

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2022-12
FISCAL YEAR 2023 BUDGET**

TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023; 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 \$60,459,649 consisting of the General Fund of \$24,855,205; the Stormwater Fund of \$2,395,246; the Capital Improvements Program Fund of \$27,959,997; and the Debt Service Fund of \$5,249,204.

SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.

A tax to cover the period from July 1, 2022, through June 30, 2023, 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 9, 2022 Council meeting.

SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2023 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 2023 appropriations.

Fiscal Year 2022 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 2023, this amount is established at \$7,105,044.

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 2023, the estimated contribution is \$1,320,151.

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, 2022.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS 21st DAY OF June 2022.



Lisa Sulka, Mayor

ATTEST:



Kimberly Gammon, 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 10, 2022

Public Hearing and Second and Final Reading: June 21, 2022

**Town of Bluffton
General Fund Budget**

	Revised FY 2022 Budget	Proposed FY 2023 Budget	\$ Budget Change	% of Budget Change
Revenues				
Property Taxes	\$ 6,994,158	\$ 7,827,584	\$ 833,426	11.9%
Licenses & Permits				
Business Licenses	2,321,634	3,093,271	771,637	33.2%
Franchise Fees	2,951,060	3,070,509	119,449	4.0%
MASC Insurance Tax Collection	2,528,280	2,619,042	90,762	3.6%
MASC Telecommunications	68,000	58,000	(10,000)	-14.7%
Building Safety Permits	2,669,080	2,891,871	222,791	8.3%
Application Fees	50,000	50,000	-	0.0%
Administrative Fees	44,000	44,000	-	0.0%
Total Licenses & Permits	10,632,054	11,826,693	1,194,639	11.2%
Grants and Entitlements	1,380,494	1,650,474	269,980	19.6%
Intergovernmental	422,710	538,504	115,794	27.4%
Service Revenues	710,000	967,459	257,459	36.3%
Fines & Fees	200,000	115,000	(85,000)	-42.5%
Interest Income	25,000	25,000	-	0.0%
Miscellaneous Revenues	120,000	120,000	-	0.0%
Sub-Total Revenues	<u>20,484,416</u>	<u>23,070,714</u>	<u>2,586,298</u>	<u>12.6%</u>
Other Financing Sources	609,500	101,884	(507,616)	-83.3%
Transfers In				
Hospitality Tax	645,000	759,000	114,000	17.7%
Local Accommodations Tax	65,000	157,780	92,780	142.7%
State Accommodations Tax	45,000	82,535	37,535	83.4%
Capital Improvement Program Fund	55,000	-	(55,000)	-100.0%
Stormwater Fund	130,000	210,050	80,050	61.6%
General Fund Prior Year Fund Balance	4,212,613	(392,964)	(4,605,577)	-109.3%
General Fund Prior Year Fund Balance - ARPA	-	866,206	866,206	100.0%
Total Transfers In	<u>5,152,613</u>	<u>1,682,607</u>	<u>(3,470,006)</u>	<u>-67.3%</u>
Total Other Financing Sources & Transfers In	<u>5,762,113</u>	<u>1,784,491</u>	<u>(3,977,622)</u>	<u>-69.0%</u>
Total Revenues and Other Financing Sources	<u>\$ 26,246,529</u>	<u>\$ 24,855,205</u>	<u>\$ (1,391,324)</u>	<u>-5.3%</u>
Expenditures				
Town Council	\$ 154,655	\$ 172,565	\$ 17,910	11.6%
Executive	854,522	1,281,966	427,444	50.0%
Communications & Community Outreach	335,950	550,460	214,510	63.9%
Economic Development	597,325	665,325	68,000	11.4%
Human Resources	524,242	500,326	(23,916)	-4.6%
Police	7,763,644	8,552,719	789,075	10.2%
Municipal Judges	56,526	40,073	(16,453)	-29.1%
Municipal Court	374,820	459,594	84,774	22.6%
Finance	1,055,269	925,076	(130,193)	-12.3%
Information Technology	1,332,287	1,784,805	452,518	34.0%
Customer Service	254,807	265,306	10,499	4.1%
Planning & Community Development	1,841,245	1,372,590	(468,656)	-25.5%
Building Safety	727,843	913,994	186,151	25.6%
Project Resiliency	865,636	953,850	88,214	10.2%
Public Services	1,977,147	2,116,096	138,949	7.0%
Town Wide	3,487,978	3,347,317	(140,662)	-4.0%
Total Expenditures	<u>22,203,896</u>	<u>23,902,060</u>	<u>1,698,164</u>	<u>7.6%</u>
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	4,042,633	953,145	(3,089,488)	-76.4%
Total Transfers	<u>4,042,633</u>	<u>953,145</u>	<u>(3,089,488)</u>	<u>-76.4%</u>
Total Expenditures and Other Funding Uses	<u>\$ 26,246,529</u>	<u>\$ 24,855,205</u>	<u>\$ (1,391,324)</u>	<u>-5.3%</u>

