

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2015-14
FISCAL YEAR 2016 BUDGET**

TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016; 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 \$29,143,795 consisting of the General Fund budget of \$14,139,330; the Stormwater Fund of \$3,175,870; the Capital Improvements Program Fund of \$9,882,000; and the Debt Service Fund of \$1,946,595.

SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.

A tax to cover the period from July 1, 2015, through June 30, 2016, 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 2016 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 2016 appropriations.

Fiscal Year 2015 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 2016, this amount is established at \$2,120,900.

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 2016, this amount is established at \$553,000.

SECTION 9. COMPENSATION OF COUNCILMEMBERS.

The mayor and town councilmembers shall be allowed to participate in the town's health insurance program. The town reserves the right to change or modify its health insurance program from time to time, and continue coverage as is available under the health insurance program as modified from time to time. A former councilmember's election to continue coverage under the town's health insurance program must be made at the time the member leaves office, when the member is first eligible to elect continued health insurance coverage. If the member fails to elect to

continue coverage under the town's health insurance program at the time the member is first eligible, the former member may not later elect to participate. Also, if the former member elects to participate in the town's health insurance program after leaving office and later stops participating or the coverage ceases due to the member's failure to pay the required premiums, the member shall not be allowed to rejoin or re-elect health insurance coverage under the town's program. The mayor and town councilmembers shall be responsible for 100 percent of any spouse or dependent coverage for health insurance.

Pursuant to S.C. Code 1976, 5-7-170, this compensation change shall not go into effect until the commencement date of the terms of two or more members of town council elected at the next general election following the adoption of this section.

The annual salaries of mayor and councilmembers remain for the mayor, \$15,000, and for councilmembers, \$10,000, and participation in the retirement plan.

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.

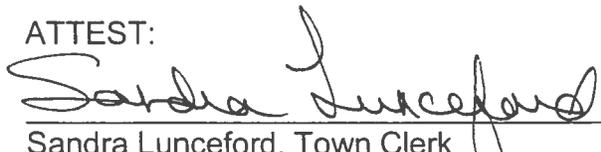
SECTION 11. EFFECTIVE DATE.

This Ordinance shall be effective on July 1, 2015.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS NINTH DAY OF JUNE, 2015.



Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:


Sandra Lunceford, Town Clerk
Town of Bluffton, South Carolina

First Reading: May 12, 2015
Second and Final Reading: June 9, 2015



**TOWN OF BLUFFTON
GENERAL FUND REVENUES
FOR THE YEAR ENDING JUNE 30, 2016**

Attachment A
Dated: June 9, 2015

	FY 2015 Current Budget	FY 2016 Proposed Budget	Budget \$ Change	Budget % Change
Revenues				
Property Taxes	\$ 4,136,700	\$ 4,600,000	\$ 463,300	11.20%
Licenses & Permits				
Business Licenses	\$ 1,336,900	\$ 1,570,000	\$ 233,100	17.44%
MASC Telecommunications	105,000	107,000	2,000	1.90%
MASC Insurance Tax Collection	1,327,400	1,353,000	25,600	1.93%
Franchise Fees (electric, gas, water, telephone, cable)	1,657,115	1,896,700	239,585	14.46%
Building Safety Permits	1,002,575	1,317,520	314,945	31.41%
Application Fees	55,000	55,000	-	0.00%
Administrative Fees	44,000	44,000	-	0.00%
Total Licenses & Permits	<u>\$ 5,527,990</u>	<u>\$ 6,343,220</u>	<u>\$ 815,230</u>	<u>14.75%</u>
Intergovernmental				
State Shared Revenues				
Local Government Fund	\$ 278,145	\$ 278,145	\$ -	0.00%
Federal Grants	132,620	-	(132,620)	-100.00%
Total State Shared Revenues	<u>\$ 410,765</u>	<u>\$ 278,145</u>	<u>\$ (132,620)</u>	<u>-32.29%</u>
Other Local Governments				
School Crossing Guards	\$ 55,100	\$ 64,750	\$ 9,650	17.51%
School Resource Officers	167,265	214,500	47,235	28.24%
Total Other Local Governments	<u>\$ 222,365</u>	<u>\$ 279,250</u>	<u>\$ 56,885</u>	<u>25.58%</u>
Total Intergovernmental	<u>\$ 633,130</u>	<u>\$ 557,395</u>	<u>\$ (75,735)</u>	<u>-11.96%</u>
Service Revenues				
Contract Police Services	\$ 60,000	\$ 60,000	\$ -	0.00%
Impact Fee Collection Fee	27,000	36,000	9,000	33.33%
Development Fees	440,000	647,800	207,800	47.23%
Total Sales and Service	<u>\$ 527,000</u>	<u>\$ 743,800</u>	<u>\$ 216,800</u>	<u>41.14%</u>
Fines & Fees				
Municipal Court	\$ 150,000	\$ 225,000	\$ 75,000	50.00%
Victims Assistance	20,000	30,000	10,000	50.00%
Total Fees and Fines	<u>\$ 170,000</u>	<u>\$ 255,000</u>	<u>\$ 85,000</u>	<u>50.00%</u>
Miscellaneous Revenues				
Rental Income	\$ 24,700	\$ 25,500	\$ 800	3.24%
Interest Income	3,200	5,000	1,800	56.25%
Other Revenue	50,000	52,000	2,000	4.00%
Total Miscellaneous	<u>\$ 77,900</u>	<u>\$ 82,500</u>	<u>\$ 4,600</u>	<u>5.91%</u>
Total Revenues	<u>\$ 11,072,720</u>	<u>\$ 12,581,915</u>	<u>\$ 1,509,195</u>	<u>13.63%</u>
Other Financing Sources				
Proceeds from Capital Leases	<u>\$ 587,646</u>	<u>\$ 521,520</u>	<u>\$ (66,126)</u>	<u>-11.25%</u>
Transfers in From:				
State Accommodations Tax	\$ 37,150	\$ 38,265	\$ 1,115	3.00%
Hospitality Tax	500,000	500,000	-	0.00%
Stormwater Utility Fees	25,000	25,000	-	0.00%
Prior Year Fund Balance	462,294	472,630	10,336	2.24%
Total Transfers	<u>\$ 1,024,444</u>	<u>\$ 1,035,895</u>	<u>\$ 11,451</u>	<u>1.12%</u>
Total Other Financing Sources	<u>\$ 1,612,090</u>	<u>\$ 1,557,415</u>	<u>\$ (54,675)</u>	<u>-3.39%</u>
Total Revenues and Other Financing Sources	<u>\$ 12,684,810</u>	<u>\$ 14,139,330</u>	<u>\$ 1,454,520</u>	<u>11.47%</u>



