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Webinar ID: 894 0920 5652



CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL WORKSESSION AGENDA
April 25, 2023

STATEMENT OF MEDIA NOTIFICATION

"In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, all local media was duly notified of the time, date, place and agenda of this meeting."

WORKSESSION - City Hall, Planning Conference Room, 1st Floor - 5:00 PM

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

I. CALL TO ORDER

A. Stephen D. Murray III, Mayor

II. PRESENTATION

A. Staff presentation of recommended FY-24 Budget

III. DISCUSSION ITEMS

- A. Fire Department - Ladder Truck Purchase - Discussion of a Budget Amendment for the purpose of reallocating funds for down payment
- B. A Resolution authorizing the Mayor and City Council to execute an American Rescue Plan Act (ARPA) Stormwater Infrastructure Program Subrecipient Agreement Between The City Of Beaufort and the South Carolina Office of Resilience to fund a Stormwater Infrastructure Improvement Project that will mitigate the impact of future disasters
- C. Appointments/Reappointments to Council appointed Boards, Commissions or Committees

IV. EXECUTIVE SESSION

A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion regarding the proposed sale or purchase of property

V. ADJOURN



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/20/2023
FROM: Scott Marshall, City Manager
AGENDA ITEM TITLE: Staff presentation of recommended FY-24 Budget
MEETING DATE: 4/25/2023
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR: Discussion

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Budget Presentation	Backup Material	4/21/2023

