



Regular Town Council Meeting

Tuesday, February 10, 2026 at 5:00 PM

**Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC**

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION

IV. ADOPTION OF THE MINUTES

1. Regular Meeting Minutes of 01/13/2026
2. Quarterly Workshop Minutes of 01/27/2026

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Beaufort County School District Character Student of the Month - Mayor Larry Toomer
2. Cross Schools Girls Basketball Team - Mayor Larry Toomer
3. Introduction of New Employees and Recognition of Promotions

VI. PUBLIC COMMENT

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

VIII. WORKSHOP AGENDA ITEMS

1. Discussion and Direction of Proposed Amendment to Chapter 23, Unified Development Ordinance, Article 3 Application Process, regarding criteria for the demolition of non-contributing resources to the Old Town Bluffton Historic District - Kevin Icard - Director of Growth Management
2. Discussion and Direction on Proposed Amendment to Chapter 23, Unified Development Ordinance, Article 3 Application Process, regarding additional evaluation criteria for Contributing Resources to the Old Town Bluffton Historic District - Kevin Icard - Director of Growth Management

IX. PUBLIC HEARING & FINAL READING

X. FORMAL AGENDA ITEMS

1. Consideration of an Ordinance Amending the Town of Bluffton FY 2026 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds - First Reading - Natalie Majorkiewicz, Director of Finance
2. Approval to Authorize a Construction Contract with Nix Construction Co., Inc. for Site and Landscape Development of the Sarah Riley Hooks Cottage Project (Fiscal Impact: \$687,874.80) - Pat Rooney, Capital Improvement Program Manager

XI. CONSENT AGENDA ITEMS

1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
2. Town Manager Monthly Report

XII. EXECUTIVE SESSION

1. Discussions Relating to Proposed Land Acquisition in the Area within the Buckwalter PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])

XIII. ACTION FROM EXECUTIVE SESSION**XIV. ADJOURNMENT**

NEXT MEETING DATE: Tuesday, March 10, 2026

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here: <https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>
Public comment is limited to 3 minutes per speaker.*

Regular Town Council Meeting

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers, 20 Bridge Street, Bluffton, SC

January 13, 2026

I. CALL TO ORDER

Mayor Toomer called the meeting to order at 5:00 PM.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Toomer.

III. INVOCATION

The Invocation was led by Councilmember Frazier.

IV. SWEARING IN AND SEATING OF COUNCIL

1. Swearing In and Seating of Council Emily Burden and Fred Hamilton - Municipal Judge Clifford Bush III

Municipal Judge Clifford Bush III administered the oath of office to Councilmember Emily Burden and Councilmember Fred Hamilton.

2. Election of Mayor Pro Tempore

Councilmember Frazier made a motion to appoint Councilmember Hamilton as Mayor Pro-Tempore. No other nominations were made. Town Council unanimously approved the motion.

VI. ADOPTION OF THE MINUTES

1. Regular Meeting Minutes of 12/09/2025

A motion made by Councilmember Wood, seconded by Councilmember Burden to approve the Regular Meeting Minutes of 12/09/2025.

All were in favor and the motion passed.

VII. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Beaufort County School District Character Student of the Month

Mayor Larry Toomer, on behalf of Town Council, honored Jeremiah Grant from May River High School, a 12th grader, recognized as the Beaufort County Character Student of the Month for the traits of respect/gratitude.

2. Martin Luther King Jr. Proclamation - Mayor Larry Toomer

Mayor Larry Toomer, on behalf of Town Council, presented the Martin Luther King Jr proclamation which honored Martin Luther King, Jr. and the activities of the Bluffton MLK Remembrance Committee.

3. Annual Palmetto Bluff Development Agreement Update - Will Howard, South Street Partners

Will Howard, of South Street Partners, gave a summary of home sales activity in Palmetto Bluff.

Topics of discussion included: Sales statistics, the completion of the Anson Point Golf course, a new cell tower, and the Crossroads Amenity Center.

4. Town of Bluffton Annual Development Agreement Update - Kevin Icard, Director of Growth Management

Kevin Icard provided the following highlights to the annual development agreement update:

Town is at 81% residential buildout (+3) compared to last year. This percentage compares what is allowed via development agreements and what has been built.

Town is at 32% commercial build out compared to what is allowed via development agreements.

VII. PUBLIC COMMENT

Mr. Emmett McCracken, 58 Stock Farm Road, addressed Council regarding safety concerns related to the increased use, location, and speed of electric bicycles within the community. He requested the Town consider additional safety measures and potential regulations.

Mr. Will Howard, 65 Red Cedar Street, echoed the concerns expressed by Mr. McCracken regarding electric bicycle safety. He also addressed Council regarding the Carport Ordinance in his capacity as a member of the Planning Commission, stating there was a misunderstanding of his intent in the vote that was taken. He clarified his position and expressed that he is not in favor of the interpretation.

VIII. COMMUNICATIONS FROM MAYOR AND COUNCIL

Councilmember Frazier – Councilmember Frazier expressed concerns regarding the use of electric bicycles within the community.

Councilmember Wood – Councilmember Wood advised that the electric bicycle issue was discussed at the SOLOCO meeting to gather input among municipalities. He noted that discussions are ongoing.

Mayor Pro-Tempore Hamilton – Mayor Pro-Tempore Hamilton thanked the community for its continued support during the election and stated that he remains accessible to residents.

Councilmember Burden – Councilmember Burden expressed agreement with the safety concerns related to electric bicycles and congratulated Mayor Pro-Tempore Hamilton on the election results.

Mayor Toomer – Mayor Toomer congratulated Councilmember Burden and Mayor Pro-Tempore Hamilton on the election results. He also recognized and praised Councilmember Wood, thanking him for his support, knowledge, and service as Mayor Pro-Tempore.

IX. WORKSHOP AGENDA ITEMS

X. PUBLIC HEARING & FINAL READING

1. Consideration of an Ordinance to Amend the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards,

Section 5.15.8 Accessory Buildings (New) and Section(s) 5.15.5.A-E Maximum Lot Coverage (New). Second and Final Reading – Kevin Icard, Director of Growth Management

A motion was made Mayor Pro -Tempore Hamilton and seconded by Councilmember Burden to approve the second and final reading of an Ordinance to Amend the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Section 5.15.8 Accessory Buildings (New) and Section(s) 5.15.5.A-E Maximum Lot Coverage (New).

All were in favor and the motion passed.

XI. FORMAL AGENDA ITEMS

1. Authorization to Amend Contract #2025-49 for Historic District Sewer Phases 4, 5 and 6 Construction with Jordan Construction of Hilton Head Inc. by \$205,805 to Accommodate Unforeseen Field Conditions - Pat Rooney, Manager Capital Improvement Program

A motion was made by Councilmember Wood and seconded by Councilmember Burden to approve (as amended) authorizing the Town Manager to amend Contract #2025-49 for Historic District Sewer 4, 5, and 6 Construction with Jordan Construction of Hilton Head Inc. by \$205,805.00 to accommodate unforeseen field conditions.

All were in favor and the motion passed.

XII. CONSENT AGENDA ITEMS

A motion made by Councilmember Frazier and seconded by Councilmember Wood to approve the Consent Agenda as submitted.

All were in favor and the motion passed.

1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
2. Town Manager Monthly Report
3. Consideration of Memoranda of Agreement Renewals for Various Matters Including Reimbursement of Waste Management Services at Calhoun Street Promenade Residences, Waste Management Services within Palmetto Bluff, and Joint Management Responsibilities at Eagle's Field - Chris Forster, Assistant Town Manager
4. Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a portion of the Public Safety Cameras Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police

XIII. EXECUTIVE SESSION

A motion was made by Councilmember Frazier and seconded by Councilmember Burden to enter Executive Session.

1. Discussions Relating to Proposed Land Acquisition in the Area within the Buckwalter PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])

2. Personnel Matters Regarding Town Council Appointments of Boards, Committees, and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])
3. Legal Advice Pertaining to an Appeal of a Decision Made by the Historic Preservation Commission (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

XIV. ACTION FROM EXECUTIVE SESSION

Executive Session Item #1- No action taken

Executive Session Item #2

A motion was made by Councilmember Burden and seconded by Mayor Pro-Tempore Hamilton to appoint Lisa Sulka to the Beaufort County Transportation Penny Tax Advisory Committee (TAC), which is tasked with recommending specific transportation projects for a potential penny sales tax to improve traffic infrastructure throughout the County.

The motion passed unanimously.

Executive Session Item #3

A motion was made by Mayor Pro-Tempore Hamilton and seconded by Councilmember Wood to approve the mediation settlement agreement in the appeal filed by Jason Alexander regarding a decision of the Historic Preservation Committee (Civil Case No. 2025-CP-07-02353).

The settlement is within the parameters authorized by Town Council during Executive Session on December 9, 2025. The Town Manager is authorized to execute the release agreement, and the lawsuit will be dismissed.

The motion passed by a 4-1 vote.

Voting Yea: Toomer, Hamilton, Wood, Frazier

Voting Nay: Burden

XV. ADJOURNMENT

Mayor Toomer adjourned the meeting at 6:30PM.

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

Town Council Quarterly Workshop

**Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers, 20
Bridge Street, Bluffton, SC**

January 27, 2026

I. CALL TO ORDER

Mayor Toomer called the workshop to order at 5:00 PM.

II. PUBLIC COMMENTS - Pertaining only to agenda items

Drew Lonken with Thomas and Hutton - Mr. Lonken addressed Council and presented alternative solutions to the proposed amendment, outlining his concerns and perspectives on the matter.

III. WORKSHOP AGENDA ITEMS

Discussion of Proposed Ordinance to Amend Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) - Andrea Moreno, Watershed Division Manager

Andrea Moreno, Watershed Division Manager conducted a presentation of the proposed Ordinance to amend Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms).

This was a workshop item and no action was taken.

IV. ADJOURNMENT

Mayor Toomer adjourned the workshop at 6:09PM.

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina



**TOWN COUNCIL
STAFF REPORT
Department of Finance & Administration**

MEETING DATE:	February 10, 2026
PROJECT:	Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2026 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – First Reading
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM Director of Finance & Administration

RECOMMENDATION:

Town Council approve the proposed ordinance amending the FY 2026 budget by increasing the General Fund budget to \$38,322,427 to recognize a grant award and use of prior year fund balance, increasing the Capital Improvements Program Fund budget to \$42,120,585 to recognize transfers in for projects, and increasing the Debt Service Fund budget to \$11,049,670 for use of additional prior year fund balance.

BACKGROUND:

General Fund - This Budget Amendment includes an increase to the General Fund budget by \$176,300 to reflect

- Increase of \$50,000 in grant revenues from Beaufort-Jasper Housing Trust (BJHT) for the Neighborhood Assistance Program in Planning & Community Development.
- Increase of \$126,300 in prior year fund balance for the following:
 - \$5,500 increase for rate increase in legal services
 - \$60,800 increase in the Executive Department
 - \$10,800 for personnel changes
 - \$50,000 for master parks plan and study
 - \$60,000 increase to Transfers Out to Capital Improvements Program Fund for the Holly Hill Connector Project.

Local Hospitality Tax Fund – This budget amendment maintains the budget at \$8,938,984.

Local Accommodations Tax Fund – This budget amendment maintains the budget at \$2,820,487.

Stormwater Fund – This budget amendment maintains the budget at \$5,822,543.

Capital Improvements Program Fund (CIP) – This budget amendment includes an increase to the CIP budget by \$210,000

- Transfers In from General Fund increase by \$60,000 for the Holly Hill Connector Project
- Transfers In from Debt Service increase by \$150,000 for upfit and construction to The COVE

Debt Service Fund – This budget amendment increases the budget by \$150,000 in Transfers Out to the CIP Fund for The COVE.

ATTACHMENTS:

1. Ordinance
 - o Attachment A: General Fund Budget
 - o Attachment B: Local Hospitality Tax Fund Budget
 - o Attachment C: Local Accommodations Tax Fund Budget
 - o Attachment D: Stormwater Fund Budget
 - o Attachment E: Capital Improvements Program Fund Budget
 - o Attachment F: Debt Service Fund Budget
2. Council Motion Recommendation

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2026-
FISCAL YEAR 2026 BUDGET**

**TO AMEND THE BUDGET FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, FOR THE FISCAL YEAR
ENDING JUNE 30, 2026;
TO PROVIDE FOR THE EXPENDITURES OF CERTAIN FUNDS;
AND TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS.**

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, the Town Council did adopt the Budget Ordinance 2025-04 on June 10, 2025; and

WHEREAS, the Town Council did adopt Ordinance 2025-18 on October 14, 2025 amending the fiscal year 2026 budget; and

WHEREAS, pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to provide for budget appropriations for legal encumbrances and certain other commitments from the Fund Balance and other revenues of Fiscal Year 2026; and

WHEREAS, pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to provide for additional program appropriations from available FY2025 fund balance and increase the appropriated budget expenditures;

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF
BLUFFTON, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL:**

SECTION 1. AMENDMENT

The adopted fiscal year 2026 budget is amended to make the following changes and additions to the funds from prior year and to the projected revenue and expenditure accounts as follows:

General Fund

Revenues and Other Sources

Grants and Entitlements	\$ 50,000
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Transfers In

Prior Year Fund Balance	<u>126,300</u>
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Total Revenues and Other Sources	<u><u>\$ 176,300</u></u>
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General Fund (Cont.)

Expenditures and Other Uses

Expenditures

Executive	\$ 60,800
Planning & Community Development	50,000
Town Wide	5,500
Other Uses	
Transfer Out to CIP	60,000
Total Expenditures and Other Uses	<u>\$ 176,300</u>

Capital Improvement Fund

Revenues and Other Sources

Transfers In

TIF	\$ 150,000
General Fund	60,000
Total Revenues and Other Sources	<u>\$ 210,000</u>

Expenditures and Other Uses

Expenditures

E0001-Buckwalter Place Multi-County Commerce Park Phase 2	\$ 150,000
R0012-Hilly Hill Lane	60,000
Total Expenditures and Other Uses	<u>\$ 210,000</u>

Debt Service Fund

Revenues and Other Sources

Transfers In

Prior Year Fund Balance	\$ 150,000
Total Revenues and Other Sources	<u>\$ 150,000</u>

Expenditures and Other Uses

Other Uses

Transfer Out to CIP	\$ 150,000
Total Expenditures and Other Uses	<u>\$ 150,000</u>

The effect of this amendment will be to increase the General Fund to \$38,322,427 (Attachment A), to maintain the Local Hospitality Tax at \$8,938,984 (Attachment B), to maintain the Local Accommodations Tax Fund at \$2,820,487 (Attachment C), to maintain the Stormwater Fund budget at \$5,822,543 (Attachment D), to increase the Capital Improvements Program Fund budget to \$42,120,585 (Attachment E), and to increase the Debt Service Fund budget to \$11,049,670 (Attachment F), for a total Consolidated Budget of \$109,074,696.

SECTION 2. SEVERABILITY

If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. EFFECTIVE DATE

This Ordinance shall be effective upon its enactment by the Town Council for the Town of Bluffton.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS _____
DAY OF _____, 2026.

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

Attachments:

- A. General Fund Budget
- B. Local Hospitality Tax Fund Budget
- C. Local Accommodations Tax Fund Budget
- D. Stormwater Utility Fund Budget
- E. Capital Improvements Program Fund Budget
- F. Debt Service Fund Budget

First Reading: February 10, 2026

Second and Final Reading:

Council Motion Recommendation

Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2026 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds – First Reading

“I move to approve the First Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2026 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds.”

TOWN COUNCIL**STAFF REPORT**
Projects and Watershed Resilience Department

MEETING DATE:	February 10, 2026
PROJECT:	Approval to Authorize a Construction Contract with Nix Construction Co., Inc. for Site and Landscape Development of the Sarah Riley Hooks Cottage Project (Fiscal Impact – \$687,874.80)
PROJECT MANAGER:	Patrick Rooney, Capital Improvement Program Manager

REQUEST: Town Staff requests Town Council to authorize the Town Manager to execute a Contract (Attachment 2) with Nix Construction Co, Inc for \$573,229.00 to complete Site and Landscape construction services for the Sarah Riley Hooks Cottage project. In addition, Staff requests a 20% contingency allowance of \$114,645.80 to cover any unforeseen changes that may arise during construction.

The total fiscal impact with contingency is \$687,874.80 and is within the approved budgets for Fiscal Years FY 2026-2027 and illustrated on the attached Project Data Sheets (Attachment 3).

BACKGROUND: The Town of Bluffton purchased the Sarah Riley Hooks Cottage and its surrounding property in January 2021. A Structural Building Assessment and a Conceptual Master Plan was presented to Town Council in 2023 and 2024, respectively. The Master Plan proposed the reconstruction of the cottage with restrooms, parking, walkways, utilities, storm drainage, observation deck, arbor, trellis swings, interpretive signage, site furnishings, lighting, landscaping and irrigation.

Reconstruction of the Cottage began in June 2025 and is expected to be completed in June 2026. The site and landscaping development plans were prepared as a combined bid package, and a Request for Proposals solicitation was posted on December 12, 2025.

The bidding process was performed in accordance with the Town's Purchasing Ordinance including required public notice, a formal Request for Proposals (RFP), bid opening and bid review and evaluation by a 3-member review team. Two bidders provided complete and responsive bids including:

- Nix Construction Co. Inc
- Jarrell Brothers Construction

An Evaluation Team reviewed and rated the Proposals and determined the Nix Construction Co., Inc to be the most qualified, responsive, and responsible bidder at the lowest price.

Evaluation Team Ratings

	Nix Construction Co, Inc	Jarrell Brothers Construction
Evaluator 1	100	75
Evaluator 2	98	86
Evaluator 3	100	83
AVERAGE SCORE	99.33	81.33

Pricing	\$573,229.00	\$581,068.51
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NEXT STEPS: Upon approval of the proposed contract, Staff will initiate a pre-construction meeting and plan to commence construction in March 2026 with an approximate 180-day construction period, subject to favorable weather conditions.

SUMMARY: This project originated from the Town's FY 2023-2024 Strategic Plan and is supportive of the following Strategic Focus Areas and Guiding Principles:

Community Quality of Life:

- Guiding Principle #1: Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community.

Infrastructure:

- Guiding Principle #3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable,

Consistent with these Guiding Principles, Staff is requesting Town Council to authorize the Town Manager to execute the proposed Contract with Nix Construction Co, Inc.

ATTACHMENTS:

1. Presentation
2. Draft Contract
3. FY 26-27 Project Data Sheets
4. Proposed Motion



Section X. Item #2.

Approval to Authorize a Construction Contract with Nix Construction Co., Inc. for Site and Landscape Development of the Sarah Riley Hooks Cottage Project (Fiscal Impact - \$687,874.80)

Presentation to Town Council
Patrick Rooney, Capital Improvement Program Manager
February 10, 2026

Background – Sarah Riley Hooks Property



- The Town purchased the Sarah Riley Hooks Cottage and 0.896 acres in January 2021.
- A Structural Building Assessment was completed and presented to TC in 2023.

Background – Sarah Riley Hooks Cottage



- Reconstruction of the Cottage began in June 2025 and expected to be complete in June 2026.

Background – Conceptual Master Plan



Master Plan includes:

- Cottage with restrooms
- Utility and Stormwater Improvements
- Driveway, Parking and Pathways
- Observation Deck Overlooking Cove
- Arbor, Trellis Swings, Site Furnishings
- Area and Landscape Lighting
- Interpretive Signage
- Landscape and Irrigation



Background - Procurement

- Bidding followed the Town's Purchasing Ordinance including required public notice, posting a Request for Proposals (RFP), bid opening and review for the most qualified, responsive and responsible offeror at the lowest price to the Town.
- Bid opening was held 1/21/2026 with two compliant submissions received.

	Nix Construction Co, Inc	Jarrell Brothers Construction
Evaluator 1	100	75
Evaluator 2	98	86
Evaluator 3	100	83
AVERAGE SCORE	99.33	81.33



Request

- Staff requests Town Council authorize the Town Manager to execute a contract with Nix Construction Co, Inc. for site and landscape construction of the Sarah Riley Hooks Cottage project.
- The proposed contract amount is \$573,229.00.
- Additionally, staff requests a 20% contingency allowance of \$114,645.80 to cover any unforeseen changes that may arise during construction.
- The total fiscal impact for the construction is \$687,874.80 and is within the FY26 - FY27 budget.



Next Steps

- Following Council approval, Staff will submit the contract for signatures and initiate the preconstruction meeting.
- A Notice to Proceed (NTP) will be issued at the pre-construction meeting and work is planned to commence March 2026 with an approximate 180-day construction period, subject to change due to inclement weather.



QUESTIONS & **DISCUSSION**

Proposed Motion



- *“I move to **approve** (deny or approve as amended) authorizing the Town Manager to enter into a contract with Nix Construction Co, Inc. for site and landscape construction of the Sarah Riley Hooks Cottage project in the amount of \$687,874.80, which includes a 20% contingency.”*

STATE OF SOUTH CAROLINA
COUNTY OF BEAUFORT

) TOWN OF BLUFFTON AGREEMENT
NUMBER 2026-25

THIS AGREEMENT is made the _____ of _____, 2026 between Nix Construction Company, Inc. (hereinafter called "Contractor") and the Town of Bluffton (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

WHEREAS, the Town desires to contract for civil construction and landscaping at the Sarah Riley Hooks Cottage site; and

WHEREAS, the Town and Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below:

NOW, THEREFORE, for and in consideration of the mutual promises, undertaking and covenants set forth herein, the receipt and sufficiency of which are acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

1. Services/Schedule: The Contractor shall perform services per the attached scope of work in Attachment 1. The term of the Agreement shall be for **one year or completion of the tasks in the construction schedule** in Attachment 2, whichever is sooner.
2. Deliverables: The deliverables resulting from execution of the above-mentioned work shall include but not limited to:
Clearing and demo, erosion control, site work, site furnishings, drainage, water and sewer, landscaping and lighting.
3. Fees: The total cost of these services shall be a not-to-exceed cost of **Five Hundred and Seventy-Three Thousand, Two Hundred and Twenty Nine (\$573,229.00) Dollars** per Attachment 2.
4. Invoicing: The Contractor shall send invoices via email simultaneously to invoice@townofbluffton.com and to their Town project manager. Invoices may also be sent to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: Accounts Payable if emailing is not possible. The invoice should reference contract number 2026-25 and the purchase order associated with the task order. Approved invoices shall be paid within 30 days upon receipt of the invoice in the Finance Department.
5. General Terms and Conditions:
 - a. The Contractor shall be required to maintain the appropriate amounts and coverages of insurance for general liability, auto liability, professional liability (as required), and workers compensation as identified in Attachment 3 for the entire length of the agreement. The contractor must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured on their policy. The Contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
 - b. Work will commence at NOTICE TO PROCEED and/or Purchase Order and expire upon completion and acceptance of the project. All deliverables, whether goods, services, supplies, or other, shall become the property of the Town. Any deliverables that may be provided in hard copy and electronic form, such as drawings, plans, specifications, reports, or other, shall be provided in such formats and orientations as required by the Town.
 - c. Contractor shall be licensed to perform the work including, but not limited to, a current Town of Bluffton Business License and any required State of South Carolina license.
 - d. Contractor shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.

- e. In the event the Contractor is required to hire Subcontractors, those Subcontractors must be appropriately licensed by the Town of Bluffton. The Contractor must provide the Town with a list of all Subcontractors and to immediately notify the Town of any changes. Use of non-licensed Subcontractors is grounds for termination.
- f. The Town Manager or his designee may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience of the Town, the Town will pay the Contractor for costs incurred to that date of termination.
- g. Should any part of this Agreement be rendered void, invalid or unenforceable by a court of law, such a determination shall not render void, invalid or unenforceable any other part of this Agreement.
- h. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
- i. This Agreement may not be modified nor any additional work performed unless such modification or work is approved in writing and signed by both parties. The Contractor may not assign this contract without the prior written approval of the Town.
- j. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or an appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
- k. In the event the Town must proceed to litigation to protect or enforce its rights, the Town shall be entitled to recover its reasonable attorney fees and costs.
- l. In the case of services provided under this Agreement, Contractor shall perform the work consistent with the professional skill and care ordinarily provided by members of its profession practicing under similar circumstances. In the case of goods provided under this Agreement, Contractor shall provide a one (1) year warranty to be measured from the date of final acceptance by the Town.
- m. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by the Agreement. Nothing contained herein creates any relationship between the Town and Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement. The conduct and control of the Contractor's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Contractor. The Contractor's agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
- n. The order of precedence shall be as follows: this Agreement, terms and conditions of the purchaser order, terms and conditions of the solicitation (if any), Contractor provided terms.

[Remainder of Page Intentionally Omitted. Signature Page to Follow.]

IN WITNESS WHEREOF, the parties hereto affixed their signatures hereto the date first written hereinabove.

NIX CONSTRUCTION CO., INC

TOWN OF BLUFFTON

Date: _____

Date: _____

By: _____

By: _____

Print Name: _____

Print Name: _____

Position: _____

Position: _____

Witnesses: _____

Witnesses: _____

Attachments:

1. Pricing Schedule and Scope
2. Construction Schedule
3. Insurance

ATTACHMENT 1
PRICING SCHEDULE AND SCOPE OF WORK

07 - Pricing Schedule per Addendum #1

Section X. Item #2.

BID FORM

BIEC Project Number: 24-008
 BIEC Project Name: Sarah Riley Hooks Cottage
 Date: 1/8/2026
 Prepared by: AJB
 Checked by: CRZ



REQUIRED BID SHEET - PER ADDENDUM #1

INCIDENTALS, CLEARING, & DEMOLITION

Item	Description	Quantity	Units	Unit Price	Total
1	Mobilization	1	LS	\$6,600.00	\$6,600.00
2	Construction Staking	1	LS	\$10,560.00	\$10,560.00
3	Final As-Built Survey	1	LS	\$5,280.00	\$5,280.00
4	Testing and Inspections	1	LS	\$15,840.00	\$15,840.00
5	Site Clearing & Grubbing	0.66	AC	\$18,000.00	\$11,880.00
6	Stripping & Haul Off of Topsoils	630	CY	\$31.43	\$19,800.00
7	Selective Pruning and Underbrushing for Observation Deck and Views (1,441 SF at Overlook, 624 SF for Views)	2065	SF	\$2.88	\$5,940.00
8	Clearing for Observation Deck and Boardwalk (192 SF within Overlook Footprint, 764 SF at Boardwalk)	956	SF	\$4.42	\$4,224.00
9	Weeding, Trash Removal, & Remove Invasives on Bank	6161	SF	\$1.50	\$9,240.00
10	Unsurveyed Ligustrum Removal	2	EA	\$594.00	\$1,188.00
11	Demo Existing Concrete Sidewalk	202	SF	\$0.00	\$0.00
12	Demo Existing Asphalt Driveway Apron	121	SF	\$0.00	\$0.00
13	Demo Existing Sewer and Water services, and Cap at Main	1	LS	\$3,960.00	\$3,960.00
INCIDENTALS, CLEARING, & DEMOLITION, SUBTOTAL					\$94,512.00

EROSION CONTROL

Item	Description	Quantity	Units	Unit Price	Total
1	Tree Protection Fencing	526	LF	\$3.26	\$1,716.00
2	Construction Entrance	1	EA	\$5,940.00	\$5,940.00
3	Concrete Washout	1	EA	\$2,640.00	\$2,640.00
4	Maintenance of Previously Installed Single Row Silt Fence, incl. removal at final project completion	192	LF	\$17.19	\$3,300.00
5	Maintenance of Previously Installed Double Row Silt Fence, incl. removal at final project completion	281	LF	\$9.40	\$2,640.00
6	Temporary Grassing / Stabilization	28218.83	SF	\$0.06	\$1,716.00
7	Type A Inlet Protection	2	EA	\$264.00	\$528.00
EROSION CONTROL, SUBTOTAL					\$18,480.00

SITE WORK

Item	Description	Quantity	Units	Unit Price	Total
1	Site Grading	1	LS	\$6,600.00	\$6,600.00
2	Import of Fill	160	CY	\$49.50	\$7,920.00
3	Respread of Topsoil	600	CY	\$8.80	\$5,280.00
4	Pervious Gravel Driveway and Parking	1629	SF	\$6.48	\$10,560.00
5	12" Concrete Ribbon Curb	167	LF	\$39.52	\$6,600.00
6	Concrete Driveway Apron	580	SF	\$22.76	\$13,200.00
7	Concrete ADA Parking Pad and Accessible Route	472	SF	\$26.85	\$12,672.00
8	Concrete Paving (Sidewalks Around Building)	892	SF	\$19.24	\$17,160.00
9	Landscape Edging for Pervious Path	772	LF	\$16.76	\$12,936.00
10	Plantation Mix Path, 2" Deep	2,260	SF	\$4.67	\$10,560.00
11	4" PVC Conduit for future Irrigation and Electrical	100	LF	\$23.76	\$2,376.00
12	Concrete Parking Stop	3	EA	\$264.00	\$792.00
13	Stop Sign, R1-1	1	EA	\$528.00	\$528.00
14	Handicapped Parking Sign	1	EA	\$528.00	\$528.00
15	ADA Parking Striping	1	LS	\$1,056.00	\$1,056.00
16	24" Solid White Stop Bar	1	LS	\$660.00	\$660.00
SITE WORK, SUBTOTAL					\$109,428.00

SITE FURNISHINGS

Item	Description	Quantity	Units	Unit Price	Total
1	Dumor 6' Bench 165, Ipe Seat (Model# 165-601)	1	EA	\$6,336.00	\$6,336.00
2	6' Picnic Tables - Dumor Table 77 (Model# 77-60HGD)	4	EA	\$2,805.00	\$11,220.00
3	Dumor Trash Receptacle 41, 32 Gallon, Ipe (Model# 41-32I)	2	EA	\$3,036.00	\$6,072.00
4	Pet Waste Station	1	EA	\$964.00	\$964.00
5	Narrative Signage (3 Signs N.I.C.)	0	EA	\$0.00	\$0.00
SITE FURNISHINGS, SUBTOTAL					\$24,592.00

SITE STRUCTURES

Item	Description	Quantity	Units	Unit Price	Total
1	Pile Installation and materials	6	EA	\$3,102.00	\$18,612.00
2	Observation deck framing	192	SF	\$62.60	\$12,020.00
3	Timber cable rail	40	LF	\$244.20	\$9,768.00
4	Concrete abutment wall	1	EA	\$17,688.00	\$17,688.00
5	Overlook Trellis	1	EA	\$53,492.00	\$53,492.00
6	Timber trellis swing structures	3	EA	\$16,325.67	\$48,977.00
STRUCTURES, SUBTOTAL					\$160,557.00

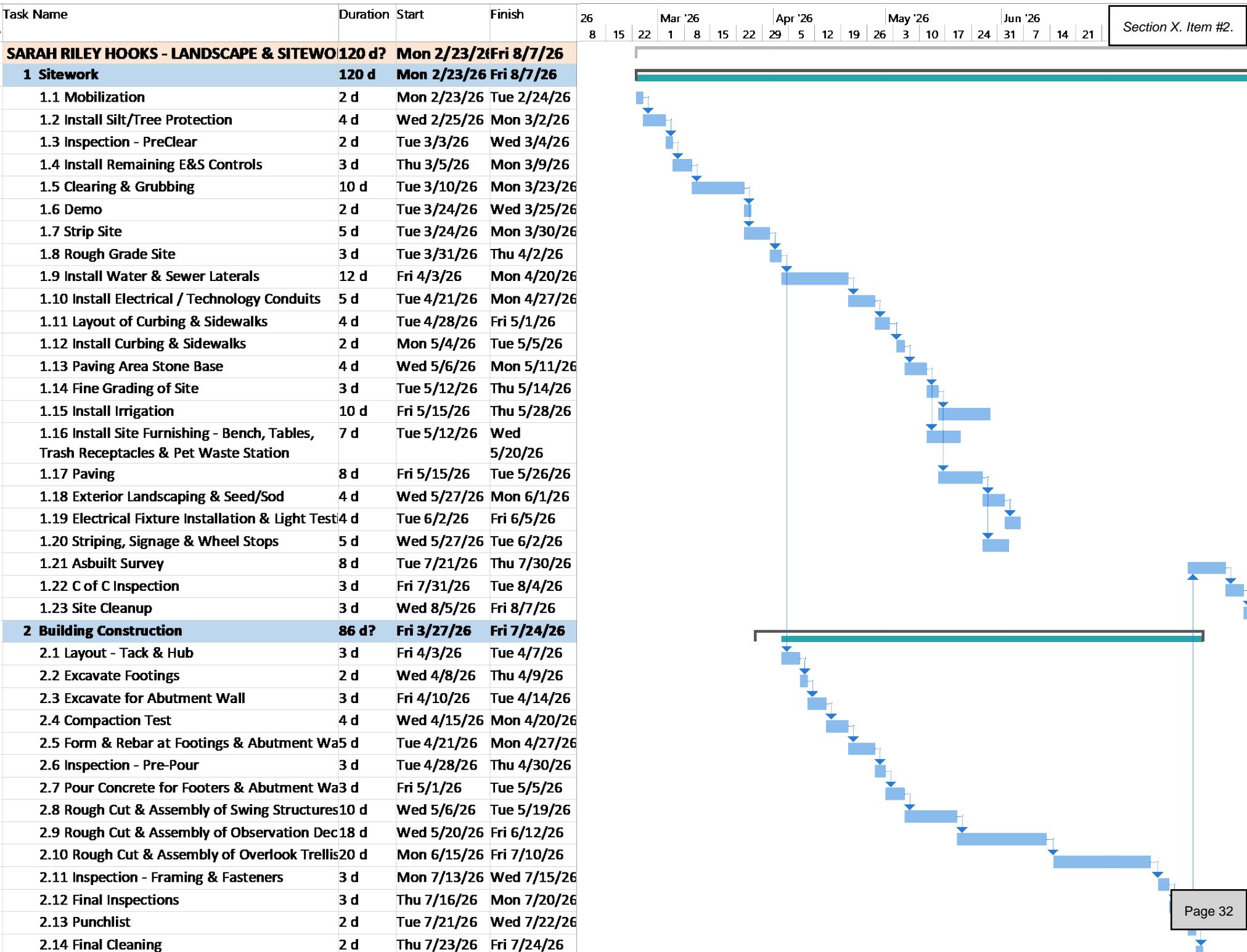
07 - Pricing Schedule per Addendum #1

Section X. Item #2.