**TOWN OF BLUFFTON
GENERAL FUND EXPENDITURES
FOR THE YEAR ENDING JUNE 30, 2016**

Attachment B
Dated: June 9, 2015

	FY 2015 Current Budget	FY 2016 Proposed Budget	Budget \$ Change	Budget % Change
Expenditures				
Town Council	\$ 123,750	\$ 138,485	\$ 14,735	11.91%
Executive	801,640	753,140	(48,500)	-6.05%
Economic Development	255,278	191,770	(63,508)	-24.88%
Human Resources	236,330	342,405	106,075	44.88%
Police	4,921,095	5,744,424	823,329	16.73%
Municipal Judges	48,670	48,895	225	0.46%
Municipal Court	236,500	254,015	17,515	7.41%
Finance	679,385	775,645	96,260	14.17%
Information Technology	734,795	768,210	33,415	4.55%
Customer Service	356,630	448,685	92,055	25.81%
Planning & Community Development	587,347	1,053,873	466,526	79.43%
Building Safety	984,930	682,676	(302,254)	-30.69%
Project Management	532,645	491,052	(41,593)	-7.81%
Public Works	1,103,665	1,087,320	(16,345)	-1.48%
Non-Departmental (Townwide)	1,082,150	1,358,735	276,585	25.56%
Total Expenditures	<u>\$ 12,684,810</u>	<u>\$ 14,139,330</u>	<u>\$ 1,454,520</u>	<u>11.47%</u>



**TOWN OF BLUFFTON
STORMWATER FUND
FOR THE YEAR ENDING JUNE 30, 2016**

Attachment C
Dated: June 9, 2015

	FY 2015 Current Budget	FY 2016 Proposed Budget	Budget \$ Change	Budget % Change
Revenues				
Stormwater Utility Fees	\$ 1,090,800	\$ 1,200,000	\$ 109,200	10.01%
Grant Income	290,000	540,000	250,000	86.21%
Interest Income	500	175	(325)	-65.00%
Transfers In Prior Year Fund Balance	1,826,717	1,435,695	(391,022)	-21.41%
Total Revenues	\$ 3,208,017	\$ 3,175,870	\$ (32,147)	-1.00%
Expenditures				
Personnel (Salaries & Benefits)				
Stormwater Management Department	\$ 475,155	\$ 490,695	\$ 15,540	3.27%
Public Works Department	25,000	25,000	-	0.00%
Total Personnel	\$ 500,155	\$ 515,695	\$ 15,540	3.11%
Operating Costs	261,910	261,250	(660)	-0.25%
Total Personnel and Operating	\$ 762,065	\$ 776,945	\$ 14,880	1.95%
Capital Projects				
319 Grant Pilot Project	\$ 47,284	\$ -	\$ (47,284)	-100.00%
Hampton Hall Stormwater Retrofit	84,970		(84,970)	-100.00%
Wetlands Restoration	399,915	85,000	(314,915)	-78.75%
319 Grant Phase 2	499,973	428,925	(71,048)	-14.21%
Hampton Lakes Stormwater Retrofit	100,000	310,000	210,000	210.00%
SWU Management Plan Update		50,000	50,000	N/A
Transfers Out to CIP	1,313,810	1,525,000	211,190	16.07%
Total Capital Projects	\$ 2,445,952	\$ 2,398,925	\$ (47,027)	-1.92%
Total Expenditures	\$ 3,208,017	\$ 3,175,870	\$ (32,147)	-1.00%



