



**Town of Bethany Beach**

**FY 2020 Budget**

**Approved March 15, 2019**

**Town of Bethany Beach  
FY 2020 Budget  
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# Town of Bethany Beach FY 2020 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 2020 runs from April 1, 2019 to March 31, 2020.

## **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 2020 Budget**

**General Fund**

Projected cash, receivables & investments at start of FY 2020	7,750,000
FY 2020 Revenue Budget	<u>7,315,000</u>
Total Available Funding	15,065,000
FY 2020 Operating Budget	6,399,000
FY 2020 Capital Budget	968,000
Capital projects remaining & budgeted in prior fiscal years	122,000
Committed for post-employment health care benefit	52,000
Committed for Cultural and Historic Committee	21,000
Committed for Storm Emergency Relief Fund	1,709,000
Committed for Capital Replacements - recommended range \$3,420,000 to \$6,538,000	4,834,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	<u>960,000</u>
Total Allocation of Projected Funds	15,065,000

**Sanitation Department**

Projected cash, receivables & investments at start of FY 2020	1,150,000
FY 2020 Revenue Budget	<u>980,000</u>
Total Available Funding	2,130,000
FY 2020 Operating Budget	866,000
FY 2020 Capital Budget	237,000
Capital projects remaining & budgeted in prior fiscal years	-
Committed for Capital Replacements - recommended range \$516,000 to \$1,034,000	897,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	<u>130,000</u>
Total Allocation of Projected Funds	2,130,000

**Water Department Operating & Capital**

Projected cash, receivables & investments at start of FY 2020	2,600,000
FY 2020 Operating Revenue Budget	1,415,000
FY 2020 Impact Fee Revenue Budget	<u>75,000</u>
Total Available Funding	4,090,000
FY 2020 Operating Budget	1,204,000
FY 2020 Capital Budget	470,000
Capital projects remaining & budgeted in prior fiscal years	-
Committed for post-employment health care benefit	258,000
Committed for replacement of filter media	350,000
Committed for Capital Replacements - recommended range \$918,000 to \$2,221,000	1,627,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	<u>181,000</u>
Total Allocation of Projected Funds	4,090,000

**Water Department Debt Service**

Projected cash, receivables & investments at start of FY 2020	20,000
FY 2020 Sinking Fund Revenue Budget	<u>246,000</u>
Total Available Funding	266,000
FY 2020 Debt Service Budget	246,000
Funds reserved for future Debt Service payments	<u>20,000</u>
Total Allocation of Projected Funds	266,000

