

**AN ORDINANCE OF THE TOWN OF BLUFFTON  
ORDINANCE NO. 2014-10  
FISCAL YEAR 2015 BUDGET**

**TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015; 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 \$19,748,210 consisting of the General Fund budget of \$12,442,205; the Stormwater Fund of \$1,647,065; the Capital Improvements Program Fund of \$3,925,000; and the Debt Service Fund of \$1,733,940.

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

A tax to cover the period from July 1, 2014, through June 30, 2015, 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 40.00 mills and a debt service fund levy of 4.35 mills for at a total levy of 44.35 mills

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

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2015 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 2015 appropriations.

Fiscal Year 2014 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 2015, this amount is established at \$1,866,331.

**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 2015, this amount is established at \$467,171.

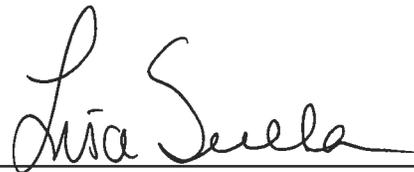
**SECTION 9. SEVERABILITY.**

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.**

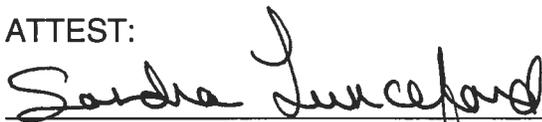
This Ordinance shall be effective on July 1, 2014.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS TENTH DAY OF JUNE, 2014.**



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

ATTEST:



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

First Reading: May 13, 2014  
Second and Final Reading: June 10, 2014



TOWN OF BLUFFTON  
GENERAL FUND REVENUES  
FOR THE YEAR ENDING JUNE 30, 2015

Attachment A  
Dated: June 10, 2014

Revenues	FY 2014 Current Budget	FY 2015 Proposed Budget	Budget \$ Change	Budget % Change
<b>Property Taxes</b>	\$ 4,097,000	\$ 4,136,700	\$ 39,700	0.97%
<b>Licenses &amp; Permits</b>				
Business licenses	\$ 1,200,000	\$ 1,336,900	\$ 136,900	11.41%
MASC Telecommunications	105,000	105,000	-	0.00%
MASC Insurance Tax Collection	923,000	1,327,400	404,400	43.81%
Franchise Fees (Electric, gas, water, telephone, cable )	1,592,350	1,605,615	13,265	0.83%
Building Safety Permits	615,000	1,002,575	387,575	63.02%
Administrative Fees	50,645	44,000	(6,645)	-13.12%
Fee In Lieu of Taxes	10,575	-	(10,575)	-100.00%
Application Fees	40,000	40,000	-	0.00%
Tree Fees	-	15,000	15,000	N/A
Total Licenses & Permits	<u>\$ 4,536,570</u>	<u>\$ 5,476,490</u>	<u>\$ 939,920</u>	<u>20.72%</u>
<b>Intergovernmental</b>				
<b>State Shared Revenues</b>				
Local Government Fund	\$ 238,900	\$ 278,145	\$ 39,245	16.43%
Federal Grants	142,620	-	(142,620)	-100.00%
Total State Shared Revenues	<u>\$ 381,520</u>	<u>\$ 278,145</u>	<u>\$ (103,375)</u>	<u>-27.10%</u>
<b>Other Local Governments</b>				
School Resource Officer	\$ 160,000	\$ 167,265	\$ 7,265	4.54%
School Crossing Guard	66,500	55,100	(11,400)	-17.14%
Total Other Local Governments	<u>\$ 226,500</u>	<u>\$ 222,365</u>	<u>\$ (4,135)</u>	<u>-1.83%</u>
Total Intergovernmental	<u>\$ 608,020</u>	<u>\$ 500,510</u>	<u>\$ (107,510)</u>	<u>-17.68%</u>
<b>Service Revenues</b>				
Contract Police Services	\$ 65,000	\$ 60,000	\$ (5,000)	-7.69%
Impact Fee Collection Fee	18,600	27,000	8,400	45.16%
Development Fees	332,000	440,000	108,000	32.53%
Total Sales and Service	<u>\$ 415,600</u>	<u>\$ 527,000</u>	<u>\$ 111,400</u>	<u>26.80%</u>
<b>Fines &amp; Fees</b>				
Municipal Court	\$ 150,000	\$ 150,000	\$ -	0.00%
Victims Assistance	20,500	20,000	(500)	-2.44%
Total Fees and Fines	<u>\$ 170,500</u>	<u>\$ 170,000</u>	<u>\$ (500)</u>	<u>-0.29%</u>
<b>Other Revenues</b>				
Miscellaneous	\$ 64,900	\$ 30,000	\$ (34,900)	-53.78%
Rental Income	15,700	24,700	9,000	57.32%
Interest Income	6,200	3,200	(3,000)	-48.39%
Total Miscellaneous	<u>\$ 86,800</u>	<u>\$ 57,900</u>	<u>\$ (28,900)</u>	<u>-33.29%</u>
Total Revenues	<u><u>\$ 9,914,490</u></u>	<u><u>\$ 10,868,600</u></u>	<u><u>\$ 954,110</u></u>	<u><u>9.62%</u></u>
<b>Other Financing Sources:</b>				
Transfers in From:				
State Accommodations Tax	\$ 37,150	\$ 37,150	\$ -	0.00%
Local Accommodations Tax	6,500	-	(6,500)	-100.00%
Hospitality Tax	500,000	500,000	-	0.00%
Stormwater Utility Fees	50,280	25,000	(25,280)	-50.28%
Prior Year Fund Balance: Vehicle/Equipment Reserve	108,650	221,000	112,350	103.41%
Prior Year Fund Balance: Drug Enforcement Reserve	15,930	20,000	4,070	25.55%
Prior Year Fund Balance: Uncommitted	-	51,955	51,955	N/A
Proceeds from Capital Lease Purchases	377,010	718,500	341,490	90.58%
Total Other Financing Sources	<u>\$ 1,095,520</u>	<u>\$ 1,573,605</u>	<u>\$ 478,085</u>	<u>43.64%</u>
<b>Total Revenues and Other Financing Sources</b>	<u><u>\$ 11,010,010</u></u>	<u><u>\$ 12,442,205</u></u>	<u><u>\$ 1,432,195</u></u>	<u><u>13.01%</u></u>



