

Memo



To: Mayor and Town Council
From: Shirley Freeman, Director of Finance/Administration
Date: February 9, 2016
Subject: FY 2016 Budget Amendment – First Reading

Town of Bluffton
20 Bridge Street
PO Box 386
Bluffton, SC 29910
843.706.4500
843.757.6720 (fax)

Recommendation: Approve the attached proposed ordinance increasing the Town of Bluffton's General Fund \$226,371 for Warrant Services, Drug Forfeiture Spending and a Traffic Enforcement Grant and the Capital Improvements Program (CIP) Fund \$220,000 for Oyster Factory Park project and DuBois Park improvement project.

Background: In the General Fund, \$5,850 is to be added for the intergovernmental agreement with the Town of Hilton Head Island for weekend warrant services and \$15,000 (\$2,000 received this year and \$13,000 received last year) for additional drug forfeiture account spending. The Town received a grant from the Office of Highway Safety and Justice Program to establish a Traffic Enforcement Unit. The initial grant period is for 2016 and includes two traffic officer positions, vehicles and equipment in the amount of \$205,521. It is 100% funding with no match required by the Town. It can be renewed for up to 3 years, however we have to re-apply every year and the award is dependent on funding through the federal government. The Police have applied for this grant the past couple of years in response to the traffic fatalities we were seeing in our Town. However, this is the first year they have received any funding.

In the CIP Fund, \$160,000 is to be added to the Oyster Factory Park budgeted funds from Boat Ramp fees fund balance and Local Accommodations taxes and \$60,000 to the Parks and Recreation Improvements project (\$48,000 from the Beaufort County Grant and \$12,000 from Hospitality Tax) for DuBois Park.

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2016-
FISCAL YEAR 2016 BUDGET**

**TO AMEND THE BUDGET FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA,
FOR THE FISCAL YEAR ENDING JUNE 30, 2016;
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 on June 9, 2015; and

WHEREAS, pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget to revise the General Fund and Capital Improvements Program (CIP) Fund appropriations for Fiscal Year 2016

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 fiscal year 2016 budget is amended to make the following changes and/or additions to the projected revenue and expenditure accounts as follows:

General Fund

<u>Account Description</u>	
Revenues:	
Forfeitures	\$ 2,000
Miscellnaeous	5,850
Federal Grant	205,521
Total Revenues	<u>\$ 213,371</u>
Other Financing Sources:	
Prior Year Fund Balance	\$ 13,000
Total Revenues and Other Sources	<u><u>\$ 226,371</u></u>
Expenses:	
Judge Coverage	\$ 5,850
Traffic Enforcement Unit	205,521
Task Force Equipment	15,000
Total Expenditures	<u><u>\$ 226,371</u></u>

Capital Improvements Program Fund

Account Description

Revenues:	
Grant	\$ 48,000
Transfers from Other Sources:	
Hospitality Tax	\$ 12,000
Local Accomodations Tax	70,000
Boat Ramp Fees	90,000
Total Other Sources	<u>\$ 172,000</u>
Total Revenues and Other Sources	<u>\$ 220,000</u>
Expenditures:	
Oyster Factory Park	\$ 160,000
Parks & Recreation Improvements	60,000
Total Expenditures	<u>\$ 220,000</u>

The effect of this amendment will be to increase the General Fund to \$14,365,701 (Attachment A) and to increase the Capital Improvements Program Fund to \$10,337,000 (Attachment B). The Stormwater Fund remains at \$3,687,870 and the Debt Service Fund remains at \$1,946,595 for a total Consolidated Budget of \$30,337,166.

