



## **Town of Bethany Beach**

### **FY 2023 Proposed Budget**

**For Approval on March 18, 2022**

**Town of Bethany Beach  
FY 2023 Budget  
Table of Contents**

Budget Overview	2
Allocation of Funds	3
Revenue Budget	
General Fund	4
Sanitation Department	5
Water Department	5
Operating Budget	
By Department with comparison to prior year	6
By Type of Cost	7
Capital and Debt Service Budget Summary	8
Capital and Debt Service Budget Detail	9
Special Fund (Grants) Budget	10
Schedule of Fees	11 - 14

# **Town of Bethany Beach FY 2023 Budget Overview**

## **Budgetary Process**

The budget is prepared by the Town Manager in conjunction with the Finance Director and Department Managers. Department requests are discussed with an emphasis on minimizing waste while ensuring that employees have the tools needed to meet operational needs. The town-wide budget is compiled into a draft budget and submitted to the Budget and Finance Committee for review.

The purpose of the Budget and Finance Committee is to provide assistance and guidance to the Town Manager and staff leading to the development, drafting and review of the Town's annual budget, both short-term and long-term. The committee reviews the proposed budget and schedule of fees, conducts mid-year reviews comparing the budget to actual results and makes recommendations regarding budget adjustments. The Town's Fund Balance Policy gives direction to the Budget Committee regarding the appropriate level of Operating, Capital Replacement and specific reserves in each fund. The Budget Committee holds meetings, which are open to the public, generally in the months of January, February, March, July and October to accomplish these tasks.

The budget is presented to the Town Council in March. The Town Council reviews the budget and holds a public hearing to allow the public to provide input. The Council then votes to approve the budget or request specific changes. This vote usually occurs at the March Town Council meeting. Fiscal year 2023 runs from April 1, 2022 to March 31, 2023.

## **Budget Segments**

The General Fund is the largest segment of the Town's budget and encompasses all Town services except for the Sanitation and Water Departments. The three main funding sources are property taxes, rental taxes and parking. The largest portion of funds goes to Public Safety which includes the Police Department and Beach Patrol (lifeguards). The second largest portion of funds goes to Public Works that includes Streets & Parks, Stormwater and maintenance of the Beach, Boardwalk and Comfort Station.

The Sanitation Department is a stand-alone Enterprise Fund. This means that it is a self-supporting department so that sanitation fees are used only for sanitation related expenses. The Sanitation Department's main operational costs are for personnel and for disposal fees charged by the Delaware Solid Waste Authority. Reserves are maintained for the replacement of trash trucks.

The Water Department is also a stand-alone Enterprise Fund. The operational and capital needs of the town water system are funded entirely through water specific revenue. Water services are priced with a goal of fully funding the current and future water service needs of the town. The Water Department's main operational cost is personnel followed by the chemicals needed to treat the water and then the electricity needed to run the equipment.

The Water Department Debt Service Fund is funded through a Sinking Fund Fee. This fee is charged to all properties based on front footage. Monies raised from this fee are restricted to use for repayment of the principal and interest of Water Department debt.

**Town of Bethany Beach  
FY 2023 Proposed Budget**

**General Fund**

Projected cash, receivables & investments at start of FY 2023	10,760,000
FY 2023 Revenue Budget	8,450,000
Total Available Funding	19,210,000
FY 2023 Operating Budget	7,404,000
FY 2023 Capital Budget	236,000
Capital projects remaining & budgeted in prior fiscal years	1,043,000
Committed for post-employment health care benefit	314,000
Committed for Cultural and Historic Committee	33,000
Committed for Storm Emergency Relief Fund	2,780,000
Committed for Capital Replacements - recommended range \$4,757,000 to \$9,066,000	6,289,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	1,111,000
Total Allocation of Projected Funds	19,210,000

**Sanitation Department**

Projected cash, receivables & investments at start of FY 2023	1,060,000
FY 2023 Revenue Budget	1,265,000
Total Available Funding	2,325,000
FY 2023 Operating Budget	1,097,000
FY 2023 Capital Budget	260,000
Capital projects remaining & budgeted in prior fiscal years	220,000
Committed for Capital Replacements - recommended range \$456,000 to \$911,000	583,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	165,000
Total Allocation of Projected Funds	2,325,000

