

**AN ORDINANCE OF THE TOWN OF BLUFFTON  
ORDINANCE NO. 2013-04  
FISCAL YEAR 2014 BUDGET**

**TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014; 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 \$18,369,790 consisting of the General Fund budget of \$10,855,890; the Stormwater Fund of \$2,251,550; the Capital Improvements Program Fund of \$3,690,000; and the Debt Service Fund of \$1,572,350.

**SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.**

A tax to cover the period from July 1, 2013, through June 30, 2014, 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 41.64 mills and a debt service fund levy of 4.48 mills for at a total levy of 46.12 mills. However, Town Council reserves the right to modify these millage rates at its August 13, 2013 Council Meeting.

**SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.**

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2014 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 2014 appropriations.

Fiscal Year 2013 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 amount. For Fiscal Year 2014, this amount is established at \$1,628,384.

**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 2014, this amount is established at \$362,137.

## **SECTION 9. 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 10. EFFECTIVE DATE.**

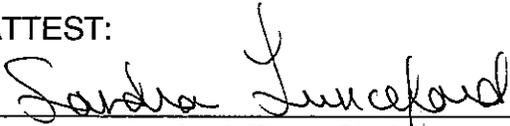
This Ordinance shall be effective on July 1, 2013.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF  
BLUFFTON ON THIS ELEVENTH DAY OF JUNE, 2013.**



\_\_\_\_\_  
Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

ATTEST:



\_\_\_\_\_  
Sandra Lunceford, Town Clerk  
Town of Bluffton, South Carolina

First Reading: May 14, 2013  
Public Hearing: June 11, 2013  
Second Reading: June 11, 2013



TOWN OF BLUFFTON  
GENERAL FUND REVENUES  
FOR THE YEAR ENDING JUNE 30, 2014

Attachment A  
Dated: May 14, 2013

	FY 2013 Current Budget	FY 2014 Proposed Budget	Budget \$ Change	Budget % Change
<b>Revenues</b>				
<b>Property Taxes</b>	\$ 3,950,000	\$ 4,097,000	\$ 147,000	3.72%
<b>Licenses &amp; Permits</b>				
Business licenses	\$ 1,155,000	\$ 1,200,000	\$ 45,000	3.90%
MASC Telecommunications	90,000	105,000	15,000	16.67%
MASC Insurance Tax Collection	825,000	923,000	98,000	11.88%
Franchise Fees (Electric, gas, water, telephone, cable )	1,315,275	1,592,350	277,075	21.07%
Building Safety Permits	565,000	615,000	50,000	8.85%
Municipal Improvement Development Fees	170,100	-	(170,100)	-100.00%
Administrative Fees	88,000	50,645	(37,355)	-42.45%
Fee In Lieu of Taxes	10,575	10,575	-	0.00%
Application Fees	35,000	40,000	5,000	14.29%
Total Licenses & Permits	<u>\$ 4,253,950</u>	<u>\$ 4,536,570</u>	<u>\$ 282,620</u>	<u>6.64%</u>
<b>Intergovernmental</b>				
<b>State Shared Revenues</b>				
Local Government Fund	\$ 230,540	\$ 238,900	\$ 8,360	3.63%
Alcohol Tax	50,000	-	(50,000)	-100.00%
State Grants	50,000	-	(50,000)	-100.00%
Federal Grants	-	-	-	N/A
Total State Shared Revenues	<u>\$ 330,540</u>	<u>\$ 238,900</u>	<u>\$ (91,640)</u>	<u>-27.72%</u>
<b>Other Local Governments</b>				
School Resource Officer	\$ 155,000	\$ 160,000	\$ 5,000	3.23%
School Crossing Guard	66,500	66,500	-	0.00%
Total Other Local Governments	<u>\$ 221,500</u>	<u>\$ 226,500</u>	<u>\$ 5,000</u>	<u>2.26%</u>
Total Intergovernmental	<u>\$ 552,040</u>	<u>\$ 465,400</u>	<u>\$ (86,640)</u>	<u>-15.69%</u>
<b>Service Revenues</b>				
Contract Police Services	\$ 84,000	\$ 65,000	\$ (19,000)	-22.62%
Impact Fee Collection Fee	15,950	18,600	2,650	16.61%
Development Fees	276,000	332,000	56,000	20.29%
Total Sales and Service	<u>\$ 375,950</u>	<u>\$ 415,600</u>	<u>\$ 39,650</u>	<u>10.55%</u>
<b>Fines &amp; Fees</b>				
Municipal Court	\$ 230,000	\$ 150,000	\$ (80,000)	-34.78%
Victims Assistance	30,000	20,500	(9,500)	-31.67%
Total Fees and Fines	<u>\$ 260,000</u>	<u>\$ 170,500</u>	<u>\$ (89,500)</u>	<u>-34.42%</u>
<b>Other Revenues</b>				
Miscellaneous	\$ 79,000	\$ 59,900	\$ (19,100)	-24.18%
Rental Income	20,000	15,700	(4,300)	-21.50%
Interest Income	15,000	6,200	(8,800)	-58.67%
Total Miscellaneous	<u>\$ 114,000</u>	<u>\$ 81,800</u>	<u>\$ (32,200)</u>	<u>-28.25%</u>
Total Revenues	<u><u>\$ 9,505,940</u></u>	<u><u>\$ 9,766,870</u></u>	<u><u>\$ 260,930</u></u>	<u><u>2.74%</u></u>
<b>Other Financing Sources:</b>				
Transfers in From:				
State Accommodations Tax	\$ 33,600	\$ 37,150	\$ 3,550	10.57%
Hospitality Tax	500,000	500,000	-	0.00%
Stormwater Utility Fees	95,280	50,280	(45,000)	-47.23%
Prior Year Fund Balance	179,170	124,580	(54,590)	-30.47%
Proceeds from Capital Lease Purchases	200,000	377,010	177,010	88.51%
Total Other Financing Sources	<u>\$ 1,008,050</u>	<u>\$ 1,089,020</u>	<u>\$ 80,970</u>	<u>8.03%</u>
<b>Total Revenues and Other Financing Sources</b>	<u><u>\$ 10,513,990</u></u>	<u><u>\$ 10,855,890</u></u>	<u><u>\$ 341,900</u></u>	<u><u>3.25%</u></u>



