

File Attachments for Item:

B. Proposed Resolution 2021-022

A Resolution of the Town Commission of the Town of Highland Beach, Florida, adopting the Fiscal Year 2021-2022 Schedule of Fees which establishes reasonable fees for Town services and other charges; updating the Building and Land Development fees; providing for conflicts; and providing an effective date.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE 08/03/2021
SUBMITTED BY: Terisha Cuebas, Town Manager's Office
SUBJECT: RESOLUTION NO. 2021-022

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING THE FISCAL YEAR 2021-2022 SCHEDULE OF FEES WHICH ESTABLISHES REASONABLE FEES FOR TOWN SERVICES AND OTHER CHARGES; UPDATING THE BUILDING AND LAND DEVELOPMENT FEES; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

SUMMARY:

Prior to October 1st, the Town Commission must review and approve the fee schedule for the upcoming fiscal year.

Attached is the Resolution No. 2021-022 and proposed changes as outlined by Town staff. The changes from the building department are listed on the marked-up copy with comments from the Building Official and Town Planner.

The Finance Department has included increases for Solid Waste and the adopted rates from the FY 2021 Water and Sewer Rate Study.

The intent of the discussion is to approve the proposed changes and officially adopt the fee schedule for Fiscal Year 2021-2022.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution No. 2021-022

Exhibit A (Redlined)

Exhibit A (Clean version)

RECOMMENDATION:

Approve the proposed resolution adopting the fee schedule for fiscal year 2021-2022.



RESOLUTION NO. 2021-022

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING THE FISCAL YEAR 2021-2022 SCHEDULE OF FEES WHICH ESTABLISHES REASONABLE FEES FOR TOWN SERVICES AND OTHER CHARGES; UPDATING THE BUILDING AND LAND DEVELOPMENT FEES; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Beach (“Town”) maintains and desires to promote the safety, health and welfare of its residents by providing for enforcement of its Code of Ordinances as well as setting forth fees for providing certain utilities and administrative services; and

WHEREAS, the Town Commission finds that adopting the 2021-22 schedule of fees serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2. The “Town of Highland Beach Schedule of Fees,” which is attached as **Exhibit “A”** and incorporated herein, is hereby adopted.

Section 3. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

Section 4. If any provision of this Resolution or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application and to this end the provisions of this Resolution are declared severable.

Section 5. This Resolution shall become effective upon approval by Town Commission.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this ____ day of _____, 2021.

ATTEST:

Douglas Hillman, Mayor

REVIEWED FOR LEGAL SUFFICIENCY

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

VOTES:

YES NO

Mayor Douglas Hillman	_____	_____
Vice Mayor Natasha Moore	_____	_____
Commissioner Peggy Gossett-Seidman	_____	_____
Commissioner Evalyn David	_____	_____
Commissioner John Shoemaker	_____	_____

EXHIBIT “A”

TOWN OF HIGHLAND BEACH

SCHEDULE OF FEES

EFFECTIVE 04/01/2021 – 09/30/2022

I. TOWN CLERK

- a. Public Records Request
 - i. Photocopies (8 ½ x 14 or less):
 - a. Single Sided: Black and White Copies \$0.15 per page
 - b. Double Sided: Black and White Copies \$0.20 per page
 - c. Single Sided: Color Copies \$0.25 per page
 - d. Double Sided: Color Copies \$0.30 per page
 - e. Photocopies total cost under \$5.00 No charge
 - ii. CDs or DVDs \$5.00
 - iii. Other materials Based on actual cost
- b. Labor Costs for Research and Reproduction,
Special Service Charges relevant to Public Records Based on actual cost
- c. Postage/Mailing Cost Based on actual cost

Additional Cost May Apply Based on Florida Statute, Chapter 119

- d. Municipal Lien Search Requests \$150.00 per Parcel Control Number
- e. Notary Service:
 - Highland Beach Residents (after first five (5) signatures) \$5.00 per signature
- f. Non-Residents \$5.00 per signature
- g. Administration of Oaths and Affirmations \$10.00 per person
- h. Acknowledgements \$10.00 per person
- i. Certified Copies \$1.00 per document
- j. Zoning Maps Based on actual cost
- k. Development Order Applications \$200.00 per application
Administrative cost for preparation and mailings of public notices

