

TOWN COUNCIL STAFF REPORT



MEETING DATE:	June 13, 2023
PROJECT:	Consideration of an Ordinance Approving the Town of Bluffton Fiscal Year 2024 Proposed Consolidated Budget – Public Hearing and Second & Final Reading
PROJECT MANAGER:	Stephen Steese, Town Manager

REQUEST:

Town Council approves the first reading of the Ordinance for the Town of Bluffton FY 2024 Consolidated Budget of \$78,572,643, guided by the Town Mission statement and the Town of Bluffton Strategic Plan Action Agenda for FY 2024.

BACKGROUND AND DISCUSSION:

This financial plan supports our Bluffton Town Vision that states, “Bluffton, the Heart of the Lowcountry, a Town that appreciates the past, focuses on today and is planning together for a greater future.” This financial plan provides the resources and staff for all our commitments to making Bluffton a better place.

The consolidated budget concentrates on the Town of Bluffton Strategic Plan Priority Focus Areas that include May River & Surrounding Rivers and Watersheds, Town Organization, Economic Growth, Fiscal Sustainability, Community Quality of Life, Housing, and Infrastructure.

The consolidated budget for FY2024 now consists of six major funds, which includes two additional Special Revenue Funds, Hospitality Tax Fund and Local Accommodations Tax Fund, as well as the General Fund, the Stormwater Fund, the Capital Improvements Program (CIP) Fund, and the Debt Service Fund.

The proposed consolidated budget is an increase of 7.2% from the revised FY2023 budget which reflects the addition of the newly budgeted Special Revenue Funds. The budget keeps the tax millage rate the same at 38.5, which reflects General Fund mills of 36.8 and Debt Service Fund mills of 1.7 mills. The current millage rate may be impacted by Beaufort County’s 2023 reassessment program. We anticipate a rollback millage calculation to show revenue neutrality, but the number is not known at this time.

There are proposed changes to the Master Fee Schedule due to increases in contracts and current services as well as the removal of some outdated fees for the following:

- Section II – Police Department Fees for off-duty officers from \$52.50 to \$60 per hour
- Section IV –
 - Facility Rental Fees for cleaning from \$100 to \$130
 - Addition of Buckwalter Place Commerce Park – Amphitheater Section
- Remove Section V – IT/GIS Department Fees and rename it “RESERVED”

- Section VI – Growth Management Fees
 - Streamlined Application Fees
 - Add Comp Plan with UDO print fee
 - Increase to working without a permit from two (2) times the value of the permit fee to three (3)
 - Language added for Neighborhood Assistance Program and Affordable Housing Partnerships
 - Increases to Planning and Environmental Applications and Permits
- Section VII – Stormwater Management Fees
 - NPDES Inspection Fee increases
 - Adding Notice of Termination fees

CURRENT STATUS:

The General Fund accounts for and reports the financial resources for the Town's primary operating fund. Principal sources of revenue are property taxes and licenses and permit fees. The General Fund budget is 37.8% or \$29,676,059 of the consolidated budget. Budget details are available in the attached Executive Consolidated Budget Summary.

Hospitality Tax Fund (*Newly Budgeted in FY2024*) is used to account for the local hospitality tax fees of two percent (2%) by the Town for use in tourism related expenditures and related Capital Improvements Projects. The Hospitality Tax Fund proposed budget is \$7,467,056 or 9.5% of the consolidated budget and supports transfers to the General Fund and Capital Improvement Program Fund for allowable projects and expenditures. Budget details are available in the attached Executive Consolidated Budget Summary.

Local Accommodations Tax Fund (*Newly Budgeted in FY2024*) is used to account for the local accommodations tax fees of three percent (3%) by the Town for use in tourism related expenditures and related Capital Improvements Projects. The Local Accommodations Tax Fund proposed budget is \$1,891,990 or 2.4% of the consolidated budget and supports transfers to the General Fund and Capital Improvement Program Fund for allowable projects and expenditures. Budget details are available in the attached Executive Consolidated Budget Summary.

The Stormwater Fund accounts for and reports the financial resources of all stormwater-related expenditures including Watershed Management staffing and operations, routine watershed maintenance and capital projects. The primary source of revenue is stormwater utility fees. The Stormwater Fund budget is 4.1% or \$3,201,112 of the consolidated budget and includes a transfer to the Debt Service Fund to pay the principal and interest on General Obligations bonds issued for stormwater and sewer projects. Budget details are available in the attached Executive Consolidated Budget Summary.

Capital Improvement Program (CIP) Fund accounts for and reports financial resources that are restricted, committed or assigned to expenditures for capital outlays including the land acquisition and/or construction of capital facilities and other capital assets. Capital projects are primarily non-recurring in nature. All capital categories require a unit cost threshold of greater than \$5,000, except roads, buildings, and computer software (recorded in the general fund) whose threshold is \$50,000. The CIP budget is 36.7% or \$28,843,521 of the consolidated budget and supports diversified projects throughout our Bluffton neighborhoods. Budget details are available in the attached Executive Consolidated Budget Summary.

Debt Service Fund accounts for the accumulation of resources for the payment of interest and principal on general long-term debt obligations. The primary source of revenue is property tax and bond proceeds. The Debt Service Fund budget is \$7,492,621 or 9.5% of the consolidated budget and supports the debt service for the 2014 and 2022 Tax Increment Revenue Bonds, 2020 General Obligation Bond for the Law Enforcement Center at Buckwalter Place, 2020A General Obligation Bond for Stormwater Capital Projects, a transfer to the Capital Improvement Program Fund for allowable projects, and future debt payments and allowable expenditures. Budget details are available in the attached Executive Consolidated Budget Summary.

NEXT STEPS:

- FY2024 begins July 1, 2023.

ATTACHMENTS:

1. FY2024 Proposed Consolidated Budget Executive Summary
2. Ordinance for Fiscal Year 2024 Budget
 - Attachment A: General Fund Proposed Budget
 - Attachment B: Hospitality Tax Proposed Budget
 - Attachment C: Local Accommodations Tax Proposed Budget
 - Attachment D: Stormwater Fund Proposed Budget
 - Attachment E: Capital Improvement Program Fund Proposed Budget
 - Attachment F: Debt Service Fund Proposed Budget
 - Attachment G: Consolidated Proposed Budget
 - Attachment H: Master Fee Schedule



Town of Bluffton, South Carolina

PROPOSED CONSOLIDATED MUNICIPAL BUDGET

For the Fiscal Year Ended June 30, 2024



bluffton
HEART OF THE LOWCOUNTRY™

www.TownofBluffton.sc.gov



Town of Bluffton, South Carolina
Consolidated Municipal Budget
Fiscal Year
July 1, 2023 through June 30, 2024

Elected Officials

Mayor - The Honorable Lisa Sulka

Council Members:

Mayor Pro Tempore – Larry Toomer

Fred Hamilton

Bridgette Frazier

Dan Wood

Appointed Officials

Stephen Steese – Town Manager

Terry A. Finger – Town Attorney

Honorable Clifford Bush III, Chief Municipal Court Judge

Senior Management

Chris Forster

Heather Colin

Marcia Hunter

Joseph Babkiewicz

Anni Evans

Derrick Coaxum

Lisa Cunningham

Kevin Icard

Kim Jones

Natalie Majorkiewicz

David Nelems

Tracye Stormer

Assistant Town Manager

Assistant Town Manager

Town Clerk

Chief of Police

Director of Human Resources

Director of Public Services

Clerk of Court

Director of Growth Management

Director of Projects and Watershed Resilience

Director of Finance & Administration

CEO, Don Ryan Center for Innovation

Chief Technology Officer

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Town of Bluffton Overview

The Town of Bluffton is located in Beaufort County, a southern coastal county in South Carolina. It is situated on a high bluff overlooking the May River, a pristine waterway that has strongly contributed to the Town's history, industry and recreational opportunities. Bluffton is located just 12 miles west of Hilton Head Island, SC and approximately 20 miles northeast of Savannah, GA.

The Town of Bluffton, established in 1825, was approximately one square mile when originally incorporated in 1852 as a summer coastal retreat. The town is rich with historical significance. The Calhoun Street Steamboat landing served as a stopover for travelers making their way between Savannah, Beaufort and Charleston. During General Tecumseh Sherman's infamous March to the Sea, the Town of Bluffton was burned by the Union Army in June of 1863. Prior to the Civil War, there were 60 brick and mortar buildings in the town. After the war, there stood only two churches and 15 residences. In 1996, Old Town Bluffton was granted National Historical Designation with 54 contributing structures.

After a series of annexations, which began in 1987, the Town of Bluffton is now 54 square miles and has seen the population increase from 738 to over 32,000 today. While the population numbers still classify Bluffton as a small town, in terms of police and planning purposes, the town serves a daily population of 50,000 to 60,000 when tourists and visitors to the town are included.

Most of Bluffton's 54 square miles is already master planned. Ninety-two percent of Bluffton is covered by development agreements, though it is only about a 56% built-out. This means that the town must plan to continue to facilitate steady growth for the foreseeable future.

Strategic Plan Summary

A Mayor and Council Strategic Planning Workshop was held in November 2022. The workshop identified planning objectives and actions that provide policy guidance in managing and directing the application of Town resources into a list of Strategic Plan Focus Areas. These focus areas are designed to keep the organization's priorities from getting distracted by what may appear to be competing opportunities. This strategic focus will drive policy decisions and priorities for the town. The Town of Bluffton's Strategic Focus Areas are:

1. Affordable and/or Workforce Housing
2. Community Quality of Life
3. Economic Growth
4. Fiscal Sustainability
5. Infrastructure
6. May River and Surrounding Rivers and Watersheds, and
7. Town Organization

Bluffton's Vision statement reflects a welcoming and inclusive community, committed to retaining its historic nature, livable neighborhoods, active lifestyle and respect for the May River. Town Council and Town Staff are committed to work together to create a great community now and one that is also sustainable for the generations to come.

Bluffton's Mission statement reflects its commitment to people and processes by:

1. Providing excellent services by continuously looking for improvements in services using best practices.
2. Providing award winning fiscal management services to our citizens.
3. Providing exceptional customer service that is focused on solutions and meeting the needs of our citizens.
4. Providing meaningful public engagement opportunities for our community.
5. Providing a work environment committed to teamwork, communication, transparency, ethical behavior and progressive compensation to help employees reach their full potential.
6. Providing and using performance measures to determine if our services are getting the intended results.

Why Does the Town Prepare a Budget?

