	<u>3,471,717</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 3,181,132</u>	<u>\$ 3,127,417</u>	<u>\$ 10,732,868</u>	<u>\$ 7,605,451</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
AMERICAN RESCUE PLAN ACT (ARPA) – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED MAY 31, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ 888,054	\$ 888,054	100.0%
Investment earnings	100,000	100,000	271,772	171,772	271.8%
Total revenues	<u>100,000</u>	<u>100,000</u>	<u>1,159,826</u>	<u>1,059,826</u>	<u>1159.8%</u>
<b>Expenditures:</b>					
Current:					
General government	215,091	226,368	218,385	7,983	96.5%
Capital Outlay	-	669,152	669,669	(517)	100.1%
Total expenditures	<u>215,091</u>	<u>895,520</u>	<u>888,054</u>	<u>7,466</u>	<u>99.2%</u>
Excess of revenues over expenditures	<u>(115,091)</u>	<u>(795,520)</u>	<u>271,772</u>	<u>1,052,360</u>	
<b>Other financing (uses):</b>					
Transfers out	(3,562,394)	(3,562,394)	-	(3,562,394)	0.0%
Total other financing uses	<u>(3,562,394)</u>	<u>(3,562,394)</u>	<u>-</u>	<u>(3,562,394)</u>	<u>0.0%</u>
Net change in fund balance	(3,677,485)	(4,357,914)	271,772	(4,629,686)	
Fund balance, beginning of year	169,934	169,934	169,934	-	
Fund balance, end of year	<u>\$ (3,507,551)</u>	<u>\$ (4,187,980)</u>	<u>\$ 441,706</u>	<u>\$ (4,629,686)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
STORMWATER – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED MAY 31, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Charges for services	\$ 1,260,000	\$ 1,260,000	\$ 1,282,924	\$ 22,924	101.8%
Investment earnings	72,779	72,779	77,823	5,044	106.9%
Total revenues	<u>1,332,779</u>	<u>1,332,779</u>	<u>1,360,747</u>	<u>27,968</u>	<u>102.1%</u>
<b>Expenditures:</b>					
Current:					
Public works	820,979	820,979	592,831	228,148	72.2%
Debt Service:					
Principal	330,000	330,000	302,500	27,500	91.7%
Interest and other charges	181,800	181,800	168,805	12,995	92.9%
Total expenditures	<u>1,332,779</u>	<u>1,332,779</u>	<u>1,064,136</u>	<u>268,643</u>	<u>79.8%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>296,611</u>	<u>(240,675)</u>	
<b>Other financing (uses):</b>					
Transfers out	(1,655,915)	(1,655,915)	(535,318)	1,120,597	32.3%
Total other financing (uses)	<u>(1,655,915)</u>	<u>(1,655,915)</u>	<u>(535,318)</u>	<u>1,120,597</u>	<u>32.3%</u>
Net change in fund balance	(1,655,915)	(1,655,915)	(238,707)	(1,417,208)	
Fund balance, beginning of year	1,772,251	1,772,251	1,772,251	-	
Fund balance, end of year	<u>\$ 116,336</u>	<u>\$ 116,336</u>	<u>\$ 1,533,544</u>	<u>\$ (1,417,208)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
STATE ACCOMMODATIONS TAX SPECIAL REVENUE FUND  
BUDGET TO ACTUAL  
FOR THE MONTH ENDED MAY 31, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Other taxes	\$ 800,000	\$ 800,000	\$ 760,713	\$ (39,287)	95.1%
Investment earnings	-	-	30,728	30,728	100.0%
Total revenues	<u>800,000</u>	<u>800,000</u>	<u>791,441</u>	<u>(8,559)</u>	<u>98.9%</u>
<b>Expenditures:</b>					
General government	712,349	712,349	238,614	473,735	33.5%
Law enforcement	23,901	23,901	13,520	10,381	56.6%
Total expenditures	<u>736,250</u>	<u>736,250</u>	<u>252,134</u>	<u>484,116</u>	<u>34.2%</u>
Excess of revenues over expenditures	<u>63,750</u>	<u>63,750</u>	<u>539,307</u>	<u>475,557</u>	
<b>Other financing uses:</b>					
Transfers out	(63,750)	(63,750)	-	(63,750)	0.0%
Total other financing uses	<u>(63,750)</u>	<u>(63,750)</u>	<u>-</u>	<u>(63,750)</u>	<u>0.0%</u>
Net change in fund balance	-	-	539,307	539,307	
Fund balance, beginning of year	854,371	854,371	854,371	-	
Fund balance, end of year	<u>\$ 854,371</u>	<u>\$ 854,371</u>	<u>\$ 1,393,678</u>	<u>\$ 539,307</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
 FIRE IMPACT FEES SPECIAL REVENUE FUND  
 BUDGET TO ACTUAL  
 FOR THE MONTH ENDED MAY 31, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Licenses and permits	\$ 400,000	\$ 400,000	\$ 84,913	\$ (315,087)	21.2%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	<u>405,000</u>	<u>405,000</u>	<u>84,913</u>	<u>(320,087)</u>	<u>21.0%</u>
<b>Expenditures:</b>					
Debt Service:					
Principal	107,110	107,110	107,110	-	100.0%
Interest and other charges	22,129	22,129	22,129	-	100.0%
Total expenditures	<u>129,239</u>	<u>129,239</u>	<u>129,239</u>	<u>-</u>	<u>100.0%</u>
Net change in fund balance	275,761	275,761	(44,326)	(320,087)	
Fund balance, beginning of year	<u>393,941</u>	<u>393,941</u>	<u>393,941</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 669,702</u>	<u>\$ 669,702</u>	<u>\$ 349,615</u>	<u>\$ (320,087)</u>	



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

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**TO:** CITY COUNCIL **DATE:** 7/1/2024  
**FROM:** Tim Ogden, Fire Chief  
**AGENDA ITEM TITLE:** Fire Department Monthly Report  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Fire

---

*BACKGROUND INFORMATION:*

Monthly Report for May 2024.

---

*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	7/1/2024



## City of Beaufort/Town of Port Royal Fire Department

# May 2024 Report

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### Public Events

The Fire Department held several public education events throughout May.

- Lunch with the kids at Bridges Prep School
- BP Checks at Port Royal Senior Center
- Wet down for YMCA Preschool class
- Fire truck display and education at Spanish Trace Apartments
- Participated in Memorial Day Parade
- Field Day wet down for Mossy Oaks Elementary

We also completed the roster and schedule for the upcoming Sparking Embers Girls Empowerment Fire Boot Camp in June.

### Fire Training

The Training Division conducted 1,325 hours of fire training. We had 4 members attend the First Due Engine Operations Conference in Carolina Beach North Carolina where they participated in classroom and hands on training.

We also had 1 member obtain their Certified Car Seat Technician Certification, this now gives the department 5 Car Seat Technicians.

Each shift also completed night training at the old Arthur Horne Building before the demo, Live Fire training at our facility, and MRI training at BMH.

## **Medical**

We provided medical staff for events downtown including the Taste of Beaufort, TCL Graduation, and Gullah Festival.

The Medical Division held 5 CPR classes and educated over 100 people in CPR. We also marketed for the Youth CPR classes for June.

Medical continuing education training was conducted for every shift and our Paramedics attended Beaufort County EMS medical training.

## **Fire Marshal**

The Fire Marshal Division completed 35 fire inspections, 51 new construction inspections, and 38 Engine Company pre-plan inspections. The division also completed 13 plan reviews.

Fire Marshal Badgett attended the SC International Association of Arson Investigators quarterly training.

## **Personnel**

Hired 3 firefighters in May. Lieutenant Matt Domanowski received a resolution from the SC Senate for his actions on a gunshot incident at Abberly Point apartments.

Firefighters Hayden Sybesma, Corey Hagens, and Lucas MacLellan became EMT-B certified.

Firefighter Brian Hakes graduated from Leadership Beaufort.

## **Apparatus**

Replacement Battalion Truck put in service and 6-month PM services started for all apparatus.

## **Major Incidents**

- Cooking fire at 2500 Duke Street, Waters at Ribaut Apartments
- Garage fire at 1707 Pigeon Point Rd
- Mattress fire in River Club Apartments at 1231 Lady's Island Dr

<b>PERSONNEL</b>		
Part-Time	9	
Personnel Assigned	55	
Volunteer Personnel	18	
<b>TOTAL PERSONNEL</b>	<b>82</b>	

<b>INCIDENT SUMMARY</b>	<b>BFT</b>	<b>P.R.</b>
Structural Fires	2	1
Vehicle Fires	0	0
Brush, Trash Fire	3	0
Medical Calls	190	116
Vehicle Accident	18	17
Extrication (350-357)	2	0
Hazardous Condition	5	3
Service Calls (500)	24	12
Good Intent Calls (600)	29	11
False Calls (700)	29	24
Water Rescue	1	1
EMS Standby		
<b>Month</b>	<b>303</b>	<b>185</b>
<b>Total Month</b>	<b>488</b>	

<b>TRAINING/EDUCATION</b>		
Local Instruction	4854	
<b>TOTAL</b>	<b>4854</b>	

<b>VOLUNTEER</b>		
Local Instruction		
Monthly Station Standby	72	
<b>TOTAL</b>	<b>72</b>	

<b>AID SUMMARY - ALL</b>	<b>LI</b>	<b>BUR</b>	<b>PI</b>	<b>other</b>
<b>BEAUFORT</b>				
Aid Given		2		1
Aid Received				
Mutual Aid Given				
Mutual Aid Received				
<b>PORT ROYAL</b>				
Aid Given			1	
Aid Received				
Mutual Aid Given				
Mutual Aid Received				

<b>FIRE PREVENTION</b>	<b>BFT</b>	<b>P.R.</b>
Inspections Conducted	94	46
Violations Noted		
Violations Corrected		
Knox Box Installations	2	2
Fire Plans Reviewed	12	1
Burning Permits Issued	0	0
Permission to Burn Given	0	0
Public Education Events	10	5
Public Edu. Man Hours	38	17
# of Adults	88	23
# of Children	19	96
Car Seats Installation	3	
Smoke Detectors	4	3
CPR Certifications	66	



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

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**TO:** CITY COUNCIL **DATE:** 7/5/2024  
**FROM:** Ivette Burgess  
**AGENDA ITEM TITLE:** Human Resources Monthly Report  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Human Resources

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**BACKGROUND INFORMATION:**

Monthly Report for May 2024.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	7/5/2024

# Memorandum

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**To:** Scott Marshall, City Manager  
**From:** Ivette Burgess, Human Resources Director  
**Date:** 7/3/24  
**Re:** Department Update - May 2024

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## *New Hires and Onboarding*

We had two new hires in the month of May – Jeffrey Phillips and Joseph Teague Jr. Both hires hold the position of Firefighter II within the Fire Department.

## *Open Enrollment FY25*

Open Enrollment was conducted in May, and it was very successful.

## *Summer Work Program – Youth @ Work*

Brian Ladson, Human Resources Specialist began soliciting for youth applications for the City's Youth @ Work program by visiting our local high schools. We continue to have great relationships with the area high schools.

## *Suicide Prevention Workshop*

In partnership with our occupational health partner, Beaufort Memorial Hospital, a suicide prevention workshop was held for the City's public safety personnel – Fire and Police.

## *Staffing Update*

Public Works – 2 vacancies  
Fire – 3 vacancies  
Police – 3 vacancies  
All other departments are fully staffed

### *Interview Panels*

All members of the HR team participated in interview panels for several departments.

### *NEOGOV Software implementation*

Human Resources staff continued to focus on the build of the Perform module. The Perform module will help enhance the performance management system.



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

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**TO:** CITY COUNCIL **DATE:** 7/1/2024  
**FROM:** Sarah Farrow, Municipal Court Administrator  
**AGENDA ITEM TITLE:** Municipal Court Monthly Report  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Municipal Court

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**BACKGROUND INFORMATION:**

Monthly Report for May 2024.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Municipal Court Monthly Report	Backup Material	7/1/2024

**City of Beaufort Municipal Court  
Monthly Department Report  
May 2024**

**DEPARTMENT OVERVIEW:**

Bench trials are held every Monday and Thursday at 3:00pm. Eight sessions of bench trials were held in May 2024 and 262 cases were tentatively scheduled.

**CASE OVERVIEW:**

- New cases filed: 151 (109 traffic/42 criminal)
- Cases disposed: 105 (83 traffic/ 22 criminal)

**DISPOSED CASES BREAKDOWN:**

- 83 traffic cases
  - 53 guilty indicators (forfeiture, plea, or trial)
  - 30 not guilty indicators (dismissal by officer, Judge, or trial)
- 22 criminal cases
  - 12 guilty indicators (by plea or trial)
  - 10 not guilty indicators (through plea agreement or trial)

**ARREST WARRANTS OVERVIEW: 27 ISSUED**

- 3 arrest warrants issued for traffic offenses
- 24 arrest warrants issued for criminal offenses

**JURY TRIAL OVERVIEW:**

- 6 jury trial requests received in May
  - 4 traffic cases
  - 2 criminal cases
- 64 current pending cases
  - 20 criminal cases
  - 44 traffic cases

Next session of jury trials to be held in June 2024.



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

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**TO:** CITY COUNCIL **DATE:** 7/1/2024  
**FROM:** Stephenie Price, Police Chief  
**AGENDA ITEM**  
**TITLE:** Police Department Monthly Report  
**MEETING**  
**DATE:** 7/9/2024  
**DEPARTMENT:** Police

---

**BACKGROUND INFORMATION:**

Monthly Report for May 2024.

---

**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	7/1/2024

# BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price  
Chief of Police

## May 2024 Monthly Report

### Part-1 Crimes Statistics

	Arson	Aggravated Assault	Burglary B/E	CSC	Homicide	Larceny	Mv Theft	Robbery
January	0	4	8	0	0	44	1	6
February	0	3	3	2	0	27	2	2
March	0	2	2	0	1	38	1	0
April	0	11	4	0	0	36	2	2
May	0	8	0	1	0	39	1	0

### Total Calls for Service: 4,309

- Officer Initiated: 3,008
- 911 Line: 507
- Non-Emergency: 793
- TT911 SMS: 1

### Community Events Attended: 13

- City Hall Meeting at Mossy Oaks Apartments for Safe Living Beaufort
- Crimes Watch/Neighborhood Meetings
- Pop-Up Walk and Connect
- Bike Bus
- Drop-In Happy Birthday
- Rotary Club
- Bike with a Cop with the Exchange Club of Beaufort

### Chief's Updates:

- Memorial Day Parade
- Meeting with Tow Truck Drivers May 2, 2024
- Safe Living Beaufort Town Hall Meeting with Mossy Oaks Apartments May 6, 2024
- Neighborhood Association Safe Living Beaufort Presentation May 7, 2024
- Rotary Club Presentation on Safe Living Beaufort and Department Updates May 10, 2024
- Beaufort County School District Annual Community Partner's Safe Schools Luncheon May 10, 2024
- IACP Tech Conference May 20<sup>th</sup>-24<sup>th</sup>, 2024
- SC Peer Support Meeting for Officer Mental Health and Wellness May 30<sup>th</sup>, 2024

### Upcoming Events:

- Water Festival July 12-21, 2024



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

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**TO:** CITY COUNCIL **DATE:** 7/1/2024  
**FROM:** Nate Farrow, Public Works Director  
**AGENDA ITEM**  
**TITLE:** Public Works Monthly Report  
**MEETING**  
**DATE:** 7/9/2024  
**DEPARTMENT:** Public Works

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**BACKGROUND INFORMATION:**

Monthly Report for May 2024.

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

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	7/2/2024



CITY OF BEAUFORT PUBLIC WORKS DEPARTMENT  
MONTHLY ACCOMPLISHMENTS

Report for month of May 2024

See/Click/Fix:                      Reported in May:      60  
Resolved To Date:                371

**Administration:**

- Removed trash enclosure doors at City Hall.
- Removed deer carcass from Depot Road.
- Remove parking stops from stump man property.
- Attended RFP meeting for FDHQ traffic signals.
- Met with residents at Midtown concerning drainage concern.
- Met with contractor concerning crosswalks on SMT.
- Completed one drainage inspection on Hermitage Rd.
- Called to Traffic Light malfunction at Marsh Dr.
- Assisted security camera company at Southside Park.
- Removed streetlight at 30 Robert Smalls Pkwy.
- Counseled a Park's employee on tardiness.
- Assisted with set up of Taste of Beaufort.
- Look at fallen tree at 901 Greene Street.
- Assist Traffic with Taste of Beaufort breakdown.
- Pick up split rail fence material from S.S. Park.
- Install Split Rail Fence at Azalea Park.
- Assist Stormwater with Flap Gates at Basin 1.
- Attended the Neighborhood Association Meeting.
- Escorted JCI at City Hall.
- Assisted Traffic with View Preserved sign on Hancock Street.
- Installed new mailbox damaged by contractor on Allison Road.
- Met with Little Mountain at WK Alston.
- Called in by dispatch for two intersections in flash in Bluffton. (Sunday).
- Take pictures of Midtown after downpour.

