



# Town of Bluffton, South Carolina

## PROPOSED CONSOLIDATED MUNICIPAL BUDGET

For the Fiscal Year Ended June 30, 2024



**bluffton**  
HEART OF THE LOWCOUNTRY™

[www.TownofBluffton.sc.gov](http://www.TownofBluffton.sc.gov)



Town of Bluffton, South Carolina  
Consolidated Municipal Budget  
Fiscal Year  
July 1, 2023 through June 30, 2024

Elected Officials

Mayor - The Honorable Lisa Sulka

Council Members:

Mayor Pro Tempore – Larry Toomer

Fred Hamilton

Bridgette Frazier

Dan Wood

Appointed Officials

Stephen Steese – Town Manager

Terry A. Finger – Town Attorney

Honorable Clifford Bush III, Chief Municipal Court Judge

Senior Management

Chris Forster

Heather Colin

Marcia Hunter

Joseph Babkiewicz

Anni Evans

Derrick Coaxum

Lisa Cunningham

Kevin Icard

Kim Jones

Natalie Majorkiewicz

David Nelems

Tracye Stormer

Assistant Town Manager

Assistant Town Manager

Town Clerk

Chief of Police

Director of Human Resources

Director of Public Services

Clerk of Court

Director of Growth Management

Director of Projects and Watershed Resilience

Assistant Director of Finance

CEO, Don Ryan Center for Innovation

Chief Technology Officer

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## **Town of Bluffton Overview**

The Town of Bluffton is located in Beaufort County, a southern coastal county in South Carolina. It is situated on a high bluff overlooking the May River, a pristine waterway that has strongly contributed to the Town's history, industry and recreational opportunities. Bluffton is located just 12 miles west of Hilton Head Island, SC and approximately 20 miles northeast of Savannah, GA.

The Town of Bluffton, established in 1825, was approximately one square mile when originally incorporated in 1852 as a summer coastal retreat. The town is rich with historical significance. The Calhoun Street Steamboat landing served as a stopover for travelers making their way between Savannah, Beaufort and Charleston. During General Tecumseh Sherman's infamous March to the Sea, the Town of Bluffton was burned by the Union Army in June of 1863. Prior to the Civil War, there were 60 brick and mortar buildings in the town. After the war, there stood only two churches and 15 residences. In 1996, Old Town Bluffton was granted National Historical Designation with 54 contributing structures.

After a series of annexations, which began in 1987, the Town of Bluffton is now 54 square miles and has seen the population increase from 738 to over 32,000 today. While the population numbers still classify Bluffton as a small town, in terms of police and planning purposes, the town serves a daily population of 50,000 to 60,000 when tourists and visitors to the town are included.

Most of Bluffton's 54 square miles is already master planned. Ninety-two percent of Bluffton is covered by development agreements, though it is only about a 56% built-out. This means that the town must plan to continue to facilitate steady growth for the foreseeable future.

## **Strategic Plan Summary**

A Mayor and Council Strategic Planning Workshop was held in November 2022. The workshop identified planning objectives and actions that provide policy guidance in managing and directing the application of Town resources into a list of Strategic Plan Focus Areas. These focus areas are designed to keep the organization's priorities from getting distracted by what may appear to be competing opportunities. This strategic focus will drive policy decisions and priorities for the town. The Town of Bluffton's Strategic Focus Areas are:

1. Affordable and/or Workforce Housing
2. Community Quality of Life
3. Economic Growth
4. Fiscal Sustainability
5. Infrastructure
6. May River and Surrounding Rivers and Watersheds, and
7. Town Organization

**Bluffton's Vision statement** reflects a welcoming and inclusive community, committed to retaining its historic nature, livable neighborhoods, active lifestyle and respect for the May River. Town Council and Town Staff are committed to work together to create a great community now and one that is also sustainable for the generations to come.

**Bluffton's Mission statement** reflects its commitment to people and processes by:

1. Providing excellent services by continuously looking for improvements in services using best practices.
2. Providing award winning fiscal management services to our citizens.
3. Providing exceptional customer service that is focused on solutions and meeting the needs of our citizens.
4. Providing meaningful public engagement opportunities for our community.
5. Providing a work environment committed to teamwork, communication, transparency, ethical behavior and progressive compensation to help employees reach their full potential.
6. Providing and using performance measures to determine if our services are getting the intended results.

## **Why Does the Town Prepare a Budget?**

1. Establishes priorities to determine how resources will be allocated among the Town's programs and services.
2. Identifies the costs of providing programs and services.
3. Establishes the amount of revenue projected to be available, and subsequently sets limitations on the amount of expenditures that can be supported.
4. Aligns allocated funding with Strategic Plan Action Agenda priorities established by Town Council.
5. Provides budgetary targets to compare with actual revenues and expenditures throughout the year.

The State of South Carolina requires Town Council to adopt an annual balanced budget ordinance prior to July 1. The Town's annual budget is developed in conjunction with feedback from citizens, various boards and commissions including the Town's Planning Commission, the Mayor and Council, the Town Manager, and each department within the Town. Town Council adopts the budget via two readings of the Consolidated Budget Ordinance as well as a public hearing. The first reading is held in May, and the second reading and associated public hearing is held in June. Town Council also holds two budget workshops to review projected revenues, expenditure requests, programs, services, and capital projects.

## Area Map

*Where is  
Bluffton?*



## Town of Bluffton at a Glance

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After a series of annexations, which began in 1987, the Town of Bluffton is now 54 square miles and has seen the population increase from 738 to well over 27,000 today. While the population numbers still classify Bluffton as a small town, in terms of police and planning purposes, the town serves a daily population of 40,000 to 50,000 when tourists and visitors to the town are included.

