

Budget Ordinance

AN ORDINANCE OF THE TOWN OF BLUFFTON ORDINANCE NO. 2021-08 FISCAL YEAR 2022 BUDGET

TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022; 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 and E establishing a Consolidated Budget of \$40,132,070 consisting of the General Fund of \$22,445,764; the Stormwater Fund of \$2,259,570; the Capital Improvements Program Fund of \$11,595,468; and the Debt Service Fund of \$3,831,268.

SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.

A tax to cover the period from July 1, 2021, through June 30, 2022, 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 at its August 10, 2021 Council meeting.

SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2022 is included and incorporated for reference as Attachment F.

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 2022 appropriations.

Fiscal Year 2021 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 2022, this amount is established at \$5,405,675.

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 2022, the estimated contribution is \$610,798.

SECTION 9. COMPENSATION OF COUNCILMEMBERS

The mayor and councilmembers shall receive an annual compensation increase. The mayor compensation will increase from \$15,000 to \$16,500 and councilmember compensation will increase from \$10,000 to \$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.

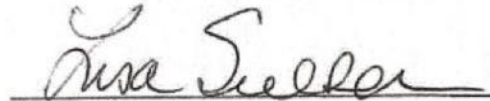
SECTION 10. SEVERABILITY.

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, 2021.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS 8th DAY OF June, 2021.



Lisa Sulka, Mayor

ATTEST:



Kimberly Chapman, Town Clerk

Attachments:

- A. General Fund Budget
- B. Stormwater Fund Budget
- C. Capital Improvement Program Fund Budget
- D. Debt Service Fund Budget
- E. Consolidated Budget
- F. Master Fee Schedule

First Reading: May 11, 2021

Public Hearing and Second and Final Reading: June 8, 2021



**Town of Bluffton
General Fund Budget**

	Revised FY 2021 Budget	Proposed FY 2022 Budget	\$ Budget Change	% of Budget Change
Revenues				
Property Taxes	\$ 6,533,000	\$ 6,994,158	\$ 461,158	7.1%
Licenses & Permits				
Business Licenses	2,216,330	2,269,134	52,804	2.4%
Franchise Fees	2,758,000	2,951,060	193,060	7.0%
MASC Insurance Tax Collection	2,341,000	2,528,280	187,280	8.0%
MASC Telecommunications	68,000	68,000	-	0.0%
Building Safety Permits	2,106,000	2,616,580	510,580	24.2%
Application Fees	50,000	50,000	-	0.0%
Administrative Fees	44,000	44,000	-	0.0%
Total Licenses & Permits	9,583,330	10,527,054	943,724	9.8%
Grants and Entitlements	410,000	330,000	(80,000)	-19.5%
Intergovernmental	408,000	422,710	14,710	3.6%
Service Revenues	618,035	710,000	91,965	14.9%
Fines & Fees	220,000	200,000	(20,000)	-9.1%
Interest Income	25,000	25,000	-	0.0%
Miscellaneous Revenues	147,000	120,000	(27,000)	-18.4%
Total Revenues	<u>17,944,365</u>	<u>19,328,922</u>	<u>1,384,557</u>	<u>7.7%</u>
Other Financing Sources	-	609,500	609,500	100.0%
Transfers In				
Hospitality Tax	500,000	645,000	145,000	29.0%
Vehicle Road Fee	550,000	473,000	(77,000)	-14.0%
Local Accommodations Tax	53,100	55,000	1,900	3.6%
State Accommodations Tax	41,600	45,000	3,400	8.2%
Stormwater Fund	130,000	130,000	-	0.0%
General Fund Prior Year Fund Balance	282,411	1,159,342	876,931	310.5%
Total Transfers In	1,557,111	2,507,342	950,231	61.0%
Total Other Financing Sources & Transfers In	<u>1,557,111</u>	<u>3,116,842</u>	<u>1,559,731</u>	<u>100.2%</u>
Total Revenues and Other Financing Sources	<u>\$ 19,501,476</u>	<u>\$ 22,445,764</u>	<u>\$ 2,944,288</u>	<u>15.1%</u>
Expenditures				
Town Council	\$ 117,185	\$ 154,655	\$ 37,470	32.0%
Executive	991,006	1,142,092	151,086	15.2%
Economic Development	405,120	400,325	(4,795)	-1.2%
Human Resources	413,660	497,717	84,057	20.3%
Police	7,044,402	7,727,168	682,766	9.7%
Municipal Judges	59,910	56,526	(3,384)	-5.6%
Municipal Court	361,836	374,820	12,984	3.6%
Finance	992,265	1,107,169	114,904	11.6%
Information Technology	1,245,776	1,335,612	89,836	7.2%
Customer Service	239,700	254,807	15,107	6.3%
Planning & Community Development	1,368,670	1,605,071	236,401	17.3%
Building Safety	680,505	727,843	47,338	7.0%
Project Management	918,172	925,636	7,464	0.8%
Public Works	2,064,708	2,053,765	(10,943)	-0.5%
Town Wide	2,439,100	2,802,558	363,458	14.9%
Total Expenditures	<u>19,342,015</u>	<u>21,165,764</u>	<u>1,823,749</u>	<u>9.4%</u>
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	159,461	1,280,000	1,120,539	702.7%
Total Transfers	<u>159,461</u>	<u>1,280,000</u>	<u>1,120,539</u>	<u>702.7%</u>
Total Expenditures and Other Funding Uses	<u>\$ 19,501,476</u>	<u>\$ 22,445,764</u>	<u>\$ 2,944,288</u>	<u>15.1%</u>