- Look at Fallen Limb at Cuthbert Park.
- Assist with cleaning of the gutters at the WFP pavilion.
- Looked at the Bobcat Gator for 500 Carteret.
- Met Easy Rentals at the Marina parking lot to load the man lift.
- Assist Norie with fallen limb on Hancock Street.
- Assisted Adam with leaking water fountain on the SMT at the Depot Bldg.
- Create punch list for the WK Alston intersection.
- Responded to sewer line break on Allison Road. (Gulfstream Const.)
- Assisted SCDOT in the traffic office at PW for software updates.
- Called in by Dispatch, after hours, twice to the Sam's Point intersection for signal malfunction.
- Troubleshoot detection issues at Sam's Point intersection.
- Checked school flasher on Savannah Highway.
- Inspect signal clearance at Reynolds Street.
- Assist with Gullah Festival set-up.
- Respond to water meter damaged by construction company at Whitehall.
- Attended Gullah Festival opening day meeting.
- Found sink hole at WFP craft market area and had a crew repair.
- Create traffic schedule for next week.
- Assist Roebuck with installing new traffic signals at WK Alston.
- Install new CPU at WK Alston.
- Assist in removal of fence panels and drain covers from marina p-lot.
- Check complaint of utility install at Barnwell Bluff. (No City Concern).
- Respond to tree down on Verdier Road. Norie and crew cleaned up.
- Traffic Signal PM at Castle Rock.
- Met with citizen concerning growth behind her residence at Cedar Grove. Determined to be a private property matter.
- Inspect Traffic Signal at WK Alston intersection and Sam's Point intersection.
- Assisted Parks with playground equipment install.
- Cleaned out drains on West Street from See, Click, Fix.
- Add fill dirt to an area beside the SMT near Allison Road.
- Met Beaufort County Stormwater on Fuller Street to assist with pipe camera.
- Completed 3 Drainage Inspections.
- Look at water meter at the Marina Parking Lot.
- Facilitate the cleaning of the restrooms and trash removal at City Hall.
- Investigate complaint of tree on power lines at 602 Hugenin Street. Determined that the tree was on communication wire. Informed homeowner to contact Hargray.
- Investigate complaint of debris pile at Battery Creek Road and Jane Way. Picked up with Knuckle Boom.
- Created hold harmless agreement for 2309 McTeer Circle and obtained signature from homeowner.
- Attended a hauler permit meeting via zoom.
- Fire Station headquarters signal bid meeting at City Hall.
- Assist Carolina Demolition with excavator delivery at the stump man property. Had to get the Sheriff's department to stop traffic to unload the equipment.
- Assist with setting up barricades for the swing bridge when it malfunctioned.
- Met with Carolina Demolition at the stump man property.
- Purchased tree rope and batteries for pruning saw at Randels.

- Investigated foul smell at Police Department 2<sup>nd</sup> floor. Put drain Cleaner in all drains.
- Deliver copy of hold harmless for 2309 McTeer Circle.
- Emailed boot truck to get them scheduled for July.

### **Office Accomplishments**

- 8 Registered 811 notifications
- 14 (new) / 26 (follow up) - PO's created/processed/finalized/closed out (including Munis PO & Credit Card Purchases)
- Daily updates for FY24 Year End Budget Spread Sheet additions, changes, etc.
- Review reports w/ Bryan Durrance for open issues: Drainage / Tree's / Streets.
- Banners – schedule / updates / report
- Payroll processed.
- Processing “new vendors” for Procurement
- JCI “walk through” for HVAC contract @ PWC
- Work w/ IT to resolve multiple phone issues
- Reconcile “credit card” monthly report
- Cintas: uniform set up for new employees and follow up for replacements
- Review stock for “end of year” office supplies order.
- 21 PO's: Created / Follow up / Processed for Payment (4 Munis)
- Petty Cash Reconciliation
- 2 Banners (new request, documenting reservations, rec'v banner delivery and pickup, etc)
- Resolving issues with vendor (incorrect invoices and payment from multiple departments not part of Public Works Budget). Working w/ Accounts Payable.
- Weekly Work Schedules: Weight Tickets / FY24 Spread sheets (Original & Yr End) / Review & updated FY25 spread sheet / Weekly work schedule / weekly accomplishments / Tree, Street, Drainage issues / etc.
- Daily Staff Meetings / Weekly Supervisors Meetings / Touch a Truck Meeting
- Review and follow-up See, Click, Fix
- Interview for PTAC member
- Research “scanner” for large documents for PWC.
- Review w/ Department Supervisors and Director, FY24 Budget remains for final month before “close out”
- Open Enrollment (assisted staff w/ enrollment)
- Take pictures of hazardous tree at 2309 McTeer Circle. Request quotes for tree removal from Southern Tree and Bartlett Tree. Request PO.
- Assist traffic with the relocation of an electric service hand hole box, helix, and electrical components on Robert Smalls Pkwy.
- Investigate complaint of drainage issue at 807 North Street.
- Called to tree down at Baggett Street and Union Street. Cut up and removed.
- #59 PO's: created, processed, followed up, (multiple Munis )
- #112 Locate (811) reviewed
- Creating, logging and activating See, Click, Fix information for call ins to PW
- Spread Sheets – log in/update/etc: Original Budget, Yr End Budget, Accomplishment, Drainage, Tree, Weight Tickets
  - Updated End of Yr FY24 spread sheet after multiple purchases to confirm avl. Bal.

- Worked w/ Finance referencing double payment of bill by departments.
- Cintas: issues w/ uniforms
- Daily Staff Meeting/Supervisor Meeting
- Follow up w/ Tree removal @ Baggett and Lafayette / Drainage issue @ 807 North St backyard drain / Jan storm debris issues @ Janeway/BC Rd / Trees on power lines ref to Cable Co Hargray /
- Removal of 3 trees: in-house @ Baggett and Greene / 2 outsourced to Southern tree (1411 Lafayette and 2309 McTeer Cir)
- #25 PO's created, processed, follow up, invoice payment, etc
- #26, 811-locates logged
- 1 Banner hang on Ribaut/Bay
- Correction on FY24 Budget Original Spread Sheet and FY24 Yr End Spread Sheet
- Review multi See, Click, Fix reportings (follow up on other information sheets)
- Multi Staff meeting and Department Head Meetings
- Review FY24 budget available funds.
- 31 - 811 locate registered
- 23 - Purchase request, orders, (1 – Munis)
  - 38 - follow up, advised, returns, processed for payment, etc
- Down tree: 112 Verdier Rd
- 4 – Staff Meeting
  - 4 – Supervisor Meeting, 3 – office met w/ individual supervisors
- Spread Sheet updates
  - FY24 Original / FY24 Year End; FY25 up-dates; daily weight tickets;
  - Correcting incorrect log in of cost for purchases after compare Munis/SS
- Review See, Click, Fix – and follow up with supervisors
- Review needs for upcoming “Touch Truck” in June

Follow up w/ Supervisors to completing Work Schedule Report / Week Accomplishments Report / Complete all purchases for Year End needs w/ Finance

## **Facility Maintenance Division**

- See Click Fix updated.
- Mobile Home (Stump Man) removed from Boundary Street
- Dealing with Elevator Phone lines down at PD
- Quotes from Gerald Neal concerning City hall.
- Setting up painting for Courts Building for Friday
- Walk through for elevator inspection.
- Ran Generators for PD/Courts and City Hall
- Repaired water line busted pipe at PW for the sweeper truck.
- Repaired Playground equipment at Washington street park
- Repaired water fountain at the Morse trail building on Depot road
- Repaired Fire station 2 thermostat issues
- Working with Hargray to repair phone lines

- **Stormwater / Street Division:**

- (Dr. Grey's Pond Maintenance) Bush hogging, mowing, weed eating, and cleaning up trash/debris around the two ponds located there.
- Canopy on Polk St was raised. Polk St was street swept along with Meritta St near the Salvation Army, and Harrington St.
- Commerce Park digging to grade outfall ditches using the Cat 308 excavator.
- (Cutting of easements) Center Dr E, South Dr, and the Paul Dr area was cut.
- Assisted Downtown Operations at 500 Carteret with loading up the pull behind utility trailer for the Taste Of Beaufort event.
- Used the turf tire bobcat to scrape, level, and regrade the City's roadways with a list of roadways that we maintain.
- Responded to and closed out a few See Click Fix complaints.
- Blythe Asphalt to schedule a pick up for two tons of asphalt for a sinkhole repair at City Hall that was scheduled to be completed on Saturday, May 4, 2024.
- Cutting and maintaining easements on Duncan Ln and Waverly Way area.
- Assisted Downtown Operations with loading up materials needed for the Taste Of Beaufort.
- Taking care of See Click Fix complaints, trimming back bushes that were growing over onto a sidewalk area on Southside Blvd. Also raised the canopy up over that sidewalk.
- Cutting and maintaining easements on Broad St and Talbird Rd.
- Bush hogging outfall ditches at Commerce Park.
- Volunteering for Taste of Beaufort Event.
- Sweeping outfall ditches at Commerce Park so water could drain properly.
- The whole Stormwater Department assisted Downtown Operations with setting up for the Taste Of Beaufort event.
- Sinkhole repair in the parking lot @ City Hall. Two tons of asphalt was used to repair the sunken area.
- Performed easements maintenance at Southside Blvd/ Battery Shores/ and Pick Pocket Plantation/ Polk St/ and Greenlawn.
- Routine weekly cleaning at PW Headquarters inside and outside.
- Flap gate inspection on basin 1 catch basin located on Rodgers Dr.
- Removed debris pile at the corner of Elton Dr and Bladen St.
- Worked an hour late to complete resetting of pavers to the seawall located at the Downtown Marina.
- Elton assisted the Parks Department with driving the small dump truck to haul mulch to Pigeon Point Park.
- Completed Open Enrollment Health Benefits. (Whole Department)
- Bush hogging completed at Fire Station 4/ Lafayette St/ Harrington St.
- Responded to and closed out See Click Fix complaint requests.
- Purchased and stored 2 pallets each of All Purpose Sand and Type S Masonry Concrete.
- Had truck #701 Ford F-350 Dually cleaned up and sent to JC Lewis Ford to have corrective maintenance done to it.
- Weekend duty cleaning at Pigeon Point Park and Whitehall Park
- Performed easements maintenance on Church St, Lafayette St/ Audusta Pl, Bridges Alley,

- Baggette/ Union/ and Greene St./ Duke St, Depot Rd/ James & Rhett St, and Jericho Woods.
- Routine weekly cleaning at PW Headquarters inside and out.
- Mowed grass inside of the Police Impound.
- Installed silt fence at the Stump Man property for demolition of mobile unit on the property.
- Bush hogging of roadside and outfall ditches completed at Commerce Park.
- Met with contractor to get a quote for demolishing and reinstalling a 168lf x 5'4" sidewalk located on 2610 Rhett St.
- Cleaned out outfall ditches located at Commerce Park.
- Stump grinded tree stumps located on 905 Greene St.
- Repaired washout on an outfall ditch located at Southside Blvd (behind Dog Park area).
- Bush hogged drainage ditches and field area on Southside Blvd (behind Dog Park area).
- Assisted the Parks Department with removal of barricades from the Woods Memorial Bridge on both ends.
- Repaired catch basin/ flooding issue at 110 South Hermitage Rd.
- Drainage inspection on catch basins located North and West St. (Homeowners complained about yard flooding issues). I was assisted by Bryan Durrance.
- Responded to and closed out See Click Fix complaint requests.
- Performed easements maintenance at Battery Creek Rd, Center E Dr, Paul Dr, Duncan Ln, and Twin Lakes.
- Bush hogging at Southside Park (Dog Park), First Blvd, South Dr, and the ponds at Twin Lakes.
- Removed snapped branch from a dead oak tree on Hancock St in the Old Point. (Assisted by Bryan Durrance).
- Had tree debris from snapped tree branch on Hancock St removed .
- Routine weekly cleaning at PW Headquarters inside and outside.
- Responded to and closed out See Click Fix complaint requests.
- Met up with two contractors to get quotes for sidewalk demolition and reinstalment at 2610 Rhett St.
- Had sweeper truck sweep Harrington St, City Hall/ PD parking lots, Duke St, North St, and Oak Lawn Dr.
- Picked up debris piles at the corner of Alexander and O'Connell St.
- Had trash emptied in City Hall/ Courts/ and PD for upcoming holiday weekend.
- Repaired sinkholes/ trip hazards at Downtown Marina for Gullah Festival.
- Trimmed and raised up low hanging limbs on Greene, Rodgers, and Lafayette St.

## **Parks Division**

- City wide trash run in all maintained parks (Weekly).
- Spanish Moss Trail inspection and trash run (Weekly).
- Daily restroom cleaning at Pigeon Point, Southside, and Whitehall Park.
- Full Landscape Maintenance Large Parks at Pigeon Point Southside and Whitehall Park.
- Weekly Playground Inspection at Pigeon Point, Tic Toc, and Annette Bryant.
- Weed eating around Flap Gates 1 & 2 on Spanish Moss Trail.
- Weekly Watering Schedule for beds and areas without irrigation.

- Full Landscape Maintenance Small Parks at Christensen, Pinckney, Cuthbert, Rodgers, Annette Bryant, Tic Toc, Wilson, Calhoun Thomas, Charlie Knott, and Harvey Park.
- Full Landscape Maintenance on Views at Battery Saxton, Boundary St Bluff, Coffee Shop, Stump Man Property, and Spanish Moss Trail from Broad River – 170 Light.
- Pressure Washing Trestle on Boundary St/Water Sealed Trestle on Boundary St (Old Applebee's).
- Repaired Broken Spigot at Wilson Park.
- See Click Fix requests at Duke St Irrigation and four at Waterfront Park.
- Testing Backflows at Seawall in Waterfront Park and Calhoun Thomas.
- One Parks Employee assisting with set up for Taste of Beaufort all day Thursday and Friday.
- Pigeon Point Park, Southside Park, and Whitehall Park weekend preps.
- Continued Flower Mulching inside Pigeon Point Park.
- Prep for Taste of Beaufort on Friday until 4pm
- Flowerbed Mulching at Pigeon Point Park (Tabby Gates)
- Maintenance to Pinckney, Christensen, Cuthbert, Rodgers, and Annette Bryant (Leaf Clean up)
- Repaired four irrigation heads and nozzles at Pigeon Point Park
- Repaired broken slat on swing at Pigeon Point Park
- Treated ant hills at Christensen Park
- Removed broken rope climber from Pigeon Point Playground
- Removed broken swing at Pinckney Park
- Installed split rail at Azalea Park
- Trimmed views in front of benches at Whitehall Park
- Weeded all Beds at Whitehall Park
- Mowed at Whitehall Park before wedding
- Landscape Maintenance at Charlie Knott and Harvey Park
- Removed leaves from Charlie Knott and Harvey Park
- Pressure Washed Trestle at Battery Saxton
- Pulled Bollards for Wedding at Whitehall Park (See Click Fix)
- Planted 35 plants along Spanish Moss Trail for Vegetation Blind Project (PTAC)
- Cleaned up Green House and Fixed irrigation system inside Green House
- Called into work to cut up tree down on Spanish Moss Trail at Broome Ln
- Repaired Trip Hazard with Cold Patch on Craven St
- Prepped Pigeon Point, Southside, and Whitehall for Weekend
- Darell Morrell completed Weekend Duty for Saturday and Sunday
- Ordered Bench for Memorial
- Ordered Water Fountains for Waterfront Park
- Landscape Maintenance at Pinckney, Christensen, Cuthbert, Rodgers, and Annette Bryant
- Updated Parks Inventory and Sign out list
- Repaired Broken Split Rail Fence at Cuthbert Park
- Landscape Maintenance at Pigeon Point, Southside, and Whitehall Park
- Replaced Old Dog Station with newer style at Pigeon Point Park
- Inspected Washington St Playground
- Raised Canopies of 8 Trees at Southside Park
- Landscape Maintenance at Battery Saxton, Boundary St Bluff, The Coffee Shop, and Spanish Moss Trail from 170- Broad River

- Irrigation Inspection and Adjustments at Charlie Knott and Harvey Park
- Sprayed Weeds at Public Works Compound
- Assisted with Bridge Closing and Setting up Barricades
- Built two new swings for Pinckney Park and put them up
- Repaired Crossing sign for Spanish Moss Trail at Hay St section
- Landscape Maintenance at Tic Toc, Wilson, Calhoun Thomas, and Duck Pond
- Weekend Preps for Pigeon Point, Southside, and Whitehall.
- Weekend Duty was completed by Wayne Smalls
- Cut up and Hauled away limb at Cuthbert Park (See Click Fix)
- Assisted Traffic with Cleaning the Gutters on the Pavilion at WFP
- Repaired Broken Drainage System for Water Fountain on SMT @Depot Building
- Pressure Washed the Pavilion at WFP
- Sprayed for weeds at Pigeon Point Trail and Southside Trail
- Repaired Washington St Playground Platform (See Click Fix)
- Added new reflective tape to the bollards on SMT.
- PTAC Meeting on 5/23/24
- Cleaned out Flowerbeds at Wilson and Calhoun Thomas
- Flowers Planted at Broom Ln and PW entry way doors.
- Maintenance to Flowerbeds and Tree Canopies at Charlie Knott and Harvey Park
- Weekend Prep for Pigeon Point, Southside, and Whitehall Park
- Landscape Maintenance at Pigeon Point, Southside, and Whitehall
- Landscape Maintenance at Pinckney, Christensen, Cuthbert, Rodgers, Annette Bryant, Charlie Knott, Harvey, Tic Toc, Wilson, Calhoun Thomas, and Duck Pond
- Landscape Maintenance at Battery Saxton, Boundary St Bluff, The Coffee Shop, and Stumpman Property
- Playground Repairs at Pigeon Point Park for Net Climber and Wood Climber for 2-5 yr. old set
- Filled in 4 Large dog holes in Dog Park at Southside
- Sprayed Weeds at Tic Toc Playground
- Cleaned up dumped garbage at Pigeon Point Playground
- Prepped Pigeon Point Park, Southside, and Whitehall Park for Weekend Duty

### **Traffic Control / General Support:**

- Meeting for trash Enclosure @ City Hall and USCB dorms
- Street light upfit
- Installed bench/removed bench for repair
- Repaired 2 day burner street lights
- Set up park for Taste of Bft
- Installing fencing in park and marina lots and installed electrical panel, 2-C klick fix, reaffix conduit on tree, removed lights from tree to pavilion
- Removed street light on Robert Smalls Parkway
- Taste of Bft farmers market electrical set up and completed set up in Park
- Remove and Install banners.