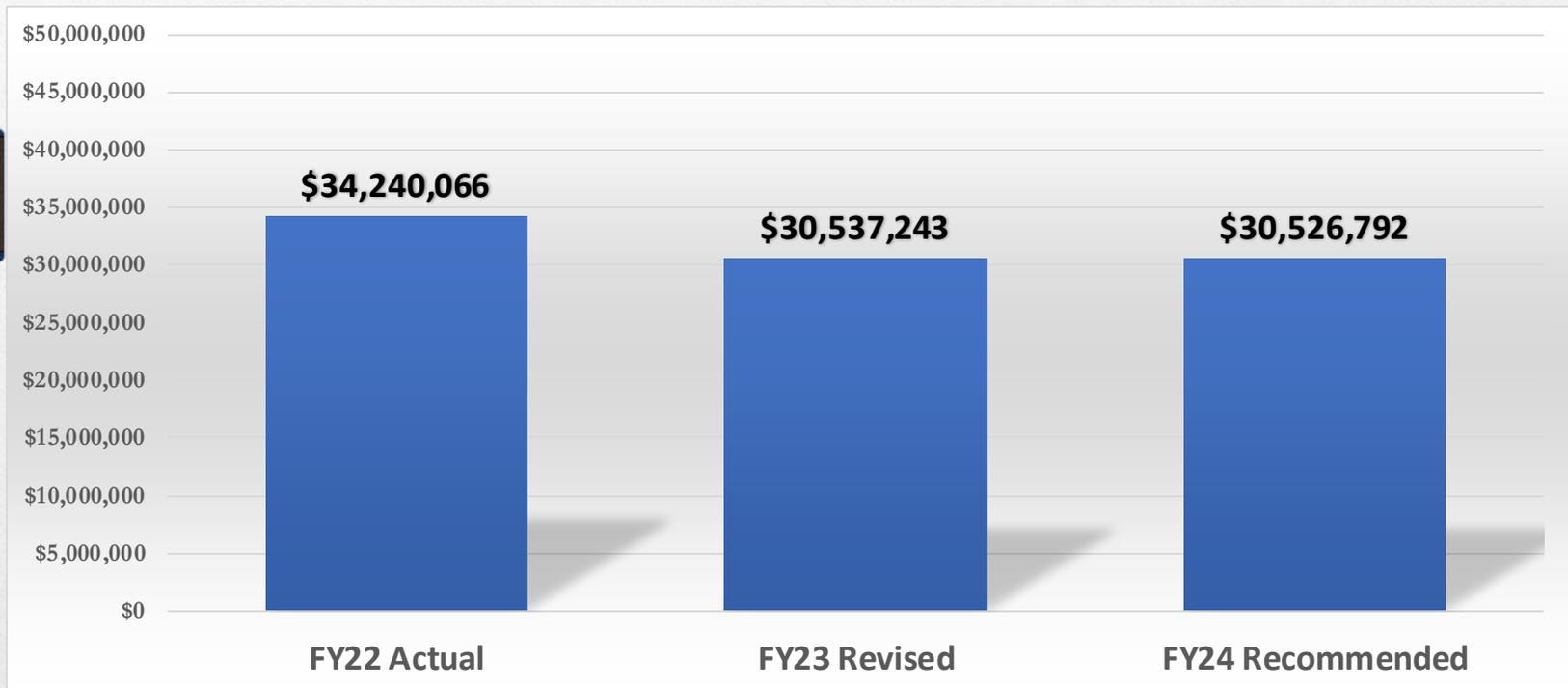
City of Beaufort, South Carolina



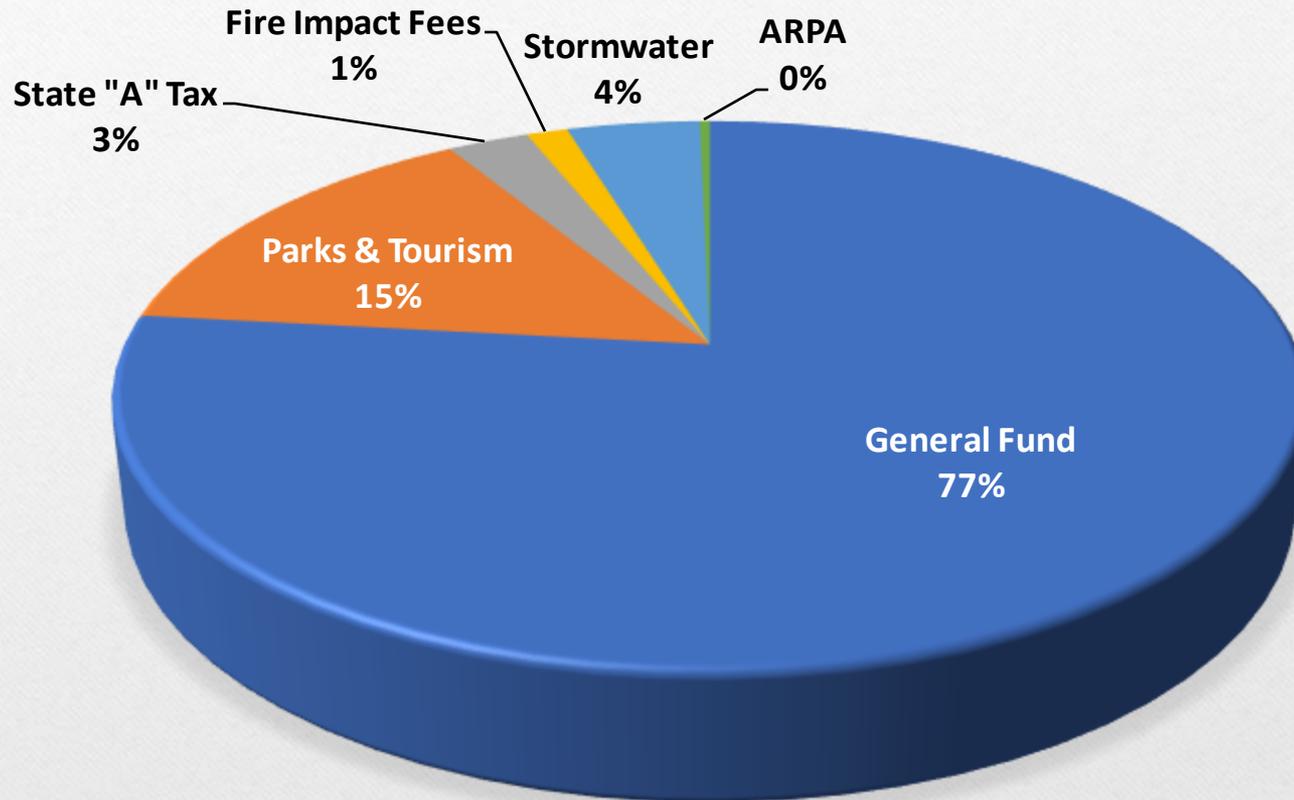
**FISCAL YEAR 2024
CITY MANAGER'S
RECOMMENDED BUDGET
PRESENTED APRIL 25, 2023**

FY24 Proposed Consolidated Budget

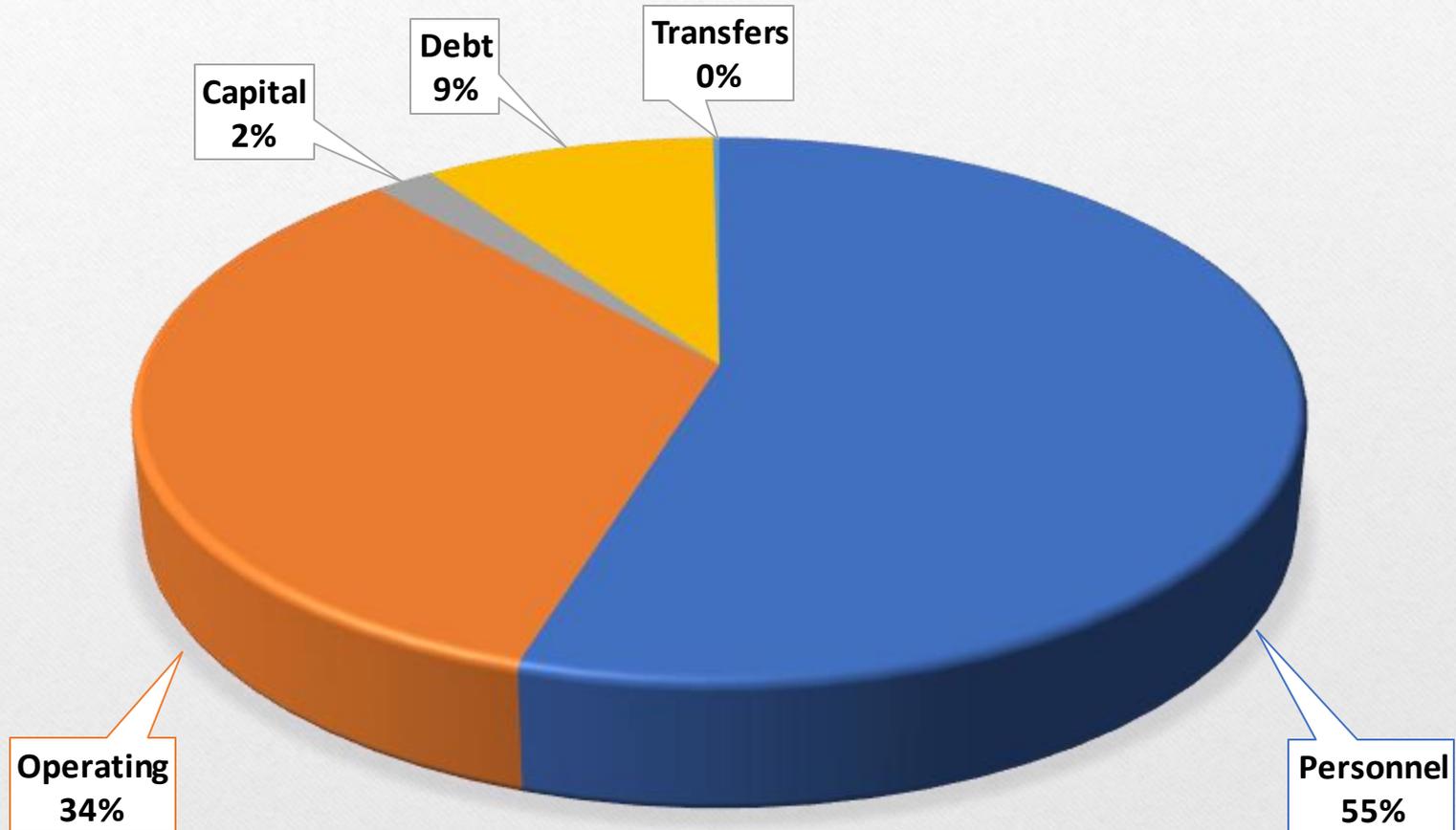
\$30,526,792



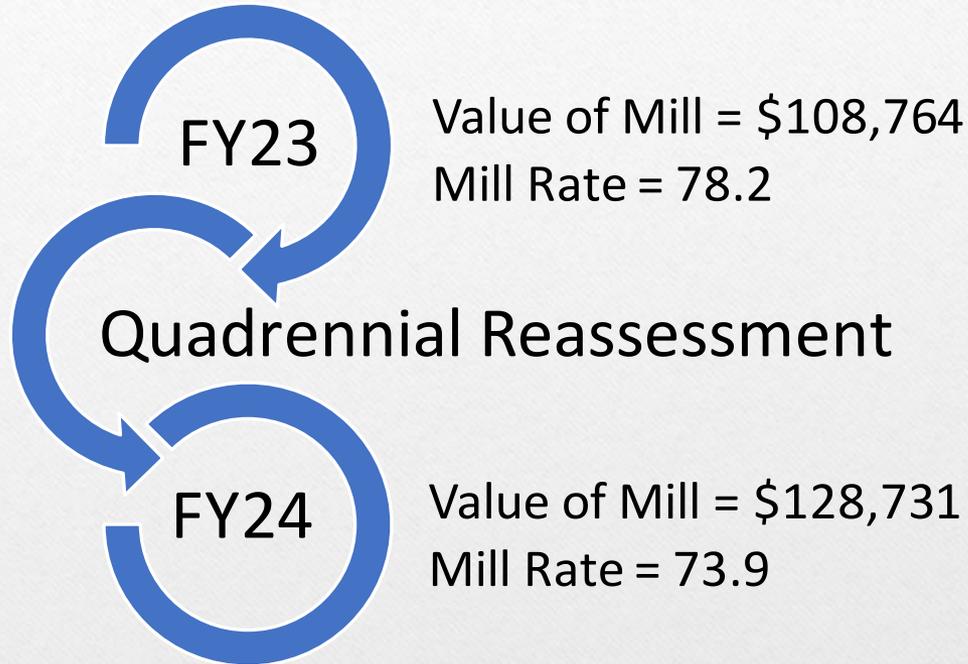
FY 24 Projected Revenue Sources



FY 24 Projected Expenses



Reassessment and Millage



Overall Millage Reduced by 4.3 Mills

Budget Highlights

- Millage Rollback of 4.3 Mills
- Employee COLA Increase of 3%
- Employee Merit Increase of up to 2%
- New FTEs (4.5)
 - GIS Manager
 - Three School Resource Officers (Two are state-funded)
 - One part-time Records Manager in Police Department

Budget Highlights

- All of our public schools will have an SRO; Beaufort High School will gain an additional SRO
- Addition of GIS Manager and ENERGOV allows us to produce web-based interactive maps and story boards
- Acquisition of NEOGOV for HRIS provides enhanced employee training and support capability
- Addition of BLUBEAM will allow for electronic submittal AND digital review of plans
- Semi-Annual City newsletter distributed to all city residents and businesses

Budget Highlights

- Provides Funding for Strategic Partners
 - Beaufort Digital Corridor - \$100,000
 - Military Enhancement Committee - \$15,000
 - South Coast Cyber Center - \$100,000
 - BC Economic Development Corp - \$40,000
 - LCOG Military Installation Resiliency - \$10,727
- No new debt

Next Steps

May 9

Department Director presentations in Council Work Session



May 16

Special Council Work Session to review budget and discuss Council-desired changes



May 23

Public Hearing and First Reading of FY24 Consolidated Budget

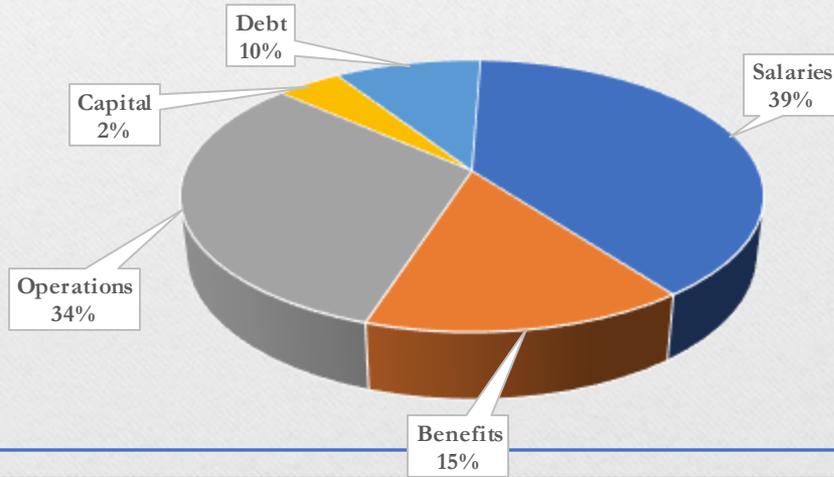


June 13

Second & Final Reading of FY24 Consolidated Budget

Consolidated FY 2024 Recommended Budget

	<u>General Fund</u>	<u>ARPA Fund</u>	<u>Parks & Tourism Fund</u>	<u>Stormwater Fund</u>	<u>State Accommodations Fund</u>	<u>Fire Impact Fund</u>	<u>Total</u>
Revenues	\$ 23,238,915	\$ 100,000	\$ 4,393,852	\$ 1,332,779	\$ 800,000	\$ 405,000	\$ 30,270,546
Release of Fund Balance	416,916	115,091					266,044
Salaries	\$ 9,836,126	\$ -	\$ 1,782,622	\$ 405,980	\$ 15,863	\$ -	\$ 12,040,591
Benefits	3,774,975	-	724,248	172,423	6,578	-	4,678,225
Operating	7,657,087	215,091	1,437,283	242,575	713,809	-	10,265,846
Capital	465,200	-	140,600	-	-	-	605,800
Debt	1,922,443	-	309,098	511,800	-	129,239	2,872,580
Transfers Out	-	-	-	-	63,750	-	63,750
Total Expenditures	\$ 23,655,831	\$ 215,091	\$ 4,393,852	\$ 1,332,779	\$ 800,000	\$ 129,239	\$ 30,526,792
Contribution to Fund Balance						275,761	275,761
Net (Deficit) Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

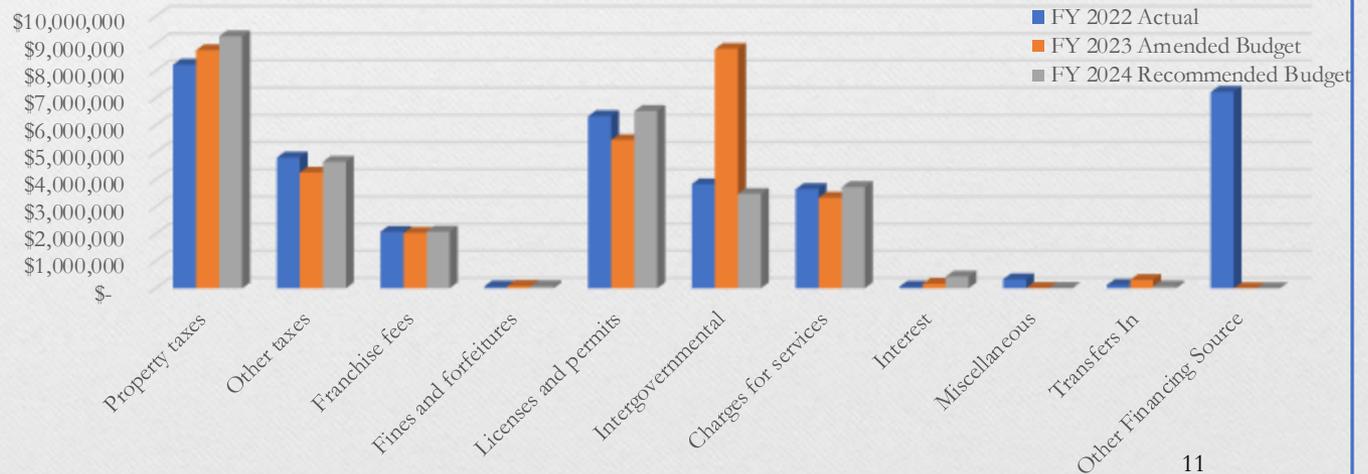


Percentage of Expenditures covered by Revenues.

Consolidated Revenue Budget Summary

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Change	% Change
General Fund	\$ 27,043,277	\$ 22,960,792	\$ 23,238,915	\$ 278,123	1.21%
Special Revenue Funds					
Parks and Tourism Fund	4,646,288	4,154,630	4,393,852	239,222	5.76%
State Accommodations Fund	916,678	633,333	800,000	166,667	26.32%
Fire Impact Fund	1,990,287	130,000	405,000	275,000	0.00%
Stormwater Fund	1,225,692	1,226,753	1,332,779	106,026	8.64%
TIF II Fund	12,631	-	-	-	0.00%
American Rescue Plan Act Fund	870,603.96	4,096,515	100,000	(3,996,515)	-98%
	<u>\$ 36,705,457</u>	<u>\$ 33,202,023</u>	<u>\$ 30,270,546</u>	<u>\$ (2,931,477)</u>	<u>-8.83%</u>

**Where the
money
comes
from**



FY 2024 Consolidated Revenue Budget Highlights

- Property Tax in the General Fund includes a millage rollback due to the County's reassessment. The proposed millage rate decreases from 78.2 to 73.9.
- Overall revenue growth of the General Fund is estimated at 1.2% over FY 2023 or \$291,526.
- The City has experienced recent growth in residential and commercial developments for an anticipated \$780k increase in business licenses and building permits in the General Fund. This has also led to an increase in the collection of fire impact fees.
- The final ARPA payment from the Treasury was received in FY23, therefore the only FY24 budgeted revenues is for interest.
- Though the impacts of COVID 19 affected the City's local hospitality and accommodations taxes reported in the Park & Tourism, the City has experienced activity surpassing pre-pandemic levels. During FY 2024, the budget includes estimated increases of 6.3%, or \$263,370 over FY 2023.
- Stormwater revenues are estimated to increase 8.6% over FY 2023.

