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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
January 14, 2025

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 Frank Mueller, Public Works

VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

- A. Character Education Proclamation - Jackson Snelgrove, Robert Smalls International Academy
- B. Character Education Proclamation - Henry Samuels, Beaufort Elementary School
- C. Proclamation proclaiming March 2025 as Lafayette Month in celebration of the Bicentennial of the Marquis De Lafayette's 1825 visit to Beaufort
- D. A Resolution Honoring the Courage of Anne Frank and Declaring January 14, 2025, as "Anne Frank Community Day"

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. Request co-sponsorship and permission for a waiver of the noise ordinance and a waiver for drinking in the park for PINKnic in the Park on June 21, 2025, from 4:00 pm - 8:00 pm at the Henry C. Chambers Waterfront Park
- K. Request for street closures from Memorial Day Committee to host the Memorial Day Parade on Monday, May 26, 2025, at 8:30 am - 11:30 am

VIII.MINUTES

- A. Quarterly Capital Projects Workshop Minutes - November 26, 2024
- B. Regular Meeting Minutes - December 10, 2024
- C. Special Meeting - December 17, 2024

IX. NEW BUSINESS

- A. Request from Beaufort County Senior Leadership to host a event downtown at the Verdier House, they are requesting a waiver of the food truck ordinance and 2 parking spaces next to the Verdier house on Scott street to be reserved on February 12, 2025, from 10:00 am - 2:00 pm.
- B. The Beaufort History Museum requests to host a 250th Revolutionary War re-enactment on March 22, 2025, from 10:00 am - 4:00 pm and they are requesting a street closure on Craven street from Carteret to Scott street, a waiver of the noise ordinance, 10 parking spots in the Carteret lot starting March 20 - March 22, 2025, as well as 2 parking spots outside the arsenal for Thursday March 20, 2025
- C. Request from Historic Beaufort Foundation for support of the Bicentennial Celebration of the Marquis de Lafayette's visit to Beaufort on March 18, 1825, during his farewell tour of the nation to include, use of the Henry C. Chambers Waterfront Park, use of Day Dock and closure of the dock from 8:00 am -11:00 am, waiver of Loud & Unseemly Noise Ordinance for 13-gun salute, parade request & road closure of Bay Street from Charles Street to Scott Street from 9:00 am to 12:00 pm, closure of Scott Street from 8:00 am to 12:00 pm, road closure of Craven Street from Scott Street to Carteret Street from 4:00 pm to 9:00 pm, request of in-kind staff support for set-up and take down for the event and \$10,000.00 to support the overall budget of the event
- D. Ordinance to amend Fiscal Year 2025 Budget for Revenues and Expenditures of ARPA Fund and Capital Projects Fund- First Reading
- E. Accommodations Tax Grant Award (ATAX) Recommendations
- F. A Resolution directing the Lowcountry Regional Transportation Authority as the direct recipient to apply for and receive Federal Urban Transportation Funds for the Lowcountry Area Transportation Study
- G. Resolution Supporting DOT Roundabout Project on Laurel Bay Road at Stanley Farm Road
- H. Authorization to allow the City Manager to enter into a Memorandum of Agreement with the Beaufort Jasper Water and Sewer Authority for Cost Sharing of Utility Relocation

on the Duke Street Streetscape and Stormwater Project

X. PUBLIC COMMENT - NON-AGENDA ITEMS

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

XI. REPORTS

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

XII. EXECUTIVE SESSION

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

XIII. 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, Jackson Snelgrove was selected as the winner by Robert Smalls International Academy as the student of the month.

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

JACKSON SNELGROVE AS ROBERT SMALLS INTERNATIONAL ACADEMY STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Courage/Tolerance* as the word for the month of October and applauds Jackson Snelgrove, the Beaufort County School District, and Robert Smalls International Academy for their work and specifically honors Jackson Snelgrove as Robert Smalls International Academy 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 14th day of January 2025.

Philip E. Cromer, Mayor

Attest:

Traqi Guldner, City Clerk



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, Henry Samuels was selected as the winner by Beaufort Elementary School as the student of the month.

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

HENRY SAMUELS AS BEAUFORT ELEMENTARY SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Respect/Gratitude* as the word for the month of November and applauds Henry Samuels, the Beaufort County School District, and Beaufort Elementary School for their work and specifically honors Henry Samuels as Beaufort Elementary 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 14th day of January 2025.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



PROCLAMATION

WHEREAS, in 1824 and 1825, the Marquis de Lafayette undertook a momentous tour of the United States, returning to the country he helped establish and whose democratic principles he viewed as a beacon of hope for the world; and

WHEREAS, in March 1825, the Marquis de Lafayette traversed the great State of South Carolina, beginning his journey in Cheraw on March 6th and proceeding through Camden, Columbia, Charleston, Edisto, and concluding his state visit in Beaufort on March 18th before continuing to Georgia; and

WHEREAS, in March 2025, marking precisely two centuries since the Marquis's distinguished visit, numerous educational and commemorative programs are being organized throughout South Carolina to honor this remarkable historical milestone; and

WHEREAS, on March 18, 1825, the Marquis de Lafayette did arrive in Beaufort and was welcomed with a 13-gun salute, a grand procession and a Ball in his honor, and

WHEREAS, the Historic Beaufort Foundation and the City of Beaufort are collaborating along with more than two dozen businesses, organizations, and individuals to make March 2025 a very special month. Partners include American Friends of Lafayette, Beaufort Convention & Visitor Bureau, Beaufort County, Beaufort County 250th Committee, Beaufort County Library, Beaufort County School District, and home, charter and private schools Beaufort History Museum, Coastal Heritage Society – Savannah, Davenport House – Savannah, Liberty Live, Marine Corps Air Station, Marine Corps Recruit Depot, Paul Hamilton Chapter – Sons of the American Revolution, Sea Island Carriage Tours, Society of the Cincinnati, The Lafayette Trail, Inc., The Honorable Phil Cromer, Mayor of Beaufort, The Honorable Shannon Erickson, The Honorable Chip Campsen, Thomas Heyward Chapter of the Daughters of the American Revolution, Revolution Ball Room, The Rhett House Inn, Best Western Sea Island Inn, SpringHill Suites, USCB-CFA, and Williams Group, PR., and

WHEREAS, coinciding with South Carolina Day on March 18th, the date of Lafayette's historic visit to Beaufort, and as provided in SECTION 53-3-60, educational institutions across the state are encouraged to engage in programs that celebrate this significant historical commemoration; and

WHEREAS, the Marquis de Lafayette demonstrated unwavering commitment in supporting the United States during its struggle for independence, embodying the highest ideals of international friendship and democratic principles.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina do hereby proclaim the month of March 2025 as

**LAFAYETTE MONTH
IN
CELEBRATION OF THE BICENTENNIAL OF THE MARQUIS DE LAFAYETTE'S
1825 VISIT TO BEAUFORT**

In Beaufort, South Carolina, and urge the citizens of Beaufort to join me in recognition and celebration of Lafayette's historic visit and legacy.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 14th day of January 2025.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 12/30/2024
FROM: Scott Marshall, City Manager
AGENDA ITEM TITLE: A Resolution Honoring the Courage of Anne Frank and Declaring January 14, 2025, as "Anne Frank Community Day"
MEETING DATE: 1/14/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

Lady's Island Middle School, inspired by their students' studies of Anne Frank's life and the lives of those impacted by the Holocaust, invited the City to formally to honor her memory, recognize the suffering of millions of victims during the Holocaust and to stand in solidarity against discrimination, racism, and violence in all its forms.

The Resolution presented for consideration satisfies this request and demonstrates the City of Beaufort's resolve in championing freedom from oppression and the fair treatment of all human beings.

PLACED ON AGENDA FOR: Action

REMARKS:

The Resolution attached for consideration recognizes January 14, 2025 as "Anne Frank Community Day."

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	12/30/2024



**A RESOLUTION HONORING THE COURAGE OF ANNE FRANK AND
DECLARING JANUARY 14, 2025 AS “ANNE FRANK COMMUNITY DAY”**

WHEREAS, Anne Frank was a young Jewish girl whose life was tragically cut short during the Holocaust, but whose diary has inspired millions worldwide as a symbol of hope, resilience, and the enduring strength of the human spirit; and

WHEREAS, Anne Frank’s story continues to remind us of the importance of tolerance, understanding, and the responsibility to stand against prejudice and discrimination in all its forms; and

WHEREAS, the City of Beaufort is committed to fostering an inclusive community that honors the diversity of its residents and works towards ensuring justice, equity, and mutual respect for all; and

WHEREAS, the students of Lady’s Island Middle School, inspired by their study of Anne Frank’s life and the lives of those impacted by the Holocaust, invites us to honor her memory, recognize the suffering of millions of victims during the Holocaust and stand in solidarity against discrimination, racism, and violence in all its forms; and

WHEREAS, January 14, 2025, marks an opportunity for our community to reflect on Anne Frank’s courage and to reaffirm our collective responsibility to promote education about the Holocaust, challenge hate, and advocate for human rights and dignity; and

WHEREAS, Anne Frank Community Day will serve as a day for the citizens of Beaufort to engage in meaningful dialogue, educational activities, and acts of kindness to honor her legacy and inspire a commitment to building a better future;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Beaufort, South Carolina, that January 14, 2025, shall be recognized as "Anne Frank Community Day" in the City of Beaufort.

BE IT FURTHER RESOLVED, that the City Council encourages all citizens to reflect on the lessons of Anne Frank’s life, to participate in programs and activities dedicated to her memory, and to join in fostering a culture of compassion and understanding in our community.

ADOPTED, this 14th day of January, 2025, by the City Council of Beaufort, South Carolina.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/8/2025
FROM: Raul Dominguez, Capital Improvements Program Director
AGENDA ITEM TITLE: CIP Monthly Report
MEETING DATE: 1/14/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

Monthly report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
CIP Monthly Report	Backup Material	1/8/2025

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

January 8, 2025

MEMORANDUM

To: City Council

From: Raul Dominguez, *Capital Improvements Program Director*

Re: Capital Improvement Program Monthly Report

I. Summary Report

This report provides updates to our Capital Projects since the CIP update held in December of 2024. The CIP Team and our Engineering partners continues to work towards breaking ground on all contracted projects outlined in last years ARPA funded list.

II. Project Updates

Downtown/Point Stormwater Projects

The CIP Team along with the engineering firms have held meetings with the utility providers to finalize some strategic changes in the plans, in order to proceed with the SCOR, and RIA/SCIIP to develop bid packages for construction. Permits are starting to arrive thus making it important to secure utility coordination. The King Street Project has received Army Corp of Engineers and OCRM permits. Utility coordination continues and is reaching completion. Projects expected to go out to bid during Q-1 2025.

Allison Road Streetscape and Stormwater Project

This project remains on schedule. Utilities are 98% complete weather now being a factor with the frigid temps and completing the concrete and asphalt work.

Southside Park Phase I and Phase II

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

Phase 1 ribbon cutting took place in December and families are enjoying the new park on a daily basis.

Phase II design is currently being discussed between the CIP Team and design team and members of the original Southside Park Taskforce are being contacted to check in on the project. The cost estimate and letter of authorization to begin design services for Phase II was discussed at the November 26, 2024, Quarterly CIP Worksession with Council, and the CIP Team will present a final letter of authorization to the City Manager for signature in January.

Washington Street Park Phase I

The Contract for phase 1 of the park has been awarded and signed, Beaufort Construction was selected as they were the single qualified bid for the project. Construction to begin during Q-1 of 2025.

Battery Shores Stormwater

The contract for this project has been awarded and signed, the CIP team has a meeting scheduled with the awarded contractor Zulu Marine to establish start date and notification process to the affected homes surrounding the project.

Duke Street Streetscape and Stormwater

Davis & Floyd is continuing to work towards completion of permitting and utility coordination. The two bids received were significantly higher than the budgeted amount, CIP Team is continuing to review options for moving forward with current or alternative funding. A construction start date is still expected in in Q-1 or Q-2 of 2025 pending final permitting and utility coordination and successful bidding. Utility coordination continues to progress, with an Act 36 MOA for this project being presented to Council in January.

Spanish Moss Trail/North Street Extension

Scott Marshall
CITY MANAGER
843-525-7070

John Sauvé
ASSISTANT CITY MANAGER
843-379-7525



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This project is substantially completed and at the time of this report the only outstanding items relate to striping/painting.

Pigeon Point Landing

A contract for engineering and design was awarded to O'Quinn Marine as the single bidder, which included separable pricing for the boat ramp, dock, and master planning services. Phase one of this contract also included repairs to the current structure.

Pigeon Point Playground

Contract was awarded to Cunningham Recreation equipment is under construction at this time we will continue to bring updates as we receive them to council and neighborhood representatives.

Carnegie Library Repairs

Contract was awarded to single bidder Luna Roofing which was also vetted by our Historical Design team at Meadors Conservation. Project to kickoff once materials are received with an estimated 6-8 weeks for arrival.

Waterfront Park Facia Repairs

The City is still awaiting formal notice, project still being closely coordinated with Waterfront Park Engineering Services Project. 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

Contract awarded to McSweeney Engineering team. Engineering assessments to begin in Q-1 2025.

Battery Shores Paving

Scott Marshall
CITY MANAGER
843-525-7070

John Sauvé
ASSISTANT CITY MANAGER
843-379-7525



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The City approved an MOU with the Beaufort County for joint services to provide the paving for this project. The MOU was approved by City Council during the November 12, 2024 meeting. Paving is currently pending scheduling, but expected to be completed during January or February 2025 pending weather cooperation.

Pigeon Point Stormwater Study

The City continues to coordinate with the SC Emergency Management Division for a stormwater study to be conducted in the Pigeon Point community. Staff are coordinating with SCEM on the steps necessary to publish an RFP/RFQ for this project to go out in Q-1 2025.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/7/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: Community Development Monthly Report
MEETING DATE: 1/14/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

Monthly Report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	1/7/2025



CURRENT PROJECTS NOVEMBER 2024

Issued Project Permits:

COMMERCIAL (Issued)

- Pine Court Apartments, 2305 - 2317 Pine Court S. – new 60-unit apartment complex (5 buildings) **issued – Resubmitted 8/2022 – Reissued 10/25/22- Reissued 7/25/24**
- New Commercial Shell Building – 3668 Trask Pkwy. (Unknown tenant) **Issued 1/10/22**
- Tabby Place Expansion – 913 Port Republic St. – **Issued 12/20/22 (extended)**
- Site Work Only – 918 Craven St. – **Issued 12/20/22 (extended)**
- New Hotel – 800 Port Republic St. – **Issued 12/21/22 (extended)**
- Parking Garage – 918 Craven St. **Issued 12/21/22 (extended)**
- Gray Tract A Apt Bldgs. – 442 Robert Smalls Pkwy. – Site Work Only – **Issued 12/19/22**
- Gray Tract A Apt Bldgs. – 442 Robert Smalls Pkwy. – **Issued 1/31/23**
- 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 (extended)**
- 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**
- Pointe Grand Apts. – 135 Burton Hill Rd - Site Work Only **Issued 4/10/24**
- 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)

- 3-Story Apt Bldg. w/1st Floor as Comm'l – 211 Charles St. – **(Outstanding Items - extended)**
- ALDI – 361 Robert Smalls Pkwy – Site Work Only – **(Outstanding Items – been reviewed)**
- ALDI – 361 Robert Smalls Pkwy – Building **(Outstanding Items – been reviewed)**
- Laundry Facility – 73 Schein Loop – New Building **(In review)**
- Pointe Grand Apartments – 135 Hillpointe Circle **(In review)**

SF RESIDENTIAL (New Construction) ISSUED within the last month

- 902 Harrington Street
- 1208 Pigeon Point Road
- 1175 Salty Hammock Court (Salem Bay Subd)
- 1119 Salem Bay Drive (Salem Bay Subd)
- 1211 Cassander Creek Road (Salem Bay Subd)
- 1219 Egret Landing Drive (Salem Bay Subd)
- 1216 Egret Landing Drive (Salem Bay Subd)
- 1212 Egret Landing Drive (Salem Bay Subd)

SF RESIDENTIAL (New Construction) ISSUED within the last month

- 1214 Egret Landing Drive (Salem Bay Subd)
- 1128 Salty Hammock Court (Salem Bay Subd)
- 1126 Salty Hammock Court (Salem Bay Subd)

Historic Review:

HRB (Historic Review Board) Scheduled:

- 1013 Charles Street – demolition of existing building
December 11, 2024 Meeting
- 1013 Charles Street – new construction of building
December 11, 2024 Meeting

HTRC Review

- 901 Prince Street – gutter system replacement.
- B. 710 Boundary Street – roof replacement to change existing metal to GAF architectural shingles.
- 1015 Bay Street – renovations/additions to Sea Island Best Western.
- 1705 Duke Street (2nd HTRC) – proposing to alter previously approved plan to change single-family approved plans to a duplex.
- 1203 Prince Street – proposing new construction of 6 units in one building.
- 608 North Street – Roof replacement of an existing metal roof.
- 1004 Duke Street – Replace the front brick columns and brick steps.
- 1310 Washington Street – New privacy fence

Public Hearings:

- None.

City Council:

- None.

TRC (TECHNICAL REVIEW COMMITTEE):

2406 Hermitage Road /2405 Joyner Street / 2407 Joyner Street – Subdivide the parcel into 3 separate parcels -

2001 Boundary Street – Converting the 150 room Quality Inn hotel to a 150-room studio apartment community –

104 Ribaut Rd– Beaufort County parking lot adjacent to county buildings -

361 Robert Smalls Pkwy –Pre-Con for Aldi

104 Ribaut Rd– Beaufort County parking lot adjacent to county buildings -

260 Sea Island Pkwy – New grocery store at airport junction, an Aldi –

240 and 260 Sea Island Pkwy – Infrastructure sitework for commercial lots at airport junction–

1273 and 1275 Ribaut Rd, - Development of 3 townhomes

2323 Boundary Street– Auto Spa on Boundary car wash renovations –

1810 Boundary Street Suite 101 – Upfit for Ocha Noodle Café–

PC (Planning Commission):

PC (Planning Commission)

- Annexation. The applicant, CCC Reserve at Broad River, LLC, is requesting annexation of approximately 20.06 acres property located at 14 Katie Rivers Road, 101 Broad River Boulevard, and 114 Parris Island Gateway identified as R100 029 000 0051 0000, R100 029 000 0052 0000, and R100 029 000 0295 0000. B. Rezoning.
- Rezoning: The applicant, CCC Reserve at Broad River, LLC, is requesting rezoning of approximately 20.06 acres located at 14 Katie Rivers Road, 101 Broad River Boulevard, and 114 Parris Island Gateway, identified as R100 029 000 0051 0000, R100 029 000 0052 0000, and R100 029 000 0295 0000. The current zoning is Regional Mixed-Use (C5RCMU) Beaufort County. The proposed zoning is T-4N Neighborhood (T-4N) City of Beaufort.
- Rezoning. The applicant is requesting rezoning of the Cuthbert Park located off of Lafayette Street, behind the National Cemetery, Beaufort, SC, identified as R120 001 000 0293 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T-1).
- Code Amendments – Chapter 7 & 9
November 18, 2024 Meeting

ZBOA (Zoning Board of Appeals):

ZBOA (Zoning Board of Appeals) Scheduled:

- 313 Bayard Street – *variance for creation of a lot within the original 1969 National Historic District.*
December 19, 2024 Meeting

Tenant Change (Safety Inspections)

- 2451 Boundary St – Proposed Bus: Clothing Retail Business (Eclectic Hair)
- 2127 Boundary St – Proposed Bus: Print, mail boxing, and business consulting (Boost Mobile)
- 341A Robert Smalls Pkwy – Proposed Bus: Panda Express (New location)
- 917 Bay St – Proposed Bus: Women’s apparel, accessories, and shoe retailer (GMFS Mortgage)
- 1105 Middleton St – Proposed Bus: Property Management (Stillness Gym)

Permits Issued

**New Construction - Residential Dwellings & Commercial Structures
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	11	0	0	26,633.80
Nov	11	0	0	26,591.60
Dec				
Totals	141	404	8	\$757,319.58

Total Residential Units: 545 (497 in 2023)



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/8/2025
FROM: Linda Roper, Downtown Operations and Community Services Director
AGENDA ITEM TITLE: Downtown Operations Monthly Report
MEETING DATE: 1/14/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Monthly report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Downtown Operations Monthly Report	Backup Material	1/8/2025

City of Beaufort Downtown Operations & Community Services
Activity Report
November 2024

Department Overview for the Month

Throughout November, Downtown Operations were busy preparing for the Holiday Season. Efforts included planning for the Holiday Weekend, coordinating marketing strategies to promote festive events and shopping, and assisting Public Works with decorating Downtown to create a welcoming holiday atmosphere.

