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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**  
**November 12, 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 - [Public Comment Form](#)

**IV. MEETING AGENDA APPROVAL**

**V. PRESENTATIONS**

- A. City Manager Employee Recognition of Development Review Coordinator, Martie Kay McTeer

**VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

- A. Character Education Proclamation - Jeremiah Brown, Beaufort Middle School  
B. Proclamation proclaiming November 2024 as Alzheimer's Awareness Month  
C. Proclamation proclaiming December 1, 2024, as Artists Sunday  
D. Proclamation proclaiming December 6, 2024, as Arbor Day  
E. Resolution Honoring the Service and Sacrifice of Veterans of the United States Armed Forces

**VII. CONSENT AGENDA**

- A. CIP 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. Approval of the Council Meetings Schedule and Holiday Schedule for 2025
- K. Request to host 2024 Holiday Weekend events to include street closures and other permissions, December 6-8, 2024
- L. The Beaufort Railroaders request for 10 parking spaces for the 30th annual railroad exhibit at the Beaufort Library, December 8 - 15, 2024
- M. Request from Open Land Trust for street closure, waiver of drinking in public and waiver of noise ordinance to host Brunch on the Bluff on Saturday, April 26, 2025, from 11:00 am to 2:00 pm
- N. Request permission to host the 44th annual Beaufort Motorcycle Toy Run on Sunday, December 15, 2024, at 1:00 pm
- O. Request from the Beaufort Yacht Club for waiver of drinking in public in the Henry C. Chambers Waterfront Park on Saturday, December 7, 2024, from 5:00 pm to 8:00 pm for a Christmas Party
- P. Request from Chabad Greater Hilton Head for co-sponsorship for Chanukah Menorah Lighting on Thursday, December 26, 2024, 3:00 pm - 7:30 pm in the Henry C. Chambers Waterfront Park
- Q. Request for co-sponsorship from Dragon Boat Beaufort for use of the Henry C. Chambers Waterfront Park, Day Dock, and 50 complimentary parking passes to host Dragon Boat Race Day 2025 on Saturday, June 28, 2025
- R. The Gullah Traveling Theater requests co-sponsorship of the Henry C. Chambers Waterfront Park to host the Gullah Taste of Christmas on December 7, 2024, from 9:00 am - 4:30 pm

**VIII. MINUTES**

- A. Worksession and Regular Meeting - October 8, 2024

**IX. OLD BUSINESS**

- A. Ordinance approving the lease of real property located at City Hall and owned by the City of Beaufort, South Carolina to South Carolina Department of Environmental Services - Second Reading
- B. Ordinance to amend the Code of the City of Beaufort, South Carolina, to amend Section 1-4006 to allow for the waiver of developmental fees and business license taxes associated with the repair or remediation of damage caused by natural disasters or other catastrophic events - Second Reading
- C. Ordinance to amend Fiscal Year 2025 Budget for Revenues and Expenditures of General Fund, ARPA Fund and Capital Projects Fund- Second Reading

**X. NEW BUSINESS**

- A. Holiday Magic Parking Program to provide a One-Time, Two Hour Free Parking

Voucher from Thanksgiving to New Years Day

- B. Freedman's Art District is requesting to host the Chalk It Up event on March 28 - 30, 2025, from 10:00 am- 5:00 pm both days and are requesting noise ordinance waiver, food truck waiver and a waiver of the group business license fee
- C. The Perry/Wernsing Wedding requests a waiver of drinking in public, drinking in a public park, and a waiver of the noise ordinance in the Whitehall Park on Saturday, March 22, 2025, from 11:00 am to 11:00 pm
- D. The Black Chamber of Commerce is requesting a noise ordinance waiver and a request for street closure for Bladen street from Prince to Duke on November 16, 2024, from 12:00 pm - 4:00 pm.
- E. A Resolution for the formation of a special purpose committee to advise City Council regarding the use of real property owned by the City of Beaufort, South Carolina known as Beaufort's Downtown Marina and Henry C. Chambers Waterfront Park
- F. Amendment To Resolution R-7-23 authorizing the City Manager to execute an American Rescue Plan Act (ARPA) stormwater infrastructure program agreement between the City of Beaufort and the South Carolina Office of Resilience to fund a stormwater infrastructure improvement project that will mitigate the impact of future disasters.
- G. Authorization to allow the City Manager to enter into an Intergovernmental Agreement (IGA) with Beaufort County for the paving of city owned roads in the Battery Shores community
- H. A Resolution appointing the City Manager as City Council's designated Appeals Officer for appeals made pursuant to Sections 7-1012 and 7-1017 of the Code of Ordinances of Beaufort, South Carolina

#### **XI. 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 - [Public Comment Form](#)

#### **XII. REPORTS**

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

#### **XIII.EXECUTIVE SESSION**

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

#### **XIV. ADJOURN**



## PROCLAMATION

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

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

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

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

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

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

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

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

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

**WHEREAS** Jeremiah Brown was selected as the winner by Beaufort Middle School as the student of the month.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims September 2024 as

### **JEREMIAH BROWN AS BEAUFORT MIDDLE SCHOOL STUDENT OF THE MONTH**

The City of Beaufort thereby pronounces *Acceptance* as the word for the month of September and applauds Jeremiah Brown, the Beaufort County School District, and Beaufort Middle School for their work and specifically honors Jeremiah Brown as Beaufort Middle School student of the month.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 12th day of November 2024.

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Philip E. Cromer, Mayor

Attest:

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Traqi Guldner, City Clerk



## PROCLAMATION

**WHEREAS**, Alzheimer's Disease is a progressive degenerative disease of the brain causing deterioration in memory, judgment and reasoning ability; it affects behavior, emotions and ability to perform self-care; and

**WHEREAS**, according to the South Carolina Department of Health and Human Services, Alzheimer's is the 7<sup>th</sup> leading cause of death of citizens 65 and older; and

**WHEREAS**, according to the Center for Disease Control and Prevention, more than 6.7 million people in the United States are living with Alzheimer's; and

**WHEREAS**, Alzheimer's is the most common form of dementia; and currently there is no known cure; and

**WHEREAS**, according to the Alzheimer's Disease Facts & Figures, in 2020, every 65 seconds, for an average of 1,330 people daily, are diagnosed with the disease, and by 2050 over 14 million Americans could have the disease; and

**WHEREAS**, neither Medicare nor most private health insurance covers the long-term services and support most people with dementia need; and

**WHEREAS**, it is estimated that there are over 216,000 unpaid caregivers of persons with Alzheimer's disease in South Carolina; and

**WHEREAS**, for 36 years Alzheimer's Family Services of Greater Beaufort provided countless hours of care, education and support through their In-Home Respite, Early Memory Loss Program, Social Day Programs and Support Groups to Alzheimer's Patients and their families of the Greater Beaufort community.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims November 2024 as

### ALZHEIMER'S AWARENESS MONTH IN THE CITY OF BEAUFORT

The City of Beaufort recognizes individuals, families, friends and caregivers dealing with the devastating effects of Alzheimer's disease, and the educational programs and support services provided by the Alzheimer's Family Services of Greater Beaufort.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 12th day of November 2024.

---

Philip E. Cromer, Mayor

Attest:

---

Traci Guldner, City Clerk



## PROCLAMATION

**WHEREAS**, Artists Sunday was established in 2020 to celebrate local artists who are creating works that delight our heart, soul, and mind; and

**WHEREAS**, the creative industries remain among the most vital sectors of the American economy representing 4.2% of Gross Domestic Product, according to the Bureau of Economic Analysis, providing new opportunities for job creation, economic activity and making communities attractive to business development; and

**WHEREAS**, the arts enhance and enrich the lives of everyone in America, and play a unique role in the lives of our families, in our beautiful city of Beaufort, our state, and our country, and we aspire to be a Top Small-Town Arts Community; and

**WHEREAS**, communities, large and small, coast-to-coast, are coming together as one voice in support of local artists, creators and performers this December 1, 2024; and

**WHEREAS**, this nationwide event, spearheaded locally by the Freedman Arts District with partners Beaufort Area Hospitality Association and the Cultural District, champions local artists and promotes the giving of the arts during the holiday season.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina do hereby proclaim Sunday, December 1, 2024, as

### ARTISTS SUNDAY

in Beaufort, South Carolina, and call upon our community members to celebrate the creative energy in our community, and to specifically encourage greater participation by said community members in supporting our local artists, creators, makers and performers this holiday season.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 12th day of November 2024.

---

Philip E. Cromer, Mayor

Attest:

---

Traci Guldner, City Clerk



## PROCLAMATION

**WHEREAS**, Arbor Day has been a special day set aside for the planting of trees for the past 152 years and is now observed throughout our nation and the world; and

**WHEREAS**, the City of Beaufort has been designated as a Tree City by the Arbor Day Foundation for the past 33 years; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by the wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, beautify our city, and provide habitat for wildlife; and

**WHEREAS**, trees wherever they are planted are a source of beauty, joy, and spiritual renewal.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims December 6, 2024, as

### ARBOR DAY

and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and further, urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 12<sup>th</sup> day of November 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:** 9/18/2024  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM TITLE:** Resolution Honoring the Service and Sacrifice of Veterans of the United States Armed Forces  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

November 11, 2024 was Veterans Day.

Staff requests City Council's consideration of a Resolution in honor of our residents who are veterans of the armed forces.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution Honoring Veterans	Backup Material	9/18/2024



**A RESOLUTION HONORING THE SERVICE AND SACRIFICE OF VETERANS  
OF THE UNITED STATES ARMED FORCES**

**WHEREAS**, the citizens of our great nation are forever indebted to the brave men and women who have selflessly served in the United States Armed Forces, defending our country, its values, and the freedoms we hold dear; and

**WHEREAS**, veterans of all branches of the United States Armed Forces—Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard—have demonstrated an unwavering commitment to their country, often at great personal sacrifice, including time away from family, exposure to danger, and in some cases, the loss of life or physical and emotional health; and

**WHEREAS**, our veterans have contributed to the security, peace, and prosperity of our nation and have played a pivotal role in shaping our history through their courage, resilience, and patriotism in times of both war and peace; and

**WHEREAS**, it is fitting and proper to recognize and honor the invaluable contributions and sacrifices of our veterans, who continue to inspire future generations with their stories of service, dedication, and bravery; and

**WHEREAS**, the support and respect of a grateful nation should be extended not only to veterans but also to their families, who have shared in the challenges and sacrifices of military service; and

**WHEREAS**, the veteran population in the City of Beaufort, South Carolina is nearly 12 percent, which is three percent higher than in South Carolina and five percent higher than the national average; and

**NOW, THEREFORE, BE IT RESOLVED**, that we, the members of the City Council of the City of Beaufort, South Carolina, do hereby express our profound gratitude and appreciation to the veterans of the United States Armed Forces for their service, sacrifice, and dedication to preserving the freedoms we enjoy today; and

**BE IT FURTHER RESOLVED**, that we commit to honoring the service of our veterans by continuing to advocate for the care, support, and recognition they have rightfully earned, and by continuing to uphold the values for which they have bravely fought.

**This resolution shall be effective this 12th day of November 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:** 11/4/2024  
**FROM:** JJ Sauve  
**AGENDA ITEM TITLE:** CIP Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

CIP Monthly Report for September. Next Quarterly CIP Workshop scheduled for November 26, 2024 at 5 pm.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
CIP September Monthly Report	Cover Memo	11/6/2024

Scott Marshall  
CITY MANAGER  
843-525-7070

John Sauvé  
ASSISTANT CITY MANAGER  
843-379-7525



**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

Tuesday November 5, 2024

## MEMORANDUM

To: City Council

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

Re: Capital Improvement Program Monthly Report

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### **I. Summary Report**

Our new CIP Director, Raul Dominguez has already immersed himself in City projects and hit the ground running. Between now and the end of the year, project management will be transitioned on all active capital projects from ACM Sauve to CIP Director Dominguez. The CIP Team is actively interviewing candidates for the CIP Support Coordinator position. The team is currently reviewing twelve candidate applications, with eight scheduled for interviews.

The CIP Portal on the City website continues to be updated for the public as the CIP Team transitions all documents to the SharePoint/Office365 system. GIS is currently working with utility providers to integrate location data for better projects coordination in the future.

As CIP Director Dominguez transitions into managing ongoing projects, ACM Sauve will be focusing on previously identified and emerging capital needs for further discussion at the January Strategic Planning Retreat and for inclusion in the full Capital Improvements Planning Process the CIP Team will be undertaking with the public in calendar year 2025.

A detailed discussion with questions and answers for all projects is scheduled during the CIP Quarterly Worksession on November 26, 2024 at 5 pm.

### **II. Project Updates**

Scott Marshall  
CITY MANAGER  
843-525-7070

John Sauvé  
ASSISTANT CITY MANAGER  
843-379-7525



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1911 Boundary Street  
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Mike McFee, Mayor Pro Tem  
Neil Lipsitz  
Mitch Mitchell  
Josh Scallate

## **Downtown/Point Stormwater Projects**

These projects are all nearing 100% design completion. The CIP Team is actively working with the engineers, SCOR, and RIA/SCIIP to develop bid packages for construction of the projects. The current holds on all of the projects are all due to permitting and utility coordination.

## **Allison Road Streetscape and Stormwater Project**

This project remains on schedule. Stormwater infrastructure has been installed and partnering utilities continue to work to underground utilities. The roadway has opened back up to the public. The final construction phases in November and early December involve sidewalk construction and road paving.

## **Southside Park Phase I and Phase II**

Phase 1 ribbon cutting is tentatively scheduled for Wednesday November 27, 2024, at 10 am. Phase II design is currently being explored by the CIP Team and the contracted design team. Further discussion on Phase II is planned for the November 26, 2024 CIP Quarterly Worksession.

## **Washington Street Park Phase I**

The City received a single qualified bid on the Washington Street Park Project. The bid is currently under review by S.C. Commerce related to CDBG funding, and the construction award should be completed in December. HDRB approval was granted in October. Groundbreaking will most likely be scheduled for early 2025 considering the delay from Commerce and upcoming holidays.

## **Battery Shores Stormwater**

McCormick Taylor has completed design and permitting is moving forward for the improved outfall and retention pond. Bid documents are being prepared for construction at this time. Anticipated construction contract award in December.

Scott Marshall  
CITY MANAGER  
843-525-7070

John Sauvé  
ASSISTANT CITY MANAGER  
843-379-7525



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Josh Scallate

### **Duke Street Streetscape and Stormwater**

Davis & Floyd is currently working towards 100% design and pursuing permitting and utility coordination. Bid documents are being prepared for construction at this time. Anticipated construction contract award in December, with a construction start date in Q-1 of 2025 pending final permitting and utility coordination.

### **Spanish Moss Trail/North Street Extension**

A purchase order for work has been provided to KTC Construction. Staff are coordinating with the contractor to begin work.

### **Pigeon Point Landing**

An RFP for design/build services has been issued and the City received a single bid at closing on October 31. The design build contract requested separable pricing for the boat ramp, dock, and master planning services. The CIP Team is currently engaging with the single bidder on pricing and phasing. The CIP Team plans further discussion on this project for the November 26, 2024 CIP Quarterly Worksession.

### **Pigeon Point Playground**

Staff have worked with the state procurement contract to received proposed design ideas from approved vendors. A public survey will go out in November with the intention of entering into a contract for construction in December.

### **Carnegie Library Repairs**

This project was bid out for a third time with no qualified bidders. Staff are exploring emergency procurement options due to water incursion and air quality complaints from tenants.

### **Waterfront Park Facia Repairs**

Scott Marshall  
CITY MANAGER  
843-525-7070

John Sauvé  
ASSISTANT CITY MANAGER  
843-379-7525



**CITY OF BEAUFORT**  
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Neil Lipsitz  
Mitch Mitchell  
Josh Scallate

The City has received preliminary notification of a grant award for these repairs. Formal notice is forthcoming, and this project will be closely coordinated with the Waterfront Park Engineering Services Project.

### **Waterfront Park Engineering Services**

Review committee reviewed the three bids received and interviewed the top two qualified bidders. The top qualified bidder has been selected and the CIP Team is currently engaging with the contractor on pricing and phasing options with the intention of bringing a contract forward in December.

### **Battery Shores Paving**

The City received a quote within budget from the County's contracted paving provider. County Council approved an MOU to provide the paving services for this project. The MOU is before City Council during the November 12, 2024 meeting.

### **Pigeon Point Stormwater Study**

The City has received a grant from SC Emergency Management Division for a stormwater study to be conducting in the Pigeon Point community. Staff are coordinating with SCEM on the steps necessary to publish an RFP/RFQ for this project.



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

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**TO:** CITY COUNCIL **DATE:** 11/4/2024  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** Community Development Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Community and Economic Development

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*BACKGROUND INFORMATION:*

Monthly Report for September 2024.

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*PLACED ON AGENDA FOR:* Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	11/4/2024



## CURRENT PROJECTS

### SEPTEMBER 2024

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#### Issued Project Permits:

##### COMMERCIAL (Issued and Active or Building)

- Pine Court Apartments, 2305 - 2317 Pine Court S. – new 60-unit apartment complex (5 buildings) **issued – Resubmitted 8/2022 – Reissued 10/25/22- Reissued 7/25/24**
- Pintail Pointe Apts. – 2233 Boundary St. – 3 Apts. Buildings **Issued 5/23/23**
- 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**
- Commercial Use – 1401 Duke St – **Issued 2/20/24**
- Southside Park – 2614 Southside Blvd – **Issued 2/29/24**
- 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**
- Panda Express - 341-A Robert Smalls Pkwy – Tenant Upfit – **Issued 6/21/24**
- Hanover Park Apt Bldgs. – 139 Robert Smalls Pkwy – **Issued 8/27/24**
- Beaufort Station – 331-B Robert Smalls Pkwy – Tenant Upfit Nail Salon – **Issued 08/30/24**

##### 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**)
- ALDI – 361 Robert Smalls Pkwy - Site Work Only – (**Outstanding Items – been reviewed**)
- ALDI – 361 Robert Smalls Pkwy – Building (**Outstanding Items – been reviewed**)

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

- 1212 Salty Hammock Ct (Salem Bay Subd)
- 1210 Cassander Creek Rd (Salem Bay Subd)
- 122 Whitehall Drive
- 1151 Salty Hammock Ct (Salem Bay Subd)
- 1165 Salty Hammock Ct (Salem Bay Subd)
- 1215 Cassander Creed Rd (Salem Bay Subd)
- 1167 Salty Hammock Ct (Salem Bay Subd)
- 1171 Salty Hammock Ct (Salem Bay Subd)
- 418 Waight Street
- 420 Waight Street

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

- 903 Harrington St
- 418 Waight St
- 420 Waight St
- 902 Adventure St
- 1077 Otter Circle (Battery Shores)
- 805 Monson St
- 1411 Duke St
- 23 Basin Trail St (Camellia Banks)
- 37 Middle Island St (Camellia Banks)
- 1138 Salty Hammock Ct (Salem Bay Subd)
- 1140 Salty Hammock Ct (Salem Bay Subd)
- 1198 Salty Hammock Ct (Salem Bay Subd)
- 1163 Salty Hammock Ct (Salem Bay Subd)
- 329 De La Gaye Point

## **Historic Review:**

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

*1607-1609 Duke Street: New Construction*  
September 11, 2024 HRB Meeting

*1013 Charles Street: New Mixed Use Building*  
September 11, 2024 HRB Meeting

304 & 305 Bayard Street: Potential Subdivision  
September 11, 2024

### **HTRC:**

- 1510 Boundary St – Proposed Mural for Bft. Tennis Court Restroom Building.
- 1305 North St – Proposed Additions – Submitted by Rob Montgomery with Montgomery Architecture
- 1107 Prince St – Proposed Renovations, additions, & future ADU – Submitted by Benjie Morillo with Frederick + Frederick Architects
- 1210 Duke Street – New privacy fence – Submitted by Andrew Roberts

## **TRC**

- *250 Robert Smalls Pkwy – Proposed 4-Story Hotel*
- *10 Ribaut Rd – Proposed Subdivision & Use*
- *Robert Smalls Pkwy & Old Salem Rd – Proposed 252 home community*
- *119 Whitehall Dr. – 2 story bldg. with a 1st floor café and 2nd floor living units*

## **City Council:**

- None.

## PC (Planning Commission):

### PC (Planning Commission)

- 1140 Ribaut Road – Store & Go Self-Storage  
*September 16, 2024 Meeting*
- 40 County Shed Road – Annexation/Rezoning  
*September 16, 2024 Meeting*

*Code Edits, Chapters 7-9*

*Code Edit Worksessions*

## ZBOA (Zoning Board of Appeals):

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

- 1304 Calhoun Street – variance  
*September 23, 2024*

## Tenant Change (Safety Inspections)

- 211 A Scott St – Proposed Bus: Women’s clothing Boutique (Wells Fargo Advisors)
- 1000 Hamar St – Proposed Bus: Dance Studio (Prev. Sweetgrass Fitness)
- 341- C Robert Smalls Pkwy – Proposed Bus: Americas Best
- 200 Carteret St. Ste. 101 – Proposed Bus: Fine Art Photography Gallery (Prev. Tidal Creek Haven)

## 2024

Month	Single Family	Multifamily	Commercial	Permit Fees
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	10	0	0	30,085.20
Jul	15	5 (60 Units)	0	66,396.10
Aug	11	8 Bldgs. (280 Units)	2	179,476.80
Sep	14	0	0	68,537.00
Oct				
Nov				
Dec				
<b>Totals</b>	<b>119</b>	<b>404</b>	<b>8</b>	<b>\$730,727.98</b>

**Total Residential Units: 523**

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:** 11/5/2024  
**FROM:** Linda Roper, Downtown Operations and Community Services Director  
**AGENDA ITEM TITLE:** Downtown Operations Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

---

**BACKGROUND INFORMATION:**

Monthly report for September 2024.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Downtown Operations Monthly Report	Backup Material	11/6/2024

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

**Department Overview for the Month**

Main Street Beaufort was a hub of activity for the month of September with the Labor Day Weekend and a couple of community events to include, First Friday (9/6), the 9/11 Patriots Day event. A new women's boutique, Sunshine and Sass, opened on Scott Street at the first of the month.

As part of the Business Milestone Program, there were a few Ribbon Cuttings Celebrations for Happy Art Studio, Books a Millon, Dr. Miler Orthodontics, Coastal States Bank.

