



## **Town of Bethany Beach**

### **FY 2017 Budget**

**Approved March 18, 2016**

**Town of Bethany Beach  
FY 2017 Budget  
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## **Town of Bethany Beach FY 2017 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 2017 runs from April 1, 2016 to March 31, 2017.

### **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 2017 Budget**

**General Fund**

Projected cash, receivables & investments at start of FY 2017	5,900,000
FY 2017 Revenue Budget	6,453,000
<u>Total Available Funding</u>	<u>12,353,000</u>
FY 2017 Operating Budget	5,519,000
FY 2017 Capital & Debt Service Budget	823,000
Capital projects remaining & budgeted in prior fiscal years	380,000
Committed for unfunded contingencies	100,000
Committed for post-employment health care benefit	52,000
Committed for Cultural and Historic Committee	22,000
Committed for Storm Emergency Relief Fund	613,000
Committed for Capital Replacements - recommended range \$3,634,000 to \$6,928,000	4,016,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	828,000
<u>Total Allocation of Projected Funds</u>	<u>12,353,000</u>

**Sanitation Department**

Projected cash, receivables & investments at start of FY 2017	940,000
FY 2017 Revenue Budget	828,000
<u>Total Available Funding</u>	<u>1,768,000</u>
FY 2017 Operating Budget	776,000
FY 2017 Capital Budget	220,000
Capital projects remaining & budgeted in prior fiscal years	-
Committed for Capital Replacements - recommended range \$560,000 to \$1,120,000	656,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	116,000
<u>Total Allocation of Projected Funds</u>	<u>1,768,000</u>

**Water Department Operating & Capital**

Projected cash, receivables & investments at start of FY 2017	1,775,000
FY 2017 Operating Revenue Budget	1,284,000
FY 2017 Impact Fee Revenue Budget	100,000
<u>Total Available Funding</u>	<u>3,159,000</u>
FY 2017 Operating Budget	1,087,000
FY 2017 Capital Budget	260,000
Capital projects remaining & budgeted in prior fiscal years	50,000
Committed for post-employment health care benefit	238,000
Committed for replacement of filter media	350,000
Committed for Capital Replacements - recommended range \$773,000 to \$1,770,000	1,011,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	163,000
<u>Total Allocation of Projected Funds</u>	<u>3,159,000</u>

**Water Department Debt Service**

Projected cash, receivables & investments at start of FY 2017	8,000
FY 2017 Sinking Fund Revenue Budget	246,000
<u>Total Available Funding</u>	<u>254,000</u>
FY 2017 Debt Service Budget	246,000
Funds reserved for future Debt Service payments	8,000
<u>Total Allocation of Projected Funds</u>	<u>254,000</u>