A few Ribbon Cuttings Celebrations for new businesses included Beaufort Psychological Services, Sotheby's on Bay Street and Panda Express.

The Downtown Operations Team assisted Downtown Beaufort Merchants Association in the execution of First Friday street closure event. Beaufort Water Festival volunteered to host the Boat Parade for Holiday Weekend and we helped with the organization and promotion of the event.

Several events were hosted Downtown in November to include the Library Book Sale (11/1-3), Swing Bridge Run (11/2), Small Business Saturday (11/30)

The Downtown Operations team attended Main Street Training in Hartsville, SC and participated in the WeShopSC monthly training and attended the Beaufort County Recycling Day Education to promote sustainability initiatives.

Tour activities was steady with Nine (9) motor coaches permits issued and the American Cruise Line passengers visiting for their on-land excursions.

Below is the tourism activity quarterly reports from the Tour Companies with the attendees for tours for the 3rd quarter.

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

Numbers of riders/patrons on Tours Third Qtr 2024				
Tour Company	July	August	September	TOTAL
Beaufort Walking Tours	34	6	12	512
Beaufort Golf Cart Tours	515	362	427	4,582
Coastal Expedition Tours	1092	416	412	7,297
Emma's Golf Cart Tours	642	419	493	5,584
Janet's History Walking Tours	194	131	113	1,125
Kelly Tours	443	284	322	3,776
Sea Island Carriage Company	0 (Closed)	0 (Closed)	555	4,529
Southurn Rose Carriage Tours	183	0	701	8,614
Tales of the Lowcountry	53	26	19	214
Reconstruction Era National Era Park	115	115	165	1,865
TOTAL				36,233



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/8/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM
TITLE: Finance Department Monthly Report
MEETING
DATE: 1/14/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

Monthly report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Finance Department Monthly Report	Backup Material	1/8/2025

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 November 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 November being the 5th month of the fiscal year 2025, recurring revenues and expenditures should be 41.6% of budget. General Fund revenues are at 14.6% of the budget while expenditures are at 34.4% of the budget.

I'll be happy to answer any questions that may have as you review the City's November 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
NOVEMBER 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>
ASSETS								
Cash and cash equivalents	\$ 11,316,571	\$ 176,321	\$ 2,943,760	\$ 4,478,220	\$ 4,338,070	\$ -	\$ 2,176,416	\$ 25,429,358
Taxes receivable, net	199,779	-	-	-	-	41,441	-	241,220
Other receivables	448,301	-	-	85,428	-	-	-	533,729
Due from other funds	-	-	-	-	-	-	-	-
Inventories and other assets	29,764	-	-	-	-	-	-	29,764
Restricted cash and cash equivalents	-	3,725,515	-	4,324,589	-	709,333	25,530	8,784,967
Total assets	<u>11,994,415</u>	<u>3,901,836</u>	<u>2,943,760</u>	<u>8,888,237</u>	<u>4,338,070</u>	<u>750,774</u>	<u>2,201,946</u>	<u>35,019,038</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES								
Liabilities:								
Accounts payable	1,429,910	-	366,650	58,129	3,331	269,589	-	2,127,609
Due to other funds	-	-	-	-	-	-	-	-
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	4,334,739	-	-	4,334,739
Accrued liabilities	108,586	-	-	43,790	-	4,308	3,142	159,826
Deposits and escrow	480,931	-	-	13,900	-	-	23,617	518,448
Total liabilities	<u>2,076,766</u>	<u>-</u>	<u>366,650</u>	<u>115,819</u>	<u>4,338,070</u>	<u>273,897</u>	<u>26,759</u>	<u>7,197,961</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	26,355	-	-	-	-	-	-	26,355
Cemetery	-	-	-	-	-	-	7,246	7,246
Restricted	1,577,099	3,901,836	2,577,110	2,932,869	-	(258,366)	2,137,164	12,867,712
Committed for:								
Land Acquisition	1,057,028	-	-	-	-	-	-	1,057,028
Vehicle and equipment replacement	1,865,039	-	-	-	-	-	-	1,865,039
Redevelopment	1,573,499	-	-	-	-	-	-	1,573,499
Capital Projects	1,247,829	-	-	5,839,549	-	709,333	-	7,796,711
Law enforcement	-	-	-	-	-	-	30,777	30,777
Assigned for:								
Subsequent year's budget	73,615	-	-	-	-	-	-	73,615
Unassigned	2,020,706	-	-	-	-	-	-	2,020,706
Total fund balances	<u>9,441,170</u>	<u>3,901,836</u>	<u>2,577,110</u>	<u>8,772,418</u>	<u>-</u>	<u>450,967</u>	<u>2,175,187</u>	<u>27,318,688</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 11,994,415</u>	<u>\$ 3,901,836</u>	<u>\$ 2,943,760</u>	<u>\$ 8,888,237</u>	<u>\$ 4,338,070</u>	<u>\$ 750,774</u>	<u>\$ 2,201,946</u>	<u>\$ 35,019,038</u>

CITY OF BEAUFORT, SOUTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE MONTH ENDED NOVEMBER 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
REVENUES								
Property taxes	\$ 358,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 358,883
Other taxes	-	-	-	1,869,809	-	-	413,673	2,283,482
Franchise fees	277,015	-	-	-	-	-	-	277,015
Fines and forfeitures	39,193	-	-	-	-	-	-	39,193
Licenses and permits	1,031,723	-	-	-	-	-	272,365	1,304,088
Intergovernmental	1,542,629	-	532,689	-	108,556	-	-	2,183,874
Charges for services	108,468	-	-	275,729	-	33,506	-	417,703
Investment earnings	332,549	76,549	39,390	191,962	92,309	18,758	19,530	771,047
Miscellaneous	27,419	-	-	-	-	-	155	27,574
Total revenues	<u>3,717,879</u>	<u>76,549</u>	<u>572,079</u>	<u>2,337,500</u>	<u>200,865</u>	<u>52,264</u>	<u>705,723</u>	<u>7,662,859</u>
EXPENDITURES								
Current:								
General government	1,568,195	-	-	-	150,326	-	181,997	1,900,518
Law enforcement	2,484,628	-	-	528,442	-	-	-	3,013,070
Fire and emergency	2,856,105	-	-	-	-	-	-	2,856,105
Public works	814,780	-	-	-	-	275,347	-	1,090,127
Culture and recreation	-	-	-	699,150	-	-	-	699,150
Streets	293,166	-	-	-	-	-	-	293,166
Community development	478,400	-	-	428,273	-	-	-	906,673
Debt Service:								
Principal	203,915	-	-	276,858	-	143,750	52,358	676,881
Interest and other charges	178,635	-	-	207,768	-	72,405	11,296	470,104
Capital Outlay	-	7,557	2,334,099	89,336	64,810	-	-	2,495,802
Total expenditures	<u>8,877,824</u>	<u>7,557</u>	<u>2,334,099</u>	<u>2,229,827</u>	<u>215,136</u>	<u>491,502</u>	<u>245,651</u>	<u>14,401,596</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(5,159,945)</u>	<u>68,992</u>	<u>(1,762,020)</u>	<u>107,673</u>	<u>(14,271)</u>	<u>(439,238)</u>	<u>460,072</u>	<u>(6,738,737)</u>
OTHER FINANCING SOURCES (USES)								
Issuance of revenue bonds	-	-	-	-	-	-	-	-
Transfers in	-	-	2,933,736	-	-	-	-	2,933,736
Transfers out	-	-	-	(1,623,125)	(469,700)	(840,911)	-	(2,933,736)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>2,933,736</u>	<u>(1,623,125)</u>	<u>(469,700)</u>	<u>(840,911)</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(5,159,945)	68,992	1,171,716	(1,515,452)	(483,971)	(1,280,149)	460,072	(6,738,737)
Fund balances - beginning	<u>14,601,115</u>	<u>3,832,844</u>	<u>1,405,394</u>	<u>10,287,870</u>	<u>483,971</u>	<u>1,731,116</u>	<u>1,715,115</u>	<u>34,057,425</u>
Fund balances - ending	<u>\$ 9,441,170</u>	<u>\$ 3,901,836</u>	<u>\$ 2,577,110</u>	<u>\$ 8,772,418</u>	<u>\$ -</u>	<u>\$ 450,967</u>	<u>\$ 2,175,187</u>	<u>\$ 27,318,688</u>

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

	<u>Special Revenue Funds</u>			<u>Permanent Fund</u>	<u>Total-Other Governmental Funds</u>
	State	Fire Impact Fees Fund	Drug Control and Prevention Fund	Cemetery Fund	
	Accommodations Tax Fund				
ASSETS					
Cash and cash equivalents	\$ 1,578,540	\$ 559,853	\$ 30,777	7,246	\$ 2,176,416
Other receivables	-	-	-	-	-
Restricted cash and cash equivalents	-	-	25,530	-	25,530
Total assets	<u>1,578,540</u>	<u>559,853</u>	<u>56,307</u>	<u>7,246</u>	<u>2,201,946</u>
LIABILITIES AND FUND BALANCES					
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	1,575,398	559,853	1,913	-	2,137,164
Committed for:					
Law enforcement	-	-	30,777	-	30,777
Total fund balances	<u>1,575,398</u>	<u>559,853</u>	<u>32,690</u>	<u>7,246</u>	<u>2,175,187</u>
Total liabilities and fund balances	<u>\$ 1,578,540</u>	<u>\$ 559,853</u>	<u>\$ 56,307</u>	<u>\$ 7,246</u>	<u>\$ 2,201,946</u>

CITY OF BEAUFORT, SOUTH CAROLINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
OTHER GOVERNMENTAL FUNDS
FOR THE MONTH ENDED NOVEMBER 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>				
REVENUES					
Other taxes	\$ 413,673	\$ -	\$ -	\$ -	\$ 413,673
Licenses and permits	-	272,365	-	-	272,365
Intergovernmental	-	-	-	-	-
Investment earnings	19,073	-	457	-	19,530
Miscellaneous	-	-	155	-	155
Total revenues	<u>432,746</u>	<u>272,365</u>	<u>612</u>	<u>-</u>	<u>705,723</u>
EXPENDITURES					
Current:					
General government	181,997	-	-	-	181,997
Law enforcement	-	-	-	-	-
Debt Service					
Principal	-	52,358	-	-	52,358
Interest and other charges	-	11,296	-	-	11,296
Total expenditures	<u>181,997</u>	<u>63,654</u>	<u>-</u>	<u>-</u>	<u>245,651</u>
Excess of revenues over expenditures	<u>250,749</u>	<u>208,711</u>	<u>612</u>	<u>-</u>	<u>460,072</u>
OTHER FINANCING SOURCES (USES)					
Transfers out	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	250,749	208,711	612	-	460,072
Fund balances - beginning	1,324,649	351,142	32,078	7,246	1,715,115
Fund balances - ending	<u>\$ 1,575,398</u>	<u>\$ 559,853</u>	<u>\$ 32,690</u>	<u>\$ 7,246</u>	<u>\$ 2,175,187</u>

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Property taxes	\$ 9,598,632	\$ 9,598,632	\$ 358,883	\$ (9,239,749)	3.7%
Franchise fees	2,258,000	2,258,000	277,015	(1,980,985)	12.3%
Fines and forfeitures	56,000	56,000	39,193	(16,807)	70.0%
Licenses and permits	6,870,000	6,870,000	1,031,723	(5,838,277)	15.0%
Intergovernmental	3,854,181	3,900,389	1,542,629	(2,357,760)	39.6%
Charges for services	2,064,665	2,064,665	108,468	(1,956,197)	5.3%
Investment earnings	550,000	550,000	332,549	(217,451)	60.5%
Miscellaneous	110,000	110,000	27,419	(82,581)	24.9%
Total revenues	<u>25,361,478</u>	<u>25,407,686</u>	<u>3,717,879</u>	<u>(21,689,807)</u>	<u>14.6%</u>
Expenditures:					
Current:					
General government					
City council	345,321	345,321	92,754	252,567	26.9%
City manager	952,161	952,161	334,597	617,564	35.1%
Finance	1,000,850	1,000,850	349,828	651,022	35.0%
Human resources	554,368	554,368	185,150	369,218	33.4%
Information technology	1,025,621	1,071,829	270,753	801,076	25.3%
Court and legal	637,050	637,050	261,626	375,424	41.1%
Non-departmental	822,823	822,823	73,487	749,336	8.9%
	<u>5,338,194</u>	<u>5,384,402</u>	<u>1,568,195</u>	<u>3,816,207</u>	<u>29.1%</u>
Law enforcement					
Police	5,703,134	5,703,134	2,189,746	3,513,388	38.4%
School resource officers	624,561	624,561	246,329	378,232	39.4%
Crossing guards	23,470	23,470	9,186	14,284	39.1%
Victims rights	113,246	113,246	39,367	73,879	34.8%
	<u>6,464,411</u>	<u>6,464,411</u>	<u>2,484,628</u>	<u>3,979,783</u>	<u>38.4%</u>
Fire and emergency					
City of Beaufort fire	6,773,028	6,773,028	2,856,105	3,916,923	42.2%
	<u>6,773,028</u>	<u>6,773,028</u>	<u>2,856,105</u>	<u>3,916,923</u>	<u>42.2%</u>
Public works					
Administration	503,580	503,580	212,814	290,766	42.3%
Maintenance	828,479	828,479	240,320	588,159	29.0%
Solid waste	1,401,015	1,401,015	361,646	1,039,369	25.8%
	<u>2,733,074</u>	<u>2,733,074</u>	<u>814,780</u>	<u>1,918,294</u>	<u>29.8%</u>

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Streets	1,035,281	1,185,281	293,166	892,115	24.7%
	1,035,281	1,185,281	293,166	892,115	24.7%
Community development	1,455,846	1,455,846	478,400	977,446	32.9%
	1,455,846	1,455,846	478,400	977,446	32.9%
Total current	23,799,834	23,996,042	8,495,274	15,500,768	35.4%
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	1,845,353	1,845,353	382,550	1,462,803	20.7%
Total expenditures	25,645,187	25,841,395	8,877,824	16,963,571	34.4%
Excess (deficiency) of revenues over (under) expenditures	(283,709)	(433,709)	(5,159,945)	(4,726,236)	
Other financing sources (uses):					
Transfers in	70,416	70,416	-	(70,416)	0.0%
Transfers out	-	(255,645)	-	(255,645)	0.0%
Total financing sources (uses)	70,416	(185,229)	-	(326,061)	0.0%
Net change in fund balance	(213,293)	(618,938)	(5,159,945)	(4,541,007)	
Fund balance, beginning of year	14,601,115	14,601,115	14,601,115	-	
Fund balance, end of year	\$ 14,387,822	\$ 13,982,177	\$ 9,441,170	\$ (4,541,007)	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
TAX INCREMENT FINANCING DISTRICT II – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 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>			
Revenues:					
Investment earnings	\$ 180,000	\$ 180,000	\$ 76,549	\$ (103,451)	42.5%
Total revenues	<u>180,000</u>	<u>180,000</u>	<u>76,549</u>	<u>(103,451)</u>	<u>42.5%</u>
Expenditures:					
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>68,992</u>	<u>(404,894)</u>	
Other financing (uses):					
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)	68,992	(297,992)	
Fund balance, beginning of year	3,832,844	3,832,844	3,832,844	-	
Fund balance, end of year	<u>\$ 3,803,844</u>	<u>\$ 3,603,844</u>	<u>\$ 3,901,836</u>	<u>\$ (297,992)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
CAPITAL PROJECTS FUND – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 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>			
Revenues:					
Intergovernmental	\$ 11,162,332	\$ 10,043,427	\$ 532,689	\$ (9,510,738)	5.3%
Investment earnings	-	-	39,390	39,390	100.0%
Total revenues	<u>11,162,332</u>	<u>10,043,427</u>	<u>572,079</u>	<u>(9,471,348)</u>	<u>5.7%</u>
Expenditures:					
Current:					
Capital Outlay	21,649,789	23,402,049	2,334,099	21,067,950	10.0%
Total expenditures	<u>21,649,789</u>	<u>23,402,049</u>	<u>2,334,099</u>	<u>21,067,950</u>	<u>10.0%</u>
Excess of revenues over expenditures	<u>(10,487,457)</u>	<u>(13,358,622)</u>	<u>(1,762,020)</u>	<u>(30,539,298)</u>	
Other financing sources:					
Transfers in	9,787,457	12,545,422	2,933,736	(9,611,686)	23.4%
Total other financing sources	<u>9,787,457</u>	<u>12,545,422</u>	<u>2,933,736</u>	<u>(9,611,686)</u>	<u>23.4%</u>
Net change in fund balance	(700,000)	(813,200)	1,171,716	(1,984,916)	
Fund balance, beginning of year	1,405,394	1,405,394	1,405,394	-	
Fund balance, end of year	<u>\$ 705,394</u>	<u>\$ 592,194</u>	<u>\$ 2,577,110</u>	<u>\$ (1,984,916)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
PARKS AND TOURISM – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 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>			
Revenues:					
Other taxes	\$ 4,375,000	\$ 4,375,000	\$ 1,869,809	\$ (2,505,191)	42.7%
Charges for services	855,500	855,500	275,729	(579,771)	32.2%
Investment earnings	250,000	250,000	191,962	(58,038)	76.8%
Total revenues	<u>5,480,500</u>	<u>5,480,500</u>	<u>2,337,500</u>	<u>(3,143,000)</u>	<u>42.7%</u>
Expenditures:					
Current:					
Law enforcement	1,611,454	1,611,454	528,442	1,083,012	32.8%
Culture and recreation	1,865,718	1,865,718	699,150	1,166,568	37.5%
Community development	1,032,461	1,032,461	428,273	604,188	41.5%
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	89,336	106,264	45.7%
Total expenditures	<u>5,674,834</u>	<u>5,674,834</u>	<u>2,229,827</u>	<u>3,445,007</u>	<u>39.3%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(194,334)</u>	<u>(194,334)</u>	<u>107,673</u>	<u>302,007</u>	
Other financing sources (uses):					
Issuance of revenue bonds	-	-	-	-	
Transfers out	(5,733,016)	(5,933,016)	(1,623,125)	(4,309,891)	
Total financing sources	<u>(5,733,016)</u>	<u>(5,933,016)</u>	<u>(1,623,125)</u>	<u>(4,309,891)</u>	
Net change in fund balance	(5,927,350)	(6,127,350)	(1,515,452)	4,611,898	
Fund balance, beginning of year	10,287,870	10,287,870	10,287,870	-	
Fund balance, end of year	<u>\$ 4,360,520</u>	<u>\$ 4,160,520</u>	<u>\$ 8,772,418</u>	<u>\$ 4,611,898</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
AMERICAN RESCUE PLAN ACT (ARPA) – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 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>			
Revenues:					
Investment earnings	\$ 302,306	\$ 302,306	\$ 92,309	\$ (209,997)	30.5%
Total revenues	<u>302,306</u>	<u>302,306</u>	<u>200,865</u>	<u>(101,441)</u>	<u>66.4%</u>
Expenditures:					
Current:					
General government	208,973	308,973	150,326	158,647	48.7%
Capital Outlay	<u>143,333</u>	<u>206,593</u>	<u>64,810</u>	<u>141,783</u>	<u>31.4%</u>
Total expenditures	<u>352,306</u>	<u>515,566</u>	<u>215,136</u>	<u>300,430</u>	<u>41.7%</u>
Excess of revenues over expenditures	<u>(50,000)</u>	<u>(213,260)</u>	<u>(14,271)</u>	<u>(401,871)</u>	
Other financing (uses):					
Transfers out	<u>(2,643,960)</u>	<u>(4,867,340)</u>	<u>(469,700)</u>	<u>(4,397,640)</u>	<u>9.7%</u>
Total other financing uses	<u>(2,643,960)</u>	<u>(4,867,340)</u>	<u>(469,700)</u>	<u>(4,397,640)</u>	<u>9.7%</u>
Net change in fund balance	(2,693,960)	(5,080,600)	(483,971)	(4,596,629)	
Fund balance, beginning of year	483,971	483,971	483,971	-	
Fund balance, end of year	<u>\$ (2,209,989)</u>	<u>\$ (4,596,629)</u>	<u>\$ -</u>	<u>\$ (4,596,629)</u>	