Planning and preparation for the 30<sup>th</sup> Annual Beaufort Shrimp Festival included new elements such as a new selfie station and a shuttle service from parking areas to the festival.

On September 19th, eight (8) pilings were installed along the seawall at Henry C. Chambers Park. These pilings provide designated mooring spots for shrimp boats during festivals and events, allowing them to dock without tying directly to the seawall.

Hurricane Helene passed through Beaufort County on September 26-27, causing flooding at the Waterfront Park. This resulted in damage to bricks and landscaping and required extensive cleanup of reeds and debris. The Downtown Marina and dinghy dock sustained significant damage as well.

Tour activities continued to slowly increase for the month, there were four (4) specials requested by the tour companies and eleven (11) motor coaches visited during the month.

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

Park Reservations September 2024							
Location	Wedding	Special Event	Birthday	Other	Festival	Attendance	
						-50	50+
Waterfront Park	1	2		2		1	4
Pigeon Point Park		1	9	1		9	2
Washington St. Park		4	2			6	
Southside Park				4		4	
Whitehall Park				1		1	
The Bluff							
Other							
<b>Totals</b>	<b>1</b>	<b>7</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>21</b>	<b>6</b>

Festival/Event Statistics				
Festival	Estimated Attendance	Dwell Time	Visitor vs Resident Ratio	Comments
First Friday 9/6	4K	99 Min	N/A	Theme: Tailgate Party & Sidewalk Sale
Watermelon Sip and Stroll	1.9K	98 Min	N/A	Watermelon Crawl
First Friday 8/6	3.4 K	84 Min	N/A	Theme: Back to School Bash



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

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**TO:** CITY COUNCIL **DATE:** 10/31/2024  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** Finance Department Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Finance

---

***BACKGROUND INFORMATION:***

Monthly Report for September 2024.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Finance Department Monthly Report	Backup Material	10/31/2024

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 September 2024 financial statement is included in your agenda packet. 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 2025 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 September being the 3<sup>rd</sup> month of the fiscal year 2025, recurring revenues and expenditures should be 25% of budget. General Fund revenues are at 8.0% of the budget while expenditures are at 21.0% of the budget.

I'll be happy to answer any questions that may arise as you review the City's September 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**  
**SEPTEMBER 30, 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	\$ 12,955,679	\$ 181,815	\$ 2,388,952	\$ 4,355,437	\$ 4,816,263	\$ -	\$ 1,622,163	\$ 26,320,309
Taxes receivable, net	199,779	-	-	-	-	41,439	-	241,218
Other receivables	466,550	-	958,826	-	-	-	-	1,425,376
Due from other funds	-	-	-	15,149	-	21,690	-	36,839
Inventories and other assets	16,079	-	-	-	-	-	-	16,079
Restricted cash and cash equivalents	-	3,696,517	-	4,877,139	-	711,670	25,362	9,310,688
Total assets	<u>13,638,087</u>	<u>3,878,332</u>	<u>3,347,778</u>	<u>9,247,725</u>	<u>4,816,263</u>	<u>774,799</u>	<u>1,647,525</u>	<u>37,350,509</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>								
Liabilities:								
Accounts payable	1,288,000	-	294,754	163,085	-	76,620	-	1,822,459
Due to other funds	-	-	36,839	-	-	-	-	36,839
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	4,443,295	-	-	4,443,295
Accrued liabilities	133,131	-	-	43,657	-	5,169	3,142	185,099
Deposits and escrow	479,571	-	-	15,733	-	-	23,617	518,921
Total liabilities	<u>1,958,041</u>	<u>-</u>	<u>331,593</u>	<u>222,475</u>	<u>4,443,295</u>	<u>81,789</u>	<u>26,759</u>	<u>7,063,952</u>
Deferred Inflows of Resources:								
Unavailable revenue - property taxes	476,479	-	-	-	-	25,910	-	502,389
Total deferred inflows of resources	<u>476,479</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,910</u>	<u>-</u>	<u>502,389</u>
Fund balances:								
Nonspendable:								
Inventories	40,304	-	-	-	-	-	-	40,304
Cemetery	-	-	-	-	-	-	7,246	7,246
Restricted	1,268,700	3,878,332	3,016,185	4,148,111	372,968	32,050	1,582,742	14,299,088
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	-	-	4,877,139	-	635,050	-	6,163,980
Law enforcement	-	-	-	-	-	-	30,778	30,778
Assigned for:								
Subsequent year's budget	106,590	-	-	-	-	-	-	106,590
Unassigned	6,197,464	-	-	-	-	-	-	6,197,464
Total fund balances	<u>11,203,567</u>	<u>3,878,332</u>	<u>3,016,185</u>	<u>9,025,250</u>	<u>372,968</u>	<u>667,100</u>	<u>1,620,766</u>	<u>29,784,168</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 13,638,087</u>	<u>\$ 3,878,332</u>	<u>\$ 3,347,778</u>	<u>\$ 9,247,725</u>	<u>\$ 4,816,263</u>	<u>\$ 774,799</u>	<u>\$ 1,647,525</u>	<u>\$ 37,350,509</u>

**CITY OF BEAUFORT, SOUTH CAROLINA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE MONTH ENDED SEPTEMBER 30, 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	\$ 11,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,883
Other taxes	-	-	-	1,054,410	-	-	-	1,054,410
Franchise fees	165,639	-	-	-	-	-	-	165,639
Fines and forfeitures	29,815	-	-	-	-	-	-	29,815
Licenses and permits	662,302	-	-	-	-	-	124,536	786,838
Intergovernmental	835,032	-	532,689	-	-	-	-	1,367,721
Charges for services	73,121	-	-	75,976	-	15,530	-	164,627
Investment earnings	218,858	47,550	24,468	122,783	70,028	13,430	12,138	509,255
Miscellaneous	28,354	-	-	-	-	-	155	28,509
Total revenues	<u>2,025,004</u>	<u>47,550</u>	<u>557,157</u>	<u>1,253,169</u>	<u>70,028</u>	<u>28,960</u>	<u>136,829</u>	<u>4,118,697</u>
<b>EXPENDITURES</b>								
Current:								
General government	903,743	-	-	-	-	-	167,524	1,071,267
Law enforcement	1,531,611	-	-	326,233	-	-	-	1,857,844
Fire and emergency	1,705,050	-	-	-	-	-	-	1,705,050
Public works	478,747	-	-	-	-	153,017	-	631,764
Culture and recreation	-	-	-	419,568	-	-	-	419,568
Streets	144,048	-	-	-	-	-	-	144,048
Community development	276,806	-	-	230,855	-	-	-	507,661
Debt Service:								
Principal	203,915	-	-	276,858	-	86,250	52,358	619,381
Interest and other charges	178,635	-	-	207,768	-	42,150	11,296	439,849
Capital Outlay	-	7,557	951,148	36,823	-	-	-	995,528
Total expenditures	<u>5,422,555</u>	<u>7,557</u>	<u>951,148</u>	<u>1,498,105</u>	<u>-</u>	<u>281,417</u>	<u>231,178</u>	<u>8,391,960</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(3,397,551)</u>	<u>39,993</u>	<u>(393,991)</u>	<u>(244,936)</u>	<u>70,028</u>	<u>(252,457)</u>	<u>(94,349)</u>	<u>(4,273,263)</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Issuance of revenue bonds	-	-	-	-	-	-	-	-
Transfers in	-	-	2,010,274	-	-	-	-	2,010,274
Transfers out	-	-	-	(1,017,684)	(181,033)	(811,557)	-	(2,010,274)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>2,010,274</u>	<u>(1,017,684)</u>	<u>(181,033)</u>	<u>(811,557)</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(3,397,551)	39,993	1,616,283	(1,262,620)	(111,005)	(1,064,014)	(94,349)	(4,273,263)
Fund balances - beginning	14,601,118	3,838,339	1,399,902	10,287,870	483,973	1,731,114	1,715,115	34,057,431
Fund balances - ending	<u>\$ 11,203,567</u>	<u>\$ 3,878,332</u>	<u>\$ 3,016,185</u>	<u>\$ 9,025,250</u>	<u>\$ 372,968</u>	<u>\$ 667,100</u>	<u>\$ 1,620,766</u>	<u>\$ 29,784,168</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
COMBINING BALANCE SHEET  
OTHER GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2024**

	<u>Special Revenue Funds</u>			<u>Permanent Fund</u>	<u>Total-Other Governmental Funds</u>
	<u>State</u>	<u>Fire Impact Fees Fund</u>	<u>Drug Control and Prevention Fund</u>	<u>Cemetery Fund</u>	
	<u>Accommodations Tax Fund</u>				
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,172,115	\$ 412,024	\$ 30,778	7,246	\$ 1,622,163
Other receivables	-	-	-	-	-
Restricted cash and cash equivalents	-	-	25,362	-	25,362
Total assets	<u>1,172,115</u>	<u>412,024</u>	<u>56,140</u>	<u>7,246</u>	<u>1,647,525</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	-	-	-	-	-
Other accrued expenses	3,142	-	-	-	3,142
Deposits and escrow	-	-	23,617	-	23,617
Total liabilities	<u>3,142</u>	<u>-</u>	<u>23,617</u>	<u>-</u>	<u>26,759</u>
Fund balances:					
Nonspendable:					
Cemetery	-	-	-	7,246	7,246
Restricted	1,168,973	412,024	1,745	-	1,582,742
Committed for:					
Law enforcement	-	-	30,778	-	30,778
Total fund balances	<u>1,168,973</u>	<u>412,024</u>	<u>32,523</u>	<u>7,246</u>	<u>1,620,766</u>
Total liabilities and fund balances	<u>\$ 1,172,115</u>	<u>\$ 412,024</u>	<u>\$ 56,140</u>	<u>\$ 7,246</u>	<u>\$ 1,647,525</u>

**CITY OF BEAUFORT, SOUTH CAROLINA**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**OTHER GOVERNMENTAL FUNDS**  
**FOR THE MONTH ENDED SEPTEMBER 30, 2024**

	<u>Special Revenue Funds</u>			<u>Permanent Fund</u>	<u>Total-Other Governmental Funds</u>
	<u>State</u>	<u>Fire Impact Fees Fund</u>	<u>Drug Control and Prevention Fund</u>	<u>Cemetery Fund</u>	
	<u>Accommodations Tax Fund</u>				
<b>REVENUES</b>					
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	124,536	-	-	124,536
Intergovernmental	-	-	-	-	-
Investment earnings	11,848	-	290	-	12,138
Miscellaneous	-	-	155	-	155
Total revenues	<u>11,848</u>	<u>124,536</u>	<u>445</u>	<u>-</u>	<u>136,829</u>
<b>EXPENDITURES</b>					
Current:					
General government	167,524	-	-	-	167,524
Law enforcement	-	-	-	-	-
Debt Service					
Principal	-	52,358	-	-	52,358
Interest and other charges	-	11,296	-	-	11,296
Total expenditures	<u>167,524</u>	<u>63,654</u>	<u>-</u>	<u>-</u>	<u>231,178</u>
Excess of revenues over expenditures	<u>(155,676)</u>	<u>60,882</u>	<u>445</u>	<u>-</u>	<u>(94,349)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers out	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(155,676)	60,882	445	-	(94,349)
Fund balances - beginning	1,324,649	351,142	32,078	7,246	1,715,115
Fund balances - ending	<u>\$ 1,168,973</u>	<u>\$ 412,024</u>	<u>\$ 32,523</u>	<u>\$ 7,246</u>	<u>\$ 1,620,766</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE MONTH ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Property taxes	\$ 9,598,632	\$ 9,598,632	\$ 11,883	\$ (9,586,749)	0.1%
Franchise fees	2,258,000	2,258,000	165,639	(2,092,361)	7.3%
Fines and forfeitures	56,000	56,000	29,815	(26,185)	53.2%
Licenses and permits	6,870,000	6,870,000	662,302	(6,207,698)	9.6%
Intergovernmental	3,854,181	3,900,389	835,032	(3,065,357)	21.4%
Charges for services	2,064,665	2,064,665	73,121	(1,991,544)	3.5%
Investment earnings	550,000	550,000	218,858	(331,142)	39.8%
Miscellaneous	110,000	110,000	28,354	(81,646)	25.8%
Total revenues	<u>25,361,478</u>	<u>25,407,686</u>	<u>2,025,004</u>	<u>(23,382,682)</u>	<u>8.0%</u>
<b>Expenditures:</b>					
Current:					
General government					
City council	345,321	345,321	52,577	292,744	15.2%
City manager	952,161	952,161	201,788	750,373	21.2%
Finance	1,000,850	1,000,850	201,431	799,419	20.1%
Human resources	554,368	554,368	112,163	442,205	20.2%
Information technology	1,025,621	1,071,829	134,464	937,365	12.5%
Court and legal	637,050	637,050	103,083	533,967	16.2%
Non-departmental	822,823	822,823	98,237	724,586	11.9%
	<u>5,338,194</u>	<u>5,384,402</u>	<u>903,743</u>	<u>4,480,659</u>	<u>16.8%</u>
Law enforcement					
Police	5,703,134	5,703,134	1,363,681	4,339,453	23.9%
School resource officers	624,561	624,561	140,144	484,417	22.4%
Crossing guards	23,470	23,470	4,688	18,782	20.0%
Victims rights	113,246	113,246	23,098	90,148	20.4%
	<u>6,464,411</u>	<u>6,464,411</u>	<u>1,531,611</u>	<u>4,932,800</u>	<u>23.7%</u>
Fire and emergency					
City of Beaufort fire	6,773,028	6,773,028	1,705,050	5,067,978	25.2%
	<u>6,773,028</u>	<u>6,773,028</u>	<u>1,705,050</u>	<u>5,067,978</u>	<u>25.2%</u>
Public works					
Administration	503,580	503,580	115,712	387,868	23.0%
Maintenance	828,479	828,479	131,780	696,699	15.9%
Solid waste	1,401,015	1,401,015	231,255	1,169,760	16.5%
	<u>2,733,074</u>	<u>2,733,074</u>	<u>478,747</u>	<u>2,254,327</u>	<u>17.5%</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE MONTH ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	
	Original	Final			
Streets	1,035,281	1,185,281	144,048	1,041,233	12.2%
	<u>1,035,281</u>	<u>1,185,281</u>	<u>144,048</u>	<u>1,041,233</u>	<u>12.2%</u>
Community development	1,455,846	1,455,846	276,806	1,179,040	19.0%
	<u>1,455,846</u>	<u>1,455,846</u>	<u>276,806</u>	<u>1,179,040</u>	<u>19.0%</u>
Total current	<u>23,799,834</u>	<u>23,996,042</u>	<u>5,040,005</u>	<u>18,956,037</u>	<u>21.0%</u>
Debt service:					
Principal	1,541,915	1,541,915	203,915	1,338,000	13.2%
Interest	303,438	303,438	178,635	124,803	58.9%
Total debt service	<u>1,845,353</u>	<u>1,845,353</u>	<u>382,550</u>	<u>1,462,803</u>	<u>20.7%</u>
Total expenditures	<u>25,645,187</u>	<u>25,841,395</u>	<u>5,422,555</u>	<u>20,418,840</u>	<u>21.0%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(283,709)</u>	<u>(433,709)</u>	<u>(3,397,551)</u>	<u>(2,963,842)</u>	
<b>Other financing sources (uses):</b>					
Transfers in	70,416	70,416	-	(70,416)	0.0%
Transfers out	-	(255,645)	-	(255,645)	0.0%
Total financing sources (uses)	<u>70,416</u>	<u>(185,229)</u>	<u>-</u>	<u>(326,061)</u>	<u>0.0%</u>
Net change in fund balance	(213,293)	(618,938)	(3,397,551)	(2,778,613)	
Fund balance, beginning of year	14,601,118	14,601,118	14,601,118	-	
Fund balance, end of year	<u>\$ 14,387,825</u>	<u>\$ 13,982,180</u>	<u>\$ 11,203,567</u>	<u>\$ (2,778,613)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
TAX INCREMENT FINANCING DISTRICT II – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED SEPTEMBER 30, 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	\$ 180,000	\$ 180,000	\$ 47,550	\$ (132,450)	26.4%
Total revenues	<u>180,000</u>	<u>180,000</u>	<u>47,550</u>	<u>(132,450)</u>	<u>26.4%</u>
<b>Expenditures:</b>					
Current:					
Capital Outlay	109,000	309,000	7,557	301,443	2.4%
Total expenditures	<u>109,000</u>	<u>309,000</u>	<u>7,557</u>	<u>301,443</u>	<u>2.4%</u>
Excess of revenues over expenditures	<u>71,000</u>	<u>(129,000)</u>	<u>39,993</u>	<u>(433,893)</u>	
<b>Other financing (uses):</b>					
Transfers out	(100,000)	(100,000)	-	(100,000)	0.0%
Total other financing uses	<u>(100,000)</u>	<u>(100,000)</u>	<u>-</u>	<u>(100,000)</u>	<u>0.0%</u>
Net change in fund balance	(29,000)	(229,000)	39,993	(268,993)	
Fund balance, beginning of year	3,838,339	3,838,339	3,838,339	-	
Fund balance, end of year	<u>\$ 3,809,339</u>	<u>\$ 3,609,339</u>	<u>\$ 3,878,332</u>	<u>\$ (268,993)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
CAPITAL PROJECTS FUND – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED SEPTEMBER 30, 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>					
Intergovernmental	\$ 11,162,332	\$ 10,906,687	\$ 532,689	\$ (10,373,998)	4.9%
Investment earnings	-	-	24,468	24,468	100.0%
Total revenues	<u>11,162,332</u>	<u>10,906,687</u>	<u>557,157</u>	<u>(10,349,530)</u>	<u>5.1%</u>
<b>Expenditures:</b>					
Current:					
Capital Outlay	21,649,789	23,565,309	951,148	22,614,161	4.0%
Total expenditures	<u>21,649,789</u>	<u>23,565,309</u>	<u>951,148</u>	<u>22,614,161</u>	<u>4.0%</u>
Excess of revenues over expenditures	<u>(10,487,457)</u>	<u>(12,658,622)</u>	<u>(393,991)</u>	<u>(32,963,691)</u>	
<b>Other financing sources:</b>					
Transfers in	9,787,457	11,845,422	2,010,274	(9,835,148)	17.0%
Total other financing sources	<u>9,787,457</u>	<u>11,845,422</u>	<u>2,010,274</u>	<u>(9,835,148)</u>	<u>17.0%</u>
Net change in fund balance	(700,000)	(813,200)	1,616,283	(2,429,483)	
Fund balance, beginning of year	1,399,902	1,399,902	1,399,902	-	
Fund balance, end of year	<u>\$ 699,902</u>	<u>\$ 586,702</u>	<u>\$ 3,016,185</u>	<u>\$ (2,429,483)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
PARKS AND TOURISM – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED SEPTEMBER 30, 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	\$ 4,375,000	\$ 4,375,000	\$ 1,054,410	\$ (3,320,590)	24.1%
Charges for services	855,500	855,500	75,976	(779,524)	8.9%
Investment earnings	250,000	250,000	122,783	(127,217)	49.1%
Miscellaneous	-	-	-	-	0.0%
Total revenues	<u>5,480,500</u>	<u>5,480,500</u>	<u>1,253,169</u>	<u>(4,227,331)</u>	<u>22.9%</u>
<b>Expenditures:</b>					
Current:					
Law enforcement	1,611,454	1,611,454	326,233	1,285,221	20.2%
Culture and recreation	1,865,718	1,865,718	419,568	1,446,150	22.5%
Community development	1,032,461	1,032,461	230,855	801,606	22.4%
Debt Service:					
Principal	603,858	603,858	276,858	327,000	45.8%
Interest and other charges	365,743	365,743	207,768	157,975	56.8%
Capital Outlay	195,600	195,600	36,823	158,777	18.8%
Total expenditures	<u>5,674,834</u>	<u>5,674,834</u>	<u>1,498,105</u>	<u>4,176,729</u>	<u>26.4%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(194,334)</u>	<u>(194,334)</u>	<u>(244,936)</u>	<u>(50,602)</u>	
<b>Other financing sources (uses):</b>					
Issuance of revenue bonds	-	-	-	-	#DIV/0!
Transfers out	(5,733,016)	(5,933,016)	(1,017,684)	(4,915,332)	17.2%
Total financing sources	<u>(5,733,016)</u>	<u>(5,933,016)</u>	<u>(1,017,684)</u>	<u>(4,915,332)</u>	
Net change in fund balance	(5,927,350)	(6,127,350)	(1,262,620)	4,864,730	
Fund balance, beginning of year	<u>10,287,870</u>	<u>10,287,870</u>	<u>10,287,870</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 4,360,520</u>	<u>\$ 4,160,520</u>	<u>\$ 9,025,250</u>	<u>\$ 4,864,730</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
AMERICAN RESCUE PLAN ACT (ARPA) – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED SEPTEMBER 30, 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>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.0%
Investment earnings	302,306	302,306	70,028	(232,278)	23.2%
Total revenues	<u>302,306</u>	<u>302,306</u>	<u>70,028</u>	<u>(232,278)</u>	<u>23.2%</u>
<b>Expenditures:</b>					
Current:					
General government	208,973	208,973	-	208,973	0.0%
Capital Outlay	143,333	143,333	-	143,333	0.0%
Total expenditures	<u>352,306</u>	<u>352,306</u>	<u>-</u>	<u>352,306</u>	<u>0.0%</u>
Excess of revenues over expenditures	<u>(50,000)</u>	<u>(50,000)</u>	<u>70,028</u>	<u>(584,584)</u>	
<b>Other financing (uses):</b>					
Transfers out	(2,643,960)	(5,030,600)	(181,033)	(4,849,567)	3.6%
Total other financing uses	<u>(2,643,960)</u>	<u>(5,030,600)</u>	<u>(181,033)</u>	<u>(4,849,567)</u>	<u>3.6%</u>
Net change in fund balance	(2,693,960)	(5,080,600)	(111,005)	(4,969,595)	
Fund balance, beginning of year	483,973	483,973	483,973	-	
Fund balance, end of year	<u>\$ (2,209,987)</u>	<u>\$ (4,596,627)</u>	<u>\$ 372,968</u>	<u>\$ (4,969,595)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
STORMWATER – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Charges for services	\$ 1,288,717	\$ 1,288,717	\$ 15,530	\$ (1,273,187)	1.2%
Investment earnings	80,000	80,000	13,430	(66,570)	16.8%
Total revenues	<u>1,368,717</u>	<u>1,368,717</u>	<u>28,960</u>	<u>(1,339,757)</u>	<u>2.1%</u>
<b>Expenditures:</b>					
Current:					
Public works	855,117	855,117	153,017	702,100	17.9%
Debt Service:					
Principal	345,000	345,000	86,250	258,750	25.0%
Interest and other charges	168,600	168,600	42,150	126,450	25.0%
Total expenditures	<u>1,368,717</u>	<u>1,368,717</u>	<u>281,417</u>	<u>1,087,300</u>	<u>20.6%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>(252,457)</u>	<u>(2,427,057)</u>	
<b>Other financing (uses):</b>					
Transfers out	(1,310,480)	(1,418,480)	(811,557)	606,923	57.2%
Total other financing (uses)	<u>(1,310,480)</u>	<u>(1,418,480)</u>	<u>(811,557)</u>	<u>606,923</u>	<u>57.2%</u>
Net change in fund balance	(1,310,480)	(1,418,480)	(1,064,014)	(354,466)	
Fund balance, beginning of year	1,731,114	1,731,114	1,731,114	-	
Fund balance, end of year	<u>\$ 420,634</u>	<u>\$ 312,634</u>	<u>\$ 667,100</u>	<u>\$ (354,466)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
STATE ACCOMMODATIONS TAX SPECIAL REVENUE FUND  
BUDGET TO ACTUAL  
FOR THE MONTH ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Other taxes	\$ 933,333	\$ 933,333	\$ -	\$ (933,333)	0.0%
Investment earnings	36,000	36,000	11,848	(24,152)	32.9%
Total revenues	<u>969,333</u>	<u>969,333</u>	<u>11,848</u>	<u>(957,485)</u>	<u>1.2%</u>
<b>Expenditures:</b>					
General government	875,437	875,437	167,524	707,913	19.1%
Law enforcement	23,480	23,480	-	23,480	0.0%
Total expenditures	<u>898,917</u>	<u>898,917</u>	<u>167,524</u>	<u>731,393</u>	<u>18.6%</u>
Excess of revenues over expenditures	<u>70,416</u>	<u>70,416</u>	<u>(155,676)</u>	<u>(226,092)</u>	
<b>Other financing uses:</b>					
Transfers out	(70,416)	(100,416)	-	(100,416)	0.0%
Total other financing uses	<u>(70,416)</u>	<u>(100,416)</u>	<u>-</u>	<u>(100,416)</u>	<u>0.0%</u>
Net change in fund balance	-	(30,000)	(155,676)	(125,676)	
Fund balance, beginning of year	1,324,649	1,324,649	1,324,649	-	
Fund balance, end of year	<u>\$ 1,324,649</u>	<u>\$ 1,294,649</u>	<u>\$ 1,168,973</u>	<u>\$ (125,676)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
 FIRE IMPACT FEES SPECIAL REVENUE FUND  
 BUDGET TO ACTUAL  
 FOR THE MONTH ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Licenses and permits	\$ 100,000	\$ 100,000	\$ 124,536	\$ 24,536	124.5%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	<u>105,000</u>	<u>105,000</u>	<u>124,536</u>	<u>19,536</u>	<u>118.6%</u>
<b>Expenditures:</b>					
Debt Service:					
Principal	52,358	52,358	52,358	-	100.0%
Interest and other charges	11,296	11,296	11,296	-	100.0%
Total expenditures	<u>63,654</u>	<u>63,654</u>	<u>63,654</u>	<u>-</u>	<u>100.0%</u>
Net change in fund balance	41,346	41,346	60,882	19,536	
Fund balance, beginning of year	<u>351,142</u>	<u>351,142</u>	<u>351,142</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 392,488</u>	<u>\$ 392,488</u>	<u>\$ 412,024</u>	<u>\$ 19,536</u>	