**Town of Bethany Beach  
FY 2020 Revenue Budget**

<b>General Fund</b>	<b>FY 2017 Actual Revenue</b>	<b>FY 2018 Actual Revenue</b>	<b>FY 2019 Approved Budget</b>	<b>FY 2019 Revenue thru 2/28/19</b>	<b>FY 2020 Approved Budget</b>
<b>Property Taxes:</b>					
Property Taxes	1,890,542	1,894,869	1,900,000	1,909,764	1,970,000
Penalties	6,996	6,255	5,000	3,700	5,000
	<u>1,897,538</u>	<u>1,901,125</u>	<u>1,905,000</u>	<u>1,913,464</u>	<u>1,975,000</u>
Real Estate Transfer Taxes	1,143,222	1,141,827	550,000	821,327	650,000
Rental Real Estate Taxes	1,348,255	1,612,598	1,600,000	1,623,582	1,600,000
<b>Licenses, Permits &amp; Fees:</b>					
Concession Fees	75,651	73,008	73,000	75,928	79,000
Business Licenses	126,665	114,920	135,000	129,890	170,000
Commercial Rental Licenses	6,000	5,700	6,000	3,139	11,000
Residential Rental Licenses	37,492	36,558	39,000	39,461	78,000
Franchise Fees	99,260	100,429	100,000	108,184	110,000
Building Permits	450,446	618,941	300,000	423,241	300,000
Shuttle Permits	45,600	45,700	42,000	52,700	61,000
Trolley Fees	10,151	10,720	11,000	10,780	11,000
Trolley Advertising	1,500	1,500	2,000	1,500	2,000
Variance/Public Hearing Fees	4,675	2,350	1,000	3,325	1,000
	<u>857,441</u>	<u>1,009,827</u>	<u>709,000</u>	<u>848,148</u>	<u>823,000</u>
<b>Parking:</b>					
Parking Permits - Annual	111,845	110,580	110,000	110,114	110,000
Parking Permits - Daily/Weekly	26,456	25,478	26,000	26,542	26,000
Parking Pay Stations & Meters	1,621,031	1,617,240	1,620,000	1,646,531	1,620,000
Parking Fines	237,436	263,677	230,000	295,176	260,000
	<u>1,996,769</u>	<u>2,016,975</u>	<u>1,986,000</u>	<u>2,078,363</u>	<u>2,016,000</u>
<b>Police:</b>					
Police Department Misc. Revenue	15,357	15,643	15,000	16,344	15,000
Traffic Fines - Alderman Court	73,633	47,195	10,000	4,986	10,000
Traffic Fines - State Court	7,688	19,394	45,000	32,994	40,000
	<u>96,678</u>	<u>82,232</u>	<u>70,000</u>	<u>54,325</u>	<u>65,000</u>
<b>Contributions &amp; Miscellaneous:</b>					
Grass Fees	2,060	700	1,000	600	1,000
Junior Lifeguard Program Revenue	11,175	10,950	12,000	11,400	12,000
Contributions Private Source	10,602	1,000	3,000	3,253	3,000
Contributions for Cultural & Historic Affairs	18,680	18,410	17,000	80	18,000
Contributions for Fourth of July Parade	6,190	8,157	6,000	11,695	11,000
Miscellaneous Revenues	1,124	1,372	3,000	1,573	1,000
Returned Check Fees	-	70	-	105	-
Proceeds from Sale of Fixed Assets	3,315	5,399	-	8,769	-
	<u>53,145</u>	<u>46,058</u>	<u>42,000</u>	<u>37,475</u>	<u>46,000</u>
<b>Interest Income:</b>					
Interest Income	63,934	91,633	75,000	133,208	140,000
	<u>63,934</u>	<u>91,633</u>	<u>75,000</u>	<u>133,208</u>	<u>140,000</u>
<b>General Fund Revenue Total</b>	<b>7,456,982</b>	<b>7,902,274</b>	<b>6,937,000</b>	<b>7,509,891</b>	<b>7,315,000</b>
			Change from prior year budget		378,000
					5.4%

**Town of Bethany Beach  
FY 2020 Revenue Budget**

	FY 2017 Actual Revenue	FY 2018 Actual Revenue	FY 2019 Approved Budget	FY 2019 Revenue thru 2/28/19	FY 2020 Approved Budget
<b>Sanitation Department</b>					
Sanitation Fees:					
Refuse Fees	821,542	965,954	968,000	954,774	958,000
Penalties	3,471	3,448	2,000	2,987	2,000
Refuse Fees - Special	520	838	1,000	1,378	1,000
Interest	9,624	12,961	9,000	18,817	19,000
Sales of Fixed Assets	16,110	-	-	-	-
<b>Sanitation Revenue Total</b>	<b>851,268</b>	<b>983,200</b>	<b>980,000</b>	<b>977,955</b>	<b>980,000</b>
			Change from prior year budget		-
					0.0%
<b>Water Department Operating Revenue</b>					
Water Usage:					
Water Usage - In Town	897,058	902,291	970,000	605,879	970,000
Water Usage - Salt Pond	248,962	256,551	277,000	166,323	277,000
Water Usage - Savannah's Landing	74,672	73,100	85,000	43,733	85,000
Water Usage - Other	20,988	28,964	21,000	17,154	21,000
Penalties	5,828	4,896	4,000	4,059	4,000
	1,247,508	1,265,802	1,357,000	837,148	1,357,000
Other Fees & Interest:					
Miscellaneous Revenues	811	207	1,000	1,703	1,000
Interest Income	12,567	17,996	15,000	31,132	30,000
Tap Ins	5,500	5,600	3,000	3,100	3,000
Meter Reimbursements	19,136	26,250	15,000	24,590	15,000
Cut Off Fees	8,976	9,075	8,000	7,550	8,000
Inspection Fees	910	1,085	1,000	1,085	1,000
Returned Check fee	105	105	-	140	-
	48,005	60,319	43,000	69,299	58,000
<b>Water Operating Revenue Total</b>	<b>1,295,512</b>	<b>1,326,121</b>	<b>1,400,000</b>	<b>906,447</b>	<b>1,415,000</b>
			Change from prior year budget		15,000
					1.1%
<b>Water Impact Fee Capital Revenue</b>	<b>87,046</b>	<b>136,577</b>	<b>100,000</b>	<b>105,000</b>	<b>75,000</b>
			Change from prior year budget		(25,000)
					-25.0%
<b>Water Debt Service Revenue</b>					
Sinking Fund Fees:					
Sinking Fund - Town	188,416	188,438	189,000	188,384	189,000
Sinking Fund - Salt Pond	40,611	40,725	40,000	40,779	40,000
Sinking Fund - Savannah's Landing	13,478	13,476	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>245,971</b>	<b>246,106</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>9,936,779</b>	<b>10,594,279</b>	<b>9,663,000</b>	<b>9,745,399</b>	<b>10,031,000</b>
			Change from prior year budget		368,000
					3.8%

