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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**  
**February 11, 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. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

- A. Character Education Proclamation - Conner Smith, Mossy Oaks Elementary School
- B. Proclamation proclaiming February 2025 as National Black History Month
- C. Resolution honoring the memory and contributions of former Port Royal Mayor Henry "Luck" Robinson

**VI. 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 from Beaufort Water Festival for use of the Henry C. Chambers Waterfront Park, street closures, sale and use of alcohol, use of seawall, use of day dock, waiver of noise ordinance and sponsorship for Opening Ceremonies Fireworks for the 69th Annual Beaufort Water Festival, July 8-21, 2025.
- K. Request for co-sponsorship from The Original Gullah Festival for use of the Henry C. Chambers Park and waiver of noise ordinance, May 23 - 25, 2025
- L. Request from Beaufort County Library for co-sponsorship for use of the Henry C. Chambers Waterfront Park to Host Friends of Beaufort Library Fall Book Sale, November 6 - 9, 2025, request of overnight camping in park, and fifteen (15) complementary parking spaces
- M. Request permission to host the 2025 Taste of Beaufort and Arts and Crafts Market in the Henry C. Chambers Waterfront Park on May 2-3, 2025, request waivers for sale and use of alcohol, open container, public drinking, noise ordinances, street closures and issuance of parking passes

**VII. MINUTES**

- A. Worksession and Regular Meeting - January 14, 2025

**VIII. OLD BUSINESS**

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

**IX. NEW BUSINESS**

- A. Ordinance for the lease of commercial space that is part of real property owned by the City of Beaufort, South Carolina located at 500 Carteret Street to New Story Leasing, LLC. - First Reading
- B. Request from the Junior Service League of Beaufort for use of Henry C. Chambers Waterfront Park and co-sponsorship for The Scales and Tails Kids Fishing Tournament on April 5, 2025, from 8:30 am to 3:00 pm
- C. The Perry/Wernsing Wedding requests a waiver of drinking in public, drinking in a public park, and a waiver of the noise ordinance in the Whitehall Park on Saturday, May 17, 2025, from 11:00 am to 11:00 pm
- D. Request from Nick Borreggine to close Bay Street Extension from Carteret Street to New Street Sunday, March 9, 2024 from 3:30 pm to 10:00 pm, use of Cannon Park and waiver of Police Service cost and waiver of Drinking in Public ordinance to host Dinner as a fundraiser for CAPA's Dancing with Our Stars
- E. An Ordinance to amend the Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed - First Reading
- F. An Ordinance to amend City Ordinance number 2024/11 regarding the Fiscal Year 2024-2025 City of Beaufort Budget to provide for the inclusion of a Schedule of Maximum Allowable Fees for Rotation List Calls. - First Reading

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

- A. PLEASE LIMIT YOUR REMARKS TO FIVE MINUTES - The Mayor may interrupt public comments that continue past five minutes, or are disruptive - Persons violating these rules may be required to leave the meeting - [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**, Conner Smith was selected as the winner by Mossy Oaks Elementary School as the student of the month.

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

### **CONNER SMITH, MOSSY OAKS ELEMENTARY SCHOOL STUDENT OF THE MONTH**

The City of Beaufort thereby pronounces *Compassion* as the word for the month of December and applauds Conner Smith, the Beaufort County School District, and Mossy Oaks Elementary School for their work and specifically honors Conner Smith as Mossy Oaks 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 11th day of February 2025.

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Philip E. Cromer, Mayor

Attest:

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Traci Guldner, City Clerk



## PROCLAMATION

**WHEREAS**, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

**WHEREAS**, Black History Month grew out of the establishment of Negro History Week in 1926 by Carter G. Woodson and the Association for the Study of African American Life and History; and

**WHEREAS**, Black History Week was expanded in 1976 as part of the nation's bicentennial celebration and thereby became established as Black History Month, and is now celebrated all over North America; and

**WHEREAS**, Black History Month is a chance for Americans to learn more about our nation's shared history that unfortunately, are far too often neglected; and

**WHEREAS**, Black History Month allows our community to unite and celebrate the many achievements of black Americans and other people of African descent; and

**WHEREAS**, the City of Beaufort and Beaufort County are particularly rich in Black history and Black culture, from the Gullah-Geechee people whose heritage is an integral part of our community, to the legacy of Robert Smalls, whose courage helped to change the course of the Civil War, who was elected several times to state and federal offices, and who was a champion of public education for all; to the Reconstruction institutions we celebrate today – Camp Saxton, Brick Church, Penn Center, the Mather School -- to all the remarkable achievements of so many African-American Beaufortonians over the years; and

**WHEREAS**, the observance of Black History Month calls our attention to the continued need to address racism and to build a society that lives up to its democratic ideals.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Beaufort, South Carolina, do hereby proclaim February 2025 as

### **National Black History Month**

and encourages all citizens to join in learning more about the rich history of African Americans during this special observation.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 11th day of February 2025.

**RESOLUTION**  
**2025-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BEAUFORT, SOUTH CAROLINA,  
HONORING THE MEMORY AND CONTRIBUTIONS OF FORMER PORT ROYAL MAYOR  
HENRY "LUCK" ROBINSON**

**WHEREAS**, the City of Beaufort, South Carolina, recognizes the extraordinary contributions of outstanding community leaders who have dedicated their lives to public service and the betterment of their communities; and

**WHEREAS**, Henry "Luck" Robinson, having been elected the first African American Council Member in the Town of Port Royal at the age of 32, serving the community for eight years in that capacity; and

**WHEREAS**, afterward he was elected Mayor of the Town of Port Royal-again as the first African American to do so-and served as Mayor for 18 years; and

**WHEREAS**, after his initial retirement as Mayor, he was coaxed into public service again to serve on Port Royal's Town Council until 2011, logging a total of 38 years of elected service to the Town and the Lowcountry; and

**WHEREAS**, as Mayor of the Town of Port Royal, he consistently demonstrated visionary leadership, unwavering dedication, and a steadfast commitment to the growth, prosperity, and well-being of his community; and

**WHEREAS**, throughout his public service tenure, Mayor Robinson championed numerous initiatives that fostered economic development, environmental conservation, and the enhancement of public services, leaving a lasting impact on the citizens of Port Royal and the greater Beaufort County region; and

**WHEREAS**, his leadership was instrumental in preserving the unique character and historical significance of Port Royal, ensuring that future generations could enjoy its natural beauty, rich heritage, and vibrant community; and

**WHEREAS**, beyond his role in public office, Mayor Robinson was a beloved friend, mentor, and advocate for civic engagement, inspiring countless individuals to participate in local governance and community service; and

**WHEREAS**, his passing is a profound loss to his family, friends, and the entire Lowcountry community, but his legacy of leadership, kindness, and service will continue to be felt for years to come;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Beaufort, South Carolina, that we do hereby honor and celebrate the life and lasting contributions of Mayor Henry "Luck" Robinson, expressing our deepest gratitude for his service and extending our sincerest condolences to his family and loved ones; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be presented to the family of Mayor Henry "Luck" Robinson as a token of the City's appreciation and remembrance of his remarkable life.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 11<sup>th</sup> day of February 2025.

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

ATTEST:

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



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

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**TO:** CITY COUNCIL **DATE:** 2/5/2025  
**FROM:** Raul Dominguez, CIP Director  
**AGENDA ITEM TITLE:** CIP Monthly Report  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

Monthly report for December.

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*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
CIP Monthly Report	Cover Memo	2/5/2025

Scott Marshall  
CITY MANAGER  
843-525-7070

John Sauvé  
ASSISTANT CITY MANAGER  
843-379-7525



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1911 Boundary Street  
BEAUFORT, SOUTH CAROLINA 29902

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

February 5, 2025

## MEMORANDUM

To: City Council

From: Raul Dominguez, *Capital Improvements Program Director*

Re: Capital Improvement Program Monthly Report

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### **I. Summary Report**

This report provides updates to our Capital Projects for the February 11, 2025 City Council Meeting. The CIP Team and our Engineering partners continues to work towards breaking ground on all contracted projects outlined in last year's 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. The King Street Project has received Army Corp of Engineers and OCRM permits. Utility coordination continues and is reaching completion. Projects still expected to go out to bid during Q-1 2025.

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

This project remains on schedule. Utilities are complete and the concrete and asphalt work continues.

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

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843-525-7070

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ASSISTANT CITY MANAGER  
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Phase 1 ribbon cutting took place in December and families are enjoying the new park on a daily basis. There was an issue with the bathroom plumbing that is being actively resolved under the project warranty.

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.

### **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 met with the awarded contractor Zulu Marine to establish start date and notification process to the affected homes surrounding the project and the engineering team expects final permitting to be complete within Q-1.

### **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-2 of 2025 pending final permitting and utility coordination and successful bidding. Utility coordination continues to progress and SCDOT coordination regarding sight triangles and parking is ongoing.

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

This project is substantially completed.

### **Pigeon Point Landing**

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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. Staff are working to secure a complete survey of the property and correct tax mapping issues, and O'Quinn has begun the initial assessments and permitting process.

### **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. Staff meet with the McSweeney Team on Friday February 7.

### **Battery Shores Paving**

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

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pending scheduling, but expected to be completed during Q-1 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.



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

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**TO:** CITY COUNCIL **DATE:** 1/9/2025  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** Community Development Monthly Report  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Community and Economic Development

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**BACKGROUND INFORMATION:**

Monthly report for December 2024.

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

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	2/5/2025



## CURRENT PROJECTS

### DECEMBER, 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**
- BMH – 955 Ribaut Rd – Large Interior Renovations **Issued 12/19/23**
- BMH – 955 Ribaut Rd – ER Renovations **Issued 12/09/24**
- 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**
- 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**
- Culver’s – 2338 Boundary Street – Upfit- **Issued 12/17/24**
- Pointe Grand Apt Bldgs. – 135 Hillpointe Circle – **Issued 12/23/24**
- Storage/Residential Living – 1140 Ribaut Road- **Issued 12/04/24**

##### COMMERCIAL (Pending)

- 3-Story Apt Bldg. w/1<sup>st</sup> 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)**

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

- 106 Lyford Place
- 1202 Salty Hammock Court (Salem Bay Subd)

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

- 2021 Lafayette Street
- 1413 Laudonniere Street
- 32 Middle Island Street (Camellia Banks)

- 30 Middle Island Street (Camellia Banks)
- 20 Basin Trail Street (Camellia Banks)
- 18 Basin Trail Street (Camellia Banks)
- 16 Basin Trail Street (Camellia Banks)

## Historic Review:

### HRB (Historic Review Board):

- *1013 Charles Street, PIN R120 004 000 0193 0000, demolition Applicant: Lisa Hunnicutt, LTR Enterprises, LLC. The applicant is requesting demolition of a non-contributing structure.*
- *1013 Charles Street, PIN R120 004 000 0193 0000, new construction Applicant: Lisa Hunnicutt, LTR Enterprises, LLC.*

### HTRC:

- 207 Laurens Street – Replacing the garage roof to match the main house.
- 314 Hancock Street – Proposing to paint the existing roof.
- 1705 Duke Street (2nd HTRC) – proposing a new construction duplex primary structure with detached garage/carriage house.
- 1606 King Street – proposing to replace the existing concrete walkway and existing concrete.
- 909 Washington Street – proposing renovations to existing house.
- 1606 King Street – proposing to replace the existing concrete walkway and existing concrete wall with different material
- 1009 Craven Street – proposing repairs to the Rhett House including the columns.
- 604 Bladen Street – discussion of the issues of the existing building.
- 808 Scott Street – proposing to add an additional fence to the property.

## Public Hearings:

- None.

## City Council:

- None.

## PC (Planning Commission):

### PC (Planning Commission)

- Code Amendments – Chapter 7 & 9

## January 21, 2025 Meeting

- *01 Whitehall Drive. The applicant is requesting site plan approval for a mixed-use building.*
- *2513 Boundary Street. The applicant is requesting site plan approval for a new car wash.*
- *Broad River Boulevard. The applicant is requesting sketch plan approval for a new 261-unit multi-family development.*

## TRC (Technical Review Committee):

- *Lower Cane Island Development (200 White Horse Road) – proposal for development of a resort / master-planned community on Lower Cane Island - Submitted by Michael Brunetti with Lower Cane Development LLC*
- *Hanover Park Townhomes (139 Robert Smalls Pkwy.) – proposal for development of residential townhome community in two phases - Submitted by Alex Rhode (P.E.) with Seamon Whiteside Engineering*
- *ALDI Store at Beaufort Station (361 Robert Smalls Pkwy.) - pre-con submitted by Carley Griffin with Advanced Engineering Services, LLC*
- *Annexation Request “Willie Mack” (3659 Trask Pkwy.) – annexation request for County parcel with existing building (fmr. Greyhound Bus Station) to be used for commercial use and rental - Submitted by Willie Mack Stansell III (owner)*
- *Kalady Audiology Office Relocation(2201Boundary Street, Unit 107)–request for pre-design to purchase and relocate audiology office to Unit 107 at Carolina Cove Executive Center-*
- *1273 Ribaut Road Townhomes–proposal to build 2 townhouse buildings (4 units in total) subdivided, portion of property at 1273 Ribaut Rd.–*
- *12 City Walk Newsingle-family home at–construction proposal for a new single-family home in the City Walk neighborhood–*

## 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. February 24, 2024 Meeting*

## Tenant Change (Safety Inspections)

- *1208 Prince St \_ Proposed Bus: Rehabilitation Consultation Services (Appraisal Associates)*
- *199 Parris Island Gateway – Proposed Bus: Automative Tire Sales and Service (Good Year Auto Service Center)*

**New Construction - Residential Dwellings & Commercial Structures  
2024**

<b>Month</b>	<b>Single Family</b>	<b>Multifamily</b>	<b>Commercial</b>	<b>Permit Fees</b>
Jan	9	1 Bldg (64 Units)	1	\$97,492.70
Feb	15	0	3	108,909.68
Mar	10	0	1	40,491.70
Apr	23	0	0	68,641.30
May	12	0	1	44,063.70
Jun	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	2	13 Bldgs. (328 Units)	2	172,042.20
<b>Totals</b>	<b>143</b>	<b>732</b>	<b>10</b>	<b>\$929,361.78</b>

**Total Residential Units: 885 (a 300 unit increase from 2023)**

Note: The total permit fees collected does not include impact fees.



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

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**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Downtown Operations Monthly Report  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

Monthly report for December.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Downtown Operations Monthly Report	Backup Material	2/4/2025

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

**Department Overview for the Month**

December was a bustling month filled with various festive events, including:

- **Artist Sunday (12/1)**
- **Holiday Weekend (12/6 - 12/8)**
- **Photos with Santa Claus (various days)**
- **New Year’s Eve Fireworks (12/31)**

The **Free Holiday Parking** in the Marina Parking Lot was well received, with over 75% occupancy from Thanksgiving through New Year’s Day. The newly introduced **Holiday Magic program** saw positive engagement, with:

- 8 city residents and 17 visitors (outside city limits) took advantage of the free 2-hour vouchers by redeeming them for two parking tokens
- The parking promo code was utilized 28 times

We also celebrated new beginnings with Ribbon Cutting Ceremonies for exciting new businesses, including *Sunshine and Sass* and the grand opening of the *Laurel Bay Pathway*.

**Park Reservations December 2024**

Location	Wedding	Special Event	Birthday	Other	Festival	Attendance	
						-50	50+
Waterfront Park		2		1		1	2
Pigeon Point Park			1			1	
Washington St. Park		2		5		0	7
Southside Park							
Whitehall Park							
The Bluff							
Other							
<b>Totals</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>9</b>

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

**Festival/Event Statistics**

Festival	Estimated Attendance	Dwell Time	Comments
Night on the Town	8.4K	61 min	
Lighted Boat Parade	4K	68 min	Hosted by Water Festival
Christmas Parade	Undetermined		Organized by Lions Club



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

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**TO:** CITY COUNCIL **DATE:** 2/3/2025  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM**  
**TITLE:** Finance Department Monthly Report  
**MEETING**  
**DATE:** 2/11/2025  
**DEPARTMENT:** Finance

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***BACKGROUND INFORMATION:***

Monthly report for December.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Finance Department Monthly Report	Backup Material	2/3/2025

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 December 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 6<sup>th</sup> month of the fiscal year 2025, recurring revenues and expenditures should be 50% of budget. General Fund revenues are at 20.9% of the budget while expenditures are at 42.1% of the budget.

