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**MEMORANDUM**

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TO: Joseph F. Lo Bello, Town Manager

FROM: Vanessa M. Mutchnik, Town Clerk 

DATE: March 2, 2016

SUBJECT: Resolution 2016-03: Fee Booklet Revisions

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**BACKGROUND:**

At the February 24<sup>th</sup> Council meeting, Council approved requiring a \$50.00 beach fire permit fee for residents; a \$300.00 fee is already in place for non-residents. Council also approved requiring a refundable deposit of \$100.00 for both residents and non-residents. In reviewing the Town Fee Booklet to add this new fee, Staff discovered additional matters that needed to be addressed.

**DISCUSSION:**

Attached is a revised copy of the Town's Fee Booklet. The suggested changes and additions are located on pages 16 and 17. The deletion of a fee has a strike through and the addition of a fee is underlined. All of the revisions are highlighted.

**RECOMMENDATION:**

Staff recommends that Council approve Resolution No. 2016-03 amending the Town of Juno Beach Fee Booklet.



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**RESOLUTION 2016-03**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING THE COMPREHENSIVE FEE BOOKLET SETTING FORTH ALL FEES AND RELATED CHARGES COLLECTED BY THE TOWN FOR GOVERNMENTAL SERVICES AND APPROVALS; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in 2009, the Town Council adopted a comprehensive fee booklet setting forth all of the fees charged by the Town for governmental services and approvals; and

**WHEREAS**, Town Staff is proposing additional amendments to the fee booklet to include the beach permit fees and deposit approved by Council and to revise the fees relating to audio and video reproduction and the rental of the Town Center; and

**WHEREAS**, the Town Council determines that the adoption of revisions to the comprehensive fee booklet is in the best interests of the residents and citizens of the Town of Juno Beach.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:**

**Section 1.** The foregoing recitals are hereby ratified and incorporated herein.

**Section 2.** The Town Council hereby amends the Comprehensive Fee Booklet as set forth in Exhibit "A" attached hereto and incorporated herein by reference (additional language underlined and deleted language ~~stricken through~~).

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4.** This Resolution shall become effective immediately upon adoption.

RESOLVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mort Levine, Mayor

ATTEST:

\_\_\_\_\_  
Vanessa M. Mutchnik, MMC Town Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
Leonard G. Rubin, Town Attorney



## TOWN OF JUNO BEACH

### FEE BOOKLET

Approved by Town Council: May 27, 2009

Last Amended: ~~November 18, 2014~~ March 30, 2016

III. Miscellaneous Fees:

A. **ADMINISTRATIVE FEES:**

Certified Copies:	\$1.00 per page
Subdivision Regulations:	\$10.00 per copy
Zoning Book:	\$50.00 per copy
Comprehensive Development Plan:	\$10.00 per copy
Support Documentation for Comprehensive Development Plan:	\$25.00 per copy
Building Plans:	\$7.50 plus the cost of reproduction
Maps (11x17):	\$5.00 per map
Maps (24x36):	\$15.00 per map
Video/Audio Reproduction: or media))	<del>\$20.00</del> <u>0.50</u> (per disc reproduction
Audio/Document Reproduction	\$0.60 (per disc)
Microfilm or Microfiche Copies:	\$2.50 per copy
Title/Lien Search Fee:	\$25.00
Miscellaneous Copies:	.15 cents per page
Return check charge:	\$30.00 or actual amount charged by bank ( <i>whichever is greater</i> )
Local Fax:	Free
Long Distance Fax:	Free
Notary Service (Resident):	Free
Notary Service (Non-Resident):	\$5.00
Extensive use of information technology resources Or labor cost of personnel (billed on quarter hour increments):	\$35.00 per hour
Beach Storage of Watercraft:	\$20.00

B. **POLICE FEES:**

Parking Citations (other than Parking in Space Reserved for Physically Disabled):	\$25.00
Parking in Space Reserved for Physically Disabled:	\$250.00
Late Penalty:	\$25.00

Police Reports (1-10 pages):	Free
Police Reports (10+ pages):	.15 cents per page
VIN Verifications:	Free
Fingerprinting (In-Town Applicant):	\$5.00
Fingerprinting (Out of Town Applicant):	\$15.00

<u>Beach Fire Permit (Residents)</u>	<u>\$50.00</u>
<u>Beach Fire Permit (Non-Residents)</u>	<u>\$300.00</u>
<u>Beach Fire Deposit (Residents and Non-Residents)</u>	<u>\$100.00</u>
<u>Refundable if all permit conditions are met</u>	

**C. TOWN CENTER RENTAL FEES:**  
(Subject to the Application Process)

<u>Non-Food Events – Residents and Employees</u>	<u>No Charge</u>
<u>Non-Food Events – Corporations/Organizations/Non-Residents</u>	<u>Town Center</u>
Rental Fee:	\$500.00 per day
<u>Food Events – Residents and Employees</u>	<u>\$500.00 per day</u>
<u>Food Events – Corporations/Organizations/Non-Residents</u>	<u>\$1,000.00 per day</u>

Reservation Deposit:	\$50.00
Security Deposit <u>for Non-Food Event</u> – Cash:	_____
_____ \$500.00 per day	
<u>Security Deposit for Food Events – Cash</u>	<u>\$1,000.00</u>
Refundable after use at the discretion of the Town Manager	
Juno Beach Town Employee:	Current rate with a 3 hour minimum
Cleaning Service Fee:	Current rate
Condominium/Homeowners Association meetings:	No Charge

**D. SPECIAL EVENTS:**

On-Site Special Events

Event type:

Resident block party	Free
Local Business Limited Area Events	\$50.00

- Local Business Limited Area events shall only be issued to local businesses based on criteria specified in Chapter 34; Article IV, Division 9, Town of Juno Beach Code of Ordinances.