



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

---

**MEETING TYPE:** Financial Advisory Board Meeting

**MEETING DATE** *August 23, 2022*

**SUBMITTED BY:** Jeff Remas, Building Official

**SUBJECT:** **INTERLOCAL AGREEMENT BETWEEN THE TOWN OF HIGHLAND BEACH AND THE TOWN OF GULF STREAM FOR BUILDING DEPARTMENT SERVICES**

---

## **SUMMARY:**

The Town Commission is considering an Interlocal Agreement (ILA) with the Town of Gulf Stream to provide Building Department services to its jurisdiction. On August 4, Jeff Remas, Highland Beach Building Official, and David DiLena, CPA, Highland Beach Finance Director, presented the business case of ILA to the Town Commission. The Town Commission was receptive to the idea, requested a few changes to the agreement, and directed the Financial Advisory Board to review the business case at its August 23 meeting to ensure the ILA and partnership are financially sound. The Town Attorney's Office has reviewed the ILA against the Town Charter and finds the ILA lawful and compliant with the Town Charter.

---

## **FISCAL IMPACT:**

The average annual permit revenue for the Town of Gulf Stream over the past five years for the fiscal year ending 2021 is \$472,000. The additional revenue to the Building Department will cover the increased expenses of our CAP Government contract, software implementation, and administrative costs, along with stabilizing the department's fixed costs, especially in an economic downturn, as Gulf Stream will share the fixed costs.

---

## **ATTACHMENTS:**

Revised Interlocal Agreement  
Memorandum from the Finance Director

---

## **RECOMMENDATION:**

Approval of the interlocal agreement