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Charges for services	\$ 1,288,717	\$ 1,288,717	\$ 33,506	\$ (1,255,211)	2.6%
Investment earnings	80,000	80,000	18,758	(61,242)	23.4%
Total revenues	<u>1,368,717</u>	<u>1,368,717</u>	<u>52,264</u>	<u>(1,316,453)</u>	<u>3.8%</u>
Expenditures:					
Current:					
Public works	855,117	855,117	275,347	579,770	32.2%
Debt Service:					
Principal	345,000	345,000	143,750	201,250	41.7%
Interest and other charges	168,600	168,600	72,405	96,195	42.9%
Total expenditures	<u>1,368,717</u>	<u>1,368,717</u>	<u>491,502</u>	<u>877,215</u>	<u>35.9%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>(439,238)</u>	<u>(2,193,668)</u>	
Other financing (uses):					
Transfers out	(1,310,480)	(1,418,480)	(840,911)	577,569	59.3%
Total other financing (uses)	<u>(1,310,480)</u>	<u>(1,418,480)</u>	<u>(840,911)</u>	<u>577,569</u>	<u>59.3%</u>
Net change in fund balance	(1,310,480)	(1,418,480)	(1,280,149)	(138,331)	
Fund balance, beginning of year	1,731,116	1,731,116	1,731,116	-	
Fund balance, end of year	<u>\$ 420,636</u>	<u>\$ 312,636</u>	<u>\$ 450,967</u>	<u>\$ (138,331)</u>	

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Other taxes	\$ 933,333	\$ 933,333	\$ 413,673	\$ (519,660)	44.3%
Investment earnings	36,000	36,000	19,073	(16,927)	53.0%
Total revenues	969,333	969,333	432,746	(536,587)	44.6%
Expenditures:					
General government	875,437	875,437	181,997	693,440	20.8%
Law enforcement	23,480	23,480	-	23,480	0.0%
Total expenditures	898,917	898,917	181,997	716,920	20.2%
Excess of revenues over expenditures	70,416	70,416	250,749	180,333	
Other financing uses:					
Transfers out	(70,416)	(100,416)	-	(100,416)	0.0%
Total other financing uses	(70,416)	(100,416)	-	(100,416)	0.0%
Net change in fund balance	-	(30,000)	250,749	280,749	
Fund balance, beginning of year	1,324,649	1,324,649	1,324,649	-	
Fund balance, end of year	\$ 1,324,649	\$ 1,294,649	\$ 1,575,398	\$ 280,749	

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Licenses and permits	\$ 100,000	\$ 100,000	\$ 272,365	\$ 172,365	272.4%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	105,000	105,000	272,365	167,365	259.4%
Expenditures:					
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	63,654	63,654	63,654	-	100.0%
Net change in fund balance	41,346	41,346	208,711	167,365	
Fund balance, beginning of year	351,142	351,142	351,142	-	
Fund balance, end of year	\$ 392,488	\$ 392,488	\$ 559,853	\$ 167,365	



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 12/18/2024
FROM: Tim Ogden, Fire Chief
AGENDA ITEM TITLE: Fire Department Monthly Report
MEETING DATE: 1/14/2025
DEPARTMENT: Fire

BACKGROUND INFORMATION:

Monthly report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	12/18/2024



City of Beaufort/Town of Port Royal Fire Department

November 2024 Report

Public Events

The Fire Department held several public education events throughout November.

- First Friday Event Downtown Beaufort
- Veterans Day Parade
- Therapy dogs visited our Headquarters Fire Station
- Hosted several tours at our Headquarters Fire Station
- Served Thanksgiving meals at the following schools: Beaufort Elementary, Mossy Oaks Elementary, Port Royal Elementary, Riverview Charter School
- 5th Friday meals served at Washington Street Park
- Santa Mailboxes put out for letters to Santa

Fire Training

The Training Division conducted 1,359 hours and installed 6 car seats.

The division also conducted Firefighter I classes throughout the month for our Reserve Firefighter recruitment.

Special Training: Companies completed an auto extrication demo with battery powered auto extrication tools. 3 members completed the requirements and testing to become Engine drivers within the department. We had 2 members graduate from a 6-week recruit school that was held in Bluffton. We also had 3 members complete the 40 SCFA Fire Instructor 1 Class, which teaches the students the basics of being an instructor.

Medical

The Medical Division held one public CPR class.

The medical division held special training using the Handtevy Train the Trainer. Adult and pediatric assessment and treatment training was performed including medication (Narcan and Epi) dosages and administration of all ages.

Medical continuing education training was conducted for every shift by Pete Mantell on Left Ventricular Assist Device (LVAD) and acid/base for all shifts.

Fire Marshal

The Fire Marshal Division completed 65 fire inspections.

13 Plans were reviewed.

41 Engine Company pre-incident plans were conducted.

Personnel

Two firefighters graduated with Firefighter II from the SCFA Bluffton Fire Academy. We had one Firefighter start in November. We currently have two open spots.

Apparatus

Ladder 2 was out of service for a locked-up pulley on the motor. During the repairs it was noticed the AC compressor needed to be replaced. Pre-Construction meeting is scheduled for January for new ladder truck. Anticipated completion date is August – November 2025.

Preventive maintenance was completed on $\frac{3}{4}$ of the fleet and the rest will be completed in December.

Major Incidents

- 2 Structure Fires contained to cooking area
- 1 Shed Fire on Duke Street
- Assisted Burton Fire District with Commercial Structure Fire on Trask Pkwy
- Assisted Lady's Island Fire District with Structure Fire on Cat Island
- 2 vehicle fires

PERSONNEL		
Part-Time		9
Personnel Assigned		55
Volunteer Personnel		18
TOTAL PERSONNEL		82

INCIDENT SUMMARY	BFT	P.R.
Structural Fires	5	1
Vehicle Fires	0	1
Brush, Trash Fire	2	1
Medical Calls	165	107
Vehicle Accident	13	18
Extrication (350-357)	2	0
Hazardous Condition	3	3
Service Calls (500)	13	5
Good Intent Calls (600)	27	8
False Calls (700)	27	15
Water Rescue	0	0
EMS Standby	0	0
Month	257	159
Total Month	416	

TRAINING/EDUCATION		
Local Instruction		1359
TOTAL		1359

VOLUNTEER		
Local Instruction		480
Monthly Station Standby		24
TOTAL		504

AID SUMMARY - ALL	LI	BUR	PI	other
BEAUFORT				
Aid Given	3	1		
Aid Received				
Mutual Aid Given				
Mutual Aid Received				
PORT ROYAL				
Aid Given				
Aid Received				
Mutual Aid Given				
Mutual Aid Received				

FIRE PREVENTION	BFT	P.R.
Inspections Conducted	42	23
Violations Noted	23	10
Violations Corrected	8	8
Knox Box Installations	3	1
Fire Plans Reviewed	12	1
Burning Permits Issued	2	0
Permission to Burn Given	27	2
Public Education Events	12	3
Public Edu. Man Hours	67	30
# of Adults	415	300
# of Children	232	300
Car Seats Installation	6	
Smoke Detectors	0	0
CPR Certifications	5	



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 12/30/2024
FROM: Ivette Burgess, Human Resources Director
AGENDA ITEM
TITLE: Human Resources Monthly Report
MEETING
DATE: 1/14/2025
DEPARTMENT: Human Resources

BACKGROUND INFORMATION:

Monthly report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	1/8/2025

Memorandum

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

New Hires and Onboarding

4 New Hires:

- Daniel Harmon, FD Firefighter
- Allison Peachy, PD Patrolman I
- Dwight Bryant, PD Patrolman II

Event(s)

- HR staff attended the Beaufort County Career Expo hosted by Battery Creek High School (November 4, 2024).
- HR, PD and FD staff attended Veterans Job Fair hosted by the Technical College of the Lowcountry (November 20, 2024).

Interview Panels

Members of the HR team participated in an interview panel for Public Works.

Compensation Study

November 20, 2024 - Vendor for compensation study selected by the committee (Nate Farrow, Tim Ogden and Ivette Burgess). Vendor selected, Management Advisory Group.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/7/2025
FROM: Sarah Farrow, Municipal Court Administrator
AGENDA ITEM TITLE: Municipal Court Monthly Report
MEETING DATE: 1/14/2025
DEPARTMENT: Municipal Court

BACKGROUND INFORMATION:

Monthly Report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Municipal Court Monthly Report	Backup Material	1/7/2025

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

DEPARTMENT OVERVIEW:

Bench trials are held every Monday and Thursday at 3:00pm. Six sessions of bench trials were held in November 2024 and 242 cases were tentatively scheduled. Jury term was held the week of November 4-8, 2024 and 36 jury cases were scheduled.

CASE OVERVIEW:

- New cases filed: 167 (124 traffic/43 criminal)
- Cases disposed: 152 (93 traffic/ 59 criminal)

DISPOSED CASES BREAKDOWN:

- 93 traffic cases
 - 55 guilty indicators (forfeiture, plea, or trial)
 - 38 not guilty indicators (dismissal by officer, Judge, or trial)
- 59 criminal cases
 - 18 guilty indicators (by plea or trial)
 - 41 not guilty indicators (through plea agreement or trial)

ARREST WARRANT OVERVIEW:

- 40 issued for criminal offenses

EXPUNGEMENTS:

- 40 cases initiated from court date.
- 40 cases processed and purged.

JURY TRIAL OVERVIEW:

Jury term held November 4-8, 2024

- 36 cases scheduled: 12 criminal cases/ 24 traffic cases
- 24 cases disposed: 6 criminal /18 traffic
- 6 Criminal cases disposed: 6 not guilty indicators
- 18 traffic cases disposed:7 guilty indicators/11 not guilty indicators
- 12 cases continued: 6 traffic cases/ 6 criminal cases

Next session of jury trials scheduled to be held in February 2025.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 12/18/2024
FROM: Stephenie Price, Police Chief
AGENDA ITEM TITLE: Police Department Monthly Report
MEETING DATE: 1/14/2025
DEPARTMENT: Police

BACKGROUND INFORMATION:

Monthly report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	12/18/2024

BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price
Chief of Police

November 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	0	1	40	4	1
October	0	0	3	0	0	29	0	1
November	0	2	2	2	0	39	2	0

Total Calls for Service: **4,134**

- Officer Initiated: 3,086
- 911 Line: 429
- Non-Emergency: 617
- Alarm: 0
- TT911 SMS: 2

Community Events Attended: **10**

- 11/8 Cop for a Day
- 11/22 SLB Thanksgiving meal giveaway
- 11/22 Served thanksgiving meals at Mossy Oaks Elementary School

Chief's Updates:

- WAL MART Grand Reopening November 1, 2024
- Flagler Co. Real Time Crime Center Site Visit November 4, 2024
- Meet with Citizens regarding Ribault Road November 5, 2024
- Attended Frontline Solutions Demo November 5, 2024
- Cummings Foundation Grant November 7, 2024
- Cop for a Day event, November 8, 2024
- WWII Veterans Event, November 9, 2024
- TCL Board Meeting, November 14, 2024
- Clear AI Demo, November 21, 2024
- Ribbon Cutting Panda Express, November 22, 2024

Upcoming Events:

- CAR Program Second on-site training visit- December 2-6, 2024
- Christmas Parade- December 8, 2024
- Spanish Trace Christmas Party- December 18, 2024
- Shop with a Cop Event- December 21, 2024



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/8/2025
FROM: Nate Farrow, Public Works Director
AGENDA ITEM TITLE: Public Works Monthly Report
MEETING DATE: 1/14/2025
DEPARTMENT: Public Works

BACKGROUND INFORMATION:

Monthly report for November 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	1/8/2025



CITY OF BEAUFORT PUBLIC WORKS DEPARTMENTS
MONTHLY ACCOMPLISHMENTS

MONTH OF: January 2025 Council Meeting with November 2024 Accomplishments

EVENTS: ***HURRICANE HELENE COMPLETED DEBRIS REMOVAL**
 ***VETERANS DAY PARADE**
 ***CITY-WIDE DECORATIONS FOR HOLIDAY SEASON SET UP**

Weekly Safety Briefs: Miguel Canela-Pena - “Dress for the Weather” /
 “Everyone is a Safety Officer” / “Ladder Safety” /

See/Click/Fix: Reported: 29
 Resolved to date: 708

811 Locates Reported & Reviewed 152

PO’s (PR’s) Created and Processed 70

Banners Reserved and Hung 16

Weight Tickets Logged 47

On-Call: Traffic Control: N Farrow / B Durrance / Bft Cty/B Durrance / N Farrow /
 B Durrance / N Farrow (T-giving holiday)

Weekend Parks: W. Smalls, C. Greene, T. Gadson, B. Glover, A Davis, B Glover
B. Glover

Standards:
Meetings: Daily Staff / Weekly Supervisor / Weekly Review of FY25 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 (Commerce Park)

Parks: Inspection and maintenance to all Parks & playgrounds, restrooms,
 buildings, benches, etc; along with all ground maintenance
 (cutting, weed eating, weed maintenance, plantings, tree
 Trimming, etc)
 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:

- Respond to a citizen complaint of trees down in Jericho Woods Ponds.
- Check and fix water filled barricades at Pigeon Point boat landing dock.
- Cut up two trees that fell on Talbird Road.
- Respond to a tree concern on Duncan Drive.
- Sea Island Pkwy and Chowan Creek traffic signal in flash, reset it.
- Assisted the traffic department with replacing a traffic signal at Burton Hill Road and 170.
- Assisted Maint Fac division with moving the manlift from Barnwell Bluff to Carnegie Bldg.
- Assisted Maint Fac division with replacing the flagpole ropes at Carnegie Bldg and Arsenal.
- Picked up large debris pile on Lafayette Street with the knuckle boom truck.
- Responded to and reset traffic light at Allison Road and Ribaut Road.
- After hours found the traffic light at Burton Hill Road and 170 in flash. Assisted PW Director, investigated the problem and fixed it temporarily until the next day.
- Replace traffic signal and wires at Burton Hill Road and 170 (asst PW Director – before normal workday time schedule)
- Assist with Parade Route tree trimming.
- Respond to a traffic light in flash on Sea Island Parkway at Distant Island.
- Took pictures and assist with the removal of a streetlight that was knocked down at Charles and King streets.
- Responded to a traffic light that was hit at Trask Parkway and Bruce K Smalls.
- Responded to and assisted traffic division and general support division with removing a broken tree limb hanging in Morrall Park.
- Gathered Christmas banners, wreaths, and bows for decorating downtown.
- Gathered Christmas tree frame for construction in WFP.
- Assisted traffic and general support with hanging banners, wreaths, and bows on the streetlights downtown.
- Daily crew visits.
- Attended a meeting with SCDOT concerning sidewalk damage on Newcastle Street.
- Assisted traffic and general support with removing a broken tree limb over Carteret Street.
- Assisted with constructing the Christmas Tree in WFP.
- Removed a deer carcass from Ribaut Road.
- Found a traffic light in flash at Boundary Street. Diagnosed and reset.
- Attended a Beaufort County Solid Waste Committee meeting.
- Directed the repair of pavers that were sinking at WFP.
- Assisted an A/C contractor at 500 Carteret Street with running the Manlift.
- Respond to a traffic light malfunction at Distant Island and Sea Island Parkway.
- Assist the Stormwater Department with the removal of the floating dock at Pigeon Point boat landing.
- Placed a concrete barricade at Pigeon Point boat landing dock.
- Picked up and disposed of cardboard litter on Robert Smalls Pkwy.
- Removed five hay bales from the Police Department fall display.
- Attended a walk-through assessment of Southside Park with PW Dir and Parks Supervisor.

Office Administration:

- **HURRICANE HELENE UPDATE** – Week 5 Continues Weight Tickets of Storm Debris recorded w/ Olivers Bushhogging/Clean Burn. One (1) invoice for the month of October rec'd and processed for

payment. Oliver's agreement set for them to retrieve debris from PWC (due to equipment maintenance/repairs and staffing needs to return to daily/weekly/monthly maintenance activities and set projects). **COMPLETED DEBRIS REMOVAL FROM PWC. RECEIVED INVOICES TO CLOSE OUT OLIVERS AGREEMENT.**

- Prep float/personnel/schedule/vehicle pull for upcoming Veterans Day Parade for Councilmembers and Mayor.
- Organize review of camera set up going to "live viewing" for three (3) parks (PPP, Wht Hall, Wash).
- Reviewed process for "PURCHASING REQUEST" with supervisors.
- Relatively large volume of rains for 3 days – met w/ Supervisors for crews to be sent to different areas of the city to check and clear any drains, stormwater ditches, etc.
- **VETERANS DAY HOLIDAY – MONDAY**
- Veterans Day Parade – float set up, participate/pull float, breakdown and back to PWC
- **Christmas Lights/Bows:** Downtown Bft (Bay/Charles/Craven/Carteret with Scott and West)
- **Christmas Tree:** Establish and decorate tree in WFP
- Working w/ Cintas for uniform orders/corrections.
- Continued calls with "late" storm debris.
- Residents requesting "shields" on street lights in The Point.
- Scheduling Arbor Day Tree planting
- Thanksgiving Holiday
- Final set up for Christmas Deco throughout City. (Tree, Banners, Bows, Fina Station Santa, etc)
- Double up on park and easement clean/maintenance for long weekend due to holiday.
- Issues w/ a "warranty part" being returned, replacement, invoicing. Working w/ Fac Maint division supervisor and Finance Dept.
- Continued working with Uniform company in getting correct uniforms for new employee.
- Prep for Christmas Parade

Facility Maintenance Division

- Build n design lighting for veteran's month recognition
- Repair trash enclosure on Carteret Street old library
- Test run generators PD/CH
- Look at exhaust fan at CH
- Repair faucet at FD 1
- Unlock file cabinet at PD building
- FD building inspection walk through
- Restore chiller at PD building
- Remove and move furniture between buildings
- Repair mini split at IT closet PD building
- Cook for Employee Appreciation Day

Stormwater / Street Division:

- Performed easements maintenance in The Core District and the Floyd Heights/ Hundred Pines area.
- Bush hogging ponds, roadside/outfall ditches at Commerce Park.
- Used concrete scarifier and hand grinders to repair trip hazards/ unlevel sidewalk located at New Castle St in between King and Prince St.
- Performed easements maintenance on Battery Creek Rd.

