

Memo



To: Mayor and Town Council
From: Shirley A. Freeman, Director of Finance/Administration
Date: June 14, 2016
Subject: FY 2017 Budget Ordinance Final Reading


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

Recommendation: Approval of FY2017 Proposed Consolidated Budget totaling \$36,529,292 on Final Reading.

Background: Per council instructions the budget ordinance is changed from first reading to include a 2 mill reduction of Property Tax in Section 2: Establishment of Property Tax Levy.

A 1 mill reduction for General Fund from 40.0 to 39.0 in property tax revenue was accomplished by eliminating two new full-time positions (one in police and one in Project Management), a decrease in the contingency line item and a decrease of vehicle fuel expenditure.

A 1 mill reduction for Debt Service 4.35 to 3.35 in property tax is accomplished by using Debt Service Fund Balance.

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2016-06
FISCAL YEAR 2017 BUDGET**

TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017; 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, and F establishing a Consolidated Budget of \$36,529,292 consisting of the General Fund budget of \$18,698,885; the Stormwater Fund of \$2,901,495; the Capital Improvements Program Fund of \$12,492,115; and the Debt Service Fund of \$2,436,797.

SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.

A tax to cover the period from July 1, 2016, through June 30, 2017, 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 39.00 mills and a debt service fund levy of 3.35 mills for at a total levy of 42.35 mills

SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2017 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 2017 appropriations.

Fiscal Year 2016 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 fund shall be funded at an amount equal to or greater than fifteen (15) percent of the current fiscal year General Fund expenditure amount. For Fiscal Year 2017, this amount is established at \$2,804,833.

Vehicle and Equipment Replacement Reserve Fund – This reserve shall be funded at an amount equal to 105% of the designated assets' prior completed fiscal year's depreciation cost from uncommitted Fund Balance. This funding will occur in years in which there is a positive net change in the prior year's fund balance. In addition, any insurance proceeds from totaled vehicles and proceeds from the sale of vehicles and equipment will be designated as reserved for future vehicle or equipment purchases. Debt Service requirements (lease principal and interest payments) are charged to Department Cost Centers and reduce the Vehicle and Equipment Replacement Reserve each year. For Fiscal Year 2017, this amount is established at \$632,940.

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, 2016.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF
BLUFFTON ON THIS _____ DAY OF _____, 2016.**

Lisa Sulka, Mayor

ATTEST:

Sandra Lunceford, Town Clerk

First Reading: May 10, 2016
Public Hearing: June 14, 2016
Second and Final Reading: June 14, 2016