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

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**TO:** CITY COUNCIL **DATE:** 10/21/2024  
**FROM:** Tim Ogden, Fire Chief  
**AGENDA ITEM TITLE:** Fire Department Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Fire

---

**BACKGROUND INFORMATION:**

Monthly report for September 2024.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	10/21/2024



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

# September 2024 Report

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### Public Events

The Fire Department held several public education events throughout September.

- Firefighters had lunch with the students at Bridges Preparatory School.
- Firefighters attended a health fair off Salem Road for Beaufort SDA Church.
- 9/11 Ceremony at Waterfront Park
- Firefighters attended the Walk for Water event in Port Royal.
- Firefighters provided a fire and medical safety presentation at Tabernacle Baptist church.
- We completed our first ever car seat safety event and teamed up with Bluffton Fire Department to install 17 car seats.

### Fire Training

Total Training Hours: 1640

We had five members attend the South Carolina Fire Chief's Association Chief's Conference that was held in Myrtle Beach SC 9/22/24 – 9/25/24. The department also had three members complete the 240-hour Recruit Firefighter Program at the South Carolina Fire Academy. Two new firefighters began recruit school being held in Bluffton.

We had eight total car seat installs for the month of September. The department also hosted a Child Passenger Seat Safety Check-up Event at Beaufort Station on Saturday September 21<sup>st</sup> in conjunction with Bluffton Fire Department as part of Child Passenger Seat Safety Week.

Multi-Agency Training: Engine Company 3 along with the Training Division completed Auto-Extrication training with Parris Island Fire Department. This training was conducted as part of our automatic aide agreement with Parris Island Fire Department.

## **Medical**

The Medical Division held 6 total CPR classes (2 public, 4 middle school classes at Bridges Preparatory School).

Medical continuing education training was conducted for every shift on splinting broken bones and dislocations and using the backboard, traction splint and pelvic binding.

## **Fire Marshal**

The Fire Marshal Division completed 178 fire inspections. Engine Companies and the Fire Marshals office completed 199 pre-incident surveys. We had four personnel attend the SC International Association of Arson Investigators 3<sup>rd</sup> quarter training for continuing education as a fire investigator.

## **Personnel**

Hired 2 full-time firefighters in September and 1 part time Driver/Operator.

Firefighter Brian Hakes received Beaufort Exchange Club Firefighter of the Year at 9/11 Ceremony.

Firefighter Aaron Sanders became a Nationally Registered Paramedic.

Deployed 3 Firefighters to Pickens County as part of SC Firefighter Mobilization after Hurricane Helene.

## **Apparatus**

Replaced four rear tires on Engine 5908. The tire wear is being investigated by staff and Pierce as this is the refurbished truck from accident.

New Ladder truck delivery update is August 2025.

## **Major Incidents**

- Abandoned Structure Fire on FC Carter Dr.
- 3 cooking fires contained to the cooking appliances
- 1 Gunshot wound in Port Royal and 1 in City
- 66 Calls during Storm Period for Hurricane Helene

<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	5	0
Vehicle Fires	0	0
Brush, Trash Fire	0	2
Medical Calls	173	109
Vehicle Accident	19	9
Extrication (350-357)	2	0
Hazardous Condition	42	18
Service Calls (500)	26	16
Good Intent Calls (600)	25	21
False Calls (700)	26	16
Water Rescue	2	0
EMS Standby	0	0
<b>Month</b>	<b>320</b>	<b>191</b>
<b>Total Month</b>	<b>511</b>	

<b>TRAINING/EDUCATION</b>		
Local Instruction	1640	
<b>TOTAL</b>	<b>1640</b>	

<b>VOLUNTEER</b>		
Local Instruction	76	
Monthly Station Standby	12	
<b>TOTAL</b>	<b>88</b>	

<b>AID SUMMARY - ALL</b>	<b>LI</b>	<b>BUR</b>	<b>PI</b>	<b>other</b>
<b>BEAUFORT</b>				
Aid Given		4		
Aid Received				
Mutual Aid Given				
Mutual Aid Received				
<b>PORT ROYAL</b>				
Aid Given			4	
Aid Received				
Mutual Aid Given				
Mutual Aid Received				

<b>FIRE PREVENTION</b>	<b>BFT</b>	<b>P.R.</b>
Inspections Conducted	95	83
Violations Noted	26	20
Violations Corrected	12	7
Knox Box Installations	4	0
Fire Plans Reviewed	8	0
Burning Permits Issued	2	0
Permission to Burn Given	0	0
Public Education Events	12	3
Public Edu. Man Hours	31	10
# of Adults	71	4
# of Children	28	130
Car Seats Installation	8	
Smoke Detectors	0	0
CPR Certifications	15	



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

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**TO:** CITY COUNCIL **DATE:** 10/23/2024  
**FROM:** Ivette Burgess, Human Resources Director  
**AGENDA ITEM**  
**TITLE:** Human Resources Monthly Report  
**MEETING**  
**DATE:** 11/12/2024  
**DEPARTMENT:** Human Resources

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*BACKGROUND INFORMATION:*

Monthly report for September 2024

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*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	10/23/2024

# Memorandum

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**To:** Scott Marshall, City Manager  
**From:** Ivette Burgess, Human Resources Director  
**Date:** 10/23/2024  
**Re:** Department Update – September 2024

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## *New Hires and Onboarding*

6 New Hires:

- Denzel Jackson, PD Patrolman I
- John Nogiewich, PD Patrolman II
- Ryan Panzino, PD Patrolman I
- Michael Rousseau, Community Development Residential Inspector I
- Raul Dominguez, Capital Improvement Program Director
- Belinda Rivers, Finance Business License Administrator

## *Training/Webinars*

HR assigned quarterly training to City staff via NEOGOV, Diversity in the Workplace: Diversity for all.

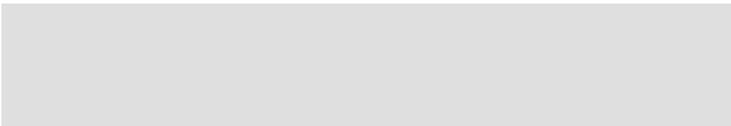
## *Event(s)*

- HR Coordinated Flu Shot event for City staff.
- Brian attended and participated in the Jasper Career Fair, 9/6/24
- HR Director attended and participated in the Bluffton PD Captain Promotion Board, 9/24/24

## *Interview Panels*

All members of the HR team participated in interview panels for several departments (Public Works and Business License (Finance)).

HR Coordinated CIP Director finalist interviews.





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

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**TO:** CITY COUNCIL **DATE:** 10/29/2024  
**FROM:** Sarah Farrow, Municipal Court Administrator  
**AGENDA ITEM TITLE:** Municipal Court Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Municipal Court

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***BACKGROUND INFORMATION:***

Monthly report for September 2024.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Municipal Court Monthly Report	Backup Material	10/29/2024

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

**DEPARTMENT OVERVIEW:**

Bench trials are held every Monday and Thursday at 3:00pm. Six sessions of bench trials were held in September 2024 and 267 cases were tentatively scheduled. Jury trials were held and 35 cases were scheduled.

**CASE OVERVIEW:**

- New cases filed: 133 (104 traffic/29 criminal)
- Cases disposed: 165 (97 traffic/ 68 criminal)

**DISPOSED CASES BREAKDOWN:**

- 97 traffic cases
  - 28 guilty indicators (forfeiture, plea, or trial)
  - 69 not guilty indicators (dismissal by officer, Judge, or trial)
- 68 criminal cases
  - 12 guilty indicators (by plea or trial)
  - 56 not guilty indicators (through plea agreement or trial)

**ARREST WARRANT OVERVIEW: 23 ISSUED**

- 23 arrest warrants issued for criminal offenses

**JURY TRIAL OVERVIEW:**

Jury term held September 9-13, 2024

40 potential jurors appeared

- 35 cases scheduled; 5 of those continued (2 criminal; 3 traffic)
- 13 criminal cases disposed (3 guilty indicators; 10 not guilty indicators)
- 17 traffic cases disposed (3 guilty indicators; 14 not guilty indicators)

47 cases currently pending jury trial. Next session of jury trials to be held in November 2024.



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

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**TO:** CITY COUNCIL **DATE:** 10/11/2024  
**FROM:** Stephenie Price, Police Chief  
**AGENDA ITEM TITLE:** Police Department Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Police

---

***BACKGROUND INFORMATION:***

Monthly Report for September 2024.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	10/15/2024

# BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price  
Chief of Police

## September 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
June	0	6	3	1	0	52	1	2
July	0	9	10	0	0	50	2	2
August	0	3	1	0	1	35	3	0
September	1	5	9	1	0	40	4	1

### Total Calls for Service: 4,060

- Officer Initiated: 2,836
- 911 Line: 482
- Non-Emergency: 742
- Alarm: 0
- TT911 SMS: 0

### Community Events Attended: 10

- Labor Day Cookout at Mossy Oaks Village, September 2, 2024
- Penn Center Tour with Councilman Mitchell, September 10, 2024
- Star Spangled Banner Day at Beaufort Elementary, September 13, 2024

### Chief's Updates:

- Safe Living Beaufort Community Cookout, Mossy Oaks Village, September 2, 2024
- All Hands Meeting, September 4, 2024
- Sergeant's Promotional Board, September 5, 2024
- Sip and Stroll Debrief, September 5, 2024
- Penn Center Tour, September 10, 2024
- Smart Technology Camera Presentation for Dashboard, September 12, 2024
- Meeting with Citizen Margo Ellis, September 16, 2024
- New Hire Board, September 16, 2024
- Meeting with SLED, September 19, 2024
- Exchange Club Meeting, September 19, 2024

# BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price  
Chief of Police

- Shrimp Festival Director's Meeting, September 19, 2024
- Books A Million Ribbon Cutting, September 20, 2024
- Body Utility Camera Discussion, September 23, 2024

## Upcoming Events:

- Shrimp Festival, October 4-5, 2024
- Real Time Crime Center Tour-Atlanta, October 2, 2024
- SLED FUSION Center Tour October 23, 2024
- Wilderness Cove Apartments Halloween Event, October 25, 2024
- Downtown and Uptown Trunk or Treat Charles Lind Brown Center October 26, 2024
- CAR Program Training, October 28-November 1<sup>st</sup>, 2024



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

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**TO:** CITY COUNCIL **DATE:** 11/7/2024  
**FROM:** Nate Farrow, Public Works Director  
**AGENDA ITEM TITLE:** Public Works Monthly Report  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Public Works

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***BACKGROUND INFORMATION:***

Monthly report for September 2024.

---

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	11/7/2024



**CITY OF BEAUFORT PUBLIC WORKS DEPARTMENTS  
MONTHLY ACCOMPLISHMENTS**

**MONTH OF: NOVEMBER COUNCIL MEETING W/ SEPTEMBER ACCOMPLISHMENTS**

**EVENTS:** **DISPOSING OF STORM DEBRIS TO LANDFILL FROM TROP STORM DEBBY**  
**(32 trips = 89.71 tons of debris)**  
**PREP AND MAINTENANCE TO HURRICANE HELENE ISSUES**  
**(traffic signals/trees down/flooding/maintenance (major) *Will continue into***  
***Into October*)**  
**RE- BUILD CITY HALL ENCLOSURE**

Weekly Safety Briefs: Miguel Canela-Pena - Civilian (Res & Kids) within a Work Zone Safety /  
Hazards @ work (follow rules/regs) / Theft

See/Click/Fix: Reported: 55  
Resolved: 619

811 Locates Reported & Reviewed 102

PO's (PR's) Created and Processed 56

Banners Requested, Reserved and Hung 06

Weight Tickets (Hurricane Debby and regular – NO Helene) 11

On-Call: Traffic Control: N Farrow / B Durrance / N Farrow / County / N Farrow  
Weekend Parks: B Glover/ D Wing / S Alston / E Major / T Gadson

Standards:  
*Meetings:* *Daily Staff / Weekly Supervisor / Weekly Review of Operational Budget*

*Update to reports:* Drainage / Tree / Street / Banner / Credit Card / Budget  
Spread Sheet / Payroll / Daily Weight Tickets

*Stormwater/Street:* Routine Easement maintenance / Flap Gate Inspection &  
Maintenance / inspection and maintenance all Equipment / routine drainage maintenance  
maintenance of Open Land Trust areas and large park/city owned  
Area (IE: Commerce Park, etc.)

*Parks:* Inspection and maintenance to all Parks & playgrounds, restrooms,  
buildings, benches, etc. / along with all ground maintenance  
(Cutting, weed eating, weed maintenance, plantings, removals, tree  
trimming, etc.) / includes White Hall Park /  
Routine restroom cleaning in multiple parks /  
Routine full upkeep of Spanish Moss Trail litter control/water  
fountains / cross walks weekly /  
City wide trash run all parks weekly /  
watering for beds and areas without irrigation

## Administration:

- Dominion Energy installed a power meter at Southside Park and take picture of it
- Check crew sealing trestle on Boundary Street.
- Assist Traffic and General Support with dumpster enclosure demolition at City Hall.
- Sept 4 through Sept 6, 2024 - attended an Arborist Class in Columbia.
- Unload exhaust fan with a Bobcat.
- Sept 7th called by Dispatch to correct a Traffic Light malfunction in Bluffton. (3 Hours)
- Remove and replace three section traffic signals at Bruce K Smalls and Trask Pkwy (it was hit by a large truck or load)
- Troubleshoot A/C issues at the Arsenal.
- Check SCF report of low limbs on Federal Street.
- Check on traffic crew swapping banners on streetlight poles.
- Completed NEOGOV training on the computer.
- Coordinated the pick-up and removal of a Deer carcass from Robert Smalls Pkwy.
- Attended a contract meeting @ PWC.
- Responded to a report of the traffic signals malfunctioning at 170 and Savannah Highway.
- Obtained a PO# and ordered uniform hats for employees.
- Received 4 benches that had been stained and repaired by contractor.
- Attended and facilitated a pump meeting with the supervisors.
- Responded to a report of the School Flasher not working at Whale Branch Middle School.
- Facilitate the pick- up and delivery of a Podium and 20 chairs for 911 ceremony at WFP.
- Facilitated the cleaning and sanitizing of Public Works vehicles.
- Attended projects update meeting at Public Works.
- Met with Adam at Pigeon Point Park concerning a damaged piece of playground equipment (Little Tykes Tree).
- Moved Manlift from 500 Carteret Street to City Hall.
- Delivered Battery Shores construction letter to residents in Battery Shores informing them of upcoming work.
- Completed a drainage inspection on Pigeon Point Road.
- Completed a drainage inspection in Salem Bay.
- Completed a drainage inspection in The Overlook subdivision.
- Answered a complaint of locate flags and markings in the yard at Waters Edge. Informed the citizen to call SC811 for info and that the City of Beaufort had not requested those locates.
- Cut and removed a Pine Tree limb that was hanging over the R.O.W. in Battery Shores.
- Request locates for Battery Shores construction work.
- Requested a quote for raincoats.
- Trim line of sight for downtown cameras.
- Attended a cell phone policy meeting at Public Works.
- Attend a Shrimp Festival meeting at 500 Carteret Street.
- Report Hydrant Meter Reading to Beaufort Jasper Water Authority.
- Caution tape off a sinkhole at WFP near the boat ramp.
- Repair Fence at Police Impound at Public Works.
- Responded to and removed a raccoon with distemper from the Spanish Moss Trail.
- Attend a pre-job meeting concerning streetlights on Boundary Street near One-Blood

- Responded to a drainage complaint on Otter Circle.

### Office Administration:

- Follow-up Review of outstanding “carry over” FY24 POs for Public Works
- Assisted w/ the “arranging” of large decorative flowerpots @ Public Works Complex.
- Research: Southside Blvd easement/drainage complaints
- SMT trash cans @ Publix and Clarendon – Issues with trash and sleeping on benches. PD requested to assist.
- Processed payroll (2)
- **NEOGOV** training.
- Worked with new employees referencing how to submit reporting to office (format, file drive to use, etc.)
- Review Public Works Contracts that are coming up for renewal bid proposals.
- Updates to spread sheets from payouts per Munis (4)
- Request for additional street sweeping from city owned streets (neighborhoods), met w/ Dir to pursue request and get back with resident.
- Uniforms ordered for new employees.
- Director meeting w/ Supervisors on outstanding projects, status updates, employee reviews, expectations and “standing” of Public Works.
- Installed color cartridges and paper; cleaned Public Works central copier/scanner.
- Recreated report for supervisors to use for reporting Work Schedule to Director.
- Monthly Credit Card Reconciliation.
- Tree removal scheduled by Southern Tree for Heyward St (City ROW).
- Updated usage of cell phones, ear buds and headphone policy for all staff of PW.
- Senior Division Supervisors Meeting: review projects, outstanding maintenance issues, trees/ Street name signs/dot issues within city limits/parks/sidewalks/drainage/etc.
- Reconciled Petty Cash drawer.
- Create and review “oral” disciplinary requirements.
- Working w/ City Hall – Insurance claim for SMT @ Hay Street. (Dominion issue).
- Updated City Owned Streets List/Report (adding Airport Rd on Ladys Isl.)
- Scheduling volunteers to work @ City Hall for tree issues over the weekend.
- Contractor for “sweeping” cancelled contract; PW staff filling in until new contract can be executed.
- **PREP FOR EFFECTS FROM HURRICANE HELENE**
- **FULL CREWS OUT ATTENDING TRAFFIC SIGNALS OUT / ROADWAYS BLOCKED BY LARGE TREES DOWN / ROADWAYS BLOCKED BY LARGE LIMBS DOWN / STOP SIGNS KNOCKED DOWN / FLOODING = WFP PLAYGROUND - /MARINA PARKING LOT – WFP SEAWALL / PIGEON POINT BOAT LANDING**
- Assisted w/ chair/table pickup @ MCAS for Bft. Youth Conference.
- Re-issued Bootjack invoices for payment and employee purchase of safety equipment.