Item	Description	Quantity	Units	Unit Price	Total
DRAINAGE					
Item	Description	Quantity	Units	Unit Price	Total
1	ADS 15" Drainage Basin with Grate Top	2	EA	\$4,620.00	\$9,240.00
2	1.5'W x 2' D Infiltration Trench, Incl. 6" Sand Bed Layer, 15" Clean Aggregate Layer, 3" Pea Gravel Layer	138	LF	\$76.52	\$10,560.00
3	Observation Well, 6" Schedule 40 PVC	1	EA	\$2,640.00	\$2,640.00
DRAINAGE, SUBTOTAL					\$22,440.00
WATER					
Item	Description	Quantity	Units	Unit Price	Total
1	2" PVC Water Service Line	136	LF	\$40.76	\$5,544.00
2	2" RPZ	1	EA	\$8,316.00	\$8,316.00
WATER, SUBTOTAL					\$13,860.00
SANITARY SEWER					
Item	Description	Quantity	Units	Unit Price	Total
1	4" PVC Sewer Service Line	145	LF	\$43.70	\$6,336.00
2	4" PVC Cleanout	3	EA	\$880.00	\$2,640.00
3	4" Dual Sweep PVC Cleanout	1	EA	\$1,584.00	\$1,584.00
SANITARY SEWER, SUBTOTAL					\$10,560.00
LANDSCAPING					
Item	Description	Quantity	Units	Unit Price	Total
1	Soil Testing (pH and Percolation)	1	LS	\$144.97	\$144.97
2	Soil Amendments	1	LS	\$2,718.97	\$2,718.97
3	Live Oak (2.5" caliper)	1	EA	\$1,264.59	\$1,264.59
4	Sabal Palmetto (15'-16')	1	EA	\$744.73	\$744.73
5	Encore Azaleas (3 gallon)	20	EA	\$62.54	\$1,250.87
6	Camellia (15 gallon)	4	EA	\$295.03	\$1,180.11
7	Hydrangea Nikko Blue (3 gallon)	3	EA	\$74.82	\$224.46
8	Dwarf Yaupon Holly (7 gallon)	10	EA	\$106.42	\$1,064.22
9	Mahonia 'Soft Caress' (3 gallon)	11	EA	\$65.77	\$723.51
10	Podocarpus pringles (7 gallon)	9	EA	\$111.33	\$1,001.93
11	Viburnum suspensum (7 gallon)	24	EA	\$101.82	\$2,443.57
12	Asiatic Jasmine (1 gallon)	78	EA	\$22.24	\$1,734.57
13	Zoysia (Sod)	16,653	SF	\$1.46	\$24,259.13
14	Pinestraw Mulch	120	BALES	\$12.54	\$1,504.57
15	Irrigation (100% Coverage)	1	LS	\$25,739.81	\$25,739.81
LANDSCAPING, SUBTOTAL					\$66,000.00
LIGHTING					
Item	Description	Quantity	Units	Unit Price	Total
1	Sign Uplight	2	EA	\$1,782.00	\$3,564.00
2	Tree Canopy Lighting	5	EA	\$2,006.40	\$10,032.00
3	Deck Pier Step Light	9	EA	\$1,642.67	\$14,784.00
4	Pergola Post Light	8	EA	\$1,650.00	\$13,200.00
5	Outlets	6	EA	\$880.00	\$5,280.00
6	Wiring	1	LS	\$5,280.00	\$5,280.00
7	Stub out for power at the future bridge lighting in waterproof junction box	1	LS	\$660.00	\$660.00
LIGHTING, SUBTOTAL					\$52,800.00
PROJECT TOTAL					\$573,229.00

ATTACHMENT 2
CONSTRUCTION SCHEDULE

06 - Construction Schedule (Estimated)



ATTACHMENT 3

INSURANCE COVERAGES

Workers Compensation – Contractor shall maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – Contractor shall maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Professional Liability (for Professional Services only) – Contractor shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

Additional Insured Requirements – Except as to Workers' Compensation and Employers' Liability, said certificate(s) shall clearly state that coverage required by the contract has been endorsed as follows:

The Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured.

The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

Capital Improvements Program Fund Project Data Sheet

Project Name	Sarah Riley Hooks Cottage				Project #	F0004								
Program Type	Facilities	Project Manager		Pat Rooney		Start to End	FY2023 - FY2026							
Project Scope					Project Photo or Map									
<p>The Town of Bluffton purchased the Sarah Riley Hooks Cottage property in 2021, consisting of .896 acres at 76 Bridge Street. This purchase provides additional public open space along Huger Cove in the Historic District and the preservation of a significant historic/cultural resource. Proposed improvements include the rehabilitation/reconstruction of the Sarah Riley Hooks Cottage, parking, perimeter walkways, open lawn, observation deck and arbor/swings overlooking Huger Cove, interpretive signage, landscaping and lighting.</p>														
Project Budget														
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast					
Planning	15,510	\$ 31,490	\$ 3,700	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ 20,510					
Design	107,466	78,625	65,061	44,937	12,500	-	-	-	229,964					
Construction	374	1,336,432	424,822	1,551,514	-	-	-	-	1,976,709					
Other	-	10,000	7,500	-	-	-	-	-	7,500					
Total	\$ 123,350	\$ 1,456,547	\$ 501,083	\$ 1,597,751	\$ 12,500	\$ -	\$ -	\$ -	\$ 2,234,683					
Project Funding Sources														
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast					
Hospitality Tax	\$ 123,350	\$ 938,330	\$ 501,083	\$ 754,431	\$ 12,500	\$ -	\$ -	\$ -	\$ 1,391,364					
CIP Fund Balance	-	518,217	-	518,217	-	-	-	-	518,217					
State ATAX	-	-	-	206,886					206,886					
Local ATAX				118,217					118,217					
Total	\$ 123,350	\$ 1,456,547	\$ 501,083	\$ 1,597,751	\$ 12,500	\$ -	\$ -	\$ -	\$ 2,234,684					
Strategic Focus Area & Guiding Principle					Project Status									
<p><i>Community Quality of Life</i> <i>Guiding Principle #1: Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy.</i></p> <p><i>Infrastructure</i> <i>Guiding Principle #3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</i></p>					<p>Sarah Riley Hooks Cottage construction documents and permitting were completed in 2024. The cottage construction is planned to begin in 2025. Site work and landscape will follow cottage construction in FY26-FY27.</p>									
Project Origination					Project Performance Measures									
FY 2021-2022 Strategic Plan					<p>The purchase of this parcel aligns with the Strategic Plan Guiding Principles to preserve significant open space and environmental resources within the Town.</p>									
General Fund Operations and Maintenance (O&M) Costs														
	Description			FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Forecast					
Operations	TBD			\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000					
Maintenance					6,000	6,000	6,000	6,000	24,000					
Total	\$ -			\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 36,000					
Method for Estimating Costs: Costs were based on quotes and historical costs data of similar projects.														

Approval to Authorize a Construction Contract with Nix Construction Co, Inc for Site and Landscape Construction at the Sarah Riley Hooks Cottage Project, Fiscal Impact - \$687,874.80)

Proposed Motion

*"I move to **approve (deny or approve as amended)** authorizing the Town Manager to enter into a Contract with Nix Construction Co, Inc. for Site and Landscape construction of the Sarah Riley Hooks Cottage project in the amount of \$687,874.80, which includes a 20% contingency."*



STATISTICAL INFORMATION

BLUFFTON POLICE DEPARTMENT

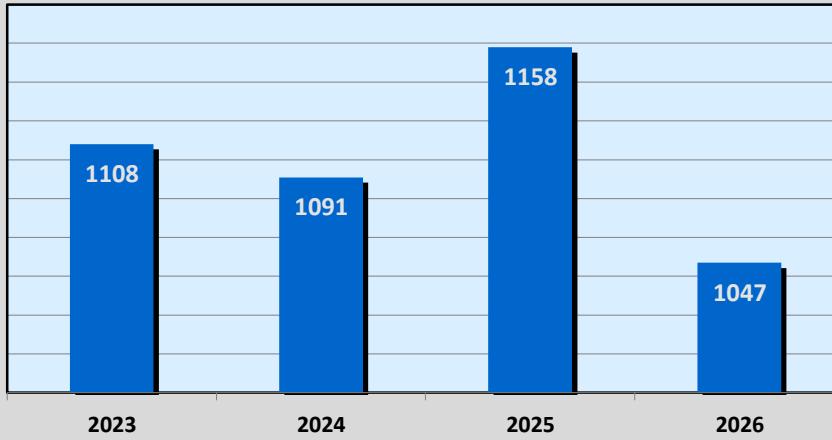
January 31, 2026

Presented by Chief Joseph Babkiewicz

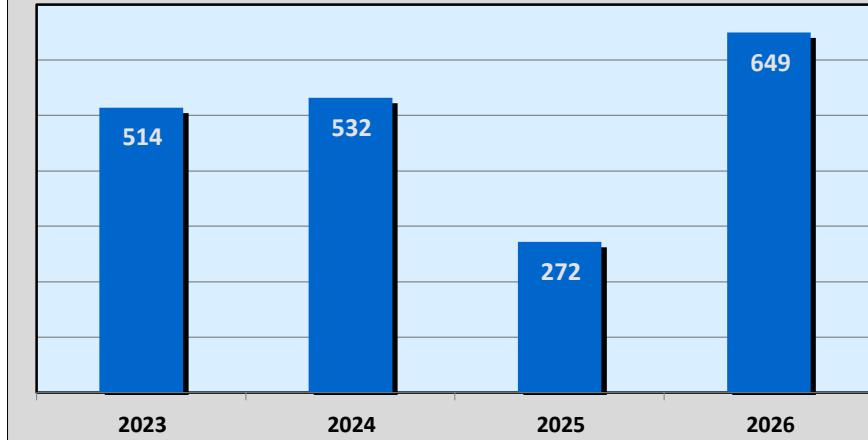
DEPARTMENT HIGHLIGHTS

Section XI. Item #1.

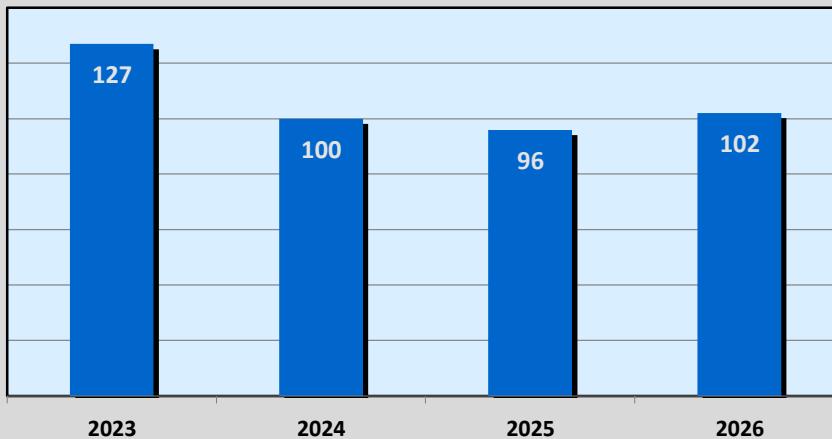
January Calls for Service Comparison



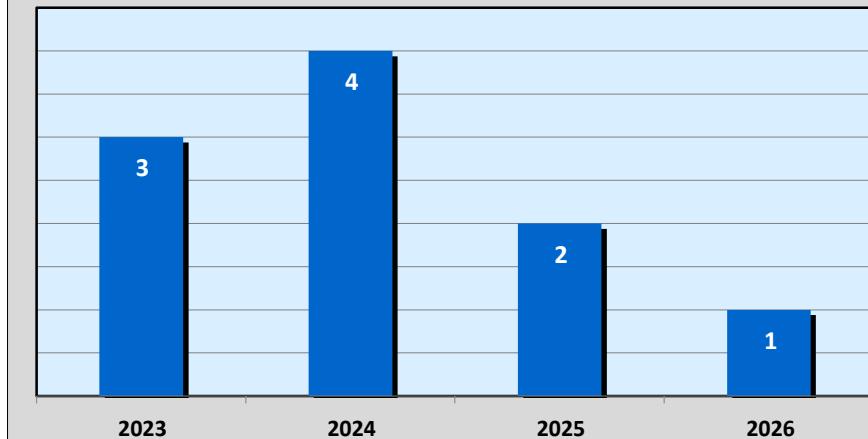
January Traffic Citation Comparison



January Collision Comparison



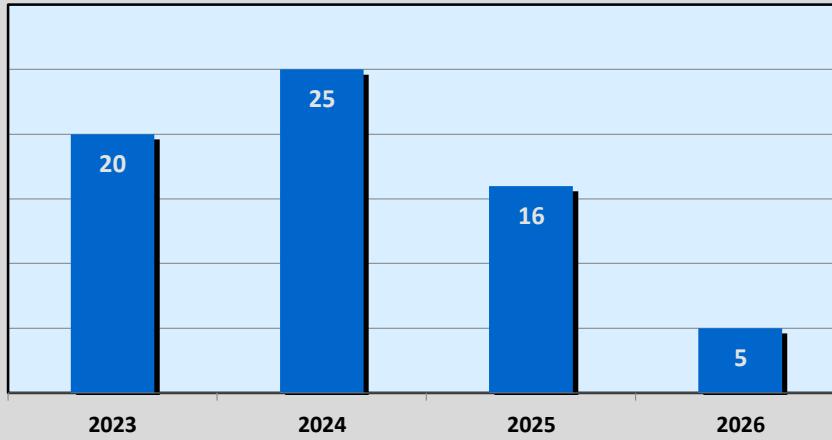
January Burglary Comparison



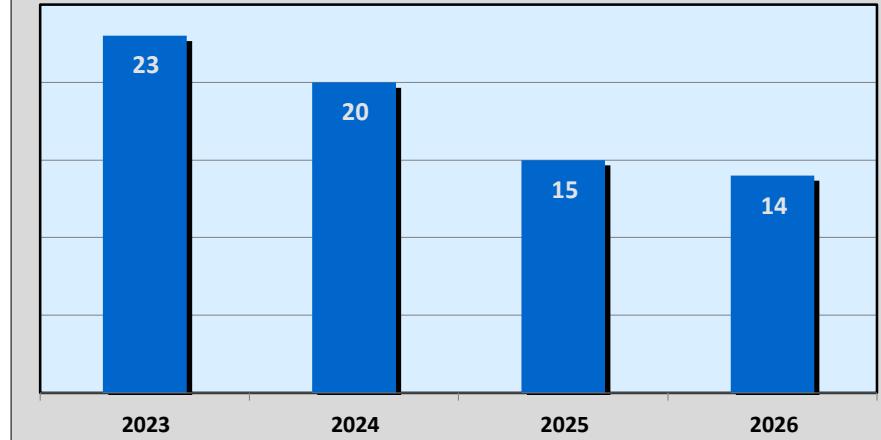
DEPARTMENT HIGHLIGHTS

Section XI. Item #1.

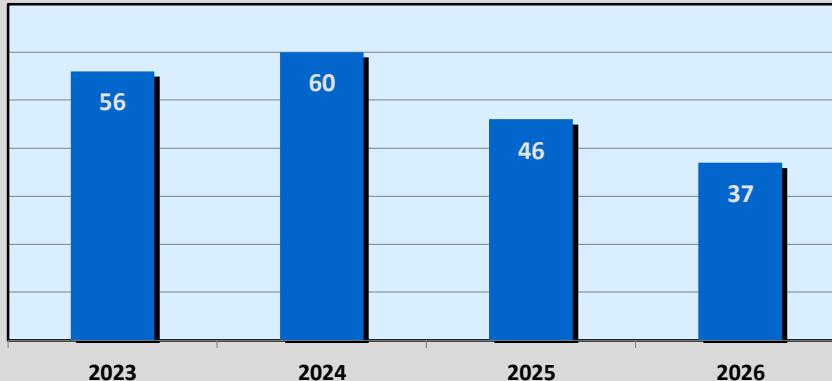
January Theft Comparison



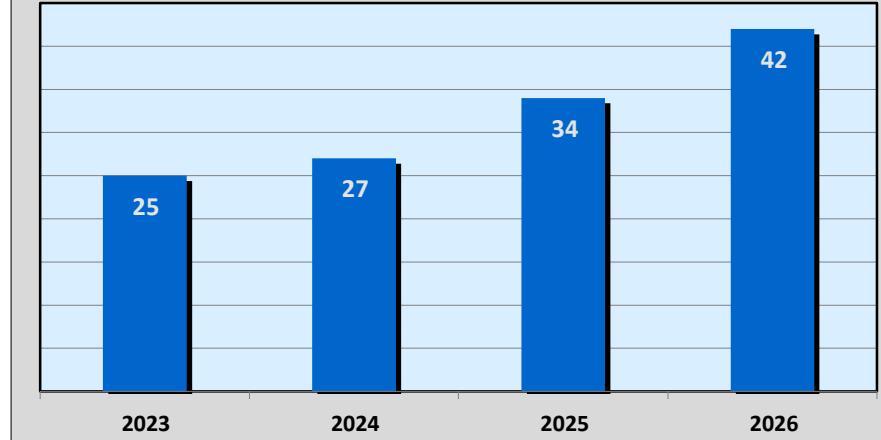
January Assault Comparison



January Domestic Calls for Service Comparison



January Arrest Comparison



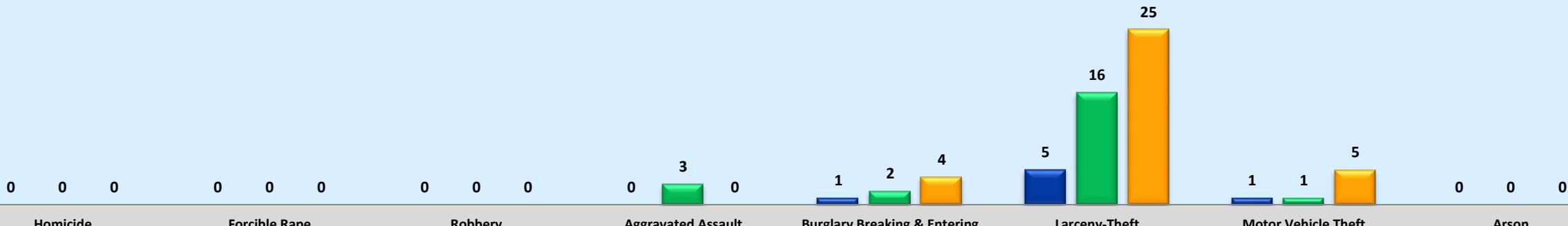
DEPARTMENT HIGHLIGHTS

Section XI. Item #1.

Year-to-Date
January

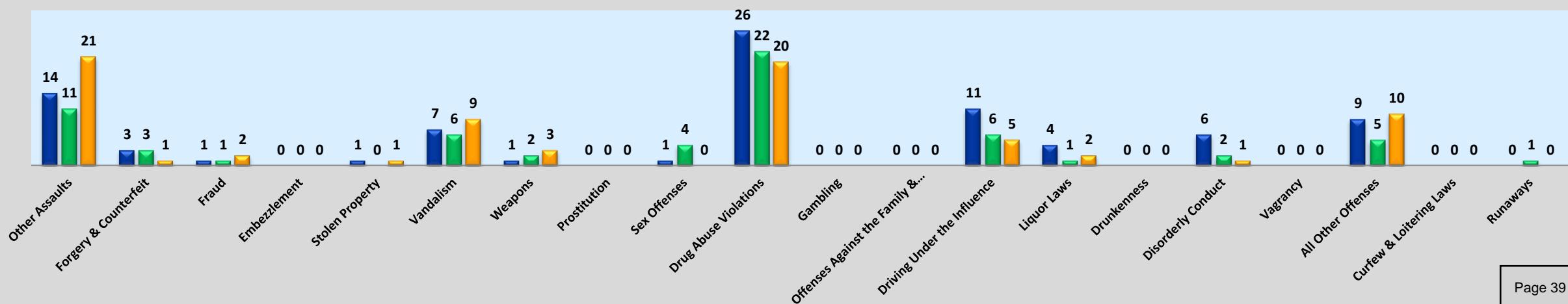
Part I Crimes

■ 2026 ■ 2025 ■ 2024



Part II Crimes

■ 2026 ■ 2025 ■ 2024

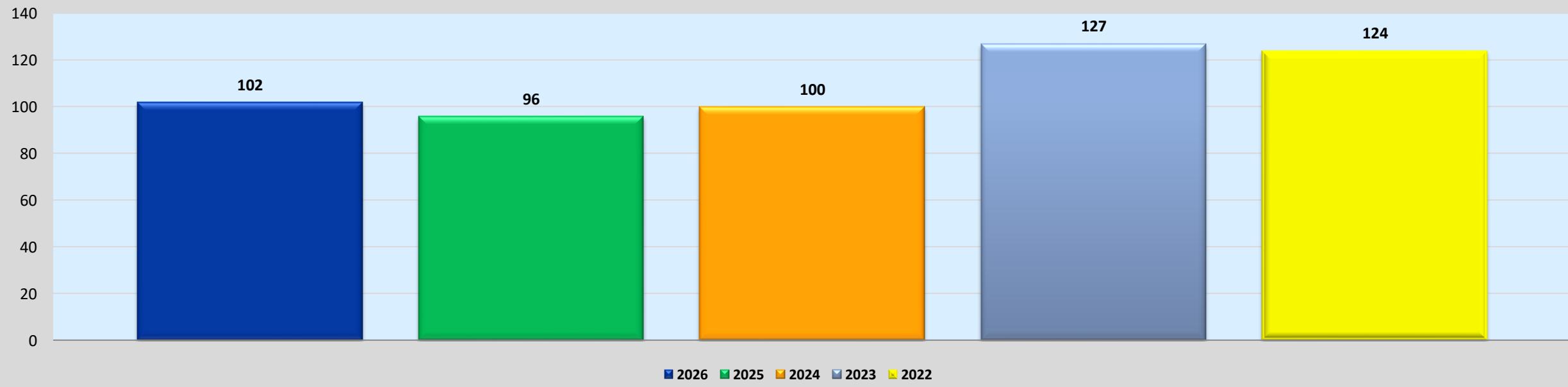


DEPARTMENT HIGHLIGHTS

Section XI. Item #1.

Year-to-Date
January

Collisions



Law Enforcement Advisory Committee

- Discussion to address “False Alarm” calls
- CALEA Assessment
- BPD Goals for 2026
- E-Bikes

Meetings Attended by Chief Joseph Babkiewicz

Every Wednesday – Senior Staff Communications Meeting

Every Friday – Men's Meeting @ Bible Missionary Baptist Church

Jan 5th – Attend Eagle Scout Project meeting

Jan 5th – Retention / Morale meeting

Jan 5th – Promotional Ceremony – Corporal Ramirez

Jan 6th – Command Staff meeting

Jan 7th – Meeting with Town Manager

Jan 8th – Attend PAT Applicant Testing

Jan 8th – Attend Legal meeting

Jan 8th – Law Enforcement Citizen Advisory Committee meeting

Jan 12th – Attend CIP meeting

Jan 12th – Attend meeting with Finance Director

Jan 13th – Attend Town Council meeting

Jan 14th – Meeting with Budget & Procurement Manager (Police Technology Grant)

Jan 15th – Meeting with Town Manager

Jan 15th – Meeting with Human Resource Director

Jan 15th – End of Phase meeting – Recruit Polo

Jan 16th – CALEA Conference call

Jan 19th – Attend MLK Memorial Program & Youth Day

Jan 20th – Attend PAT Applicant Testing

Jan 20th – Conduct All Hands meeting

Meetings Attended by Chief Joseph Babkiewicz cont.

- Jan 21st** – Executive Level Command Staff meeting
- Jan 21st** – Attend January Birthday & Anniversary Celebration
- Jan 21st** – Teams meeting with Urban SDK
- Jan 21st** – Retention / Morale meeting
- Jan 21st** – All Hands meeting
- Jan 22nd** – Meeting with Town Manager
- Jan 22nd** – Attend Ribbon Cutting Celebration for LJG Events
- Jan 22nd** – Budget meeting
- Jan 26th** – Attend Wellness Committee meeting
- Jan 26th** – Attend CIP meeting
- Jan 27th** – Meeting with Enterprise Fleet
- Jan 27th** – Attend Quarterly Town Council Workshop
- Jan 27th** – End of Phase meeting – Recruit Carter
- Jan 27th** – End of Phase meeting – Recruit Sandoval
- Jan 27th** – End of Phase meeting – Recruit Smalley
- Jan 28th** – Meeting with Representative from First Presbyterian Church
- Jan 29th** – Meeting with Town Manager
- Jan 29th** – Zoom meeting with Intime
- Jan 29th** – Attend Principals Luncheon

Commendations -	None
Complaints -	None

Police Department Demographics as of January 31, 2026

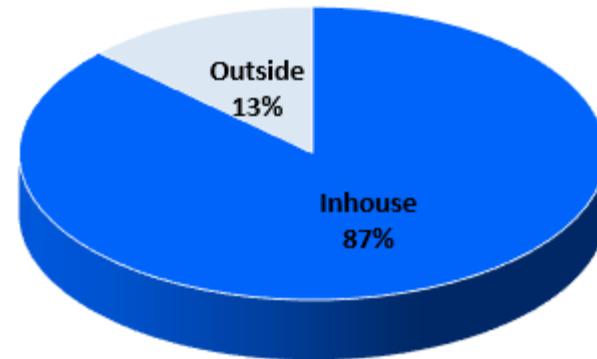
DEPARTMENT	Black	Hispanic	Other	White	Grand Total
Female	2	2	1	17	22
Male	8	5	3	37	53
Grand Total	10	7	4	54	75

SWORN OFFICERS	Black	Hispanic	Other	White	Grand Total
Female	1			9	10
Male	7	5	3	34	49
Grand Total	8	5	3	43	59

January Officer Training

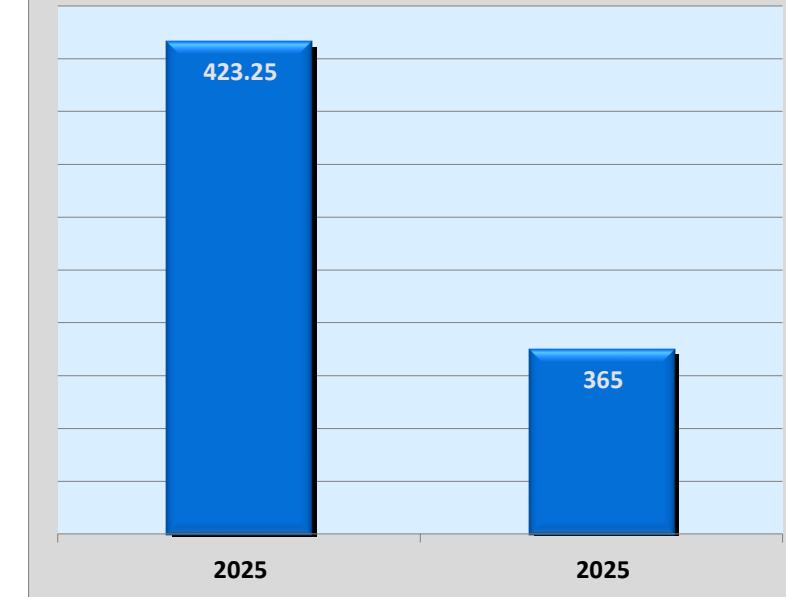
In-House

Hazmat First Responder Awareness (FRA) Level 1 – 2 Officers
Line-Up 2026 January-February – 49 Officers
Autism Crisis Intervention Training – 42 Officers
Legal Update 2025 - Part 2 – 17 Officers
Mental Illness – 12 Officers
Intox DMS Recertification – 2 Officer
Operator Recertification - DataMaster – 1 Officer
CDV Annual DV 2025 - Cultural Humility – 1 Officer
Glock Red Dot / Rifle Qualification – 7 Officers
Glock 47/Glock 19 Qualifications – 22 Officers
Glock 47 Qualifications – 8 Officers
Active Countermeasures; Touch Drills – 1 Officer
Controlling the Distance While Moving Closer to a Subject – 1 Officer
Extreme Ownership Leadership Training – 1 Officer
Foundations in Law Enforcement – 1 Officer

**Outside**

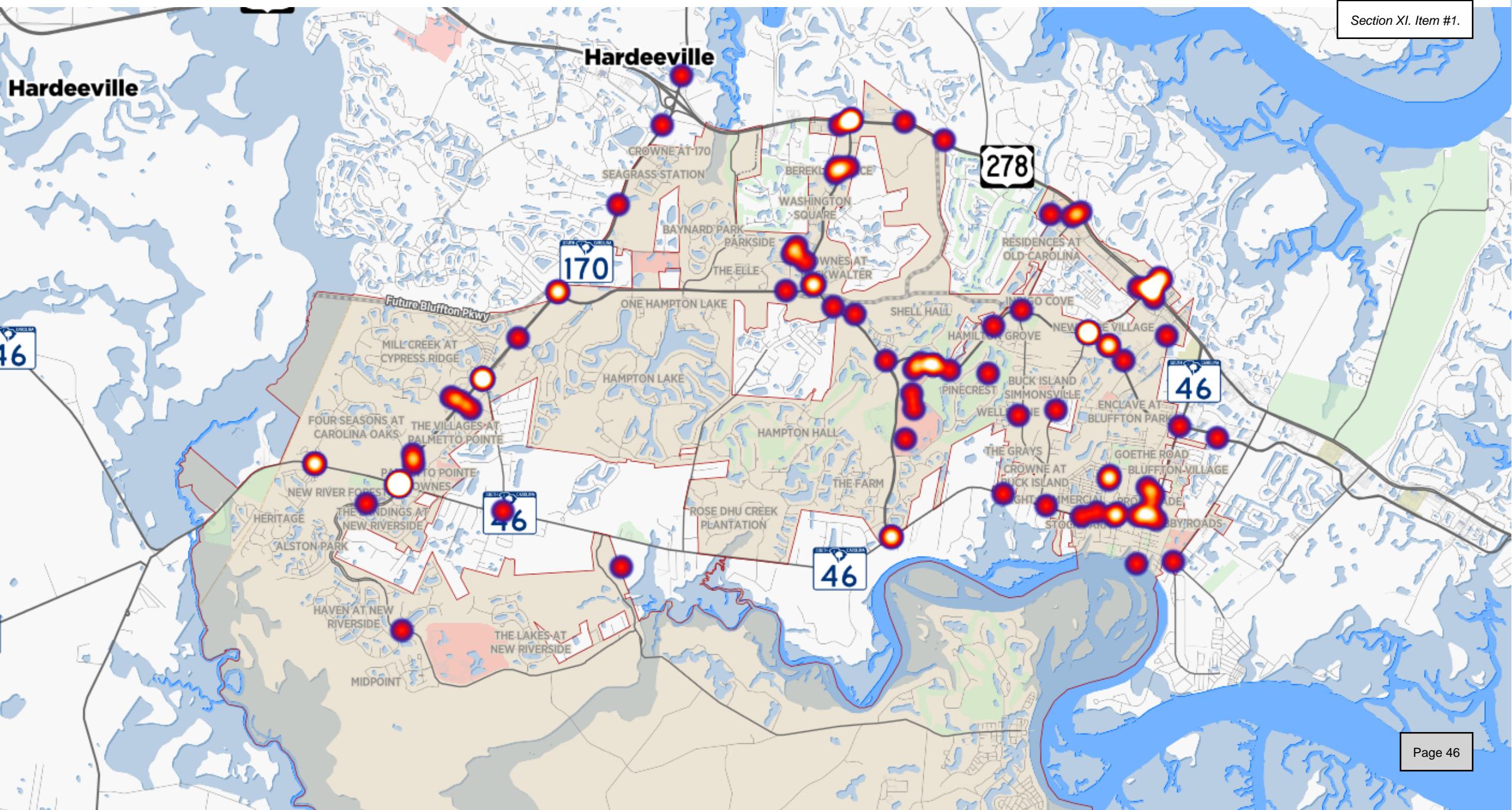
Safe Schools Conference – 1 Officer
FBI LEEDA SLI – 1 Officer

January 2026 / 2025 Training Hours Comparison



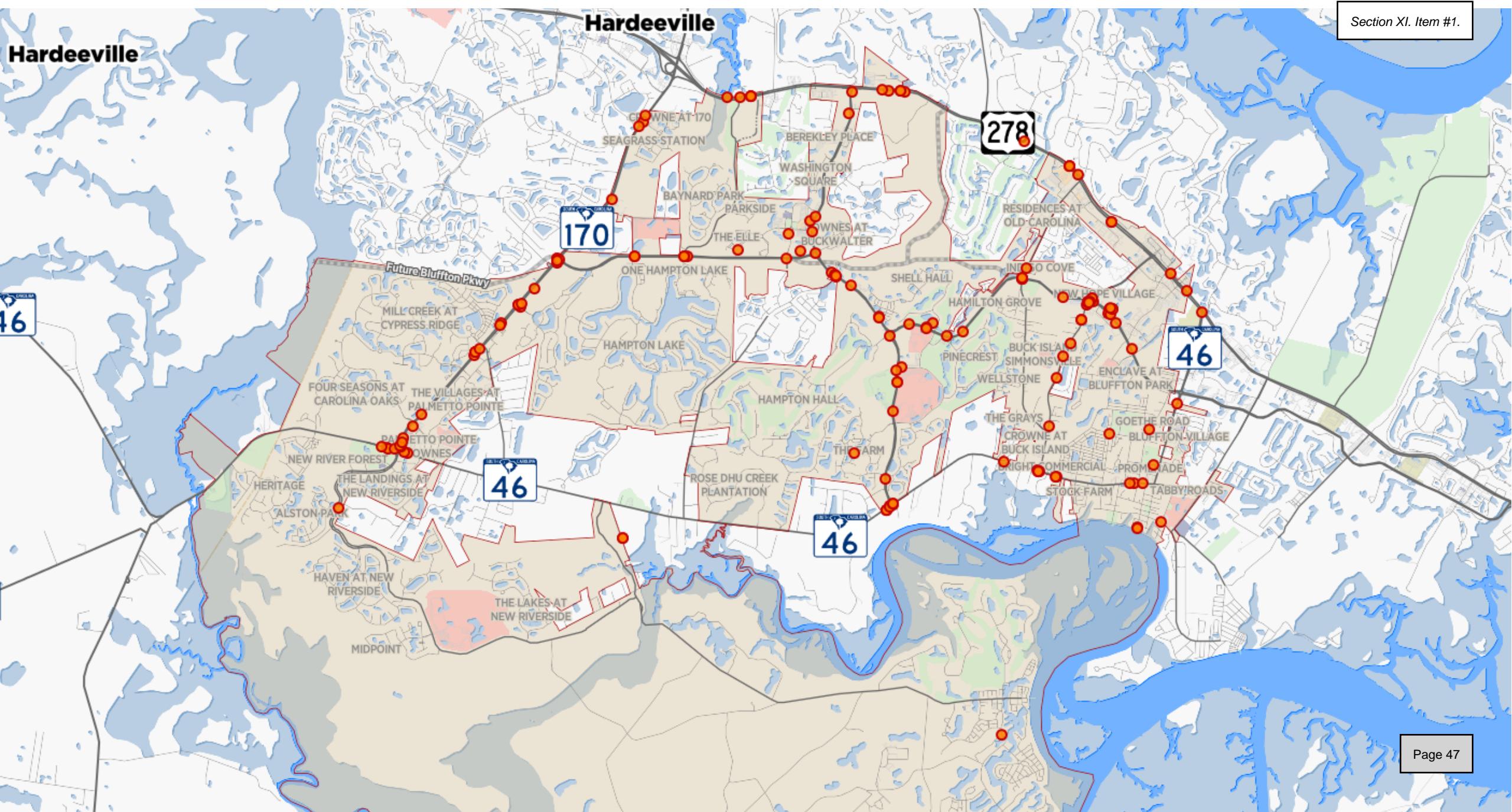
COLLISIONS (102) January 2026

Section XI. Item #1.