II. LIBRARY

- a. Library Cards
 - i. Highland Beach Property Owners and Residents with six (6) months lease agreement or longer No charge
 - ii. Seasonal renters (3-6 months) \$25.00 per year
 - iii. Non-residents \$75.00 per year
 - iv. Replacement cards \$5.00 per card

- b. Overdue Materials
 - i. Books and magazines \$0.25 per day per item
 - ii. DVDs and CDs \$1.00 per day per item
 - iii. E-readers \$3.00 per day per item

- c. Printing/Copying using Library Computers
 - i. First 5 pages of Black & White Copies No charge
 - ii. More than Five (5) Pages \$0.25 per page

- d. Room usage fees for Independent Contractors
 - i. Background Check for Independent Contractor \$19.95
 - ii. Tom Reid Room \$10.00 per month
 - iii. Community Room \$20.00 per month

III. BUILDING DEPARTMENT

- a. All building permit fees shall be based upon the value of the work to be performed. The "value of work" shall be determined in accordance with Section ~~109.4~~ 109.3 of the Town's Administrative Amendments to the Florida Building Code.

~~109.4 Building permit valuations. If, in the opinion of the building official, the claimed valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed, quantity estimates, and/or bona fide signed contracts (excluding land value) to meet the approval of the building official. For permitting purposes, valuation of buildings and systems shall be total replacement value to include structural, electric, plumbing, mechanical, interior finish, relative site work, architectural and design fees, marketing costs, overhead and profit; excluding only land value. Valuation references may include the latest published data of national construction cost analysis services, as published by International Code Congress. Final building permit valuation shall be set by the building official.~~

[A] 109.3 Building permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion SCOPE AND ADMINISTRATION Town of Highland Beach Administrative Chapter 1 FBC 7th Edition (2020) Page 27 of 36 of the building official, the valuation

- is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.
- b. The minimum building permit fee shall be \$100.
 - c. Building permit fees shall be calculated per each \$1,000 of valuation or portion thereof, for each trade (building, plumbing, mechanical or electrical) or for each specialty (pools, fire suppression, alarm or security systems, etc). Those fees are as follows:
 - i. \$25.00 per \$1,000 or portion thereof of value up to \$500,000.
 - ii. \$20.00 per \$1,000 or portion thereof of value above \$500,000.
 - d. Sales Trailer Permit Fee: The fee for sales trailers shall be \$500 per trailer, shall include all sub-trade inspections, and shall expire after six (6) months. The permit may be renewed for additional six (6) month increments upon payment of an additional fee.
 - e. Construction Trailer Permit Fee: The fee for construction trailers shall be \$250 and shall include all sub-trade inspections.
 - f. Contractor Registration: All contractors and subcontractors for permitted jobs must be registered with the Building Department of the Town of Highland Beach. Registration includes basic information about the contractor, and proof of licenses and insurance. Licenses and insurance are typically demonstrated through a State of Florida registration or certification, or a Palm Beach County Business Tax Receipt. There will be no charge for registering with the Town of Highland Beach.
 - g. Reinspection Fees:
 - i. \$50.00 for an unproductive trip (includes one (1) subsequent inspection).
 - ii. \$100.00 for second inspection (same item).
 - iii. \$200.00 for third inspection* (same item).
 - iv. \$300.00 for fourth inspection* (same item).
 - * (requires license holder or qualifier to be at the site)
 - h. Additional Fees:
 - i. \$100.00 for failure to call for a final inspection prior to permit expiring.
 - ii. \$100.00 to reinstate an expired permit for a final inspection.
 - iii. \$100.00 for fire sprinkler permits, except electrical component of permit. (~~admin only~~, See (Delray Fire Fee Schedule)
 - iv. \$50.00 per page for ~~revisions to~~ plans requiring additional review after the initial review.
 - v. \$50.00 for change in contractor
 - vi. Two and half times (2.5X) the original permit fee, but not to exceed \$10,000, for work commenced without a permit.
 - *Approved by the Town Commission on October 7, 2020**
 - i. Additional Building Fees:
 - i. \$100.00 floor and/or balcony tile fee (not shower tile or pan replacement).