**Water Department Operating & Capital**

Projected cash, receivables & investments at start of FY 2023	3,200,000
FY 2023 Operating Revenue Budget	1,471,000
FY 2023 Impact Fee Revenue Budget	75,000
Total Available Funding	4,746,000
FY 2023 Operating Budget	1,363,000
FY 2023 Capital Budget	100,000
Capital projects remaining & budgeted in prior fiscal years	100,000
Committed for replacement of filter media	350,000
Committed for Capital Replacements - recommended range \$1,010,000 to \$2,409,000	2,629,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	204,000
Total Allocation of Projected Funds	4,746,000

**Water Department Debt Service**

Projected cash, receivables & investments at start of FY 2023	18,000
FY 2023 Sinking Fund Revenue Budget	246,000
Total Available Funding	264,000
FY 2023 Debt Service Budget	246,000
Funds reserved for future Debt Service payments	18,000
Total Allocation of Projected Funds	264,000

**Town of Bethany Beach  
FY 2023 Proposed Revenue Budget**

<b>General Fund</b>	<b>FY 2020 Actual Revenue</b>	<b>FY 2021 Actual Revenue</b>	<b>FY 2022 Approved Budget</b>	<b>FY 2022 Revenue thru 2/18/22</b>	<b>FY 2023 Proposed Budget</b>
<b>Property Taxes:</b>					
Property Taxes	1,978,757	1,993,464	2,000,000	1,998,286	2,000,000
Penalties	4,227	(1,530)	5,000	2,598	5,000
	<u>1,982,984</u>	<u>1,991,934</u>	<u>2,005,000</u>	<u>2,000,884</u>	<u>2,005,000</u>
Real Estate Transfer Taxes	1,280,103	1,631,416	650,000	1,926,992	850,000
Rental Real Estate Taxes	1,702,048	1,551,645	1,700,000	2,099,612	1,900,000
<b>Licenses, Permits &amp; Fees:</b>					
Concession Fees	78,965	80,000	80,000	83,200	87,000
Business Licenses	174,835	137,200	165,000	156,930	165,000
Commercial Rental Licenses	11,000	11,200	11,000	13,800	14,000
Residential Rental Licenses	65,900	67,800	70,000	61,600	66,000
Franchise Fees	111,597	106,758	115,000	116,792	125,000
Building Permits	579,444	490,323	300,000	742,671	450,000
Shuttle Permits	66,260	-	68,000	38,740	68,000
Trolley Fees	11,729	-	11,000	8,132	11,000
Trolley Advertising	1,500	-	2,000	750	2,000
Variance/Public Hearing Fees	1,050	4,500	1,000	1,750	1,000
	<u>1,102,281</u>	<u>897,781</u>	<u>823,000</u>	<u>1,224,365</u>	<u>989,000</u>
<b>Parking:</b>					
Parking Permits - Annual	116,310	76,760	110,000	94,843	125,000
Parking Permits - Daily/Weekly	26,770	16,009	26,000	37,200	40,000
Parking Pay Stations & Meters	1,738,538	1,308,952	2,000,000	2,048,096	2,000,000
Parking Fines	338,389	433,655	380,000	472,420	425,000
	<u>2,220,007</u>	<u>1,835,376</u>	<u>2,516,000</u>	<u>2,652,559</u>	<u>2,590,000</u>
<b>Police:</b>					
Police Department Misc. Revenue	23,322	1,260	15,000	6,318	10,000
Traffic Fines - Alderman Court	3,707	7,175	10,000	6,083	10,000
Traffic Fines - State Court	32,367	21,537	40,000	27,097	30,000
	<u>59,395</u>	<u>29,972</u>	<u>65,000</u>	<u>39,498</u>	<u>50,000</u>
<b>Contributions &amp; Miscellaneous:</b>					
Grass Fees	800	-	1,000	800	1,000
Junior Lifeguard Program Revenue	11,175	-	12,000	19,580	12,000
Contributions Private Source	2,750	355	3,000	1,250	3,000
Contributions for Cultural & Historic Affairs	2,685	252	18,000	13,705	18,000
Contributions for Fourth of July Parade	12,839	-	11,000	4,000	11,000
Miscellaneous Revenues	2,105	473	1,000	1,211	1,000
Returned Check Fees	35	315	-	105	-
Insurance Proceeds	-	-	-	1,327	-
Proceeds from Sale of Fixed Assets	28,100	7,390	-	17,940	-
	<u>60,489</u>	<u>8,785</u>	<u>46,000</u>	<u>59,918</u>	<u>46,000</u>
<b>Interest Income:</b>					
Interest Income	175,871	60,370	65,000	12,627	20,000
<b>General Fund Revenue Total</b>	<b>8,583,178</b>	<b>8,007,279</b>	<b>7,870,000</b>	<b>10,016,455</b>	<b>8,450,000</b>
			Change from prior year budget		580,000
					7.4%

