



# **Town of Bethany Beach**

## **FY 2019 Budget**

**Approved March 16, 2018**

**Town of Bethany Beach  
FY 2019 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 2019 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 2019 runs from April 1, 2018 to March 31, 2019.

## **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 2019 Budget

### General Fund

Projected cash, receivables & investments at start of FY 2019	7,750,000
FY 2019 Revenue Budget	6,937,000
Total Available Funding	14,687,000
FY 2019 Operating Budget	6,196,000
FY 2019 Capital & Debt Service Budget	677,000
Capital projects remaining & budgeted in prior fiscal years	1,000,000
Committed for unfunded contingencies	100,000
Committed for post-employment health care benefit	52,000
Committed for Cultural and Historic Committee	48,000
Committed for Storm Emergency Relief Fund	1,396,000
Committed for Capital Replacements - recommended range \$3,698,000 to \$7,101,000	4,289,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	929,000
Total Allocation of Projected Funds	14,687,000

### Sanitation Department

Projected cash, receivables & investments at start of FY 2019	1,115,000
FY 2019 Revenue Budget	980,000
Total Available Funding	2,095,000
FY 2019 Operating Budget	820,000
FY 2019 Capital Budget	236,000
Capital projects remaining & budgeted in prior fiscal years	-
Committed for Capital Replacements - recommended range \$516,000 to \$1,034,000	916,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	123,000
Total Allocation of Projected Funds	2,095,000

### Water Department Operating & Capital

Projected cash, receivables & investments at start of FY 2019	2,330,000
FY 2019 Operating Revenue Budget	1,400,000
FY 2019 Impact Fee Revenue Budget	100,000
Total Available Funding	3,830,000
FY 2019 Operating Budget	1,114,000
FY 2019 Capital Budget	150,000
Capital projects remaining & budgeted in prior fiscal years	-
Committed for post-employment health care benefit	257,000
Committed for replacement of filter media	350,000
Committed for Capital Replacements - recommended range \$928,000 to \$2,239,000	1,792,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	167,000
Total Allocation of Projected Funds	3,830,000

### Water Department Debt Service

Projected cash, receivables & investments at start of FY 2019	20,000
FY 2019 Sinking Fund Revenue Budget	246,000
Total Available Funding	266,000
FY 2019 Debt Service Budget	246,000
Funds reserved for future Debt Service payments	20,000
Total Allocation of Projected Funds	266,000