- Removal of the gates at trash enclosure City Hall.
- Remove and install bench at Waterfront Park.
- Taste of Beaufort set up.
- A/C repair at 500 Carteret, assist technician with accessing the roof.
- Traffic Cabinet at Marsh Rd.
- Fencing for Taste of Beaufort.
- Repair day burners on Boundary St.
- Electrical installation at WFP.
- Remove fencing from WFP and Marina lot
- Removed electrical panels along with electrical extension cords from WFP and Farmers Market
- Return spider boxes and cords to Public Works
- Return cloth panels to City Hall
- S.C. 811 traffic signal locates 4 intersections.
- Pick up generator from Grayco after repairs.
- Pick up 4 Holophane lights for USCB dorms project.
- Meet with engineer at Sea Island Parkway and Ladys Island Dr. traffic signal to discuss punch list for contractor.
- Meet with contractor @ WK Alston traffic signal discuss their scope of work for finalization of work.
- P.O.s for vehicle detection for Craven St., Specialty signs for Commerce Park.
- Discuss 3 traffic signal intersections, vehicle detections needs, solicit quotes for two.
- Contact IMSA for member ship changes
- Take American garrison flag to vendor for quote on repair.
- Take pictures of traffic signal cabinet's inside to assist in rewiring.
- Remove signal cabinet & controller from stock place in office for programing.
- Solicited quote for Holophane lights for stock.
- Transport booth & trailers back to 500, offloaded Taste of Bft.
- Assist 500 Carteret off load trailers to the building
- Remove First Friday banner
- Assist with repair of damaged mailbox.
- Fixed sign @ Hancock "The Preserve"
- Inspect light at Bay/Harrington
- Inspect Broad St for sidewalk paint job
- Reinstall the wood slat back on the bench south side barn
- Assist Stormwater with mower max work at Fire station 4.
- Learn/help install new pedestrian moving device with contractor.
- Took photos and look for signs needed in Commerce Park
- Delivered electronic recycling to Beaufort County.
- Moved traffic cabinet to office to prepare for timing installation.
- Shipped PCMT 8000 to get recalibration completed (Yearly).
- Organized lock up and cleaned Barn.
- Move Holophane street light electrical pull box, with all wiring
- Remove helix base and relocate into grass area of right of way
- Mark locates at three locations.

- Meet with engineer and Dominion Energy at Washington St park, discuss electrical needs
- Process 5 P.O. requests for contractual work, along with signage.
- Assist with SCDOT lane closures on and off the Wood's bridge.
- Relamp bridge's traffic signals while bridge was closed
- Assisted bridge's maintenance personal with repairs to expedite reopening
- Continue to burn in traffic cabinet.
- Seven 811 locates on Boundary St.
- Clean pavilion gutters.
- Clear 7 811 locate tickets by marking intersections
- Contact IMSA to create new administrator and add new member.
- Meeting with SCDOT & engineer inspect work Lady's Island Dr and Sea Island Parkway
- Assist contractor at Lady's Island Dr and Sea Island Parkway
- Meet with contractor at Craven and Carteret discuss installation of 3 vehicle detection loops
- Set up fencing, marina lot and set up farmers market for Gullah Festival
- Install loop detector cards and check contractors work 3 locations
- Site visit for step repair Bay and Church
- Assist signal contractor WK Alston intersection
- Emergency locate Duke and Ribaut Rd
- Check intersection Lady's Island Dr and Sea Island Parkway timings and programing
- Repair pedestrian detection at Lady's Island Dr and Sea Island Parkway
- 811traffic signal locates Chowan Creek, TCL, Hogarth and Boundary,
- Install new outlet for camera system at White Hall Park
- Trouble camera locations Bay and Scott, Scott and Port Republic. Resets

### **Fleet / Equipment:**

- Enclosed Trailer-Drum and bearing need replacing. Parts order.
- Start working on two water buffalo's.
- Arrange with Interstate Towing in getting Vehicle 506 tow to Roberts Truck Center
- Repair jack on u-dump
- Asist with Police vehicle that is going to Enterprise Rental to be sold
- Repaired Utility Trailer with new decking board
- Installed 4 new tires on enclosed trailer
- Drop-off vehicle 410 at Freightliner of Savannah for Tri-Axle repair
- Pick-up vehicle 701 from J.C. Lewis in Gainesville, Ga for vehicle warranty work
- Repair wiring and lights on enclosed trailer
- Pick-up debris from fallen tree on Bagget St.
- Pick-up debris on Prince and Duke St.
- Pick-up debris on Battery Creek Rd
- Assist with traffic control for Woods Bridge closure
- Pick-up supplies from Carquest, Barnard Tire, and Randels
- Drop off pedestrian barrier in front off 500 Carteret Street
- Changed flat tire on Vehicle 700 on West Street
- Replaced jack handle on U-Dump

- Installed tire tube on riding mower because of hole in side wall
- Had 4 tires installed on vehicle – 700
- Repaired hedge trimmer and pressure washer
- Replaced cutting blade on pole saw
- Replaced front tire and 3 cutting blades on Street Department riding mower
- Went to Southside Park for hydraulic oil leak Parts will be needed for repairs
- Went to Broad Street to repair riding mower
- Clean shop and assisted in PW clean-up
- Went to courts to jump start Vehicle - 527
- Repair pull cord on Back Pack Blower
- Replaced starter on Vehicle – 527
- Pick-up hedge trimmer from Randel's
- Replaced three cutting mower blades. Also replaced debris cover
- Pick-up bucket truck from Roberts Truck center. Pick-up Dump Truck from Freightliner of Savannah.
- Pick-up parts from Hydraulic Supply in Pooler, Ga.
- Replaced coupling on Mower-Max
- Replaced cutting blades on Parks Dept. riding mower.
- Repaired lights on Utility Trailer
- Replaced drive belt on Parks Dept. riding mower
- Replaced three cutting blades on Parks Dept. riding mower
- Cut grass at PW complex



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

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**TO:** CITY COUNCIL **DATE:** 7/1/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request co-sponsorship and permission for a waiver of the noise ordinance and a waiver for drinking in the park for PINKnic in the Park on September 28, 2024, from 4:00 pm - 8:00 pm at the Henry C. Chambers Waterfront Park  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request co-sponsorship and permission for a waiver of the noise ordinance and a waiver for drinking in the park for PINKnic in the park on September 28, 2024 from 4pm-8pm at the Henry C. Chambers Waterfront Park. This is the same event they had last year.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
PINKnic in the park letter request	Cover Memo	7/1/2024
PINKnic cosponsor	Cover Memo	7/1/2024

**ETHEL'S DAUGHTERS FOUNDATION,  
INCORPORATED**

Post Office Box 1501  
Beaufort, South Carolina 29902

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July 1, 2024

Ashley Brandon  
Director of Downtown Operations  
City of Beaufort  
500 Carteret Street  
Beaufort, SC 29902

Dear Ms. Brandon:

Ethel's Daughters Foundation, a 501(C)(3), is the newly established philanthropic arm of the Nu Delta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. Founded at the historic Penn Center, for nearly 45 years, Nu Delta Omega has raised money for scholarship and community initiatives in Beaufort and Jasper County. The PINKnic, established in 2022, was the first of its kind in Beaufort County and operates as a fundraiser for academic scholarships and to aid the United Way of Beaufort County's homeless initiatives.

The PINKnic is an invitation-only, family-friendly, pop-up picnic at Beaufort Waterfront Park, where our members and their guests dine and dance for a great cause! Participants bring everything they need for their picnic site, including tables, chairs, and food. Nothing is sold or served by the sponsoring organization- all we provide is the entertainment and the venue. Participants are asked to make a donation of \$25.00 per person to attend and this money goes directly back into the community. Children under 12, are admitted free.

This year, the PINKnic will be held on Saturday, September 28, 2024, from 4:00 pm-8:00 pm. We are respectfully requesting a waiver of the Public Drinking Ordinance (7-2002(b)) to allow members to bring wine to be consumed at their individual picnic sites; and a waiver of the Loud and Unseemly Noise Ordinance (9-1008) for music to be played during the event. The Council graciously granted these requests last year and a wonderful time was had. The City of Beaufort Police Department, like last year, has been contracted for this event.

We sincerely appreciate the cooperative relationship with have with the City. This beautiful event brings several visitors to the area, supports several locally-owned businesses, and raises funds for local initiatives. We hope that you will approve this year's request, and appreciate your continuous support.

Sincerely,

Fatima Zeidan-Dunbar  
Chair, 2024 PINKnic

# REQUEST FOR CO-SPONSORSHIP

## Henry C. Chambers Waterfront Park

Name of Event PINKnic

Date of Event: 9/28/2024

Contact person: Fatima Zeidan

Telephone: 803-671-6079

Please check all that apply.

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

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

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

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Events Coordinator Recommendation:      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

Forward for Council Deliberation: \_\_\_\_\_

Date of Council Meeting

Council:      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_



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

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**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request permission for the Jones birthday party to obtain a waiver for drinking in public, and drinking in the park on August 17, 2024, from 5:00 pm -11:00 pm at the Henry C. Chambers Waterfront Park  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request permission for the Jones birthday party to obtain a waiver for drinking in public, and drinking in the park on August 17, 2024, from 5pm-11pm at the Henry C. Chambers Waterfront Park

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Jones birthday party	Cover Memo	6/25/2024



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

**Phone:** 843-379-7063

**Fax:** 843-986-5606

Name of Event: <u>  <b>Birthday</b>  </u> <u>  <b>Party</b>  </u>	Date(s) of Event: <u>  <b>17 AUG 2024</b>  </u> Setup start/end time: <u>  <b>5PM</b>  </u> Actual event start/end time: <u>  <b>7PM</b>  </u> Take down start/end time: <u>  <b>11PM</b>  </u>
Organization/Individual Name: <u>  <b>LOMA JONES</b>  </u>	Address: <u>  <b>17 FERRY</b>  </u> Telephone: <u>  <b>4049153509</b>  </u> Email: <u>  <b>LOJONES23@UNITY.EDU</b>  </u>

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

Please mail completed application to:

City of Beaufort, Attn: Andrea Hackenberger 500 Carteret St. Suite B2 Beaufort, SC 29902,

or scan and email to [ahackenberger@cityofbeaufort.org](mailto:ahackenberger@cityofbeaufort.org).

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

Is event open to the public?   **NO**  

Will admission be charged, or donation required?   **NO**  

Will alcoholic beverages be sold? \_\_\_\_\_ Served?   **YES**  

Will food be sold? \_\_\_\_\_ Served?   **YES**  

Will there be any retail sales?   **NO**  

Number of people expected to attend:   **30**

**Liability Insurance**

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

General Liability as follows:

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

**Alcohol**

•To serve alcohol or liquor at your event, you must obtain City Council approval.

•If alcohol is served at your event, specific approval must be obtained by the City Manager and liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Beaufort must be listed as insured on the policy. If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the City Manager’s office at (843)-525-7070.

City of Beaufort does not provide nor obtain insurance coverage for any special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.

\_\_\_\_\_ 23 JUNE 204  
 Lessee/Applicant Signature Date

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

\_\_\_\_\_ Date Application Received  
 Events Coordinator -Andrea Hackenberger

Deposit Paid: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Deposit to be Refunded: \_\_\_\_\_



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

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**TO:** CITY COUNCIL **DATE:** 6/24/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from the Emelia and Daniel wedding for a waiver of the noise ordinance and a waiver for alcohol and drinking in public at Whitehall Park on March 15, 2025, from 4:00 pm - 10:00 pm  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request from the Emelia and Daniel wedding for a waiver of the noise ordinance and a waiver for alcohol and drinking in public at Whitehall park on March 15, 2025 from 4pm- 10pm

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Trevino wedding application	Cover Memo	6/24/2024



**CITY OF BEAUFORT**  
**Whitehall Park Application**  
**Downtown Operations & Community Services Department 500**  
**Carteret St Ste. B2 Beaufort, SC 29902**  
**Phone: 843-525-7084**

<p>Name of Event:</p> <p><u>Emelia and Daniel Wedding</u></p>	<p>Date(s) of Event: <u>03/15/25</u></p> <p>Setup start/end time: <u>12:00PM / 3:00PM</u></p> <p>Actual event start/end time: <u>4:00PM / 10:00PM</u></p> <p>Take down start/end time: <u>10:00PM / 12:00AM</u></p>
<p>Organization/Individual Name:</p> <p><u>Emelia Trevino</u></p>	<p>137 Rolling Marsh Ln Unit 301,  Address: <u>Hardeeville, SC 29927</u></p> <p>Telephone: <u>4696628744</u></p> <p>Email: <u>emeliajeanx@gmail.com</u></p>

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

Please mail completed application to:

City of Beaufort, Attn: Linda Roper, 500 Carteret St. Suite B2 Beaufort, SC 29902,

or scan and email: [events@cityofbeaufort.org](mailto:events@cityofbeaufort.org)

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-525-7084 or visit our website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

Is event open to the public? No

Will admission be charged, or donation required? No

Will alcoholic beverages be sold? No Served? Yes

Will food be sold? No Served? Yes

### Did you know?

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

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

### Liability Insurance

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

General Liability as follows:

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

### Alcohol

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

If you will be using a tent please be aware that all tents must be weighted and not staked.

No balloons are allowed on park property.

**\*\*Please be aware that parking is limited to 60 spaces only. You cannot park outside of the park grounds\*\***



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

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**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from Help of Beaufort to host the Firecracker 5K with street/bridge closures from 7:45 am - 9:30 am on July 4, 2025  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request from the Help of Beaufort to host the Firecracker 5K with street/bridge closures from 7:45 am - 9:30 am on July 4, 2025

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*PLACED ON AGENDA FOR:* Action

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Firecracker 5k application 2025	Cover Memo	6/25/2024



# 5K RUN/WALK APPLICATION

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

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

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

Name of Applicant: HELP of Beaufort  
 Address: 502 Charles St / POX 472 Phone # 8435241223  
 Email: helpbeaufort@gmail.com  
 Name of Sponsoring Organization: HELP of Beaufort  
 Address: \_\_\_\_\_

Date of 5K Run/Walk: July 4, 2025  
 Time of 5K Run/Walk will Begin: 8:00 AM 5K Run/Walk will Terminate: 9:00 AM  
 Time 5K Run/Walk Line-Up Begins: 7:00 AM Location(s) of Line-Up Area(s): Bay/Charles St.  
 Approximate Number of Persons, Animals in the 5K Run/Walk: 200, official  
Grounded Running Timed Course  
 5K Run/Walk will occupy all the width of the streets to be traversed: yes  
 5K Run/Walk will occupy only a portion of the width of the streets to be traversed: \_\_\_\_\_

OFFICE USE ONLY: Application received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_ Approved By: \_\_\_\_\_

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

Signature of Applicant: [Signature] Date: 6/24/24



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

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**TO:** CITY COUNCIL **DATE:** 6/24/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request co-sponsorship and to host the 3rd annual Gullah Geechee Corridor Heritage Celebration on Saturday, October 12, 2024, from 10:00 am - 3:00 pm in the Henry C. Chambers Waterfront Park  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request co-sponsorship and to host the 3rd annual Gullah Geechee Corridor Heritage Celebration on Saturday, October 12, 2024 from 10 am - 3pm in the Henry C. Chambers Waterfront Park. They event will require the park from 7 am -7pm to include setup and tear down.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Gullah Geechee Corridor	Cover Memo	6/24/2024



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

**Phone:** 843-379-7519

**Fax:** 843-986-5606

Name of Event: <u>3<sup>rd</sup> Annual GGCHC</u> <u>Celebration</u>	Date(s) of Event: <u>October 12<sup>th</sup>, 2024</u> Setup start/end time: <u>7am - 10am</u> Actual event start/end time: <u>10am - 3pm</u> Take down start/end time: <u>3pm - 7pm</u>
Organization/Individual Name: <u>Gullah Gaechee Cultural</u> <u>Heritage Corridor</u>	Address: <u>713 Craven Street</u> <u>Beaufort, SC 29902</u> Telephone: <u>843-818-</u> Email: <u>NRosario@gullahgaechee</u> <u>Corridor.org</u>

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

Please mail completed application to:

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

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7519 or visit our website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

Is event open to the public? yes

Will admission be charged, or donation required? NO

Will alcoholic beverages be sold? NO Served? NO

Will food be sold? yes Served? NO

Will there be any retail sales? yes

Number of people expected to attend: 500

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

**Security Deposit is due upon approval of application**

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

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

<b>WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS</b>			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
Pavilion	\$ 350.00	\$ 600.00	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 500.00	\$ 800.00	
Electric Fee	\$ 75.00	\$ 100.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

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

**Did you know?**

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

If you or your organization are interested in learning more about the program, volunteering or making a monetary or in-kind donation, please contact the City Manager's office @ 843-525-7070

**Liability Insurance**

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

General Liability as follows:

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

**Alcohol**

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

  
 \_\_\_\_\_  
 Lessee/Applicant Signature

4/9/2024  
 \_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Downtown Operations

\_\_\_\_\_  
 Date Application Received

Deposit Paid: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Deposit to be Refunded: \_\_\_\_\_



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

---

**TO:** CITY COUNCIL **DATE:** 6/24/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** The Freedman's Arts District requests a waiver of the noise ordinance to host the 2nd annual Artist Sunday in the Downtown Beaufort area on December 1, 2024, to include street musicians on Bay Street from 12:00 am - 4:00 pm  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

The Freedman's Arts District requests a waiver of the noise ordinance to host the 2nd annual Artist Sunday in the Downtown Beaufort area on December 1, 2024, to include street musicians on Bay Street from 12:00 am - 4:00 pm. This is an effort to have people shop for art for their holiday gifts.