**Town of Bethany Beach  
FY 2023 Proposed Revenue Budget**

	FY 2020 Actual Revenue	FY 2021 Revenue thru 2/28/21	FY 2021 Approved Budget	FY 2022 Revenue thru 2/18/22	FY 2023 Proposed Budget
<b>Sanitation Department</b>					
Sanitation Fees:					
Refuse Fees	964,658	959,522	958,000	966,521	1,255,000
Penalties	2,756	2,585	2,000	2,106	2,000
Refuse Fees - Special	2,471	2,068	1,000	2,598	3,000
Interest	27,822	12,920	9,000	2,650	5,000
Sales of Fixed Assets	9,000	-	-	-	-
<b>Sanitation Revenue Total</b>	<b>1,006,707</b>	<b>977,095</b>	<b>970,000</b>	<b>973,875</b>	<b>1,265,000</b>
				Change from prior year budget	295,000 30.4%
<b>Water Department Operating Revenue</b>					
Water Usage:					
Water Usage - In Town	968,202	1,004,699	970,000	641,594	1,017,000
Water Usage - Salt Pond	287,498	309,357	277,000	195,261	308,000
Water Usage - Savannah's Landing	84,162	88,152	85,000	50,677	80,000
Water Usage - Other	27,777	27,483	21,000	16,296	26,000
Penalties	4,228	777	4,000	2,608	4,000
	1,371,867	1,430,468	1,357,000	906,436	1,435,000
Other Fees & Interest:					
Miscellaneous Revenues	4,654	685	1,000	570	1,000
Interest Income	50,492	21,538	15,000	4,832	8,000
Tap Ins	3,100	3,300	3,000	9,550	3,000
Meter Reimbursements	45,315	27,998	15,000	40,305	15,000
Cut Off Fees	8,350	3,575	8,000	6,175	8,000
Inspection Fees	1,540	1,050	1,000	1,505	1,000
Returned Check fee	70	35	-	35	-
	113,521	58,180	43,000	62,971	36,000
<b>Water Operating Revenue Total</b>	<b>1,485,389</b>	<b>1,488,649</b>	<b>1,400,000</b>	<b>969,408</b>	<b>1,471,000</b>
				Change from prior year budget	71,000 5.1%
<b>Water Impact Fee Capital Revenue</b>	<b>128,148</b>	<b>108,883</b>	<b>75,000</b>	<b>154,573</b>	<b>75,000</b>
				Change from prior year budget	- 0.0%
<b>Water Debt Service Revenue</b>					
Sinking Fund Fees:					
Sinking Fund - Town	188,207	188,285	189,000	188,525	189,000
Sinking Fund - Salt Pond	40,739	40,728	40,000	40,728	40,000
Sinking Fund - Savannah's Landing	13,477	13,478	14,000	13,478	14,000
Sinking Fund - Other	3,467	3,627	3,000	3,627	3,000
<b>Water Debt Service Revenue Total</b>	<b>245,889</b>	<b>246,119</b>	<b>246,000</b>	<b>246,359</b>	<b>246,000</b>
				Change from prior year budget	- 0.0%
<b>Town-Wide Revenue</b>	<b>11,449,311</b>	<b>10,828,025</b>	<b>10,561,000</b>	<b>12,360,670</b>	<b>11,507,000</b>
				Change from prior year budget	946,000 9.0%