**TOWN OF BLUFFTON
GENERAL FUND REVENUES
FOR THE YEAR ENDING JUNE 30, 2017**

	FY 2016 Current Budget	FY 2017 Proposed Budget	Budget \$ Change	Budget % Change
Revenues				
Real Property Taxes	\$ 4,600,000	\$ 4,777,000	\$ 177,000	3.8%
Licenses & Permits				
Business Licenses	1,570,000	1,875,000	305,000	19.4%
MASC Telecommunications	107,000	109,140	2,140	2.0%
MASC Insurance Tax Collection	1,353,000	1,590,000	237,000	17.5%
Franchise Fees (electric, gas, water, telephone, cable)	1,896,700	2,022,000	125,300	6.6%
Building Safety Permits	1,317,520	1,769,270	451,750	34.3%
Application Fees	55,000	65,000	10,000	18.2%
Administrative Fees	44,000	44,000	-	0.0%
Total Licenses & Permits	<u>6,343,220</u>	<u>7,474,410</u>	<u>1,131,190</u>	<u>17.8%</u>
State/County Revenue				
State Shared Revenues				
Local Government Fund	278,145	278,145	-	0.0%
Federal Grants	205,521	132,310	(73,211)	-35.6%
Total State Shared Revenue	<u>483,666</u>	<u>410,455</u>	<u>(73,211)</u>	<u>-15.1%</u>
Other Local Governments				
School Crossing Guards	64,750	66,045	1,295	2.0%
School Resource Officers	214,500	344,350	129,850	60.5%
Total Other Local Governments	<u>279,250</u>	<u>410,395</u>	<u>131,145</u>	<u>47.0%</u>
Total State/County Revenue	<u>762,916</u>	<u>820,850</u>	<u>57,934</u>	<u>7.6%</u>
Service Revenues				
Contract Police Services	60,000	50,000	(10,000)	-16.7%
Impact Fee Collection Fee	36,000	51,500	15,500	43.1%
Development Fees	647,800	826,000	178,200	27.5%
Total Service Revenues	<u>743,800</u>	<u>927,500</u>	<u>183,700</u>	<u>24.7%</u>
Fines & Fees				
Municipal Court	225,000	245,000	20,000	8.9%
Victims Assistance	30,000	36,260	6,260	20.9%
Forfeitures	2,000	20,000	18,000	900.0%
Total Fees and Fines	<u>257,000</u>	<u>301,260</u>	<u>44,260</u>	<u>17.2%</u>
Other Revenue				
Rental Income	25,500	38,000	12,500	49.0%
Interest Income	5,000	6,500	1,500	30.0%
Other Revenue	57,850	30,000	(27,850)	-48.1%
Total Other Revenues	<u>88,350</u>	<u>74,500</u>	<u>(13,850)</u>	<u>15.7%</u>
Total Revenues	<u>12,795,286</u>	<u>14,375,520</u>	<u>(1,580,234)</u>	<u>-12.4%</u>
Transfers In & Other Financing Sources				
Proceeds from Capital Leases	521,520	324,600	(196,920)	-37.8%
Transfers in From:				
State Accommodations Tax	38,265	45,000	6,735	17.6%
Capital Improvements Program (NSP)	-	77,615	77,615	100.0%
Hospitality Tax	500,000	500,000	-	0.0%
Stormwater Utility Fees	25,000	60,000	35,000	140.0%
Prior Year Fund Balance	485,630	676,150	190,520	39.2%
Total Transfers	<u>1,048,895</u>	<u>1,358,765</u>	<u>309,870</u>	<u>29.5%</u>
Total Transfers In & Other Financing Sources	<u>1,570,415</u>	<u>1,683,365</u>	<u>112,950</u>	<u>7.2%</u>
Total Revenues and Other Financing Sources	<u>\$ 14,365,701</u>	<u>\$ 16,058,885</u>	<u>\$ 1,693,184</u>	<u>11.8%</u>
Transfers In for CIP:				
Municipal Improvement District Funds (MIDF)	-	660,955	660,955	100.0%
Savings from Prior Year Fund Balance	-	1,979,045	1,979,045	100.0%
Total Transfers	<u>-</u>	<u>2,640,000</u>	<u>2,640,000</u>	<u>100.0%</u>
Total Revenues and Other Financing Sources and Transfer In	<u>\$ 14,365,701</u>	<u>\$ 18,698,885</u>	<u>\$ 4,333,184</u>	<u>30.2%</u>



**TOWN OF BLUFFTON
GENERAL FUND EXPENDITURES
FOR THE YEAR ENDING JUNE 30, 2017**

	FY 2016 Current Budget	FY 2017 Proposed Budget	Budget \$ Change	Budget % Change
Expenditures				
Town Council	\$ 149,785	\$ 162,055	\$ 12,270	8.2%
Executive	972,086	953,790	(18,296)	-1.9%
Economic Development	191,770	233,725	41,955	21.9%
Human Resources	342,405	305,045	(37,360)	-10.9%
Police	5,963,420	6,439,210	475,790	8.0%
Municipal Judges	54,420	56,085	1,665	3.1%
Municipal Court	254,340	256,970	2,630	1.0%
Finance	775,645	866,700	91,055	11.7%
Information Technology	768,735	1,049,955	281,220	36.6%
Customer Service	448,685	409,700	(38,985)	-8.7%
Planning & Community Development	888,242	1,037,565	149,323	16.8%
Building Safety	682,676	707,825	25,149	3.7%
Project Management	567,112	907,190	340,078	60.0%
Public Works	1,017,910	1,255,075	237,165	23.3%
Non-Departmental (Townwide)	1,288,470	1,417,995	129,525	10.1%
Total Expenditures	<u>\$ 14,365,701</u>	<u>\$ 16,058,885</u>	<u>\$ 1,693,184</u>	<u>11.8%</u>
Transfers Out to CIP:				
Municipal Improvement District Funds (MIDF)	-	660,955	660,955	100.0%
Savings from Prior Year Fund Balance	-	1,979,045	1,979,045	100.0%
Total Transfers	<u>-</u>	<u>2,640,000</u>	<u>2,640,000</u>	<u>100.0%</u>
Total Expenditures and Transfers Out	<u>\$ 14,365,701</u>	<u>\$ 18,698,885</u>	<u>\$ 4,333,184</u>	<u>30.2%</u>