- Assisted with putting up the Christmas tree @ the Waterfront Park.
- Bush hogged @ Commerce Park, Mossy Oaks Rd, Southside Blvd and Higginsonville area.
- Removed tree debris pile form City Walk/ Waters Edge Ct area.
- Inspected possible pipe separation @ 1150 Otter Cir., Beaufort County Public Works/ Stormwater Department recorded a video inside of pipe run.

Parks Division

- Repaired Broken Irrigation off Spanish Moss Trail at Fripp St
- Repaired two broken quick connects inside the water fountain at Broom Ln
- Prepped Flower Beds for Winter Annuals at Pigeon Point, Pinckney, Cuthbert, Wilson, and Calhoun Thomas
- Prepped Whitehall Park for Wedding Event 11/9/24
- Put out Rye Grass at Pigeon Point, Pinckney, Christensen, Cuthbert, Rodgers, Annette Bryant, Wilson, and Calhoun Thomas Park.
- Planted Flowers at Pigeon Point, Pinckney, Cuthbert, Wilson, and Calhoun Thomas Park.
- Attended Training Class with Rainbow Eco Science
- Tested Backflow for the Waterfront Park
- Put out Rye Grass at Harvey Park and Charlie Knott Park
- Landscape Maintenance on new “Shed” Property on Boundary St
- Pressure washed at Southside and Washington St parks
- Flowerbed Mulching at Wilson, Calhoun Thomas, Pigeon Point, Cuthbert, Pinckney, and Harvey Park
- Assisted with the city Christmas tree at WFP
- Cleaned up leaf piles and tree debris at Southside Park around new Playground and Battery Creek side of park
- Repaired broken irrigation pipe at Public Works Complex
- Alex completed weekend duty at Pigeon Point, Southside, and Whitehall Park.
- Full Landscape Maintenance on Clarendon Trail Head and Trail from Clarendon Trail to Poppy Hill Rd
- Cut up limbs at Mercy Cemetery
- Pressure Washing at Pigeon Point Park, Southside, Whitehall and Washington St Park
- Put Shade Sails back up at Southside Dog Park
- Filled in low spots with new dirt at Southside Dog Park
- Repaired broken faucet in Woman’s Bathroom at Pigeon Point Park (Replaced with brand new faucet)

Traffic Control / General Support:

- Carrer day for Battery Creek High School
- Trouble shoot & Repair traffic intersection on Burnt Hill Rd and SC170
- Trouble shoot & Repair traffic intersection on Sea Island & Chowen Creek BFT
- Tree trimming for parade route
- Tree trimming on City Hall for lighting
- Prep Parade float for Monday
- Prep Bucket truck for on call.
- Assist Director Multiple Nights with traffic light call outs.
- Banner remove/install

- Tree Trimming on North St, Fraser St & Bull St
- Finish Christmas wreaths and bows on Carteret St
- Start setting up and installing bows in the Boundary St
- Install the Street light on Charles St & King St
- Deliver Water to courts
- Tree trimming Allison Rd
- Gathered materials for the completion of the Pole Barn Electrical project
- Completed a street sign survey
- Replaced one traffic signal and multiple cabinet components at Burton Hill Rd and Robert Smalls Parkway
- Replaced one traffic signal at Chowan Creek Rd and Sea Island Parkway
- Trimmed trees for Parade Route
- Trimmed Palm trees at City Hall
- Organized and cleaned at Public Works
- Removed two hanger limbs from downtown, one on Carteret and the other was on Craven.
- Patched the pothole at the Downtown Marina exit onto Charles St.
- Hung Banner @ Ribaut/Bay
- Adjusted the traffic signal at Bruce K Smalls.
- Installed wreath brackets onto new light poles downtown for installation of Christmas deco along Bay/Charles/Craven/Carteret w/ Scott & West streets
- Located holiday banners
- Trimmed trees along Alison Rd and North St.
- Removed Light Pole knockdown at King St and Charles
- Began hanging wreaths downtown
- Gathering components to replace streetlight knockdown
- Completed hanging bows on Boundary in preparation for the holidays.
- Moved the man-lift to 500 Carteret from the waterfront park
- Rewired and replaced components of three streetlights in the waterfront park
- Replaced the signal wire for traffic signals at Chowan Creek and Sea Island Pkwy.

Fleet / Equipment:

- Ran all pumps and light towers
- Pick up vehicle 402 from Auto Motive Care
- Order parts for downtown Ops for Bobcat Gator
- Gave approval from repairs on vehicle 410
- Made repairs on vehicle 701
- Repaired tire on riding mower
- Repaired hitch on U-Dump
- Inspected all equipment
- Ran all water pumps and light towers
- Jump start packer truck
- Drop Vehicle 424 at Barnards for tire repair

- PM'S on vehicles 703 and 704
- Repair chainsaw for stormwater Dept.
- Clean out vehicles 438 and 500 to be auction off
- Repair cutting deck on Street Dept. riding mower
- Ordered 2 tires and fuel gauge for 500 Carteret
- Ordered three types of strobe light for PW vehicles
- Replaced 4 tires on vehicle 703
- Made repair on manlift
- Pick up dead deer on Ribaut Rd
- Follow up on vehicle 410 repairs at Carolina Truck Repairs
- Blanchard Equipment, follow up on new manlift trailer
- Amick Equipment, working on estimate for necessary repairs
- Removed two hydraulic cylinders from Utility trailer
- Removed 4 hydraulic hoses to be replaced
- Drop off two hydraulic cylinders to be repaired at Savannah Drive line
- Ordered 2 strobe lights for new vehicles
- Removed inverter from vehicle 500 and reinstalled in vehicle 550



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/2/2025
FROM: Ashley Brandon
AGENDA ITEM TITLE: Request co-sponsorship and permission for a waiver of the noise ordinance and a waiver for drinking in the park for PINKnic in the Park on June 21, 2025, from 4:00 pm - 8:00 pm at the Henry C. Chambers Waterfront Park
MEETING DATE: 1/14/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request co-sponsorship and permission for a waiver of the noise ordinance and a waiver for drinking in the park for PINKnic in the Park on June 21, 2025, from 4:00 pm - 8:00 pm at the Henry C. Chambers Waterfront Park. This is the same event they have done in years past.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
Pinknic park request	Cover Memo	1/2/2025



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

<p>Name of Event:</p> <p><u>The PINKnic</u></p>	<p>Date(s) of Event: <u>June 21, 2025</u></p> <p>Setup start/end time: <u>2:00 pm</u></p> <p>Actual event start/end time: <u>4:00 pm</u></p> <p>Take down start/end time: <u>8:00 pm</u></p>
<p>Organization/Individual Name:</p> <p><u>Ethel's Daughters Foundation in collaboration with Alpha Kappa Alpha Sorority, Inc. Nu Delta Omega Chapter</u></p>	<p>Address: <u>Post Office Box 43, Beaufort, SC 29901</u></p> <p>Contact: Fatima Zeidan</p> <p>Telephone: <u>803-671-6079</u></p> <p>Email: <u>contact@ethelsdaughters.com</u></p>

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

Please mail completed application to:

City of Beaufort, Attn: Downtown Operations 500 Carteret St. Suite B2 Beaufort, SC

29902, or scan and email to 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

Is event open to the public? No, it is invitation only.

Will admission be charged, or donation required? Donation of \$25.00

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: 300

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

Security Deposit is due upon approval of application

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

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

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

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

Did you know?

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

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

Liability Insurance

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

General Liability as follows:

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

Alcohol

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

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

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



Lessee/Applicant Signature

12/12/2024

Date

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

Downtown Operations

Date Application Received

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



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/2/2025
FROM: Ashley Brandon
AGENDA ITEM TITLE: Request for street closures from Memorial Day Committee to host the Memorial Day Parade on Monday, May 26, 2025, at 8:30 am - 11:30 am
MEETING DATE: 1/14/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request for street closures from Memorial Day Committee to host the Memorial Day Parade on Monday, May 26, 2025, at 8:30 am - 11:30 am

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
Memorial day parade request	Cover Memo	1/2/2025



PUBLIC ASSEMBLY AND PARADE APPLICATION

City of Beaufort

500 Carteret Street Suite B2, Beaufort, South Carolina, 29902

p. (843) 379-1076 | www.cityofbeaufort.org

To be filed **NOT LESS** than 60 days before event

Please Check One:

Public Assembly Request

Parade Request

Name SAM T. Spain, Sr. Phone # (843) 812-4930 of

Applicant: Samspain05@comcast.net Memorial Day Parade

Address: 57 Little Capens Rd. Bft, SC 29907

Name of Sponsoring Organization: Suvco, Edward Wallace Camp # 21

Address: 706 New Castle St. Beaufort, SC 29902

PUBLIC ASSEMBLY: \$25.00 non-refundable application fee is applied when 50 or more in attendance Date

of Public Assembly: May 26, 2025 Time Assemble will begin: 0830

Location of Assembly Area: Adventure St.

Type of Public Assembly (including description of activities): Vehicles, Floats, etc.

Description of Recording Equipment, sound amplification equipment, banners, signs, or other devices to be used: Local Unit Floats & Cans

PARADE: \$25.00 non-refundable application fee is payable when the application is submitted Date

of Parade: May 26, 25

Time Parade Will Begin: 10:00 Am Parade will Terminate: _____

Time Parade Line-Up Begins: 0830 Location(s) of Line-Up Area(s): Adventure St.

Route Proposed (Giving Starting & Termination Points): Downtown Area.

Approximate Number of Persons, Animals & Vehicles Constituting Parade: 250 -

Parade Will Occupy All of the Width of the Streets to be Traversed Yes

Parade Will Occupy Only a Portion of the Width of the Streets to be Traversed _____

Interval of Space between Units in Parade: whatever is required

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

Signature of Applicant: Sam J. King Date: Dec 30, 2024

OFFICE USE ONLY: Application Received By: Date Received: Receipt #:
Approved By:



City Council Capital Projects Workshop

Meeting Minutes – Planning Conference Room – 1st Floor

November 26, 2024

I. CALL TO ORDER

5:00 PM

Philip Cromer, Mayor

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

Absent: Michael McFee.

II. PRESENTATION ITEMS

A. Quarterly Capital Improvements Program (CIP) Update.

JJ Sauvé, Assistant City Manager, thanked Jay Phillips, the City's Procurement Officer, for all his hard work getting Requisition for Proposals (RFP's) out for bid on many of these projects. He stated that The CIP Portal on the City's website continues to be updated for the public as the CIP Team transitions all documents to the SharePoint/Office365system. GIS is currently working with utility providers to integrate location data for better projects coordination in the future.

Mr. Sauvé stated that the Capital Improvement Planning Process will be documented and tracked live online through the City's website. He then went over some bullet points that are included in the upcoming planning process.

- Internal Ten-Year Capital Needs Assessments- *Ongoing*
- 2026/27 Strategic Planning Session- *January 2025*
- Neighborhood Level Ten-Year Needs Engagement- *Spring/Summer2025*
- Community Stakeholder Ten-Year Prioritization- *Summer/Fall 2025*
- Planning Commission Recommendation- *Fall 2025*
- City Council Adoption- *Fall/Winter 2025*
- Ongoing Annual Evaluation- *Continuous*
- Five-Year Check-In/Update- *Every 5 Years*

Councilman Scallate feels maybe a 2 year check in should be done as a lot can happen in 5 years. It can be factored into the even years of our Strategic Planning Sessions.

A brief description of the work that will be performed by the Capital Improvements Project Support Coordinator was given by Mr. Sauvé. This is not a new position.

Mr. Sauvé, and Raul Dominquez, CIP Director, used the CIP public portal and gave a brief overview to Council on all of the projects, to include those that have been closed out, and answered Council's questions.

A deeper dive was done on the below listed topics by Mr. Sauv  and Mr. Dominguez. This included where they are in the bid process, what work is being considered, costs that are associated with construction, and when construction might begin, and if the projects are on schedule or are being held up for a specific reason. Council’s questions were addressed.

Downtown/Point Stormwater Projects

Pigeon Point Playground - Mr. Sauv  introduced Julie Meier with Cunningham Recreation Services. She presented the proposed designs for the 2 -5, and 5 - 12, playground areas. All work is to be done within the original footprint of the existing playground area. The idea of a section for older kids was brought up. Colors of the playground equipment and mulch was discussed.

Carnegie Library Repairs

500 Carteret St. Repairs

1st South Carolina Volunteers Park - more information will be available after the stake holders meeting in January 2025.

Washington Street Park Phase I

Southside Park Phase II - Councilman Lipsitz inquired about the possibility of having two separate entrances for the small and large dog sections instead of them using a common entrance area. He has had complaints from citizens about the entrance as it is now.

Pigeon Point Landing - While a long-term fix is definitely needed, is there a potential safe, temporary solution that can be completed to at least open the landing back up.

Waterfront Park Engineering Services

The following addressed Council on the various topics discussed with their questions, comments and concerns.

Susan Davidson, 1065 Otter Circle
Kay Merrill, 813 Audusta Place
Graham Kerr, 2403 Pigeon Point Road
Kristin Peterson, 811 Audusta Place
Stephanie Braswell, 2200 Wilson Drive
Claudia Webb, 2211 Pigeon Point Road
Patrick Canning, 212 Burroughs Avenue
Jim Glad, 904 Woodward Avenue
Mary Bansbach, 29 Christine Drive

III. ADJOURN

7:42 PM

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

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



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

December 10, 2024

I. CALL TO ORDER

6:00 PM

Philip Cromer, Mayor

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem, Michael McFee.

III. CITY COUNCIL ORGANIZATION

A. Swearing In - Councilman Neil Lipsitz.

Councilman Lipsitz was sworn in by Judge Ned Tupper.

B. Swearing In - Councilman Harold “Mitch” Mitchell.

Councilman Mitchell was sworn in by Judge Ned Tupper.

C. Swearing In - Mayor Philip Cromer.

Mayor Cromer was sworn in by Judge Ned Tupper.

D. Mayor Pro Tem Election.

Councilman Lipsitz made a motion to nominate Michael McFee as Mayor Pro Tem. The motion was seconded by Councilman Mitchell.

Mayor Pro Tem, McFee accepted the nomination.

All were in favor, motion carried.

IV. PUBLIC COMMENT – AGENDA ITEMS

No public comment.

V. MEETING AGENDA APPROVAL

Motion to approve the Meeting Agenda was made by Councilman Mitchell and seconded by Councilman Scallate.

All were in favor, motion carried.

VI. CONSENT AGENDA

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

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 from Holy Trinity to host the 6th annual Swing Bridge Run 5K on Saturday, November 1, 2025, from 6:00 am - 10:30 am.
- K. Request from Beaufort County Ministerial Alliance to host the annual Martin Luther King Day Parade on Monday, January 20, 2025, beginning at 10:00 am.
- L. Project Freedom 326, empowering families and communities request to host a Juneteenth Parade on Sunday, June 15, 2025, from 3:00 pm - 5:00 pm.

VII. MINUTES

- A. Worksession and Regular Meeting - November 12, 2024.

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

Minutes approved as presented.

- B. Special Worksession - November 19, 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 meeting.

Minutes approved as presented.

VIII. NEW BUSINESS

- A. Authorization to allow the City Manager to enter into a Memorandum of Agreement with the Beaufort Jasper Water and Sewer Authority for Cost Sharing of Utility Relocation on the Downtown/Point Drainage Projects.

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

JJ Sauv , Assistant City Manager, stated that these agreements allow for cost sharing of utility relocation. This is a standard form that is used for these types of agreements. The costs associated with utility relocation are part of the existing budgets for these projects. This limits the amount of funding that the city would have to put towards any design or actual utility relocation to a maximum of 4 percent. The projects are King Street, Port Republic Street, and the Charles/Craven Stormwater Project.

After this, and moving forward, Councilman Scallate would like to see added language to the standard agreement in certain sections. Mr. Sauv  will forward these to the City Attorney to be vetted. A copy of those additions are attached to these minutes.

All were in favor, motion carried.

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

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

JJ Sauv , Assistant City Manager, Raul Dominquez, Capital Improvements Program Director, and Alan Eisenman, Finance Director, gave a summary of the ordinance language. An unobligated balance of \$243,756.00 needs to be appropriated and obligated to be in compliance with the Treasury's obligation deadline. This amount does not reflect interest. Staff was recently advised that interest earned is not subject to the obligation deadline. A Special Meeting will be held on Tuesday, December 17, 2024, at 5:00 pm for the Second Reading.

All were in favor, motion carried.

IX. PUBLIC COMMENT – NON-AGENDA ITEMS

Kay Merrill, 813 Audusta Place, spoke about the upgrades to be done at the Pigeon Point Park Playground.

Dan Blackmon, 1010 Duke Street, recognized Council on their diversity of views and thinking. He would like to see more community input before decisions are made.

Edie Rodgers asked for an update on the status of the Allison Road Project.

X. REPORTS

City Manager's Report

Thanked Downtown Operations, Public Works and the dozens of volunteers for a great kickoff to our holiday season. From the Night on the Town and the tree lighting on Friday, to the weekend Gullah Christmas Celebration, to the Water Festival-sponsored boat parade on Saturday, to the parade through downtown on Sunday afternoon, it's pretty clear we know how to celebrate the holidays here in the best part of the Low Country.

The Wreaths Across America event is on Saturday, December 14, 2024, at the National Cemetery. A brief ceremony recognizing each branch of service will begin promptly at noon and the public is invited to help place Remembrance Wreaths on all the headstones. To sponsor a Remembrance Wreath, go to wreathscrossamerica.org or email waabeaufort@outlook.com.

There will be a ribbon cutting at Southside Park on Thursday, December 19, 2024, at 2:30 pm. We will be celebrating the much-anticipated opening of Phase one of the park.

City Hall and all non-emergency city functions will be closed on Wednesday and Thursday, December 25 - 26, 2024, in honor of the Christmas Holiday and will also be closed on Wednesday, January 1, 2025, in celebration of the New Year.

There will be a Hanukkah Menorah Lighting Ceremony on Thursday, December 26, 2024, at 5:00 pm in the Henry C. Chambers Waterfront Park. The event is sponsored by Chabad Greater Hilton Head.

On Tuesday, December 31, 2024, the Beaufort Area Hospitality Association will sponsor New Year's Eve Fireworks at the Henry C. Chambers Waterfront Park, beginning at 9:00 pm. The fireworks will be preceded with an Aerial Arts Show at 8:00 pm titled "Fast Forward to the Future!"

Staff is in the planning stages for the annual Strategic Planning retreat. Will be held January 22-24, 2025, at the Beaufort County Black Chamber of Commerce on Bladen Street. We will hear from strategic partners, discuss city initiatives and position ourselves for the pending updating of the City's Comprehensive Plan in 2026. Public will be invited to attend with ability to offer comment. It will be broadcast in the usual manner as our other council meetings.