**Town of Bethany Beach  
FY 2023 Proposed Operating Budget**

	<b>FY 2020 Actual Expended</b>	<b>FY 2021 Actual Expended</b>	<b>FY 2022 Approved Budget</b>	<b>FY 2022 Expended thru 2/18/22</b>	<b>FY 2023 Proposed Budget</b>
<b>General Fund</b>					
Administration & Trolley	1,030,809	1,068,894	1,137,000	926,786	1,238,000
Public Safety:					
Police	1,741,743	1,850,387	2,067,000	1,732,133	2,187,000
Parking	555,939	552,156	661,000	642,741	744,000
Alderman Court	34,972	38,083	36,000	27,594	39,000
Beach Patrol	631,592	658,382	723,000	628,049	724,000
	<u>2,964,246</u>	<u>3,099,008</u>	<u>3,487,000</u>	<u>3,030,517</u>	<u>3,694,000</u>
Public Works:					
Streets and Parks	1,098,357	1,037,958	1,201,000	982,177	1,198,000
Stormwater Management	145,712	117,299	201,000	156,433	169,000
Beach, Boardwalk, & Comfort St.	393,975	284,122	398,000	334,451	420,000
	<u>1,638,044</u>	<u>1,439,378</u>	<u>1,800,000</u>	<u>1,473,061</u>	<u>1,787,000</u>
Building Official / Code Enforcement	295,036	249,665	287,000	278,904	309,000
Bandstand & Entertainment	273,248	117,972	303,000	241,434	316,000
Cultural & Historic Affairs	9,467	1,011	30,000	954	30,000
Fourth of July Parade	18,743	5,780	30,000	2,426	30,000
Total General Fund Operating Costs	6,229,593	5,981,708	7,074,000	5,954,081	7,404,000
					Change from prior year budget 330,000 4.7%
<b>Sanitation Fund</b>	835,470	871,541	959,000	856,896	1,097,000
					Change from prior year budget 138,000 14.4%
<b>Water Fund</b>	1,260,532	1,137,667	1,305,000	1,055,778	1,363,000
					Change from prior year budget 58,000 4.4%
<b>Town-Wide Operating Budget</b>	8,325,594	7,990,916	9,338,000	7,866,755	9,864,000
					Change from prior year budget 526,000 5.6%

**Town of Bethany Beach  
FY 2023 Proposed Operating Budget by Expenditure Type**

	<b>Full-Time Employees</b>	<b>Personnel</b>	<b>Supplies</b>	<b>Contract Services</b>	<b>Operations</b>	<b>Minor Capital</b>	<b>Total</b>
<b>General Fund</b>							
Administration	4.65	647,000	41,000	415,000	65,000	70,000	1,238,000
Public Safety:							
Police	12.45	1,860,000	60,000	175,000	33,000	59,000	2,187,000
Parking	2.70	391,000	10,000	329,000	4,000	10,000	744,000
Alderman Court	0.25	36,000	1,000	1,000	-	1,000	39,000
Beach Patrol	-	611,000	37,000	24,000	36,000	16,000	724,000
Public Works:							
Streets and Parks	7.75	656,000	97,000	358,000	5,000	82,000	1,198,000
Stormwater Management	0.25	30,000	18,000	99,000	2,000	20,000	169,000
Beach, Boardwalk, & Comfort St.	0.25	174,000	51,000	144,000	1,000	50,000	420,000
Building Official / Code Enforcement	2.25	262,000	9,000	27,000	4,000	7,000	309,000
Bandstand & Entertainment	1.00	109,000	5,000	195,000	1,000	6,000	316,000
Cultural & Historic Affairs	-	-	-	-	30,000	-	30,000
Fourth of July Parade	-	-	-	-	30,000	-	30,000
<b>General Fund Total</b>	<b>31.55</b>	<b>4,776,000</b>	<b>329,000</b>	<b>1,767,000</b>	<b>211,000</b>	<b>321,000</b>	<b>7,404,000</b>
Percentage by Expenditure type		65%	4%	24%	3%	4%	
<b>Sanitation Fund</b>	<b>6.55</b>	<b>605,000</b>	<b>47,000</b>	<b>357,000</b>	<b>3,000</b>	<b>85,000</b>	<b>1,097,000</b>
Percentage by Expenditure type		55%	4%	33%	0%	8%	
<b>Water Fund</b>	<b>5.90</b>	<b>601,000</b>	<b>247,000</b>	<b>499,000</b>	<b>4,000</b>	<b>12,000</b>	<b>1,363,000</b>
Percentage by Expenditure type		44%	18%	37%	0%	1%	
<b>Town-Wide Total</b>	<b>44.00</b>	<b>5,982,000</b>	<b>623,000</b>	<b>2,623,000</b>	<b>218,000</b>	<b>418,000</b>	<b>9,864,000</b>
Percentage by Expenditure type		61%	6%	27%	2%	4%	