TOWN OF BLUFFTON  
GENERAL FUND EXPENDITURES  
FOR THE YEAR ENDING JUNE 30, 2015

Attachment B  
Dated: June 10, 2014

Department	FY 2014 Current Budget	FY 2015 Proposed Budget	Budget \$ Change	Budget % Change
Town Council	\$ 121,670	\$ 123,750	\$ 2,080	1.71%
Municipal Judges	47,615	45,170	(2,445)	-5.13%
Executive	363,000	357,450	(5,550)	-1.53%
Economic Development	200,300	414,425	214,125	106.90%
Human Resources	215,080	226,215	11,135	5.18%
Public Information	77,910	90,025	12,115	15.55%
Finance/Business License	647,920	681,000	33,080	5.11%
Municipal Court	227,375	236,500	9,125	4.01%
Information Technology	643,605	654,630	11,025	1.71%
Growth Management Administration	472,370	430,350	(42,020)	-8.90%
Planning & Community Development	584,720	468,340	(116,380)	-19.90%
Building Safety	846,415	980,345	133,930	15.82%
Project Management	501,125	532,645	31,520	6.29%
Public Works	998,750	1,151,325	152,575	15.28%
Police	4,063,175	4,958,485	895,310	22.03%
Non-Departmental	998,980	1,091,550	92,570	9.27%
Total Expenditures	<u>\$ 11,010,010</u>	<u>\$ 12,442,205</u>	<u>\$ 1,432,195</u>	<u>13.01%</u>



