



**Town of Bethany Beach**

**FY 2015 Budget**

**Approved March 21, 2014**

**Town of Bethany Beach  
FY 2015 Budget  
Table of Contents**

Budget Overview	2
Allocation of Available 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 2015 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 2015 runs from April 1, 2014 to March 31, 2015.

### **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 2015 Budget**

**General Fund**

Projected cash, receivables & investments at start of FY 2015	5,200,000
FY 2015 Revenue Budget	5,619,000
Total Available Funding	<u>10,819,000</u>
FY 2015 Operating Budget	5,049,000
FY 2015 Capital Budget	465,000
FY 2015 Debt Service Budget	91,000
Capital projects remaining & budgeted in prior fiscal years	645,000
Committed for unfunded contingencies	100,000
Committed for post-employment health care benefit	52,000
Committed for Cultural and Historic Committee	57,000
Committed for Capital Replacements - recommended range \$3,472,000 to \$6,579,000	3,603,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	757,000
Total Allocation of Projected Funds	<u>10,819,000</u>

**Sanitation Department**

Projected cash, receivables & investments at start of FY 2015	800,000
FY 2015 Revenue Budget	824,000
Total Available Funding	<u>1,624,000</u>
FY 2015 Operating Budget	740,000
FY 2015 Capital Budget	170,000
Capital projects remaining & budgeted in prior fiscal years	-
Committed for Capital Replacements - recommended range \$449,000 to \$897,000	603,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	111,000
Total Allocation of Projected Funds	<u>1,624,000</u>

**Water Department Operating & Capital**

Projected cash, receivables & investments at start of FY 2015	1,550,000
FY 2015 Operating Revenue Budget	1,076,000
FY 2015 Impact Fee Revenue Budget	50,000
Loan funds from the Drinking Water State Revolving Fund (DWSRF)	775,000
Total Available Funding	<u>3,451,000</u>
FY 2015 Operating Budget	934,000
FY 2015 Capital Budget	155,000
Capital projected budgeted in prior years funded from the DWSRF loan	775,000
Capital projects remaining & budgeted in prior fiscal years	475,000
Committed for post-employment health care benefit	178,000
Committed for Capital Replacements - recommended range \$716,000 to \$1,654,000	794,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	140,000
Total Allocation of Projected Funds	<u>3,451,000</u>

**Water Department Debt Service**

Projected cash, receivables & investments at start of FY 2015	3,000
First year of tower loan funded from Water Storage reseve	175,000
FY 2015 Sinking Fund Revenue Budget	246,000
Total Available Funding	<u>424,000</u>
FY 2015 Debt Service Budget	424,000
Funds reserved for future Debt Service payments	-
Total Allocation of Projected Funds	<u>424,000</u>

