



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting  
**MEETING DATE** March 3, 2026  
**SUBMITTED BY:** Town Manager's Office  
**SUBJECT:** Amendment to Fee Schedule Changes for Fiscal Year 25-26

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The purpose of this memorandum is to advise the Town Commission that Resolution No. 2025-024, which adopted the Fiscal Year 2025–2026 Schedule of Fees, requires amendment to Exhibit “C” to provide additional clarity regarding the procedures and costs associated with connecting to the Town’s water and sewer system.

Following the adoption of the original fee resolution, staff identified the need to more clearly distinguish between connection responsibilities, project management procedures, and cost allocation based on service line size. The revised Exhibit “C” establishes a clearer framework for when the Town will manage and construct connections versus when property owners must procure construction services, as well as the associated fees, administrative charges, and escrow requirements. These clarifications are intended to improve transparency, ensure consistency in application, protect Town infrastructure, and facilitate efficient project delivery.

Importantly, the amendments do not alter the Town’s overall policy of cost recovery for utility connections but instead refine the process to ensure that property owners, contractors, and Town staff have a clear and predictable understanding of roles, responsibilities, and financial obligations.

Attached for the Commission’s consideration is an amending resolution that revises Exhibit “C” accordingly, along with the updated Exhibit “C” reflecting the clarified procedures and fee structure.

Staff recommends approval of the amending resolution to ensure the Town’s fee schedule accurately reflects current operational practices and provides clear guidance to residents and applicants seeking connection to the municipal water and sewer system.

Please do not hesitate to contact me should you have any questions prior to the meeting.

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**ATTACHMENTS:**

Resolution No. 2026-003, Amending Fiscal Year 2025-26 Schedule of Fees

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**RECOMMENDATION:**

Approval for Resolution No. 26-003, amending Fiscal year FY 2025-2026 Schedule of Fees (including revised Exhibit "C".)