



**Town of Bethany Beach**

**FY 2025 Approved Budget**

**Approved on March 15, 2024**

**Town of Bethany Beach  
FY 2025 Approved Budget  
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# **Town of Bethany Beach**

## **FY 2025 Approved 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 2025 runs from April 1, 2024 to March 31, 2025.

### **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 2025 Approved Budget

### General Fund

Projected cash, receivables & investments at start of FY 2025	14,000,000
FY 2025 Revenue Budget	10,112,000
Total Available Funding	<u>24,112,000</u>
FY 2025 Operating Budget	9,043,000
FY 2025 Capital Budget	1,415,000
Capital projects remaining & budgeted in prior fiscal years	829,000
Committed for post-employment health care benefit	320,000
Committed for Cultural and Historic Committee	49,000
Committed for Storm Emergency Relief Fund	3,551,000
Committed for Capital Replacements - recommended range \$4,670,000 to \$8,876,000	7,096,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	1,809,000
Total Allocation of Projected Funds	<u>24,112,000</u>

### Sanitation Department

Projected cash, receivables & investments at start of FY 2025	974,000
FY 2025 Revenue Budget	1,730,000
Total Available Funding	<u>2,704,000</u>
FY 2025 Operating Budget	1,304,000
FY 2025 Capital Budget	320,000
Capital projects remaining & budgeted in prior fiscal years	-
Committed for Capital Replacements - recommended range \$558,000 to \$1,116,000	819,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	261,000
Total Allocation of Projected Funds	<u>2,704,000</u>

### Water Department Operating & Capital

Projected cash, receivables & investments at start of FY 2025	3,830,000
FY 2025 Operating Revenue Budget	1,578,000
FY 2025 Impact Fee Revenue Budget	75,000
Total Available Funding	<u>5,483,000</u>
FY 2025 Operating Budget	1,516,000
FY 2025 Capital Budget	200,000
Capital projects remaining & budgeted in prior fiscal years	125,000
Committed for replacement of filter media	350,000
Committed for Capital Replacements - recommended range \$1,423,000 to \$3,651,000	2,989,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	303,000
Total Allocation of Projected Funds	<u>5,483,000</u>

### Water Department Debt Service

Projected cash, receivables & investments at start of FY 2025	19,000
FY 2025 Sinking Fund Revenue Budget	246,000
Total Available Funding	<u>265,000</u>
FY 2025 Debt Service Budget	246,000
Funds reserved for future Debt Service payments	19,000
Total Allocation of Projected Funds	<u>265,000</u>