TOWN OF BLUFFTON
CAPITAL IMPROVEMENTS PROGRAM FUND
FOR THE YEAR ENDING JUNE 30, 2016

Attachment D
Dated: June 9, 2015

FUNDING SOURCES								
CIP Projects	TOWN GOALS	Proposed FY 2016 Budget	Hospitality Tax	SWU	MIDF	Grants	Other	Description of Other Funding
Pathways								
General Pathways	1	25,000	25,000					
Goethe/Shults	1	425,000	275,000				150,000	TIF funds dst
Total Pathways		\$ 450,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 150,000	
Sewer & Water								
Buck Island-Simmons ville Sewer: Phase III	3 & 5	1,337,000		525,000	334,500	477,500		
Buck Island-Simmons ville Sewer: Phase IV	3 & 5	800,000		455,000	25,000	320,000		
Buck Island-Simmons ville Sewer: Phase 5 A-C	3 & 5	75,000		45,000	30,000			
Jason-Able Sewer	3 & 5	1,000,000		300,000			700,000	State Revolving Loan 1%
Total Sewer & Water		\$ 3,212,000	\$ -	\$ 1,325,000	\$ 389,500	\$ 797,500	\$ 700,000	
Roadway Improvements								
May River Road Streetscape: Final Phase	1 & 5	1,534,000	934,000	200,000		400,000		
Bluffton Parkway: Phase 5B	1 & 5	5,500			5,500			
Total Roadway Improvements		\$ 1,539,500	\$ 934,000	\$ 200,000	\$ 5,500	\$ 400,000		
Old Town Improvements								
Calhoun Street & Adjacent Area Improvements	1 & 5	237,500	237,500					
Old Town Lighting & Street Signs	1 & 5	15,000	15,000					
Total Old Town Improvements		\$ 252,500	\$ 252,500	\$ -	\$ -	\$ -	\$ -	
Park Development								
Parks & Recreation Improvements								
Oyster Factory Park: Next Phase	1 & 5	878,000	408,000			300,000	170,000	LATA& Boat Ramp
Total Park Development		\$ 928,000	\$ 458,000	\$ -	\$ -	\$ 300,000	\$ 170,000	
Town Facilities								
Buckwalter Place Multi-County Commerce Park	5	2,000,000					2,000,000	MCIP, Grants, TBD
Town Hall Redevelopment	5	500,000					500,000	TBD
Total Town Facilities		\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	
Land Acquisition								
Land Acquisition	5	1,000,000					1,000,000	TBD
Total Land Acquisition		\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Grand Total		\$ 9,882,000	\$ 1,944,500	\$ 1,525,000	\$ 395,000	\$ 1,497,500	\$ 4,520,000	



**TOWN OF BLUFFTON
DEBT SERVICE FUND
FOR THE YEAR ENDING JUNE 30, 2016**

Attachmnet E
Date: June 9, 2015

	FY 2015 Current Budget	FY 2016 Proposed Budget	Budget \$ Change	Budget % Change
Revenues and Sources				
TIF District Property Tax	\$ 1,040,400	\$ 1,195,500	\$ 155,100	14.91%
Real and Personal Property Taxes (LEC BABs)	438,335	495,500	57,165	13.04%
Federal Interest Rebate (LEC GO BABs)	105,030	103,195	(1,835)	-1.75%
Municipal Improvement District (MID) Fees	150,000	152,175	2,175	1.45%
Interest Income	175	225	50	28.57%
Total Revenues	<u>\$ 1,733,940</u>	<u>\$ 1,946,595</u>	<u>\$ 212,655</u>	<u>12.26%</u>
Expenditures				
Series 2014 TIF Bonds Debt Service				
Principal	\$ 690,000	\$ 711,000	\$ 21,000	3.04%
Interest	307,360	221,042	(86,318)	-28.08%
Series 2010 GO Build America Bonds Debt Service				
Principal	210,000	215,000	5,000	2.38%
Interest	328,690	322,495	(6,195)	-1.88%
Other	-	500	500	N/A
Transfers to Capital Improvement Program	150,000	150,000	-	0.00%
Fund Balance Reserve	47,890	326,558	278,668	581.89%
Total Expenditures	<u>\$ 1,733,940</u>	<u>\$ 1,946,595</u>	<u>\$ 212,655</u>	<u>12.26%</u>

Master Fee Schedule – FY2016

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 – FY2016

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		
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
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
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
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 – FY2016

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 – FY2016

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	

Master Fee Schedule – FY2016

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
Additional Notes: <ul style="list-style-type: none"> • The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. • All fees will be collected at the Customer Service Center at Town Hall 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. 		

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		
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 – FY2016

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 – FY2016

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
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 – FY2016

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 – FY2016

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 – FY2016

Section VI – Growth Management Fees Continued

Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
Schultz Tract, New Riverside, Palmetto Bluff 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
Village at Verdier Plantation 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
Garvey Preserve 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"> Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Master Fee Schedule – FY2016

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>		