Note: Palm Beach County Impact Fees: The actual fee amount is collected by the County.

- j. Additional Plumbing Inspection Fees:
 - i. \$100.00 for water heater change-out
 - k. \$100.00 installation of residential alarm or security system.
 - l. Portable Storage Unit: \$50.00 for site permit fee
 - m. Site plan: \$1,500.00
 - n. Special Exception: \$1,500.00
 - o. Comprehensive Plan Amendment: \$1,500.00
 - p. Revision to Code of Ordinances: \$1,500.00
 - q. Variance: \$1,500.00
\$500.00 each additional variance
 - r. Appeal of Building Code or Zoning Determination: \$1,500.00
 - s. Zoning Verification Letter: \$150.00
 - t. Hourly staff time: \$30.00
 - u. Hourly attorney consultation fee. Must be paid with all land development applications. \$500.00 deposit plus any costs that exceed the \$500.00
 - v. License Agreement or Unity of Title: \$1,000.00
 - w. Appeal to Town Commission: \$1,500.00
 - x. Engineering Review Fee: \$500.00 plus any additional costs
 - y. Short-Term Rentals registration fee. \$250.00
 - z. Short-Term Rentals inspection fee. \$150.00
 - aa. Short-Term Rentals re-inspection fee (failure to pass initial inspection) \$50.00
 - bb. Short-Term Rentals biennial renewal fee. \$100.00
 - cc. Short-Term Rentals change of agent fee. \$50.00
 - dd. Short-Term Rentals penalties:

- i. \$250.00 fine, daily, per violation for first offence;
- ii. Up to \$500.00 fine, daily, per violation for repeat offences;
- iii. \$150.00 administrative fee.

IV. Cost Recovery Provision. Applicant is responsible for the cost of recovering administrative, engineering, legal review, and/or any other professional service required in conjunction with any application, including any public notice costs in excess of minimum advertising fee, including notice costs, such as postage, etc.

SOLID WASTE AND RECYCLING SERVICES

a. Single-family curbside	\$15.50 per month
b. Multi-family curbside	\$15.50 per month
c. Multi-family container	\$10.00 per month
d. Special medical	\$18.00 per month
e. Container rentals	Per Contract
f. Commercial services	Per Contract

V. CODE ENFORCEMENT & POLICE FINES/FEES

a. Illegal parking in designated disabled parking spots	\$250.00
b. Class I Infraction (First and repeat violations)	\$50.00
c. Class II Infraction (First offense)	\$50.00
d. Class II Infraction (Repeat violation)	\$100.00
e. Class III Infraction (First and repeat violations)	\$200.00

*Class I, II and III Infractions based per Section 2-174 of Town Code of Ordinances

VI. ADMINISTRATIVE COSTS

Pursuant to Section 2-117 (c) of the Code of Ordinances, administrative costs incurred by the town in the successful prosecution of a code enforcement case shall be assessed against the violator pursuant to F.S. § 162.07(2).

a. Class I Infraction	\$50.00/hour
\$50.00 minimum charge	
b. Class II Infraction	\$100.00/hour
\$100.00 minimum charge	
c. Class III Infraction	\$200.00/hour
\$200.00 minimum charge	

Minimum charge applied for up to the first hour and additional hours, thereafter, are billed in 1-hour increments.

VII. WATER USE RATES

a. Water Flat Rate Charge (Bi-Monthly)	\$40.00 per dwelling unit
b. <u>All Customers Bi-Monthly Usage Charges (per dwelling unit)</u>	
i. 0 to 10,000 gallons	\$2.36 per 1,000 gallons
ii. 10,001 to 20,000 gallons	\$3.20 per 1,000 gallons
iii. 20,001 to and 55,000 gallons	\$4.96 per 1,000 gallons
iv. 55,001 gallons to 80,000 gallons	\$7.22 per 1,000 gallons