I'll be happy to answer any questions that may have as you review the City's December 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  
DECEMBER 31, 2024**

	<u>General Fund</u>	<u>TIF II Fund</u>	<u>Capital Projects Fund</u>	<u>Parks and Tourism Fund</u>	<u>American Rescue Plan Act Fund</u>	<u>Stormwater Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>								
Cash and cash equivalents	\$ 10,927,186	\$ 172,321	\$ 2,432,763	\$ 4,603,701	\$ 4,255,781	\$ -	\$ 2,149,555	\$ 24,541,307
Taxes receivable, net	199,779	-	-	-	-	41,441	-	241,220
Other receivables	432,583	-	531,041	73,355	-	-	-	1,036,979
Due from other funds	-	-	-	-	-	-	-	-
Inventories and other assets	23,988	-	-	-	-	-	-	23,988
Restricted cash and cash equivalents	-	3,725,515	-	3,653,485	-	537,203	25,530	7,941,733
Total assets	<u>11,583,536</u>	<u>3,897,836</u>	<u>2,963,804</u>	<u>8,330,541</u>	<u>4,255,781</u>	<u>578,644</u>	<u>2,175,085</u>	<u>33,785,227</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>								
Liabilities:								
Accounts payable	1,465,834	-	510,363	59,058	3,331	251,866	-	2,290,452
Due to other funds	-	-	-	-	-	-	-	-
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	3,662,867	-	-	3,662,867
Accrued liabilities	89,794	-	-	42,825	-	2,843	3,142	138,604
Deposits and escrow	481,889	-	-	15,200	-	-	23,617	520,706
Total liabilities	<u>2,094,856</u>	<u>-</u>	<u>510,363</u>	<u>117,083</u>	<u>3,666,198</u>	<u>254,709</u>	<u>26,759</u>	<u>6,669,968</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	3,897,836	2,453,441	2,373,909	589,583	(239,178)	2,109,852	12,762,542
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	-	537,203	-	7,624,581
Law enforcement	-	-	-	-	-	-	31,228	31,228
Assigned for:								
Subsequent year's budget	73,615	-	-	-	-	-	-	73,615
Unassigned	1,591,737	-	-	-	-	-	-	1,591,737
Total fund balances	<u>9,012,201</u>	<u>3,897,836</u>	<u>2,453,441</u>	<u>8,213,458</u>	<u>589,583</u>	<u>298,025</u>	<u>2,148,326</u>	<u>26,612,870</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 11,583,536</u>	<u>\$ 3,897,836</u>	<u>\$ 2,963,804</u>	<u>\$ 8,330,541</u>	<u>\$ 4,255,781</u>	<u>\$ 578,644</u>	<u>\$ 2,175,085</u>	<u>\$ 33,785,227</u>

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

	General Fund	TIF II Fund	Capital Projects Fund	Parks and Tourism Fund	American Rescue Plan Act Fund	Stormwater Fund	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>								
Property taxes	\$ 1,340,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,340,867
Other taxes	-	-	-	2,244,076	-	-	413,673	2,657,749
Franchise fees	359,876	-	-	-	-	-	-	359,876
Fines and forfeitures	47,743	-	-	-	-	-	-	47,743
Licenses and permits	1,212,163	-	-	-	-	-	274,503	1,486,666
Intergovernmental	1,826,058	-	1,063,730	-	780,428	-	-	3,670,216
Charges for services	125,628	-	-	305,596	-	142,787	-	574,011
Investment earnings	355,205	76,549	39,390	191,962	105,612	18,758	19,531	807,007
Miscellaneous	30,041	-	-	-	-	-	605	30,646
Total revenues	<u>5,297,581</u>	<u>76,549</u>	<u>1,103,120</u>	<u>2,741,634</u>	<u>886,040</u>	<u>161,545</u>	<u>708,312</u>	<u>10,974,781</u>
<b>EXPENDITURES</b>								
Current:								
General government	1,941,082	-	-	-	160,077	-	211,447	2,312,606
Law enforcement	3,052,120	-	-	642,996	-	-	-	3,695,116
Fire and emergency	3,444,333	-	-	-	-	-	-	3,444,333
Public works	1,120,415	-	-	-	-	322,640	-	1,443,055
Culture and recreation	-	-	-	819,955	-	-	-	819,955
Streets	363,874	-	-	-	-	-	-	363,874
Community development	582,121	-	-	484,904	-	-	-	1,067,025
Debt Service:								
Principal	203,915	-	-	276,858	-	172,500	52,358	705,631
Interest and other charges	178,635	-	-	207,768	-	86,455	11,296	484,154
Capital Outlay	-	11,557	3,887,266	89,336	95,428	-	-	4,083,587
Total expenditures	<u>10,886,495</u>	<u>11,557</u>	<u>3,887,266</u>	<u>2,521,817</u>	<u>255,505</u>	<u>581,595</u>	<u>275,101</u>	<u>18,419,336</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(5,588,914)</u>	<u>64,992</u>	<u>(2,784,146)</u>	<u>219,817</u>	<u>630,535</u>	<u>(420,050)</u>	<u>433,211</u>	<u>(7,444,555)</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Issuance of revenue bonds	-	-	-	-	-	-	-	-
Transfers in	-	-	3,832,193	-	-	-	-	3,832,193
Transfers out	-	-	-	(2,294,229)	(524,923)	(1,013,041)	-	(3,832,193)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>3,832,193</u>	<u>(2,294,229)</u>	<u>(524,923)</u>	<u>(1,013,041)</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(5,588,914)	64,992	1,048,047	(2,074,412)	105,612	(1,433,091)	433,211	(7,444,555)
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>\$ 9,012,201</u>	<u>\$ 3,897,836</u>	<u>\$ 2,453,441</u>	<u>\$ 8,213,458</u>	<u>\$ 589,583</u>	<u>\$ 298,025</u>	<u>\$ 2,148,326</u>	<u>\$ 26,612,870</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
COMBINING BALANCE SHEET  
OTHER GOVERNMENTAL FUNDS  
DECEMBER 31, 2024**

	<u>Special Revenue Funds</u>			<u>Permanent Fund</u>	<u>Total-Other Governmental Funds</u>
	<u>State</u>	<u>Fire Impact Fees Fund</u>	<u>Drug Control and Prevention Fund</u>	<u>Cemetery Fund</u>	
	<u>Accommodations Tax Fund</u>				
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,549,090	\$ 561,991	\$ 31,228	7,246	\$ 2,149,555
Other receivables	-	-	-	-	-
Restricted cash and cash equivalents	-	-	25,530	-	25,530
Total assets	<u>1,549,090</u>	<u>561,991</u>	<u>56,758</u>	<u>7,246</u>	<u>2,175,085</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	-	-	-	-	-
Other accrued expenses	3,142	-	-	-	3,142
Deposits and escrow	-	-	23,617	-	23,617
Total liabilities	<u>3,142</u>	<u>-</u>	<u>23,617</u>	<u>-</u>	<u>26,759</u>
Fund balances:					
Nonspendable:					
Cemetery	-	-	-	7,246	7,246
Restricted	1,545,948	561,991	1,913	-	2,109,852
Committed for:					
Law enforcement	-	-	31,228	-	31,228
Total fund balances	<u>1,545,948</u>	<u>561,991</u>	<u>33,141</u>	<u>7,246</u>	<u>2,148,326</u>
Total liabilities and fund balances	<u>\$ 1,549,090</u>	<u>\$ 561,991</u>	<u>\$ 56,758</u>	<u>\$ 7,246</u>	<u>\$ 2,175,085</u>

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

	<u>Special Revenue Funds</u>			<u>Permanent Fund</u>	<u>Total-Other Governmental Funds</u>
	<u>State</u>	<u>Fire Impact Fees Fund</u>	<u>Drug Control and Prevention Fund</u>	<u>Cemetery Fund</u>	
	<u>Accommodations Tax Fund</u>				
<b>REVENUES</b>					
Other taxes	\$ 413,673	\$ -	\$ -	\$ -	\$ 413,673
Licenses and permits	-	274,503	-	-	274,503
Intergovernmental	-	-	-	-	-
Investment earnings	19,073	-	458	-	19,531
Miscellaneous	-	-	605	-	605
Total revenues	<u>432,746</u>	<u>274,503</u>	<u>1,063</u>	<u>-</u>	<u>708,312</u>
<b>EXPENDITURES</b>					
Current:					
General government	211,447	-	-	-	211,447
Law enforcement	-	-	-	-	-
Debt Service					
Principal	-	52,358	-	-	52,358
Interest and other charges	-	11,296	-	-	11,296
Total expenditures	<u>211,447</u>	<u>63,654</u>	<u>-</u>	<u>-</u>	<u>275,101</u>
Excess of revenues over expenditures	<u>221,299</u>	<u>210,849</u>	<u>1,063</u>	<u>-</u>	<u>433,211</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers out	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	221,299	210,849	1,063	-	433,211
Fund balances - beginning	1,324,649	351,142	32,078	7,246	1,715,115
Fund balances - ending	<u>\$ 1,545,948</u>	<u>\$ 561,991</u>	<u>\$ 33,141</u>	<u>\$ 7,246</u>	<u>\$ 2,148,326</u>

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Property taxes	\$ 9,598,632	\$ 9,598,632	\$ 1,340,867	\$ (8,257,765)	14.0%
Franchise fees	2,258,000	2,258,000	359,876	(1,898,124)	15.9%
Fines and forfeitures	56,000	56,000	47,743	(8,257)	85.3%
Licenses and permits	6,870,000	6,870,000	1,212,163	(5,657,837)	17.6%
Intergovernmental	3,854,181	3,900,389	1,826,058	(2,074,331)	46.8%
Charges for services	2,064,665	2,064,665	125,628	(1,939,037)	6.1%
Investment earnings	550,000	550,000	355,205	(194,795)	64.6%
Miscellaneous	110,000	110,000	30,041	(79,959)	27.3%
Total revenues	<u>25,361,478</u>	<u>25,407,686</u>	<u>5,297,581</u>	<u>(20,110,105)</u>	<u>20.9%</u>
<b>Expenditures:</b>					
Current:					
General government					
City council	345,321	345,321	130,760	214,561	37.9%
City manager	952,161	952,161	404,147	548,014	42.4%
Finance	1,000,850	1,000,850	458,570	542,280	45.8%
Human resources	554,368	554,368	229,228	325,140	41.3%
Information technology	1,025,621	1,071,829	339,241	732,588	31.7%
Court and legal	637,050	637,050	303,709	333,341	47.7%
Non-departmental	822,823	822,823	75,427	747,396	9.2%
	<u>5,338,194</u>	<u>5,384,402</u>	<u>1,941,082</u>	<u>3,443,320</u>	<u>36.1%</u>
Law enforcement					
Police	5,703,134	5,703,134	2,691,505	3,011,629	47.2%
School resource officers	624,561	624,561	300,865	323,696	48.2%
Crossing guards	23,470	23,470	11,501	11,969	49.0%
Victims rights	113,246	113,246	48,249	64,997	42.6%
	<u>6,464,411</u>	<u>6,464,411</u>	<u>3,052,120</u>	<u>3,412,291</u>	<u>47.2%</u>
Fire and emergency					
City of Beaufort fire	6,773,028	6,773,028	3,444,333	3,328,695	50.9%
	<u>6,773,028</u>	<u>6,773,028</u>	<u>3,444,333</u>	<u>3,328,695</u>	<u>50.9%</u>
Public works					
Administration	503,580	503,580	252,398	251,182	50.1%
Maintenance	828,479	828,479	275,546	552,933	33.3%
Solid waste	1,401,015	1,401,015	592,471	808,544	42.3%
	<u>2,733,074</u>	<u>2,733,074</u>	<u>1,120,415</u>	<u>1,612,659</u>	<u>41.0%</u>

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Streets	1,035,281	1,185,281	363,874	821,407	30.7%
	1,035,281	1,185,281	363,874	821,407	30.7%
Community development	1,455,846	1,455,846	582,121	873,725	40.0%
	1,455,846	1,455,846	582,121	873,725	40.0%
Total current	23,799,834	23,996,042	10,503,945	13,492,097	43.8%
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	10,886,495	14,954,900	42.1%
Excess (deficiency) of revenues over (under) expenditures	(283,709)	(433,709)	(5,588,914)	(5,155,205)	
<b>Other financing sources (uses):</b>					
Transfers in	70,416	70,416	-	(70,416)	0.0%
Transfers out	-	(255,645)	-	(255,645)	0.0%
Total financing sources (uses)	70,416	(185,229)	-	(326,061)	0.0%
Net change in fund balance	(213,293)	(618,938)	(5,588,914)	(4,969,976)	
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	\$ 9,012,201	\$ (4,969,976)	

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
<b>Revenues:</b>					
Investment earnings	\$ 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>
<b>Expenditures:</b>					
Current:					
Capital Outlay	109,000	309,000	11,557	297,443	3.7%
Total expenditures	<u>109,000</u>	<u>309,000</u>	<u>11,557</u>	<u>297,443</u>	<u>3.7%</u>
Excess of revenues over expenditures	<u>71,000</u>	<u>(129,000)</u>	<u>64,992</u>	<u>(400,894)</u>	
<b>Other financing (uses):</b>					
Transfers out	(100,000)	(100,000)	-	(100,000)	0.0%
Total other financing uses	<u>(100,000)</u>	<u>(100,000)</u>	<u>-</u>	<u>(100,000)</u>	<u>0.0%</u>
Net change in fund balance	(29,000)	(229,000)	64,992	(293,992)	
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>\$ 3,897,836</u>	<u>\$ (293,992)</u>	

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
<b>Revenues:</b>					
Intergovernmental	\$ 11,162,332	\$ 10,043,427	\$ 1,063,730	\$ (8,979,697)	10.6%
Investment earnings	-	-	39,390	39,390	100.0%
Total revenues	<u>11,162,332</u>	<u>10,043,427</u>	<u>1,103,120</u>	<u>(8,940,307)</u>	<u>11.0%</u>
<b>Expenditures:</b>					
Current:					
Capital Outlay	21,649,789	23,402,049	3,887,266	19,514,783	16.6%
Total expenditures	<u>21,649,789</u>	<u>23,402,049</u>	<u>3,887,266</u>	<u>19,514,783</u>	<u>16.6%</u>
Excess of revenues over expenditures	<u>(10,487,457)</u>	<u>(13,358,622)</u>	<u>(2,784,146)</u>	<u>(28,455,090)</u>	
<b>Other financing sources:</b>					
Transfers in	9,787,457	12,545,422	3,832,193	(8,713,229)	30.5%
Total other financing sources	<u>9,787,457</u>	<u>12,545,422</u>	<u>3,832,193</u>	<u>(8,713,229)</u>	<u>30.5%</u>
Net change in fund balance	(700,000)	(813,200)	1,048,047	(1,861,247)	
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>\$ 2,453,441</u>	<u>\$ (1,861,247)</u>	

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
<b>Revenues:</b>					
Other taxes	\$ 4,375,000	\$ 4,375,000	\$ 2,244,076	\$ (2,130,924)	51.3%
Charges for services	855,500	855,500	305,596	(549,904)	35.7%
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>2,741,634</u>	<u>(2,738,866)</u>	<u>50.0%</u>
<b>Expenditures:</b>					
Current:					
Law enforcement	1,611,454	1,611,454	642,996	968,458	39.9%
Culture and recreation	1,865,718	1,865,718	819,955	1,045,763	43.9%
Community development	1,032,461	1,032,461	484,904	547,557	47.0%
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>2,521,817</u>	<u>3,153,017</u>	<u>44.4%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(194,334)</u>	<u>(194,334)</u>	<u>219,817</u>	<u>414,151</u>	
<b>Other financing sources (uses):</b>					
Issuance of revenue bonds	-	-	-	-	
Transfers out	(5,733,016)	(5,933,016)	(2,294,229)	(3,638,787)	
Total financing sources	<u>(5,733,016)</u>	<u>(5,933,016)</u>	<u>(2,294,229)</u>	<u>(3,638,787)</u>	
Net change in fund balance	(5,927,350)	(6,127,350)	(2,074,412)	4,052,938	
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>\$ 8,213,458</u>	<u>\$ 4,052,938</u>	