**Town of Bethany Beach**  
**FY 2017 Revenue Budget**

<b>General Fund</b>	<b>FY 2014 Actual Revenue</b>	<b>FY 2015 Actual Revenue</b>	<b>FY 2016 Approved Budget</b>	<b>FY 2016 Revenue thru 2/29</b>	<b>FY 2017 Approved Budget</b>
Property Taxes:					
Property Taxes	1,681,651	1,741,940	1,755,000	1,770,788	1,870,000
Penalties	3,061	3,866	4,000	4,853	4,000
	<u>1,684,712</u>	<u>1,745,806</u>	<u>1,759,000</u>	<u>1,775,641</u>	<u>1,874,000</u>
Real Estate Transfer Taxes	760,558	822,846	550,000	671,127	550,000
Rental Real Estate Taxes	1,045,656	1,044,036	1,117,000	1,142,886	1,272,000
Licenses, Permits & Fees:					
Concession Fees	56,380	56,430	62,000	62,049	62,000
Business Licenses	129,040	126,745	135,000	137,210	135,000
Commercial Rental Licenses	5,650	5,600	6,000	5,900	6,000
Residential Rental Licenses	39,900	39,400	39,000	39,000	39,000
Franchise Fees	92,124	94,172	100,000	96,308	100,000
Building Permits	480,500	939,530	250,000	406,350	250,000
Shuttle Permits	33,100	36,100	42,000	40,773	42,000
Trolley Fees	9,922	10,879	11,000	10,273	11,000
Trolley Advertising	1,500	1,500	2,000	1,500	2,000
Variance/Public Hearing Fees	875	525	1,000	2,950	1,000
	<u>848,991</u>	<u>1,310,881</u>	<u>648,000</u>	<u>802,313</u>	<u>648,000</u>
Parking:					
Parking Permits - Annual	89,725	100,430	100,000	106,100	105,000
Parking Permits - Daily/Weekly	19,850	22,844	26,000	25,290	26,000
Parking Pay Stations & Meters	1,109,737	1,178,566	1,335,000	1,591,780	1,620,000
Parking Fines	232,150	230,978	232,000	178,728	175,000
	<u>1,451,462</u>	<u>1,532,817</u>	<u>1,693,000</u>	<u>1,901,898</u>	<u>1,926,000</u>
Police:					
Police Department Misc. Revenue	14,680	12,419	10,000	14,997	15,000
Traffic Fines - Alderman Court	84,008	69,800	80,000	77,584	80,000
Traffic Fines - State Court	14,477	8,840	14,000	7,407	10,000
	<u>113,164</u>	<u>91,059</u>	<u>104,000</u>	<u>99,988</u>	<u>105,000</u>
Contributions & Misc:					
Grass Fees	1,000	770	1,000	400	1,000
Junior Lifeguard Program Revenue	8,775	12,355	12,000	11,475	12,000
Contributions Private Source	3,730	4,700	3,000	8,617	3,000
Contributions for Cultural & Historic Affairs	16,885	17,690	17,000	19,518	17,000
Contributions for Fourth of July Parade	14,078	8,938	9,000	6,029	6,000
Miscellaneous Revenues	1,582	1,936	3,000	1,015	3,000
Returned Check Fees	70	70	-	70	-
Insurance Proceeds	-	63,112	-	-	-
Proceeds from Sale of Fixed Assets	5,325	7,472	-	8,990	-
	<u>51,445</u>	<u>117,043</u>	<u>45,000</u>	<u>56,114</u>	<u>42,000</u>
Interest Income:					
Interest Income	23,620	31,901	30,000	37,651	36,000
	<u>23,620</u>	<u>31,901</u>	<u>30,000</u>	<u>37,651</u>	<u>36,000</u>
<b>General Fund Revenue Total</b>	<b>5,979,609</b>	<b>6,696,389</b>	<b>5,946,000</b>	<b>6,487,618</b>	<b>6,453,000</b>
			Change from prior fiscal year	507,000	8.5%

**Town of Bethany Beach**  
**FY 2017 Revenue Budget**

	<b>FY 2014 Actual Revenue</b>	<b>FY 2015 Actual Revenue</b>	<b>FY 2016 Approved Budget</b>	<b>FY 2016 Revenue thru 2/29</b>	<b>FY 2017 Approved Budget</b>
<b>Sanitation Department</b>					
Sanitation Fees:					
Refuse Fees	815,318	815,638	816,000	820,180	820,000
Penalties	1,930	2,289	2,000	2,830	2,000
Refuse Fees - Special	681	580	1,000	540	1,000
Interest	3,645	4,709	5,000	6,220	5,000
<b>Sanitation Revenue Total</b>	<b>821,574</b>	<b>823,217</b>	<b>824,000</b>	<b>829,770</b>	<b>828,000</b>
				Change from prior fiscal year	4,000
					0.5%
<b>Water Department Operating Revenue</b>					
Water Usage:					
Water Usage - In Town	717,646	729,324	875,000	544,430	890,000
Water Usage - Salt Pond	207,663	208,034	265,000	160,450	265,000
Water Usage - Savannah's Landing	65,337	61,736	73,000	41,168	66,000
Water Usage - Other	21,582	28,768	28,000	12,807	20,000
Penalties	3,337	4,434	4,000	4,650	4,000
	<b>1,015,566</b>	<b>1,032,297</b>	<b>1,245,000</b>	<b>763,505</b>	<b>1,245,000</b>
				Change from prior fiscal year	
					0.5%
Other Fees & Interest:					
Miscellaneous Revenues	735	107	1,000	238	1,000
Interest Income	9,322	7,503	8,000	7,826	8,000
Tap Ins	5,400	5,735	3,000	5,535	3,000
Meter Reimbursements	27,194	27,534	18,000	17,037	18,000
Cut Off Fees	12,402	11,925	8,000	9,550	8,000
Inspection Fees	1,428	1,470	1,000	875	1,000
Delinquent On/Off Charges	50	1,448	-	26	-
Returned Check fee	35	-	-	-	-
	<b>56,566</b>	<b>55,722</b>	<b>39,000</b>	<b>41,087</b>	<b>39,000</b>
<b>Water Operating Revenue Total</b>	<b>1,072,132</b>	<b>1,088,018</b>	<b>1,284,000</b>	<b>804,592</b>	<b>1,284,000</b>
				Change from prior fiscal year	0.0%
<b>Water Impact Fee Capital Revenue</b>	<b>148,356</b>	<b>278,447</b>	<b>50,000</b>	<b>96,873</b>	<b>100,000</b>
				Change from prior fiscal year	50,000
					100.0%
<b>Water Debt Service Revenue</b>					
Sinking Fund Fees:					
Sinking Fund - Town	188,610	188,638	189,000	188,420	189,000
Sinking Fund - Salt Pond	40,556	40,710	40,000	40,611	40,000
Sinking Fund - Savannah's Landing	13,424	13,478	14,000	13,478	14,000
Sinking Fund - Other	3,467	3,468	3,000	3,467	3,000
<b>Water Debt Service Revenue Total</b>	<b>246,057</b>	<b>246,294</b>	<b>246,000</b>	<b>245,976</b>	<b>246,000</b>
				Change from prior fiscal year	-
					0.0%
<b>Town-Wide Revenue</b>	<b>8,267,728</b>	<b>9,132,364</b>	<b>8,350,000</b>	<b>8,464,829</b>	<b>8,911,000</b>
				Change from prior fiscal year	561,000
					6.7%

