

## TOWN COUNCIL

### STAFF REPORT Finance Department



<b>MEETING DATE:</b>	June 13, 2023
<b>PROJECT:</b>	Consideration to Approve Agreement Renewals Between Town of Bluffton and Intergovernmental Entities and Non-Profits Including Historic Bluffton Foundation for Welcome Center and University of South Carolina – Beaufort for the Bluffton Ambassador Program
<b>PROJECT MANAGER:</b>	Chris Forster, Assistant Town Manager

**REQUEST:** Town Staff requests Town Council to authorize the Town Manager to renew agreements with the Historic Bluffton Foundation and University of South Carolina – Beaufort for the Welcome Center and the Bluffton Ambassador program respectively for fiscal year 24.

**BACKGROUND:** In a series of agreements, the Town of Bluffton and the Historic Bluffton Foundation (HBF) document their relationship to preserve historic properties in Old Town Bluffton, to preserve the Caldwell Archives, and to serve as the Town's Welcome Center, among other duties. In this fifth amendment to the agreement, no changes to the roles and responsibilities are denoted; only the term of the agreement is extended for one year through June 30, 2023.

Since 2018, the University of South Carolina – Beaufort (USCB) has provided the Town of Bluffton with classes on the history and culture of what makes the Town unique. Provided by USCB's Center for Event Management and Hospitality Training, the Bluffton Ambassador Program has grown to give nine courses total and train approximately 145 ambassadors annually. Attached to the updated contract renewal is the annual budget which includes staff salary and fringe benefits, contract services, printing costs, supplies for a contract total of \$32,500.

**NEXT STEPS:** Town Council to approve to renew these two respective agreements with Historic Bluffton Foundation and USCB for next year.

**SUMMARY:** The contract between Town of Bluffton and Historic Bluffton Foundation shall be extended for one additional year. The contract between Town of Bluffton and USCB for the Bluffton Ambassador program is \$32,500.

**ATTACHMENTS:**

1. Town of Bluffton Agreement 2017-69 renewal for FY24
2. Town of Bluffton Agreement 2018-34 renewal for FY24
3. Resolution HBF
4. Resolution USCB
5. Recommended Motion