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ 780,428	\$ 780,428	0.0%
Investment earnings	302,306	302,306	105,612	(196,694)	34.9%
Total revenues	<u>302,306</u>	<u>302,306</u>	<u>886,040</u>	<u>583,734</u>	<u>293.1%</u>
<b>Expenditures:</b>					
Current:					
General government	208,973	308,973	160,077	148,896	51.8%
Capital Outlay	143,333	206,593	95,428	111,165	46.2%
Total expenditures	<u>352,306</u>	<u>515,566</u>	<u>255,505</u>	<u>260,061</u>	<u>49.6%</u>
Excess of revenues over expenditures	<u>(50,000)</u>	<u>(213,260)</u>	<u>630,535</u>	<u>323,673</u>	
<b>Other financing (uses):</b>					
Transfers out	(2,643,960)	(4,867,340)	(524,923)	(4,342,417)	10.8%
Total other financing uses	<u>(2,643,960)</u>	<u>(4,867,340)</u>	<u>(524,923)</u>	<u>(4,342,417)</u>	<u>10.8%</u>
Net change in fund balance	(2,693,960)	(5,080,600)	105,612	(5,186,212)	
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>\$ 589,583</u>	<u>\$ (5,186,212)</u>	

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
<b>Revenues:</b>					
Charges for services	\$ 1,288,717	\$ 1,288,717	\$ 142,787	\$ (1,145,930)	11.1%
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>161,545</u>	<u>(1,207,172)</u>	<u>11.8%</u>
<b>Expenditures:</b>					
Current:					
Public works	855,117	855,117	322,640	532,477	37.7%
Debt Service:					
Principal	345,000	345,000	172,500	172,500	50.0%
Interest and other charges	168,600	168,600	86,455	82,145	51.3%
Total expenditures	<u>1,368,717</u>	<u>1,368,717</u>	<u>581,595</u>	<u>787,122</u>	<u>42.5%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>(420,050)</u>	<u>(1,994,294)</u>	
<b>Other financing (uses):</b>					
Transfers out	(1,310,480)	(1,418,480)	(1,013,041)	405,439	71.4%
Total other financing (uses)	<u>(1,310,480)</u>	<u>(1,418,480)</u>	<u>(1,013,041)</u>	<u>405,439</u>	<u>71.4%</u>
Net change in fund balance	(1,310,480)	(1,418,480)	(1,433,091)	14,611	
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>\$ 298,025</u>	<u>\$ 14,611</u>	

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Other taxes	\$ 933,333	\$ 933,333	\$ 413,673	\$ (519,660)	44.3%
Investment earnings	36,000	36,000	19,073	(16,927)	53.0%
Total revenues	<u>969,333</u>	<u>969,333</u>	<u>432,746</u>	<u>(536,587)</u>	<u>44.6%</u>
<b>Expenditures:</b>					
General government	875,437	875,437	211,447	663,990	24.2%
Law enforcement	23,480	23,480	-	23,480	0.0%
Total expenditures	<u>898,917</u>	<u>898,917</u>	<u>211,447</u>	<u>687,470</u>	<u>23.5%</u>
Excess of revenues over expenditures	<u>70,416</u>	<u>70,416</u>	<u>221,299</u>	<u>150,883</u>	
<b>Other financing uses:</b>					
Transfers out	(70,416)	(100,416)	-	(100,416)	0.0%
Total other financing uses	<u>(70,416)</u>	<u>(100,416)</u>	<u>-</u>	<u>(100,416)</u>	<u>0.0%</u>
Net change in fund balance	-	(30,000)	221,299	251,299	
Fund balance, beginning of year	1,324,649	1,324,649	1,324,649	-	
Fund balance, end of year	<u>\$ 1,324,649</u>	<u>\$ 1,294,649</u>	<u>\$ 1,545,948</u>	<u>\$ 251,299</u>	

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

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Licenses and permits	\$ 100,000	\$ 100,000	\$ 274,503	\$ 174,503	274.5%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	<u>105,000</u>	<u>105,000</u>	<u>274,503</u>	<u>169,503</u>	<u>261.4%</u>
<b>Expenditures:</b>					
Debt Service:					
Principal	52,358	52,358	52,358	-	100.0%
Interest and other charges	11,296	11,296	11,296	-	100.0%
Total expenditures	<u>63,654</u>	<u>63,654</u>	<u>63,654</u>	<u>-</u>	<u>100.0%</u>
Net change in fund balance	41,346	41,346	210,849	169,503	
Fund balance, beginning of year	<u>351,142</u>	<u>351,142</u>	<u>351,142</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 392,488</u>	<u>\$ 392,488</u>	<u>\$ 561,991</u>	<u>\$ 169,503</u>	



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

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**TO:** CITY COUNCIL **DATE:** 1/16/2025  
**FROM:** Tim Ogden, Fire Chief  
**AGENDA ITEM TITLE:** Fire Department Monthly Report  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Fire

---

**BACKGROUND INFORMATION:**

Monthly report for December 2024.

---

**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	1/16/2025



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

# December 2024 Report

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### Public Events

The Fire Department held several public education events throughout December.

- Therapy dogs visited our Headquarters Fire Station.
- Port Royal Christmas Tree Lighting
- Attended Night on the Town and set up the fire extinguisher prop
- Touch a Truck in Port Royal
- Beaufort Christmas Parade
- Santa Rides in Port Royal
- Port Royal Golf Cart Parade
- Public Education event at Beaufort Elementary
- Santa mail letters sent to kids

### Fire Training

The Training Division conducted 1,283 hours and installed 2 car seats.

Special Trainings: All 3 shifts completed their end of the year live burns with the training division. Also, the reserves class completed their Firefighter 1 certification class and final skills. We had 8 members test for promotion and 8 members pass their promotional exams and skills evaluations. We had 2 members become certified to teach the SCFA Firefighter Survival Series, which will now allow us to work towards hosting the course in-house.

### Medical

The Medical Division held one public CPR class.

The medical division attended Night on the Town to educate the public about Opioid Abatement and hand out medication deactivation pouches.

Captain Evans and Lieutenant Domanowski attended a South Carolina DHEC instructor training webinar. Firefighter Cutis Yockey received his Advance EMT Certification.

## **Fire Marshal**

The Fire Marshal Division completed 127 fire inspections.

7 Plans were reviewed.

30 Engine Company pre-incident plans were conducted.

## **Personnel**

Held promotion ceremony for the following:

Recruit to Firefighter I:

Eric McGee

Sawyer Henderson

Giovani Murgolo

Firefighter I to Firefighter II:

Brandon Filicsky

Casey Peters

Logan Hofmann

Casey Phelps

Firefighter II to Firefighter III:

Randy Ocker

## **Apparatus**

Completed all end of the year preventive maintenance services.

## **Major Incidents**

- Responded to 6 structure fires with 2 confirmed fires. We had one homeowner who was burned and received treatment at the South Carolina Burn Center.
- 1 Large Brush Fire, Forestry was called to assist
- 1 Gunshot wound in Port Royal and 1 in City of Beaufort

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

<b>INCIDENT SUMMARY</b>	<b>BFT</b>	<b>P.R.</b>
Structural Fires	1	1
Vehicle Fires	0	1
Brush, Trash Fire	2	2
Medical Calls	171	121
Vehicle Accident	23	13
Extrication (350-357)	0	0
Hazardous Condition	4	2
Service Calls (500)	25	26
Good Intent Calls (600)	29	15
False Calls (700)	21	23
Water Rescue	0	1
EMS Standby	0	0
<b>Month</b>	276	205
<b>Total Month</b>	<b>481</b>	

<b>TRAINING/EDUCATION</b>		
Local Instruction	1283	
<b>TOTAL</b>	<b>1283</b>	

<b>VOLUNTEER</b>		
Local Instruction	160	
Monthly Station Standby	62	
<b>TOTAL</b>	<b>222</b>	

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

<b>FIRE PREVENTION</b>	<b>BFT</b>	<b>P.R.</b>
Inspections Conducted	53	77
Violations Noted	22	34
Violations Corrected	18	8
Knox Box Installations	3	0
Fire Plans Reviewed	7	0
Burning Permits Issued	1	0
Permission to Burn Given	26	2
Public Education Events	9	7
Public Edu. Man Hours	54	34
# of Adults	124	845
# of Children	423	640
Car Seats Installation	2	
Smoke Detectors	1	0
CPR Certifications	18	



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

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**TO:** CITY COUNCIL **DATE:** 1/30/2025  
**FROM:** Ivette Burgess, Human Resources Director  
**AGENDA ITEM**  
**TITLE:** Human Resources Monthly Report  
**MEETING**  
**DATE:** 2/11/2025  
**DEPARTMENT:** Human Resources

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*BACKGROUND INFORMATION:*

Monthly report for the month of December

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*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	1/30/2025

# Memorandum

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

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## *Onboarding/New Hires*

3 New Hires:

- Christopher Klement, Planner III – Community & Development
- Trevor Poulin, Patrolman I – Police
- Michael Selby, Associate I – Public Works

## *Training*

- HR staff spent most of the early part of December familiarizing themselves with and learning the onboarding, applicant tracking modules. Formal training for the onboarding module will be mid-late February.



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

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**TO:** CITY COUNCIL **DATE:** 1/16/2025  
**FROM:** Sarah Farrow, Municipal Court Administrator  
**AGENDA ITEM TITLE:** Municipal Court Monthly Report  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Municipal Court

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***BACKGROUND INFORMATION:***

Monthly report for December 2024.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Municipal Court Monthly Report	Backup Material	1/16/2025

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

**DEPARTMENT OVERVIEW:**

Bench trials are held every Monday and Thursday at 3:00pm. Six sessions of bench trials were held and 372 cases were tentatively scheduled.

**CASE OVERVIEW:**

- New cases filed: 117 (87 traffic/30 criminal)
- Cases disposed: 184 (146 traffic/ 38 criminal)

**DISPOSED CASES BREAKDOWN:**

- 146 traffic cases
  - 71 guilty indicators (forfeiture, plea, or trial)
  - 75 not guilty indicators (dismissal by officer, Judge, or trial)
- 38 criminal cases
  - 19 guilty indicators (by plea or trial)
  - 19 not guilty indicators (through plea agreement or trial)

**ARREST WARRANT OVERVIEW:**

- 19 issued for criminal offenses

**EXPUNGEMENTS:**

- 22 cases initiated from court date.
- 36 cases processed and purged.

**JURY TRIAL OVERVIEW:**

- 35 pending jury cases (19 criminal/16 traffic)
- 29 of those cases scheduled for next jury term (16 criminal/13 traffic)

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



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

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**TO:** CITY COUNCIL **DATE:** 1/9/2025  
**FROM:** Stephenie Price, Police Chief  
**AGENDA ITEM TITLE:** Police Department Monthly Report  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Police

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**BACKGROUND INFORMATION:**

Monthly report for December 2024.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	1/9/2025

# BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price  
Chief of Police

## December 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
December	0	4	2	2	0	39	4	2

Total Calls for Service: **4,491**

- Officer Initiated: 3,430
- 911 Line: 385
- Non-Emergency: 676

### Community Events Attended: **8**

- Dec 6, Night Out on the Town
- Dec 12, Walk with the Chief in the Northwest Quadrant
- Dec 14, Parris Island General's Reception
- Dec 15, Biker's Against Bullies Toy Run escort
- Dec 18, Spanish Trace Christmas Party SLB
- Dec 18, Mossy Oaks Preschool toy drop-off with Officer Claus
- Dec 21, Shop with a Cop
- Dec 23, SLB Toy giveaway

### Chief's Updates:

- Dec. 5, Police Department Updates with City Manager
- Dec. 6, Night Out on the Town
- Dec. 10, Special Council Meeting
- Dec. 11, Beaufort County Awareness Group Meeting
- Dec. 12, Neighborhood Walk and Talk Northwest Quadrant
- Dec 14, Parris Island General's Reception
- Dec 20, Officers Panzino and D. Jackson graduated the SCCJA

### Upcoming Events:

- Movie Event, Charles Lind Brown Center January 2, 2025
- CAR Program Third on-site training visit- January 7-10, 2025
- In-House Supervisor's Training January 8, 2025



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

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**TO:** CITY COUNCIL **DATE:** 2/5/2025  
**FROM:** Nate Farrow, Public Works Director  
**AGENDA ITEM TITLE:** Public Works Monthly Report  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Public Works

---

***BACKGROUND INFORMATION:***

Monthly report for December 2024.

---

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	2/5/2025



CITY OF BEAUFORT PUBLIC WORKS DEPARTMENTS  
MONTHLY ACCOMPLISHMENTS

MONTH OF: February 2025 Council Meeting with December 2024 Accomplishments

**EVENTS:**

- \*Department assisted set up for “Nite on the Town” / “Boat Parade in Park”  
“Floats in Christmas Parade (pulled Council & PW float)”.
- \*Arbor Day – planting two Elms on Palmetto St near 1901 Boundary St
- \*Retirement Drop In- Frank Mueller – 34+ years

Weekly Safety Briefs: Miguel Canela-Pena - “Critters” and the unknown with weather / Work Zone

See/Click/Fix:

Reported:	<b>42</b>
Resolved:	<b>744</b>

811 Locates Reported & Reviewed **85**

PO’s (PR’s) Created and Processed **42**

Banners Reserved and Hung **09**

Weight Tickets Dump of Debris **06**

On-Call: Traffic Control: **B Durrance, County, N Farrow , B Durrance**  
Weekend Parks: **D Wing, C Moultrie, E Major, 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 of 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:**

- Contact Selectric, Kintz Electric, and Total Electric and request a quote for a generator hook-up for Public Works.
- Attended a project meeting for the pole barn electric upgrade at Public Works.
- Met Stormwater Division staff at Brotherhood Road to discuss the right of way trimming.
- Assist with pole barn electric upgrade.
- Assist Fleet Mechanic with float breakdown.
- Responded to 500 Carteret by request, because the Manlift would not start. Diagnosed and got it going.
- Met Howel Chase A/C company at Public Works to discuss quote for new A/C system.
- Visit crews removing a tree branch that broke and was hanging over Mercy Cemetery.
- Called Kintz Electric, Selectric, and Total Electric to check on the status of the requested quotes.
- Collected float items and returned them to City Hall.
- Diagnosing Christmas Tree lights that were not working at WFP.
- Went to Lowes in Bluffton to purchase plug ends for Christmas Tree lights.
- Attended a Stormwater Board Meeting for PW Director at Beaufort County
- Responded to a traffic light malfunction at Burton Hill Road and Robert Smalls Pkwy; changed the conflict monitor.
- Unlocked the Southside Park barn for Southern Palmetto so they could access the trash cans that needed to be built and staged.
- Assisted the traffic department with installing the replacement modem for the school flasher at Whale Branch.
- Responded to and removed a tree branch that was hit by a trash truck on Simms Street.
- Took Fleet Supervisor to Carolina Truck Repair to pick up Dump Truck.
- Picked up Fleet Supervisor from Carolina Truck Repair after he dropped off the knuckle boom there.
- Picked road work signs from North Street and brought them to Public Works.
- Investigated a dead animal smell at the Carnegie Bldg.
- Met Ken Meola, Codes Department, at 1604 Battery Creek Road to discuss a citizen's request for tree trimming.
- Picked up food and drinks for Traffic Control Supervisor retirement drop in.
- Responded to Congress Street regarding a complaint about a steel plate in the road. I contacted BJWSA about the steel plate.
- Responded to a litter complaint at 1600 block of Washington Street.
- Ensured that the hydrant meter reading was turned in to BJWSA.
- Used the old knuckle boom to pick up a debris pile on Washington Street and 2 piles of debris on Waters Edge Court.
- Assisted traffic and general support with Christmas Decorations at Public Works.
- Responded to and corrected a traffic signal malfunction at Joe Frazier and Broad River Blvd.
- I attended a FEMA paperwork meeting at Public Works.
- Picked up hoodies from Ink Dropz.