TOWN OF BLUFFTON  
GENERAL FUND EXPENDITURES  
FOR THE YEAR ENDING JUNE 30, 2014

Attachment B  
Dated: May 14, 2013

Department	FY 2013 Current Budget	FY 2014 Proposed Budget	Budget \$ Change	Budget % Change
Town Council	\$ 99,240	\$ 121,670	\$ 22,430	22.60%
Municipal Judges	50,220	47,615	(2,605)	-5.19%
Executive	384,420	363,000	(21,420)	-5.57%
Don Ryan Center for Innovation	154,045	155,300	1,255	0.81%
Human Resources	206,645	215,080	8,435	4.08%
Public Information	-	74,910	74,910	N/A
Finance/Business License	639,900	647,920	8,020	1.25%
Municipal Court	274,405	227,375	(47,030)	-17.14%
Information Technology	605,735	638,605	32,870	5.43%
Growth Management Administration	397,835	474,370	76,535	19.24%
Planning & Community Development	571,890	478,600	(93,290)	-16.31%
Building Safety	712,770	846,415	133,645	18.75%
Project Management	622,640	501,125	(121,515)	-19.52%
Public Works	1,003,475	998,750	(4,725)	-0.47%
Police	3,830,610	4,063,175	232,565	6.07%
Non-Departmental	960,160	1,001,980	41,820	4.36%
Total Expenditures	<u>\$ 10,513,990</u>	<u>\$ 10,855,890</u>	<u>\$ 341,900</u>	<u>3.25%</u>