Consolidated Expenditure Budget Summary

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Change	% Change
General Fund					
Salaries	\$ 8,151,018	\$ 8,997,766	\$ 9,836,126	\$ 838,359	9.32%
Benefits	2,871,642	3,480,541	3,774,975	294,433	8.46%
Operations	6,377,266	8,772,680	7,657,087	(1,115,593)	-12.72%
Capital	5,479,423	376,860	465,200	88,340	23.44%
Debt	1,921,181	1,826,585	1,922,443	95,859	5.25%
Transfers Out	852,500	-	-	-	0.00%
Total General Fund	\$ 25,653,029	\$ 23,454,433	\$ 23,655,831	\$ 201,398	0.86%
Parks and Tourism Fund					
Salaries	\$ 1,352,365	\$ 1,589,942	\$ 1,782,622	\$ 192,680	12.12%
Benefits	492,750	619,588	724,248	104,661	16.89%
Operations	1,261,936	1,374,377	1,437,283	62,907	4.58%
Capital	92,153	303,015	140,600	(162,415)	-53.60%
Debt	309,098	309,098	309,098	(0)	0.00%
Total Parks and Tourism Fund	\$ 3,508,302	\$ 4,196,019	\$ 4,393,852	\$ 197,833	4.71%
Stormwater Fund					
Salaries	\$ 330,799	\$ 343,930	\$ 405,980	\$ 62,051	18.04%
Benefits	124,386	141,642	172,423	30,781	21.73%
Operations	208,208	235,681	242,575	6,894	2.93%
Capital	-	-	-	-	0.00%
Debt	513,755	505,500	511,800	6,300	1.25%
Transfers Out	464,714	-	-	-	0.00%
Total Stormwater Fund	\$ 1,641,863	\$ 1,226,753	\$ 1,332,779	\$ 106,026	8.64%

Consolidated Expenditure Budget Summary (Cont'd)

	FY 2023		FY 2024		Change	% Change
	FY 2022 Actual	Amended Budget	Recommended Budget			
State Accommodations Fund						
Salaries	\$ 17,914	\$ 15,474	\$ 15,863	\$ 389	2.51%	
Benefits	8,502	8,573	6,578	(1,995)	-23.27%	
Operations	442,187	503,870	713,809	209,939	41.67%	
Capital	-	50,000	0	(50,000)	-100.00%	
Transfers Out	119,472	55,416	63,750	8,334	15.04%	
Total State Accommodations Fund	\$ 588,076	\$ 633,333	\$ 800,000	\$ 166,667	26.32%	
Fire Impact Fund						
Capital	\$ 1,846,832	\$ -	\$ -	\$ -	100.00%	
Debt	-	-	129,239	129,239	100.00%	
Total Fire Impact Fund	\$ 1,846,832	\$ -	\$ 129,239	\$ 129,239	100.00%	
TIF II Fund						
Operations	\$ 14,836	\$ -	\$ -	\$ -	0.00%	
Transfers Out	54,389	-	-	-	0.00%	
Total TIF II Fund	\$ 69,224	\$ -	\$ -	\$ -	0.00%	
ARPA Fund						
Salaries	\$ 178,980	\$ -	\$ -	\$ -	0.00%	
Benefits	40,008	-	-	-	0.00%	
Operations	44,350	560,445	215,091	(345,354)	0.00%	
Capital	598,400	745,608	-	(745,608)	0.00%	
Transfers Out	-	250,000	-	(250,000)	0.00%	
Total ARPA Fund	\$ 861,739	\$ 1,556,053	\$ 215,091	\$ (1,340,962)	0.00%	
Total All Funds	\$ 34,169,065	\$ 31,066,591	\$ 30,526,792	\$ (539,799)	-1.74%	

FY 2024 Consolidated Expenditure Budget Highlights

Salaries and Benefits

- There are 4.5 new FTE new positions included in the FY 2024 Recommended Budget.
- The personnel budget includes an entire fiscal year of 5% COLA and health insurance premium adjustments that were approved by Council in February 2023.
- The budget includes a 3% COLA and merit pool of 2% for each department.
- Increase in Retirement Contribution by PEBA of 1%.
- Increase of 5% in Health insurance premiums and 3% increase in dental insurance premiums.
- Includes employee retention programs.
- Overall increase in salaries & benefits of \$1,521,359 or 10%.

Operations

- Overall operations is \$10,265,846 across the funds of the City
 - General Fund decreased 12.7%; Parks & Tourism increased 4.8%; Stormwater increased 2.3%; and State Accommodations Tax increased 41.6%.
 - More detail of these increases are explained in the Fund section.

Capital

- The Capital replacement program is resumed, with resources coming from Committed Fund Balances held in reserve for General Fund purchases.

Debt

- Includes only normal debt payments required for FY 2024. There is no new debt included in the recommended budget.

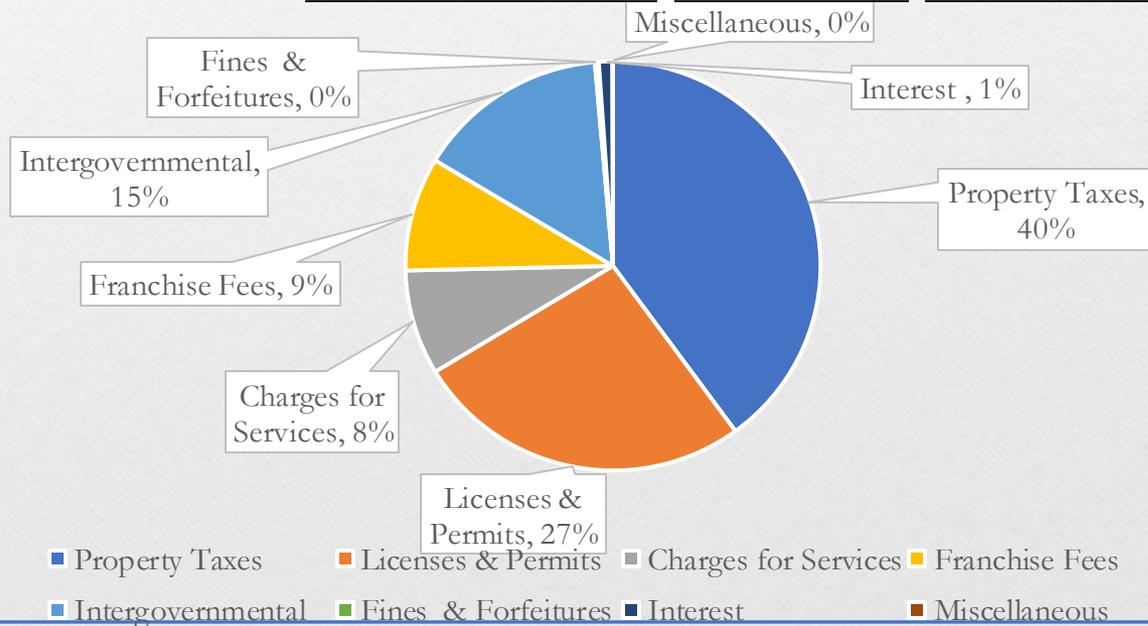
General Fund

The General Fund is the main operating fund of the City. The primary sources of revenue are property taxes, licenses & permit revenues, franchise fees, intergovernmental revenues and general charges for services.

The General Fund accounts for the activity of the City Council, City Manager, Finance & Information Technology, Human Resources, Municipal Court, Community & Economic Development & Building Inspections, Police, Fire, and Public Works.

BUDGET SUMMARY - REVENUES

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year
Property Taxes	\$ 8,226,850	\$ 8,757,485	\$ 9,266,244	\$ 508,759
Licenses & Permits	6,184,995	5,321,832	6,120,000	798,168
Charges for Services	1,684,095	1,576,532	1,922,734	346,202
Franchise Fees	2,075,579	2,034,920	2,082,880	47,960
Intergovernmental	2,963,662	4,712,607	3,472,307	(1,240,300)
Fines & Forfeitures	67,402	82,000	71,000	(11,000)
Interest	23,520	160,000	230,000	70,000
Miscellaneous	322,702	10,000	10,000	-
Other Financing Sources	5,375,000	-	-	-
Transfers In	119,472	305,416	63,750	(241,666)
Total General Fund Revenues	\$ 27,043,277	\$ 22,960,792	\$ 23,238,915	\$ 278,123

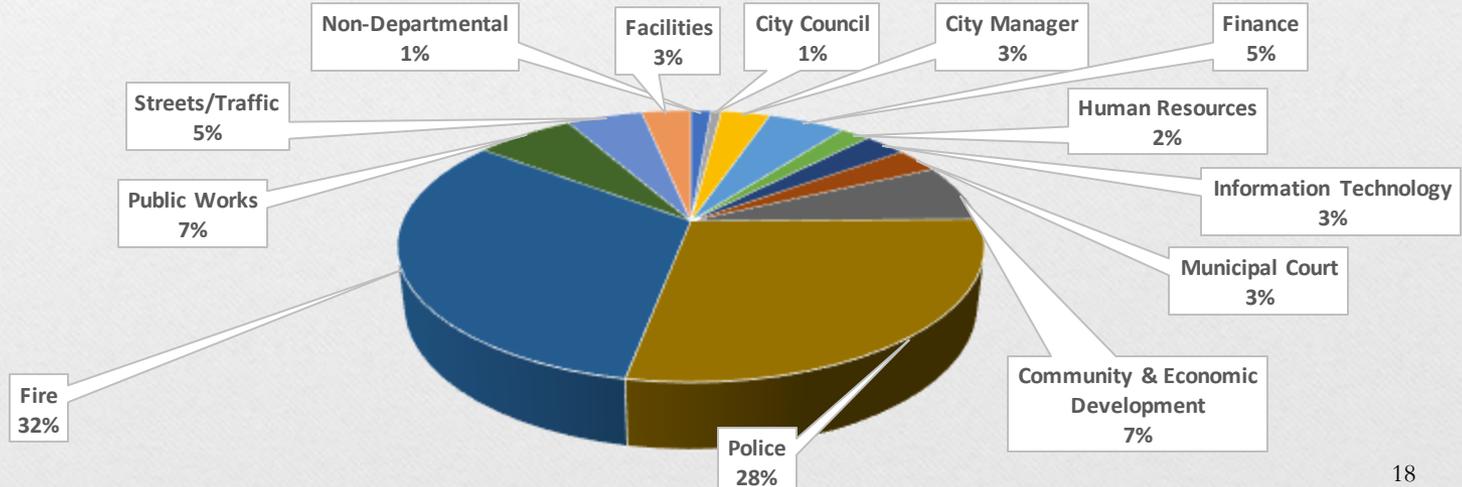


Property Taxes

	FY 2024		
	FY 2022 Actual	FY 2023 Amended Budget	Recommended Budget
Current Property Taxes	\$ 5,559,810	\$ 6,065,805	\$ 6,504,625
Property Taxes - Debt Mil	1,764,962	1,825,170	1,847,155
Delinquent Property Tax	273,650	235,590	239,475
Penalties & Interest	42,182	33,170	34,297
Vehicle Property Taxes	343,006	359,215	398,525
Homestead Exemption	199,215	198,165	198,167
Motor Carrier	14,603	10,370	14,000
Payment in Lieu	29,422	30,000	30,000
Total Property Taxes	\$ 8,226,850	\$ 8,757,485	\$ 9,266,244
Taxable Assessed Value ¹	\$ 104,667,117	\$ 108,764,156	\$ 122,069,477
Value of Mil	\$ 104,667	\$ 108,764	\$ 122,069

¹ TY 2023 estimated taxable assessed value presented in FY 2024 Recommended budget is estimated based on historical and known growth

Percentage of Property Tax Revenue to Net Department expenditures



Property Taxes

- Represents the largest revenue source of the City, or approximately 39.9% of the total revenues.
- Beaufort County's reassessment on real property impacts the City's FY24 property tax calculation.
- Taxable reassessed value of real property for tax year 2023 is estimated to be \$104,855,725, a 14% growth over the actual ending values for tax year 2022.
- Taxable assessed value of personal property is estimated for tax year 2023 to be \$9,916,227, a 3% growth over the actual ending values for tax year 2022.
- Vehicle taxable assessed value is estimated for tax year 2023 of \$7,297,525, a 1.5% increase over tax year 2022.
- Total Taxable Assessed Value is estimated at \$122,069,477, an overall increased of \$13,305,321 from FY 2023.
- The growth in taxable assessed value is 4.5% higher than the prior tax year. The millage cap is 5.2% based on CPI and growth in population. The recommended budget includes decrease in the operating and debt millage rollback as follows for:
 - The operating mil was 58.9 and reserve mil was 2.0 for a total of 60.9 mil in FY23. These mils are rolled back to 53.0 due to the County's reassessment. The City's growth (4.5%) and millage cap (5.2%) are applied to millage rollback for FY 2023 Operating Mil is 56.3. A decrease in property tax operating millage of 2.6 mils.
 - Debt mil is decreased from 17.3 mils in FY 2023 to 15.6 mils, for a total of 1.7 mils and sufficient to cover the debt service payments.
 - Recommend maintaining the 2 reserve mil to continue to fund for aging infrastructure.
 - Total recommended millage rate of 73.9 mils and a 4.3 mils decrease to the overall millage.