**Town of Bethany Beach**  
**FY 2025 Approved Revenue Budget**

<b>General Fund</b>	<b>FY 2022 Actual Revenue</b>	<b>FY 2023 Actual Revenue</b>	<b>FY 2024 Approved Budget</b>	<b>FY 2024 Revenue 3/15/2024</b>	<b>FY 2025 Approved Budget</b>
Property Taxes:					
Property Taxes	1,998,096	2,017,537	2,085,000	2,104,926	2,125,000
Penalties	2,670	3,447	5,000	6,057	5,000
	2,000,766	2,020,983	2,090,000	2,110,983	2,130,000
Real Estate Transfer Taxes	2,197,956	1,004,829	850,000	1,214,889	1,000,000
Rental Real Estate Taxes	2,106,568	2,173,159	2,175,000	2,055,126	2,175,000
Licenses, Permits & Fees:					
Concession Fees	83,200	86,528	87,000	89,989	90,000
Business Licenses	158,320	147,650	150,000	176,220	160,000
Commercial Rental Licenses	12,800	14,000	14,000	13,200	13,000
Residential Rental Licenses	58,500	60,500	66,000	65,100	64,000
Franchise Fees	116,792	112,517	125,000	107,191	115,000
Building Permits	858,393	999,612	450,000	794,081	600,000
Shuttle Permits	38,740	68,390	82,000	81,912	82,000
Trolley Fees	8,132	9,463	-	-	-
Trolley Advertising	750	750	1,000	-	1,000
Variance/Public Hearing Fees	1,750	3,000	2,000	6,750	2,000
	1,337,377	1,502,409	977,000	1,334,443	1,127,000
Parking:					
Parking Permits - Annual	94,843	157,750	155,000	156,790	155,000
Parking Permits - Daily/Weekly	36,120	34,430	40,000	42,915	40,000
Parking Pay Stations & Meters	2,048,096	2,019,012	2,355,000	2,340,872	2,355,000
Parking Fines	480,918	403,510	490,000	537,930	490,000
	2,659,977	2,614,702	3,040,000	3,078,507	3,040,000
Police:					
Police Department Misc. Revenue	18,005	23,909	15,000	18,679	15,000
Traffic Fines - Alderman Court	6,658	3,201	6,000	2,461	6,000
Traffic Fines - State Court	32,148	36,320	30,000	36,317	30,000
	56,811	63,430	51,000	57,457	51,000
Contributions & Miscellaneous:					
Grass Fees	3,250	1,500	2,000	-	2,000
Junior Lifeguard Program Revenue	11,810	13,620	14,000	13,620	14,000
Electric Vehicle Charging Stns	-	2,504	4,000	-	4,000
Contributions Private Source	1,250	1,500	1,000	500	1,000
Contributions for Cultural & Historic Affairs	20,705	24,640	20,000	830	20,000
Contributions for Fourth of July Parade	4,000	20,956	11,000	22,106	22,000
Miscellaneous Revenues	1,332	852	1,000	1,360	1,000
Returned Check Fees	210	245	-	225	-
Insurance Proceeds	1,327	10,000	-	29,614	-
Proceeds from Sale of Fixed Assets	6,399	646	-	2,900	-
	50,283	76,463	53,000	71,155	64,000
Interest Income:					
Interest Income	16,655	137,882	380,000	405,851	525,000
<b>General Fund Revenue Total</b>	<b>10,426,393</b>	<b>9,593,857</b>	<b>9,616,000</b>	<b>10,328,411</b>	<b>10,112,000</b>
			Change from prior year budget		496,000
					5.2%

**Town of Bethany Beach**  
**FY 2025 Approved Revenue Budget**

	<b>FY 2022 Actual Revenue</b>	<b>FY 2023 Actual Revenue</b>	<b>FY 2024 Approved Budget</b>	<b>FY 2024 Revenue 3/15/2024</b>	<b>FY 2025 Approved Budget</b>
<b>Sanitation Department</b>					
Sanitation Fees:					
Refuse Fees	966,521	1,236,511	1,255,000	1,260,415	1,700,000
Penalties	2,370	1,692	2,000	922	2,000
Refuse Fees - Special	2,945	3,458	3,000	2,322	3,000
Interest	2,726	8,807	35,000	29,111	25,000
Sales of Fixed Assets	14,760	96,300	-	-	-
<b>Sanitation Revenue Total</b>	<b>989,322</b>	<b>1,346,768</b>	<b>1,295,000</b>	<b>1,292,770</b>	<b>1,730,000</b>
			Change from prior year budget		435,000
					33.6%
<b>Water Department Operating Revenue</b>					
Water Usage:					
Water Usage - In Town	1,033,715	1,000,217	1,017,000	605,554	1,016,000
Water Usage - Salt Pond	310,937	305,540	308,000	183,290	300,000
Water Usage - Savannah's Landing	93,004	86,951	80,000	47,885	87,000
Water Usage - Other	28,397	28,013	26,000	16,003	28,000
Penalties	2,689	3,331	4,000	3,754	4,000
	1,468,742	1,424,053	1,435,000	856,485	1,435,000
Other Fees & Interest:					
Miscellaneous Revenues	626	1,505	1,000	1,581	1,000
Interest Income	5,590	33,293	85,000	95,197	115,000
Tap Ins	10,750	10,500	3,000	5,900	3,000
Meter Reimbursements	48,658	39,607	15,000	24,342	15,000
Cut Off Fees	7,475	5,850	8,000	4,425	8,000
Inspection Fees	1,855	1,435	1,000	770	1,000
Returned Check fee	35	70	-	225	-
	74,988	92,260	113,000	132,440	143,000
<b>Water Operating Revenue Total</b>	<b>1,543,730</b>	<b>1,516,313</b>	<b>1,548,000</b>	<b>988,925</b>	<b>1,578,000</b>
			Change from prior year budget		30,000
					1.9%
<b>Water Impact Fee Capital Revenue</b>	<b>176,084</b>	<b>157,210</b>	<b>75,000</b>	<b>87,810</b>	<b>75,000</b>
			Change from prior year budget		-
					0.0%
<b>Water Debt Service Revenue</b>					
Sinking Fund Fees:					
Sinking Fund - Town	188,525	188,106	189,000	189,007	189,000
Sinking Fund - Salt Pond	40,728	40,728	40,000	39,694	40,000
Sinking Fund - Savannah's Landing	13,478	13,478	14,000	13,478	14,000
Sinking Fund - Other	3,627	3,627	3,000	3,627	3,000
<b>Water Debt Service Revenue Total</b>	<b>246,359</b>	<b>245,940</b>	<b>246,000</b>	<b>245,806</b>	<b>246,000</b>
			Change from prior year budget		-
					0.0%
<b>Town-Wide Revenue</b>	<b>13,381,888</b>	<b>12,860,089</b>	<b>12,780,000</b>	<b>12,943,722</b>	<b>13,741,000</b>
			Change from prior year budget		961,000
					7.5%