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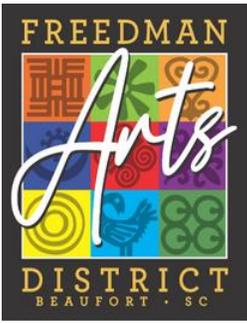
*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Artist sunday 24	Cover Memo	6/24/2024



## Freedman Arts District Beaufort, South Carolina

On Sunday December 1, 2024 – the Sunday after Thanksgiving – The Freedman Arts District non-profit organization is engaging Beaufort’s artists, art galleries, and holiday shoppers to participate in the nationwide art-shopping event, **Artists Sunday**.

We plan to publicize the event utilizing the entire gamut of media opportunities including newspaper and social media.

- **When** – Sunday, Dec. 1, 12-4
- **Where** – Bay Street, West Street, and the Arsenal on Craven Street  
Currently, activities at the following sites are being planned:
  - a) Beaufort Artist Association – Bay St
  - b) Emporium – Bay Street
  - c) Rhett Gallery – Bay St
  - d) Melissa Lyons Art Studio – Bay St
  - e) Pinkney Simon Gallery – Bay St
  - f) Beaufort River Glass – Bay St
  - g) Atelier off Bay – West St
  - h) Coastal Art Supply – West St
  - i) Arsenal courtyard – Craven St.
  - j) Street musicians – set-up by Clock tower; set-up in Arsenal courtyard
  - k) Photo-Op boards – by Clock tower
- **What will be involved** –
  - a) A *Pop-Up marketplace* within the courtyard of the Arsenal featuring less than a dozen local artists. This marketplace promotes those artists who live within the historic district but aren’t represented in the downtown galleries. *“Meet the Makers Market”*
  - b) *Live art demos* will be presented at the Arsenal courtyard, Coastal Art Supply, and Atelier off Bay
  - c) *Free art activities* will be offered at Beaufort Artist Association and Coastal Art Supply
  - d) *Street musicians* will perform on Bay Street at the Clock Tower and at the Arsenal
  - e) *Food trucks* on Craven Street next to Arsenal
  - f) *Photo-Op selfie boards* of famous painting will be at the Clock Tower
  - g) Directional signage will be posted on surrounding streets
  - h) Publicity postcards will be distributed to area hotels & inns
  - i) Posters will be distributed to 75 local merchants and venues
  - j) Trash receptacles will be borrowed from the City Planning Office and placed at the Arsenal. They will be removed at end of day and returned to City Planning Office dumpster site on Scott St.
  - k) The event will be posted on the Bridge sign and a banner will be hung on Bay & Ribault.
- **Request** –  
*Authorize waivers for:*
  - a) noise ordinance;
  - b) food licensing;
  - c) vendor coverage, including the Group Event business license fee



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

---

**TO:** CITY COUNCIL **DATE:** 6/24/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from Beaufort Area Hospitality Association and Downtown Merchants Association to host the Watermelon Sip and Stroll on Saturday, August 24, 2024, from 10:00 am to 4:00 pm and permission to serve alcohol, and waivers of open container, public drinking, loud and unseemly noise  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Request from Beaufort Area Hospitality Association and Downtown Merchants Association to host the Watermelon Sip and Stroll on Saturday, August 24, 2024, from 10 AM to 4 PM and permission to serve alcohol, and waivers of open container, public drinking, loud and unseemly noise. This would be the 5th time they have held this event.

---

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

***REMARKS:***

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Watermelon sip and stroll	Cover Memo	6/24/2024



June 24, 2024

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

RE: Request to Conduct Watermelon Sip and Stroll

Dear Mayor & Council,

I am writing on behalf of the Beaufort Area Hospitality Association and the Downtown Beaufort Merchants Association to respectfully request permission to hold our 5th sip and stroll event on August 24<sup>th</sup>, 2024. The event sip stations would be held at various locations throughout the downtown core district. We plan to host a fun tasting tour that will allow guests to peruse through the streets of Beaufort while sampling food and drinks from various vendors. The vendors would be located at isolated stations along the route. Stations will have alcoholic and non-alcohol options.

We believe this event will offer an exciting opportunity for locals and tourists alike to explore our city, enjoy great food and drinks, all while being socially responsible by following safety protocols. Additionally, we are hoping to partner with local businesses in order to promote them and their products during the event. The event starts at 10am and wraps up by 4pm. We encourage folks to shop and eat throughout the day at our amazing downtown businesses.

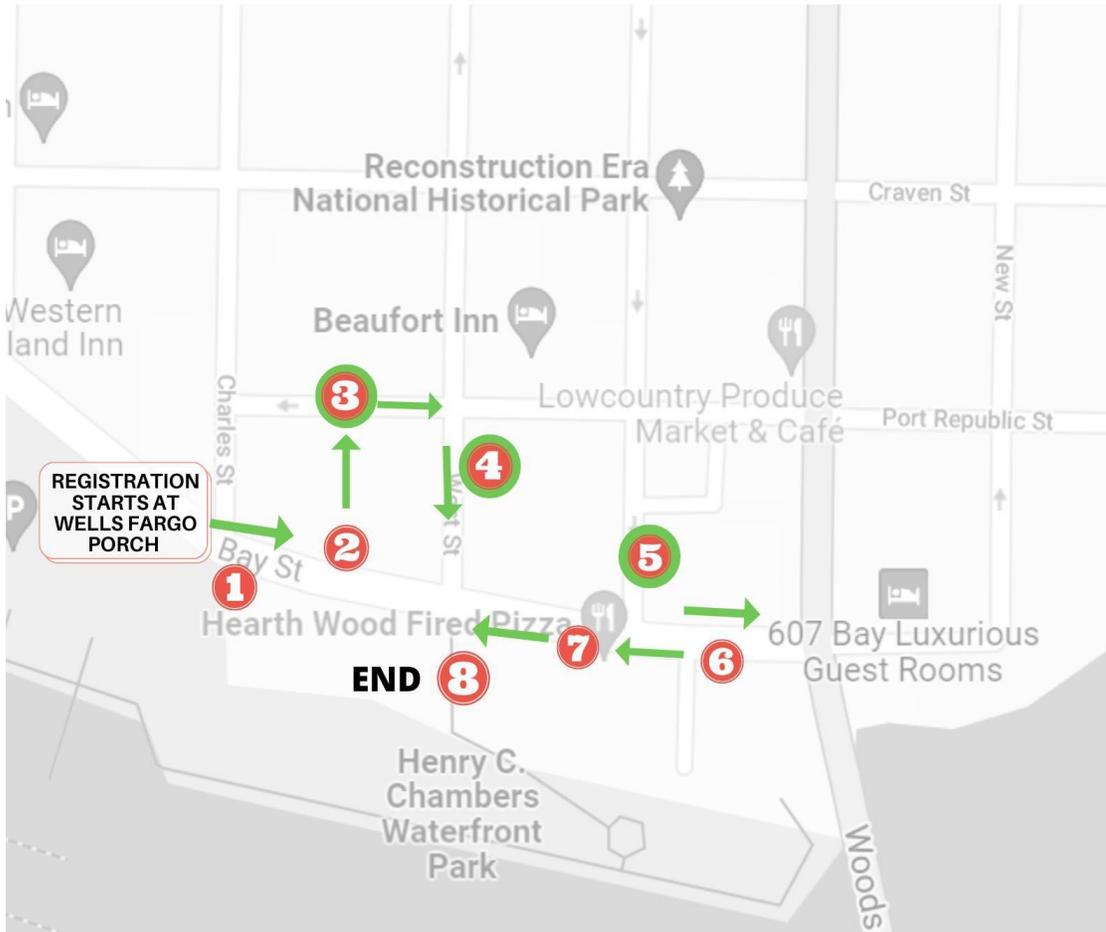
This event is intended to highlight our fantastic Downtown and businesses. The proceeds from the event will be used for Activate Beaufort's activities in the future. We are confident that our sip and stroll event will be one of a kind and bring great enjoyment to everyone involved. Thank you for your time and consideration in allowing us to host this unique experience!

Sincerely,

Ashlee Houck  
President & CEO, Beaufort Area Hospitality Association



DON'T GET LOST



SIP AND STROLL STATIONS END AT 4PM.  
 RESTROOMS ARE LOCATED AT THE MARINA AND PLAYGROUND AREA.



- Registration – at old Wells Fargo Porch 1011 Bay Street
- Station 1 – Goodie
- Station 2 – Goodie
- Station 3 – Sip Station
- Station 4 – Sip Station
- Station 5 – Sip Station
- Station 6 – Goodie
- Station 7 - Goodie
- End 8 – Goodies, Music, Activities



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

---

**TO:** CITY COUNCIL **DATE:** 6/24/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from Beaufort Area Hospitality Association for co-sponsorship and wavier of the Loud and Unseemly Noise Ordinance and Public Drinking for Beaufort Oyster Festival on January 18 - 19, 2025, at the Henry C. Chambers Waterfront Park  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Request from Beaufort Area Hospitality Association for Co-Sponsorship and wavier of the Loud and Unseemly Noise Ordinance and Public Drinking for Beaufort Oyster Festival on January 18-19, 2025. This will be the same event they have held in years past.

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Oyster cosponsor form	Cover Memo	6/24/2024
Oyster WFP application	Cover Memo	6/24/2024
Oyster Letter to Council	Cover Memo	6/24/2024

## REQUEST FOR CO-SPONSORSHIP Henry C. Chambers Waterfront Park

Name of Event: Beaufort Oyster Festival  
 Date of Event: January 20 - 21 2024      Contact person: Ashlee Brock  
 Telephone: 843 707 2705

Please check all that apply.

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

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

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

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Events Coordinator Recommendation:      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Forward for Council Deliberation: \_\_\_\_\_  
Date of Council Meeting

Council:      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**Phone:** 843-379-7063

**Fax:** 843-986-5606

Name of Event: _____ _____	Date(s) of Event: _____ Setup start/end time: _____ Actual event start/end time: _____ Take down start/end time: _____
Organization/Individual Name: _____	Address: _____ Telephone: _____ Email: _____

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

Please mail completed application to:

City of Beaufort, Attn: Andrea Hackenberger 500 Carteret St. Suite B2 Beaufort, SC 29902,

or scan and email to [ahackenberger@cityofbeaufort.org](mailto:ahackenberger@cityofbeaufort.org).

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

Is event open to the public? \_\_\_\_\_

Will admission be charged, or donation required? \_\_\_\_\_

Will alcoholic beverages be sold? \_\_\_\_\_ Served? \_\_\_\_\_

Will food be sold? \_\_\_\_\_ Served? \_\_\_\_\_

Will there be any retail sales? \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

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

**Security Deposit is due upon approval of application**

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

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

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

See this link <https://sc-beaufort.civicplus.com/240/Group-Event-Business-License> to obtain a group business license application for vendors.

**Did you know?**

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If you or your organization are interested in learning more about the program, volunteering or making a monetary or in-kind donation. please contact the City Manager's office @ 843-525-7070

**Liability Insurance**

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General Liability as follows:

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

**Alcohol**

•To serve alcohol or liquor at your event, you must obtain City Council approval.

•If alcohol is served at your event, specific approval must be obtained by the City Manager and liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Beaufort must be listed as insured on the policy. If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the City Manager’s office at (843)-525-7070.

City of Beaufort does not provide nor obtain insurance coverage for any special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.



\_\_\_\_\_  
Lessee/Applicant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date Application Received

Deposit Paid: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Deposit to be Refunded: \_\_\_\_\_



6/24/2024

Ashley Brandon  
Downtown Manager & Events Coordinator  
500 Carteret Street  
Beaufort, SC 29902

Greetings Ashley,

We are delighted to present the attached Special Event Permit application for the 5th Annual Beaufort Oyster Festival – Queen of the Carolina Sea Islands, along with a request for co-sponsorship of this event with the City of Beaufort.

The Beaufort Oyster Festival is envisioned to celebrate all aspects of our Lowcountry oystering culture and agri-tourism economy from historical, to architectural, ecological, agricultural, culinary, artisan, and more.

The full event is conceived as an 11-day festival week corresponding with South Carolina Restaurant Week where focus is given to presenting oyster fare at area restaurants and culminating in a weekend festival in the Henry C. Chambers Waterfront Park. Area businesses, elementary schools, agri-tourism and eco-cultural businesses, agencies and non-profits will be invited to participate in the event throughout the week in educational, art and oystering programs and demonstrations.

The full event would be scheduled January 9 – 19, 2025. The Festival Weekend would be January 18-19, 2025 in the Waterfront Park. These dates have been chosen specifically to support our local hospitality industry during a traditionally slow time in our market while generating positive economic activity supporting HTAX and ATAX. It is our hope that this event will grow to become one of the City and Lowcountry's treasured heritage festivals.

Our request for co-sponsorship includes waiver and/or cost absorption on the following:

- 1) Use of Henry C. Chambers Waterfront Park and associated fees
- 2) Water and Electric
- 3) And related services that include park maintenance and load in/out support

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Beaufort Area Hospitality Association  
PO Box 566 Beaufort, SC 29901 [info@bfthospitality.com](mailto:info@bfthospitality.com) [bfthospitality.com](http://bfthospitality.com)

Thank you for your consideration of this request. We look forward to working with the City of Beaufort and our community in celebration of this integral Lowcountry culture and agri-tourism industry.

Sincerely,

Ashlee Houck

President & CEO, Beaufort Area Hospitality Association





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

---

**TO:** CITY COUNCIL **DATE:** 6/24/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from Beaufort Area Hospitality Association for co-sponsorship to host New Years Eve fireworks display and use of the Henry C. Chambers Waterfront Park along with a waiver of the noise ordinance  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Request from Beaufort Area Hospitality Association for co-sponsorship to host New Years Eve fireworks display and use of the Henry C. Chambers Park along with a waiver of the noise ordinance. This will be the second year they have done this event

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
NYE letter to council	Cover Memo	6/24/2024



6/24/2024

Ashley Brandon  
Downtown Manager & Event Coordinator  
500 Carteret Street  
Beaufort, SC 29902

RE: Request to conduct 2024 New Years Eve Fireworks

Greetings Ashley,

We are delighted to present this letter of request to host the 2<sup>nd</sup> annual New Year's Eve Fireworks. Beaufort New Year's Eve Fireworks 2024 is envisioned to celebrate the incoming New Year. This event will be advertised locally and through our area destination marketing organization, Visit Beaufort, Port Royal and Sea Island Convention & Visitor Bureau.

The event will take place December 31st, 2024, at 9pm utilizing the services of Munnerlyn Pyrotechnics and O'Quinn Marine. The fireworks will be viewable from Waterfront Park. We, the Beaufort Area Hospitality Association, have chosen a 9pm show time for safety and keeping families in mind, which proved successful at last year's event.

The Beaufort Area Hospitality Association hopes to continue to generate positive economic activity supporting are local businesses with this event. It is our hope that this event will continue to grow and become a staple within our community.

Our request for co-sponsorship includes waiver and/or cost absorption on the following:

1) Use of Henry C. Chambers Waterfront Park and associated fees

Thank you for your consideration of this request. We look forward to working with the City of Beaufort and our community in celebration of this integral Lowcountry culture and agri-tourism industry.

Sincerely,  
Caroline Bowen  
Partner and Event Coordinator, Beaufort Area Hospitality Association

Beaufort Area Hospitality Association

PO Box 566 Beaufort, SC 29901 info@bfthospitality.com bfthospitality.com



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

---

**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Resolution recognizing Michelle Prentice for her service on the Historic District Review Board  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

---

*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	6/27/2024



**RESOLUTION  
2024-08**

**COMMENDING MICHELLE PRENTICE FOR SERVING ON  
THE HISTORIC DISTRICT REVIEW BOARD**

**WHEREAS**, Michelle Prentice served on the City of Beaufort Historic District Review Board from July 1, 2021, until June 30, 2024; and

**WHEREAS**, Ms. Prentice devoted her efforts and energy in service on this important Board; and

**WHEREAS**, Ms. Prentice served in the position of Citizen Representative; and

**WHEREAS**, the significant contributions Michelle Prentice made as a member of the Historic District Review Board has helped to support sustainable development practices, and protect and enhance the design, character, and economic value of the city as a whole, thereby promoting the quality of life in our community.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, duly expresses their gratitude and commends Michelle Prentice for her outstanding service to the city during her tenure.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9<sup>th</sup> day of July 2024.

---

Philip E. Cromer, Mayor

Attest:

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Traci Guldner, City Clerk



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

---

**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Resolution recognizing Victoria Bergesen for her service on the Park and Tree Advisory Commission  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

---

*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	6/27/2024



**RESOLUTION  
2024-11**

**COMMENDING VICTORIA BERGESEN FOR SERVING ON  
THE PARK AND TREE ADVISORY COMMISSION**

**WHEREAS**, Victoria Bergesen served on the Park and Tree Advisory Commission from February 9, 2022, until June 30, 2024; and

**WHEREAS**, Ms. Bergesen devoted her efforts and energy in service on this important Board; and

**WHEREAS**, Ms. Bergesen served in the position of Master Gardener; and

**WHEREAS**, the contributions Victoria Bergesen made as a member of the Park and Tree Advisory Commission helped the city with best practices and horticultural requirements of planting, maintaining, and preserving trees along our streets, right of ways, and parks.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, duly expresses their gratitude and commends Victoria Bergesen for her outstanding service to the city during her tenure.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9th day of July 2024.

