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City of Beaufort
1911 Boundary Street
Beaufort Municipal Complex
Beaufort, South Carolina 29902
(843) 525-7070

**City Council Regular Meeting - Amended Agenda
January 13, 2026**

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 - Amended - Council Chambers, 2nd Floor - 6:00 PM

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

- I. Call to Order**
- II. Invocation and Pledge of Allegiance**
- III. Presentations**
 - A. City Manager Employee Recognition of Sarah Farrow, Municipal Court
- IV. 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](#)
- V. Meeting Agenda Approval**
- VI. Proclamations/Commendations/Recognitions**
 - A. Character Education Proclamation - Kaia Carlson, Broad River Elementary School
- VII. Consent Agenda**
 - A. CIP Monthly Report
 - B. Community Development Monthly Report
 - C. Downtown Operations Monthly Report
 - D. Finance Department Monthly Report
 - E. Fire Department Monthly Report

- F. Human Resources Monthly Report
- G. IT Monthly Report
- H. Municipal Court Monthly Report
- I. Police Department Monthly Report
- J. Public Works Monthly Report
- K. Request to host the 2026 Beaufort Shrimp Festival and Art & Craft Market in the Henry C. Chambers Waterfront Park, October 2 - 3, 2026, and request waivers for the sale of alcohol, open containers, public drinking, noise ordinances, street closures, 5K race, and permission for issuance of parking passes
- L. Request to host the 2026 Halloween Celebration in the Henry C. Chambers Waterfront Park on Saturday, October 17, 2026, from 10:00 am - 2:00 pm and twenty (20) complimentary parking passes
- M. Request to host 2026 Holiday Weekend events to include street closures and other permissions, December 4–6, 2026
- N. Request from Open Land Trust to revise the date to host Brunch on the Bluff from April 25, 2026, to May 9, 2026, for street closure, waiver of drinking in public, and waiver of noise ordinance from 11:00 am to 2:00 pm.

VIII. Minutes

- A. Worksession and Regular Meeting - December 9, 2025

IX. New Business

- A. Request to host A Taste of Beaufort on May 1 - 2, 2026, in the Henry C. Chambers Waterfront Park, Washington Street Park, and a street closure of Washington Street between Carteret Street and North Street from 12:00 pm to 7:00 pm on May 1, 2026, and 10:00 am to 5:00 pm on May 2, 2026
- B. Request from the Beaufort History Museum to host its annual auction of historical items on March 19, 2026, from 5:30pm to 8:30pm at the Beaufort History Museum. The Beaufort History Museum is requesting from the city a waiver of loud and unseemly noise, additional lighting, reserved parking, trash disposal, and police services during the event
- C. Request from The Beaufort History Museum to host its Living History Day on April 11, 2026, from 10:00 am to 4:00 pm at The Arsenal. The event is requesting a waiver of discharging of blank ammunition firearm (canon fire) for ceremonial/educational purposes, reserved parking, and trash services
- D. Request for Main Street Beaufort co-sponsorship, waiver of police service fees, and drinking in public - "Sip and Stroll for the Stars," Thursday, February 12, 2026 from 4:00 pm to 8:00 pm

- E. Request from Main Street Beaufort for street closures for Bay Street from Charles Street to Carteret Street , and West and Scott Streets from Bay Street to Port Republic Street, and drinking in public for First Friday events on April 3, 2026, and July 3, 2026, from 3:30 pm - 9:00 pm
- F. A Resolution of the City Council of the City of Beaufort, South Carolina, Authorizing the Gift of an Original Sculpture by Arthur Rose, Sr. from the City's Historical Collection to Claflin University
- G. Appointment of Dr. Natassia Allen to the Beaufort Housing Authority Board of Directors to fill the unexpired term of John Warley
- H. Appointment to the Beaufort County Transportation Referendum Advisory Committee (TAC) as the City Representative

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

- A. City Manager's Report
- B. Mayor Report
- C. 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: Receipt of legal advice on current and pending litigation

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, Kaia Carlson was selected as the winner by Broad River Elementary School as the student of the month.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims November 2025 as

KAIA CARLSON AS BROAD RIVER ELEMENTARY SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Respect/Gratitude* as the word for the month of November and applauds Kaia Carlson, the Beaufort County School District, and Broad River Elementary School for their work and specifically honors Kaia Carlson as Broad River 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 13th day of January 2026.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Brian Ranger, Capital Projects Director
Item Name: CIP Monthly Report
Meeting Date: January 13, 2026
Department: City Managers Office

Background Information:

Introduction:

Monthly report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. CIP Monthly Report



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

MEMORANDUM

To: City Council
From: Brian Ranger, *CIP Director*
Re: November Monthly Report

I. Summary Report

CIP Director continues to be immersed in integral meetings with our area partners such as Beaufort County, BJWSA, Dominion Energy, SCDOT, LATS and LOCOG.

These meetings help all of us to stay informed on local projects and increase our levels of proficiency.

The CIP Portal on the City website continues to be updated weekly, ensuring that the public is constantly informed on the status of all the City's projects.

II. Project Updates

The following is a list of identified capital projects which have been completed to date:

Allison Road, all final punch list items have been completed and inspected, all close-out documentation has been submitted to the **City of Beaufort** and the **SCDOT** for recording.

Battery Shores Paving, The City entered an MOU with the County on November 12, 2024, for the County's contracted paving provider to repair and completely repave the roads within the Battery Shores neighborhood.

Active Projects

The following is a list of downtown and Point projects set to commence in **October** and **November 2025**



CITY OF BEAUFORT
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Mitch Mitchell
Josh Scallate

- I. **Charles/Craven** – SCOR ASIP-funded project to upgrade storm drainage along Charles Street from Craven Street to the Harbor, including portions of Craven Street and North Street. Despite several unforeseen circumstances, significant progress continues to be made, while excavating for the MH-19 installation, a 24-inch brick drainage pipe was discovered. Which was still in service and was not abandoned as previously thought. The contractor also discovered some underground wooden (Palm Tree Logs, which were sent off for historic analysis. The site contractor also discovered an old tabby shell asphalt road. Another unforeseen obstacle was the location of a main water line feeding downtown. Currently the Contractor intends to bring in additional crews to make unforeseen delays.

- II. **King Street (Project #22005)** – J. H. Hiers began the project on November 28. Detour signs were set up in accordance with the approved SCDOT plan. Work on this job site began at the intersection of Hamilton and King moving towards East St. They began the project installing erosion control fencing and saw cutting the existing asphalt. Peeling away this top layer of the road will allow them to locate the underground utilities Hiers construction will only remove the areas of the road in preparation of the waterline relocation. BJWSA. The project has experienced No major delays other than the weather. There has been on going communication with the neighbors dealing with detours and alternative parking. Currently we are visiting the project daily, BJW&SA water tie-ins are scheduled for the week of 12/16/25 at the intersection of Hamilton and King Street. Dominion Gas will be relocating gas lines at the intersection of King and New Street on 12/16/2025-12/17/2025.

Note: SCDOT and J.H. Hiers will be meeting to finalize a scheduled date for Carteret Street Crossing for Dec 19th or after Christmas.

Port Republic – Because of the increase in costs this project may not be possible to accomplish during this cycle of work however, this will be on the top of the list as a shovel ready project for the next Capital Project Planning session.

Waterfront Park – Engineering report has been added to Air Table. Phase 1A has been completed and we are looking to combine phase 1b & 2 for Waterfront Advisory Committee and City Council to review. Next meeting is scheduled for Monday January 12, 2026.

Day Dock – The City of Beaufort has signed a contract with McSweeney Engineers, to develop and submit all necessary state and federal documentation for permitting the modifications to open the Beaufort Day Dock. McSweeney Engineering will conduct structural calculations and develop a set of design drawings and specifications for use in procuring a construction contract to modify



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the Day Dock. FME will be providing pile analysis for review and consideration for the final engineered drawings.

Washington St. Park – The park continues to make steady progress; Phase 1 of the project is coming to an end. Partial drainage, stormwater and erosion and sediment control inspection is scheduled for December 18th, 2025.

Beaufort Construction has been awarded the second Phase of construction on the Washington St. Park.

Phase I included the storm drain piping, the bioretention area without plantings, the basketball/tennis court, the pavilion, and sidewalks .

Phase II includes concrete paving, playground equipment, benches, water fountains, trash cans, landscaping and the construction of the mural walls. To close out Phase I, remaining bare areas around the basketball/tennis court and the bioretention area should be stabilized. Sediment piles around the parcel should also be removed.

Expected completion date for Washington Street Park is **April 15,2026**

Southside Park – Davis & Floyd, and Wood & Partners has broken down the remainder of the project into four distinct phases.

As defined in the Master Plan. (Potential Phases)

Phase 1 completed

Phase 2 Disc Golf, Dog Park upgrades, ADA parking improvements, water service for the Dog park and Southeast trails and wetland crossing bridges.

Phase 3 Open fields play area, additional Storm drain piping and internal walking paths around the open fields.

Phase 4 Dog Park Parking, Mill and Overlay of Southside Park Loop, Parking and sidewalks at existing restrooms, the dog wash station. Finish walking trails excluding wetland boardwalk trails and finally the construction of individual pavilion structures.

Phase 5 Wetland boardwalk and associated walking trails and the installation of the fitness nodes.

The next on-site meeting is for the week of **January 5, 2026.**

1st SCVAD-The City of Beaufort has awarded a \$156,000.00 contract to proceed to Davis and Floyd to provide the planning and the engineering service. The scope of this service is based on the Conceptual Master Plan, prepared by D&F dated July 07,2025. The following improvements includes Access driveway and sidewalks to Boundary Street, with investigation of signalized intersection with Hogarth Street. Parking lot to accommodate bus and passenger vehicles. Interpretive Nodes, 1ST SCVAD Parade Field, Presentation Platform, Open Air Pavilion, Open-Air Structure for contemplative space, Boardwalk Structure, Walks and paths within the memorial park, Storytelling Exhibits and Sketches for the contemplative and interpretive nodes. Restrooms and

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finally general landscape and hardscape throughout the memorial park.
The next scheduled meeting is scheduled for **January 21, 2026**

Duke St – Bryan Webb of Davis and Floyd is scheduled to address the City Council during December 9th works session. At this meeting Bryan will outline the path forward on this project. He will request from SCODOT that the sight triangle be reduced from 15ft to 10ft, this will allow for additional onsite parking. He also will submit his engineered drainage design as well as his landscape and lighting plan. The idea is to match the streetscape improvements completed at the east end of Duke Street

Pigeon Point Landing – The presentation of final conceptual is being presented for Council review. We have started the permitting process and are awaiting return responses from regulatory agencies. There are, however, some concerns from the neighborhood folks regarding the kayak launch and possible heavy traffic from kayak businesses

The project is in the final design phase, before going out for bidding.
Next Scheduled meeting is on January 9,2026

Bayard St. – This project has been broken into two parts or agreements.

Phase 1 design phase -Davis and Floyd are finishing up with SCDEWS on the wetland impact study. They are waiting for a response from the Corp of Engineers, this stage of permitting is ongoing, A regional General Permit from the Corp will follow. John Gray of Davis and Floyd is drafting the Easement Exhibit for the City. There was never an agreement recorded for a Right of Way at the intersection of Pinckney and Bayard Street (Open Land Trust Agreement) There was an understanding that this property had an agreement that the City of Beaufort could be used for drainage purposes. No records could be located to substantiate this information. The city has had to negotiate with each one of the homeowners along the Bluff, to get an acceptable easement. This has caused a “Realignment” of the drainage pipe. The last few items that Davis and Floyd are currently working on is with SCDOT on some milling and overlay revision

Phase 2 Bidding and construction phase, this project is now in the final design stage and will be ready to go out for bids Spring 2026

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Pigeon Point Stormwater Study – The City was notified that the Brick Grant was being withdrawn as part of the government cutbacks for federal assistance. However, Alan Eisenman contacted the grant provider, and our grant is still good. The CIP department along with finance will be working together in preparing this RFP for posting.



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Curt Freese, Community Development Director
Item Name: Community Development Monthly Report
Meeting Date: January 13, 2026
Department: Community Development Department

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Community Development



CURRENT PROJECTS NOVEMBER 2025

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*
- Tabby Place Expansion – 913 Port Republic Street – *Issued 12/20/22 (extended)*
- Site Work Only – 918 Craven Street – *Issued 12/20/22 (extended)*
- New Hotel – 800 Port Republic Street – *Issued 12/21/22 (extended)*
- Parking Garage – 918 Craven Street – *Issued 12/21/22 (extended)*
- BMH – 955 Ribaut Road – Large Interior Renovations – *Issued 12/19/23*
- BMH – 955 Ribaut Road – ER Renovations – *Issued 12/09/24*
- Storage Facility – 1 Parris Island Gtwy. – *Issued 1/18/24 (extended)*
- Pointe Grand Apts. – 135 Burton Hill Road – Site Work Only – *Issued 4/10/24*
- Pointe Grand Apt Bldgs. – 135 Hillpointe Circle – *Issued 12/23/24*
- Hanover Park Apt Bldgs. – 139 Robert Smalls Pkwy. – *Issued 8/27/24*
- Storage/Residential Living – 1140 Ribaut Road phase 1 – *Issued 12/04/24*
- Storage/Residential Living – 1140 Ribaut Road phase 2 and 3 – *Issued 03/29/25*
- Laundry Facility – 73 Schein Loop – *Issued 1/30/25*
- Washington Street Park – 1011 Washington Street – Addition/Renovations – *Issued 2/13/25*
- Georgia Skin & Cancer- 1261 Ribaut Road – *Issued 07/02/2025*
- Life Center – 1801 Duke Street – Issued *07/09/2025*
- Cane Island Phase 1 – Site Work (Grading) – 5 Cane Island Farm Road – *Issued 07/09/25*
- Cherokee Brick – 3484 Trask Pkwy. – *Issued 7/30/2025*
- Upfit for The Vitamin Shoppe – 351B Robert Smalls Pkwy – *Issued 10/24/25*
- Small Parts Warehouse – 25 John Galt Road – *Issued 11/14/25*
- Walmart – 265 Sea Island Parkway – Addition/Renovations - *Issued 11/25/25*

COMMERCIAL (Pending)

- 3-Story Apt Bldg. w/1st Floor as Comm. – 211 Charles Street – **(Outstanding Items - extended)**
- Site Work for Warehouse – 123 Schork Road **(Outstanding Items)**
- Bath & Body Works – 331C Robert Smalls Parkway **(Under review)**

SF RESIDENTIAL (New Construction) ISSUED within the last month

- 608 Pilot Street
- 2206 Spanish Court
- 2202 B.E. Wheatley Drive
- 1207 Kipling Drive (Salem Bay Subd)
- 1214 Kipling Drive (Salem Bay Subd)

- 1182 Salty Hammock Court (Salem Bay Subd)
- 1114 Salem Bay Drive (Salem Bay Subd)
- 1104 Salem Bay Drive (Salem Bay Subd)
- 1106 Salem Bay Drive (Salem Bay Subd)
- 1108 Salem Bay Drive (Salem Bay Subd)
- 343 Cottage Farm Drive (Cottage Farm Subd)

Historic Review:

HRB (Historic Review Board) Scheduled:

- 723 Bay Street – Air Conditioning installation
- 1203 Prince Street – new house
- 1705 Duke Street – new two-story house with cottage

HTRC:

- 805 Church Street (Residential - Vacant lot) – Review & discussion about proposal to develop new single-family duplex (2-stories; in-fill development);
- 1604 King Street (Residential – Vacant lot) – Review & discussion about proposal to develop new luxury townhomes (3-stories; in-fill development);
- 1006 Church Street (Residential – Contributing, c. 1910) – Review of latest set of revisions to new addition;

TRC:

- Placement of modular classrooms at St. Peter’s Catholic School (70 Lady’s Island Drive; PIN: R123 015 000 178A 0000) – Follow-up on request for proposed development of a modular building with 6 classrooms on the grounds of St. Peter’s Catholic Church – Lady’s Island

PC (Planning Commission):

PC (Planning Commission)

- 30 Cougar Drive – Rebuild existing Lady’s Island Middle School with a new School
November 17, 2025 Meeting
- 14 FC Carter Drive – The Grove at Broad River – sketch plan approval for multi-family development
November 17, 2025 Meeting

ZBOA (Zoning Board of Appeals):

ZBOA (Zoning Board of Appeals) Scheduled:

- 510 Ribaut Road – Special Exception for a major home occupation for counseling/training
November 19, 2025 Meeting
-
- 2419 Hermitage Road – Variance for attached garage with 2nd floor bedroom, bath, and den
November 19, 2025 Meeting
-
- 2802 Broome Lane – Variance to extend existing 6 foot fence
November 19, 2025 Meeting

Tenant Change (Safety Inspections)

- 609 Carteret Street _ Proposed Bus: “Effervescence Yoga Spa”
- 1810A Boundary Street _ Proposed Bus: “The Salty Blonde Hair Salon”

Permits

New Construction - Residential Dwellings & Commercial Structures 2025

| Month | Single Family | Multifamily | Commercial | Permit Fees |
|---------------|---------------|-------------|------------|---------------------|
| Jan | 14 | 0 | 2 | \$76,939.00 |
| Feb | 15 | 0 | 1 | \$64,212.50 |
| Mar | 13 | 0 | 0 | \$34,333.10 |
| Apr | 16 | 0 | 0 | \$43,795.20 |
| May | 10 | 0 | 0 | \$31,323.80 |
| Jun | 5 | 0 | 0 | \$20,336.80 |
| Jul | 9 | 0 | 1 | \$26,005.20 |
| Aug | 8 | 0 | 0 | \$28,914.40 |
| Sep | 11 | 0 | 0 | \$30,076.00 |
| Oct | 13 | 0 | 0 | \$46,494.60 |
| Nov | 11 | 0 | 1 | \$ 41,081.40 |
| Dec | | | | |
| Totals | 125 | 0 | 5 | \$443,512.00 |

Total Residential Units: 130

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

| | 2025 | |
|---------------|----------------------|------------------------------|
| Month | Total Permits | Permit Fees Collected |
| Jan | 83 | \$102,854.09 |
| Feb | 89 | \$77,962.09 |
| Mar | 116 | \$70,670.29 |
| Apr | 106 | \$56,917.73 |
| May | 96 | \$48,165.86 |
| Jun | 85 | \$33,039.35 |
| Jul | 103 | \$55,518.64 |
| Aug | 99 | \$42,701.13 |
| Sep | 109 | \$41,170.95 |
| Oct | 118 | \$59,568.54 |
| Nov | 79 | \$54,643.32 |
| Dec | | |
| Totals | 1083 | \$643,211.99 |

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



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Linda Roper, Downtown Operations Director
Item Name: Downtown Operations Monthly Report
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Downtown Operations

MAIN STREET BEAUFORT

November Monthly Report



Meetings & Events Attended:

- Cultural District Advisory Board Meeting:** Prepared materials and provided ongoing board support.
- Leadership Beaufort November Session:** Participated in the November session gained deeper insight into the Beaufort community.
- Main Street Coffee Break:** Joined the statewide Main Street check-in to share ideas and tools for supporting local businesses.
- Meeting with Freedman Arts District:** Discussed Artists Sunday and worked on planning the event.
- Ribbon Cutting - Aldi's:** Attended the ceremony and officially welcomed the business to Beaufort.