**Town of Bethany Beach  
FY 2023 Proposed Capital and Debt Service Budget Summary**

	FY 2022 Approved Budget	FY 2022 Expended thru 2/18/22	FY 2022 Carryover to FY 2023	FY 2023 Proposed Budget
<b>General Fund</b>				
Administration & Trolley	15,000	21,018	-	-
Police	75,000	33,778	-	-
Parking	-	-	-	-
Beach Patrol	-	-	-	-
Streets and Parks	704,000	192,726	403,000	25,000
Stormwater Management	842,000	465,138	600,000	85,000
Beach, Boardwalk, & Comfort St.	103,000	93,704	-	126,000
Building Official	-	-	-	-
Bandstand & Entertainment	-	-	-	-
Cultural / Historic & Parade	-	-	-	-
<b>General Fund Capital</b>	<b>1,739,000</b>	<b>806,363</b>	<b>1,003,000</b>	<b>236,000</b>
<b>Sanitation Fund Capital</b>	<b>460,000</b>	<b>239,720</b>	<b>220,000</b>	<b>260,000</b>
<b>Water Fund Capital</b>	<b>230,000</b>	<b>75,945</b>	<b>100,000</b>	<b>100,000</b>
<b>Water Fund Debt Service</b>	<b>246,000</b>	<b>239,090</b>	<b>-</b>	<b>246,000</b>
<b>Town-Wide Capital &amp; Debt Budget</b>	<b>2,675,000</b>	<b>1,361,119</b>	<b>1,323,000</b>	<b>842,000</b>

**Town of Bethany Beach**  
**FY 2023 Proposed Capital and Debt Service Budget Detail**

<b>General Fund</b>		<b>FY 2022 Carryover to FY 2023</b>	<b>FY 2023 Proposed Budget</b>	<b>FY 2023 Total Funding</b>
Vehicles & Equipment	Police vehicle replacement in conjunction with County Grant	40,000	-	40,000
<b>Police Total</b>		<b>40,000</b>	<b>-</b>	<b>40,000</b>
Streets	Paving work including matching funds for Sussex Grant	310,000	-	310,000
Land & Building	Finish Central Park	44,000	-	44,000
Land & Building	Finish Blackwater property, including fencing	49,000	-	49,000
Vehicles & Equipment	Replace a 2007 pickup truck	-	25,000	25,000
<b>Streets and Parks Total</b>		<b>403,000</b>	<b>25,000</b>	<b>428,000</b>
Land & Building	Restoration of deteriorating Loop Canal bank	600,000	-	600,000
Vehicles & Equipment	Replace a 2004 excavator	-	85,000	85,000
<b>Stormwater Total</b>		<b>600,000</b>	<b>85,000</b>	<b>685,000</b>
Vehicle	Purchased RTV with snowplow	-	26,000	26,000
Boardwalk	Repairs to the Boardwalk and grabrails	-	100,000	100,000
<b>Beach, Boardwalk, &amp; Comfort Station Total</b>		<b>-</b>	<b>126,000</b>	<b>126,000</b>
<b>Total General Fund Capital Budget</b>		<b>1,043,000</b>	<b>236,000</b>	<b>1,279,000</b>
		<b>FY 2022 Carryover to FY 2023</b>	<b>FY 2023 Proposed Budget</b>	<b>FY 2023 Total Funding</b>
<b>Sanitation Fund</b>				
Vehicles & Equipment	Replace a rear-loading Trash Truck	220,000	260,000	480,000
<b>Sanitation Total</b>		<b>220,000</b>	<b>260,000</b>	<b>480,000</b>
		<b>FY 2022 Carryover to FY 2023</b>	<b>FY 2023 Proposed Budget</b>	<b>FY 2023 Total Funding</b>
<b>Water Fund</b>				
Machinery & Equipment	Replace equipment as needed	100,000	50,000	150,000
Water Systems	Distribution system repair work as needed	-	50,000	50,000
<b>Total Water Department Capital Budget</b>		<b>100,000</b>	<b>100,000</b>	<b>200,000</b>
Debt Service	Water Tower loan repayment	-	246,000	246,000
<b>Total Water Department Debt Service Budget</b>		<b>-</b>	<b>246,000</b>	<b>246,000</b>
<b>Town-Wide Capital &amp; Debt Budget</b>		<b>1,363,000</b>	<b>842,000</b>	<b>2,205,000</b>