1. Establishes priorities to determine how resources will be allocated among the Town's programs and services.
2. Identifies the costs of providing programs and services.
3. Establishes the amount of revenue projected to be available, and subsequently sets limitations on the amount of expenditures that can be supported.
4. Aligns allocated funding with Strategic Plan Action Agenda priorities established by Town Council.
5. Provides budgetary targets to compare with actual revenues and expenditures throughout the year.

The State of South Carolina requires Town Council to adopt an annual balanced budget ordinance prior to July 1. The Town's annual budget is developed in conjunction with feedback from citizens, various boards and commissions including the Town's Planning Commission, the Mayor and Council, the Town Manager, and each department within the Town. Town Council adopts the budget via two readings of the Consolidated Budget Ordinance as well as a public hearing. The first reading is held in May, and the second reading and associated public hearing is held in June. Town Council also holds two budget workshops to review projected revenues, expenditure requests, programs, services, and capital projects.

Area Map

*Where is
Bluffton?*



Town of Bluffton at a Glance

The Town of Bluffton is located in Beaufort County, a southern coastal county in South Carolina. It is situated on a high bluff overlooking the May River, a pristine waterway that has strongly contributed to the Town's history, industry, and recreational opportunities. Bluffton is located just 12 miles west of Hilton Head Island, SC and approximately 20 miles northeast of Savannah, GA.

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After a series of annexations, which began in 1987, the Town of Bluffton is now 54 square miles and has seen the population increase from 738 to well over 27,000 today. While the population numbers still classify Bluffton as a small town, in terms of police and planning purposes, the town serves a daily population of 40,000 to 50,000 when tourists and visitors to the town are included.

Most of Bluffton's 54 square miles is already master planned. Ninety-two percent (92%) of Bluffton is covered by development agreements, though it is only about 52% built-out. This means that the town must plan to continue to facilitate steady growth for the foreseeable future.

Recent Awards and Recognitions:

- **#1 "Safest City" in South Carolina** *Safety.com, December 2020*
- **#2 "Safest Places to Live in South Carolina"** *Money, Inc, August 2020*
- **#4 "Safest City" in South Carolina** *Safewise, May 2020*
- **#2 "Safest City" in South Carolina** *National Council for Home Safety & Security, March 2020 and SafeWise in 2022.*
- **#1 "Safest City" in South Carolina** *The Home Security Advisor, 2019*
- **#4 "Safest City" in South Carolina** *HomeSnacks, 2019*
- **#8 The South's Best Small Towns** *Southern Living Magazine, April 2019*
- **2020 Citation Award for Adaptive Reuse and Preservation, The Garvin-Garvey House Rehabilitation Project** *South Carolina chapter of the American Institute of Architects (ALASC), November 2020*
- **2018 Preserving Our Places in History award, The Garvin-Garvey House Rehabilitation Project** *South Carolina African American Heritage Commission, April 2019*
- **2019 Municipal Achievement Award 10,001-20,000 Two Streetscapes, One Historic District: Two Streetscape Projects Unify Bluffton's Historic District Providing Walkability & Connectivity,** *Municipal Association of South Carolina (MASC), July 2019*
- **2022 Municipal Achievement Award, Public Service Category Mental Health & Wellness Program**

Town of Bluffton at a Glance (Continued)

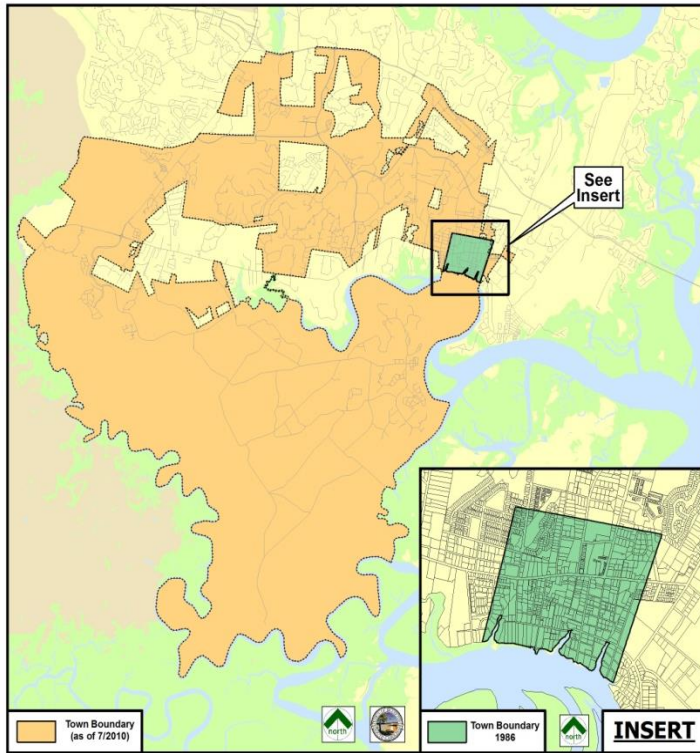
Recent Awards and Recognitions (continued):

- **2022 Excellence in Government Finance** *Government Finance Officers Association of the United States and Canada* the Town's Establishing a New Fund Balance and Capital Asset Reserve Policy
- **Distinguished Budget Presentation Award** *Government Finance Officers Association of the United States and Canada, every year since 2011.*
- **Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report** *Government Finance Officers Association of the United States and Canada, every year since 2008.*
- **Award for Outstanding Achievement in Popular Annual Financial Reporting** *Government Finance Officers Association of the United States and Canada, every year since 2011.*
- **Triple Crown Winner** *Government Finance Officers Association of the United States and Canada, only 317 governments received the award in 2022.*

Bluffton is also home to Palmetto Bluff, a 19,271-acre world-renowned residential community and resort, which consistently receives top awards and accolades. Palmetto Bluff celebrated its grand debut of Montage Palmetto Bluff in August 2016. Montage Palmetto Bluff is AAA 5-diamond resort with 200 rooms, 6 dining locations, 13,000 square foot spa, and many other resort amenities. Below is a list of awards and accolades for this award-winning resort:

- **Five Diamond Hotel** *AAA Five-Diamond Awards, 2023*
- **Four Diamond Restaurant, River House** *AAA Five-Diamond Awards, 2023*
- **Most Luxurious Accommodations North America** *AAA Five-Diamond Awards, 2021, 2017, 2016, 2015, 2014, 2013 and 2012*
- **Five Star Hotel** *Forbes Five-Star Awards, 2023*
- **Five Star Spa** *Forbes Five-Star Awards, 2023*
- **Best Golf Resorts in The Carolinas** *Golf Digest, Editors' Choice Best Resorts | The Americas, 2022 and 2017*
- **The Best New Hotels in the World** *Travel & Leisure, World's Best Awards, 2019 and 2017*
- **The Best Hotels and Resorts in the U.S. and Canada** *Conde Nast Traveler Gold List, 2022 and 2020*
- **Best Hotels in the USA** *U.S. News and World Report, 2023, 2021, 2020 and 2018*
- **#1 Top 20 Resorts in the South** *Conde Nast Traveler Readers' Choice Awards, 2022*
- **#10 Top 20 Best Resorts in the World, USA** *Conde Nast Traveler Readers' Choice Awards, 2022*
- **Top 10 South Carolina Resort Hotels** *Travel & Leisure, World's Best Awards, 2022, 2021, 2020, and 2017*

Town of Bluffton at a Glance (Continued)



Bluffton expanded its territory by more than 32,000 acres primarily through annexation of four tracts of undeveloped land (Palmetto Bluff, Shults tract, Buckwalter tract, and Jones tract). Coupled with the Buck Island/Simmons ville area annexation and several auxiliary annexations (Bluffton Village, Village at Verdier, Shultz-Goethe Road Area, and Willow Run). ***The Town of Bluffton is now approximately 54 square miles in area, becoming the fifth largest town in South Carolina by land area.*** These annexations have created a challenge for government officials and citizens to preserve the Town's rich historical heritage, high quality of life, and unique coastal culture.

Government Profile

The Town operates under the council-manager form of government. Policy-making and legislative authority are vested in a governing council (Council) consisting of a mayor and four (4) other members. Members of Council are elected for a term of four (4) years. Council is primarily responsible for setting policies, passing ordinances, adopting the budget, appointing committees, and hiring the Town's manager, municipal judges, and attorney. The Town Manager, acting as chief executive officer, carries out the policies and ordinances of the Council, oversees the day-to-day operations of the Town, appoints the heads of various departments, and manages Town staff members.

The Town is empowered to levy a property tax on both real and personal property located within its boundaries. The Town also has the power by statute to extend its corporate limits by voluntary annexation as deemed appropriate by Council.

Local Economy

The Town has responded to its anticipated growth by collecting fees from developers to shield existing residents from the costs associated with growth. The budgeted amount for FY 2024 is \$586,304.

Town of Bluffton at a Glance (Continued)

Local Economy (continued)

In 2005, the Town began construction of the May River Technical Park (Tech Park) in Buckwalter Place. The vision was to have an integrated mixed-use, technology-based business center near the intersections of the new Bluffton and Buckwalter Parkways for easy access both from its residents and visitors.

In June of 2006, the Town entered into a building construction and operating agreement with eviCore National (the nation's leading health insurance benefits organization) for the construction of an office building containing up to 49,000 square feet in the Tech Park, allowing eviCore to expand its presence in South Carolina. eviCore, a medical diagnostic imaging company, is a provider of healthcare specialty benefits management solutions to America's health plans. The construction of this building and the Tech Park project was completed in June of 2008. In 2010, construction of a second two-story building, serving as National Headquarters for eviCore and encompassing approximately 35,000 additional square feet, was completed. To date, more than 500 jobs have been created.



In November of 2015, Town of Bluffton Mayor Lisa Sulka announced the signing of a public-private partnership agreement between the Town of Bluffton, the Bluffton Public Development Corporation, and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial) that will further develop Buckwalter Place Commerce Park (previously Tech Park). The agreement provides for continued public infrastructure investment supportive of this multi-county commerce park.

The Town, along with Beaufort County and Jasper County, have formed a multi-county industrial park and entered into a public-private development contract with plans to develop a multi-use property, including a Kroger grocery store as the anchor surrounded by general commercial, retail and office space, and a culinary institute. The Kroger store opened in May 2019 with additional stores to open in the following year to include a community and Veteran's park.

Investing in projects such as this will continue to strengthen the Town's economy and maintain a favorable employment rate. Buckwalter Place is in close proximity to everything and has something to offer all.