**Town of Bethany Beach  
FY 2019 Revenue Budget**

<b>General Fund</b>	<b>FY 2016 Actual Revenue</b>	<b>FY 2017 Actual Revenue</b>	<b>FY 2018 Approved Budget</b>	<b>FY 2018 Revenue thru 2/28</b>	<b>FY 2019 Approved Budget</b>
Property Taxes:					
Property Taxes	1,770,788	1,890,542	1,895,000	1,894,869	1,900,000
Penalties	5,253	6,996	5,000	5,898	5,000
	<u>1,776,040</u>	<u>1,897,538</u>	<u>1,900,000</u>	<u>1,900,768</u>	<u>1,905,000</u>
Real Estate Transfer Taxes	710,089	1,143,222	550,000	1,053,432	550,000
Rental Real Estate Taxes	1,149,424	1,348,255	1,470,000	1,608,399	1,600,000
Licenses, Permits & Fees:					
Concession Fees	62,049	75,651	73,000	73,008	73,000
Business Licenses	129,355	126,665	135,000	131,820	135,000
Commercial Rental Licenses	5,900	6,000	6,000	5,700	6,000
Residential Rental Licenses	39,200	37,492	39,000	36,558	39,000
Franchise Fees	96,308	99,260	100,000	100,429	100,000
Building Permits	423,466	450,446	300,000	609,363	300,000
Shuttle Permits	40,773	45,600	42,000	45,700	42,000
Trolley Fees	10,273	10,151	11,000	10,720	11,000
Trolley Advertising	1,500	1,500	2,000	1,500	2,000
Variance/Public Hearing Fees	3,125	4,675	1,000	2,175	1,000
	<u>811,950</u>	<u>857,441</u>	<u>709,000</u>	<u>1,016,973</u>	<u>709,000</u>
Parking:					
Parking Permits - Annual	106,100	111,845	105,000	110,860	110,000
Parking Permits - Daily/Weekly	25,290	26,456	26,000	25,478	26,000
Parking Pay Stations & Meters	1,591,780	1,621,031	1,620,000	1,617,240	1,620,000
Parking Fines	180,055	237,436	215,000	263,058	230,000
	<u>1,903,225</u>	<u>1,996,769</u>	<u>1,966,000</u>	<u>2,016,636</u>	<u>1,986,000</u>
Police:					
Police Department Misc. Revenue	17,687	15,357	15,000	5,585	15,000
Traffic Fines - Alderman Court	89,119	73,633	80,000	44,303	10,000
Traffic Fines - State Court	8,253	7,688	10,000	15,901	45,000
	<u>115,059</u>	<u>96,678</u>	<u>105,000</u>	<u>65,789</u>	<u>70,000</u>
Contributions & Miscellaneous:					
Grass Fees	600	2,060	1,000	700	1,000
Junior Lifeguard Program Revenue	11,475	11,175	12,000	14,775	12,000
Contributions Private Source	8,617	10,602	3,000	1,000	3,000
Contributions for Cultural & Historic Affairs	19,326	18,680	17,000	19,110	17,000
Contributions for Fourth of July Parade	6,029	6,190	6,000	8,157	6,000
Miscellaneous Revenues	1,016	1,124	3,000	1,362	3,000
Returned Check Fees	70	-	-	70	-
Proceeds from Sale of Fixed Assets	8,990	3,315	-	5,399	-
	<u>56,122</u>	<u>53,145</u>	<u>42,000</u>	<u>50,573</u>	<u>42,000</u>
Interest Income:					
Interest Income	42,136	63,934	66,000	82,838	75,000
	<u>42,136</u>	<u>63,934</u>	<u>66,000</u>	<u>82,838</u>	<u>75,000</u>
<b>General Fund Revenue Total</b>	<b>6,564,046</b>	<b>7,456,982</b>	<b>6,808,000</b>	<b>7,795,408</b>	<b>6,937,000</b>
			Change from prior year budget		129,000
					1.9%

**Town of Bethany Beach  
FY 2019 Revenue Budget**

	<b>FY 2016 Actual Revenue</b>	<b>FY 2017 Actual Revenue</b>	<b>FY 2018 Approved Budget</b>	<b>FY 2018 Revenue thru 2/28</b>	<b>FY 2019 Approved Budget</b>
<b>Sanitation Department</b>					
Sanitation Fees:					
Refuse Fees	820,180	821,542	968,000	965,954	968,000
Penalties	3,059	3,471	2,000	3,214	2,000
Refuse Fees - Special	540	520	1,000	791	1,000
Interest	6,990	9,624	9,000	11,722	9,000
Sales of Fixed Assets	-	16,110	-	-	-
<b>Sanitation Revenue Total</b>	<b>830,769</b>	<b>851,268</b>	<b>980,000</b>	<b>981,680</b>	<b>980,000</b>
			Change from prior year budget		-
					0.0%
<b>Water Department Operating Revenue</b>					
Water Usage:					
Water Usage - In Town	857,592	897,058	890,000	558,737	970,000
Water Usage - Salt Pond	252,850	248,962	255,000	159,264	277,000
Water Usage - Savannah's Landing	73,603	74,672	76,000	40,746	85,000
Water Usage - Other	21,247	20,988	20,000	16,592	21,000
Penalties	4,722	5,828	4,000	4,614	4,000
	1,210,014	1,247,508	1,245,000	779,953	1,357,000
Other Fees & Interest:					
Miscellaneous Revenues	238	811	1,000	207	1,000
Interest Income	8,715	12,567	12,000	16,930	15,000
Tap Ins	5,535	5,500	3,000	5,600	3,000
Meter Reimbursements	17,690	19,136	18,000	26,250	15,000
Cut Off Fees	10,375	8,976	8,000	9,000	8,000
Inspection Fees	875	910	1,000	1,085	1,000
Delinquent On/Off Charges	201	-	-	-	-
Returned Check fee	-	105	-	105	-
	43,628	48,005	43,000	59,177	43,000
<b>Water Operating Revenue Total</b>	<b>1,253,642</b>	<b>1,295,512</b>	<b>1,288,000</b>	<b>839,130</b>	<b>1,400,000</b>
			Change from prior year budget		112,000
					8.7%
<b>Water Impact Fee Capital Revenue</b>	<b>96,873</b>	<b>96,874</b>	<b>100,000</b>	<b>136,577</b>	<b>100,000</b>
			Change from prior year budget		-
					0.0%
<b>Water Debt Service Revenue</b>					
Sinking Fund Fees:					
Sinking Fund - Town	188,420	188,416	189,000	188,438	189,000
Sinking Fund - Salt Pond	40,611	40,611	40,000	40,725	40,000
Sinking Fund - Savannah's Landing	13,478	13,478	14,000	13,476	14,000
Sinking Fund - Other	3,467	3,467	3,000	3,467	3,000
<b>Water Debt Service Revenue Total</b>	<b>245,976</b>	<b>245,971</b>	<b>246,000</b>	<b>246,106</b>	<b>246,000</b>
			Change from prior year budget		-
					0.0%
<b>Town-Wide Revenue</b>	<b>8,991,306</b>	<b>9,936,779</b>	<b>9,422,000</b>	<b>9,998,901</b>	<b>9,663,000</b>
			Change from prior year budget		241,000
					2.6%