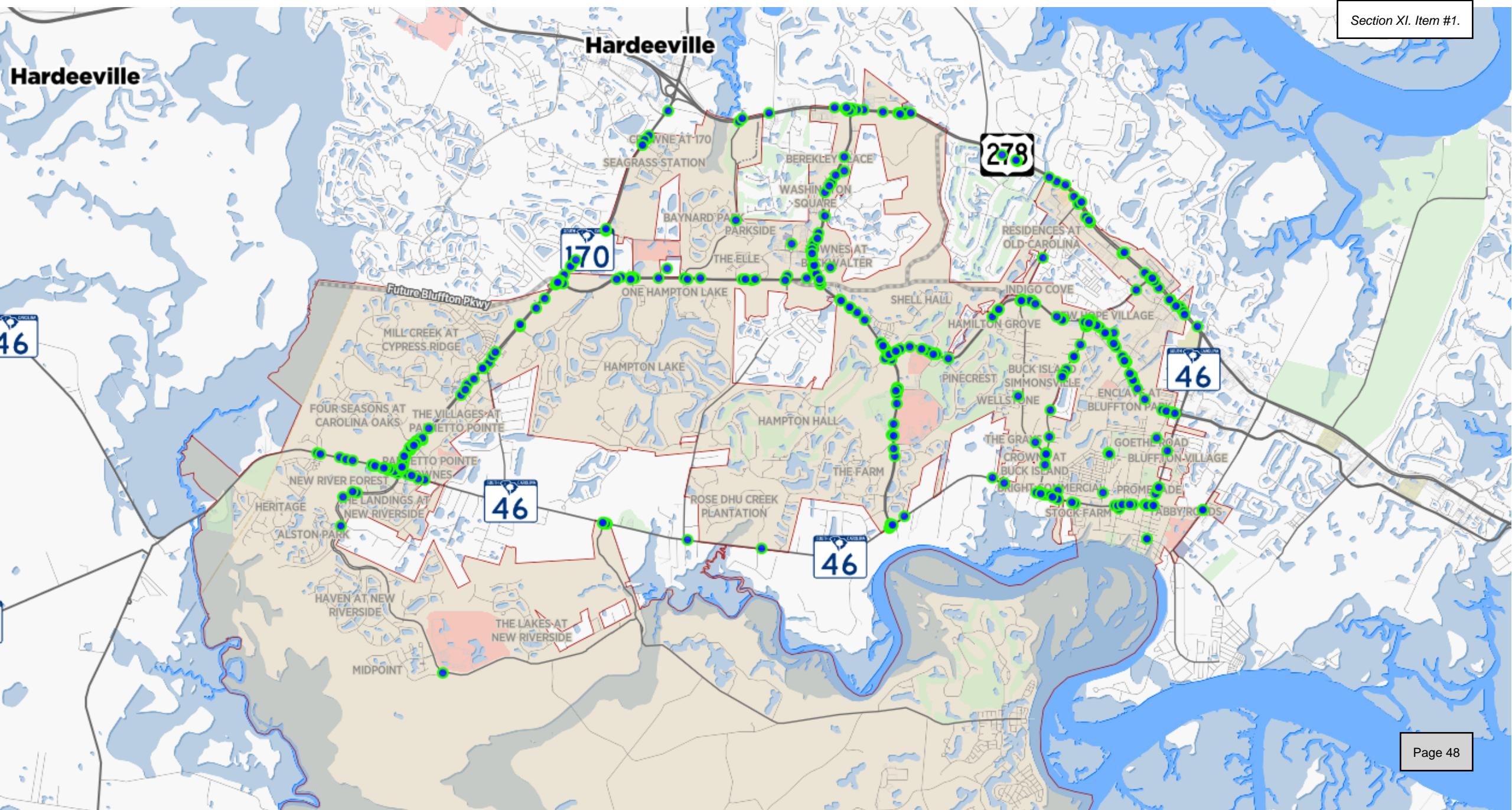
CITATIONS ISSUED (150) January 2026

Section XI. Item #1.



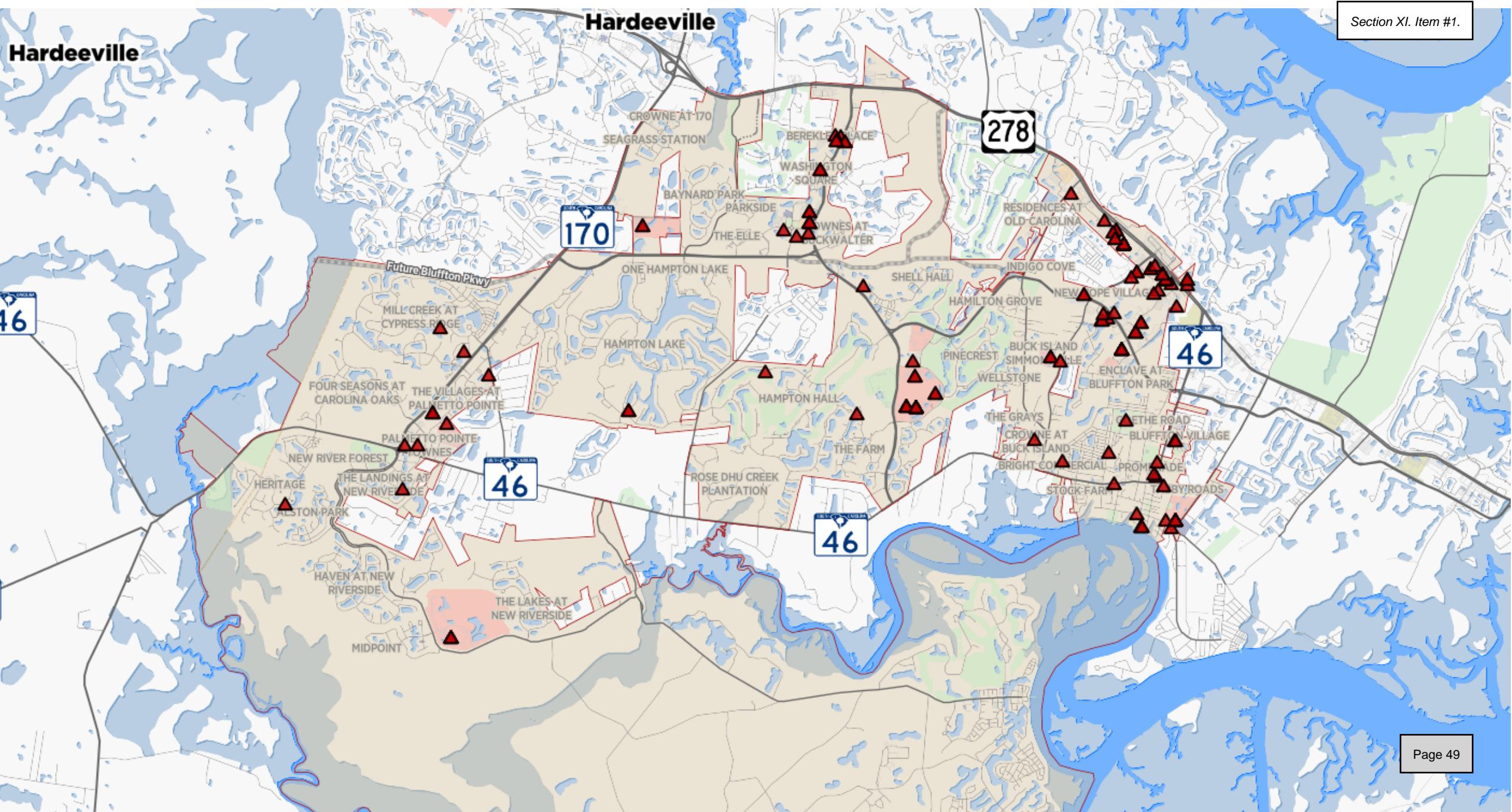
WARNINGS ISSUED (499) January 2026

Section XI. Item #1.



#1 CALL TYPE – Activated Alarms (166) January 2026

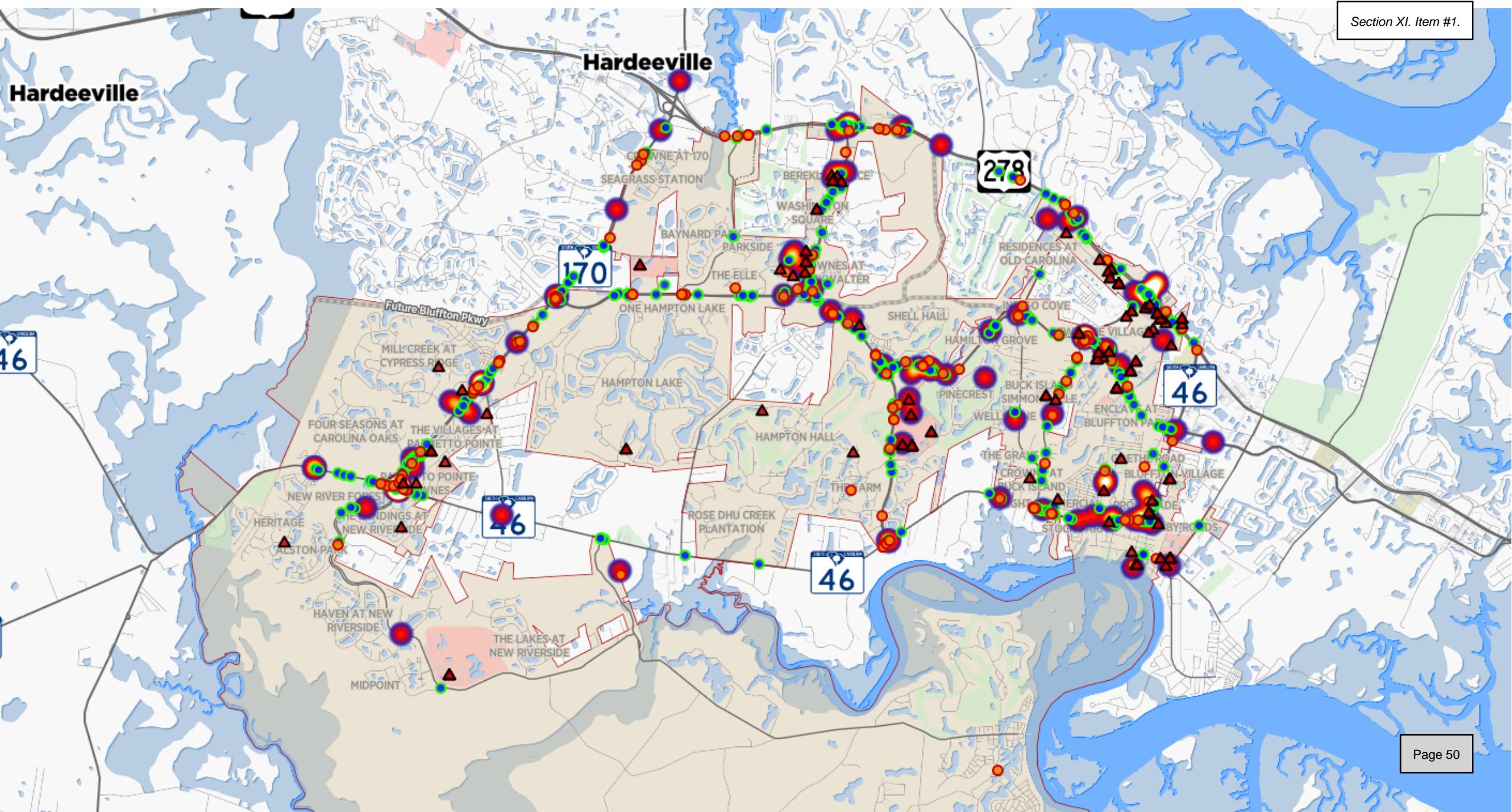
Section XI. Item #1.



Collisions, Citations, Warnings and Activated Alarms – January 2026

Section XI. Item #1.

Hardeeville



PATROL DIVISION

Section XI. Item #1.

CALLS FOR SERVICE TOP 10 CALL TYPES	
Activated Alarm	166
Case Follow Up	96
Disturbance	88
911 Hang-Up	77
Accident	61
Reckless Driving	47
Noise Complaint	39
Domestic	33
Assist Motorist	30
Suspicious Vehicle	28

TOTAL CALLS FOR SERVICE: 1047

AVERAGE PER DAY: 37

PRO-ACTIVE PATROLS	
Extra Patrol - Business	1975
Extra Patrol - Residence	587
Traffic Stop	530
Traffic Enforcement	13

PATROL DIVISION

Section XI. Item #1.

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
Operating Vehicle While License/Registration Expired	42
Driving Without a SC License – 1 st Offense	20
Driving Under Suspension; License not Suspended for DUI – 1 st Offense	17
Possession of 28G (1oz) Or Less of Marijuana – 1 st Offense	13
Failure to Return License Plate and Registration Upon Loss of Insurance – 1 st Offense	6
Public Disorderly Conduct	5
Speeding; More than 15 but less than 25 MPH Over the Speed Limit	5
Failure to Maintain Proof of Insurance in Motor Vehicle	3
Operating Uninsured Motor Vehicle; 1 st Offense	3
Speeding; Greater Than 25 MPH Over the Speed Limit	3
 TOTAL CITATIONS ISSUED:	150
 AVERAGE PER DAY:	5

UNIFORM TRAFFIC WARNINGS TOP 10 VIOLATIONS	
Defective Equipment	127
Speeding	93
Vehicle License Violation	65
Other	64
Changing Lanes Unlawfully	35
Improper Lane Use	26
Improper Turn	20
Disregarding Stop Sign	18
Improper Lights	18
Disregarding Traffic Signal	8

TOTAL WARNINGS ISSUED: 499
AVERAGE PER DAY: 18

CRIMINAL INVESTIGATION DIVISION

Section XI. Item #1.

CRIMINAL INVESTIGATIONS	
Cases Assigned	7
Incident Reports	2
Supplemental Reports	67
Cases Closed	7
Arrests Made	12
Arrest Warrants	19
Juvenile Petitions	2
Bond Court	4
Case Call Outs	1
Search Warrants	1
Prelims/Grand Jury	4

Case Call Outs:

None

Mental Health Advocate:

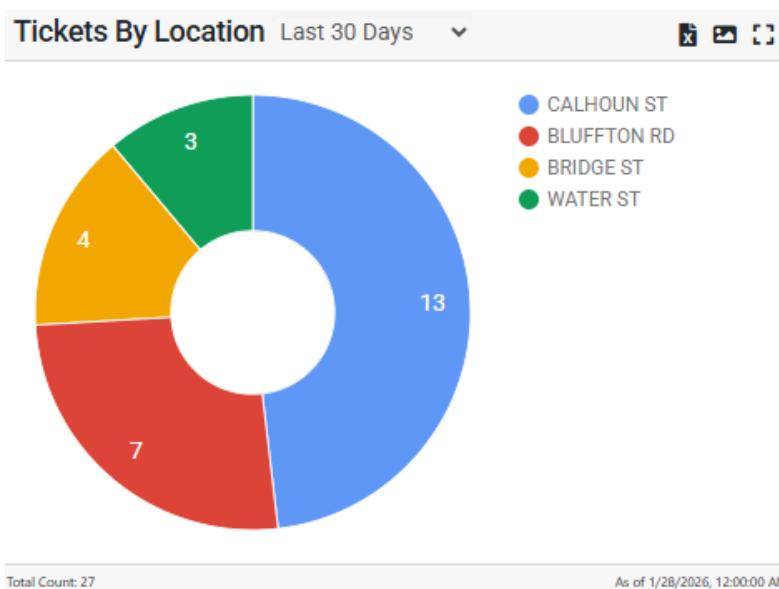
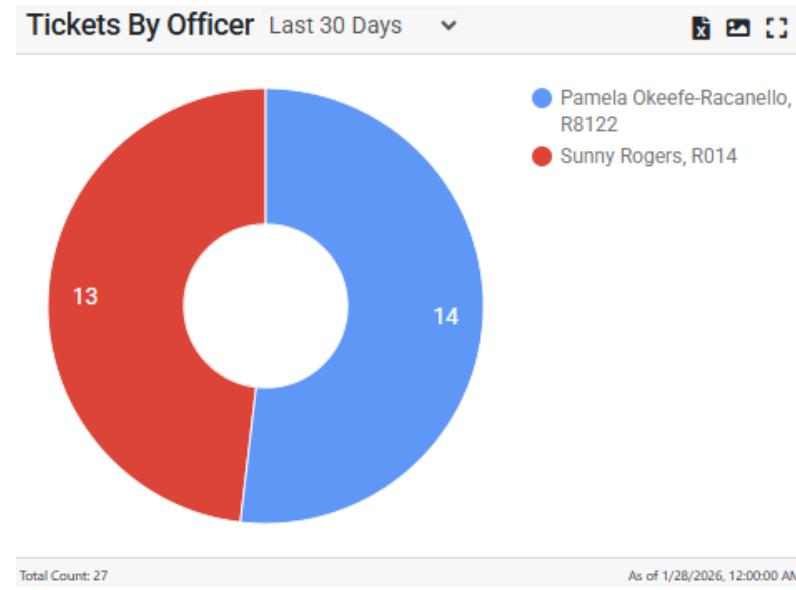
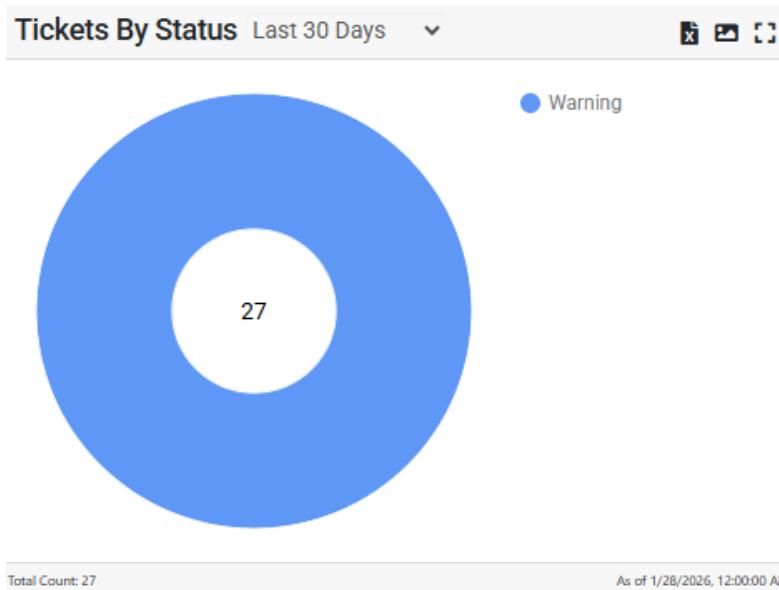
CIT: 0
Referrals - 12
Follow Ups - 30
Supplemental Reports - 13

Victim Advocate:

Case Call Outs: 0
Incident Reports: 0
Case Closed: 1
Bond Court: 2
Supplemental Reports: 7
ICAC Cases Assigned: 5

COMMUNITY SERVICE ASSISTANTS

Section XI. Item #1.



DOWNTOWN CITATIONS (27) – January 2026

Section XI. Item #1.



Code Enforcement:

William Bonhag

- Multiple business advertisement signs removed various location throughout Bluffton.
- Issued several NOV's for business license HTAX and ATAX

Complaints / Property Checks / Follow-ups / Ordinance Letters

- Resident Chris Hawkins had his car towed from Squat & Gobble when he parked on their lot to go and eat at the pizza restaurant. The sign was posted in the tree as they failed to see it. Contact was made to the owner of Squat & Gobble with an NOV 1/6/26 to remove their sign from the tree in accordance with our municipal code. Sign moved to a more visual place.
- Kristy Carge and I met with Matt Cunningham on 11/4/25 to review his Bridge Collective operation as he needs to obtain a commercial Business license for his 1st floor businesses that are in operation, along with his second-floor apartment rentals. Matt's due date is January 15th, 2026 due to the taxes owed. Summons issued for Court on 2/17/26
- Ian Duncan, owner of The Grind x 2, is scheduled now for Court 2/17/26 as his lateness for tax payments continue to be late or failure to pay. Prior to court appearance Kristy Carge and I shall review any payments from Mr. Duncan.

1 Able Street

- Complaint filed with Kristy Carge regarding work being conducted at this location at all hours.
- Met with the property and business owner Veronica Jimenez for Talikas Trim Inc. that is licensed at 11 Sugary Drive not 1 Able Street.
- 11/5/25 Stop work Decal was placed on the house until all permits are obtained for the construction work being done.
- NOV was issued for NO BL at this location resulting in all construction materials and equipment needs to be removed due to Residential Zoned area.
- Returning to site by Wednesday 11/12/25 to review progress.
- As of 1/12/26 no permits or change of BL address have occurred
- 1/22/26 received a neighbor complaint from working late and toxic smells due to painting in and out of a tented area that was supposed to be removed after NOV issued 11/5/25 with a compliance date of 11/10/25
- On 1/22/25 2 tickets were issued: 1 for NO BL and 1 for unlawful continuance. Court matter for 2-17-26

Code Enforcement continued:

The Lakes at New Riverside/School Project

- Since the beginning of December, I have answered 3 complaints from a renting resident at 250 Hartwell Road with regards to overnight pumping that has finally been rectified as follows by Bill Morris of Thompson Turner as of 1/9/26.
 1. Spoke with the Foreman again this morning and he admitted that his guys forgot to turn off the pump.
 2. Email to be sent for a formal reminder
 3. A TTC employee will be dedicated to walking down to the pump at 5pm to ensure it gets turned off.
 4. A text reminder will be sent daily to the site foreman to remind him to turn it off.
 5. If needed a sound blanket corral will be built around the pump in the event the pump needs to be run outside of working hours (not yet needed) we don't foresee needing to do this, but it's a fallback measure.
- In the future if needed they have an employee living down the road from the site for any concerns moving forward.

11 Oliver Court/Midgard Storage Units

- 1/13/26 complaint sent to us by SCDES Colin Scherer regarding a tenant complaint at this location for garbage and rats.
- This Business was visited for inspection this morning and found cleaned buildings and traps set up around the exterior. Lt. DeStasio was notified regarding this matter.
- Midgard had their exterminator Arrow treat for their issue.
- Colin will inform the original complainant.

15 Wharf Street

- 1/21/26 John Smith resident at this address complained that Garfield Moss placed fencing on his property and has been trespassing on his property. Mr. Smith also stated that he placed gates on the roadway side blocking access to residents.
- Sidney Holland and I responded to this address to listen to his concerns and suggested he pursue his concerns in Civil Court with his attorney.
- This is a property dispute as to who owns what.

218 Simmonsville Road

- 3/14/24 Due to several violations, this location was boarded up.
- Property cleaned up, now pending information from Vicky Smalls and Rob Currall Building Official as to their next move regarding this structure.
- 12/26/25 This property is Heirs property, until this property is settled in court no actions can move forward.

Code Enforcement continued:

10 Buck Island

- Hull & Husk had constructed an oversized white tent in the parking lot of his located business to work on creating wood burning pellets without any permits or approval.
- Kevin Icard Director of Growth Management has been in a back-and-forth discussion with the owner Jared Jester, debating the usage of the exterior parking lot.
- NOV was issued on 12/1/25 with a compliance date of 12/22/25 due to ongoing discussions with Kevin Icard this date was postponed.
- Kevin Icard emailed Jared Jester on 12/18/25 with a 30-day extension as of this date.
- The compliance date set for removal of all items is now 1/17/26. The tent is down now pending trailers in lot.

161 Buck Island

- This property is located behind Sharon Bowns house who has complained about the owner working on site w/o any permits.
- 6/25 Stop work order was placed at the site only to be removed by the owner with the sign being turned around where he placed his business license for land clearing w/o contacting water shed to answer his violations.
- 1/8/26, Bill Baugher and I met with Joaquin Costillo at Bill's office to explain his violations and the process for obtaining permits moving forward. Mr. Baugher has issued him 3 tickets and Codes issued 1 for his actions on site.
- Court with defense council is set for 3/31/26 at 9am

COMMUNITY ACTION TEAM

Section XI. Item #1.

COMMUNITY ACTION TEAM

Covered the following schools due to SRO absence: Cross Schools	Covered Lowcountry Community Church student ministry
Responded to Calls for service at:	May River Montessori School Visit
Buckwalter Parkway @ Bluffton Parkway (assist motorist)	Assisted CID and Chatham County on a search warrant at 829 Bakers Court
Pritchardville Elementary School (missing child)	Presentation at USC Beaufort for Town of Bluffton Golf Cart laws
Attended Bluffton Community Kitchen (Campbell AME Church)	FBI-LEEDA Supervisor Leadership Institute course Jan-18-23 rd Winston-Salem NC
Attended Cross Schools Family Chapel Day	Attended Town Council Workshop at Bluffton Municipal court
Follow up: 215 Hulston Landing Road	Assisted Bluffton HS SRO detail with visiting Georgia head football coach Kirby Smart
Covered May River High School Basketball	Attended Town Council Meeting at Bluffton Municipal Court
Covered the Historic Preservation Review Committee	Attended Bluffton Farmers Market on Thursdays
Assisted with a DJJ transport from Columbia SC to Beaufort SC then to Union SC	Covered Bluffton Town Municipal Court security on Tuesdays
TASER annual operator online training	Police Substation Walk-ins January: 4

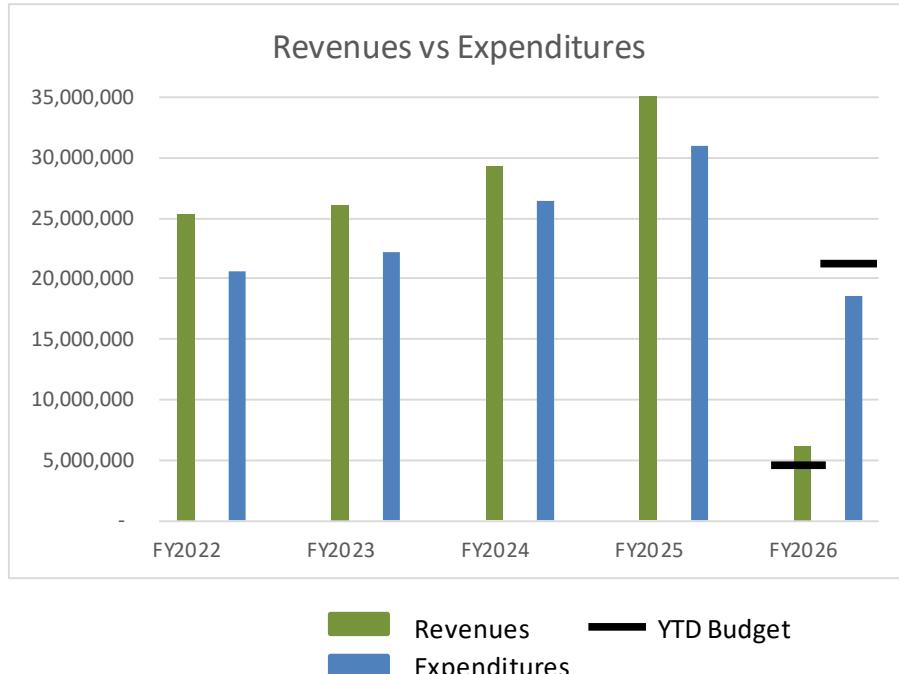
TOWN COUNCIL
STAFF REPORT
Finance & Administration Department



MEETING DATE:	February 10, 2026
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM, Director of Finance & Administration

General Fund Financial Overview:

The chart below shows the revenue collections and expenditures trend for the last four full years and FY2026 year-to-date (YTD) through December 2025. Revenues have been higher than expenditures for the last four full years.



FY2026 YTD through December shows General Fund total revenues above the total budgeted amount with Building Safety Permits showing the largest impact. Total expenditures for December are below the total budget for all departments

FY26 General Fund Financial Overview

Revenues		Expenditures
\$6,116k	<i>YTD</i>	\$18,569k
140.2%	<i>% of Budget</i>	87.9%
\$4,364k	<i>YTD Budget</i>	\$21,133k

ATTACHMENTS:

1. General Fund
2. Stormwater Fund
3. Capital Improvement Program Fund
4. Debt Service Fund
5. Special Revenue Funds
6. Business License Statistics
7. Grant Index
8. Community Foundation of the Lowcountry Fund Balances



Town of Bluffton
Actual Versus Budget
For Period Ending December 31, 2025

Section XI. Item #1.

	Month of December 2025					Year-to-Date through December 31, 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes	\$ 737,584	\$ 794,435	\$ 56,851	\$ 787,477	\$ 6,958	\$ 1,273,127	\$ 1,527,148	\$ 254,021	\$ 1,358,913	\$ 168,235
Licenses & Permits										
Business Licenses	90,624	104,331	13,707	75,884	28,447	640,155	477,162	(162,993)	492,049	(14,887)
MASC Telecommunications	2	19	17	2	17	304	35	(269)	297	(262)
MASC Insurance Tax Collection	12,308	-	(12,308)	10,724	(10,724)	13,871	205	(13,666)	12,086	(11,881)
Franchise Fees	96,885	205,470	108,585	87,101	118,369	674,552	716,316	41,764	606,429	109,887
Building Safety Permits	183,299	231,782	48,483	133,922	97,860	1,293,054	1,688,513	395,459	602,239	1,086,274
Application Fees	4,060	4,525	465	2,431	2,094	42,025	35,005	(7,020)	25,165	9,840
Total Licenses & Permits	387,178	546,127	158,949	310,064	236,063	2,663,961	2,917,236	253,275	1,738,265	1,178,971
Grants and Entitlements	-	58,257	58,257	-	58,257	454,005	666,641	212,636	353,650	312,991
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	47,902	62,298	14,396	33,063	29,235	391,184	329,675	(61,509)	266,154	63,521
Fines & Fees	5,958	13,300	7,342	5,928	7,372	51,510	86,345	34,835	51,264	35,081
Interest Income	26,664	42,598	15,934	9,018	33,580	310,997	423,248	112,251	105,180	318,068
Miscellaneous Revenues	7,398	11,000	3,602	41,206	(30,206)	335,298	66,753	(268,545)	359,996	(293,243)
Total Revenues	1,212,684	1,528,015	315,331	1,186,756	341,259	5,480,081	6,017,046	536,965	4,233,422	1,783,624
Other Financing Sources	1,750	-	(1,750)	-	-	7,400	-	(7,400)	-	-
Transfers In	-	-	-	-	-	84,267	99,342	15,075	130,306	(30,964)
Total Other Financing Sources & Transfers In	1,750	-	(1,750)	-	-	91,667	99,342	7,675	130,306	(30,964)
Total Revenues and Other Financing Sources	\$ 1,214,434	\$ 1,528,015	\$ 313,581	\$ 1,186,756	\$ 341,259	\$ 5,571,748	\$ 6,116,388	\$ 544,640	\$ 4,363,728	\$ 1,752,660
Expenditures										
Building Safety	\$ 58,905	\$ 62,876	\$ 3,971	\$ 67,827	\$ (4,951)	\$ 374,089	\$ 353,227	\$ (20,862)	\$ 406,730	\$ (53,503)
Communications	55,144	39,662	(15,482)	32,996	6,666	321,814	184,631	(137,183)	192,559	(7,928)
Customer Service	19,094	16,838	(2,256)	21,490	(4,652)	113,750	108,923	(4,827)	122,591	(13,668)
Economic Development	31,975	48,988	17,013	31,975	17,013	266,312	247,906	(18,406)	247,906	-
Events & Venues	-	61,472	61,472	60,029	1,443	-	312,162	312,162	394,478	(82,316)
Executive	124,604	177,872	53,268	139,857	38,015	754,553	930,940	176,387	1,044,901	(113,961)
Finance & Administration	122,299	170,546	48,247	143,724	26,822	562,874	653,510	90,636	767,993	(114,483)
Human Resources	33,825	60,560	26,735	40,192	20,368	278,908	341,882	62,974	406,240	(64,358)
Information Technology	102,253	236,074	133,821	122,579	113,495	1,127,565	1,241,511	113,946	1,488,301	(246,790)
Municipal Court	33,861	57,594	23,733	35,359	22,235	267,766	242,818	(24,948)	253,559	(10,741)
Municipal Judges	8,491	10,101	1,610	8,774	1,327	49,506	48,789	(717)	50,417	(1,628)
Planning & Community Development	95,832	134,174	38,342	116,188	17,986	611,610	706,521	94,911	856,592	(150,071)
Police	724,433	1,170,900	446,467	835,767	335,133	4,468,194	4,878,571	410,377	5,617,927	(739,356)
Project Management	56,965	85,922	28,957	63,120	22,802	337,894	381,475	43,581	422,691	(41,216)
Public Services	226,019	340,392	114,373	280,707	59,685	1,234,562	1,473,247	238,685	1,829,715	(356,468)
Town Council	10,734	11,217	483	18,215	(6,998)	69,101	67,775	(1,326)	115,012	(47,237)
Town Wide	231,008	556,899	325,891	287,045	269,854	1,796,348	2,144,772	348,424	2,665,044	(520,272)
Total Expenditures	\$ 1,935,442	\$ 3,242,087	\$ 1,306,645	\$ 2,305,844	\$ 936,243	\$ 12,634,846	\$ 14,318,660	\$ 1,683,814	\$ 16,882,656	\$ (2,563,996)
Other Financing Uses										
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Transfers Out to Capital Improvements Program Fund	-	250,000	250,000	250,000	-	-	4,250,000	4,250,000	4,250,000	-
Total Transfers	-	250,000	250,000	250,000	-	-	4,250,000	4,250,000	4,250,000	-
Total Expenditures and Other Financing Uses	\$ 1,935,442	\$ 3,492,087	\$ 1,556,645	\$ 2,555,844	\$ 936,243	\$ 12,634,846	\$ 18,568,660	\$ 5,933,814	\$ 21,132,656	\$ (2,563,996)



Town of Bluffton
Actual Versus Budget
For Period Ending December 31, 2025

Section XI. Item #1.

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	Month of December 2025					Year-to-Date through December 31, 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Stormwater Utility Fee	\$ 166,867	\$ 170,856	\$ 3,989	\$ 152,270	\$ 18,586	\$ 202,129	\$ 220,172	\$ 18,043	\$ 184,448	\$ 35,724
Licenses & Permits										
NPDES Plan Review Fee	3,000	14,600	11,600	3,226	11,374	47,475	39,145	(8,330)	51,049	(11,904)
NPDES Inspection Fee	22,150	45,450	23,300	19,895	25,555	147,700	195,825	48,125	132,665	63,160
Total Licenses & Permits	25,150	60,050	34,900	23,121	36,929	195,175	234,970	39,795	183,714	51,256
Total Revenues	192,017	230,906	38,889	175,391	55,515	397,304	455,142	57,838	368,162	86,980
Other Financing Sources										
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	\$ 192,017	\$ 230,906	\$ 38,889	\$ 175,391	\$ 55,515	\$ 397,304	\$ 455,142	\$ 57,838	\$ 368,162	\$ 86,980
Expenditures										
Watershed Management	\$ 82,090	\$ 167,699	\$ 85,609	\$ 233,209	\$ (65,510)	\$ 575,190	\$ 1,096,448	\$ 521,258	\$ 1,634,052	\$ (537,604)
Total Expenditures	82,090	167,699	85,609	233,209	(65,510)	575,190	1,096,448	521,258	1,634,052	(537,604)
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Transfers Out to General Fund	-	-	-	-	-	-	-	-	-	-
Transfer Out to Debt Service	-	-	-	-	-	65,525	61,400	(4,125)	64,806	(3,406)
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	65,525	61,400	(4,125)	64,806	(3,406)
Total Expenditures and Other Financing Uses	\$ 82,090	\$ 167,699	\$ 85,609	\$ 233,209	\$ (65,510)	\$ 640,715	\$ 1,157,848	\$ 517,133	\$ 1,698,858	\$ (541,010)



Town of Bluffton
Actual Versus Budget
For Period Ending December 31, 2025

Section XI. Item #1.