**Town of Bluffton
Stormwater Fund Budget**

	Revised FY 2022 Budget	Proposed FY 2023 Budget	\$ Budget Change	% Budget Change
Revenues				
Stormwater Utility Fee	\$ 1,894,570	\$ 2,030,246	\$ 135,676	7.2%
Licenses & Permits				
NPDES Plan Review and Inspection Fees	365,000	365,000	-	0.0%
Total Licenses & Permits	365,000	365,000	-	0.0%
Sub-Total Revenues	2,259,570	2,395,246	135,676	6.0%
Total Revenues and Other Financing Sources	\$ 2,259,570	\$ 2,395,246	\$ 135,676	6.0%
Expenditures				
Watershed Resiliency	\$ 1,313,517	\$ 1,393,831	\$ 80,314	6.1%
Total Expenditures	1,313,517	1,393,831	80,314	6.1%
Other Funding Uses				
Contribution to Fund Balance	277,730	203,465	(74,265)	100.0%
Transfers Out to Capital Improvements Program Fund	245,023	294,900	49,877	20.4%
Transfers Out to General Fund	130,000	210,050	80,050	61.6%
Transfer to Debt Service	293,300	293,000	(300)	-0.1%
Total Transfers	946,053	1,001,415	55,362	5.9%
Total Expenditures and Other Funding Uses	\$ 2,259,570	\$ 2,395,246	\$ 135,676	6.0%

Town of Bluffton
Capital Improvements Project Fund

	Revised FY 2022 Budget	Proposed FY 2023 Budget	\$ Budget Change	% Budget Change
Revenues				
Licenses & Permits	\$ 376,600	\$ 219,690	\$ (156,910)	-41.7%
Grants and Entitlements	600,000	1,461,925	861,925	143.7%
Intergovernmental	555,000	-	(555,000)	-100.0%
Miscellaneous Revenues	35,000	-	(35,000)	-100.0%
Total Revenues	1,566,600	1,681,615	115,015	7.3%
Other Financing Sources	-	9,850,000	9,850,000	100.0%
Transfers In				
Hospitality Tax	1,813,882	1,897,852	83,970	4.6%
Local Accommodations Tax	601,557	1,292,551	690,994	114.9%
Stormwater Fund	245,023	294,900	49,877	20.4%
TIF	4,157,534	3,245,369	(912,165)	-21.9%
General Fund	4,042,633	795,000	(3,247,633)	-80.3%
General Fund-ARPA	-	158,145	158,145	100.0%
CIP Fund Balance	6,189,843	8,744,565	2,554,722	41.3%
Total Other Financing Sources & Transfers In	17,050,472	26,278,382	9,227,910	54.1%
Total Revenues and Other Financing Sources	\$ 18,617,072	\$ 27,959,997	\$ 9,342,925	50.2%
Expenditures				
Stormwater and Sewer Projects	\$ 4,331,133	\$ 4,549,282	\$ 218,149	5.0%
Economic Development Projects	2,994,520	78,500	(2,916,020)	-97.4%
Park Projects	2,486,694	5,058,920	2,572,226	103.4%
Road Projects	2,871,856	2,888,986	17,130	0.6%
Land Acquisition	3,004,319	4,704,319	1,700,000	56.6%
Housing Projects	1,550,527	1,708,672	158,145	10.2%
Information Technology Infrastructure Projects	425,931	363,500	(62,431)	-14.7%
Facilities Projects	897,092	1,840,058	942,966	105.1%
Total Project Expenditures	18,562,072	21,192,237	2,630,165	14.2%
Other Funding Uses				
Issuance of Bonds Expenditure	-	75,000	75,000	100.0%
Transfer to General Fund	55,000	-	(55,000)	-100.0%
Contribution to Fund Balance	-	6,692,760	6,692,760	100.0%
Total Other Funding Uses	55,000	6,767,760	6,712,760	12205.0%
Total Expenditures and Other Funding Uses	\$ 18,617,072	\$ 27,959,997	\$ 9,342,925	50.2%