**Town of Bethany Beach  
FY 2020 Operating Budget**

	<b>FY 2017 Actual Expended</b>	<b>FY 2018 Actual Expended</b>	<b>FY 2019 Approved Budget</b>	<b>FY 2019 Expended thru 2/28/19</b>	<b>FY 2020 Approved Budget</b>
<b>General Fund</b>					
Administration & Trolley	1,081,846	1,050,092	1,092,000	899,863	1,063,000
Public Safety:					
Police	1,485,796	1,572,024	1,679,000	1,444,204	1,773,000
Parking	535,451	566,254	565,000	542,447	557,000
Alderman Court	52,707	51,164	46,000	40,699	37,000
Beach Patrol	486,587	528,643	584,000	515,027	615,000
	<u>2,560,542</u>	<u>2,718,084</u>	<u>2,874,000</u>	<u>2,542,377</u>	<u>2,982,000</u>
Public Works:					
Streets and Parks	829,826	856,106	1,082,000	861,507	1,114,000
Stormwater Management	126,363	78,412	181,000	85,696	168,000
Beach, Boardwalk, & Comfort St.	316,176	283,508	328,000	342,072	396,000
	<u>1,272,365</u>	<u>1,218,025</u>	<u>1,591,000</u>	<u>1,289,276</u>	<u>1,678,000</u>
Building Official / Code Enforcement	263,106	259,906	314,000	273,060	321,000
Bandstand & Entertainment	237,395	246,580	275,000	242,667	295,000
Cultural & Historic Affairs	4,672	7,390	20,000	31,483	30,000
Fourth of July Parade	21,631	22,619	30,000	20,783	30,000
Total General Fund Operating Costs	5,441,556	5,522,696	6,196,000	5,299,508	6,399,000
					Change from prior year budget 203,000 3.3%
<b>Sanitation Fund</b>	715,740	748,214	820,000	696,250	866,000
					Change from prior year budget 46,000 5.6%
<b>Water Fund</b>	1,043,718	1,028,571	1,114,000	1,032,665	1,204,000
					Change from prior year budget 90,000 8.1%
<b>Town-Wide Operating Budget</b>	7,201,014	7,299,482	8,130,000	7,028,423	8,469,000
					Change from prior year budget 339,000 4.2%

**Town of Bethany Beach**  
**FY 2020 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	3.65	504,000	32,000	386,000	67,000	74,000	1,063,000
Public Safety:							
Police	11.70	1,476,000	59,000	146,000	33,000	59,000	1,773,000
Parking	1.45	287,000	8,000	252,000	3,000	7,000	557,000
Alderman Court	0.25	33,000	2,000	1,000	-	1,000	37,000
Beach Patrol	-	513,000	32,000	23,000	31,000	16,000	615,000
Public Works:							
Streets and Parks	5.82	522,000	246,000	282,000	2,000	62,000	1,114,000
Stormwater Management	0.22	23,000	37,000	101,000	2,000	5,000	168,000
Beach, Boardwalk, & Comfort St.	0.12	135,000	45,000	138,000	1,000	77,000	396,000
Building Official / Code Enforcement	2.25	280,000	9,000	24,000	3,000	5,000	321,000
Bandstand & Entertainment	1.00	101,000	5,000	179,000	-	10,000	295,000
Cultural & Historic Affairs	-	-	-	-	30,000	-	30,000
Fourth of July Parade	-	-	-	-	30,000	-	30,000
<b>General Fund Total</b>	<b>26.46</b>	<b>3,874,000</b>	<b>475,000</b>	<b>1,532,000</b>	<b>202,000</b>	<b>316,000</b>	<b>6,399,000</b>
		61%	7%	24%	3%	5%	
<b>Sanitation Fund</b>	<b>4.64</b>	<b>467,000</b>	<b>45,000</b>	<b>304,000</b>	<b>3,000</b>	<b>47,000</b>	<b>866,000</b>
		55%	5%	35%	0%	5%	
<b>Water Fund</b>	<b>5.90</b>	<b>604,000</b>	<b>157,000</b>	<b>434,000</b>	<b>4,000</b>	<b>5,000</b>	<b>1,204,000</b>
		51%	13%	36%	0%	0%	
<b>Town-Wide Total</b>	<b>37.00</b>	<b>4,945,000</b>	<b>677,000</b>	<b>2,270,000</b>	<b>209,000</b>	<b>368,000</b>	<b>8,469,000</b>
		59%	8%	27%	2%	4%	