Execution & Planning:

- First Friday (November 7, 2025):** Successfully organized and hosted the monthly community event in Downtown Beaufort.
- Main Street Meet Up:** Coordinated with SK Signs & Designs to feature Bay Street Treasures as part of the ongoing series spotlighting local merchants and downtown businesses.
- Ribbon Cutting - Salon Celadon:** Worked with the Business to plan a ribbon cutting and welcome them to Downtown Beaufort.
- Spill the Beans Series:** Kicked off the first session in the Spill the Beans Series for a Canva Basics Workshop.
- Artists Sunday:** Successfully partnered with the Freedman Arts District to organize and plan Artists Sunday.
- Holiday Favorites Series:** Worked with SK Signs & Designs to film a short series that highlights holiday favorites in Downtown shops.
- Beaufort Downtown Dollars:** Successfully infused \$25,000 into Downtown Beaufort with the introduction of the Beaufort Downtown Dollars Program.
- Holiday Showcase:** Filmed two segments with WHHI promoting holiday events and shopping local.

WEBSITE TOTAL VIEWS

 **1,663**



Main Street Beaufort eNewsletter

| Month | Recipients | Open Rate | Opened |
|-----------|------------|-----------|--------|
| September | 175 | 60% | 97 |



INSTAGRAM INSIGHTS

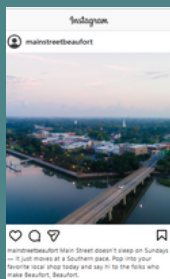
TOP-PERFORMING CONTENT

2.3K
REACH
↑ 160.6%

231
Views

9.1K
VIEWS
↑ 214.3%

60
Reach



FACEBOOK INSIGHTS

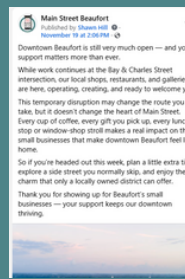
TOP-PERFORMING CONTENT

268.7K
VIEWS
↑ 287.8%

33,550
Views

19,511
Reach

55.6K
REACH
↑ 17.6%



**City of Beaufort Downtown Operations & Community Services
Events & Tour Coordinator Activity Report
November 2025**

Highlights – November 2025:

- Assisted Main St for First Friday
- Attended Chamber of Commerce’s Coffee with Colleges
- Met with Orange Sky Travel
 - Renting Waterfront Park on a regular basis for school trips
- Attended ribbon cuttings for:
 - Sister Sister
 - Salon Celadon
- Park Ordinances/Rule Updates
 - Continued the process of updating park ordinances and rules with Public Works
- 2025 Holiday Weekend finalized planning
 - Met with sound engineer on new placement of the stage due to the intersection construction
 - Revised parade route around construction with approval from SCDOT
- 2025 Holiday Shuttles began 11/28/25 and will run until 12/31/25
- Established redemption parameters for downtown initiative
 - Beaufort Downtown Dollars
 - Holiday Window Decorating Stipend
- Met with Chabad Hilton Head regarding Menorah Display in WFP from 12/14-12/21/25 for the 8 Nights of Chanukah
 - Menorah lighting 12/14 at Pavilion then the Menorah will be on display
- Tours
 - Keeping tours updated on construction progress
 - Tours continue to proceed regardless of the intersection closure
- Parks
 - Park reservations are still consistent

**City of Beaufort Downtown Operations & Community Services
Events & Tour Coordinator Activity Report
November 2025**

Park Reservations November 2025

| Location | Wedding | Special Event | Birthday or Baby Shower | Other | Festival | Attendance | |
|---------------------|----------|---------------|-------------------------|----------|----------|------------|----------|
| | | | | | | -50 | 50+ |
| Pigeon Point Park | | | 6 | | | 6 | |
| Southside Park | | 2 | 2 | 2 | | 5 | 1 |
| The Bluff | | | | | | | |
| Washington St. Park | | | | 5 | | 5 | |
| Waterfront Park | 1 | | | | | | 1 |
| Whitehall Park | | | 1 | 1 | | 2 | |
| Other | 3 | | | | | | 3 |
| Totals | 4 | 2 | 9 | 8 | 0 | 18 | 5 |

*Washington Street Park remains closed for construction, however Friday community dinners and the United Way's shower trailer are still conducting their services every other week.



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Alan Eisenman, Finance Director
Item Name: Finance Department Monthly Report
Meeting Date: January 13, 2026
Department: Finance Department

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Finance Department

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



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

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

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

The City of Beaufort November 2025 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 2026 budgeted funds which include General Fund, TIF II Fund, Capital Projects Fund, Parks and Tourism Fund, American Rescue Plan Act (ARPA) Fund, Stormwater Fund, State Accommodations Tax Fund, and Fire Impact Fees Fund.

With November being the 5th month of the fiscal year 2026, recurring revenues and expenditures should be 41.6% of the budget. General Fund revenues are 12.8% of the budget while expenditures are 33.4% of the budget.

I'll be happy to answer any questions that you may have as you review the City's November 2025 financial statements.

Thanks,

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

Alan Eisenman CPA CGFO
Finance Director

**CITY OF BEAUFORT, SOUTH CAROLINA
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2025**

| | <u>General Fund</u> | <u>TIF II Fund</u> | <u>Capital Projects Fund</u> | <u>Parks and Tourism Fund</u> | <u>American Rescue Plan Act Fund</u> | <u>Stormwater Fund</u> | <u>Other Governmental Funds</u> | <u>Total Governmental Funds</u> |
|---|----------------------|---------------------|----------------------------------|-----------------------------------|--|----------------------------|---|---|
| ASSETS | | | | | | | | |
| Cash and cash equivalents | \$ 13,977,548 | \$ 79,784 | \$ 2,466,764 | \$ 4,688,385 | \$ 2,066,186 | \$ - | \$ 2,307,600 | \$ 25,586,267 |
| Taxes receivable, net | 244,426 | - | - | - | - | 57,206 | - | 301,632 |
| Other receivables | 564,034 | - | 230,795 | 71,009 | - | - | - | 865,838 |
| Inventories and other assets | 16,266 | - | - | - | - | - | - | 16,266 |
| Restricted cash and cash equivalents | - | 3,886,783 | - | 2,097,131 | - | 573,097 | 26,470 | 6,583,481 |
| Total assets | <u>14,802,274</u> | <u>3,966,567</u> | <u>2,697,559</u> | <u>6,856,525</u> | <u>2,066,186</u> | <u>630,303</u> | <u>2,334,070</u> | <u>33,353,484</u> |
| LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES | | | | | | | | |
| Liabilities: | | | | | | | | |
| Accounts payable | 504,799 | - | 64,824 | 67,372 | 3,639 | 125,354 | - | 765,988 |
| Due to other governments | 57,339 | - | - | - | - | - | - | 57,339 |
| Unearned revenue | 1,846,090 | - | - | - | 1,345,601 | - | - | 3,191,691 |
| Accrued liabilities | 111,984 | - | - | 49,983 | - | 919 | 3,142 | 166,028 |
| Deposits and escrow | 480,157 | - | - | 22,350 | - | - | 23,617 | 526,124 |
| Total liabilities | <u>3,000,369</u> | <u>-</u> | <u>64,824</u> | <u>139,705</u> | <u>1,349,240</u> | <u>126,273</u> | <u>26,759</u> | <u>4,707,170</u> |
| Deferred Inflows of Resources: | | | | | | | | |
| Unavailable revenue - property taxes | 245,328 | - | - | - | - | 40,614 | - | 285,942 |
| Unavailable revenue - grants | - | - | 230,795 | - | - | - | - | 230,795 |
| Total deferred inflows of resources | <u>245,328</u> | <u>-</u> | <u>230,795</u> | <u>-</u> | <u>-</u> | <u>40,614</u> | <u>-</u> | <u>516,737</u> |
| Fund balances: | | | | | | | | |
| Nonspendable: | | | | | | | | |
| Inventories | 32,120 | - | - | - | - | - | - | 32,120 |
| Cemetery | - | - | - | - | - | - | 7,246 | 7,246 |
| Restricted | 1,669,236 | 3,966,567 | 2,401,940 | 4,619,689 | 716,946 | (109,681) | 2,264,016 | 15,528,713 |
| Committed for: | | | | | | | | |
| Land Acquisition | 1,376,516 | - | - | - | - | - | - | 1,376,516 |
| Vehicle and equipment replacement | 2,184,527 | - | - | - | - | - | - | 2,184,527 |
| Redevelopment | 1,892,987 | - | - | - | - | - | - | 1,892,987 |
| Capital Projects | 1,567,317 | - | - | 2,097,131 | - | 573,097 | - | 4,237,545 |
| Law enforcement | - | - | - | - | - | - | 36,049 | 36,049 |
| Assigned for: | | | | | | | | |
| Subsequent year's budget | 221,942 | - | - | - | - | - | - | 221,942 |
| Unassigned | 2,611,932 | - | - | - | - | - | - | 2,611,932 |
| Total fund balances | <u>11,556,577</u> | <u>3,966,567</u> | <u>2,401,940</u> | <u>6,716,820</u> | <u>716,946</u> | <u>463,416</u> | <u>2,307,311</u> | <u>28,129,577</u> |
| Total liabilities, deferred inflows of resources and fund balances | <u>\$ 14,802,274</u> | <u>\$ 3,966,567</u> | <u>\$ 2,697,559</u> | <u>\$ 6,856,525</u> | <u>\$ 2,066,186</u> | <u>\$ 630,303</u> | <u>\$ 2,334,070</u> | <u>\$ 33,353,484</u> |

CITY OF BEAUFORT, SOUTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE MONTH ENDED NOVEMBER 30, 2025

| | General Fund | TIF II Fund | Capital Projects Fund | Parks and Tourism Fund | American Rescue Plan Act Fund | Stormwater Fund | Other Governmental Funds | Total Governmental Funds |
|---|----------------------|---------------------|--------------------------|---------------------------|-------------------------------------|--------------------|--------------------------------|--------------------------------|
| REVENUES | | | | | | | | |
| Property taxes | \$ 574,658 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 574,658 |
| Other taxes | - | - | - | 1,946,966 | - | - | 376,596 | 2,323,562 |
| Franchise fees | 309,365 | - | - | - | - | - | - | 309,365 |
| Fines and forfeitures | 28,130 | - | - | - | - | - | - | 28,130 |
| Licenses and permits | 676,644 | - | - | - | - | - | 25,528 | 702,172 |
| Intergovernmental | 1,459,258 | - | - | - | 596,532 | - | - | 2,055,790 |
| Charges for services | 216,719 | - | - | 253,372 | - | 52,932 | - | 523,023 |
| Investment earnings | 335,322 | 66,752 | 34,348 | 114,711 | 37,664 | 10,571 | 17,016 | 616,384 |
| Miscellaneous | 36,901.00 | - | - | 125,022 | - | - | - | 161,923 |
| Total revenues | <u>3,636,997</u> | <u>66,752</u> | <u>34,348</u> | <u>2,440,071</u> | <u>634,196</u> | <u>63,503</u> | <u>419,140</u> | <u>7,295,007</u> |
| EXPENDITURES | | | | | | | | |
| Current: | | | | | | | | |
| General government | 1,678,641 | - | - | - | 53,112 | - | 259,688 | 1,991,441 |
| Law enforcement | 2,795,331 | - | - | 672,337 | - | - | - | 3,467,668 |
| Fire and emergency | 2,954,981 | - | - | - | - | - | - | 2,954,981 |
| Public works | 1,032,952 | - | - | - | - | 282,525 | - | 1,315,477 |
| Culture and recreation | - | - | - | 677,436 | - | - | - | 677,436 |
| Streets | 443,214 | - | - | - | - | - | - | 443,214 |
| Community development | 475,849 | - | - | 480,763 | - | - | - | 956,612 |
| Debt Service: | | | | | | | | |
| Principal | 211,230 | - | - | 287,212 | - | 147,917 | - | 646,359 |
| Interest and other charges | 174,138 | - | - | 172,584 | - | 103,675 | - | 450,397 |
| Capital Outlay | - | 57,283 | 824,403 | 126,650 | - | - | - | 1,008,336 |
| Total expenditures | <u>9,766,336</u> | <u>57,283</u> | <u>824,403</u> | <u>2,416,982</u> | <u>53,112</u> | <u>534,117</u> | <u>259,688</u> | <u>13,911,921</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>(6,129,339)</u> | <u>9,469</u> | <u>(790,055)</u> | <u>23,089</u> | <u>581,084</u> | <u>(470,614)</u> | <u>159,452</u> | <u>(6,616,914)</u> |
| OTHER FINANCING SOURCES (USES) | | | | | | | | |
| Issuance of financed purchases | 684,000 | - | - | - | - | - | - | 684,000 |
| Transfers in | - | - | 1,290,065 | - | - | - | - | 1,290,065 |
| Transfers out | - | - | - | (531,540) | (543,420) | (215,105) | - | (1,290,065) |
| Total other financing sources (uses) | <u>684,000</u> | <u>-</u> | <u>1,290,065</u> | <u>(531,540)</u> | <u>(543,420)</u> | <u>(215,105)</u> | <u>-</u> | <u>684,000</u> |
| Net change in fund balances | (5,445,339) | 9,469 | 500,010 | (508,451) | 37,664 | (685,719) | 159,452 | (5,932,914) |
| Fund balances - beginning | 17,001,916 | 3,957,098 | 1,901,930 | 7,225,271 | 679,282 | 1,149,135 | 2,147,859 | 34,062,491 |
| Fund balances - ending | <u>\$ 11,556,577</u> | <u>\$ 3,966,567</u> | <u>\$ 2,401,940</u> | <u>\$ 6,716,820</u> | <u>\$ 716,946</u> | <u>\$ 463,416</u> | <u>\$ 2,307,311</u> | <u>\$ 28,129,577</u> |