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 _____, 2016.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Sandra Lunceford, Town Clerk
Town of Bluffton, South Carolina

First Reading: February 9, 2016
Second Reading:



**TOWN OF BLUFFTON
GENERAL FUND
FINANCIAL REPORT FOR THE YEAR ENDING
JUNE 30, 2016**

Attachment A
Dated: February 9, 2016

	Original Budget	Current Revised Budget	Budget Difference
Revenues			
Property Taxes	\$ 4,600,000	\$ 4,600,000	\$ -
Licenses & Permits			
Business Licenses	\$ 1,570,000	\$ 1,570,000	\$ -
MASC Telecommunications	107,000	107,000	-
MASC Insurance Tax Collection	1,353,000	1,353,000	-
Franchise Fees (electric, gas, water, telephone, cable)	1,896,700	1,896,700	-
Building Safety Permits	1,317,520	1,317,520	-
Application Fees	55,000	55,000	-
Administrative Fees	44,000	44,000	-
Total Licenses & Permits	<u>\$ 6,343,220</u>	<u>\$ 6,343,220</u>	<u>\$ -</u>
Intergovernmental			
State Shared Revenues			
Local Government Fund	\$ 278,145	\$ 278,145	\$ -
Federal Grants		205,521	(205,521)
Total State Shared Revenues	<u>\$ 278,145</u>	<u>\$ 483,666</u>	<u>\$ (205,521)</u>
Other Local Governments			
School Crossing Guards	\$ 64,750	\$ 64,750	\$ -
School Resource Officers	214,500	214,500	-
Total Other Local Governments	<u>\$ 279,250</u>	<u>\$ 279,250</u>	<u>\$ -</u>
Total Intergovernmental	<u>\$ 557,395</u>	<u>\$ 762,916</u>	<u>\$ (205,521)</u>
Service Revenues			
Contract Police Services	\$ 60,000	\$ 60,000	\$ -
Impact Fee Collection Fee	36,000	36,000	-
Development Fees	647,800	647,800	-
Total Sales and Service	<u>\$ 743,800</u>	<u>\$ 743,800</u>	<u>\$ -</u>
Fines & Fees			
Municipal Court	\$ 225,000	\$ 225,000	\$ -
Victims Assistance	30,000	30,000	-
Total Fees and Fines	<u>\$ 255,000</u>	<u>\$ 255,000</u>	<u>\$ -</u>
Miscellaneous Revenues			
Rental Income	\$ 25,500	\$ 25,500	\$ -
Interest Income	5,000	5,000	-
Forfeitures		2,000	(2,000)
Other Revenue	52,000	57,850	(5,850)
Total Miscellaneous	<u>\$ 82,500</u>	<u>\$ 90,350</u>	<u>\$ (7,850)</u>
Total Revenues	<u><u>\$ 12,581,915</u></u>	<u><u>\$ 12,795,286</u></u>	<u><u>\$ (213,371)</u></u>
Other Financing Sources			
Proceeds from Capital Leases	<u>\$ 521,520</u>	<u>\$ 521,520</u>	<u>\$ -</u>
Transfers in From:			
State Accommodations Tax	\$ 38,265	\$ 38,265	\$ -
Hospitality Tax	500,000	500,000	-
Stormwater Utility Fees	25,000	25,000	-
Prior Year Fund Balance	472,630	485,630	(13,000)
Total Transfers	<u>\$ 1,035,895</u>	<u>\$ 1,048,895</u>	<u>\$ (13,000)</u>
Total Other Financing Sources	<u><u>\$ 1,557,415</u></u>	<u><u>\$ 1,570,415</u></u>	<u><u>\$ (13,000)</u></u>
Total Revenues and Other Financing Sources	<u><u>\$ 14,139,330</u></u>	<u><u>\$ 14,365,701</u></u>	<u><u>\$ (226,371)</u></u>