**Town of Bethany Beach  
FY 2020 Capital and Debt Service Budget Summary**

	FY 2019 Approved Budget	FY 2019 Expended thru 2/28/19	FY 2019 Carryover to FY 2020	FY 2020 Approved Budget
<b>General Fund</b>				
Administration & Trolley	-	-	-	-
Police	10,000	-	10,000	31,000
Parking	-	-	-	-
Beach Patrol	-	-	-	-
Streets and Parks	1,509,000	1,484,717	112,000	372,000
Stormwater Management	70,000	17,500	-	40,000
Beach, Boardwalk, & Comfort St.	-	-	-	495,000
Building Official	-	-	-	30,000
Bandstand & Entertainment	-	-	-	-
Cultural / Historic & Parade	-	-	-	-
<b>General Fund Capital</b>	<b>1,589,000</b>	<b>1,502,217</b>	<b>122,000</b>	<b>968,000</b>
<b>General Fund Debt Service</b>	<b>242,000</b>	<b>240,966</b>	<b>-</b>	<b>-</b>
<b>Sanitation Fund Capital</b>	<b>236,000</b>	<b>209,991</b>	<b>-</b>	<b>237,000</b>
<b>Water Fund Capital</b>	<b>187,000</b>	<b>95,758</b>	<b>-</b>	<b>470,000</b>
<b>Water Fund Debt Service</b>	<b>246,000</b>	<b>234,590</b>	<b>-</b>	<b>246,000</b>
<b>Town-Wide Capital &amp; Debt Budget</b>	<b>2,500,000</b>	<b>2,283,522</b>	<b>122,000</b>	<b>1,921,000</b>

**Town of Bethany Beach  
FY 2020 Capital and Debt Service Budget Detail**

<b>General Fund</b>		<b>FY 2019 Carryover to FY 2020</b>	<b>FY 2020 Approved Budget</b>	<b>FY 2020 Total Funding</b>
Vehicles & Equipment	Purchase two police cars with additional funds from Sussex County Grant	10,000	31,000	41,000
<b>Police Total</b>		<b>10,000</b>	<b>31,000</b>	<b>41,000</b>
Streets	Road and alley work not covered by the Municipal Street Aid grant	-	300,000	300,000
Streets	Install pavers on South Atlantic Ave	-	40,000	40,000
Land & Building	Finish interior spaces at the Blackwater property	93,000	32,000	125,000
Parks & Improvements	Continue park development	19,000	-	19,000
<b>Streets and Parks Total</b>		<b>112,000</b>	<b>372,000</b>	<b>484,000</b>
Machinery & Equipment	Purchase a mini Track Loader	-	40,000	40,000
<b>Stormwater Total</b>		<b>-</b>	<b>40,000</b>	<b>40,000</b>
Equipment	Replace two ATVs, one with a medical bed, lights and sirens for lifeguards	-	45,000	45,000
Equipment	Refurbish Beach Cleaner	-	30,000	30,000
Land & Building	Comfort Station renovations and addition	-	300,000	300,000
Boardwalk	Repairs to the Boardwalk and grabrails	-	120,000	120,000
<b>Beach, Boardwalk, &amp; Comfort Station Total</b>		<b>-</b>	<b>495,000</b>	<b>495,000</b>
Vehicles & Equipment	Replace a vehicle	-	30,000	30,000
<b>Building Insp &amp; Code Enf Total</b>		<b>-</b>	<b>30,000</b>	<b>30,000</b>
<b>Total General Fund Capital Budget</b>		<b>122,000</b>	<b>968,000</b>	<b>1,090,000</b>

  