	Month of December 2025					Year-to-Date through December 31, 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes										
Real & Personal Property Tax (TIF)	\$ 445,195	\$ 495,553	\$ 50,358	\$ 434,993	\$ 60,560	\$ 446,150	\$ 601,792	\$ 155,642	\$ 435,926	\$ 165,866
GO Bond Debt Service Property Tax	38,463	41,428	2,965	40,404	1,024	61,728	80,193	18,465	64,843	15,350
Total Property Tax	483,658	536,981	53,323	475,397	61,584	507,878	681,985	174,107	500,769	181,216
Licenses & Permits										
Municipal Improvement District Fee	23,878	24,227	349	23,624	603	26,694	32,399	5,705	26,410	5,989
Interest Income	6,255	1,609	(4,646)	4,036	(2,427)	54,721	16,499	(38,222)	35,304	(18,805)
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-
Total Revenues	513,791	562,817	49,026	503,057	59,760	589,293	730,883	141,590	562,484	168,399
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Total Revenues and Other Financing Sources	\$ 513,791	\$ 562,817	\$ 49,026	\$ 503,057	\$ 59,760	\$ 654,818	\$ 792,283	\$ 137,465	\$ 623,884	\$ 168,399
Expenditures										
Series 2014 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 896,386	\$ 919,815	\$ 23,429	\$ 919,815	\$ -
Interest	-	-	-	-	-	23,429	11,866	(11,563)	11,866	-
Series 2022 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-	-	-	-	-
Series 2020 GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	61,025	54,650	(6,375)	54,650	-
Series 2020A GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	1,046,365	1,047,731	1,366	1,047,731	-
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	1,900,000	1,900,000	-	1,900,000	1,400,000	1,900,000	500,000	2,776,358	(876,358)
Total Transfers	-	1,900,000	1,900,000	-	1,900,000	1,400,000	1,900,000	500,000	2,776,358	(876,358)
Total Expenditures and Other Financing Uses	\$ -	\$ 1,900,000	\$ 1,900,000	\$ -	\$ 1,900,000	\$ 2,446,365	\$ 2,947,731	\$ 501,366	\$ 3,824,089	\$ (876,358)



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending December 31, 2025

	YTD Estimated	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Economic Development						
Buckwalter Place Multi-County Commerce Park Phase 2	\$ 114,979	\$ 1,514,455	(505,391)	\$ 1,009,064	\$ 894,085	11.4%
Total Economic Development						
Facilities						
Town Hall Improvements	11,495	-	14,380	14,380	2,885	79.9%
Squire Pope Carriage House	22,221	-	51,805	51,805	29,584	42.9%
Law Enforcement Center Facility Improvements	-	195,000	(36,076)	158,924	158,924	0.0%
Sarah Riley Hooks Cottage	485,894	1,162,350	435,401	1,597,751	1,111,857	30.4%
Town Facilities ADA Compliance Plan	-	100,000	-	100,000	100,000	0.0%
New Riverside Barn Park Event Lawn Pavilion - NEW	473,318	111,500	960,000	1,071,500	598,182	44.2%
New Riverside Barn Park Public Service Building - NEW	5,691	99,000	-	99,000	93,309	5.7%
Public Service Building Expansion & Watershed Facility - NEW	-	201,000	-	201,000	201,000	0.0%
Oscar Frazer Park Pavilion - NEW	3,000	-	195,000	195,000	192,000	1.5%
Total Facilities	1,001,619	1,868,850	1,620,510	3,489,360	2,487,741	28.7%
Housing						
Affordable Housing Project	360,569	740,816	489,580	1,230,396	869,827	29.3%
Total Housing	360,569	740,816	489,580	1,230,396	869,827	29.3%
Information Technology Infrastructure						
Community Safety Cameras Phase 6	1,879	139,200	-	139,200	137,321	1.3%
Network Improvements	14,356	35,000	26,712	61,712	47,356	23.3%
Total Parks	16,235	174,200	26,712	200,912	184,677	8.1%
Land						
Land Acquisition	7,135,126	9,709,302	3,960,000	13,669,302	6,534,176	52.2%
Total Land	7,135,126	9,709,302	3,960,000	13,669,302	6,534,176	52.2%
Parks						
Park Improvements	88,668	60,000	65,000	125,000	36,332	70.9%
Oyster Factory Park	104,610	973,502	-	973,502	868,892	10.7%
New Riverside Park/Barn Site	617,086	2,142,000	(1,322,399)	819,601	202,515	75.3%
New River Trail	1,186,759	3,661,787	1,247,733	4,909,520	3,722,761	24.2%
Buckwalter Place Park Improvements	75,340	1,350,859	91,585	1,442,444	1,367,104	5.2%
Buck Island - Simmonsville Neighborhood Park - NEW	-	198,500	-	198,500	198,500	0.0%
Public Art	43,308	100,000	141,440	241,440	198,132	17.9%
New Riverside Barn Park Phase 2 Trail & Disc Golf - NEW	11,634	135,000	-	135,000	123,366	8.6%
Total Parks	2,127,405	8,621,648	223,359	8,845,007	6,717,602	24.1%
Roads						
Pathway Pedestrian Safety Improvements	170,858	460,235	115,182	575,417	404,559	29.7%
Calhoun Street Streetscape	17,847	427,230	89,593	516,823	498,976	3.5%
Wharf Street Lighting	-	69,500	175,060	244,560	244,560	0.0%
Boundary Street Streetscape	-	-	23,224	23,224	23,224	0.0%
Boundary Street Streetscape	15,510	3,359,250	(464,038)	2,895,212	2,879,702	0.5%
Townwide Wayfinding Signage System	-	-	72,238	72,238	72,238	0.0%
Historic District Overhead Power Conversion	-	74,000	(13,200)	60,800	60,800	0.0%
Ghost Roads	228	376,000	(53,784)	322,216	321,988	0.1%
Washington Square Connector	2,415	-	261,940	261,940	259,525	0.9%
Total Roads	206,858	4,766,215	206,215	4,972,430	4,765,572	4.2%
Stormwater and Sewer						
Sewer Connections Policy	35	459,046	150,189	609,235	609,200	0.0%
Historic District Sewer Extension Phase 4	151,736	575,760	3,079	578,839	427,103	26.2%
Historic District Sewer Extension Phase 5	208,875	183,920	332,859	516,779	307,904	40.4%
Historic District Sewer Extension Phase 6	153,508	201,700	442,776	644,476	490,968	23.8%
Bridge Street Streetscape	32,431	1,593,313	118,040	1,711,353	1,678,922	1.9%
Comprehensive Drainage Plan Improvements	-	84,500	121,500	206,000	206,000	0.0%
May River Action Plan Impervious Restoration/Water Quality Project	-	-	15,000	15,000	15,000	0.0%
Stoney Crest Campground/Old Palmetto Bluff Rd	962,603	1,352,432	-	1,352,432	389,829	71.2%
Pritchard Street Drainage Improvements	29,029	1,224,366	1,318,634	2,543,000	2,513,971	1.1%
Total Stormwater and Sewer	1,538,217	5,675,037	2,502,077	8,177,114	6,638,897	18.8%
Total CIP Expenditures	\$ 12,501,008	\$ 33,070,523	\$ 8,523,062	\$ 41,593,585	\$ 29,092,577	30.1%

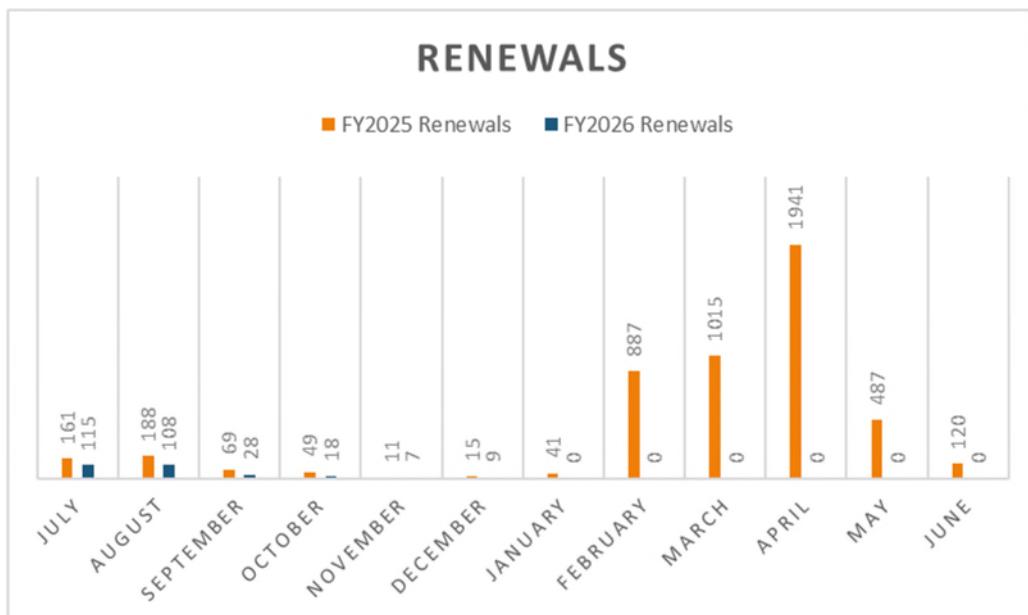
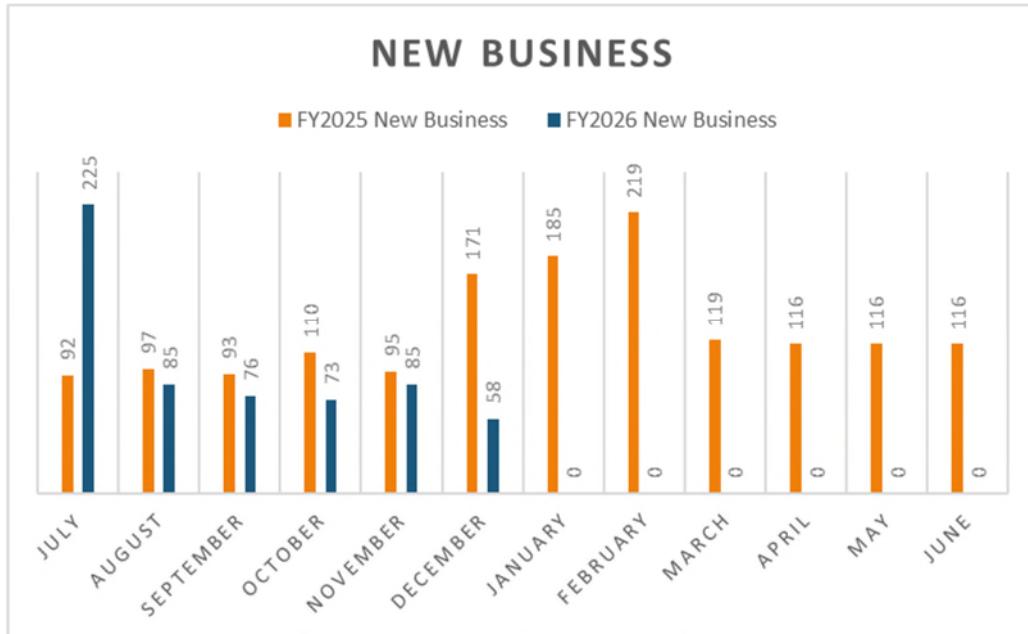


Town of Bluffton
Special Revenue Accounts
For Period Ending December 31, 2025

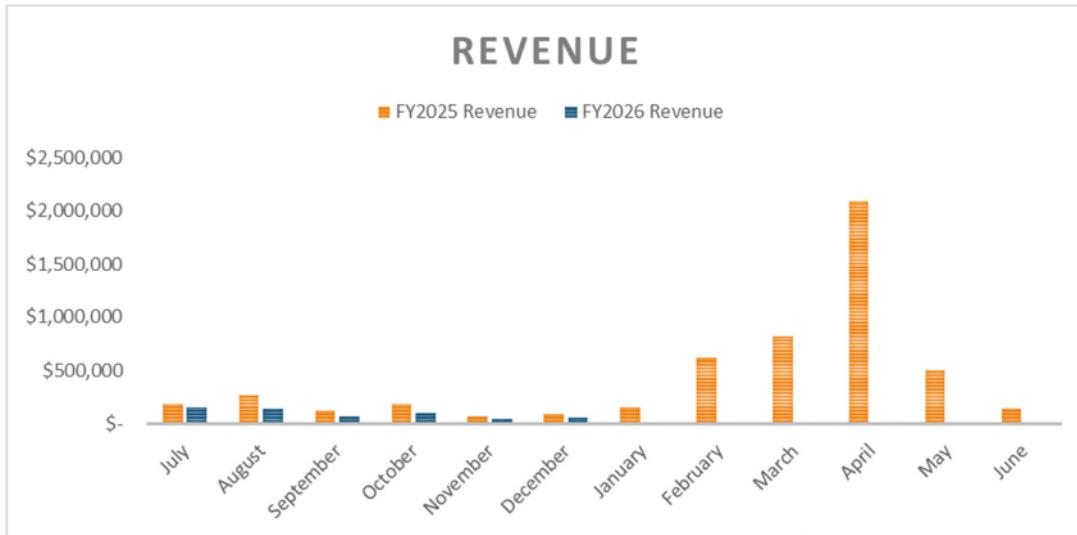
	JUL	AUG	SEP	OCT	NOV	FY2026						Original Estimate		
Revenues						DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
State Accommodations Tax	512	616	659	542	280,235	483							283,047	1,097,875
Local Accommodations Tax	2,117	164,745	133,309	118,983	195,878	173,927							788,959	1,322,792
Hospitality Tax	4,562	336,180	358,387	355,891	379,408	400,676							1,835,104	4,261,955
Total Revenues	7,191	501,541	492,355	475,416	855,521	575,086	-	-	-	-	-	-	2,907,110	6,682,622
	JUL	AUG	SEP	OCT	NOV	FY2025						Original Estimate		
Revenues						DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
State Accommodations Tax	1,571	1,830	1,559	1,417	271,078	697	632	290,058	673	664	174,809	549	435,462	1,180,999
Local Accommodations Tax	2,700	60,640	138,169	122,416	194,338	192,218	129,925	55,057	93,013	177,747	230,699	217,123	191,598	1,805,643
Hospitality Tax	8,468	281,963	305,218	314,531	351,835	411,775	348,925	294,270	311,950	420,178	370,020	422,794	392,612	4,234,539
Total Revenues	12,739	344,433	444,946	438,364	817,251	604,690	479,482	639,385	405,636	598,589	775,528	640,466	1,019,672	7,221,181
	JUL	AUG	SEP	OCT	NOV	FY2026 VS FY2025 (more / less)						Original Estimate		
Revenues						DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
State Accommodations Tax	(1,059)	(1,214)	(900)	(875)	9,157	(214)								(897,952)
Local Accommodations Tax	(583)	104,105	(4,860)	(3,433)	1,540	(18,291)								(1,016,684)
Hospitality Tax	(3,906)	54,217	53,169	41,360	27,573	(11,099)								(2,399,435)
Total Revenues	(5,548)	157,108	47,409	37,052	38,270	(29,604)	-	-	-	-	-	-	-	(4,314,071)
	JUL	AUG	SEP	OCT	NOV	FY2024						Original Estimate		
Revenues						DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
State Accommodations Tax	1,533	1,721	1,963	237,553	1,773	2,006	249,085	1,857	2,041	161,350	1,868	1,570	457,086	1,121,406
Local Accommodations Tax	5,551	152,136	108,061	124,885	176,611	171,277	117,868	70,760	89,999	183,177	210,129	186,173	269,837	1,866,464
Hospitality Tax	54,512	340,435	282,100	283,048	355,917	349,776	385,693	223,058	314,287	383,243	392,360	423,103	345,958	4,133,490
Total Revenues	61,596	494,292	392,124	645,486	534,301	523,059	752,646	295,675	406,327	727,770	604,357	610,846	1,072,881	7,121,360
	JUL	AUG	SEP	OCT	NOV	FY2025 VS FY2024 (more / less)						Original Estimate		
Revenues						DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
State Accommodations Tax	38	109	(404)	(236,136)	269,305	(1,309)	(248,453)	288,201	(1,368)	(160,686)	172,941	(1,021)	(21,624)	59,593
Local Accommodations Tax	(2,851)	(91,496)	30,108	(2,469)	17,727	20,941	12,057	(15,703)	3,014	(5,430)	20,570	30,950	(78,239)	(60,821)
Hospitality Tax	(46,044)	(58,472)	23,118	31,483	(4,082)	61,999	(36,768)	71,212	(2,337)	36,935	(22,340)	(309)	46,654	101,049
Total Revenues	(48,857)	(149,859)	52,822	(207,122)	282,950	81,631	(273,164)	343,710	(691)	(129,181)	171,171	29,620	(53,209)	99,821
	JUL	AUG	SEP	OCT	NOV	FY2023						Original Estimate		
Revenues						DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
State Accommodations Tax	400	468	509	256,141	783	897	229,281	916	1,155	145,283	1,388	1,466	484,835	1,123,522
Local Accommodations Tax	614	173,603	126,868	137,517	152,941	158,074	114,639	63,354	83,215	24,975	331,683	187,863	176,432	1,731,779
Hospitality Tax	4,685	255,181	281,079	312,591	335,754	307,857	291,337	235,565	310,100	87,619	491,342	352,679	405,875	3,671,664
Total Revenues	5,699	429,252	408,456	706,249	489,478	466,828	635,257	299,835	394,471	257,876	824,412	542,009	1,067,142	6,526,964
	JUL	AUG	SEP	OCT	NOV	FY2024 VS FY2023 (more / less)						Original Estimate		
Revenues						DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
State Accommodations Tax	1,133	1,253	1,454	(18,588)	990	1,109	19,804	941	886	16,067	480	104	(27,749)	(2,116)
Local Accommodations Tax	4,937	(21,467)	(18,807)	(12,632)	23,670	13,203	3,229	7,406	6,784	158,202	(121,554)	(1,690)	93,405	134,685
Hospitality Tax	49,827	85,254	1,021	(29,543)	20,163	41,919	94,356	(12,507)	4,187	295,624	(98,982)	70,424	(59,917)	461,826
Total Revenues	55,897	65,040	(16,332)	(60,763)	44,823	56,231	117,389	(4,160)	11,856	469,894	(220,055)	68,837	5,739	594,396

Business License Statistics:

Business License applications for FY2026 through December total 887 (602 new business and 9 renewals) compared to FY2025's total of 1,151 (658 new business and 493 renewals).



Business license renewals reflect a decrease of 40% or 6 and revenue collections decreased 86% or \$38,682 for the month of December when compared to last year as more businesses renewed timelier this year. In contrast, business license revenue generated through permits increased by 22% or \$9,824.



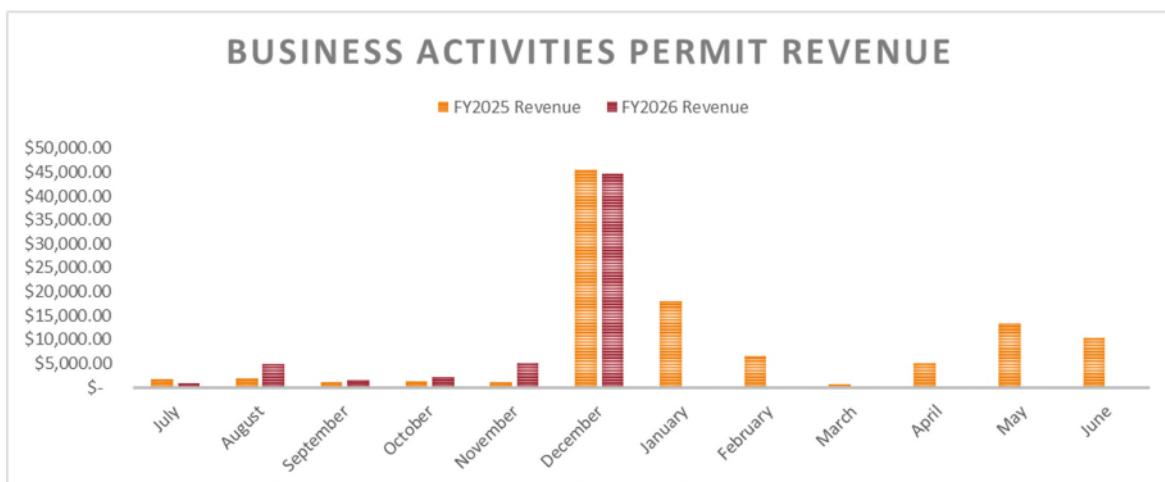
The amended ordinance that went into effect January 1st, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2025 business license renewals, there were five hundred, nineteen (519) renewals eligible for an incentive.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	196	\$ 4,844,151	\$ 7,250
20%	229	8,218,746	56,973
40%	185	13,954,412	94,8241
CAP	13	266,898,685	367,573
2+	300	9,923,607	12,618
Grand Total	923	303,839,601	\$ 539,235

Rate Class	Number of Businesses	Total Incentive Amount
1	141	\$ 144,035
2	24	3,564
3	48	2,699
4	106	87,335
5	55	52,852
7	498	12,072
8.1	48	218,918
8.6	1	138
9.3	2	17,622
Grand Total	923	\$ 539,235

Included in the Business License Revenue are permits for both Mobile Vending and Short-Term Rental.

- Mobile Vending Permit (MVP): \$400 for a calendar year
 - Two (2) MVPs issued in December
 - Forty-six (46) are compliant
 - Zero are non-compliant
 - One (1) is in-process
 - There are forty-seven (47) identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
 - One hundred, twenty-nine (129) STRPs issued in December
 - Four (4) for 2025
 - One hundred, twenty-five (125) for 2026
 - Two hundred and sixty-one (261) STRPs are compliant with a permit
 - Twenty-two (22) are non-compliant
 - Eight (8) are in-process
 - There are two hundred and ninety-one (291) properties identified



Grant Program / Name	Federal/ State/ Other	Grant #	Town Project Description	Department	Status	Amount Funded by Grant	Town's Match	Total Project Amount	Date of Award	Grant Start Date	Grant Expiration
South Carolina Infrastructure Investment Program (SCIIP)	Federal	A-23-C015	Stoney Crest area septic to sewer; local match split equally among Town, Beauf.Co, and BJWSA.	Stormwater	AWARDED TO BJWSA	\$ 5,925,000.00	\$1,975,000 divided equally among Town, County, and BJWSA	\$ 7,900,000.00	04/27/23	04/24/23	6/1/2026
American Rescue Plan Act (ARPA) grant from the State and Local Fiscal Recovery Fund (SLFRF)	Federal	SLT-5134	coronavirus recovery, Entitlement community with Tier 5 reporting	Finance	Active	\$ 1,982,471.00	none	\$ 1,982,471.00	05/27/21	03/03/21	obligated by 12/31/2024 expended by 12/31/2026
Nonpoint Source Implementation Program - Section 319(h) of the Clean Water Act	Federal	EQ-3-544	May River Watershed Action Plan, Phase VI stormwater retrofit (Pritchard St)	Stormwater / CIP	Active	\$ 124,577.00	\$ 83,398.00	\$ 207,975.00	11/16/22	11/16/22	7/12/2026 Extension
Nonpoint Source Implementation Program - Section 319(h) - Clean Water Act	Federal	EQ-4-318	May River Phase VII - HD Sewer Phases 4-6	CIP	Active	\$ 529,850.00	\$ 367,920.00	\$ 897,770.00	6/16/2023	2/29/2024	9/30/2027
FY24 COPS Technology and Equipment Program Invitational Solicitation	Federal	15JCOPS-24-GG-0229	equipment for PD	Police	Active	\$ 1,348,000.00	none	\$ 1,348,000.00	9/30/2024	3/9/2024	3/31/2026
FY23 State and Local Cybersecurity Grant Program	Federal	23SLCGP14	cybersecurity project	IT	Active	\$ 79,500.00	\$ 15,900.00	\$ 95,400.00	6/18/2025	6/1/2025	5/31/2026
State of South Carolina and Subrecipient Public Assistance Funding - Hurricane Helene	Federal	Agreement A47118	4829, Helene	Exec	Active	\$ 99,209.56	none; state match	\$ 113,773.84	4/15/2025	9/29/2024	until FEMA closes
State of South Carolina and Subrecipient Public Assistance Funding - Tropical Storm Debby	Federal	Agreement 6882F6	4835, Debby	Exec	Active	\$ 70,517.87	none; state match	\$ 92,554.69	4/18/2025	9/29/2024	until FEMA closes

FY24 State Appropriation Act	State	none	New River Linear Trail	CIP	Active	\$ 2,000,000.00	\$ 705,172.00	\$ 2,705,172.00	10/16/2023	10/16/2023	10/15/2026
National Opioid Guaranteed Political Subdivision Subfund	State	none	Opioid settlement money	Police	Active	\$ 30,400.00	none	\$ 30,400.00	7/15/2024	7/1/2024	6/30/2025
South Carolina Power Team Site Readiness Fund (SRF) Grant	Local	n/a	economic development for Buckwalter MCIP, Building A	Exec	Active	\$ 1,000,000.00	\$ 2,715,365.00	\$ 4,045,365.00	6/25/2024	11/13/2024	12/31/2025
FY25 State Appropriation Act	State	none	K9 program	Police	Active	\$ 50,000.00	none	\$ 50,000.00	7/24/2024	7/1/2024	6/15/2026
State of South Carolina and Subrecipient Public Assistance Funding - Hurricane Helene	State	Agreement A47118	4829, Helene	Exec	Active	\$ 14,564.28	none	see Federal project	4/15/2025	9/29/2024	until FEMA closes
State of South Carolina and Subrecipient Public Assistance Funding - Tropical Storm Debby	State	Agreement 6882F6	4835, Debby	Exec	Active	\$ 22,036.82	none	see Federal project	4/18/2025	9/29/2024	until FEMA closes
School Safety Program FY26 (School Resource Officer)	State	SR-018-C0702-26	continued funding for six SROs in FY26	Police	Active	\$ 540,346.00	none	\$ 540,346.00	7/28/2025	7/1/2025	6/30/2026
Palmetto Pride Tree Grant	Local/Non-Profit	none	Tree grant for 257 trees	Public Works	Active				9/30/2025	10/1/2025	9/30/2026
Sarah Riley Hooks Cottage Restoration	Local	25S-015-06102025	ATAX award for Sarah Riley Hooks Cottage	CIP	Active	\$ 257,304.00	\$ 600,000.00	\$ 857,680.00	7/16/2025	6/1/2025	5/31/2026
\$ 8,148,776.53											

Hazard Mitigation Grant Program	Federal		Historic District drainage	Watershed	pre-app approved 5/5/25; full application due 8/29/25	\$ 287,625.00	\$ 95,875.00	\$ 383,500.00			
National Coastal Resiliency Fund	private non-profit but this money is primarily Federal.		Planning Assessment for Wetlands Mitigation	Watershed	full application due 7/18/25; determination by 12/2025; awards between March and June 2026.	\$ -	\$ -	\$ -			Did not get funded- 12/3/25
Land and Water Conservation Fund	Federal		New Riverside Barn Park Phase 2	CIP	pre-app filed 9/11; full app due 12/5	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00			
Relentless Challeneg Grant	State		DRCI- Smart Growth for Bluffton: Expanding and Attracting Business	DRCI	Application submitted; Decision expected December 2025	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00			

	As of December 2025					
	Bluffton Police Department Benevolence Fund		Mayor's Stay Safe Bluffton Scholarship Fund		Town of Bluffton Parks & Public Art Fund	
	FY through Dec. 2025		FY through Dec. 2025		FY through Dec. 2025	
Beginning Balance	\$ 140,373.45	\$ 139,272.80	\$ 30,901.12	\$ 25,473.25	\$ 3,988.34	\$ 3,945.09
Contributions & Investment Activity						
Contributions to Fund	\$ 500.00	\$ 600.00	\$ 554.64	\$ 5,846.92	\$ 15,000.00	\$ 15,000.00
Interest & Dividend Income	49.45	952.80	11.01	183.46	4.98	30.59
Investment Income & Losses	160.85	782.48	35.84	162.11	16.18	33.82
Total Contributions & Investment Activity	710.30	2,335.28	601.49	6,192.49	15,021.16	15,064.41
Expenses						
Distributions - Grants	-	-	-	-	-	-
Distributions - Program Expenses	-	-	-	-	-	-
Fees - Administrative & Investment	526.01	1,050.34	113.09	212.42	0.01	-
Fees - Credit Card Processing	-	-	13.14	76.94	-	-
Total Expenses	526.01	1,050.34	126.23	289.36	0.01	-
Net Change to Fund Balance	\$ 184.29	\$ 1,284.94	\$ 475.26	\$ 5,903.13	\$ 15,021.15	\$ 15,064.41
Pending Contributions						
Total Pending Contributions	\$ -		\$ -		\$ -	
Pending Expenses						
Total Pending Expenses		-		-		-
Projected Ending Balance	<u><u>\$ 140,557.74</u></u>		<u><u>\$ 31,376.38</u></u>		<u><u>\$ 19,009.50</u></u>	

TOWN COUNCIL**STAFF REPORT****Human Resources Department**

MEETING DATE:	February 10, 2026
PROJECT:	January 2026 Activity Report
PROJECT MANAGER:	Anni Evans, Director of Human Resources

Human Resources Summary:**New Hire: 2**

Hannah Bakels
 Customer Service Representative
 Start date: January 8, 2026
 Department: Growth Management

Hannah Quast
 Title: Stormwater Technician
 Start date: January 22, 2026
 Department: Watershed

Exits: 1

Nicole Wright
 Title: Stormwater Technician
 Exit date: January 9, 2026
 Department: Watershed

Lilia Anthony
 Title: Police Corporal
 Exit date: January 5, 2026
 Department: Police

Interns Exit: 2

Zoe Stevenson
 Exit date: January 9, 2026
 Department: Events and Venues

Peyton Chrjapin
 Exit date: January 21, 2026
 Department: Public Services

Promotions: 2

Andrea Moreno
 Title: Watershed Management Division Manager
 Date: January 8, 2026

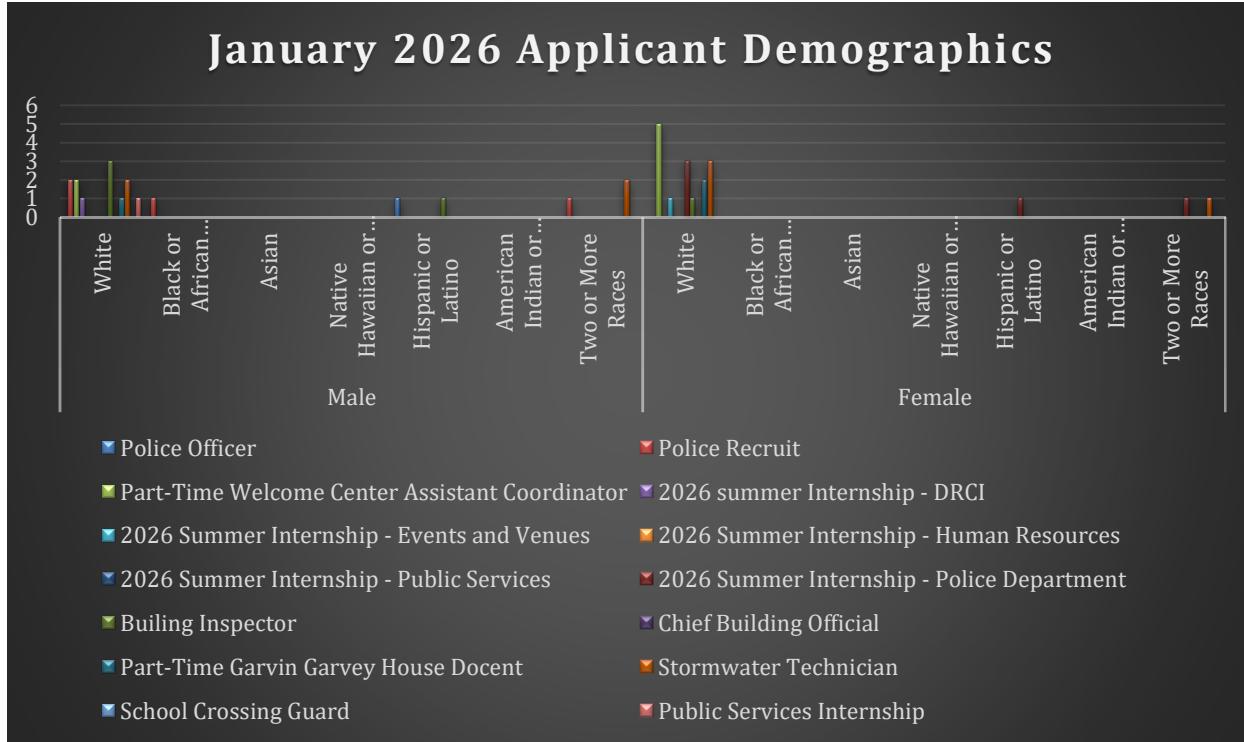
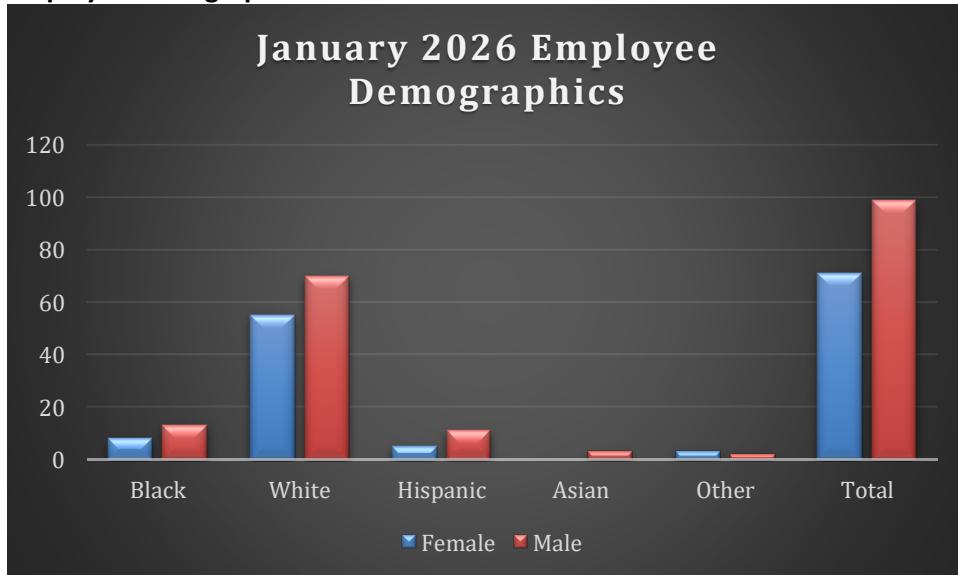
Beth Lewis
 Title: Watershed Resilience Manager
 Date: January 8, 2026

Jobs posted:

Police Officer
 Police Recruit
 Building Inspector
 PT Garvin Garvey Docent
 Chief Building Official
 Crossing Guard

Summer Intern opportunities
 Stormwater Technician

- Birthday/Anniversary Celebration – 1/21/26 trail mix bar
- January Wellness Events:
 - Email campaigns for:
 - Cervical Cancer Awareness Month
 - Blood drive – Blood Donor Awareness Month
- USC – Public Safety Career Fair, Columbia, SC: 1/29
- Annual Performance Evaluations due 1/30

Candidate demographics:**Employee demographics:**

TOWN COUNCIL**STAFF REPORT**
Municipal Court Department

MEETING DATE:	February 10, 2026
PROJECT:	December Activity Report
PROJECT MANAGER:	Lisa Cunningham, Clerk of Court

Court Summary

Town of Bluffton Municipal Court convenes every Tuesday morning. In December 2025 a total of three morning sessions. The Municipal Court currently has 345 cases pending which is a combination of 274 criminal/traffic cases, 39 jury trial requests, and 32 defendants enrolled in alternative programs.