TOWN OF BLUFFTON
 GENERAL FUND
 FINANCIAL REPORT FOR THE YEAR ENDING
 JUNE 30, 2015

Attachment A
 Dated: February 9, 2016

	Original Budget	Current Revised Budget	Budget Difference
Expenditures			
Town Council	\$ 138,485	\$ 138,485	\$ -
Executive	753,140	753,140	-
Economic Development	191,770	191,770	-
Human Resources	342,405	342,405	-
Police	5,744,424	5,964,945	(220,521)
Municipal Judges	48,895	54,745	(5,850)
Municipal Court	254,015	254,015	-
Finance	775,645	775,645	-
Information Technology	768,210	768,210	-
Customer Service	448,685	448,685	-
Planning & Community Development	1,053,873	1,053,873	-
Building Safety	682,676	682,676	-
Project Management	491,052	491,052	-
Public Works	1,087,320	1,087,320	-
Non-Departmental (Townwide)	1,358,735	1,358,735	-
Total Expenditures	<u>\$ 14,139,330</u>	<u>\$ 14,365,701</u>	<u>\$ (226,371)</u>



**TOWN OF BLUFFTON
CAPITAL IMPROVEMENT PROJECTS FUND
FINANCIAL REPORT FOR THE YEAR ENDING
JUNE 30, 2015**

Attachment B
Dated: February 9, 2016

FUNDING SOURCES							
CIP Projects	Current FY 2016 Adopted Budget	Hospitality Tax	SWU	MIDF	Grants	Other	Description of Other Funding
Pathways							
General Pathways	25,000	25,000					
Goethe/Shults	425,000	275,000				150,000	TIF funds dst
Total Pathways	\$ 450,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 150,000	
Sewer & Water							
Buck Island-Simmons ville Sewer: Phase III	1,397,000		525,000	394,500	477,500		
Buck Island-Simmons ville Sewer: Phase IV	800,000		455,000	25,000	320,000		
Buck Island-Simmons ville Sewer: Phase 5 A-C	90,000		57,000	33,000			
Jason-Able Sewer	1,000,000		800,000			200,000	BJWSA Contribution
Total Sewer & Water	\$ 3,287,000	\$ -	\$ 1,837,000	\$ 452,500	\$ 797,500	\$ 200,000	
Roadway Improvements							
May River Road Streetscape: Final Phase	1,547,000	947,000	200,000		400,000		
Bluffton Parkway: Phase 5B	5,500			5,500			
Total Roadway Improvements	\$ 1,552,500	\$ 947,000	\$ 200,000	\$ 5,500	\$ 400,000		
Old Town Improvements							
Calhoun Street & Adjacent Area Improvements	267,500	267,500					
Old Town Lighting & Street Signs	15,000	15,000					
Install Police Dept Camera System	32,100	32,100					
Total Old Town Improvements	\$ 314,600	\$ 314,600	\$ -	\$ -	\$ -	\$ -	
Park Development							
Parks & Recreation Improvements	173,600	103,600			48,000	22,000	
Oyster Factory Park: Next Phase	1,048,000	378,000			330,000	340,000	LATAX & Boat Ramp
Total Park Development	\$ 1,221,600	\$ 481,600	\$ -	\$ -	\$ 378,000	\$ 362,000	
Town Facilities							
Buckwalter Place Multi-County Commerce Park	2,000,000					2,000,000	MCIP, Grants, TBD
Town Hall Redevelopment	500,000					500,000	TBD
Police Sub-Station	11,300	11,300					
Total Town Facilities	\$ 2,511,300	\$ 11,300	\$ -	\$ -	\$ -	\$ 2,500,000	
Land Acquisition							
Land Acquisition	1,000,000					1,000,000	TBD
Total Land Acquisition	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Grand Total - Current Revised Budget	\$ 10,337,000	\$ 2,054,500	\$ 2,037,000	\$ 458,000	\$ 1,575,500	\$ 4,212,000	
Grand Total - Revised Budget	\$ 10,117,000	\$ 2,054,500	\$ 2,037,000	\$ 458,000	\$ 1,527,500	\$ 4,040,000	
Budget Difference	\$ 220,000	\$ -	\$ -	\$ -	\$ 48,000	\$ 172,000	