## **Office Administration:**

- Resident complaint about tree on easement causing issues on their property: Tree review, found all was a private property issue – Codes Department notified.
- Reconciliation of budget to spread sheet

- Researched w/ staff two (2) invoices requested payment (possible warrantee)
  - Assisted an organization on proper procedures for banner hanging and showed them the application process.
  - Created 10-year Capital Improvement List for Public Works (All Divisions created, along w/ office staff)
  - Started the “prep” for Year End Operation Budget for FY25, and “pre-prep” for FY26 Set up for operational budget work/request.
  - Processed new employee for Parks Division
  - Supervisors Prep for Frank Mueller (34+ years) retirement.
  - Updates to spread sheets with review of Munis actual payments.
  - FEMA seminar and documentation updates for Public Works with Finance Department.
  - Multiple outstanding PO’s not yet invoiced – followed up with Supervisors
  - Prep all PW buildings/parks/open spaces for Holiday closings
  - Start setting up spread sheets for Jan start up (purchases, streets, trees, drainage, work schedule, accomplishments, etc.)
- Continued follow-up with outstanding PO’s from supervisors for each division.

### **Facility Maintenance Division**

- Veteran light removal from City Hall
- Installation of Power to stage a Band on Charles and Bay Street
- Temperature adjustments at room 110 PD
- Remove and installed two thermostats at station 1, 2 bunk rooms
- Shelf installed at PD
- In stall two 75” wall mount televisions and wall mounts PD
- Adjust and manage 4 rooms temperatures at PD
- Repair ceiling tiles at City Hall C.M. area
- Escort Terminix PD Building
- Repaired electronic door locks at Whitehall Park
- Repaired bad odor issue at CH
- Reviewed at crab dock repairing on Pigeon Point Road
- Repair trash enclosure at Bft. County Library
- Test run City generators
- Meeting with Quality Electric for generator setup at PW
- Met with Howard Chase HVAC for roof top quote at PD building, I.T. room
- Escort Terminix through PD building
- Repair bad odor smell at the Carnegie, storm drain issue
- Met with Locksmith to repair City Hall building
- Repaired chiller at PD; heating issues
- Repaired all non-working lights at PD and City Hall building
- Generator testing on City Hall/ PD-Court buildings
- Metasys HVAC chiller repair
- Meet with Gerald Neal quotes for PD building
- Water heater issues at downtown marina
- Carnegie building, bad smell issue and repair
- Met with JCI at PD building to escort

- Urinal clogged at Fire Station HQ - repaired
- Worked on Generator radiator issues - repaired
- Meet with Jay at City Hall for downtown issues
- Installed 2 HVAC wall thermostats at Fire Station 1 and 2
- Repaired door lock at white hall restroom

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

- Performed easements maintenance in Southside Blvd area.
- Hauled debris from Public Works pile to the landfill.
- Assisted the Traffic Department with putting up Christmas decorations in Downtown Beaufort.
- Assisted with the tree lighting ceremony.
- Swept Polk St, Greenlawn St, Morris St, Harrington St, North & Tidal St.
- Assisted with decorating with Christmas Parade float.
- Performed easements maintenance at Battery Shores, Boundary St, The Core District, Battery Creek Rd and Mossy Oaks Rd areas.
- Cut and remove bushes near stop signs and road signs. (Cutbacks/Street ends list).
- Assisted the Parks department with cutting and removing dead trees located at Mercy Cemetery.
- Bushhogged the “Stumpman” property marsh view.
- Hauled debris from PWC debris pile staging area to the landfill.
- Responded to and closed out See, Click, Fix complaint requests.
- Picked up debris piles from Battery Creek Rd and Southside Blvd, per instructions

### **Parks Division:**

- Moved Manlift to Mercy Cemetery to remove Hanger inside tree with assistance from Stormwater Supervisor
- Watered in Live Oak Tree at Whitehall two (2) days per Micheal Murphy, Arborist.
- Met with fence company for quotes referencing Evergreen Cemetery Fence and Pigeon Point Park
- Maintained bluff at “Stumpman” property with assistance from Stormwater
- Trimmed Palm Trees, Raised Canopies and put out rye grass seed at Battery Saxton and the Boundary St Bluff, with assistance from General Support
- Moved Manlift from 500 to Boundary St Bluff/ Battery Saxton
- Trimmed canopies on Battery Saxton and Boundary St Bluff
- Assisted with Traffic Control Supervisor retirement walk in
- Planted new flowers at Public Works
- Watered Tree at Whitehall and Palmetto St Monday and Friday
- Tested backflows for 10 different systems
- Assisted with ribbon cutting off Southside Park Playground
- Watered Tree at Whitehall and Trees on Palmetto St day days per week from installation
- Prepped Bathrooms and Playgrounds for Holiday Breaks at Whitehall, Southside, Pigeon Point Park
- Cut up and clear fallen tree debris at Pigeon Point Park, Cuthbert Park and Tic Toc Playground.

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

- Banner remove/install for “First Friday”
- Fixed the light at the marina pavilion
- Set up the Fina station for a holiday
- Inspected Traffic lights on Craven St
- Traffic lights inspected on Ribaut Rd and Lady’s Island Pkwy
- Picked-up material for the first Friday at 500 Carteret St
- Remark Mink Point, Allison Rd, Sea Island Pkwy, and SC170 (811 sys)
- Fixed the Pedestrian Walk board on Mink Point Blvd and Sea Island Pkwy
- Started at 5:00 a.m. with the Assistance of Gen Support and Parks to fix the Wreaths and Bows on Downtown Street light poles.
- Fixed the Phase 8 Pedestrian Walk board on Joe Frazier Rd and Broad River Blvd
- Set electrical cords and check panels on the marina for Christmas weekend festivities.
- Fixed the Santa and Ornaments at the Fina property
- Prepped for First Friday and the Christmas tree lighting
- Picked up the Parade trailer from the Southside Park barn to prepare for parade
- Washed and prepped the Public Works vehicle and float for the Christmas Parade on Sunday 8<sup>th</sup>
- Christmas Parade “pulled city council members on float”
- Training for Traffic Level 1
- Assisted with Pole barn electrical
- Inspected and repaired the Christmas tree at WFP
- Transport parade float back to Southside Park for storage after clean up from parade.
- Moved Ariel Lift from Mercy Cemetery to 500 Carteret St
- 811 locates spray marking on Castle Rock and Savannah Highway
- Continued working on pole barn electrical
- Assist PW Dir with documents and other requests for informational purposes
- Cleaned up debris from accident at Broad River and Boundary
- Replaced street sign pole at Broad River and Boundary
- Received materials and quotes for future projects from Winelectric
- Trenched in the electrical cords at the Waterfront Park
- Created a specialty extension cord to provide power to the stage on Charles St extension
- Hung Christmas Lights on the bushes for 500 Carteret at the Fina Station
- Re-fluffed every bow and wreath downtown in preparation for the holiday festivities
- Cleaned the building at Public Works complex
- Ran electrical wiring for the stage at Charles St extension.
- Installed Snow Machines in the Christmas tree at WFP.
- Cleaned and organized the General Support vehicles
- Installed security lights and wall outlets in the pole barn at public works
- Troubleshoot the Christmas tree panels downtown
- Trimmed trees at the park on Boundary St
- Removed a banner from Ribaut and Bay Streets
- Moved the manlift from Mercy Cemetery to 500 Carteret

- Removed the old electrical panel and installed new panel by the pole barn
- Installed wall outlets and lights underneath the pole barn
- Installed anchors for the pole barn
- Decorated the entrance to PW with Christmas decorations.
- Installed temporary fencing at Mercy and Citizen cemetery in preparation for “Wreaths across America”.

**Fleet / Equipment:**

- All equipment started. Add additive to fuel tanks (Winterizing)
- Follow up on vehicle 410. Water pump is on national back order
- Vehicle 519, knuckle boom is down because of bad speed sensor
- Multiple days worked on Parade Float
- Dropped off and picked up vehicle 501 from Butler Dodge for PM
- Dropped off old tires at Beaufort County recycle center
- Picked up debris in knuckle boom on Battery Creek Rd, Southside Blvd, and Old Coffee Shop
- Worked on quotes for equipment for “Ten Year Plan”
- Follow up on vehicle 410 and vehicle 519
- Placed fuel conditioner in all heavy equipment
- Broke down Christmas Parade float and stored
- Drained all air tanks on heavy equipment
- All the pumps and light towers started.
- Picked up and dropped off cylinders at Savannah Drive Line
- Installed strobe lights on vehicle - 25-001 and projects manager vehicle
- Repair shorts on strobe light on 6inch pump
- Replaced oil on shop air compressor
- Replaced 2 tires on Downtown Operations Bobcat Gator
- Got updated quote for new Bucket Truck



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

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**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Sarah Sutton  
**AGENDA ITEM TITLE:** Request from Beaufort Water Festival for use of the Henry C. Chambers Waterfront Park, street closures, sale and use of alcohol, use of seawall, use of day dock, wavier of noise ordinance and sponsorship for Opening Ceremonies Fireworks for the 69th Annual Beaufort Water Festival, July 8-21, 2025.  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

The 69th Annual Beaufort Water Festival Commodore Todd Stowe is requesting the utilization of the Henry C. Chambers Waterfront Park for the 69th Annual Beaufort Water Festival.

This is their standard request and remains the same as in previous years.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval.

**ATTACHMENTS:**

Description	Type	Upload Date
69th Beaufort Water Festival Request	Cover Memo	2/4/2025



# 69th Beaufort Water Festival

*"Blue Skies and Starry Nights"*

July 11-20, 2025

P.O. Box 52, Beaufort, South Carolina 29901

## COMMODORE

Todd Stowe  
(843) 812-4656

## PROGRAM COORDINATOR

Dusty Vickers  
(843) 368-4676

COMMODORES	Year
Josh Schott	2024
James Nutt	2023
Shawna Doran	2022
Erin "Tank" Morris	2020-21
Brain Patrick	2019
Stacey Canaday	2018
Jason Berry	2017
Chris Canaday	2016
Bill Damude	2015
Brandy Gray	2014
Dan Thompson	2013
John Gentry	2012
Bob Sible	2011
Sheri Little	2010
Wilmo Schot	2009
Lee Brediger	2008
Erin Dean	2007
Keith Cummins*	2006
Richard Norris	2005
Marvin Morrison	2004
G.J. "Geordie" Madinger, II*	2003
Scott Seehoff	2002
Ed Saxon	2001
Craig McTeer	2000
David Tompel	1999
Michael Yeakum	1998
Charles H. Steinmeyer	1997
Kevin D. Cuppia	1996
Frank D. Plair	1995
Mark A. Buskirk	1994
Lowell Keane	1993
Danny Charpentier	1992
Ldward M. Wise	1991
W.K. "Pete" Pillow	1990
H. Ronald Tanner	1989
D.R. "Rusty" Simpson	1988
Hutson "Buster" Davis, Jr.	1987
J. Lee Bollman	1986
George B. Brown	1985
A. Duncan Fordham	1984
"Skeet" VonHarten	1983
William C. Robinson	1982
James D. Williamson*	1981
Claude E. Surfance, Jr.*	1980
Owen Hand	1979
Ed Duryea	1978
Fred Kuhn*	1977
George Goldsmith	1976
Curt Copeland*	1975
John M. Finn*	1974
James G. Thomas*	1973
Thomas R. Garrett*	1972
Don Perry	1971
Robert Weiden*	1970
Eirid Moody*	1969
Arthur Horns*	1968
W. Henry Jackson*	1967
Colden R. Battey, Jr.	1966
C.R. Powell*	1965
R. Ray Kearns*	1964
Henry V. Boyce, Jr.*	1963
Marvin H. Dukes*	1962
Robert G. McDowell*	1961
Roy Smith	1960
Mrs. Mazie Terhune*	1959
Sammy Gray*	1958
Frd Pike*	1957
John M. Bigbee*	1956

\*Deceased

January 1, 2025

City of Beaufort  
Attn: Scott Marshall, City Manager  
1911 Boundary Street  
Beaufort, SC 29902

Re: 69<sup>th</sup> Annual Beaufort Water Festival

Dear Mr. Marshall,

The Beaufort Water Festival would like to thank the Mayor and City Council for their continued support of our Annual Festival. We appreciate your support along with your staff to help us with all the logistics needed to utilize the park and the police services. Our relationship is strong, and we continue to be good partners and engage actively in promoting Beaufort.

We request the utilization of the Henry C. Chambers Waterfront Park for the 69<sup>th</sup> Annual Beaufort Water Festival, from set-up on **Tuesday, July 8, 2025, through close-down on Monday, July 21, 2025**. The application (and deposit) for the use of the park on those dates has been previously submitted.

The following are requests for use, permissions, and waivers necessary to the logistical and safety purposes of the festival:

1. Request permission to place a mobile work trailer at the Downtown Marina. Placement will be from 7:00 AM July 8, 2025, and removal by 8:00 AM on July 22, 2025. In the event of severe weather (hurricane) these will be removed from the Downtown Marina in Beaufort.
2. Request closure of Waterfront Park seawall with exception of safety water event vessels, from July 11 - 20, 2025.
3. Request closure of the day dock adjacent to the playground on Saturday, July 12 from 7:00 AM to 1:00 PM for the use of the Beaufort Water Festival during the Raft Races and on Sunday, July 13 from 10:00 AM to 3:00 PM for the Ski Show.



# 69th Beaufort Water Festival

*"Blue Skies and Starry Nights"*

July 11-20, 2025

P.O. Box 52, Beaufort, South Carolina 29901

## COMMODORE

Todd Stowe  
(843) 812-4656

## PROGRAM COORDINATOR

Dusty Vickers  
(843) 368-4676

COMMODORES	Year
Josh Schott	2024
James Nutt	2023
Shawna Doran	2022
Erin "Tank" Morris	2020-21
Brian Patrick	2019
Stacey Canaday	2018
Jason Berry	2017
Chris Canaday	2016
Bill Damude	2015
Brandy Gray	2014
Dan Thompson	2013
John Gentry	2012
Bob Sible	2011
Sheri Little	2010
Wilmo Schot	2009
Les Bredger	2008
Erin Dean	2007
Keith Cummings*	2006
Richard Norris	2005
Marvin Morrison	2004
G.J. "Geordie" Medinger, II*	2003
Scott Seehoff	2002
Ed Saxon	2001
Craig McTeer	2000
David Tompol	1999
Michael Yoakum	1998
Charles H. Steinmeyer	1997
Kevin D. Cuppia	1996
Frank D. Blair	1995
Mark A. Buskirk	1994
Lowell Keane	1993
Danny Charpentier	1992
Ldward M. Wise	1991
W.K. "Pete" Pillow	1990
H. Ronald Tanner	1989
D.R. "Rusly" Simpson	1988
Hutson "Buster" Davis, Jr.	1987
J. Lee Bollman	1986
George B. Brown	1985
A. Duncan Fordham	1984
"Skeet" VonHarten	1983
William C. Robinson	1982
James D. Williamson*	1981
Claude E. Surface, Jr.*	1980
Owen Hand	1979
Ed Duryea	1978
Fred Kuhn*	1977
George Colosmith	1976
Curt Copeland*	1975
John M. Finn*	1974
James G. Thomas*	1973
Thomas R. Garrett*	1972
Don Perry	1971
Robert Weiden*	1970
Elrid Moody*	1969
Arthur Home*	1968
W. Henry Jackson*	1967
Colden R. Bahey, Jr.	1966
C. R. Powell*	1965
R. Ray Kearns*	1964
Henry V. Boyce, Jr.*	1963
Marvin H. Dukes*	1962
Robert G. McDowell*	1961
Roy Smith	1960
Mrs. Mazie Terhune*	1959
Sammy Gray*	1958
Fd Pike*	1957
John M. Bigbee*	1956

\*Deceased

4. Request permission to erect temporary signage at the intersection of Ribaut and Bay and on Highway 170 pending utility inspection and approval from the Open Land Trust.
5. Request permission to install temporary power service in several locations subject to building code inspection.
6. Request permission to erect a surface mounted sign near the pavilion to showcase sponsors.
7. Request waiver of noise limitation ordinance from July 11-20, 2025.
8. Request sole permitting authority for concessionaires in the park from July 11-20, 2025. The Beaufort Water Festival will act as the sole agent for concessionaires during this time frame to determine fee amounts, types, and method of sale for all types of concessions to be marketed.
9. Request a waiver of the City Code prohibiting placement of banners, ribbons, and similar devices for July 11-20, 2025.
10. Request closure of Charles Street Extension to public traffic for loading, unloading and emergency egress of safety personnel for July 8-22, 2025.
11. Request permission to sell alcoholic beverages during the Beaufort Water Festival. The Beaufort Water Festival will apply to the State of SC for a permit and a license for that time frame. Water Festival will not sell alcoholic beverages on either Sunday of the Festival.
12. Request closure of Bay Street from Bladen to Newcastle during the hours of 4:30 PM to 6:30 PM on Friday, July 18, 2025, to conduct the annual bed races.