**Town of Bethany Beach  
FY 2019 Operating Budget**

	<b>FY 2016 Actual Expended</b>	<b>FY 2017 Actual Expended</b>	<b>FY 2018 Approved Budget</b>	<b>FY 2018 Expended thru 2/28</b>	<b>FY 2019 Approved Budget</b>
<b>General Fund</b>					
Administration & Trolley	992,891	1,081,846	1,057,000	874,640	1,092,000
Public Safety:					
Police	1,374,532	1,485,796	1,575,000	1,413,042	1,679,000
Parking	483,122	535,451	571,000	546,598	565,000
Alderman Court	53,103	52,707	59,000	46,355	46,000
Beach Patrol	537,084	486,587	583,000	523,817	584,000
	<u>2,447,842</u>	<u>2,560,542</u>	<u>2,788,000</u>	<u>2,529,812</u>	<u>2,874,000</u>
Public Works:					
Streets and Parks	844,358	829,826	900,000	752,209	1,082,000
Stormwater Management	107,459	126,363	185,000	65,257	181,000
Beach, Boardwalk, & Comfort St.	289,080	316,176	307,000	276,651	328,000
	<u>1,240,896</u>	<u>1,272,365</u>	<u>1,392,000</u>	<u>1,094,117</u>	<u>1,591,000</u>
Building Official / Code Enforcement	242,137	263,106	261,000	249,280	314,000
Bandstand & Entertainment	237,696	237,395	283,000	236,389	275,000
Cultural & Historic Affairs	10,609	4,672	20,000	7,237	20,000
Fourth of July Parade	23,957	21,631	30,000	22,609	30,000
Total General Fund Operating Costs	5,196,029	5,441,556	5,831,000	5,014,084	6,196,000
			Change from prior year budget		365,000
					6.3%
<b>Sanitation Fund</b>	713,678	715,740	808,000	684,854	820,000
			Change from prior year budget		12,000
					1.5%
<b>Water Fund</b>	987,984	1,043,718	1,132,000	928,734	1,114,000
			Change from prior year budget		(18,000)
					-1.6%
<b>Town-Wide Operating Budget</b>	6,897,690	7,201,014	7,771,000	6,627,673	8,130,000
			Change from prior year budget		359,000
					4.6%