TOWN OF BLUFFTON  
STORMWATER FUND  
FOR THE YEAR ENDING JUNE 30, 2014

Attachment C  
Dated: May 14, 2013

	FY 2013 Current Budget	FY 2014 Proposed Budget	Budget \$ Change	Budget % Change
<b>Revenues</b>				
<b>Licenses &amp; Permits</b>				
Stormwater Utility Fees	\$ 960,000	\$ 1,080,000	\$ 120,000	12.50%
Total Licenses & Permits	<u>\$ 960,000</u>	<u>\$ 1,080,000</u>	<u>\$ 120,000</u>	<u>12.50%</u>
<b>Intergovernmental</b>				
Federal Grants	\$ 557,875	\$ 290,000	\$ (267,875)	-48.02%
Total Intergovernmental	<u>\$ 557,875</u>	<u>\$ 290,000</u>	<u>\$ (267,875)</u>	<u>-48.02%</u>
<b>Other Revenues</b>				
Interest Income	\$ 500	\$ 200	\$ (300)	-60.00%
Total Miscellaneous	<u>\$ 500</u>	<u>\$ 200</u>	<u>\$ (300)</u>	<u>-60.00%</u>
Total Revenues	<u>\$ 1,518,375</u>	<u>\$ 1,370,200</u>	<u>\$ (148,175)</u>	<u>-9.76%</u>
<b>Other Financing Sources:</b>				
Transfers in From:				
Prior Year Fund Balance	\$ 1,355,930	\$ 881,350	\$ (474,580)	-35.00%
Total Other Financing Sources	<u>\$ 1,355,930</u>	<u>\$ 881,350</u>	<u>\$ (474,580)</u>	<u>-35.00%</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 2,874,305</u>	<u>\$ 2,251,550</u>	<u>\$ (622,755)</u>	<u>-21.67%</u>
<b>Expenditures</b>				
<b>Personnel &amp; Operating Budget</b>				
Stormwater Management Department	\$ 727,070	\$ 741,300	\$ 14,230	1.96%
Total Personnel & Operating	<u>\$ 727,070</u>	<u>\$ 741,300</u>	<u>\$ 14,230</u>	<u>1.96%</u>
<b>Capital Projects</b>				
Watershed Sewer Master Plan	\$ 100,000	\$ 90,000	\$ (10,000)	-10.00%
Stormwater Drainage Improvements	199,460	100,000	(99,460)	-49.86%
Hampton Hall Stormwater Retrofit	84,970	84,970	-	0.00%
Hampton Lakes Stormwater Retrofit	125,000	-	(125,000)	-100.00%
Wetlands Restoration	500,000	80,000	(420,000)	-84.00%
319 Pilot Project - Phase 1	484,715	-	(484,715)	-100.00%
319 Pilot Project - Phase 2	50,000	490,000	440,000	880.00%
Total Capital Projects	<u>\$ 1,544,145</u>	<u>\$ 844,970</u>	<u>\$ (699,175)</u>	<u>-45.28%</u>
Total Expenditures	<u>\$ 2,271,215</u>	<u>\$ 1,586,270</u>	<u>(684,945)</u>	<u>-30.16%</u>
<b>Other Financing Uses:</b>				
Transfers Out to General Fund	\$ 95,280	\$ 50,280	\$ (45,000)	-47.23%
Transfers Out to CIP	507,810	615,000	107,190	21.11%
Total Other Financing Uses	<u>\$ 603,090</u>	<u>\$ 665,280</u>	<u>\$ 62,190</u>	<u>10.31%</u>
<b>Total Expenditures and Other Financing Uses</b>	<u>\$ 2,874,305</u>	<u>\$ 2,251,550</u>	<u>(622,755)</u>	<u>-21.67%</u>