**CITY OF BEAUFORT, SOUTH CAROLINA
COMBINING BALANCE SHEET
OTHER GOVERNMENTAL FUNDS
NOVEMBER 30, 2025**

| | <u>Special Revenue Funds</u> | | | <u>Permanent Fund</u> | <u>Total-Other Governmental Funds</u> |
|--------------------------------------|------------------------------|--------------------------|-------------------------------------|-----------------------|---|
| | State | Fire Impact Fees Fund | Drug Control and Prevention Fund | Cemetery Fund | |
| | Accommodations Tax Fund | | | | |
| ASSETS | | | | | |
| Cash and cash equivalents | \$ 1,652,046 | \$ 612,259 | \$ 36,049 | 7,246 | \$ 2,307,600 |
| Other receivables | - | - | - | - | - |
| Restricted cash and cash equivalents | - | - | 26,470 | - | 26,470 |
| Total assets | <u>1,652,046</u> | <u>612,259</u> | <u>62,519</u> | <u>7,246</u> | <u>2,334,070</u> |
| LIABILITIES AND FUND BALANCES | | | | | |
| Liabilities: | | | | | |
| Accounts payable | - | - | - | - | - |
| Other accrued expenses | 3,142 | - | - | - | 3,142 |
| Deposits and escrow | - | - | 23,617 | - | 23,617 |
| Total liabilities | <u>3,142</u> | <u>-</u> | <u>23,617</u> | <u>-</u> | <u>26,759</u> |
| Fund balances: | | | | | |
| Nonspendable: | | | | | |
| Cemetery | - | - | - | 7,246 | 7,246 |
| Restricted | 1,648,904 | 612,259 | 2,853 | - | 2,264,016 |
| Committed for: | | | | | |
| Law enforcement | - | - | 36,049 | - | 36,049 |
| Total fund balances | <u>1,648,904</u> | <u>612,259</u> | <u>38,902</u> | <u>7,246</u> | <u>2,307,311</u> |
| Total liabilities and fund balances | <u>\$ 1,652,046</u> | <u>\$ 612,259</u> | <u>\$ 62,519</u> | <u>\$ 7,246</u> | <u>\$ 2,334,070</u> |

CITY OF BEAUFORT, SOUTH CAROLINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
OTHER GOVERNMENTAL FUNDS
FOR THE MONTH ENDED NOVEMBER 30, 2025

| | <u>Special Revenue Funds</u> | | | <u>Permanent Fund</u> | <u>Total-Other Governmental Funds</u> |
|---------------------------------------|--|----------------------------------|---|-----------------------|---|
| | <u>State Accommodations Tax Fund</u> | <u>Fire Impact Fees Fund</u> | <u>Drug Control and Prevention Fund</u> | <u>Cemetery Fund</u> | |
| REVENUES | | | | | |
| Other taxes | \$ 376,596 | \$ - | \$ - | \$ - | \$ 376,596 |
| Licenses and permits | - | 25,528 | - | - | 25,528 |
| Investment earnings | 16,632 | - | 384 | - | 17,016 |
| Miscellaneous | - | - | - | - | - |
| Total revenues | <u>393,228</u> | <u>25,528</u> | <u>384</u> | <u>-</u> | <u>419,140</u> |
| EXPENDITURES | | | | | |
| Current: | | | | | |
| General government | 259,688 | - | - | - | 259,688 |
| Debt Service | | | | | |
| Principal | - | - | - | - | - |
| Interest and other charges | - | - | - | - | - |
| Total expenditures | <u>259,688</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>259,688</u> |
| Excess of revenues over expenditures | <u>133,540</u> | <u>25,528</u> | <u>384</u> | <u>-</u> | <u>159,452</u> |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers out | - | - | - | - | - |
| Total other financing sources (uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net change in fund balances | 133,540 | 25,528 | 384 | - | 159,452 |
| Fund balances - beginning | <u>1,515,364</u> | <u>586,731</u> | <u>38,518</u> | <u>7,246</u> | <u>2,147,859</u> |
| Fund balances - ending | <u>\$ 1,648,904</u> | <u>\$ 612,259</u> | <u>\$ 38,902</u> | <u>\$ 7,246</u> | <u>\$ 2,307,311</u> |

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | Budgeted Amounts | | Actual | Variance with Final Budget Positive (Negative) | Variance with Final Budget Percentage |
|--------------------------|-------------------|-------------------|------------------|---|---|
| | Original | Final | | | |
| Revenues: | | | | | |
| Property taxes | \$ 9,969,172 | \$ 9,969,172 | \$ 574,658 | \$ (9,394,514) | 5.8% |
| Franchise fees | 2,384,440 | 2,384,440 | 309,365 | (2,075,075) | 13.0% |
| Fines and forfeitures | 59,000 | 59,000 | 28,130 | (30,870) | 47.7% |
| Licenses and permits | 7,817,000 | 7,817,000 | 676,644 | (7,140,356) | 8.7% |
| Intergovernmental | 3,869,680 | 5,369,680 | 1,459,258 | (3,910,422) | 27.2% |
| Charges for services | 2,088,745 | 2,088,745 | 216,719 | (1,872,026) | 10.4% |
| Investment earnings | 600,000 | 600,000 | 335,322 | (264,678) | 55.9% |
| Miscellaneous | 60,000 | 60,000 | 36,901 | (23,099) | 61.5% |
| Total revenues | <u>26,848,037</u> | <u>28,348,037</u> | <u>3,636,997</u> | <u>(24,711,040)</u> | <u>12.8%</u> |
| Expenditures: | | | | | |
| Current: | | | | | |
| General government | | | | | |
| City council | 318,249 | 318,249 | 169,306 | 148,943 | 53.2% |
| City manager | 1,006,844 | 1,011,226 | 350,914 | 660,312 | 34.7% |
| Finance | 1,103,554 | 1,111,296 | 418,113 | 693,183 | 37.6% |
| Human resources | 514,604 | 519,993 | 176,383 | 343,610 | 33.9% |
| Information technology | 939,137 | 939,137 | 184,772 | 754,365 | 19.7% |
| Court and legal | 690,911 | 706,300 | 205,475 | 500,825 | 29.1% |
| Non-departmental | 815,171 | 815,171 | 173,679 | 641,492 | 21.3% |
| | <u>5,388,470</u> | <u>5,421,372</u> | <u>1,678,642</u> | <u>3,742,730</u> | <u>31.0%</u> |
| Law enforcement | | | | | |
| Police | 6,272,804 | 6,462,388 | 2,512,271 | 3,950,117 | 38.9% |
| School resource officers | 734,983 | 734,983 | 225,553 | 509,430 | 30.7% |
| Crossing guards | 24,945 | 24,945 | 11,821 | 13,124 | 47.4% |
| Victims rights | 123,030 | 123,030 | 45,686 | 77,344 | 37.1% |
| | <u>7,155,762</u> | <u>7,345,346</u> | <u>2,795,331</u> | <u>4,550,015</u> | <u>38.1%</u> |
| Fire and emergency | | | | | |
| City of Beaufort fire | 8,696,627 | 9,135,095 | 2,954,981 | 6,180,114 | 32.3% |
| | <u>8,696,627</u> | <u>9,135,095</u> | <u>2,954,981</u> | <u>6,180,114</u> | <u>32.3%</u> |
| Public works | | | | | |
| Administration | 545,431 | 578,223 | 189,849 | 388,374 | 32.8% |
| Maintenance | 718,115 | 718,115 | 229,510 | 488,605 | 32.0% |
| Solid waste | 1,476,050 | 1,476,050 | 613,592 | 862,458 | 41.6% |
| | <u>2,739,596</u> | <u>2,772,388</u> | <u>1,032,951</u> | <u>1,739,437</u> | <u>37.3%</u> |

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | Budgeted Amounts | | Actual | Variance with Final Budget Positive (Negative) | Variance with Final Budget Percentage |
|---|----------------------|----------------------|----------------------|---|---|
| | Original | Final | | | |
| Streets | 1,216,546 | 1,354,446 | 443,214 | 911,232 | 32.7% |
| | <u>1,216,546</u> | <u>1,354,446</u> | <u>443,214</u> | <u>911,232</u> | <u>32.7%</u> |
| Community development | 1,356,171 | 1,363,259 | 475,849 | 887,410 | 34.9% |
| | <u>1,356,171</u> | <u>1,363,259</u> | <u>475,849</u> | <u>887,410</u> | <u>34.9%</u> |
| Total current | <u>26,553,172</u> | <u>27,391,906</u> | <u>9,380,968</u> | <u>18,010,938</u> | <u>34.2%</u> |
| Debt service: | | | | | |
| Principal | 1,604,230 | 1,604,230 | 211,230 | 1,393,000 | 13.2% |
| Interest | 243,568 | 243,568 | 174,138 | 69,430 | 71.5% |
| Total debt service | <u>1,847,798</u> | <u>1,847,798</u> | <u>385,368</u> | <u>1,462,430</u> | <u>20.9%</u> |
| Total expenditures | <u>28,400,970</u> | <u>29,239,704</u> | <u>9,766,336</u> | <u>19,473,368</u> | <u>33.4%</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>(1,552,933)</u> | <u>(891,667)</u> | <u>(6,129,339)</u> | <u>(5,237,672)</u> | |
| Other financing sources (uses): | | | | | |
| Issuance of capital lease | 833,472 | 833,472 | 684,000 | (149,472) | 82.1% |
| Transfers in | 69,584 | 69,584 | - | (69,584) | 0.0% |
| Transfers out | (375,000) | (375,000) | - | (375,000) | 0.0% |
| Total financing sources (uses) | <u>528,056</u> | <u>528,056</u> | <u>684,000</u> | <u>(594,056)</u> | <u>129.5%</u> |
| Net change in fund balance | (1,024,877) | (363,611) | (5,445,339) | (5,081,728) | |
| Fund balance, beginning of year | 17,001,916 | 17,001,916 | 17,001,916 | - | |
| Fund balance, end of year | <u>\$ 15,977,039</u> | <u>\$ 16,638,305</u> | <u>\$ 11,556,577</u> | <u>\$ (5,081,728)</u> | |

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
TAX INCREMENT FINANCING DISTRICT II – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> | <u>Variance with Final Budget Percentage</u> |
|--------------------------------------|-------------------------|---------------------|---------------------|---|--|
| | <u>Original</u> | <u>Final</u> | | | |
| Revenues: | | | | | |
| Investment earnings | \$ 120,000 | \$ 120,000 | \$ 66,752 | \$ (53,248) | 55.6% |
| Total revenues | <u>120,000</u> | <u>120,000</u> | <u>66,752</u> | <u>(53,248)</u> | <u>55.6%</u> |
| Expenditures: | | | | | |
| Current: | | | | | |
| Capital Outlay | 740,000 | 740,000 | 57,283 | 682,717 | 7.7% |
| Total expenditures | <u>740,000</u> | <u>740,000</u> | <u>57,283</u> | <u>682,717</u> | <u>7.7%</u> |
| Excess of revenues over expenditures | <u>(620,000)</u> | <u>(620,000)</u> | <u>9,469</u> | <u>(735,965)</u> | |
| Other financing (uses): | | | | | |
| Transfers out | (1,100,000) | (1,200,000) | - | (1,200,000) | 0.0% |
| Total other financing uses | <u>(1,100,000)</u> | <u>(1,200,000)</u> | <u>-</u> | <u>(1,200,000)</u> | <u>0.0%</u> |
| Net change in fund balance | (1,720,000) | (1,820,000) | 9,469 | (1,829,469) | |
| Fund balance, beginning of year | 3,957,098 | 3,957,098 | 3,957,098 | - | |
| Fund balance, end of year | <u>\$ 2,237,098</u> | <u>\$ 2,137,098</u> | <u>\$ 3,966,567</u> | <u>\$ (1,829,469)</u> | |

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
CAPITAL PROJECTS FUND – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> | <u>Variance with Final Budget Percentage</u> |
|--------------------------------------|-------------------------|---------------------|---------------------|---|--|
| | <u>Original</u> | <u>Final</u> | | | |
| Revenues: | | | | | |
| Intergovernmental | \$ 21,593,759 | \$ 21,755,759 | \$ - | \$ (21,755,759) | 0.0% |
| Investment earnings | - | - | 34,348 | 34,348 | 100.0% |
| Total revenues | <u>21,593,759</u> | <u>21,755,759</u> | <u>34,348</u> | <u>(21,721,411)</u> | <u>0.2%</u> |
| Expenditures: | | | | | |
| Current: | | | | | |
| Capital Outlay | 28,449,471 | 28,865,471 | 824,403 | 28,041,068 | 2.9% |
| Total expenditures | <u>28,449,471</u> | <u>28,865,471</u> | <u>824,403</u> | <u>28,041,068</u> | <u>2.9%</u> |
| Excess of revenues over expenditures | <u>(6,855,712)</u> | <u>(7,109,712)</u> | <u>(790,055)</u> | <u>(49,762,479)</u> | |
| Other financing sources: | | | | | |
| Transfers in | 6,155,712 | 6,409,712 | 1,290,065 | (5,119,647) | 20.1% |
| Total other financing sources | <u>6,155,712</u> | <u>6,409,712</u> | <u>1,290,065</u> | <u>(5,119,647)</u> | <u>20.1%</u> |
| Net change in fund balance | (700,000) | (700,000) | 500,010 | (1,200,010) | |
| Fund balance, beginning of year | 1,901,930 | 1,901,930 | 1,901,930 | - | |
| Fund balance, end of year | <u>\$ 1,201,930</u> | <u>\$ 1,201,930</u> | <u>\$ 2,401,940</u> | <u>\$ (1,200,010)</u> | |

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
PARKS AND TOURISM – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> | <u>Variance with Final Budget Percentage</u> |
|--|-------------------------|---------------------|---------------------|---|--|
| | <u>Original</u> | <u>Final</u> | | | |
| Revenues: | | | | | |
| Other taxes | \$ 4,445,000 | \$ 4,445,000 | \$ 1,946,966 | \$ (2,498,034) | 43.8% |
| Charges for services | 717,500 | 717,500 | 253,372 | (464,128) | 35.3% |
| Investment earnings | 350,000 | 350,000 | 114,711 | (235,289) | 32.8% |
| Total revenues | <u>5,512,500</u> | <u>5,512,500</u> | <u>2,440,071</u> | <u>(3,072,429)</u> | <u>44.3%</u> |
| Expenditures: | | | | | |
| Current: | | | | | |
| Law enforcement | 1,731,909 | 1,795,104 | 672,337 | 1,122,767 | 37.5% |
| Culture and recreation | 2,333,175 | 2,365,967 | 677,436 | 1,688,531 | 28.6% |
| Community development | 1,108,256 | 1,126,273 | 480,763 | 645,510 | 42.7% |
| Debt Service: | | | | | |
| Principal | 646,212 | 646,212 | 287,212 | 359,000 | 44.4% |
| Interest and other charges | 323,284 | 323,284 | 172,584 | 150,700 | 53.4% |
| Capital Outlay | 229,800 | 229,800 | 126,650 | 103,150 | 55.1% |
| Total expenditures | <u>6,372,636</u> | <u>6,486,640</u> | <u>2,416,982</u> | <u>4,069,658</u> | <u>37.3%</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>(860,136)</u> | <u>(974,140)</u> | <u>23,089</u> | <u>997,229</u> | |
| Other financing sources (uses): | | | | | |
| Issuance of revenue bonds | - | - | - | - | |
| Transfers out | (2,561,185) | (2,661,185) | (531,540) | (2,129,645) | |
| Total financing sources | <u>(2,561,185)</u> | <u>(2,661,185)</u> | <u>(531,540)</u> | <u>(2,129,645)</u> | |
| Net change in fund balance | (3,421,321) | (3,635,325) | (508,451) | 3,126,874 | |
| Fund balance, beginning of year | 7,225,271 | 7,225,271 | 7,225,271 | - | |
| Fund balance, end of year | <u>\$ 3,803,950</u> | <u>\$ 3,589,946</u> | <u>\$ 6,716,820</u> | <u>\$ 3,126,874</u> | |

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
AMERICAN RESCUE PLAN ACT (ARPA) – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> | <u>Variance with Final Budget Percentage</u> |
|--------------------------------------|-------------------------|---------------------|-------------------|---|--|
| | <u>Original</u> | <u>Final</u> | | | |
| Revenues: | | | | | |
| Intergovernmental | \$ - | \$ - | \$ 596,532 | \$ 596,532 | 0.0% |
| Investment earnings | 133,871 | 133,871 | 37,664 | (96,207) | 28.1% |
| Total revenues | <u>133,871</u> | <u>133,871</u> | <u>634,196</u> | <u>500,325</u> | <u>473.7%</u> |
| Expenditures: | | | | | |
| Current: | | | | | |
| General government | 233,871 | 238,253 | 53,112 | 185,141 | 22.3% |
| Capital Outlay | - | - | - | - | 0.0% |
| Total expenditures | <u>233,871</u> | <u>238,253</u> | <u>53,112</u> | <u>185,141</u> | <u>22.3%</u> |
| Excess of revenues over expenditures | <u>(100,000)</u> | <u>(104,382)</u> | <u>581,084</u> | <u>315,184</u> | |
| Other financing (uses): | | | | | |
| Transfers out | (1,352,827) | (1,352,827) | (543,420) | (809,407) | 40.2% |
| Total other financing uses | <u>(1,352,827)</u> | <u>(1,352,827)</u> | <u>(543,420)</u> | <u>(809,407)</u> | <u>40.2%</u> |
| Net change in fund balance | (1,452,827) | (1,457,209) | 37,664 | (1,494,873) | |
| Fund balance, beginning of year | 679,282 | 679,282 | 679,282 | - | |
| Fund balance, end of year | <u>\$ (773,545)</u> | <u>\$ (777,927)</u> | <u>\$ 716,946</u> | <u>\$ (1,494,873)</u> | |