**Town of Bethany Beach  
FY 2023 Proposed Special Funds (Grants) Budget**

	<b>FY 2022 Approved Budget</b>	<b>FY 2022 Actually Awarded</b>	<b>FY 2022 Expended thru 2/18/22</b>	<b>FY 2022 Total Remaining</b>	<b>FY 2023 Proposed Budget</b>
Municipal Street Aid Street Repair (MSA)	246,440	246,440	123,370	123,070	123,000
Pandemic American Rescue Plan (ARPA)	-	672,153	-	672,153	672,153
Sussex County Transfer Tax, 1 to 1 match required	-	-	-	-	297,512
Outdoor Recreation, Parks and Trails (ORPT DNREC)	-	-	-	-	13,500
Police Retirement Plan	53,000	60,935	55,857	5,078	61,000
Criminal Justice Council (CJC)	26,000	71,000	70,989	16,922	30,000
Office of Highway Safety (OHS)	14,000	15,210	15,210	-	15,000
Sussex County Police Vehicle	30,000	35,000	35,000	-	35,000
Bulletproof Vest Grant	1,000	2,290	2,290	-	2,000
Emergency Illegal Drug Enforcement (EIDE)	-	3,976	-	3,976	3,976
State Aid to Local Law Enforcement (SALLE)	4,812	12,980	12,980	8,168	5,000
Fund to Combat Violent Crime (FCVC)	31,540	59,881	31,643	28,237	30,000
<b>Total Grant Budget</b>	<b>406,792</b>	<b>1,179,864</b>	<b>347,340</b>	<b>857,604</b>	<b>1,288,141</b>

**Town of Bethany Beach  
FY 2023 Proposed Schedule of Fees**

ADMINISTRATIVE FEES:

(ALL FEES SHOULD BE PREPAID AT TIME OF ORDER)

Copy of Town Code	100.00
Copy Zoning Code	25.00
Copy of Subdivision Code	25.00
Copy of Town Charter	25.00
Copy of Comprehensive Development Plan	25.00
Copy of Town Map (Full Size)	10.00
Copy of Town Map (Reduced Size)	1.00
Copy of Water Line Specifications	10.00
Copy of Street Specifications	10.00
Annual Subscription Fee for Entire Code	50.00
Annual Subscription Fee for Zoning Code	25.00
Annual Subscription Fee for Subdivision Code	10.00
Property Owner Address printed labels or listing (Tax List)	150.00
Property Owner Address on disc or email (Tax List)	50.00
Property Owner Address printed labels for Candidates only (Voter List)	25.00
Tax List (Other)	100.00
Photocopies (Per Page, Per Side)	1.00
Fax Service (1 to 3 Pages)	5.00
Return Check Fee	35.00

APPLICATIONS TO TOWN COUNCIL:

Application for Rezoning	250.00
Request for Zoning Code Amendment	300.00

APPLICATIONS TO PLANNING COMMISSION:

Application for Land Combining	175.00
Application for Land Partitioning	175.00
PRDs and Minor Residential Subdivisions	\$500 plus \$250 per dwelling
Major Residential Subdivisions	\$1,000 plus \$250 per dwelling

ADDITIONAL COSTS:

For all Planned Residential Developments, major and minor subdivisions and all construction projects that require engineering reviews, making periodic inspections or both, the applicants shall make a cash deposit in an amount to be determined by the Building Inspector for the purpose of covering all costs and expenses incurred by the Town of Bethany Beach in using any outside consultant or resource (engineer, scientists, consultant, etc.) in considering, examining, reviewing and making reports and recommendations concerning the plan, as submitted, or making inspections during construction. Upon the final review and approval of the submitted plans, but prior to the issuing of a building permit, the Building Inspector shall determine the costs which have been incurred by the Town for any outside consultant or resource and shall deduct those costs from the deposit made by the applicant(s). If the deposit exceeds the costs incurred by the Town, the Building Inspector shall refund the remaining funds to the applicant(s) without interest. If the deposit is less than the costs incurred by the Town, the applicant(s) shall pay the difference to the Town prior to the issuance of any approval for construction by any Town Official, Committee, or Commission.