**TOWN OF BLUFFTON  
CAPITAL IMPROVEMENTS PROGRAM  
FOR THE YEAR ENDING JUNE 30, 2014**

Attachment D  
Dated: May 14, 2013

PROJECT	FY 2014 Proposed Budget	FUNDING SOURCES					Description of Other Funding
		HTAX	Local ATAX	SWU	Grants	Other	
<b>Pathways</b>							
General Pathways	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Pathways</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Sewer &amp; Water</b>							
BIS Sewer (Phase III)	\$ 615,000	\$ -	\$ -	\$ 515,000	\$ 100,000	\$ -	
BIS Sewer (Phase IV)	120,000	-	-	100,000	-	20,000	Fund Balance
<b>Total Sewer &amp; Water</b>	<b>\$ 735,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 615,000</b>	<b>\$ 100,000</b>	<b>\$ 20,000</b>	
<b>Roadway Improvements</b>							
May River/Bruin Road Streetscape (Phase 3)	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Roadway Improvements</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Old Town Improvements</b>							
Calhoun Street & Adjacent Area Study	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Old Town Improvements</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Park Development</b>							
Parks & Recreation Improvements	\$ 125,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 75,000	Fund Balance
Oyster Factory Park (Next Phase)	225,000	125,000	100,000	-	-	-	
<b>Total Park Development</b>	<b>\$ 350,000</b>	<b>\$ 175,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	
<b>Town Facilities</b>							
Buckwalter Place Tech Park Infrastructure	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	MCIP
<b>Total Town Facilities</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	
<b>Land Acquisition</b>							
Land Acquisition	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	TBD
<b>Total Land Acquisition</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	
<b>GRAND TOTAL</b>	<b>\$ 3,690,000</b>	<b>\$ 780,000</b>	<b>\$ 100,000</b>	<b>\$ 615,000</b>	<b>\$ 100,000</b>	<b>\$ 2,095,000</b>	



TOWN OF BLUFFTON  
DEBT SERVICE FUND  
FOR THE YEAR ENDING JUNE 30, 2014

Attachment E  
Dated: May 14, 2013

Description	FY 2013 Current Budget	FY 2014 Proposed Budget	Budget \$ Change	Budget % Change
<b>Revenues and Sources</b>				
TIF District Property Tax	\$ 1,000,375	\$ 1,038,160	\$ 37,785	3.78%
Real and Personal Property Taxes (LEC BABs)	236,000	427,055	191,055	80.96%
Federal Interest Rebate (LEC BABs)	116,685	106,535	(10,150)	-8.70%
Interest Income	2,800	600	(2,200)	-78.57%
Prior Year Fund Balance	30,000	-	(30,000)	-100.00%
<b>Total Revenues and Sources</b>	<b><u>\$ 1,385,860</u></b>	<b><u>\$ 1,572,350</u></b>	<b><u>\$ 186,490</u></b>	<b><u>13.46%</u></b>
<b>Expenditures and Uses</b>				
Series 2010 TIF Bonds Debt Service				
Principal	\$ 650,000	\$ 670,000	\$ 20,000	3.08%
Interest	350,375	329,185	(21,190)	-6.05%
Series 2010 GO Build America Bonds Debt Service				
Principal	-	200,000	200,000	N/A
Interest	333,390	333,390	-	0.00%
Other	3,000	1,000	(2,000)	-66.67%
Transfers to CIP	30,000	-	(30,000)	-100.00%
Series 2010 GO BABs Fund Balance Reserve	19,095	-	(19,095)	-100.00%
Series 2010 TIF Fund Balance Reserve	-	38,775	38,775	N/A
<b>Total Expenditures and Uses</b>	<b><u>\$ 1,385,860</u></b>	<b><u>\$ 1,572,350</u></b>	<b><u>\$ 186,490</u></b>	<b><u>13.46%</u></b>

## Master Fee Schedule – FY 2014

- 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 – FY 2014

### Section I – Miscellaneous Fees

Item/Description	Basis	Fee
<b>Printing, Reproduction, Documents</b>		
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
<b>Election Fees</b>		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
<b>Finance Fees</b>		
NSF Returned Check Fee	Per Check	\$ 30.00
<b>Old Town Business Directional Sign Fees</b>		
Sign Production & Installation	Per Sign	At Cost

### Section II – Police Department Fees

Item/Description	Basis	Fee
<b>Police Services</b>		
Fingerprinting, Civilian – Resident	Per Set	\$ 20.00
Fingerprinting, Civilian – Non-resident	Per Set	\$ 30.00
Off-Duty Police Officer	Per Hour, Per Officer	\$ 40.00
<b>Police Reports, Photocopies &amp; Records</b>		
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
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
<b>Police Permits</b>		
Precious Metal Permit	Allowed by State Law	\$ 50.00