**TOWN OF BLUFFTON
STORMWATER FUND
FOR THE YEAR ENDING JUNE 30, 2017**

	FY 2016 Current Budget	FY 2017 Proposed Budget	Budget \$ Change	Budget % Change
Revenues				
Stormwater Utility Fees	\$ 1,200,000	\$ 1,290,450	\$ 90,450	7.5%
Federal Grants	540,000	-	(540,000)	-100.0%
Interest Income	175	150	(25)	-14.3%
Total Revenues	<u>1,740,175</u>	<u>1,290,600</u>	<u>(449,575)</u>	<u>-25.8%</u>
Other Financing Sources				
Transfers in From:				
Prior Year Fund Balance	1,947,695	1,610,895	(336,800)	-17.3%
Total Other Financing Sources	<u>1,947,695</u>	<u>1,610,895</u>	<u>(336,800)</u>	<u>-17.3%</u>
Total Revenues and Other Financing Sources	<u>\$ 3,687,870</u>	<u>\$ 2,901,495</u>	<u>\$ (786,375)</u>	<u>-21.3%</u>
Expenditures				
Personnel (Salaries & Benefits)				
Watershed Management	490,695	464,515	(26,180)	-5.3%
Total Personnel	<u>490,695</u>	<u>464,515</u>	<u>(26,180)</u>	<u>-5.3%</u>
Operating Costs				
Watershed Management Operating Costs	261,250	251,180	(10,070)	-3.9%
Stormwater Master Plan Update	-	35,000	35,000	100.0%
Total Operating Costs	<u>261,250</u>	<u>286,180</u>	<u>24,930</u>	<u>9.5%</u>
Total Expenditures	<u>751,945</u>	<u>750,695</u>	<u>(1,250)</u>	<u>-0.2%</u>
Capital Projects				
Hampton Lake Stormwater Retrofit	240,000	-	(240,000)	-100.0%
Wetlands Restoration	85,000	-	(85,000)	-100.0%
Stormwater Master Plan Update	50,000	-	(50,000)	-100.0%
319 Grant	498,925	-	(498,925)	-100.0%
Total Capital Projects	<u>873,925</u>	<u>-</u>	<u>(873,925)</u>	<u>-100.0%</u>
Other Financing Uses:				
Transfers Out to General Fund (Public Works Labor)	25,000	50,000	25,000	100.0%
Transfers Out to General Fund (NAP for Septic)	-	10,000	10,000	100.0%
Transfers Out CIP	2,037,000	2,090,800	53,800	2.6%
Total Transfers Out	<u>2,062,000</u>	<u>2,150,800</u>	<u>88,800</u>	<u>4.3%</u>
Total Expenditures and Other Financing Uses	<u>\$ 3,687,870</u>	<u>\$ 2,901,495</u>	<u>\$ (786,375)</u>	<u>-21.3%</u>