**Town of Bluffton
Stormwater Fund Budget**

	Revised FY 2021 Budget	Proposed FY 2022 Budget	\$ Budget Change	% Budget Change
Revenues				
Stormwater Utility Fee	\$ 1,678,667	\$ 1,894,570	\$ 215,903	12.9%
Licenses & Permits				
NPDES Plan Review and Inspection Fee	365,000	365,000	-	0.0%
Interest Income	150	-	(150)	-100.0%
Total Revenues	<u>2,043,817</u>	<u>2,259,570</u>	<u>215,753</u>	<u>10.6%</u>
Transfers In	495,065	-	(495,065)	-100.0%
Total Other Financing Sources & Transfers In	<u>495,065</u>	<u>-</u>	<u>(495,065)</u>	<u>-100.0%</u>
Total Revenues and Other Financing Sources	<u>\$ 2,538,882</u>	<u>\$ 2,259,570</u>	<u>\$ (279,312)</u>	<u>-11.0%</u>
Expenditures				
Watershed Management	\$ 1,191,140	\$ 1,313,517	\$ 122,377	10.3%
Total Expenditures	<u>1,191,140</u>	<u>1,313,517</u>	<u>122,377</u>	<u>10.3%</u>
Other Funding Uses				
Contribution to Fund Balance	-	361,253	361,253	100.0%
Transfers Out to Capital Improvements Program Fund	1,124,691	161,500	(963,191)	-85.6%
Transfers Out to General Fund	130,000	130,000	-	0.0%
Transfer to Debt Service	93,051	293,300	200,249	215.2%
Total Transfers	<u>1,347,742</u>	<u>584,800</u>	<u>(762,942)</u>	<u>-56.6%</u>
Total Expenditures and Other Funding Uses	<u>\$ 2,538,882</u>	<u>\$ 2,259,570</u>	<u>\$ (279,312)</u>	<u>-11.0%</u>



**Town of Bluffton
Capital Improvements Project Fund**

	Revised FY 2021 Budget	Proposed FY 2022 Budget	\$ Budget Change	% Budget Change
Revenues				
Licenses & Permits	\$ 409,000	\$ 376,600	\$ (32,400)	-7.9%
Grants and Entitlements	800,000	600,000	(200,000)	-25.0%
Intergovernmental	300,000	500,000	200,000	66.7%
Total Revenues	1,509,000	1,476,600	(32,400)	-2.1%
Other Financing Sources				
Transfers In	5,080,000	-	(5,080,000)	-100.0%
Hospitality Tax	1,197,698	1,446,495	248,797	20.8%
Local Accommodations Tax	287,193	325,730	38,537	13.4%
Stormwater Fund	1,124,691	161,500	(963,191)	-85.6%
TIF	2,713,609	2,229,437	(484,172)	-17.8%
General Fund	159,461	1,280,000	1,120,539	702.7%
Boat Ramp	42,000	-	(42,000)	-100.0%
CIP Fund Balance	4,585,509	4,675,706	90,197	2.0%
Total Other Financing Sources & Transfers In	15,190,161	10,118,868	(5,071,293)	-33.4%
Total Revenues and Other Financing Sources	\$ 16,699,161	\$ 11,595,468	\$ (5,103,693)	-30.6%
Expenditures				
Stormwater and Sewer Projects	\$ 4,272,178	\$ 2,833,060	\$ (1,439,118)	-33.7%
Economic Development Projects	500,000	2,604,190	2,104,190	420.8%
Park Projects	544,372	2,162,650	1,618,278	297.3%
Road Projects	2,323,842	1,485,730	(838,112)	-36.1%
Land Acquisition	993,386	998,386	5,000	0.5%
Housing Projects	880,321	880,321	-	0.0%
Information Technology Infrastructure Projects	76,197	338,500	262,303	344.2%
Facilities Projects	2,028,865	292,631	(1,736,234)	-85.6%
Total Project Expenditures	11,619,161	11,595,468	(23,693)	-0.2%
Other Funding Uses				
Issuance of Bonds Expenditure	77,000	-	(77,000)	-100.0%
Contribution to Fund Balance	5,003,000	-	(5,003,000)	-100.0%
Total Transfers	5,080,000	-	(5,080,000)	-100.0%
Total Expenditures and Other Funding Uses	\$ 16,699,161	\$ 11,595,468	\$ (5,103,693)	-30.6%