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
STORMWATER – SPECIAL REVENUE FUND
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> | <u>Variance with Final Budget Percentage</u> |
|--|-------------------------|-------------------|-------------------|---|--|
| | <u>Original</u> | <u>Final</u> | | | |
| Revenues: | | | | | |
| Charges for services | \$ 1,375,000 | \$ 1,375,000 | \$ 52,932 | \$ (1,322,068) | 3.8% |
| Investment earnings | 28,346 | 28,346 | 10,571 | (17,775) | 37.3% |
| Total revenues | <u>1,403,346</u> | <u>1,403,346</u> | <u>63,503</u> | <u>(1,339,843)</u> | <u>4.5%</u> |
| Expenditures: | | | | | |
| Current: | | | | | |
| Public works | 884,446 | 917,238 | 282,525 | 634,713 | 30.8% |
| Debt Service: | | | | | |
| Principal | 355,000 | 355,000 | 147,917 | 207,083 | 41.7% |
| Interest and other charges | 163,900 | 163,900 | 103,675 | 60,225 | 63.3% |
| Total expenditures | <u>1,403,346</u> | <u>1,436,138</u> | <u>534,117</u> | <u>902,021</u> | <u>37.2%</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>-</u> | <u>(32,792)</u> | <u>(470,614)</u> | <u>(2,241,864)</u> | |
| Other financing (uses): | | | | | |
| Transfers out | (398,061) | (452,061) | (215,105) | 236,956 | 47.6% |
| Total other financing (uses) | <u>(398,061)</u> | <u>(452,061)</u> | <u>(215,105)</u> | <u>236,956</u> | <u>47.6%</u> |
| Net change in fund balance | (398,061) | (484,853) | (685,719) | 200,866 | |
| Fund balance, beginning of year | 1,149,135 | 1,149,135 | 1,149,135 | - | |
| Fund balance, end of year | <u>\$ 751,074</u> | <u>\$ 664,282</u> | <u>\$ 463,416</u> | <u>\$ 200,866</u> | |

**CITY OF BEAUFORT, SOUTH CAROLINA
STATE ACCOMMODATIONS TAX SPECIAL REVENUE FUND
BUDGET TO ACTUAL
FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | Budgeted Amounts | | Actual | Variance with Final Budget Positive (Negative) | Variance with Final Budget Percentage |
|--------------------------------------|-------------------|-------------------|---------------------|---|---|
| | Original | Final | | | |
| Revenues: | | | | | |
| Other taxes | \$ 916,667 | \$ 916,667 | \$ 376,596 | \$ (540,071) | 41.1% |
| Investment earnings | 30,000 | 30,000 | 16,632 | (13,368) | 55.4% |
| Total revenues | <u>946,667</u> | <u>946,667</u> | <u>393,228</u> | <u>(553,439)</u> | <u>41.5%</u> |
| Expenditures: | | | | | |
| General government | 1,075,717 | 1,075,717 | 259,688 | 816,029 | 24.1% |
| Law enforcement | 25,729 | 25,729 | - | 25,729 | 0.0% |
| Total expenditures | <u>1,101,446</u> | <u>1,101,446</u> | <u>259,688</u> | <u>841,758</u> | <u>23.6%</u> |
| Excess of revenues over expenditures | <u>(154,779)</u> | <u>(154,779)</u> | <u>133,540</u> | <u>288,319</u> | |
| Other financing uses: | | | | | |
| Transfers out | (438,223) | (538,223) | - | (538,223) | 0.0% |
| Total other financing uses | <u>(438,223)</u> | <u>(538,223)</u> | <u>-</u> | <u>(538,223)</u> | <u>0.0%</u> |
| Net change in fund balance | (593,002) | (693,002) | 133,540 | 826,542 | |
| Fund balance, beginning of year | 1,324,649 | 1,324,649 | 1,324,649 | - | |
| Fund balance, end of year | <u>\$ 731,647</u> | <u>\$ 631,647</u> | <u>\$ 1,458,189</u> | <u>\$ 826,542</u> | |

**CITY OF BEAUFORT, SOUTH CAROLINA
 FIRE IMPACT FEES SPECIAL REVENUE FUND
 BUDGET TO ACTUAL
 FOR THE MONTH ENDED NOVEMBER 30, 2025**

| | Budgeted Amounts | | Actual | Variance with Final Budget Positive (Negative) | Variance with Final Budget Percentage |
|---------------------------------|-------------------|-------------------|-------------------|---|---|
| | Original | Final | | | |
| Revenues: | | | | | |
| Licenses and permits | \$ 200,000 | \$ 200,000 | \$ 25,528 | \$ (174,472) | 12.8% |
| Investment earnings | 5,000 | 5,000 | - | (5,000) | 0.0% |
| Total revenues | <u>205,000</u> | <u>205,000</u> | <u>25,528</u> | <u>(179,472)</u> | <u>12.5%</u> |
| Expenditures: | | | | | |
| Debt Service: | | | | | |
| Principal | - | - | - | - | 0.0% |
| Interest and other charges | - | - | - | - | 0.0% |
| Total expenditures | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>0.0%</u> |
| Net change in fund balance | 205,000 | 205,000 | 25,528 | (179,472) | |
| 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>\$ 556,142</u> | <u>\$ 556,142</u> | <u>\$ 376,670</u> | <u>\$ (179,472)</u> | |



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Tim Ogden, Fire Chief
Item Name: Fire Department Monthly Report
Meeting Date: January 13, 2026
Department: Fire Department

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Fire Department



City of Beaufort/Town of Port Royal Fire Department

November 2025 Report

Public Events

The Fire Department held several public education events throughout November.

- Public education event at Station 4 with over 100 kindergarten students.
- Faith and Blue Festival with Port Royal PD
- Veterans Day Parade
- Two birthday parties were held at Station 2 this month.
- Firefighters served Thanksgiving meals to students and their families at Beaufort elementary and Riverview Charter School.

Fire Training

The Training Division conducted 1,590 hours of training.

Special Training:

Companies drilled on vertical ventilation at an acquired structure from the Beaufort Housing Authority. All 3 shifts completed live fire training at the training center, where crews ran simulated structure fires with the Training Division.

All 3 shifts along with Lady's Island -St. Helena Fire District and the Burton Fire District completed walk throughs of the American Cruise Line Ship while it was docked in Port Royal.

Medical

CPR classes: 2

Monthly In Service: Report writing continued

Fire Marshal

130 Certified Inspections
81 Engine Company Pre Plans

Personnel

Patrick Conley started with us on the Skill Bridge Program.

Apparatus

- L8795- Bluffton Maintenance for- PM Service, Water pump replacement, door sensor repair, air leak repair.
- E4083- WW Williams for Engine harness and ECM replacement.
- E7587- Front driver tire repaired at Bluffton maintenance after picking up a large screw.
- T2446- Rear driver side outside tire repaired by Bluffton maintenance after picking up a nail.
- E7587 Holmatro power unit repaired by Spartan.

Major Incidents

- 465 Calls for service
 - Small fire in bedroom at 2014 Salem Rd.
 - Electrical fire at Buffalo Wild Wings

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

| | | |
|-------------------------|------------|-------------|
| INCIDENT SUMMARY | BFT | P.R. |
| Structural Fires | 2 | 0 |
| Vehicle Fires | 1 | 0 |
| Brush, Trash Fire | 0 | 0 |
| Medical Calls | 183 | 108 |
| Vehicle Accident | 13 | 11 |
| Extrication (350-357) | 0 | 0 |
| Hazardous Condition | 8 | 0 |
| Service Calls (500) | 33 | 19 |
| Good Intent Calls (600) | 20 | 21 |
| False Calls (700) | 32 | 14 |
| Water Rescue | 1 | 0 |
| EMS Standby | 0 | 0 |
| Month | 293 | 173 |
| Total Month | 466 | |

| | | |
|---------------------------|-------------|--|
| TRAINING/EDUCATION | | |
| Local Instruction | 1590 | |
| TOTAL | 1590 | |

| | | |
|-------------------------|-----------|--|
| VOLUNTEER | | |
| Local Instruction | 0 | |
| Monthly Station Standby | 96 | |
| TOTAL | 96 | |

| | | | | |
|--------------------------|-----------|------------|-----------|--------------|
| | | | | |
| AID SUMMARY - ALL | LI | BUR | PI | other |
| BEAUFORT | | | | |
| Aid Given | 2 | 2 | | 2 |
| Aid Received | | | | |
| Mutual Aid Given | | | | |
| Mutual Aid Received | | | | |
| PORT ROYAL | | | | |
| Aid Given | | | 2 | |
| Aid Received | | | | |
| Mutual Aid Given | | | | |
| Mutual Aid Received | | | | |

| | | |
|--------------------------|------------|-------------|
| FIRE PREVENTION | BFT | P.R. |
| Inspections Conducted | 53 | 47 |
| Violations Noted | 17 | 19 |
| Violations Corrected | 24 | 18 |
| Knox Box Installations | 1 | 0 |
| Fire Plans Reviewed | 2 | 0 |
| Burning Permits Issued | 5 | 0 |
| Permission to Burn Given | 23 | 2 |
| Public Education Events | 8 | 6 |
| Public Edu. Man Hours | 30 | 58 |
| # of Adults | 368 | 591 |
| # of Children | 350 | 326 |
| Car Seats Installation | 0 | |
| Smoke Detectors | 2 | 0 |
| CPR Certifications | 7 | |



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Ivette Burgess, Human Resources Director
Item Name: Human Resources Monthly Report
Meeting Date: January 13, 2026
Department: Human Resources Department

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Human Resources

Memorandum

To: Scott Marshall, City Manager
From: Ivette Burgess, Human Resources Director
Date: 10/28/2025
Re: Department Update – November 2025

Onboarding/New Hires

5 New Hires:

- Justin Daugherty – Firefighter Recruit, Fire Department
- Harry Gonzalez – Firefighter II, Fire Department
- Dylan Everett – Patrolman I, Police Department
- Yvette Fleming – Permit Technician, Community Development Department
- David Gregory – Capital Projects Support Coordinator, CIP/City Manager's Office

Interviews

- HR staff participated in interview panels for Community Development and City Manager's Office



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Charles Prezalar, Interdev IT Systems Engineer
Item Name: IT Monthly Report
Meeting Date: January 13, 2026
Department: City Managers Office

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. IT Monthly Report

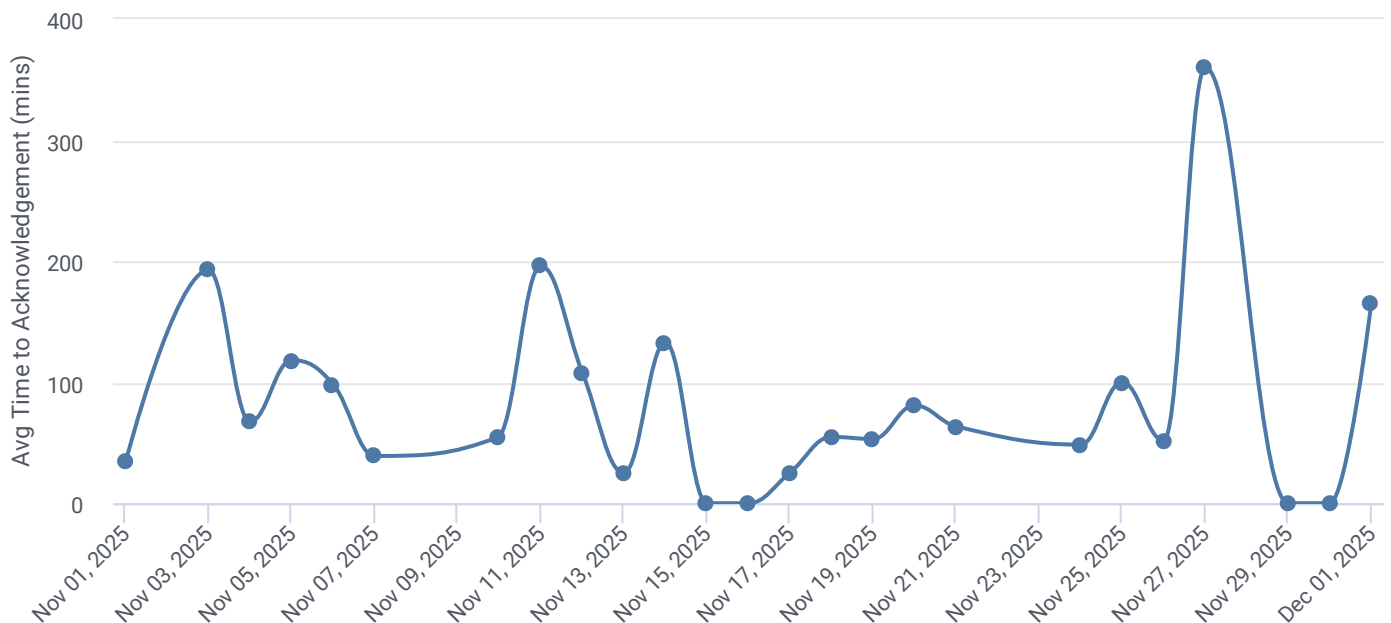
Prepared for: City of Beaufort Created on: Dec 1, 2025 Created by: Joe Riggs

77.54 Avg Ticket Response 30 Days Rolling
mins

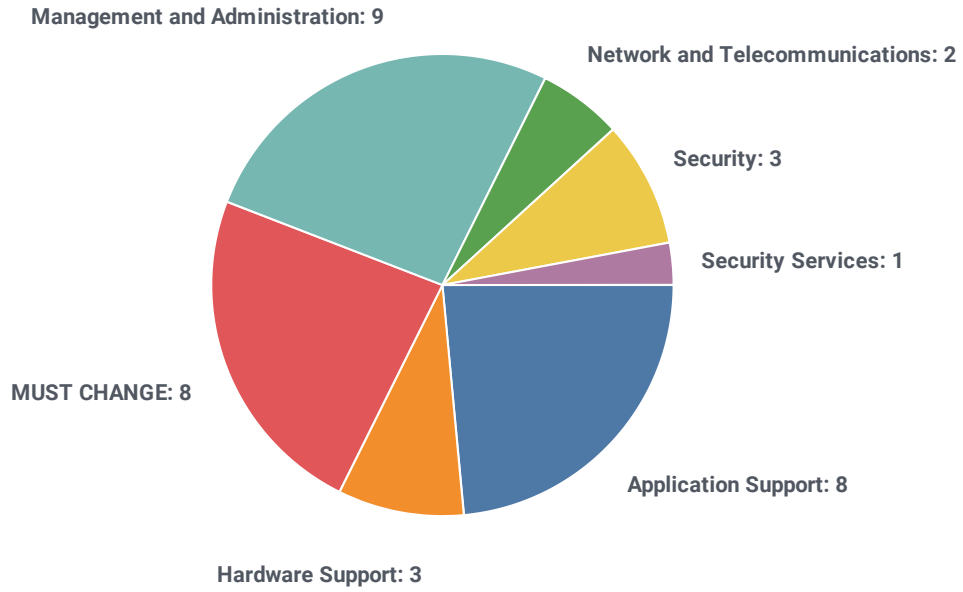
130 1st Response Resolution - Last 30 Days
1st Response Resolution

267 Tickets Closed in the Last 30 Days
Tickets Closed in the Last 30 Days

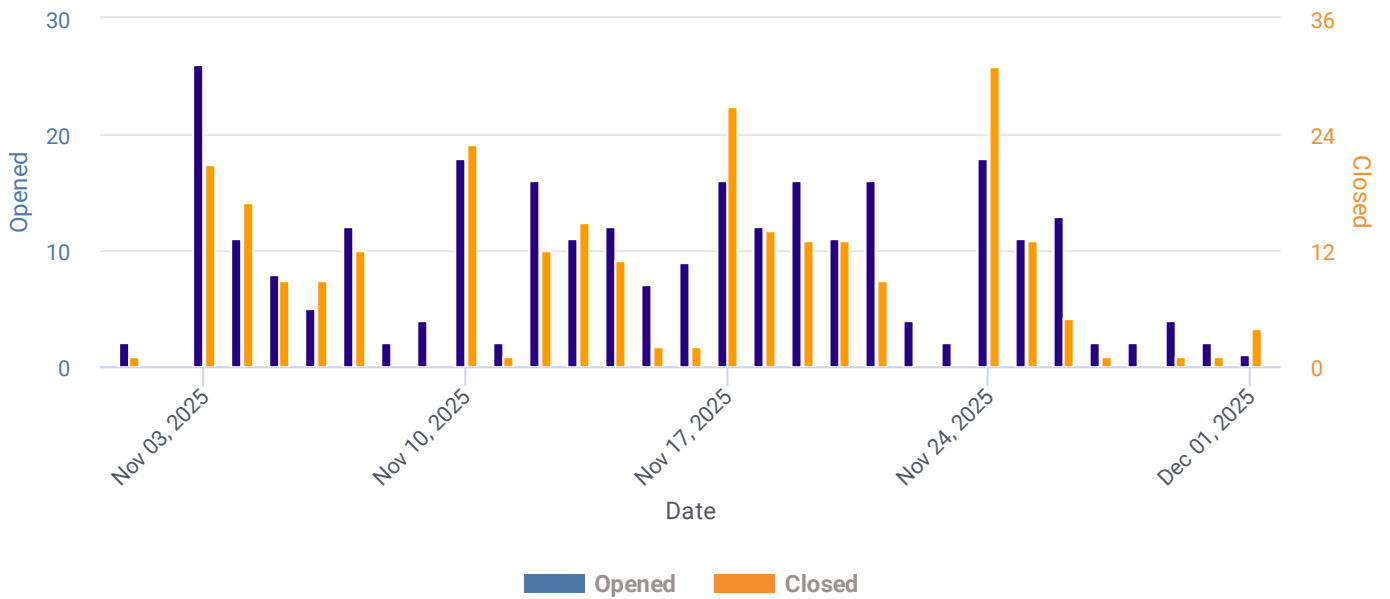
Average Time to Acknowledgement - Trailing 30 Days



Open Tickets by Type



Open vs. Closed Tickets Last 30 Days





City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Dana Wessels, Court Administrator
Item Name: Municipal Court Monthly Report
Meeting Date: January 13, 2026
Department: Municipal Court

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Municipal Court

**City of Beaufort Municipal Court
Monthly Department Report
November 2025**

DEPARTMENT OVERVIEW:

Bench trials are held every Monday and Thursday at 3:00pm. Seven sessions of bench trials were held in November 2025 and 245 cases were tentatively scheduled. Jury term was held the week of November 17 -21, with 19 cases scheduled.