**TOWN OF BLUFFTON
CAPITAL IMPROVEMENTS PROGRAM FUND
FOR YEAR ENDING JUNE 30, 2017**

Projects	Proposed FY 2017 Budget	FUNDING SOURCES						Description of Other Funding
		Hospitality Tax	Local Accommodations Tax	SWU	MIDF	Grants	Other	
Buckwalter School Campus Pond Retrofit	100,000			100,000				
May River Preserve Stormwater Pond Development	10,000			10,000				
Stoney Creek Wetlands Restoration	100,000			100,000				
Buck Island - Simmonsville Sewer Phase 4	685,800			280,800		299,600	105,400	Alcohol Tax
Buck Island - Simmonsville Sewer Phase 5	970,000			400,000			214,550	Alcohol Tax
							355,450	TIF funds dst
Jason - Able Neighborhood Sewer	874,000			800,000			74,000	BJWSA
Sewer Connection Program	200,000			200,000				
Buck Island - Simmonsville Neighborhood Sidewalks	75,000						75,000	TIF funds dst
Community Safety Cameras Phase 2	74,000		47,000				27,000	TIF funds dst
Goethe - Shults Neighborhood Improvements Phase 1	370,000	200,000					170,000	TIF funds dst
Goethe - Shults Neighborhood Improvements Phase 2	75,000						75,000	TIF funds dst
Old Town Lighting, Signage, and Parking	200,000	200,000						
Calhoun Street Streetscape	30,000		30,000					
Dr. Mellichamp Drive Streetscape	582,400	382,400					200,000	TIF funds dst
Hampton Parkway Striping	62,000						62,000	TIF funds dst
May River Road Streetscape Final Phase	2,178,300	1,712,300	266,000	200,000				
Buckwalter Place Multi-County Commerce Park Improvements	1,900,000						1,900,000	MCIP, economic development funds, grants, and related sources
Dog Park	54,000						54,000	Private Funding for Construction - County to Maintain
Oyster Factory Park - Garvin House Rehabilitation	202,000	20,000				172,000	10,000	Private Donation
Oyster Factory Park Improvements	10,000	10,000						
Town Facility Improvements	22,000				22,000			
Town Hall Renovation	2,500,000				660,955		1,839,045	General Fund Prior Year Fund Balance
Don Ryan Center for Innovation Upfit	140,000						140,000	General Fund Prior Year Fund Balance
Land Acquisition	1,000,000						1,000,000	TBD
Neighborhood Stabilization Program Income Proceeds	77,615						77,615	Fund Balance Transfer
Grand Total	\$ 12,492,115	\$ 2,524,700	\$ 343,000	\$ 2,090,800	\$ 682,955	\$ 471,600	\$ 6,379,060	



**TOWN OF BLUFFTON
DEBT SERVICE FUND
FOR THE YEAR ENDING JUNE 30, 2017**

	FY 2016 Current Budget	FY 2017 Proposed Budget	Budget \$ Change	Budget % Change
Revenues				
TIF District Property Tax	\$ 1,195,500	\$ 1,576,000	\$ 380,500	31.8%
Real and Personal Property Taxes (LEC GO BABs)	495,500	409,000	(86,500)	-17.5%
Federal Interest Rebate (LEC GO BABs)	103,195	102,400	(795)	-0.8%
Municipal Improvement District (MID) Fees	152,175	170,025	17,850	11.7%
Interest Income	225	200	(25)	-11.1%
Total Revenues	<u>\$ 1,946,595</u>	<u>\$ 2,257,625</u>	<u>\$ 311,030</u>	<u>16.0%</u>
Expenditures				
Series 2014 TIF Bonds Debt Service				
Principal	\$ 711,000	\$ 729,210	\$ 18,210	2.6%
Interest	221,042	202,472	(18,570)	-8.4%
Series 2010 GO Build America Bonds Debt Service				
Principal	215,000	225,000	10,000	4.7%
Interest	322,495	315,615	(6,880)	-2.1%
Other	500	50	(450)	-90.0%
Transfers to CIP	150,000	964,450	814,450	543.0%
Total Expenditures	<u>\$ 1,620,037</u>	<u>\$ 2,436,797</u>	<u>\$ 816,760</u>	<u>50.4%</u>
Net Change in Fund Balance	\$ 326,558	\$ (179,172)		
Beginning Fund Balance	973,227	1,507,934		
Ending Fund Balance	<u>\$ 1,299,785</u>	<u>\$ 1,328,762</u>		

Master Fee Schedule – FY2017

Section I	Miscellaneous Fees
Section II	Police Department Fees
Section III	Business License Fees
Section IV	Recreation Fees
Section V	IT/GIS Fees
Section VI	Growth Management Department Fees
Section VII	Stormwater Management Fees

Master Fee Schedule – FY2017

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	\$42.50
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 – FY2017