### Facility Maintenance Division

- Repairing WFP Marina hallway lighting
- Chiller repair
- Escort Beaufort Air
- Pender Brothers bollards for Spanish Moss Trail

- Generator testing City Hall/ PD & Court
- Arsenal Bathroom door repair
- Meeting with Advance locksmith
- Walk Through Fire Stations maintenance
- Repair Arsenal HVAC
- Repaired (4) toilet doors
- Installed doorbell at City Hall Finance Division area
- Install water filter at PD first floor
- Calculation of City Hall and PD square footage for PW Directors reporting
- Toilet repair at WFP restroom Ladies room
- Escort Southeastern Fire Alarm for City Hall
- Repair 2 outside faucets and plumbing repair at PW
- Travel to Fergusons for plumbing in Bluffton
- WFP removal and installation of new toilet, shut off water valve and flush valve installed
- Move Manlift downtown to CH
- Contact with air scrubber for PD
- CPR course taken
- Removal of Ants at PD building
- Repair of office furniture at City Hall
- Fire station 2 repair toilet flush valve
- Repair File cabinet at PD
- Repair Hose Bib at PW facility
- Monitor Chiller HVAC through Metasys
- Repair City Hall light fixture
- Install rooftop Exhaust fan at City Hall
- Repair City Hall Toilet women's restroom
- Meet Beaufort Air for arsenal quote

### **Stormwater / Street Division:**

- Performed easement maintenance in the Hundred Pines area, Battery Creek Rd and Dr Grey's Pond area.
- Bush hogging on the Spanish Moss Trail at Depot Rd / N Hermitage Rd outfall ditch and Dog Park area at Southside Park.
- Finished hauling away storm debris from Tropical Storm Debby.
- Cleaned up around the cell tower area at PW headquarters.
- Relevelled parking area at Fire Station 2.
- Completed NEOGOV training courses.
- Performed easements maintenance at Southside Blvd area, Battery Creek Rd, and Boundary St.
- Bush hogging at Commerce Park roadside ditches, ponds, and outfall ditches.
- Reconstructed parking areas at Whitehall Park.
- Cleaned out roadside ditch at on Azalea Dr.
- Continued to responded and close out See Click Fix complaint requests.
- Performed easements maintenance at Boundary St area, Ribaut Rd area, Battery Creek Rd area, Mossy Oaks Rd area, and Airport Circle.
- Repaired sinkhole/washout/pipe separation on outfall ditch @ Southside Park.
- Repaired sinkhole located in front of the library entrance on Scott St.

- Cut up and removed fallen trees located in alley behind Tic Toc Park (North St).
- Raised up canopy and trimmed trees located at City Hall/Courts/PD parking lot (Weekend work).
- Hurricane Helene **major issues** (trees, roadways, trails, traffic issues, flooding, etc.)

### **Parks Division**

- Daily/Weekly/Monthly maintenance throughout city parks/open-land, truck area/open land area, etc.
- Attended 2-day Arborist Workshop in Columbia SC
- Prepared Pigeon Point Park for “Chill with a Cop” event 9/2/24
- Mulched Playground at Pigeon Point
- Water Sealed Trestle Located in between Carolina Cove and 16<sup>th</sup> Gate Cemetery on Boundary St
- Inspected and corrected issues in Duke St Irrigation Zone 1,2,4, & 5 (Replaced nozzle heads and pop ups with new equipment)
- Trimmed down large bushes in front of Dog Park
- Delivered 20 chairs and podium to the Waterfront Park for 9/11 Ceremony
- Raised Tree Canopy at Coffee Shop Property at Carolina Cove and Boundary St
- Inspected Bladen St Irrigation and Raised Canopy and trimmed around jasmine to expose sprinkler heads in Zone 2 (Congress to Washington St both sides of Streetscape)
- Removed two Oak Trees at 2247 Boundary St that were permitted for removal.
- Staked two trees on Boundary St that fell over by new apartments being built
- Installed the last of five bollards on the Spanish Moss Trail (Brotherhood, Riverside, and Westvine Dr.)
- Removed Graffiti on Spanish Moss Trail behind TCL Trestle and Corner of Capers St
- Tested Backflow for Whitehall Park and Submitted the forms to BJWSA
- Used mulch from Open Land Trust at Whitehall Park to Mulch around “Mother Tree” and other surrounding species of trees inside the park
- Planted more shrubs at Vegetation Blind on Spanish Moss Trail @ Hay St
- Replaced vandalized dog waste station on Spanish Moss Trail and cleaned off graffiti on sign on the Spanish Moss Trail
- Removed and made repairs to Little Tree play equipment at Pigeon Point Park

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

- Trimmed trees at the intersection of Bay St and Charles St
- Trimmed trees on Craven St
- Submitted purchase order for materials for traffic control department needs
- Reset the cameras at the corner of Bay St. and Charles St.
- Replace the complete 3-section traffic signal on 21 and Bruce K Smalls Dr
- Remove and install the small holiday pole banners on Downtown poles
- Fix the electrical outlet on the pavilion by the marina
- Restock and clean bucket truck
- IMSA level 1 test
- Clean and diagnose the controller for the Whale Branch School beacon
- Order traffic signs and other PO’s
- 811 remarking on Alison Dr and Bay St
- Continued building the trash enclosure at City Hall

- Whale Branch School Flasher Inspected and sent controller for repair
- Tree limb cut and removed from road at Otter Circle
- Camera reset for marina playground
- Tree trimming for camera view of Downtown
- Inspect and test dorm light Cables for the Phase 2 project
- Cut and raise canopy for city hall and police department (Weekend).
- Fix the light pole on Scott St, new light head, and breakaway bolts
- Transport man lift from City Hall to 500 Carteret St
- Inspect and acquire material for electrical work in the P.W. Barn project
- Trouble shoot W.K. Alston for pedestrian detection
- P.W. compound clean up
- Fix and organize electrical room
- Build a test bench for spare lights
- Tree and debris pick up on the core district
- Fix the miss-aligned traffic signal head on Mink point
- Cut Hanger on Broom Lane
- Cut hanger on Rhoda St
- Inspect the Light pole on Scott St “Broken light and Breakaway”
- Raise a “one-way street” sign from 5’11 to 7’01 for a better view and pedestrian safety
- Fix pavers and brick path on the downtown marina
- Meeting by Blood One Bank for phase 2 dorm light project
- Fix and troubleshoot Day burners by old Wendy’s
- Purchased and received materials for City Hall Trash Enclosure Rebuild
- Installed outlet in pavilion downtown to resolve See-Click-Fix issues
- Corrected the wiring for an outlet in the Pavilion at the Waterfront Park
- Received materials from Winelectric in preparation for upcoming projects.
- Returned the chairs to City Hall after the Veterans Memorial for 9/11
- Made repairs on three streetlights on Boundary Street
- Removed a broken limb from tree on Morris Street
- Repaired one sinkhole in the pavers at the Downtown Marina
- Removed roots from underneath the pavers Downtown
- Cleared the line-of-sight for cameras downtown
- Received a quote and purchase order for materials at City Electric

**Fleet / Equipment:**

- Cut small tree at PW complex
- Trim bush around A/C at PW
- Empty Sway-Car trailer with Pole Barn debris
- Oversaw Parks Dept. from 09/03 to 09/06
- P/U up debris piles at Jane Way, Bagget St, West St, and Prince St
- Clean out ditch on Jane-Way and P/U broken bench at the Arsenal
- Ran 4-inch, two 6inch pumps, 2 light towers and Old Knuckle Boom
- Replace front tire on Bush Hog

- Street Dept. – Replaced 2 rear tires, replaced missing spring from carburetor, Replaced throttle cable, replaced 2 pulleys and 3 cutting mandrels Replaced 3cutting deck rollers
- Reserved 2 CDL class A license training in West Virginia for the week of 11/04 to 11/08
- Started repairs on U-Dumps Parts ordered
- Repaired Hedge trimmer for Parks Dept.
- Repaired short in wiring on Utility trailer
- Replaced cutting deck rollers on riding mower
- Replaced tire on Bobcat A300
- Replaced tire on Tilt Trailer
- Went to landfill to empty Knuckle Boom
- Pick up 2 trees on Boundary Street
- Repaired Bobcat mini-ex. Would not start- loose cable
- Cut grass at PW
- Repair pulley on riding mower-Street dept.
- Made motel reservations for Wayne and Elton for CDL training in WV
- Pick up debris at Otter Circle, North Street, and Center Drive
- Repaired short in wiring in utility trailer
- Replaced 2 cutting deck rollers
- Repaired flat tire on riding mower
- Replaced 2 sets cutting blades on riding mower for Parks Dept.
- Drop off debris at landfill with Knuckle Boom
- Vehicle-419, replaced hydraulic hose and replaced motor on debris bucket
- Repaired lock on front gate
- Loaded Sway-Car Puller with scrap metal and empty it at recycle center
- Loaded Sway-Car Puller with more scrap metal and will empty it next week
- Cut grass at Stump Man property for Parks Dept.
- Working on quotes for Strobe lights for new PW vehicle



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

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**TO:** CITY COUNCIL **DATE:** 10/23/2024  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM TITLE:** Approval of the Council Meetings Schedule and Holiday Schedule for 2025  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

This is a listing of all the Worksessions, Regular Meetings, and Council Strategic Planning Retreat for 2025. This also includes the proposed Summer Break schedule.

The Holiday Observance schedule for 2025 is also attached.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Council Meetings 2025	Backup Material	10/23/2024
Holiday Schedule	Backup Material	10/23/2024

## ***Calendar Year 2025 City Council Meeting Schedule***

***Worksessions are held in the Planning Conference Room – 1<sup>st</sup> Floor at 5:00 pm  
Council Meetings are held in Council Chambers – 2<sup>nd</sup> Floor at 7:00 pm***

**January 14: Worksession and Regular Meeting**  
**January 22 – 24: Council Strategic Planning Retreat**  
**February 11: Worksession and Regular Meeting**  
**February 25: Capital Projects Quarterly Update**  
**March 11: Worksession and Regular Meeting**  
**April 8: Worksession and Regular Meeting**  
**May 13: Worksession and Regular Meeting**  
**May 27: Capital Projects Quarterly Meeting**  
**June 10: Worksession and Regular Meeting**  
**July 8: Worksession and Regular Meeting**  
**July 15 – August 12: NO MEETINGS / SUMMER BREAK**  
**August 19: Worksession and Regular Meeting**  
**August 26: Capital Projects Quarterly Meeting**  
**September 9: Worksession and Regular Meeting**  
**October 14: Worksession and Regular Meeting**  
**November 18: Worksession and Regular Meeting**  
**November 25: Capital Projects Quarterly Workshop**  
**December 9: Worksession and Regular Meeting**



**CITY OF BEAUFORT**  
**HUMAN RESOURCES DEPARTMENT**  
1911 Boundary Street  
BEAUFORT, SC 29902

Ivette Burgess  
Human Resources Director

## 2025 Holiday Observance Schedule

<u>Observed Holiday</u>	<u>Day of Week</u>	<u>Date</u>
New Year's Day	Wednesday	January 1
Martin Luther King Day	Monday	January 20
President's Day	Monday	February 17
Memorial Day	Monday	May 26
Juneteenth	Thursday	June 19
Independence Day	Friday	July 4
Labor Day	Monday	September 1
Veterans Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Day after Thanksgiving	Friday	November 28
Christmas Day	Thursday	December 25
Day after Christmas	Friday	December 26
*Floating Holiday*	Any Day	January 1 – December 31



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

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**TO:** CITY COUNCIL **DATE:** 10/10/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request to host 2024 Holiday Weekend events to include street closures and other permissions, December 6-8, 2024  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Request to host 2024 Holiday Weekend events to include street closures and other permissions, December 6-8, 2024

---

*PLACED ON AGENDA FOR:* Action

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Holiday weekend request	Cover Memo	10/31/2024



# CITY OF BEAUFORT

## MEMORANDUM

TO: Scott Marshall, City Manager  
City Council

FROM: Ashley Brandon, Downtown Manager & Events Coordinator

DATE: October 31, 2024

SUBJECT: Request to host 2024 Holiday Weekend Events, street closures, and related permissions

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We are requesting approval and permission for street closures for activities during the annual Beaufort Holiday Weekend, December 6–8, 2024 during the hours of 6 PM until 10 PM and to close several street sections in the Core Commercial Area from 4:30 PM to 11:00 PM to accommodate the set up and tear down of the activities.

### ***A Night on the Town, Friday, December 6, 2024 – 6:00 PM until 9:00 PM***

This event includes extended shopping hours during an evening open house at the downtown shops; entertainment; seasonal foods served from non-profit booths on the street; a visit from Santa and the City of Beaufort tree lighting ceremony.

Several street sections in the Core Commercial Area will need to be closed during the hours of 3:30 PM to 10:30 PM to accommodate the setup and tear down of the activities.

The details of the closings include:

- Charles Street Extension at the traffic light from 8:00 AM Friday the 6th until 12 noon Saturday the 7th, to allow for stage set up and removal.
- Bay Street from Carteret Street to Charles (allowing First Citizens Bank customer’s drive through and bank access and exiting right only onto Bay Street for West bound traffic towards Charles Street)
- Bay Street from Charles Street to Newcastle Street at 5:30 PM (after Wells Fargo Bank closes)
- Port Republic Street from Scotts Street to Charles Street

- West Street from Bay Street through the Port Republic Street intersection
- Scott Street from Bay Street to Port Republic Street
- Scott Street block the parking lot beside Wells Fargo Advisors to keep the vehicles from exiting on to Scott Street.

Additional requests include:

- A waiver of the open container and public drinking ordinances to allow consumption of wine and beer given away by the participating businesses.
- Permission for placement of portable toilets to be placed on Scott and West Streets for the event.

***Light up the Night Boat Parade, Saturday, December 7, 2024 - 5:30 PM until 8:30 PM***

This event is presented by the America’s Boating Club of Beaufort and the City in the Henry C. Chambers Park. Decorated boats parade in front of the seawall and compete for prizes for the best in show.

Request for approval includes:

- Use of Henry C. Chambers Park from 4:00 PM– 9 PM
- Approval to use the inside dock of the Day Dock for staging of non-motorized boats who will participate in the parade.

***Christmas Parade, Sunday, December 8, 2024- 3:00 PM until 5:00 PM***

This parade is presented by Beaufort Lion’s Club and the City and is always well attended. It includes numerous decorated floats, bands, community groups and the fire trucks with Santa celebrating the season.

Request of approval include:

- Approval of parade or Public Assembly Permit with waiver of the application fee for the standard downtown parade route. With line up on Adventure, Greene, and side street with the parade to follow Boundary to Carteret to Bay Street to Bladen Street, concluding at its beginning point on Adventure Street. The Streets will re-open once all parade units and vehicles pass and on Adventure Street once the staging areas are clear.
- Permission to have portable toilets placed in and around parade staging/line up area.



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

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**TO:** CITY COUNCIL **DATE:** 10/17/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** The Beaufort Railroaders request for 10 parking spaces for the 30th annual railroad exhibit at the Beaufort Library, December 8 - 15, 2024  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

The Beaufort Railroaders request for 10 parking spaces for the 30th annual railroad exhibit at the Beaufort Library, December 8-15, 2024.

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval.

**ATTACHMENTS:**

Description	Type	Upload Date
Rail road exhibit	Cover Memo	10/17/2024

Dear City Council,

The December Railroad exhibit that was set up in the library will be from December 8<sup>th</sup>-December 15<sup>th</sup>.

The following times and hours are as follows:

December 8 10 AM until 2 PM

December 9 9 AM until 5 PM

December 10 9 AM until 5 PM

December 11 9 AM until 5 PM

December 12 9 AM until 5 PM

December 13 9 AM until 5 PM

December 14 9 AM until 5 PM

December 15 10 AM until 2 PM

Last year we were allowed to park behind your facility in the gravel lot for 10 people.

We certainly have appreciated all of the kindness for the past 30 years of being able to run holiday trains at our Beaufort Library and the kindness from the City of Beaufort.

Respectfully,

Jim Nicholson Beaufort Railroaders



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

---

**TO:** CITY COUNCIL **DATE:** 10/17/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from Open Land Trust for street closure, waiver of drinking in public and waiver of noise ordinance to host Brunch on the Bluff on Saturday, April 26, 2025, from 11:00 am to 2:00 pm  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Request from Open Land Trust for Street Closure, waiver of Drinking in Public and waiver of Noise Ordinance to host Brunch on the Bluff on Saturday, April 26, 2025, from 11:00 am to 2:00 pm

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Brunch on the bluff	Cover Memo	10/17/2024



OCTOBER 15, 2024

Dear City of Beaufort Officials,

On April 27th, 1971, the Open Land Trust was formed and in 1973 the Bay Street Bluff was officially purchased. The purchase of this property was the first for the Open Land Trust and led to other purchases under the herald "protecting the Bay Street Bluff", which to date is one of the most iconic views in Beaufort. The Open Land Trust is excited to celebrate our birthday once again in this very spot at "Brunch on the Bluff".

The event is planned for **Saturday, April 26, 2025 from 11:00 am - 2:00 pm at 1806 Bay Street**. Tickets will go on sale February 1, 2025 with a limit of 300 tickets for the 3 hour event. Catering and professional bartending services will be provided by Susan Mason Catering of Savannah. An ABL 900 application has been filed, as we plan to serve alcohol. I, Ashley Rhodes, will serve as the main point of contact for all vendor and city correspondence.

**We would like to request the following:**

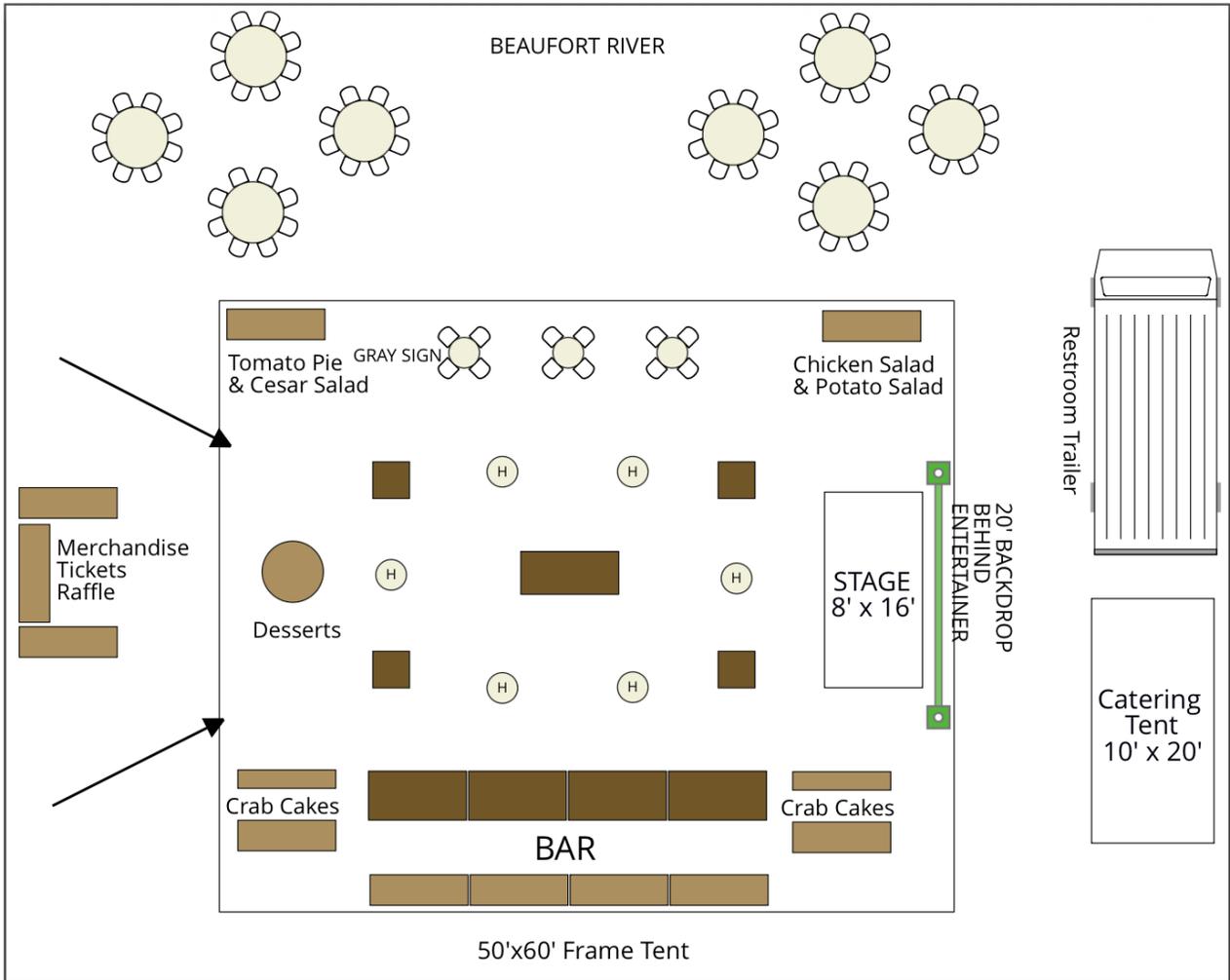
- Street closure and/or detour on Bay Street from Glebe to Hamar streets between the hours of 10:30 am - 2:30 pm. We will personally visit each home on Bay to let them know, noting that their home access is from the rear and not Bay St.
- Police presence from 10:30 am - 2:30 pm to serve as pedestrian safety direction and security.
- Waiver of noise ordinance between the hours of 11:00 am - 2:00 pm.

A detailed event schematic is attached to this letter submission. Please feel free to contact me directly with any questions and/or concerns. Thank you for your time and attention to such a special event in the history of Beaufort and the Open Land Trust.

Sincerely,

**Ashley Rhodes**

Director of Events for the Open Land Trust





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

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**TO:** CITY COUNCIL **DATE:** 10/31/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request permission to host the 44th annual Beaufort Motorcycle Toy Run on Sunday, December 15, 2024, at 1:00 pm  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Request permission to host the 44th annual Beaufort Motorcycle Toy Run on Sunday, December 15, 2024, at 1:00 pm

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Toy run letter request	Cover Memo	10/31/2024

Attn: Ashley Brandon

Once again it is time for the “Beaufort Motorcycle Toy Run” and we would like to ask the City Council for permission to Parade through the city on the way to the Salvation Army facility on North Street. The route will remain the same as previous years. Motorcycles will form behind the East side of Beaufort Town Center(old Kmart) and proceed down Boundary St to Carteret St, Bay St, and North St.

This is the 44th year for this event and it is scheduled for Sunday December 15<sup>th</sup>, Council permitting, rain or shine. I have turned the run over to “Bikers Against Bullies USA” as of two years ago, which works with bullied children in our area. I can be reached at 843-929-8588 if more information is needed. The contact going forward will be Zane Lewis, 843-575-1060. They will continue the tradition of collecting toys for local children through the Salvation Army.