CASE OVERVIEW:

- New cases filed: 137 (81 traffic/56 criminal)
- Cases disposed: 139 (96 traffic/43 criminal)

DISPOSED CASES BREAKDOWN:

- 96 traffic cases
 - 51 guilty indicators (forfeiture, plea, or trial)
 - 45 not guilty indicators (dismissal by officer, Judge, or trial)
- 43 criminal cases
 - 18 guilty indicators (by plea or trial)
 - 25 not guilty indicators (through plea agreement or trial)

WARRANTS OVERVIEW:

- 70 arrest warrants issued
- 3 bench warrants issued

EXPUNGEMENTS:

- 19 cases initiated from court date.
- 16 cases executed in the month of November.

JURY TRIAL OVERVIEW:

Jury term held week of November 17 - 21, 2025.

- 19 cases scheduled
- 5 cases continued
- 14 cases disposed

New team member, Paige Summers, Court Clerk II onboarded.



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Stephenie Price, Police Chief
Item Name: Police Department Monthly Report
Meeting Date: January 13, 2026
Department: Police Department

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Police Department

BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price
Chief of Police

November 2025 Monthly Report

Part-1 Crimes Statistics

| | Arson | Aggravated Assault | Burglary B/E | CSC | Homicide | Larceny | Mv Theft | Robbery |
|-----------|-------|--------------------|-----------------|-----|----------|---------|-------------|---------|
| January | 0 | 0 | 0 | 2 | 0 | 34 | 2 | 0 |
| February | 0 | 3 | 3 | 1 | 1 | 20 | 1 | 0 |
| March | 0 | 3 | 3 | 0 | 0 | 30 | 1 | 1 |
| April | 0 | 4 | 1 | 0 | 0 | 30 | 2 | 1 |
| May | 0 | 5 | 0 | 0 | 0 | 26 | 0 | 3 |
| June | 0 | 2 | 5 | 2 | 0 | 38 | 2 | 0 |
| July | 0 | 6 | 1 | 0 | 0 | 28 | 1 | 2 |
| August | 0 | 3 | 4 | 0 | 0 | 25 | 0 | 2 |
| September | 0 | 7 | 4 | 2 | 1 | 32 | 3 | 0 |
| October | 0 | 3 | 4 | 1 | 0 | 25 | 3 | 0 |
| November | 0 | 4 | 2 | 0 | 0 | 32 | 1 | 2 |

Total Calls for Service: 3,125

- Officer Initiated: 2,145
- 911 Line: 325
- Non-Emergency: 662
- SMS T-911: 0

Community Events Attended: 6

- November 1- Swing Bridge Run 5k
- November 7- Walmart Grant Presentation
- November 11- Veteran's Day Parade
- November 18- Turkey Giveaway with The Salvation Army of the Lowcountry
- November 21- Thanksgiving Lunch at Mossy Oaks Elementary
- November 27- Turkey Trot 5K

Chief's Updates:

- November 3- Meeting with Coastal Mental Health
- November 4- Charles Street Construction Meeting
- November 6- Resilience Training
- November 10- Parade Road Closure Meeting
- November 13- Walmart Contract Meeting
- November 13- Mobile Command Trailer
- November 14- Asst. City Manager Interview
- November 14- Entertainment District Meeting
- November 17- Mental Health Advocate Meeting
- November 19- COPS Hiring Grant Meeting

Upcoming Events:

- December 5- Night on the Town
- December 7- Christmas Parade
- December 13- Shop with a Cop
- December 14- Annual Toy Run
- December 17- SLB Garden Oaks Movie Event
- December 18- SLB Spanish Trace Christmas Party



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/10/2025
From: Nathan Farrow, Public Works Director
Item Name: Public Works Monthly Report
Meeting Date: January 13, 2026
Department: Public Works Department

Background Information:

Introduction:

Monthly Report for November 2025.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Action

Attachments:

1. Public Works



CITY OF BEAUFORT PUBLIC WORKS DEPARTMENTS
MONTHLY ACCOMPLISHMENTS

MONTH OF: NOVEMBER ACCOMPLISHMENTS

- EVENTS:
- ***Drainage Improvements Downtown area (Charles/Bay)**
 - * **Set up Christmas Decorations (early due to construction)**
 - ***Veterans Day Parade**
 - ***"Thanksgiving Holidays" – City offices closed**
 - ***Public Works Facility Maintenance Supervisor working as Interim Capital Improvement Manager at City Hall**

Weekly Safety Briefs: Miguel Canela-Pena - *Tie-down and Chains for Equipment Transportation / How to prevent Strains and Sprains / Hazardous Materials (how to handle) / Preventing Shocks and Executions /*

See/Click/Fix: Reported: 24
Resolved to date: 1461

811 Locates Reported & Reviewed: 76

PO's (PR's) Created and Processed 46

Banners Reserved and Hung 10

On-Call Traffic: ***B. Durrance / N. Farrow / A Davis / M Canela-Pena***

Weekend Parks: **C Pinckney / M Heru / W Smalls / C Moultrie**

Recurring:

Meetings: Daily Staff / Weekly Supervisor / Weekly Review of FY 26 Budget

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

Stormwater/Street: Routine Easement maintenance / Flap Gate inspection & Maintenance / inspection and maintenance all

Equipment / routine drainage maintenance
Maintenance of open land trust areas and large park/city owned Area (Commerce Park)

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

**Christmas Decoration (Downtown area, including WFP) Set up early due to Charles/Bay streets closing due to Major Drainage Project Repairs to Infrastructure*

**Multiple additional Christmas Decorations were ordered and staff hung, etc. Thanksgiving 2 day City Observance*

Administration:

- Week long class attendance to **Metasys System Extended Architecture for building operators.**
- Participated and delivered “Hurricane Relief” items collected by Public Works to Fire St HQ
- Repairs:
 - Responded twice (2) to PD building with elevator issues (Reset power)
 - Thanksgiving Day call out: Snake Road @ Hwy 170 light malfunction – replaced green light
 - WFP Men’s restroom repairs made
- Maintenance:
 - Removed debris pile on New Street (illegal dump) with Knuckleboom Equipment
 - Inspected and scheduled tree trimming along parade route during City Street Drainage Improvement work.
 -
- Assisted:
 - Assisted General Support with digging in conduit and electrical at Elliott (Cannon) Park
 - Assisted PW Director running traffic lights “manually” at Carteret and Craven, and, Carteret and Bay, to relieve traffic congestion

Office Administration:

- Start up and completion of Holiday Decorations on City streets, light poles, WFP tree, “Fina Station” stand ups, etc. Started early due to downtown construction and the addition of multiple lighting throughout the Downtown area (including Elliot-Cannon, Park)
- Arranged for “attachment” for float

- Prep for office closing of Thur and Fri due to Thanksgiving City wide closing
- Re-scheduling due to Facility Maint Supervisor temporarily moving into the position of Interim Capital Improvement Supervisor (working out of City Hall building)
- Creating PW Fixed Asset List and Vehicle List to forward to Finance for comparison of Munis list; annual review from Finance
- PO's, Working with Finance to correct and audit.
- Arranged catering and set up for "Employee Appreciation Day" in Dec.
- Processed documents for HVAC replacement at PWC
- Meeting with Tri-Scape for updates with expectations of the new ROW Landscape Contract.

Facility Maintenance Division: *(The Facility Maintenance Division will be working within the supervisory overview of General Support)*

- Repairs
- Maintenance:
- Assisted
- Other

Stormwater / Street Division:

- Repairs: Removed fallen tree at 403 Fraser Drive (safety hazard, dead)
- Maintenance:
 - Easement maintenance on Boundary Street, The Core District and The Point. Continued on Paul Drive, Twin Lakes, Duncan Drive and Southside Blvd.
- Assisted:
 - Assisted Parks Division with maintenance at Whitehall Park, Wilson Park, Calhoun Thomas Park, Duck Pond (1st Blvd)
 - Assisted staff with set up Santa's Sleigh @ Freedom Park (Fina)
 - Assisted staff with set up of Christmas Tree in the WFP green area
 - Assisted other staff with moving furniture in City Hall
 - Assisted Parks division with setting up lights in Elliot (Cannon) Park
 - Assisted staff with wreaths and bows hanging along Bay, Charles, Carteret

Parks Division

- Repairs
 - Scrubbed off graffiti from swing at White Hall Park
 - Repaired irrigation system on Fripp St along Spanish Moss Trail / Bladen Street / Pigeon Point Park
- Maintenance
 - WFP Christmas Tree set up (build, lighting, elec panels, ornaments, etc)
 - Rye Grass "seeding" at City Hall, Court/PD, Pigeon Point Park, Pinckney Park, Christensen Park, Cuthbert Park, Lafayette, Charlie Knott Park, Harvey Park, Tic-Toc Park, Wilson Park, Calhoun Thomas Park and Duck Pond (1st Blvd)
 - Maintenance to grounds at City Hall, Court/PD buildings; along with Fire Stations 1 & 2
 - Ornament bed clean outs for Courts/PD building. Will begin mulching

- Playground Inspections at Pigeon Point, Southside, Tic-Toc and Annette Bryant parks
- Water Schedule for Trees: Cuthbert, Morris St, Southside Park
- Cleaned areas of SMT from Broad River to Westvine (blew off walking trail)
- “Prepped” city flowerbeds for Winter Annual planting.
- Cleaned area and removed “growth” around Duck Pond (1st Blvd)
- Assisted
 - Christmas Decorations set up and cutout set up in Freedom Park (Fina)
 - Assisted Traffic Department w/ hanging Banners, Wreaths and Bows on Boundary Steet and Downtown area (after hours – Sat work)
- Other:
 - Attended a PTAC emergency meeting called Fri Nov 14th
 - Clean up at Pigeon Point Park after two (2) birthday parties

Traffic Control / General Support – Facility Maintenance:

- **Traffic Control**
 - Repairs:
 - Replaced controller screen on Bay St @ Carteret St cabinet
 - St Light repair on Duke St
 - Maintenance:
 - PM’s (Chowan Creek and Burton Hill Rd, Sea Island Pkwy and Lady's Is Dr, Bay St and Carteret St)
 - SC811 Marking (Port Republic, Burton Hill Rd, Ribaut Rd, Parris Island Gtwy, Broad River, Ribaut Rd @ Simms St, Heyward St, Boundary St (Neil Road)
 - Working on “controllers” for Savannah Hwy and Mink Point
 - Installed “new timing” for Sav Hwy and Reynolds St
 - Tested CMJU for annual traffic PM’s
 - Assisted:
 - Assisted w/ other division of PW set up for Christmas (bow, wreaths, WFP tree) **Some weekend required work*
 - Other:
 - Staged and removed 5 banners
 - Presentation at Battery Creek school for career day
 - Pulled Float, returned to compound for “refresh”
- **General Support**
 - Repairs:
 - Installed flagpole rope at Arsenal Building
 - Installed replacement receptacle outlet cover at Southside Park
 -
 - Maintenance:
 - Installed electrical outlets and conduit in Elliot (Cannon) Parks
 - Supervising construction of the “Planning Dept” wall at City Hall building
 - Evaluated HVAC @ City Hall, PD, Arsenal, and Carnegie buildings
 - Met with Mock Mechanical referencing upgrades to HVAC for Public Works. Chose Bft Air for HVAC upgrades at PW main building, along with record storage room.
 - Inspected vertical lift platform, water heaters and HVAC units @ Arsenal and Carnegie Bldgs

-
- Assisted:
 - Assisted Parks Division with “flower beds”
 - Assisted Parks division with set up of Christmas Tree in WFP
 - Worked Traffic Control with Banners, Wreaths and Bows for Christmas Decorations in the Downtown area (Bay, Carteret, Craven, Fina Station, WFP, etc)
 - Assisted IT move front office desk and computers
 -
- Other
 - Assisted with completing Obstacle Course @ PWC
 - Escorted Coastal Pipe (cap off sprinkler lines) at City Hall
 - Took F250 truck to Butler for repairs
 - Cleaned up area around down tree @ USCB, which was blocking New St
 - Moved furniture to storage at City Hall
 - Escorted Terminix at City Hall and PD building
 - Escorted Elevator Technician at PD building (elevator had been locking up)
 - Created spreadsheet for Mechanical Equipment for the City



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/02/2026
From: Jennifer Pointer, Administrative Assistant
Item Name: Request to host the 2026 Beaufort Shrimp Festival and Art & Craft Market in the Henry C. Chambers Waterfront Park, October 2 - 3, 2026, and request waivers for the sale of alcohol, open containers, public drinking, noise ordinances, street closures, 5K race, and permission for issuance of parking passes
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Request to host the 2026 Beaufort Shrimp Festival and Art & Craft Market in the Henry C. Chambers Waterfront Park, October 2 & 3, 2026, and request waivers for the sale of alcohol, open containers, public drinking, noise ordinances, street closures, 5K, and permission for issuance of parking passes.

Background:

Downtown Operations on behalf of the City of Beaufort, respectfully requests permission from City Council to allow the following items during the Shrimp Festival in the Henry C. Chambers Waterfront Park. Friday and Saturday, October 2 & 3, 2026. 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, October 2, 2026, and 11am-4:00pm on Saturday, October 3, 2026. 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, October 2, 2026, 8am-11pm, and Saturday, October 3, 2026, 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 Henry C. Chambers Park from Wednesday, September 30 to Sunday, October 4, 2026, 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, October 2, 2026, 12pm-10pm and Saturday, October 3, 2026, 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.

Legal Authority:

[Code of Ordinance - Sec. 7-7002. Public drinking.](#)

[Code of Ordinance - Sec. 7-14003. - Traffic control and street closures.](#)

[Code of Ordinance - Sec. 9-1008. - Loud and unseemly noise.](#)

[Code of Ordinance - Sec. 8-2002. - Metered Parking.](#)

[Code of Ordinance - Sec. 7-16006. - Parking, allowable vehicles and designated areas.](#)

Staff Recommendation:

Staff recommends approval

Placed on Agenda For:

Action

Attachments:

1. 2026 Council request Shrimp Fest



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager
City Council

FROM: Jennifer Pointer Event and Tour Coordinator

DATE: January 2, 2026

SUBJECT: Request to host the 2026 Beaufort Shrimp Festival and Art & Craft Market in the Henry C. Chambers Waterfront Park, October 2 & 3, 2026, and request waivers for the sale of alcohol, open containers, public drinking, noise ordinances, street closures, 5K, and permission for issuance of parking passes.

Downtown Operations on behalf of the City of Beaufort respectfully requests permission from City Council to allow the following items during the Shrimp Festival in Henry C. Chambers Waterfront Park. Friday and Saturday, October 2 & 3, 2026. The festival will include a Friday night concert and a Saturday full of activities throughout Henry C. Chambers Park.