Most of Bluffton's 54 square miles is already master planned. Ninety-two percent (92%) of Bluffton is covered by development agreements, though it is only about 52% built-out. This means that the town must plan to continue to facilitate steady growth for the foreseeable future.

### Recent Awards and Recognitions:

- **#1 "Safest City" in South Carolina** *Safety.com, December 2020*
- **#2 "Safest Places to Live in South Carolina"** *Money, Inc, August 2020*
- **#4 "Safest City" in South Carolina** *Safewise, May 2020*
- **#2 "Safest City" in South Carolina** *National Council for Home Safety & Security, March 2020 and SafeWise in 2022.*
- **#1 "Safest City" in South Carolina** *The Home Security Advisor, 2019*
- **#4 "Safest City" in South Carolina** *HomeSnacks, 2019*
- **#8 The South's Best Small Towns** *Southern Living Magazine, April 2019*
- **2020 Citation Award for Adaptive Reuse and Preservation, The Garvin-Garvey House Rehabilitation Project** *South Carolina chapter of the American Institute of Architects (ALASC), November 2020*
- **2018 Preserving Our Places in History award, The Garvin-Garvey House Rehabilitation Project** *South Carolina African American Heritage Commission, April 2019*
- **2019 Municipal Achievement Award 10,001-20,000 Two Streetscapes, One Historic District: Two Streetscape Projects Unify Bluffton's Historic District Providing Walkability & Connectivity,** *Municipal Association of South Carolina (MASC), July 2019*
- **2022 Municipal Achievement Award, Public Service Category Mental Health & Wellness Program**

## Town of Bluffton at a Glance (Continued)

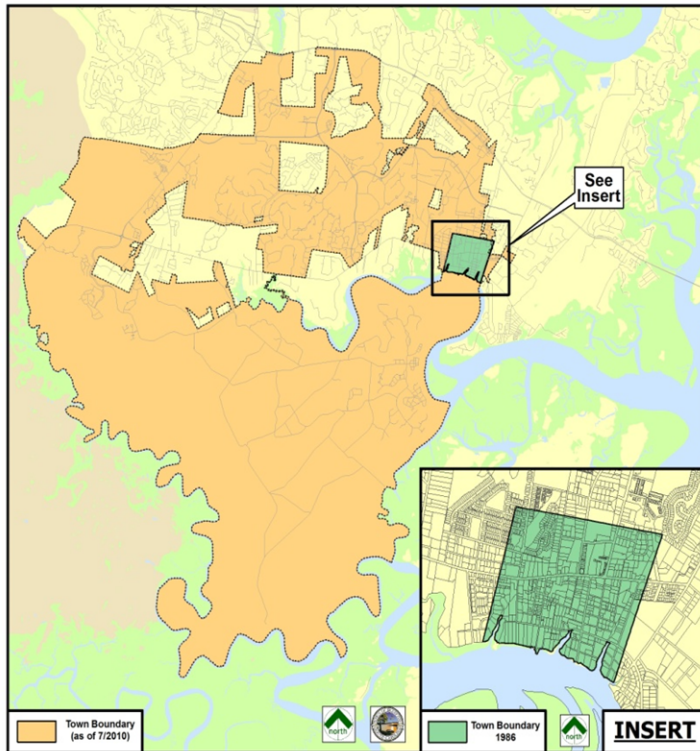
### Recent Awards and Recognitions (continued):

- **2022 Excellence in Government Finance** *Government Finance Officers Association of the United States and Canada* the Town's Establishing a New Fund Balance and Capital Asset Reserve Policy
- **Distinguished Budget Presentation Award** *Government Finance Officers Association of the United States and Canada, every year since 2011.*
- **Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report** *Government Finance Officers Association of the United States and Canada, every year since 2008.*
- **Award for Outstanding Achievement in Popular Annual Financial Reporting** *Government Finance Officers Association of the United States and Canada, every year since 2011.*
- **Triple Crown Winner** *Government Finance Officers Association of the United States and Canada, only 317 governments received the award in 2022.*

Bluffton is also home to Palmetto Bluff, a 19,271-acre world-renowned residential community and resort, which consistently receives top awards and accolades. Palmetto Bluff celebrated its grand debut of Montage Palmetto Bluff in August 2016. Montage Palmetto Bluff is AAA 5-diamond resort with 200 rooms, 6 dining locations, 13,000 square foot spa, and many other resort amenities. Below is a list of awards and accolades for this award-winning resort:

- **Five Diamond Hotel** *AAA Five-Diamond Awards, 2023*
- **Four Diamond Restaurant, River House** *AAA Five-Diamond Awards, 2023*
- **Most Luxurious Accommodations North America** *AAA Five-Diamond Awards, 2021, 2017, 2016, 2015, 2014, 2013 and 2012*
- **Five Star Hotel** *Forbes Five-Star Awards, 2023*
- **Five Star Spa** *Forbes Five-Star Awards, 2023*
- **Best Golf Resorts in The Carolinas** *Golf Digest, Editors' Choice Best Resorts | The Americas, 2022 and 2017*
- **The Best New Hotels in the World** *Travel & Leisure, World's Best Awards, 2019 and 2017*
- **The Best Hotels and Resorts in the U.S. and Canada** *Conde Nast Traveler Gold List, 2022 and 2020*
- **Best Hotels in the USA** *U.S. News and World Report, 2023, 2021, 2020 and 2018*
- **#1 Top 20 Resorts in the South** *Conde Nast Traveler Readers' Choice Awards, 2022*
- **#10 Top 20 Best Resorts in the World, USA** *Conde Nast Traveler Readers' Choice Awards, 2022*
- **Top 10 South Carolina Resort Hotels** *Travel & Leisure, World's Best Awards, 2022, 2021, 2020, and 2017*