<b>Sanitation Fund</b>		<b>FY 2019 Carryover to FY 2020</b>	<b>FY 2020 Approved Budget</b>	<b>FY 2020 Total Funding</b>
Vehicles & Equipment	Replace a 2008 rear-loading trash truck	-	200,000	200,000
Vehicles & Equipment	Replace a 2004 pickup truck	-	37,000	37,000
<b>Sanitation Total</b>		<b>-</b>	<b>237,000</b>	<b>237,000</b>

  

<b>Water Fund</b>		<b>FY 2019 Carryover to FY 2020</b>	<b>FY 2020 Approved Budget</b>	<b>FY 2020 Total Funding</b>
Machinery & Equipment	Replace equipment as needed	-	50,000	50,000
Machinery & Equipment	Replace three handheld meter readers	-	33,000	33,000
Machinery & Equipment	Aerator refurbishment or replacement	-	125,000	125,000
Machinery & Equipment	Refurbish and repaint the outside of filter gallery and pipes	-	50,000	50,000
Machinery & Equipment	Replace a pickup truck with lift gate	-	37,000	37,000
Machinery & Equipment	Purchase a backhoe	-	75,000	75,000
Machinery & Equipment	Construct a storage pole barn at the water plant	-	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>470,000</b>	<b>470,000</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>122,000</b>	<b>1,921,000</b>	<b>2,043,000</b>

**Town of Bethany Beach  
FY 2020 Special Funds (Grants) Budget**

	<b>FY 2019 Approved Budget</b>	<b>FY 2019 Actually Awarded</b>	<b>FY 2019 Expended thru 2/28/19</b>	<b>FY 2019 Total Remaining</b>	<b>FY 2020 Approved Budget</b>
Municipal Street Aid Street Repair (MSA)	212,000	233,535	233,535	-	106,000
Sussex County Beach Wheelchair grant	-	922	922	-	-
Police Retirement Plan	46,000	50,868	46,629	4,239	50,000
Office of Highway Safety (OHS)	8,000	21,557	21,557	-	10,000
Criminal Justice Council (CJC)	-	-	-	-	-
Sussex County Police Vehicle	25,000	25,000	25,000	-	25,000
Bulletproof Vest Grant	-	385	385	-	-
State Aid to Local Law Enforcement (SALLE)	5,000	4,791	-	4,791	5,000
Emergency Illegal Drug Enforcement (EIDE)	5,000	3,925	-	3,925	4,000
Fund to Combat Violent Crime	25,000	47,336	18,992	28,344	25,000
<b>Total Grant Budget</b>	<b>326,000</b>	<b>388,319</b>	<b>347,020</b>	<b>41,299</b>	<b>225,000</b>

**Town of Bethany Beach  
FY 2020 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 2020 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 \$250 per year)	250.00 *
Rental License, Commercial or Residential. Residential license will not be issued without notarized safety certificate	100.00 *
Administrative fee for failure to obtain a license by the renewal due date.	100.00 *
Rental tax on gross rental receipts on Commercial and Residential rentals	7.00%
Rental tax on gross rental receipts on rentals subject to State Accommodations Tax	3.25%
OTHER FEES:	
Shuttle Bus Permit (shuttle with seating capacity of 11 or more)	8,000.00 *
Shuttle Bus Permit (shuttle with seating capacity of 10 or less)	4,000.00 *
Shuttle Bus Permit (single day)	130.00 *
Trolley Rider Fee	0.25
Backhoe and Operator (minimum charge per hour)	80.00
Permit for Portable on Demand Storage Unit (POD) or similar temporary storage, personal use	25.00
Permit or permit renewal for Portable on Demand Storage Unit (POD) or similar temporary storage, construction	50.00
POLICE DEPARTMENT:	
Document Fee	18.50
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	

**Town of Bethany Beach  
FY 2020 Schedule of Fees**

1-day	27.00
3-day	79.00
7-day	183.00

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	
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TAX RATE :

Per \$100 of Town of Bethany Beach Assessed Value (100% of Assessed value)	0.190	*
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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
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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 - \$5.50/1000 Gallons of Usage, Flat Rate (Connection Charge) \$180/year for 5/8" Meter	6.50/265.00	
Additional water meter readings requested by property owner	25.00	**
Check meter accuracy (will be refunded if meter is defective)	35.00	
Water turn on or off at meter (during regular Water Department service hours)	25.00	
Water turn on or off at meter (after regular Water Department service hours or on holidays)	150.00	
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

**Town of Bethany Beach  
FY 2020 Schedule of Fees**

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)			
<b>ALDERMAN COURT</b>			
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
<b>AMBULANCE SERVICE FEE</b>			
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

\*\* New fee