**Town of Bethany Beach**  
**FY 2025 Approved Operating Budget**

	<b>FY 2022 Actual Expended</b>	<b>FY 2023 Actual Expended</b>	<b>FY 2024 Approved Budget</b>	<b>FY 2024 Expended 3/15/2024</b>	<b>FY 2025 Approved Budget</b>
<b>General Fund</b>					
Administration & Trolley	1,123,859	1,339,240	1,370,000	1,405,611	1,565,000
Public Safety:					
Police	2,033,469	2,200,872	2,402,000	2,302,719	2,550,000
Parking	658,691	758,144	835,000	766,406	847,000
Alderman Court	31,279	38,783	46,000	40,697	48,000
Beach Patrol	629,599	711,482	782,000	791,293	909,000
	<u>3,353,038</u>	<u>3,709,281</u>	<u>4,065,000</u>	<u>3,901,114</u>	<u>4,354,000</u>
Public Works:					
Streets and Parks	1,193,239	1,287,805	1,437,000	1,285,225	1,535,000
Stormwater Management	197,338	181,721	160,000	245,586	257,000
Beach, Boardwalk, & Comfort St.	394,098	463,771	527,000	501,048	589,000
	<u>1,784,675</u>	<u>1,933,298</u>	<u>2,124,000</u>	<u>2,031,859</u>	<u>2,381,000</u>
Building Official / Code Enforcement	286,094	294,718	307,000	266,301	335,000
Bandstand & Entertainment	250,449	303,891	335,000	305,799	348,000
Cultural & Historic Affairs	1,037	21,670	30,000	14,054	30,000
Fourth of July Parade	2,426	9,204	30,000	17,895	30,000
Total General Fund Operating Costs	6,801,577	7,611,302	8,261,000	7,942,634	9,043,000
			Change from prior year budget		782,000 9.5%
<b>Sanitation Fund</b>	952,500	1,103,870	1,234,000	1,078,850	1,304,000
			Change from prior year budget		70,000 5.7%
<b>Water Fund</b>	1,199,615	1,359,828	1,443,000	1,349,948	1,516,000
			Change from prior year budget		73,000 5.1%
<b>Town-Wide Operating Budget</b>	8,953,692	10,075,000	10,938,000	10,371,432	11,863,000
			Change from prior year budget		925,000 8.5%