Wished everyone a happy holiday season and best wishes for a great start to the New Year.

Mayor's Report

Updated Council on the various meetings he had attended.

Spoke to the Lady's Island Elementary School Honor Society.

Attended the Arbor Day celebration.

Was a judge for the Rice Cookoff during the Gullah Taste of Christmas event.

Councilman Scallate

Thanked those who attended the meeting tonight.

Congratulated his colleagues on their re-elections.

Thanked Staff for all the hard work that goes into getting us through each year.

Spoke about his Leadership Beaufort session and what he learned.

Councilman Mitchell

Stated that he has enrolled in the Beaufort County School District University.

Participated in the kickoff of the Gullah Taste of Beaufort event.

Went to the Citadel and participated in Congresswoman Mace's Academy selection process.

Conveyed that Anita Prather was presented a Lifetime Achievement Award for Volunteerism.

Mayor Pro Tem, McFee

Attended a Local Area Transportation Study (LATS) meeting.

Congratulated his colleagues on their re-elections.

Councilman Lipsitz

Attended a South Carolina Council of Governments meeting.

Members of Council attended various ribbon cutting events.

Members of Council attended Holiday Weekend events that included Night on the Town, Lighted Boat Parade, and the Christmas Parade. Thanked Downtown Operations, and Public Works for all their hard work.

Members of Council wished everyone Happy Holidays.

XI. EXECUTIVE SESSION

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

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 Mitchell.

All were in favor, motion carried.

No actions from Executive Session.

XII. ADJOURN

10:24 PM

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

All were in favor, motion carried.

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

December 17, 2024

I. CALL TO ORDER

5:00 PM

Michael McFee, Mayor Pro Tem

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

Absent - Philip Cromer.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Reverend Bryson Williams, Carteret Street United Methodist Church.

III. PUBLIC COMMENT – AGENDA ITEMS

No public comment.

IV. MEETING AGENDA APPROVAL

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

All were in favor, motion carried.

V. OLD BUSINESS

- A. Ordinance to amend Fiscal Year 2025 Budget for Revenues and Expenditures of ARPA Fund and Capital Projects Fund - Second Reading.

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

No changes have been made since first reading on December 10, 2024.

All were in favor, motion carried.

VI. PUBLIC COMMENT – NON-AGENDA ITEMS

No public comment.

VII. ADJOURN

5:12 PM

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

All were in favor, motion carried.

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DRAFT



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 12/11/2024
FROM: Ashley Brandon
AGENDA ITEM TITLE: Request from Beaufort County Senior Leadership to host a event downtown at the Verdier House, they are requesting a waiver of the food truck ordinance and 2 parking spaces next to the Verdier house on Scott street to be reserved on February 12, 2025, from 10:00 am - 2:00 pm.
MEETING DATE: 1/14/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request from Beaufort County Senior Leadership to host an event downtown at the Verdier House, they are requesting a waiver of the food truck ordinance and 2 parking spaces next to the Verdier house on Scott street to be reserved on February 12, 2025, from 10:00 am - 2:00 pm.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval.

ATTACHMENTS:

Description	Type	Upload Date
Bft co senior leadership	Cover Memo	12/11/2024



COOPERATIVE EXTENSION

College of Agriculture, Forestry and Life Sciences

Dear City of Beaufort Officials,

For 30 years, Clemson University Extension has conducted the [Beaufort County Senior Leadership](#) program (BCSL). Annually, BCSL offers a cohort of students a unique opportunity to meet and learn from community experts and leaders and to explore local history as well as current issues in Beaufort County. It also provides information about civic, social, and educational programs, expands awareness about daily life in the Lowcountry, and helps participants navigate their way toward identifying volunteer and community involvement for themselves.

Wednesday, February 12, 2025, is set aside for “The Arts” including exploration of the fine arts, architecture, literature, film, and music scene in Beaufort County. We are excited about having the Historic Beaufort Foundation on the day’s agenda for a presentation, tour, and lunch at the **John Mark Verdier House from noon until 1pm**. Catering will be provided by Mamma Mikki's food truck.

In support of this event, I request the following:

- **Installation of “No Parking” signage to reserve the two (2) parking spots on Scott Street next to the John Mark Verdier House between 10:00am – 2:00pm.**
- **Waiver of the food truck ordinance between the hours of 10:00am – 2:00pm.**

My point of contact for vendor and city correspondence for this day is Ms. Cindy Hunt, (703) 304-4956, cea2016@verizon.net. Please address any questions or concerns to her. Thank you for your time and support in this valuable community program.

Sincerely,

A handwritten signature in black ink that reads "Meg Banks".

Clemson Extension Service

BEAUFORT COUNTY

18 John Galt Circle Beaufort, SC 29906 P 843-473-6021

www.clemson.edu/beaufort

Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, gender identity, marital or family status and is an equal opportunity employer.

Public Service Activities



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL

DATE: 1/3/2025

FROM:

**AGENDA ITEM
TITLE:**

The Beaufort History Museum requests to host a 250th Revolutionary War re-enactment on March 22, 2025, from 10:00 am - 4:00 pm and they are requesting a street closure on Craven street from Carteret to Scott street, a waiver of the noise ordinance, 10 parking spots in the Carteret lot starting March 20 - March 22, 2025, as well as 2 parking spots outside the arsenal for Thursday March 20, 2025

**MEETING
DATE:**

1/14/2025

DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

The Beaufort History Museum requests to host a 250th Revolutionary War re-enactment on March 22nd from 10 am - 4pm and they are requesting a street closure on Craven street from Carteret to Scott street, a waiver of the noise ordinance, 10 parking spots in the Carteret lot starting March 20- March 22, as well as 2 parking spots outside the arsenal for Thursday March 20th.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
Bft history reenactment	Cover Memo	1/3/2025

Kathryn S. Mixon
Beaufort History Museum
713 Craven Street
Beaufort, South Carolina 29902
(803) 424-5878
k.mixon1879@gmail.com

December 12, 2024
Ashley Brandon
City of Beaufort, SC, Downtown Manager
500 Carteret St.
Beaufort, South Carolina 29902

Re: Closure of a portion of Craven Street
Saturday, March 22, 2025
10:00 a.m. – 4:00 p.m.

Dear Ashley,

As part of the Beaufort History Museum's \$150,000.00 grant from the SC 250th American Revolutionary War Commission, we will be holding a Revolutionary War re-enactment at the Arsenal on Saturday March 22, 2025 to commemorate the 250th anniversary of the American Revolutionary War. Lead by Tom Oblak, Point of Contact for the SC Battleground Preservation Trust Revolutionary War Artillery Demonstration Team and the 5th company and 4th SC Regiment (artillery) and Tracy Dunaway, it will also include the firing of one, three-pounder grasshopper cannon (inside the arsenal walls using a white powder, NOT gun powder) and will be dressed in period costumes.

We are requesting the closure of a portion of Craven Street, in front of the arsenal (Carteret St. to Scott St.), from 10:00 a.m. – 4:00 p.m., allowing the re-enactors to demonstrate one of the battles fought in the Beaufort District, using 50 children as the soldiers (during 2 separate battles, morning and afternoon). These "soldiers" will be using wooden rifles and authentic hats for a "hands-on engaging replication" of the real battle.

Closing a portion of Craven Street will also allow "foot traffic," a place for the battle, and the anticipated overflow of visitors from the Arsenal Courtyard to observe and cheer as our little soldiers' battle for freedom and independence from England and its monarchy. The battle has been designed as a hands-on interactive, inclusive set of authentic lessons and experiences (the real deal) rather than the usual "observational" stations. As we all know, the Arsenal courtyard has limited space available so closing off a portion of Craven St. will be needed to realistically carry out

the battle and excitement. This is a tremendous opportunity for our students and visitors. The Beaufort County School District has approved this and has written a letter of support.

I have also sent a letter to Lt. J. Day of the Beaufort Police Department letting him know of our intentions.

In addition, we would like to request 10 curtesy parking slots in the 500 Carteret St. parking lot starting on Thursday, March 20th from 3:00 – noon until Sunday and 2 temporary parking spaces outside the arsenal doors for loading and unloading on Thursday, March 20th from 3:00 – 5:00.

A letter was sent to Lt. J. Day of the Beaufort Police Department letting him know of our intentions. If this contact person has changed, please let me know as soon as possible.

Thank you very much for your time and consideration in this matter. We greatly appreciate it.

Sincerely,

Kathryn S. Mixon (electronically signed)

Beaufort History Museum, Board member

KSM/ksm



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/7/2025
FROM: Linda D. Roper
AGENDA ITEM TITLE: Request from Historic Beaufort Foundation for support of the Bicentennial Celebration of the Marquis de Lafayette's visit to Beaufort on March 18, 1825, during his farewell tour of the nation to include, use of the Henry C. Chambers Waterfront Park, use of Day Dock and closure of the dock from 8:00 am -11:00 am, waiver of Loud & Unseemly Noise Ordinance for 13-gun salute, parade request & road closure of Bay Street from Charles Street to Scott Street from 9:00 am to 12:00 pm, closure of Scott Street from 8:00 am to 12:00 pm, road closure of Craven Street from Scott Street to Carteret Street from 4:00 pm to 9:00 pm, request of in-kind staff support for set-up and take down for the event and \$10,000.00 to support the overall budget of the event
MEETING DATE: 1/14/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Planning for the event began more than a year ago. A planning committee was formed in August 2024 for a triumphal welcome and celebration for the return of the Marquis de Lafayette on March 18, 2025. The celebration will include multiple locations leading up to and during the event.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Request from HBF for Lafayette Bicentennial on March 18 2025	Cover Memo	1/7/2025



January 1, 2025

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

Dear Linda,

Historic Beaufort Foundation and the Lafayette Bicentennial Planning Committee are delighted to submit this request in support of the Bicentennial Celebration of the Marquis de Lafayette's visit to Beaufort on March 18, 1825 during his farewell tour of the nation.

We are honored to spearhead this effort in conjunction with the City of Beaufort and in collaboration with more than two dozen citizens, businesses, and partner organizations. The educational and outreach opportunities provided by celebrating this very public civic event held in 1825 and the role that the city, state, and community played is far-reaching and the excitement is already showing in the many citizens and partners that have joined into the planning efforts.

Preliminary planning for the celebration began more than a year ago. Official planning has been underway since August 2024 when the planning committee was formed. In keeping with news accounts of the day, the Lafayette Bicentennial Planning Committee is preparing a triumphal welcome and celebration for the return of the Marquis de Lafayette to Beaufort. Efforts include lectures, a First Friday contest and parade for children, and traveling history boards for City Hall, the John Mark Verdier House Museum, Beaufort History Museum and USCB-Center for the Arts, living history interpretations, program activities with the Beaufort Country Library, school events and more, all culminating with the major celebration on March 18, 2025. To facilitate these activities, we respectfully request the following:

1. **Use of the Henry C. Chambers Waterfront Park.**

We are honored to welcome renowned Lafayette Impersonator Mark Schneider, of Colonial Williamsburg, to Beaufort for our bicentennial celebration. As Lafayette, he will arrive by boat to the Day Dock on the morning of Tuesday, March 18th.

a. Use of Beaufort Day Dock.

- i. **Arrival.** The Marquis de Lafayette and his party will arrive by boat to the Beaufort Day Dock at 10AM. The boat will remain at the Day Dock from 10AM to 2PM.
- ii. **Closure of the Day Dock.** To facilitate safe arrival and debarking, we respectfully request closure of the Day Dock from 8AM to 11AM.

b. Arrival of the Marquis de Lafayette.

As the boat comes into view, the General's arrival will be met with a 13-gun salute and presentation of colors provided by the Paul Hamilton Chapter of the Son's of the American Revolution; fife and drum provided by the Marine Corps Recruit Depot, singing or reciting of the National Anthem and welcome by the Mayor and Council and other dignitaries. This will occur on the Green in the Waterfront Park. 10AM to 11AM.

Preserving Beaufort's Past for the Future.

2. Bay Street, Scott Street Activities.

a. Parade Procession.

Tuesday, March 18, 10:30AM. Following the arrival and welcome to Lafayette on the Green, the entire group will proceed through to the Charles Street Extension where the Paul Hamilton Chapter of the Sons of the American Revolution will line up the parade procession in keeping with news accounts of the time and military protocol. The procession will be led by the MCRD fife and drum corps.

b. Welcome Address and Comments, Living History, and other Demonstrations/Activities.

Tuesday, March 18, 10AM to 3PM. Immediately following the parade/procession, dignitaries will move to the balcony of the John Mark Verdier House for a Welcome address by Mayor Cromer and other dignitaries, and comments from the Marquis de Lafayette.

i. **Installation of Lafayette Marker.**

In November 2023, City Council approved staff assistance with installation of the post and marker commemorating Lafayette's visit in 1825. The marker has been received. We will coordinate with Nate Farrow and Linda Roper on its installation in preparation for unveiling at the March 18th celebration.

ii. **Road Closure.** To facilitate the parade/procession, address, and welcome festivities we respectfully request the closure of Bay Street from Charles to Scott Street from 9AM to Noon.

c. Living History & Other Demonstrations. Demonstrations will be provided by Coastal Heritage Society, the Paul Hamilton Chapter of the Sons of the American Revolution, the Thomas Heyward Chapter of the Daughters of the American Revolution, the Beaufort History Museum, Liberty Live, Elevate Art Exhibition, and others. Tents and tables will be set up on Scott Street

i. **Road Closure.** To facilitate the Living History Demonstrations and other festivities, we respectfully request the closure of Scott Street from Bay Street north to the south edge of the parking lot driveways of Rain n Bagels and Greyhound Flats from 8AM to 3PM.

3. Final Event of the Celebration.

a. *Dancing with Lafayette.*

Tuesday, March 18, 5:30PM to 8PM. As a part of the Bicentennial festivities the Beaufort History Museum will be hosting and sponsoring *Dancing with Lafayette*. This event will be held in the Arsenal Courtyard. A 19th Century Ballroom dancing demonstration will be provided. Event times are 5:30 p.m. to 8:00 p.m. Late 18th/early 19th Century costumes are encouraged.

i. **Road Closure.** To support *Dancing with Lafayette* we respectfully request the closure of Craven Street from Scott to Carteret Streets. From 4PM until 9PM.

4. City Support.

i. In kind Staff Support

1. Lafayette History Panels. Pick up, delivery to City Hall for Display, USCB for display, Beaufort History Museum for Display and back to John Mark Verdier House.
2. Blocking of three streets. Waiver of Police fees.
3. Set up/Take Down/Clean-up for Celebration activities on March 18, 2025- waste bins, tent and table set up/take down on Scott Street.
4. Installation of Lafayette Marker (approved November 2023).

ii. Monetary Support

1. HBF & the Lafayette Planning Committee respectfully requests \$10,000 from the City of Beaufort to support the overall budget for the Bicentennial Celebration. Total Budget for the event is estimated at \$35,000. HBF, sponsors and donors have contributed \$14,500 to date and some two dozen citizens, businesses and partner organizations are providing in kind support. We continue to seek community support and donations.

We look forward to working with the City of Beaufort, our many partners and the community in planning and celebrating this historic event.

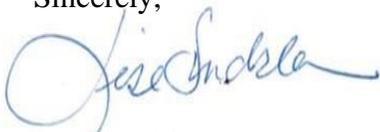
Partners and contributing organizations to date include City of Beaufort, Historic Beaufort Foundation, American Friends of Lafayette, Lafayette Trail, Inc., Beaufort Convention & Visitor Bureau, Beaufort History Museum, Paul Hamilton Chapter of the Sons of the American Revolution, Beaufort County 250th Committee, Beaufort County, Beaufort Library, and Sea Island Carriage Tours.

Also, Thomas Heyward Chapter of the Daughters of the American Revolution, Marine Corps Air Station, Marine Corps Recruit Depot Parris Island, Liberty Live, Society of the Cincinnati, SC Senator Chip Campsen, SC Rep. Shannon Erickson and the Beaufort County School District.

Also contributing are USCB-CFA, Elevate Art, Liberty Live, Coastal Heritage Society – Savannah, Williams Group PR LLC, Best Western Sea Island Inn, The Rhett House Inn, The SpringHill Suites, and the Davenport House – Savannah.

Thank you for your guidance, support and consideration,

Sincerely,



Lise Sundrla
Assistant Director

cc. Cynthia Jenkins, HBF Executive Director
Rob Montgomery, HBF Board Chairman
Scott Marshall, City Manager



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/8/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Ordinance to amend Fiscal Year 2025 Budget for Revenues and Expenditures of ARPA Fund and Capital Projects Fund- First Reading
MEETING DATE: 1/14/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

This budget amendment is to formalize the final ARPA obligation amounts for the projects and identified needs that the Council authorized the City Manager to handle by prior budget amendment adopted at the Special Council Meeting on December 17, 2024.

The City was required to comply with Treasury's ARPA December 31, 2024, obligation deadline for all funds the City was a direct recipient of. Interest earned on ARPA funds are not subject to the December 31, 2024, obligation deadline. City Council has, over the past year, identified priority projects and unfunded needs that remaining ARPA funds would be obligated to, however due to the December 31, 2024 deadline, procurement processes, and the uncertainty surrounding construction costs in the current market, staff could not determine exactly which combination of the prioritized projects and unfunded needs would be obligated prior to December 31, until shortly before the deadline. The holiday season added to the difficulties of completing these obligations. Between the December 17, 2024 meeting and December 31, 2024 staff ultimately recommended obligating all remaining ARPA funds to completing the Battery Shores Stormwater Project and the Pigeon Point Landing Project Phase I and Phase II. The City Manager executed contracts for these obligations based on City Council priorities and staff recommendations during the last two weeks of December. This budget amendment appropriates that remaining calculated ARPA unobligated balance, and the attached spreadsheet provides a detailed breakdown of all ARPA obligations.

Provided here is a summary of the budget amendment for Council's consideration:

1. The City originally budgeted \$157,761 for Carnegie Library Interior Project in fiscal year 2025, but was not be able to meet the Treasury's obligation deadline and needed to reallocate the funds to other identified priority projects. The Carnegie Library Interior Project remains a Staff priority, but as estimates were obtained it became clear that this part of the project would need to go out for bid and therefore the City was unable to sign a contract prior to the obligation deadline. Staff will look for another funding source to complete the interior portion of this project.
2. The City originally budgeted \$31,260 for unfunded department requirements in fiscal year 2025. After receiving and reviewing the bids on the Battery Shores Drainage Project and the Pigeon Point Landing Project, staff determined that these available funds should be reallocated to those previously

identified priority capital projects.

3. \$194,155 final allocation for the Battery Shores Drainage Project from ARPA funds. The City had a bid opening on December 20, 2024 for this project. The City received a lowest responsive bid from a qualified vendor for \$194,155 and the capital projects team decided to move forward with this identified capital project. The original estimated budget for this project was \$163,037.00. Staff and the contracted engineers for the project are confident that the bid received from Zulu Marine Construction was appropriate based on their qualifications and the current civil construction market.

