

**TOWN COUNCIL  
STAFF REPORT  
Department of Finance & Administration**



<b>MEETING DATE:</b>	March 10, 2026
<b>PROJECT:</b>	Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2026 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – Second & Final Reading
<b>PROJECT MANAGER:</b>	Natalie Majorkiewicz, CGFO, CGFM Director of Finance & Administration

**RECOMMENDATION:**

Town Council approve the proposed ordinance amending the FY 2026 budget by increasing the General Fund budget to \$38,322,427 to recognize a grant award and use of prior year fund balance, increasing the Capital Improvements Program Fund budget to \$42,120,585 to recognize transfers in for projects, and increasing the Debt Service Fund budget to \$11,049,670 for use of additional prior year fund balance.

**BACKGROUND:**

**General Fund** - This Budget Amendment includes an increase to the General Fund budget by \$176,300 to reflect

- Increase of \$50,000 in grant revenues from Beaufort-Jasper Housing Trust (BJHT) for the Neighborhood Assistance Program in Planning & Community Development.
- Increase of \$126,300 in prior year fund balance for the following:
  - \$5,500 increase for rate increase in legal services
  - \$60,800 increase in the Executive Department
    - \$10,800 for personnel changes
    - \$50,000 for master parks plan and study
  - \$60,000 increase to Transfers Out to Capital Improvements Program Fund for the Holly Hill Connector Project.

**Local Hospitality Tax Fund** – This budget amendment maintains the budget at \$8,938,984.

**Local Accommodations Tax Fund** – This budget amendment maintains the budget at \$2,820,487.

**Stormwater Fund** – This budget amendment maintains the budget at \$5,822,543.

**Capital Improvements Program Fund (CIP)** – This budget amendment includes an increase to the CIP budget by \$210,000

- Transfers In from General Fund increase by \$60,000 for the Holly Hill Connector Project
- Transfers In from Debt Service increase by \$150,000 for upfit and construction to The COVE

**Debt Service Fund** – This budget amendment increases the budget by \$150,000 in Transfers Out to the CIP Fund for The COVE.

**ATTACHMENTS:**

1. Ordinance
  - Attachment A: General Fund Budget
  - Attachment B: Local Hospitality Tax Fund Budget
  - Attachment C: Local Accommodations Tax Fund Budget
  - Attachment D: Stormwater Fund Budget
  - Attachment E: Capital Improvements Program Fund Budget
  - Attachment F: Debt Service Fund Budget
2. Council Motion Recommendation