- v. Over 80,000 gallons \$9.44 per 1,000 gallons
- c. Irrigation Class Bi-Monthly Usage Charges (per meter) *
 - i. 0 to 55,000 gallons \$4.96 per 1,000 gallons
 - ii. 55,001 to 80,000 gallons \$7.22 per 1,000 gallons
 - iii. Over 80,000 gallons \$9.44 per 1,000 gallons

* subject to flat charge plus usage charges

VIII. SEWER USE RATES

- a. Sewer Flat Rate Charge (Bi-Monthly) \$ 33.39 per dwelling unit
- b. Bi-Monthly Usage Charges (per dwelling unit)
 - i. \$2.72 per 1,000 gallons of water usage to a maximum of 20,000 gallons.
- c. Commercial customers*
 - i. \$2.72 per 1,000 gallons of water usage with no maximum.
 - * subject to flat charge plus usage charges

IX. PRIVATE FIRE PROTECTION

- a. Fire Hydrants \$20.00 each per month
- b. Standpipes/Sprinkler System \$20.00 each per month

X. GENERAL CUSTOMER BILLING

- a. Water and Sewer usage charges will be billed bi-monthly
- b. Payment remittance is due within 30 days of the billing date
- c. Accounts more than 30 days are considered delinquent.
- d. Delinquent accounts will be subject to an additional 1.5% per month (18% annum) delinquency charge.
- e. Notice of such delinquency will be given by the Town; and if not corrected within 10 days of said notice, water service will be disconnected.
- f. Water service will not be reconnected until the delinquent bill and a fifty-dollar (\$50.00) reconnection fee is paid.
- g. Meters may be tested for accuracy upon written request from the customer. However, the customer will be subject to the expense of the test if the meter is found to be not more than 2% fast.
- h. In the event of a water leak occurring on the consumer's side of the meter, the Town Manager may offer a one-time courtesy adjustment to provide financial relief to a consumer who is experiencing a higher than usual water bill. To be considered for this courtesy adjustment:
 - i. the water bill in question must not be from billing period more than two billing cycles prior.
 - ii. the consumer must not have used a courtesy adjustment in the past, and
 - iii. the consumer must demonstrate that they have repaired the water leak (i.e. plumber's invoice for repairs).

If a consumer is granted a courtesy adjustment, the Town will estimate (by comparing historical usage of the account) the amount of the water leak and deduct it from the consumer's total usage for the billing period. The difference between the total usage and the water leak portion will be considered the consumer's regular usage for the billing period and will be billed according to the rate structure provided in Section VI. The estimated water leak portion of usage for the billing period will be adjusted and billed at the lowest tiered rate provided in Section VI.

Notwithstanding the above, the town manager in his or her discretion will have the flexibility to allow up to four (4) installment payments of bills which are unusually high as measured by past bills for the property in question. The town manager's discretion will be on a case by case basis using his or her best judgment as each case arises.

XI. WATER SYSTEM CONNECTION CHARGES (IMPACT FEES)

- a. New Dwellings
 - i. Connection Charge \$3,000 per dwelling unit
 - ii. Meter Installation Fees Time and Material plus 25%

XII. SEWER SYSTEM CONNECTION CHARGES (IMPACT FEES)

- a. New Dwellings
 - i. Connection Charge \$1,000 per dwelling unit

XIII. FIELD VISIT CHARGE

The Town may charge a fee to each customer requesting a service to be performed by a Town employee at their premises with respect to the water or wastewater systems. The services to be performed shall include, but not be limited to, individual turn-on and turn-off of service, data-logging a meter, and meter re-reading. The Town will waive this fee in any instance where the meter is determined to be faulty. There shall be no charge for the first field visit.