APPLICATION FOR BOARD OF ADJUSTMENTS:

Application for Home Occupation	50.00
Basic Application to the Board	525.00
Application requiring Town Solicitor review	1,200.00
Application requiring Town Solicitor and court stenographer	2,000.00

**Town of Bethany Beach  
FY 2023 Proposed Schedule of Fees**

**BUILDING PERMITS:**

Building Permit Fee	3%
Based on actual construction costs, but in an amount not less than the cost computed by the International Code Council's square foot construction cost standard (R-3 VB), if applicable. Charged on all commercial and residential primary buildings, accessory buildings, and improvements to an existing open deck, screen porch, accessory building or patio by adding walls and/or roof to become enclosed living space.	
Fee for renovations and retrofits is based on actual construction costs, but in an amount not less than the cost computed by the ICC's square foot construction cost standard (R-3 VB) if applicable.	
Building Permit Fee - 501 (c)(3) organizations with proper documentation	1%
Based on actual construction costs, but in an amount not less than the cost computed by the International Code Council's square foot construction cost standard (R-3 VB), if applicable. Charged on all commercial and residential primary buildings, accessory buildings, and improvements to an existing open deck, screen porch, accessory building or patio by adding walls and/or roof to become enclosed living space	
Fee for renovations and retrofits is based on actual construction costs, but in an amount not less than the cost computed by the ICC's square foot construction cost standard (R-3 VB) if applicable.	
Publicly funded organizations offering a public service (Bethany Beach Volunteer Fire Company and South Coastal Library) are exempt from Building Permit Fees.	
Building an Open Deck, Patio - Gross floor area of attached or unattached open deck with area open to sky	0.50/sq. foot
Repairs	
\$30.00 for 1st \$1,000 or fraction thereof	30.00
\$10.00 per additional \$1,000 of value or fraction thereof	10.00
All Other Permits	
Relocation of dwelling unit	100.00
Demolition of any building or structure	50.00
Fence, permanent subdivision sign, driveway and sidewalk	50.00
Private swimming pool permit	30.00
Public swimming pool permit	60.00
Bulkheads, docks, and ramps, installation of new or removal of existing to replace with new	50.00
GCL Heat Exchange Well System	50.00
Signs	0.50/sq. foot
Minimum Permit Fee	30.00

**MERCANTILE LICENSE FEES:**

Business License (may purchase up to 3 years for \$250 per year)	250.00
Rental License, Commercial or Residential. Residential license will not be issued without notarized safety certificate	100.00
Administrative fee for failure to obtain a license by the renewal due date.	100.00
Rental tax on gross rental receipts on Commercial and Residential rentals	7.00%
Rental tax on gross rental receipts on rentals subject to State Accommodations Tax	3.25%

**OTHER FEES:**

Shuttle Bus Permit (shuttle with seating capacity of 11 or more)	8,000.00
Shuttle Bus Permit (shuttle with seating capacity of 10 or less)	4,000.00
Shuttle Bus Permit (single day)	130.00
Trolley Rider Fee	0.25
Backhoe and Operator (minimum charge per hour)	80.00
Permit for Portable on Demand Storage Unit (POD) or similar temporary storage, personal use	25.00
Permit or permit renewal for Portable on Demand Storage Unit (POD) or similar temporary storage, construction	50.00

**POLICE DEPARTMENT:**

Document Fee	18.50
--------------	-------

**Town of Bethany Beach  
FY 2023 Proposed Schedule of Fees**

**PARKING DEPARTMENT:**

Parking meter rate per hour	2.50
Park Mobile Convenience Fee. Charged on each credit card transaction	0.60
Booting of vehicle for non-payment of parking fines	45.00
Collection agency fee. Assessed when unpaid parking tickets are turned over to a collection agency.	40.00

**PARKING PERMITS:**

**RESIDENTIAL PROPERTY OWNERS**

1st Permit	N/C
2nd Permit (No more than 2 permits will be issued per property)	50.00
Replacement Permits	50.00