Town of Bluffton at a Glance (Continued)

Local Economy (continued)

The Don Ryan Center for Innovation (DRCI) was established in mid-2012 as a 501(c)(3). The corporation's mission is to function as a business incubator to grow Bluffton's and the surrounding region's economic base by helping innovative start-up or early-stage companies. The organization expanded into partnerships with Beaufort County Schools, USCB, TCL, SCAD and the City of Beaufort to promote and support innovation and entrepreneurship for the purposes of economic development.



The Bluffton Public Development Corporation (BPDC) was established as a 501(c)(3) in late 2012 by Town leaders to pursue economic development within the Town. The corporation's mission is to accept, buy, sell, develop, mortgage, and transfer real and personal property including development rights. Its two other objectives are to assist in the town's economic development and undertake activities designed to promote and support the May River and other watershed cleanup efforts of the town.

Both organizations have matured and evolved to reflect the needs of the Town and the region. Since both work in the realm of economic development, Town Council has authorized the merger of these entities by adoption of a resolution on December 13, 2016 into a single entity known as the Don Ryan Center for Innovation, Inc. Contact Don Ryan Center for Innovation <https://www.donryancenter.com> to discover how we can help you make a difference.

In FY 2020, the DRCI moved into a new space, “The Hub,” to serve as a catalyst for creativity, focus, and connection. More than just a place to work, this is a place to find community. Good things happen when people innovate together. The HUB at Buckwalter Place Commerce Park is the premier, knowledge-based center for innovation and economic development in Beaufort County. This groundbreaking facility is much more than a building, but an innovation in regional economic development offering:

1. Business Incubation
2. Business Retention
3. Business Expansion
4. Business Recruitment
5. Workforce & Entrepreneurism Partnerships

The DRCI Strategic Plan Initiatives for FY 2024

1. Entrepreneurism
2. Marketing Education and Outreach
3. Enhanced Alignment with Regional and State Economic Development Partners

Organizational Chart



Budget Highlights

The adopted budget, totaling \$78,572,643, keeps the Town healthy financially while still moving forward through program enhancements and a robust capital projects schedule with realistic revenue projections and an operating budget that advances key initiatives.

- ✓ Exceeds all essential levels of fund balance reserves for a healthy financial position
- ✓ Aa1 Bond Rating – Moody's and AA+ Bond Rating – Standard and Poor's
- ✓ Capital Projects Diversified Throughout Bluffton Neighborhoods
- ✓ May River Watershed Action Plan and Municipal Separate Storm Sewer System (MS4) Program Implementation
- ✓ Supports existing Community Policing, Planning and Community Development, Economic Development, and Other Programs
- ✓ Includes 2% cost of living and 2% midyear merit increase for employees
- ✓ Supports staffing changes described on page 18
- ✓ Includes State Retirement and Health Benefit cost increases

The Council priority programs for FY2024 include Affordable Housing, through a committee formed in FY2020 and is funded in the amount of \$290,000 and will have \$400,000 in assigned fund balance in the General Fund to assist income-qualified residents with minor home repairs, as well as property maintenance, to include abatement of unsafe structures, property clean-up and septic repair, and dangerous tree removal. In the Capital Improvement Project Fund, there is \$1,708,672 budgeted to assist in the development of workforce and/or affordable housing.

Other initiatives include funding for the Historic Preservation Program, enhanced employee programs that include both a cost of living and mid-year merit increases, health and wellness opportunities, community and civic outreach through increased events, and a robust police retention and recruitment program.

The adopted budget invests in civic space, Town facilities, and environmental initiatives. Nearly \$28.8 million of capital projects are in the FY2024 proposed budget. These projects include significant investment planned in public infrastructure in parks improvements with the largest at the New Riverside Barn Park through the 2022 TIF Bond. Additionally, multiple projects are planned with a focus on sewer and watershed protection.

Property Tax Overview

Estimated 2023 Beaufort County Tax Bill⁽¹⁾ for Average Bluffton Home Appraised Value

Home Appraised Value	\$	299,700	\$	299,700
Resident Assessed Value		4%		6%

610 Town of Bluffton	Millage	Property Tax & Fees	Property Tax & Fees
County Operations	53.9	\$ 646.15	\$ 969.23
County Debt	5.6	67.13	100.70
County Purchase Prop	5.3	63.54	95.30
*School Operations	121.6	-	2,186.61
School Debt	36.3	435.16	652.75
Bluffton Fire District	25.7	308.09	462.14
Town of Bluffton Operations	36.8 ⁽¹⁾	441.16	661.74
Town of Bluffton Debt	1.7 ⁽¹⁾	20.38	30.57
Stormwater (SW) Municipal District Fee		115.00	115.00
Stormwater (SW) County Fee		24.67	24.67
Total	248.4	\$ 2,121.29	\$ 5,298.71

*School Operations applicable to nonresidents and commercial taxpayers.

⁽¹⁾Pending 2023 Reassessment Rollback Calculation

\$299,700 averaged appraised home value from FY 2022 PAFR statistic

FY 2024 Consolidated Budget Summary

FY 2024 Proposed Consolidated Budget by Fund



Fund	FY 2023 Revised Budget	FY 2024 Proposed Budget	% Change	% of Budget
General Fund	\$ 26,892,012	\$ 29,676,059	10.4%	37.8%
Hospitality Tax Fund	-	7,467,056	100.0%	9.5%
Local Accommodations Tax Fund	-	1,891,990	100.0%	2.4%
Stormwater Fund	2,863,979	3,201,112	11.8%	4.1%
Debt Service Fund	7,377,348	7,492,905	1.6%	9.5%
Capital Improvement Program Fund	36,176,311	28,843,521	-20.3%	36.7%
Total Consolidated Budget	\$ 73,309,650	\$ 78,572,643	7.2%	100.0%

Fund Types

General Fund

The Town's primary operating fund and is used to account for all Town financial resources except those to be accounted for in another fund. Principal sources of revenue are property taxes and licenses and permit fees.

Hospitality Tax Fund

Accounts for the local hospitality taxes collected by the Town for use in tourism-related expenditures and related Capital Improvements Projects. The tax is equal to two percent (2%) on the gross sales of prepared meals and beverages.

Local Accommodations Tax Fund

Accounts for the local accommodation taxes collected by the Town for use in tourism-related expenditures and related Capital Improvements Projects. The tax is equal to three percent (3%) on the gross proceeds derived from the rental or charges for sleeping accommodations.

Fund Types (Continued)

Stormwater Fund

Accounts for and reports the financial resources of all stormwater-related expenditures including routine maintenance and capital projects. The primary source of revenue is stormwater utility fees and state and federal grants.

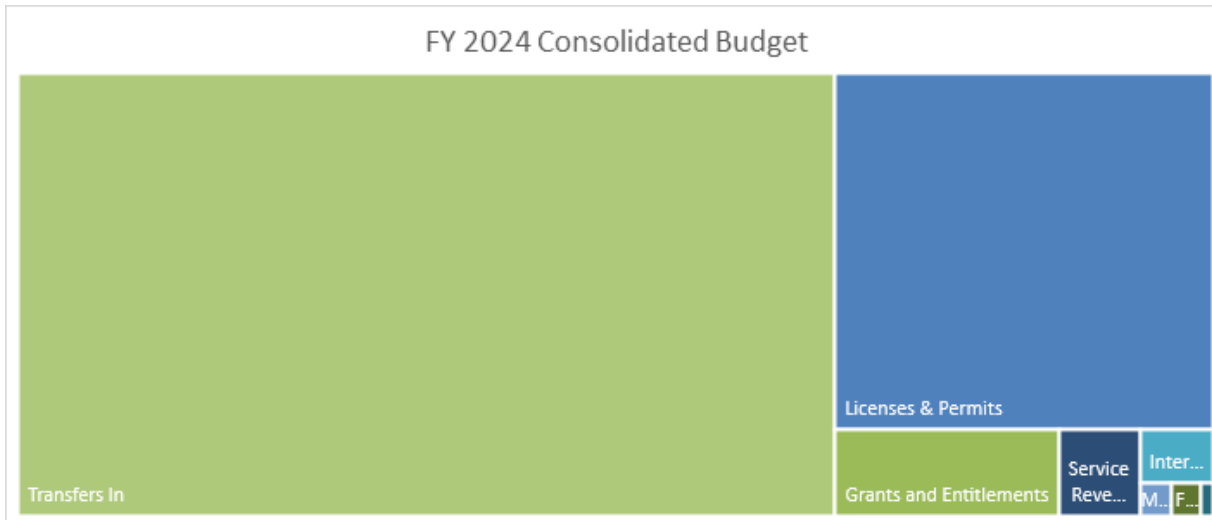
Debt Service Fund

Accounts for the accumulation of resources for the payment of interest and principal on general long-term debt obligations. The primary source of revenue is property tax and bond proceeds.

Capital Improvements Program (CIP) Fund

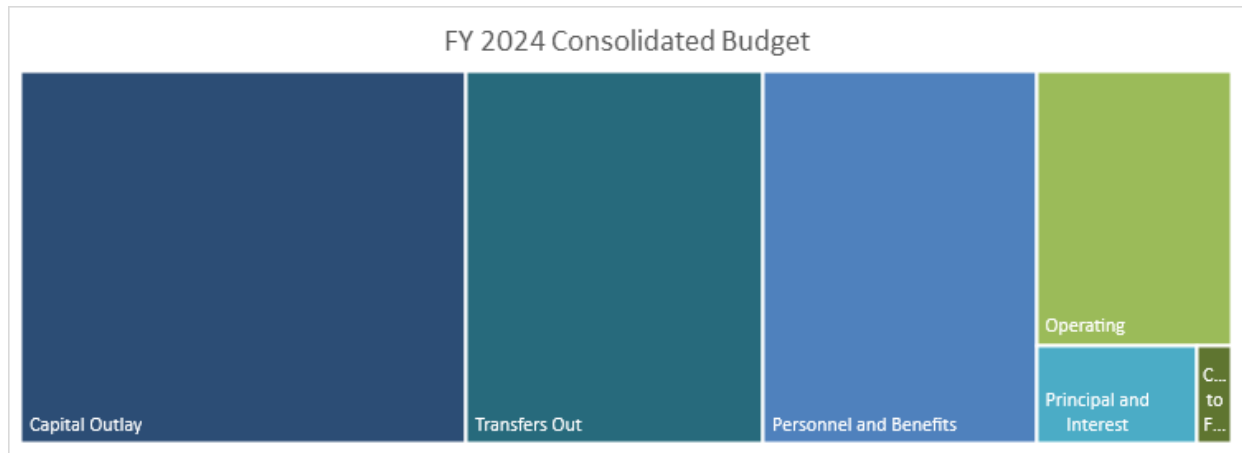
Accounts for and reports financial resources that are restricted, committed or assigned to expenditures for capital outlays including the acquisition or construction of capital facilities and other capital assets. In addition to funding with bond proceeds and intergovernmental revenue such as state and federal grants, hospitality tax fees fund tourism-related projects. Capital Projects are primarily non-recurring in nature. All capital categories require a cost threshold of greater than \$5,000 except for roads, buildings and computer software (recorded in general fund) with a threshold of greater than \$50,000.