- a. During Normal Working Hours \$25.00
- b. Outside Normal Working Hours \$50.00

EXHIBIT “A”

TOWN OF HIGHLAND BEACH

SCHEDULE OF FEES

EFFECTIVE 10/01/2021 – 09/30/2022

I. TOWN CLERK

- a. Public Records Request
 - i. Photocopies (8 ½ x 14 or less):
 - a. Single Sided: Black and White Copies \$0.15 per page
 - b. Double Sided: Black and White Copies \$0.20 per page
 - c. Single Sided: Color Copies \$0.25 per page
 - d. Double Sided: Color Copies \$0.30 per page
 - e. Photocopies total cost under \$5.00 No charge
 - ii. CDs or DVDs \$5.00
 - iii. Other materials Based on actual cost
- b. Labor Costs for Research and Reproduction,
Special Service Charges relevant to Public Records Based on actual cost
- c. Postage/Mailing Cost Based on actual cost

Additional Cost May Apply Based on Florida Statute, Chapter 119

- d. Municipal Lien Search Requests \$150.00 per Parcel Control Number
- e. Notary Service:
 - Highland Beach Residents (after first five (5) signatures) \$5.00 per signature
- f. Non-Residents \$5.00 per signature
- g. Administration of Oaths and Affirmations \$10.00 per person
- h. Acknowledgements \$10.00 per person
- i. Certified Copies \$1.00 per document
- j. Zoning Maps Based on actual cost
- k. Development Order Applications \$200.00 per application
Administrative cost for preparation and mailings of public notices

II. LIBRARY

- a. Library Cards
 - i. Highland Beach Property Owners and Residents with six (6) months lease agreement or longer No charge
 - ii. Seasonal renters (3-6 months) \$25.00 per year
 - iii. Non-residents \$75.00 per year
 - iv. Replacement cards \$5.00 per card

- b. Overdue Materials
 - i. Books and magazines \$0.25 per day per item
 - ii. DVDs and CDs \$1.00 per day per item
 - iii. E-readers \$3.00 per day per item

- c. Printing/Copying using Library Computers
 - i. First 5 pages of Black & White Copies No charge
 - ii. More than Five (5) Pages \$0.25 per page

- d. Room usage fees for Independent Contractors
 - i. Background Check for Independent Contractor \$19.95
 - ii. Tom Reid Room \$10.00 per month
 - iii. Community Room \$20.00 per month

III. BUILDING DEPARTMENT

- a. All building permit fees shall be based upon the value of the work to be performed. The "value of work" shall be determined in accordance with Section 109.3 of the Town's Administrative Amendments to the Florida Building Code.

[A] 109.3 Building permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion SCOPE AND ADMINISTRATION Town of Highland Beach Administrative Chapter 1 FBC 7th Edition (2020) Page 27 of 36 of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

- b. The minimum building permit fee shall be \$100.

- c. Building permit fees shall be calculated per each \$1,000 of valuation or portion thereof, for each trade (building, plumbing, mechanical or electrical) or for each specialty (pools, fire suppression, alarm or security systems, etc). Those fees are as follows:
 - i. \$25.00 per \$1,000 or portion thereof of value up to \$500,000.
 - ii. \$20.00 per \$1,000 or portion thereof of value above \$500,000.

- d. Sales Trailer Permit Fee: The fee for sales trailers shall be \$500 per trailer, shall include all sub-trade inspections, and shall expire after six (6) months. The permit may be renewed for additional six (6) month increments upon payment of an additional fee.
 - e. Construction Trailer Permit Fee: The fee for construction trailers shall be \$250 and shall include all sub-trade inspections.
 - f. Contractor Registration: All contractors and subcontractors for permitted jobs must be registered with the Building Department of the Town of Highland Beach. Registration includes basic information about the contractor, and proof of licenses and insurance. Licenses and insurance are typically demonstrated through a State of Florida registration or certification, or a Palm Beach County Business Tax Receipt. There will be no charge for registering with the Town of Highland Beach.
 - g. Reinspection Fees:
 - i. \$50.00 for an unproductive trip (includes one (1) subsequent inspection).
 - ii. \$100.00 for second inspection (same item).
 - iii. \$200.00 for third inspection* (same item).
 - iv. \$300.00 for fourth inspection* (same item).
 - * (requires license holder or qualifier to be at the site)
 - h. Additional Fees:
 - i. \$100.00 for failure to call for a final inspection prior to permit expiring.
 - ii. \$100.00 to reinstate an expired permit for a final inspection.
 - iii. \$100.00 for fire sprinkler permits, except electrical component of permit. (Delray Fire Fee Schedule)
 - iv. \$50.00 per page for ~~revisions to~~ plans requiring additional review after the initial review.
 - v. \$50.00 for change in contractor
 - vi. Two and half times (2.5X) the original permit fee, but not to exceed \$10,000, for work commenced without a permit.
 - *Approved by the Town Commission on October 7, 2020*
 - i. Additional Building Fees:
 - i. \$100.00 floor and/or balcony tile fee (not shower tile or pan replacement).
- Note: Palm Beach County Impact Fees: The actual fee amount is collected by the County.
- j. Additional Plumbing Inspection Fees:
 - i. \$100.00 for water heater change-out
 - k. \$100.00 installation of residential alarm or security system.
 - l. Portable Storage Unit: \$50.00 for site permit fee
 - m. Site plan: \$1,500.00