**Town of Bethany Beach**  
**FY 2025 Approved 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	778,000	51,000	550,000	66,000	120,000	1,565,000
Public Safety:							
Police	13.45	2,080,000	79,000	235,000	35,000	121,000	2,550,000
Parking	2.70	368,000	17,000	405,000	3,000	54,000	847,000
Alderman Court	0.25	45,000	1,000	1,000	-	1,000	48,000
Beach Patrol	-	769,000	54,000	23,000	47,000	16,000	909,000
Public Works:							
Streets and Parks	8.00	826,000	133,000	460,000	5,000	111,000	1,535,000
Stormwater Management	-	34,000	14,000	198,000	1,000	10,000	257,000
Beach, Boardwalk, & Comfort St.	-	253,000	61,000	204,000	1,000	70,000	589,000
Building Official / Code Enforcement	2.25	285,000	12,000	25,000	4,000	9,000	335,000
Bandstand & Entertainment	1.00	129,000	5,000	205,000	1,000	8,000	348,000
Cultural & Historic Affairs	-	-	-	-	30,000	-	30,000
Fourth of July Parade	-	-	-	-	30,000	-	30,000
<b>General Fund Total</b>	<b>32.30</b>	<b>5,567,000</b>	<b>427,000</b>	<b>2,306,000</b>	<b>223,000</b>	<b>520,000</b>	<b>9,043,000</b>
Percentage by Expenditure type		61%	5%	26%	2%	6%	
<b>Sanitation Fund</b>	<b>6.80</b>	<b>747,000</b>	<b>91,000</b>	<b>409,000</b>	<b>2,000</b>	<b>55,000</b>	<b>1,304,000</b>
Percentage by Expenditure type		58%	7%	31%	0%	4%	
<b>Water Fund</b>	<b>5.90</b>	<b>740,000</b>	<b>251,000</b>	<b>491,000</b>	<b>4,000</b>	<b>30,000</b>	<b>1,516,000</b>
Percentage by Expenditure type		49%	17%	32%	0%	2%	
<b>Town-Wide Total</b>	<b>45.00</b>	<b>7,054,000</b>	<b>769,000</b>	<b>3,206,000</b>	<b>229,000</b>	<b>605,000</b>	<b>11,863,000</b>
Percentage by Expenditure type		60%	6%	27%	2%	5%	



**Town of Bethany Beach**  
**FY 2025 Capital and Debt Service Approved Budget Summary**

	<b>FY 2024 Approved Budget</b>	<b>FY 2024 Expended 3/15/2024</b>	<b>FY 2024 Est. Carryover to FY 2025</b>	<b>FY 2025 Approved Budget</b>
<b>General Fund</b>				
Administration & Trolley	-	-	-	210,000
Police	32,000	10,995	21,000	139,000
Parking	-	71,671	21,000	150,000
Beach Patrol	-	-	-	25,000
Streets and Parks	919,000	305,189	395,000	241,000
Stormwater Management	606,000	169,572	392,000	550,000
Beach, Boardwalk, & Comfort St.	80,000	44,540	-	100,000
Building Official	-	-	-	-
Bandstand & Entertainment	-	-	-	-
Cultural / Historic & Parade	-	-	-	-
<b>General Fund Capital</b>	<b>1,637,000</b>	<b>601,968</b>	<b>829,000</b>	<b>1,415,000</b>
 <b>Sanitation Fund Capital</b>	 -	 -	 -	 <b>320,000</b>
 <b>Water Fund Capital</b>	 178,000	 9,250	 125,000	 200,000
 <b>Water Fund Debt Service</b>	 246,000	 246,590	 -	 246,000
 <b>Town-Wide Capital &amp; Debt Budget</b>	 2,061,000	 857,808	 954,000	 2,181,000