Where Our Funding Comes From



	FY 2023		FY 2024		\$	%
	Revised	% of	Proposed	% of	Budget	Budget
Revenues	Budget	Budget	Budget	Budget	Change	Change
Property Taxes	\$ 10,832,684	14.8%	\$ 12,310,383	15.7%	\$ 1,477,699	13.6%
Local Hospitality & Accommodations Taxes	-	0.0%	5,372,036	6.8%	5,372,036	100.0%
Licenses & Permits	15,003,499	20.4%	15,490,934	19.7%	487,435	3.2%
Grants and Entitlements	3,112,399	4.2%	2,239,292	2.8%	(873,107)	-28.1%
Intergovernmental	638,504	0.9%	444,099	0.6%	(194,405)	-30.4%
Service Revenues	967,459	1.3%	811,680	1.0%	(155,779)	-16.1%
Fines & Fees	115,000	0.2%	115,000	0.1%	-	0.0%
Interest Income	29,400	0.0%	42,900	0.1%	13,500	45.9%
Miscellaneous Revenues	120,000	0.2%	120,000	0.1%	-	0.0%
Sub-Total Revenues	30,818,945	42.0%	36,946,324	46.9%	6,127,379	19.9%
Other Financing Sources	10,551,884	14.4%	-	0.0%	(10,551,884)	-100.0%
Transfers In	31,938,821	43.6%	41,626,319	53.0%	9,687,498	30.3%
Sub-Total Other Financing Sources	42,490,705	58.0%	41,626,319	53.0%	(864,386)	-2.0%
Total Consolidated Revenues	\$ 73,309,650	100.0%	\$ 78,572,643	99.9%	\$ 5,262,993	7.2%

Where Our Resources Go



Expenditures	FY 2023		FY 2024		\$	
	Revised Budget	% of Budget	Proposed Budget	% of Budget	Budget Change	% Budget Change
Personnel and Benefits	\$ 16,184,590	22.1%	\$ 17,739,036	22.6%	\$ 1,554,446	9.6%
Operating	9,307,660	12.7%	9,318,241	11.8%	10,581	0.1%
Principal and Interest	2,572,751	3.5%	2,753,411	3.5%	180,660	7.0%
Capital Outlay	350,602	0.5%	628,745	0.8%	278,143	79.3%
Stormwater and Sewer Projects	7,668,082	10.5%	7,011,615	8.9%	(656,467)	-8.6%
Economic Development Projects	3,487,279	4.7%	3,327,940	4.2%	(159,339)	-4.6%
Park Projects	6,131,998	8.4%	7,622,698	9.7%	1,490,700	24.3%
Road Projects	2,513,789	3.4%	2,320,758	3.0%	(193,031)	-7.7%
Land Acquisition	4,702,875	6.4%	3,998,175	5.1%	(704,700)	-15.0%
Housing Projects	1,708,672	2.3%	1,708,672	2.2%	-	0.0%
Information Technology Infrastructure Projects	362,956	0.5%	488,500	0.6%	125,544	34.6%
Facilities Projects	2,832,900	3.9%	1,787,303	2.3%	(1,045,597)	-36.9%
Sub-Total Expenditures	57,824,154	78.9%	58,705,094	74.7%	880,940	1.5%
Bond Costs	73,200	0.1%	-	0.0%	(73,200)	-100.0%
Contribution to Fund Balance	7,018,025	9.6%	577,860	0.7%	(6,440,165)	-91.8%
Transfers Out	8,393,521	11.4%	19,289,689	24.6%	10,896,168	129.8%
Sub-Total Other Financing Uses	15,484,746	21.1%	19,867,549	25.3%	4,382,803	28.3%
Total Consolidated Expenditures	\$ 73,308,900	100.0%	\$ 78,572,643	100.0%	\$ 5,263,743	7.2%

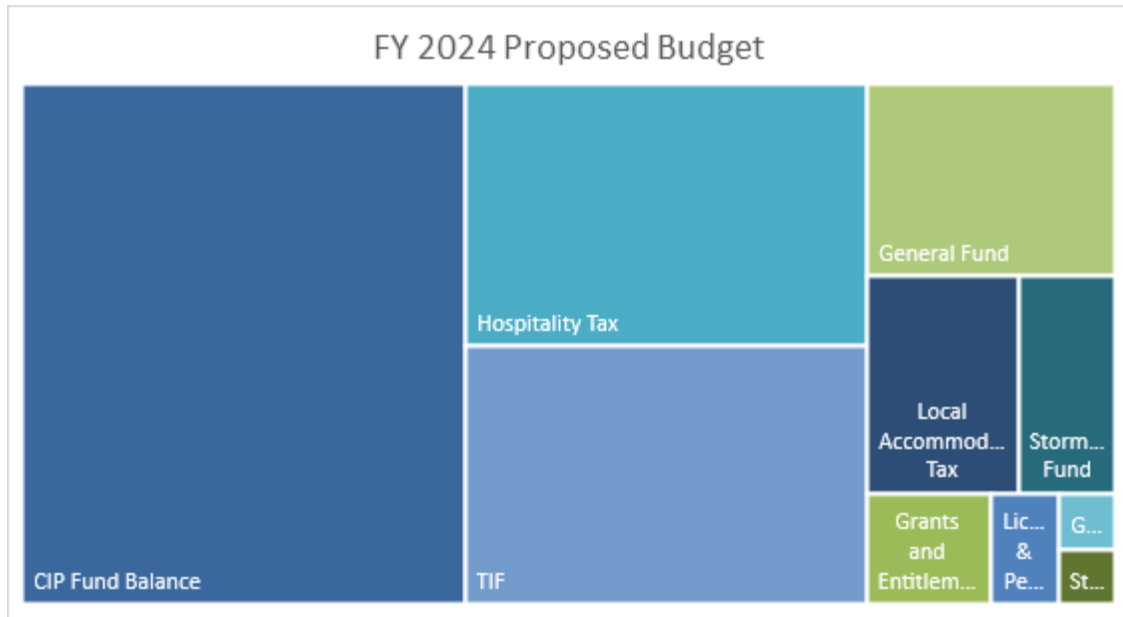
Town Workforce

Personnel by Department and Division	FY 2023 Budget		FY 2024 Budget		Change	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Communications & Community Outreach	3.0	-	3.0	1.0	-	1.0
Economic Development (DRCI)	3.0	-	3.0	-	-	-
Executive Office	6.0	1.0	6.5	1.0	0.5	-
Finance & Administration	8.0	-	9.5	-	1.5	-
Growth Management Department						
Building Safety Division	8.0	-	8.0	-	-	-
Customer Service Division	3.0	1.0	3.5	-	0.5	(1.0)
Planning & Community Development Division	8.0	-	8.0	-	-	-
Human Resources	3.0	-	3.0	-	-	-
Information Technology	7.0	-	7.5	-	0.5	-
Municipal Court	3.0	-	2.0	2.0	(1.0)	2.0
Police Department						
Civilian Positions	10.0	9.0	10.0	9.0	-	-
Sworn Positions by Rank	60.0	-	65.0	-	5.0	-
Projects & Watershed Resilience Department						
Project Management Division	7.0	-	7.0	1.0	-	1.0
Watershed Management Division (SWU Fund)	8.0	-	8.0	-	-	-
Public Services	13.0	-	13.0	-	-	-
Total Personnel	150.0	11.0	157.0	14.0	7.0	3.0

Position Changes:

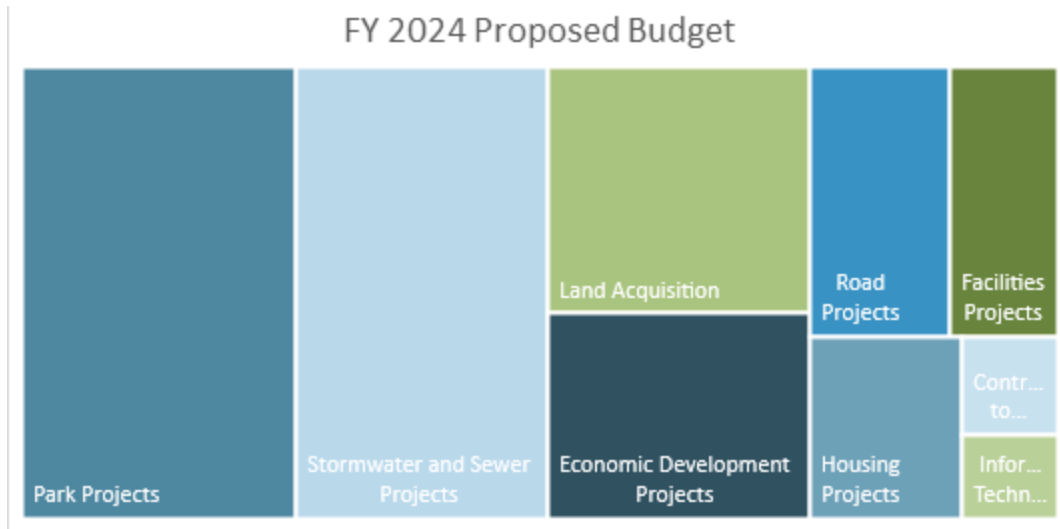
- Communications & Community Outreach
 - Addition of parttime Administrative Assistant
- Executive Office
 - Shared IT Support/DEI Coordinator with IT
- Finance & Administration
 - Move Customer Service from parttime to fulltime and share position with Customer Service Division
- Growth Management, Customer Service Division
 - Move parttime Receptionist to fulltime Customer Service Representative and share position with Finance & Administration
- Information Technology (IT)
 - Shared IT Support/DEI Coordinator with Executive
- Municipal Court
 - Split fulltime Deputy Clerk of Court into two (2) parttime Court Assistant positions
- Police
 - Move Emergency Manager to a Sworn Lt. position
 - Move Police Officer 1 to IT Support/DEI Coordinator position
 - Six (6) new School Resource Officers (SROs)
 - Five (5) pending grant funding
 - One (1) pending contract authorization
- Projects & Watershed Resilience, Project Management Division
 - Move contracted Property Acquisition Administrator to parttime position

Capital Improvement Program (CIP) Fund



Funding Sources	FY 2024 Budget	% of Budget
Licenses & Permits	\$ 377,860	1.3%
Grants and Entitlements	700,000	2.4%
Hospitality Tax	5,343,620	18.5%
Local Accommodations Tax	1,668,347	5.8%
State Accommodations Tax	154,523	0.5%
Stormwater Fund	1,071,100	3.7%
TIF	5,247,141	18.2%
General Fund	2,424,591	8.5%
General Fund-ARPA	158,145	0.5%
CIP Fund Balance	11,698,194	40.6%
Total CIP Funding Sources	28,843,521	100.0%

Capital Improvement Program (CIP) Fund (Cont.)