1. Permission for alcohol sales (beer & wine only), and to allow open alcohol containers in the park during the festival from 5-10 pm, Friday, October 2, 2026, and 11am-4:00pm on Saturday, October 3, 2026. 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.
2. Permission for street closures at the following times, days, and locations: One direction of Charles Street Extension on Friday, October 2, 2026, 8am-11pm, and Saturday, October 3, 2026, 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.
3. 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.
4. Permission for use of Henry C. Chambers Park from Wednesday, September 30 to Sunday, October 4, 2026, for set-up and take down of the event.
5. 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, October 2, 2026, 12pm-10pm and Saturday, October 3, 2026, from 11am-8pm.
6. Permission to host the Run Forrest Run 5K Bridge Run/Walk Saturday, October 3, 2026, and to close streets to accommodate the event for the route, which is identical to the route used during this event in 2025. The route is as follows: Start/Finish line at Freedom Mall down Bay Street, crossing the Woods Memorial Bridge to Lady's Island, down Meridian Road the reverse of the same route back to Freedom Mall. All street closures and related controls will be coordinated

with the City of Beaufort Police Department, Beaufort County Sheriff's Department, SC DOT, and the Bridge section of the Seventh Coast Guard District.

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

Jennifer Pointer



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/02/2026
From: Jennifer Pointer, Administrative Assistant
Item Name: Request to host the 2026 Halloween Celebration in the Henry C. Chambers Waterfront Park on Saturday, October 17, 2026, from 10:00 am - 2:00 pm and twenty (20) complimentary parking passes
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Request to host the 2026 Halloween Celebration in the Henry C. Chambers Waterfront Park on Saturday, October 17, 2026, from 10:00 am - 2:00 pm and twenty (20) complimentary parking passes.

Background:

Use of Henry C. Chambers Waterfront Park on Saturday, October 17, 2026 from 9:00 am - 3:00 pm. The event will include a DJ, games, inflatables, a costume parade and trick or treating. No scheduled road closures.

Legal Authority:

[Code of Ordinance - Sec. 7-16006. - Parking, allowable vehicles and designated areas.](#)

Staff Recommendation:

Placed on Agenda For:

Attachments:

1. 2026 Halloween Memo



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager
City Council

FROM: Jennifer Pointer, Events & Tour Coordinator

DATE: January 2, 2026

SUBJECT: Request for permissions related to the production and hosting of the 2026 Halloween Celebration

Halloween Celebration, Saturday October 17, 2026- 10 AM until 2 PM

Downtown Operations is requesting permission to host the annual Halloween Celebration in the Henry C. Chambers Waterfront Park. This is a free event for the public that will include a DJ, games, inflatable bounce house activities, a costume parade and end with a trick or treating around the park to each sponsored table. Local schools and non-profits will be invited to sell concessions during this event.

Request for approval includes:

- Use of Henry C. Chambers Park from 9:00 AM– 3 PM to accommodate the set up and tear down of activities.
- Permission to issue up to 20 complimentary parking passes to paid sponsors to fulfill the benefit commitment of their sponsorship packages, as well as a limited number of parking passes, to support event operations.



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/02/2026
From: Jennifer Pointer, Administrative Assistant
Item Name: Request to host 2026 Holiday Weekend events to include street closures and other permissions, December 4–6, 2026
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Request to host 2026 Holiday Weekend events to include street closures and other permissions, December 4–6, 2026.

Background:

Requesting the approval and permission for the street closures for activities during the annual Beaufort Holiday Weekend, December 4–6, 2026, during the hours of 6:00 pm until 10:00 pm and to close several street sections in the Core Commercial Area from 3:30 pm to 10:30 pm to accommodate the set-up and breakdown of the activities.

Legal Authority:

[Code of Ordinance - Sec. 7-7002. Public drinking.](#)

[Code of Ordinance - Sec. 7-14003. - Traffic control and street closures.](#)

[Code of Ordinance - Sec. 9-1008. - Loud and unseemly noise.](#)

[Code of Ordinance - Sec. 8-2002. - Metered Parking.](#)

[Code of Ordinance - Sec. 7-16006. - Parking, allowable vehicles and designated areas.](#)

Staff Recommendation:

Staff recommends approval

Placed on Agenda For:

Attachments:

1. 2026 Holiday Weekend



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager
City Council

FROM: Jennifer Pointer, Events & Tour Coordinator

DATE: January 2, 2026

SUBJECT: Request to host 2026 Holiday Weekend Events, street closures, and related permissions

We are requesting approval and permission for street closures for activities during the annual Beaufort Holiday Weekend, December 4-9, 2026, during the hours of 6 PM until 10 PM and to close several street sections in the Core Commercial Area from 4:30 PM to 11:00 PM to accommodate the set up and tear down of the activities.

A Night on the Town, Friday, December 4, 2026 – 6:00 PM until 9:00 PM

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

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

The details of the closings include:

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

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

Additional requests include:

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

Light up the Night Boat Parade, Saturday, December 5, 2026 - 5:30 PM until 8:30 PM

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

Request for approval includes:

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

Christmas Parade, Sunday, December 7, 2026- 3:00 PM until 5:00 PM

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

Request for approval include:

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



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/09/2026
From: Jennifer Pointer, Administrative Assistant
Item Name: Request from Open Land Trust to revise the date to host Brunch on the Bluff from April 25, 2026, to May 9, 2026, for street closure, waiver of drinking in public, and waiver of noise ordinance from 11:00 am to 2:00 pm.
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Request from Open Land Trust to revise the date to host Brunch on the Bluff from April 25, 2026, to May 9, 2026, for street closure, waiver of drinking in public, and waiver of noise ordinance from 11:00 am to 2:00 pm.

Background:

Open Land Trust was previously approved at July 8, 2025's City Council meeting to host their annual Brunch on the Bluff for April 25, 2026. This date has been revised at the request of Open Land Trust to be changed to May 9, 2026. All other details remain the same.

- Street closure and/or detour on Bay St from Glebe to Hamar from 10:30 am to 2:30 pm
- Waiver of drinking in public from 11:00 am to 2:00 pm
- Waiver of drinking in a public park from 11:00 am to 2:00 pm
- Waiver of noise ordinance from 10:30 am to 2:30 pm

Legal Authority:

[Code of Ordinance - Sec. 7-7002. Public drinking.](#)
[Code of Ordinance - Sec. 7-14003. - Traffic control and street closures.](#)
[Code of Ordinance - Sec. 9-1008. - Loud and unseemly noise.](#)

Staff Recommendation:

Staff recommends approval

Placed on Agenda For:
Action

Attachments:

1. 2026-05-09 OLT Brunch on the Bluff



January 9, 2026

Dear City of Beaufort Officials,

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

The annual event was previously planned and approved for Saturday, April 25, 2026, from 11:00 am - 2:00 pm at 1806 Bay Street. However, due to several major conflicts we need to reschedule the event for Saturday, May 9, 2026.

We would like to request the following:

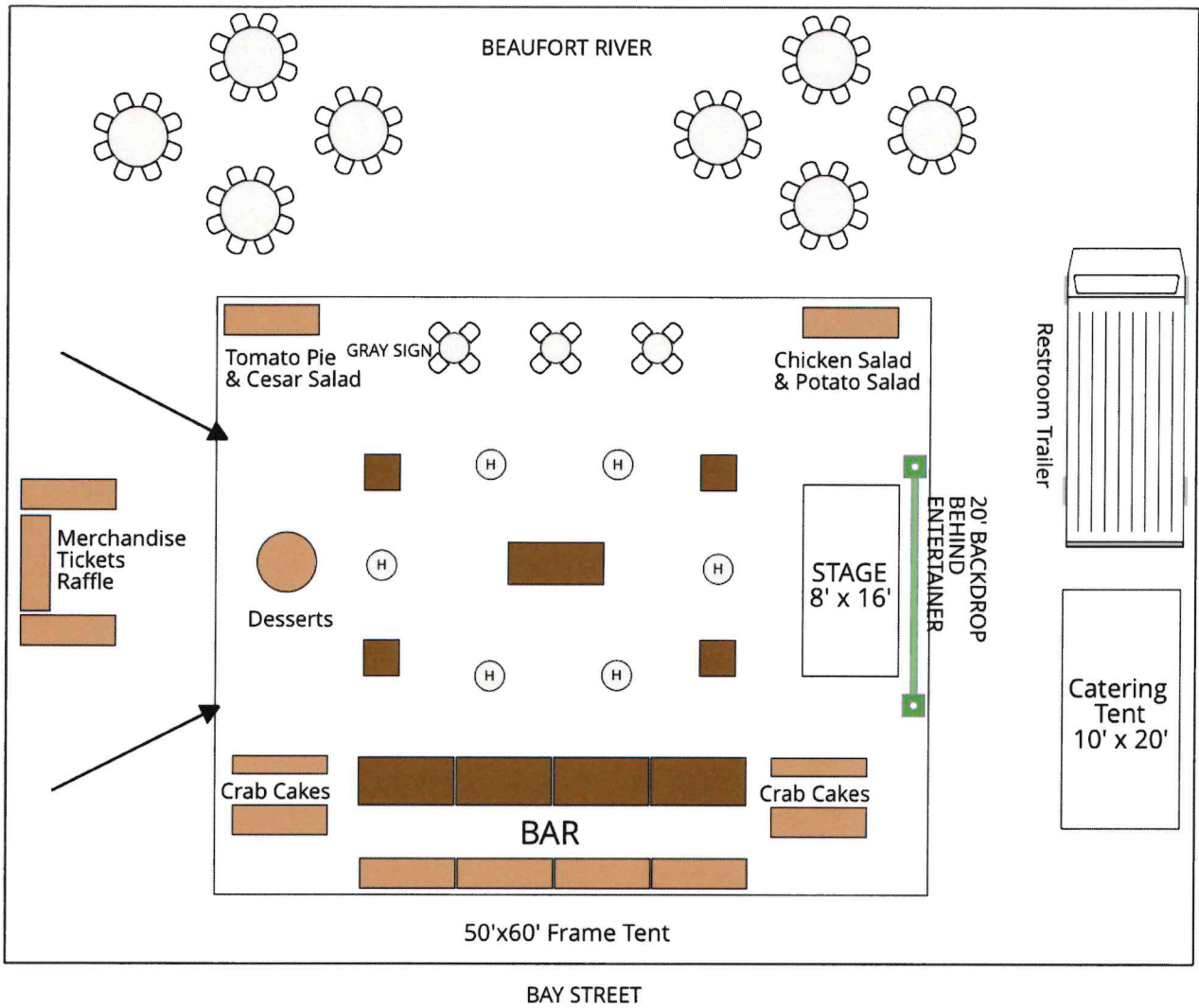
- Street closure and/or detour on Bay Street from Glebe to Hamar streets between the hours of 10:30 am - 2:30 pm
- Police presence from 10:30 am - 2:30 pm to serve as pedestrian safety direction and security.
- Waiver of noise ordinance between the hours of 11:00 am - 2:00 pm.

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

Sincerely,

Ashley Rhodes

Event Planner for the Open Land Trust
843-368-2554





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

December 9, 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. City Manager's Office.

Brian Ranger, Interim Capital Improvement Project Director , introduced David Gregory.

B. Community Development.

Curt Freese, Community Development Director, introduced Yvette Fleming.

C. Fire Department.

Tim Odgen, Fire Chief, introduced Justin Daugherty, and Harry Gonzalez.

D. Police Department.

Stephenie Price, Police Chief, introduced Dylan Everett.

E. Public Works Department.

Nate Farrow, Public Works Director, introduced Isaias Hidalgo.

III. DISCUSSIONS

A. Consideration for procurement of Noise Ordinance signs.

Stephenie Price, Police Chief, stated these signs are intended to increase public awareness of the City's established noise regulations, promote voluntary compliance, and support ongoing community quality-of-life initiatives. She mentioned that over the past several months, the City has received an increase in noise-related complaints in both residential and commercial areas. Clear signage serves as a proactive tool to educate residents, visitors, and businesses about permissible noise levels and enforcement provisions under the City's Noise Ordinance. By improving visibility and communication of these standards, the City can enhance public cooperation, reduce the need for enforcement actions, and strengthen its commitment to maintaining a peaceful environment for all community members. The City's existing Noise Control Ordinance provides a substantive basis for enforcement, while the signage serves as an administrative and educational extension of that ordinance. The purchase and placement of these signs fall within the City's lawful authority to promote compliance with municipal regulations and enhance public awareness of community standards. Noise ordinance violation

is \$465.00, or as set by the Municipal Judge. Staff recommends the purchase of four mobile noise ordinance signs, modeled after those used successfully in the City of Greenville, South Carolina. The signs would be strategically placed at key locations including Bay and Carteret Street, Bay and Craven Street, Bay and Charles Street, and Boundary and Charles Street. Further, due to the mobility of the signs they may be placed anywhere within the Bay Street business district to increase visibility and public awareness. Each sign costs approximately \$279.00, for a total estimated expense of \$1,116.00.

There was a discussion about making the language in the ordinance clearer for better enforcement. The City Attorney will be asked to view the current language and make recommendations to clean up the language.

Council is supportive of moving forward with the purchasing of these signs.

B. Duke Street Project.

Scott Marshall, City Manager, started off by stating he has been in contact with Representative Shannon Erickson. A meeting with the Department of Transportation has been scheduled for this coming Thursday, December 11, 2025, to discuss this matter.

Bryan Webb, Senior Project Manager with Davis and Floyd, provided an update on the status of the project and gave the reasons why the project has not been able to be started. This stems from the number of parking spaces being included in the Streetscape Design. SCDOT is concerned about the sight triangles which are safety concerns. He then went over four options for Council to consider if needed.

Alan Eisenman, Finance Director, went over the financial aspect which included the budgeted amount of the project, and by when the funds must be spent. He also spoke about potential additional funding sources if warranted.

One question posed by the **City Manager**, is if Council is willing to take ownership of the entire road.

More information will be gained after the meeting on Thursday, December 11, 2025.

The following addressed Council with their comments and concerns on topics discussed:

Wallace Scarborough, 1207 Bay Street
Wayne Reynolds, 2212 Bay Street
Edward Dukes, 821 Ribaut Road
Darolyn Augusta, 1606 Duke Street
Christopher Augusta, 1606 Duke Street
Mike Eggers, 1610 Duke Street

IV. EXECUTIVE SESSION

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion regarding the purchase or sale of property.
- B. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Receipt of legal advice on current and pending litigation.

Councilman Lipsitz made a motion to go into Executive Session and seconded by Councilman Mitchell.

All were in favor, motion carried.

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

All were in favor, motion carried.

No actions from Executive Session.

V. ADJOURN

7:21 PM

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

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



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

December 9, 2025

I. CALL TO ORDER

7:21 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

Michael McFee, Mayor Pro Tem

III. PUBLIC COMMENT – AGENDA ITEMS

Jen Clementoni, 35 Ocean Marsh Lane, spoke in favor of Old Business, Item D.

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. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

A. Character Education Proclamation, Ava Lewis, Broad River Elementary School.

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

All were in favor, motion carried.

VI. CONSENT AGENDA

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. Community Development Monthly Report.

B. Downtown Operations Monthly Report.

- C. Finance Department Monthly Report.
- D. Fire Department Monthly Report.
- E. Human Resources Monthly Report.
- F. IT Monthly Report.
- G. Municipal Court Monthly Report.
- H. Police Department Monthly Report.
- I. Public Works Monthly Report.
- J. Request from Beaufort County Ministerial Alliance to host the annual Martin Luther King Day Parade on Monday, January 19, 2026, beginning at 10:00 am.

VII. MINUTES

- A. Worksession and Regular Meeting - November 18, 2025.

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

- B. Quarterly Capital Projects Workshop - November 25, 2025.

**Motion to approve was made by Councilman Mitchell and seconded by Councilman Lipsitz.
Mayor Pro Tem, McFee abstained as he was not present for the meeting.
Minutes approved as presented.**

VIII. OLD BUSINESS

- A. An Ordinance to amend the Code of the City of Beaufort, Part 6 -Health and Sanitation, Chapter 1 - Garbage Collection and Disposal - Second Reading.

**Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Scallate.
All were in favor, motion carried.**

- B. An Ordinance amending the Business License Ordinance of the City of Beaufort to update the Class Schedule as required by Act 176 of 2020 - Second Reading.

**Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.
All were in favor, motion carried.**

- C. An Ordinance to amend City of Beaufort Ordinance 2025/13 regarding the Fiscal Year 2025-2026 City of Beaufort Budget to provide for the revenues and expenditures of General Fund, Stormwater Fund, and Capital Projects Fund - Second Reading.

**Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.
All were in favor, motion carried.**

- D. An Ordinance to amend Chapter 3 of Part 6 and Chapter 2 of Part 3 of the City of Beaufort, South Carolina's Code of Ordinances to make the release of balloons within the City of Beaufort unlawful - Second Reading.

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

All were in favor, motion carried.

- E. Ordinance to amend Chapter 4 of Part 6 of the City of Beaufort, South Carolina's Code of Ordinances to adopt the Beaufort County Animal Control Ordinance - Second Reading.