Thank you for your consideration in this matter and we look forward to hearing back from the Council.

Stephen A “Stitch” White

Zane Lewis



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

---

**TO:** CITY COUNCIL **DATE:** 10/31/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from the Beaufort Yacht Club for waiver of drinking in public in the Henry C. Chambers Waterfront Park on Saturday, December 7, 2024, from 5:00 pm to 8:00 pm for a Christmas Party  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request from Beaufort Yacht Club for Waiver of Drinking in Public in the Henry C. Chambers Waterfront Park on Saturday, December 7, 2024, from 5:00 pm to 8:00 pm for a Christmas Party

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Yacht club request	Cover Memo	10/31/2024



**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>Beaufort Yacht Club Christmas Party</u>	Date(s) of Event: <u>12/07/2024</u> Setup start/end time: <u>5:00pm-5:30pm</u> Actual event start/end time: <u>5:30pm-7:30pm</u> Take down start/end time: <u>7:30pm-8:00pm</u>
Organization/Individual Name: <u>Beaufort Yacht Club</u>	Address: <u>PO Box 90, Beaufort, SC</u> Telephone: <u>843-263-5294</u> Email: <u>twenge@twlawfirm.com</u>

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

Please mail completed application to:

City of Beaufort, Attn: 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? no

Will admission be charged, or donation required? no

Will alcoholic beverages be sold? no Served? yes

Will food be sold? no Served? yes

Will there be any retail sales? no

Number of people expected to attend: no

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	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 450.00	\$ 750.00	
Electric Fee	\$ 50.00	\$ 75.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

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

**Did you know?**

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

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

**Liability Insurance**

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

General Liability as follows:

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

**Alcohol**

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



10/31/2024

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

\_\_\_\_\_  
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:** 11/4/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from Chabad Greater Hilton Head for co-sponsorship for Chanukah Menorah Lighting on Thursday, December 26, 2024, 3:00 pm - 7:30 pm in the Henry C. Chambers Waterfront Park  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

Request from Chabad Greater Hilton Head for Co-Sponsorship for Chanukah Menorah Lighting on Thursday, December 26, 2024, 3:00 pm - 7:30 pm in the Henry C. Chambers Waterfront Park.

---

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

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Chabad application	Cover Memo	11/4/2024
Chabad letter	Cover Memo	11/4/2024
Chabad cosponsor	Cover Memo	11/4/2024



**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>Chanukah Menorah Lighting</u> <hr/> <hr/>	Date(s) of Event: <u>12/26/2024</u> Setup start/end time: <u>3:30pm - 5:00pm</u> Actual event start/end time: <u>5:00pm - 6:30pm</u> Take down start/end time: <u>6:30pm - 7:30 pm</u>
Organization/Individual Name: <u>Chabad Greater Hilton Head</u> <hr/>	Address: <u>83 Kenwood Dr Bluffton, SC 29910</u>  Telephone: <u>8433011819</u>  Email: <u>rabbi@jewishhiltonhead.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  
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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? No Served? Yes

Will there be any retail sales? No

Number of people expected to attend: 50

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.**

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**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><b>4 HR Block</b></u>	<u><b>6 HR Block</b></u>	<u><b>12 HR Block</b></u>
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- Must provide proof one week before event

**Alcohol**

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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.

**\*(Note that alcohol consumption in city parks is prohibited with limited exception depending on location and subject to City Council approval and waiver of ordinances, obtaining applicable permits, enforcement services, etc.). In addition, the use of grills, fryers, and other combustible equipment is subject to approval and in some cases/locations strictly prohibited.**

**\*The use of slip and slides, balloons, and confetti are prohibited. In addition, staking of items into the ground are prohibited.**

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

12/26/2024

\_\_\_\_\_  
Date

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

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

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

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



November 3, 2024

Good afternoon,

The holiday of Chanukah is approaching.

Over the past few years we held a public menorah lighting in Beaufort at The Pavilion at The Bay.

We were hoping it would be a possibility to host the event again at this location this year.

It would take place Thursday evening, December 26th.

We will bring along music and refreshments.

The event lasts a bit over an hour.

If you have additional questions feel free to contact me.

Rabbi Mendel  
Chabad Greater Hilton Head  
843-301-1819

# REQUEST FOR CO-SPONSORSHIP

## Henry C. Chambers Waterfront Park

Name of Event Annual Chanukah Menorah Lighting

Date of Event: 12/26/2024

Contact person: Rabbi Mendel Hertz

Telephone: 8433011819

Please check all that apply.

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

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

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

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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

---

**TO:** CITY COUNCIL **DATE:** 11/4/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request for co-sponsorship from Dragon Boat Beaufort for use of the Henry C. Chambers Waterfront Park, Day Dock, and 50 complimentary parking passes to host Dragon Boat Race Day 2025 on Saturday, June 28, 2025  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

Request for co-sponsorship from Dragon Boat Beaufort for use of the Henry C. Chambers Waterfront Park, Day Dock, and 50 complimentary parking passes to host Dragon Boat Race Day 2025 on Saturday, June 28, 2025

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

**REMARKS:**

**\*\*Staff recommends approval, however we do believe that 50 unpaid parking spots is excessive\*\***

**ATTACHMENTS:**

Description	Type	Upload Date
Dragonboat	Cover Memo	11/4/2024
Dragonboat letter	Cover Memo	11/4/2024



August 12,2024

To Beaufort City Council:

DragonBoat Beaufort Race Day organizers are once again respectfully requesting “parking pass” use of 50 Marina Parking Lot spaces at no charge for June 28,2025, the day of our Dragonboat Festival at Waterfront Park. The spaces would be used by Race Day Staff and Volunteers beginning at 6:00 AM. The pass would be “active” for the duration of the day, until 7:00 PM.

Background:

DragonBoat Beaufort is a nonprofit organization with an Outreach Mission aimed at assisting local cancer patients undergoing treatment in Beaufort County. Dragonboat Race Day is our major fundraiser for the year. Having to use proceeds to pay parking fees takes away from the nonprofit revenue generated to assist those in need.

Dragonboat Race Day brings in substantial revenue to a variety of merchants in the city over several days. Team participants spend the day in our downtown park, frequenting many of the merchants’ shops and restaurants throughout the event and into the evening. In addition, most of the out-of-town teams spend a minimum of 2 nights in Beaufort; that amounts to approximately 200 individuals housed per night.

As in past years, we will have some of our vendors on site during the week leading up to the actual event on Saturday and will of course be paying for the parking spaces they require.

Thank you in advance for your careful consideration of this request.

June Jones  
Board of Directors  
DragonBoat Beaufort



August 12,2024

To Beaufort City Council:

DragonBoat Beaufort Race Day organizers are once again respectfully requesting “parking pass” use of 50 Marina Parking Lot spaces at no charge for June 28,2025, the day of our Dragonboat Festival at Waterfront Park. The spaces would be used by Race Day Staff, Volunteers and Festival participants beginning at 6:00 AM. The pass would be “active” for the duration of the day, until 7:00 PM.

Background:

DragonBoat Beaufort is a nonprofit organization with an Outreach Mission aimed at assisting local cancer patients undergoing treatment in Beaufort County. Dragonboat Race Day is our major fundraiser for the year. Having to use proceeds to pay parking fees takes away from the nonprofit revenue generated to assist those in need.

Dragonboat Race Day brings in substantial revenue to a variety of merchants in the city over several days. Team participants spend the day in our downtown park, frequenting many of the merchants’ shops and restaurants throughout the event and into the evening. In addition, most of the out-of-town teams spend a minimum of 2 nights in Beaufort; that amounts to approximately 200 individuals housed per night.

As in past years, we will have some of our vendors on site during the week leading up to the actual event on Saturday and will of course be paying for the parking spaces they require.

Thank you in advance for your careful consideration of this request.

June Jones  
Board of Directors  
DragonBoat Beaufort



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

---

**TO:** CITY COUNCIL **DATE:** 11/4/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** The Gullah Traveling Theater requests co-sponsorship of the Henry C. Chambers Waterfront Park to host the Gullah Taste of Christmas on December 7, 2024, from 9:00 am - 4:30 pm  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

The Gullah Traveling Theater requests co-sponsorship of the Henry C. Chambers Waterfront Park to host the Gullah Taste of Christmas on December 7, 2024, from 9:00 am - 4:30 pm

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Gullah application christmas 24	Cover Memo	11/4/2024
Gullah Christmas cosponsor	Cover Memo	11/4/2024



**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>Sea Island Gullah Christmas Celebration Weekend Taste of Christmas</u>	Date(s) of Event: <u>December 7, 2024</u> Setup start/end time: <u>9am - 11am</u> Actual event start/end time: <u>11-4pm</u> Take down start/end time: <u>4 - 5pm</u>
Organization/Individual Name: <u>Gullah Traveling Theater Inc</u>	Address: <u>P.O. Box 2341 Beaufort SC 29901</u> Telephone: <u>843-263-5229</u> Email: <u>auntpearliesue@yahoo.com</u>

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

Please mail completed application to:

City of Beaufort, Attn: 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? \_\_\_\_\_

Will there be any retail sales? No

Number of people expected to attend: 400

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	
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- Must provide proof one week before event

**Alcohol**

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• 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.

**\*(Note that alcohol consumption in city parks is prohibited with limited exception depending on location and subject to City Council approval and waiver of ordinances, obtaining applicable permits, enforcement services, etc.). In addition, the use of grills, fryers, and other combustible equipment is subject to approval and in some cases/locations strictly prohibited.**

**\*The use of slip and slides, balloons, and confetti are prohibited. In addition, staking of items into the ground are prohibited.**

*Amita Singhora Prather*

Lessee/Applicant Signature

11/04/2024

Date

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

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

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

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

# REQUEST FOR CO-SPONSORSHIP

## Henry C. Chambers Waterfront Park

Name of Event Sea Island Gullah Christmas Weekend Celebration  
- Gullah Taste of Christmas

Date of Event: December Contact person: Anita Singleton  
7, 2024 Telephone: Prather  
843-263-5229

Please check all that apply.

	Yes	No
<i>Are you a "For Profit" entity?</i>		***
<u>501 (C) (3) Nonprofit</u> <i>Is this a fund-raising event?</i>		
<u>No</u> <i>Is this event open to the public?</i>		
<u>Yes</u> <i>Is there a required fee / donation to attend this event?</i>		
<u>No</u> <i>Are you requesting more than two (2) park areas for this event?</i>		
<u>No</u> <i>Will there be any type of "sales" for this event?</i>		
<u>Vendors</u> <i>Will this event require more than four (4) hours (includes setup &amp; take down)? This is a multiple day display</i>	Yes	
<i>Will alcohol be sold / served?</i>		
<u>No</u>		

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

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

-----

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

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_



City Council Worksession  
Meeting Minutes – Planning Conference Room – 1<sup>st</sup> Floor

October 8, 2024

**I. CALL TO ORDER**

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**5:00 PM**

Philip Cromer, Mayor

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

**II. EMPLOYEE NEW HIRE RECOGNITION**

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A. Capital Improvements Program Director - Raul Dominguez.

JJ Sauvé, Assistant City Manager, introduced Raul Dominguez.

B. Community Development Department - Michael Rousseau.

Curt Freese, Community Development Director introduced Michael Rousseau.

C. Police Department - Steven Bell, Denzel Jackson, John Nogiewich, and Ryan Panzino.

Stephenie Price, Police Chief introduced Steven Bell, Denzel Jackson, John Nogiewich, and Ryan Panzino.

**III. PRESENTATIONS**

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A. Floodplain Program for Public Information - Summary and Evaluation.

**Bruce Skipper, Building Official**, stated the Program for Public Information (PPI) started back in 2018. He stated the City receives credit for this program, and it is quite good. They meet every year to go through and re-evaluate the program. He mentioned some of the topics of discussion in their meetings and went over some of the items associated with the Outreach Project Calendar.

**Councilman Scallate** asked about the annual hurricane fair that used to take place at Lowes. Mr. Skipper stated the City was not the one to organize these events but were invited to participate. Since this has not taken place recently, they set up a booth at the last Touch a Truck Event this past June. It was suggested that they might be able to do this one day during the Water Festival.

**Councilman Mitchell** inquired if Insurance Companies in the area know about the discounts received through the program. Mr. Skipper stated that we actually receive them through the Community Rating System (CRS). There are different rates depending on what zone you are in.

B. Safe Living Beaufort Initiative.

**Stephenie Price, Police Chief**, stated in June 2023, there seemed to have been an increase in “shots fired” calls. A metadata analysis was done to see if there was a pattern. It was

determined that many of them were happening in multi-housing complexes. This led to the development of a comprehensive and adaptable phased plan to address these concerns. The Safe Living Beaufort Initiative was introduced to tackle these challenges swiftly and effectively, focusing on building strong connections with residents and creating a safe environment where families and youth could thrive. **Captain Joseph Dobbins** stated they wanted to set obtainable goals that could measure what has occurred in the past, and where do they go as they move forward. He stated they wanted to reduce crime in the apartment complexes by 10 percent within 6 months.

They went over some statistics for some of the area apartment complexes, that included Spanish Trace, Cross Creek, and Mossy Oaks Village. They spoke about their successes and what they were able to learn. Future implementations were discussed which included Smart Technology.

**Councilman Lipsitz** asked if the apartment managers seemed eager to participate. Chief Price responded that about 85 percent were very eager to work with the officers. She stated this is about relationship building.

C. City Owned Properties - Return on Investment.

**Scott Marshall, City Manager**, stated the purpose of this discussion is to let Council know about the locations of the City owned properties and what the initial commitment to them were. He feels that a Special Worksession should take place to go over the investment portion associated with these locations. This will take place on Tuesday, November 19, 2024.

**Alan Eisenman, Finance Director**, went over the listing of the properties and provided some information on each. City owned buildings like City Hall, the Municipal Complex, Fire Stations and Public Works were not included. These are considered costs of doing business. Staff will include these during the next discussion but will keep their data separate from the other locations.

#### IV. DISCUSSION ITEMS

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A. Planning Commission Update.

**Curt Freese, Community Development Director, and Benjie Morillo, Planning Commission Chairman**, gave an update on what has taken place over the last several months during their Regular Meetings and Worksessions regarding the code edit changes.

**Councilman Scallate** inquired why only written comments were being accepted during their worksessions. He also questioned the Demolition Ordinance, and the removal of Economic Feasibility. He feels this is in direct conflict with the Preservation Manual. He stated the Historic District Review Board needs to and has to consider this to some degree.

Code edit changes approved by the Planning Commission will be brought before Council in a Regular Meeting once they are completed, instead of bringing everything before Council all at one time.

B. Tropical Storm Helene Response and Impacts.

**Scott Marshall, City Manager**, gave a summary of the impacts of Tropical Storm Helene and the response by the City to the storm. He went over some statistics provided by the Fire and Police Department's, as well as Public Works. It was noted that during the Building Officials Damage Assessment, there was no major damage. Most were minor with a few moderate. He

read a report from the inspection that was completed at the Downtown Marina. He went over some observations and lessons learned.

**Councilman Scallate** inquired about the Public Works Traffic Signal Callouts. A discussion took place on how this operation works during normal operations and how it works during a storm related event. There was some discussion as well about how they determine when trees are cut up and relocated that might be blocking roads. **Nate Farrow, Public Works Director**, explained why they are not allowed to touch a tree that is entangled in any kind of electrical or communication wires.

**Mayor Pro Tem, McFee**, said he was all over the City and there wasn't a corner that he did not turn when he didn't see a member of Public Works, or one of the First Responders not there helping in those areas no matter the task.

There was a conversation about when, or whether or not, the City should stand up its own Municipal Emergency Operations Center (MEOC) even if Beaufort County does not.

The following addressed Council with their questions, comments and concerns:

Graham Trask, 1211 Bay Street  
Joe Macdermant, 1809 Boundary Street  
Rob Cahill, 608 Water Street  
Stephen Murray, 609 Craven Street  
Dick Stewart  
Kim McFann, Planning Commission Member  
Dianne Farrelly, 2415 Oak Haven Street

## V. ADJOURN

6:55 PM

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

October 8, 2024

**I. CALL TO ORDER**

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**7:03 PM**

Philip Cromer, Mayor

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

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

---

Mayor Pro Tem, Michael McFee.

**III. PUBLIC COMMENT – AGENDA ITEMS**

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Scott Sampson, 607 Mystic Drive West, spoke regarding traffic flow and the timing of traffic lights at certain intersections mostly on Ribaut Road.

**IV. MEETING AGENDA APPROVAL**

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

All were in favor, motion carried.

**V. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

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A. Proclamation proclaiming October as Domestic Violence Awareness Month.

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

All were in favor, motion carried.

B. Proclamation proclaiming November 8, 2024, as National Parents as Teachers Day.

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

All were in favor, motion carried.

C. Proclamation proclaiming October 13 - 19, 2024, as Beaufort High School Tidal Wave, Class of 1964 Anniversary Week.

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

All were in favor, motion carried.

## **VI. CONSENT AGENDA**

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**Motion to approve the Consent Agenda was made by Councilman Lipsitz and seconded by Councilman Mitchell.**

Councilman Scallate asked questions of the Community Development and Fire Departments regarding their monthly reports.

Councilman Mitchell asked a question regarding the Capital Projects monthly report.

**All were in favor, motion carried.**

Items approved are listed below:

- 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 for Free Holiday Parking in the Marina Parking Lot from Thanksgiving 2024 to New Year's Day 2025.

## **VII. MINUTES**

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- A. Worksession and Regular Meeting - September 10, 2024.

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

**Mayor Pro Tem, McFee abstained from the vote as he was not present at the meetings.**

**Minutes approved as presented.**

- B. Special Worksession - September 17, 2024.

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

**Mayor Pro Tem, McFee abstained from the vote as he was not present at the meeting.**

**Minutes approved as presented.**

## VIII. OLD BUSINESS

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- A. An ordinance to amend the Code of the City of Beaufort, South Carolina, to add a new Section 8-1010, in Part 8, Chapter 1, to prohibit through truck traffic on certain roads and highways in the City of Beaufort, South Carolina - Second Reading.

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

Stephenie Price, Police Chief, provided a brief summary. First Reading was held on September 10, 2024.

**Councilman Scallate made a motion to amend by adding the following language to the end of Section 8-1010 “and shows proof of said business through documents such as Bills of Lading”. Mayor Pro Tem, McFee seconded the motion.**

**All were in favor of the amended motion.**

**All were in favor of the main motion.**

- B. An ordinance to amend the Code of the City of Beaufort, South Carolina, to add a new Section 4-1002, in Part 4, Chapter 1, adopting regulations for the combined use of utility poles for electric and communication wires in the City of Beaufort, South Carolina - Second Reading.

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

JJ Sauv , Assistant City Manager, provided a brief summary. First Reading was held on September 10, 2024.

**All were in favor, motion carried.**

## IX. NEW BUSINESS

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- A. A resolution supporting the nomination of two properties to the Beaufort County Green Space Program.

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

**All were in favor, motion carried.**

- B. A resolution to convey personal property to the Beaufort Jasper Water and Sewer Authority.

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

JJ Sauv , Assistant City Manager, stated that since this is considered personal property, pipes and a fire hydrant, these can be given to them by resolution instead of an ordinance. This will give ownership to Beaufort Jasper Water and Sewer Authority for perpetual maintenance.

**All were in favor, motion carried.**

- C. Ordinance approving the lease of real property located at City Hall and owned by the City of Beaufort, South Carolina to South Carolina Department of Environmental Services - First Reading.

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

Linda Roper, Downtown Operations and Community Events Director, stated that the City was approached by the South Carolina Department of Environmental Services about leasing space in any City owned building. City Hall has approximately 1,197.5 square feet of open space on the first floor. This would provide space for four members of their staff. This initial lease would

be for a period of three years, with the option to extend by (two) one-year terms. The cost per month would be \$1,995.83 for a total of \$23,950.00 annually.

**All were in favor, motion carried.**

D. Ordinance to amend Fiscal Year 2025 Budget for Revenues and Expenditures of General Fund, ARPA Fund and Capital Projects Fund - First Reading.

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

Alan Eisenman, Finance Director, stated this is a result of the discussions from the September 17, 2024, Worksession about the reallocation of \$863,260.00 of ARPA funds for the Calhoun Street Drainage Project that wasn't going to meet the Treasury's obligation deadline. These are the recommended budget amendments.

\$500,000.00 for repaving city-owned Battery Shores Neighborhood Roads from ARPA funds. City Council requested that this amount be lowered to \$450,000.00, but a recent quote for this job came in just shy of \$500,000.00. City staff recommends keeping the budgeted amount at \$500,000.00 so the project is fully funded.

\$200,000.00 for additional funding for consulting services at Henry C. Chambers Waterfront Park from ARPA funds.

\$32,000.00 for vehicle purchase for Capital Projects Director from ARPA funds. City staff researched and compared the cost difference between outright purchase and a 3-year vehicle lease. City staff recommends purchasing the mid-sized truck outright.

\$100,000.00 for the Neighborhood Revitalization Program from ARPA funds. Council already approved \$50,000.00 for the program in the fiscal year 2025 approved budget. The total of \$150,000.00 will be reallocated to the General Fund in exchange for \$150,000.00 from the General Fund Economic Partnership to remain in compliance with the Treasury's obligation deadline of December 31, 2024. This will provide City staff and Council more time to work on a contract with Beaufort Jasper Housing Trust.

The remaining \$31,260.00 will be budgeted for the prioritized list of unfunded department requirements as detailed in Exhibit C. City Council grants authorization to the City Manager to execute a purchase order based on availability of ARPA funds and prioritization.

**All were in favor, motion carried.**

E. Consideration of an ordinance to amend the Code of the City of Beaufort, South Carolina, to amend Section 1-4006 to allow for the waiver of developmental fees and business license taxes associated with the repair or remediation of damage cause by natural disasters or other catastrophic events - First Reading.

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

Scott Marshall, City Manager, stated that currently, there are no provisions in the City's Code of Ordinances that allow for the waiver of permit fees and business license taxes for remediation/repair of storm damaged structures. This would grant discretionary authority to the City Manager to waive fees associated with permits for repair of storm damage or damage due to other catastrophic events. It would also allow for business license fees to be waived for vendors who otherwise would have no cause for a city business license. As written, upon second reading it is retroactive to September 1, 2024.