Project Expenditures	FY 2024 Budget	% of Budget
Park Projects	\$ 7,622,698	26.4%
Stormwater and Sewer Projects	7,011,615	24.3%
Land Acquisition	3,998,175	13.9%
Economic Development Projects	3,327,940	11.5%
Road Projects	2,320,758	8.1%
Facilities Projects	1,787,303	6.2%
Housing Projects	1,708,672	5.9%
Contribution to Fund Balance	577,860	2.0%
Information Technology Infrastructure Projects	488,500	1.7%
Total CIP Expenditures	<u>\$ 28,843,521</u>	<u>100.0%</u>

Expenditure Budget by Fund

Town of Bluffton
FY 2024 Proposed Budget

General Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Total General Fund Expenditures	\$ 16,950,539	\$ 8,606,342	\$ 628,745	\$ 507,697	\$ 26,693,323
Contribution to Fund Balance					400,000
Transfer to Capital Improvements Program Fund					2,582,736
Total General Fund Budget					\$ 29,676,059

Hospitality Tax Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,123,436
Transfer to Capital Improvements Program Fund					5,343,620
Total Stormwater Fund Budget					\$ 7,467,056

Local Accommodations Tax Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Contribution to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to General Fund					223,643
Transfer to Capital Improvements Program Fund					1,668,347
Total Stormwater Fund Budget					\$ 1,891,990

Stormwater Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Watershed Management Expenditures	\$ 788,497	\$ 711,849	\$ -	\$ -	\$ 1,500,346
Transfer to General Fund					335,866
Transfer to Debt Service					293,800
Transfer to Capital Improvements Program Fund					1,071,100
Total Stormwater Fund Budget					\$ 3,201,112

Capital Improvements Program Fund Budget	Capital Outlay	Total
Park Projects	\$ 7,622,698	\$ 7,622,698
Stormwater and Sewer Projects	7,011,615	7,011,615
Land Acquisition	3,327,940	3,327,940
Economic Development Projects	3,998,175	3,998,175
Road Projects	2,320,758	2,320,758
Facilities Projects	1,787,303	1,787,303
Housing Projects	1,708,672	1,708,672
Contribution to Fund Balance	577,860	577,860
Information Technology Infrastructure Projects	488,500	488,500
Total Capital Improvements Program Fund Budget		\$ 28,843,521

Debt Service Fund Budget	Operating	Principal	Interest	Total
Series 2014 TIF Bond	\$ -	\$ 873,554	\$ 58,127	\$ 931,681
Series 2022 TIF Bond	-	316,599	324,334	640,933
Series 2020 GO Bond - LEC	-	245,000	134,300	379,300
Series 2020A GO Bond - SWU Projects	-	155,000	138,800	293,800
Miscellaneous Expenditures	50	-	-	50
Transfer to Capital Improvements Program Fund	-	-	-	5,247,141
Total Debt Service Fund Budget				\$ 7,492,905

Budget Summary by Fund

Governmental funds are used to account for all or most of a government's general activities. The Town of Bluffton adopts a budget for six major funds: General Fund, Hospitality Tax Fund, Local Accommodations Tax Fund, Stormwater Fund, Capital Improvement Program (CIP) Fund, and the Debt Service Fund.

The General Fund is the Town's primary operating fund and is used to account for all Town financial resources except those to be accounted for in another fund. Principal sources of revenue are property taxes and licenses and permit fees.

The Hospitality Tax Fund accounts for the local hospitality taxes collected by the Town for use in tourism-related expenditures and related Capital Projects. The source of revenue is equal to two percent (2%) on the gross sales of prepared meals and beverages.

The Local Accommodations Tax Fund accounts for the local accommodations taxes collected by the Town for use in tourism-related expenditures and related Capital Projects. The source of revenue is equal to three percent (3%) on the gross proceeds derived from the rental or charges for sleeping accommodations.

The Stormwater Fund accounts for and reports the financial resources of all stormwater-related expenditures including routine maintenance and capital projects. The primary source of revenue is stormwater utility fees and state and federal grants.

The Capital Improvements Program (CIP) Fund accounts for and reports financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets. In addition to funding with bond proceeds and intergovernmental revenue such as state and federal grants, hospitality tax fees fund tourism-related projects. Capital Projects are primarily non-recurring in nature. All capital categories require a unit cost greater than \$5,000 for all categories except roads, building (and computer software recorded in the general fund) whose threshold is \$50,000. Donated capital assets are recorded at estimated market value. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized and are recorded within the general fund.

The Debt Service Fund accounts for the accumulation of resources for the payment of interest and principal on general long-term debt obligations. The primary source of revenue is property taxes.



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**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2023-
FISCAL YEAR 2024 BUDGET**

TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024; TO PROVIDE FOR EXECUTION OF AND TO PUT INTO EFFECT THE CONSOLIDATED BUDGET; AND TO PROVIDE BUDGETARY CONTROL OF THE TOWN'S FISCAL AFFAIRS.

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA:

SECTION 1. APPROPRIATION.

Funds are hereby appropriated as shown in the Consolidated Budget, the documents attached hereto and incorporated for reference as Attachments A, B, C, D, E, F and G establishing a Consolidated Budget of \$78,572,643 consisting of the General Fund of \$29,676,059; the Hospitality Tax Fund of \$7,467,056; the Local Accommodations Tax Fund of \$1,891,990; the Stormwater Fund of \$3,201,112; the Capital Improvements Program Fund of \$28,843,521; and the Debt Service Fund of \$7,492,905.

SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.

A tax to cover the period from July 1, 2023, through June 30, 2024, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected, and paid into the Treasury of the Town of Bluffton for its uses at a rate of mills on assessed value of real estate and personal property of every description in the Town of Bluffton, except such property as is exempt from taxation under the United States Constitution and laws of the State of South Carolina. Said tax levy shall be collected by Beaufort County Treasurer and paid into the County Treasury for the credit of the Town of Bluffton for its corporate purposes a general fund levy of 36.8 mills and a debt service fund levy of 1.7 mills for at a total levy of 38.5 mills. However, Town Council reserves the right to modify these millage rates prior to property tax bill production for mailing to property owners.

SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2024 is included and incorporated for reference as Attachment H.

SECTION 4. OUTSTANDING BALANCE APPROPRIATION AND ENCUMBRANCES.

The unobligated balance remaining from the prior fiscal year hereby remains in the fund and will be available for Fiscal Year 2024 appropriations.

Fiscal Year 2023 encumbrances of the Fund Balance will be provided for through a subsequent amendment of this budget ordinance to increase the funds from previous years and increase the appropriated budget expenditures.

SECTION 5. TRANSFER OF FUNDS AND AMENDMENTS.

The Town Manager or his designee is authorized to transfer any sum from one budget line item to another or from one department or division to another provided that no such transfer be made from one fund to another fund, conflict with any existing Bond Ordinance, or conflict with any previously adopted policy of Council. Changes or amendments that alter the total expenditures of any fund must be approved by Council.

SECTION 6. CONTRACTS.

The Town Manager or his designee is authorized to execute contracts on behalf of the Town within budgeted amounts. Contract amounts greater than that budgeted shall be subject to Council approval. All contracts greater than \$100,000 shall be subject to Council approval.

SECTION 7. RATE OF EXPENDITURES.

The Town Manager shall control the rate of expenditures within the Consolidated Budget so as not to exceed the amount of funds on hand. Any proposed tax and/or revenue anticipation notes shall be subject to specific Council approval prior to issuance.

SECTION 8. RESERVE FUNDS.

The following Designated Reserve Funds are established and fully funded:

Emergency Recovery Fund – This reserve shall be funded at an amount equal to or greater than fifteen (15) percent of the current fiscal year consolidated expenditure budget. For Fiscal Year 2024, this amount is established at \$8,805,764.

Capital Asset Reserve Fund – This reserve shall be funded by 50% of the total annual depreciation expense up to a maximum of the most recent five years of depreciation. For Fiscal Year 2024, the estimated contribution is \$630,721.

SECTION 9. COMPENSATION OF COUNCILMEMBERS

The mayor and councilmembers shall receive an annual compensation increase. The mayor compensation remains at \$16,500 and councilmember compensation remains at \$11,000. The last increase in compensation was Fiscal Year 2014.

Pursuant to S.C. Code 1976, 5-7-170, this compensation change shall not go into effect until the commencement date of the terms of two or more members of town council elected at the next general election following the adoption of this section.

Participation in the retirement and health insurance plans remain the same.

SECTION 10. SEVERABILITY.

Should any section, phrase, sentence, or portion of this Ordinance be found invalid by a court or competent jurisdiction, such finding shall not invalidate the remaining portions of this Ordinance.

SECTION 11. EFFECTIVE DATE.

This Ordinance shall be effective on July 1, 2023.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS _____ DAY OF _____, 2023.