**Town of Bethany Beach**  
**FY 2017 Operating Budget**

	<b>FY 2014 Actual Expended</b>	<b>FY 2015 Actual Expended</b>	<b>FY 2016 Approved Budget</b>	<b>FY 2016 Expended thru 2/29</b>	<b>FY 2017 Approved Budget</b>
<b>General Fund</b>					
Administration & Trolley	912,861	885,800	968,000	867,006	983,000
Public Safety:					
Police	1,281,388	1,319,191	1,375,000	1,232,905	1,476,000
Parking	354,153	458,159	469,000	460,712	521,000
Alderman Court	49,987	50,625	56,000	48,157	57,000
Beach Patrol	443,174	517,196	580,000	536,123	583,000
	2,128,701	2,345,172	2,480,000	2,277,897	2,637,000
Public Works:					
Streets and Parks	709,990	769,853	819,000	766,936	858,000
Stormwater Management	156,176	153,594	185,000	81,589	185,000
Beach, Boardwalk, & Comfort St.	220,171	314,199	283,000	275,541	291,000
	1,086,338	1,237,646	1,287,000	1,124,066	1,334,000
Building Official / Code Enforcement	216,045	229,067	233,000	213,554	259,000
Bandstand & Entertainment	182,089	224,324	234,000	227,708	256,000
Cultural & Historic Affairs	12,335	14,473	20,000	9,608	20,000
Fourth of July Parade	28,215	21,932	30,000	23,957	30,000
Total General Fund Operating Costs	4,566,583	4,958,414	5,252,000	4,743,796	5,519,000
			Change from prior year budget		267,000
					5.1%
<b>Sanitation Fund</b>	667,873	677,846	752,000	643,278	776,000
			Change from prior year budget		24,000
					3.2%
<b>Water Fund</b>	824,711	962,959	1,016,000	877,926	1,087,000
			Change from prior year budget		71,000
					7.0%
<b>Town-Wide</b>	6,059,168	6,599,219	7,020,000	6,265,000	7,382,000
			Change from prior year budget		362,000
					5.2%