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

All were in favor, motion carried.

IX. NEW BUSINESS

- A. A Resolution approving the City of Beaufort, South Carolina's purchase of real property bearing Tax Map Number R112 029 000 0290 0000 and located at 32 Burton Hill Road, South Carolina.

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

Scott Marshall, City Manager, provided an overview. He stated the parcel consists of approximately 0.345 acres. Acquiring this parcel would allow the City to expand and more efficiently utilize its existing Public Works property, improve site circulation, and provide additional flexibility for operational needs. The property owner has offered to sell the parcel to the City for \$100,000.00.

Councilman Scallate made a motion to amend before purchasing this property to explore what it would cost to address the drainage issue/collapsed pipe and put a land lease agreement in place that would help solve some of the other identified reasons for why we are seeking to purchase this property.

There was no second. Motion failed.

The motion carried by a vote of 4 - 1. Councilman Scallate voted against.

X. PUBLIC COMMENT – NON-AGENDA ITEMS

No public comment.

XI. REPORTS

City Manager's Report

Reminded all about the First Responder Food Drive taking place and will end on December 12, 2025.

Holiday magic was alive and well in Beaufort this past weekend. If you stayed home from Night on the Town or skipped Sunday's parade because of the forecast, you truly missed out. In spite of the grim predictions, the weather held beautifully for both events—no rain, comfortable temperatures, and a whole lot of holiday spirit. It was a wonderful way to kick off the Christmas season in true Beaufort style. A big thank you goes out to our City staff whose hard work made the weekend's events such a success.

You don't have to take my word for it about the holiday magic; these are conclusions corroborated by two major national media sources just recently. I'm proud to say that the City received two major accolades:

We were featured in Southern Living Magazine on November 28 as "One Of The Most Magical Places To Spend The Holidays;" and

We were also named this week as one of HGTV's 50 Favorite Small Towns to Visit This Christmas!

During excavation for Manhole MH-19 last week as part of the Charles-Craven drainage project, crews confirmed a previously discovered 24-inch brick drainage pipe—once thought abandoned—is still active and carrying stormwater beneath Charles Street. This historic line was never documented in available surveys or as-builts. McCormick Taylor and Gulf Stream Construction investigated and found the brick pipe ties into the system at Charles and Craven Streets, while the 36-inch pipe shown on old survey records does not exist. Divers located only the known 48-inch outfall, and engineers now believe the brick line connects to the park system at a submerged junction that will be verified once dewatering is possible. Importantly, this discovery does not change the project's design or scope; the brick line will be removed and replaced as planned along essentially the same alignment. It does, however, require adjusting construction sequencing, as the system must now be built online with temporary pumping during rain events. The South Carolina Historic Preservation Office has authorized removal of the historic brick pipe with proper documentation. Despite the added complexity, the project remains on track and continues to advance safely.

As we continue working toward a long-term solution for the Waterfront Park relieving platform, McSweeney Engineers are now moving into Phase 2 of their analysis and design. This next phase will refine the core alternatives previously reviewed by City Council and the Waterfront Advisory Committee—providing clearer visual renderings, cost estimates, benefit and maintenance analyses, and permitting pathways so the community can compare options on an apples-to-apples basis. Phase 2 also includes preparations for a public meeting where residents can review the alternatives and offer feedback, as well as engineering and permitting work needed to modify and eventually reopen the Beaufort Day Dock. This is an important step in ensuring decisions about the Waterfront are thorough, transparent, and grounded in both technical expertise and community values.

Downtown Operations will be at the clock on Scott Street Extension for the fourth and final sales event for Beaufort Downtown Dollars. Previous events sold out quickly. After Wednesday, the City will have invested \$20,000 to stimulate \$50,000.00 in holiday spending at downtown shops and restaurants.

Tabby Place on Port Republic Street will host the Mistletoe Market December 11-13, 2025, from 4:00 pm to 8:00 pm. Sponsored by the Freedman Arts District, this pop-up holiday market invites everyone to sip, shop, and celebrate the small businesses that make downtown Beaufort shine.

Reminder to all free parking remains plentiful, and free shuttle service is operating throughout the holiday season downtown for shoppers' and diners' convenience.

The City will be closed for non-emergency operations on December 25 - 26, 2025, in observance of the Christmas Holiday; and we will also be closed on January 1, 2026, for New Year's Day.

City Council will hold their annual strategic planning retreat January 29 - 30, 2026, at a location to be announced at a later date.

Reminded Council and the public of a change to our meeting schedule in the coming year. Beginning in January 2026, Council will meet on the second Tuesday of each month at 6:00 p.m. for their regular monthly meeting and will meet the fourth Tuesday of each month at 5:00 pm for council worksession.

From my family to you and your families, we want you to know it has been a privilege to have served our great city, which is... the Best part of the Lowcountry, for another year. We wish you all a very Merry Christmas, a tremendous start to the new year, and we look forward to accomplishing many great things together in 2026.

Mayor's Report

Briefed Council on Ribbon Cuttings and Meetings he had attended which included the MASC Mayor's luncheon in Columbia, SC.

Councilman Scallate

Expressed his gratitude for the support he and his family received after the passing of his father.

Councilman Mitchell

Thanked Beaufort County Council for approving the Memorandum of Understanding between Beaufort County and the City to be able to proceed with the Master Plan for the 1st South Carolina Volunteers Park.

Mayor Pro Tem, McFee

Mentioned he performed with the Hallelujah Christmas Singers on the Friday after Thanksgiving.

Urged everyone to shop local.

Councilman Lipsitz

Thanked staff for all they have done to keep downtown vibrant while construction has been taking place.

Members of Council offered their condolences to Councilman Scallate on the loss of his father.

Members of Council wished all Happy Holidays.

XII. ADJOURN

7:54 PM

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

All were in favor, motion carried.

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 (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at tguldner@cityofbeaufort.org.

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



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/02/2026
From: Jennifer Pointer, Administrative Assistant
Item Name: Request to host A Taste of Beaufort on May 1 - 2, 2026, in the Henry C. Chambers Waterfront Park, Washington Street Park, and a street closure of Washington Street between Carteret Street and North Street from 12:00 pm to 7:00 pm on May 1, 2026, and 10:00 am to 5:00 pm on May 2, 2026
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Request to host A Taste of Beaufort on May 1 & 2, 2026, at Henry C. Chambers Waterfront Park, Washington Street Park, and a street closure of Washington Street between Carteret Street and North Street from 12:00 pm to 7:00 pm on May 1, 2026, and 10:00 am to 5:00 pm on May 2, 2026.

Background:

Downtown Operations on behalf of the City of Beaufort, respectfully requests permission from the City Council to allow the following items during A Taste of Beaufort Festival in the Henry C. Chambers Waterfront Park, Friday and Saturday, May 1 & 2, 2026. The festival will include a Friday night concert and a Saturday full of activities throughout Henry C. Chambers Waterfront Park.

A Taste of Beaufort, in partnership with CDAB (Cultural District Advisory Board) and USCB, will be expanded in 2026 to include activities at Washington Street Park on Saturday, May 2 and at University of South Carolina Beaufort on Friday, May 1 and Saturday, May 2, 2026.

Henry C. Chambers Waterfront Park Items (City Event):

- Permission for alcohol sales, and to allow open alcohol containers in the park, and drinking in public during the festival from 5-10 pm, Friday, May 1, 2026, and 11am-4:00pm on Saturday, May 2, 2026. 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 1, 2026, 8am-11pm, and Saturday, May 2, 2026, 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 Henry C. Chambers Park from Thursday, April 30 to Sunday, May 3, 2026, for set-up, event, and breakdown of the event.
- Permission to host an arts & crafts market in the green area at the west end of Henry C. Chambers Waterfront Park across from the Downtown Marina Store on Friday, May 1, 2026, 12pm-10pm and Saturday, May 2, 2026, from 11am-8pm.

Washington Street Items (Partnership with CDAB):

- Permission for CDAB use of Washington Street Park in coordination with the City of Beaufort to host a neighborhood event on Saturday, May 2, 2026, from 8:00 am to 8:00 pm for set up, event, and breakdown.
- The event will include food and beverage sales (including food trucks), an art and craft market, and amplified music/sound.

USCB Items (Partnership with CDAB and USCB):

- Request street closure of Washington Street between Carteret St and New Street on Friday, May 1, 2026, from 12:00 pm to 7:00 pm and Saturday, May 2, 2026, from 10:00 am to 5:00 pm for the use of Food Trucks. UCSB will be hosting art shows in the performing arts center and on UCSB's lawn.

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

Legal Authority:

[Code of Ordinance - Sec. 7-7002. Public drinking.](#)

[Code of Ordinance - Sec. 7-14003. - Traffic control and street closures.](#)

[Code of Ordinance - Sec. 9-1008. - Loud and unseemly noise.](#)

[Code of Ordinance - Sec. 8-2002. - Metered Parking.](#)

[Code of Ordinance - Sec. 7-16006. - Parking, allowable vehicles and designated areas.](#)

Staff Recommendation:

Staff recommends approval

Placed on Agenda For:

Action

Attachments:

1. 2026 Council request Taste of Beaufort with WSP-USCB



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager
City Council

FROM: Jennifer Pointer Event and Tour Coordinator

DATE: January 2, 2026

SUBJECT: Request to host A Taste of Beaufort on May 1 & 2, 2026, at Henry C. Chambers Waterfront Park, Washington Street Park, and a street closure of Washington Street between Carteret Street and North Street from 12:00 pm to 7:00 pm on May 1, 2026, and 10:00 am to 5:00 pm on May 2, 2026.

Downtown Operations on behalf of the City of Beaufort, respectfully requests permission from the City Council to allow the following items during A Taste of Beaufort Festival in the Henry C. Chambers Waterfront Park, Friday and Saturday, May 1 & 2, 2026. The festival will include a Friday night concert and a Saturday full of activities throughout Henry C. Chambers Waterfront Park.

A Taste of Beaufort, in partnership with CDAB (Cultural District Advisory Board) and USCB, will be expanded in 2026 to include activities at Washington Street Park on Saturday, May 2 and at University of South Carolina Beaufort on Friday, May 1 and Saturday, May 2, 2026.

Henry C. Chambers Waterfront Park Items (City Event):

- Permission for alcohol sales, and to allow open alcohol containers in the park, and drinking in public during the festival from 5-10 pm, Friday, May 1, 2026, and 11am-4:00pm on Saturday, May 2, 2026. 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 1, 2026, 8am-11pm, and Saturday, May 2, 2026, 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 Henry C. Chambers Park from Thursday, April 30 to Sunday, May 3, 2026, for set-up, event, and breakdown of the event.
- Permission to host an arts & crafts market in the green area at the west end of Henry C. Chambers Waterfront Park across from the Downtown Marina Store on Friday, May 1, 2026, 12pm-10pm and Saturday, May 2, 2026, from 11am-8pm.

Washington Street Items (Partnership with CDAB):

- Permission for CDAB use of Washington Street Park in coordination with the City of Beaufort to host a neighborhood event on Saturday, May 2, 2026, from 8:00 am to 8:00 pm for set up, event, and breakdown.
- The event will include food and beverage sales (including food trucks), an art and craft market, and amplified music/sound.

USCB Items (Partnership with CDAB and USCB):

- Request street closure of Washington Street between Carteret St and New Street on Friday, May 1, 2026, from 12:00 pm to 7:00 pm and Saturday, May 2, 2026, from 10:00 am to 5:00 pm for the use of Food Trucks. UCSB will be hosting art shows in the performing arts center and on UCSB's lawn.

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

Jennifer Pointer



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/07/2026
From: Jennifer Pointer, Administrative Assistant
Item Name: Request from the Beaufort History Museum to host its annual auction of historical items on March 19, 2026, from 5:30pm to 8:30pm at the Beaufort History Museum. The Beaufort History Museum is requesting from the city a waiver of loud and unseemly noise, additional lighting, reserved parking, trash disposal, and police services during the event
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Request from the Beaufort History Museum to host its annual auction of historical items on March 19, 2026 from 5:30pm to 8:30pm at the Beaufort History Museum. The Beaufort History Museum is requesting from the city a waiver of loud and unseemly noise, additional lighting, reserved parking, trash disposal, and police services during the event.

Background:

The City of Beaufort has appointed the non-profit Beaufort History Museum to curate, catalog, and recommend for disposal various historical artifacts in the possession of the City to be auctioned at a fundraising event and the funds received from the auction be used to further the preservation and public education missions of the museum. The Beaufort History Museum will hold their annual auction on March 19, 2026, from 5:30pm to 8:30pm at The Arsenal, 713 Craven St, Beaufort.

Beaufort History Museum is requesting the following from the City of Beaufort:

- Lighting in the Arsenal Courtyard
- Waiver of loud and unseemly noise
- 4 parking spaces in front of Arsenal all day on March 19, 2026
- 10 parking spaces at the 500 Carteret Lot (Digital Corridor) for March 19, 2026
- Additional trash totes

- Police services for the event

Thank you for your consideration.

Legal Authority:

[Code of Ordinance - Sec. 9-1008. - Loud and unseemly noise.](#)

[Code of Ordinance - Sec. 8-2002. - Metered Parking.](#)

Staff Recommendation:

Staff recommends approval

Placed on Agenda For:

Action

Attachments:

1. 2026 BHM Auction Request

From: Amelie Cromer <cromeramelie@gmail.com>
Sent: Tuesday, January 6, 2026 7:36:12 PM
To: Linda Roper <lroper@cityofbeaufort.org>
Subject: BHM Events

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Linda,

The museum is requesting assistance from the city for our Auction on March 19. Please let me know if you need anything more to process the requests.

Thursday, March 19, 2026: The Museum Auction from 5:30-8:30

We have cleared the date with the CVB. I'm reaching out in the hopes that the City can assist us with the following things. Originally I asked about closing the street but that's not necessary.

1. Lighting in the courtyard (same as for the Lafayette Dance; however, it may not be needed March 19)
2. Possibly a sound system
3. 4 Parking Spaces in front of the museum
4. 10 Parking Spaces at the Digital Corridor (Band, Caterer, Museum Board)
5. Trash cans
6. Policeman to cover the event or the street being closed

As always I appreciate your help,
Amelie

Amelie Sams Aimar Cromer, MEd
Beaufort History Museum, VP & Ed. Chair

"Genius without education is like silver in the mine." Benjamin Franklin



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/07/2026
From: Jennifer Pointer, Administrative Assistant
Item Name: Request from The Beaufort History Museum to host its Living History Day on April 11, 2026, from 10:00 am to 4:00 pm at The Arsenal. The event is requesting a waiver of discharging of blank ammunition firearm (canon fire) for ceremonial/educational purposes, reserved parking, and trash services
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Request from The Beaufort History Museum to host its Living History Day on April 11, 2026, from 10:00 am to 4:00 pm at The Arsenal. The event is requesting a waiver of discharging a blank ammunition firearm (canon fire) for ceremonial/educational purposes, reserved parking, and trash services.

Background:

Request from The Beaufort History Museum to host its Living History Day on April 11, 2026, from 10:00 am to 4:00 pm at The Arsenal, 713 Craven St, Beaufort, SC.

The Beaufort History Museum is requesting from the City:

- Waiver of Firearm Discharge for canon fire (blank ammunition for ceremonial/educational purposes)
- Waiver of loud and unseemly noise (for canon fire)
- 4 parking spaces in front of Arsenal all day on April 11, 2026
- 6 parking spaces at the 500 Carteret Lot (Digital Corridor) for March 19, 2026
- Additional trash totes

Legal Authority:

[Code of Ordinance - Sec. 9-1008. - Loud and unseemly noise.](#)

[Code of Ordinance - Sec. 8-2002. - Metered Parking.](#)

[Code of Ordinance - Sec. 9-1010.-Discharging firearms prohibited; exceptions.](#)

Staff Recommendation:

Staff recommends approval

Placed on Agenda For:

Action

Attachments:

1. 2026 BHM Living History Council Request

From: Amelie Cromer <cromeramelie@gmail.com>

Sent: Tuesday, January 6, 2026 7:36:12 PM

To: Linda Roper <lroper@cityofbeaufort.org>

Subject: BHM Events

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The museum is requesting assistance from the city for our Living History Day April 11 (see below). Please let me know if you need anything more to process the requests.

Saturday, April 11: Living History Day 10-4pm

- **For this event a canon will be fired.**
- trash cans
- 4 parking spaces in front of the arsenal
- 6 spaces at the Digital Corridor

As always I appreciate your help,
Amelie

Amelie Sams Aimar Cromer, MEd
Beaufort History Museum, VP & Ed. Chair

"Genius without education is like silver in the mine." Benjamin Franklin



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/09/2026
From: Sarah Sutton, Mainstreet Beaufort Director
Item Name: Request for Main Street Beaufort co-sponsorship, waiver of police service fees, and drinking in public - "Sip and Stroll for the Stars," Thursday, February 12, 2026 from 4:00 pm to 8:00 pm

Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

The downtown merchants have joined forces to present an exciting evening of sipping, shopping, and dining. On February 12th, from 4 PM to 8 PM, twelve businesses will each host a team from CAPA's "Dancing with Our Stars." A portion of each merchant's sales during this event will be donated to CAPA. With the collaboration and support of the City, this event will be a fantastic experience for everyone involved.