Lisa Sulka, Mayor

ATTEST:

Marcia Hunter, Town Clerk

Attachments:

- A. General Fund Budget
- B. Hospitality Tax Fun Budget
- C. Local Accommodations Tax Fund Budget
- D. Stormwater Fund Budget
- E. Capital Improvement Program Fund Budget
- F. Debt Service Fund Budget
- G. Consolidated Budget
- H. Master Fee Schedule

First Reading: May 9, 2023

Public Hearing and Second and Final Reading: June 13, 2023



**Town of Bluffton
General Fund Budget**

	Revised FY 2023 Budget	Proposed FY 2024 Budget	\$ Budget Change	% of Budget Change
Revenues				
Property Taxes	\$ 7,827,584	\$ 8,729,543	\$ 901,959	11.5%
Licenses & Permits				
Business Licenses	3,293,271	3,559,458	266,187	8.1%
Franchise Fees	3,070,509	3,125,454	54,945	1.8%
MASC Insurance Tax Collection	2,619,042	2,906,377	287,335	11.0%
MASC Telecommunications	58,000	50,000	(8,000)	-13.8%
Building Safety Permits	2,891,871	2,474,720	(417,151)	-14.4%
Application Fees	50,000	50,000	-	0.0%
Administrative Fees	44,000	-	(44,000)	-100.0%
Total Licenses & Permits	12,026,693	12,166,009	139,316	1.2%
Grants and Entitlements	1,650,474	1,539,292	(111,182)	-6.7%
Intergovernmental	638,504	444,099	(194,405)	-30.4%
Service Revenues	967,459	811,680	(155,779)	-16.1%
Fines & Fees	115,000	115,000	-	0.0%
Interest Income	25,000	25,000	-	0.0%
Miscellaneous Revenues	120,000	120,000	-	0.0%
Sub-Total Revenues	23,370,714	23,950,623	579,909	2.5%
Other Financing Sources	701,884	-	(701,884)	-100.0%
Transfers In				
Hospitality Tax	759,000	2,123,436	1,364,436	179.8%
Capital Improvement Program Fund	-	400,000	400,000	
Local Accommodations Tax	157,780	223,643	65,863	41.7%
State Accommodations Tax	82,535	76,507	(6,028)	-7.3%
Stormwater Fund	210,050	335,866	125,816	59.9%
General Fund Prior Year Fund Balance (PYFB)	446,843	1,622,217	1,175,374	263.0%
General Fund PYFB - ARPA	1,163,206	411,847	(751,359)	-64.6%
General Fund PYFB - Capital Asset Reserve	-	531,920	531,920	100.0%
Total Transfers In	2,819,414	5,725,436	2,906,022	103.1%
Total Other Financing Sources & Transfers In	3,521,298	5,725,436	2,204,138	62.6%
Total Revenues and Other Financing Sources	\$ 26,892,012	\$ 29,676,059	\$ 2,784,048	10.4%
Expenditures				
Building Safety	\$ 915,994	\$ 1,040,039	\$ 124,045	13.5%
Communications & Community Outreach	551,210	615,455	64,245	11.7%
Customer Service	266,055	286,962	20,907	7.9%
Economic Development: DRCI	863,075	493,464	(369,611)	-42.8%
Executive	1,283,665	1,385,979	102,314	8.0%
Finance & Administration	1,007,076	1,171,083	164,007	16.3%
Human Resources	546,493	545,122	(1,371)	-0.3%
Information Technology	1,786,555	2,062,769	276,214	15.5%
Municipal Judges	40,073	105,848	65,775	164.1%
Municipal Court	460,344	485,421	25,077	5.4%
Planning & Community Development	1,586,190	1,510,569	(75,620)	-4.8%
Police	8,771,763	10,272,435	1,500,672	17.1%
Project Management	955,600	1,055,296	99,696	10.4%
Public Services	2,183,392	2,168,092	(15,300)	-0.7%
Town Council	174,065	197,005	22,940	13.2%
Townwide (Non-Departmental)	3,347,317	3,297,784	(49,533)	-1.5%
Total Expenditures	24,738,867	26,693,323	1,954,457	7.9%
Other Funding Uses				
Contribution to Fund Balance	120,000	400,000	280,000	233.3%
Transfers Out to Capital Improvements Program Fund	2,033,145	2,582,736	549,591	27.0%
Total Transfers	2,153,145	2,982,736	829,591	38.5%
Total Expenditures and Other Funding Uses	\$ 26,892,012	\$ 29,676,059	\$ 2,784,048	10.4%



**Town of Bluffton
Local Hospitality Tax Fund Budget
Special Revenue**

	Revised FY 2023 Budget	Proposed FY 2024 Budget	\$ Budget Change	% Budget Change
Revenues				
Taxes	\$ -	\$ 3,778,036	\$ 3,778,036	100.0%
Interest Income		10,000	10,000	100.0%
Sub-Total Revenues	-	3,788,036	3,788,036	100.0%
Other Financing Sources				
Transfers In	-	-	-	
Prior Year Fund Balance	-	3,679,020	3,679,020	100.0%
Total Other Financing Sources & Transfers In	-	3,679,020	3,679,020	100.0%
Total Revenues and Other Financing Sources	\$ -	\$ 7,467,056	\$ 7,467,056	100.0%
Expenditures				
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	\$ -	\$ 5,343,620	\$ 5,343,620	100.0%
Transfers Out to General Fund	-	2,123,436	2,123,436	100.0%
Total Transfers	-	7,467,056	7,467,056	100.0%
Total Expenditures and Other Funding Uses	\$ -	\$ 7,467,056	\$ 7,467,056	100.0%



Town of Bluffton
Local Accommodations Tax Fund Budget
Special Revenue

	Revised FY 2023 Budget	Proposed FY 2024 Budget	\$ Budget Change	% Budget Change
Revenues				
Taxes	\$ -	\$ 1,594,000	\$ 1,594,000	100.0%
Interest Income		3,500	\$ 3,500	100.0%
Sub-Total Revenues	-	1,597,500	1,597,500	100.0%
Other Financing Sources				
Transfers In	-	-	-	
Prior Year Fund Balance	-	294,490	294,490	100.0%
Total Other Financing Sources & Transfers In	-	294,490	294,490	100.0%
Total Revenues and Other Financing Sources	\$ -	\$ 1,891,990	\$ 1,891,990	100.0%
Expenditures				
Other Funding Uses				
Contribution to Fund Balance	\$ -	\$ -	\$ -	100.0%
Transfers Out to Capital Improvements Program Fund	-	1,668,347	1,668,347	100.0%
Transfers Out to General Fund	-	223,643	223,643	100.0%
Total Transfers	-	1,891,990	1,891,990	100.0%
Total Expenditures and Other Funding Uses	\$ -	\$ 1,891,990	\$ 1,891,990	100.0%



**Town of Bluffton
Stormwater Fund Budget**

	Revised FY 2023 Budget	Proposed FY 2024 Budget	\$ Budget Change	% Budget Change
Revenues				
Stormwater Utility Fee	\$ 2,030,246	\$ 2,067,705	\$ 37,459	1.8%
Licenses & Permits				
NPDES Plan Review and Inspection Fees	365,000	513,500	148,500	40.7%
Total Licenses & Permits	365,000	513,500	148,500	40.7%
Sub-Total Revenues	2,395,246	2,581,205	185,959	7.8%
Other Financing Sources	-	-	-	
Transfers In				
Prior Year Fund Balance	468,733	619,907	151,174	32.3%
Total Other Financing Sources & Transfers In	468,733	619,907	151,174	32.3%
Total Revenues and Other Financing Sources	<u>\$ 2,863,979</u>	<u>\$ 3,201,112</u>	<u>\$ 337,133</u>	<u>11.8%</u>
Expenditures				
Watershed Resiliency	\$ 1,432,721	\$ 1,500,346	\$ 67,625	4.7%
Total Expenditures	1,432,721	1,500,346	67,625	4.7%
Other Funding Uses				
Contribution to Fund Balance	203,465	-	(203,465)	-100.0%
Transfers Out to Capital Improvements Program Fund	721,443	1,071,100	349,657	48.5%
Transfers Out to General Fund	210,050	335,866	125,816	59.9%
Transfer to Debt Service	296,300	293,800	(2,500)	-0.8%
Total Transfers	1,431,258	1,700,766	269,508	18.8%
Total Expenditures and Other Funding Uses	<u>\$ 2,863,979</u>	<u>\$ 3,201,112</u>	<u>\$ 337,133</u>	<u>11.8%</u>



Town of Bluffton
Capital Improvements Project Fund

	Revised FY 2023 Budget	Proposed FY 2024 Budget	\$ Budget Change	% Budget Change
Revenues				
Licenses & Permits	\$ 219,690	\$ 377,860	\$ 158,170	72.0%
Grants and Entitlements	1,461,925	700,000	(761,925)	-52.1%
Total Revenues	1,681,615	1,077,860	(603,755)	-35.9%
Other Financing Sources	9,850,000	-	(9,850,000)	-100.0%
Transfers In				
Hospitality Tax	3,634,497	5,343,620	1,709,123	47.0%
Local Accommodations Tax	2,788,971	1,668,347	(1,120,624)	-40.2%
State Accommodations Tax	-	154,523	154,523	100.0%
Stormwater Fund	721,443	1,071,100	349,657	48.5%
TIF	5,132,583	5,247,141	114,558	2.2%
General Fund	1,875,000	2,424,591	549,591	29.3%
General Fund-ARPA	158,145	158,145	-	0.0%
CIP Fund Balance	10,334,057	11,698,194	1,364,137	13.2%
Total Other Financing Sources & Transfers In	34,494,696	27,765,661	(6,729,035)	-19.5%
Total Revenues and Other Financing Sources	\$ 36,176,311	\$ 28,843,521	\$ (7,332,790)	-20.3%
Expenditures				
Stormwater and Sewer Projects	\$ 7,668,082	\$ 7,011,615	\$ (656,467)	-8.6%
Road Projects	2,513,789	2,320,758	(193,031)	-7.7%
Facilities Projects	2,832,900	1,787,303	(1,045,597)	-36.9%
Land Acquisition	4,702,875	3,998,175	(704,700)	-15.0%
Housing Projects	1,708,672	1,708,672	-	0.0%
Economic Development Projects	3,487,279	3,327,940	(159,339)	-4.6%
Park Projects	6,131,998	7,622,698	1,490,700	24.3%
Information Technology Infrastructure Projects	362,956	488,500	125,544	34.6%
Total Project Expenditures	29,408,551	28,265,661	(1,142,890)	-3.9%
Other Funding Uses				
Issuance of Bonds Expenditure	73,200	-	(73,200)	-100.0%
Transfer to General Fund	-	400,000	400,000	100.0%
Contribution to Fund Balance	6,694,560	177,860	(6,516,700)	-97.3%
Total Other Funding Uses	6,767,760	577,860	(6,189,900)	-91.5%
Total Expenditures and Other Funding Uses	\$ 36,176,311	\$ 28,843,521	\$ (7,332,790)	-20.3%