4. \$239,220 final obligation for Pigeon Point Boat Landing Project Phase 2 from ARPA funds. The City had previously signed a contract with O'Quinn Marine Construction for \$80,000 which covered \$58,000 for Master Plan Design in Phase 1 and \$22,000 for a portion of permitting and engineering in Phase 2. This additional amount of \$239,220 provides funding for the remaining portion of Phase 2. This will allow for all engineering, design, and permitting work to be completed while staff researches grants and other available funding sources for Phase 3, construction.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends Council's consideration to approve first reading of the budget ordinance. Second reading will be held on February 11, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Budget Ordinance	Backup Material	1/8/2025
ARPA Financials 12.31.24	Backup Material	1/8/2025

ORDINANCE

AN ORDINANCE TO AMEND CITY OF BEAUFORT ORDINANCE 2024/11 REGARDING THE FISCAL YEAR 2024-2025 CITY OF BEAUFORT BUDGET TO PROVIDE FOR THE REVENUES AND EXPENDITURES OF ARPA FUND 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 \$157,761 for Carnegie Library Interior Project and \$31,260 for unfunded department requirements in ARPA funds in fiscal year 2025, 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 \$194,155 for Battery Shores Drainage Project from the ARPA Fund; and

WHEREAS, it is necessary for the City to appropriate \$239,220 from ARPA funds for Pigeon Point Boat Landing Phase 2; 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

ARPA Fund

Expenditures

Transfers Out- Carnegie Building Interior Project	(157,761)
Capital- Unfunded Department Requirements	(31,260)
Transfers Out- Battery Shores Drainage Project	194,155
Transfers Out- Pigeon Point Boat Landing Phase 2 Project	239,220

Total Expenditures \$ 244,354

Capital Projects Fund

Revenues

Transfers In- Carnegie Building Interior Project	(157,761)
Transfers In- Repaving Battery Shores Drainage Project	194,155
Transfers In- Pigeon Point Boat Landing Phase 2 Project	239,220

Total Revenues \$ 275,614

Expenditures

Capital- Carnegie Building Interior Project	(157,761)
Capital- Battery Shores Drainage Project	194,155
Capital- Pigeon Point Boat Landing Phase 2 Project	239,220

Total Expenditures \$ 275,614

SECTION 2. EFFECTIVE DATE

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

PHILIP E. CROMER, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK

1ST Reading January 14, 2025
2nd Reading & Adoption _____

Attachments:

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

EXHIBIT A

General Fund FY25 Budget

	Adopted FY25 Budget	Budget Amendment #2	Revised FY25 Budget
<u>Revenues</u>			
Property Taxes	\$ 9,598,632	\$ -	\$ 9,598,632
Licenses & Permits	6,870,000	-	6,870,000
Intergovernmental Revenue	3,854,181	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
Total General Fund Revenues	\$ 25,361,478	\$ 46,208	\$ 25,407,686
<u>Appropriations</u>			
Non-Departmental	\$ 822,823	\$ -	\$ 822,823
City Council	345,321	-	345,321
City Manager	952,161	-	952,161
Finance	1,000,850	-	1,000,850
Human Resources	554,368	-	554,368
Information Technology	1,025,621	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
Total General Fund Appropriations	\$ 25,645,187	\$ 451,853	\$ 26,097,040

EXHIBIT B

Consolidated FY25 Revised Budget

	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	State Accommodations Fund	Fire Impact Fund	TIF II Fund	Capital Project Fund	Total
Revenues	\$ 25,407,686	\$ 302,306	\$ 5,480,500	\$ 1,368,717	\$ 969,333	\$ 105,000	\$ 180,000	\$ 10,906,687	\$ 44,720,229
Transfers In	70,416	-	-	-	-	-	-	11,957,775	12,028,191
Total Other Financing Sources	70,416	-	-	-	-	-	-	11,957,775	12,028,191
Release of Committed Fund	618,938	-	-	-	-	-	-	-	618,938
Release of Fund Balance	-	4,556,634	6,027,349	1,364,480	30,000	-	129,000	813,201	12,920,664
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	143,334	238,933	-	-	-	209,000	23,677,663	24,911,373
Debt	1,990,148	-	969,601	513,600	-	63,654	-	-	3,537,003
Total Expenditures	\$ 25,841,395	\$ 484,306	\$ 5,674,833	\$ 1,368,717	\$ 898,917	\$ 63,654	\$ 209,000	\$ 23,677,663	\$ 58,218,485
Transfers Out	255,645	4,374,634	5,833,016	1,364,480	100,416	-	100,000	-	12,028,191
Total Other Financing Uses	255,645	4,374,634	5,833,016	1,364,480	100,416	-	100,000	-	12,028,191
Contribution to Fund Balance	-	-	-	-	-	41,346	-	-	41,346
Net (Deficit) Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ARPA Fund Financials as of 12.31.24

Revenues

ARPA Federal Grant	\$ 6,689,031
ARPA Beaufort County Grant	1,000,000
Interest	576,282
Total Revenues	<u><u>8,265,313</u></u>

Notes

Interest earned is not subject to program restrictions for Treasury obligation amount.

Expenditures

Projects Using ARPA Federal Grant

Paramedic/AEMT Training	53,395
Essential Worker Pay & Health Insurance Credit	320,913
Bucket Truck	169,669
Body Camera's (53 Different)	91,024
Camera's for Cars-Video System	323,995
USCB Contribution to Arts Center	185,000
AC Unit Replacements - 500 Carteret	90,038
500 Carteret Street Upfit	97,961
Cardiac Monitors (4)	118,375
Economic Partnerships	95,000
Fire Station 3 Improvements	14,575
Southside Park at Battery Creek Drainage Project	97,560
Storm Drain Trailer Mounted Pipe Jetter and Root Cutter	120,000
Cyber security enhancements to City's IT Infrastructure	147,827
King Street Drainage Project	833,288
Capital Project Director Vehicle	30,618
Duke Street Streetscape and Drainage Project- Engineering	227,786
Battery Shores Drainage Project- Study	26,962
Security Camera Upgrades	50,235
Capital Projects Director- 2.5 Year Term	27,067
Bank Fees	205
	<u>3,121,493</u>

Projects Using ARPA Beaufort County Grant

Bridges Building for Workforce Development	500,000
Contribution to County Housing Trust Fund	200,671
Nurse Retention Scholarship Fund	24,000
Grant to TCL for Nursing School Equipment	80,000
Beaufort Digital Corridor Cyber Scholarship Fund	100,000
	<u>904,671</u>

Total Expenditures

4,026,164

Net Change in Fund Balance

4,239,149

Projects with Current City Obligations

King Street Drainage Project	836,177
Duke Street Streetscape and Drainage Project- Engineering	172,214
Capital Projects Director- 2.5 Year Term	332,863
Contribution to County Housing Trust Fund	95,329
Security Camera Upgrades	388
Police Radios	43,333
Fire Station 3 Improvements	29,600
Battery Shores Drainage Project- Study	12,440
Economic Partnerships	55,000
Pigeon Point Playground Equipment	300,000
500 Carteret Street Stucco and Window Repair	100,000
Carnegie Building Roof- Exterior	224,559
Waterfront Park Reliving Platform- Consulting Services	450,000
Battery Shores Repaving Project	497,589
Pigeon Point Boat Landing- Master Plan Study- Phase 1	58,000
Pigeon Point Boat Landing- Permitting and Engineering- Phase 2	22,000
Pigeon Point Boat Landing- Permitting and Engineering- Phase 2- Additional Funding	239,220
Battery Shores Drainage Project	194,155

Total Current City Obligations

3,662,867

Interest (Not Subject to Treasury 12/31/24 Obligation Deadline)

(576,282)

ARPA Funds Remaining Obligation Balance

0



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/7/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Accommodations Tax Grant Award (ATAX) Recommendations
MEETING DATE: 1/14/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

The Tourism Development Advisory Committee (TDAC) reviewed applications and conducted interviews with 14 entities on October 30, 2024. TDAC presented their recommendations to Council during the November 19, 2024, Special Worksession. Please refer to attached summary TDAC grant recommendations.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff requests Council's approval of accommodations tax grant awards.

ATTACHMENTS:

Description	Type	Upload Date
ATAX Recommendations	Backup Material	1/7/2025
ATAX Recommendations Backup	Backup Material	1/7/2025



CITY OF BEAUFORT FY2025 ATAX AWARDS

<u>Applicants</u>	<u>FY2024 Award</u>	<u>FY2025 Event</u>	<u>FY2025 Cost</u>	<u>FY2025 Other Funding</u>	<u>FY2025 Request</u>	<u>Avg. Score</u>	<u>% of Total</u>	<u>FY2025 TDAC Recommendation</u>
Greater Beaufort-Port Royal CVB	\$ 146,000	Destination Marketing	\$ 556,000	\$ 396,000	\$ 160,000	5.00	33.92%	\$ 160,000
Greater Beaufort-Port Royal CVB	34,500	Sales Plan	72,764	32,764	40,000	4.95	8.48%	40,000
Beaufort Area Hospitality Association- BAHA	18,250	Beaufort Oyster Festival 2025	198,261	50,000	18,000	4.84	3.82%	18,000
SC Lowcountry & Resort Islands Tourism	47,029	Promotion of the city of Beaufort and SC Lowcountry	898,000	410,900	61,800	4.72	13.10%	61,800
Port Royal Sound Foundation	6,650	School of Fish Exhibit for PRSF Maritime Center	13,500	4,000	9,500	4.62	2.01%	9,500
Beaufort Water Search & Rescue	-	Water Rescue Services & Water Festival Safety Patrol	45,000	25,000	20,000	4.58	4.24%	20,000
Beaufort Film Society	-	Beaufort International Film Festival 2025	230,000	60,000	15,000	4.52	3.18%	15,000
Gullah Traveling Theatre, Inc.	25,950	2024 Gullah Christmas Celebration	103,511	63,511	40,000	4.24	8.48%	30,000
Friends of Hunting Island	10,500	Hunting Island's Mobile Virtual Reality Program	30,000	15,000	15,000	4.15	3.18%	10,000
Friends of the Spanish Moss Trail	3,257	Wayfinding Signs Along Boundary Street Area	13,000	-	13,000	4.14	2.76%	13,000
Freedman Arts District	10,625	Chalk it Up Festival	72,400	50,000	20,000	4.06	4.24%	15,000
The Original Gullah Festival	33,825	2025 Original Gullah Festival	195,500	142,500	53,000	3.74	11.24%	21,500
Penn Center, Inc.	8,075	40th Heritage Days Celebration	50,000	40,000	10,000	3.41	2.12%	10,000
Beaufort County Black Chamber of Commerce	-	Gullah Roots Mapping History, Connecting Communities	32,000	-	32,000	2.19	6.78%	-
Tabernacle Baptist Church	23,875	Harriet Tubman Monument/162nd Anniversary of Combahee River Raid/HTM Dedication	\$ 550,000	\$ 521,500	\$ 28,500	0.00	6.04%	-
	\$ 368,536				\$ 535,800			
					\$ 471,663	FY2025 Total Budget Amount		\$ 423,800
					\$ (64,137)	Variance Budget/Request		
			Request to carry FY2025 unfunded amount to next year FY2026 ATAX budget					\$ 47,863

FY25 – Tourism Development Advisory Committee Recommendations

November 12, 2024

FY25 Approved Budget

Revenues

State Accommodations Tax	\$933,333.00
Interest	\$36,000.00

Total Revenues **\$969,333.00**

Expenditures

City General Fund	\$25,000.00
DMO (30%)	\$272,500.00
City General Fund (5%)	\$45,416.00
Police Support	\$23,480.00
Downtown Twilight Hours	\$100,000.00
Affordable Housing Trust	\$31,274.00
TDAC Grants	\$471,663.00

Total Expenditures **\$969,333.00**

Applicants and TDAC recommendations

Great Beaufort-Port Royal CVB / DMO – Destination Marketing

TDAC Recommendation - \$160,000.00 (Full Request)

As the DMO for the City of Beaufort they continuously show a return on ATAX Funds; recently resulting in an \$11.00 return on every dollar spent. The committee feels strongly fully funding their request as they promote Beaufort 365 days a year.

Great Beaufort-Port Royal CVB / DMO – Sales Plan

TDAC Recommendation - \$40,000.00 (Full Request)

Funds are used to attend trade shows to promote meetings, group tours, and reunions in our market; it is to ensure diversity of travel in Beaufort.

Beaufort Area Hospitality Association – Beaufort Oyster Festival

TDAC Recommendation - \$18,000.00 (Full Request)

*Vimal Desai & Chetan Patel recused themselves as they sit on the board.

This event spans over 10 days and is during the slower economic month (Jan). This event is growing year over year. It provides direct impact to heads in beds They do not have an artisan's market to ensure they are promoting local businesses DT.

SC Lowcountry & Resort Island Tourism Commission – Promotion of the City of Beaufort and the SC Lowcountry

TDAC Recommendation - \$61,800.00 (Full Request)

Peach continues to focus on high value visual content and videography for on-line digital ads; targeting 635,058 viewers. Some of the requested funds will go towards Fam Tours and Travel Shows, marketing Beaufort 365 days a year.

Port Royal Sound Foundation – School of Fish Exhibit for PRSF Maritime Center

TDAC Recommendation - \$9,500.00 (Full Request)

The center is a major attraction for our tourists year around; the committee strongly believes ensuring it is updated and does not become stale. They tell a beautiful story of our waterways which is an amazing part of the Beaufort story.

Beaufort Film Society – Beaufort International Film Festival

TDAC Recommendation - \$15,000.00 (Full Request)

The event spans over six days in February serving a "need time" to generate tourism activity. They have a direct impact on heads in beds and results in repetitive business throughout the year.

Gullah Traveling Theater – Gullah Christmas Celebration

TDAC Recommendation - \$30,000.00 (partially funded)

The event spans over four days celebrating the rich Gullah heritage in the Lowcountry during a "need time" in the market (December). The committee believes this is an important event; however, the request is high considering the three-day potential overnight accommodations.

Beaufort Water Search & Rescue – Water Rescue Services

TDAC Recommendation - \$20,000.00 (Full Request)

Volunteer organization that services Beaufort 365 days a year including all events in Beaufort; this is their first request for ATAX funds. The request is for new equipment. Per the organization, DNR has two boats in Beaufort; and Coast Guard charges for services. Beaufort Water Search & Rescue provides complimentary services and ensures everyone is safe on our water ways.

Friends of Hunting Island – Hunting Island’s Mobile Virtual Reality Program

TDAC Recommendation - \$10,000.00 (partially funded)

Hunting Island is the number one tourist destination in the county; the lighthouse is the most popular and requested attraction in the park. The committee believes this project will increase tourism to the lighthouse and the park.

Friends of Spanish Moss Trail – Wayfinding Signs along Boundary Street Area

TDAC Recommendation – \$13,000.00 (Full Request)

This infrastructure is vital to direct hotel guests to the trail by the new trail access at Beaufort Plaza Shopping Center. The trail is an important attraction to tourists through the year that should be showcased.

Freedman Art District – The Chalk it Up Festival

TDAC Recommendation - \$15,000.00 (partially funded)

2nd year they have hosted this event. The committee believes this event has a huge potential to impact heads in beds. We are requesting they change the dates for 2026 and going forward to early March or November. Also, ensure marketing is for outside the 50-mile radius; not including reimbursements for Island Packet / Beaufort Gazette and Lowcountry Weekly / Island News.

The Original Gullah Festival of South Carolina, Inc – Original Gullah Festival

TDAC Recommendation - \$21,500.00 (partially funded)

Festival is very important for Gullah tourism and has been around for 39 years. The dates of the festival are when the market is saturated. The committee believes the festival generates tourism but think it would be more warranted during slower economic months (Nov – mid Mar).

Penn Center Inc. – 40th Heritage Days Celebration

TDAC Recommendation - \$10,000.00 (Full Request)

The heritage days event happens in a "need time" for our market. The Gullah heritage is a crucial part of Beaufort's history, they attract an abundance of tourists.

Black County Chamber of Commerce – Gullah Roots: Mapping History, Connecting Communities

TDAC Recommendation - \$0.00 (no funding)

Our recommendation is based on no collaboration with CVB and competing with corporate trusted apps like Trip Advisor, Google, Yelp, etc. It is very difficult to get convergence on new apps without tons of marketing and advertising.

Tabernacle Baptist Church – Harriet Tubman Monument / 162nd Anniversary of Combahee River Raid / HTM Dedication

TDAC Recommendation - \$0.00 (no funding)

The applicant currently has \$23,875.00 of unused funds from FY24. Therefore, the committee is recommending zero funding for this request. Their initial dedication was postponed one year, which occurred in 2024. They used the FY23 funds for this year's event. They were awarded funds in FY24 in the amount of \$23,875.00 which are still available, the committee is recommending they be able to use the funds awarded in FY24 for the 2025 event.

TDAC Request

The committee is requesting the remaining \$47,863,00 in funds be placed in the special fund for FY26 distributions. Occupancy is lower this year so we want to ensure we can fund grant requests for FY26 knowing the pot is going to be smaller. We are also requesting that we update the application for a smoother process for FY26!



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/7/2025
FROM: JJ Sauve
AGENDA ITEM TITLE: A Resolution directing the Lowcountry Regional Transportation Authority as the direct recipient to apply for and receive Federal Urban Transportation Funds for the Lowcountry Area Transportation Study
MEETING DATE: 1/14/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

On December 29th, 2022, the Bureau of the Census defined a new Urbanized Area for Northern Beaufort County, South Carolina, based on the 2020 Census. This Urbanized Area designation was due to the combined population of the Town of Port Royal and the City of Beaufort, and parts of unincorporated Beaufort County reaching over 50,000. 23 CFR Section 450.310(a) requires that a Metropolitan Planning Organization (MPO) be designated for each Urbanized Area with a population of more than 50,000 individuals as determined by the Bureau of the Census.

In June 2023, the City Council of the City of Beaufort adopted a Resolution providing for the approval of geographical boundaries and policy board membership to the Metropolitan Planning Organization, known as the Lowcountry Area Transportation Study (LATS). Federal grant funding to transportation and transit projects often comes with complex requirements that are generally handled by a regional or metropolitan planning area on behalf of local governments all across the country.

This proposed resolution would designate the Lowcountry Regional Transportation Authority (Palmetto Breeze) as the direct recipient of any federal funding for the area identified as the Lowcountry Transportation Study Area (LATS).

PLACED ON AGENDA FOR: Action

REMARKS:

Staff's recommendation is that Council adopt this resolution in support of the Lowcountry Regional Transportation Authority as the MPO and direct recipient of any federal transportation funds.

ATTACHMENTS:

Description	Type	Upload Date
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RESOLUTION
2025/02

AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION; AND IDENTIFYING LOWCOUNTRY REGIONAL TRANSPORTATION AUTHORITY AS THE DIRECT RECIPIENT TO APPLY FOR AND RECEIVE FEDERAL URBAN TRANSPORTATION FUNDS FOR THE LOWCOUNTRY AREA TRANSPORTATION STUDY AREA.

WHEREAS, on December 29th 2022, the Bureau of the Census defined a new Urbanized Area, based on the 2020 Census, when the combined population of the Town of Port Royal and the City of Beaufort, and parts of unincorporated Beaufort County reached over 50,000; and

WHEREAS, 23 CFR Section 450.310(a) requires that a Metropolitan Planning Organization (MPO) be designated for each Urbanized Area with a population of more than 50,000 individuals as determined by the Bureau of the Census; and

WHEREAS, the purpose of the MPO is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process; and

WHEREAS, in June 2023, the City Council of the City of Beaufort adopted a Resolution providing for the approval of geographical boundaries and policy board membership to the Metropolitan Planning Organization, known as the Lowcountry Area Transportation Study (LATS); and

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a transportation project to MPOs; and

WHEREAS, a direct recipient must be so designated by the LATS Policy Board and each participating local government in the urbanized area to act as the Applicant for financial assistance in public transportation projects; and

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost; and

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF BEAUFORT, SOUTH CAROLINA, THAT:

1. The Executive Director of the Lowcountry Regional Transit Authority (LRTA) is authorized to execute and file an application for Federal assistance on behalf of LRTA/Palmetto Breeze for the LATS; and

2. The Executive Director of LRTA is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement; and
3. The Executive Director of LRTA is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the LRTA/Palmetto Breeze for the LATS.
4. Subject to Council Authorization, the Town will work with the other local governments and the state within the urbanized area to provide local matching funds for the urban funds from the Federal Transit Administration but shall limit the City's share of local matching funds to that portion which is justified by LRTA proposed budgets and other governmental contributions to be approved by Council.