Reassessment Rollback Millage Example

	Millage Increased by Growth & CPI	
	4% Property	6% Property
Value of Home	\$ 350,000	\$ 350,000
Value of Reassessed House- 6%	371,000	371,000
Taxable Value	14,000	21,000
City Tax at FY23 mil (78.2)	1,094	1,642
Taxable Value- Reassessed	14,840	22,260
City Tax at proposed FY24 mil (73.9)	1,097	1,645
Estimated Increase (Decrease)	\$ 3	\$ 3

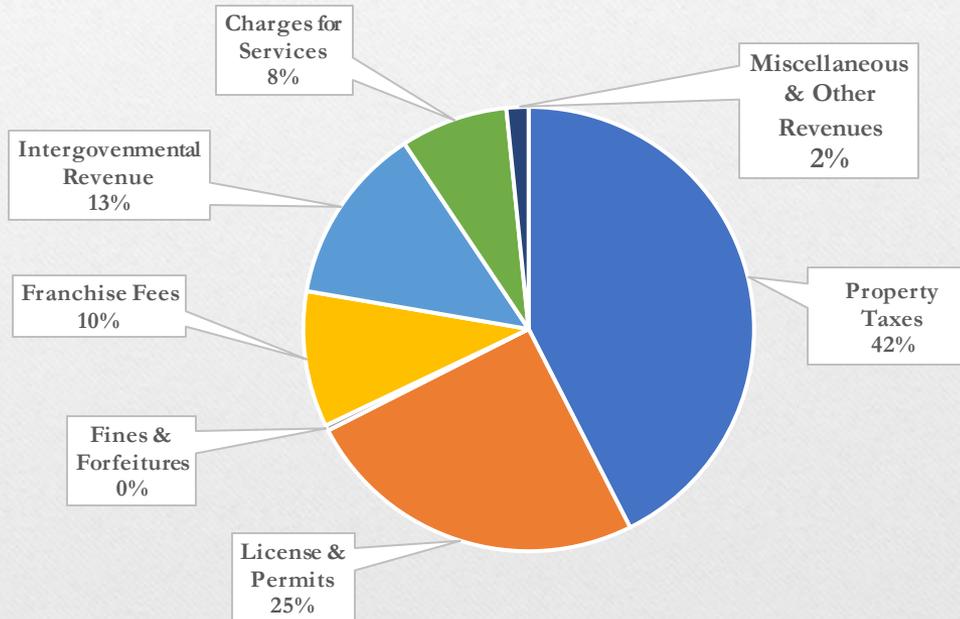
Other Significant Revenues

- Licenses and permits is budgeted for an estimated increase of \$798k more than FY 2023 amended budget, which is due to continuing development within the City and the associated permits issued.
- Intergovernmental revenues decreased \$1.24M mostly from a \$2M State Grant for Nursing Retention and Cybersecurity that was received in FY23.
 - Includes \$2,490,442 for fire services and \$75,000 for building inspection services provided to the Town of Port Royal.

BUDGET SUMMARY - EXPENDITURES

General Fund

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended	Change
Salaries	\$ 8,151,018	\$ 8,997,766	\$ 9,836,126	\$ 838,359
Benefits	2,871,642	3,480,541	3,774,975	294,433
Operations	6,377,266	8,772,680	7,657,087	(1,115,593)
Capital	5,479,423	376,860	465,200	88,340
Debt	1,921,181	1,826,585	1,922,443	95,859
Transfers out	852,500	-	-	-
Total Expenditures	\$ 25,653,029	\$ 23,454,433	\$ 23,655,831	\$ 201,398



General Fund expenditures are supported by

General Fund Budget By Department

	<u>FY 2022 Actual</u>	<u>FY 2023 Amended Budget</u>	<u>FY 2024 Recommended Budget</u>	<u>Change</u>	<u>% Change</u>
<u>Non Departmental</u>					
Operations	\$ 304,959	\$ 2,296,481	\$ 817,027	\$ (1,479,454)	-64.42%
Capital	5,457,087	-	-	-	0.00%
Transfers Out	852,500	-	-	-	0.00%
Total NonDepartmental	\$ 6,614,545	\$ 2,296,481	\$ 817,027	\$ (1,479,454)	-64.42%
<u>City Council</u>					
Salaries	\$ 29,733	\$ 53,200	\$ 67,550	\$ 14,350	26.97%
Benefits	8,502	12,893	15,730	2,838	22.01%
Operations	209,468	115,193	175,213	60,020	52.10%
Total City Council	\$ 247,703	\$ 181,286	\$ 258,494	\$ 77,208	42.59%
<u>City Manager</u>					
Salaries	\$ 375,565	\$ 534,863	\$ 535,421	\$ 558	0.10%
Benefits	144,012	210,785	184,067	(26,718)	-12.68%
Operations	132,927	131,961	169,801	37,840	28.68%
Total City Manager	\$ 652,503	\$ 877,608	\$ 889,289	\$ 11,681	1.33%
<u>Finance</u>					
Salaries	\$ 520,461	\$ 487,610	\$ 524,739	\$ 37,129	7.61%
Benefits	167,489	178,554	181,676	3,122	1.75%
Operations	238,859	272,945	251,530	(21,415)	-7.85%
Total Finance	\$ 926,809	\$ 939,109	\$ 957,945	\$ 18,835	2.01%
<u>Information Technology</u>					
Salaries	\$ -	\$ -	\$ 125,000	\$ 125,000	100.00%
Benefits	-	-	48,958	48,958	100.00%
Operations	459,746	519,820	659,468	139,648	26.86%
Capital Outlay	-	-	40,000	40,000	100.00%
Total Information Technology	\$ 459,746	\$ 519,820	\$ 873,426	\$ 353,606	68.02%

General Fund Budget By Department (cont'd)

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Change	% Change
<u>Human Resources</u>					
Salaries	\$ 184,031	\$ 193,580	\$ 221,567	\$ 27,987	14.46%
Benefits	65,497	70,032	84,473	14,441	20.62%
Operations	118,171	100,128	125,441	25,313	25.28%
Total Human Resources	\$ 367,699	\$ 363,740	\$ 431,481	\$ 67,740	18.62%
<u>Municipal Court</u>					
Salaries	\$ 247,351	\$ 270,723	\$ 255,973	\$ (14,750)	-5.45%
Benefits	88,661	103,844	81,870	(21,974)	-21.16%
Operations	134,131	201,066	199,560	(1,506)	-0.75%
Total Municipal Court	\$ 470,144	\$ 575,634	\$ 537,403	\$ (38,231)	-6.64%
<u>Community Development</u>					
Salaries	\$ 524,691	\$ 609,700	\$ 649,842	\$ 40,142	6.58%
Benefits	168,433	231,652	262,034	30,382	13.12%
Operations	636,773	509,013	493,590	(15,423)	-3.03%
Total Community & Economic Development	\$ 1,329,896	\$ 1,350,365	\$ 1,405,466	\$ 55,101	4.08%
<u>Police</u>					
Salaries	\$ 2,615,028	\$ 2,976,549	\$ 3,366,888	\$ 390,339	13.11%
Benefits	910,701	1,146,791	1,333,228	186,438	16.26%
Operations	993,991	1,198,109	1,358,380	160,271	13.38%
Capital Outlay	3,146	117,550	128,800	11,250	9.57%
Total Police	\$ 4,522,865	\$ 5,438,999	\$ 6,187,296	\$ 748,297	13.76%

General Fund Budget By Department (cont'd)

	<u>FY 2022 Actual</u>	<u>FY 2023 Amended Budget</u>	<u>FY 2024 Recommended Budget</u>	<u>Change</u>	<u>% Change</u>
<u>Fire</u>					
Salaries	\$ 3,272,488	\$ 3,437,524	\$ 3,691,054	\$ 253,530	7.38%
Benefits	1,183,532	1,346,447	1,423,810	77,363	5.75%
Operations	1,128,688	1,062,636	745,323	(317,313)	-29.86%
Capital Outlay	19,190	24,310	44,400	20,090	82.64%
Debt	104,350	208,450	79,211	(129,239)	-62.00%
Total Fire	\$ 5,708,249	\$ 6,079,367	\$ 5,983,798	\$ (95,569)	-1.57%
<u>Public Works</u>					
Salaries	\$ 381,671	\$ 434,017	\$ 398,093	\$ (35,924)	-8.28%
Benefits	134,560	179,544	159,128	(20,416)	-11.37%
Operations	2,075,104	2,365,328	2,661,754	296,426	12.53%
Capital Outlay	-	235,000	252,000	17,000	7.23%
Total Public Works	\$ 2,591,335	\$ 3,213,888	\$ 3,470,974	\$ 257,087	8.00%
<u>General Obligation Debt</u>					
Principal	\$ 1,413,128	\$ 1,220,077	\$ 1,482,497	\$ 262,419	21.51%
Interest	348,407	398,058	360,736	(37,322)	-9.38%
Total General Obligation Debt	\$ 1,761,535	\$ 1,618,135	\$ 1,843,232	\$ 225,098	13.91%
Total General Fund Expenditures	\$ 25,653,029	\$ 23,454,433	\$ 23,655,831	\$ 201,398	0.86%

GENERAL FUND EXPENDITURE SUMMARY

- Salaries in the general fund increased \$838,359 which is primarily a result from February 2023 implementation of 5% cost of living increase for the entire fiscal year along with proposed 3% COLA and the inclusion of a 2% merit allocation for each department to support performance evaluations of personnel. The recommended budget also includes new positions for 3.5 FTEs in the Police Department and 1 FTE in Information Technology department.
- Benefits in the general fund increased \$294,433 which is primarily a result of a 1% increase in State Retirement, 5% increase in health insurance, 3% increase in dental insurance and changes to benefit selections of personnel.
- Operations decreased by \$1,115,593 or 12% and are highlighted as follows:
 - Non-departmental decreased \$1,479,454 compared to FY23 budget mostly attributable to grant expenditures from State grant received in FY23.
 - Information Technology department increased \$139,648 for Citywide improvements to file servers and latest technology to combat cybersecurity threats.
 - Public Works increased \$296,426 to cover the increased cost of residential garbage collection and contracted janitorial services for City buildings.
- Planned use of committed fund balance for capital equipment totaling \$416,916.

Parks & Tourism Fund

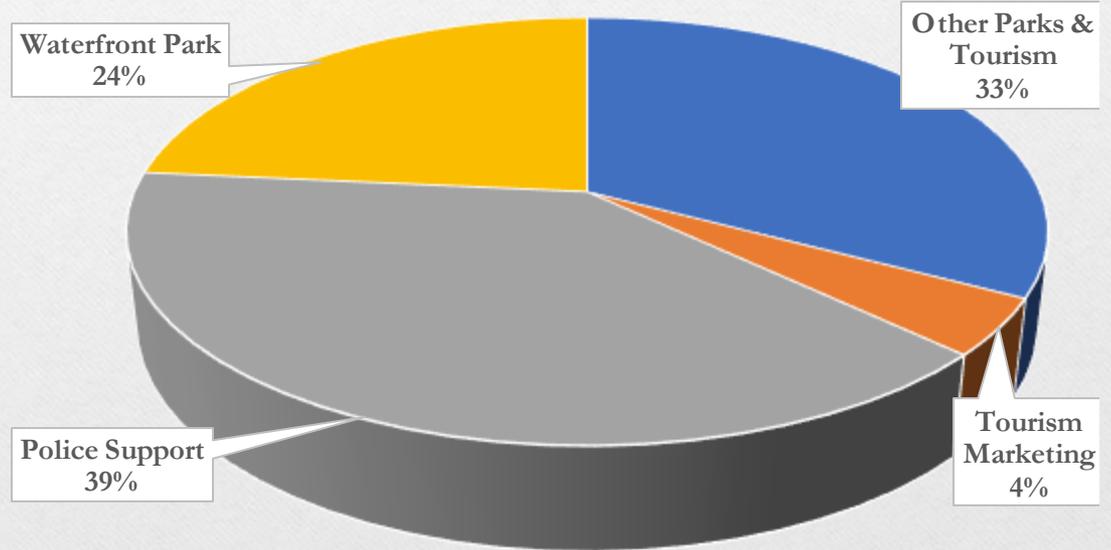
Established to account for the revenues and expenditure activities of the City that are dedicated toward support of tourism related activities, tourism development and the facilities that support those activities.