# 69th Beaufort Water Festival

*"Blue Skies and Starry Nights"*

July 11-20, 2025

P.O. Box 52, Beaufort, South Carolina 29901

## COMMODORE

Todd Stowe  
(843) 812-4656

## PROGRAM COORDINATOR

Dusty Vickers  
(843) 368-4676

COMMODORES	Year
Josh Scholt	2024
James Nutt	2023
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H. Ronald Tanna*	1989
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John M. Finn*	1974
James G. Thomas*	1973
Thomas R. Garrett*	1972
Don Perry	1971
Robert Weiden*	1970
Elrid Moody*	1969
Arthur Horne*	1968
W. Henry Jackson*	1967
Golden R. Battey, Jr.	1966
C.R. Powell*	1965
R. Ray Kearns*	1964
Henry V. Boyce, Jr.*	1963
Marvin H. Dukes*	1962
Robert G. McDowell*	1961
Roy Smith	1960
Mrs. Mazie Terhune*	1959
Sammy Gray*	1958
Ed Pike*	1957
John M. Bigbee*	1956

\*Deceased

13. Request parade permit for Saturday, July 19, 2025. Parade times will be from 10:00 AM to 12:00 PM. The parade route will follow Boundary to Carteret to Bay and conclude at the corner of Bladen and the old Federal Courthouse.

14. The Beaufort Water Festival is in negotiations with our safety partners, Police, Fire/Rescue, EMS, and SP+ to ensure all our guests are always safe while visiting the Waterfront Park during our events.

15. We are also requesting the City's continued sponsorship of our fireworks display, in the amount of seven thousand, five hundred dollars (\$7,500.00) credited towards our invoice from the City.

16. We would request to have all permits and fees waived for inflatables used on July 13, 2025.

17. We request exclusive use of the day dock for the Ski Show during the hours of 11:00 AM - 4:00 PM on Sunday, July 13, 2025.

18. We request the use of the water meter for the fire hydrant, to be used for the Lowcountry Supper, Thursday July 17, 2025.

As in the past, we will participate with all your departments in a cooperative discussion of the requests listed. Any changes and/or modification will be subject to your approval.

Thank you in advance for your support and assistance in putting on another safe and memorable Water Festival.

Sincerely,

Todd Stowe  
Commodore

69th Annual Beaufort Water Festival



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

**Phone: 843-379-7519**

**Fax: 843-986-5606**

Name of Event: <u>69th Annual Beaufort Water Festival</u>	Date(s) of Event: <u>July 11-20, 2025</u> Setup start/end time: <u>July 8, 2025</u> Actual event start/end time: <u>Various</u> Take down start/end time: <u>July 20, 2025 @ 12:00 AM</u> (Final removal of assets=July 22, 2025 @ 8:00AM)
Organization/Individual Name: <u>Annual Beaufort Water Festival</u>	Address: <u>P.O. Box 52, Beaufort, SC 29901</u> Telephone: <u>(843)524-0600</u> Email: <u>cct.bftwf@gmail.com</u>

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

Please mail completed application to:

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

29902, or scan and email to [events@cityofbeaufort.org](mailto:events@cityofbeaufort.org).

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

Is event open to the public? Yes

Will admission be charged, or donation required? Yes

Will alcoholic beverages be sold? Yes Served? Yes

Will food be sold? Yes Served? Yes

Will there be any retail sales? Yes

Number of people expected to attend: Approx 2500 per day

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

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

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

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

<b>WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS</b>			
<b>Park Area</b>	<b><u>4 HR Block</u></b>	<b><u>6 HR Block</u></b>	<b><u>12 HR Block</u></b>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
Pavilion	\$ 350.00	\$ 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:

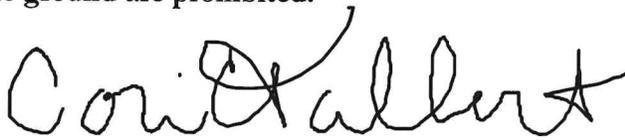
- \$500,000.00 minimum requirement per occurrence for General Liability and Auto Liability (depending on the size or type of event, this amount may increase)
- Must provide proof one week before event

**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.

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

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



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

12/31/2024

\_\_\_\_\_  
Date

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

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

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

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



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

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**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Sarah Sutton  
**AGENDA ITEM TITLE:** Request for co-sponsorship from The Original Gullah Festival for use of the Henry C. Chambers Park and waiver of noise ordinance, May 23 - 25, 2025  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Roy Hicks, The President of The Original Gullah Festival of Beaufort, SC is requesting the utilization of the Henry C. Chambers Waterfront Park and Marina parking lot for the 2025 Gullah Festival.

This is their standard request and remains the same as in previous years.

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval.

**ATTACHMENTS:**

Description	Type	Upload Date
Gullah Festival 2025	Cover Memo	2/4/2025



**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**

Name of Event: <u>The Gullah Festival</u>	Date(s) of Event: <u>May 23rd - 25th, 2025</u> Setup start/end time: <u>May 22nd 7a - 9p</u> Actual event start/end time: <u>May 23rd 10a - 8p</u> Take down start/end time: <u>May 25th 8p - 12m</u>
Organization/Individual Name: <u>The Original Gullah Festival of South Carolina, Inc.</u>	Address: <u>P.O. Box 83, Beaufort, SC 29901</u> Telephone: <u>678-865-9065</u> Email: <u>trhicksii@gmail.com</u>

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

Please mail completed application to:

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

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

Is event open to the public? Yes

Will admission be charged, or donation required? No

Will alcoholic beverages be sold? No Served? No

Will food be sold? Yes Served? Yes

Will there be any retail sales? Yes

Number of people expected to attend: 10,000 within 3 days

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

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

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

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

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

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

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

**The Original Gullah Festival is requesting a Noise Ordinance for May 26th thru 28th.**

Thomas R Hicks II  
Lessee/Applicant Signature

1/27/2025  
Date

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

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

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

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



## Gullah Festival of Beaufort SC.29901

### Remembering, Celebrating, Creating, A Living History!

The Original Gullah Festival of SC Inc. is a non-profit, tax exempt organization of Beaufort, SC. Established by native Beaufortonians in 1986, and incorporated in 1987, the three day celebration has the goal to reclaim for future generations the beauty and history of the Gullah Culture, a compelling mix of West African legacy and the American LowCountry experience.

Our 3 day festival is a non-alcohol, non-smoking event so everyone participating can enjoy themselves with no distractions.

The Gullah Festival of SC, Inc. is hereby making its annual request for use of the Waterfront Park facilities for the 2025 May 22nd, 23rd, 24th, and 25th Memorial Day weekend. Your assistance is requested in regards to the following items:

1. The city allows the Gullah Festival access to the park on Thursday, May 22nd to prepare for the (3) day weekend.
2. The city acknowledges that the Gullah Festival will use the Waterfront Park on  
Friday, May 23rd from 10am to 12am  
Saturday, May 24th from 10a to 12am  
Sunday, May 25th from 9a to 11pm
3. The city disables the water sprinklers on the Waterfront Park on:  
Friday, May 23rd from 10am to 12am  
Saturday, May 24th from 10a to 12am  
Sunday, May 25th from 9a to 11pm
4. The city allows access to the restrooms, water and power sources on the Waterfront Park on:  
Friday, May 23rd from 10am to 12am  
Saturday, May 24th from 10a to 12am  
Sunday, May 25th from 9a to 11pm
5. The Festival requests the city grant a waiver of the City Noise Ordinance for the following days:  
Friday, May 23rd from 10am to 12am

Saturday, May 24th from 10a to 12am

Sunday, May 25th from 9a to 11pm

6. Loading and unloading passengers on/off the charter bus will be coordinated with Park Beaufort after the city of Beaufort Police authorizes the location.
7. The Festival will submit a completed special event sign application for these dates:  
Friday, May 23rd  
Saturday, May 24th  
Sunday, May 25th
8. The City grants permission for the Gullah Festival to erect temporary signs.
9. On-call access to the city's electrician during regular working hours, free of charge.
10. The City's staff electrician will provide support and necessary equipment in order to provide access to electricity for use by the Festival.
11. On Thursday, May 22nd, the Gullah Festival will hold a special program for the Educators/Teachers/Journalists that will include the following.....
  - \*\* A tour (the same route used on Friday, Saturday and Sunday)
  - \*\* A Lest We Forget session (at the Tabernacle church in Beaufort)
  - \*\* A Story Telling session (at the Univ of South Carolina Auditorium)
  - \*\* The Decoration Day play (at the Univ of South Carolina Auditorium)

The Gullah Festival Committee will...

1. Contract with the city Police Department for police protection at all events and overnight security.
2. Contract with the city Fire Department for EMS service.
3. Use their own means for necessary fencing and covering during the Gullah Festival May 24th, 25th and 26th.
4. Advise all food vendors to store and take their own grease.
5. Use Reddy Ice for providing the ice.
6. Use a contracted electrician during the 3 day event.
7. Use a contracted lights and sound man during the 3 day event.
8. Use a contracted service for pressure washing the sidewalks and parking lot if necessary.
9. Use Golf carts to transport senior Gullah Festival patrons with physical disabilities.
10. Provide a schedule of events weeks prior to the actual event.
11. Use the Tabernacle Baptist church located on 901 Craven St, Beaufort, SC 29902 to hold the Lest We Forget talking sessions and the Decoration Day play.
12. The Gullah Festival will complete a Contract of Indemnity with Beaufort County for usage of the county's parking lots....
  - a. Multi-Government Center parking lot – 100 Ribaut Road, Beaufort, SC
  - b. DSS Building parking lot – 1905 Duke Street, Beaufort, SC
  - c. BCSO dirt parking lot – 2001 Duke Street, Beaufort, SC
  - d. Santa Elena Foundation Building parking lot - Corner of Bladen and North Streets, Beaufort, SC
13. Use Deglar Waste for all sanitation services including (2) 30 foot roll-off dumpsters.

14. Use Deglar Waste for port-a-john installments: in the park 6 regular and 1 handicap and in the parking lot 5 regular and 1 handicap.
15. Use Deglar Waste for COVID-19 sanitation services.
16. Will use the following policies for insurance coverage from Kinghorn Insurance of Beaufort which will also cover the Tabernacle Baptist church:
  - a. General Liability,
  - b. Accidental
  - c. Inclement Weather.
17. Use the following route for tours on Thursday, Friday, Saturday and Sunday.....
  - \*\*\* drive by's only
  - a. Mather School, Port Royal Marker, Naval Hospital, Penn Center, Praise House, Robert Smalls' House, Harriett Tubman at Tabernacle Baptist Church, National Cemetery and Grand Army Hall.
  - b. If time permits, we will get out briefly and walk to the burial site of the 54th Regiment.

Respectfully,

Roy Hicks  
President of The Original Gullah Festival of Beaufort, SC



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

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**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Sarah Sutton  
**AGENDA ITEM TITLE:** Request from Beaufort County Library for co-sponsorship for use of the Henry C. Chambers Waterfront Park to Host Friends of Beaufort Library Fall Book Sale, November 6 - 9, 2025, request of overnight camping in park, and fifteen (15) complementary parking spaces  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Annetta Jussaume, Sara Tybaert, and Deb Chaves, the Co Chairs of the Friends of the Library Waterfront Book Sale are requesting the utilization of the Henry C. Chambers Waterfront Park and Co-Sponsorship for the 2025 Friends of the Library Waterfront Book Sale.

This is their standard request and remains the same as in previous years.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval.

**ATTACHMENTS:**

Description	Type	Upload Date
Friends of the Library Book Sale 2025	Cover Memo	2/4/2025

City Council Meeting **February 11, 2025** – discuss Co-sponsorship with Beaufort City for the Friends of the Library Book Sale

- 1) The 2025 Book Sale is the 1<sup>st</sup> weekend in November. Set up is Thursday November 6 and Sale days are Friday November 7 through Sunday November 9.
- 2) We will have a Certificate of Insurance provided by Kinghorn Insurance Agency of Beaufort
- 3) We would like approval for:
  - a. Obtaining overnight security for November 6. We are working on setting this up. We plan to have Boy Scout Troop 1 provide security Friday and Saturday nights.
  - b. 15 parking spaces at the Freedom Parking Lot for our Friends of the Library volunteers staffing the booth. We'll coordinate with Daryl Myers once we get your approval.
  - c. We'd appreciate Beaufort Police Department making extra security checks the evenings of November 6, 7 and 8.
  - d. We'd appreciate it if the sprinkler system near the Pavilion turned off Thursday through Sunday, November 6-9.
  - e. We'd appreciate the electricity for the Pavilion being kept on Thursday, Friday and Saturday evenings for those providing security.
  - f. Lastly, we'd appreciate access to the washroom area for our overnight security.

The Friends of the Library appreciate the support the City of Beaufort provides to our Book Sale fundraiser.



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

**Phone:** 843-379-7063

**Fax:** 843-986-5606

Name of Event: FOL Waterfront Book Sale _____ _____	Date(s) of Event: <u>2025: 11/6 - 11/9</u> Setup start/end time: <u>11/6/25 8am-5pm</u> Actual event start/end time: <u>11/7/25 8am-11<sup>4</sup></u> Take down start/end time: <u>11/9/25 9am 6pm</u>
Organization/Individual Name: Friends of the Beaufort Library _____	Address: <u>Chambers Park Pavilion</u> Telephone: <u>Deb: 630-204-5597</u> Email: <u>Deb: rrufus02@yahoo.com</u>

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

Please mail completed application to:

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

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

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

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

Will admission be charged, or donation required? no \_\_\_\_\_

Will alcoholic beverages be sold? no Served? no \_\_\_\_\_

Will food be sold? no Served? no \_\_\_\_\_

Will there be any retail sales? yes, books \_\_\_\_\_

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

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

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

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

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

<b>WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS</b>			
<b>Park Area</b>	<b><u>4 HR Block</u></b>	<b><u>6 HR Block</u></b>	<b><u>12 HR Block</u></b>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
Pavilion	\$ 350.00	\$ 500.00	4 days including overrr
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 450.00	\$ 750.00	
Electric Fee	\$ 50.00	\$ 75.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

See this link <https://sc-beaufort.civicplus.com/240/Group-Event-Business-License> 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

\_\_\_\_\_  
Date

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

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

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

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





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

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**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Sarah Sutton  
**AGENDA ITEM TITLE:** Request permission to host the 2025 Taste of Beaufort and Arts and Crafts Market in the Henry C. Chambers Waterfront Park on May 2-3, 2025, request waivers for sale and use of alcohol, open container, public drinking, noise ordinances, street closures and issuance of parking passes  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Permission to Host the 2025 Taste of Beaufort and Arts and Craft Market in the Henry C. Chambers Waterfront Park on May 2-3, 2025, and request waivers for sale and use of alcohol, open container and noise ordinances, street closures and issuance of parking passes. No changes will be made, this will be the same event as 2024.

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

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Taste of Beaufort 2025	Cover Memo	2/4/2025



# CITY OF BEAUFORT

## MEMORANDUM

TO: Scott Marshall, City Manager  
City Council

FROM: Sarah Sutton, Downtown Manager & Main Street Beaufort Director

DATE: February 3, 2025

SUBJECT: Request to host the Taste of Beaufort, (May 2-3 2025), at  
Henry C. Chambers Park, Downtown Beaufort

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Downtown Operations on behalf of the City of Beaufort, respectfully requests permission from City Council to allow the following items during A Taste of Beaufort Festival in the Henry C. Chambers Waterfront Park. Friday and Saturday May 2 & 3, 2025. The festival will include a Friday night concert and a Saturday full of activities throughout the Henry C. Chambers Park.

- Permission for alcohol sales, and to allow open alcohol containers in the park during the festival from 5-10 pm, Friday May 2, 2025, and 11am-4:00pm Saturday May 3, 2025. A temporary Special Event license from the South Carolina Department of Revenue Alcohol and Beverage licensing department will be applied for. Police and Fire will be at the event to ensure the event site is safe.
- Permission for street closures at the following times, days, and locations: One direction of Charles Street Extension on Friday May 2, 2025, 8am-11pm, and Saturday May 3, 2025, 8am-10pm to allow loading and unloading of equipment for entertainment, craft, and food vendors. Vehicles will be required to move their vehicles to an appropriate parking spot after loading/unloading. The other lanes of Charles Street Extension will be used for Emergency Vehicles.
- Permission to issue complimentary parking passes to paid sponsors to fulfill the benefit commitment of their sponsorship packages, as well as a limited number of parking passes, which will be used to support event operations.