**Town of Bethany Beach**  
**FY 2017 Operating Budget by Expenditure Type**

	Full-Time Empl	Personnel	Supplies	Contract Services	Operations	Minor Capital	Total
<b>General Fund</b>							
Administration	4.40	502,000	29,000	365,000	66,000	21,000	983,000
Public Safety:							
Police	11.70	1,215,000	56,000	136,000	30,000	39,000	1,476,000
Parking	2.70	271,000	7,000	231,000	3,000	9,000	521,000
Alderman Court	0.50	52,000	2,000	2,000	-	1,000	57,000
Beach Patrol	-	493,000	29,000	18,000	27,000	16,000	583,000
Public Works:							
Streets and Parks	5.25	454,000	96,000	252,000	2,000	54,000	858,000
Stormwater Management	0.50	45,000	35,000	98,000	2,000	5,000	185,000
Beach, Boardwalk, & Comfort St.	0.25	134,000	40,000	86,000	1,000	30,000	291,000
Building Official / Code Enforcement	2.50	234,000	6,000	12,000	3,000	4,000	259,000
Bandstand & Entertainment	1.00	102,000	4,000	140,000	-	10,000	256,000
Cultural & Historic Affairs	-	-	-	-	20,000	-	20,000
Fourth of July Parade	-	-	-	-	30,000	-	30,000
<b>General Fund Total</b>	<b>28.80</b>	<b>3,502,000</b> 64%	<b>304,000</b> 6%	<b>1,340,000</b> 24%	<b>184,000</b> 3%	<b>189,000</b> 3%	<b>5,519,000</b>
<b>Sanitation Fund</b>	<b>4.60</b>	<b>420,000</b> 54%	<b>39,000</b> 5%	<b>294,000</b> 38%	<b>3,000</b> 0%	<b>20,000</b> 3%	<b>776,000</b>
<b>Water Fund</b>	<b>4.60</b>	<b>529,000</b> 49%	<b>141,000</b> 13%	<b>408,000</b> 38%	<b>4,000</b> 0%	<b>5,000</b> 0%	<b>1,087,000</b>
<b>Townwide Total</b>	<b>38.00</b>	<b>4,451,000</b> 59%	<b>484,000</b> 7%	<b>2,042,000</b> 28%	<b>191,000</b> 3%	<b>214,000</b> 3%	<b>7,382,000</b>

**Town of Bethany Beach**  
**FY 2017 Capital and Debt Service Budget Summary**

	<b>FY 2016 Approved Budget</b>	<b>FY 2016 Expended thru 2/29</b>	<b>FY 2016 Carryover to FY 2017</b>	<b>FY 2017 Approved Budget</b>
<b>General Fund</b>				
Administration & Trolley	-	24,999	-	-
Police	-	-	-	20,000
Parking	1,257,000	1,256,770	-	-
Beach Patrol	-	-	-	-
Streets and Parks	-	-	380,000	410,000
Stormwater Management	95,000	79,750	-	-
Beach, Boardwalk, & Comfort St.	-	-	-	140,000
Building Official	-	-	-	-
Bandstand & Entertainment	-	-	-	-
Cultural / Historic & Parade	-	-	-	-
<b>General Fund Capital</b>	<b>1,352,000</b>	<b>1,361,519</b>	<b>380,000</b>	<b>570,000</b>
<b>General Fund Debt Service</b>	<b>225,000</b>	<b>225,000</b>	<b>-</b>	<b>253,000</b>
<b>Sanitation Fund Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>220,000</b>
<b>Water Fund Capital</b>	<b>1,020,000</b>	<b>643,239</b>	<b>50,000</b>	<b>260,000</b>
<b>Water Fund Debt Service</b>	<b>246,000</b>	<b>230,810</b>	<b>-</b>	<b>246,000</b>

**Town of Bethany Beach**  
**FY 2017 Capital and Debt Service Budget Detail**

		FY 2016 Carryover to FY 2017	FY 2017 Approved Budget	FY 2017 Total Funding
<b>General Fund</b>				
Land & building	Construction of a shooting range at the Blackwater Road property		20,000	20,000
Police Total			- 20,000	<b>20,000</b>
Streets	Road and alley work not covered by the Municipal Street Aid grant		- 200,000	200,000
Land & building	Improvements to Blackwater Rd property to use for Storage and minimal office space	225,000	170,000	395,000
Equipment	Replacement of a street cleaner and a lawn tractor		- 40,000	40,000
Parks & Improvements	Museum - preparation of land, relocation of house and renovation of house	105,000	- 105,000	105,000
Parks & Improvements	Park development	50,000	- 50,000	50,000
Streets and Parks Total		<b>380,000</b>	<b>410,000</b>	<b>790,000</b>
Machinery & Equipment	Replace the beach tractor		- 80,000	80,000
Boardwalk Improvements	Hollywood boardwalk extension		- 60,000	60,000
Beach, Boardwalk, & Comfort Station Total			- 140,000	<b>140,000</b>
<b>Total General Fund Capital Budget</b>		<b>380,000</b>	<b>570,000</b>	<b>950,000</b>
Debt Service	Payment plan on Garfield Parking Lot purchase		- 253,000	253,000
<b>Total General Fund Debt Service Budget</b>		<b>- 253,000</b>	<b>253,000</b>	<b>253,000</b>
<b>Sanitation Fund</b>				
Vehicles & Equipment	Replacement of a 2003 side loading trash truck		- 220,000	220,000
<b>Sanitation Total</b>			<b>- 220,000</b>	<b>220,000</b>
<b>Water Fund</b>				
Machinery & Equipment	Replacement of 2008 GMC pickup truck		- 60,000	60,000
Water Systems	Construct an earthen mineral pond, replaces the building budgeted in the prior fiscal year	50,000	100,000	150,000
Machinery & Equipment	Replacement of equipment as needed		- 50,000	50,000
Water Systems	Distribution system repair work as needed		- 50,000	50,000
<b>Total Water Department Capital Budget</b>		<b>50,000</b>	<b>260,000</b>	<b>310,000</b>
Debt Service	Water Tower loan repayments.		- 246,000	246,000
<b>Total Water Department Debt Service Budget</b>		<b>- 246,000</b>	<b>246,000</b>	<b>246,000</b>