**Town of Bethany Beach**  
**FY 2015 Revenue Budget**

<b>General Fund</b>	<b>FY 2012 Actual Revenue</b>	<b>FY 2013 Actual Revenue</b>	<b>FY 2014 Approved Budget</b>	<b>FY 2014 Revenue thru 1/31</b>	<b>FY 2015 Approved Budget</b>
Property Taxes:					
Property Taxes	1,618,986	1,673,935	1,673,000	1,681,445	1,740,000
Penalties	3,505	4,250	4,000	2,757	4,000
	<u>1,622,491</u>	<u>1,678,185</u>	<u>1,677,000</u>	<u>1,684,202</u>	<u>1,744,000</u>
Real Estate Transfer Taxes	479,558	645,691	550,000	653,321	550,000
Rental Real Estate Taxes	984,667	1,014,946	1,000,000	1,043,815	1,050,000
Licenses, Permits & Fees:					
Concession Fees	56,483	56,282	56,000	56,380	56,000
Business Licenses	159,920	126,870	125,000	133,120	130,000
Commercial Rental Licenses	5,750	6,000	5,650	6,000	
Residential Rental Licenses	40,200	39,000	39,800	39,000	
Franchise Fees	86,535	88,671	87,000	92,124	92,000
Building Permits	259,141	362,259	200,000	396,560	250,000
Shuttle Permits	30,000	30,000	30,000	33,100	33,000
Trolley Fees	8,918	8,583	9,000	9,922	9,000
Trolley Advertising	1,500	1,500	2,000	1,500	2,000
Variance/Public Hearing Fees	3,075	4,125	3,000	525	3,000
	<u>605,572</u>	<u>724,240</u>	<u>557,000</u>	<u>768,681</u>	<u>620,000</u>
Parking:					
Parking Permits - Annual	70,360	93,000	93,000	89,725	92,000
Parking Permits - Daily/Weekly	21,538	24,397	24,000	19,850	23,000
Parking Pay Stations & Meters	1,009,783	1,124,954	1,173,000	1,109,737	1,120,000
Parking Fines	236,099	244,260	240,000	227,429	230,000
	<u>1,337,779</u>	<u>1,486,610</u>	<u>1,530,000</u>	<u>1,446,741</u>	<u>1,465,000</u>
Police:					
Police Department Misc. Revenue	7,245	12,992	10,000	11,889	10,000
Traffic Fines - Alderman Court	93,558	91,517	90,000	73,741	93,000
Traffic Fines - State Court	15,094	16,861	16,000	13,784	17,000
	<u>115,898</u>	<u>121,369</u>	<u>116,000</u>	<u>99,414</u>	<u>120,000</u>
Contributions & Misc:					
Grass Fees	400	1,100	1,000	1,000	1,000
Junior Lifeguard Program Revenue	6,200	7,080	7,000	8,775	9,000
Contributions Private Source	1,500	3,000	3,000	3,730	3,000
Contributions for Cultural & Historic Affairs	16,430	14,445	16,000	-	16,000
Contributions for Fourth of July Parade	-	68,228	11,000	14,078	13,000
Miscellaneous Revenues	1,030	500	2,000	1,518	3,000
Returned Check Fees	35	70	-	35	-
Insurance Proceeds	-	8,013	-	-	-
Proceeds from Sale of Fixed Assets	2,700	2,250	-	5,225	-
Contributed/Seized Assets	-	-	-	-	-
	<u>28,295</u>	<u>104,686</u>	<u>40,000</u>	<u>34,361</u>	<u>45,000</u>
Interest Income:					
Interest Income	34,321	24,351	25,000	19,262	25,000
	<u>34,321</u>	<u>24,351</u>	<u>25,000</u>	<u>19,262</u>	<u>25,000</u>
<b>General Fund Revenue Total</b>	<b>5,208,581</b>	<b>5,800,079</b>	<b>5,495,000</b>	<b>5,749,797</b>	<b>5,619,000</b>
			Change from prior year budget	124,000	2.3%