- Permission for use of the Henry C. Chambers Park from Thursday, May 1 to Sunday, May 3, 2025, for set up and take down of the event.
- Permission to host an arts & crafts market on the green area at the west end of Henry C. Chambers Park across from the Downtown Marina Store on Friday May 2, 2025, 12pm-10pm and Saturday May 3, 2025, from 11am-8pm.

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



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

January 14, 2025

**I. CALL TO ORDER**

**5:00 PM**

Philip Cromer, Mayor

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

**II. EMPLOYEE NEW HIRE RECOGNITION**

A. Capital Improvements Program Coordinator.

Raul Dominguez, Capital Improvements Program Director, introduced Zarah Sodergren.

B. Community Development Department.

Curt Freese, Community Development Director, introduced Christopher Klement.

C. Geographic Information System (GIS) Technician.

JJ Sauv , Deputy City Manager, introduced Kat Kirkland.

D. Police Department.

Stephanie Price, Police Chief, introduced Dwight Bryant, Allison Peachey, and Trevor Poulin.

**III. PRESENTATIONS**

A. Update on Mural for Marina Restroom Building.

Linda Roper, Downtown Operations and Community Services Director, stated that an initiative of the Cultural District Advisory Board was to incorporate art throughout downtown. They started with Art Benches and wanted to have a mural. Ashley Brandon, Public Information Officer, gave background information on how the mural idea came to be. 35 artists participated in a contest. The field was narrowed down to 3 individuals. Julia Alexis was chosen as the winner. Her design encompassed the history, beauty and a welcome to Beaufort. The mural will be placed on the restroom building in the marina parking lot. Council is supportive of moving forward.

B. Fiscal Year 2024 Annual Comprehensive Financial Report.

David Irwin, an Audit Partner with Mauldin and Jenkins, gave a summary of the Financial and Compliance Audit as this is required communication by the external auditors. He stated they are independent from the City as required by Government Auditing Standards. The City received a clean opinion and no audit findings. A clean opinion has been received consistently for the past 17 years.

Alan Eisenman, Finance Director, went over the City's financial position for Fiscal Year 2024 as compared to Fiscal Year 2023. This report will be available for public viewing on the City's website, [www.cityofbeaufort.org](http://www.cityofbeaufort.org) using Opengov.com, our financial transparency portal.

#### IV. DISCUSSION ITEMS

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A. Memorandum of Understanding (MOU) with Beaufort Jasper Housing Trust (BJHT) for administration of a Housing Repair Program.

JJ Sauv , Deputy City Manager, gave some background information. Entering into this agreement the Beaufort Jasper Housing Trust will be able to provide us with technical guidance on this type of program. He emphasized that most of these conversations were focused on the Old Commons and Northwest Quadrant neighborhoods. The program being primarily focused on this evening is providing housing repair assistance for critical needs in homes currently resided in by the homeowner.

Claude Hicks, Executive Director of the Beaufort Jasper Housing Trust, started off by saying that his board has approved a commitment of an additional \$100,000.00 in funds to assist the City for a total of \$250,000.00. The City has already set aside \$150,000.00 for this program. He mentioned that this program is open to all citizens that reside within the City Limits, the home must be owner occupied. This would not be available to a homeowner that is renting out their property. They are keeping it this way to follow state guidelines. He mentioned that the Housing Trust has received sponsor status for the State Housing Repair Fund. They are working on their environmental accreditation to be able to look at houses that were built prior to 1978. He proceeded to go over the areas of the memorandum that included purpose and scope, responsibilities and obligations, along with the qualifications, terms and conditions of funding.

There was a discussion about heirs' property and how the critical needs of those properties might be addressed as well.

Mayor Cromer inquired if they were going to have an interest-bearing account.

Councilman Scallate inquired about the use of funds for demolition. This was clarified that the funds would not be used to demolish a house completely, but for portions of the home if needed.

Mr. Hicks stated that there will be a rolling application process. It will not close after a certain period of time.

Dan Blackmon, 1010 Duke Street, addressed Council.

B. Request for Memorialization and Renaming Southside Loop.

Councilman Lipsitz stated he would like to have the name changed of Southside Loop in Southside Park to Clayton Cooler Loop. Mr. Cooler was the former Public Works Director and served the City of Beaufort for 45 years. A resolution to adopt the name change will be drafted and voted on at an upcoming regular meeting.

Warren Parker, 21 Division Street and Edie Rogers, 7A Rising Tide Drive addressed Council.

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

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

DRAFT



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

January 14, 2025

**I. CALL TO ORDER**

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**7:00 PM**

Philip Cromer, Mayor

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

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

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Mayor Pro Tem, Michael McFee.

**III. PUBLIC COMMENT – AGENDA ITEMS**

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No public comment.

**IV. MEETING AGENDA APPROVAL**

---

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

All were in favor, motion carried.

**V. PRESENTATIONS**

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A. City Manager Employee Recognition of Frank Mueller, Public Works.

Scott Marshall, City Manager, presented a plaque to Frank Mueller recognizing him for 34 years of dedicated service to the City of Beaufort and wished him a very happy retirement.

**VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

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A. Character Education Proclamation - Jackson Snelgrove, Robert Smalls International Academy.

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

All were in favor, motion carried.

B. Character Education Proclamation - Henry Samuels, Beaufort Elementary School.

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

All were in favor, motion carried.

- C. Proclamation proclaiming March 2025 as Lafayette Month in celebration of the Bicentennial of the Marquis De Lafayette’s 1825 visit to Beaufort.

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

All were in favor, motion carried.

- D. A Resolution Honoring the Courage of Anne Frank and Declaring January 14, 2024, as “Anne Frank Community Day”.

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

All were in favor, motion carried.

## **VII. CONSENT AGENDA**

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

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 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 the 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.

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

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

Minutes approved as presented.

B. Regular Meeting Minutes - December 10, 2024.

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

**Minutes approved as presented.**

C. Special Meeting - December 17, 2024.

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

**Mayor Cromer abstained from the vote as he was not present at the meeting.**

**Minutes approved as presented.**

## **IX. NEW BUSINESS**

---

- A. 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.

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

Linda Roper, Downtown Operations and Community Services Director, gave an overview of the event. She stated that the food trucks will not be selling to the public, they will be the caterer for the event.

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

- 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 Street lot starting March 20 - March 22, 2025, as well as 2 parking spots outside the arsenal for Thursday, March 20, 2025.

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

Linda Roper, Downtown Operations and Community Services Director, gave an overview of the event.

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

- 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 and Unseemly Noise Ordinance for 13-gun salute, parade request and 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.

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

Members of the Bicentennial Planning Committee gave an overview of the Lafayette Celebration to take place on March 18, 2025.

Councilman Mitchell made a motion to amend by not granting the in-kind staff support request for the event.

The motion had no second.

Motion failed.

Mayor Pro Tem McFee made a motion to amend by extending the closure end time on Scott Street from 12:00 pm to 3:00 pm and denying the \$10,000.00 monetary support. The motion was seconded by Councilman Lipsitz.

The amended motion carried by a vote of 4 to 1. Councilman Mitchell was against.

The main motion carried by a vote of 4 to 1. Councilman Mitchell was against.

D. 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 Scallate and seconded by Councilman Lipsitz.

Alan Eisenman, Finance Director, went over the budgetary amendments being requested. This was to formalize the final ARPA obligation amounts for projects and identified needs that Council authorized the City Manager to handle.

All were in favor, motion carried.

E. Accommodations Tax Grant Award (ATAX) Recommendations.

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

Alan Eisenman, Finance Director, addressed Council regarding a question that came up during the Special Worksession on November 19, 2024. This was about the \$100,000.00 budgeted for the Downtown Twilight Initiative. The City budgeted \$100,000.00 in the State A-Tax fund in both Fiscal Year 24 and Fiscal Year 25 for Downtown Twilight Initiative, but it was intended as a carryover as the Tiger Team committee was formed in January 2024. The total budget amount for Downtown Twilight Initiative is \$100,000.00 as it was originally budgeted in Fiscal Year 24. Finance should not have included the \$100,000.00 in the Fiscal Year 25 Budget so that the remaining amount would be properly carried over in Fiscal Year 25 in the form of a Fiscal Year 25 budget amendment. Since this did not occur, the \$100,000.00 is currently in the State A-Tax fund balance and can be released through a Fiscal Year 25 budget amendment for a variety of tourism related expenditures according to State Law. City staff plans on presenting the Tiger Team's recommendation report to Council during a Worksession in February or March.

He then went over the proposed recommendations from the Tourism and Development Advisory Committee.

Councilman Mitchell made a motion to amend the following amounts below. All other amounts will remain the same. Mayor Pro Tem McFee seconded the motion.

Friends of Hunting Island from \$10,000.00 to \$12,500.00.

Friedman Arts District from \$15,000.00 to \$17,500.00.

The original Gullah Festival from \$21,500.00 to \$40,000.00.

The amended motion failed by a vote of 3 to 2. Mayor Cromer, Councilman Lipsitz, and Councilman Scallate were against. Mayor Pro Tem, McFee and Councilman Mitchell were in favor.

Councilman Scallate made another motion to amend the following amounts below. All other amounts will remain the same. Councilman Lipsitz seconded the motion.

Friedman Arts District from \$15,000.00 to \$20,000.00.  
The Original Gullah Festival from \$21,500.00 to \$35,000.00.  
The carryover will be \$29,363.00.

All were in favor of the amended motion. Motion carried.

All were in favor of the main motion. Motion carried.

- 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.

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

JJ Sauv , Deputy City Manager; Brian Sullivan, Executive Director of Palmetto Breeze; and Stephanie Rossi from Lowcountry Council of Governments gave an overview of the program.

All were in favor, motion carried.

- G. Resolution supporting DOT Roundabout Project on Laurel Bay Road at Stanley Farm Road.

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

JJ Sauv , Deputy City Manager, provided a summary.

All were in favor, motion carried.

- 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.

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

JJ Sauv , Deputy City Manager, provided a summary. This is the same MOA that was approved in December for another project. The language has not changed. It is a standard form used across the State of South Carolina.

All were in favor, motion carried.

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

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Edie Rogers, 7A Rising Tide Drive questioned Council on where ARPA funds were being spent, stated she was in favor of renaming Southside Loop to Clayton Cooler Loop. She also mentioned the audio system in Council Chambers.

Rob Cahill, 608 Water Street, addressed Council regarding the audio system in the Council Chambers.

## **XI. REPORTS**

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### **City Manager’s Report**

Congratulations are in order for Ashley Brandon, JJ Sauvé and Sarah Sutton. Ashley has been appointed as the city's new Public Information Officer and JJ has been promoted from Assistant City Manager to Deputy City Manager. Sarah Sutton from Downtown Operations was promoted to Downtown Manager and Main Street Beaufort Director.

Promoted from Firefighter Recruit to Firefighter I - Eric McGee, Sawyer Henderson, and Giovanni Murgolo.

Promoted from Firefighter I to Firefighter II - Brandon Filicsky, Casey Peters, Logan Hoffman, and Casey Phelps.

Firefighter II to Firefighter III - Randy Ocker.

City of Beaufort has received the Government Financing Officers Association Distinguished Budget Presentation Award. This is the City's 8th consecutive year achieving this prestigious award. Kudos to Alan Eisenman, Sandra Rice and the rest of the Finance Team on this well-deserved recognition.

There will be a joint meeting of the City of Beaufort and Town of Port Royal Councils this Thursday, January 16, 2025, at 6:00 pm at the Port Royal Town Hall on Parris Avenue.

Annual parade honoring the legacy of the Reverend Dr. Martin Luther King, Jr. will be held on Monday, January 20, 2025, at 10:00 am downtown.

The Strategic Planning Retreat will be held January 22-24, 2025, at the Beaufort County Black Chamber of Commerce. The retreat agenda is available online on the city's website and public participation is welcome.

Beaufort Oyster Festival Main Event (Saturday, January 18, 2025, 10:00 AM to Sunday, January 19, 2025, ending at 4:00 pm) at Henry C. Chambers Waterfront Park. Come down for a day filled with food vendors serving oyster-inspired dishes, educational exhibits, live music, a culinary competition, and breathtaking waterfront views. Don't miss the cornhole tournament on Sunday and several exciting activities for both locals and visitors.

### **Mayor's Report**

Thanked all who attended the meetings today.

Reported on events he had attended over the last month that included the New Year's Eve Fireworks.

### **Councilman Mitchell**

Reported on events he attended over the last month that included the Martin Luther King Breakfast.

Thanked the Finance Department for their continued excellence.

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

Reported on events he attended over the last month that included the Parris Island Holiday Reception.

### **Councilman Scallate**

Reported on events he attended over the last month that included him volunteering with Second Helpings for one of his Leadership Beaufort Sessions.

### **Councilman Lipsitz**

Congratulated Sarah Sutton on her recent promotion.

Reported on events he attended over the last month that included the Ribbon Cutting for Southside Park.

## **XII. EXECUTIVE SESSION**

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

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

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

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

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

**No actions from Executive Session.**

## **XIII. ADJOURN**

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**9:48 PM**

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

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

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Disclaimer: This document captures all actions taken by Council and summarizes discussions. All City Council Worksessions and Regular Meetings are recorded. Live stream can be found on the City's website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).

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



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 1/21/2025  
**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- Second Reading  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Finance

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*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.

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

***REMARKS:***

Staff recommends approval.

First reading was held on January 14, 2025.

***ATTACHMENTS:***

Description	Type	Upload Date
Ordinance	Backup Material	1/21/2025
ARPA Financials	Backup Material	1/21/2025

# ORDINANCE 2025/01

## 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

1<sup>ST</sup> Reading January 14, 2025

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

Attachments:

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

**EXHIBIT A**

**General Fund FY25 Budget**

	<b>Adopted FY25 Budget</b>	<b>Budget Amendment #2</b>	<b>Revised FY25 Budget</b>
<b><u>Revenues</u></b>			
Property Taxes	\$ 9,598,632	\$ -	\$ 9,598,632
Licenses & Permits	6,870,000	-	6,870,000
Intergovernmental Revenue	3,854,181	46,208	3,900,389
Franchise Fees	2,258,000	-	2,258,000
Charges for Services	2,056,665	-	2,056,665
Fines & Forfeitures	64,000	-	64,000
Miscellaneous	110,000	-	110,000
Interest	550,000	-	550,000
<b>Total General Fund Revenues</b>	<b>\$ 25,361,478</b>	<b>\$ 46,208</b>	<b>\$ 25,407,686</b>

<b><u>Appropriations</u></b>			
Non-Departmental	\$ 822,823	\$ -	\$ 822,823
City Council	345,321	-	345,321
City Manager	952,161	-	952,161
Finance	1,000,850	-	1,000,850
Human Resources	554,368	-	554,368
Information Technology	1,025,621	46,208	1,071,829
Municipal Court	637,050	-	637,050
Community & Economic Development	1,455,846	-	1,455,846
Police Operations	5,703,134	-	5,703,134
School Resource Officer	624,561	-	624,561
School Crossing Guard	23,470	-	23,470
Victims Rights	113,246	-	113,246
Beaufort Fire	6,773,028	-	6,773,028
Public Works	503,580	-	503,580
Streets & Traffic	1,035,281	150,000	1,185,281
Facilities Maintenance	828,479	-	828,479
Solid Waste	1,401,015	-	1,401,015
Debt Service	1,845,353	-	1,845,353
Transfers Out	-	255,645	255,645
<b>Total General Fund Appropriations</b>	<b>\$ 25,645,187</b>	<b>\$ 451,853</b>	<b>\$ 26,097,040</b>

**EXHIBIT B**

**Consolidated FY25 Revised Budget**

	<b>General Fund</b>	<b>ARPA Fund</b>	<b>Parks &amp; Tourism Fund</b>	<b>Stormwater Fund</b>	<b>State Accommodations Fund</b>	<b>Fire Impact Fund</b>	<b>TIF II Fund</b>	<b>Capital Project Fund</b>	<b>Total</b>
Revenues	\$ 25,407,686	\$ 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
<b>Total Revenues</b>	<b>8,265,313</b>

**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
	<b>3,121,493</b>

**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
	<b>904,671</b>

**Total Expenditures**

**4,026,164**

**Net Change in Fund Balance**

**4,239,149**

**Projects with Current City Obligations**

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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**

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3,662,867

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

(576,282)

**ARPA Funds Remaining Obligation Balance**

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

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**TO:** CITY COUNCIL **DATE:** 1/29/2025  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Ordinance for the lease of commercial space that is part of real property owned by the City of Beaufort, South Carolina located at 500 Carteret Street to New Story Leasing, LLC. - First Reading  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

New Story Leasing wishes to renew their lease for office space at 500 Carteret Street which is owned by the City of Beaufort requires the establishment of an ordinance.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
New Lending Story Ordinance and Lease	Backup Material	2/3/2025

**ORDINANCE 2025/02**

**AN ORDINANCE FOR THE LEASE OF COMMERCIAL SPACE THAT IS A PART OF REAL PROPERTY OWNED BY THE CITY OF BEAUFORT, SOUTH CAROLINA LOCATED AT 500 CARTERET STREET TO NEW STORY LEASING, LLC.**

**WHEREAS**, the City of Beaufort, South Carolina (hereinafter “City”) owns real property located at 500 Carteret Street, which real property includes an office building and a parking lot adjacent to the office building;

**WHEREAS**, the City wishes to lease commercial space in the office building particularly described as the area designated as “Proposed Lease Space – Suite A” on Exhibit A hereto along with four parking spaces in the parking lot (hereinafter “Property”) to New Story Lending, LLC pursuant to the terms of the document entitled “Commercial Lease,” which is included herewith as Exhibit B;

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

**WHEREAS**, City Council believes it is in the best interest of the City, and its citizens, to effect the lease of the Property to New Story Lending, LLC pursuant to the terms and provisions of the Commercial Lease.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE CITY COUNCIL**, in accordance with the foregoing, that the City shall lease the Property to New Story Lending, LLC pursuant to the provisions of the attached Commercial Lease and the City Manager shall execute such documents and instruments as are necessary to effect the lease.