**Town of Bluffton
Debt Service Fund Budget**

	Revised FY 2021 Budget	Proposed FY 2022 Budget	\$ Budget Change	% Budget Change
Revenues				
Property Taxes				
Real & Personal Property Tax (TIF)	\$ 2,429,000	\$ 2,529,880	\$ 100,880	4.2%
GO Bond Debt Service Property Tax	380,507	395,700	15,193	4.0%
Total Property Tax	<u>2,809,507</u>	<u>2,925,580</u>	<u>116,073</u>	<u>4.1%</u>
Licenses & Permits				
Municipal Improvement District Fee	262,440	347,950	85,510	32.6%
Interest Income				
	4,400	4,400	-	0.0%
Total Revenues	<u>3,076,347</u>	<u>3,277,930</u>	<u>201,583</u>	<u>6.6%</u>
Other Financing Sources				
Premium on Sale of Bonds	810,224	-	(810,224)	-100.0%
Transfers In				
Stormwater Utility Fund	293,184	293,300	116	0.0%
Prior Year Fund Balance	945,364	260,038	(685,326)	-72.5%
Total Other Financing Sources & Transfers In	<u>2,048,772</u>	<u>553,338</u>	<u>(1,495,434)</u>	<u>-73.0%</u>
Total Revenues and Other Financing Sources	<u>\$ 5,125,119</u>	<u>\$ 3,831,268</u>	<u>\$ (1,293,851)</u>	<u>-25.2%</u>
Expenditures				
Series 2014 TIF Bonds Debt Service				
Principal	\$ 808,488	\$ 829,620	\$ 21,132	2.6%
Interest	123,193	102,061	(21,132)	-17.2%
Series 2020 GO Bonds Debt Service				
Principal	210,000	220,000	10,000	4.8%
Interest	166,371	156,800	(9,571)	-5.8%
Series 2020A GO Bonds Debt Service (Projects)				
Principal	1,010,000	140,000	(870,000)	-86.1%
Interest	93,408	153,300	59,892	64.1%
Miscellaneous				
	50	50	-	0.0%
Total Expenditures	<u>2,411,510</u>	<u>1,601,831</u>	<u>(809,679)</u>	<u>-33.6%</u>
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	2,713,609	2,229,437	(484,172)	-17.8%
Total Transfers	<u>2,713,609</u>	<u>2,229,437</u>	<u>(484,172)</u>	<u>-17.8%</u>
Total Expenditures and Other Funding Uses	<u>\$ 5,125,119</u>	<u>\$ 3,831,268</u>	<u>\$ (1,293,851)</u>	<u>-25.2%</u>



Town of Bluffton
Consolidated Budget

	Revised FY 2021 Budget	Proposed FY 2022 Budget	\$ Budget Change	% Budget Change
Revenues				
General Fund	\$ 19,501,476	\$ 22,445,764	\$ 2,944,288	15.1%
Stormwater Fund	2,538,882	2,259,570	(279,312)	-11.0%
CIP Fund	16,699,161	11,595,468	(5,103,693)	-30.6%
Debt Service Fund	5,125,119	3,831,268	(1,293,851)	-25.2%
Total Revenues	\$ 43,864,638	\$ 40,132,070	\$ (3,732,568)	-8.5%
Expenditures				
General Fund	\$ 19,501,476	\$ 22,445,764	\$ 2,944,288	15.1%
Stormwater Fund	2,538,882	2,259,570	(279,312)	-11.0%
CIP Fund	16,699,161	11,595,468	(5,103,693)	-30.6%
Debt Service Fund	5,125,119	3,831,268	(1,293,851)	-25.2%
Total Expenditures	\$ 43,864,638	\$ 40,132,070	\$ (3,732,568)	-8.5%