**Town of Bethany Beach**  
**FY 2015 Revenue Budget**

	FY 2012 Actual Revenue	FY 2013 Actual Revenue	FY 2014 Approved Budget	FY 2014 Revenue thru 1/31	FY 2015 Approved Budget				
<b>Sanitation Department</b>									
Sanitation Fees:									
Refuse Fees	728,890	724,873	813,000	815,318	816,000				
Penalties	1,944	2,139	2,000	1,709	2,000				
Refuse Fees - Special	660	485	1,000	641	1,000				
Interest	7,420	4,542	5,000	3,061	5,000				
<b>Sanitation Revenue Total</b>	<b>738,914</b>	<b>732,039</b>	<b>821,000</b>	<b>820,729</b>	<b>824,000</b>				
	Change from prior year budget				3,000				
	Change from prior year budget				0.4%				
<b>Water Department Operating Revenue</b>									
Water Usage:									
Water Usage - In Town	726,732	741,085	727,000	454,385	727,000				
Water Usage - Salt Pond	219,306	226,559	221,000	125,348	221,000				
Water Usage - Savannah's Landing	65,249	64,087	61,000	36,553	61,000				
Water Usage - Other	22,882	25,354	24,000	13,174	24,000				
Penalties	4,018	3,676	4,000	3,071	4,000				
	<b>1,038,187</b>	<b>1,060,760</b>	<b>1,037,000</b>	<b>632,531</b>	<b>1,037,000</b>				
Other Fees & Interest:									
Miscellaneous Revenues	2,401	300	1,000	700	1,000				
Interest Income	10,771	10,838	11,000	7,740	11,000				
Tap Ins	4,700	2,600	3,000	4,700	3,000				
Meter Reimbursements	15,710	19,022	15,000	22,882	15,000				
Cut Off Fees	8,675	7,625	8,000	7,327	8,000				
Inspection Fees	595	665	1,000	1,113	1,000				
Delinquent On/Off Charges	325	200	-	50	-				
Returned Check fee	144	-	-	35	-				
	<b>43,321</b>	<b>41,251</b>	<b>39,000</b>	<b>44,547</b>	<b>39,000</b>				
<b>Water Operating Revenue Total</b>	<b>1,081,508</b>	<b>1,102,011</b>	<b>1,076,000</b>	<b>677,078</b>	<b>1,076,000</b>				
	Change from prior year budget				-				
	Change from prior year budget				0.0%				
<b>Water Impact Fee Capital Revenue</b>	<b>56,949</b>	<b>81,240</b>	<b>50,000</b>	<b>120,727</b>	<b>50,000</b>				
	Change from prior year budget				-				
	Change from prior year budget				0.0%				
<b>Water Debt Service Revenue</b>									
Sinking Fund Fees:									
Sinking Fund - Town	188,704	188,578	189,000	188,610	189,000				
Sinking Fund - Salt Pond	40,414	40,503	40,000	40,557	40,000				
Sinking Fund - Savannah's Landing	13,478	13,478	14,000	13,424	14,000				
Sinking Fund - Other	3,467	3,467	3,000	3,467	3,000				
<b>Water Debt Service Revenue Total</b>	<b>246,062</b>	<b>246,025</b>	<b>246,000</b>	<b>246,058</b>	<b>246,000</b>				
	Change from prior year budget				-				
	Change from prior year budget				0.0%				
<b>Town-Wide Revenue</b>	<b>7,332,015</b>	<b>7,961,393</b>	<b>7,688,000</b>	<b>7,614,389</b>	<b>7,815,000</b>				
	Change from prior year budget				127,000				
	Change from prior year budget				1.7%				

**Town of Bethany Beach**  
**FY 2015 Operating Budget**

	FY 2012 Actual Expended	FY 2013 Actual Expended	FY 2014 Approved Budget	FY 2014 Expended thru 1/31	FY 2015 Approved Budget
<b>General Fund</b>					
Administration & Trolley	967,730	840,915	923,000	775,647	921,000
Public Safety:					
Police	1,140,988	1,315,332	1,379,000	1,044,592	1,386,000
Parking	453,150	377,525	422,000	335,070	422,000
Alderman Court	44,453	49,878	50,000	41,508	53,000
Beach Patrol	385,599	438,735	451,000	439,640	469,000
	<u>2,024,190</u>	<u>2,181,470</u>	<u>2,302,000</u>	<u>1,860,810</u>	<u>2,330,000</u>
Public Works:					
Streets and Parks	663,106	646,160	713,000	583,621	777,000
Stormwater Management	169,294	108,512	134,000	130,454	246,000
Beach, Boardwalk, & Comfort St.	215,491	279,083	237,000	210,095	301,000
	<u>1,047,890</u>	<u>1,033,755</u>	<u>1,084,000</u>	<u>924,170</u>	<u>1,324,000</u>
Building Official / Code Enforcement	194,768	197,541	203,000	184,123	207,000
Bandstand & Entertainment	106,025	142,189	178,000	170,113	217,000
Cultural & Historic Affairs	4,213	8,004	20,000	11,245	20,000
Fourth of July Parade	-	-	30,000	28,192	30,000
Total General Fund Operating Costs	4,344,817	4,403,875	4,740,000	3,954,300	5,049,000
			Change from prior year budget		309,000 6.5%
<b>Sanitation Fund</b>	648,427	719,751	739,000	575,740	740,000
			Change from prior year budget		1,000 0.1%
<b>Water Fund</b>	763,615	824,003	887,000	670,559	934,000
			Change from prior year budget		47,000 5.3%
<b>Town-Wide</b>	5,756,859	5,947,628	6,366,000	5,200,599	6,723,000
			Change from prior year budget		357,000 5.6%