Resolution No. 2021-022

- n. Special Exception: \$1,500.00
- o. Comprehensive Plan Amendment: \$1,500.00
- p. Revision to Code of Ordinances: \$1,500.00
- q. Variance: \$1,500.00
\$500.00 each additional variance
- r. Appeal of Building Code or Zoning Determination: \$1,500.00
- s. Zoning Verification Letter: \$150.00
- t. Hourly staff time: \$30.00
- u. Hourly attorney consultation fee. Must be paid with all land development applications. \$500.00 deposit plus any costs that exceed the \$500.00
- v. License Agreement or Unity of Title: \$1,000.00
- w. Appeal to Town Commission: \$1,500.00
- x. Engineering Review Fee: \$500.00 plus any additional costs
- y. Short-Term Rentals registration fee. \$250.00
- z. Short-Term Rentals inspection fee. \$150.00
- aa. Short-Term Rentals re-inspection fee (failure to pass initial inspection) \$50.00
- bb. Short-Term Rentals biennial renewal fee. \$100.00
- cc. Short-Term Rentals change of agent fee. \$50.00
- dd. Short-Term Rentals penalties:
 - i. \$250.00 fine, daily, per violation for first offence;
 - ii. Up to \$500.00 fine, daily, per violation for repeat offences;
 - iii. \$150.00 administrative fee.

Cost Recovery Provision. Applicant is responsible for the cost of recovering administrative, engineering, legal review, and/or any other professional service required in conjunction with any application, including any public notice costs in excess of minimum advertising fee, including notice costs, such as postage, etc.

IV. SOLID WASTE AND RECYCLING SERVICES

- a. Single-family curbside \$15.50 per month
- b. Multi-family curbside \$15.50 per month
- c. Multi-family container \$10.00 per month
- d. Special medical \$18.00 per month
- e. Container rentals Per Contract
- f. Commercial services Per Contract

V. CODE ENFORCEMENT & POLICE FINES/FEES

- a. Illegal parking in designated disabled parking spots \$250.00
 - b. Class I Infraction (First and repeat violations) \$50.00
 - c. Class II Infraction (First offense) \$50.00
 - d. Class II Infraction (Repeat violation) \$100.00
 - e. Class III Infraction (First and repeat violations) \$200.00
- *Class I, II and III Infractions based per Section 2-174 of Town Code of Ordinances

VI. ADMINISTRATIVE COSTS

Pursuant to Section 2-117 (c) of the Code of Ordinances, administrative costs incurred by the town in the successful prosecution of a code enforcement case shall be assessed against the violator pursuant to F.S. § 162.07(2).

- a. Class I Infraction \$50.00/hour
\$50.00 minimum charge
- b. Class II Infraction \$100.00/hour
\$100.00 minimum charge
- c. Class III Infraction \$200.00/hour
\$200.00 minimum charge

Minimum charge applied for up to the first hour and additional hours, thereafter, are billed in 1-hour increments.