Section III – Business License Fees Continued

Business License Tax Schedule

Rate Class	Resident/ Non-Resident	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	N/A	\$ 50.00	\$ 1,000.00	\$ 2.00
2	N/A	\$ 70.00	\$ 5,000.00	\$ 2.00
3	N/A	\$ 50.00	\$ 5,000.00	\$ 4.00
4	N/A	\$ 50.00	\$ 5,000.00	\$ 2.00
5	N/A	\$ 50.00	\$ 5,000.00	\$ 1.00
6	N/A	\$ 30.00	\$ 5,000.00	\$ 2.00
7	N/A	\$ 50.00	\$10,000.00	\$ 2.00
8	N/A	\$100.00	\$10,000.00	\$ 4.00
9	N/A	\$ 50.00	\$15,000.00	\$ 2.00
10	N/A	\$ 50.00	\$20,000.00	\$ 2.00
11	N/A	\$ 50.00	\$25,000.00	\$ 2.00
12	N/A	\$ 50.00	\$25,000.00	\$ 1.00
13	N/A	\$ 50.00	\$50,000.00	\$ 1.00
14	N/A	\$ 50.00	\$ 2,000.00	\$ 2.00
15-A	Resident	\$ 50.00	\$25,000.00	\$ 0.50
15-B	Non-Resident	\$ 70.00	\$25,000.00	\$ 0.50
16	N/A	\$ 70.00	\$50,000.00	\$ 2.00
17-A (Subcontractor)	Resident	\$ 50.00	\$20,000.00	\$ 1.00
17-B (Subcontractor)	Non-Resident	\$100.00	\$20,000.00	\$ 1.00
17-C (General Contractor/ Home Builder	Resident	\$100.00	\$25,000.00	\$ 1.00
17-D (General Contractor/ Home Builder	Non-Resident	\$200.00	\$25,000.00	\$ 1.00
18-A	Resident	\$ 30.00	\$30,000.00	\$ 2.00
18-B	Non-Resident	\$ 50.00	\$ 5,000.00	\$ 2.00
19	N/A	\$100.00	\$50,000.00	\$ 1.00
20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20
25 – Non Profit	N/A	N/A	N/A	N/A

Rate Class 20 – Miscellaneous Businesses

Rate Class	Miscellaneous Businesses	Fee	NAICS Codes
20-A	Funeral Homes and Funeral Services: Gross Income Not Exceeding \$75,000.00 Each Additional \$1,000.00 or Fraction Thereof	\$ 100.00 \$ 2.00	812210
20-B	Bootblack/Shoeshine Stands (Not in connection with Barbershops): Gross Income Not Exceeding \$2,000.00 Each Additional \$1,000.00 or Fraction Thereof	\$ 10.00 \$ 4.00	812990

Master Fee Schedule – FY2017

Section III – Business License Fees Continued

Business License Tax Schedule (continued)

Rate Class	Miscellaneous Businesses	Fee	NAICS Codes
	Child Care Business (including For Profit Day Care Centers, Kindergartens, and the Like):		624410
20-C	Family Child Care Home – Capacity up to 6 Children	\$ 30.00	
20-D	Group Child Care Home – Capacity of 7-12 Children	\$ 40.00	
20-E	Child Care Center – Capacity of 13 or more Children	\$ 50.00	
20-F	Cemeteries and Crematories:		81220
	Gross Income Not Exceeding \$75,000.00	\$ 100.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	
20-G	Other Performing Arts Companies (Carnival, Circus or Similar Show): Per Week with Location Approved by Council and Chief of Police	\$ 400.00	711190
20-H	Dances (Public, where an admission is charged except where sponsored by a non-profit organization):		713990
	Gross Income Not Exceeding \$200.00	\$ 50.00	
	Each Additional \$100.00 or Fraction Thereof	\$ 2.00	
20-I	Theater Companies and Dinner Theater: Per Day	\$ 55.00	711110
20-J	Motor Vehicle Parts (Used) – Merchant Wholesalers:		423140
	Gross Income Not Exceeding \$2,000.00	\$ 100.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	
20-K	Palmist, Clairvoyant, Phrenologist, and the Like (Location to be Approved by Council):		812990
	Per Day	\$ 220.00	
	Per Year	\$1,000.00	
20-L	Telephone Company (On Business Performed Exclusively within the Town):		443112
	Gross Income Not Exceeding \$50,000.00	\$ 400.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	

Master Fee Schedule – FY2017

Section IV – Recreation Fees

Rotary Community Center

Item/Description	Basis	Fee
Private Event Rental		
Rental Fee (four hour block)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee (for use of deep fryer)	Per Event	\$100.00
Non-Resident Surcharge	Percent	25.00%
Non-Profit Rental		
Rental Fee (four hour block)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee (for use of deep fryer)	Per Event	\$100.00
Meeting Rental		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
Rotary Field Rental		
4 Hour Access	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
<p>Additional Notes:</p> <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 and included with that day's deposit. • Applicant will have a one-hour window for set up and one hour for clean-up. • Applicant may contract with Town's security contractor (\$42.50) or another security contractor approved by the Town. • Security deposit refunds will be mailed to applicants upon inspection and acceptance of the Center after the event. • Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency. 		