## Town of Bluffton at a Glance (Continued)



Bluffton expanded its territory by more than 32,000 acres primarily through annexation of four tracts of undeveloped land (Palmetto Bluff, Shults tract, Buckwalter tract, and Jones tract). Coupled with the Buck Island/Simmons ville area annexation and several auxiliary annexations (Bluffton Village, Village at Verdier, Shultz-Goethe Road Area, and Willow Run). ***The Town of Bluffton is now approximately 54 square miles in area, becoming the fifth largest town in South Carolina by land area.*** These annexations have created a challenge for government officials and citizens to preserve the Town's rich historical heritage, high quality of life, and unique coastal culture.

### Government Profile

The Town operates under the council-manager form of government. Policy-making and legislative authority are vested in a governing council (Council) consisting of a mayor and four (4) other members. Members of Council are elected for a term of four (4) years. Council is primarily responsible for setting policies, passing ordinances, adopting the budget, appointing committees, and hiring the Town's manager, municipal judges, and attorney. The Town Manager, acting as chief executive officer, carries out the policies and ordinances of the Council, oversees the day-to-day operations of the Town, appoints the heads of various departments, and manages Town staff members.

The Town is empowered to levy a property tax on both real and personal property located within its boundaries. The Town also has the power by statute to extend its corporate limits by voluntary annexation as deemed appropriate by Council.

### Local Economy

The Town has responded to its anticipated growth by collecting fees from developers to shield existing residents from the costs associated with growth. The budgeted amount for FY 2024 is \$508,343.

## Town of Bluffton at a Glance (Continued)

### Local Economy (continued)

In 2005, the Town began construction of the May River Technical Park (Tech Park) in Buckwalter Place. The vision was to have an integrated mixed-use, technology-based business center near the intersections of the new Bluffton and Buckwalter Parkways for easy access both from its residents and visitors.

In June of 2006, the Town entered into a building construction and operating agreement with eviCore National (the nation's leading health insurance benefits organization) for the construction of an office building containing up to 49,000 square feet in the Tech Park, allowing eviCore to expand its presence in South Carolina. eviCore, a medical diagnostic imaging company, is a provider of healthcare specialty benefits management solutions to America's health plans. The construction of this building and the Tech Park project was completed in June of 2008. In 2010, construction of a second two-story building, serving as National Headquarters for eviCore and encompassing approximately 35,000 additional square feet, was completed. To date, more than 500 jobs have been created.



In November of 2015, Town of Bluffton Mayor Lisa Sulka announced the signing of a public-private partnership agreement between the Town of Bluffton, the Bluffton Public Development Corporation, and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial) that will further develop Buckwalter Place Commerce Park (previously Tech Park). The agreement provides for continued public infrastructure investment supportive of this multi-county commerce park.

The Town, along with Beaufort County and Jasper County, have formed a multi-county industrial park and entered into a public-private development contract with plans to develop a multi-use property, including a Kroger grocery store as the anchor surrounded by general commercial, retail and office space, and a culinary institute. The Kroger store opened in May 2019 with additional stores to open in the following year to include a community and Veteran's park.

Investing in projects such as this will continue to strengthen the Town's economy and maintain a favorable employment rate. Buckwalter Place is in close proximity to everything and has something to offer all.

## Town of Bluffton at a Glance (Continued)

### Local Economy (continued)

*The Don Ryan Center for Innovation (DRCI)* was established in mid-2012 as a 501(c)(3). The corporation's mission is to function as a business incubator to grow Bluffton's and the surrounding region's economic base by helping innovative start-up or early-stage companies. The organization expanded into partnerships with Beaufort County Schools, USCB, TCL, SCAD and the City of Beaufort to promote and support innovation and entrepreneurship for the purposes of economic development.



The Bluffton Public Development Corporation (BPDC) was established as a 501(c)(3) in late 2012 by Town leaders to pursue economic development within the Town. The corporation's mission is to accept, buy, sell, develop, mortgage, and transfer real and personal property including development rights. Its two other objectives are to assist in the town's economic development and undertake activities designed to promote and support the May River and other watershed cleanup efforts of the town.

Both organizations have matured and evolved to reflect the needs of the Town and the region. Since both work in the realm of economic development, Town Council has authorized the merger of these entities by adoption of a resolution on December 13, 2016 into a single entity known as the Don Ryan Center for Innovation, Inc. Contact Don Ryan Center for Innovation <https://www.donryancenter.com> to discover how we can help you make a difference.