The Parks & Tourism Fund accounts for the activity of the Parks Department, Police activity in support of Parks and Tourism, Marina operations, Waterfront Park operations, Parking operations, and Downtown operations.

BUDGET SUMMARY - REVENUES

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year
Other Taxes	\$ 3,890,378	\$ 3,622,430	\$ 3,850,000	\$ 227,570
Charges for Services	745,123	531,200	512,852	(18,348)
Miscellaneous	6,644	1,000	1,000	-
Intergovernmental	1,738	-	-	-
	2,405	-	30,000	30,000
Total Parks & Tourism Revenues	\$ 4,646,288	\$ 4,154,630	\$ 4,393,852	\$ 239,222

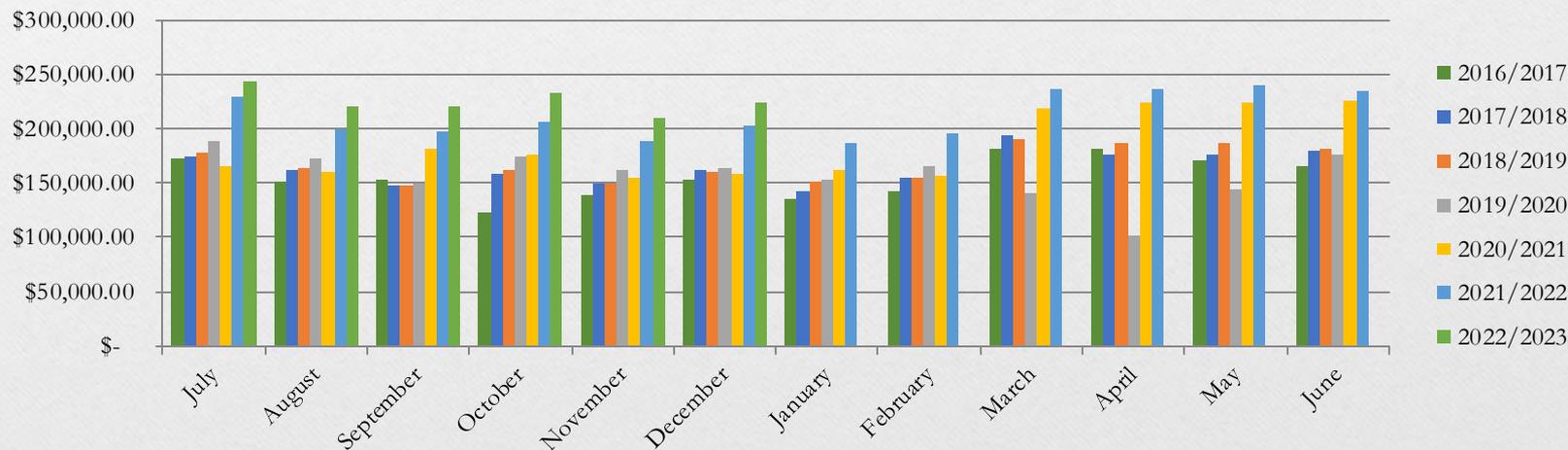
Expenditures supported by Local Hospitality and Local Accommodations



Local Hospitality and Local Accommodations

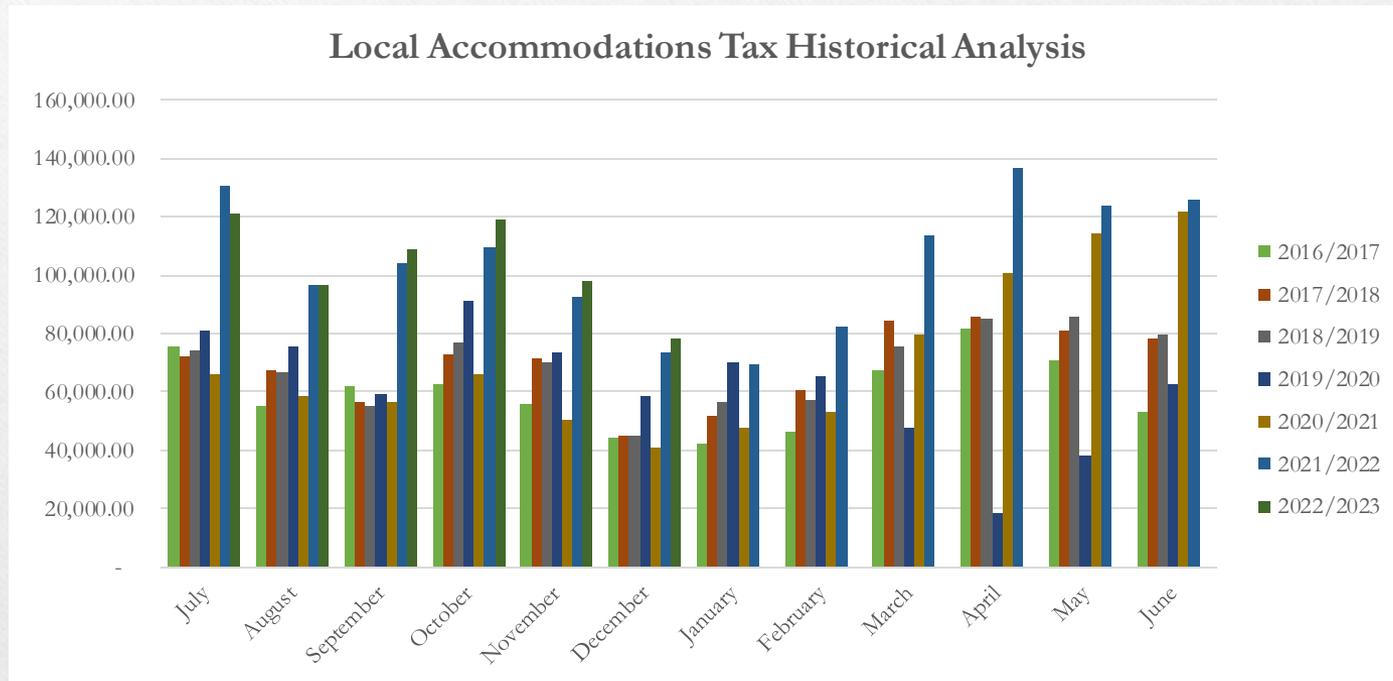
- The two largest revenue contributors to the Parks & Tourism Fund are the Local Hospitality and Local Accommodations taxes. Both were significantly impacted by COVID-19, but are now even exceeding pre-pandemic levels as shown in the following charts.

Local Hospitality Tax Historical Analysis



Local Hospitality and Local Accommodations (Cont'd)

- As a result, the budget anticipates a 7% growth in hospitality and accommodations revenues in FY24.



BUDGET SUMMARY - EXPENDITURES

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year
<u>Public Works Parks Department</u>				
Salaries	\$ 346,919	\$ 461,461	\$ 534,629	\$ 73,167
Benefits	123,874	174,906	218,668	43,762
Operations	273,029	395,202	475,396	80,194
Capital	-	116,000	51,000	(65,000)
Total Public Works Parks Department	\$ 743,822	\$ 1,147,569	\$ 1,279,693	\$ 132,123
<u>Police Support</u>				
Salaries	\$ 809,162	\$ 918,386	\$ 993,027	\$ 74,641
Benefits	317,418	386,765	434,888	48,123
Operations	37,369	-	31,124	31,124
Total Police Support	\$ 1,163,949	\$ 1,305,151	\$ 1,459,039	\$ 153,888
<u>Tourism Marketing</u>				
Operations	\$ 149,885	\$ 152,500	\$ 158,600	\$ 6,100
Total Tourism Marketing	\$ 149,885	\$ 152,500	\$ 158,600	\$ 6,100
<u>Marina</u>				
Operations	\$ 30,038	\$ 71,256	\$ 25,602	\$ (45,654)
Total Marina	\$ 30,038	\$ 71,256	\$ 25,602	\$ (45,654)
<u>Waterfront Park</u>				
Operations	\$ 455,410	\$ 510,086	\$ 535,947	\$ 25,861
Capital	3,810	19,015	24,600	5,586
Debt	309,098	309,098	309,098	(0)
Total Waterfront Park	\$ 768,318	\$ 838,198	\$ 869,645	\$ 31,447

Tourism Marketing includes allocations of Local Hospitality Fees of \$130,000 (5%) for the CVB and \$28,600 (1.1%) for other non-profit organizations.

BUDGET SUMMARY – EXPENDITURES (CONT'D)

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year
<u>Other Downtown Operations</u>				
Salaries	\$ 196,284	\$ 210,095	\$ 254,966	\$ 44,871
Benefits	51,458	57,917	70,693	12,776
Operations	313,889	225,383	171,864	(53,519)
Capital	21,920.85	128,000	40,000	(88,000)
Total Other Downtown Operations	<u>\$ 583,553</u>	<u>\$ 621,395</u>	<u>\$ 537,523</u>	<u>\$ (83,872)</u>
<u>Parking</u>				
Operations	\$ 2,315	\$ 19,950	\$ 38,750	\$ 18,800
Capital	66,422	40,000	25,000	(15,000)
Total Parking	<u>\$ 68,737</u>	<u>\$ 59,950</u>	<u>\$ 63,750</u>	<u>\$ 3,800</u>
Total Parking & Tourism Fund Expenditures	<u>\$ 3,508,302</u>	<u>\$ 4,196,019</u>	<u>\$ 4,393,852</u>	<u>\$ 197,833</u>

STORMWATER FUND



- Stormwater division of Public Works focuses on the stormwater issues facing our City.
- This fund accounts for the collections of Stormwater Utility fees and the associated costs of maintaining the City's Stormwater Management activities.
- Much of the long-term stormwater projects are reported in the Capital Projects Fund. Day to day operations and short-term projects, expected to be completed within the fiscal year, are reported in the Stormwater fund.

BUDGET SUMMARY

	<u>FY 2022 Actual</u>	<u>FY 2023 Amended Budget</u>	<u>Recommended Budget</u>	<u>(Decrease) from Prior Year</u>
Revenues				
Stormwater Utility Fees	\$ 1,219,564	\$ 1,224,753	\$ 1,260,000	\$ 35,247
Interest	6,128	2,000	72,779	70,779
Total Revenues	<u>\$ 1,225,692</u>	<u>\$ 1,226,753</u>	<u>\$ 1,332,779</u>	<u>\$ 106,026</u>
Expenditures				
Salaries	\$ 330,799	\$ 343,930	\$ 405,980	\$ 62,051
Benefits	124,386	141,642	172,423	30,781
Operations	208,208	235,681	242,575	6,894
Debt	513,755	505,500	511,800	6,300
Transfers out	464,714	-	-	-
Total Expenditures	<u>\$ 1,641,863</u>	<u>\$ 1,226,753</u>	<u>\$ 1,332,779</u>	<u>\$ 106,026</u>

Budget Highlights:

- Stormwater utility fees rate remain the same but anticipated additional revenues of \$35k relate to future growth in the City.
- Salaries and Benefits increased \$92,832 in comparison with the prior year due to full staffing of the division dedicated to stormwater maintenance through personnel allocations.



FIRE IMPACT FUND

This fund accounts for the fire impact fees collected on new development beginning January 1, 2021. Use of these funds is restricted by City Ordinance for Capital Improvements related Fire services.