**C-1 BUSINESS LICENSE HOLDER**

Each Permit	50.00
Parking Meter Permits - Gold - In Town business owners only, excludes 2 hour meters and handicapped (Limit 2).	350.00
Parking Meter Permits - Platinum - In Town business owners only, any metered space except handicapped (Limit 1).	1,000.00

**VISITOR PARKING PERMITS**

1-day	25.00
3-day	75.00
7-day	175.00

<b>CONSTRUCTION PARKING PERMITS PER DAY</b>	<b>15.00</b>
---	--------------

**PROPERTY MAINTENANCE:**

Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot) First Offense	200.00
Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot) Second Offense	400.00
Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot) Additional Offenses	600.00

**REAL PROPERTY TRANSFER TAX:**

1.5% of Gross Sales Price	
---------------------------	--

**TAX RATE :**

Per \$100 of Town of Bethany Beach Assessed Value (100% of Assessed value)	0.190
--	-------

**TRASH FEES:**

4 yard dumpster	2,640.00	*
3 yard dumpster	2,225.00	*
2 yard dumpster	1,700.00	*
Commercial: Flat Rate Per Unit	600.00	*
Residential: Flat Rate Per Unit	430.00	*
Special Trash or yard waste collection (minimum charge)	50.00	

**WATER BOND SINKING FUND**

Per Front Footage, minimum of 50 feet	1.07
---------------------------------------	------

**WATER SERVICES:**

In Town Flat Rate per year	180.00
0 - 10,000 gallons used	4.50/1000 gal
10,001 - 40,000 gallons used	5.50/1000 gal
over 40,000 gallons used	6.50/1000 gal
Out of Town Limits - \$6.50/1000 Gallons of Usage plus Flat Rate (Connection Charge) \$265/year for 5/8" Meter	\$265 Flat rate plus \$6.50/1000 gal
Additional water meter readings requested by property owner	25.00
Check meter accuracy (will be refunded if meter is defective)	35.00
Water turn on or off at meter (during regular Water Department service hours)	25.00
Water turn on or off at meter (after regular Water Department service hours or on holidays)	150.00

**Town of Bethany Beach  
FY 2023 Proposed Schedule of Fees**

Water turn off at meter for non-payment	100.00
Additional fee for restoring water service after regular Water Department service hours or on holidays	150.00
Water Meter	Cost plus 20%
Water Department Inspection Fee	35.00
Install a tap into town water main with installation of lateral and curb stop	700.00 - 1,200.00
All costs associated with new or "re-taps" into the Bethany Beach water system will be borne by the property owner	
Water Impact Fee applicable to new construction and reconstruction	5,250.00

For meters in excess of 1" the following multiplier table is used to calculate the fee for residential and commercial properties:

Meter Type	Meter Size	Maximum Rate (GPM)	Ratio to 1" meter
Simple	1"	25	1.0
Simple	1.5"	50	2.0
Simple	2"	80	3.2
Compound	2"	160	6.4
Turbine	2"	200	8.0
Compound	3"	350	14.0
Turbine	3"	450	18.0
Compound	4"	700	28.0
Turbine	4"	1200	48.0
Compound	6"	1400	56.0
Turbine	6"	2500	100.0
Compound	8"	2000	80.0
Turbine	8"	4000	160.0
Turbine	10"	6500	260.0

Buildings being demolished and rebuilt that were originally built during or after 1989 will be given a credit of \$1,250 representing the previously charged Water Impact Fee

Additional fee for renovations and additions to current structures	1.50/sq. foot
Sale of water to noncustomers (metered) \$7.50 @ 1000 Gallons - Minimum of fee of \$25.00 (One day advanced notice required)	

**ALDERMAN COURT**

Basic court cost	20.00
Additional court security fee per violation	2.00
Additional fee for appearance before the Alderman for traffic or town ordinance violations (per violation)	20.00
Appearance before the Alderman for parking tickets	10.00
Issuance of capias/bench warrant	15.00
Returned check fee (state mandated)	30.00
Additional fee for deferred payment plan	25.00
Additional fee for probation before judgement agreement, per case	10.00

**AMBULANCE SERVICE FEE**

The Town collects an annual fee for the Bethany Beach Volunteer Fire Department, which performs the ambulance service.	
The amount charged is based on the financial history and projections of the ambulance service.	53.00

\* Change in fee amount