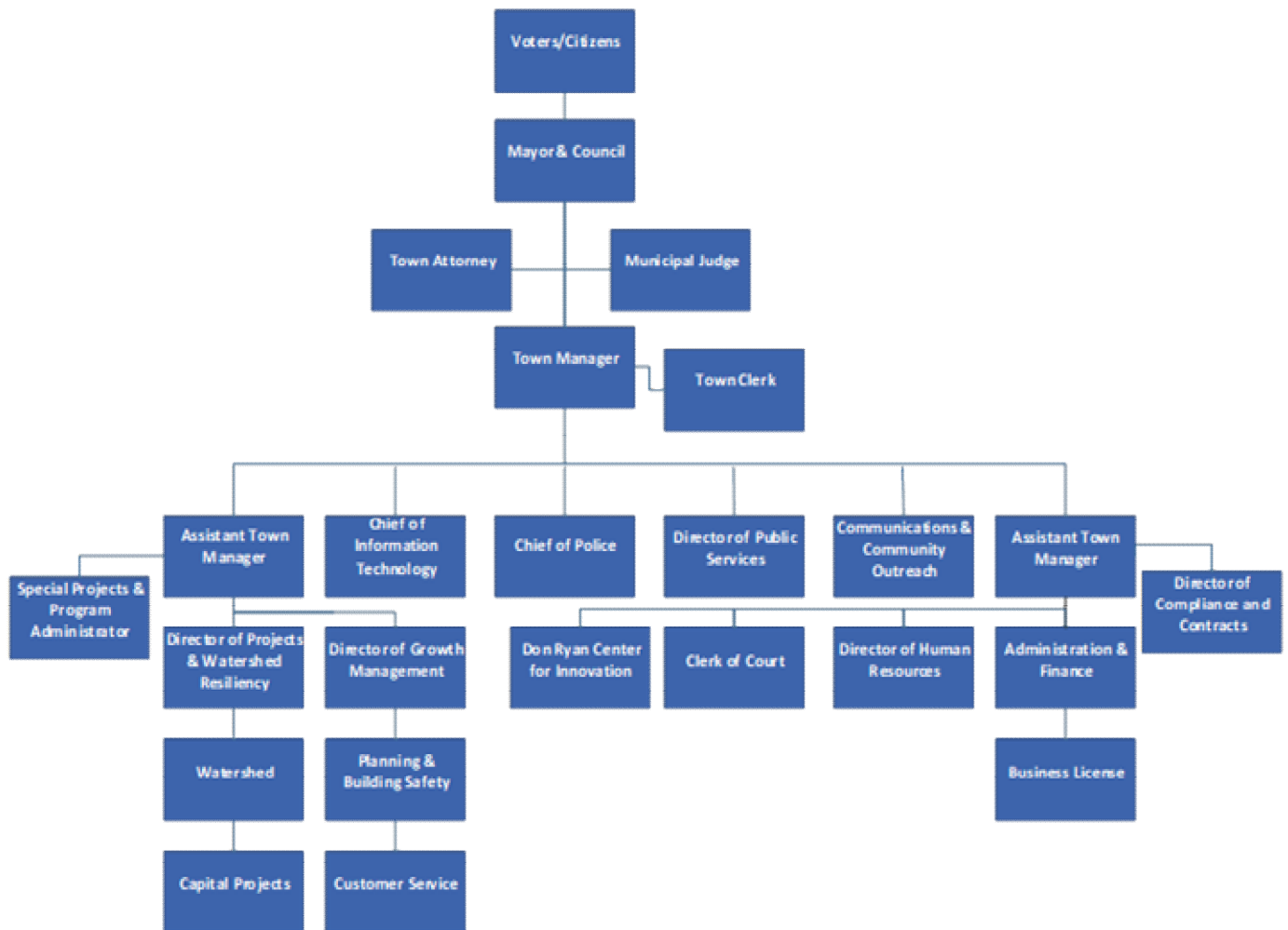
In FY 2020, the DRCI moved into a new space, "The Hub," to serve as a catalyst for creativity, focus, and connection. More than just a place to work, this is a place to find community. Good things happen when people innovate together. The HUB at Buckwalter Place Commerce Park is the premier, knowledge-based center for innovation and economic development in Beaufort County. This groundbreaking facility is much more than a building, but an innovation in regional economic development offering:

1. Business Incubation
2. Business Retention
3. Business Expansion
4. Business Recruitment
5. Workforce & Entrepreneurism Partnerships

#### The DRCI Strategic Plan Initiatives for FY 2024

1. Entrepreneurism
2. Marketing Education and Outreach
3. Enhanced Alignment with Regional and State Economic Development Partners

## Organizational Chart



## Budget Highlights

The adopted budget, totaling \$77,814,253, keeps the Town healthy financially while still moving forward through program enhancements and a robust capital projects schedule with realistic revenue projections and an operating budget that advances key initiatives.

- ✓ Exceeds all essential levels of fund balance reserves for a healthy financial position
- ✓ Aa1 Bond Rating – Moody's and AA+ Bond Rating – Standard and Poor's
- ✓ Capital Projects Diversified Throughout Bluffton Neighborhoods
- ✓ May River Watershed Action Plan and Municipal Separate Storm Sewer System (MS4) Program Implementation
- ✓ Supports existing Community Policing, Planning and Community Development, Economic Development, and Other Programs
- ✓ Includes 2% cost of living and 2% midyear merit increase for employees
- ✓ Supports staffing changes described on page 18
- ✓ Includes State Retirement and Health Benefit cost increases

The Council priority programs for FY2024 include Affordable Housing, through a committee formed in FY2020 and is funded in the amount of \$290,000 in the General Fund to assist income-qualified residents with minor home repairs, as well as property maintenance, to include abatement of unsafe structures, property clean-up and septic repair, and dangerous tree removal. In the Capital Improvement Project Fund, there is \$1,708,672 budgeted to assist in the development of workforce and/or affordable housing.

Other initiatives include funding for the Historic Preservation Program, enhanced employee programs that include both a cost of living and mid-year merit increases, health and wellness opportunities, community and civic outreach through increased events, and a robust police retention and recruitment program.

The adopted budget invests in civic space, Town facilities, and environmental initiatives. Nearly \$28.8 million of capital projects are in the FY2024 proposed budget. These projects include significant investment planned in public infrastructure in parks improvements with the largest at the New Riverside Barn Park through the 2022 TIF Bond. Additionally, multiple projects are planned with a focus on sewer and watershed protection.