DONE, RATIFIED AND ENACTED this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Philip E. Cromer  
Mayor

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

Reviewed as to form by Benjamin T. Coppage, City Attorney on \_\_\_\_\_, 2025



“Second Renewal Term”) if the Tenant provides written notice of its intention to renew to the City prior to a date thirty (30) days before the termination of the First Renewal Term.

Upon the expiration of the Second Renewal Term, the Tenant shall have no unilateral right to renew and any further lease of the Premises from the City to the Tenant shall be made pursuant only to the written agreement of the parties.

### ARTICLE III RENT

3.1 The monthly rental shall be **\$1,672.85**, to include **\$1,364.29** in base rent plus **\$308.57** to be applied towards the end-of-year assessment fee for insurance, taxes and maintenance, and shall be due and payable to the City in equal monthly installments commencing on the first day of the first month of the Lease, and shall continue to be due on the first day of each month during the rental term (“Initial Rent”).

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

3.3 Rent Increase. Rent shall increase at a rate of Three (3%) Percent per annum during the initial term of the lease and during any renewal terms. The increase in rent shall be based on the previous year’s rental amounts.

3.4 Security Deposit. Within Five (5) business days of the execution of this Lease by both parties, Tenant shall pay Landlord a security deposit, equal to one month’s rent, as security for the full and complete discharge of Tenant’s obligations set forth herein.

3.5 Taxes, Insurance and Utilities. In addition to the base rent specified herein, Tenant shall be responsible for the payment of the tenant’s pro-rata share of all annual property taxes and insurance based on the Tenant’s leased square footage when compared to the total square footage of the rental space in the building (18,000). The utilities pro-rata share will be based on the Tenant’s leased square footage within the suite the utilities are metered. Tenant shall pay City said pro-rata share of taxes and insurance, based upon the prior year’s taxes, on a monthly basis as additional lease payment. Any difference in the total annual monthly payments and the actual property taxes for the current year shall be reconciled between Tenant and City by year end. Additionally, Tenant shall be responsible for all other taxes and fees associated with Tenant’s business.

### ARTICLE IV INSURANCE

4.1 Insurance. Prior to the Lease commencing, Tenant shall procure and maintain throughout the Term, at its own expense, comprehensive liability insurance and workmen’s compensation insurance. Tenant shall name the City with their respective officers, agents and employees, as an additional insureds on the Tenant’s comprehensive liability policy which must be primary and noncontributory with respect to the additional insureds, providing protection

against all claims and demands for any injury to person or property which may be claimed to have occurred on the Premises, in amounts which shall be at least equal to the following limits: Bodily Injury/property damage of \$1,000,000 for each occurrence and \$2,000,000 aggregate; Umbrella Liability Insurance of \$1,000,000; and Bodily and Property Damage Combined Single Limit of \$1,000,000. All insurers shall have at least an A- (excellent) rating by A.M. Best and be qualified to do business in the jurisdiction where the risk is located. Tenant shall furnish the City Building Partnership proof of insurance in the form of certificate of insurance when requested by landlord.

4.2 Tenant shall not without the City's prior written consent do anything in or about the premises which will in any way tend to increase insurance rates on such premises or the building in which the same are located. If City shall consent to such use, Tenant agrees to pay as additional rental any increase in premiums for insurance against loss by fire or extended coverage risk resulting from the business carried on in the leased premises by Tenant. If Tenant installs any electrical equipment that overloads the power lines to the building in which the premises are located, Tenant shall at its own expense make whatever changes, alterations or repairs as necessary to comply with the requirements of insurance underwriters and insurance rating bureaus and governmental authorities having jurisdiction. Furthermore, Tenant agrees not to install, or permit to be installed, in the leased premises, any equipment, supplies or other items which could reasonably be expected to substantially increase the risk of fire damage to the premises, without City's written consent being first obtained.

ARTICLE V  
USE OF PREMISES

5.1 Use. Tenant shall use the Premises for the following purposes: Home Loan Office. Tenant shall comply with any and all applicable local, state and federal ordinances and regulations, including, without limitation, OSHA requirements and rules imposed by permit issuers charged with the regulation of Tenant's activities.

ARTICLE VI  
UTILITIES

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

ARTICLE VII  
IMPROVEMENTS, ALTERATIONS AND MAINTENANCE

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

bring the Premises into compliance with any regulations that arise out of the nature of Tenant's business. Tenant shall obtain a City building permit for any improvements which require such a permit.

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

#### ARTICLE VIII INDEMNITY

8.1 Tenant agrees and does hereby indemnify and hold harmless City, its member, officials, employees, agents, successors and assigns, from any and all costs, expenses, losses, liabilities or other obligations in any way connected or associated with its occupation of the Premises pursuant to this Lease, and in the event any claim or demand is made on City, for any such obligation, Tenant shall promptly defend, remove, bond or otherwise dispose of such claim or demand and save and hold City harmless against all expenses, costs and attorney's fees which may arise from any action taken by it in response to said claim or demand.

#### ARTICLE IX DEFAULTS

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

(a) Failure of the Tenant to make, within ten (10) days after the date when due any payment of rent payable by the Tenant hereunder or to timely discharge any other monetary obligation;

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

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

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

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

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

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

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

9.3 Legal Expenses. If suit shall be brought or claim shall be made for any alleged breach by either party and the breach shall be established, the non-prevailing party shall pay to the prevailing party, in addition to all other sums and relief available to the prevailing party, all expenses incurred therefore, including reasonable attorney's fees to the extent permitted by law.

ARTICLE X  
NOTICE

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

As to the Tenant:     New Story Lending, LLC  
                              1824 E. Main St. Ste. A  
                              Easley, SC 29640

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

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

ARTICLE XI  
SUCCESSORS AND ASSIGNS

11.1 The covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of the Landlord and Tenant and their respective successors and assigns.

Unless repugnant to the context, the words "Landlord" and "Tenant" appearing in this Lease shall be construed to mean those named above and their respective heirs, administrators, successors and assigns, and those claiming through or under them respectively.

ARTICLE XII  
MISCELLANEOUS

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

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

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

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

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

WITNESSES:

The City of Beaufort

\_\_\_\_\_

By: \_\_\_\_\_  
Scott Marshall  
Its: City Manager

New Story Lending, LLC

\_\_\_\_\_

By: \_\_\_\_\_  
Shane Miller  
Its: CEO



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

---

**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Sarah Sutton  
**AGENDA ITEM TITLE:** Request from the Junior Service League of Beaufort for use of Henry C. Chambers Waterfront Park and co-sponsorship for The Scales and Tails Kids Fishing Tournament on April 5, 2025, from 8:30 am to 3:00 pm  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

This request is a new event hosted by The Junior Service League of Beaufort as a fundraising event to continue the Leagues support in Beaufort.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval.

**ATTACHMENTS:**

Description	Type	Upload Date
Junior Service League Fishing Tournament	Cover Memo	2/4/2025



**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:  <u>Name is TBD - will have for 1st of the year</u>  <u>Kids Fishing Tournament</u></p>	<p>Date(s) of Event: <u>4/5/2025</u>  Setup start/end time: <u>8:30 am-10am</u>  Actual event start/end time: <u>10am-1pm</u>  Take down start/end time: <u>1pm by 3 pm</u></p>
<p>Organization/Individual Name:  <u>Junior Service League of Beaufort</u></p>	<p>Address: <u>PO Box 1964, Beaufort SC 29901</u>  Telephone: <u>843-812-0547</u>  Email: <u>akindwall@insurancebeaufort.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](mailto:events@cityofbeaufort.org).

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

Is event open to the public? Yes

Will admission be charged, or donation required? YES - \$10 a child no charge for adults

Will alcoholic beverages be sold? NO Served? \_\_\_\_\_

Will food be sold? water/soda Served? \_\_\_\_\_

Will there be any retail sales? Maybe T-shirts

Number of people expected to attend: expecting 100 hoping for 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.

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

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

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

*Allison Kindwall*

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

12/16/2024

\_\_\_\_\_  
Date

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

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

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

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





#### Mission

The Junior Service League of Beaufort (JSLB) is an organization of women committed to promoting volunteerism. Through the talents of our diverse membership we support and enrich the lives of women, children and families in our community. Together we have a greater impact than we do individually.

#### Background

The Junior Service League of Beaufort is a group of 30-50 women that band together to have an impact on women, children and families in our community through grants and service work. Since its founding in 2005 JSLB has granted more than \$200,000 to local nonprofits, such as CAPA (Child Abuse Prevention Association), Hopeful Horizons, AMIkids, Lowcountry Legal Volunteers, Good Neighbor Free Medical Clinic and many more. Hands on volunteer work is another with organizations like Help of Beaufort, CAPA, Hopeful Horizons, Habitat for Humanity etc.

#### Event

In an effort to continue our support of the Beaufort community the Junior Service League of Beaufort (JSLB) is requesting the use of the Seawall Downtown Beaufort on April 5th 2025 from 9am-2:30pm at no charge to host our First Annual Scales and Tails Kids Fishing Tournament. We plan to host a least 100 children participants and their guardians for a catch and release fishing tournament with a \$10 participants fee. Funds raised by this event will be used to further support our effort to enrich the lives of women and children in our community.

Sincerely,

Jessica Goenen

President of the Board



Junior Service League  
*of Beaufort*

The Scales and Tails Kids Fishing Tournament is a new event for our community designed to introduce kids to the joys of fishing, foster a love for the great outdoors, and encourage community involvement. Families and kids ages 12 and under come together for a day filled with fun, learning, and friendly competition at the Downtown Beaufort Waterfront Park Seawall. This year's event is April 5th, 2025 from 10am-2pm.

Shrimp Level \$250 \_\_\_\_\_ Check here

- Small Logo - Listed as a Sponsor on Printed Marketing Materials, Social Mentions/Media Posts, Company name in press packets, Logo on Sponsor Packets
- 2 Kids Entries (Each comes with Free Bait and 1 Kids Raffle Tickets)

Menhaden Level \$500 \_\_\_\_\_ Check here

- Medium Logo - Listed as a Sponsor on Printed Marketing Materials, Social Mentions/Media Posts, Company name in press packets, Logo on Sponsor Packets
- 4 Kids Entries (Each comes with Free Bait and 1 Kids Raffle Tickets) and 2 larger item raffle tickets
- Custom Bait Bucket (Stadium Cup) with your logo handed to each child

### **Who is the Junior Service League of Beaufort?**

JSLB is a non-profit organization founded in 2005, dedicated to supporting and enriching the lives of women, children, and families in Beaufort County and surrounding communities. Since its founding, the League has granted more than \$200,000 and provides regular volunteers to organizations such as the Child Abuse Prevention Association and Hopeful Horizons. Your participation in engaging events like The Scales & Tails Kids Fishing Tournament helps the League to continually distribute funds right back into this place we call home because "together we have a greater impact than we do individually".

Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make checks payable to JSLB and send to: JSLB, PO Box 1964, Beaufort, SC 29901. Payments can also be made through Venmo & Cash App: Venmo is @JSLB\_1964 ; Cash app \$JSLBFinancialVP. Payment is due with the completed contract. Company logo should be e-mailed to [communication.jslb@gmail.com](mailto:communication.jslb@gmail.com). For more information or questions please contact our Chairwoman, Allison Kindwall at [akindwall@insurancebeaufort.com](mailto:akindwall@insurancebeaufort.com) **Thank you for your generosity! Due Date for**

**Sponsors - March 15, 2025**



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

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**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Sarah Sutton  
**AGENDA ITEM TITLE:** The Perry/Wernsing Wedding requests a waiver of drinking in public, drinking in a public park, and a waiver of the noise ordinance in the Whitehall Park on Saturday, May 17, 2025, from 11:00 am to 11:00 pm  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

The Perry/Wernsing Wedding requests a waiver of drinking in public, drinking in a public park, and a waiver of the noise ordinance in Whitehall Park on May 17, 2025 from 11:00 am to 11:00 pm.

The Perry/Wernsing Wedding was originally approved by Council in November 2024 for March 22, 2025 and the Couple has since changed the date to May 17, 2025.

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

***REMARKS:***

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
Perry/Wernsing Wedding	Cover Memo	2/4/2025

Deposit pd. 81 14125



Allowing setup day before & tear down day after for \$800

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

Approved by Council  
Nov 12, 2024

Name of Event:  <u>Perry Wedding</u>  <hr/>	Date(s) of Event: <u>May 17, 2025</u> <del>March 22, 2025</del> Setup start/end time: <u>11:00am</u> Actual event start/end time: <u>4:00pm - 11:00pm</u> Take down start/end time: <u>11:00pm</u>
Organization/Individual Name:  <u>Lauren Wernsing and Sam Perry</u>  <hr/>	Address: <u>197 Sea Pines Dr</u>  Telephone: <u>252-269-3592</u>  Email: <u>laurenperry2013@outlook.com</u>

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

Please mail completed application to:

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

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

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

Is event open to the public? No

Will admission be charged, or donation required? No

Will alcoholic beverages be sold? No Served? Yes

Will food be sold? No Served? Yes

Will there be any retail sales? No

Number of people expected to attend: 150



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

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

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

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

<b>WHITEHALL PARK RENTAL RATES FOR PRIVATE EVENTS</b>			
<b>Park Area</b>	<b><u>4 HR Block</u></b>	<b><u>6 HR Block</u></b>	<b><u>12 HR Block</u></b>
Pavilion	\$ 350.00	\$ 600.00	
Event Lawn	\$ 300.00	\$ 500.00	
Pavilion & Event Lawn			<b>\$2,500.00</b>
Electric Fee	\$ 75.00	<b>\$100.00</b>	
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,250.00

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

**Did you know?**

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

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



**Liability Insurance**

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

General Liability as follows:

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

**Alcohol**

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

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

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

Lauren Wernsing  
Lessee/Applicant Signature

6/6/2023  
Date

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

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

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

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





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

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**TO:** CITY COUNCIL **DATE:** 2/4/2025  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Request from Nick Borreggine to close Bay Street Extension from Carteret Street to New Street Sunday, March 9, 2024 from 3:30 pm to 10:00 pm, use of Cannon Park and waiver of Police Service cost and waiver of Drinking in Public ordinance to host Dinner as a fundraiser for CAPA's Dancing with Our Stars  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Nick Borreggine was chosen to participate in CAPA's Dancing with Our Stars 2025 initiative. As one of his fundraising efforts, he would like to host a Dinner in Cannon Park and on Bay Street Extension. The event set up and takedown will require a street closure from 3:30 pm to 10:00 pm and waiver of Drinking in Public Ordinance.