Indigent Defense cases

Town of Bluffton currently contracts with the Law Office of Carol Miller to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 32 pending as of December 2025.

Alternative Programs

Defendants are sometimes offered the opportunity to complete Alternative Programs in lieu of convictions on their traffic and/or criminal record.

There are currently 13 active participants in the Conditional Discharge Program. The Conditional Discharge Program requires the completion of 40 hours of community service as well as a drug and alcohol program. Participants must also pay a program fee of \$150.00 upon completion.

There are currently 11 active participants in the Alive@25 classes which are offered through the National Safety Council. Alive@25 classes are for traffic offenders under 25 years of age who have never had a traffic infraction and the current charge pending carries no more than 4 points.

Traffic Education Program referred to as TEP has 1 active participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

Alcohol Education Program referred to as AEP has 0 active participants. AEP is only inclusive for alcohol related charges such as minor in possession of alcohol or false identification for

offenders between the ages of 17-21. AEP costs \$250.00 plus the cost of online driving class and alcohol education classes.

Pre-Trial Intervention referred to as PTI has 7 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 plus the cost of online driving class, counseling and/or drug testing.

TEP, AEP, and PTI are directly managed through the Solicitors office. The Court provides a referral and the Solicitors Office provides a completion or termination report upon completion date.



Town of Bluffton Municipal Court

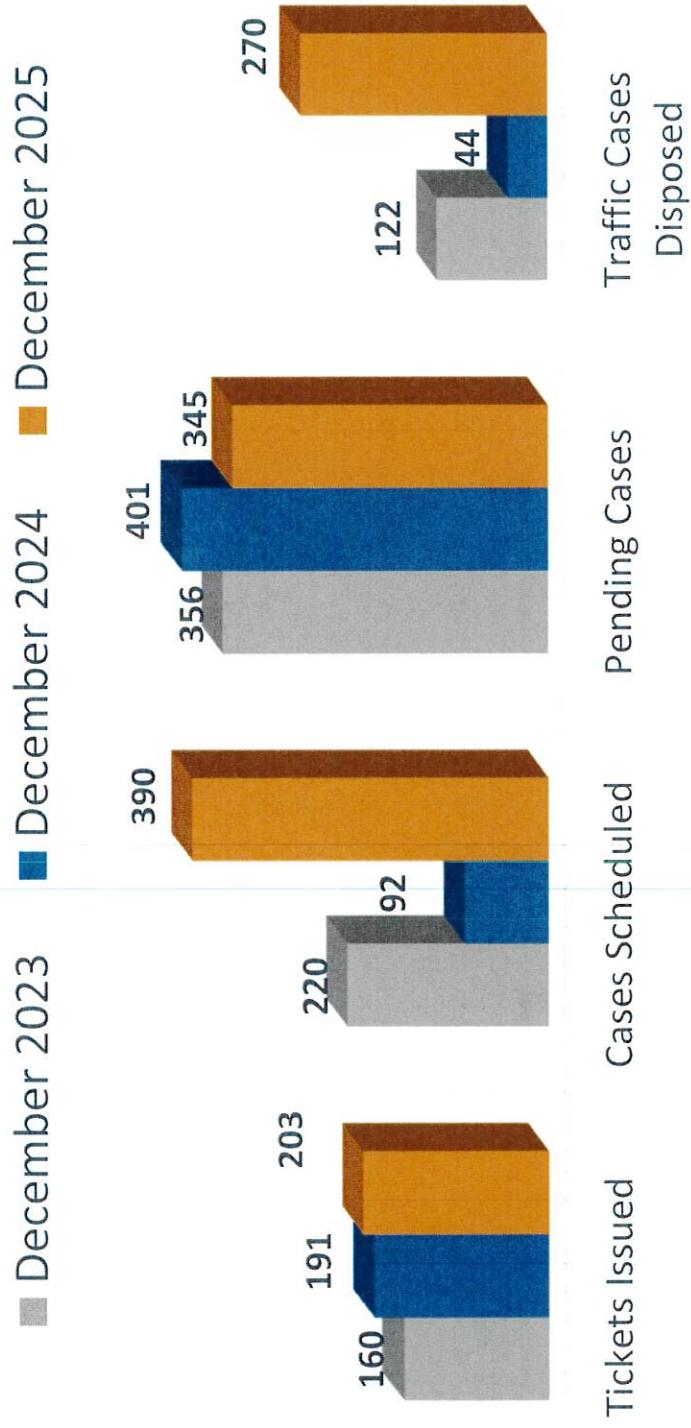
Statistics for December 2025

Presented by:

Lisa Cunningham, Clerk of Court

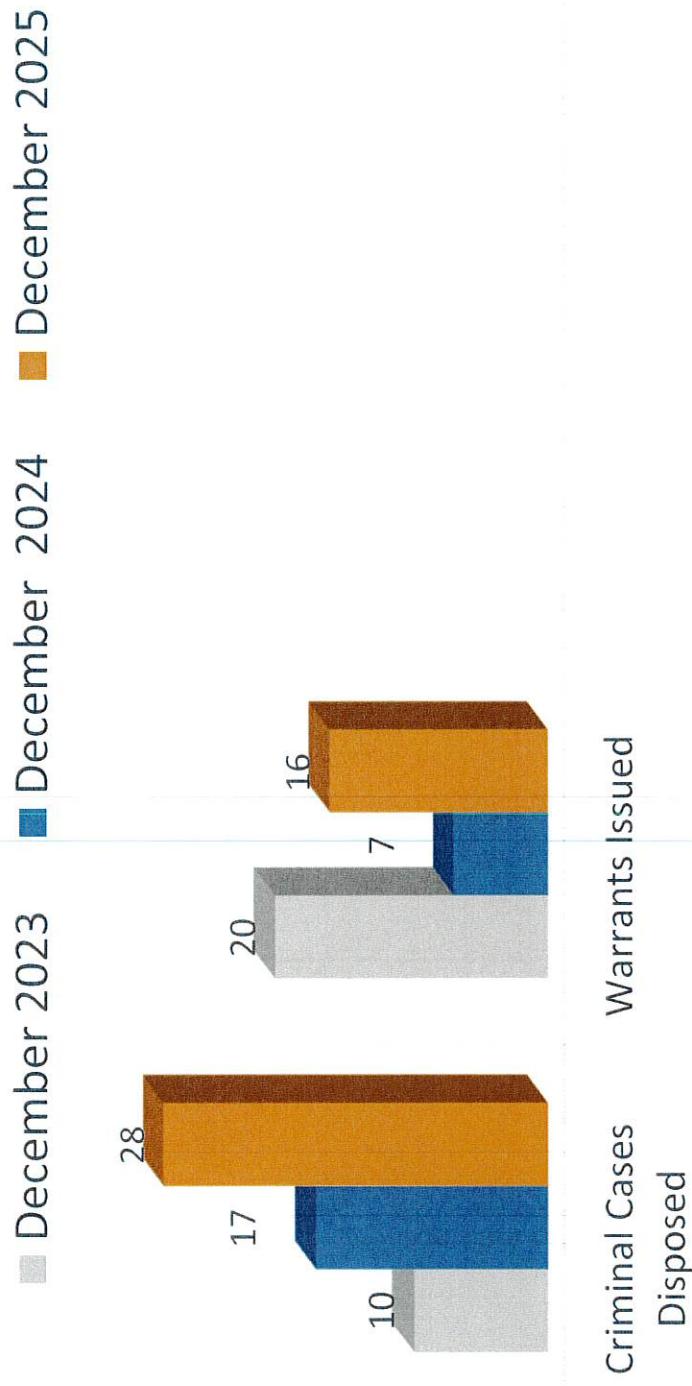


Town of Bluffton Municipal Court



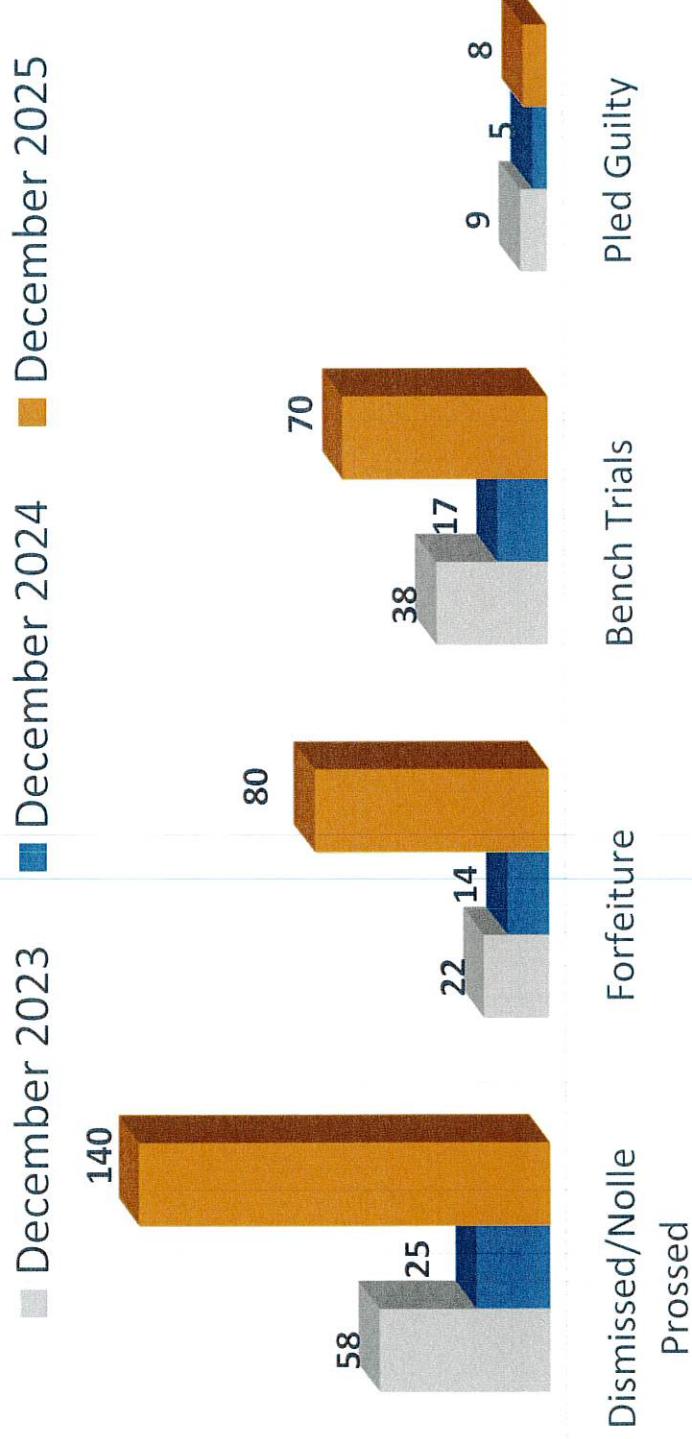


Town of Bluffton Municipal Court





Town of Bluffton Municipal Court





Town of Bluffton Municipal Court

Terminology

- **Disposition** the ruling of the court, the final outcome of the violation.
- **Dismissed** no prosecution because either a program was completed, or motion granted.
- **Nolle Prosequi** the prosecutor or officer did not wish to prosecute the case.
- **Forfeiture** the bond was posted, and defendant did not appear for court, so it was converted to a fine.
- **Guilty Bench Trial** the Judge ruled in favor of the State.
- **Not Guilty Bench Trial** the Judge ruled in favor of the Defendant.
- **Pled Guilty** the defendant did not contest the violations.
- **Disposed** the case is no longer pending and a disposition has been indicated.
- **Pending** the cases awaiting trial or currently enrolled in a program

TOWN COUNCIL**STAFF REPORT**
Projects and Watershed Resilience Department

MEETING DATE:	February 10, 2026
SUBJECT:	Projects and Watershed Resilience Department Monthly Report
PROJECT MANAGER:	Kimberly Washok-Jones, Department Director

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE**Administrative Update**

- Preparing budgets for FY27 Operating expenses and CIP project data sheets.

FACILITIES**1. Law Enforcement Center Facility Improvements**

- No activity - pending Council direction from Creech's space needs analysis study.

2. Sarah Riley Hooks Cottage

- Framing and roofing are **complete**. Insulation and siding are underway.
- Received site development bids on 1/21/26.

- **Next Steps:**

- Continue cottage reconstruction through FY26.
- Review bids and submit contract to TC for approval in February 2026.

3. New Riverside Barn Park – Public Services Building

- Architectural Plans, Site Development Plans and easements are **complete**.

- **Next Steps:**

- Complete structural design and permitting in FY26.
- Prepare bid solicitations in Spring 2026 for building and site development construction.

4. New Riverside Barn Park – Event Lawn Pavilion

- Vertical construction is underway.

- **Next Steps:**

- Construction is planned to be completed in February 2026.

5. Public Services Expansion and New Watershed Facility

- Obtained wetland surveys to evaluate developable land for expansion.

HOUSING**1. Town of Bluffton Affordable Housing Project – The May**

- WorkForce State of Mind partnership to construct 12 units at 1095 May River Rd.
- Workforce State of Mind states construction to be complete in the 1st quarter of 2026.

- **Next Steps:**

- Staff reviews applications for payment.

PARKS

1. Park Improvements

- DuBois Park swing/shade and turf replacement **complete**.

2. Oyster Factory Park

- Pavilion repairs complete.
- Architect working on CDs of restroom expansion.

• Next Steps:

- Complete plans and bid packages for the restroom expansion.

3. Oscar Frazier Park

- Splash Pad warranty repairs and resurfacing of splash pad perimeter deck are **complete**.

4. New Riverside Barn Park – Phase 2 Trails & Disc Golf

- Preliminary and engineering design and permitting for the Phase 2 trails is **complete**.

• Next Steps:

- Prepare solicitation for Phase 2 trails in March 2026 with construction in Summer 2026.
- Public Services to begin selective clearing for disc golf course in February.

5. New River Linear Trail

- BPD enforcing no trespassing until construction is completed in summer 2026.
- Construction of Bridges 2 and 3 and Four Seasons boardwalk connection are **complete**.

• Next Steps:

- Construction of Bridge 1 to be completed February 2026.
- Pier construction to start February 2026.

6. Buckwalter Place Park Improvements

- Hilton Head Landscape has begun construction of Phase 2 and 3 site improvements.
- Trellis swing, misting station and art area retaining wall layouts **complete**.

• Next Steps:

- Public Art Committee considering options.
- Submittals and permitting in progress for pavilions, shade sails, outlet pedestals, etc.

STORMWATER & SEWER

1. Historic District Sewer Extension Phases 4 through 6 – Lawrence, Green and Water Streets

- Main line sewer construction and as-builts for HD Sewer are **complete**.

• Next Steps:

- BJWSA approved testing of main line system. Awaiting permit to operate from DES.
- Begin service connections and Pump Stations.

2. Comprehensive Drainage Plan Improvements

- Draft Engineering Report for Crooked Cove review **completed** and comments provided.

• Next Steps:

- Guerrard Cove Engineering Report submittal.
- Scope of work for RFQu completed for Rose Dhu Creek drainage area. Internal comments provided and being evaluated/incorporated for posting of RFQu.
- SCEMD HMCP Grant Application for Huger/Verdier Cove Watershed Study pending.

3. May River Watershed Action Plan Impervious Restoration Water Quality Projects

- Preliminary Design of 9 participating sites **complete**.

- 15 additional sites concept plan development near completion.

• Next Steps:

- Finalize Impervious Restoration Program Policy Document.
- Collaborate with Director of Procurement for BCSD and private owners' agreement to

construct impervious restoration projects at school sites.

4. Stoney Creek/Palmetto Bluff Sewer Partnership

- BJWSA is the Project Manager as RIA-SCIP grant recipient; updates can be found [here](#).

ROADS

1. Pathway Pedestrian Safety Improvements

- Completed** Historic District for ADA compliance; May River Road RRFB SCOT encroachment permits and pavement markings.
- New Riverside easement donation approved at 12/9/25 Town Council.
- May River Road pavement markings **complete**.
- Wharf Street RRFB installation **complete**.
- Next Steps:**
 - Installation of Calhoun and Thomas Heyward Street RRFBs scheduled for February 2026.
 - The design of Bluffton Road crosswalk and bumpout designs at State of Mind and Dr. Mellichamp for SCOT review continues.
 - New Riverside Rd. crossing design awaiting developer and POA approval.
 - Phase 3 additional design of 30 locations continues. Working with SROs and school officials for crossings near schools.

2. Bridge Street Streetscape

- Completed** lighting plan, IT fiber conduit connection to Town Hall, and Montessori and Bluffton Telephone easements.
- Streetscape and lighting easements all donated and **completed**.
- Clarified SCOT right of way conflict.
- Next Steps:**
 - Staff review of IFB 2026-26 bid submissions upon closing on 2/5/26.

3. Calhoun Street Streetscape

- Preliminary engineering design is 75% complete and plans submitted to agencies for review and approval.
- Next Steps:**
 - Continue easement negotiations with May River Road property owners for main transmission line for underground power.
 - Continue to coordinate underground power layout and modifications with Dominion Energy and CDDC Design.
 - Prepare easement acquisition plats for Phase 1 in FY26 and begin easement acquisition.
 - Phased construction planned to begin in FY28 pending budget approval and acquisition of all required easements.

4. Boundary Street Streetscape

- Engineering design is 80% complete and submitted to agencies for review.
- Submitted SCDES permit amendment moving Lawrence St. drainage outfall to Green St.
- Next Steps:**
 - Prepare easement exhibits, appraisals and continue easement negotiations.
 - Construction planned to be bid in FY26, subject to acquisition of required easements and permit approvals.

5. Ghost Roads

- Surveying and easement exhibits are **complete**.
- Next Steps:**
 - TC and legal's determination is the Town owns all Ghost Roads. No further action is

necessary.

6. Pritchard Street Drainage Improvements

- Construction and administration on-going.
- Evaluating Change Order #1 submittal resulting from changes in Bid Set Drawings versus For Construction Drawings due to required changes by permitting agencies.
- Evaluating relocation of portion of sidewalk North of MC Riley Early Childhood Learning Center to reduce tree removals.
- **Next Steps:**
 - All easements for construction have been acquired, except for one which is progressing through condemnation proceedings.

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WATERSHED MANAGEMENT UPDATE

Administrative Update

- Results are still pending for SCDES's MS4 program audit for NPDES permit compliance.
- Washok-Jones and Moreno met with staff from the Town of Hilton Head to discuss Bluffton's stormwater management processes and help advise their team.
- Hannah Quast started 01/22/26 to fill Stormwater Technician position.
- Second Stormwater Technician position advertised.

1. **SC Department of Environmental Services May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – *Attachments 1 and 1a***
2. **May River Watershed Action Plan Implementation Summary – *Attachment 2, 2a, and 2b***
 - Pet Waste Station Program remains open to Bluffton residents and property owners.
 - May River headwaters stormwater model calibration continues. The PCSWMM Model and report are complete. In-person model training with the consultant team scheduled.
 - SCDES collected shellfish harvesting samples in January. Microbial Source Tracking (MST) samples were taken with regulatory samples.
 - MST Sampling Program targets potential fecal sources from human, dog, deer, horse, and bird waste.
 - Samples are collected for five (5) wet and dry weather events for each subwatershed.
 - Staff completed all dry sampling events for the coves. Additional samples will only be collected during qualifying wet weather conditions. No samples were collected during this reporting period because there were no qualifying rainfall events.
3. **Resiliency**
 - Staff coordinated with the Director of Compliance and Contracts for posting a Resilience Plan RFQu. Ten (10) submittals were reviewed, a firm was selected, and pricing is being negotiated. Contract award anticipated for March 2026 Council approval.
 - Furman University's Sustainability Practicum Class Final report with recommendations to be delivered. Staff met with Furman University's Shi Institute for the routine monthly check-in.
 - SECOORA and SC Sea Grant installed a tidal elevation meter and educational signage at the Calhoun Street dock.
 - Wetlands and Resiliency Ordinances:
 - Staff met with Georgetown County to discuss their intent to adopt wetland ordinance closely mirroring the Town's.
 - McCormick Taylor and Center for Watershed Protection continue wetland and resilience work.
 - Revised ordinance discussed at the Town Council Workshop in January and is out for public comment until early March.
 - Reviews continue for Wetland Mapping Tool and its accompanying memorandum with minor revisions expected.

Municipal Separate Storm Sewer System (MS4) Program Update

1. **MS4 Minimum Control Measure (MCM) - #1 Public Education and Outreach, and MCM – #2 Public Participation and Involvement**
 - Call for art as part of the Storm Drain Art Pilot Project is open until 03/06/26.
 - Information on the new Pet Waste Station Program included in the Winter Newsletter.
 - Continued creating handouts for various business categories to include as part of the

business license renewal process.

- The Watershed Action Plan Advisory Committee meeting was held 01/22/26. – **Attachment 3**

2. MS4 MCM – #3 Illicit Discharge Detection and Elimination

- E. coli Concentrations Trend Map – **Attachment 4a**
- Monthly, Microbial Source Tracking (MST) Map – **Attachment 4b**
- Illicit Discharge Investigations – **Attachment 4c**

3. MS4 MCM – #4 Construction Site Stormwater Runoff Control – **Attachment 5**

4. MS4 MCM – #5 Stormwater Plan Review and Related Activity – **Attachment 6**

5. MS4 MCM – #6 Good Housekeeping (Staff Training/Education)

6. MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)

- Public Services performed weekly street sweeping on Calhoun St., Highway 46, Bruin Rd., May River Rd., Pin Oak St., and curbs/medians on Simmonsville and Buck Island Rds.
- Performed ditch inspections.
 - Buckwalter ditch (917 LF)
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
- Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Rds., Goethe Rd., Shults Rd., Jason and Able Sts., Whispering Pine Rd., May River Rd., and Eagles Field.

7. Citizen Request for Watershed Management Services & Activities – **Attachment 7**

Attachments

1. SCDES Shellfish Harvesting Monitoring Data Year-to-Date
 - a. SCDES May River Shellfish Harvesting Status Exhibit
2. May River Watershed Action Plan Implementation Summary
 - a. Cumulative Microbial Source Tracking (MST) Results for Targeted Sampling
 - b. Targeted MST Sampling Sites Map
3. MS4 Minimum Control Measures #1 and #2 – WAPAC Agenda
4. MS4 Minimum Control Measure #3 – Illicit Discharge Detection and Elimination
 - a. E. coli Concentrations Trend Map
 - b. Monthly Microbial Source Tracking Trend Map – All Sources
 - c. Illicit Discharge Investigations
5. MS4 Minimum Control Measure #4 – Construction Site Stormwater Runoff Control
6. MS4 Minimum Control Measure #5 – Stormwater Plan Review and Related Activity
7. Citizen Request for Watershed Management Services and Activities Map
8. CIP Master Project Schedules

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025
	Fecal Coliform (MPN)																							
December	33.0	33.0	NS		49.0	33.0	NS		17.0	7.8	NS		49.0	13.0	NS		6.8	7.8	NS		13.0	17.0	NS	
November	33.0	13.0	170.0	13.0	13.0	2.0	130.0	23.0	7.8	4.5	170.0	4.0	4.5	4.5	49.0	4.5	6.1	2.0	79.0	46.0	13.0	4.5	33.0	4.5
October	23.0	33.0	49.0	70.0	46.0	23.0	17.0	170.0	13.0	17.0	13.0	70.0	23.0	33.0	2.0	70.0	11.0	2.0	11.0	79.0	14.0	6.8	17.0	13.0
September	540.0	23.0	33.0	31.0	350.0	13.0	240.0	49.0	350.0	13.0	13.0	7.8	170.0	7.8	7.8	14.0	79.0	17.0	22.0	33.0	33.0	13.0	130.0	2.0
August	23.0	23.0	33.0	220.0	23.0	49.0	23.0	49.0	11.0	6.8	23.0	79.0	13.0	13.0	49.0	79.0	17.0	23.0	49.0	33.0	11.0	2.0	13.0	7.8
July	920.0	350.0	31.0	70.0	49.0	920.0	31.0	79.0	95.0	70.0	32.0	350.0	130.0	49.0	32.0	130.0	23.0	33.0	33.0	21.0	46.0	17.0	32.0	11.0
June	13.0	14.0	7.8	170.0	4.5	7.8	7.8	170.0	11.0	23.0	6.8	110.0	2.0	13.0	4.5	49.0	1.8	33.0	2.0	23.0	9.3	13.0	2.0	6.8
May	4.5	23.0	27.0	33.0	4.5	33.0	22.0	170.0	4.0	17.0	23.0	79.0	1.8	13.0	17.0	21.0	1.8	33.0	7.8	49.0	2.0	21.0	4.0	4.5
April	4.5	170.0	49.0	NS	4.5	130.0	17.0	NS	1.8	110.0	17.0	NS	2.0	70.0	4.0	NS	1.8	NS	11.0	NS	1.8	7.8	23.0	NS
March	33.0	23.0	49.0	240.0	23.0	49.0	31.0	46.0	2.0	17.0	11.0	23.0	4.5	17.0	4.5	7.8	2.0	17.0	22.0	13.0	2.0	17.0	4.5	4.0
February	23.0	540.0	49.0	33.0	31.0	350.0	49.0	49.0	17.0	240.0	11.0	79.0	22.0	240.0	22.0	79.0	2.0	33.0	7.8	13.0	11.0	33.0	11.0	17.0
January	49.0	33.0	49.0	NS	22.0	33.0	23.0	NS	33.0	13.0	4.5	NS	7.8	33.0	4.5	NS	7.8	7.8	7.8	NS	7.8	4.5	2.0	NS
** Truncated Geometric Mean	40.0	38.0	39.0	47.0	28.0	30.0	30.0	42.0	18.0	17.0	16.0	18.0	14.0	16.0	14.0	15.0	9.0	9.0	10.0	16.0	9.0	8.0	10.0	9.0
** Truncated 90th Percentile	192.0	211.0	187.0	169.0	91.0	152.0	163.0	200.0	72.0	77.0	79.0	73.0	54.0	71.0	74.0	67.0	41.0	44.0	47.0	64.0	32.0	26.0	38.0	37.0

NS = No Sample

SCDES Regulatory Requirements:

Geometric Mean ≤ 14

90th Percentile ≤ 43

** Town staff calculations utilizing SCDES statistics

Note:

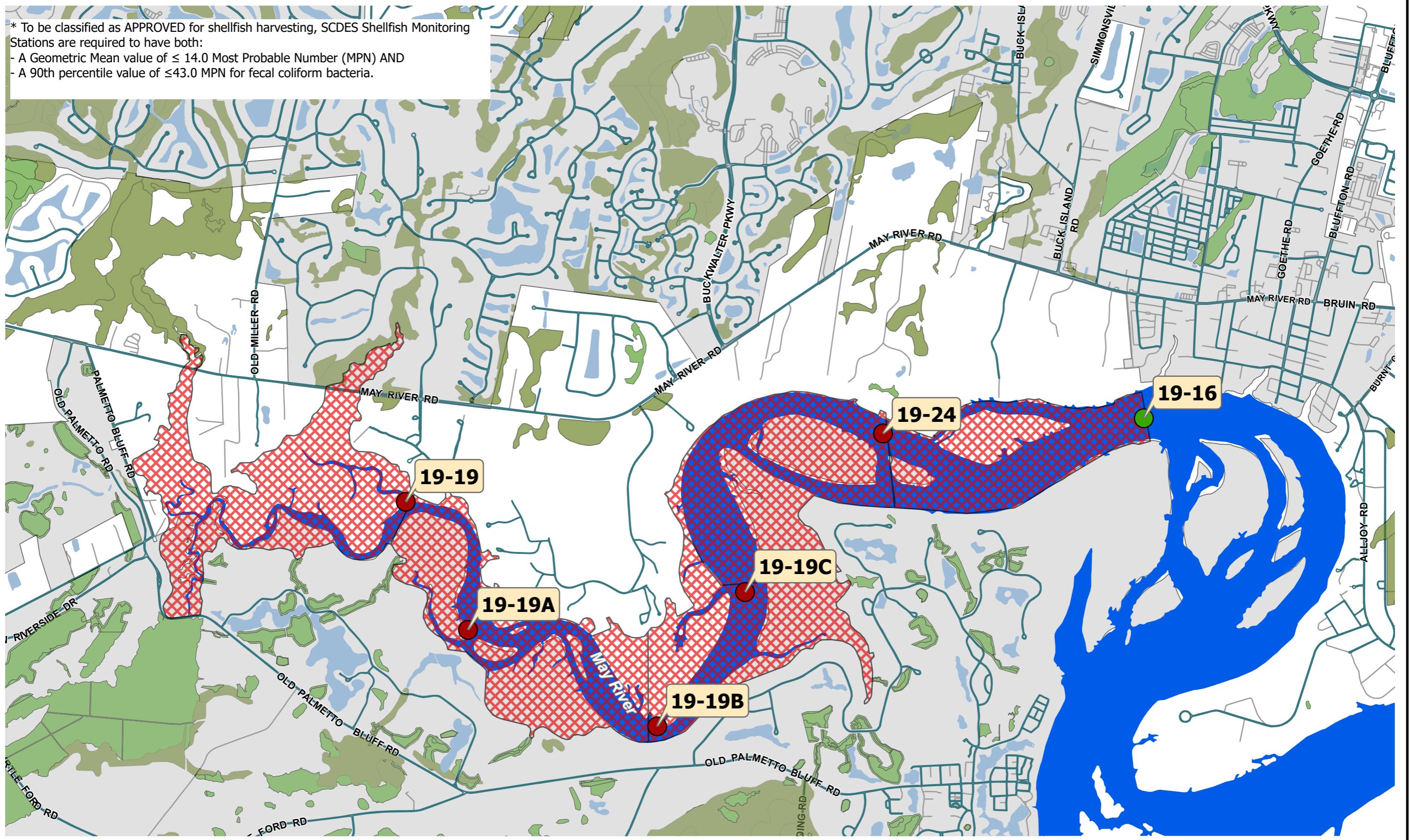
December 2024 ends the data collection period for 2025 shellfish harvesting season.

December 2025 ends the data collection period for 2026 shellfish harvesting season.

2024 fecal coliform data is part of the 2025 classification data collection period.

2025 fecal coliform data is part of the 2026 classification data collection period.

Section XI. Item #1.



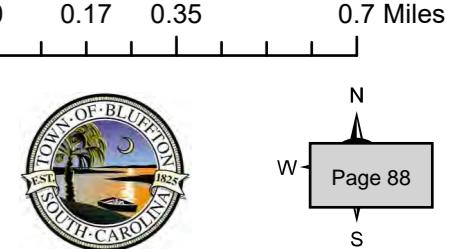
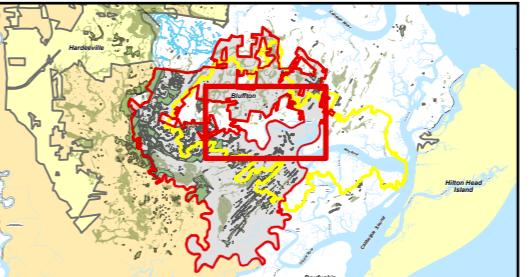
SCDES SHELLFISH HARVESTING STATUS

Town of Bluffton

Beaufort County, SC

Date: 9/17/2025 9:28 AM

- Town Bluffton Jurisdiction
- Beaufort County Jurisdiction
- Restricted 2025/2026 Shelffish Season
- Streets
- Water
- Wetlands
- Open Shellfish Monitoring Station
- Closed Shellfish Monitoring Station



May River Watershed Action Plan Update & Modeling Report (MRWAP) Implementation Summary

1. MRWAP Background

- *May River Watershed Action Plan Update & Modeling Report (MRWAP)* was completed November 2020.
- Town Council adopted the MRWAP as a supporting document to the Comprehensive Plan in February 2021.
- The Action Plan Update & Modeling Report included the development of watershed-water quality models (WQ Model) for the four (4) May River Headwaters subwatersheds (Stoney Creek, Rose Dhu Creek, Duck Pond, and Palmetto Bluff) where the shellfish impairments are located.
- The purpose of the modeling effort was to better understand fecal coliform (FC) fate and transport in the Headwaters subwatersheds to develop strategies ultimately intended to open all shellfish stations to harvesting. To capture the variety of storm events and environmental conditions, the Project Team developed a continuous simulation of both water quantity and quality.
- The MRWAP included new water quality improvement projects resulting from the WQ Model. Additionally, the potential fecal bacteria reduction benefits of septic to sewer conversion in the four (4) Headwaters subwatersheds were modeled.

2. Septic to Sewer Project Recommendations/Evaluations

Background:

- The MRWAP evaluated four (4) septic to sewer conversion projects in the Rose Dhu Creek and Stoney Creek subwatersheds:
 - Cahill
 - Gascoigne
 - Stoney Creek
 - Pritchardville
- These projects overlap with 42 subcatchments in the Stoney Creek watershed and 11 in Rose Dhu Creek. Based on WQ Model outputs, these projects alone may potentially reduce FC loading by 3.46×10^{13} FC per year.
- The estimated septic to sewer conversion costs of these projects is \$5.5 million.

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Update: Stoney Creek/Palmetto Bluff Sewer Partnership

- BJWSA is the Project Manager as the awardee of the RIA-SCIIP grant.
- **Next Steps:**
 - BJWSA updates can be found at: <https://bjwsa.org/251/Go2Sewer-for-a-Cleaner-Stoney-Creek>

3. MRWAP Impervious Restoration Water Quality Projects

Task 1: MRWAP Eleven (11) Proposed Projects Background

- Eleven (11) project sites (incorporating various individual BMPs) were selected in consultation with the Town (prioritizing subcatchments with FC bacteria hotspot and/or large impervious areas). These sites were evaluated in terms of the potential benefits gained by retrofitting to meet the 95th percentile storm retention, to the maximum extent possible, under the proposed Impervious Area Restoration/Stormwater Retrofit Program.
- Based on WQ Model outputs, these projects alone may potentially reduce FC loading by
 - 2.99×10^{14} FC reduction for the Full SWRv (entire sub-basin drainage area catchment).
 - 2.53×10^{14} FC reduction for the Reduced SWRv projects (impervious area drainage area of sub-basin catchment).
- The estimated Full SWRv projects costs is \$32.7 million and the estimated cost of Reduced SWRv projects is \$22.6 million.
- Currently the Towns' Impervious Restoration Program is targeting Reduced SWRv for future projects.

Task 1: MRWAP Eleven (11) Proposed Projects Update

- Eleven (11) proposed project sites Rose Dhu Creek (6 projects) and Stoney Creek (5 projects):
 - All geotechnical work, evaluations, site assessments, planning, engineering, and preliminary designs for the 8 original sites is **complete**.
 - Bluffton Early Learning Center (BELC).
 - Boys and Girls Club of Bluffton (BGC).
 - Benton House (BH).
 - Bluffton High School (BHS).
 - Buckwalter Recreation Center (BRC).
 - ~~Lowcountry Community Church (LCC)~~. Declined to Participate.
 - McCracken Middle School/Bluffton Elementary School (MMSBES).
 - May River High School.
 - ~~One Hampton Lake Apartments (OHLA)~~. Declined to Participate.
 - Pritchardville Elementary School (PES).

- ~~Palmetto Pointe Townes (PPT) Declined to Participate.~~

- Next Steps:
 - Finalize Impervious Restoration Program Policy Document.
 - Continue to collaborate with Director of Procurement for an agreement with BCSD and Private Owners to construct impervious restoration projects at school sites.