**Town of Bethany Beach**  
**FY 2019 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	4.40	537,000	27,000	387,000	67,000	74,000	1,092,000
Public Safety:							
Police	11.70	1,391,000	54,000	142,000	33,000	59,000	1,679,000
Parking	2.53	282,000	8,000	270,000	3,000	2,000	565,000
Alderman Court	0.34	42,000	2,000	1,000	-	1,000	46,000
Beach Patrol	-	488,000	30,000	19,000	31,000	16,000	584,000
Public Works:							
Streets and Parks	5.00	482,000	254,000	282,000	2,000	62,000	1,082,000
Stormwater Management	0.50	37,000	36,000	101,000	2,000	5,000	181,000
Beach, Boardwalk, & Comfort St.	0.25	129,000	43,000	140,000	1,000	15,000	328,000
Building Official / Code Enforcement	2.33	278,000	9,000	19,000	3,000	5,000	314,000
Bandstand & Entertainment	1.00	99,000	5,000	161,000	-	10,000	275,000
Cultural & Historic Affairs	-	-	-	-	20,000	-	20,000
Fourth of July Parade	-	-	-	-	30,000	-	30,000
<b>General Fund Total</b>	<b>28.05</b>	<b>3,765,000</b>	<b>468,000</b>	<b>1,522,000</b>	<b>192,000</b>	<b>249,000</b>	<b>6,196,000</b>
		60%	8%	25%	3%	4%	
<b>Sanitation Fund</b>	<b>5.05</b>	<b>461,000</b>	<b>38,000</b>	<b>301,000</b>	<b>3,000</b>	<b>17,000</b>	<b>820,000</b>
		56%	5%	37%	0%	2%	
<b>Water Fund</b>	<b>4.90</b>	<b>525,000</b>	<b>155,000</b>	<b>425,000</b>	<b>4,000</b>	<b>5,000</b>	<b>1,114,000</b>
		48%	14%	38%	0%	0%	
<b>Town-Wide Total</b>	<b>38.00</b>	<b>4,751,000</b>	<b>661,000</b>	<b>2,248,000</b>	<b>199,000</b>	<b>271,000</b>	<b>8,130,000</b>
		59%	8%	28%	2%	3%	



**Town of Bethany Beach**  
**FY 2019 Capital and Debt Service Budget Summary**

	<b>FY 2018 Approved Budget</b>	<b>FY 2018 Expended thru 2/28</b>	<b>FY 2018 Carryover to FY 2019</b>	<b>FY 2019 Approved Budget</b>
<b>General Fund</b>				
Administration & Trolley	-	-	-	-
Police	51,000	50,515	-	10,000
Parking	-	-	-	-
Beach Patrol	-	-	-	-
Streets and Parks	2,280,000	1,014,331	1,000,000	355,000
Stormwater Management	15,000	13,850	-	70,000
Beach, Boardwalk, & Comfort St.	60,000	53,950	-	-
Building Official	-	-	-	-
Bandstand & Entertainment	-	-	-	-
Cultural / Historic & Parade	-	-	-	-
<b>General Fund Capital</b>	<b>2,406,000</b>	<b>1,132,646</b>	<b>1,000,000</b>	<b>435,000</b>
 <b>General Fund Debt Service</b>	 <b>242,000</b>	 <b>234,466</b>	 <b>-</b>	 <b>242,000</b>
 <b>Sanitation Fund Capital</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>	 <b>236,000</b>
 <b>Water Fund Capital</b>	 <b>100,000</b>	 <b>37,463</b>	 <b>-</b>	 <b>150,000</b>
 <b>Water Fund Debt Service</b>	 <b>246,000</b>	 <b>233,190</b>	 <b>-</b>	 <b>246,000</b>
 <b>Town-Wide Capital &amp; Debt Budget</b>	 <b>2,994,000</b>	 <b>1,637,765</b>	 <b>1,000,000</b>	 <b>1,309,000</b>