TOWN OF BLUFFTON  
STORMWATER FUND  
FOR THE YEAR ENDING JUNE 30, 2015

Attachment C  
Dated: June 10, 2014

	FY 2014 Current Budget	FY 2015 Proposed Budget	Budget \$ Change	Budget % Change
<b>Revenues</b>				
<b>Licenses &amp; Permits</b>				
Stormwater Utility Fees	\$ 1,080,000	\$ 1,090,800	\$ 10,800	1.00%
Total Licenses & Permits	<u>\$ 1,080,000</u>	<u>\$ 1,090,800</u>	<u>\$ 10,800</u>	<u>1.00%</u>
<b>Intergovernmental</b>				
Federal Grants	\$ 331,990	\$ -	\$ (331,990)	-100.00%
Total Intergovernmental	<u>\$ 331,990</u>	<u>\$ -</u>	<u>\$ (331,990)</u>	<u>-100.00%</u>
<b>Other Revenues</b>				
Interest Income	\$ 200	\$ 500	\$ 300	150.00%
Total Miscellaneous	<u>\$ 200</u>	<u>\$ 500</u>	<u>\$ 300</u>	<u>150.00%</u>
Total Revenues	<u>\$ 1,412,190</u>	<u>\$ 1,091,300</u>	<u>\$ (320,890)</u>	<u>-22.72%</u>
<b>Other Financing Sources:</b>				
Transfers in From:				
Prior Year Fund Balance	\$ 1,310,945	\$ 555,765	\$ (755,180)	-57.61%
Total Other Financing Sources	<u>\$ 1,310,945</u>	<u>\$ 555,765</u>	<u>\$ (755,180)</u>	<u>-57.61%</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 2,723,135</u>	<u>\$ 1,647,065</u>	<u>\$ (1,076,070)</u>	<u>-39.52%</u>
<b>Expenditures</b>				
<b>Personnel</b>				
Stormwater Management Salaries and Benefits	\$ 498,090	\$ 475,155	\$ (22,935)	-4.60%
<b>Operating</b>				
Stormwater Management Operating Costs	243,210	261,910	18,700	7.69%
Total Personnel and Operating	<u>\$ 741,300</u>	<u>\$ 737,065</u>	<u>\$ (4,235)</u>	<u>-0.57%</u>
<b>Capital Projects</b>				
Watershed Sewer Master Plan	\$ 90,000	\$ -	\$ (90,000)	-100.00%
Stormwater Drainage Improvements	231,545	-	(231,545)	-100.00%
Hampton Hall Stormwater Retrofit	84,970	-	(84,970)	-100.00%
Hampton Lakes Stormwater Retrofit	-	100,000	100,000	N/A
Wetlands Restoration	80,000	320,000	240,000	300.00%
319 Pilot Project - Phase 1	159,120	-	(159,120)	-100.00%
319 Pilot Project - Phase 2	490,000	10,000	(480,000)	-97.96%
Total Capital Projects	<u>\$ 1,135,635</u>	<u>\$ 430,000</u>	<u>\$ (705,635)</u>	<u>-62.14%</u>
Total Expenditures	<u>\$ 1,876,935</u>	<u>\$ 1,167,065</u>	<u>(709,870)</u>	<u>-37.82%</u>
<b>Other Financing Uses:</b>				
Transfers Out to General Fund	\$ 50,280	\$ 25,000	\$ (25,280)	-50.28%
Transfers Out to CIP	795,920	455,000	(340,920)	-42.83%
Total Other Financing Uses	<u>\$ 846,200</u>	<u>\$ 480,000</u>	<u>\$ (366,200)</u>	<u>-43.28%</u>
<b>Total Expenditures and Other Financing Uses</b>	<u>\$ 2,723,135</u>	<u>\$ 1,647,065</u>	<u>(1,076,070)</u>	<u>-39.52%</u>



**TOWN OF BLUFFTON  
CAPITAL IMPROVEMENTS PROGRAM FUND  
FOR THE YEAR ENDING JUNE 30, 2015**

Attachment D  
Dated: June 10, 2014

PROJECT	FY 2015 Proposed Budget	FUNDING SOURCES					Description of Other Funding
		HTAX	SWU	MIDF	Grants	Other	
<b>Pathways</b>							
General Pathways	\$ 375,000	\$ 225,000	\$ -	\$ -	\$ -	\$ 150,000	Transfer from Debt Service (TIF Bonds)
<b>Total Pathways</b>	<b>\$ 375,000</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	
<b>Sewer &amp; Water</b>							
BIS Sewer (Phase III)	\$ 300,000	\$ -	\$ 200,000	\$ 100,000		\$ -	
BIS Sewer (Phase IV)	160,000	-	55,000	5,000	100,000	-	
BIS Sewer (Phase V-VII)	150,000	-	120,000	30,000	-	-	
Jason-Able Sewer	100,000	-	80,000	20,000	-	-	
<b>Total Sewer &amp; Water</b>	<b>\$ 710,000</b>	<b>\$ -</b>	<b>\$ 455,000</b>	<b>\$ 155,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	
<b>Roadway Improvements</b>							
May River/Bruin Road Streetscape (Phase III)	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
Bluffton Parkway Phase 5B	25,000	-	-	25,000	-	-	
<b>Total Roadway Improvements</b>	<b>\$ 225,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Old Town Improvements</b>							
Calhoun Street & Adjacent Area Improvements	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Old Town Improvements</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Park Development</b>							
Parks & Recreation Improvements	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Oyster Factory Park (Next Phase)	240,000	240,000	-	-	-	-	
<b>Total Park Development</b>	<b>\$ 290,000</b>	<b>\$ 290,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Town Facilities</b>							
Buckwalter Place Tech Park Infrastructure	\$ 1,125,000	\$ -	\$ -	\$ -	\$ -	\$ 1,125,000	TBD: MCIP, Grants, Economic Development Funds, etc.
<b>Total Town Facilities</b>	<b>\$ 1,125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,125,000</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>\$ 3,925,000</b>	<b>\$ 915,000</b>	<b>\$ 455,000</b>	<b>\$ 180,000</b>	<b>\$ 100,000</b>	<b>\$ 2,275,000</b>	