**Town of Bluffton
Debt Service Fund Budget**

	Revised FY 2022 Budget	Proposed FY 2023 Budget	\$ Budget Change	% Budget Change
Revenues				
Property Taxes				
Real & Personal Property Tax (TIF)	\$ 2,529,880	\$ 3,005,100	\$ 475,220	18.8%
GO Bond Debt Service Property Tax	395,700	-	(395,700)	-100.0%
Total Property Tax	2,925,580	3,005,100	79,520	2.7%
Licenses & Permits				
Municipal Improvement District Fee	347,950	361,870	13,920	4.0%
Interest Income				
	4,400	4,400	-	0.0%
Sub-Total Revenues	3,277,930	3,371,370	93,440	2.9%
Transfers In				
Stormwater Fund	293,300	293,000	(300)	-0.1%
Prior Year Fund Balance	2,188,135	1,584,831	(603,304)	-27.6%
Total Other Financing Sources & Transfers In	2,481,435	1,877,831	(603,604)	-24.3%
Total Revenues and Other Financing Sources	\$ 5,759,365	\$ 5,249,201	\$ (510,164)	-8.9%
Expenditures				
Series 2014 TIF Bonds Debt Service				
Principal	\$ 829,620	\$ 851,304	\$ 21,684	2.6%
Interest	102,061	80,378	(21,683)	-21.2%
Series 2022 TIF Bonds Debt Service*				
Principal	-	50,000	50,000	100.0%
Interest	-	350,000	350,000	100.0%
Series 2020 GO Bonds Debt Service				
Principal	220,000	230,000	10,000	4.5%
Interest	156,800	145,800	(11,000)	-7.0%
Series 2020A GO Bonds Debt Service (Projects)				
Principal	140,000	150,000	10,000	7.1%
Interest	153,300	146,300	(7,000)	-4.6%
Miscellaneous	50	50	-	0.0%
Sub-Total Expenditures	1,601,831	2,003,832	402,001	25.1%
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	4,157,534	3,245,369	(912,165)	-21.9%
Total Transfers	4,157,534	3,245,369	(912,165)	-21.9%
Total Expenditures and Other Funding Uses	\$ 5,759,365	\$ 5,249,201	\$ (510,164)	-8.9%

*Pending Bond Issuance



**Town of Bluffton
Consolidated Budget**

	Revised FY 2022 Budget	Proposed FY 2023 Budget	\$ Budget Change	% Budget Change
Revenues				
General Fund	\$ 26,246,529	\$ 24,855,205	\$ (1,391,324)	-5.3%
Stormwater Fund	2,259,570	2,395,246	135,676	6.0%
CIP Fund	18,617,072	27,959,997	9,342,925	50.2%
Debt Service Fund	5,759,365	5,249,201	(510,164)	-8.9%
Total Revenues	\$ 52,882,536	\$ 60,459,649	\$ 7,577,113	14.3%
Expenditures				
General Fund	\$ 26,246,529	\$ 24,855,205	\$ (1,391,324)	-5.3%
Stormwater Fund	2,259,570	2,395,246	135,676	6.0%
CIP Fund	18,617,072	27,959,997	9,342,925	50.2%
Debt Service Fund	5,759,365	5,249,201	(510,164)	-8.9%
Total Expenditures	\$ 52,882,536	\$ 60,459,649	\$ 7,577,113	14.3%

Master Fee Schedule – FY2023

- 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 – FY2023

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 – FY2023

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

Master Fee Schedule – FY2023

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 – FY2023

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 – FY2023

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 – FY2023

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 – FY2023

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 – FY2023

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

Additional Notes:

- Waiver of Fees.
 - 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 – FY2023

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 – FY2023

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 – FY2023

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 – FY2023

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)	0.0-0.99 acres	\$150.00/inspection
	1.0-5.0 acres	\$250.00
	4.01-10 acres	\$350.00
	10.01+ acres	\$450.00
		\$250 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

Master Fee Schedule – FY2023

~~Section VIII – Vehicle Tag Fee~~

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