BUDGET SUMMARY

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year
Revenues				
Fire Impact Fees	\$ 143,450	\$ 130,000	\$ 400,000	\$ 270,000
Interest	6	-	5,000	5,000
Other Financing Sources	1,846,832	-	-	-
Total Revenues	\$ 1,990,287	\$ 130,000	\$ 405,000	\$ 275,000
Expenditures				
Capital	1,846,832	-	-	-
Debt	-	-	129,239	129,239
Total Expenditures	\$ 1,846,832	\$ -	\$ 129,239	\$ 129,239

Budget Highlights:

- Fire impact fees are expected a significant growth from developments as the City plans on building a fund balance to support future capital improvements related to fire services. The debt payments relate to the City's portion of two fire trucks.



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STATE ACCOMMODATIONS TAX FUND

This fund accounts for the 2% State Accommodations sales tax from transient room rentals and the associated expenditures that are restricted to tourist related expenditures as stipulated by State Law.

BUDGET SUMMARY

	<u>FY 2022 Actual</u>	<u>FY 2023 Amended Budget</u>	<u>FY 2024 Recommended Budget</u>	<u>Increase (Decrease) from Prior Year</u>
Revenues				
State Accommodations Tax	\$ 914,443	\$ 633,333	\$ 800,000	\$ 166,667
Interest	2,235	-	\$ -	-
Total Revenues	<u>\$ 916,678</u>	<u>\$ 633,333</u>	<u>\$ 800,000</u>	<u>\$ 166,667</u>
Expenditures				
Salaries	\$ 17,914	\$ 15,474	\$ 15,863	\$ 389
Benefits	8,502	8,573	6,578	(1,995)
Operations				
Designated Marketing Organization	183,800	182,500	232,500	50,000
Tourism Grants to Qualified NPO's	183,136	321,370	481,309	159,939
Capital	-	50,000	-	(50,000)
Transfers out to General Fund	119,472	55,416	63,750	8,334
Total Expenditures	<u>\$ 512,824</u>	<u>\$ 633,333</u>	<u>\$ 800,000</u>	<u>\$ 166,667</u>

AMERICAN RESCUE PLAN ACT (ARPA) FUND



The American Rescue Plan Act (ARPA) Fund, a new fund adopted in FY 2022, accounts for the collection of ARPA funds and the related expenditures in accordance with the Federal Treasury Department's guidance.

BUDGET SUMMARY

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year
Revenues				
Intergovernmental	\$ 861,739	\$ 4,094,515	\$ -	\$ (4,094,515)
Interest	8,865	2,000	100,000	98,000
Total Revenues	<u>\$ 870,604</u>	<u>\$ 4,096,515</u>	<u>\$ 100,000</u>	<u>\$ (3,996,515)</u>
Expenditures				
Salaries	\$ 178,980	\$ -	\$ -	\$ -
Benefits	40,008	-	-	-
Operations	44,350	560,445	215,091	(345,354)
Capital	598,400	745,608	-	(745,608)
Transfers Out	-	250,000	-	(250,000)
Total Expenditures	<u>\$ 861,739</u>	<u>\$ 1,556,053</u>	<u>\$ 215,091</u>	<u>\$ (1,340,962)</u>

- The budgeted expenditures are highlighted by the follow items:
 - \$200,671 for City's contribution to the Affordable Housing Trust
 - \$14,420 for local match for Assistance to Fire Fighter's Grant



Salaries and Benefits – All Funds

Salaries By Department

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year	% Change
<u>General Fund</u>					
Non Departmental	\$ -	\$ -	\$ -	\$ -	0.00%
City Council	29,733	53,200	67,550	14,350	26.97%
City Manager	375,565	534,863	535,421	558	0.10%
Finance	520,461	487,610	524,739	37,129	7.61%
Human Resources	184,031	193,580	221,567	27,987	14.46%
Information Technology	-	-	125,000	125,000	100.00%
Municipal Court	247,351	270,723	255,973	(14,750)	-5.45%
Community Development	524,691	609,700	649,842	40,142	6.58%
Police					
Command	2,280,128	2,625,320	2,937,855	312,535	11.90%
School Resource Officers	267,972	279,880	342,420	62,540	22.35%
School Crossing Guards	15,512	15,375	16,405	1,030	6.70%
Victims Rights	51,416	55,974	70,208	14,234	25.43%
Beaufort Fire	3,272,488	3,437,524	3,691,054	253,530	7.38%
Public Works					
Administration	161,261	182,258	203,275	21,017	11.53%
Streets & Traffic	106,052	156,256	111,260	(44,996)	-28.80%
Facilities Maintenance	114,358	95,502	83,557	(11,945)	-12.51%
Total General Fund Salaries	\$ 8,151,018	\$ 8,997,766	\$ 9,836,126	\$ 838,359	9.32%
<u>Parks & Tourism Fund</u>					
City Parks	\$ 346,919	\$ 461,461	\$ 534,629	\$ 73,167	15.9%
Police Support	809,162	918,386	993,027	74,641	8.1%
Downtown Operations	196,284	210,095	254,966	44,871	21.4%
Total Parks & Tourims	\$ 1,352,365	\$ 1,589,942	\$ 1,782,622	\$ 192,680	12.1%
<u>Stormwater Fund</u>					
Stormwater Division	\$ 330,799	\$ 343,930	\$ 405,980	\$ 62,051	18.0%
<u>State Accommodations Fund</u>					
Police Support	\$ 17,914	\$ 15,474	\$ 15,863	\$ 389	2.5%
Total Salaries	\$ 9,852,097	\$ 10,947,112	\$ 12,040,591	\$ 1,093,479	41 10.0%

Benefits By Department

	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget	Increase (Decrease) from Prior Year	% Change
<u>General Fund</u>					
Non Departmental	\$ -	\$ -	\$ -	\$ -	0.00%
City Council	8,502	12,893	15,730	2,838	22.01%
City Manager	144,012	210,785	184,067	(26,718)	-12.68%
Finance	167,489	178,554	181,676	3,122	1.75%
Human Resources	65,497	70,032	84,473	14,441	20.62%
Information Technology	-	-	48,958	48,958	100.00%
Municipal Court	88,661	103,844	81,870	(21,974)	-21.16%
Community Development	168,433	231,652	262,034	30,382	13.12%
Police					
Command	789,441	1,011,370	1,157,674	146,304	14.47%
School Resource Officers	105,488	118,607	151,562	32,955	27.79%
School Crossing Guards	2,386	2,527	2,722	196	7.74%
Victims Rights	13,386	14,287	21,270	6,983	48.88%
Beaufort Fire	1,183,532	1,346,447	1,423,810	77,363	5.75%
Public Works					
Administration	66,944	73,812	82,017	8,205	11.12%
Streets & Traffic	34,711	64,248	46,587	(17,661)	-27.49%
Facilities Maintenance	32,906	41,484	30,523	(10,960)	-26.42%
Total General Fund Benefits	\$ 2,871,387	\$ 3,480,541	3,774,975	\$ 294,433	8.46%
<u>Parks & Tourism Fund</u>					
City Parks	\$ 123,874	\$ 174,906	\$ 218,668	\$ 43,762	25.0%
Police Support	317,418	386,765	434,888	48,123	12.4%
Downtown Operations	51,458	57,917	70,693	12,776	22.1%
Total Parks & Tourism	\$ 492,750	\$ 619,588	\$ 724,248	\$ 104,661	16.9%
<u>Stormwater Fund</u>					
Stormwater Division	\$ 124,386	\$ 141,642	\$ 172,423	\$ 30,781	21.7%
<u>State Accommodations Fund</u>					
Police Support	\$ 8,502	\$ 8,573	\$ 6,578	\$ (1,995)	-23.3%
Total Benefits	\$ 3,497,026	\$ 4,250,345	\$ 4,678,225	\$ 427,880	10.1%

Full-Time Equivalents per Fund with Comparisons

	<u>FY 2022 Actual FTE's</u>	<u>FY 2023 Adopted FTE's</u>	<u>FY 2024 Recommended FTE's</u>	<u>Increase (Decrease) in FTE's from Prior Year</u>
<u>General Fund</u>				
City Council	5.0	5.0	5.0	-
City Manager	5.0	5.0	5.0	-
Finance	7.0	7.0	7.0	-
Information Technology	-	-	1.0	1.0
Human Resources	3.0	3.0	3.0	-
Municipal Court	5.0	5.0	5.0	-
Community & Economic Development	9.0	9.0	9.0	-
Police				
Command	43.5	43.5	44.0	0.5
School Resource Officers	4.0	4.0	7.0	3.0
School Crossing Guards	2.0	2.0	2.0	-
Victims Rights	1.0	1.0	1.0	-
Beaufort Fire	59.5	59.5	59.5	-
Public Works				
Administration	4.0	4.0	4.0	-
Streets & Traffic	3.0	3.0	3.0	-
Facilities Maintenance	4.0	4.0	4.0	-
Total General Fund Salaries	<u>155.0</u>	<u>155.0</u>	<u>159.5</u>	<u>4.5</u>
<u>Parks & Tourism Fund</u>				
City Parks	8.0	8.0	8.0	-
Police Support	14.2	14.2	14.2	-
Downtown Operations	3.0	3.0	3.0	-
Total Parks & Tourism	<u>25.2</u>	<u>25.2</u>	<u>25.2</u>	<u>-</u>
<u>Stormwater Fund</u>				
Stormwater Division	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>	<u>-</u>
<u>State Accommodations Fund</u>				
Police Support	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>	<u>-</u>
Total Full-Time Equivalent Positions	<u>187.5</u>	<u>187.5</u>	<u>192.0</u>	<u>4.5</u>

CAPITAL PROJECTS AND CAPITAL IMPROVEMENT PLAN



CAPITAL PROJECTS FUND AND RECOMMENDED CAPITAL IMPROVEMENT PLAN

Stormwater Projects are included in the Capital Projects Fund if the project spans longer than one year to complete.

RECOMMENDED FY 2024 CAPITAL PROJECTS

- The City has six active grant awards that impact City Infrastructure. These projects are included in the active Capital Projects list.
 - The Washington Street Park Project is partially funded by a \$80,000 State PARD grant and \$250,000 CDBG grant.
 - The Calhoun Street project is partially funded by a \$750,000 CDBG grant.
 - The Charles/Craven and Port Republic/Carteret Street drainage project is fully funded by a SC Office of Resilience grant for \$7,527,351.
 - The Bayard Street drainage project is fully funded by a federal grant for \$800,000.
 - The Depot Road Spanish Moss Trail Extension project is fully funded by a \$200,000 CDBG grant and partnership with Beaufort County.
 - The Allison Road project is partially funded by two federal transportation alternative funding grants (TAP) through the South Carolina Department of Transportation totaling \$1M.

