

TOWN COUNCIL

STAFF REPORT

Executive Department



MEETING DATE:	June 11, 2024
PROJECT:	Consideration to Approve a Contract Renewal with USCB on Bluffton Ambassador Program
PROJECT MANAGER:	Felicia Roth, Director of Compliance and Contracts

REQUEST: Town Staff requests Town Council to authorize the Town Manager to renew the agreement with University of South Carolina – Beaufort for the Bluffton Ambassador program for fiscal year 25.

BACKGROUND: 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 the contract with USCB for the Bluffton Ambassador program for next year.

SUMMARY: The contract between Town of Bluffton and USCB for the Bluffton Ambassador program is \$32,500.

ATTACHMENTS:

1. Town of Bluffton Agreement 2018-34 renewal for FY25
2. Recommended Motion
3. Resolution