**Town of Bluffton
Debt Service Fund Budget**

	Revised FY 2023 Budget	Proposed FY 2024 Budget	\$ Budget Change	% Budget Change
Revenues				
Property Taxes				
Real & Personal Property Tax (TIF)	\$ 3,005,100	\$ 3,196,680	\$ 191,580	6.4%
GO Bond Debt Service Property Tax	-	384,160	384,160	100.0%
Total Property Tax	3,005,100	3,580,840	575,740	19.2%
Licenses & Permits				
Municipal Improvement District Fee	361,870	365,860	3,990	1.1%
Interest Income				
	4,400	4,400	-	0.0%
Sub-Total Revenues	3,371,370	3,951,100	579,730	17.2%
Transfers In				
Stormwater Fund	296,300	293,800	(2,500)	-0.8%
Prior Year Fund Balance	3,709,678	3,248,005	(461,673)	-12.4%
Total Other Financing Sources & Transfers In	4,005,978	3,541,805	(464,173)	-11.6%
Total Revenues and Other Financing Sources	\$ 7,377,348	\$ 7,492,905	\$ 115,557	1.6%
Expenditures				
Series 2014 TIF Bonds Debt Service				
Principal	\$ 851,304	\$ 873,554	\$ 22,250	2.6%
Interest	80,378	58,127	(22,251)	-27.7%
Series 2022 TIF Bonds Debt Service				
Principal	426,182	316,599	(109,583)	-25.7%
Interest	214,751	324,334	109,583	51.0%
Series 2020 GO Bonds Debt Service				
Principal	230,000	245,000	15,000	6.5%
Interest	145,800	134,300	(11,500)	-7.9%
Series 2020A GO Bonds Debt Service (Projects)				
Principal	150,000	155,000	5,000	3.3%
Interest	146,300	138,800	(7,500)	-5.1%
Miscellaneous	50	50	-	0.0%
Sub-Total Expenditures	2,244,765	2,245,764	999	0.0%
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	5,132,583	5,247,141	114,558	2.2%
Total Transfers	5,132,583	5,247,141	114,558	2.2%
Total Expenditures and Other Funding Uses	\$ 7,377,348	\$ 7,492,905	\$ 115,557	1.6%



**Town of Bluffton
Consolidated Budget**

	Revised FY 2023 Budget	Proposed FY 2024 Budget	\$ Budget Change	% of Budget Change
Revenues				
Property Taxes	\$ 10,832,684	\$ 12,310,383	\$ 1,477,699	13.6%
Local Hospitality & Accommodations Taxes	-	5,372,036	5,372,036	100.0%
Licenses & Permits	15,003,499	15,490,934	487,435	3.2%
Grants & Entitlements	3,112,399	2,239,292	(873,107)	-28.1%
Intergovernmental	638,504	444,099	(194,405)	-30.4%
Service Revenues	967,459	811,680	(155,779)	-16.1%
Fines & Fees	115,000	115,000	-	0.0%
Interest Income	29,400	42,900	13,500	45.9%
Miscellaneous Revenues	120,000	120,000	-	0.0%
Sub-Total Revenues	30,818,945	36,946,324	6,127,379	19.9%
Other Financing Sources	10,551,884	-	(10,551,884)	-100.0%
Transfers In	31,938,821	41,626,319	9,687,498	30.3%
Total Other Financing Sources & Transfers In	42,490,705	41,626,319	(864,386)	-2.0%
Total Revenues and Other Financing Sources	\$ 73,309,650	\$ 78,572,643	\$ 5,262,993	7.2%
Expenditures				
Building Safety	\$ 915,994	\$ 1,040,039	\$ 124,045	13.5%
Communications & Community Outreach	551,210	615,455	64,245	11.7%
Customer Service	266,055	286,962	20,907	7.9%
Economic Development	863,075	493,464	(369,611)	-42.8%
Executive	1,283,665	1,385,979	102,314	8.0%
Finance & Administration	1,007,076	1,171,083	164,007	16.3%
Human Resources	546,493	545,122	(1,371)	-0.3%
Information Technology	1,786,555	2,062,769	276,214	15.5%
Municipal Judges	40,073	105,848	65,775	164.1%
Municipal Court	460,344	485,421	25,077	5.4%
Planning & Community Development	1,586,190	1,510,569	(75,620)	-4.8%
Police	8,771,763	10,272,435	1,500,672	17.1%
Project Management	955,600	1,055,296	99,696	10.4%
Public Services	2,183,392	2,168,092	(15,300)	-0.7%
Town Council	174,065	197,005	22,940	13.2%
Townwide (Non-Departmental)	3,347,317	3,297,784	(49,533)	-1.5%
Watershed Management	1,432,721	1,500,346	67,625	4.7%
Capital Projects	29,408,551	28,265,661	(1,142,890)	-3.9%
Debt Service	2,244,765	2,245,764	999	0.0%
Sub-Total Expenditures	57,824,904	58,705,094	880,191	1.5%
Other Funding Uses				
Contribution to Fund Balance	7,018,025	577,860	(6,440,165)	-91.8%
Transfers Out	8,393,521	19,289,689	10,896,168	129.8%
GO Bond Expenditures	73,200	-	(73,200)	100.0%
Total Other Funding Uses & Transfers Out	15,484,746	19,867,549	4,382,803	28.3%
Total Expenditures and Other Funding Uses	\$ 73,309,650	\$ 78,572,643	\$ 5,262,994	7.2%

Proposed Master Fee Schedule – FY2024

Section I	Miscellaneous Fees
Section II	Police Department Fees
Section III	Business License Fees
Section IV	Facility Rental Fees
Section V	IT/GIS Fees
Section VI	Growth Management Department Fees
Section VII	Storm Water Management Fees

Proposed Master Fee Schedule – FY2024

Section I – Miscellaneous Fees

Item/Description	Basis	Fee
Printing, Reproduction, Documents		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$0.20
Color Photocopies	Per Page	\$0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$6.00
CD Copy	Per Disc	\$5.00
Staff Time making copies (no less than a 30 minute charge)	Per Hour	\$25.00
Election Fees		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
Finance Fees		
NSF Returned Check Fee	Per Check	\$30.00
Old Town Business Directional Sign Fees Sign Production & Installation	Per Sign	At Cost

Section II – Police Department Fees

Item/Description	Basis	Fee
Police Services		
Off-Duty Police Officer	Per Hour, Per Officer	\$52.50 — \$60.00
Police Reports, Photocopies & Records		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages	\$5.00 + .25 cents per page above 3
Accident Report	plus per page	\$10.00
Police Photographs, Audio or Video Recordings	Per Report up to 3 pages	\$0.25
	plus per page	\$20.00
	Per Fee plus actual costs	\$5.00
	CD/DVD	
Police Permits		
Precious Metal Permit	Allowed by State Law	\$50.00

Section III – Business License Fees

Item/Description	Basis	Fee
Taxation Fees		
Hospitality Tax Fees	Per Quarter or Month Ordinance	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Quarter Ordinance	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

Proposed Master Fee Schedule – FY2024

Section III – Business License Fees (continued)

Rate Class	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	\$50.00	\$2,000.00	\$1.00
2	\$50.00	\$2,000.00	\$1.15
3	\$50.00	\$2,000.00	\$1.30
4	\$50.00	\$2,000.00	\$1.45
5	\$50.00	\$2,000.00	\$1.60
6	\$50.00	\$2,000.00	\$1.75
7	\$50.00	\$2,000.00	\$1.90
8.1	\$50.00	\$2,000.00	\$1.00
8.2	See SC Code		
8.3	MASC Telecommunications		
8.4	MASC Insurance		
8.51	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.52	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$180.00/machine
8.6	\$50.00 business license for operation of all tables (not on gross income)		PLUS \$5.00 or \$12.50/table
9.1 and above	\$50.00	\$2,000.00	\$1.00
Non-Profit	N/A	N/A	N/A
NON-RESIDENT RATES			
<u>Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.</u>			

Item/Description	Basis	Fee
Other Business License Fees		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Tax	\$400.00

Special Events

Item/Description	Basis	Fee
Special Event Application Fee	<ul style="list-style-type: none"> Per Application; or, Per quarter if event is held more than twice a quarter 	\$50.00
Special Event Permit Fee	Paid by Special Event Sponsor	\$10.00
Special Event Unlicensed Vendor Fee	Per Unlicensed Vendor Paid by Sponsor	\$10.00

Proposed Master Fee Schedule – FY2024

Section IV – Facility Rental Fees

General

Item/Description	Basis	Fee
Reservation Request (Non-Refundable)	Per Facility	\$25.00
Non-Resident Surcharge	Percentage of Rental Fee	25%
Bluffton Police Department Officer	Per Hour	\$52.50 <u>\$60.00</u>
Lost Key	Each	\$25.00
Lost Pass Card	Each	\$25.00
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. Upon approval of a facility rental request, the Reservation Request fee shall be applied towards the applicable facility rental fees. 		

Rotary Community Center

Item/Description	Basis	Fee
Private Event Rental		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00 <u>\$130.00</u>
Non-Profit Rental		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00 <u>\$130.00</u>
Meeting Rental		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00 <u>\$130.00</u>
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start. 		

Proposed Master Fee Schedule – FY2024

Section IV – Facility Rental Fees (continued)

Field of Dreams

Item/Description	Basis	Fee
4 Hour Access (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized. 		

Oyster Factory Park

Item/Description	Basis	Fee
Reservation of Park East of Wharf Street		
Rental Fee	Per Day	\$300.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$75.00
Security Deposit	Per Rental	\$100.00
Reservation of Park West of Wharf Street		
Rental Fee	Per Day	\$100.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$25.00
Security Deposit	Per Rental	\$100.00
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized. 		

Proposed Master Fee Schedule – FY2024

Section IV – Facility Rental Fees (continued)

Wright Family Park

Item/Description	Basis	Fee
Rental Fee	Per Day	\$300.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$75.00
Security Deposit	Per Rental	\$100.00
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized. 		