**Town of Bethany Beach**  
**FY 2025 Capital and Debt Service Approved Budget Detail**

<b>General Fund</b>		<b>FY 2024 Est. Carryover to FY 2025</b>	<b>FY 2025 Approved Budget</b>	<b>FY 2025 Total Funding</b>
Vehicles & Equipment	Replace the 2005 Trolley	-	210,000	210,000
Admin Total		-	210,000	210,000
Vehicles & Equipment	Replacement of two police vehicles and a UTV	21,000	89,000	110,000
Vehicles & Equipment	Replace security camera backup server	-	50,000	50,000
Police Total		21,000	139,000	160,000
Land & Improvements	New parking lot design and construction	21,000	150,000	171,000
Parking Total		21,000	150,000	171,000
Vehicles & Equipment	Replace an RTV for use by the lifeguards	-	25,000	25,000
Beach Patrol Total		-	25,000	25,000
Streets	Paving, street safety, alleys, parking lots & lighting	346,000	-	346,000
Land & Building	Fencing for the Blackwater property	49,000	21,000	70,000
Land & Building	Planning & design to replace the Public Works building on Rt 1	-	100,000	100,000
Land & Building	Renovations of Town Hall Museum	-	35,000	35,000
Land & Building	Replace the roof on the Nature Center	-	60,000	60,000
Vehicles & Equipment	Replace an RTV for use by Public Works	-	25,000	25,000
Streets and Parks Total		395,000	241,000	636,000
Drainage Projects	Lake Bethany bulkhead and land strip restoration	100,000	-	100,000
Drainage Projects	Loop Canal dredging project design	-	50,000	50,000
Drainage Projects	Loop Canal retractable dam design	292,000	-	292,000
Drainage Projects	Repairs to drainage on N Pennsylvania Ave	-	500,000	500,000
Stormwater Total		392,000	550,000	942,000
Land & Building	Replace the roof on the Comfort Station	-	50,000	50,000
Boardwalk	Repairs to the Boardwalk as needed	-	50,000	50,000
Beach, Boardwalk, & Comfort Station Total		-	100,000	100,000
<b>Total General Fund Capital Budget</b>		<b>829,000</b>	<b>1,415,000</b>	<b>2,244,000</b>
<b>Sanitation Fund</b>		<b>FY 2024 Est. Carryover to FY 2025</b>	<b>FY 2025 Approved Budget</b>	<b>FY 2025 Total Funding</b>
Vehicles & Equipment	Replace a rear loading trash truck	-	320,000	320,000
<b>Sanitation Total</b>		<b>-</b>	<b>320,000</b>	<b>320,000</b>
<b>Water Fund</b>		<b>FY 2024 Est. Carryover to FY 2025</b>	<b>FY 2025 Approved Budget</b>	<b>FY 2025 Total Funding</b>
Machinery & Equipment	SCADA system upgrade	-	100,000	100,000
Machinery & Equipment	Replace two work trucks purchased in 2015 and 2016	-	100,000	100,000
Machinery & Equipment	Replace equipment as needed	55,000	-	55,000
Water Systems	Distribution system repair work as needed	70,000	-	70,000
<b>Total Water Department Capital Budget</b>		<b>125,000</b>	<b>200,000</b>	<b>325,000</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>954,000</b>	<b>2,181,000</b>	<b>3,135,000</b>