## Property Tax Overview

### Estimated 2023 Beaufort County Tax Bill<sup>(1)</sup> for Average Bluffton Home Appraised Value

Home Appraised Value	\$	299,700	\$	299,700
Resident Assessed Value		4%		6%

610 Town of Bluffton	Millage	Property Tax & Fees	Property Tax & Fees
County Operations	53.9	\$ 646.15	\$ 969.23
County Debt	5.6	67.13	100.70
County Purchase Prop	5.3	63.54	95.30
*School Operations	121.6	-	2,186.61
School Debt	36.3	435.16	652.75
Bluffton Fire District	25.7	308.09	462.14
Town of Bluffton Operations	36.8 <sup>(1)</sup>	441.16	661.74
Town of Bluffton Debt	1.7 <sup>(1)</sup>	20.38	30.57
Stormwater (SW) Municipal District Fee		115.00	115.00
Stormwater (SW) County Fee		24.67	24.67
Total	248.4	\$ 2,121.29	\$ 5,298.71

\*School Operations applicable to nonresidents and commercial taxpayers.

<sup>(1)</sup>Pending 2023 Reassessment Rollback Calculation

\$299,700 averaged appraised home value from FY 2022 PAFR statistic

## FY 2024 Consolidated Budget Summary

### FY 2024 Proposed Consolidated Budget by Fund



Fund	FY 2023 Revised Budget	FY 2024 Proposed Budget	% Change	% of Budget
General Fund	\$ 26,892,012	\$ 29,276,059	8.9%	37.6%
Hospitality Tax Fund	-	7,467,056	100.0%	9.6%
Local Accommodations Tax Fund	-	1,597,500	100.0%	2.1%
Stormwater Fund	2,863,979	3,201,112	11.8%	4.1%
Debt Service Fund	7,377,348	7,492,905	1.6%	9.6%
Capital Improvement Program Fund	36,176,311	28,779,621	-20.4%	37.0%
<b>Total Consolidated Budget</b>	<b>\$ 73,309,650</b>	<b>\$ 77,814,253</b>	<b>6.1%</b>	<b>100.0%</b>

## Fund Types

### General Fund

The Town's primary operating fund and is used to account for all Town financial resources except those to be accounted for in another fund. Principal sources of revenue are property taxes and licenses and permit fees.

### Hospitality Tax Fund

Accounts for the local hospitality taxes collected by the Town for use in tourism-related expenditures and related Capital Improvements Projects. The tax is equal to two percent (2%) on the gross sales of prepared meals and beverages.

### Local Accommodations Tax Fund

Accounts for the local accommodation taxes collected by the Town for use in tourism-related expenditures and related Capital Improvements Projects. The tax is equal to three percent (3%) on the gross proceeds derived from the rental or charges for sleeping accommodations.

## **Fund Types (Continued)**

### **Stormwater Fund**

Accounts for and reports the financial resources of all stormwater-related expenditures including routine maintenance and capital projects. The primary source of revenue is stormwater utility fees and state and federal grants.

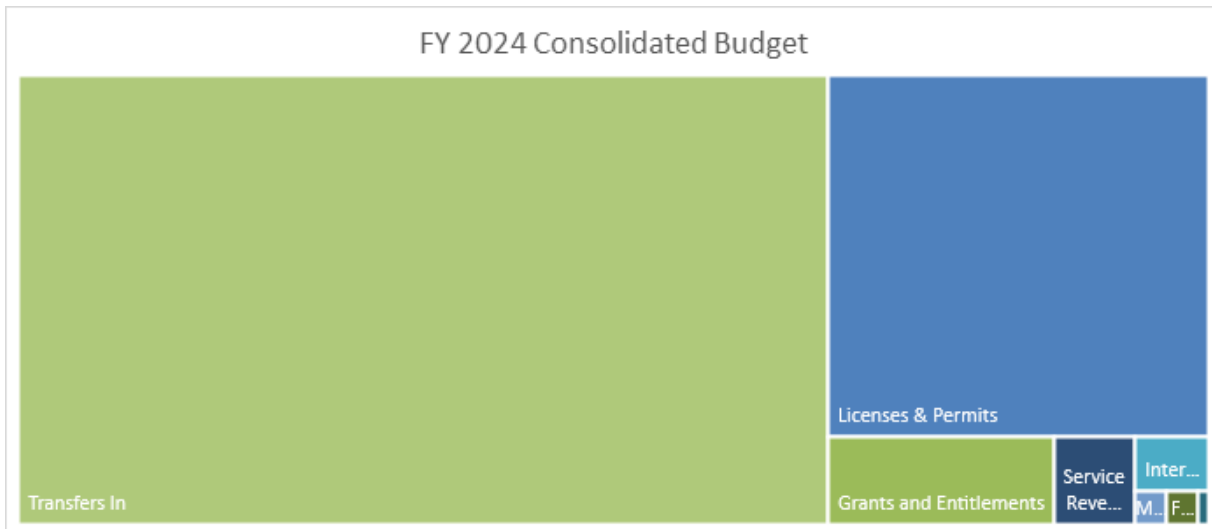
### **Debt Service Fund**

Accounts for the accumulation of resources for the payment of interest and principal on general long-term debt obligations. The primary source of revenue is property tax and bond proceeds.

### **Capital Improvements Program (CIP) Fund**

Accounts for and reports financial resources that are restricted, committed or assigned to expenditures for capital outlays including the acquisition or construction of capital facilities and other capital assets. In addition to funding with bond proceeds and intergovernmental revenue such as state and federal grants, hospitality tax fees fund tourism-related projects. Capital Projects are primarily non-recurring in nature. All capital categories require a cost threshold of greater than \$5,000 except for roads, buildings and computer software (recorded in general fund) with a threshold of greater than \$50,000.