### Section III – Business License Fees

Item/Description	Basis	Fee
<b>Taxation Fees</b>		
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 – FY 2014

## 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 – FY 2014

## 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	

## Section IV – Recreation Fees

### Rotary Community Center

Item/Description	Basis	Fee
<b>Private Event Rental (alcohol)</b>		
Rental Fee (four hour block)	Per Event	\$400.00
Each Additional Hour Used	Per Hour	\$ 50.00
Daily Rate	Per Day	\$700.00
Security Deposit	Per Event	\$450.00
Cleaning Fee	Per Event	\$150.00
Kitchen Fee	Per Event	\$100.00
Non-Resident Surcharge	Percent	25.00%

## Master Fee Schedule – FY 2014

### Section IV – Recreation Fees Continued

#### Rotary Community Center (continued)

Item/Description	Basis	Fee
<b>Private Event Rental (no alcohol)</b>		
Rental Fee (four hour block)	Per Event	\$400.00
Each Additional Hour Used	Per Hour	\$ 50.00
Daily Rate	Per Day	\$700.00
Security Deposit	Per Event	\$450.00
Cleaning Fee	Per Event	\$150.00
Kitchen Fee	Per Event	\$100.00
Non-Resident Surcharge	Percent	25.00%
<b>Non-Profit Fundraiser Rental</b>		
Rental Fee (four hour block)	Per Event	\$200.00
Each Additional Hour Used	Per Hour	\$ 25.00
Daily Rate	Per Day	\$350.00
Security Deposit	Per Event	\$225.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee	Per Event	\$ 50.00
<b>Non-Profit Meeting Rental</b>		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
<b>Rotary Field Rental</b>		
1-3 Hour(s) Access	Per Event	\$100.00
Each Additional Hour	Per Hour	\$ 10.00
All Day Access	Per Day	\$150.00
Refundable Turf and Tent Fee	Per Event	\$450.00
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>All fees will be collected at the Business License office at Town Hall and included with that day's deposit.</li> <li>Applicant will have a one-hour window for set up and one hour for clean up without being charged extra. Additional time will be charged at the corresponding rate.</li> <li>A fee of \$700.00 will be charged for an event lasting up to 10 consecutive scheduled hours of usage.</li> <li>Applicant may contract with Town's security contractor (\$35/hour) or another security contractor approved by the Town.</li> <li>Security deposit refunds will be mailed to applicants upon inspection and acceptance of the Center after the event.</li> <li>Non-profit cleaning fees may be negotiated based on meeting type, length, and frequency.</li> </ul>		

#### Section V – IT/GIS Department Fees

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

# Master Fee Schedule – FY 2014

## Section VI – Growth Management Fees

### Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
<b>Applications – Calculated Fees</b>		
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)
<b>Application Fees</b>		
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 – FY2014

## Section VI – Growth Management Fees Continued

### Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
<b>Application Fees Continued</b>		
Safety Inspection	Each	\$100.00
Surety Deposit-pool/spa/irrigation (returned upon approved final inspection)	Each	\$200.00
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

**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.
- 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.
  - 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.
- Surety deposits.
  - Surety deposits for swimming pool, spa or irrigation permits will be returned to the customer upon final inspection approval and submission of any required paperwork.
- 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 – FY2014

## 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 – FY2014

## 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
<b>Additional Notes:</b>		
<ul style="list-style-type: none"> <li>• Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town.</li> <li>• 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.</li> <li>• 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.</li> <li>• Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary.</li> </ul>		



## Master Fee Schedule – FY2014

### Section VI – Growth Management Fees Continued

#### Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
<b>Schultz Tract, New Riverside, Palmetto Bluff</b>		
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
<b>Village at Verdier Plantation</b>		
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
<b>Garvey Preserve</b>		
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.
<b>Additional Notes:</b>		
<ul style="list-style-type: none"> <li>Town Council may waive any or all fees if it is deemed in the best interests of the Town.</li> </ul>		

# Master Fee Schedule – FY2014

## 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><b>Non-residential</b> 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><b>Vacant Land</b> 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>		