---

Philip E. Cromer, Mayor

Attest:

---

Traci Guldner, City Clerk



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

---

**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Resolution recognizing Gordon Fritz for his service on the Park and Tree Advisory Commission  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

---

*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	6/27/2024



**RESOLUTION  
2024-12**

**COMMENDING GORDON FRITZ FOR SERVING ON  
THE PARK AND TREE ADVISORY COMMISSION**

**WHEREAS**, Gordon Fritz served on the Park and Tree Advisory Commission from November 30, 2017, until June 30, 2024; and

**WHEREAS**, Mr. Fritz devoted his efforts and energy in service on this important Board; and

**WHEREAS**, Mr. Fritz served in the position of Citizen Representative; and

**WHEREAS**, the contributions Gordon Fritz made as a member of the Park and Tree Advisory Commission helped the city with best practices and horticultural requirements of planting, maintaining, and preserving trees along our streets, right of ways, and parks.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, duly expresses their gratitude and commends Gordon Fritz for his outstanding service to the city during his tenure.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9th day of July 2024.

---

Philip E. Cromer, Mayor

Attest:

---

Traci Guldner, City Clerk



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

---

**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Resolution recognizing Brad Hill for his service on the Park and Tree Advisory Commission  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

---

*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR:* Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	6/27/2024



**RESOLUTION  
2024-13**

**COMMENDING BRAD HILL FOR SERVING ON  
THE PARK AND TREE ADVISORY COMMISSION**

**WHEREAS**, Brad Hill served on the Park and Tree Advisory Commission from February 9, 2022, until June 30, 2024; and

**WHEREAS**, Mr. Hill devoted his efforts and energy in service on this important Board; and

**WHEREAS**, Mr. Hill served in the position of Citizen Representative; and

**WHEREAS**, the contributions Brad Hill made as a member of the Park and Tree Advisory Commission helped the city with best practices and horticultural requirements of planting, maintaining, and preserving trees along our streets, right of ways, and parks.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, duly expresses their gratitude and commends Brad Hill for his outstanding service to the city during his tenure.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9th day of July 2024.

---

Philip E. Cromer, Mayor

Attest:

---

Traci Guldner, City Clerk



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

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**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Resolution recognizing Henry Brandt for his service on the Tourism Development Advisory Committee  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	6/27/2024



**RESOLUTION  
2024-09**

**COMMENDING HENRY BRANDT FOR SERVING ON  
THE TOURISM DEVELOPMENT ADVISORY BOARD**

**WHEREAS**, Henry Brandt served on the City of Beaufort Tourism Development Advisory Board from September 15, 2021, until June 30, 2024; and

**WHEREAS**, Mr. Brandt devoted his efforts and energy in service on this important Board; and

**WHEREAS**, Mr. Brandt served in the position of Cultural Representative; and

**WHEREAS**, the contributions Henry Brandt made as a member of the Tourism Development Advisory Board helped to consolidate and guide the allocations of the State Accommodations Tax Funds to local organizations with the goal of improving tourism in our area.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, duly expresses their gratitude and commends Henry Brandt for his outstanding service to the city during his tenure.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9<sup>th</sup> day of July 2024.

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Philip E. Cromer, Mayor

Attest:

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Traci Guldner, City Clerk



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

---

**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Resolution recognizing Mickey Minick for his service on the Tourism Development Advisory Committee  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	6/27/2024



**RESOLUTION  
2024-10**

**COMMENDING MICKEY MINICK FOR SERVING ON  
THE TOURISM DEVELOPMENT ADVISORY BOARD**

**WHEREAS**, Mickey Minick served on the City of Beaufort Tourism Development Advisory Board from September 15, 2021, until June 30, 2024; and

**WHEREAS**, Mr. Minick devoted his efforts and energy in service on this important Board; and

**WHEREAS**, Mr. Minick served in the position of Citizen Representative; and

**WHEREAS**, the contributions Mickey Minick made as a member of the Tourism Development Advisory Board helped to consolidate and guide the allocations of the State Accommodations Tax Funds to local organizations with the goal of improving tourism in our area.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, duly expresses their gratitude and commends Mickey Minick for his outstanding service to the city during his tenure.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9<sup>th</sup> day of July 2024.

---

Philip E. Cromer, Mayor

Attest:

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Traci Guldner, City Clerk



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

---

**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Proclamation proclaiming July 27 - August 4, 2024, as Gullah/Geechee Nation Appreciation Week  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Proclamation	Backup Material	6/27/2024



## PROCLAMATION

**WHEREAS**, Queen Quet and Kwame Sha founded the Gullah/Geechee Nation International Music & Movement Festival in 2005 on St. Helena Island, SC; and

**WHEREAS**, this celebration of the living legacy of Gullah/Geechee history, heritage, and culture came about due to the work of St. Helena Island native, Queen Quet, Chieftess of the Gullah/Geechee Nation; and

**WHEREAS**, Gullah/Geechee Nation Appreciation Week began in 2012; and

**WHEREAS**, as a show of our support, we are calling on all citizens, and visitors to Beaufort, to take part in the activities associated with these events which are a part of the global activities for the United Nation's International Decade of People of African Descent; and

**WHEREAS**, the City of Beaufort acknowledges the native people of the Gullah/Geechee Nation from Jacksonville, NC., to Jacksonville, FL, throughout the Sea Islands and Lowcountry, and support the honoring of their ancestors that built this region; and

**WHEREAS**, we support the continuation of Gullah/Geechee cultural heritage and sustainability of the Gullah/Geechee Nation.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims July 27 – August 4, 2024 as

### **GULLAH/GEECHEE NATION APPRECIATION WEEK**

and call upon all our citizens to celebrate Gullah/Geechee Nation under the theme “Gullah/Geechee Tekin a Stand and Healin de Land.”

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9th day of July, 2024.

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Philip E. Cromer, Mayor

Attest:

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Traci Guldner, City Clerk



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

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**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Proclamation proclaiming August 19 - 24, 2024, as USCB Sand Shark Week  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Proclamation	Backup Material	6/27/2024



## PROCLAMATION

**WHEREAS**, the University of South Carolina Beaufort is a fully accredited, comprehensive, baccalaureate institution within the University of South Carolina; and

**WHEREAS**, USCB provides specialized instruction in twenty undergraduate degree programs and two graduate degrees to fulfill its mission to respond to regional needs, draw upon regional strengths, and prepare graduates to contribute locally, nationally, and internationally, and

**WHEREAS**, USCB is a primary regional resource for exceptionally skilled health-care professionals, teachers, hospitality managers, science-based researchers, and computational troubleshooters in the South Carolina Lowcountry, and

**WHEREAS**, USCB has a reputation for institutional prominence as a regional problem-solver, catalyst for progress, and engine for economic growth, and

**WHEREAS**, reports indicate that USCB's regional economic impact is in excess of 1,066 jobs, \$50.5 million in additional wage and salary income, \$122.4 million in economic output, and \$1.6 million in net government revenue; and

**WHEREAS**, this week USCB welcomes more than 2,100 students, their parents, other family members, and friends to campuses in Bluffton, Beaufort, and Hilton Head Island and to athletic facilities in Hardeeville for the start of the 2024 – 2025 academic year.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims the week of August 19 - 24, 2024, as

### **USCB SAND SHARK WELCOME WEEK**

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 9th day of July 2024.

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Philip E. Cromer, Mayor

Attest:

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Traci Guldner, City Clerk



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

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**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Worksession - June 18, 2024  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Worksession 6-18-24	Backup Material	7/1/2024



# City Council Worksession

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

June 18, 2024

### I. CALL TO ORDER

5:00 PM

Philip Cromer, Mayor

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

Absent: Michael McFee.

### II. DISCUSSION ITEMS

#### A. Development Code updates.

**Curt Freese, Community and Economic Development Director** started off by saying that they have gone through a few hundred pages of the Development Code and two thirds of them have been presented to the Planning Commission. He stated that they will continue to maintain a spreadsheet of Development Code amendments/edits. These will be reviewed on a yearly basis. He then gave a recap of some of the discussions that have taken place over the last year. He talked about their statuses and outcomes.

He stated that the Planning Commission must make recommendations on any Development Code amendments. They have held several worksessions to go over the major historic preservation changes. He mentioned that they voted unanimously to approve the recommended changes during their June 17, 2024, meeting. These will now be reviewed by legal and brought back to Council in the form of ordinances for approval and adoption.

**Councilman Scallate** stated that if the Historic District Review Board has not been a part of the conversations regarding demolition, they should be included. He would like to include them when the item comes back in front of Council.

**Mr. Freese** then proposed the question of whether the city should develop a Conservation Subdivision. This would require a majority of the property to be set aside and dedicated for open space. 75 to 80 percent of the land. They would have ecologically sensitive development patterns for all development, meaning the development would be sensitive to the land around it. Is this an opportunity for the city to create a district that could incentivize someone to develop and gain open space tax funds on that 75 to 80 percent and still have a portion that could be developed. He sees a community wide goal for more open space.

**Mayor Cromer** inquired if there would be a minimum in terms of acreage that this would apply. Mr. Freese responded by saying we would have to come up with those terms. He stated that in Colorado this is how they handled their open space program.

**Councilman Mitchell** asked Mr. Freese how they generated the money to incentivize the program.

**Councilman Lipsitz** likes the idea but feels that the County would need to be involved.

**Councilman Scallate** asked if this would be available to someone that owns property in the city already. If that were the case, the County would not need to be involved. Mr. Freese indicated you could do Conservation Subdivisions as an overlay or create a Conservation Subdivision District. Regarding the minimum acreage question brought up by Mayor Cromer, Councilman Scallate stated that Anderson, South Carolina passed a similar ordinance in 2021. He went over some of the language from their ordinance. The city could follow something similar. Mr. Freese said that we would have to look at other places. Land that is available here is very unique. We would have to think about this on a much lower scale.

The concept is definitely worth pursuing and worthy of another conversation.

**Mr. Freese** brought up the topic of design guidelines. He stated that right now the form-based code has prescriptive design requirements. However, they are somewhat general. They allow for variations, which allows creativity. He has heard concerns that Beaufort has a lot of vernacular architecture. He would like to provide a non-prescriptive set of simple guidelines that would include pictures and graphics of desired architecture. An Architect would need to be included in the development. This could be an addendum to the Beaufort Code and Comprehensive Plan.

Should this be defined for non-residential development. Should single-family homes be exempt. Mr. Freese said that maybe single-family homes should be included. Perhaps we develop multiple plan options that are already pre-approved to build whether it be for a commercial building, multi-family complex, or single-family home. This would be different from historic preservation.

**Scott Marshall, City Manager**, stated that this would be great for predictability. The other side is to be sure that if we do something like this, that the Commissions do not think these are the only designs that can be approved. We would not want to be too restrictive.

There was discussion about opening this up to multiple architects to submit designs based on all the criteria provided. Want multiple options instead of just one design.

Was mentioned that design guidelines and pre-approved plans are two separate things.

**Councilman Scallate** inquired if the discussion about design guidelines and pre-approved plans are separate issues. Mr. Freese said they were separate. Councilman Scallate feels the discussion seems to have been more about pre-approved plans. He is more in favor of pre-approved designs that will add predictability. He feels we would benefit more from having pre-approved designs that somebody could come in and select from.

**Councilman Mitchell** does not want us to end up having a cookie cutter look that some places seem to have.

#### B. Transportation Sales Tax Referendum.

**Scott Marshall, City Manager**, started off by saying that County Council had on their agenda for third reading the Transportation and Sales Tax Referendum. He said that they changed it during the meeting to second reading and changed the parameters of the referendum in a pretty significant way. They reduced the amount to be collected from \$1.625 billion over a 15-year period to \$950 million in a 10-year period. They also amended the scope of projects that were already identified in the previous version, as well as some of the dollar amounts to

be distributed to the municipalities. The third and final reading is slated for Monday, June 24, 2024.

**Councilman Lipsitz** thinks any plans for Ribaut Road should be off the table. They have not told us what they want to do. He stated that we need to act on a third crossing onto Lady's Island as it is desperately needed. This should be a priority.

**Councilman Mitchell** questioned why the reductions were made. What led them to make those decisions. He feels that the County should push this back to first reading.

**Mayor Cromer** stated that they probably scaled it back to make it more palatable to the voters. He does not think there is enough specificity as to where the money is going to be spent. There is also no explanation as to how \$30 million is to be split between the unincorporated areas, the City of Beaufort and Town of Port Royal.

**Councilman Scallate** feels that the municipalities have not been afforded the opportunity to weigh in on these decisions. We need to be assured that there will be funding that comes to us. He questioned the estimates on the costs of the projects to be funded and is unsure how accurate they are. He feels that the money is not going to go as far as they say. He would like to see the County set up a Traffic Authority. This would put the responsibility into the hands of the citizens to determine the priority of the projects.

**Scott Marshall, City Manager**, shared some concerns that were sent in by Mayor Pro Tem, McFee. This revision was made to reduce the amount of the taxes collected and to reduce the number of projects. He said that these were done without consulting the Transportation Advisory Committee which was appointed by County Council. He feels there was not enough consultation with the municipalities.

Mayor Cromer will reach out to Kevin Phillips, the Mayor of Port Royal, to draft a message to Beaufort County Council that will address these issues and ask them to delay the third reading.

The following interacted with Council on the topics discussed:

Jeremiah Smith, 1107 West Street.  
Lise Sundrla, Historic Beaufort Foundation.  
Cynthia Jenkins, Historic Beaufort Foundation.  
Grant McClure, Coastal Conservation League.  
Merritt Patterson, 317 Laurens Street.

### III. ADJOURN

6:33 PM

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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](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).

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](http://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.



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

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**TO:** CITY COUNCIL **DATE:** 6/25/2024  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Worksession and Regular Meeting - June 25, 2024  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR:* Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Worksession 6-25-24	Backup Material	7/3/2024
Regular Meeting 6-25-24	Backup Material	7/3/2024



# City Council Worksession

## Meeting Minutes – Council Chambers – 2nd Floor

June 25, 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.

Note: Mayor Pro Tem, McFee arrived 58 minutes into the meeting.

### II. PRESENTATION ITEMS

#### A. HdL Business License Fee Collection Service.

**Scott Marshall, City Manager**, introduced Bobby Monroe, a representative with HdL Companies. HdL stands for Hinderliter, de Llamas. Mr. Monroe stated that his company has been in business for over 42 years. They serve over 800 municipalities across the country. He is located in their North Carolina office. He spoke regarding a program called Revenue Enhancement. He stated that they can definitely enhance the revenue by finding businesses that come into Beaufort without a business license. These are not brick and mortar establishments. They would look for businesses coming in from other states into the area to do any type of work. This could be companies delivering fuel to gas stations, or delivery companies bringing goods to grocery stores, department stores, schools and hospitals.

He stated this is a performance-based program. This means if they do not perform, and Beaufort does not receive any funds, they do not collect a payment. They do all the calling, and collections. He mentioned that revenue is important, but what is more important is to make sure that everyone is following the City Business License Ordinance and obtaining a business license for any work they are doing within the city limits. The fee structure is a 50/50 split on a two-year revolving calendar. If they brought the city 30 new clients in the month of June, they would share in the revenue costs for two years, then those clients would roll over and 100 percent of the revenue would then come to the city. He said the city would see revenues during the first month.

#### B. Update from Davis and Floyd on King Street Project Design.

**JJ Sauve, Assistant City Manager**, stated at the last meeting that it was decided that we would be taking our time reassessing the situations and coming back to Council with some proposed options moving forward. He takes full responsibility for telling the architects and engineers to take their time. Due to some timing issues with a mandated Ocean and Coastal Resource Management (OCRM) hearing that must occur within the next couple of months, we have to solidify a preliminary design. Didn't want the OCRM hearing to be the first time that Council saw any of the updates. Davis and Floyd, along with Mr. Montgomery, were asked to bring what they had at this point in time to discuss with Council. Are we going to focus on moving forward with the current options that have already been discussed. Are there any other options that

may be discussed this evening, that might be possible. Or options discussed that could be utilized that might require a change order or reassessing. Do we need to reassess the priority of this project as a whole. There is grant funding that this project is reliant on, but as previously stated, the goal is to get a project that is right for the community. It is not to let funding, or finances drive the project. That is not to say that we want to let finances get away from us. We want to have a project that is right for the community, as with all the other projects the city has.

**Mike Horton, Engineer with Davis and Floyd**, went over his presentation. This included the power and control facilities, the pump station and outfalls, along with giving an overview of the various concepts.

**Mayor Cromer** inquired if dredging the pond would help by lowering the weir to help with the water level.

**Councilman Scallate** stated that the City's ordinance has a requirement for a 13-foot elevation being the base. Federal Emergency Management Agency (FEMA) is 8 feet. He asked for a show of hands that if the elevation for the structures being proposed could be lowered 5 feet, would that make a difference and be acceptable to the members of the neighborhood. One person raised their hand per Councilman Scallate. He would have liked to see an alternative that did not require a pump station, but one that used green infrastructure instead. He is favorable to a change order that looks into incorporating green infrastructure.

**Councilman Lipsitz**, said he does not think there is a problem today, but we have to plan for the future. Feels that something needs to be done. Thinks that the pipes should be fixed, but we need to go another step further. Feels that a pump station may be called for. Wants to know that we have prepared for future generations.

**Councilman Mitchell**, posed the question that if these structures were already in place, would it deter someone from buying a house in this neighborhood. He feels there is a safety issue that needs to be considered. It is not just about today, but for years to come. The decision will not be taken lightly.

The following addressed Council with their concerns:

Cynthia Jenkins, Historic Beaufort Foundation.

Brenda Litchfield, 808 Hamilton Street. The diagram that she spoke about is attached.

Dave Russell, 411 Craven Street.

Deb Chevas - 310 Hancock Street.

Douglas Storrs, 411 New Street.

Nancy Russell, 411 Craven Street.

Zach Graber, 605 Carteret Street.

Conway Ivy, 501 King Street.

Eddie Rodgers, Ribaut Island.

A copy of the presentation is attached.