## Where Our Funding Comes From



	FY 2023		FY 2024		\$	%
	Revised	% of	Proposed	% of	Budget	Budget
Revenues	Budget	Budget	Budget	Budget	Change	Change
Property Taxes	\$ 10,832,684	14.8%	\$ 12,310,383	15.8%	\$ 1,477,699	13.6%
Local Hospitality & Accommodations Tax	-	0.0%	5,372,036	6.9%	5,372,036	100.0%
Licenses & Permits	15,003,499	20.4%	15,490,934	19.9%	487,435	3.2%
Grants and Entitlements	3,112,399	4.2%	2,239,292	2.9%	(873,107)	-28.1%
Intergovernmental	638,504	0.9%	444,099	0.6%	(194,405)	-30.4%
Service Revenues	967,459	1.3%	811,680	1.0%	(155,779)	-16.1%
Fines & Fees	115,000	0.2%	115,000	0.1%	-	0.0%
Interest Income	29,400	0.0%	42,900	0.1%	13,500	45.9%
Miscellaneous Revenues	120,000	0.2%	120,000	0.2%	-	0.0%
<b>Sub-Total Revenues</b>	<b>30,818,945</b>	<b>42.0%</b>	<b>36,946,324</b>	<b>47.5%</b>	<b>6,127,379</b>	<b>19.9%</b>
Other Financing Sources	10,551,884	14.4%	-	0.0%	(10,551,884)	-100.0%
Transfers In	31,938,821	43.6%	40,867,929	52.5%	8,929,108	28.0%
<b>Sub-Total Other Financing Sources</b>	<b>42,490,705</b>	<b>58.0%</b>	<b>40,867,929</b>	<b>52.5%</b>	<b>(1,622,776)</b>	<b>-3.8%</b>
<b>Total Consolidated Revenues</b>	<b>\$ 73,309,650</b>	<b>100.0%</b>	<b>\$ 77,814,253</b>	<b>100.0%</b>	<b>\$ 4,504,603</b>	<b>6.1%</b>

## Where Our Resources Go



	FY 2023		FY 2024		\$	%
	Revised	% of	Proposed	% of	Budget	Budget
Expenditures	Budget	Budget	Budget	Budget	Change	Change
Personnel and Benefits	\$ 16,185,438	22.1%	\$ 17,740,036	22.8%	\$ 1,554,598	9.6%
Operating	9,316,062	12.7%	9,317,241	12.0%	1,179	0.0%
Principal and Interest	2,572,751	3.5%	2,753,411	3.5%	180,660	7.0%
Capital Outlay	350,602	0.5%	628,745	0.8%	278,143	79.3%
Stormwater and Sewer Projects	7,668,082	10.5%	7,622,698	9.8%	(45,384)	-0.6%
Economic Development Projects	3,487,279	4.7%	1,723,403	2.2%	(1,763,876)	-50.6%
Park Projects	6,131,998	8.4%	1,708,672	2.2%	(4,423,326)	-72.1%
Road Projects	2,513,789	3.4%	7,011,615	9.0%	4,497,826	178.9%
Land Acquisition	4,702,875	6.4%	3,327,940	4.3%	(1,374,935)	-29.2%
Housing Projects	1,708,672	2.3%	2,320,758	3.0%	612,086	35.8%
Information Technology Infrastructure Projects	362,956	0.5%	488,500	0.6%	125,544	34.6%
Facilities Projects	2,832,900	3.9%	3,998,175	5.1%	1,165,275	41.1%
<b>Sub-Total Expenditures</b>	<b>57,833,404</b>	<b>78.9%</b>	<b>58,641,194</b>	<b>75.3%</b>	<b>807,790</b>	<b>1.4%</b>
Bond Costs	73,200	0.1%	-	0.0%	(73,200)	-100.0%
Contribution to Fund Balance	7,018,025	9.6%	586,895	0.8%	(6,431,130)	-91.6%
Transfers Out	8,393,521	11.4%	18,586,164	23.9%	10,192,643	121.4%
<b>Sub-Total Other Financing Uses</b>	<b>15,484,746</b>	<b>21.1%</b>	<b>19,173,059</b>	<b>24.7%</b>	<b>3,688,313</b>	<b>23.8%</b>
<b>Total Consolidated Expenditures</b>	<b>\$73,318,150</b>	<b>100.0%</b>	<b>\$77,814,253</b>	<b>100.0%</b>	<b>\$ 4,496,103</b>	<b>6.1%</b>

