



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** September 18, 2025

**SUBMITTED BY:** Town Manager's Office

**SUBJECT:** Interlocal Agreement with the Town of Manalapan for the Town of Highland Beach to provide part-time Code Enforcement Services.

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### SUMMARY:

The Town of Highland Beach has been approached by the Town of Manalapan to provide part-time code enforcement services through an interlocal agreement. The proposed agreement formalizes this arrangement and outlines the terms and responsibilities of each party.

#### Overview of Agreement

- **Scope of Services:** The Town of Highland Beach will provide code enforcement support to Manalapan for approximately eight (8) hours per week. Services include issuing notices, preparing cases, prosecuting violations, and providing monthly reports. The Town of Manalapan will provide legal support if, and as, required.
  - **Capacity:** The Code Enforcement Officer has the capacity within his current schedule to assume these responsibilities without impacting his duties in the Town of Highland Beach.
  - **Compensation:** The Town of Manalapan will reimburse the Town of Highland Beach at a rate of \$60 per hour, inclusive of wages, benefits, vehicle use, and related costs. This rate remains fixed until October 1, 2026, after which it may be renegotiated annually.
  - **Termination Clause:** Either party may terminate the agreement with thirty (30) days' written notice.
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### FISCAL IMPACT:

Cost Recovery

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**ATTACHMENTS:**

Interlocal Agreement for Code Enforcement Services By and Between the Town of Highland Beach and the Town of Manalapan.

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**RECOMMENDATION:**

Staff recommends approval of the Interlocal Agreement with the Town of Manalapan to provide part-time code enforcement services under the terms described above. This agreement represents a cost-neutral opportunity for Highland Beach while supporting a neighboring municipality.