Master Fee Schedule – FY2022

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
Section VIII	Vehicle Tag Fee

Master Fee Schedule – FY2022

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
Police Reports, Photocopies & Records		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$ 5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$ 10.00 \$.25
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
	CD/DVD	\$ 5.00
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	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Quarter	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

Master Fee Schedule – FY2022

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	\$ 10,000.00	\$ 1.00
2	\$ 50.00	\$ 10,000.00	\$ 1.20
3	\$ 50.00	\$ 10,000.00	\$ 1.40
4	\$ 50.00	\$ 10,000.00	\$ 1.60
5	\$ 50.00	\$ 10,000.00	\$ 1.80
6	\$ 50.00	\$ 10,000.00	\$ 2.00
7	\$ 50.00	\$ 10,000.00	\$ 2.20
8.1	\$ 50.00	\$ 10,000.00	\$ 1.00
8.2	See SC Code		
8.3	MASC Telecommunications		
8.4A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.4B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.5	\$ 50.00	\$ 10,000.00	\$ 1.00
8.6	\$ 30.00	\$ 10,000.00	\$ 1.00
8.7	MASC Insurance		
8.81	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.82	\$ 50.00	\$ 10,000.00	\$ 1.00
8.83	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.9A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9C	\$ 50.00	\$ 10,000.00	\$ 2.20
Non Profit	N/A	N/A	N/A
NON-RESIDENT RATES			
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.			

Item/Description	Basis	Fee
Other Business License Fees		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Tax	\$400
Annual Short-Term Rental Fee	Paid Annually in addition to Business License Fee	\$325

Master Fee Schedule – FY2022

Section III – Business License Fees

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

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
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. 		

Master Fee Schedule – FY2022

Section IV – Facility Rental Fees (continued)

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
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
Meeting Rental		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
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. • 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. 		

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. 		

Master Fee Schedule – FY2022

Section IV – Facility Rental Fees (continued)

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. 		

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. 		

Master Fee Schedule – FY2022

Section IV – Facility Rental Fees (continued)

Martin Family Park and Public Park @ Buckwalter Place Commerce Park

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. 		

Section V – IT/GIS Department Fees

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

Master Fee Schedule – FY2022

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)

Master Fee Schedule – FY2022

Section VI – Growth Management Fees (continued)

Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
Application Fees		
Construction Trailers	Each	\$100.00
Demolition	Each	\$ 50.00
Electrical < 200 amps	Each	\$ 25.00
Electrical (pools/spas/water features)	Each	\$ 25.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$ 50.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$ 25.00
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
Failure to obtain inspection approval	Each	\$ 50.00
Subsequent re-inspections per each permit	Each	\$100.00
Safety Inspection	Each	\$100.00
Residential Plan Remarketing	Each	\$ 50.00
Commercial Plan Remarketing	Each	50% of plan check or \$200.00, whichever is less
Construction Board of Adjustments and Appeals Application	Each	\$ 75.00
Work without Applicable Permit	Each	Value of permit fee X 2
<p>Additional Notes:</p> <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. ○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Master Fee Schedule – FY2022

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	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00
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
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
Exempt Plat	Each	\$25.00

Master Fee Schedule – FY2022

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	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$100.00 + \$10.00/lot
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
UDO Text Amendment	Each	\$500.00
Variance	Each	\$250.00
Zoning Map Amendment	Each	\$500.00
Zoning Permit	Each	\$25.00

Additional Notes:

- 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.

Master Fee Schedule – FY2022

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. 		

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 ≤ 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 ≥ 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
The formula is as follows:		
<p style="text-align: center;">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="text-align: center;">Calculation Example of Tier 3 Single Family Unit with GA of 7 acres: $\\$127.50 + 25.00 + ((7-2) * .5 * 25 = 62.50) + 5.00 = \\215.00</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.		

Master Fee Schedule – FY2022

Section VII – Stormwater Management Fees (continued)

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)

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/inspection
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acer (round up to the next whole acre)	0.0-0.99 acres	\$150.00/inspection
	1.0-5.0 acres	\$250.00/inspection
	4.01-10 acres	\$350.00/inspection
	10.01+ acres	\$450.00/inspection
Re-Inspection Resulting for Notice of Violation Fee		
Residential <1 acre (not part of subdivision)		\$100/inspection \$200 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)		\$150/inspection \$250 to remove Stop 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

Section VIII – Vehicle Tag Fee

Item/Description	Basis	Fee
Vehicle principally housed and garaged in the Town of Bluffton	Per Vehicle	\$ 25.00