**All were in favor, motion carried.**

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

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Ginger Marshall, Beaufort County Emergency Medical Services, spoke about the 3rd annual Beaufort County First Responder Food Drive. This will take place November 1, 2024, through December 6, 2024. These donations are given to Help of Beaufort and Bluffton Self Help.

Sheila Jenkins spoke about how things have changed in the area over the past 30 years. She addressed Council with her concerns and requests.

Rob Cahill, 608 Water Street, spoke about traffic issues and growth management. Urged those that are running in the upcoming election to think about those issues.

## **XI. REPORTS**

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

I'm 57 years old and I've been in public service since I was 18. After a full career in the Air Force, I retired and began my life as a public servant here in the Lowcountry in 2009. My service has always been, and remains, honorable. But you don't have to take my word for it. I have a 23-year military record and track history of local government leadership over the last 15 plus years you can draw on for verification.

I'm also quiet by nature and try to be succinct when speaking is necessary or helpful. But tonight, there is something I can no longer be quiet about.

I've watched, and read, and listened over the last year and a half as my character has been attacked and my integrity has been questioned time and time again by Graham Trask.

A person who, to my knowledge, hasn't lived in the Lowcountry since he was a teenager.

A person who, as far as I know, has no experience in serving others.

A person who, by my observation, is blessed with financial resources and time and uses the same in an attempt to bully others by spreading half-truths and misinformation, and who is apparently using a surrogate blog now to do the same.

A person who repeatedly and unsuccessfully sues the City under the name of any one of a half dozen or more LLCs yet complains that the City spends too much money on legal fees.

A person who sat on the sofa in my office and admitted that baiting others on social media is a game to him and that "Stephen Murray took the bait."

That's who Graham Trask is. And I've sat idly by, until now, because a person of such heinous character is generally not worthy of attention. And because I know from his own admission that this is a game to him.

It's not a game to me. It's my integrity. It's my reputation. It's my livelihood. It's my life's work.

I am here because I want to serve people in the place that has been my home longer than any other place in my adult life. I have no other agenda.

In addition to questioning my trustworthiness on many occasions, Graham has also accused me of having a "fatal flaw in my demeanor" that City Council has taken notice of. I contacted every member of City Council immediately upon reading that to see if there was any inkling of truth to that claim, because I had always enjoyed a great working relationship with each of them. Each said there was no

basis for Graham's accusation. This was a clear and unsuccessful attempt to drive a wedge between myself and Council members.

He has questioned whether I'm fit for my leadership role in local government because, on behalf of the City, I politely declined a conditional offer of financial assistance from a resident that the City could not legally accept. Was I supposed to accept the offer illegally?

He insinuated that, under my leadership, the Police Department mismanaged investigations into allegations of missing evidence. The part of the story he conveniently leaves out is that, at the Police Department's initiation, SLED was contacted. All the information regarding the allegations of missing evidence were provided to them and SLED had no concerns with how the allegations were investigated, nor with the findings of the investigation.

He explicitly accused me and City Council of being comfortable in breaking South Carolina State Law regarding the sale of Parks & Tourism revenue bonds to fund the construction of Southside Park. He believed so strongly in this fairy tale that he filed suit against the City, claiming the City had violated state law. He eventually dropped that suit because he knew it wasn't true. So, he raised a subsequent suit to attack the City's Code of Ordinances on the matter. Incidentally, this suit was also recently dropped.

When you are a public servant, your freedom of speech is limited. It's a convention of the profession. It's even formalized in a code of ethics which doesn't allow me to support political candidates verbally, monetarily or any other way. Local government administrators know this. We accept this.

We can't make up things, spread rumors or purposefully deceive the public. Not if we want to keep serving the public, that is.

Conversely, there are also instances where we cannot share certain information because of contractual or other legal reasons. This makes refuting wild accusations from alleged whistleblowers and others difficult at times; and sometimes not possible at all. Critics in the private sector have no such obligation to the truth and no restrictions on the claims they make.

In my opinion, the Beaufort Insider, an internet blog whose editor is Carrie Chapel, has habitually taken full advantage of this convention in a deliberate and concerted effort to discredit and disparage City Council and City Staff. I see no other reasonable explanations for most of the articles they have published about the city, nor for the stilted manner in which they were written.

It is true that I have directed City staff to not interact with the Beaufort Insider. But it isn't because the Beaufort Insider is critical of the City. If that was true, we'd have a NO MEDIA CONTACT policy, which would be preposterous.

It is because of the unprofessional actions and the blog's consistently demonstrated inability to distinguish between fact and fiction; and the false accusations made by incorrectly connecting dots. Case in point was the assertion that individual council members had been negotiating lease terms with Safe Harbor when that was not the case at all.

This evening, I have said my peace, and my intention is to not publicly discuss this any further. There are far too many pressing City business matters that require my attention.

We are in a period of unprecedented volume of activity in the City government. Drainage projects, constructing parks, seeking solutions for an aging Waterfront Park, determining the way ahead for marina management, revising development code, rehabilitating at-risk contributing structures in the Historic District, implementing new crime-fighting technology, reconfiguring Fire Department Headquarters to accommodate a joint Fire-EMS Station, and the list goes on and on. Those are just some of the immediate issues Staff are dealing with every day.

These and others are the same issues that I am happy to discuss with every one of the candidates for Mayor and City Council. I extended an invitation on August 21 to each of the City's six candidates vying for office to meet with me as an opportunity to dialogue on current activities as they relate to the City's established priorities. The invitation still stands, though it has not yet been accepted by any of the candidates.

Standard remarks:

I attended the International City and County Management Association Annual Conference in Pittsburgh September 20 - 25, 2024. Very informative overall and it's pretty clear that there is a tremendous emphasis on Artificial Intelligence and how to best implement its capability in local government to better serve the public. Looking forward to seeing what AI can do to improve our efficiency and our effectiveness in the coming years.

30th Annual Shrimp Festival was held this past weekend despite the Friday evening rain. This is especially impressive considering the mess that Tropical Storm Helene made during her visit week before last. Special thanks to Linda and her Downtown Operations team, Alan and his Finance team, the many volunteers who helped staff the event and sell tickets, and last but absolutely not least, to Nate Farrow and his Public Works Team. Getting the Waterfront park ready while simultaneously cleaning up the rest of the city from the storm was nothing short of heroic. Superheroes don't wear capes; they wear work boots and hard hats, and they work for the City of Beaufort.

Curbside pickup of yard debris will continue through this Friday, October 11, 2024.

Please know that we continue to monitor Hurricane MILTON's path and expected impact to our region in concert with Beaufort County Emergency Management officials. As with any storm, we urge everyone to rely on official sources for storm information to include the city's social media, media releases, Beaufort County's Emergency Management Division and National Weather Service bulletins out of the Charleston office.

Beaufort County will host a Public Hearing for the Beaufort County Transportation Sales Tax Referendum, October 16, 2024, at Beaufort County Council Chambers from 5:00 pm - 6:00 pm.

Beaufort Regional Chamber of Commerce is hosting a Candidates Forum on Monday, October 21, 2024, from 5:30 pm - 8:30 pm at the USCB Performing Arts Center. The Forum will be conducted in three parts:

- 5:30 pm - 6:15 pm ...County Council candidates
- 6:20 pm - 7:05 pm ...City Council candidates
- 7:15 pm - 8:00 pm ...Mayoral candidates

The City's annual Halloween event is scheduled at the Henry C. Chambers Waterfront Park on Saturday, October 26 from 10:00 am to 2:00 pm. There will be Trick or Treating, and games for the kids.

Election Day is on Tuesday, November 5, 2024. South Carolina has extended the voter registration deadline to October 14, 2024. If you haven't registered, you still have almost a week left to get registered. If you are registered, vote!! Early voting period opens on October 21, 2024, and closes on November 2, 2024.

### **Mayor's Report**

Thanked everyone for coming to the meeting.

Thanked City Staff for their work during and after Hurricane Helene. He thanked the relief groups from around the area that took supplies to Western North Carolina.

Updated Council on the various meetings he had attended.

Spoke to the USCB Freshmen Honors Class.

#### **Councilman Mitchell**

Thanked Public Works for their efforts after the storm.

On October 3, 2024, he met with City Staff and Lise Sundrla, with the Beaufort Historic Foundation to look at dilapidated structures.

Mentioned that Officer Rick Rollins has started a program at the Charles Lind Brown Center where he mentors young men.

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

Thanked Public Works, and the First Responders for their efforts during and after the storm. Great examples of Public Service.

Participated in the passage of the Safety Action Plan at the Local Area Transportation Study (LATS) meeting for the Lowcountry Council of Governments (LCOG).

#### **Councilman Scallate**

Thanked Nate Farrow, Chief Price, Chief Ogden, Scott Marshall and JJ Sauvé, on their hard work on getting the City back to normal operating procedures after the storm.

He participated and travelled with a convoy to deliver supplies to North Carolina. Thanked those that came together to support this effort.

#### **Councilman Lipsitz**

Told the City Manager that he does not know of anyone more honorable than him.

Thanked Councilman Scallate for thinking of him while he was ill.

Reported that he has been appointed to the Municipal Association of South Carolina (MASC) Legislative Committee.

Members of Council attended various ribbon cutting events throughout the City.

Members of Council attended and participated in the Beaufort County Youth Conference.

Members of Council attended the Shrimp Festival and First Friday event.

## **XII. EXECUTIVE SESSION**

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- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding personnel - Boards, Commissions and Committees.
- B. 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.

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

All were in favor, motion carried.

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

All were in favor, motion carried.

No actions from Executive Session.

### **XIII. ADJOURN**

**9:30 PM**

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

All were in favor, motion carried.

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

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**TO:** CITY COUNCIL **DATE:** 10/8/2024  
**FROM:** Linda Roper, Downtown Operations and Community Services Director  
**AGENDA ITEM TITLE:** Ordinance approving the lease of real property located at City Hall and owned by the City of Beaufort, South Carolina to South Carolina Department of Environmental Services - Second Reading  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

South Carolina Department of Environmental Services would like to lease office space within City Hall for four (4) members of their staff for a three (3) year term.

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

**REMARKS:**

First reading was held on October 8, 2024.

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	10/11/2024
Lease Agreement	Backup Material	10/11/2024

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

**AN ORDINANCE FOR THE LEASE OF A PORTION OF REAL PROPERTY OWNED BY THE CITY OF BEAUFORT, SOUTH CAROLINA, KNOWN AS CITY HALL AND LOCATED AT 1911 BOUNDARY STREET, TO THE SOUTH CAROLINA DEPARTMENT OF ENVIRONMENTAL SERVICES.**

**WHEREAS**, the City of Beaufort, South Carolina (hereinafter “City”) owns Real Property located at 1911, Boundary Street, Beaufort South Carolina known as City Hall;

**WHEREAS**, a portion of City Hall is currently vacant and unused by the City, and it is unlikely that the City will need to use this space for administrative purposes or any other purpose within the next five years;

**WHEREAS**, the South Carolina Department of Environmental Services (hereinafter “SCDES”) needs office space in Beaufort for its employees;

**WHEREAS**, S.C. Code Ann. § 5-7-40 provides that any lease of real property owned by a municipality must be effected by ordinance;

**WHEREAS**, the City and SCDES have negotiated the terms of a potential lease of the space and prepared a draft lease, which is included herewith as Exhibit 1;

**WHEREAS**, the space to be leased is a one hundred ninety-seven and one half (1,197.5) square foot portion of City Hall more particularly described as the area outlined in yellow and labeled “Leased Premises” on Exhibit A of the lease;

**WHEREAS**, City Council believes it is in the best interest of the City, and its citizens, to lease the space to SCDES pursuant to the provisions of the lease included herewith as Exhibit 1, and to give authority to the City Manager to execute such documents as may be necessary and appropriate to give effect to such lease.

**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 lease, which is attached hereto as Exhibit 1, and to execute such other documents as are necessary to effectuate the lease of the premises to SCDES upon the provisions contained in the lease.

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

---

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

Attest:

---

Traci Guldner  
City Clerk

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

Second Reading: \_\_\_\_\_

Reviewed as to form by Benjamin T. Coppage.



installments of one thousand nine hundred ninety-five dollars and eighty-three cents (\$1,995.83) on the first day of each month, beginning on the Commencement Date.

3.2 Rental Rate Adjustments. The Rental Rate shall be increased on each anniversary of the Commencement Date in an amount equal to the South Region Consumer Price Index twelve-month percentage change multiplied by the Rental Rate for the preceding year. These Rental Rate Adjustments shall apply to both the initial term and any renewal term.

3.3 Late Payment of Rent. If any monthly rental payment is paid more than ten (10) days after the date the same was due, there shall be a late payment fee of One Hundred and 00/100 (\$100.00) Dollars. If rent remains delinquent for more than thirty (30) days, then an additional late fee will be assessed, equal to Twenty-five and 00/100 (\$25.00) Dollars per day.

3.4 Utilities and Janitorial Services. In addition to the Rental Rate specified herein, Tenant shall be responsible for the payment of the Tenant's pro-rata share of all utilities and janitorial services for the Property based upon the prior year's cost for utilities and janitorial services. The term "utilities" as used herein shall include without limitation the alarm system, elevator maintenance, pest control, electricity, and water for the property. The Landlord shall notify the Tenant of the amount due for utilities and janitorial services on the Commencement Date and on each anniversary of the Commencement Date. The amount due under this section shall be payable in equal monthly installments in the same manner as the Rental Rate.

#### ARTICLE IV INSURANCE

4.1 Tenant shall not without the City's prior written consent do anything in or about the premises which will in any way tend to increase insurance rates on such premises or the building in which the same are located. Furthermore, Tenant agrees not to install, or permit to be installed, in the leased premises, any equipment, supplies or other items which could reasonably be expected to substantially increase the risk of fire damage to the premises, without City's written consent being first obtained.

#### ARTICLE V USE OF PREMISES

5.1 Use. Tenant shall use the Premises as an office for its staff.

5.2 Compliance with Law. Tenant shall comply with any and all applicable local, state and federal ordinances and regulations, including, without limitation, OSHA requirements and rules imposed by permit issuers charged with the regulation of Tenant's activities.

#### ARTICLE VI UTILITIES

6.1 Tenant shall pay monthly an amount estimated by the City to be the pro-rata share of the utilities, as stated above in Article 3.4.

ARTICLE VII  
IMPROVEMENTS, ALTERATIONS AND MAINTENANCE

7.1 Improvements. Tenant may develop, construct and operate upon the Premises, at its sole cost and expense, any additional improvements (the "Tenant's Improvements") necessary for Tenant to conduct its business, provided it first receives written permission from City. Tenant's Improvements shall remain the property of Tenant and Tenant shall have the right to remove the Tenant's Improvements at the expiration of the Term; provided, however, that Tenant restores the Premises to its original condition, normal wear and tear excepted. Before making any improvements to the Premises or which could cause harm to the Premises, Tenant shall receive written permission from the City, and said permission shall not be unreasonably withheld. It is Tenant's sole responsibility to make any repairs or improvements to bring the Premises into compliance with any regulations that arise out of the nature of Tenant's use of the Premises.

7.2 Maintenance. Tenant agrees, except for normal wear and use, to keep and maintain the Premises, including doors, windows and walls clean, in good condition and repair. Tenant shall keep the premises free of trash, and Tenant shall dispose of trash in the proper receptacle. The Landlord shall keep the foundation, sub-floor, exterior walls (except glass or other breakable materials used in the structural portions), utility and plumbing systems up to the tenant's premises, and roof of the building in which the leased premises is located, in good repair, except that Landlord shall not be required to make any such repairs which become necessary or desirable by reason of any negligent act of Tenant, its agents, servants, employees, guests, licensees, or invitees.

ARTICLE VIII  
DEFAULTS

8.1 Default by Tenant. The following shall constitute an "Event of Default" under this Lease:

(a) The Tenant's failure to perform any other of the terms, conditions or covenants of this Lease to be observed or performed by the Tenant; and

(b) If the Tenant fails to make any obligated payment or to perform any other of the terms, conditions or covenants under the Lease, City shall send written notice of the Tenant's breach and Tenant shall have (15) days after written notice to cure the alleged default.

(c) If an Event of Default, the City may elect to re-enter the Premises, as herein provided or take possession pursuant to legal proceedings or pursuant to any notice provided for herein and terminate this Lease and all rights of the Tenant under this Lease shall cease. Any reletting shall be done in a commercially reasonable manner. Any election under this paragraph shall not limit Landlord's ability to seek any relief available to it at law or in equity.

8.2 Default by Landlord. The following shall constitute an "Event of Default" under this Lease:

(a) Failure of the City to pay any obligation pursuant to this Lease or affecting the Premises on or before the due date thereof;

(b) The City's failure to perform any other of the terms, conditions or covenants of this Lease to be observed or performed by the City; and

(c) If the City fails to make any obligated payment or to perform any other of the terms, conditions or covenants under the Lease, Tenant shall send written notice of the City's breach and City shall have (15) days after written notice to cure the alleged default.

(d) If an Event of Default occurs and after the expiration of City's right to cure with fifteen (15) days written notice, the Tenant may elect to terminate this Lease.

ARTICLE IX  
NOTICE

9.1 Any notice to be given by either party to the other pursuant to the provisions of this Lease shall be given by personal delivery or by regular United States mail addressed to the party for whom it is intended at the best available address.

As to the Tenant: South Carolina Department of Environmental Services  
c/o \_\_\_\_\_  
2600 Bull Street  
Columbia, SC 29201

As to the City: The City of Beaufort  
c/o Scott Marshall, City Manager  
1911 Boundary Street  
Beaufort, South Carolina 29902

With a copy to: Coppage Law Firm  
c/o Benjamin Coppage, City Attorney  
Post Office Box 2473  
Beaufort, SC 29901

ARTICLE X  
SUCCESSORS AND ASSIGNS

10.1 The covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of the Landlord and Tenant and their respective successors and assigns. Unless repugnant to the context, the words "Landlord" and "Tenant" appearing in this Lease shall be construed to mean those named above and their respective heirs, administrators, successors and assigns, and those claiming through or under them respectively.

ARTICLE XI  
MISCELLANEOUS

11.1 Compliance with Laws and Regulations. Tenant warrants that it is in compliance with the requirements of S.C. Code §§ 1-11-55, 1-11-56, and 1-11-65 and S.C. Code Regs. § 19-447.1000, and any other applicable statute or regulation relating to its leasing of real property.

11.2 Quiet Enjoyment. City agrees that upon Tenant's payment of the rent and performing and observing the terms, covenants, conditions and provisions on its part to be performed and observed, Tenant shall and may peaceably and quietly have, hold and enjoy the Premises during the Term without any manner of hindrance, interruption or molestation from City or anyone claiming under City, subject, however, to the terms of this Lease and such regulatory powers as may be required.

11.3 Binding Effect. The obligations of this Lease shall run with the land, and this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

11.4 Construction. If any term of this Lease shall be declared invalid or unenforceable, the remaining terms of this Lease shall not be affected thereby and shall continue to be enforced and recognized as valid agreements of the parties.

11.5 Entire Agreement. This agreement represents the entire understanding of the parties with reference to the subject matter hereof, and shall be construed and enforced in accordance with the laws of South Carolina.

WITNESS OUR HANDS AND SIGNATRURES as of the date first above written.

WITNESSES:

The City of Beaufort

\_\_\_\_\_

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

Scott Marshall

Its: City Manager

South Carolina Department of Environmental Services

\_\_\_\_\_

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

Its: \_\_\_\_\_





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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 10/8/2024  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM TITLE:** Ordinance to amend the Code of the City of Beaufort, South Carolina, to amend Section 1-4006 to allow for the waiver of developmental fees and business license taxes associated with the repair or remediation of damage caused by natural disasters or other catastrophic events - Second Reading  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** City Managers Office

---

***BACKGROUND INFORMATION:***

Currently, there are no provisions in the City's Code of Ordinances that allow for the waiver of permit fees and business license taxes for remediation/repair of storm damaged structures.

This would grant discretionary authority to the City Manager to waive fees associated with permits for repair of storm damage or damage due to other catastrophic events. It would also allow for business license fees to be waived for vendors who otherwise would have no cause for a city business license. As written, upon second reading it is retroactive to September 1, 2024, prior to Tropical Storm HELENE.

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

***REMARKS:***

First Reading was held on October 8, 2024.

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	10/11/2024

**ORDINANCE 2024/**

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF BEAUFORT, SOUTH CAROLINA, TO AMEND SECTION 1-4006 TO ALLOW FOR THE WAIVER OF DEVELOPMENT FEES AND BUSINESS LICENSE TAXES ASSOCIATED WITH THE REPAIR OR REMEDIATION OF DAMAGE CAUSED BY NATURAL DISASTERS OR OTHER CATASTROPHIC EVENTS**

**WHEREAS**, the coastal location of the City of Beaufort (hereinafter “City”) makes it vulnerable to the effects of natural disasters, including without limitation, hurricanes and tropical storms;

**WHEREAS**, such disasters often cause damage to real property located in the City, and the improvements thereon, which require immediate response and repair in order to ensure the protection of the health, safety, and welfare of the citizens and businesses of the City;

**WHEREAS**, Section 5-1004(a) of the Code of the City of Beaufort South Carolina provides for the imposition fees associated with the issuance of building, plumbing, mechanical, fuel gas, residential, private sewage disposal, electrical and fire permits, and other permits required by the city for construction, alteration, removal or improvements of buildings and structures (hereinafter “Development Fees”);

**WHEREAS**, Sections 7-1001 and 7-1004 of the Code of the City of Beaufort South Carolina requires the payment of business license taxes by 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 (hereinafter “Business License Tax”);

**WHEREAS**, the City Council of the City (hereinafter “Council”) believes that, when a state of emergency affecting the City has been declared by the Governor of South Carolina or by local authorities, it is in the best interest of the City and its citizens that the City Manager have the authority, in the City Manager’s discretion, to waive Development Fees associated with construction and repairs which are necessary due to natural disasters or other catastrophic events, and to waive Business License Taxes for businesses undertaking such construction and repairs.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE CITY COUNCIL**, in accordance with the foregoing, that, effective as of September 1, 2024, Section 1-4006 of the Code of Ordinances, City of Beaufort, South Carolina, is hereby amended to read as follows:

**Sec. 1-4006. – Emergencies and Natural Disasters.**

- (1) In case of accidents or other circumstances creating an emergency, the manager may, with the consent of the governing body, award contracts and make purchases for the purpose of repairing damages caused by the accident or meeting the public emergency; but he shall

file promptly with the council a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures.