Task 2: Identify Fifteen (15) New Project Sites Background

- Identify 15 new project sites for Town of Bluffton Impervious Restoration/BMP Retrofit Projects.
- The Town wishes to identify an additional 15 project sites located within the municipal limits of Bluffton for the Impervious Restoration/BMP Retrofit Program. However, the criteria for site selection will be considered to be more “low hanging fruit” based on the following:
 - Within Town of Bluffton Municipal limits.
 - Soils – sandy soils with high infiltration rates offer the biggest bang for the buck for water quality treatment/improvement. Utilizing soil survey and other information target sites where infiltration can be maximized on-site.
 - Public or governmental agency land/property owner (not SCDDOT RoW).

Task 2: Identify Fifteen (15) New Project Sites Update

- Site evaluations at the 15 sites have been completed.
- Concept design development for the sites identified below ongoing:
 - Dominion Energy Engineering Office
 - Rose Dhu Equestrian Center
 - St. Gregory Catholic Church/School
 - River Ridge Academy
 - MC Riley Early Childhood Center
 - MC Riley Elementary School
 - MC Riley Sports Complex
 - Bluffton Middle School
 - Red Cedar Elementary School
 - Seagrass Station Road Site determined to be not feasible, low cost/benefit.
 - Bluffton Pkwy West (170 to Buckwalter)
 - Buckwalter Pkwy (Hampton Hall to May River Road)
 - Persimmon St/Sheridan Park Cir/Pennington Dr
 - Vaden Nissan Hilton Head
 - ~~NHC Healthcare/Bluffton (Healthcare, Rehab, Assisted Living) Declined to Participate~~
- Next Steps:
 - Finalize Concept designs and proposed SWrv/Water quality benefit.

Task 3: MRWAP Impervious Restoration Policy Documents Background

- MRWAP Section 5.4.4. Stormwater BMP Retrofit Projects of the May River Watershed Action Plan Update and Model Report identifies potential Impervious Restoration/BMP Retrofit projects located on Public and Private Land. As mentioned earlier, one of the primary site selection criteria, at time of report development, was to identify sites with large impervious areas so that pollutant load reductions could be estimated and the benefits of such projects on stormwater quality quantified/estimated, if implemented into construction. Generally, Public Funds are not expended to improve private property nor is Town of Bluffton funding generally expended on Public Land owned by another government entity. In order for such projects identified in Section 5.4.4. to move forward in the interest of improved water quality and for the overall benefit and welfare of the constituents of the Town of Bluffton, Policy Documents need to be formulated that establishes the parameters of such a Program to be initiated and implemented.

Task 3: MRWAP Impervious Restoration Policy Documents Update

- Impervious Restoration Program Policy Document Draft submitted and under review. Fee-in-Lieu Program Policy Document - Adopted into the FY26 Master Fee Schedule at the July 2025 Town Council Meeting.
- As Adopted:
 - As part of the SoLoCo Stormwater Design Manual, developers may submit for MEP when the proposed development site has constraints or limitations to which prevent SoLoCo Stormwater Design Manual requirements from being met, specifically stormwater retention volume (SWRv) requirements. SWRv is the volume of stormwater runoff that a stormwater management system can store and treat to improve water quality. The MEP submittal must provide documentable evidence of the process the applicant has performed that demonstrates the restrictions to the use and implementation of the Best Management Practices (BMPs) to meet the SWRv requirements.
 - When a development project cannot accommodate the required SWRv due to on-site constraints identified in the approved MEP analysis, the developer could opt to pay a Fee-In-Lieu (FIL) to the Town of Bluffton for the shortfall according to the FIL fee schedule to be adopted as part of the FY26 budget Master Fee Schedule. Funds collected through FIL payments would then be used by the Town to fund other qualified uses that protect water quality within the same watershed as the original project including:
 - The construction and maintenance of impervious restoration program water quality BMPs;

- Purchase of land for increased conservation areas, application of Better Site Design to the approved Master Plan, buffers, undisturbed open space, and natural resource of significance areas, and
- Purchase of development rights.
- FIL payment would be based and equal to a unit of SWRv in cubic feet or designating a conservation area/easement area that protects a qualified natural resource that would otherwise require the same SWRv treatment if developed. The monetary value for a unit of SWRv would be based on the current and typical costs for land as well as associated costs for design, construction, construction management, Town program management, post-construction inspection, and ongoing maintenance of water quality BMPs. The SWRv FIL rate would be found as part of the Town's Master Fee Schedule, under Section VII "Stormwater Management Fees," allowing for annual review and updates as needed based on the Consumer Price Index (CPI) or based on updated information regarding the cost of water quality BMP construction and maintenance, changes in the construction industry, availability of supplies, etc. If the developer and/or private property owner take responsibility for maintaining the BMP or provide land, then the associated cost for a unit of SWRv could be lessened accordingly.

Item/Description	Fee
<p>Fee-In-Lieu (FIL)</p> <p>For projects with an approved Maximum Extent Practicable (MEP) submittal, the FIL amount is calculated based on an applicant's shortfall, in cubic feet (CF), of the required Stormwater Retention Volume (SWRv).</p>	\$151.92/CF of SWRv

- ToB CIP Project Impervious Restoration Program & incentives – Draft document in process.
- ToB SWRv Credit Trading Program - (under evaluation)

4. Other, Related MRWAP Recommendations

Background:

- The Town should incorporate volume reduction BMPs (those that encourage infiltration) within existing and future CIP projects to the maximum extent practical (MEP), especially for project locations with well-drained soils (HSG A or B).

Other, Related MRWAP Recommendations Update:

- Town is in progress of incorporating volume reduction BMPs within existing and future CIP projects to the MEP. Specific projects currently in progress include:

- Bridge Street Streetscape Project
 - Water quality monitoring has been completed
- Pritchard Street Drainage Improvement Project
 - Preconstruction meeting was held with Gulf Stream Construction Inc. and issued Notice to Proceed for construction.
 - Construction administration on-going.
 - Evaluating Change Order #1 submittal resulting from changes in Bid Set Drawings versus For Construction Drawings due to required changes by permitting agencies.
 - Evaluating relocation of portion of sidewalk North of MC Riley Early Childhood learning Center to reduce tree removals.
- **Pritchard Street Next Steps:**
 - All easements for construction have been acquired, except for one which is progressing through condemnation proceedings.

5. MRWAP Water Quality Program Recommendations Update

Background:

- Section 5.0 of the MRWAP included recommendations for the Town of Bluffton to improve upon their existing monitoring program (concentration and source typing) and flow.

MRWAP Water Quality Program Recommendations Update:

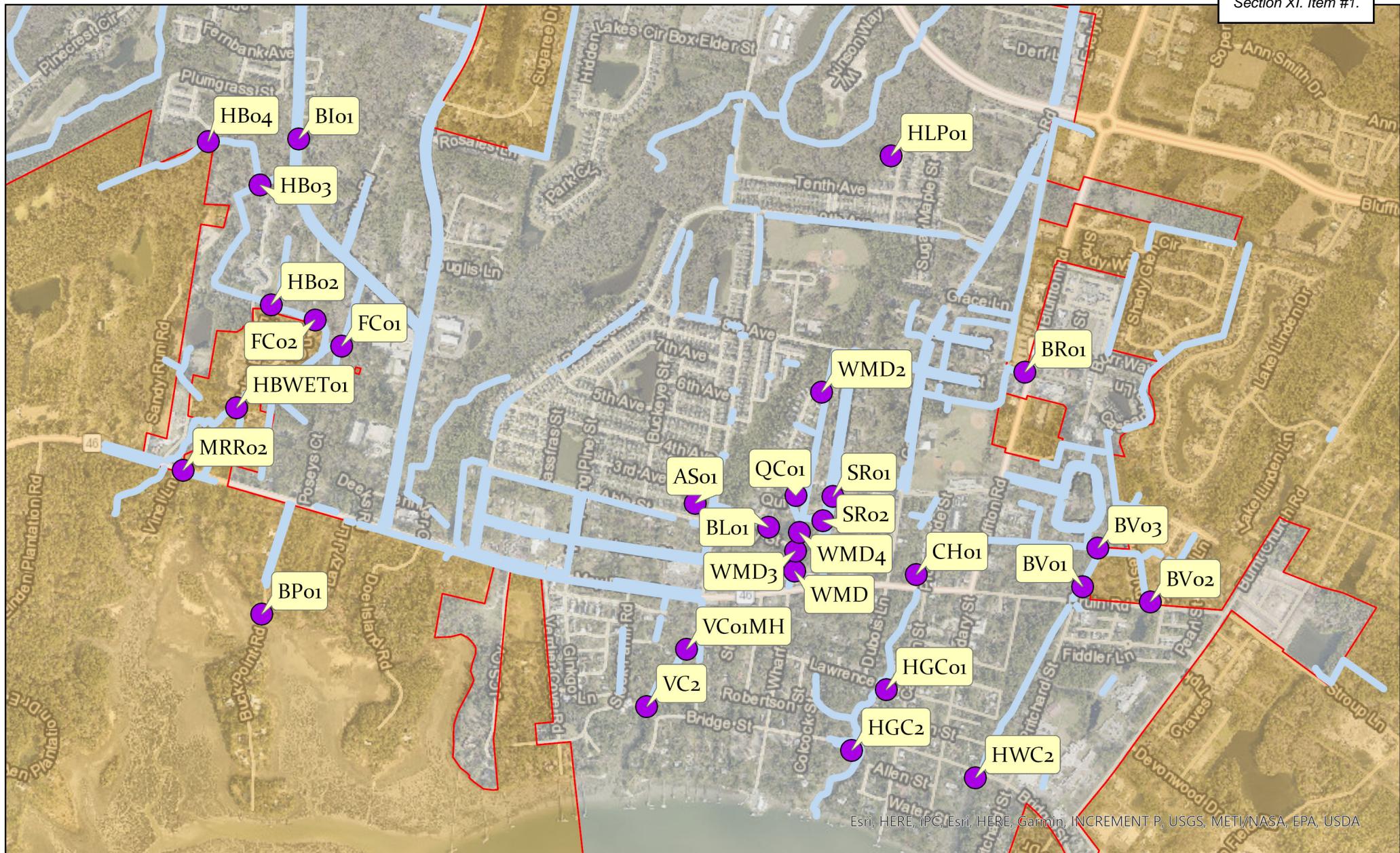
- 5.1.1 In-House Microbial Source Tracking:
 - Staff have collaborated with Dr. Tye Pettay and the USCB Microbial Source Tracking (MST) Laboratory to develop new markers for tracking fecal contamination in the May River Watershed. The primary goal is to identify the sources of bacteria and establish effective mitigation plans. The human genetic marker remains the main focus of the Town's MST sampling program, as it poses the greatest risk to human health.
 - With the introduction of the new MST markers, Town staff have initiated a targeted MST sampling program, starting with the Crooked Cove subwatershed. The Town has now expanded this program into the Heyward, Huger, and Verdier Cove subwatersheds. The MST Program examines multiple potential sources of contamination, including human, dog, deer, horse, and bird waste. Staff are collecting samples during five (5) wet weather events and five (5) dry weather events to characterize each subwatershed.
 - All five (5) dry weather events have been completed for these subwatersheds, leaving only the wet weather events to be collected. Staff continue to focus on interpreting the MST results and developing new educational initiatives before transitioning the MST targeted sampling program to additional subwatersheds.

- 5.1.2 Future (New) Bacteria Monitoring Locations & 5.1.3 Future (New) Water Flow Monitoring Locations
 - The contract for work associated with the calibration of the Town's May River Watershed Action Plan model has been executed.
 - The 2025/2026 PCSWMM Model is complete, and a report has been provided by the consultant team. In-person PCSWMM training with the consultant team scheduled.

			Summary of All Targeted Microbial Source Tracking Marker Results To-Date									
			Human		Dog		Bird		Deer		Horse	
Sub-basin	Sampling Location	Location Description	Human (Number Times Detected/ Number Times Analyzed)	Percent of the Time Human Detected at Sampling Location	Dog (Number Times Detected/ Number Times Analyzed)	Percent of the Time Dog Detected at Sampling Location	Bird (Number Times Detected/ Number Times Analyzed)	Percent of the Time Bird Detected at Sampling Location	Deer (Number Times Detected/ Number Times Analyzed)	Percent of the Time Deer Detected at Sampling Location	Horse (Number Times Detected/ Number Times Analyzed)	Percent of the Time Horse Detected at Sampling Location
SCDES May River Shelffish Stations	19-19	May River at First Dock in Headwaters past Bluff	5/81	6.17%	2/17	11.76%	7/17	41.18%	3/15	20.00%	0/12	0.00%
	19-19A	Unnamed Tributary near SW corner of Gascoigne Bluff	3/82	3.66%	5/18	27.78%	4/17	23.53%	3/13	23.08%	0/12	0.00%
	19-19B	Bend in May River nearest the high bluff of Palmetto Bluff	4/80	5.00%	6/14	42.86%	3/14	21.43%	1/15	6.67%	1/11	9.09%
	19-19C	First Unnamed Tributary leading from Gascoigne Bluff	4/82	5.26%	2/18	11.11%	8/21	38.10%	0/14	0.00%	0/14	0.00%
	19-24	May River at Southern End of Crane Island	1/82	1.22%	2/20	10.00%	1/2	50.00%	0/9	0.00%	0/9	0.00%
Crooked Cove	HB04	Wetland area behind The Gray's Apartments	2/5	40.00%	1/5	20.00%	0/5	0.00%	5/5	100.00%	0/5	0.00%
	BI01	Buck Island Road Ditch	0/10	0.00%	6/10	60.00%	0/10	0.00%	6/10	60.00%	0/10	0.00%
	HB03	Wetland area behind The Gray's Apartments	1/7	14.29%	3/7	42.86%	0/7	0.00%	4/7	57.14%	1/7	14.29%
	HB02	Entrance to The Gray's Apartments	3/9	33.33%	5/9	55.56%	0/9	0.00%	3/9	33.33%	0/9	0.00%
	FC02	Frierson's Circle	2/10	20.00%	6/10	60.00%	3/10	30.00%	4/10	40.00%	0/10	0.00%
	HBWET01	Wetland area at Vista View Apartments	3/10	30.00%	3/10	30.00%	1/10	10.00%	3/10	30.00%	0/10	0.00%
	MRR02	Drainage ditch next to Cahill's	1/10	10.00%	8/10	80.00%	0/10	0.00%	4/10	40.00%	0/10	0.00%
	FC01	Frierson's Circle	1/9	11.11%	1/9	11.11%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	BP01	Buck Point Road	0/5	0.00%	4/5	80.00%	0/5	0.00%	1/5	20.00%	0/5	0.00%
Heyward Cove	BR01	Drainage ditch near Taylor's Warehouses on Bluffton Rd	2/9	22.22%	4/9	44.44%	0/9	0.00%	0/9	0.00%	0/9	0.00%
	BV01	Drainage ditch at the intersection of Bruin Rd and Pritchard St	1/9	11.11%	5/9	55.56%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	BV02	Drainage ditch at intersection of Hawkes Rd and Pritchard St	1/9	11.11%	2/9	22.22%	0/9	0.00%	0/9	0.00%	0/9	0.00%
	BV03	Drainage ditch at the end of Hawkes Rd	0/9	0.00%	5/9	55.56%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	HWC2	Heyward Cove overpass on Bridge St	4/6	66.67%	6/6	100.00%	1/6	16.67%	1/6	16.67%	0/6	0.00%
Huger Cove	HGC01	Drainage ditch on Lawrence St	4/9	44.44%	6/9	66.67%	1/9	11.11%	0/9	0.00%	0/9	0.00%
	CH01	Ditch that connects behind the promenade to May River Rd	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%
	HGC2	Huger Cove overpass on Bridge St	3/6	50.00%	5/6	83.33%	0/6	0.00%	0/6	0.00%	0/6	0.00%

Verdier Cove	HLP01	Pond on Honey Locust Ave	0/7	0.00%	2/7	28.57%	0/7	0.00%	0/7	0.00%	0/7	0.00%
	SR01	Drainage ditch off Shultz Rd	0/4	0.00%	1/4	25.00%	0/4	0.00%	0/4	0.00%	0/4	0.00%
	SR02	Drainage ditch that leads from Shultz Rd to the ditch behind the Watershed Management Division	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%
	AS01	Pond at corner of Able St and Pin Oak St	0/7	0.00%	1/7	14.29%	0/7	0.00%	1/7	14.29%	0/7	0.00%
	WMD	Drainage ditch adjacent to Watershed building	5/6	83.33%	1/6	16.67%	3/6	50.00%	1/6	16.67%	0/6	0.00%
	WMD2	Beginning of drainage ditch running behind the Watershed building	0/3	0.00%	1/3	33.33%	0/3	0.00%	2/3	66.67%	0/3	0.00%
	WMD3	Middle of drainage ditch running behind the watershed building	2/2	100.00%	0/2	0.00%	1/2	50.00%	1/2	50.00%	0/2	0.00%
	WMD4	Middle of drainage ditch running behind the watershed building	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%
	VC01MH	Verdier Cove outfall on Thomas Heyward St	0/7	0.00%	2/7	28.57%	0/7	0.00%	1/7	14.29%	0/7	0.00%
	VC2	Kayak dock in Stock Farm	0/3	0.00%	1/3	33.33%	0/3	0.00%	0/3	0.00%	0/3	0.00%
	BL01	Manhole in front of 12 and 14 Brenden Ln	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%
	QC01	Manhole in front of 6 and 8 Quinn St	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%

Section XI. Item #1.



Town of Bluffton

Targeted MST Sampling Locations

Legend

Targeted MST Sampling Locations

Targeted MST Sampling Locations

Jurisdiction

BEAUFORT COU Pag

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May River Watershed Action Plan Advisory Committee Meeting

Thursday, January 22, 2026 at 3:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

1. Adoption of October 23, 2025 Meeting Minutes

IV. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

V. PUBLIC COMMENT

VI. OLD BUSINESS

1. Update on Town Wetland Ordinance – Beth Lewis, Watershed Resilience Manager

VII. DISCUSSION

VIII. NEW BUSINESS

1. Establishment of a Town Resilience Plan, WAPAC Strategic Plan Priority, Update – Beth Lewis, Watershed Resilience Manager
2. Implementation of a SECOORA Water Elevation Meter – Beth Lewis, Watershed Resilience Manager
3. Introduction of New Stormwater Technician – Beth Lewis, Watershed Resilience Manager

IX. ADJOURNMENT

NEXT MEETING DATE: APRIL 23, 2026

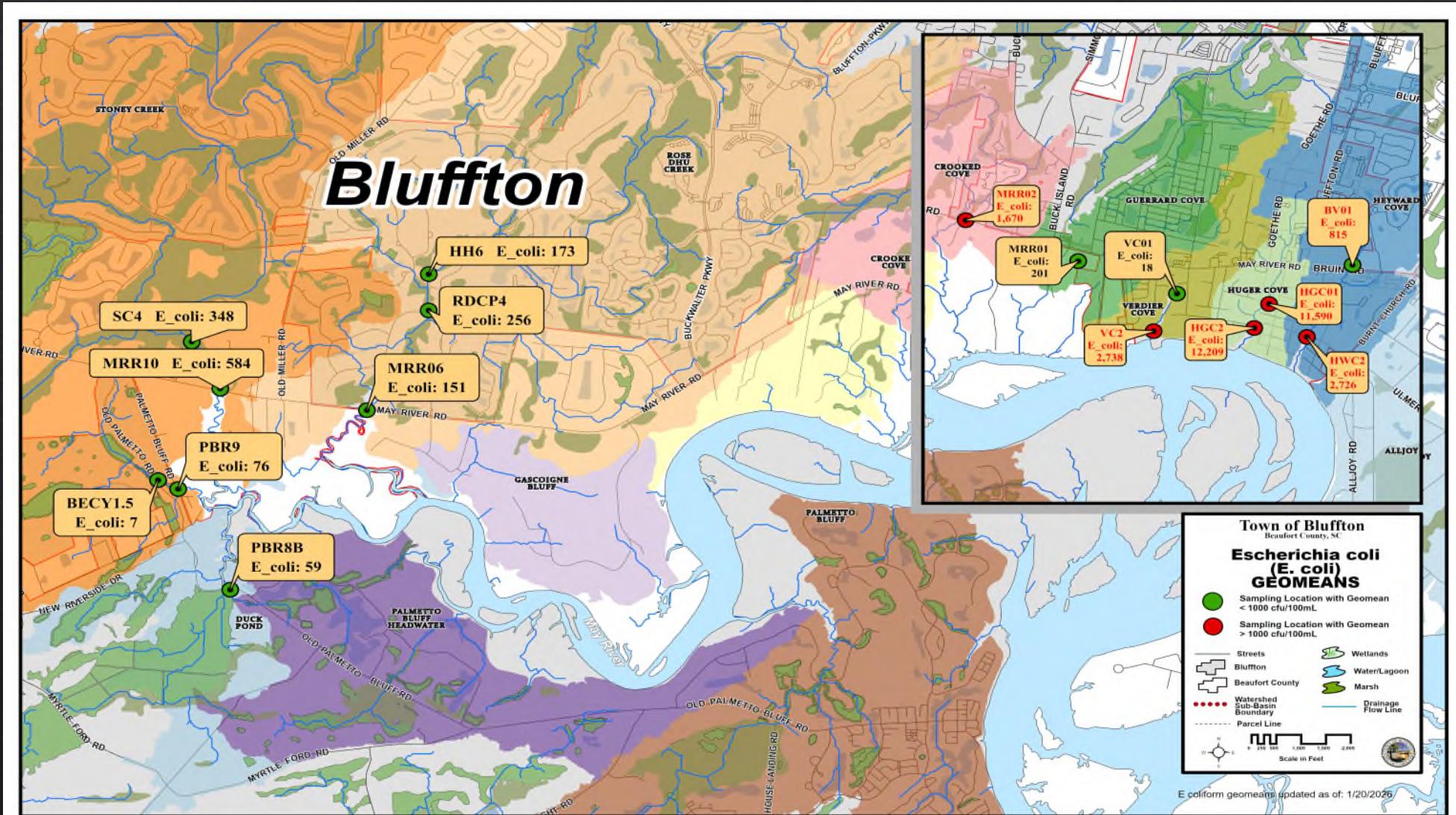
"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here: <https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60> Public comment is limited to 3 minutes per speaker.*

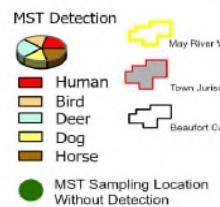
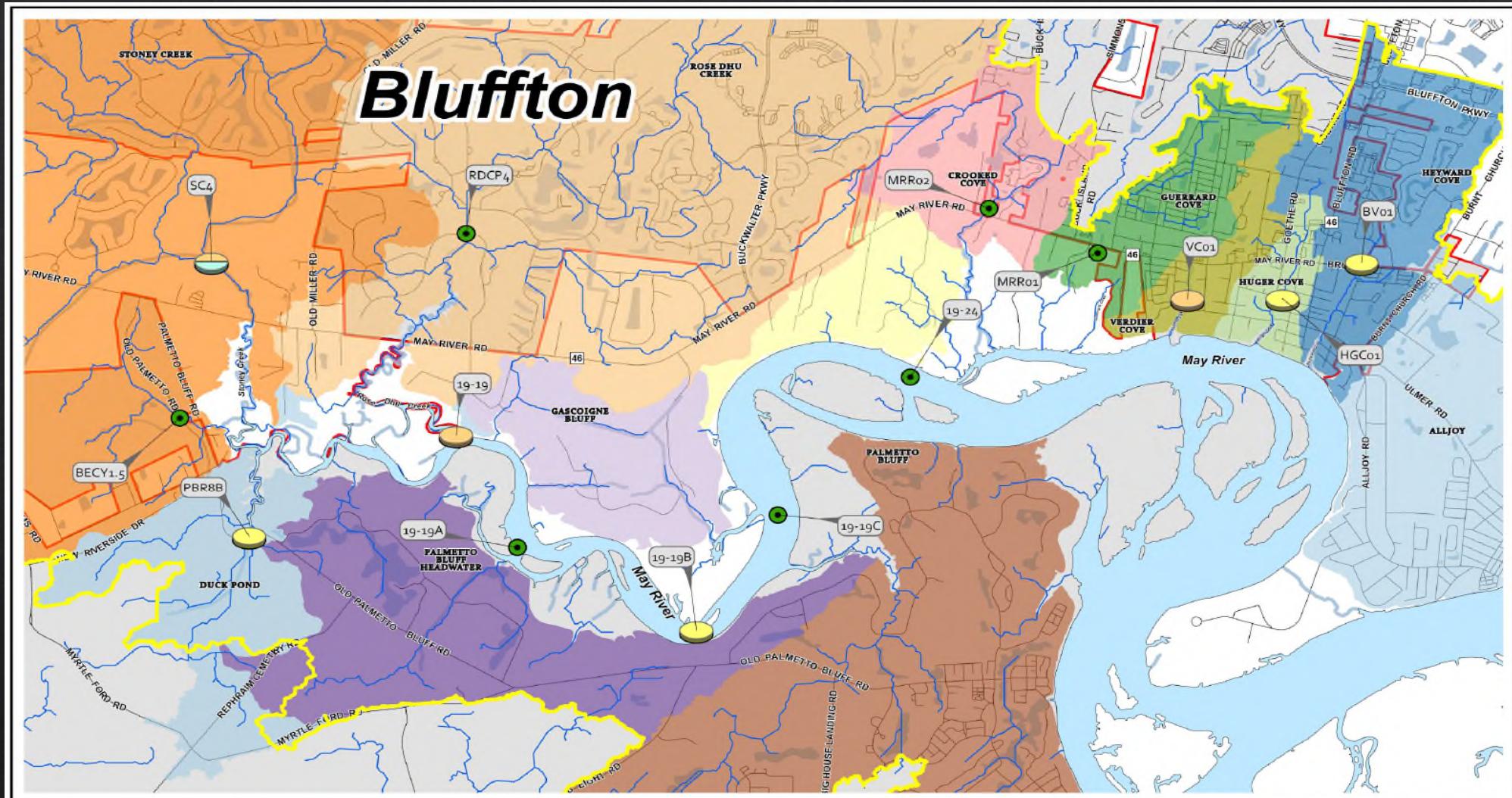
MS4 Minimum Control Measure #3 – IDDE: *E. coli* Concentrations Trend Map



	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2026 YTD Totals	1240	196	63

Totals include only samples submitted for laboratory analysis, and not *in situ* s.

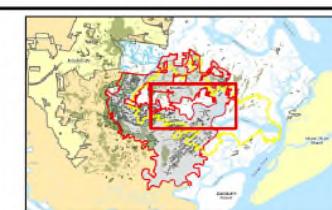
MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Map – By Markers Sources



MICROBIAL SOURCE TRACKING (MST) LOCATIONS

Sampling Results for the Previous Reporting Period

Town of Bluffton
Beaufort County, SC

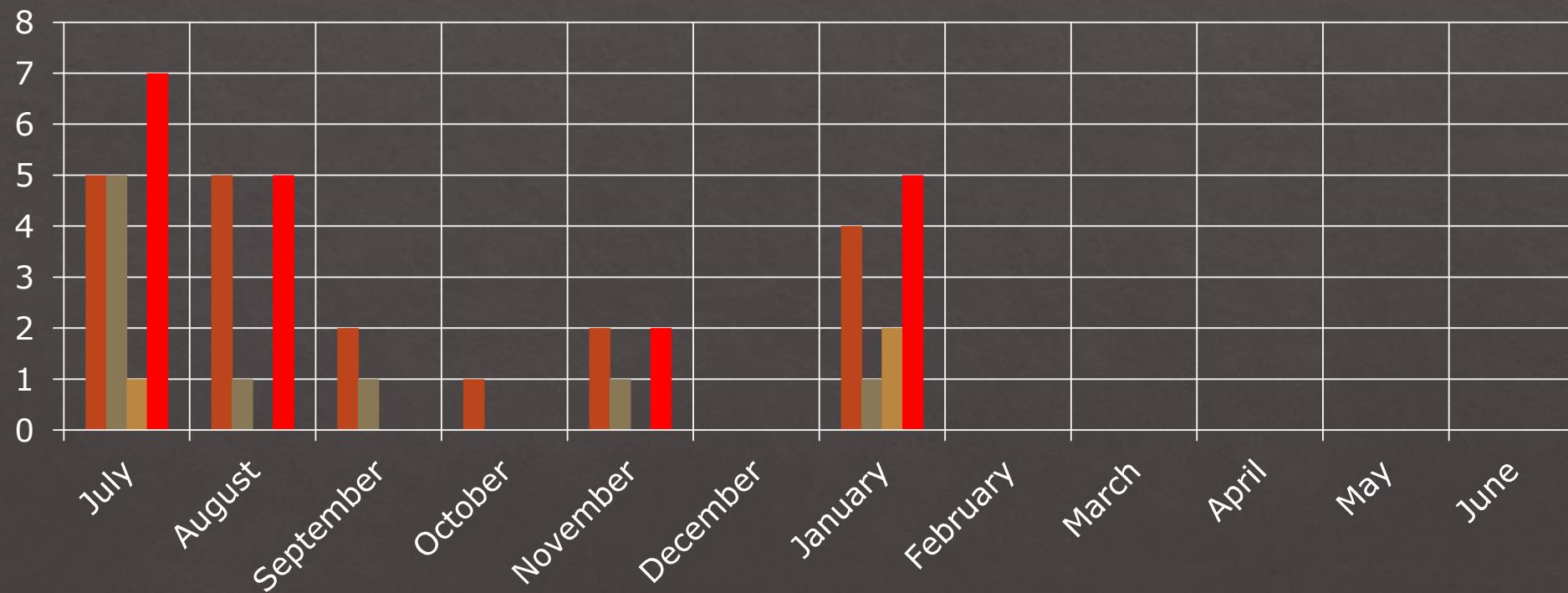


MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations

■ Number of Illicit Discharge Investigations ■ Number of Notice of Violation

■ Number of Citations Issued

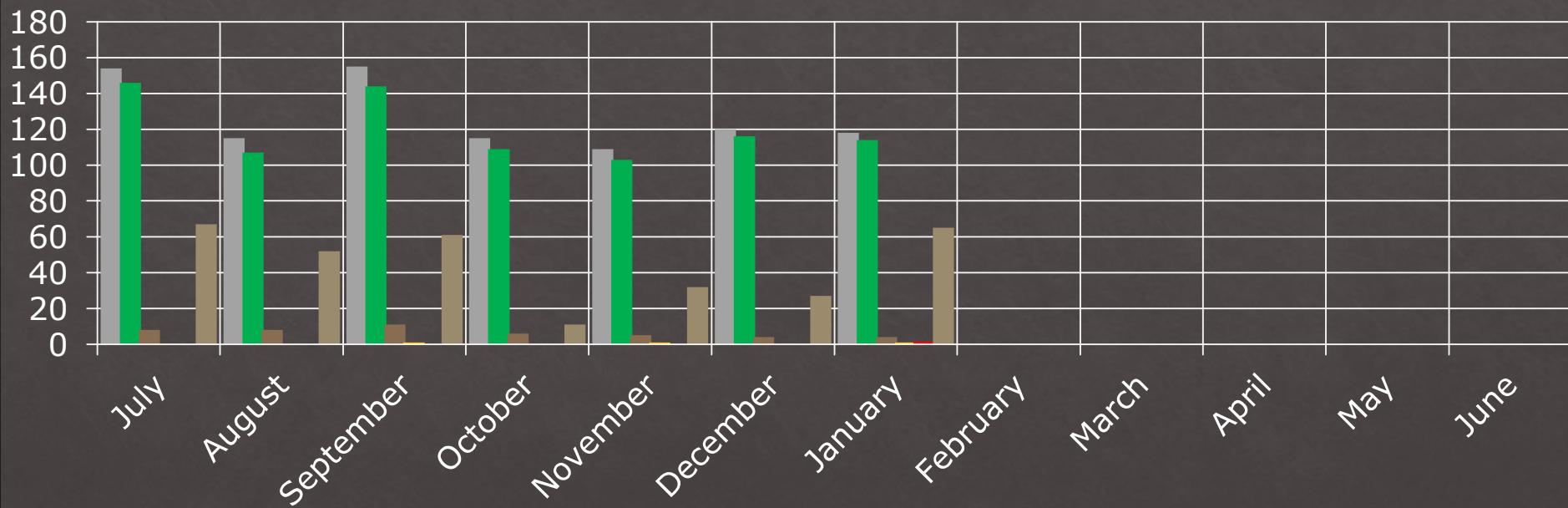
■ Number of Meetings



	Number of Illicit Discharge Investigations	Number of Notices of Violation Issued	Number of Citations Issued	Number of Meetings
FY 2026 YTD Totals	19	9	3	19

MS4 Minimum Control Measure #4 - Construction Site Stormwater Runoff Control

- Erosion & Sediment Control Inspections (E&SC)
- Number of Inspections Passed
- Number of Notice of Violation (NOV)
- Number of Stop Work Orders (SWO)
- Number of Citations Issued
- Number of Erosion & Sediment Control Meetings



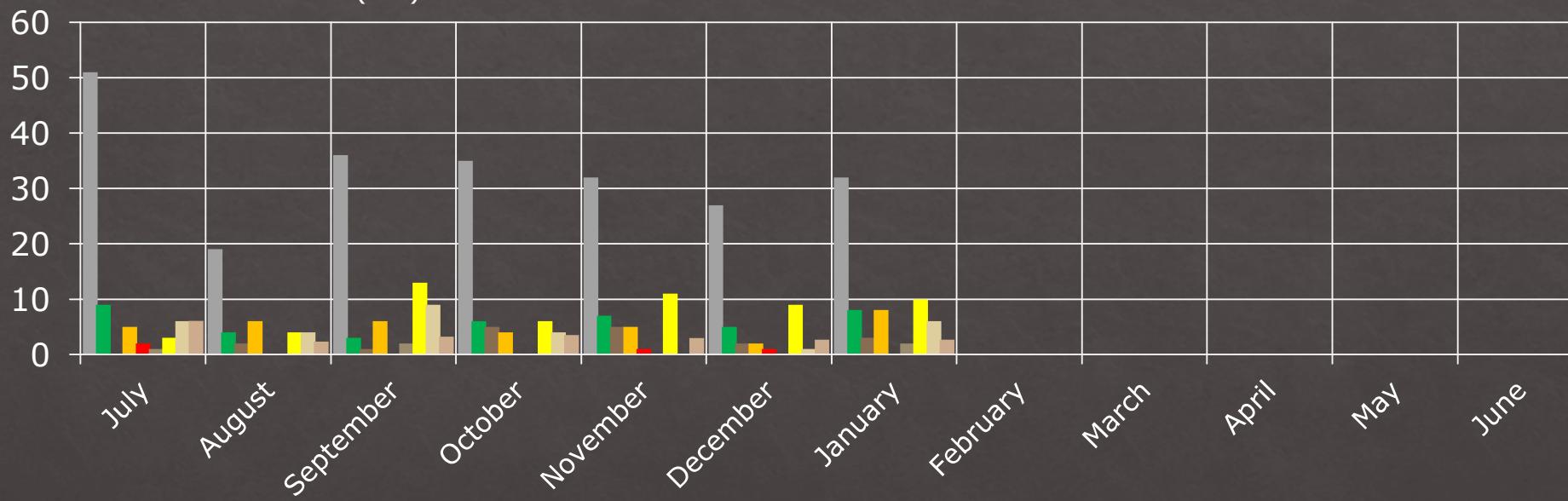
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NOVs Issued	Number of SWO Issued	Number of Citations Issued	Number of E&SC Meetings
FY 2026 YTD Totals	886	839	46	3	1	315

MS4 Minimum Control Measure #5

Stormwater Plan Review & Related Activity

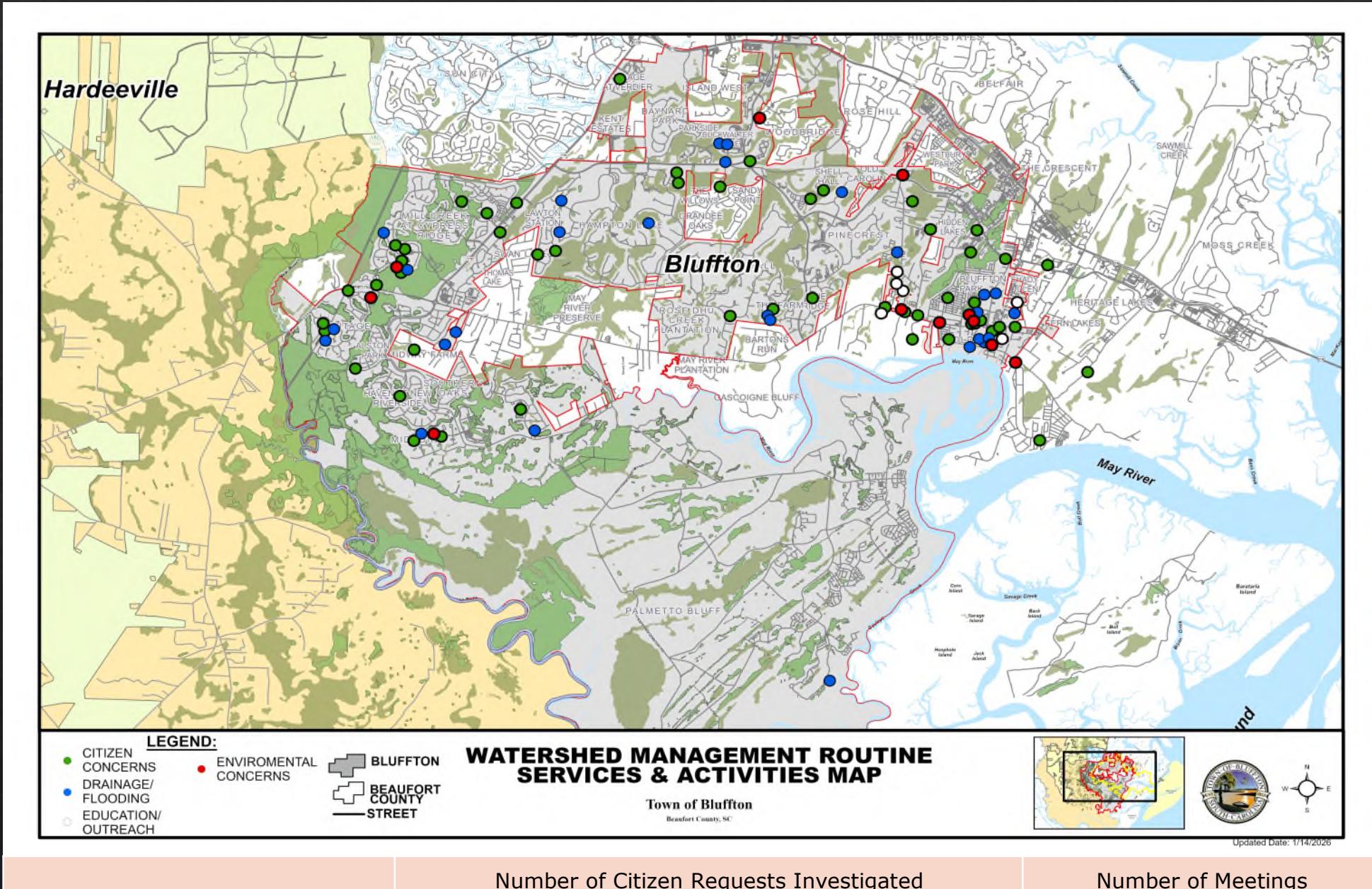
- Plan Reviews/MS4 Reviews
- Sureties
- Pre-Construction Meetings
- Post-Construction BMP Inspections
- Plan Review Hours (x10)

- SoLoCo Plan Reviews
- Certificate of Construction Compliance Inspections
- Pre-Clearing Inspections
- Pre-Application Meetings



	Plan Reviews MS4 Reviews	SoLoCo Plan Reviews	Sureties	CCC Inspections	Pre-Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2026 YTD	232	42	18	36	4	5	56	30	233.50 Hrs.