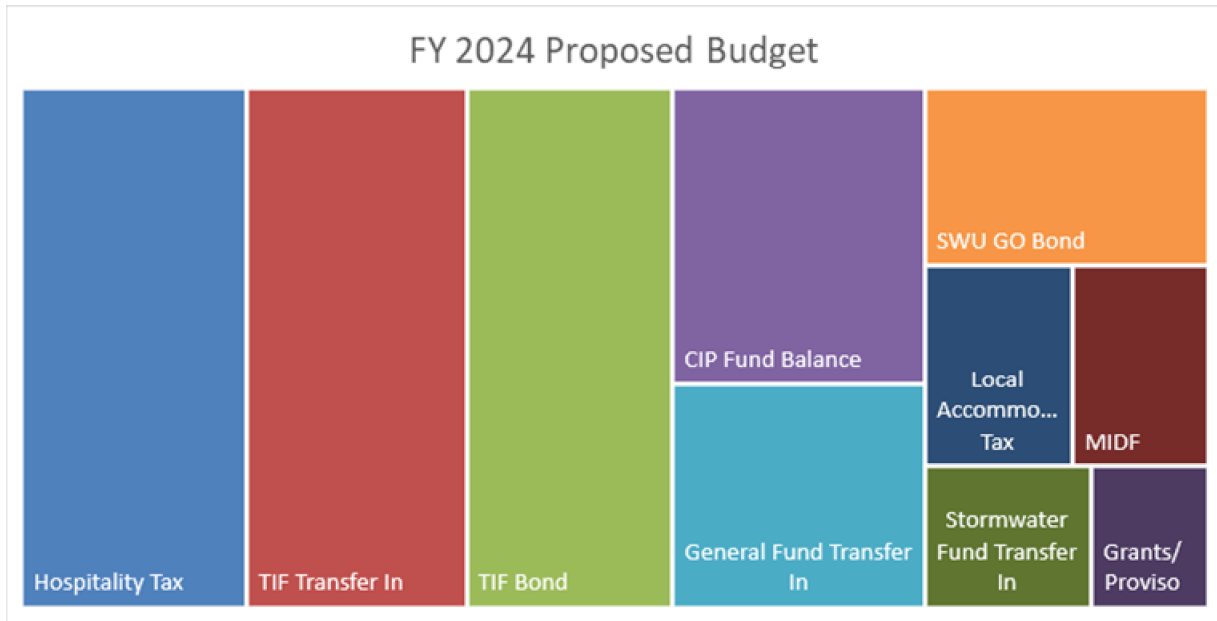
## Town Workforce

Personnel by Department and Division	FY 2023 Budget		FY 2024 Budget		Change	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Communications & Community Outreach	3	-	3	1	-	1
Economic Development (DRCI)	3	-	3	-	-	-
Executive Office	6	1	7	1	1	-
Finance & Administration	8	-	9	-	1	-
<b>Growth Management Department</b>						
Building Safety Division	8	-	8	-	-	-
Customer Service Division	3	1	4	-	1	(1)
Planning & Community Development Division	8	-	8	-	-	-
Human Resources	3	-	3	-	-	-
Information Technology	7	-	7	-	-	-
Municipal Court	3	-	2	2	(1)	2
<b>Police Department</b>						
Civilian Positions	9	10	8	10	(1)	-
Sworn Positions by Rank	60	-	60	-	-	-
<b>Projects &amp; Watershed Resilience Department</b>						
Project Management Division	7	-	7	1	-	1
Watershed Management Division (SWU Fund)	8	-	8	-	-	-
Public Services	13	-	13	-	-	-
<b>Total Personnel</b>	<b>149</b>	<b>12</b>	<b>150</b>	<b>15</b>	<b>1</b>	<b>3</b>

### Position Changes:

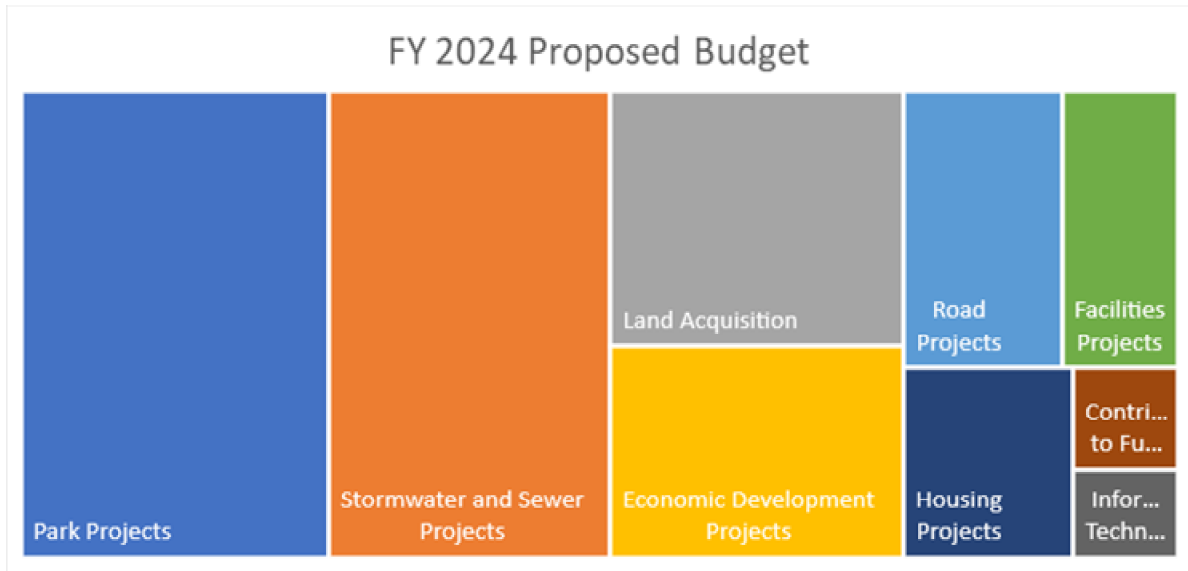
- Communications & Community Outreach
  - Addition of parttime Administrative Assistant
  - Director of Compliance & Contracts
- Executive Office
  - Director of Emergency Management from Police to Executive
- Finance & Administration
  - Addition of fulltime Accountant to backfill Accounting Manager retirement
- Growth Management, Customer Service Division
  - Move parttime Receptionist to fulltime Customer Service Representative
- Municipal Court
  - Split fulltime Deputy Clerk of Court into two (2) parttime Court Assistant positions
- Police
  - Emergency Manager from Executive to Police
- Projects & Watershed Resilience, Project Management Division
  - Move contracted Property Acquisition Administrator to parttime position