(2) When a state of emergency affecting the City has been declared by the Governor of South Carolina or by local authorities, the manager shall have the authority, in the manager's discretion, to:

- (a) Waive the requirement for the payment of fees associated with the issuance of building, plumbing, mechanical, fuel gas, residential, private sewage disposal, electrical and fire permits, and other permits required by the city for construction, alteration, removal or improvements of buildings and structures when such activities are directly associated with the repair or remediation of damages caused by the natural disaster or catastrophic event which was the basis for the declaration of the state of emergency;
- (b) Waive the requirement for the payment of business license taxes for any businesses which would otherwise not be required to pay a business license tax except for such business's provision of goods or services associated with the repair or remediation of damages caused by the natural disaster or catastrophic event which was the basis for the declaration of the state of emergency; and
- (c) Determine reasonable time limits during which the above-referenced fees and taxes may be waived.

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

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

Second Reading: \_\_\_\_\_

Reviewed as to form by Benjamin T. Coppage, City Attorney



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 10/8/2024  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** Ordinance to amend Fiscal Year 2025 Budget for Revenues and Expenditures of General Fund, ARPA Fund and Capital Projects Fund- Second Reading  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Finance

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***BACKGROUND INFORMATION:***

During September 17, 2024 Council Worksession, City Staff presented for Council's considerations different scenarios to reallocate the remaining \$863,260 of ARPA funds that will not meet the Treasury's obligation deadline on Calhoun Street Drainage Project. Here is a summary of the proposed budget amendment for Council's consideration:

1. \$500,000 for repaving city-owned Battery Shores Neighborhood Road from ARPA funds. City Council requested that this amount be lowered to \$450,000, but a recent quote for this job came in just shy of \$500,000. City staff recommends keeping the budgeted amount at \$500,000 so that the project is fully funded.
2. \$200,000 for additional funding for consulting services at Henry C. Chamber Waterfront Park from ARPA funds.
3. \$32,000 for vehicle purchase for Capital Projects Director from ARPA funds. City staff researched and compared the cost difference between outright purchase and 3-year vehicle lease. City staff recommends purchasing the mid-sized truck outright.
4. \$100,000 for Neighborhood Revitalization Program from ARPA funds. Council already approved \$50,000 for the program in fiscal year 2025 approved budget. The total of \$150,000 will be reallocated to the General Fund in exchange for \$150,000 from General Fund Economic Partnership to remain in compliance with Treasury's obligation deadline of 12/31/24. This will provide City staff and Council more time to work on a contract with Beaufort Jasper Housing Trust.
5. The remaining \$31,260 will be budgeted for the prioritized list of unfunded department requirements as detailed in Exhibit C. City Council grants authorization to City Manager to execute a purchase order based on availability of ARPA funds and prioritization.

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

***REMARKS:***

First Reading was held on October 8, 2024.

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	10/11/2024

## **ORDINANCE**

### **AN ORDINANCE TO AMEND CITY OF BEAUFORT ORDINANCE 2024/11 REGARDING THE FISCAL YEAR 2024-2025 CITY OF BEAUFORT BUDGET TO PROVIDE FOR THE REVENUES AND EXPENDITURES OF GENERAL FUND, ARPA 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, the City of Beaufort (hereinafter “City”) adopted Ordinance No. 2024/11 which set the City’s FY 2024- 2025 budget and associated expenditures; and

**WHEREAS**, the City budgeted \$863,260 in ARPA Funds in fiscal year 2025 for Calhoun Street Drainage Project, but will not be able to meet the Treasury’s obligation deadline of December 31, 2024 and therefore needs to reallocate the funds to the following projects; and

**WHEREAS**, it is necessary for the City to allocate \$500,000 for repaving city-owned Battery Shores neighborhood roads from the ARPA Fund; and

**WHEREAS**, it is necessary for the City to appropriate \$200,000 from ARPA funds for consulting services for Waterfront Park Relieving Platform; and

**WHEREAS**, it is necessary for the City to obligate \$32,000 for vehicle purchase for Capital Projects Director from the ARPA Fund; and

**WHEREAS**, it is necessary for the City to appropriate \$100,000 of ARPA funds for Neighborhood Revitalization Program along with \$50,000 already approved in fiscal year 2025 budget and reallocate the total of \$150,000 to the General Fund in exchange for \$150,000 Economic Partnership from the General Fund to remain in compliance with the Treasury’s obligation deadline; and

**WHEREAS**, it is necessary for the City to budget the remaining amount of \$31,260 for unfunded department requirements from the ARPA Fund as prioritized in Exhibit C, in which City Council grants authorization to City Manager to execute a purchase order based on availability of ARPA funds and prioritization of unfunded department requirements; and

**WHEREAS**, it is necessary and proper to appropriate, obligate, and budget 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 the 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

<b>Expenditures</b>	
Non-Departmental- Operating- Economic Partnership	(150,000)
Non-Departmental- Operating- Neighborhood Revitalization Program	<u>150,000</u>
<b>Total Expenditures</b>	<u><u>-</u></u>

**ARPA Fund**

<b>Expenditures</b>	
Transfers Out- Calhoun Street Drainage Project	(863,260)
Operating- Economic Partnership	150,000
Operating- Neighborhood Revitalization Program	(150,000)
Operating- Neighborhood Revitalization Program	100,000
Capital- Vehicle Purchase for Capital Projects Director	32,000
Transfers Out- Repaving Battery Shores Neighborhood Roads	500,000
Transfers Out- Waterfront Park Relieving Platform- Consulting Services	200,000
Capital- Unfunded Department Requirements	<u>31,260</u>
<b>Total Expenditures</b>	<u><u>\$ -</u></u>

**Capital Projects Fund**

<b>Revenues</b>	
Transfers In- Calhoun Street Drainage Project	(863,260)
Transfers In- Repaving Battery Shores Neighborhood Roads	500,000
Transfers In- Waterfront Park Relieving Platform- Consulting Services	<u>200,000</u>
<b>Total Revenues</b>	<u><u>\$ (163,260)</u></u>

<b>Expenditures</b>	
Capital- Calhoun Street Drainage Project	(863,260)
Capital- Repaving Battery Shores Neighborhood Roads	500,000
Capital- Waterfront Park Relieving Platform- Consulting Services	<u>200,000</u>
<b>Total Expenditures</b>	<u><u>\$ (163,260)</u></u>

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 October 8, 2024

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

Attachments:

- A. General Fund FY25 Budget
- B. Consolidated FY25 Revised Budget
- C. Unfunded Department Requirements- Prioritization List

**EXHIBIT A**

**General Fund FY25 Budget**

	<b>Adopted FY25 Budget</b>	<b>Budget Amendment #2</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	46,208	3,900,389
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>\$ 46,208</b>	<b>\$ 25,407,686</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	46,208	1,071,829
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	150,000	1,185,281
Facilities Maintenance	828,479	-	828,479
Solid Waste	1,401,015	-	1,401,015
Debt Service	1,845,353	-	1,845,353
Transfers Out	-	255,645	255,645
<b>Total General Fund Appropriations</b>	<b>\$ 25,645,187</b>	<b>\$ 451,853</b>	<b>\$ 26,097,040</b>

**EXHIBIT B**

	<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	\$ 25,407,686	\$ 302,306	\$ 5,480,500	\$ 1,368,717	\$ 969,333	\$ 105,000	\$ 180,000	\$ 10,906,687	\$ 44,720,229
Transfers In	70,416	-	-	-	-	-	-	11,682,161	11,752,577
Total Other Financing Sources	70,416	-	-	-	-	-	-	11,682,161	11,752,577
Release of Committed Fund	618,938	-	-	-	-	-	-	-	618,938
Release of Fund Balance	-	4,312,280	6,027,349	1,364,480	30,000	-	129,000	813,201	12,676,310
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	8,346,141	197,000	1,711,049	232,685	875,437	-	-	-	11,362,312
Capital	642,443	174,594	238,933	-	-	-	209,000	23,402,049	24,667,019
Debt	1,990,148	-	969,601	513,600	-	63,654	-	-	3,537,003
Total Expenditures	\$ 25,841,395	\$ 515,566	\$ 5,674,833	\$ 1,368,717	\$ 898,917	\$ 63,654	\$ 209,000	\$ 23,402,049	\$ 57,974,131
Transfers Out	255,645	4,099,020	5,833,016	1,364,480	100,416	-	100,000	-	11,752,577
Total Other Financing Uses	255,645	4,099,020	5,833,016	1,364,480	100,416	-	100,000	-	11,752,577
Contribution to Fund Balance	-	-	-	-	-	41,346	-	-	41,346
Net (Deficit) Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

EXHIBIT C

**Staff**

**Prioritization**

1	Public Works Department IT HVAC System	25,000
2	Public Works Department HVAC System	30,000
3	Police Department Flock Cameras/Dashboard	22,000
4	Police Department Cellebrite	10,000
5	Fire Department Extrication Tool	16,000
6	Downtown Operations Storage Shed for Event Items	15,000
7	Fire Department Mobile Data Computer	12,000
8	Police Department Crime Analysis Equipment	12,830
9	Public Works Department Electrical Hookup for Generator	30,000
10	Fire Department Life Pak Monitor	60,000
11	Fire Department Self-Contained Breathing Apparatus	48,000
12	Downtown Operations Arsenal Window Repairs Project	100,000
13	Police Department Side by Side UTV	20,000
14	Public Works Department Knuckleboom	275,000
15	Public Works Department Bucket Truck	200,000
16	Police Department Boat	45,000
17	Downtown Operations Concession Trailer	20,000
18	Downtown Operations Mobile Stage with Guardrails	55,000
19	Downtown Operations Portable Sound System for Bands	25,000
20	Downtown Operations Café Lights with Poles	100,000
21	Downtown Operations 500 Carteret Balcony Repairs	100,000
		<u>1,220,830</u>



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

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**TO:** CITY COUNCIL **DATE:** 11/6/2024  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Holiday Magic Parking Program to provide a One-Time, Two Hour Free Parking Voucher from Thanksgiving to New Years Day  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

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***BACKGROUND INFORMATION:***

Council has approved to allow for all day free parking in the Marina Parking Lot from Thanksgiving through New Years Day. At times, the Marina Parking Lot fills up fast. This program allows for additional free holiday parking, and will be used to market Downtown as a place to shop for the holidays.

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

***REMARKS:***

Recommend approval to incorporate into a marketing plan for 2024.

**ATTACHMENTS:**

Description	Type	Upload Date
Holiday magic parking Program 2024	Cover Memo	11/6/2024



# CITY OF BEAUFORT

## MEMORANDUM

TO: Mayor & Council  
Scott Marshall

FROM: Linda D. Roper, Director of Downtown Operations & Community Services

DATE: November 6, 2024

SUBJECT: Holiday Magic Parking Program

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This holiday season, we would like to encourage shopping in Downtown Beaufort during the holidays. In addition to the free parking in the Marina Parking Lot, we would like to offer two (2) free hours of parking for one day from Thanksgiving to New Years Day.

The free two hours would be available as a “cut-out” voucher in the City Newsletter and in the local Island News. The voucher would be able to be redeemed at the Park Beaufort office for two (2) 1 hour free parking tokens to be used in any city meter or pay station.

In addition, the promo code, “BFTMagic” can be used when paying through the ParkMobile app, applied at checkout, to provide two (2) hours free. “BFTMagic” will be advertised alongside the token voucher, with instructions that upon paying in the ParkMobile app, select the option at checkout, “Apply promotional code”, and then enter, “BFTMagic” to receive two (2) hours free, applied to the current transaction.

Both options provide controls to prevent a person to receive more than the intended one-time issuance per person. The issuance of the tokens will be controlled by Park Beaufort staff by recording the person’s name and address when redeeming the voucher. The promo code will only allow one to be issued per Park Mobile account.

We feel this program will go a long way to bring shoppers to our unique shops and restaurants during our holiday season. It will be encouraged in our holiday marketing.

Thank you for your consideration.



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

---

**TO:** CITY COUNCIL **DATE:** 10/17/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Freedman's Art District is requesting to host the Chalk It Up event on March 28 - 30, 2025, from 10:00 am- 5:00 pm both days and are requesting noise ordinance waiver, food truck waiver and a waiver of the group business license fee  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

---

**BACKGROUND INFORMATION:**

Freedman's Art District is requesting to host Chalk it up on March 28 - 30, 2025, from 10:00 am- 5:00 pm both days and are requesting noise ordinance waiver, food truck waiver to have food trucks in the parking lot behind Tabby place (Sec. 7-16006) and a waiver of the group business license fee (Sec. 7-1027).

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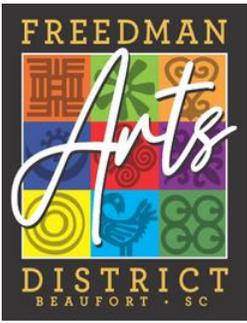
**PLACED ON AGENDA FOR:** *Action*

**REMARKS:**

Staff recommends approval.

**ATTACHMENTS:**

Description	Type	Upload Date
Chalk it up request	Cover Memo	10/17/2024



## Freedman Arts District Beaufort, South Carolina

From Friday, March 28- Sunday March 30, 2025 – The Freedman Arts District non-profit organization is engaging visitors and residents alike in Beaufort’s most colorful festival, **Chalk It Up!**.

**Chalk It Up!** is an immersive open-air festival featuring live music, hands-on activities, artisan demonstrations, food trucks and large-scale street chalk painting. Artists create huge colorful illustrations directly on the pavement, and the artwork is continuously evolving throughout the festival.

Inspired by the tremendous popularity of chalk festivals around the country, our festival organizers are assembling a team of established and emerging visual artists to use bold, colorful, environmentally safe and non-toxic pastels to produce huge temporary drawings. This distinctly creative event in downtown Beaufort—close by merchants, restaurants and tourist attractions—combines community engagement and art appreciation in one free fun-filled weekend in March 2025.

40 Professional chalk artists from around the country are invited, as well as a heavy promotion to local artists and area middle and high school art students for participation.

Artisans recognized for their skill in sweetgrass weaving, woodturning, glass sculpting, and blacksmithing will be showcasing their craft with live demonstrations throughout the festival, further enhancing the creative experience.

- **When** - Opening reception at Tabby Place highlighting area art groups and cultural offerings Friday March 28, 6-8pm; site prep Friday March 28, 5-10. Festival: March 29-30, 10am-5pm each day; Award party open to public: Sunday March 30, 5-5:30pm; site clean-up Sunday March 30, 5-8pm
- **Where** – Paved parking lot adjacent to the Tabby Place, between West Street and Craven Street
- **What will be involved** -
  - 60+ artists, local & MidAtlantic/Southern U.S
  - 5-6 artisan live demonstration/vendor booths (need vendor coverage)
  - Banner on Bay & Ribault
  - Food trucks – Saturday and Sunday (Need Food licensing/vendor coverage)
  - Trash service – during and post event
  - Private volunteer security – at night Friday & Saturday
  - Music performances – Saturday & Sunday
  - Festival Insurance
  - Drone photography
  - Portolets & wash stations
  - 2 large tents – with tables & chairs for hospitality booth & ancillary youth activities
  - Chalk drawings remain until dissolved by weather and traffic
- **Request** –  
*Authorize waivers for:*  
noise ordinance; food licensing; 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:** 10/17/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** The Perry/Wernsing Wedding requests a waiver of drinking in public, drinking in a public park, and a waiver of the noise ordinance in the Whitehall Park on Saturday, March 22, 2025, from 11:00 am to 11:00 pm  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

The Perry/Wernsing Wedding requests a waiver of drinking in public, drinking in a public park, and a waiver of the noise ordinance in Whitehall Park on March 22, 2025 from 11:00 am to 11:00 pm.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Wedding request Whitehall	Cover Memo	10/17/2024



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

**Phone: 843-525-7084**

Name of Event: <u>Perry Wedding</u>  	Date(s) of Event: <u>March 22, 2025</u> Setup start/end time: <u>11:00am</u> Actual event start/end time: <u>4:00pm - 11:00pm</u> Take down start/end time: <u>11:00pm</u>
Organization/Individual Name: <u>Lauren Wernsing and Sam Perry</u>  	Address: <u>197 Sea Pines Dr</u> Telephone: <u>252-269-3592</u> Email: <u>laurenperry2013@outlook.com</u>

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

Please mail completed application to:

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

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

Will there be any retail sales? No

Number of people expected to attend: 150

Areas of the Whitehall 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>WHITEHALL 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>
Pavilion	\$ 350.00	\$ 600.00	
Event Lawn	\$ 300.00	\$ 500.00	
Pavilion & Event Lawn			\$2,500.00
Electric Fee	\$ 75.00	\$100.00	
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,250.00

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 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.

Lauren Wernsing  
\_\_\_\_\_  
Lessee/Applicant Signature

6/6/2023  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Events Coordinator -Andrea Hackenberger

\_\_\_\_\_  
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

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**TO:** CITY COUNCIL **DATE:** 11/4/2024  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** The Black Chamber of Commerce is requesting a noise ordinance waiver and a request for street closure for Bladen street from Prince to Duke on November 16, 2024, from 12:00 pm - 4:00 pm.  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

The Black Chamber of Commerce is requesting a noise ordinance waiver and a request for street closure for Bladen street from Prince to Duke on November 16th 2024 from 12:00 pm - 4:00 pm. This would be the first annual event and they will have music and food vendors.

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval as long as SCDOT approves the street closure.

**ATTACHMENTS:**

Description	Type	Upload Date
Black Chamber request	Cover Memo	11/4/2024

**Board of Directors**

James Simmons, MD Chairman of the Board  
Anthony Dore, Esquire, Vice-Chairman  
Donellia Chives, Secretary  
Viola Smalls, Treasurer  
Carl Alston  
Christopher Thompson  
Kevin Mack  
Michael Marshall  
Courtney Young  
Anita Prather



**BLACK CHAMBER  
OF COMMERCE**

**Executive Director**

Marilyn Harris

711 Bladen St  
Beaufort, SC 29902  
(843)962-3928  
www.bcbcc.org

**November 4, 2024**

Beaufort City Council  
[City Council Address]  
Beaufort, SC [ZIP Code]

Dear Members of the Beaufort City Council,

On behalf of the Beaufort County Black Chamber of Commerce, I am writing to request approval to close Bladen Street on Saturday, November 16, 2024, from 12:00 PM to 4:00 PM for a special community event. This gathering marks the last quarter of our fiscal year and provides an invaluable opportunity for our community to come together, celebrate, and support local businesses.

The event will feature food vendors, live music from local artists, and a selection of products and services offered by our local vendors. We anticipate a vibrant community atmosphere and an excellent platform for local businesses to connect with residents and visitors.

In addition to street closure, we respectfully request a waiver for the noise ordinance to accommodate live music during the event. We are committed to ensuring a safe and respectful environment, with amplified sound maintained within reasonable levels to minimize any disruption to nearby residents.

We would appreciate your consideration of this request on the Council's agenda for the upcoming meeting on November 12, 2024, at 7:00 PM. Should any additional information or documentation be required, please do not hesitate to reach out.

Thank you for your time and support of our organization's commitment to fostering economic growth and community engagement within Beaufort.

Warm regards,

Marilyn Harris  
President and CEO  
Beaufort County Black Chamber of Commerce  
[Contact Information]



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

---

**TO:** CITY COUNCIL **DATE:** 11/4/2024  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM TITLE:** A Resolution for the formation of a special purpose committee to advise City Council regarding the use of real property owned by the City of Beaufort, South Carolina known as Beaufort's Downtown Marina and Henry C. Chambers Waterfront Park  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** City Managers Office

---

*BACKGROUND INFORMATION:*

The City of Beaufort entered into a Lease Agreement with SMH Beaufort, LLC in June of 2019 for operation of the city's Downtown Marina. The Lease Agreement was not properly approved via Ordinance, as is required by the SC Code of Laws.

At a work session of City Council held on September 10, 2024, the consensus of City Council was to establish a negotiating committee to assist with negotiating a new agreement with Safe Harbor that, if agreed to both parties, would be properly approved via Ordinance.

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

The attached Resolution for consideration defines the membership of the committee, names it the Waterfront Advisory Committee (WAC), and establishes its purpose.

If approved, the membership of the WAC would be comprised of:

- One member of City Council
- One member from the Historic District Review Board
- One member from the Planning Commission
- One member from Beaufort County Council
- Three full-time residents of the City of Beaufort
- City Manager or City Manager's Designee to serve in an ex officio capacity

Under the proposed Resolution, the purpose of the WAC would be three-fold:

1. Gather information about the current uses and any possible perspective uses of both the Marina and the Seawall;
2. Share that information with City Council; and

3. Advise City Council and the City Manager regarding any negotiations between the City and any third-party for the future use of the Marina and Seawall

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Resolution Letter	11/4/2024

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

**A RESOLUTION FOR THE FORMATION OF A SPECIAL PURPOSE COMMITTEE TO ADVISE CITY COUNCIL REGARDING THE USE OF REAL PROPERTY OWNED BY THE CITY OF BEAUFORT, SOUTH CAROLINA KNOWN AS BEAUFORT'S DOWNTOWN MARINA AND HENRY C. CHAMBERS WATERFRONT PARK SEAWALL.**

**WHEREAS**, the City of Beaufort, South Carolina (hereinafter "City") owns Real Property composed of 3.3 acres, more or less, generally known as Beaufort's Downtown Marina (hereinafter "Marina");

**WHEREAS**, the City owns and maintains a seawall which runs along the southern edge of Henry C. Chambers Waterfront Park (hereinafter "Seawall");

**WHEREAS**, City Council wishes to seek advice and information regarding all matters relevant to the current and prospective use of the Marina and Seawall so that it may make informed decisions for the future use and maintenance of the Marina and Seawall;

**WHEREAS**, S.C. Code § 5-13-30 allows City Council, with the advice of the City Manager, to appoint committees, boards, and commissions relating to the affairs of City government;

**WHEREAS**, in a memorandum to City Council dated September 4, 2024, the City Manager recommended the formation of a committee which would advise City Council with regard to the use of the Marina; and

**WHEREAS**, City Council believes that it is in the best interest of the City and its citizens to form a committee which gathers information and advises City Council on the current and prospective uses of the Marina and Sea Wall.