**Town of Bethany Beach**  
**FY 2015 Operating Budget by Expenditure Type**

	FTE	Personnel	Supplies	Contract Services	Operations	Minor Capital	Total
<b>General Fund</b>							
Administration	3.90	448,000	32,000	344,000	66,000	31,000	921,000
Public Safety:							
Police	11.20	1,151,000	64,000	127,000	30,000	14,000	1,386,000
Parking	1.70	209,000	8,000	178,000	3,000	24,000	422,000
Alderman Court	0.50	49,000	2,000	1,000	-	1,000	53,000
Beach Patrol	-	397,000	26,000	15,000	18,000	13,000	469,000
Public Works:							
Streets and Alleys	4.50	362,000	86,000	243,000	2,000	84,000	777,000
Stormwater Management	0.50	56,000	48,000	135,000	2,000	5,000	246,000
Beach, Boardwalk, & Comfort St.	0.50	126,000	35,000	74,000	1,000	65,000	301,000
Building Official / Code Enforcement	2.50	181,000	7,000	12,000	3,000	4,000	207,000
Bandstand & Entertainment	1.00	73,000	3,000	136,000	-	5,000	217,000
Cultural / Historic & Parade	-	-	-	-	50,000	-	50,000
<b>General Fund Total</b>	<b>26.30</b>	<b>3,052,000</b>	<b>311,000</b>	<b>1,265,000</b>	<b>175,000</b>	<b>246,000</b>	<b>5,049,000</b>
		61%	6%	25%	3%	5%	
<b>Sanitation Fund</b>	<b>4.10</b>	<b>378,000</b>	<b>52,000</b>	<b>282,000</b>	<b>3,000</b>	<b>25,000</b>	<b>740,000</b>
		52%	7%	38%	0%	3%	
<b>Water Fund</b>	<b>4.60</b>	<b>466,000</b>	<b>126,000</b>	<b>333,000</b>	<b>4,000</b>	<b>5,000</b>	<b>934,000</b>
		50%	13%	36%	0%	1%	
<b>Townwide Total</b>	<b>35.00</b>	<b>3,896,000</b>	<b>489,000</b>	<b>1,880,000</b>	<b>182,000</b>	<b>276,000</b>	<b>6,723,000</b>
		58%	7%	28%	3%	4%	

**Town of Bethany Beach**  
**FY 2015 Capital and Debt Service Budget Summary**

	<b>FY 2014 Approved Budget</b>	<b>FY 2014 Expended thru 1/31</b>	<b>FY 2014 Carryover to FY 2015</b>	<b>FY 2015 Approved Budget</b>
<b>General Fund</b>				
Administration & Trolley	281,000	190,970	70,000	-
Police	-	-	-	-
Parking	30,000	22,561	-	-
Beach Patrol	15,000	14,281	-	-
Streets and Parks	1,013,000	299,038	575,000	240,000
Stormwater Management	-	-	-	155,000
Beach, Boardwalk, & Comfort St.	49,000	44,713	-	50,000
Building Official	-	-	-	-
Bandstand & Entertainment	-	-	-	20,000
Cultural / Historic & Parade	-	-	-	-
<b>General Fund Capital</b>	<b>1,388,000</b>	<b>571,564</b>	<b>645,000</b>	<b>465,000</b>
<b>General Fund Debt Service</b>	<b>169,000</b>	<b>157,063</b>	<b>-</b>	<b>91,000</b>
<b>Sanitation Fund Capital</b>	<b>240,000</b>	<b>231,776</b>	<b>-</b>	<b>170,000</b>
<b>Water Fund Capital</b>	<b>1,225,000</b>	<b>423,126</b>	<b>1,250,000</b>	<b>155,000</b>
<b>Water Fund Debt Service</b>	<b>285,000</b>	<b>256,633</b>	<b>-</b>	<b>424,000</b>