TOWN OF BLUFFTON  
DEBT SERVICE FUND  
FOR THE YEAR ENDING JUNE 30, 2015

Attachment E  
Dated: June 10, 2014

Description	FY 2014 Current Budget	FY 2015 Proposed Budget	Budget \$ Change	Budget % Change
<b>Revenues and Sources</b>				
TIF District Property Tax	\$ 1,038,160	\$ 1,040,400	\$ 2,240	0.22%
Real and Personal Property Taxes (LEC BABs)	427,055	438,335	11,280	2.64%
Municipal Improvement District (MID) Fees	-	150,000	150,000	N/A
Federal Interest Rebate (LEC BABs)	106,535	105,030	(1,505)	-1.41%
Interest Income	600	175	(425)	-70.83%
Prior Year Fund Balance	370,000	-	(370,000)	-100.00%
<b>Total Revenues and Sources</b>	<b><u>\$ 1,942,350</u></b>	<b><u>\$ 1,733,940</u></b>	<b><u>\$ (208,410)</u></b>	<b><u>-10.73%</u></b>
<b>Expenditures and Uses</b>				
Series 2010 TIF Bonds Debt Service				
Principal	\$ 670,000	\$ 690,000	\$ 20,000	2.99%
Interest	329,185	307,360	(21,825)	-6.63%
Series 2010 GO Build America Bonds Debt Service				
Principal	200,000	210,000	10,000	5.00%
Interest	333,390	328,690	(4,700)	-1.41%
Other	1,000	500	(500)	-50.00%
Transfers to CIP	370,000	150,000	(220,000)	-59.46%
Fund Balance Reserve	38,775	47,390	8,615	22.22%
<b>Total Expenditures and Uses</b>	<b><u>\$ 1,942,350</u></b>	<b><u>\$ 1,733,940</u></b>	<b><u>\$ (208,410)</u></b>	<b><u>-10.73%</u></b>

## Master Fee Schedule – FY 2015

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 2015

## 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 Sign Production &amp; Installation</b>		
	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	\$ 42.50
<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 2015

## 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	\$ 100.00	812210
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	
20-B	Bootblack/Shoeshine Stands (Not in connection with Barbershops): Gross Income Not Exceeding \$2,000.00	\$ 10.00	812990
	Each Additional \$1,000.00 or Fraction Thereof	\$ 4.00	

# Master Fee Schedule – FY 2015

## 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):		711190
	Per Week with Location Approved by Council and Chief of Police	\$ 400.00	
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 2015

### 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
Additional Notes:		
<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 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>		

#### DuBois Park

Fifty percent (50%) of the above listed rates for the Rotary Community Center will apply to reservations.

### 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 2015

## 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 – FY2015

## 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 remarketing/rechecking of single family plans. Commercial remarketing/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 – FY2015

## 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 – FY2015

### 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 – FY2015

### 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) Multi Family Commercial Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: New Riverside Boat Ramp Fee (per dwelling units)	    Each Each	 Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement  \$900.00 \$25.00
<b>Village at Verdier Plantation</b> Single Family Residential (SFR) < 1,800 sq. ft. SFR 1,801 – 2,400 sq. ft. SFR 2,401 – 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Boat Ramp Fee (per dwelling units)	        Each	 Fee Per Development Agreement Fee Per Development Agreement \$25.00
<b>Garvey Preserve</b> Dwelling Unit Non-Residential Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: Garvey Preserve Boat Ramp Fee (per dwelling units) School Improvement Fee (per dwelling units) School Improvement Fee (Commercial use per sq. foot)	   Each Each Each Each	 Fee Per Development Agreement Fee Per Development Agreement  \$900.00 \$225.00 \$6,000.00 \$2.50/sq. ft.
Additional Notes:		
<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 – FY2015

## 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>		