Active Capital Projects for FY 2024

Description	BUDGET		Active Capital Project and Fully Funded	FUNDING									
	Estimated Original Budget	Modified Budget		Current FY Budget	Projected Revenue Bond Funds	Stormwater Bond Funds	Partners	Committed Fund Balance	Property Sales	ARPA	TIF II	Unfunded	
City Facilities													
Carnegie Building Roof	\$ 40,000	\$ 255,585	No						\$ 40,000			\$ 215,585	
Parks													
Washington Street Park	1,275,000	1,275,000	No	330,000	945,000							-	
Southside Park Phase I- Design Only	412,000	412,000	Yes						412,000			-	
Southside Park	6,017,680	6,017,680	No		5,799,680				218,000			-	
Stormwater													
Calhoun Street Drainage	192,751	2,733,075	No	750,000		1,119,815	50,000	50,000		763,260		-	
Battery Creek/Jane Way Drainage	85,000	82,740	Yes			82,740						-	
The Point- Engineering Only	224,533	258,200	Yes			258,200						-	
Charles/Craven and Port Republic/Carteret Street Drainage	7,527,351	7,527,351	Yes	7,527,351								-	
Bayard Street	800,000	800,000	Yes	800,000								-	
The Point- Remaining Project Costs	19,672,649	19,672,649	No									19,672,649	
Pigeon Point- Drainage Study	216,000	216,000	No									216,000	
Marina													
Marina Fuel Tank Replacement	500,000	800,000	Yes	75,000					725,000			-	
Streets													
SC 170 Sidewalk Extension	25,169	225,169	Yes								225,169	-	
Parallel Road- Engineering Only	978,044	978,044	Yes				489,022				489,022	-	
Parallel Road- Remaining Project Costs	6,036,535	6,036,535	No									6,036,535	
Depot Road Spanish Moss Trail Extension	728,947	728,947	Yes	200,000				528,947				-	
Allison Road	1,930,536	3,014,220	Yes	1,000,000		1,003,494	542,863	467,863				-	
	\$ 46,662,195	\$ 51,033,195		\$ 10,607,351	\$ 75,000	\$ 6,744,680	\$ 2,464,249	\$ 1,610,832	\$ 1,282,863	\$ 630,000	\$ 763,260	\$ 714,191	\$ 26,140,769



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/12/2023
FROM: Tim Ogden, Fire Chief
AGENDA ITEM TITLE: Fire Department - Ladder Truck Purchase - Discussion of a Budget Amendment for the purpose of reallocating funds for down payment
MEETING DATE: 4/25/2023
DEPARTMENT: Fire

BACKGROUND INFORMATION:

The next fire truck due for replacement in 2026 is a Ladder Truck. Currently Ladder Truck build times range from 28-48 months. Spartan Fire Apparatus, our sole source truck vendor, has provided two quotes and specs for a 107' PUC Aerial Ladder.

The first quote is for \$1,615,062.00 with an estimated delivery of 28 months, that is currently available. The second quote pushes the delivery time back to 48 months due to new EPA Emission standards that will start soon due, to the number of trucks being built.

This discussion is for a proposed \$500,000 down payment through Fire Impact Fee and financing options to secure a purchase within the 28 month delivery timeframe.

PLACED ON AGENDA FOR: Discussion

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Fire Impact Fees Analysis	Backup Material	4/19/2023
Estimated Loan Amortization Schedule	Backup Material	4/19/2023

Fire Impact Fee Analysis

Fiscal Year	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	Total
Revenues																
Fire Impact Fees	8,992	143,450	629,907	400,000	320,000	256,000	204,800	163,840	131,072	104,858	83,886	67,109	53,687	42,950	34,360	2,644,910
Interest	-	6	6,000	5,000	4,000	3,200	2,560	2,048	1,638	1,311	1,049	839	671	537	429	29,288
Total Revenue	8,992	143,456	635,907	405,000	324,000	259,200	207,360	165,888	132,710	106,168	84,935	67,948	54,358	43,487	34,789	2,674,198
Expenditures																
PNC Fire Truck- Debt Payment	-	-	-	104,350	104,350	104,350	104,350	104,350	104,350	104,350	104,350	-	-	-	-	834,804
Truist Fire Truck- Debt Payment	-	-	-	104,099	104,099	104,099	104,099	104,099	104,099	104,099	104,099	104,099	-	-	-	936,893
New Fire Truck- Debt Payment	-	-	500,000	-	-	130,719	130,719	130,719	130,719	130,719	130,719	130,719	130,719	130,719	126,911	1,803,382
Total Expenditures	-	-	500,000	208,450	208,450	339,169	339,169	339,169	339,169	339,169	339,169	234,818	130,719	130,719	126,911	3,575,079
City of Beaufort Portion- Rooftop Count	-	-	63%	62%	62%	61%	61%	61%	60%	60%	60%	60%	60%	59%	59%	
City of Beaufort Portion	-	-	315,000	129,239	129,239	206,893	206,893	206,893	203,501	203,501	203,501	140,891	78,431	77,124	74,877	2,175,984
Net Change in Fund Balance	8,992	143,456	320,907	275,761	194,761	52,307	467	(41,005)	(70,791)	(97,333)	(118,567)	(72,943)	(24,073)	(33,638)	(40,088)	498,214
Beginning Fund Balance	-	8,992	152,448	473,355	749,116	943,877	996,184	996,651	955,647	884,856	787,523	668,956	596,013	571,940	538,302	
Ending Fund Balance	8,992	152,448	473,355	749,116	943,877	996,184	996,651	955,647	884,856	787,523	668,956	596,013	571,940	538,302	498,214	498,214



Loan Amortization Schedule

Enter Values

Loan amount	\$1,115,062.00
Annual interest rate	3.00%
Loan period in years	10
Number of payments per year	1
Start date of loan	7/1/2025

Loan Summary

Scheduled payment	\$130,719.28
Scheduled number of payments	10
Actual number of payments	1
Total early payments	\$0.00
Total interest	\$192,130.83

Optional extra payments \$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	7/1/2025	\$1,115,062.00	\$130,719.28	\$0.00	\$130,719.28	\$97,267.42	\$33,451.86	\$1,017,794.58	\$33,451.86
2	8/1/2025	\$1,017,794.58	\$130,719.28	\$0.00	\$130,719.28	\$100,185.45	\$30,533.84	\$917,609.13	\$63,985.70
3	9/1/2025	\$917,609.13	\$130,719.28	\$0.00	\$130,719.28	\$103,191.01	\$27,528.27	\$814,418.12	\$91,513.97
4	10/1/2025	\$814,418.12	\$130,719.28	\$0.00	\$130,719.28	\$106,286.74	\$24,432.54	\$708,131.38	\$115,946.51
5	11/1/2025	\$708,131.38	\$130,719.28	\$0.00	\$130,719.28	\$109,475.34	\$21,243.94	\$598,656.04	\$137,190.46
6	12/1/2025	\$598,656.04	\$130,719.28	\$0.00	\$130,719.28	\$112,759.60	\$17,959.68	\$485,896.44	\$155,150.14
7	1/1/2026	\$485,896.44	\$130,719.28	\$0.00	\$130,719.28	\$116,142.39	\$14,576.89	\$369,754.05	\$169,727.03
8	2/1/2026	\$369,754.05	\$130,719.28	\$0.00	\$130,719.28	\$119,626.66	\$11,092.62	\$250,127.39	\$180,819.65
9	3/1/2026	\$250,127.39	\$130,719.28	\$0.00	\$130,719.28	\$123,215.46	\$7,503.82	\$126,911.93	\$188,323.47
10	4/1/2026	\$126,911.93	\$130,719.28	\$0.00	\$126,911.93	\$123,104.57	\$3,807.36	\$0.00	\$192,130.83



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/21/2023
FROM: Carrie Gorsuch
AGENDA ITEM TITLE: A Resolution authorizing the Mayor and City Council to execute an American Rescue Plan Act (ARPA) Stormwater Infrastructure Program Subrecipient Agreement Between The City Of Beaufort and the South Carolina Office of Resilience to fund a Stormwater Infrastructure Improvement Project that will mitigate the impact of future disasters
MEETING DATE: 4/25/2023
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

In November of 2022 the City of Beaufort applied for an ARPA-Funded Stormwater Infrastructure Program (ASIP) Project for projects in the Charles/Craven Street and Port Republic/Carteret Street Draining Improvement Areas in the amount of \$7,537,351 through the South Carolina Office of Resiliency (SCOR)

The application submittal is attached for background.

On April 12th, 2023 the City received an award notification from SCOR in the amount of \$7,500,000. Staff at SCOR has assured us this will be corrected to reflect the full amount of the request and by the time this meeting occurs, that may be completed. It also needs corrections for staff change over. Both of which are being addressed by SCOR.

The attached resolution is required to be a subrecipient of the grant funds through SCOR.

The current draft resolution has an error in ownership of the street. SCDOT will maintain ownership of the infrastructure resulting from the project which will be built to SCDOT specification. This is being corrected by SCOR staff as well.

The corrected documents will come before council for approval at the next regularly scheduled meeting.

PLACED ON AGENDA FOR: Discussion

REMARKS:

Tonight is for information and discussion only.

Staff will be recommending approval of the resolution accepting the award in the regular council meeting.

ATTACHMENTS:

Description	Type	Upload Date
SCOR Award Letter and Resolution	Backup Material	4/21/2023
COB SCOR Application-Signed	Backup Material	4/21/2023



April 12, 2023

Bill Prokop, City Manager
City of Beaufort
1911 Boundary St
Beaufort, South Carolina 29902

RE: ARPA-Funded Stormwater Infrastructure Program (ASIP) Project Application Award Determination

Dear Bill Prokop,

The South Carolina Office of Resilience (SCOR) has reviewed the City of Beaufort's ASIP application for the Charles/Craven St and Port Republic/Carteret St Drainage Improvement Project. **We are pleased to notify you that your project has been selected for an ASIP grant award of \$7,500,000.00.**

This project is funded through the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) funds assigned to SCOR by the State Treasury to complete Stormwater Infrastructure Projects.

The SC Office of Resilience has also reviewed the City of Beaufort's Subrecipient Application. SCOR was not able to determine the City's existing staff positions, qualifications and capacity to run the SCOR ASIP-funded activity from the information provided in the Subrecipient Application and Attachments. **This project has been awarded as a State-run project.** The South Carolina Office of Resilience shall appoint a State Project Manager (SPM), for this Project. The SPM will be responsible for the management and monitoring of the Project. The SPM will coordinate with the City of Beaufort on the Scope of Work to include:

- Procurement of engineering services for survey, design, permitting, environmental assessment, and construction contract oversight as required
- Construction Contract Bid Process
- Complete Project Closeout
- Conduct grant compliance with Federal and State regulations

The City of Beaufort must take ownership and maintain the completed drainage improvements in perpetuity. To accept receipt of the award as identified in this letter, the City of Beaufort must:

- Sign and return this award letter to SCOR
- Review, sign and return the attached Resolution to SCOR
- By applicant's signature of this award letter and enclosed resolution, applicant and governing body acknowledges responsibility for any and all cost overruns in excess of the total amount

granted in this award letter, \$7,500,000.00. At SCOR's discretion and subject to available remaining SLFRF funding, up to 10 percent of the overage may be supplemented by SCOR.

Executed award documents shall be submitted to SCOR within 30 days of receipt of this letter. If additional time is needed, please contact Pam Kendrick, Infrastructure Manager at pam.kendrick@scor.sc.gov. A Project Kick Off meeting will be scheduled upon receipt of the sign award documents, during which the proposed payment plan will be discussed and finalized by way of a signed agreement, if applicable.

Thank you for the time and effort expended by your office in the preparation of your successful proposal. Please contact us with any questions you may have. We look forward to working in partnership with you to successfully implement and complete these infrastructure projects.

Sincerely,



Benjamin I. Duncan II
SCOR Chief Resilience Officer

Enclosures

CC: Carrie Gorsuch, City of Beaufort

ACKNOWLEDGED AND AGREED

City of Beaufort will fully cooperate with the South Carolina Office of Resilience in the implementation and execution of the Mitigation Infrastructure Project. City of Beaufort agrees that it will take ownership of the drainage improvements in perpetuity.

Bill Prokop, City Manager
City of Beaufort

Date

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL TO EXECUTE AN AMERICAN RESCUE PLAN ACT (ARPA) STORMWATER INFRASTRUCTURE PROGRAM SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF BEAUFORT AND THE SOUTH CAROLINA OFFICE OF RESILIENCE TO FUND A STORMWATER INFRASTRUCTURE IMPROVEMENT PROJECT THAT WILL MITIGATE THE IMPACT OF FUTURE DISASTERS.