**Town of Bethany Beach**  
**FY 2015 Capital and Debt Service Budget Detail**

<b>General Fund</b>			<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2015</b>
<b>Buildings</b>	<b>Administration Total</b>	Construction of storage building at Town Hall	<b>Carryover to FY 2015</b>	<b>Approved Budget</b>	<b>Total Funding</b>
Streets	Road and alley work not covered by the Municipal Street Aid grant	-	200,000	200,000	200,000
Machinery & equipment	Replacement of Skid Steer	-	40,000	40,000	40,000
Land and building	Purchase of property and construction of storage building and workshop	500,000	-	500,000	500,000
Parks & Improvements	Park development	75,000	-	75,000	75,000
<b>Streets and Parks Total</b>		<b>575,000</b>	<b>240,000</b>	<b>815,000</b>	<b>815,000</b>
Vehicle	Replace pickup truck with diesel	-	55,000	55,000	55,000
Drainage Projects	Drainage improvements	-	100,000	100,000	100,000
<b>Stormwater Total</b>			<b>155,000</b>	<b>155,000</b>	<b>155,000</b>
Beach/Boardwalk Repairs	Repairs to the boardwalk and beach access	-	30,000	30,000	30,000
Machinery & Equipment	Purchase Kubota utility vehicle for beach maintenance	-	20,000	20,000	20,000
Beach, Boardwalk, & Comfort Station Total			<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Bandstand & Entertainment	Replacement of bandstand sound and lighting system	-	20,000	20,000	20,000
Bandstand & Entertainment Total			<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Total General Fund Capital Budget</b>			<b>645,000</b>	<b>465,000</b>	<b>1,110,000</b>
Debt Service - Retirement program	Debt for conversion of retirement program to the State's plan. Ends May 2014	-	91,000	91,000	91,000
<b>Total General Fund Debt Service Budget</b>			<b>91,000</b>	<b>91,000</b>	<b>91,000</b>
<b>Sanitation Fund</b>					
Vehicles & Equipment	Replacement of a 2003 rear loading trash truck	-	170,000	170,000	170,000
<b>Sanitation Total</b>			<b>170,000</b>	<b>170,000</b>	<b>170,000</b>
<b>Water Fund</b>					
Machinery & Equipment	Replacement of equipment as needed	-	50,000	50,000	50,000
Vehicle	Replacement of work truck with diesel pickup truck	-	55,000	55,000	55,000
Capital Imp to Water Systems	Mineral pond relocation, pump station, aerator alterations - related to storage tank project	475,000	-	475,000	475,000
Capital Imp to Water Systems	Elevated Water Storage Tank project (loan funded)	775,000	-	775,000	775,000
Capital Imp to Water Systems	Distribution system repair work as needed	-	50,000	50,000	50,000
<b>Total Water Department Capital Budget</b>			<b>1,250,000</b>	<b>155,000</b>	<b>1,405,000</b>
Debt Service	Bond on Water Plant originally issued 1989, refinanced in 1994. Ends October 2014	-	264,000	264,000	264,000
Debt Service	Water Tower loan repayment. Principal payments begin December 2014	-	160,000	160,000	160,000
<b>Total Water Department Debt Service Budget</b>			<b>424,000</b>	<b>424,000</b>	<b>424,000</b>