In addition, he is requesting a waiver of the police services costs to aid in his fundraising efforts.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Nick Boreggine Request for Dinner in street March 2025	Cover Memo	2/4/2025

**Subject:** Request to Use Bay Street Near Cannon Park for a Fundraising Event

Dear Mayor & City Council,

I hope this message finds you well. I am writing to formally request the use of Bay Street, in the vicinity of Cannon Park, for a special fundraising event I am organizing to benefit the Child Abuse Prevention Association through their Dancing With Our Stars initiative. This event, planned for the evening of **Sunday, March 9th**, is an effort to support an incredible cause.

The event will feature a collaborative five-course plated dinner, showcasing the talents of more than eight chefs from northern Beaufort County. We expect to host approximately **200 attendees** during the scheduled time of **4:00 PM to 9:00 PM**. Alcohol will be served in accordance with local regulations, and all necessary legal requirements will be met to ensure a safe and successful gathering. Given the charitable nature of this event and to help minimize costs, I kindly request that **police service be provided** to assist with traffic management and event safety. This support would go a long way in helping us focus our resources on the cause at hand.

It is my hope that this event will not only raise funds for the Child Abuse Prevention Association but also create a meaningful moment for our community to come together in the spirit of giving and compassion. I truly believe the City of Beaufort's support is instrumental to achieving this goal.

I have spoken to all immediate neighbors on Bay and New Street and have garnered their support of this event. I believe the impact to them will be minimal.

I am available to address any questions or provide further details about the event at your earliest convenience.

Thank you very much for your consideration and support of this great cause.

Sincerely,



Nick Borreggine

Shellring Ale Works  
Scratch Italian Kitchen  
Alvin Ords

Chairman Beaufort Area Hospitality Association



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 2/5/2025  
**FROM:** JJ Sauve, Deputy City Manager  
**AGENDA ITEM TITLE:** An Ordinance to amend the Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed - First Reading  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** City Managers Office

---

***BACKGROUND INFORMATION:***

On April 9, 2024, Council heard from city staff and wrecker professionals regarding the City of Beaufort's wrecker rotation ordinance language. This discussion came about after a citizen complaint of unfair practices and charges involving a rotation wrecker service. Staff's initial recommendation was for the City of Beaufort to adopt by ordinance reference, the S.C. Highway Patrol's Annual Wrecker Fee Schedule. Several members of the wrecker profession spoke out against this fee schedule because they felt that it did not take into account the actual cost of doing business in the Beaufort area.

Staff met with a group of wrecker professionals on May 2 to discuss their concerns. At this meeting the actual costs of doing business were discussed and Assistant City Manager Sauvé requested that the group speak among themselves and provide a recommendation to the City regarding what they believed to be an appropriate fee structure. The group chose Greg Felver, of Felver Transport, Towing and Recovery LLC to serve as their spokesperson. Mr. Felver provided the following fee structure as the collective recommendation of the wrecker group:

- Standard Wrecker rotation Class A towing fee: \$325.
- Daily storage rate: \$55
- Extreme cleanup, or special operations; \$125 per hour (to be billed at half the hourly rate in 1/2 hour increments)
- Administration fee (notification and or court costs) when necessary: \$250
- Yard gate fee (after the first trip during normal business hours): \$75.
- Yard gate fee (after normal business hours, and weekends): \$100.

On August 27, 2024 Council reviewed this matter in Worksession and heard again from staff and the wrecker community. Council directed staff to prepare a fee reasonable fee schedule based on the discussion. Such a fee schedule is attached to both the towing ordinance amendment and the proposed budget amendment ordinance.

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

***REMARKS:***

***ATTACHMENTS:***

<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
Ordinance Amending 8-2003	Ordinance	2/5/2025
Ordinance Edits	Backup Material	2/5/2025
Towing Fee Schedule	Backup Material	2/5/2025

**ORDINANCE NO. 2025 - \_\_\_\_\_**

**An Ordinance to Amend the Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed**

**WHEREAS**, the City of Beaufort, South Carolina (hereinafter “City”) is currently assessing and updating its ordinances; and

**WHEREAS**, Council has discussed and reviewed th existing towing ordinance and costs associated with towing; and

**WHEREAS**, the City wishes to amend its City Code Sec. 8-2003. - Vehicles and property may be removed to better reflect the public needs and costs associated with vehicle and property removals;

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE CITY COUNCIL**, in accordance with the foregoing, that the City Code of the City of Beaufort, South Carolina, is hereby amended in Sec. 8-2003, which section shall read as follows:

**Sec. 8-2003. - Vehicles and property may be removed.**

- (a) Any motor vehicle or trailer improperly parked or left standing upon the streets or public ways or any motor vehicle or trailer improperly parked or left standing on any other public property of the city not specifically designated for public parking, may be removed or caused to be removed by any police officer.
- (b) Any motor vehicle, or other personal property parked or left standing upon the street or public ways of the city in excess of forty-eight (48) hours may be removed or caused to be removed by any police officer.
- (c) When an event arises necessitating the removal of any vehicle upon a public street, to include without limitation, fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., any police officer is authorized to have the vehicle removed after a reasonable attempt to locate the owner or driver.
- (d) When the driver of a vehicle is placed under arrest for the commission of an offense and the driver does not wish his vehicle to be driven by his/her passenger, then the vehicle will be towed by a wrecker service of the driver's choice, or if the driver expresses no preference as to wrecker service, the wrecker rotation call list will be used.
- (e) When a vehicle or trailer is to be removed from the streets or public ways of the city, the police officer will solicit the aid of authorized commercial towing companies from the wrecker rotation call list maintained by the chief of police. Vehicles or trailers towed will be stored in commercial storage facilities within the city or as directed by the chief of police. All costs and fees for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before the return of the towed property.
- (f) All wrecker services participating in the wrecker rotation agree to abide by the maximum standard fee schedule for all services rendered in response to police-directed tows. The city adopts, incorporates herein, and utilizes as its maximum standard fee schedule the Maximum Allowable Fees for Rotation List Calls as adopted annually by the City of Beaufort and current at the time of the tow. The applicable rate for towing and storage is determined by the minimum wrecker classification required for the tow, regardless of what class of wrecker performs the tow.
- (g) Commercial wrecker or towing companies to be eligible to be placed on the wrecker rotation call

list, maintained by the chief of police, must show proof of, and maintain in effect, garage keepers legal liability insurance with a minimum total coverage amount of twenty thousand dollars (\$20,000.00) aggregate with maximum deductibles to the garage keeper of one hundred dollars (\$100.00) on comprehensive coverage and two hundred fifty dollars (\$250.00) collision coverage; and garage liability insurance with minimum limits of fifty thousand dollars (\$50,000.00) per person; one hundred thousand dollars (\$100,000.00) per accident bodily injury coverage and fifty thousand dollars (\$50,000.00) per accident property damage coverage. All applicants will be required to furnish certificates of insurance from their insurance carrier before being placed on the qualified towing list. Such certificate shall contain a provision stating that the police department will be given at least fifteen (15) days' notice in the event of cancellation of the policies certified in the certificate.

- (h) Any motor vehicle or other personal property parked or left standing in the public parking spaces in any city parking lot in excess of twenty-four (24) hours may be cited for unauthorized parking and after forty-eight (48) hours, may be or caused to be removed by any police officer.
- (i) All vehicles parked on city streets or any public property must be licensed and insured under the laws of this state and have a current license tag attached thereto, and any vehicle in violation of this requirement may be removed or caused to be removed by any police officer.
- (j) Trucks, tractors or tractor-trailers having a capacity of two and one-half (2½) tons or more, front- or rear-end loaders, or any other kind or type of strictly commercial, industrial or farming equipment parked or left standing in residentially zoned areas for other than loading or unloading or delivery of services, may be removed or caused to be removed by any police officer. Automobiles, small trucks and vans utilized for personal or business purposes of less than two and one-half (2½) tons' carrying capacity, are excluded from the provisions of this subsection.

DONE, RATIFIED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

This Ordinance was read and passed at first reading on \_\_\_\_\_, 2025.

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

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

This Ordinance was passed at second reading held on \_\_\_\_\_, 2025.

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Philip Cromer, Mayor  
City of Beaufort, South Carolina

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Traci Guldner  
City Clerk, City of Beaufort, South Carolina

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

**Sec. 8-2003. - Vehicles and property may be removed.**

- (a) Any motor vehicle or trailer improperly parked or left standing upon the streets or public ways or [any motor vehicle or trailer improperly parked or left standing on](#) any other public property of the city ~~in a manner as to constitute a hazard to pedestrian or motor vehicle traffic~~[not specifically designated for public parking](#), may be removed or caused to be removed by any police officer.
- (b) Any motor vehicle, or other personal property parked or left standing upon the street or public ways of the city in excess of forty-eight (48) hours may be removed or caused to be removed by any police officer.
- (c) When an [emergency event](#) arises necessitating the removal of any vehicle upon a public street, ~~i.e., to include without limitation,~~ fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., ~~the any~~ police officer is authorized to have the vehicle removed after a reasonable attempt to locate the owner or driver.
- (d) When the driver of a vehicle is placed under arrest for the commission of an offense and the driver does not wish his vehicle to be driven by his/her passenger, then the vehicle will be towed by a wrecker service of the driver's choice, or if [the driver expresses](#) no preference [as to wrecker service](#), the wrecker rotation call list will be used.
- (e) When a vehicle or trailer is to be removed from the streets or public ways of the city, the police officer will solicit the aid of authorized commercial towing companies from the wrecker rotation call list maintained by the chief of police. Vehicles or trailers towed will be stored in commercial storage facilities within the city or as directed by the chief of police. All costs [and fees](#) for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before [the](#) return of the [towed](#) property.
- (f) [All wrecker services participating in the wrecker rotation agree to abide by the maximum standard fee schedule for all services rendered in response to police-directed tows. The city adopts, incorporates herein, and utilizes as its maximum standard fee schedule the Maximum Allowable Fees for Rotation List Calls as adopted annually by the City of Beaufort and current at the time of the tow. The applicable rate for towing and storage is determined by the minimum wrecker classification required for the tow, regardless of what class of wrecker performs the tow.](#)
- (g) Commercial wrecker or towing companies to be eligible to be placed on the wrecker rotation call list, maintained by the chief of police, must show proof of, and maintain in effect, garage keepers legal liability insurance with a minimum total coverage amount of twenty thousand dollars (\$20,000.00) aggregate with maximum deductibles to the garage keeper of one hundred dollars (\$100.00) on comprehensive

coverage and two hundred fifty dollars (\$250.00) collision coverage; and garage liability insurance with minimum limits of fifty thousand dollars (\$50,000.00) per person; one hundred thousand dollars (\$100,000.00) per accident bodily injury coverage and fifty thousand dollars (\$50,000.00) per accident property damage coverage. All applicants will be required to furnish certificates of insurance from their insurance carrier before being placed on the qualified towing list. Such certificate shall contain a provision stating that the police department will be given at least fifteen (15) days' notice in the event of cancellation of the policies certified in the certificate.

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- (i) All vehicles parked on city streets or any public property must be licensed and insured under the laws of this state and have a current license tag attached thereto, and any vehicle in violation of this requirement may be removed or caused to be removed by any police officer.
- (j) Trucks, tractors or tractor-trailers having a capacity of two and one-half (2½) tons or more, front- or rear-end loaders, or any other kind or type of strictly commercial, industrial or farming equipment parked or left standing in residentially zoned areas for other than loading or unloading or delivery of services, may be removed or caused to be removed by any police officer. Automobiles, small trucks and vans utilized for personal or business purposes of less than two and one-half (2½) tons' carrying capacity, are excluded from the provisions of this subsection.

Schedule of Maximum Allowable Fees for Rotation List Calls  
City of Beaufort Code Section 8-2003 (f)

Service	Maximum Fee
Class A Wrecker	\$325.00
Class B Wrecker	\$450.00
Class C Wrecker	\$550.00
Administrative Fee	\$250.00
Daily Storage	\$55.00
Extreme Cleanup/Special Operations	\$125.00 per hour (billed in 0.5 hour increments)
Yard Gate Fee- Business Hours (After First Trip	\$75.00
Yard Gate Fee- After Business Hours	\$100.00

Adopted on \_\_\_\_\_



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 2/5/2025  
**FROM:** JJ Sauve, Deputy City Manager  
**AGENDA ITEM TITLE:** An Ordinance to amend City Ordinance number 2024/11 regarding the Fiscal Year 2024-2025 City of Beaufort Budget to provide for the inclusion of a Schedule of Maximum Allowable Fees for Rotation List Calls. - First Reading  
**MEETING DATE:** 2/11/2025  
**DEPARTMENT:** City Managers Office

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**BACKGROUND INFORMATION:**

On April 9, 2024, Council heard from city staff and wrecker professionals regarding the City of Beaufort's wrecker rotation ordinance language. This discussion came about after a citizen complaint of unfair practices and charges involving a rotation wrecker service. Staff's initial recommendation was for the City of Beaufort to adopt by ordinance reference, the S.C. Highway Patrol's Annual Wrecker Fee Schedule. Several members of the wrecker profession spoke out against this fee schedule because they felt that it did not take into account the actual cost of doing business in the Beaufort area.

Staff met with a group of wrecker professionals on May 2 to discuss their concerns. At this meeting the actual costs of doing business were discussed and Assistant City Manager Sauv e requested that the group speak among themselves and provide a recommendation to the City regarding what they believed to be an appropriate fee structure. The group chose Greg Felver, of Felver Transport, Towing and Recovery LLC to serve as their spokesperson. Mr. Felver provided the following fee structure as the collective recommendation of the wrecker group:

- Standard Wrecker rotation Class A towing fee: \$325.
- Daily storage rate: \$55
- Extreme cleanup, or special operations; \$125 per hour (to be billed at half the hourly rate in 1/2 hour increments)
- Administration fee (notification and or court costs) when necessary: \$250
- Yard gate fee (after the first trip during normal business hours): \$75.
- Yard gate fee (after normal business hours, and weekends): \$100.

On August 27, 2024 Council reviewed this matter in Worksession and heard again from staff and the wrecker community. Council directed staff to prepare a fee reasonable fee schedule based on the discussion. Such a fee schedule is attached to both the towing ordinance amendment and the proposed budget amendment ordinance.

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

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance Adopting Maximum Towing Fee Schedule	Ordinance	2/5/2025
Towing Fee Schedule	Backup Material	2/5/2025

## **ORDINANCE 2024/\_\_\_\_**

### **An Ordinance to Amend City of Beaufort Ordinance 2024/11 Regarding the Fiscal Year 2024-2025 City of Beaufort Budget to Provide for the Inclusion of a Schedule of Maximum Allowable Fees for Rotation List Calls.**

**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 is in the process of amending Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed to include, among other changes a Schedule of Maximum Allowable Fees for Rotation List Calls; and

**WHEREAS**, it is necessary for the City to adopt a superseding budget amendment ordinance to adopt a Schedule of Maximum Allowable Fees for Rotation List Calls; and

**NOW, THEREFORE, BE IT ORDAINED** by the City of Beaufort Council that the FY 2024-2025 City of Beaufort Ordinance 2024/26 is hereby superseded by the addition of the following, Schedule of Maximum Allowable Fees for Rotation List Calls as shown on Exhibit A, hereto:

Exhibits:

- A. Schedule of Maximum Allowable Fees for Rotation List Calls

DONE, RATIFIED AND ENACTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

This Ordinance was read and passed at first reading on \_\_\_\_\_, 2025.

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

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

This Ordinance was passed at second reading held on \_\_\_\_\_, 2025.

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

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

Reviewed as to form by Benjamin T. Copping, City Attorney on \_\_\_\_\_.

Schedule of Maximum Allowable Fees for Rotation List Calls  
City of Beaufort Code Section 8-2003 (f)

Service	Maximum Fee
Class A Wrecker	\$325.00
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Daily Storage	\$55.00
Extreme Cleanup/Special Operations	\$125.00 per hour (billed in 0.5 hour increments)
Yard Gate Fee- Business Hours (After First Trip	\$75.00
Yard Gate Fee- After Business Hours	\$100.00

Adopted on \_\_\_\_\_