**Town of Bethany Beach**  
**FY 2025 Special Funds (Grants) Approved Budget**

	<b>FY 2024 Approved Budget</b>	<b>FY 2024 Actually Awarded</b>	<b>FY 2024 Expended 3/15/2024</b>	<b>FY 2024 Total Remaining</b>	<b>FY 2025 Approved Budget</b>
Municipal Street Aid Street Repair (MSA) with interest	249,708	250,132	29,913	220,219	123,000
Pandemic American Rescue Plan (ARPA) with interest	677,394	690,667	-	690,667	-
State Bond Bill Collins Street Pathway Project	250,000	250,000	-	250,000	-
State Bond Bill Lake Bethany Bulkhead Design	85,649	85,649	13,682	71,967	-
State Bond Bill Loop Canal Dredging Project	-	225,000	-	225,000	-
Outdoor Recreation, Parks and Trails (ORPT DNREC)	13,500	4,078	4,078	-	-
Electric Vehicle and EV Charging Stations (DESEU)	353,090	353,090	-	353,090	-
DE Agriculture Tree Planting Grant (50/50 match)	-	4,035	4,035	-	-
N Atlantic Ave Water Main Elimination (50/50 match)	-	41,250	-	41,250	-
Police Retirement Plan	72,000	75,634	75,634	-	76,000
Criminal Justice Council (CJC)	36,802	12,802	6,939	5,862	10,000
Office of Highway Safety (OHS)	15,000	20,576	20,576	-	20,000
Sussex County Police Vehicle	30,000	35,000	35,000	-	35,000
Bulletproof Vest Grant	2,000	3,530	3,530	-	2,000
Emergency Illegal Drug Enforcement (EIDE)	5,000	6,757	6,757	-	7,000
State Aid to Local Law Enforcement (SALLE)	9,933	13,362	7,933	5,430	7,000
Fund to Combat Violent Crime (FCVC)	61,258	62,539	31,258	31,281	30,000
Police Body Cameras	-	25,230	25,230	-	25,230
<b>Total Grant Budget</b>	<b>1,861,332</b>	<b>2,159,331</b>	<b>264,564</b>	<b>1,894,766</b>	<b>335,230</b>

**Town of Bethany Beach**  
**FY 2025 Approved Schedule of Fees**

**ADMINISTRATIVE FEES:**

Property Owner Address printed labels or listing (Tax List)	150.00
Property Owner Address on disc or email (Tax List)	50.00
Return Check Fee	45.00

**APPLICATIONS TO PLANNING COMMISSION:**

Application for Land Combining	250.00
Application for Land Partitioning	250.00
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:**

Basic Application to the Board	1,000.00
Application requiring Town Solicitor review	2,500.00
Application requiring Town Solicitor and court stenographer	3,250.00

**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.	
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 or Patio - Gross floor area of attached or unattached open deck with area open to sky	0.75/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	150.00
Driveway and sidewalk	150.00
Fence and permanent subdivision sign	75.00
Private swimming pool permit	150.00
Public swimming pool permit	300.00
Bulkheads, docks, and ramps, installation of new or removal of existing to replace with new	50.00
Solar Systems and GCL Heat Exchange Well Systems	50.00
Signs	50.00
Minimum Permit Fee	30.00

**Town of Bethany Beach**  
**FY 2025 Approved Schedule of Fees**

**MERCANTILE LICENSE FEES:**

Business License (may purchase up to 3 years for \$250 per year)	250.00
Application for Home Occupation	50.00
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)	9,600.00
Shuttle Bus Permit (shuttle with seating capacity of 10 or less)	4,800.00
Shuttle Bus Permit (single day)	156.00
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
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**PARKING DEPARTMENT:**

Parking meter rate per hour	3.00
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	30.00
3-day	90.00
7-day	210.00

<b>CONSTRUCTION PARKING PERMITS PER DAY</b>	<b>15.00</b>
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**PROPERTY MAINTENANCE:**

Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot)	First Offense	300.00
Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot)	Second Offense	600.00
Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot)	Additional Offenses	900.00
An additional fee may be charged for employee time or contracted work to bring properties into compliance with the Town Code.		

**REAL PROPERTY TRANSFER TAX:**

1.5% of Gross Sales Price	
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**PROPERTY TAX RATE :**

Per \$100 of Town of Bethany Beach Assessed Value (100% of Assessed value)	0.196
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**TRASH FEES:**

4 yard dumpster	3,560.00	*
3 yard dumpster	3,000.00	*
2 yard dumpster	2,300.00	*
Commercial: Flat Rate Per Unit	810.00	*
Residential: Flat Rate Per Unit	580.00	*
Special Trash or yard waste collection (minimum charge)	50.00	

**Town of Bethany Beach  
FY 2025 Approved Schedule of Fees**

**WATER BOND SINKING FUND**

Per Front Footage, minimum of 50 feet	1.07
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**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)	200.00		
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	200.00		
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	\$1,000 to \$1,500		
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.	60.00 *

\* Change in fee amount