



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE September 24, 2026
SUBMITTED BY: Town Manager's Office
SUBJECT: Fee Schedule Changes for Fiscal Year 26-27

SUMMARY: This memorandum serves to inform the Commission of the proposed upcoming changes to our fee schedule, which will take effect on September 30, 2026. The revised fee schedule will help maintain the quality of our services while ensuring the sustainability of our operations.

Summary of Changes:

1. General Fees:

- a. Town Clerk
 - i. Development Order Applications ~~\$250.00~~ ~~\$200.00~~ per application
Administrative cost for preparation and mailings of public notices
 - ii. Publication of Legal Advertisements Online \$150.00 per publication
- b. Library
 - i. Overdue Materials
 - 1. E-Readers ~~\$1.00~~ ~~\$3.00~~ per day per item

2. Building and Land Development Fees:

- a. The minimum building permit fee shall be ~~\$150.00~~ ~~\$100.00~~
- b. Construction Trailer Permit Fee
 - i. The fee for a construction trailer shall be \$250 ~~and shall include all sub-trade inspections.~~
- c. Additional Fees
 - i. ~~\$150.00~~ ~~\$100.00~~ for fire sprinkler permits. Does not include the electrical permit.
 - ii. ~~\$150.00~~ ~~\$100.00~~ for flooring and/or balcony tile fee (not shower tile or pan replacement)

- iii. \$100.00 to extend the permit prior to expiration ~~expiring~~

3. Water & Sewer Rates:

a. Water Use Rates

- i. Water & Irrigation Flat Rate Charge (Bi-Monthly)

~~Changed from \$59.82 to \$62.81~~ per dwelling unit

- ii. All Customers Bi-Monthly Usage Charges (per dwelling unit)

- 1. 0 to 10,000 gallons ~~\$3.34~~ ~~\$3.18~~ per 1,000 gallons
- 2. 10,001 to 20,000 gallons ~~\$4.53~~ ~~\$4.34~~ per 1,000 gallons
- 3. 20,001 to and 55,000 gallons ~~\$7.02~~ ~~\$6.68~~ per 1,000 gallons
- 4. 55,001 to 80,000 gallons ~~\$10.21~~ ~~\$9.73~~ per 1,000 gallons
- 5. Over 80,000 gallons ~~\$13.35~~ ~~\$12.72~~ per 1,000 gallons

- iii. Irrigation Class Bi-Monthly Usage Charges (per meter)*

- 1. 0 to 55,000 gallons ~~\$7.02~~ ~~\$6.68~~ per 1,000 gallons
- 2. 55,001 to 80,000 gallons ~~\$10.21~~ ~~\$9.73~~ per 1,000 gallons
- 3. Over 80,000 gallons ~~\$13.35~~ ~~\$12.72~~ per 1,000 gallons

*Subject to flat charge plus usage charges

b. Sewer Use Rates

- i. Sewer Flat Rate Charge (Bi-Monthly)

~~Changed from \$45.80 to \$48.09~~ per dwelling unit

- ii. Bi-Monthly Usage Charges* (per dwelling unit)

~~\$3.92~~ ~~\$3.73~~ per 1,000 gallons of water usage to a maximum of 20,000 gallons

- iii. Commercial customers

~~\$3.92~~ ~~\$3.73~~ per 1,000 gallons of water usage with no maximum

*Subject to flat charge plus usage charges

c. Private Fire Protection

- i. Fire Hydrants ~~\$28.29~~ ~~\$25.94~~ each per month
- ii. Standpipes/ Sprinkler System ~~\$28.29~~ ~~\$25.94~~ each per month

d. Field Visit Charge

- i. During Normal Working Hours ~~\$47.39/ Hour~~ ~~\$32.08~~
- ii. Outside of Normal Working Hours ~~\$71.08/ Hour~~ ~~\$64.15~~

4. Fire/ EMS:

a. Customer Requested Permit Fees

- i. Bonfire Permit (Beach) ~~\$25.00~~ ~~\$300.00~~

b. New and Existing Construction Fees

- i. ~~Re~~Inspection Fees:

1. An inspection fee of \$100 per inspection is assessed in the following circumstances:

~~a. \$75.00 for a second inspection (same item)~~

A subsequent inspection is required for any item, system, or component that was not in compliance with the Florida Fire Prevention Code or the approved permitted documents at the time of the prior inspection.

~~i. \$75.00 for a second inspection (same item)~~

~~ii. \$150.00 for third inspection* (same item)~~

~~iii. \$250.00 for fourth inspection* (same item)~~

~~iv. \$300.00 for fifth inspection* (same item)~~

~~*(requires license holder or qualifier to be at the site for inspection)~~

b. This fee represents the documented actual cost per inspection and is established pursuant to F.S. §553.79(f) as amended by CS/CS/HB 803, effective July 1, 2026. The fee applies uniformly regardless of the number of prior inspections performed under the permit and does not escalate.

5. Solid Waste:

- a. Per seven-year contract, rates are renewed according to schedule