**Town of Bethany Beach**  
**FY 2015 Special Funds (Grants) Budget**

	FY 2014 Total Budget	FY 2014 Actually Awarded	FY 2014 Expended thru 1/31	FY 2014 Total Remaining	FY 2015 Approved Budget
Municipal Street Aid Street Repair (MSA)	87,000	111,550	111,550	-	87,000
Forest Service tree grant	-	2,848	2,848	-	-
Transportation Enhancement (N PA Ave)	50,000	50,000	-	50,000	-
Police Retirement Plan	51,000	44,920	37,432	7,488	45,000
Office of Highway Safety (OHS)	5,000	7,350	7,350	-	5,000
Sussex County Police Vehicle	25,000	25,000	25,000	-	25,000
State Aid to Local Law Enforcement (SALLE)	5,000	4,714	-	4,714	5,000
Emergency Illegal Drug Enforcement (EIDE)	5,000	3,889	-	3,889	5,000
Fund to Combat Violent Crime	18,000	22,252	8,303	13,949	15,000
Walmart pedestrian & bike safety	-	1,000	1,000	-	-
Recycling phase III	-	17,325	17,325	-	-
Salt Water Intrusion Monitoring Network	-	12,485	7,836	4,649	-
<b>Total Grant Budget</b>	<b>246,000</b>	<b>303,332</b>	<b>218,643</b>	<b>84,689</b>	<b>187,000</b>

**Town of Bethany Beach**  
**Fiscal Year 2015 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

**BUILDING PERMITS:**

Building Impact 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.	

**Town of Bethany Beach**  
**Fiscal Year 2015 Schedule of Fees**

Building Impact 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 Impact 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
<b>MERCANTILE LICENSE FEES:</b>	
Business License (may purchase up to 3 years for \$180 per year)	180.00
Rental License, Commercial or Residential. Residential license will not be issued without notarized safety certificate	50.00
Administrative fee for failure to obtain a license by the renewal due date.	50.00
Rental tax on gross rental receipts on Commercial and Residential rentals	6%
Rental tax on gross rental receipts on rentals subject to State Accommodations Tax	3%
<b>OTHER FEES:</b>	
Shuttle Bus Permit (shuttle with seating capacity of 11 or more)	6,000.00
Shuttle Bus Permit (shuttle with seating capacity of 10 or less)	3,000.00
Shuttle 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
<b>POLICE DEPARTMENT:</b>	
Document Fee	18.50
<b>PARKING DEPARTMENT:</b>	
Parking meter rate per hour	1.50
Pay Station fee. Charged per transaction at a parking pay station. Waived for cash payment.	0.50
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.	20.00
<b>PARKING PERMITS:</b>	
<b>RESIDENTIAL PROPERTY OWNERS</b>	
1st Permit	N/C
2nd Permit (No more than 2 permits will be issued per property)	35.00
Replacement Permits	50.00
<b>C-1 BUSINESS LICENSE HOLDER</b>	
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
<b>VISITOR &amp; CONSTRUCTION PARKING PERMITS</b>	
1-day	20.00
3-day	59.00
7-day	137.00

**Town of Bethany Beach**  
**Fiscal Year 2015 Schedule of Fees**

**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)	0.175	*
--	-------	---

**TRASH FEES:**

4 yard dumpster	1,720.00
3 yard dumpster	1,450.00
2 yard dumpster	1,110.00
Commercial: Flat Rate Per Unit	390.00
Residential: Flat Rate Per Unit	280.00
Special Trash or yard waste collection (minimum charge)	40.00

**WATER BOND SINKING FUND**

Per Front Footage	1.07
-------------------	------

**WATER SERVICES:**

In Town Flat Rate per year	125.00
0 - 10,000 gallons used	3.50/1000 gal
10,001 - 40,000 gallons used	4.50/1000 gal
over 40,000 gallons used	5.50/1000 gal
Out of Town - \$5.50/1000 Gallons of Usage, Flat Rate (Connection Charge) \$180/year for 5/8" Meter	5.50/180.00
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
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"	80	3.2
Turbine	2"	160	6.4
Compound	3"	160	6.4
Turbine	3"	350	14.0
Compound	4"	250	10.0
Turbine	4"	650	26.0
Compound	6"	500	20.0
Turbine	6"	1400	56.0
Compound	8"	800	32.0
Turbine	8"	2400	96.0
Turbine	10"	3500	140.0
Turbine	12"	4400	176.0

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)

**Town of Bethany Beach  
Fiscal Year 2015 Schedule of Fees**

**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 writs/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