Master Fee Schedule – FY2017

Section IV – Recreation 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	4-Hour Block	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day	4-Hour Block	\$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	4-Hour Block	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day	4-Hour Block	\$25.00
Security Deposit	Per Rental	\$100.00
Additional Notes:		
<ul style="list-style-type: none"> • Non-Profit organizations must be in good standing with the South Carolina Secretary of State and all ticket, food, beverage, and other revenue generated from the use of the facility is returned to the non-profit organization. The Town Manager may deny this waiver to any person or organization attempting to circumvent these requirements. • 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. • Per day includes rental of the park area from sunrise to sunset unless an event permit has been issued. • Set-up and clean-up must occur during rental time period. • 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. • For security service, the applicant must use the Town’s approved security contractor. • No open alcoholic beverage containers are permitted in the park west of Wharf Street. • All posted park rules shall apply. 		

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 – FY2017

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)
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

Master Fee Schedule – FY2017

Section VI – Growth Management Fees Continued

Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
Application Fees Continued		
Safety Inspection	Each	\$100.00
Residential Plan Remarketing	Each	\$ 50.00
Commercial Plan Remarketing	Each	½ 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
Single Family Plans Check Fee (charged only if permit is withdrawn after issuance)	Each	\$50.00 or 10% of permit fee, whichever is greater
<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. • Plan checking fees. <ul style="list-style-type: none"> ○ 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. ○ Single-family homes are exempt from the above requirements; however, any single-family permit application which is validated and subsequently withdrawn shall be assessed a fifty dollars (\$50.00) fee or ten (10) percent of the building permit fee whichever is greater. ○ All plan checking fees are nonrefundable. ○ 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 Article 5, Section 5 of the Municipal Code of the Town of Bluffton. 		

Master Fee Schedule – FY2017

Section VI – Growth Management Fees Continued

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
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

Master Fee Schedule – FY2017

Section VI – Growth Management Fees Continued

Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
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:		
<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. 		

Master Fee Schedule – FY2017

Section VI – Growth Management Fees Continued

Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
Schultz Tract, New Riverside, Palmetto Bluff		
Single Family Residential (SFR)		Fee Per Development Agreement
Multi Family		Fee Per Development Agreement
Commercial Per Square Foot		Fee Per Development Agreement
Municipal Improvement Development Fee – All Residential Units Within: New Riverside	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$25.00
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
Garvey Preserve		
Dwelling Unit		Fee Per Development Agreement
Non-Residential Per Square Foot		Fee Per Development Agreement
Municipal Improvement Development Fee – All Residential Units Within: Garvey Preserve	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$225.00
School Improvement Fee (per dwelling units)	Each	\$6,000.00
School Improvement Fee (Commercial use per sq. foot)	Each	\$2.50/sq. ft.
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. 		

Master Fee Schedule – FY2017

Section VII – Stormwater Management Fees

Residential Land Uses

Residential Type	Equivalent Single Family Units	Fee
Tier 1 – Single Family Unit < 2,521 sq. ft.	0.50	\$ 49.00
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	\$ 98.00*
Tier 3 – Single Family Unit > 7,266 sq. ft.	1.50	\$147.00
Mobile Homes	0.36	\$ 35.28
Apartments	0.39	\$ 38.22
Townhouses	0.60	\$ 58.80
Condominiums	0.27	\$ 26.46
*Equivalent SFU Base Rate for Town of Bluffton - \$98.00		
<p>Non-residential properties are charged the same rate as residential properties. The formula is as follows:</p> <p style="text-align: center;">Total impervious square footage on property divided by 4,906 (one unit median) = X X times \$98 = fee due</p> <p>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>		