**NOW, THEREFORE, BE IT RESOLVED BY THE BEAUFORT CITY COUNCIL**, this \_\_\_\_ day of \_\_\_\_\_, 2024 that a committee, to be known as the Waterfront Advisory Committee (hereinafter "WAC"), is hereby formed for the purposes of (1) gathering information about the current uses and any possible prospective uses of both the Marina and Seawall, (2) sharing that information with City Council members, and (3) advising City Council and the City Manager regarding any negotiations between the City and any third party for the future use of the Marina and Seawall.

The WAC shall be constituted of seven (7) voting members as follows:

- (1) One (1) member of City Council, to be appointed by majority vote of City Council;
- (2) One (1) member of the Historic District Review Board, to be appointed by majority vote of that board;

- (3) One (1) member of the Planning Commission, to be appointed by majority vote of that commission;
- (4) One (1) member of Beaufort County Council, to be appointed by majority vote of Beaufort County Council; and
- (5) Three (3) full-time residents of the City of Beaufort to be appointed by majority vote of City Council pursuant to the provisions of Chapter 2.08 of the City of Beaufort City Council Standard Operating Procedures Manual and other requirements of this resolution.

The City Manager or designee of the City Manager shall serve as an ex officio member of the WAC.

Any full-time resident of the City of Beaufort who wishes to be considered for appointment to the WAC will submit to the City Clerk's Office an application on a form provided by that office. There shall be a thirty-day application filing period which shall be determined by the City Clerk. Once such filing period is determined, the City Clerk shall publicly announce the beginning and ending dates of the filing period.

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

ATTEST:

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

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



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

---

**TO:** CITY COUNCIL **DATE:** 11/4/2024  
**FROM:** JJ Sauve  
**AGENDA ITEM TITLE:** Amendment To Resolution R-7-23 authorizing the City Manager to execute an American Rescue Plan Act (ARPA) stormwater infrastructure program agreement between the City of Beaufort and the South Carolina Office of Resilience to fund a stormwater infrastructure improvement project that will mitigate the impact of future disasters.  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

This is an amendment to the South Carolina Office of Resiliency (SCOR) grant award for the Charles/Craven project. The original grant amount was for \$7,527,351, and the new grant award is for up to \$11,962,093.51 to cover the updated cost estimates for the project. Staff recommends that Council adopt the resolution authorizing the City Manager to enter into the amended grant award.

---

*PLACED ON AGENDA FOR:* Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Amended Resolution	Resolution Letter	11/6/2024
Original Resolution from 2023	Backup Material	11/6/2024
SCOR Grant Award Letter September 2024	Backup Material	11/6/2024

RESOLUTION NO. \_\_\_\_\_

**(Amendment To) Resolution authorizing the City Manager to Execute an American Rescue Plan Act (ARPA) stormwater infrastructure program agreement between the City of Beaufort and the South Carolina Office of Resilience to fund a stormwater infrastructure improvement project that will mitigate the impact of future disasters.**

WHEREAS, all terms of original Resolution (No. 2023-7) signed May 23, 2023, are to be upheld unless modified by this amendment; and

WHEREAS, all references in Resolution No. 2023-7 to the City of Beaufort ARPA funded stormwater infrastructure project's Award Determination Letter terms and conditions shall be for the modified Award Determination Letter as amended September 2024; and

WHEREAS, the City of Beaufort recognizes in this Resolution and by signature of the amended Award Determination Letter by applicant and governing body, full responsibility for any and all cost overruns in excess of the total amount grant, **not to exceed \$11,962,093.51** in ASIP grant funds from the South Carolina Office of Resilience to carry out mitigation activities in a timely manner; and

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Beaufort, South Carolina this 12<sup>th</sup> day of November, 2024, that the City of Beaufort respectfully accepts funding provided by the South Carolina Office of Resilience through the ARPA Stormwater Infrastructure Program to fund infrastructure improvements that will mitigate the impact of future flooding.

BE IT FUTHER RESOLVED that the City of Beaufort respectfully accepts responsibility for completion of the Project, any defects or failures, and the long-term maintenance after completion.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

Attest:

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

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL TO EXECUTE AN AMERICAN RESCUE PLAN ACT (ARPA) STORMWATER INFRASTRUCTURE PROGRAM SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF BEAUFORT AND THE SOUTH CAROLINA OFFICE OF RESILIENCE TO FUND A STORMWATER INFRASTRUCTURE IMPROVEMENT PROJECT THAT WILL MITIGATE THE IMPACT OF FUTURE DISASTERS.**

**WHEREAS**, the City of Beaufort recognizes the threat that flooding poses to the City; and

**WHEREAS**, the City of Beaufort has a proposed flood mitigation project called Charles/Craven St. and Port Republic/Carteret St. Drainage Improvement Projects; and

**WHEREAS**, the City of Beaufort anticipates receiving \$7,527,351.00 in ARPA grant funds from the South Carolina Office of Resilience to carry out mitigation activities in a timely manner; and

**WHEREAS**, the City of Beaufort agrees to conform to the terms of the Award Determination Letter, the South Carolina Office of Resilience (SCOR) ARPA-Funded Stormwater Infrastructure Program (ASIP) Policy and Procedure Manual, and the terms of this resolution; and

**WHEREAS**, the City of Beaufort acknowledges and accepts ownership and responsibility for the ongoing operation and maintenance for the life of the completed drainage project. If the City of Beaufort does not own or will not accept the maintenance responsibility of property(ies) within the improvement, the City will provide to the SC Office of Resilience signed documentation from the identified responsible entity, wherein that entity acknowledges ownership and maintenance obligations in perpetuity; and

**WHEREAS**, should documentation of another responsible entity be provided as aforementioned, the City of Beaufort shall establish policies for the maintenance of the stormwater project should the responsible entity fail in this maintenance obligation; and

**WHEREAS**, the City of Beaufort recognizes in this resolution and by signature of the Award Determination Letter by applicant and governing body, full responsibility for any and all cost overruns in excess of the total amount granted, \$7,527,351.00. At SCOR's discretion and subject to available remaining ARPA - State and Local Fiscal Recovery Funds (SLFRF) assigned to SCOR, up to 10 percent of the overage may be supplemented by SCOR; and

**WHEREAS**, the City of Beaufort will uphold these infrastructure improvements in a manner that conforms to all health and safety requirements;

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Beaufort, South Carolina this 23rd day of May, 2023, that the City of Beaufort respectfully accepts funding provided by the South Carolina Office of Resilience through the ARPA Stormwater Infrastructure Program to fund infrastructure improvements that will mitigate the impact of future flooding.

**BE IT FUTHER RESOLVED** that the City of Beaufort respectfully accepts responsibility for completion of the Project, any defects or failures, and the long-term maintenance after completion.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, this 23<sup>rd</sup> day of May 2023.

  
Stephen D. Murray III, Mayor

ATTEST:  
  
Traci Guldner, City Clerk



September 16, 2024

Scott M. Marshall, City Manager  
City of Beaufort  
1911 Boundary Street  
Beaufort, South Carolina 29902

**RE: ARPA-Funded Stormwater Infrastructure Program (ASIP) Amended Award Determination for ASIP AP-22-0701-01- Charles/Craven Street and Port Republic/Carteret Street Drainage Improvement Projects**

Dear Scott Marshall,

This Project Application Award Determination (Award Letter) amends and supersedes terms and conditions as provided in the May 8, 2023, Award Letter, and in the event of any conflict between the May 2023 Award Letter and this Award Letter, this Award Letter shall control. As provided in the previous Award Letter, the project listed above was selected for an ASIP Mitigation grant award obligation in 2023 in the amount of \$7,527,351.00.

The South Carolina Office of Resilience (SCOR) Mitigation Special Case Panel (MSCP) Committee has reviewed the project cost determinations provided by the City of Beaufort's project engineer and found that additional funds are needed. The MSCP has **approved** an increase to the project funding award amount not to exceed \$ 4,434,742.51 for a total project ASIP award not to exceed **\$11,962,093.51**.

The revised ASIP award amount not to exceed \$11,962,093.51 is intended to cover the lowest bid received, anticipated costs for material testing and inspection services, anticipated SCOR project management costs not covered by ASIP Administration dollars, and contingency funding for unforeseen conditions during construction. It is agreed that any ASIP project award funds not used to complete construction of the project scope as defined by the approved scope of work to be included in the bid documents, or approved through MSCP in advance of the work, will be returned to SCOR for reallocation to existing ASIP funded projects in need of additional funding.

This project is funded through the American Rescue Plan Act (ARPA) – State and Local Fiscal Recovery Funds (SLFRF) funds obligated by the State Treasury to SCOR per an executed Intergovernmental Agency Agreement to complete State-Run Stormwater Infrastructure Projects. As a condition of the ASIP funding, **the project must be completed prior to April 1, 2026**. Where necessary, an extension may be granted if sufficient documentation can be provided to demonstrate the project will be completed prior to established funding deadline.

As stated in the previous Award Letter, this project has been awarded as a **State-Run project**. The SCOR appointed State Project Manager (SPM) is responsible for the day-to-day project management and is bound by 2 CFR Part 200 in project procurement, reporting, auditing, cost assessments, and monitoring responsibilities. The SPM operation and coordination of the Project's Scope of Work includes:

- Procurement of engineering services for survey, design, permitting, environmental assessment, and construction administration as required
- Construction Bid Process and Construction Oversight
- Procurement of Construction Engineering Inspection Services
- Conduct grant compliance with Federal and State regulations
- Project Closeout

Pursuant to both the prior Award and under this Amended Award, the City of Beaufort agrees to and shall take ownership and maintain the completed drainage improvements in perpetuity. An Amended Draft Resolution is attached for the City to use in drafting a resolution for City Council approval of this Amended Award Agreement. Collectively, the amended award letter and the amended resolution shall be considered a revised ASIP grant agreement between SCOR and the City for the Charles/Craven St. and Port Republic/Carteret St. Drainage Improvement Projects.

In order to accept the additional ASIP funds as provided in this Amended Award Agreement, the City must provide the following to SCOR within 30 calendar days of receipt of this amended award letter, unless otherwise noted:

- Signed and Acknowledged Amended Award Letter
- Signed Amended Resolution
- By applicant’s signature of this award letter and enclosed amended resolution, applicant and governing body acknowledges responsibility for any and all cost overruns in excess of the total amount granted in this award letter.

If additional time is needed for the above-described documents, please notify Pam Kendrick by email at [pam.kendrick@scor.sc.gov](mailto:pam.kendrick@scor.sc.gov). Thank you for the time and effort expended by your office in the preparation of your successful proposal and the management of the project thus far. We look forward to continuing our working in partnership with the City of Beaufort to successfully implement and complete this infrastructure project.

Sincerely,



Phleisha Lewis  
Mitigation Director

**ACKNOWLEDGED AND AGREED**

The City of Beaufort will fully cooperate with the South Carolina Office of Resilience in the implementation and execution of the Mitigation Infrastructure Project. City of Beaufort agrees to the conditions and terms of this Amended Award Agreement and that it will take ownership of the drainage improvements in perpetuity.

---

Scott M. Marshall, City Manager  
City of Beaufort

Date

RESOLUTION NO. \_\_\_\_\_

**(AMENDMENT TO) A RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL TO EXECUTE AN AMERICAN RESCUE PLAN ACT (ARPA) STORMWATER INFRASTRUCTURE PROGRAM AGREEMENT BETWEEN THE CITY OF BEAUFORT AND THE SOUTH CAROLINA OFFICE OF RESILIENCE TO FUND A STORMWATER INFRASTRUCTURE IMPROVEMENT PROJECT THAT WILL MITIGATE THE IMPACT OF FUTURE DISASTERS.**

WHEREAS, all terms of original Resolution (No. 2023-7) signed May 23, 2023, are to be upheld unless modified by this amendment; and

WHEREAS, all references in Resolution No. 2023-7 to the City of Beaufort ARPA funded stormwater infrastructure project's Award Determination Letter terms and conditions shall be for the modified Award Determination Letter as amended September 2024; and

WHEREAS, the City of Beaufort recognizes in this Resolution and by signature of the amended Award Determination Letter by applicant and governing body, full responsibility for any and all cost overruns in excess of the total amount grant, **not to exceed \$11,962,093.51** in ASIP grant funds from the South Carolina Office of Resilience to carry out mitigation activities in a timely manner; and

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Beaufort, South Carolina this \_\_\_ day of \_\_\_\_, 2024, that the City of Beaufort respectfully accepts funding provided by the South Carolina Office of Resilience through the ARPA Stormwater Infrastructure Program to fund infrastructure improvements that will mitigate the impact of future flooding.

BE IT FUTHER RESOLVED that the City of Beaufort respectfully accepts responsibility for completion of the Project, any defects or failures, and the long-term maintenance after completion.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Council



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 11/4/2024  
**FROM:** JJ Sauve  
**AGENDA ITEM TITLE:** Authorization to allow the City Manager to enter into an Intergovernmental Agreement (IGA) with Beaufort County for the paving of city owned roads in the Battery Shores community  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** City Managers Office

---

*BACKGROUND INFORMATION:*

Council has previously identified the paving of city-owned streets in the Battery Shores community as a priority for non-obligated ARPA funds at the September 17, 2024 Special Worksession, and at first reading of a budget amendment ordinance at the October 8 Regular Council Meeting. City staff met with County staff in September and October and established a quote of \$497,589.30 for this work from Blythe Construction, the County's contracted paving services provider. The original cost estimate for the paving project was \$500,000.00.

The proposed Intergovernmental Agreement (IGA) was approved at the County Public Facilities and Safety Committee level on October 21, 2024, and approved by County Council on October 28, 2024. Staff recommends that Council vote to approve the MOU/IGA.

---

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Battery Shores Paving MOU	Backup Material	11/6/2024

**INTERGOVERNMENTAL AGREEMENT BETWEEN BEAUFORT COUNTY AND CITY OF BEAUFORT FOR ROADWAY RESURFACING**

THIS INTERGOVERNMENTAL AGREEMENT (“IGA”) by and between Beaufort County and City of Beaufort is made and entered into this \_\_\_ day of \_\_\_\_\_ 2024.

WHEREAS, Battery Shores, a neighborhood in City of Beaufort jurisdictional boundaries, has been identified as containing roadways in need of improvement; and

WHEREAS, approximately two and one-half miles of paved roadways exist in the neighborhood.

WHEREAS, the estimated construction cost of the resurfacing project is \$497,589.30 (hereinafter “Project”), and

WHEREAS, Beaufort County has previously contracted for roadway resurfacing services, and

WHEREAS, City of Beaufort is committed to funding \$497,589.30 construction costs, and

WHEREAS, in the event of any project overruns to the project including but not limited to construction, construction administration, right-of-way acquisition, utility relocation, will be funded by City of Beaufort, and

NOW, THEREFORE, for and in consideration of the mutual covenants exchanged herein, the City and the County hereby agree as follows:

1. Construction will be funded by each party as follows:

\$497,589.30 – City of Beaufort	(100%)
<u>\$0 - Beaufort</u> County	(0%)
\$497,589.30	

2. Beaufort County shall assume responsibility for the planning, award, administration, and management of all contracts concerning, relating and pertaining to the Project.

3. In the interest of continuity, timely response to issues which arise and fiscal control over the Project, Beaufort County will be responsible for day to day oversight of the Project.

4. City of Beaufort has agreed to the scope of the planned resurfacing.

5. Beaufort County shall deduct ten (10%) percent from the construction contractor payment as retainage. Retainage may, in Beaufort County’s sole discretion, be reduced to five (5%) percent upon fifty (50%) percent completion of the Project. All retainage will be paid upon satisfactory completion of the Project as required by the Contract Documents.

6. Any notice under this Agreement shall be delivered in writing to the following:

To the County of Beaufort: Mr. Michael Moore  
County Administrator  
P. O. Drawer 1228  
Beaufort, SC 29901-1228

To the City of Beaufort: Mr. Scott Marshall  
City Manager  
1911 Boundary St  
Beaufort, SC 29902

7. All parties agree that procurement of goods or services in the furtherance of the Project shall be pursuant to Beaufort County procurement policies, ordinances and/or guidelines as well as any relevant state or federal procurement requirements which may be applicable if state and/or federal grant funding is received. The parties expressly agree to be bound by the County's interpretation of the same.
8. This Agreement constitutes the full and complete agreement between the parties relative to the Project. Neither party relies upon, or has the right to rely upon, any representation regarding the terms of this Agreement regardless of whether such representations are oral or written, consistent or inconsistent with the terms set forth herein. This Agreement supersedes and replaces all previous Agreements discussion between the parties relating to the Project. To the extent any term or condition of this Agreement contradicts a term or condition in a previous Agreement or discussion, the terms and conditions set forth herein shall prevail.
9. This Agreement cannot be amended except in writing and with the mutual consent of the parties.

IN WITNESS WHEREOF, we have hereunto set our hands and seals the day and year first above written.

WITNESSES:

\_\_\_\_\_

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

Michael Moore, Beaufort County  
County Administrator

\_\_\_\_\_

\_\_\_\_\_

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

Scott Marshall, City of Beaufort City  
Manager

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

---

**TO:** CITY COUNCIL **DATE:** 11/6/2024  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** A Resolution appointing the City Manager as City Council's designated Appeals Officer for appeals made pursuant to Sections 7-1012 and 7-1017 of the Code of Ordinances of Beaufort, South Carolina  
**MEETING DATE:** 11/12/2024  
**DEPARTMENT:** Finance

---

**BACKGROUND INFORMATION:**

Prior to implementation of the business license standardization ordinance approved by Council in September 2021, business license appeal hearings were brought forward to Council for consideration during a regular Council meeting. The 2022 Model Business License Ordinance added language in Section 7-1017 for Council to assign a designee for these appeal hearings. Staff recommends that the City Manager serve as Council's designee as the appeals officer.

---

**PLACED ON AGENDA FOR:** Action

**REMARKS:**

Staff recommends for Council's consideration for City Manager to serve as Council's designee by voting in favor of the resolution.

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	11/6/2024
Section 7-1012 and Section 7-1017	Ordinance	11/6/2024

**RESOLUTION 2024/21**

**A RESOLUTION APPOINTING THE CITY MANAGER AS CITY COUNCIL’S DESIGNATED APPEALS OFFICER FOR APPEALS MADE PURSUANT TO SECTIONS 7-1012 AND 7-1017 OF THE CODE OF ORDINANCE OF BEAUFORT, SOUTH CAROLINA.**

**WHEREAS**, Section 7-1012 of the Code of Ordinances of Beaufort, South Carolina (hereinafter “Code”) provides that appeals of the City of Beaufort, South Carolina’s (hereinafter “City”) assessments for business license taxes may be made pursuant to S.C. Code § 6-1-410;

**WHEREAS**, S.C. Code § 6-1-410 provides that such an appeal must be heard and determined by the taxing jurisdiction council or its designated appeals officer or appeals board;

**WHEREAS**, Section 7-1017 of the Code provides that any person aggrieved by a determination, denial, or suspension and proposed revocation of a business license by the license official may appeal the decision to City Council or its designee;

**WHEREAS**, City Council believes that the designation of an appeals officer to hear appeals pursuant to Sections 7-1012 and 7-1017 of the Code will make the appellate process more efficient and expeditious;

**WHEREAS**, City Council believes that the City Manager is the appropriate person to be designated as its appeals officer; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BEAUFORT CITY COUNCIL**, this \_\_\_\_ day of \_\_\_\_\_, 2024 that the City Manager is City Council’s designated appeals officer for any appeals made pursuant to Sections 7-1012 and 7-1017 of the Code.

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PHILIP E. CROMER, MAYOR

ATTEST:

[SEAL]

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TRACI GULDNER, CITY CLERK

Reviewed by: Benjamin T. Coppage, City Attorney.

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**Sec. 7-1012. Assessments, payment under protest, appeal.**

- (a) Assessments, payments under protest, and appeals of assessment shall be allowed and conducted by the municipality pursuant to the provisions of S.C. Code § 6-1-410, as amended. In preparing an assessment, the license official may examine such records of the business or any other available records as may be appropriate and conduct such investigations and statistical surveys as the license official may deem appropriate to assess a business license tax and penalties as provided herein.
- (b) The license official shall establish a uniform local procedure consistent with S.C. Code § 6-1-410 for hearing an application for adjustment of assessment and issuing a notice of final assessment; provided that for particular types of business licenses, including without limitation for business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the municipality, by separate ordinance, may establish a different procedure and may delegate one or more rights, duties, and functions hereunder to the Municipal Association of South Carolina.

(Ord. No. O-14-21, 9-28-21)

**Sec. 7-1017. Appeals to council or its designee.**

- (a) Except with respect to appeals of assessments under section 7-1011 hereof, which are governed by S.C. Code § 6-1-410, any person aggrieved by a determination, denial, or suspension and proposed revocation of a business license by the license official may appeal the decision to the council or its designee by written request stating the reasons for appeal, filed with the license official within ten (10) days after service by mail or personal service of the notice of determination, denial, or suspension and proposed revocation.
- (b) A hearing on an appeal from a license denial or other determination of the license official and a hearing on a suspension and proposed revocation shall be held by the council or its designee within ten (10) business days after receipt of a request for appeal or service of a notice of suspension and proposed revocation. The hearing shall be held upon written notice at a regular or special meeting of the council, or, if by designee of the council, at a hearing to be scheduled by the designee. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by council or its designee shall govern the hearing. Following the hearing, the council by majority vote of its members present, or the designee of council if the hearing is held by the designee, shall render a written decision based on findings of fact and conclusions on application of the standards herein. The written decision shall be served, by personal service or by mail, upon all parties or their representatives and shall constitute the final decision of the municipality.
- (c) Timely appeal of a decision of council or its designee does not effectuate a stay of that decision. The decision of the council or its designee shall be binding and enforceable unless overturned by an applicable appellate court after a due and timely appeal.
- (d) For business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the municipality may establish a different procedure by ordinance.

(Ord. No. O-14-21, 9-28-21)