MOVED, APPROVED, AND ADOPTED THIS 14th day of January 2025.

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

ATTEST:

By: _____
Traci Guldner, City Clerk
City of Beaufort, South Carolina



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/8/2025
FROM: JJ Sauve
AGENDA ITEM TITLE: Resolution Supporting DOT Roundabout Project on Laurel Bay Road at Stanley Farm Road
MEETING DATE: 1/14/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

Representatives from DOT presented this state funded and managed roundabout project to City Council during the November 12, 2024, City Council Worksession. This is a single lane roundabout to be constructed by DOT on Laurel Bay Road at the intersection of Stanley Farm Road. Because a portion of this project is in the city limits of Beaufort, DOT is requesting a resolution in support of the project.

Staff recommends adoption of the resolution.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Municipal and DOT Resolution Agreement	Resolution Letter	1/8/2025
DOT Presentation from 11122024 Worksession	Backup Material	1/8/2025

MUNICIPAL STATE HIGHWAY PROJECT AGREEMENT

STATE OF SOUTH CAROLINA)
)
CITY OF BEAUFORT) RESOLUTION

Road/Route **SC 116 @ S-597 (LAUREL BAY RD. @ STANLEY FARM RD.)**
Project **Single Lane Modern Roundabout**
PIN **P041048**

WHEREAS, the South Carolina Department of Transportation (SCDOT) proposes to construct, reconstruct, alter, or improve the certain segments of the highway(s) in the State Highway System referenced above which are located within the corporate limits of the City of Beaufort (hereinafter, “the City”).

WHEREAS, the City wishes to authorize the construction and improvements of the aforesaid highway(s) in accordance with plans to be prepared by or for SCDOT (“the Project Plans”).

NOW THEREFORE, BE IT RESOLVED that, pursuant to S.C. Code Ann. §57-5-820 (1991), the City does hereby consent to the construction or improvements of the aforesaid highway(s) within its corporate limits in accordance with the Project Plans. The foregoing consent shall be the sole approval necessary from the City to complete the project under the Project Plans and constitutes a waiver of any and all other requirements with regard to construction within the City’s limits. The foregoing waiver and consent shall also extend to the benefit of utility companies engaged in relocating utility lines on account of the project. Further, the City shall exempt all existing and new right-of-way and all other properties purchased in connection with right-of-way for the highway(s) from any general or special assessment against real property for municipal services.

BE IT FURTHER RESOLVED, that the City will assist in causing all water, sewer and gas pipes, manholes, or fire hydrants, and all power or telephone lines or poles located within the existing right-of-way to be relocated at the utility company’s expense, except where the utility can demonstrate a prior right of occupancy. To the extent that City-owned utilities are to be relocated, those utility lines and/or appurtenances may be replaced upon the new highway right-of-way at such locations as may be approved by SCDOT. SCDOT shall bear no liability for damages to property or injuries to persons as a consequence of the placing, maintenance, or removal of any utilities by the City or its contractors. Future utility installations by the City within the limits of the new right-of-way after project completion shall be pursuant to a standard utility encroachment permit obtained in the normal course and issued pursuant to SCDOT’s “A Policy for Accommodating Utilities on Highway Rights-of-Way.”

BE IT FURTHER RESOLVED, that the City hereby signifies its intention to faithfully observe the provisions of Chapter 5, Title 56, Code of Laws of South Carolina, 1976, and all amendments thereto relating to the regulation of traffic on the street, or streets, to be constructed, reconstructed, altered or improved as hereinabove identified and further agrees to refrain from placing or maintaining any traffic control devices upon any section of said street, or streets, without having first obtained written approval of the South Carolina Department of Transportation as required in S.C. Code §56-5-930 (1976, as amended), nor enacting any traffic regulation ordinances inconsistent therewith.

Attestation to follow on next page

IN WITNESS WHEREOF, this Resolution is adopted and made a part of the Municipal records this the _____ day of _____, 2025 and the original of this Resolution will be filed with the South Carolina Department of Transportation at Columbia.

Philip E. Cromer, Mayor

Adopted this _____ day of January, 2025

Attest:

Traci Guldner, City Clerk

Intersection Improvement Project – SC 116 (Laurel Bay Rd.) @ S-597 (Stanley Farm Rd.)

Presented by:
Keith Riddle – Program Manager – Traffic Safety
November 12, 2024

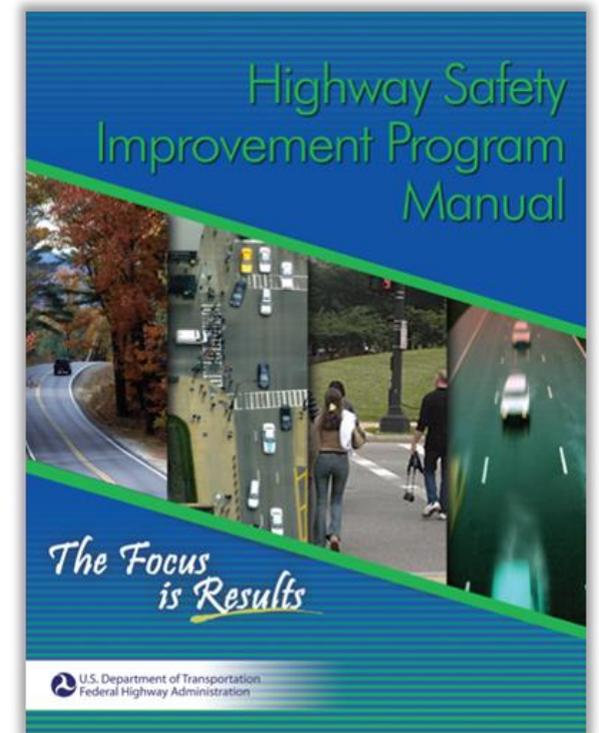


South Carolina Department of Transportation

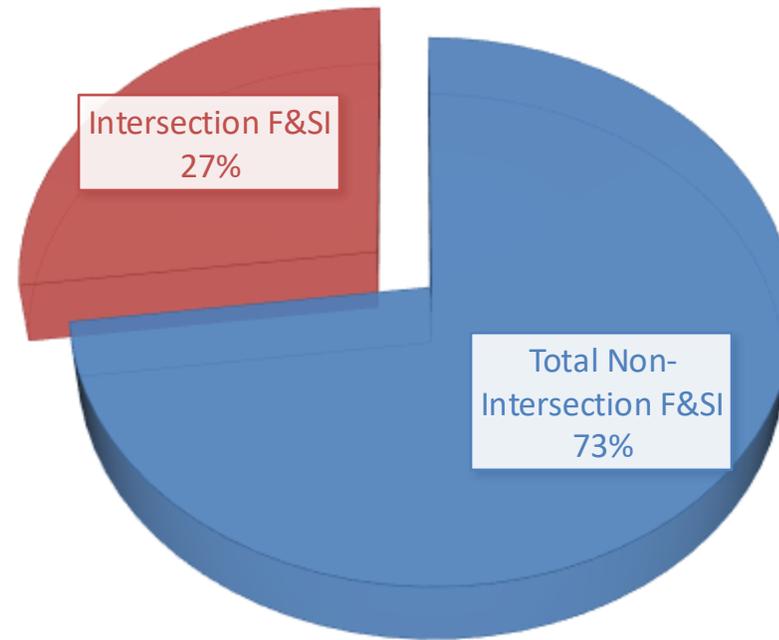
SCDOT Highway Safety Improvement Program (HSIP)

For a location to be eligible for HSIP funding, it must:

- Address a priority in the Strategic Highway Safety Plan
- Be identified through a data-driven process
- Contribute to the reduction of fatal and serious injury crashes



Intersection Safety



Over a recent five year period, roughly 27% of all fatal & serious injury (F&SI) crashes in South Carolina occurred at an intersection

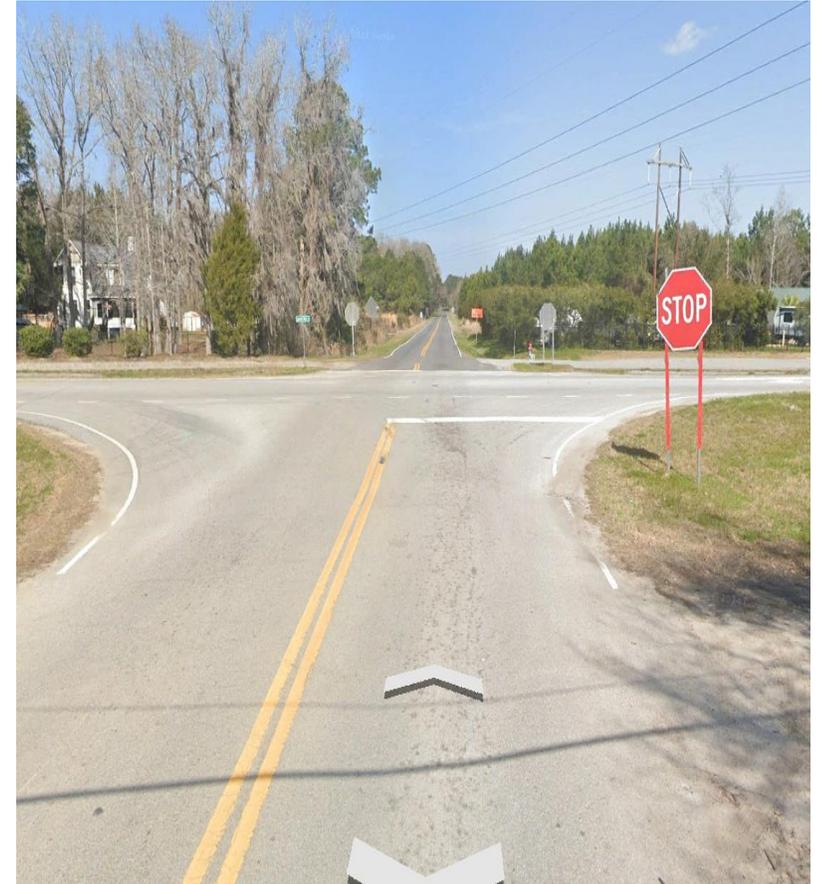
SC 116 (Laurel Bay Rd.) @ S-597 (Stanley Farm Rd.)

- Laurel Bay Rd.
 - 2-lane major collector
 - Around 7,100 vehicles per day (3% large trucks)
 - 55 mph speed limit
- Stanley Farm Rd.
 - 2-lane local road
 - Around 1,650 vehicles per day (5% large trucks)
- Intersection is a 2-way stop with left turn lanes on SC 116



SC 116 (Laurel Bay Rd.) @ S-597 (Stanley Farm Rd.)

- Intersection was selected due to a high crash rate
- In a recent 4 year period, there were 19 total crashes, 16 of which were right-angle crashes
 - 10 of the 19 crashes caused an injury, and there was 1 crash that caused a fatality
 - Most crashes occurred during the day under dry conditions



SC 116 (Laurel Bay Rd.) @ S-597 (Stanley Farm Rd.)

- A Project was initiated and a traffic study was done by an independent third party (consultant)
- The traffic study analyzed 3 alternatives:
 - All-Way Stop
 - Traffic Signal Installation
 - Single-Lane Roundabout
- Roundabout was recommended as safest option



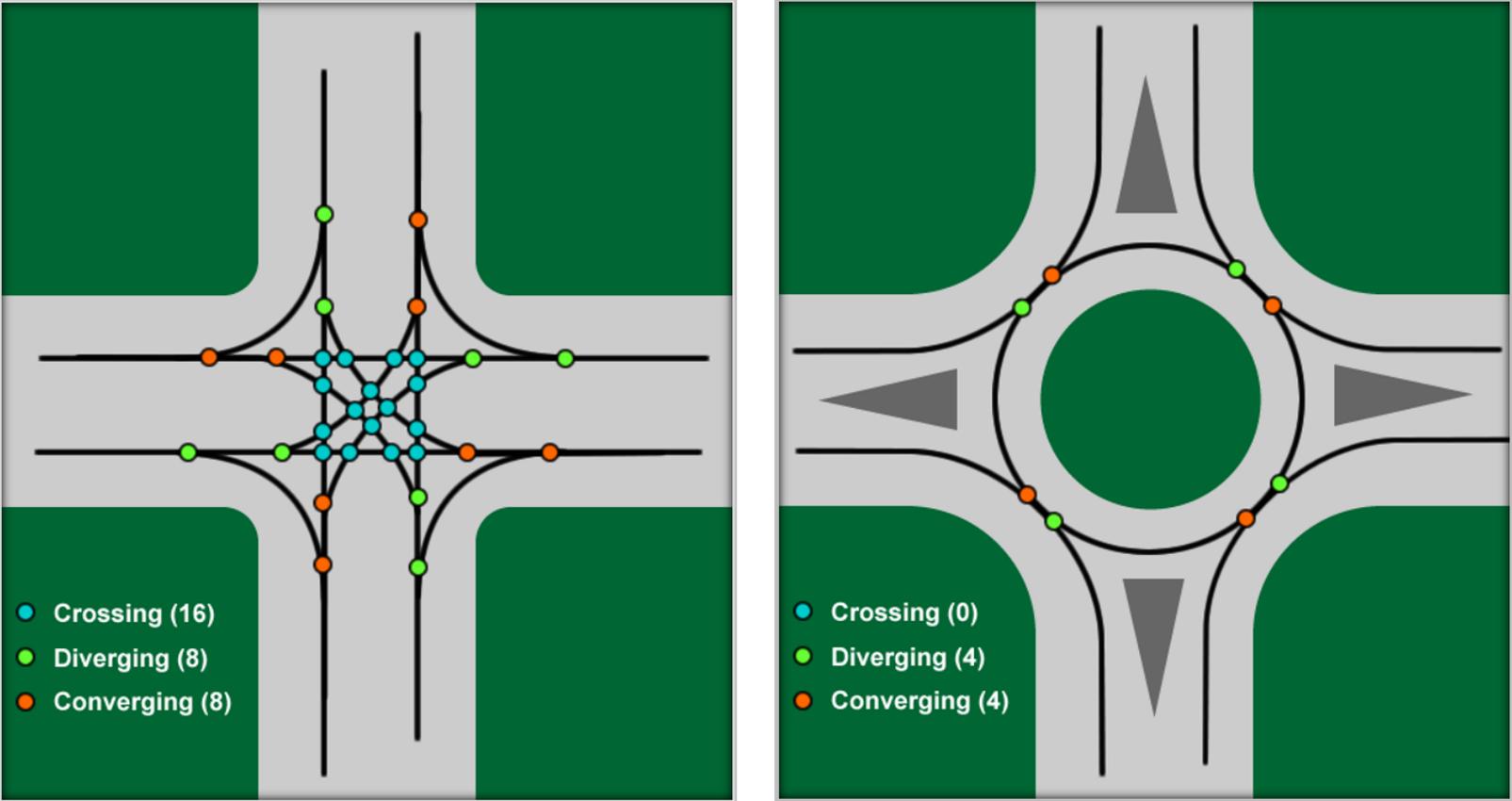
What is a roundabout?

- A roundabout is a circular intersection in which traffic flows counterclockwise around a center island. There are no traffic signals or stop signs in a roundabout.
- All approaches are controlled with a Yield sign.
- Large trucks and emergency vehicles can easily navigate the roundabout.
- Roundabouts are replacing traditional intersections because they are safer and can enhance the operation of the intersection.



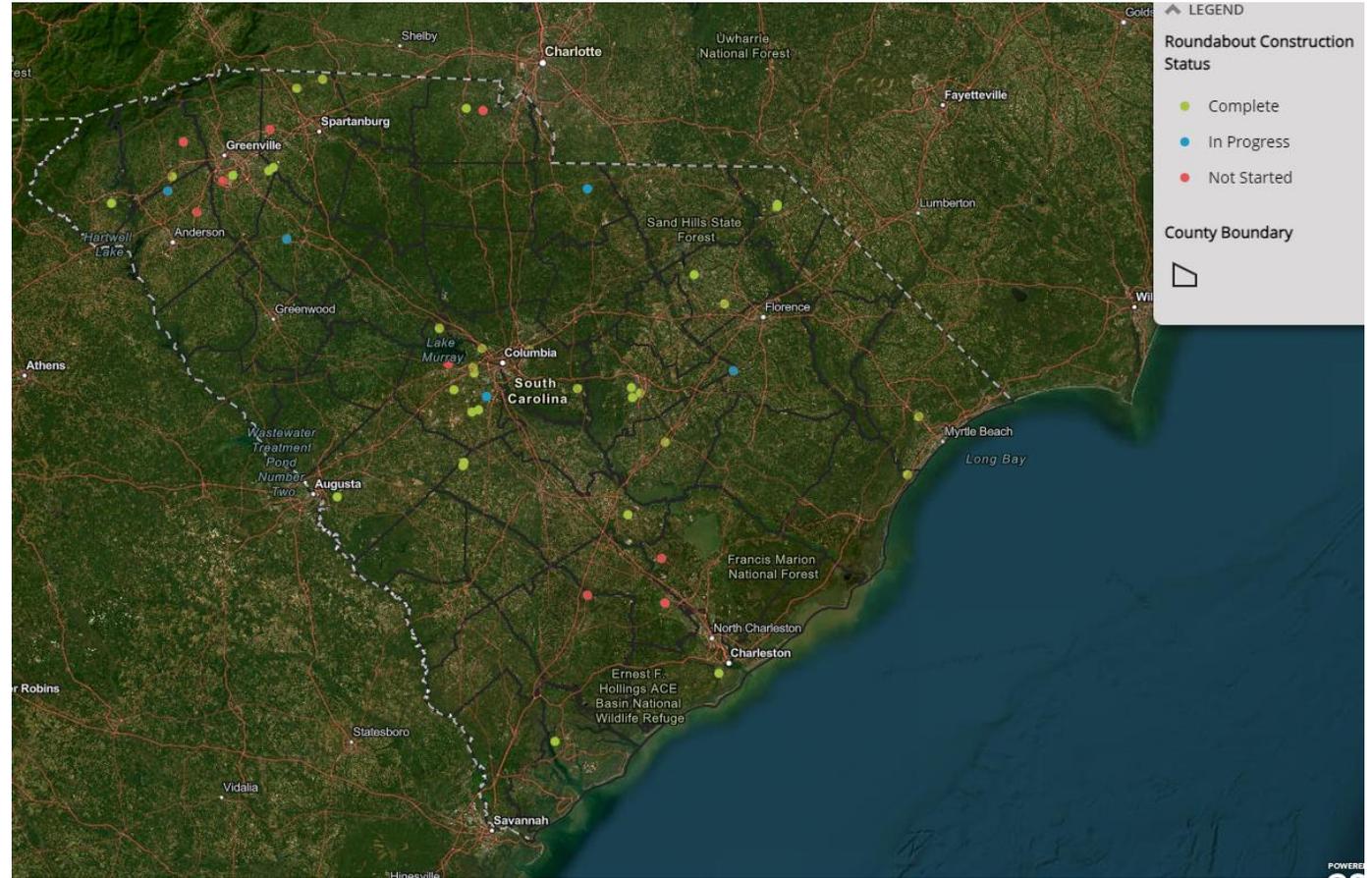
What makes a roundabout safer?