We respectfully request that the City of Beaufort co-sponsor this event to demonstrate its commitment to supporting local businesses and fostering community engagement. Co-sponsorship would help cover logistical costs and enhance the event's visibility, ensuring a successful turnout that benefits our downtown economy and CAPA (Child Abuse Prevention Association). We kindly request a waiver of the City's drinking in public ordinance and any associated police service fees that follow, allowing us to maximize support for our local merchants, and the amount donated to CAPA.

Event: Sip and Stroll for the Stars
Date: February 12, 2026
Time: 4pm-8pm

Participants: Rooted Clothing, Sunshine and Sass, SugarBelle, Blue Herron, Lost Local, Hearth, Hop Dogs, Beaufort Wine Bar, Sassafras, Beaufort Tea and Spice Exchange, Bathe, and Lulu's

Respectfully, Ryan Scallate with Rooted Clothing Company and Mandy Hebrard with Sunshine and Sass

Background:

The "Sip and Stroll for the Stars" is a new merchant-led event. Multiple downtown businesses have partnered to participate in this year's event, creating a fun and engaging evening for the community while supporting CAPA. The event will take place on February 12, 2026, from 5 p.m. to 8 p.m. and is expected to draw 100–300 attendees to Downtown Beaufort.

Legal Authority:

[Code of Ordinance - Sec. 7-7002. Public drinking.](#)

Staff Recommendation:

Staff recommends approval

Placed on Agenda For:

Attachments:

1. 2026-02-12 Sip and Stroll for the Stars

Jennifer Pointer

From: Linda Roper
Sent: Friday, January 9, 2026 2:35 PM
To: Jennifer Pointer
Subject: Fw: Sip and Stroll for the Stars

Linda D. Roper

Director of Downtown Operations and Community Services
500 Carteret Street
Suite B2
Beaufort, SC 29902
Office: 843.525.7084
Cell: 843.263.7219
Email: lroper@cityofbeaufort.org

From: Ryan Scallate <rooted.ryanscallate@gmail.com>
Sent: Friday, January 9, 2026 2:01:43 PM
To: Sarah Sutton <ssutton@cityofbeaufort.org>; Linda Roper <lroper@cityofbeaufort.org>
Subject: Sip and Stroll for the Stars

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The downtown merchants have joined forces to present an exciting evening of sipping, shopping, and dining. On February 12th, from 4 PM to 8 PM, twelve businesses will each host a team from CAPA's "Dancing with Our Stars." A portion of each merchant's sales during this event will be donated to CAPA. With the collaboration and support of the City, this event will be a fantastic experience for everyone involved.

We respectfully request that the City of Beaufort co-sponsor this event to demonstrate its commitment to supporting local businesses and fostering community engagement. Co-sponsorship would help cover logistical costs and enhance the event's visibility, ensuring a successful turnout that benefits our downtown economy and CAPA (Child Abuse Prevention Association).

We kindly request a waiver of the City's drinking in public ordinance and any associated police service fees that follow, allowing us to maximize support for our local merchants, and the amount donated to CAPA.

Event: Sip and Stroll for the Stars

Date: February 12, 2026

Time: 4pm-8pm

Participants: Rooted Clothing, Sunshine and Sass, SugarBelle, Blue Herron, Lost Local, Hearth, Hop Dogs, Beaufort Wine Bar, Sassafras, Beaufort Tea and Spice Exchange, Bathe, and Lulu's

Respectfully, Ryan Scallate with Rooted Clothing Company and Mandy Hebrard with Sunshine and Sass



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 01/07/2026
From: Sarah Sutton, Mainstreet Beaufort Director
Item Name: Request from Main Street Beaufort for street closures for Bay Street from Charles Street to Carteret Street , and West and Scott Streets from Bay Street to Port Republic Street, and drinking in public for First Friday events on April 3, 2026, and July 3, 2026, from 3:30 pm - 9:00 pm
Meeting Date: January 13, 2026
Department: Downtown Operations

Background Information:

Introduction:

Main Street Beaufort respectfully requests the temporary closure of the following streets on Friday, April 3, and Friday, July 3, from 3:30 p.m. to 9:00 p.m. These closures will allow for the safe setup, execution, and breakdown of entertainment activities associated with the themed First Friday events.

Requested Street Closures:

- Bay Street from Charles Street to Carteret Street
- West Street and Scott Street from Port Republic Street to Bay Street

Additionally, we request a waiver of City Ordinance Sec. 7-7002 regarding Public Drinking for the duration of the event.

Thank you for your consideration and continued support of downtown programming.

Background:

First Fridays are a monthly, retail-focused downtown event that draws approximately 2,000–3,000 attendees each month. During a recent First Friday planning meeting, downtown merchants collaborated to select themes for the first half of the year and identified two dates that would include street closures. This year’s themes emphasize supporting local businesses and continuing to attract both residents and visitors downtown to shop, dine, and spend time with family and friends.

Legal Authority:

Sec. 7-7002. - Public drinking.

It shall be unlawful for any person to consume or possess in an open container any intoxicating liquors, including fermented beverage upon any public street, alley, park, parking lot, public boat landing, playground or upon special permission of city council. This section does not apply to the Henry C. Chambers Park. These regulations

It shall also be unlawful for any person to possess, sell or consume alcoholic beverages mentioned in the above prior approval of the city manager.

Consumption of alcoholic beverages at private functions in the Henry C. Chambers Park may be approved by type contribution for alcoholic beverages at private functions is prohibited.

(Ord. No. O-16-91, 4-23-91; Ord. No. O-16-94, Ord. No. 10-25-94; Ord. No. O-11-98, 2-10-98; Ord. No. O-44-00

Cross reference— Parks, [§ 3-2001](#) et seq.

Staff Recommendation:

Staff recommends approval of these events.

Placed on Agenda For:

Action

Attachments:

1. Council requests for April and July First Friday



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager
City Council

FROM: Sarah Sutton, Downtown Manager

DATE: December 30, 2025

SUBJECT: Request from Main Street Beaufort for street closures for Bay from Charles to Carteret, West and Scott Streets from Bay to Port Republic, and drinking in public for First Friday on April 3 and July 3, from 3:30 p.m. - 9:00 p.m.

Main Street Beaufort respectfully requests the temporary closure of the following streets on Friday, April 3, and Friday, July 3, from 3:30 p.m. to 9:00 p.m. These closures will allow for the safe setup, execution, and breakdown of entertainment activities associated with the themed First Friday events.

Requested Street Closures:

- Bay Street from Charles Street to Carteret Street
- West Street and Scott Street from Port Republic Street to Bay Street

Additionally, we request a waiver of City Ordinance 7-7002 regarding Public Drinking for the duration of the event.

Thank you for your consideration and continued support of downtown programming.



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/24/2025
From: Scott Marshall, City Manager
Item Name: A Resolution of the City Council of the City of Beaufort, South Carolina, Authorizing the Gift of an Original Sculpture by Arthur Rose, Sr. from the City's Historical Collection to Claflin University
Meeting Date: January 13, 2026
Department: City Managers Office

Background Information:

Introduction:

The City proposes gifting the Arthur Rose, Sr. sculpture from its historical collection to Claflin University. Claflin is uniquely positioned to provide appropriate curatorial care, educational context, and public access to the artwork while honoring the artist's life and legacy.

Transferring the sculpture to Claflin University ensures that the piece will be preserved and displayed in a setting that directly reflects Arthur Rose, Sr.'s lifelong contributions to art education and cultural enrichment. This action also strengthens the relationship between the City of Beaufort and Claflin University and supports broader goals of historic preservation and public benefit.

Background:

The City of Beaufort maintains a historical collection of artifacts that reflect the cultural, artistic, and civic heritage of the community and the State of South Carolina. Among these items is an original sculpture by Arthur Rose, Sr. (1921–1995), a nationally respected 20th-century American painter, sculptor, and educator whose work and influence are deeply rooted in South Carolina.

Arthur Rose, Sr. devoted much of his career to teaching and mentoring students at Claflin University, where he helped establish and lead its art program. His legacy is preserved at Claflin through the Arthur Rose Museum, which is dedicated to the care, interpretation, and exhibition of his work.

Legal Authority:

Pursuant to the City of Beaufort’s general municipal powers under South Carolina law, City Council may dispose of or transfer City-owned personal property when it determines such action serves a public purpose and is in the best interest of the community.

Staff Recommendation:

Staff recommends that City Council adopt a Resolution authorizing the gift of the Arthur Rose, Sr. sculpture to Claflin University, and authorize the City Manager to execute any necessary documents to complete the transfer.

Placed on Agenda For:

Attachments:

- 1. Resolution_Gift_of_Arthur_Rose_Sculpture

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BEAUFORT, SOUTH CAROLINA, AUTHORIZING THE GIFT OF AN ORIGINAL SCULPTURE BY ARTHUR ROSE, SR. FROM THE CITY'S HISTORICAL COLLECTION TO CLAFLIN UNIVERSITY

WHEREAS, the City of Beaufort maintains a historical collection of artifacts intended to preserve and honor individuals, events, and cultural contributions significant to the history of Beaufort, the Lowcountry, and the State of South Carolina; and

WHEREAS, among the artifacts in the City's collection is an original sculpture created by Arthur Rose, Sr., a distinguished 20th-century American painter, sculptor, and educator whose artistic and academic legacy is deeply rooted in South Carolina; and

WHEREAS, Arthur Rose, Sr. is widely regarded as a seminal figure in African American art in South Carolina, having devoted decades of his life to teaching, mentoring, and advancing the arts, most notably through his long service at Claflin University, where he helped establish and lead its art program; and

WHEREAS, Claflin University has demonstrated a longstanding commitment to preserving, interpreting, and celebrating the work and legacy of Arthur Rose, Sr., including through the Arthur Rose Museum; and

WHEREAS, the City Council finds that gifting this sculpture to Claflin University will ensure appropriate curatorial care, educational context, and public access, thereby advancing the shared goals of historic preservation and cultural stewardship.

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

1. The City of Beaufort hereby authorizes the donation and transfer of ownership of the original sculpture by Arthur Rose, Sr., currently held within the City's historical collection, to Claflin University.
2. The City Manager is authorized to execute any documents and take any administrative actions necessary to effectuate this transfer, consistent with this Resolution and applicable law.
3. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 13th day of January, 2026.

CITY OF BEAUFORT, SOUTH CAROLINA

Philip E. Cromer, Mayor

ATTEST:

Traci Guldner, City Clerk



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/15/2025
From: Traci Guldner, City Clerk
Item Name: Appointment of Dr. Natassia Allen to the Beaufort Housing Authority Board of Directors to fill the unexpired term of John Warley
Meeting Date: January 13, 2026
Department: City Managers Office

Background Information:

Introduction:

Appointment of Dr. Natassia Allen to the Beaufort Housing Authority Board of Directors to fill the unexpired term of John Warley. The term will expire on October 24, 2027.

Background:

John Warley resigned as a Commissioner effective January 1, 2026. The Beaufort Housing Authority conducted interviews to fill the seat. Dr. Natassia Allen was selected as the most qualified candidate. Her term will expire on October 24, 2027.

Legal Authority:

Home Rule and General Powers. Beaufort Housing Authority By-Laws and Resolution 2025-13.

Staff Recommendation:

Staff recommends approval pursuant to Resolution 2025-13.

Placed on Agenda For:

Action

Attachments:

None



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 12/15/2025
From: Scott Marshall, City Manager
Item Name: Appointment to the Beaufort County Transportation Referendum Advisory Committee (TAC) as the City Representative
Meeting Date: January 13, 2026
Department: City Managers Office

Background Information:

Introduction:

Beaufort County Council adopted a resolution on November 10, 2025 establishing a Transportation Advisory Committee (TAC) to provide recommendations for a potential 2026 Transportation Sales Tax referendum. Each municipality within the county—including the City of Beaufort—is authorized to appoint one representative to serve on the 15-member committee. This item is presented for City Council’s consideration and action to designate the City’s representative.

Background:

On November 10, 2025, Beaufort County Council approved the attached Resolution, creating a Transportation Advisory Committee composed of one appointee from each County Council district and one appointee from each municipality. Under the terms of the resolution, all TAC members must be residents of Beaufort County, and no elected or appointed officials may serve.

The original deadline for municipalities to make their appointment was December 5, 2025. Beaufort County subsequently extended the deadline to January 15, 2026 to allow additional time for appointments to be completed.

The TAC is tasked with developing recommendations to County Council regarding:

- A prioritized list of transportation projects
- The amount of sales tax to be collected
- The duration of the sales tax collection period
- Other considerations related to road widenings, resurfacing, intersection improvements,

and related transportation improvements

The committee must submit its final recommendations to the County by April 3, 2026.

Legal Authority:

The authority for municipal participation derives directly from Beaufort County Resolution, “A Resolution Establishing a Transportation Advisory Committee (TAC) to Make Recommendations to County Council Regarding a Possible 2026 Transportation Sales Tax Referendum.” The resolution explicitly grants each municipality within Beaufort County the authority to nominate one resident representative.

Staff Recommendation:

Staff recommends that City Council:

- Appoint one qualified citizen to serve as the City’s representative to the Beaufort County Transportation Advisory Committee; and
- Authorize the City Manager to transmit notice of the appointment to Beaufort County Council in accordance with the requirements of the resolution.

Staff further recommends that the appointee be familiar with transportation planning, infrastructure needs, mobility concerns, or related subject matter to effectively represent the interests of City residents.

Placed on Agenda For:

Action

Attachments:

1. RESOLUTION ESTABLISHING A TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION 2025/

A RESOLUTION ESTABLISHING A TRANSPORTATION ADVISORY COMMITTEE (TAC) TO MAKE RECOMMENDATIONS TO COUNTY COUNCIL REGARDING A POSSIBLE 2026 TRANSPORTATION SALES TAX REFERENDUM

WHEREAS, the consensus of Beaufort County Council is to pursue a 2026 referendum for the imposition of a Transportation Sales Tax (the “Sales Tax”) to fund critical transportation and infrastructure improvements throughout Beaufort County; and

WHEREAS, County Council desires to establish a Transportation Advisory Committee (“TAC”) comprised of citizen representatives to provide recommendations regarding potential projects, the proposed tax amount, and the duration of the collection period; and

WHEREAS, County Council recognizes that citizen participation and collaboration with municipal partners are essential to ensure transparency, accountability, and community confidence in any transportation funding referendum.

NOW THEREFORE, BE IT RESOLVED BY COUNTY COUNCIL OF BEAUFORT COUNTY, that the following shall apply:

1. Creation and Composition of Committee

A Transportation Advisory Committee (TAC) is hereby established consisting of one appointee from each of the eleven (11) County Council districts and one appointee from each of the four (4) municipalities within Beaufort County—City of Beaufort, Town of Port Royal, Town of Bluffton, and Town of Hilton Head Island—for a total of fifteen (15) members. All members of the TAC shall be residents of Beaufort County.

2. Appointment Process

Each County Council member and each municipal Mayor shall nominate their representative and communicate the appointment to the Chairwoman of the County Council no later than Friday, December 5, 2025.

- a. If a Council member or Mayor fails or refuses to nominate an appointment by December 5, 2025, they forfeit the opportunity of their representative member on the committee.
- b. No elected or appointed officials may serve on the Committee.

3. Organization and Meetings

The Committee shall elect a Chairman and Vice-Chairman and shall adopt Rules of Procedure consistent with the South Carolina Freedom of Information Act (FOIA). Meetings shall begin as soon as practicable after all members are appointed and shall be convened initially by the Chairwoman of County Council.

4. Staff Support

Jared Fralix, Assistant County Administrator, shall serve as the lead County staff liaison to the Committee and shall prepare supporting materials, lists, and documentation for the Committee’s consideration.

5. Duties and Responsibilities

The Committee is charged with completing and submitting recommendations to County Council that include:

- a. A prioritized list of proposed projects; and
- b. The amount of sales tax to be collected; and
- c. The duration of the collection period.

Projects should primarily focus on road widenings, intersection improvements, resurfacing, and paving projects that enhance safety, mobility, and connectivity across the County.

6. Timeline and Deliverables

The Committee shall complete its work and deliver its recommendations to County Council no later than April 3, 2026.

All recommendations must comply with the requirements and limitations of the state enabling legislation governing transportation sales tax referenda.

7. Council Consideration

The Committee’s recommendations shall be presented to Beaufort County Council for review, consideration, modification, and/or adoption at a regular or special meeting.

ADOPTED, this 10th day of November 2025.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____

Alice Howard, Chairwoman

ATTEST:

Sarah W. Brock, Clerk to Council