C. Housing Impact Analysis Introduction.

**JJ Sauve, Assistant City Manager**, started off by saying that this was brought before the Planning Commission. It was recommended for adoption as an appendix item to our current 2021 Comprehensive Plan. South Carolina House Act 57 allows local governments to use up to 15 percent of state accommodations tax proceeds to fund affordable workforce housing initiatives. Local governments who wish to amend their ordinances must complete a Housing

Impact Analysis. He then went over the items that needed to be included in the analysis, and a timeline of the process. He stated that the analysis is not a solution in and of itself but gives a roadmap of options to explore. The city has partnered with local agencies to form the Beaufort-Jasper Housing Trust. The city cannot fix housing issues alone. It is going to take public and private partnerships. A rehabilitation program will be a topic of upcoming discussions.

**Mayor Cromer** made the comment that inclusionary zoning is prohibited by South Carolina State Law. Local governments cannot enact inclusionary zoning requirements.

**Councilman Scallate**, inquired about the Area Median Income (AMI) for Beaufort. Was it not included because it was not relevant to the impact study. Mr. Sauve said they used the numbers and definitions that are in the actual Comprehensive Plan. He is happy to see this move forward and put into place.

**Mayor Cromer** stated that we can offer density bonuses, but in most cases, developers don't want to take advantage.

**Councilman Mitchell**, in walking the downtown area, he stated you truly get a picture of the repair that is needed to homes. Most are within the Northwest Quadrant. They are referred to as Freedman's Cottages. He suspects that many do not fall into any of the income categories. In many cases the homes have been inherited, were already in need of repair, and just sit there until they fall into the demolition by neglect category. Those are the people that need help.

**Councilman Lipsitz** believes that one of the first projects that came from the Beaufort-Jasper Housing Trust is Carrington Manor. This will be affordable housing for seniors near the Springhill Suites on Boundary Street.

Dan Blackmon, 1010 Duke Street, addressed Council.

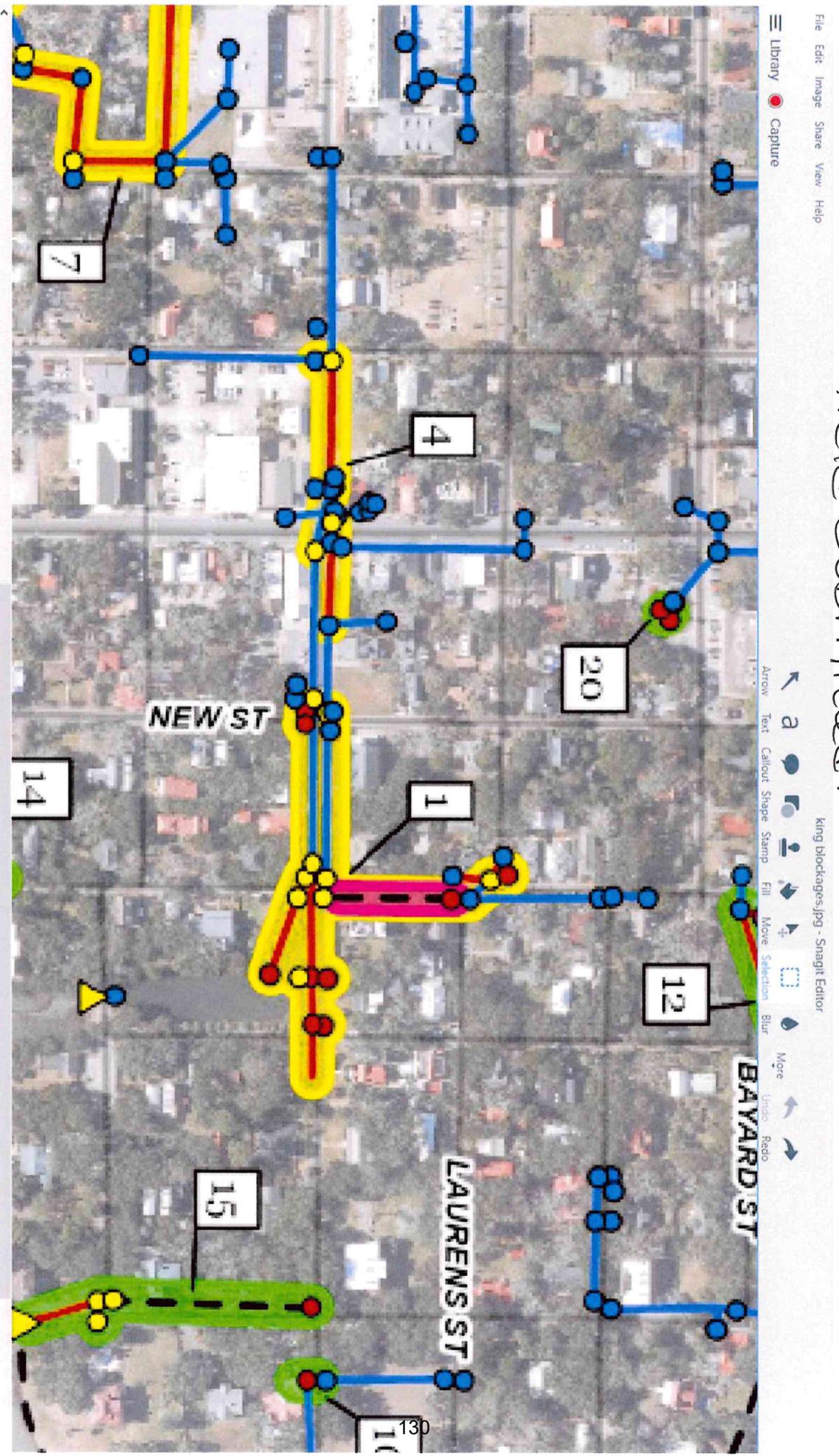
### III. ADJOURN

6:46 PM

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Public Comment Section for Worksession Item B.  
Brenda Litchfield Submitted.





# City Council Regular Meeting

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

June 25, 2024

### **I. CALL TO ORDER**

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**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**

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Mayor Pro Tem, Mike McFee

### **III. PUBLIC COMMENT**

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Brenda Litchfield, 808 Hamilton Street, inquired who the engineering consultant was as stated in the grant for the King Street Drainage Project in 2022.

Conway Ivy, 501 King Street, spoke on the King Street Drainage Project. Mentioned using an alternative. A Gravity System. He offered up to a \$50,000.00 match on the City's cost for a Gravity System Study. This offer expires at 5:00 pm on June 28, 2024. A copy of his letter is attached.

Dave Russell, 411 Craven Street, spoke about the same company doing all the studies, engineering, and design work on the King Street Drainage Project. Feels there should have been another independent entity involved. He also mentioned the increased costs for construction.

Nancy Russell, 411 Craven Street, spoke regarding the ongoing costs that will be associated with the King Street Drainage Project.

Maxine Lutz, 811 North Street, spoke concerning the appointment of the Historic District Review Board seats. Feels a Professional Preservationist should be on the board. A copy of her letter is attached.

### **IV. MINUTES**

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A. Worksession and Regular Meeting - June 11, 2024.

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

**Minutes approved as presented.**

## V. OLD BUSINESS

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- 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.

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

First reading was held on June 11, 2024. No changes were made since first reading.

All were in favor, motion carried.

- B. Updated City Council Meeting Schedule for the remainder of calendar year 2024.

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

All were in favor, motion carried.

## VI. NEW BUSINESS

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- A. Ordinance to amend Fiscal Year 2024 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.

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

JJ Sauve, Assistant City Manager, stated that these amendments are a rollover of existing capital improvement budgets. He first spoke about the Battery Shores Drainage Project. We had allocated \$30,000.00 for the Drainage Project in Battery Shores for engineering services during the Strategic Planning Session. In speaking with McCormick Taylor, the contracted Stormwater Engineer for the city, \$39,402.00 was the price given to do everything under the scope of work associated with the project. Davis and Floyd, and Infrastructure Consulting and Engineering, LLC., were also contacted. Staff recommend adopting the \$40,000.00 amount that is now in the Budget Amendment in New Business, Item B.

Mr. Sauve then spoke about the Carnegie Building Roof Improvements. He stated that this project has been out to bid twice with no responsive bids. Staff have reached out to places in surrounding states that were recommended by Meadors that have similar roofs and historic structures. This was to find companies that might be able to do this type of work. They have found that the inside work, and the work to be done on the outside, should be separated out. The original cost estimate was done in 2021/2022.

Linda Roper, Downtown Operations and Community Services Director, stated that the clay tiles are in good shape, but the plaster is not. The dormers continue to deteriorate and need repair. Drainage issues were also mentioned. She stated that very few contractors do work with clay tiles. She then spoke about the scope of work in the Request for Proposal (RFP). Staff is considering whether or not to break up the one request into two or three to obtain more bids.

Ms. Roper stated that the figures being presented today are based on very similar projects in Charleston and Greenville, SC. Realistically, all bids are coming in 40 percent higher.

Mr. Sauve stated that while researching the grant, it was discovered that the ARPA Funds that were originally allocated as a match in the Pigeon Point Drainage Study Project could not be used from this fund. Therefore, they are being reassigned under the Stormwater Fund. You will see this under New Business, Item B.

Alan Eisenman, Finance Director, then went over all of the proposed budget amendments. This is just moving them from one Fiscal Year into the next.

All were in favor, motion carried.

- B. Ordinance to amend Fiscal Year 2025 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.

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

Alan Eisenman, Finance Director, went over the proposed budget amendment figures.

Councilman Scallate made a motion to amend the amount allocated for the Carnegie Building Roofing Improvements from \$382,320.00 to \$250,000.00 coming from the ARPA Fund. There was no second. Motion failed.

The motion was carried by a vote of 4 -1. Councilman Scallate voted no.

## VII. REPORTS

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### City Manager's Report

Thanked Nate Farrow and our Public Works personnel for sponsoring the Touch a Truck event on Saturday, June 15, 2024, at the Pigeon Point Park. Great support from the Police Department, Fire Department, and Beaufort County EMS, who all had their vehicles and personnel on hand as well.

Enjoyed participating in the Project Freedom 326 Juneteenth Unity Parade on June 16, 2024. It was the first, but we hope it will be an annual event. Thanked the Police Department for letting him ride on their golf cart. Next parade, he said he is riding with the Fire Department.

The Police Department Future Guardians Initiative Summer Camp Program finished last week. Very successful event and we will definitely repeat it next year and hopefully expand it as well.

The Police Department held an Open House event on June 22, 2024. Great participation from the community. Thanks to our officers and other PD staff for making that happen.

The Beaufort County Parks and Recreation held a Unity in the Community event at the Charles Lind Brown Community Center. We were proud to partner with them and we thank them. Also, I want to recognize Councilman Mitchell for the active role he played in making sure the event was a success.

The Fire Department's Sparky Embers Program for young ladies is taking place this week. I hear it's going well and am proud of our emergency services departments for their youth initiatives this summer.

The Police Department will be hosting a Chill with a Cop event at Ambrose Run on June 26, 2024, from 2:00 pm to 4:00 pm. On August 1, 2024, they are planning another Chill with a Cop event at Spanish Trace, with a time to 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.

Dragonboat Race will be held this Saturday at the Waterfront Park. Expect large crowds and scarce parking in and around the park.

Wished everyone a safe and Happy 4th of July.

#### **Mayor's Report**

Spoke at the ribbon cutting for the grand opening of the Harris Teeter.

Attended the 100th anniversary of the Duke Endowment Foundation Luncheon.

Will be marching with the Beaufort College Trustees in the Carolina Day Parade in Charleston on June 28, 2024.

Congratulated Shawn Hill and SK Signs and Designs on their 10th anniversary.

Thanked citizens for attending Council Worksessions and Regular Meetings.

#### **Councilman Mitchell**

Stated that he was the Grand Marshall for the Juneteenth Parade. Thanked Marlisha Robinson and Tiana Parker for organizing the event. Thanked Police Chief, Stephanie Price for her leadership as well.

Thanked Eric Brown, Beaufort County Parks and Recreation Director, for organizing the Unity in the Community event that was held at the Charles Lind Brown Center. The Friends of the Charles Lind Brown Center thanked the City Manager, Scott Marshall, for his assistance.

Attended the Touch a Truck event.

#### **Mayor Pro Tem, McFee**

Attended a Meet and Greet with the Residential Empowerment Coalition.

Reported he was named the Chairman of the Lowcountry Area Transportation Study (LATS).

#### **Councilman Scallate**

Thanked staff, and Davis and Floyd, for all the work that has gone into, and continues to go into, the King Street Drainage Project and the other projects. He is very appreciative of their efforts.

Attended the Southern Lowcountry Regional Board (SOLOCO) meeting.

Stated that there is an idea that this Council did not appoint a preservationist to the Historic District Review Board. One of the appointments that was made, the individual specifically had on their resume that they were licensed in historic restoration. To him, that is the definition of a preservationist. He feels confident in that appointment.

#### **Councilman Lipsitz**

Thanked Councilman Mitchell and Beaufort County Parks and Recreation Director, Eric Brown on a well-organized Unity in the Community event.

Wished the Mayor a Happy Birthday.

Commended Police Chief, Stephanie Price, on the Police Open House.

Members of Council attended the Change of Command Ceremony at Parris Island.

Members of Council attended the Unity in the Community event at the Charles Lind Brown Center.

Members of Council attended the Police Department Open House.

Members of Council wished everyone a Happy 4th of July.

## VIII. EXECUTIVE SESSION

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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.

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

All were in favor, motion carried.

Councilman Scallate made a motion to come out of Executive Session and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

No actions from Executive Session.

## IX. ADJOURN

9:03 PM

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

All were in favor, motion carried.

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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](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).

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](http://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.

# Conway Ivy - Public Comment

April 10 Historic Review Board

April 26 Public Hearing on all Downtown drainage projects

May 7- As a prelude to the May 8 public meetings, a Petition signed by 282 people requesting a Moratorium on the Davis & Floyd proposal pending a thorough and complete analysis of the need and impact of the proposed system.

aka Why won't a properly functioning gravity system work?

The signers constituted 79% of the Point residents which would be even higher if you removed the 10 rentals and 12 vacant houses from the total.

May 8 Public Meetings: Historic Review Board, followed by Public Update Session followed by City Council Workshop.

May 13 through May 17, Point neighborhood one on one meetings with individual council members.

After the May 8 meeting marathon, the City and Davis & Floyd indicated they would consider modifying the plan.

This resulted in the revisions that were presented to Council in the work session prior to this meeting.

A gravity system without the pumping station in the park was not considered.

Davis & Floyd through these number of months has indicated their commitment to a pumping station in Knott Park. That is fine, they have their reasons and approach.

However, an independent engineering firm should prepare a gravity system alternative.

It is incumbent on Council to have two alternatives to consider.

This is particularly true since the pumping station cost is \$6.8 million of the \$9.5 million total project cost.

This is aside from the irreversible destruction of the Park.

June 25, 2024

Conway G. Ivy Beaufort City Council Public Comment Presentation re King Street Drainage Project

I am here regarding the King Street Drainage Project

Davis & Floyd presented an updated proposal at the Work Session prior to this meeting.

This was in response to several public sessions that occurred in May.

For the most part the proposal was unresponsive to my and the community concerns.

The issue concerning the King Street Drainage Project is the placement of a pumping station and related structures in the Charlie Knott Park.

This placement destroys the park and the view shed.

Residents' concerns are not with the need to repair or replace the blocked and clogged sewer pipes.

A properly operating gravity system would not impinge on the Park.

It would retain the open area that has existed throughout Beaufort's history.

This alternative approach has not been developed or publicly evaluated after repeated requests.

In the April 23rd City Council Meeting. I stated and I quote;

**“THE PROPOSED ADDITION OF THE PUMPING STATION, GENERATOR AND OUT FLOW STRUCTURE SHOULD BE STOPPED UNTIL WE CAN SEE IF REPAIR AND IMPROVEMENT OF THE GRAVITY SYSTEM WILL ADDRESS THE PROBLEMS AS IT HAS IN THE DISTANT PAST.**

**MOSSY OAKS HAD A PERSISTANT FLOODING PROBLEM FOR YEARS. THIS HAS BEEN CORRECTED WITH A GRAVITY SYSTEM.”**

In other public meetings with Davis & Floyd and City representatives present I and others have continued to propose consideration of a gravity system.

The meetings were

Infrastructure Consulting and Engineering is the perfect firm to do this study. They successfully designed the Mossy Oaks gravity system project.

I believe everyone is happy with the results. I and others have been impressed with their work.

I do not propose the creation of a gravity system alternative lightly.

Councils' decision is extremely important for our neighborhood and community.

To underscore my commitment, I offer to match dollar for dollar up to \$50,000 the City of Beaufort's cost for the gravity system study.

This offer is subject to;

1. Infrastructure Consulting and Engineering doing the study;
2. I and the City engineering department together determine the scope of work and monitor its progress;
3. A final legal agreement executed with appropriate conditions.
4. This offer is open to be accepted in principle until 5:00 pm Friday, June 28.

Yesterday, I spoke with Mr. Elhan Farzam who is Chief Executive Officer of Infrastructure Consulting & Engineering.

With his permission I can disclose his firm will consider taking on this project, that he supports the City having alternatives to evaluate and that his firm has a good relationship with the City which they value.

I undertook this inquiry as I did not want to make this proposal if his firm was unwilling to consider the assignment.

Given the collegial nature of the Civil engineering community, I am confident that the development of a gravity system alternative can be accomplished in a timely professional manner.

Thank You.

  
Conway G. Ivy  
501 King Street  
Beaufort, SC

# Public Comment

June 25, 2024

Maxine Lutz  
811 North St.  
Beaufort SC 29902

I am a property-owning citizen in the historic district and am speaking for myself and no other entity.

Thank you for the opportunity to speak. I would like my comments included in the written minutes, and per requirements of your policies, I will provide my comments in writing to the City Clerk if you agree.