## Capital Improvement Program (CIP) Fund



Funding Sources	FY 2024 Budget	% of Budget
Hospitality Tax	\$ 5,343,620	18.9%
TIF Transfer In	5,247,141	18.6%
TIF Bond	4,880,693	17.3%
CIP Fund Balance	3,428,489	12.2%
General Fund Transfer In	2,582,736	9.2%
SWU GO Bond	2,294,964	8.1%
Local Accommodations Tax	1,364,822	4.8%
MIDF	1,239,103	4.4%
Stormwater Fund Transfer In	1,071,100	3.8%
Grants/Proviso	749,093	2.7%
Total CIP Funding Sources	28,201,761	100.0%

## Capital Improvement Program (CIP) Fund (Cont.)



Project Expenditures	FY 2024 Budget	% of Budget
Park Projects	\$ 7,622,698	26.5%
Stormwater and Sewer Projects	7,011,615	24.3%
Land Acquisition	3,998,175	13.9%
Economic Development Projects	3,327,940	11.6%
Road Projects	2,320,758	8.1%
Facilities Projects	1,723,403	6.0%
Housing Projects	1,708,672	5.9%
Contribution to Fund Balance	577,860	2.0%
Information Technology Infrastructure Projects	488,500	1.7%
Total CIP Expenditures	<u>\$ 28,779,621</u>	<u>100.0%</u>

## Expenditure Budget by Fund

Town of Bluffton  
FY 2024 Proposed Budget

General Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Total General Fund Expenditures	\$ 16,951,539	\$ 8,605,342	\$ 628,745	\$ 507,697	\$ 26,693,323
Transfer to Capital Improvements Program Fund					2,582,736
Total General Fund Budget					\$ 29,276,059

Hospitality Tax Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,123,436
Transfer to Capital Improvements Program Fund					5,343,620
Total Stormwater Fund Budget					\$ 7,467,056

Local Accommodations Tax Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Contribution to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 9,035
Transfer to General Fund					223,643
Transfer to Capital Improvements Program Fund					1,364,822
Total Stormwater Fund Budget					\$ 1,597,500

Stormwater Fund Budget	Salaries & Benefits	Operating	Capital Outlay	Debt	Total
Watershed Management Expenditures	\$ 788,497	\$ 711,849	\$ -	\$ -	\$ 1,500,346
Transfer to General Fund					335,866
Transfer to Debt Service					293,800
Transfer to Capital Improvements Program Fund					1,071,100
Total Stormwater Fund Budget					\$ 3,201,112

Capital Improvements Program Fund Budget	Capital Outlay	Total
TIF Bond Contribution to Fund Balance	\$ 7,622,698	\$ 7,622,698
Stormwater and Sewer Projects	7,011,615	7,011,615
Economic Development Projects	3,327,940	3,327,940
Land Acquisition	3,998,175	3,998,175
Road Projects	2,320,758	2,320,758
Facilities Projects	1,723,403	1,723,403
Housing Projects	1,708,672	1,708,672
Contribution to Fund Balance	577,860	577,860
Information Technology Infrastructure Projects	488,500	488,500
Total Capital Improvements Program Fund Budget		\$ 28,779,621

Debt Service Fund Budget	Operating	Principal	Interest	Total
Series 2014 TIF Bond	\$ -	\$ 873,554	\$ 58,127	\$ 931,681
Series 2022 TIF Bond	-	316,599	324,334	640,933
Series 2020 GO Bond - LEC	-	245,000	134,300	379,300
Series 2020A GO Bond - SWU Projects	-	155,000	138,800	293,800
Miscellaneous Expenditures	50	-	-	50
Transfer to Capital Improvements Program Fund	-	-	-	5,247,141
Total Debt Service Fund Budget				\$ 7,492,905

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## Budget Summary by Fund

Governmental funds are used to account for all or most of a government's general activities. The Town of Bluffton adopts a budget for six major funds: General Fund, Hospitality Tax Fund, Local Accommodations Tax Fund, Stormwater Fund, Capital Improvement Program (CIP) Fund, and the Debt Service Fund.

The General Fund is the Town's primary operating fund and is used to account for all Town financial resources except those to be accounted for in another fund. Principal sources of revenue are property taxes and licenses and permit fees.

The Hospitality Tax Fund accounts for the local hospitality taxes collected by the Town for use in tourism-related expenditures and related Capital Projects. The source of revenue is equal to two percent (2%) on the gross sales of prepared meals and beverages.

The Local Accommodations Tax Fund accounts for the local accommodations taxes collected by the Town for use in tourism-related expenditures and related Capital Projects. The source of revenue is equal to three percent (3%) on the gross proceeds derived from the rental or charges for sleeping accommodations.

The Stormwater Fund accounts for and reports the financial resources of all stormwater-related expenditures including routine maintenance and capital projects. The primary source of revenue is stormwater utility fees and state and federal grants.

The Capital Improvements Program (CIP) Fund accounts for and reports financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets. In addition to funding with bond proceeds and intergovernmental revenue such as state and federal grants, hospitality tax fees fund tourism-related projects. Capital Projects are primarily non-recurring in nature. All capital categories require a unit cost greater than \$5,000 for all categories except roads, building (and computer software recorded in the general fund) whose threshold is \$50,000. Donated capital assets are recorded at estimated market value. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized and are recorded within the general fund.

The Debt Service Fund accounts for the accumulation of resources for the payment of interest and principal on general long-term debt obligations. The primary source of revenue is property taxes.



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