Martin Family Park and Public Park @ Buckwalter Place Commerce Park (Park A and Park B)

Item/Description	Basis	Fee
<u>Martin Family Park and Buckwalter Place Commerce Park (Park A)</u>	Per Event	\$100.00
4 Hour Access (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Day	\$150.00
All Day Access	Per Event	\$150.00
Security Deposit		
<u>Buckwalter Place Commerce Park – Amphitheater Section (Park B)</u>		
<u>Includes green space, amphitheater, and building</u>		
<u>Rental Fee</u>	<u>Per Day</u>	<u>\$600.00</u>
<u>Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)</u>	<u>Per Event</u>	<u>\$300.00</u>
<u>Rental Fee – Non-Profit</u>	<u>Per Day</u>	<u>\$300.00</u>
<u>Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)</u>	<u>Per Event</u>	<u>\$150.00</u>
<u>Security Deposit</u>	<u>Per Day</u>	<u>\$150.00</u>
<u>Cleaning Fee</u>	<u>Per Event</u>	<u>\$130.00</u>
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized. <u>See attached Map of Buckwalter Place Commerce Park for the designation of Park A and Park B.</u> 		

Proposed Master Fee Schedule – FY2024

Section V – ~~IT/GIS Department Fees~~ RESERVED

Item/Description	Basis	Fee
GIS Mapping Services – Existing Maps		
11" X 17" (Tabloid Size) Printed and Trimmed	Per Map	\$ 10.00
34" X 44" (E-Size) Printed and Trimmed	Per Map	\$ 25.00
GIS Mapping Services – Custom Maps		
GIS Data Set Requests	Per Request	\$ 30.00
Anything up to Size 34" X 44" (E-Size) Printed and Trimmed	Per Hour	\$ 35.00
Bluffton Street and Address Atlas		
79 Double Sided 11" X 17" Bound Pages	Per Book	\$100.00

Section VI – Growth Management Fees

Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
Applications – Calculated Fees		
New Structures Commercial and Residential	\$500 - \$2,000	\$35.00
	\$2,001 - \$3,000	\$38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$35.00
	\$1,001 - \$2,000	\$70.00
	\$2,001 - \$3,000	\$77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
Residential Plans Check Fee	Each	50% of permit fee (non-refundable)

Proposed Master Fee Schedule – FY2024

Section VI – Growth Management Fees (continued)

Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
Application Fees		
Construction Trailers	Each	\$100.00 \$75.00
Demolition	Each	\$50.00 \$75.00
Electrical < 200 amps	Each	\$25.00 \$75.00
Electrical (pools/spas/water features)	Each	\$25.00 \$75.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$50.00 \$75.00
<u>HVAC Change Out COMMERCIAL</u>	<u>Each</u>	<u>\$75.00</u>
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$25.00 \$75.00
<u>Plumbing Permit</u>	<u>Each</u>	<u>\$75.00</u>
Manufactured Homes	Each	\$25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$50.00 \$100.00
Failure to obtain inspection approval	Each	\$50.00 \$100.00
Subsequent re-inspections per each permit	Each	\$100.00 \$150.00
Safety Inspection	Each	\$100.00
Residential Plan Remarking	Each	\$50.00 \$100.00
<u>4th copy of Residential Plan at time of Remarking</u>	<u>Each</u>	<u>\$25.00</u>
Commercial Plan Remarking	Each	50% of plan check or \$200.00, whichever is less \$200.00
Construction Board of Adjustments and Appeals Application	Each	\$75.00 \$250.00
Work without Applicable Permit	Each	Value of permit fee X 2 3
Additional Notes: <ul style="list-style-type: none"> • Waiver of Fees. <ul style="list-style-type: none"> ○ Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver. ○ Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed. ○ <u>Fees shall be waived for all permits associated with the Neighborhood Assistance Program and Affordable Housing Public Private Partnerships.</u> ○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Proposed Master Fee Schedule – FY2024

Section VI – Growth Management Fees (continued)

Building Safety Fees (Additional Notes continued)

- Plan checking fees.
 - When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75%) percent of the building or miscellaneous permit fee.
 - Residential (Single Family) Plan Check Fees are required for all permits that require a plans check regardless of the value of construction. Said plans checking fee shall be equal to fifty percent (50%) of the building or miscellaneous fee.
 - A fee of fifty dollars (\$50.00) shall be charged for all remarking/rechecking of single family plans. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less.
 - Residential HVAC change out permits do not include duct work.
- Additional details regarding fees are contained in the Municipal Code of the Town of Bluffton, Chapter 5, Official Construction Code, Section 109.Fees.

Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	Residential \$250.00 Commercial \$500.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00 \$500.00
Amendment	Each	\$50.00 \$100.00
Extension	Each	\$50.00
Historic District	Each	\$100.00 \$500.00
Amendment	Each	\$50.00 \$100.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00 \$100.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00 \$750.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00 \$50.00
Exempt Plat	Each	\$25.00 \$50.00

Proposed Master Fee Schedule – FY2024

Section VI – Growth Management Fees (continued)

Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO, Comp. Plan	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00 <u>\$750.00</u>
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00 <u>\$750.00</u>
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00 <u>\$50.00</u>
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00 <u>\$500.00</u>
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$100.00 + \$10.00/lot <u>\$200 + 10.00/lot</u>
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$25.00 <u>\$75.00</u>
UDO Text Amendment	Each	\$500.00 <u>\$750</u>
Variance	Each	<u>Residential</u> \$250.00 <u>Commercial</u> <u>\$500.00</u>
Zoning Map Amendment	Each	\$500.00 <u>\$750.00</u>
Zoning Permit	Each	\$25.00 <u>\$100</u>
<u>Zoning Verification Letter</u>	<u>Each</u>	<u>Basic</u> <u>\$25.00</u> <u>Advanced</u> <u>\$100.00</u>
Additional Notes:		
<ul style="list-style-type: none"> Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town. Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing. In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study. Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary. 		

Proposed Master Fee Schedule – FY2024

Section VI – Growth Management Fees (continued)

Developmental Agreement Fees

Item/Description	Basis	Fee
Bluffton Village Commercial, Retail, and Multi-Family Space Individual Dwelling Units Dependency Units Boat Ramp Fee (per dwelling units)	Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$25.00
Buckwalter Single Family Residential (SFR) Affordable Housing SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Baynard Park, Hampton Lake, Resort Tract, Lawton Station, Northern Tract, Parkside, Rose Dhu Creek Phases II & III Boat Ramp Fee (per dwelling units)	Each Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
Jones Estate Single Family Residential (SFR) Affordable Housing < \$124,000 SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Cypress Ridge Boat Ramp Fee (per dwelling units)	Each Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
Schultz Tract, New Riverside, Palmetto Bluff Single Family Residential (SFR) Multi Family Commercial Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: New Riverside Boat Ramp Fee (per dwelling units)	Each Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00

Proposed Master Fee Schedule – FY2024

Section VI – Growth Management Fees (continued)

Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
Village at Verdier Plantation		
Single Family Residential (SFR) < 1,800 sq. ft.		Fee Per Development Agreement
SFR 1,801 – 2,400 sq. ft.		Fee Per Development Agreement
SFR 2,401 – 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Additional Notes:		
<ul style="list-style-type: none">Town Council may waive any or all fees if it is deemed in the best interests of the Town.		

Proposed Master Fee Schedule – FY2024

Section VII – Stormwater Management Fees

Residential Land Uses

Residential Type	Factor	Fee
Administrative Fee		\$5.00
Impervious Area Units (IA)		\$85.00
Tier 1 – Single Family Unit \leq 2,521 sq. ft.	0.50	
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	
Tier 3 – Single Family Unit \geq 7,266 sq. ft.	1.50	
Mobile Homes	0.36	
Apartments	0.39	
Townhouses	0.60	
Condominiums	0.27	
Commercial (Impervious Area – IA; Square Feet – SF)	IA * 4,906 SF	
Gross Area Charge (GA)		\$25.00
First 2 acres	1.00	
For every acre above 2 acres and up to 10 acres	0.50	
For every acre above 10 acres and up to 100 acres	0.40	
For every acre above 100 acres	0.30	
Town of Bluffton SWU		\$115.00
<p>The formula is as follows:</p> <p style="padding-left: 40px;">Calculation of Tier 1 Single Family Units on less than 2 acres: $\\$85 * .5 = \\$42.50 + \\$25.00 + \\$5.00 = \\$72.50$</p> <p style="padding-left: 40px;">Calculation Example of Tier 3 Single Family Unit with GA of 7 acres: $\\$127.50 + 25.00 + ((7-2) \times .5 \times 25 = 62.50) + 5.00 = \\215.00</p> <p>Non-residential properties are charged the same rate as residential properties. Vacant Land is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.</p>		

National Pollutant Discharge Elimination System (NPDES) Fees

Item/Description	Fee
Stormwater Plan Review Fee	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	\$250.00 (\$5,000 max)
Stormwater Plan Amendment/Resubmittal Fee	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	\$150.00 (\$2,500 max)

Proposed Master Fee Schedule – FY2024

Section VII – Stormwater Management Fees (continued)

National Pollutant Discharge Elimination System (NPDES) Inspection Fees

Item/Description	# of Acres	Fee
Erosion Control Inspection & Re-Inspection Fees		
Residential <1 acre (not part of subdivision)		\$25.00 <u>\$150.00</u> /inspection
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres 1.0-5.0 acres 4.01-10 acres 10.01+ acres	\$150.00/inspection \$250.00/inspection \$350.00/inspection \$450.00/inspection
Re-Inspection Resulting for Notice of Violation Fee		
Residential <1 acre (not part of subdivision)		\$100 <u>\$150.00</u> /inspection \$200.00 to remove Stop Work Order
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres 1.0-5.0 acres 5.01-10 acres 10.01+ acres	\$150.00 <u>\$200.00</u> \$250.00 <u>\$300.00</u> \$350.00 <u>\$400.00</u> \$450.00 <u>\$500.00</u> \$250.00 to remove Work Order
Waiver Request		
Residential <1 acre (not part of subdivision)		Exempt
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)		\$350.00
<u>Notice of Termination (NOT) Review</u>		<u>\$100.00</u>
<u>Notice of Termination (NOT) Resubmittal Review</u>		<u>\$50.00</u>
<u>Notice of Termination (NOT) Residential Inspection</u>	0.0-0.99 acres 1.0-5.0 acres 5.01-10 acres 10.01+ acres	<u>\$100.00</u> <u>\$150.00</u> <u>\$200.00</u> <u>\$250.00</u>
<u>Notice of Termination (NOT) Residential Re-Inspection</u>	0.0-0.99 acres 1.0-5.0 acres 5.01-10 acres 10.01+ acres	<u>\$50.00</u> <u>\$100.00</u> <u>\$150.00</u> <u>\$200.00</u>

Proposed Master Fee Schedule – FY2024