Citizen Request for Watershed Mngt. Services & Activities Map



	Number of Citizen Requests Investigated	Number of Meetings
FY 2026 YTD Totals	65	33

CIP Master Project Schedule

Project Name	Manager	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Est Project Completion
Calhoun Street Streetscape	Pat													Dec-28
Pathway Pedestrian Safety	Constance													Jun-27
Oyster Factory Park Improvements	Charles													Dec-28
Wharf Street Lighting	Charles													Mar-25
HD Sewer Ph 4	Charles													Dec-25
HD Sewer Ph 5	Charles													Dec-25
HD Sewer Ph 6	Charles													Dec-25
LEC Expansion	Charles													TBD
Bridge Street Streetscape - Ph 2	Constance													Dec-26
New Riverside Barn Park - Barn	Brian													Jan-26
New Riverside Barn Park - Pavilion	Brian													Jan-25
Oscar Frazier Park Second Pavilion	Pat													Aug-26
Buckwalter Place Park - Phases 2 & 3	Constance													May-26
New River Linear Trail - Trail	Constance													Apr-26

 Planning*

 Design**

 Construction***

*Planning includes surveying, environmental and cultural investigations, initial master planning and other due diligence reports and studies.

**Design includes conceptual, preliminary and final design, construction documents, permitting, easement acquisition and bidding.

***Construction includes contracts, geotechnical reports, all horizontal and vertical construction, construction administration, as-builts and final closeout.

SUBJECT TO CHANGE

CIP Master Project Schedule

Project Name	Manager	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Project Completion
Ghost Roads	Mark													TBD
Boundary Street Streetscape	Charles													TBD
Comprehensive Drainage - Crooked & Guerrard Coves	Dan													Feb-26
Sarah Riley Hooks Cottage & Site Design	Pat													Aug-26
Stoney Crest Campground/ Old Palmetto Bluff Road	Kim													Jun-26
Pritchard Street Drainage	Dan													Aug-26
Affordable Housing	Mark													TBD
Buckwalter Place Commerce Park	Mark													TBD
New Riverside Barn Park - Public Services Building	Brian													Jun-27
New Riverside Barn Park - Phase 2 Trails & Disc Golf	Pat													Jun-27
Buck Island Road Park	Pat													Mar-27
Watershed & Public Services Building Renovation	Mark													Jun-28
Public Safety Cameras	Tracye													Jun-26

 Planning*

 Design**
 Construction***

*Planning includes surveying, environmental and cultural investigations, initial master planning and other due diligence reports and studies.

**Design includes conceptual, preliminary and final design, construction documents, permitting, easement acquisition and bidding.

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SUBJECT TO CHANGE

TOWN COUNCIL STAFF REPORT

Public Services Department



MEETING DATE:	February 10, 2026
SUBJECT:	Public Services Department Monthly Report
DIRECTOR:	Larry Beckler, Director of Public Services

PUBLIC SERVICES UPDATE

1. MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)

- **Street Sweeping** - Performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, Bridge Street, Church Street, Lawton Street, Lawrence Street, Allen Street, Water Street, Boundary Street, and curbs and medians on Simmonsville and Buck Island Roads.
- **Ditch Inspections** - Performed ditch inspections
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
- **Ongoing Roadside Mowing, Litter Clean-up and Maintenance** of Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road, Bluffton Road, Boundary, Calhoun, Bridge Street, Pritchard Street, Buckwalter Boulevard, Bruin Road, Green Street, James Gadson Drive, Thomas Heyward, Church St, Water St, Lawton St. and Colcock St.

2. FACILITIES

- **Ongoing Maintenance** of Town Hall, Law Enforcement Center, Public Services, Rotary Community Center, Watershed Management, Police Sub-station, Don Ryan Center, and general repairs of the Garvin House and Sarah Riley.

3. PARKS

- **Ongoing Park Facilities and Landscape Maintenance** of Dubois Park, Martin Family Park, Oscar Frasier, Field of Dreams, Buckwalter Place Park, Oyster Factory Park, Pritchard Pocket Park, May River Pocket Park, Wright Family Park, Eagles Fields, New Riverside Barn, New River Trail, Evercore Park.

4. ADDITIONAL ACTIVITIES

- Wall mounted sink at RCC pavilion restroom was torn off wall and destroyed. Ordered & replaced
- Started yearly Back flow inspections at Town properties

- Adjusted lock set up at DRCI for Paul
- Repaired gate at LEC
- Removed speed bump on Pritchard Street
- Benches were constructed and ready for placement
- Fence installed and lot Graded in rear corner of Service Yard
- Added crush and run to service yard
- Completed removal of Christmas Decorations throughout town and organized same.
- Mock started HVAC Repairs at Public Services second floor HVAC unit
- Roofs at Welcome Center, Garvin Garvey and Calhoun Station were cleared of all debris
- Gutters at Public Services Building were cleared
- All Back Flow devices and Sprinklers tested by Coastal and Passed inspection
- Pillar Lights at Martin, Dubois and Wright Family were checked and replaced as needed
- Water Pumps at Pine Crest were Removed and area landscaped
- Fencing removed from Water Pump Station across from school on McCracken Cir.
- Repaired/Replaced Flush Unit at Town Hall Urinal
- Vestibule Lights at Townhall replaced
- Hot Water Tank at Townhall addressed. Parts ordered & repairs completed
- Additional rip rap placed on Lawrence Street at the cove
- 10 Acre site cleaned and cleared
- Cement Pad for Trash Containers at Oyster Factory Park formed and poured and 6"x6" post sunk and cemented around the pad
- Reconfigured Ice Machine lines at Town Hall
- Assembled and installed cabinet for Watershed
- Pest Control spraying at all Town Buildings completed
- Dog Station receptacles repaired throughout the town
- Anchors installed new chairs at Martin Family Park
- Storm Inlet cleaned & cleared on Calhoun St
- Filled potholes in Old Town
- 12 New outdoor chairs were delivered and set at Martin Family Park

5. PREPPING FOR SPECIAL AND CIVIC EVENTS

- Set-up & support for following events:
 - Farmers Market- Martin Family Park

6. EQUIPMENT & MAINTENANCE REPAIR

- Seat Belts, turn signals and horns installed on all UTV's
- Water pump set up for watering overhead hanging flower baskets
- Restored small trailer
- All blowers serviced
- Gate for Public Service yard repaired

7. TRAINING

- Staff completed weekly training topics
- Training on Cartograph and Team Training
- Completed all yearly staff evaluations

8. BEAUTIFICATION COMMITTEE

- **Agenda Attached**

9. ATTACHMENTS

- **Public Services Monthly Cost Report – (Below)**

Public Services Monthly Cost Reports – August 2025 (*Cost Includes Labor & Equipment*)

ASSETS AND EVENTS	COST
FACILITIES	\$4081.00
PARKS	\$16,733.00
ROADS AND TRAILS	\$6411.00
SPECIAL EVENTS	\$1560.00



Beautification Committee Meeting

Thursday, January 15, 2026 at 9:00 AM

**Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC**

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

IV. PUBLIC COMMENT

V. OLD BUSINESS

1. Paint Out Pollution Storm Drain Art Project Update
2. Holiday Decorating / Undecorating Update
3. Steve Doocy's Main Street USA Tour Submission Update

VI. NEW BUSINESS

1. Non Toxic Neighborhoods Program Implementation
2. Linear Trail Renovation
3. Wright Family Park Tree Planting
4. White Goods Pickup

VII. DISCUSSION

VIII. ADJOURNMENT

NEXT MEETING DATE: THURSDAY, FEBRUARY 19, 2026

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<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.



Director's Report – Don Ryan Center for Innovation (DRCI)

January 2026

Overview:

January kicked off the year with renewed momentum. As we geared up for the ribbon cutting of our new facility, The COVE, the month was marked by new partnerships, strategic planning, and program development. From mentor engagement to youth-focused initiatives AI education, the DRCI team continued laying the foundation for a productive and impactful 2026.

Entrepreneur Program Update

STARTUP Companies

Our STARTUP pipeline continues to grow, with new diligence meetings and program milestones achieved.

- **OPFOB**
- **Part of the Family**
- **AMA Private Dining**
- **Bright Beginnings Academy**
- **Diversity Nursing (Hardeeville)**
- **Amia Marcell**
- **Belleau Woods Tavern (HEROES)**
- ***New – Buysight.ai**

GROWTH Companies:

Supporting established businesses in their expansion efforts remains a priority for DRCI.

- **Bluffton Electric**
- **Delta Roofing**
- **D'Flavor Custom Cakes**

THRIVE Companies

Ongoing long-term work with established Growth companies

- **Universal Bookkeeper**
- **Beachside Tire**
- **HardeeGreens (Hardeeville)**

Mentor Program

Mentorship Network:

- Sent out 2026 Mentor Handbook and requested recommitment confirmations
- Conducted lead mentor discussion with Molly Breazeale to align on program delivery and mentor roles

Economic Development Update

- Met with Camden Brown, a potential tenant and EDIP candidate, for space in The COVE
- Continued planning for The COVE ribbon cutting scheduled for February 2nd
- Attended BCEDC Board Meeting to align on 2026 goals and regional development

Operations, Events and Meetings:

- Attended and spoke at the Hardeeville Nonprofit Symposium
- Attended GBCC Coffee & Connections networking event
- Participated in planning meetings for Jobs Now 2026 with Tom Henz and AJ Harrell from TCL (scheduled for March)
- Conference call with Bluffton High School to explore a partnership for Marketing Capstone Projects
- Continued 2026 Naming & Marketing Strategic Planning efforts for DRCI programs and visibility
- Continued work on AI platform proposals (Gov.ai, Prophecy.gov, MadisonAI)
- Ongoing collaboration with Furman University for AI training programs
- Meeting with Rob Hickernell regarding in-person AI training and implementation strategies
- Continued internal development of the new DRCI website
- Held exploratory call with LinkedIn Learning to discuss a potential partnership for course access
- FY27 budget planning

Partnerships

Key Collaborations:

- **Hardeeville:** Attended and spoke at Hardeeville Nonprofit Symposium
- **Beaufort County Economic Development Corporation:** Ongoing collaboration on multiple impactful projects including collaboration. Attended board meeting.
- **Greater Bluffton Chamber:** Participated in numerous ribbon cuttings, showcasing the growth and expansion of local businesses and attended. Working on 2026 lunch and learn schedule for the GBCC
- **Hilton Head – Bluffton Chamber:** Collaborating with HHI Bluffton Chamber for JobsNow 2026 Job Fair scheduled for March
- **Hispanic Business Association of the Lowcountry:** Ongoing membership, Paul Arvantides is a member of the HBA Lowcountry Partnerships Committee
- **Beaufort County Airport Board:** David Nelems is a member of this Board
- **Furman University:** Ongoing collaboration through Strategic AI Program; exploring expanded offerings



GROWTH MANAGEMENT UPDATE

February 10, 2026

1. Town Council Appointed Boards/Commissions/Committees/Citizen Group Meetings:

- a. **Planning Commission:** January 28, 2026, cancellation notice attached. Next meeting scheduled for Wednesday, February 25, 2026.
- b. **Historic Preservation Commission:** January 7, 2026, meeting agenda attached. Next meeting scheduled for Wednesday, February 4, 2026.
- c. **Board of Zoning Appeals:** January 6, 2026, cancellation notice attached. Next meeting scheduled for Tuesday, February 3, 2026.
- d. **Development Review Committee:** January 7, 14, & 21, 2026, meeting agendas attached. January 28, 2026, cancellation notice attached. Next meeting scheduled for Wednesday, February 4, 2026.
- e. **Historic Preservation Review Committee:** January 26, 2026, meeting agendas attached. January 5, 12, & 20, 2026 cancellation notices attached. Next meeting scheduled for Monday, February 26, 2026.
- f. **Construction Board of Adjustment and Appeals:** January 27, 2026, cancellation notice attached. Next meeting scheduled for Tuesday, February 24, 2026.
- g. **Affordable Housing Committee:** January 8, 2026, cancellation notice attached. Next meeting scheduled for Thursday, February 5, 2026.

2. Community Development / Affordable Housing Committee Work Program:

The budget for the Neighborhood Assistance Program for FY 2026 has been approved at \$450,000 by Town Council.

A total of 30 homes have received repairs at a total of \$226,702 and three homes are pending approval for \$32,035. These repairs consist of roofing, flooring, decks, plumbing, tree service and property cleanup.

Applications are being processed weekly, and staff continue to work diligently to ensure residents are living in their homes safe and dry.

To date three homes are being repaired, two are waiting for estimates to be submitted and one application is waiting for income verification.

ATTACHMENTS:

1. Planning Commission cancellation notice for January 28, 2026.
2. Historic Preservation Commission meeting agenda notice for January 7, 2026.
3. Board of Zoning Appeals cancellation notice for January 6, 2026.
4. Development Review Committee meeting agendas for January 7, 14, & 21, 2026.
Cancellation notice for January 28, 2026.
5. Historic Preservation Review Committee meeting agenda for January 26, 2026.
Cancellation notices for January 5, 12, & 20, 2026.
6. Construction Board of Adjustments and Appeals cancellation notice for January 27, 2026.
7. Affordable Housing Committee cancellation notice for January 8, 2026.
8. Building Permits and Planning Applications:
 - a. Building Permits Issued FY 2019-2026 (to January 26,2026).
 - b. Building Permits Issued Per Month FY 2019-2026 (to January 26,2026).
 - c. Value of Construction FY 2019-2026 (to January 26,2026).
 - d. New Single Family Residential Building Permits Issued Per Month FY 2019-2026 (to January 26,2026).
 - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2019-2026 (to January 26,2026).
 - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2019-2026 (to January 26,2026).
 - g. New Commercial Construction/Additions Heated Square Footage FY 2019-2026 (to January 26,2026).
 - h. Planning and Community Development Applications Approved FY 2019-2026 (to January 26,2026).
 - i. Multi Family Apartments Value FY 2019-2026 (to January 26,2026).
 - j. Multi Family Apartments Square Footage FY 2019-2026 (to January 26,2026).
 - k. Multi Family Apartments Total Units FY 2019-2026 (to January 26,2026).



PUBLIC NOTICE

**THE PLANNING COMMISSION
(PC)**
Meeting scheduled for

Wednesday, January 28, 2026 at 6:00 P.M.

**has been CANCELED
due to a lack of agenda items.**

**The next meeting is scheduled for
Wednesday, February 25, 2026.**

**If you have questions, please contact
Growth Management at: 843-706-4500**



Historic Preservation Commission Meeting

Wednesday, January 07, 2026 at 6:00 PM

**Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC**

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 113 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

The Historic Preservation Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

IV. ADOPTION OF MINUTES

1. December 3, 2025 Minutes

V. ELECTION OF OFFICERS

1. Election of Historic Preservation Commission Chair
2. Election of Historic Preservation Commission Vice Chair
3. Election of Two Historic Preservation Review Committee members.

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

1. **36 Bruin Road:** An amendment to an approved Certificate of Appropriateness to allow certain changes for 2-story commercial building of approximately 3,130 SF at 36 Bruin Road in Old Town Bluffton Historic District, and within the Neighborhood General-HD (NG-HD) zoning district. (COFA-05-25-019766) (Staff - Charlotte Moore)
2. **2 Blue Crab Street, Lot 52:** A request by William Court of Court Atkins Group (Applicant) on behalf of Blue Crab Bluffton, LLC (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2.5-story main house (an Additional

Building Type) of approximately 3,839 SF and an attached carriage house of approximately 880 SF at 2 Blue Crab Street. The property is located in the Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25-019925) (Staff - Charlotte Moore)

3. **4 Blue Crab Street, Lot 51:** A request by William Court of Court Atkins Group (Applicant) on behalf of Patrick Mason (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story main house (an Additional Building Type) of approximately 3,800 SF and an attached carriage house of approximately 886 SF at 4 Blue Crab Street. The property is in Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25- 019927) (Staff - Charlotte Moore)
4. **6 Blue Crab Street, Lot 50:** A request by William Court of Court Atkins Group (Applicant) on behalf of Patrick Mason (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2.5-story main house (an Additional Building Type) of approximately 3,846 SF and an attached carriage house of approximately 884 SF at 2 Blue Crab Street, Lot 50. The property is in Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25- 019628) (Staff - Charlotte Moore)
5. **8 Blue Crab Street, Lot 49:** A request by William Court of Court Atkins Group (Applicant) on behalf of Patrick Mason (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story main house (an Additional Building Type) of approximately 3,741 SF and an attached carriage house of approximately 933 SF at 8 Blue Crab Street, Lot 49. The property is in Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25- 019929) (Staff - Charlotte Moore)

IX. DISCUSSION

1. Historic District Monthly Update. (Staff)

X. ADJOURNMENT

NEXT MEETING DATE: Wednesday, February 4, 2026

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, January 6, 2026 at 6:00 p.m.

Has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for Tuesday,
February 3, 2026.

If you have questions, please contact
Growth Management at: 843-706-4500



Development Review Committee Meeting

Wednesday, January 07, 2026 at 1:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **Bluffton Early Childhood Center (Public Project):** A request by Beaufort County School District for the approval of a Public Project application. The project consists of an early childhood center adjacent to the existing River Ridge Academy, including infrastructure, drives, parking, landscaping, and utilities. (DP-12-25-020042) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, January 14, 2026

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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Public comment is limited to 3 minutes per speaker.*



Development Review Committee Meeting

Wednesday, January 14, 2026 at 1:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page

<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

- M.C. Riley Elementary School Drainage and Sidewalk Improvements (Public Project):** A request by Beaufort County School District for the approval of a Public Project application. The project consists of upgrades to the existing stormwater collection system, sidewalk extensions to improve connectivity and milling and overlay of the existing asphalt. (DP-12-25-020053)
(Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, January 21, 2026

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Public comment is limited to 3 minutes per speaker.*



Development Review Committee Meeting

Wednesday, January 21, 2026 at 1:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **Novant Health Bluffton Medical Center (Development Plan):** A request by Hilton Head Medical Center, LLC, for approval of a Preliminary Development Plan application. The project consists of a three (3) story 240,000 SF hospital with associated infrastructure. The property is within the Buckwalter Planned Unit Development (PUD) and consists of approximately 17.8 acres identified by the tax map numbers R610 029 000 2487 0000 and R600 029 000 2410 0000 located west of Buckwalter Parkway south of Bluffton Parkway within the Parkway Corners Initial Master Plan. (DP-07-25-019862) (Staff - Dan Frazier)
2. **Palmetto Bluff Inland Waterway Expansion (Development Plan):** A request by Thomas & Hutton on behalf of Palmetto Bluff Uplands, LLC, for approval of a Preliminary Development Plan application. The project consists of the extension of the Inland Waterway in Palmetto Bluff, including clearing, excavation, grading, and site stabilization. The property is within the Palmetto Bluff Planned Unit Development (PUD) and consists of approximately 137 acres identified by tax map numbers R614 057 000 0001 0000, R614 057 000 0002 0000, and R614 057 000 0208 0000 connecting two portions of the existing waterway near Bighouse Lagoon and Block M4 as well as extending the waterway adjacent to the Short Course. (DP-12-25-020055) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, January 28, 2026

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

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<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

**THE DEVELOPMENT REVIEW
COMMITTEE (DRC)**
Meeting scheduled for

Wednesday, January 28, 2026 at 1:00 P.M.

**has been CANCELED
due to a lack of agenda items.**

**The next meeting is scheduled for
Wednesday, February 4, 2026.**

**If you have questions, please contact
Growth Management at: 843-706-4500**



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, January 5, 2026 at 4:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Monday, January 12, 2026.

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, January 12, 2026 at 4:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, January 20, 2026.

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Tuesday, January 20, 2026 at 4:00 P.M.

**has been CANCELED
due to lack of agenda items.**

**The next meeting is scheduled for
Monday, January 26, 2026.**

**If you have questions, please contact
Growth Management at: 843-706-4500**



Historic Preservation Review Committee Meeting

Monday, January 26, 2026 at 4:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **204 Bluffton Road:** A request by Thomas Michaels, Jr. (SM7 Design, LLC), Applicant, on behalf of 204 Bluffton Road, LLC, Owner, for review of a Certificate of Appropriateness-Historic District Concept Plan to allow the construction of a 3-story 3,978 SF Main Street Building at 204 Bluffton Road. The property is in the Promenade development in Old Town Historic District and zoned Neighborhood Core-Historic District (NC-HD). (COFA-12-25-020072) (Staff-Charlotte Moore)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, February 2, 2026

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

The Construction Board of
Adjustments and Appeals (CBA)
Meeting scheduled for

Tuesday, January 27, 2026, at 6:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, February 24, 2026.

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

The Affordable Housing
Committee (AHC)
meeting scheduled for

Thursday, January 8, 2026, at
10:00 A.M.

Has been CANCELLED.
Due to lack of agenda items.

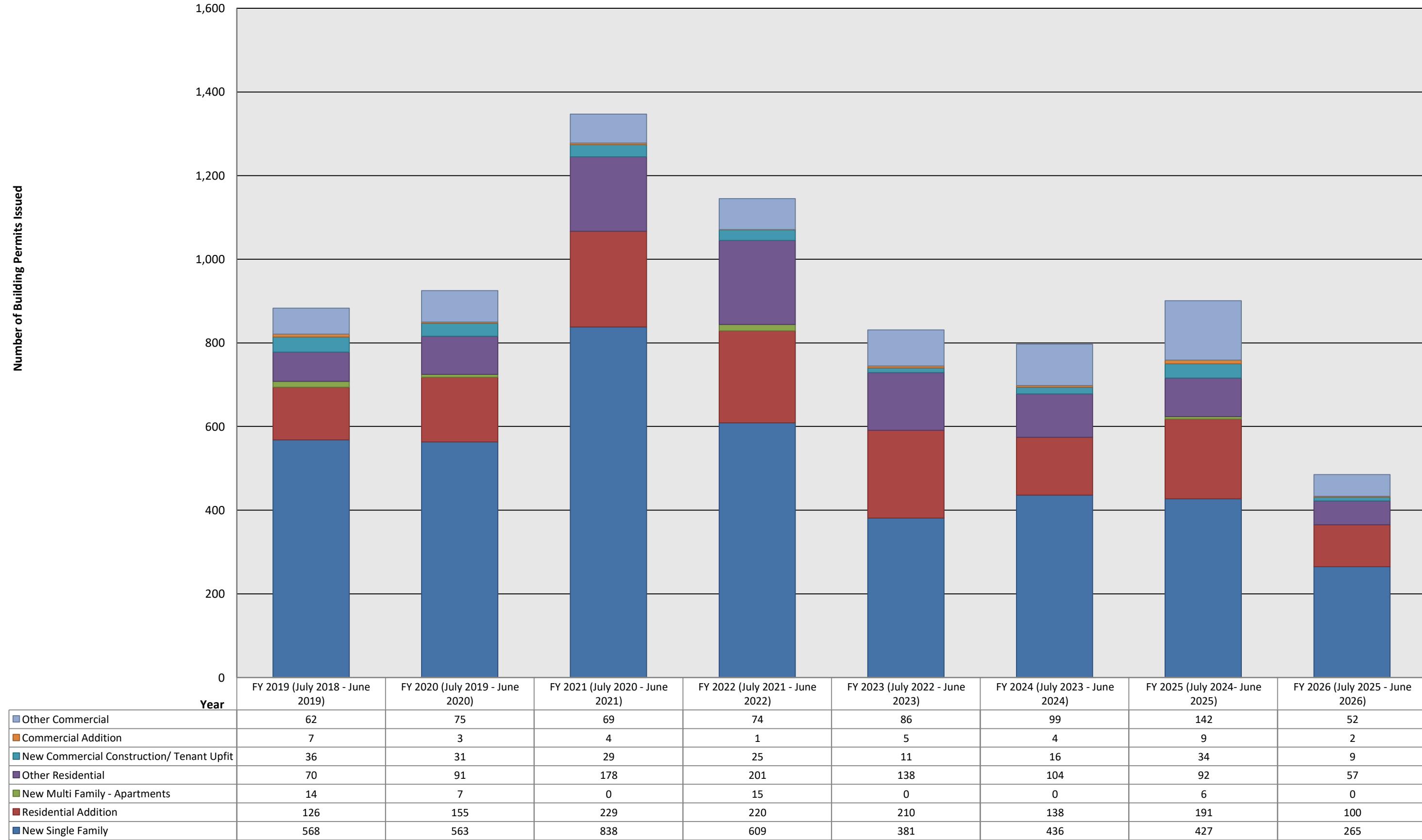
The next meeting is scheduled for
Thursday, February 5, 2026

If you have questions, please contact
Growth Management at: 843-706-4500

**Town of Bluffton
Building Permits Issued
FY 2019 - 2026**

Attachment 8a

Section XI. Item #1.

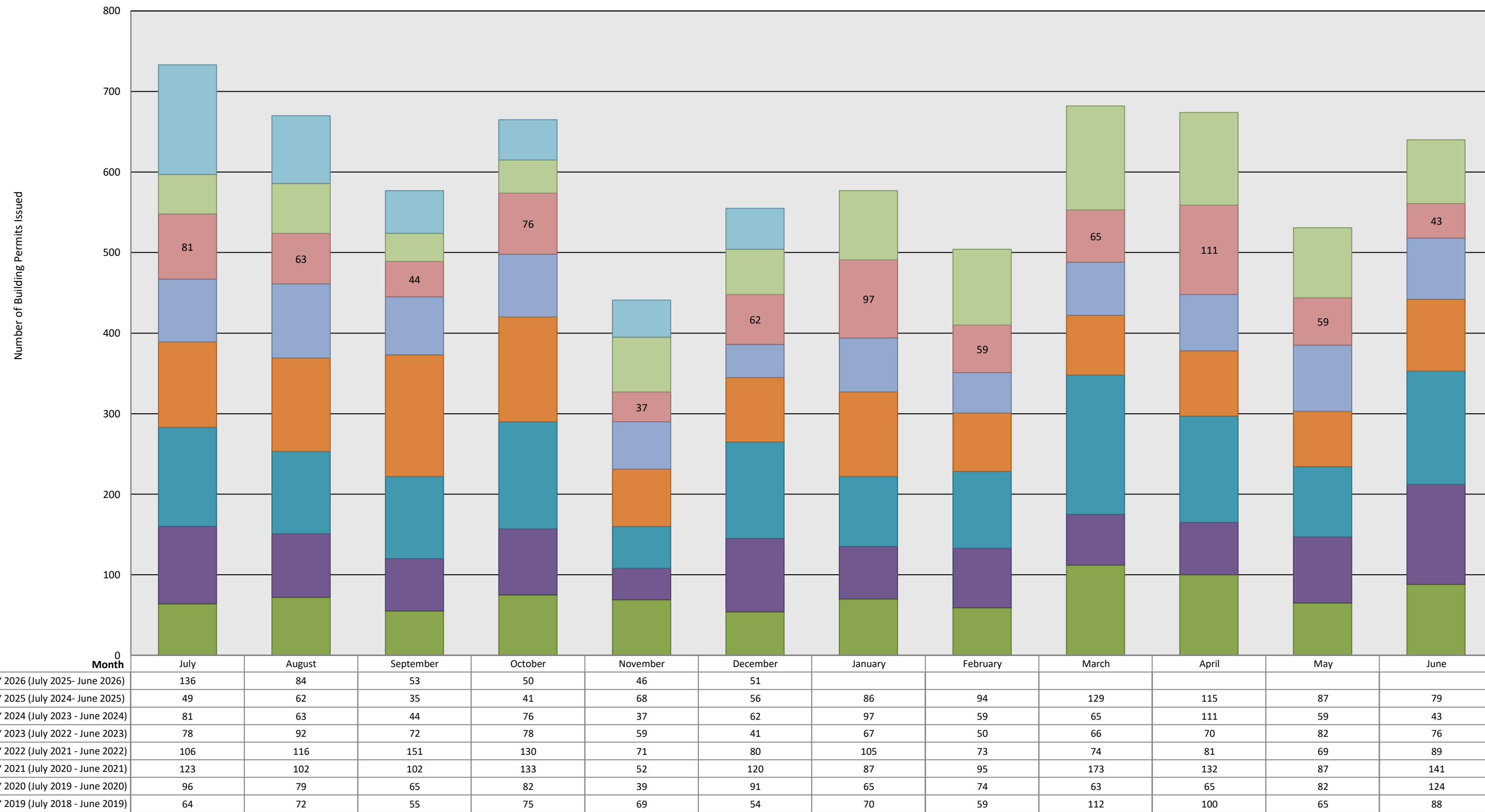


Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.
 2. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.
 3. Other residential includes: new accessory structure, new accessory residence.
 4. Commercial addition includes: additions, screen enclosure, shell.
 5. Other commercial includes: remodel and accessory structure.

Town of Bluffton
Building Permits Issued Per Month
FY 2019 - 2026

Attachment 8b

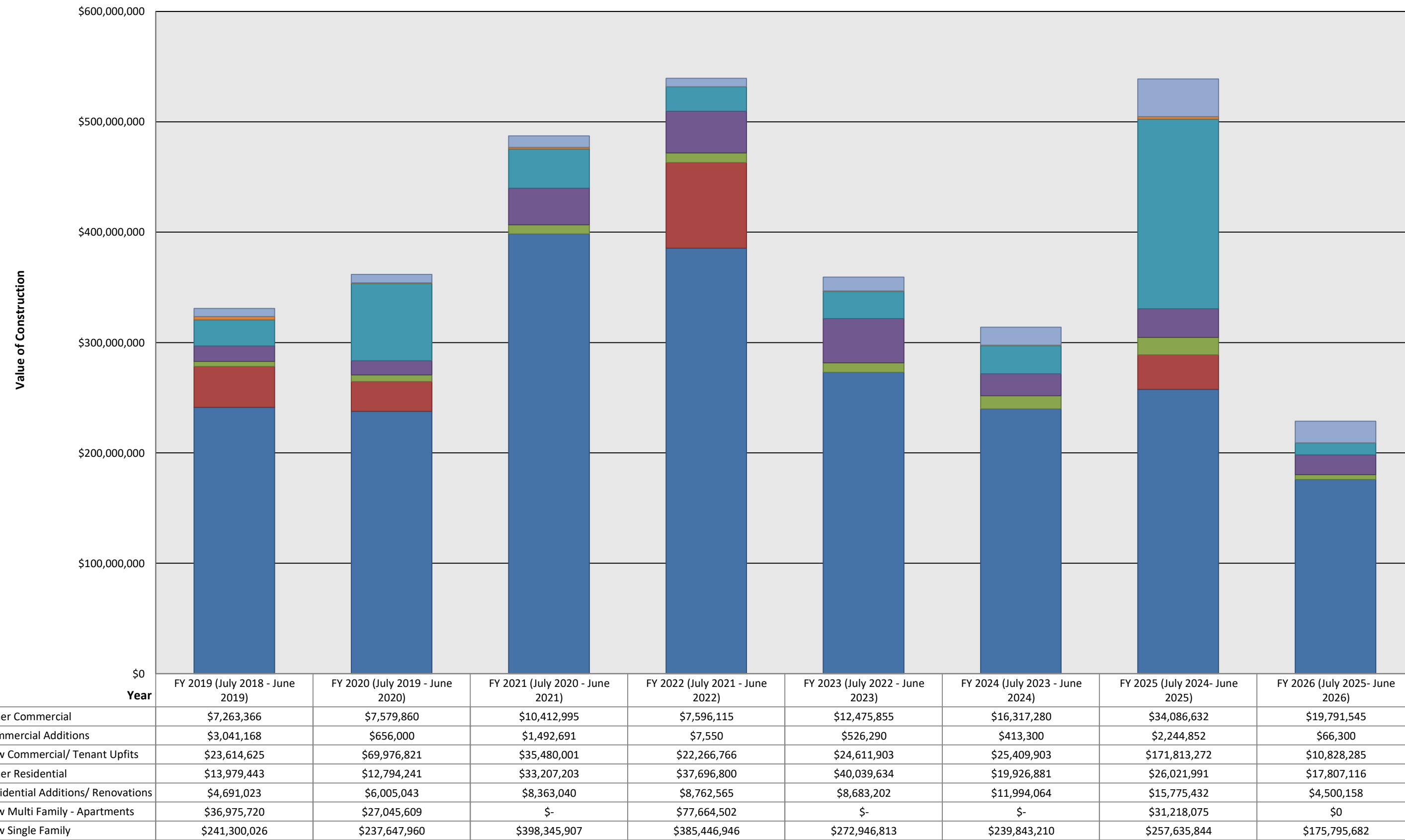
Section XI. Item #1.



