



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE *August 2, 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 of Gulf Stream has inquired about using the Town of Highland Beach Building Department for its services. The service requested is the enforcement of the Florida Building Code and does not include Planning & Zoning or Code Compliance. The Town of Gulf Stream is expected to increase the workload of the Building Department by approximately 30%, which will be handled with additional services from CAP Government for inspections, plan review, and administrative assistance. We received a commitment from CAP to provide the additional personnel necessary to service both towns, and CAP was prepared to handle Gulf Stream on its own before this venture. Adding personnel on a full-time basis from CAP will increase customer service to both towns as we will have inspectors and plan reviewers dedicated to our town. We currently use SmartGov software to handle the permitting process and will use the same software for Gulf Stream.

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 for the Building Department will cover the increased expenses of our CAP Government contract, software implementation, and administrative costs.

ATTACHMENTS:

Town Attorney prepared Interlocal Agreement

RECOMMENDATION:

Approval of the interlocal agreement