**Town of Bethany Beach**  
**FY 2019 Capital and Debt Service Budget Detail**

		FY 2018 Carryover to FY 2019	FY 2019 Approved Budget	FY 2019 Total Funding
<b>General Fund</b>				
Vehicles & Equipment	Purchase of a police car in excess of Sussex County Grant	-	10,000	10,000
<b>Police Total</b>		<b>-</b>	<b>10,000</b>	<b>10,000</b>
Streets	Road and alley work not covered by the Municipal Street Aid grant, including S Atlantic Ave	1,000,000	200,000	1,200,000
Land & Building	Finish interior spaces at the Blackwater property	-	75,000	75,000
Machinery & Equipment	Replace street sweeper	-	80,000	80,000
<b>Streets and Parks Total</b>		<b>1,000,000</b>	<b>355,000</b>	<b>1,355,000</b>
Land & Building	Bank stabilization of the northern side of the Loop Canal	-	70,000	70,000
<b>Stormwater Total</b>		<b>-</b>	<b>70,000</b>	<b>70,000</b>
<b>Total General Fund Capital Budget</b>		<b>1,000,000</b>	<b>435,000</b>	<b>1,435,000</b>
Debt Service	Payment plan on Garfield Parking Lot purchase, final payment	-	242,000	242,000
<b>Total General Fund Debt Service Budget</b>		<b>-</b>	<b>242,000</b>	<b>242,000</b>
<b>Sanitation Fund</b>				
Vehicles & Equipment	Replace a 2008 rear-loading trash truck	-	200,000	200,000
Vehicles & Equipment	Replace a 2004 pickup truck	-	36,000	36,000
<b>Sanitation Total</b>		<b>-</b>	<b>236,000</b>	<b>236,000</b>
<b>Water Fund</b>				
Machinery & Equipment	Replacement of equipment as needed	-	50,000	50,000
Machinery & Equipment	Construct a fence around the Water Plant property	-	50,000	50,000
Water Systems	Distribution system repair work as needed	-	50,000	50,000
<b>Total Water Department Capital Budget</b>		<b>-</b>	<b>150,000</b>	<b>150,000</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>1,000,000</b>	<b>1,309,000</b>	<b>2,309,000</b>

**Town of Bethany Beach  
FY 2019 Special Funds (Grants) Budget**

	<b>FY 2018 Total Budget</b>	<b>FY 2018 Actually Awarded</b>	<b>FY 2018 Expended thru 2/28</b>	<b>FY 2018 Total Remaining</b>	<b>FY 2019 Approved Budget</b>
Municipal Street Aid Street Repair (MSA)	108,000	106,063	-	106,063	106,000
Sussex County Beach Wheelchair grant	1,000	1,000	-	1,000	-
Police Retirement Plan	45,000	46,518	42,641	3,877	46,000
Office of Highway Safety (OHS)	5,000	8,275	8,275	-	8,000
Criminal Justice Council (CJC)	5,000	-	-	-	-
Sussex County Police Vehicle	25,000	25,000	25,000	-	25,000
Bulletproof Vest Grant	-	1,480	1,480	-	-
State Aid to Local Law Enforcement (SALLE)	5,000	4,254	4,254	-	5,000
Emergency Illegal Drug Enforcement (EIDE)	5,000	3,541	-	3,541	5,000
Fund to Combat Violent Crime	26,916	34,318	15,326	18,992	25,000
<b>Total Grant Budget</b>	<b>225,916</b>	<b>230,449</b>	<b>96,976</b>	<b>133,473</b>	<b>220,000</b>

**Town of Bethany Beach  
FY 2019 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 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.	

**Town of Bethany Beach  
FY 2019 Schedule of Fees**

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	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)	7,000.00
Shuttle Bus Permit (shuttle with seating capacity of 10 or less)	3,500.00
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
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 2019 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	2,030.00
3 yard dumpster	1,710.00
2 yard dumpster	1,310.00
Commercial: Flat Rate Per Unit	460.00
Residential: Flat Rate Per Unit	330.00
Special Trash or yard waste collection (minimum charge)	47.00

**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 - \$5.50/1000 Gallons of Usage, Flat Rate (Connection Charge) \$180/year for 5/8" Meter	6.50/265.00	*
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)

**Town of Bethany Beach  
FY 2019 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 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