Conflict Point reduction

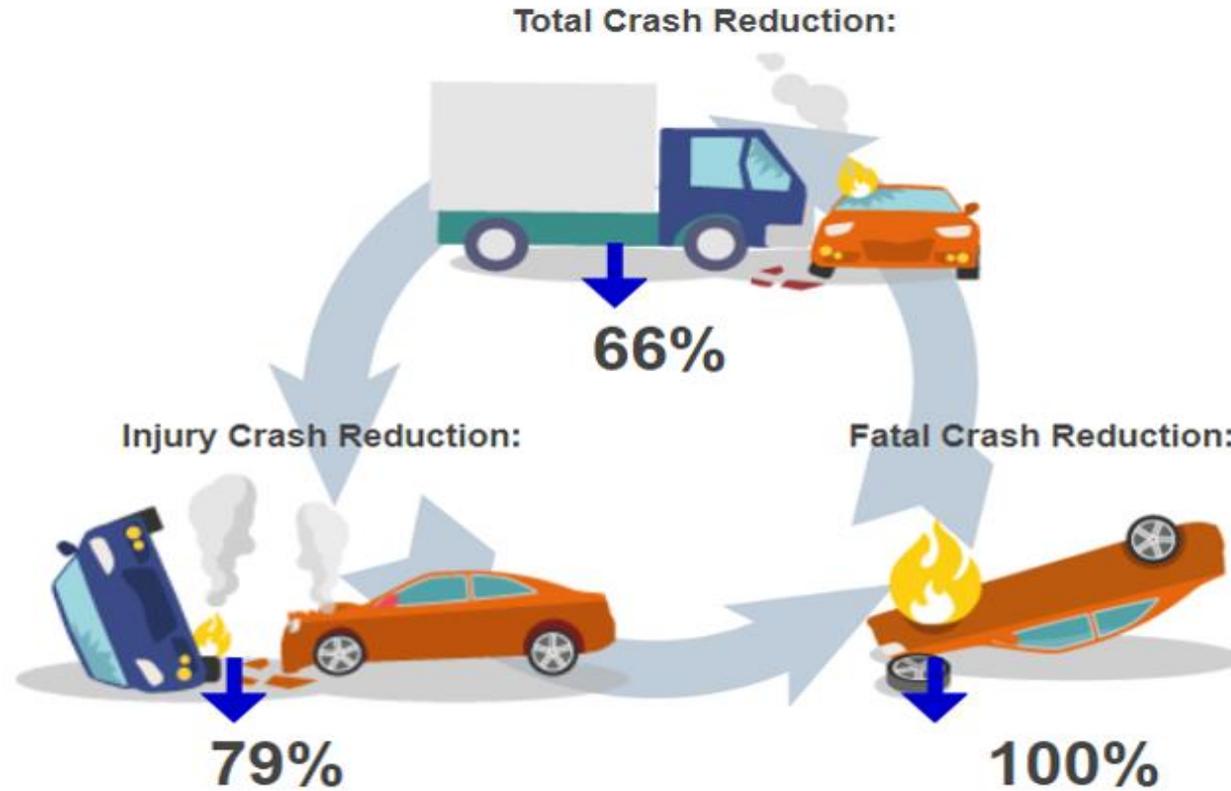


Current Roundabouts

- The Traffic Safety Office has installed 35 roundabouts statewide with 20 more in development or under construction



Current Roundabouts



Current Roundabouts

- Similar roundabout in Beaufort County at Joe Frazier Rd. @ Pine Grove Rd./Morrall Dr. completed in August 2012
 - 2.5 miles away
- Before/After Study
 - Total crashes reduced from 17 to 3
 - Injury crashes reduced from 7 to 1
 - Right angle crashes reduced from 14 to 0



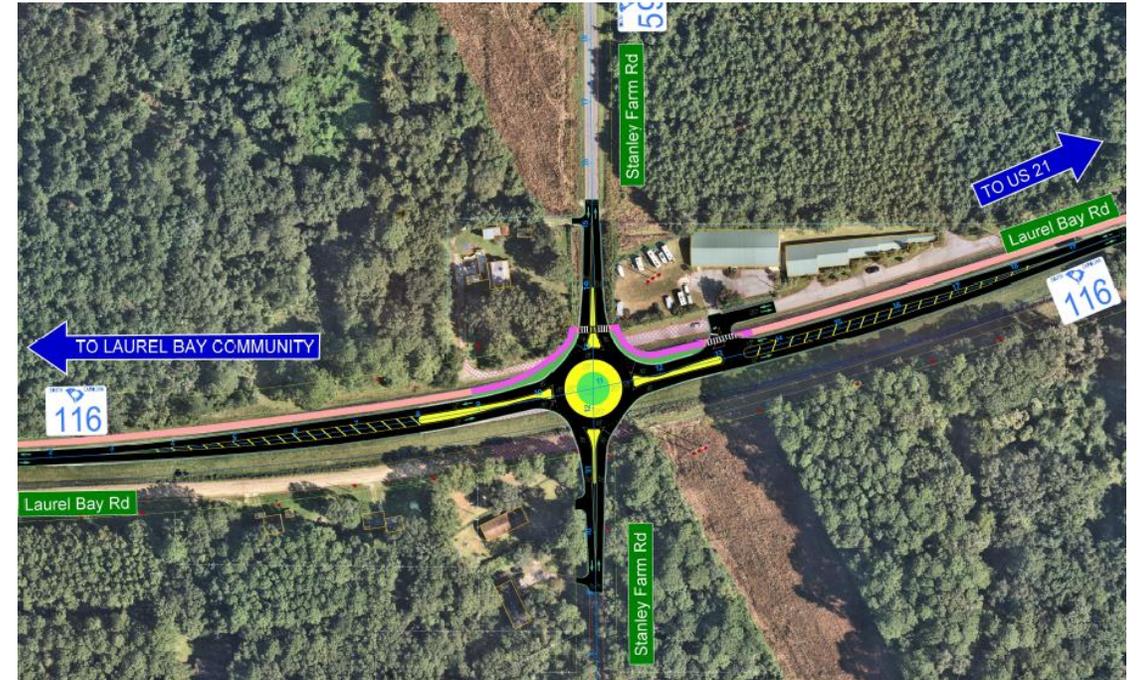
Why not a Traffic Signal?

- Roundabouts are safer because they remove conflict points
- Federally mandated Traffic Signal warrants weren't met
 - Installing a traffic signal where warrants aren't met can increase crashes
- Over the life of the Project, costs are similar between a roundabout and a new traffic signal
 - Maintenance costs
 - Power costs



Current Status of Project

- Preliminary Plans are developed and under review
- A Public Meeting was held on August 1, 2024 at Burton Wells Rec Center
 - 10 attendees
 - 8 comments received
- Anticipated Schedule
 - Design is completed and Right-of-Way Acquisition begins: Early 2025
 - Construction begins: Early 2026
 - Construction Duration: 18 months
- Estimated Cost: \$2.5M (federally funded)



Project Website



Thank you!



South Carolina Department of Transportation

#ProgressisourPriority



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 1/8/2025
FROM: JJ Sauve
AGENDA ITEM TITLE: Authorization to allow the City Manager to enter into a Memorandum of Agreement with the Beaufort Jasper Water and Sewer Authority for Cost Sharing of Utility Relocation on the Duke Street Streetscape and Stormwater Project
MEETING DATE: 1/14/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

This is an authorization by Council for the City Manager to enter into a standardized form Memorandum of Agreement (MOA) with BJWSA for cost sharing of utility relocation pursuant to SC Act 36 of 2019. The attached MOA is a standardized DOT form used by BJWSA with the SCDOT and Beaufort County and all across South Carolina for these types of agreements. This standardized form MOA has been reviewed by counsel for DOT, BJWSA, and the City of Beaufort. All costs associated with utility relocation are already calculated as part of the budget for this project. The City has previously executed this same standard form agreement on all existing projects involving utility relocation.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends authorization by Council for the City Manager to enter into the MOA for the Duke Street Streetscape and Stormwater Project.

ATTACHMENTS:

Description	Type	Upload Date
Duke Street BJWSA Letter	Backup Material	1/8/2025
BJWSA Act 36 Standardized MOA Form	Backup Material	1/8/2025



6 SNAKE ROAD, OKATIE, SC 29909-3937
Phone 843.987.8100 | Fax 843.548.0096
Customer Service 843.987.9200
Operations & Maintenance 843.987.8046
Engineering 843.987.8065
www.bjwsa.org

Our mission: Provide quality water and wastewater services to our current and future customers in the Lowcountry

VERNA ARNETTE, GENERAL MANAGER

January 3, 2024

John Sauv , JD, MPA
Assistant City Manager
City of Beaufort
1911 Boundary St
Beaufort, SC 29902

RE: Duke Street Streetscape-Hamar Street To Bladen Street (BJWSA-2025-067)

Dear Mr. Sauv :

Beaufort Jasper Water & Sewer Authority (BJWSA) owns, operates, and maintains a drinking water and a wastewater infrastructure pipe, and related appurtenances along Duke St and within the project boundaries of the above referenced project. These facilities will be impacted by the project as outlined in the plan markup prepared and provided by BJWSA on December 19, 2024. BJWSA will work with the City of Beaufort in preparing alignments and preliminary approaches to avoid, minimize or mitigate these impacts.

BJWSA is a publicly owned drinking water and wastewater system. We treat and deliver an average of 20 million gallons of drinking water each day to more than 60,000 retail customers. For wastewater, we collect and treat nearly nine million gallons of wastewater on a daily basis across over 1,400 miles of infrastructure. We serve over 43,000 sewer accounts. In total, our water production and wastewater treatment services include a population of over 150,000 residents, with consideration for our wholesale customers.

Therefore, BJWSA should be considered a large public water/wastewater utility as defined in Act 36 of 2019.

Please consider this letter as an official request from BJWSA asking the City of Beaufort to bear the costs related to relocating all water and wastewater facilities impacted by this project including, but not limited to, design, engineering, permitting, removal, installation, inspection, materials, testing, and labor costs in accordance with Act 36 of 2019.

GREGORY A. PADGETT
CHAIR

ANDERSON M. KINGHORN, JR
VICE CHAIR

WILLIAM SINGLETON, Ed. D
SECRETARY/TREASURER

JAMES E. BAKER, JR
IMMEDIATE PAST CHAIR

JEFFERSON P. ACKERMAN, P. E.
R. THAYER RIVERS, JR

MICHAEL L. BELL
GERALD H. SCHULZE

LORRAINE W. BOND
DAVID R. STRANGE

J. ROBERT McFEE, P. E.

BJWSA understands that to be eligible for payment for the relocation/replacement costs:

- The relocation/replacement must be placed under the control of the general contractor for the project.
- BJWSA must meet the bidding and construction schedule established by the City of Beaufort, such as design conferences and submittals of all relocation drawings and bid documents.
- Failure to meet the bidding and construction schedule requirements shall result in BJWSA having to bear all relocation costs, except in the delay is due to an event beyond the control of BJWSA

Please feel free to contact me with any questions at 843.987.8061 or michael.hansen@BJWSA.org

Sincerely,



Michael Hansen, PE
Chief of Engineering

Cc: Jordan Silva, BJWSA
Neil Desai, P.E., BJWSA
Matthew Michaels, BJWSA
File

**MEMORANDUM OF AGREEMENT
For In-Contract Utility Relocation
In Beaufort CITY**

This Agreement is made this ____ day of _____, 20__ by and between the City of Beaufort (hereinafter referred to as “**CITY**”) and the Beaufort-Jasper Water & Sewer Authority (hereinafter referred to as “**UTILITY**”) (collectively “the Parties”) to ensure the successful completion of the public water and/or sewer facilities relocation for the below described Project:

This document is to serve as a Memorandum of Agreement as to the specific responsibilities of **UTILITY** and **CITY** in completing this Project and associated Utility Work.

Section I - Definitions

1. The term “Project” shall refer to **CITY**’s Project along _____ in Beaufort CITY.
2. The term “Utility Work” shall refer to an adjustment necessitated by **CITY**’s Project of a public water system or public sewer system facility by removing and reinstalling the facility; a move, rearrangement, or change of the type of existing facilities; necessary safety and protective measures; or the construction of a replacement facility that is both functionally equivalent to, but not including any betterment of, the existing facility that is necessary for the continuous operation of the system’s service.

Section II - Agreements by the Parties

1. The Utility Work shall be included in **CITY**’s contract for the construction of the Project.
2. The Utility Work shall be performed by a contractor approved by **UTILITY** and licensed and qualified to perform the Utility Work. **CITY**’s contractor will select the contractor to perform the Utility Work from **UTILITY**’s list of preferred contractors. In the event the preferred contractors are not available, **CITY** will obtain written concurrence from **UTILITY** regarding the contractor selected to perform the Utility Work.

Section III - Funding

1. **CITY** shall be responsible for the cost of utility relocations where prior rights exist in accordance with SCDOT’s “A Policy for Accommodating Utilities on Highway Rights of Way” and 23 CFR 645A. Additionally, pursuant to SC Code § 57-5-880, **CITY** shall bear all of the relocation costs, including design costs, up to four percent of the original construction

- bid amount of the Project. Should more than one large public water utility or large public sewer utility be required to relocate due to the Project, the total cost share of up to four percent will be divided pro rata among the large public water or large public sewer utilities required to relocate.
2. **UTILITY** is responsible for the cost of any betterments.
 3. **CITY** estimates the original construction bid amount to be \$. Four percent of this estimate is \$, which is the maximum amount **CITY** will contribute to the non-prior rights Utility Work.
 4. **UTILITY** estimates the total cost of the Utility Work to be \$, with such costs to be allocated as follows:
 - a. **CITY's** share is estimated at \$. This consists of:
 - i. **Prior Rights** estimated at \$
 - ii. **Non-Prior Rights** estimated at \$
 - b. **UTILITY's** share is estimated at \$
 5. In accordance with its procurement practices and procedures, **CITY** will solicit bids for the construction of the Project, including the Utility Work, and will award the **CITY** contract to the contractor with the lowest qualified bid for the overall work of the Project.
 6. **CITY** shall notify **UTILITY** in writing as to the cost of the Utility Work included in the awarded **CITY** contract.
 7. **CITY's** share identified in 4.a. above shall be the maximum amount payable by **CITY** for the Utility Work. Any amount over this shall be the responsibility of **UTILITY**.
 8. If the Utility Work contains any betterments, work that is not an eligible cost under SC Code § 57-5-880, or if the cost exceeds **CITY's** maximum contribution, **CITY** will invoice **UTILITY** for that amount. **UTILITY** shall remit the invoiced amount to **CITY** within 30 days of receipt of the invoice. Any payment due must be received by **CITY** prior to execution of the construction contract.
 9. Should change orders for the Utility Work be needed, **CITY** reserves the right to approve change orders that are less than 10% of the bid price and to approve change orders that would result in the total cost of Utility Work remaining less than the estimated cost indicated in this Agreement.

Section IV - CITY's Responsibilities

1. Include the Utility Work in **CITY's** contract for the construction of the Project.
2. **CITY** will provide **CITY's** contractor with all documents provided to **CITY** by **UTILITY**.
3. Allow **UTILITY** or **UTILITY's** Consulting Engineer and/or Inspector full access to the site when the Utility Work is underway.

Section V - UTILITY's Responsibilities

1. Apply for and receive all necessary permits (including Construction Permit Application Water/Wastewater Facilities through DHEC) for the Utility Work. The cost of

- these permits shall be reimbursable by **CITY** according to the terms of this Agreement.
2. Provide all engineering design services, sealed construction plans and specifications, bid tab sheet, itemized estimated cost, and a list of preferred contractors (minimum of 3) to meet **CITY**'s letting schedule for the Project. These costs shall be reimbursable by **CITY** according to the terms of this Agreement.
 3. If construction plans and specifications provided by **UTILITY** are found to be inaccurate due to errors or omissions, **UTILITY** shall be responsible for any resulting damages, including delay damages and the costs attributable to such delays.
 4. **UTILITY** must meet the bidding and construction schedule established by **CITY**. All documents necessary must be provided by **UTILITY** to **CITY** at least 180 days prior to receipt of bids for the Project. If the Project is under an accelerated schedule, **CITY** shall notify **UTILITY** of the date by which the documents must be provided.
 5. Failure to meet the bidding and construction schedule requirements shall result in **UTILITY** having to bear all relocation costs.

Section VI - General Conditions

1. **CITY** shall have final approval on the location of all **UTILITY**'s facilities within **SCDOT** right-of-way.
2. All work covered under this Agreement and performed by **CITY**'s contractor shall be performed within **SCDOT** or **CITY** right-of-way.
3. Upon **UTILITY**'s acceptance of the Utility Work, or any specific portion thereof, in accordance with the plans and specifications, **UTILITY** will assume sole and complete responsibility for the new facility. For purposes of this Agreement, **UTILITY** will be considered to have accepted the Utility Work, or any specific portion thereof, by assuming control of the Utility Work and commencing to utilize it.
4. Following acceptance, **UTILITY** will have sole responsibility for the operation and maintenance of the Utility Work and sole liability for any claims made by third-parties that arise from the design, construction, operation, or maintenance of the Utility Work in its entirety or the portion that has been accepted.
5. Following acceptance, **UTILITY** assumes any and all liability for accidents or injuries to persons, or damage to property (including the highway) that may be caused by the maintenance, use, moving, or removing of the water and/or sewer line and related appurtenances constituting the Utility Work as described herein.
6. Prior rights will remain in locations where prior rights currently exist. This Agreement shall not grant prior rights in locations where they do not currently exist.
7. Where **UTILITY** is on **SCDOT** right-of-way by encroachment, **UTILITY** agrees that if, in the opinion of **SCDOT**'s Deputy Secretary of Engineering, it should ever become necessary to move or remove the Utility Work, including any future modifications thereto, on account of the change in locations of the highway, widening of the highway, or for any other

sufficient reason, such moving or removing shall be done on demand of **SCDOT** at **UTILITY's** expense.

8. **UTILITY** shall agree to hold consultations with **CITY** as may be necessary with regard to the execution of supplements to this Agreement during the course of the Project for the purpose of resolving any items that may have been unintentionally omitted from this Agreement. Such supplemental agreements shall be subject to the approval and proper execution of the Parties hereto. No amendment to this Agreement shall be effective or binding on any Party hereto unless such amendment has been agreed to in writing by all Parties hereto.

Section VII - Counterparts

This Agreement may be executed in counterparts, and if so executed, shall become effective when a counterpart has been executed and delivered by both Parties hereto. All counterparts taken together shall constitute one and the same Agreement and shall be fully enforceable as such. Delivery of counterparts via facsimile transmission or via email with scanned attachment shall be effective as if originals thereof were delivered.

[Signature blocks on next page]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and sealed by their authorized representatives.

SIGNED, SEALED, AND DELIVERED

IN THE PRESENCE
OF:

Beaufort-Jasper Water & Sewer Authority

BY: _____

Title: _____

WITNESS

BEAUFORT CITY

BY: _____

CITY MANAGER

WITNESS

RECOMMENDED BY:

Director of Engineering

REVIEWED BY:

Program Manager