I am here to commend Mayor Phil Cromer for his fearless remarks at the June 11<sup>th</sup> City Council meeting in support of preservation of our National Historic Landmark District and of the preservationists who have struggled to protect it since the 1940s. I, and many others who have come to this chamber, agree with the Mayor that a professional preservationist should be on the Historic District Review Board. I applaud you Phil, for standing firm in the face of those who are content to let their apparent predispositions and apparent fear of consequences inform their – in the most recent case – secret votes. Any elected official who is willing to let their constituents know their vote is indeed a profile in courage. Thank you, Phil.

I call on you, at the first opportunity, to appoint a professional preservationist to this board as is required by your ordinance. At this time, you have:

- Two people who were appointed, according to the minutes, because they live or own property in the historic district. One is a trained architect, but I wonder why you feel the need to appoint two people who meet the requirement of living or owning property in the historic district and not a professional preservationist?
- One person who is a practicing architect – that's good. That meets that requirement. But why did you also just appoint a second architect not because that person is a trained architect, but because that person will now meet the requirement of living in the district?
- A contractor who works primarily in the historic district but who is not a professional preservationist. He is a professional builder, and I think he

would tell you that he does not define himself as a professional preservationist but as a builder who is self-taught and specializes in historic structures.

- And finally, a developer who develops in the historic district. I'm not sure what ordinance requirement that meets.

I am not here to throw shade on these volunteers. Most have impressive skill sets. Plus, they are brave to step forward. I'm here to challenge you all to meet the letter of your law and appoint a preservationist to the preservation board.



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 6/27/2024  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** Ordinance to amend Fiscal Year 2024 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- second reading  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Finance

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*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 second reading.

First reading was held on June 25, 2024. No changes have been made since first reading.

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	6/27/2024

## **ORDINANCE 2024/**

**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

1<sup>ST</sup> Reading June 25, 2024

2<sup>nd</sup> Reading & Adoption \_\_\_\_\_

Attachments:

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

**EXHIBIT A**

**General Fund FY24 Budget**

	<b>Adopted FY24 Budget</b>	<b>Budget Amendment #1</b>	<b>Budget Amendment #2</b>	<b>Budget Amendment #3</b>	<b>Budget Amendment #4</b>	<b>Revised FY24 Budget</b>
<b>Revenues</b>						
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)	-
<b>Total General Fund Revenues</b>	<b>\$ 23,207,552</b>	<b>\$ 476,496</b>	<b>\$ 2,000,000</b>	<b>\$ 100,000</b>	<b>\$ (100,000)</b>	<b>\$ 25,684,048</b>
<b>Appropriations</b>						
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)	-
<b>Total General Fund Appropriations</b>	<b>\$ 23,658,750</b>	<b>\$ 476,496</b>	<b>\$ 2,000,000</b>	<b>\$ 100,000</b>	<b>\$ (100,000)</b>	<b>\$ 26,135,246</b>

**EXHIBIT B**

**Consolidated FY24 Revised Budget**

	<b>General Fund</b>	<b>ARPA Fund</b>	<b>Parks &amp; Tourism Fund</b>	<b>Stormwater Fund</b>	<b>State Accommodations Fund</b>	<b>Fire Impact Fund</b>	<b>TIF II Fund</b>	<b>Capital Project Fund</b>	<b>Total</b>
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 6/27/2024  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** Ordinance to amend Fiscal Year 2025 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- second reading  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Finance

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*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.

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

***REMARKS:***

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

First reading was held on June 25, 2024. No changes have been made since first reading.

**ATTACHMENTS:**

Description	Type	Upload Date
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## ORDINANCE 2024/

### 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

1<sup>ST</sup> Reading June 25, 2024

2<sup>nd</sup> Reading & Adoption \_\_\_\_\_

Attachments:

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

**EXHIBIT A**

**General Fund FY25 Budget**

	<b>Adopted FY25 Budget</b>	<b>Budget Amendment #1</b>	<b>Revised FY25 Budget</b>
<b><u>Revenues</u></b>			
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
<b>Total General Fund Revenues</b>	<b>\$ 25,361,478</b>	<b>\$ -</b>	<b>\$ 25,361,478</b>
<b><u>Appropriations</u></b>			
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	-	-	-
<b>Total General Fund Appropriations</b>	<b>\$ 25,645,187</b>	<b>\$ -</b>	<b>\$ 25,645,187</b>

**EXHIBIT B**

**Consolidated FY25 Revised Budget**

	<b>General Fund</b>	<b>ARPA Fund</b>	<b>Parks &amp; Tourism Fund</b>	<b>Stormwater Fund</b>	<b>State Accommodations Fund</b>	<b>Fire Impact Fund</b>	<b>TIF II Fund</b>	<b>Capital Project Fund</b>	<b>Total</b>
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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

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**TO:** CITY COUNCIL **DATE:** 7/3/2024  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** Resolution authorizing the City Manager to enter into an agreement with HdL Companies, NC for the provision of services related to business licensure  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** Finance

---

**BACKGROUND INFORMATION:**

At the Council work session on June 25, 2024, Mr. Bobby Monroe, from HdL Companies, presented an opportunity for the City to realize business license revenue that the City is not currently receiving. Seizing this opportunity would require entering into a formal agreement with HdL.

Company description from their website:

*"The HdL Companies is a pioneer and leader of auditing, operations and revenue solutions for public agencies. HdL partners with over 700 government agencies across the U.S. and has recovered more than \$3 billion in revenue for our clients.*

*Founded by local government leaders, HdL maintains a unique government perspective and dedication to supporting clients, resulting in a 99.6% client retention rate since inception. The HdL Companies brings a comprehensive and tailored approach to maximizing and understanding public agency revenues. Partner with us to support your strategic finance objectives and experience the HdL difference."*

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

Mr. Monroe's presentation was well received by Council. Attached is a Resolution authorizing the City Manager to enter into an agreement with HdL. The agreement is Exhibit "A" to the resolution.

Staff recommends approval of the resolution.

**RECOMMENDED LANGUAGE FOR MOTION:**

***"I move to approve the Resolution authorizing the City Manager to enter into an agreement with HdL Companies, NC for the provision of services related to business licensure, as presented"***

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Resolution Letter	7/3/2024
Exhibit A - Contract	Exhibit	7/3/2024

**RESOLUTION NO: \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HDL COMPANIES, NC FOR THE PROVISION OF SERVICES RELATED TO BUSINESS LICENSURE**

**WHEREAS**, the City of Beaufort, South Carolina (hereinafter “City”), pursuant to Sec. 7-1001, Code of Ordinances, City of Beaufort, South Carolina requires every person engaged or intending to engage in any business, calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, in whole or in part within the limits of the City of Beaufort, South Carolina, is required to pay an annual license tax for the privilege of doing business and obtain a business license;

**WHEREAS**, business license tax revenues are an important general fund resource for the City;

**WHEREAS**, HDL Companies, NC provides services to municipalities which identify, through publicly available records, businesses that are operating within the municipalities without a business license, provides that identification to their client municipalities, communicates with those businesses identified to determine whether any business license taxes are due and owing, and assist those businesses that owe a business license tax with paying the same to its client municipalities;

**WHEREAS**, S.C. Code Ann. § 6-1-420 provides authority for municipalities to enter into agreements with third-parties for the provision of the services stated in the preceding paragraph; and

**WHEREAS**, it appears that the City’s entering into an agreement with HDL Companies, NC for the above-described services would result in the identification of businesses that are operating within the City without a business license and the payment of business license taxes from those businesses.

**NOW, THEREFORE, BE IT RESOLVED BY THE BEAUFORT CITY COUNCIL**, this \_\_\_\_ day of \_\_\_\_\_, 2024 that the City Manager is authorized to enter into the Agreement with HDL Companies, NC which is attached hereto as Exhibit A and incorporate herein.

\_\_\_\_\_  
PHILIP E. CROMER, MAYOR

ATTEST:

[SEAL]

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

Reviewed by: Benjamin T. Coppage, City Attorney, \_\_\_\_\_, 2024



- c. The business appeals the proposed assessment within 30 days and that appeal is fully adjudicated in CLIENT's favor and pays the CLIENT the proposed assessment.
- 8) HdL will comply with all rules, regulations, and ordinances applicable, including compliance with S.C. Code § 6-1-420, and will maintain all business information in strict confidence.
- 9) HdL is not entitled to any business license taxes collected by CLIENT from CLIENT's normal and routine business license efforts.
- 10) Each Party agrees to maintain in strict confidence all information received concerning revenues, expenses, and methods of doing business. Furthermore, HdL acts as a consultant only and does not receive any commissions or remuneration of any kind from any vendors or service providers.
- 11) HdL is an independent contractor.

The person(s) signing below are authorized to do so on behalf of their respective organizations. This Agreement shall be binding upon the parties hereto, their heirs, successors, and assigns.

This Agreement is entered into effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CLIENT: City of Beaufort, SC**

**HdL Companies NC**

By: \_\_\_\_\_

By: *Bobby Monroe*

Printed Name: \_\_\_\_\_

Printed Name: Bobby Monroe

Title: \_\_\_\_\_

Title: Director of Sales

Address: \_\_\_\_\_

Address: 120 S. College Blvd., Ste 200

City, St, Zip: \_\_\_\_\_

City, St, Zip: Brea, CA 92821

Phone # : \_\_\_\_\_

Phone #: 336.413.6955

Email : \_\_\_\_\_

Email: ncclients@hdlcompanies.com





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

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**TO:** CITY COUNCIL **DATE:** 7/5/2024  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM TITLE:** Ordinance approving the Sale of Real Property Located in the Beaufort Commerce Park and Owned by the City of Beaufort, South Carolina to Dolnik Properties, LLC - first reading  
**MEETING DATE:** 7/9/2024  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

The Beaufort County Economic Development Corporation has identified a buyer for Lot K in the Beaufort Commerce Park. The prospective buyer is Dolnik Properties, LLC. Dolnik intends to construct what would be the second spec building in the Commerce Park.

Summary of proposed Spec Building:

- 72,000 sf
- Approximately \$8.5M investment in construction costs
- Building would be dividable to 8,000 sf units

Summary of proposed Purchase Agreement:

- Purchase price of \$40K per upland acre
  - \$5K per acre paid to City upon issuance of a Certificate of Occupancy (CO)
  - \$5K per acre paid to City upon each anniversary of the CO until purchase price is paid in full
- Dolnik has 90-day inspection period from effective date of Agreement
  - Dolnik has right to terminate Agreement if property is found unsuitable during inspection period
- Closing of transaction shall be held on the later of:
  - 30 days after the expiration of the inspection period; or
  - the date Dolnik has permits and approvals to begin construction

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

***REMARKS:***

This item was discussed with City Council in Executive Session on June 25, 2024.

The draft Purchase Agreement submitted for consideration is complete except for Exhibit "B," which is a plat of property. The survey of the property is scheduled for July 9, 2024. The plat will be available and included for second reading, which will be scheduled for August 27, 2024, pending a successful first reading.

**RECOMMENDED LANGUAGE FOR MOTION:**

**"I move to approve an Ordinance Approving the Sale of Real Property Located in the Beaufort Commerce Park and Owned by the City of Beaufort, South Carolina to Dolnik Properties, LLC, conditioned on the anticipated inclusion of Exhibit "B" to the Purchase Agreement before second and final reading of the Ordinance."**

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	7/5/2024
Commerce Park Master Plan	Exhibit	7/5/2024
Purchase Agreement	Exhibit	7/5/2024

**ORDINANCE NO. 2024 - \_\_\_\_\_**

**AN ORDINANCE APPROVING THE SALE OF REAL PROPERTY LOCATED IN THE  
BEAUFORT COMMERCE PARK AND OWNED BY THE CITY OF BEAUFORT,  
SOUTH CAROLINA TO DOLNIK PROPERTIES, LLC.**

**WHEREAS**, the City of Beaufort, South Carolin (hereinafter “City”) owns a parcel of Real Property containing 5.5 acres, more or less, identified as Lot K in the Beaufort Commerce Park Master Conceptual Plan attached to this Ordinance at Exhibit A (hereinafter “Property”); and

**WHEREAS**, the City wishes to sell the Property to Dolnik Properties, LLC (hereinafter “Dolnik”), conditioned upon Dolnik’s agreement to construct a speculative building on the Property, for the purpose of promoting economic development; and

**WHEREAS**, The City and Dolnik have negotiated a Contract for Sale and Purchase of Real Estate, which is attached hereto as Exhibit B; and

**WHEREAS**, City Council believes it is in the best interest of the City and its citizens to approve the sale of the property to Dolnik, and to give authority to the City Manager to execute such documents as may be necessary and appropriate to finalize this transaction.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE CITY COUNCIL**, in accordance with the foregoing, that the City Manager is authorized to execute the Contract for Sale and Purchase of Real Estate, which is attached hereto as Exhibit B, and to execute such other documents as are necessary to effectuate the sale of the Property to Dolnik upon the provisions contained in the Contract for Sale and Purchase of Real Estate.

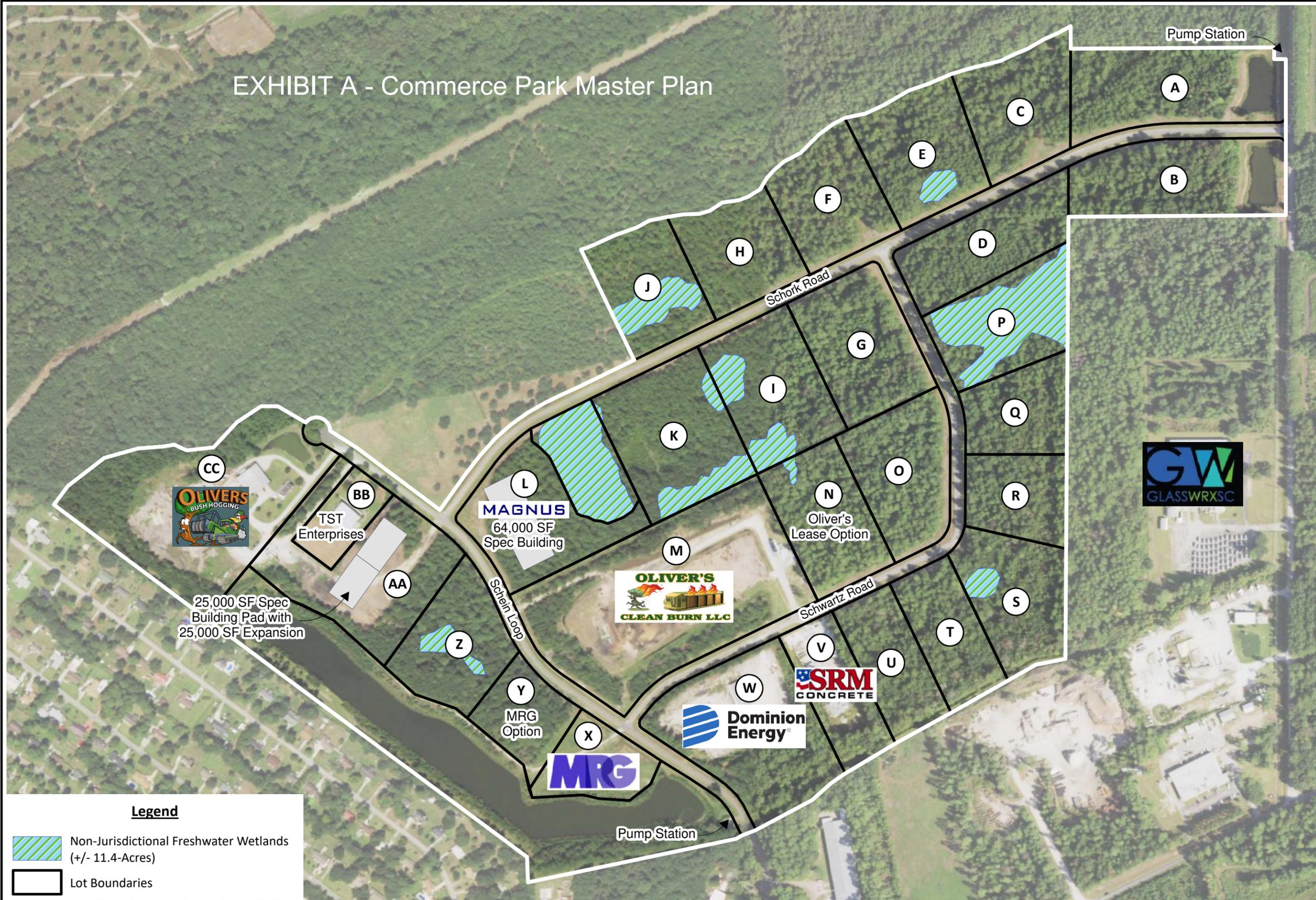
DONE, RATIFIED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Philip E. Cromer, Mayor  
City of Beaufort, South Carolina

\_\_\_\_\_  
Traci Guldner, City Clerk  
City of Beaufort, South Carolina

Reviewed as to form by Benjamin T. Coppage, City Attorney on July 5, 2024

# EXHIBIT A - Commerce Park Master Plan



Lot	Total Acreage
A	± 7.12
B	± 6.64
C	± 5.10
D	± 5.25
E	± 5.48
F	± 5.01
G	± 5.92
H	± 4.46
I	± 5.91
J	± 4.59
K	± 7.0
L	± 5.88
M	± 15.90
N	± 5.10
O	± 5.49
P	± 5.41
Q	± 3.65
R	± 3.53
S	± 5.17
T	± 3.88
U	± 3.88
V	± 3.70
W	± 8.79
X	± 3.00
Y	± 3.00
Z	± 4.86
AA	± 7.75
BB	± 2.0
CC	± 12.71

**Legend**

 Non-Jurisdictional Freshwater Wetlands (+/- 11.4-Acres)

 Lot Boundaries

N

0 200 400 800  
Feet

OCTOBER 20, 2021

**MASTER CONCEPTUAL PLAN  
FOR THE BEAUFORT COMMERCE PARK  
BEAUFORT, SOUTH CAROLINA** 162



**GEL**  
gel.com  
Environmental | Engineering | Surveying  
Prepared By: GEL Engineering, LLC

CONTRACT FOR SALE AND PURCHASE OF REAL ESTATE

THIS CONTRACT is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2024 by and between CITY OF BEAUFORT, SOUTH CAROLINA, a political subdivision of the State of South Carolina (hereinafter referred to as "City") and DOLNIK PROPERTIES, LLC, a South Carolina limited liability company (hereinafter referred to as "Dolnik"). The "Effective Date" of this Contract shall be the date on which the last party executes this Contract.