VII. WATER USE RATES

- a. Water Flat Rate Charge (Bi-Monthly) \$40.00 per dwelling unit
 - b. All Customers Bi-Monthly Usage Charges (per dwelling unit)
 - i. 0 to 10,000 gallons \$2.36 per 1,000 gallons
 - ii. 10,001 to 20,000 gallons \$3.20 per 1,000 gallons
 - iii. 20,001 to and 55,000 gallons \$4.96 per 1,000 gallons
 - iv. 55,001 gallons to 80,000 gallons \$7.22 per 1,000 gallons
 - v. Over 80,000 gallons \$9.44 per 1,000 gallons
 - c. Irrigation Class Bi-Monthly Usage Charges (per meter) *
 - i. 0 to 55,000 gallons \$4.96 per 1,000 gallons
 - ii. 55,001 to 80,000 gallons \$7.22 per 1,000 gallons
 - iii. Over 80,000 gallons \$9.44 per 1,000 gallons
- * Subject to flat charge plus usage charges

VIII. SEWER USE RATES

- a. Sewer Flat Rate Charge (Bi-Monthly) \$ 33.39 per dwelling unit
- b. Bi-Monthly Usage Charges (per dwelling unit)
 - i. \$2.72 per 1,000 gallons of water usage to a maximum of 20,000 gallons.
- c. Commercial customers*
 - i. \$2.72 per 1,000 gallons of water usage with no maximum.
 - * Subject to flat charge plus usage charges

IX. PRIVATE FIRE PROTECTION

- a. Fire Hydrants \$20.00 each per month
- b. Standpipes/Sprinkler System \$20.00 each per month

X. GENERAL CUSTOMER BILLING

- a. Water and Sewer usage charges will be billed bi-monthly
- b. Payment remittance is due within 30 days of the billing date
- c. Accounts more than 30 days are considered delinquent.
- d. Delinquent accounts will be subject to an additional 1.5% per month (18% annum) delinquency charge.
- e. Notice of such delinquency will be given by the Town; and if not corrected within 10 days of said notice, water service will be disconnected.
- f. Water service will not be reconnected until the delinquent bill and a fifty-dollar (\$50.00) reconnection fee is paid.
- g. Meters may be tested for accuracy upon written request from the customer. However, the customer will be subject to the expense of the test if the meter is found to be not more than 2% fast.
- h. In the event of a water leak occurring on the consumer's side of the meter, the Town Manager may offer a one-time courtesy adjustment to provide financial relief to a consumer who is experiencing a higher than usual water bill. To be considered for this courtesy adjustment:
 - i. the water bill in question must not be from billing period more than two billing cycles prior.
 - ii. the consumer must not have used a courtesy adjustment in the past, and
 - iii. the consumer must demonstrate that they have repaired the water leak (i.e. plumber's invoice for repairs).

If a consumer is granted a courtesy adjustment, the Town will estimate (by comparing historical usage of the account) the amount of the water leak and deduct it from the consumer's total usage for the billing period. The difference between the total usage and the water leak portion will be considered the consumer's regular usage for the billing period and will be billed according to the rate structure provided in Section VI. The estimated water leak portion of usage for the billing period will be adjusted and billed at the lowest tiered rate provided in Section VI.

Notwithstanding the above, the town manager in his or her discretion will have the flexibility to allow up to four (4) installment payments of bills which are unusually high as measured by past bills for the property in question. The town manager's discretion will be on a case-by-case basis using his or her best judgment as each case arises.

XI. WATER SYSTEM CONNECTION CHARGES (IMPACT FEES)

- a. New Dwellings
 - i. Connection Charge \$3,000 per dwelling unit
 - ii. Meter Installation Fees Time and Material plus 25%

XII. SEWER SYSTEM CONNECTION CHARGES (IMPACT FEES)

- a. New Dwellings
 - i. Connection Charge \$1,000 per dwelling unit

XIII. FIELD VISIT CHARGE

The Town may charge a fee to each customer requesting a service to be performed by a Town employee at their premises with respect to the water or wastewater systems. The services to be performed shall include, but not be limited to, individual turn-on and turn-off of service, data-logging a meter, and meter re-reading. The Town will waive this fee in any instance where the meter is determined to be faulty. There shall be no charge for the first field visit.

- a. During Normal Working Hours \$25.00
- b. Outside Normal Working Hours \$50.00

File Attachments for Item:

C. Approve and authorize Town Staff to move forward with the proposals from Aquifer Maintenance and Performance Systems, Inc. (AMPS) to perform rehabilitation maintenance on Shallow Injection Wells 1 and 2 in the amount of \$118,000.