Town of Bluffton
Value of Construction
FY 2019 - 2026

Attachment 8c

Section XI. Item #1.

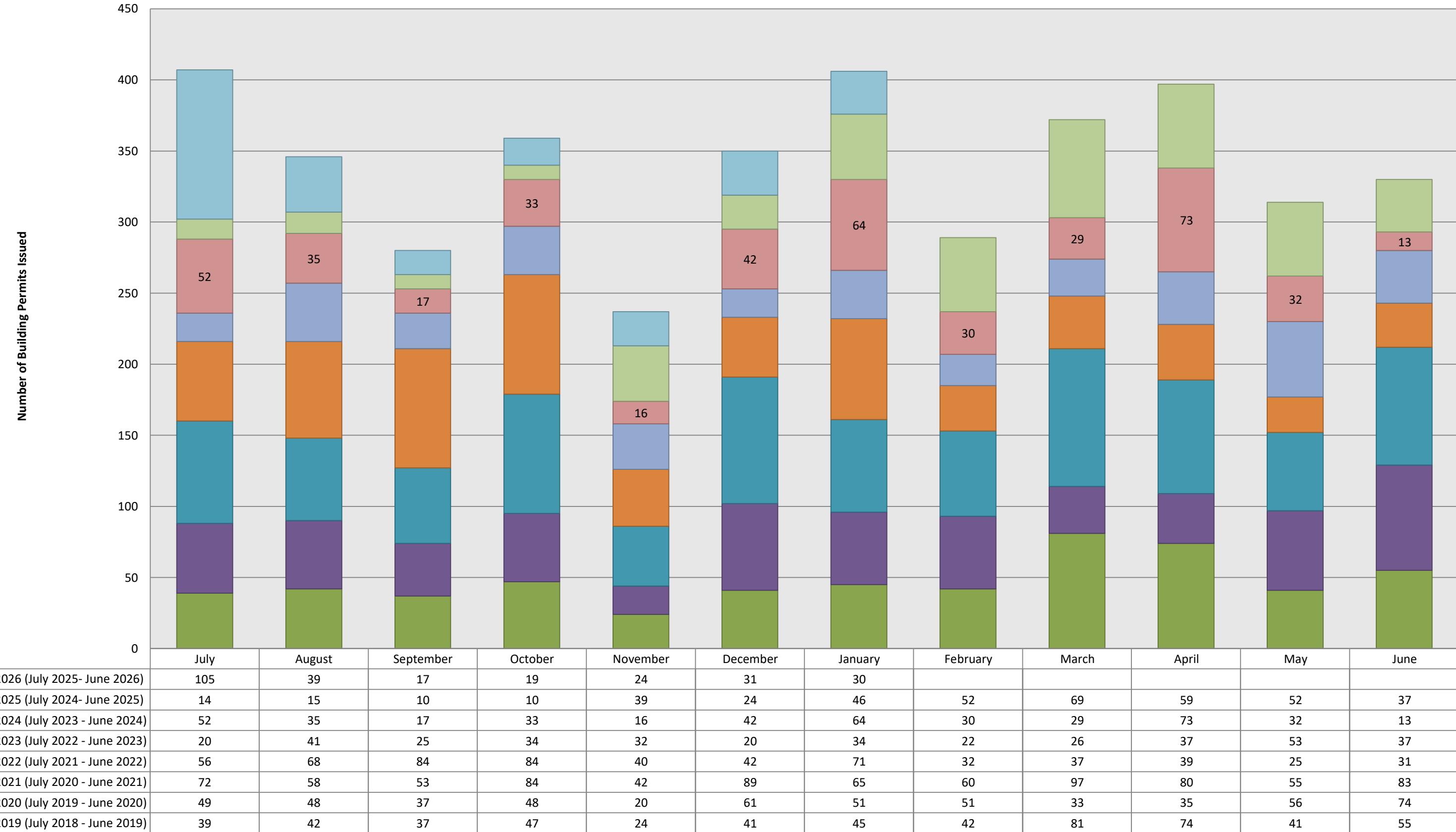


Notes: 1. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.
 2. Other residential includes: new accessory structure, new accessory residence.
 3. Commercial addition includes: additions, screen enclosure, shell.
 4. Other commercial includes: remodel and accessory structure.

Town of Bluffton
New Single Family Residential Building Permits Issued Per Month
FY 2019 - 2026

Attachment 8d

Section XI. Item #1.

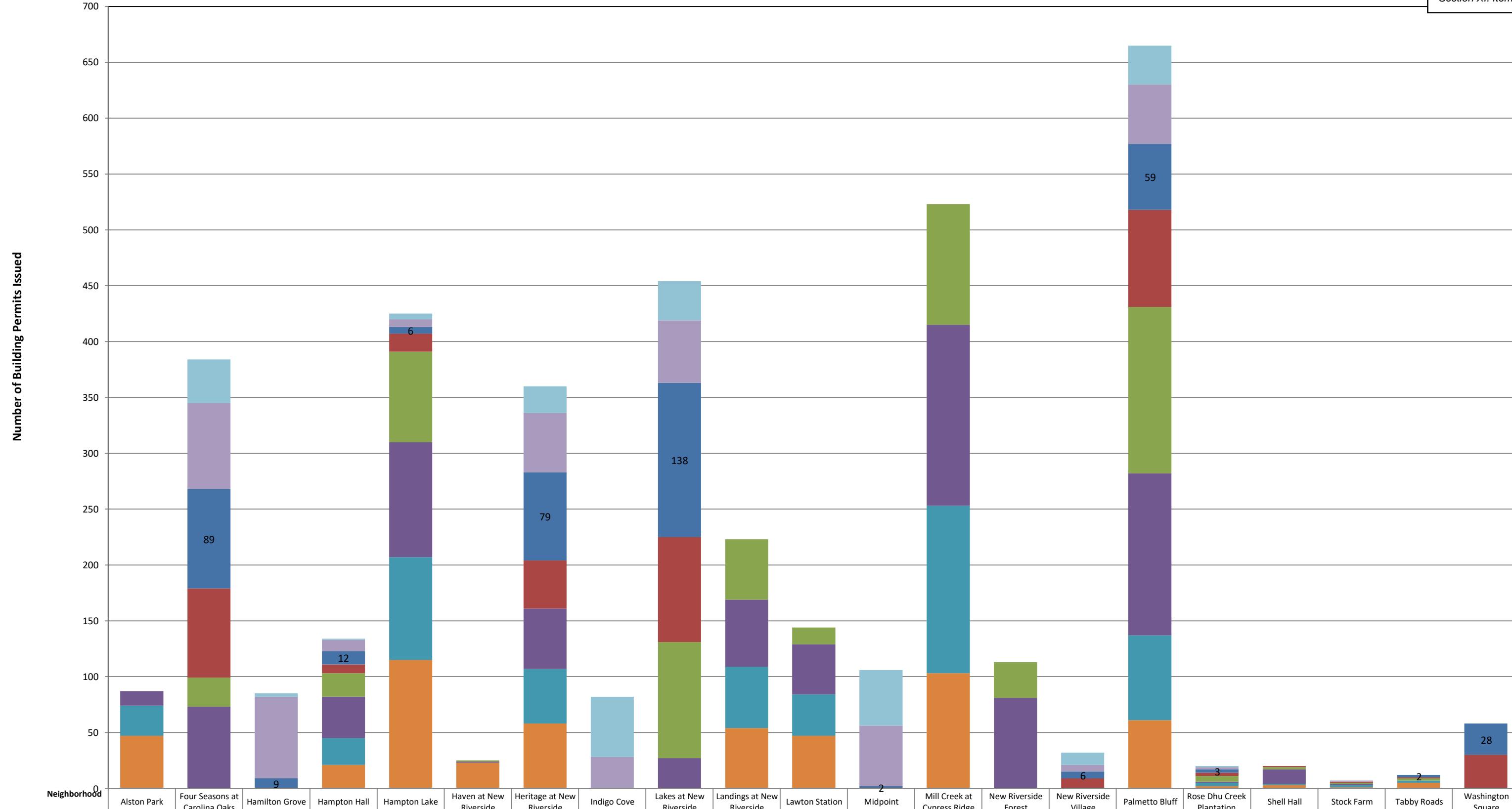


Note: Building Permits Issued excludes those Building Permits which were voided or withdrawn.

Town of Bluffton
New Single Family Residential Building Permits Issued by Neighborhood FY 2019 -2026

Attachment 8e

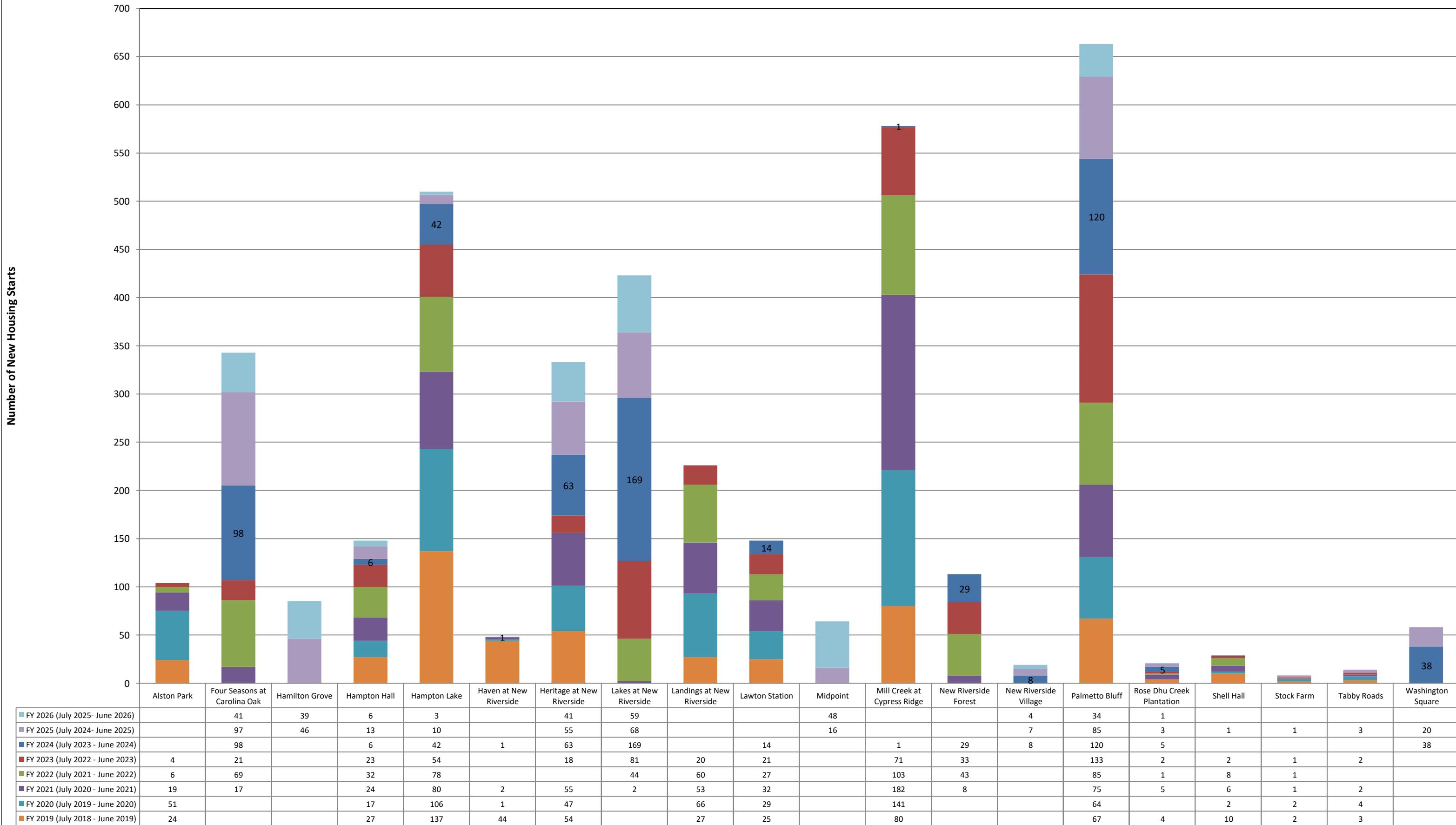
Section XI. Item #1.



Town of Bluffton
New Single Family Certificates of Occupancy Issued by Neighborhood FY 2019 - 2026

Attachment 8f

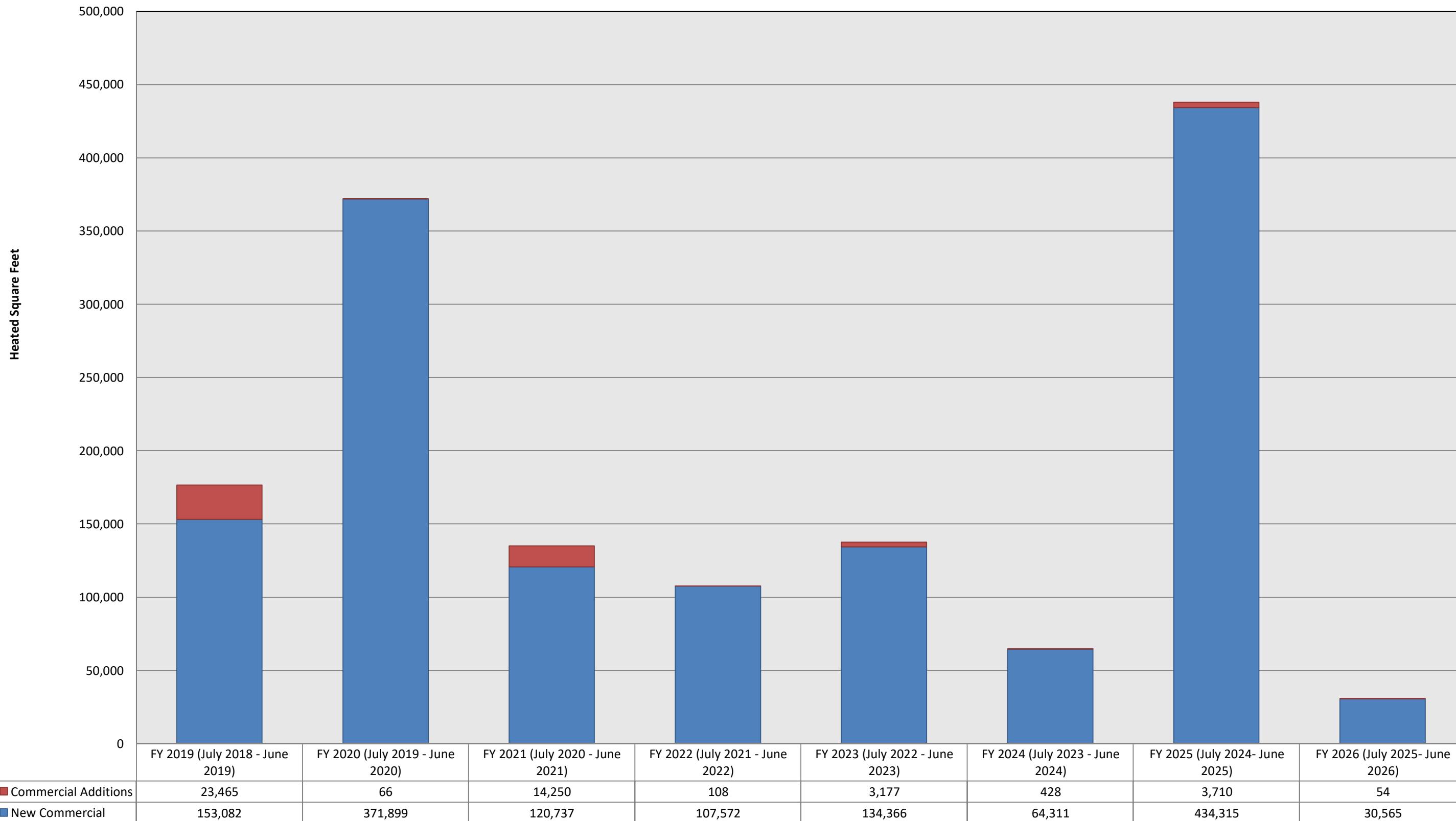
Section XI. Item #1.



Town of Bluffton
New Commercial Construction and Additions Heated Square Footage
FY 2019 - 2026

Attachment 8g

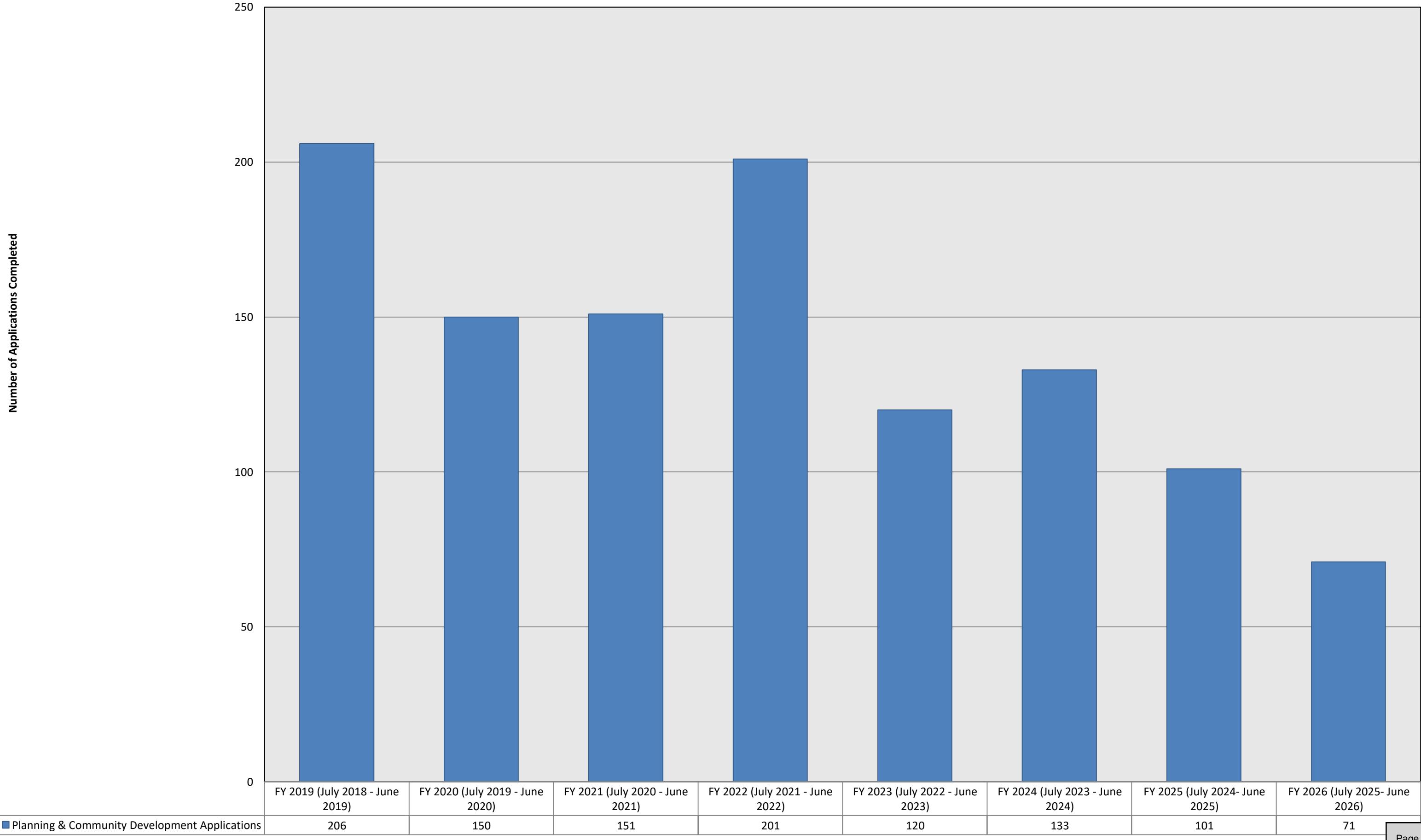
Section XI. Item #1.



Town of Bluffton
Planning & Community Development Applications Completed
FY 2018 - 2025

Attachment 8h

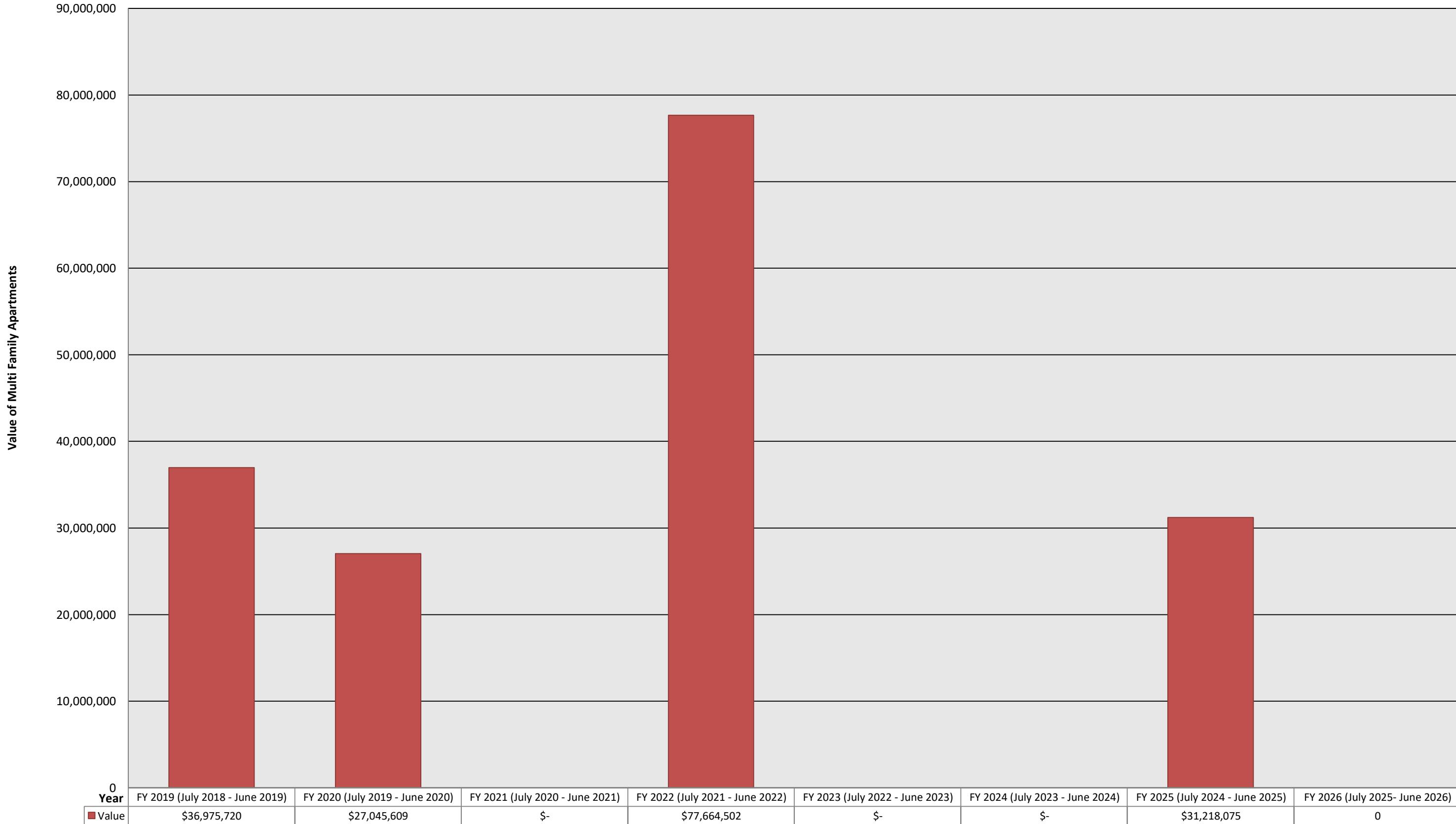
Section XI. Item #1.



Town of Bluffton
Multi Family Apartments Value
FY 2018 - 2025

Attachment 8i

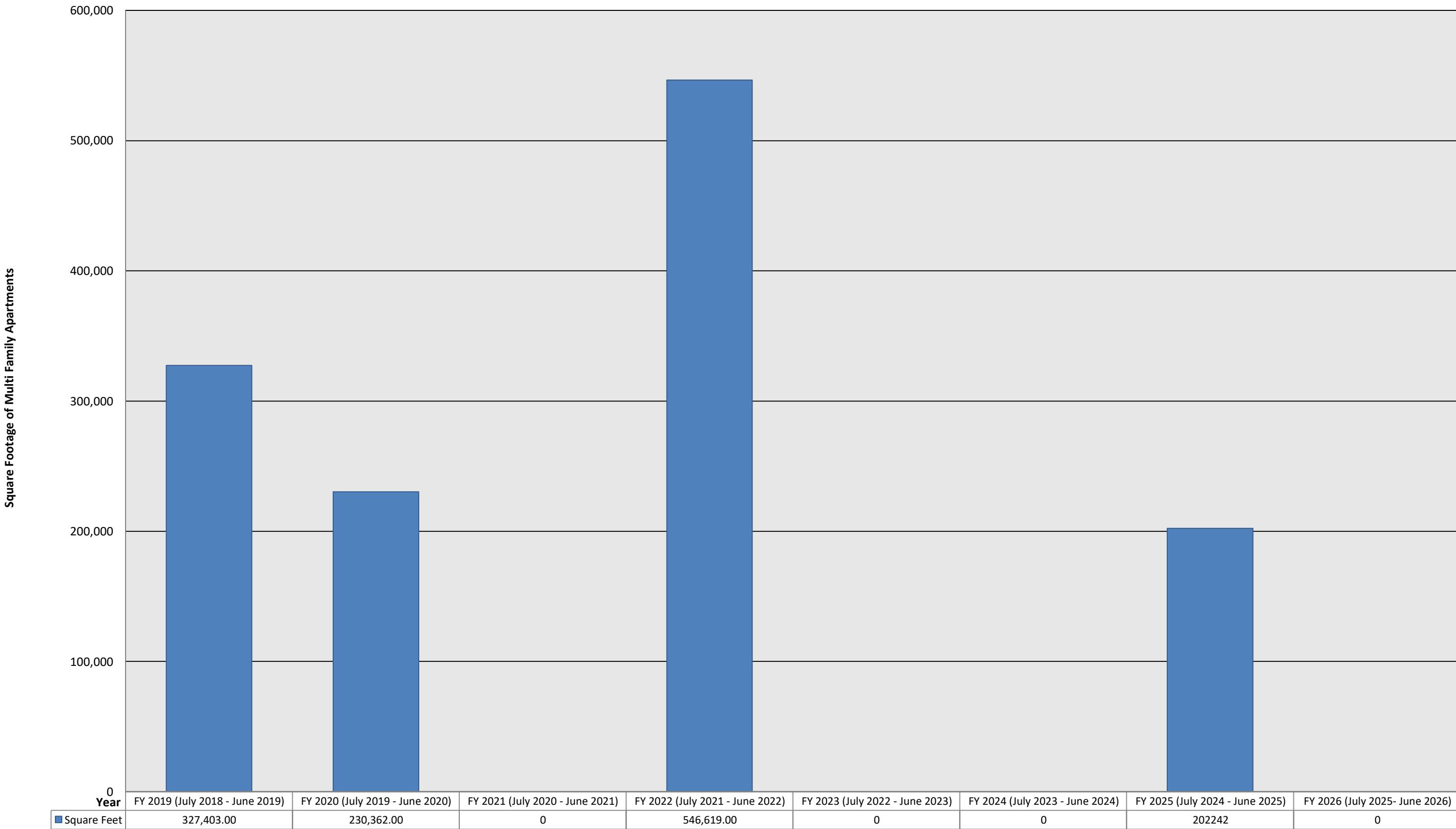
Section XI. Item #1.



Town of Bluffton
Multi Family Apartments Square Footage
FY 2018 - 2025

Attachment 8j

Section XI. Item #1.

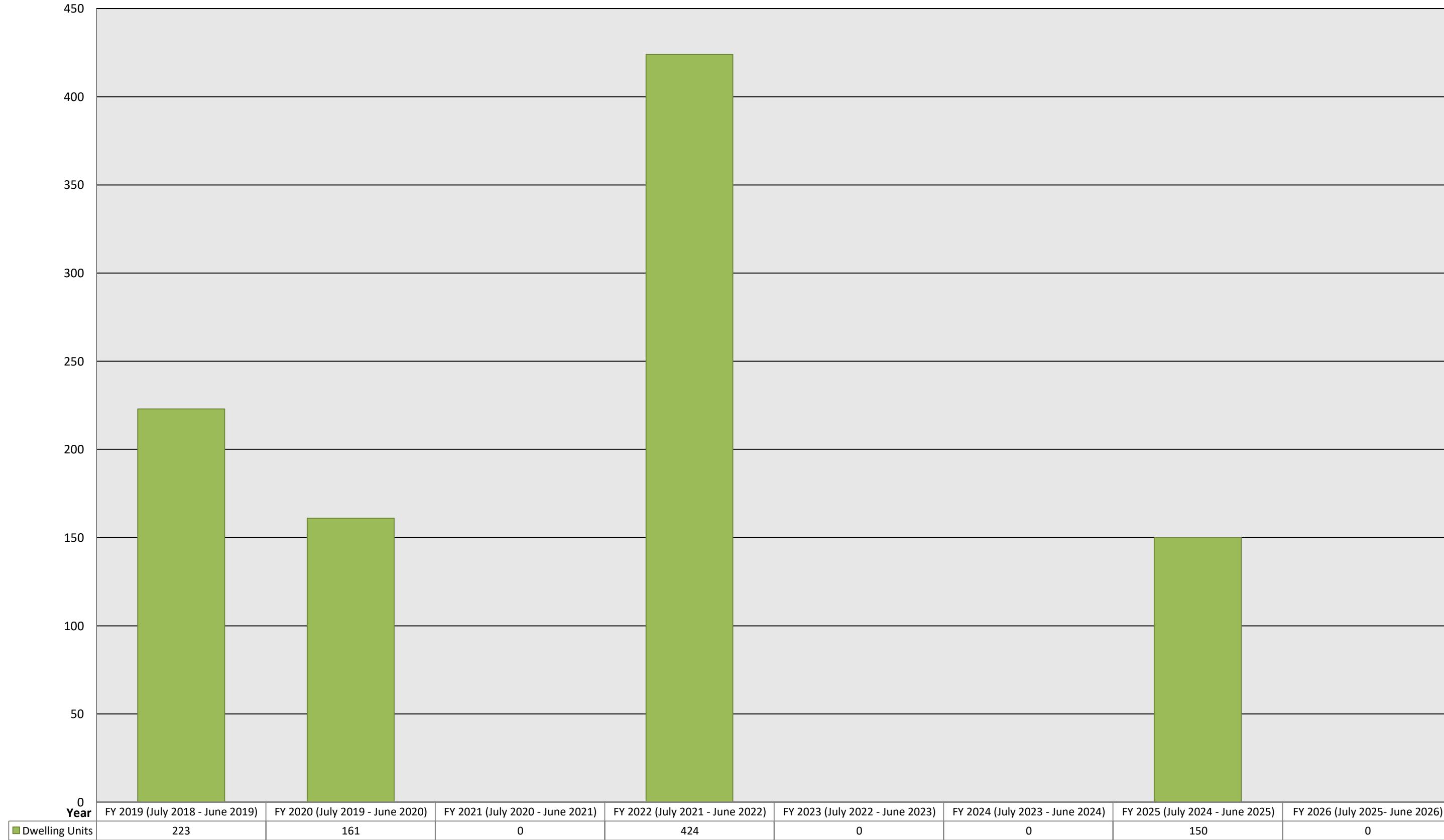


Town of Bluffton
Multi Family Apartments Total Units
FY 2018 - 2025

Attachment 8k

Section XI. Item #1.

Multi Family Apartments Total Units





To: Town Council
From: Stephen Steese, Town Manager
Date: February 2, 2026

Town of Bluffton
20 Bridge St.
PO Box 386
Bluffton, SC 29910
843.706.4500

Town Operations / Community Meetings

- Town Staff presented proposed updates to the Town's Wetland Buffer Ordinance at the January 27th Workshop. These proposed edits are currently out for public comment. We have sent out a press release, posted on social media, and will be sharing directly with groups and firms.
- We kicked off the FY 26-27 budget process with initial meetings with all departments. Requests for staffing, capital, and other large items were due in January. We will continue to work through revenue projections and other items as we begin to pull together the framework of the budget.
- Mobile Town Halls:
 - We have a Mobile Town Hall for Palmetto Bluff on February 23rd at The Lodge.
 - We have a Mobile Town Hall in The Haven on March 12th in the ballroom of their Community Center.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tempore / Manager meetings.
- Town Council was sworn in at the January 13th Council Meeting and Councilman Hamilton was elected at Mayor Pro Tempore.
- Mayor and Council attended the Hometown Legislative Action Day event in Columbia. MASC put on updates and educational sessions and we were able to meet with our legislators to address priorities and discuss items.
- Mayor, Council, and staff attended the SOLOCO meeting held in Bluffton. There was an update from LATS and presentation on their planning processes. We also heard briefly from the new LCOG Director, on restrictions for balloon releases, and putting together a working group to address e-bike regulations regionally.

Updates and Miscellaneous Information

- We have prepared our event calendar for the year and shared these dates. For the first time we are preparing sponsorship opportunities where businesses and other community partners can sponsor events in whole or part. The goal is to offset portions of the event costs and allow the town to grow our events in scale and number. We plan to start sharing this to the community for potential partnerships in February.
- We installed Rapid Repeating Flashing Beacon (RRFB) crosswalks at two locations along May River and are working on a third. We are also working with SC DOT on plans to improve the number of crosswalks and improving pedestrian safety on Bluffton Road.
- Town offices were closed January 1st in observance of New Year's Day and January 19th in observance of MLK Day.