**Town of Bethany Beach**  
**FY 2017 Special Funds (Grants) Budget**

	<b>FY 2016 Total Budget</b>	<b>FY 2016 Actually Awarded</b>	<b>FY 2016 Expended thru 2/29</b>	<b>FY 2017 Total Remaining</b>	<b>FY 2017 Approved Budget</b>
Municipal Street Aid Street Repair (MSA)	218,000	217,250	217,250	-	109,000
Economic Development & Infrastructure	-	10,000	10,000	-	-
Sussex County Beach Wheelchair grant	-	1,000	-	1,000	-
Police Retirement Plan	40,000	44,217	40,533	3,684	44,000
Office of Highway Safety (OHS)	5,000	9,300	9,300	-	5,000
Criminal Justice Council (CJC)	-	6,000	6,000	-	5,000
Sussex County Police Vehicle	25,000	25,000	25,000	-	25,000
Bulletproof Vest Grant	-	1,230	1,230	-	-
State Aid to Local Law Enforcement (SALLE)	5,000	4,645	4,645	-	5,000
Emergency Illegal Drug Enforcement (EIDE)	5,000	7,796	3,954	3,842	5,000
Fund to Combat Violent Crime	21,000	19,960	19,960	-	20,000
Walmart Bicycle Lights	-	1,000	1,000	-	-
Special Law Enforcement Assistance Funds (SLEAF)	-	12,616	-	12,616	-
<b>Total Grant Budget</b>	<b>319,000</b>	<b>360,014</b>	<b>338,872</b>	<b>21,142</b>	<b>218,000</b>

**Town of Bethany Beach  
FY 2017 Schedule of Fees**

**ADMINISTRATIVE FEES:**

(ALL FEES SHOULD BE PREPAID AT TIME OF ORDER)

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

**APPLICATIONS TO TOWN COUNCIL:**

<u>Application for Rezoning</u>	250.00
<u>Request for Zoning Code Amendment</u>	300.00

**APPLICATIONS TO PLANNING COMMISSION:**

<u>Application for Land Combining</u>	175.00
<u>Application for Land Partitioning</u>	175.00
<u>PRDs and Minor Residential Subdivisions</u>	\$500 plus \$250 per dwelling
<u>Major Residential Subdivisions</u>	\$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:**

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

**BUILDING PERMITS:**

<u>Building Permit Fee</u>	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.	

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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 \$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 - effective on rentals after September 2016	7.00% *
Rental tax on gross rental receipts on rentals subject to State Accommodations Tax - effective on rentals after April 2016	3.25% *
 OTHER FEES:	
Shuttle Bus Permit (shuttle with seating capacity of 11 or more)	7,000.00
Shuttle Bus Permit (shuttle with seating capacity of 10 or less)	3,500.00
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
 POLICE DEPARTMENT:	
Document Fee	18.50
 PARKING DEPARTMENT:	
Parking meter rate per hour	2.00
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
 PARKING PERMITS:	
RESIDENTIAL PROPERTY OWNERS	
1st Permit	N/C
2nd Permit (No more than 2 permits will be issued per property)	35.00
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 & CONSTRUCTION PARKING PERMITS	
1-day	27.00
3-day	79.00
7-day	183.00

**Town of Bethany Beach  
FY 2017 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) 0.185 \*

**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	150.00
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 - \$5.50/1000 Gallons of Usage, Flat Rate (Connection Charge) \$180/year for 5/8" Meter	6.50/220.00
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"	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)

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**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