STATEMENT OF BACKGROUND INFORMATION

A. City desires to have a speculative industrial building as more particularly described herein (the "Building") constructed in the 196-acre Beaufort Commerce Park located at the intersection of US Highway 21 and Highway 116 (the "Park") in order to induce industry to locate within the Park.

B. The Building will be constructed on the Property, defined below, which is currently owned by City.

C. Dolnik has agreed to acquire the Property and to design, construct, finance and market the Building thereon.

D. As an incentive to Dolnik to develop the Building, City has agreed to accept payment for the Property in installments, as stated herein.

AGREEMENT

THAT FOR and in consideration of the mutual covenants, agreements and undertakings herein set forth, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City agrees to sell and convey to Dolnik and Dolnik agrees to purchase from City the real property described in Paragraph 1 below on the terms and conditions hereinafter set forth:

1. Description of Property. The real property that is subject to this Contract (the "Property") is described on Exhibit A, which is attached hereto and incorporated herein by reference.

2. Purchase Price. The Purchase Price for the Property shall be \$40,000.00 per acre. The acreage as shown on the plat included herewith as Exhibit B. The Purchase Price shall be paid by Dolnik as follows:

(a) The sum of \$10.00 (the "Earnest Money") shall be deposited with City upon the Effective Date.

(b) The sum of \$5,000.00 per acre shall be paid to City upon the issuance of a certificate of occupancy for the Building.

(c) The sum of \$5,000.00 shall be paid to City upon each one-year anniversary of the issuance of a certificate of occupancy until the Purchase Price is paid in full. Provided however, in the event Dolnik sells the Property, the balance of the Purchase Price shall be paid in full upon such sale. Tim Dolnik shall execute a guaranty agreement in favor of City supporting the obligation of Dolnik to pay the balance of the Purchase Price.

3. Dolnik's Rights Prior to Closing – Inspection Period.

(a) For a period not to exceed 90 days from the Effective Date (such period being herein referred to as the "Inspection Period"), Dolnik, its authorized agents and employees, as well as others authorized by Dolnik, shall have full and complete access to the Property and shall be entitled to enter upon the Property and make such surveying (including a master geotechnical survey), architectural, engineering, topographical, geological, soil, subsurface, environmental, water drainage and other investigations, inspections, evaluations, studies, tests and measurements including verification of information provided by City regarding ad valorem taxes and building restrictions as well as verification that zoning, deed and architectural control restrictions, and building permit regulations permit Dolnik's intended uses of the Property (collectively, the "Investigations") as Dolnik deems reasonably necessary or advisable so long as same do not result in any material adverse change to the physical characteristics of the Property. During the Inspection Period, Dolnik and City shall agree on any changes to the boundaries of the Property and agree on the usable acreage to determine the Purchase Price. Dolnik agrees to indemnify and hold City harmless from and against any and all claims, costs, expenses and liabilities including reasonable attorneys' fees arising out of or by reason of the Investigations. Dolnik shall restore any disturbance of the Property caused by the Investigations into the same condition that existed prior to the Effective Date in the event Dolnik fails to close, or terminates this Contract. During the Inspection Period, City shall use its best efforts to cooperate fully with Dolnik to facilitate inspection of the Property, but City shall not be obligated to incur any costs or expenses in doing so.

(b) At any time prior to the expiration of the Inspection Period, Dolnik shall have the right, in its sole and absolute discretion, to terminate this Contract if Dolnik determines that the Property is not suitable for Dolnik's intended purposes. If Dolnik elects to terminate pursuant to this paragraph, it shall give written notice of such termination to the City prior to the expiration of the Inspection Period. Upon such termination, Dolnik shall deliver copies of all due diligence materials to City, and neither party shall have any further rights or obligations hereunder except for any obligations of Dolnik under paragraph (a) above.

4. City's Information. Within 5 days of the Effective Date, City shall provide Dolnik with copies of all non-proprietary reports pertaining to the Property in City's possession such as title policies, land surveys, geotechnical reports, zoning information, and environmental studies.

5. Title. Dolnik's obligations hereunder shall be conditioned upon the City's delivery of a good and insurable title to the Property (at standard rates), by limited warranty deed, free and clear of all liens, encumbrances and conditions which in the opinion of Dolnik would adversely affect the use and marketability of the Property.

6. Title Examination. Prior to the expiration of the Inspection Period, Dolnik shall deliver to City a written statement of objections, if any, to City's title to the Property and City shall have ten (10) days after receipt of Dolnik's written objections, if any, to City's title in which to cure or remove the same, time being of the essence. City hereby covenants and agrees to use City's best efforts to cure or remove said objections within said period. In the event City fails or refuses to cure or remove said objections at least five (5) days prior to closing, then, Dolnik, as Dolnik's sole remedy, shall have the right to cancel this Contract. In such event, all Earnest Money shall immediately then be returned to Dolnik and no party hereto shall have any further rights, liabilities or obligations hereunder.

7. City's Representations and Warranties. City makes the following representations and warranties to Dolnik:

(a) City is a body politic and political subdivision of the State of South Carolina and has the full right and authority to enter into this Contract and consummate the transaction contemplated herein. The persons signing this Contract and any document executed pursuant hereto on behalf of City have full power and authority to bind City in the manner purported in said documents.

(b) Except for offering the Property or contracting to sell the Property for sale subject to the rights of Dolnik hereunder or contingent upon Dolnik not purchasing the Property pursuant to the terms hereof, City shall refrain from offering the Property for sale or otherwise soliciting or negotiating an offer to sell the Property to third parties during the Inspection Period.

(c) To the best of City's knowledge, there is no condition existing with respect to the Property or the operation of any part governmental or quasi-governmental agency requiring it to correct any condition with respect to the Property, or any part thereof, by reason of a violation of any governmental requirement or otherwise that has not been corrected, City has not received notice of, and has no other knowledge or information of, any pending or contemplated condemnation action with respect to the Property, or any part thereof.

(d) To the best knowledge of City, there are no special or other assessments for public improvements or otherwise currently affecting the Property nor does City know of (i) any pending or threatened special assessments affecting the Property or (ii) any contemplated improvements affecting the Property which may result in special assessments affecting the Property.

(e) To City's actual knowledge without independent inquiry, no portion of the Property has ever been used by City as a landfill or as a dump to receive garbage, refuse, water or fill material, whether or not hazardous. City has not stored, handled, installed or disposed of any Hazardous Substances (as hereinafter defined) in, on or about the Property or any other

location with the vicinity of the Property; and, to the best of City's knowledge, there are no Hazardous Substances on the Property. As used in this Contract, the term "Hazardous Substances" means asbestos, polychlorinated biphenyl and such materials, waste, contaminants or other substances determined as toxic, dangerous to health or otherwise hazardous by cumulative reference to the following sources as amended from time to time: (i) the Resource Conservation and Recovery Act of 1976, 42 U.S.C. § 1601 et. Seq. ("RCRA"); (ii) the Hazardous Materials Transportation Act, 49 U.S.C. § 1801, et seq.; (iii) Comprehensive Environmental Response Compensation and Liability Act of 1980, 42 U.S.C. § 9601, et seq. ("CERCLA"); (iv) applicable laws of the jurisdiction where the Property is located; and (v) any federal, state or local statutes, regulations, ordinances, rules or orders issued or promulgated under or pursuant to any of those laws or otherwise by any department, agency, or other administrative, regulatory or judicial body. The term "Hazardous Substances" does not include usual and customary cleaning and other supplies necessary for the normal operation, maintenance and/or occupancy of the Property.

Dolnik acknowledges and agrees that the Property shall be sold, and Dolnik shall accept possession of the Property on the Closing Date, except as provided herein, AS IS, WHERE IS, WITH ALL FAULTS, with no right of set-off or reduction in the Purchase Price, except as expressly set forth herein to the contrary, and except as expressly provided in this Contract, such sale shall be without representation or warranty of any kind, whether express, implied, statutory or otherwise, including, without representation, warranties of use, merchantability or fitness for a particular purpose, and City does hereby disclaim and renounce any such representation or warranty.

The above representations, warranties, and covenants shall survive the closing date for a period of six (6) months.

8. Closing. The Closing of the transaction herein provided shall be held on the later of (i) the date that is thirty (30) days after the expiration of the Inspection Period, or (ii) the date on which Dolnik has secured all necessary permits and approvals to begin construction of the Building. Dolnik and City agree to deposit in trust with Dolnik's attorney (the "Closing Attorney") not later than the date of the Closing, all executed documents required in connection with this transaction including such documents as requested by Dolnik's title insurance company (the "Title Company") which are necessary to enable this transaction to be consummated. Upon receipt of all necessary documents, and when the Title Company is in a position to issue to Dolnik a policy of title insurance, the Closing Attorney shall on the date of Closing, upon instructions from Dolnik and City, cause the deed to the Property any other necessary or appropriate instruments to be filed for record. At Closing, City shall deliver to Dolnik the following:

(a) Satisfactory evidence of the authority of the persons executing the conveyance documents to sign such documents and consummate the transaction on behalf of the City.

(b) A duly authorized and executed limited warranty deed in recordable form conveying good and insurable title to the Property.

(c) All other documents which may be reasonably required by the Title Company to insure Dolnik of good and insurable title to the Property.

9. Default and Remedies. In the event that the terms and conditions of this Contract have been satisfied and Dolnik does not purchase the Property in accordance with the requirements of this Contract within the time limits herein set forth, City, as City's sole and exclusive remedy, may declare this Contract cancelled in which event the Earnest Money shall be paid to the City as full liquidated damages and not as a penalty, it being agreed that the City's damages would be difficult or impossible to ascertain. In the event of City's breach of any of its obligations hereunder, Dolnik shall have the rights and options as Dolnik's sole and exclusive remedies to either (a) immediately terminate this Contract upon written notice to the City and receive back the full amount of the Earnest Money and upon return of the same the parties hereto shall have no further rights and obligations or liabilities to each other hereunder or (b) demand and compel by an action for specific performance or similar legal proceedings, if necessary, for the immediate conveyance of the Property by City in compliance with the terms and conditions of this Contract, and to recover all costs and expenses, including reasonable attorneys' fees incurred by Dolnik in such action.

10. Development of Building. Pursuant to a Development Agreement executed on or about the date hereof (the "Development Agreement") between Dolnik and Beaufort County Economic Development Corporation ("BCEDC"), Dolnik agrees to design, construct, finance and market an approximately 72,000 square foot industrial building (the "Building") for manufacturing and warehouse uses on the Property. Dolnik shall pay all permitting, business license and customary impact fees. In the event Dolnik does not achieve substantial completion of the Building within one (1) year of the date it acquires the Property (the "Completion Date"), subject to events of force majeure or other events beyond the control of Dolnik, Dolnik shall promptly reconvey the Property to City, or if such transfer is not possible, Dolnik shall refund the "Site Work Contribution" to BCEDC, as more particularly described in the Development Agreement. Provided however, if the Building is 75% completed by the Completion Date, the Completion Date shall be extended six (6) months.

11. Sale or Lease of the Building. Dolnik shall diligently market the Building for sale or lease utilizing Dolnik's professionals employed by it (on a non-exclusive basis) and any other qualified real estate professionals selected by Dolnik to secure industrial users. In the event BCEDC locates a purchaser for the Building, Dolnik agrees to sell the Building for an amount equal to the greater of (a) the then current appraised value of the Building, or (b) a sum equal to the total development costs for the Building, plus 10%.

12. Closing Costs. City shall pay the deed transfer tax (formerly deed stamps), the expense of preparation of the deed and the fees of the City's attorney. Dolnik shall pay the premium for the owner's title insurance policy to be issued to Dolnik, the grantee's costs of recordation of the deed, the costs incurred by Dolnik in connection with its Investigations of the Property and the fees of Dolnik's attorneys.

13. Prorations and Adjustments. The following prorations and adjustments shall be made at Closing:

(a) The Property is currently exempted from ad valorem real property taxes and no proration of taxes shall be required.

(b) Any other item of income or expense affecting the Property that is subject to proration.

14. Brokerage. City and Dolnik represent and warrant each to the other that they have not dealt with any other brokers in connection with this transaction. These warranties shall survive the Closing.

15. Notices. Any notice, approval or other communication which may be required or permitted to be given or delivered hereunder shall be in writing and shall be deemed to have been given, delivered and received (i) as of the date which the notice is personally delivered to the following addresses, or (ii) if by email to the following email addresses, when the message is received in the office of the addressee, provided that a hard copy is sent the same day by Federal Express or other overnight courier to the following addresses for next business day delivery:

To City:

City of Beaufort  
1911 Boundary Street  
Beaufort, South Carolina 29902  
Email: \_\_\_\_\_

To Dolnik:

Dolnik Properties, LLC

Attention: Tim Dolnik  
Email: \_\_\_\_\_

16. Governing Law. This Contract shall be governed, interpreted and construed under the laws of the State of South Carolina.

17. Parties. This Contract shall be binding upon and enforceable against, and shall inure to the benefit of Dolnik and City and their respective legal representatives, successors and assigns. City may assign this Contract, in whole or in part, to any partnership or other entity controlled by or under common control with City, without the prior written approval of Dolnik. Dolnik may assign this Contract in whole or in part to any subsidiary, affiliated corporation, individuals or business organization qualified to do business in South Carolina, without the

prior written approval of City; provided, however, that any assignee shall assume all the duties, obligations and liabilities of assignor under this Contract. In the event of any such assignment, the assignor thereof shall not be relieved of its duties and obligations hereunder and such assignor and assignee shall be jointly and severally liable. Except as hereinabove provided, neither party shall assign this Contract to any other party without the written consent of the other party, which consent will not be unreasonably withheld.

18. Time of the Essence. Time is of the essence in the performance of the terms and conditions of this Contract.

19. Condemnation. In the event of the taking of all or any portion of the Property by eminent domain proceedings, or the commencement or bona fide threat of the commencement of any such proceedings, prior to Closing, Dolnik shall have the right at Dolnik's option, to terminate this Contract by giving written notice thereof to City prior to Closing, in which event the Earnest Money shall be refunded to Dolnik promptly upon request, all rights and obligations of the parties under this Contract shall expire, and this Contract shall become null and void. If Dolnik does not so terminate this Contract, City shall assign to Dolnik at Closing all rights of City in and to any awards or other proceeds paid or payable thereafter by reason of any taking. City shall notify Dolnik of eminent domain proceedings within five (5) days after City learns thereof.

20. Entire Agreement. This Contract constitutes the entire agreement between the parties hereto and it is understood and agreed that all undertakings, negotiations, representations, promises, inducements and agreements heretofore had between these parties are merged herein. This Contract may not be changed orally but only by an agreement in writing signed by both Dolnik and the City. No waiver of any of the provisions to this Contract shall be valid unless in writing and signed by the party against whom it is sought to be enforced. The provisions of this Contract shall inure to the benefit of and shall binding upon the parties hereto and their respective heirs, successor and assigns.

21. Attorneys' Fees. If any legal action or other proceeding is commenced to enforce or interpret any terms or provisions of this Contract or any documents incidental thereof, including, but not limited to, any escrow agreement or any closing documents, the prevailing party shall be entitled to an award of its attorneys' fees and expenses. The phrase "prevailing party" shall include a party who receives substantially the refile desired whether by dismissal, summary judgment, judgment or otherwise. The provisions of this Section shall survive the Closing and/or the termination of this Contract.

22. Tax Deferred Exchange. Upon request, the parties agree to execute and deliver all documents and perform such acts as are reasonably necessary to enable the transactions contemplated by this Contract to qualify as a like kind exchange of real property under §1031 of the Internal Revenue Code of 1986. The requesting party shall bear all additional expenses incurred by the responding party arising out of the exchange process which would not otherwise have been attendant to this traction.

EXHIBIT "B" TO ORDINANCE - PURCHASE AGREEMENT

23. Dates for Performance. If the Closing Date or any other date described in this Contract by which one party hereto must give notice to the other party hereto or must fulfill an obligation is a Saturday, Sunday or a day observed by the Federal government or by the State of South Carolina government as a legal holiday, then such Closing Date or such other date shall be automatically extended to the next succeeding day which is not a Saturday, Sunday or legal holiday.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the dates set forth below.

CITY OF BEAUFORT, SOUTH CAROLINA

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

DOLNIK PROPERTIES, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

EXHIBIT A

DESCRIPTION OF PROPERTY

ALL that certain piece, parcel or tract of land, situate, lying and being in Beaufort County, South Carolina, containing 5.5 acres, more or less, and being more particularly shown on that certain plat prepared by GEL Engineering, LLC, dated July 9, 2024, a copy of which is included herewith and incorporated herein as Exhibit B.

This being a portion of the real property conveyed to the City of Beaufort by Limited Warranty Deed of Venture, Inc. dated September 26, 2019 and recorded in Book 3797 at Page 2259 in the Office of the Register of Deeds for Beaufort County, South Carolina.

EXHIBIT B

PLAT OF PROPERTY