WHEREAS, the City of Beaufort recognizes the threat that flooding poses to the City; and

WHEREAS, the City of Beaufort has a proposed flood mitigation project called Charles/Craven St and Port Republic/Carteret St Drainage Improvement Projects; and

WHEREAS, the City of Beaufort anticipates receiving \$7,500,000.00 in ARPA grant funds from the South Carolina Office of Resilience to carry out mitigation activities in a timely manner; and

WHEREAS, the City of Beaufort agrees to conform to the terms of the Award Determination Letter, the South Carolina Office of Resilience ARPA-Funded Stormwater Infrastructure Program (ASIP) Policy and Procedure Manual, and the terms of this resolution; and

WHEREAS, the City of Beaufort recognizes in this resolution and by signature of the Award Determination Letter by applicant and governing body, full responsibility for any and all cost overruns in excess of the total amount granted, \$7,500,000.00. At SCOR's discretion and subject to available remaining ARPA - State and Local Fiscal Recovery Funds (SLFRF) assigned to SCOR, up to 10 percent of the overage may be supplemented by SCOR; and

WHEREAS, the City of Beaufort acknowledges and accepts ownership and responsibility for the ongoing operation and maintenance for the life of the improvement; and

WHEREAS, the City of Beaufort will uphold these infrastructure improvements in a manner that conforms to all health and safety requirements;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Beaufort, South Carolina this ____ day of _____, 2023, that the City of Beaufort respectfully accepts funding provided by the South Carolina Office of Resilience through the ARPA Stormwater Infrastructure Program to fund infrastructure improvements that will mitigate the impact of future flooding.

BE IT FUTHER RESOLVED that the City of Beaufort respectfully accepts responsibility for completion of the Project, any defects or failures, and the long-term maintenance after completion.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, the ___ day of _____, 2023.

Mayor

City Council



South Carolina Office of Resilience – Disaster Recovery Division

ARPA-Funded Stormwater Infrastructure Program (ASIP)

Subrecipient Application

Mail To: Mitigation Department
South Carolina Office of Resilience
632 Rosewood Drive, Columbia, South Carolina 29201

Email To: DROMITIGATION@SCOR.SC.GOV

Instructions: All fields within the application are expandable as needed. Please be as thorough as possible in your explanations. *This application is not to be filled out by individuals. Only Units of General Local Governments (counties and incorporated cities/towns) may apply. Completion of this application does not guarantee approval.*

SUBRECIPIENT ROLES & RESPONSIBILITIES

Approved SCOR Grant Subrecipients will assume the responsibility of managing SCOR grant projects in accordance with all applicable federal and state program policies and regulations. The SCOR Mitigation Department's responsibility will be limited to funding and monitoring the Subrecipient's implementation, execution, and completion of approved projects within the agreed upon timeframe and budget. The Mitigation Department will provide Technical Assistance as needed.

The responsibilities of approved Subrecipients vary from program to program. However, Subrecipient responsibilities generally include, but are not limited to:

- Comply with the Mitigation Subrecipient Manual
- Develop and implement Citizen Outreach
- For HUD-funded projects, identify eligible mitigation projects
 - Must be in a HUD-identified Most Impacted and Distressed (MID) areas; or
 - Must be in a State-identified Most Impacted and Distressed (MID) areas; and
 - Must meet an eligible HUD National Objective;
 - Must be in a Floodplain or SCOR designated Risk Reduction Area;
 - Meet Low-to-Moderate Income requirement
- Procure projects in compliance with State Standards outlined in the Subrecipient Manual
- Publish all required documentation to Subrecipient's website
- Complete mandated environmental reviews
- Complete Benefit Cost Analysis
- Identify and document Low-and-Moderate Income (LMI) for project service area
- Develop and adhere to approved project budgets and timelines
- Maintain detailed records for each project
- Monitor and audit projects
- Approve, audit, and inspect all project work and payments
- Project/Construction Management
- For Buyout projects,
 - Provide Disaster Case Management to property owners (Housing Buyout projects)
 - Verify property ownership (Housing Buyout projects)
- Comply with and oversee adherence to all applicable URA Requirements
- Verify and account for Duplication of Benefits
- Comply with and oversee adherence to Section 3 requirements
- Comply with and oversee adherence to all applicable labor and fair wage laws
- Record all contracts, restrictive covenants, transfer of deeds
- Submit Monthly Progress Reports and Quarterly Progress Reports to SCOR



South Carolina Office of Resilience – Disaster Recovery Division
ARPA-Funded Stormwater Infrastructure Program (ASIP)
Subrecipient Application

Applicant Information			
<input checked="" type="checkbox"/> Municipal Government	<input type="checkbox"/> County Government	<input type="checkbox"/> State Agency (Not eligible to apply for ASIP)	<input type="checkbox"/> Other:
Government Entity Name: City of Beaufort			Unique Entity Identifier: V55FA4TBEAD3
Address: 1911 Boundary Street, Beaufort, SC 29902			County: Beaufort
Primary Point of Contact Name and Title		Email Address	Phone Number
Bill Prokop		wprokop@cityofbeaufort.org	843-525-7070
Secondary Point of Contact Name and Title		Email Address	Phone Number
Reece Bertholf		rbertholf@cityofbeaufort.org	843-754-9144

SCOR grant funding is a competitive process. Applications for Subrecipient status and project applications will be evaluated to determine eligibility, necessity, cost effectiveness, and geographic equity. Approved SCOR grant Subrecipients will assume the responsibility of managing SCOR grant projects in accordance with federal and state program policies and regulations.

The Mitigation Department’s responsibility will be limited to funding and monitoring the Subrecipient’s implementation, execution, and completion of approved projects within the agreed upon timeframe and budget. The Mitigation Department will provide Technical Assistance as needed.

SCOR Grant-Funded Programs	
(Applicant must apply to be a Subrecipient for each program and project for which they are applying. Please indicate below both the program and the project this Subrecipient application is for.)	
<input type="checkbox"/> SCOR CDBG-Mitigation Program (CDBG-MIT):	
<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Buyouts
<input type="checkbox"/> Plans and Studies	
<input checked="" type="checkbox"/> SCOR ARPA-Stormwater Infrastructure Program (ASIP):	
<input checked="" type="checkbox"/> Infrastructure	
<input type="checkbox"/> RESERVED FOR ADDITIONAL PROGRAMS	
Proposed Project Title(s) Please complete and submit a project specific application for each program and project area.	
Charles/Craven Street and Port Republic/Carteret Street Drainage Improvement Projects	

NOTE: Approved CDBG-Mitigation Funds Match applicants are Subrecipients for the Match project by the nature of the program requirements. If interested in the CDBG-MIT Funds Match program, please complete the CDBG-MIT Funds Match application.

Applicant Signature

City Manager

Title

10/28/2022

Date



South Carolina Office of Resilience – Disaster Recovery Division
ARPA-Funded Stormwater Infrastructure Program (ASIP)
Subrecipient Application

Data & Supporting Documents

Background and Program Experience (Attachments are acceptable)

Length of time agency has been in operation:

The City of Beaufort was founded in 1711 and incorporated in 1913.

Describe agency’s purpose and type of services provided:

The City operates under the council-manager form of government. Policy-making and legislative authority are vested in a governing council consisting of the mayor and four other members. The governing council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees and hiring both the City Manager and the City Attorney. The Citys manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the City and for appointing the heads of the various departments. The council is elected on a non-partisan basis. The mayor and council are elected at large and serve four-year staggered terms.

The City provides a full range of services, including police and fire protection, sanitation and recycling services, zoning, redevelopment, economic development and building, fire and code enforcement services, street and storm water maintenance and up-keep of City parks and open space.

If applicable, describe current or previous Subrecipient experience:

Federal Grants the City of Beaufort has participated in as related to stormwater, drainage, drinking water:

1. FY 2022 CDBG Grant- Calhoun Streetscape and Drainage
2. FY 2021 FEMA Flood Mitigation
3. FY 2022 CDBG Grant-Depot Roadway/Pathway
4. FY 2018 CDBG Grant-Mossy Oaks Drainage Improvements Basins 1 & 2
5. FY 2017 CDBG Grant-Greenlawn Streetscape & Drainage
6. FY 2016 FEMA SC Recovery
7. FY 2013 CDBG Duke Street-Phase II Streetscape and Drainage
8. FY 2012 CDBG Duke Street Phase 1
9. FY 2012 CDBG Bladen Street Streetscape and Drainage

What is the status of the applicant’s FEMA-approved Mitigation Plan?

The City of Beaufort is covered under Beaufort County’s National Hazard Mitigation Plan for Beaufort, Colleton, Hampton, and Jasper Counties which was completed in June 2021.

If the agency has liability insurance coverage, provide the amount of coverage and with what insuring agency:

The city does have professional liability insurance and general tort liability insurance through State Fiscal Accountability Authority-Insurance Reserve Fund. The General Tort Liability coverage is \$1,000,000 per occurrence.

Provide the following documents:

- Certification of Good Standing with the State
- State and Federal Tax Exemption Determination Letters (if applicable)
- List and status of current/ongoing applications with other State or Federal programs for this project



South Carolina Office of Resilience – Disaster Recovery Division
ARPA-Funded Stormwater Infrastructure Program (ASIP)
Subrecipient Application

Data & Supporting Documents

Personnel/Staff Capacity (Attachments are acceptable)

Attach an organizational chart and describe the applicant’s existing staff positions, qualifications, and its capacity to SCOR grant-funded activities:

See attached.

Does the agency have a personnel policy manual with an affirmative action plan and grievance procedure?

Yes No

List the applicant’s current board of directors or other decision-making body of the entity. The list must include names, telephone numbers, addresses, occupation or affiliation of each member and must identify the principal officers of the decision-making body:

See attached.

Financial Capacity (Attachments are acceptable)

Describe the applicant’s current accounting system, operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding as well as the proposed stormwater infrastructure project(s).

See attached.

Does your agency have a current audit process in place? Yes No

Provide the following documents:

- Annual Financial Statements
- Most recent Independent Audit
- Procurement Process and Policy Manual



South Carolina Office of Resilience – Disaster Recovery Division

ARPA-Funded Stormwater Infrastructure Program (ASIP)

Subrecipient Application

Community Needs Assessment – Description of the Need

In this section, provide descriptions of the need and/or project(s). Descriptions should include the cause of the damage, current condition of the area, and a detailed description of the stormwater infrastructure project(s) being considered for approved Subrecipient implementation, execution, and completion. Attachments are acceptable.

The Charles/Craven and Port Republic/Carteret drainage projects lie at the heart of downtown Beaufort. These areas have historically flooded as a result of rainfall and tidal conditions due to inadequate and failing infrastructure and low-lying elevations. Due to the high urban nature of this area, any heavy rainfall, especially at high tide, quickly inundates roads, buildings, and private property. Since these project areas are located within major transportation corridors and the business and tourism district, any flooding occurrence can be economically burdensome and create a health and safety concern for first responders and emergency personnel. Sea-level rise and more frequent intense rainfall events have exacerbated the frequency and damage of flooding. Not only does the flooding affect businesses, residents, and tourists, but many national historic registrar structures are routinely damaged.

Describe the number and characteristics of clients served:

The City of Beaufort directly serves approximately 14,000 residents and indirectly serves nearly 2 million visitors annually via hospitality and tourism. Overall, the City of Beaufort offers a significant component of history, arts, tourism, and business for the Beaufort County area, which is ranked the 3rd largest hospitality and tourism-centric county in the state.

What is the Low- to Moderate Income (LMI) percentage for the County/City/Town Project Areas:

55.42

For CDBG-MIT, list the National Objectives the planned projects would address:

Describe how you would monitor progress in implementing the program:

The city will monitor progress while implementing the program using city staff. These staff members will be responsible for meeting with the design and construction team throughout the performance period. Routine (e.g., bi-weekly) progress meetings will be held with meeting minutes issued to ensure adherence to project schedules and budgets. City staff members will routinely update the mayor, council members, administration, and members of the SCOR team.



Applicant Signature

City Manager

Title

10/28/2022

Date

To submit the completed application **via email** to mit_infrastructure@scor.sc.gov click the submit button below:

Submit Via Email

To submit the completed application hardcopy **via mail** to:

SCOR Mitigation Department
632 Rosewood Drive
Columbia, SC 29201



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/20/2023
FROM:
AGENDA ITEM Appointments/Reappointments to Council appointed Boards, Commissions or
TITLE: Committees
MEETING 4/25/2023
DATE:
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS: