



Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Howard W. Brown, Jr., City Manager *HWB*
CC: Village Staff
Date: February 22, 2019
Re: **Bi-Monthly Report and Update (For week ending Saturday, February 23, 2019)**

Honorable Mayor and Members of the Village Council:

Cherie White, Contractor, has tendered her resignation effective April 1, 2019. We have already started the search for a replacement. Ms. White will be assisting me in recruiting a permanent Municipal Clerk. I am also securing a temporary on-call City Clerk should we not have a permanent Village Clerk in place prior to Cherie's departure.

On February 14, 2019, the Council was presented with the draft strategic plan. At that meeting, the Council was requested to provide additional input, if necessary. The Mayor recommended that we add a strategy and action plan for dealing with the Parks and Recreation Interlocal Agreement.

On March 14, 2019, I will be requesting the Village Council to approve a budget amendment to potentially hire the following positions:

1. Full-time City Clerk,
2. Office Coordinator,
3. Public Works Superintendent, and
4. Code Enforcement Officer.

Administration

- On Friday, February 1, 2019, I met with Ms. Taryn Kryzda, Martin County Administrator. Present at that meeting was Ms. Carla Segura, Property Manager for Martin County, and Terry Rauth, Public Works Director for Martin County. The purpose of the meeting was to introduce myself to Ms. Kryzda and get a better understanding of the Village of Indiantown, FL, from the county's perspective.
- On Thursday, February 21, 2019, Council Member Janet Hernandez and I met with William D. Snyder, Martin County Sheriff. The meeting was to introduce ourselves to Mr. Snyder and speak with him about a number of issues, but we ran out of time to discuss other items such as a deployment schedule, minimum manning, and human trafficking. This meeting will be rescheduled. The Sheriff did inform the both of us that he will be attending a community BBQ that is planned to take place within the next several weeks in the Village of Indiantown
- I met with the Government Relations Committee at the Indiantown Chamber of Commerce on Wednesday, February 13 and 20. The purpose of the meeting was to update the Chamber on action items from the Village Council meeting.

Finance

Attached you will find copies of the financials for your review (SEE ATTACHED). I will have Kayla Toler Office Coordinator forward you copies of the bank statements with the account numbers redacted under separate cover.

Planning and Development

- Bonnie Landry and Associates will present to the Council a revised timeline on the Comprehensive Plan and an update on public meetings that were held last week. The timeline was revised, and it appears we have an estimated completion date of December 2019.

Code Enforcement

- The RFP for Special Magistrate services is being solicited. The Special Magistrate acts as a judge for code enforcement infractions and ordinance violations that occur within the Village limits. Once these proposals are received, the Village Attorney and I will review and provide a short list to the Village Council for your consideration and subsequent approval.
- I have made a verbal request to increase the office hours for our Code Enforcement Officer from 8 hours per week to 40 hours per week, until we determine whether to continue contractual services or in-source the position altogether.
- The Code Compliance Officer has started focusing on mobile vending, also known as “food truck” sales, throughout the Village. The Village has been receiving code enforcement complaints about this subject. This crackdown on food trucks is necessary to ensure the food trucks are operating in a safe and sanitary manner consistent with the existing Martin County Code of Ordinances.

Public Works and Engineering

- I have been working with local businessmen to clean up the major corridors throughout the City. The clean-up’s focus has been on illegal dumpsites. I am in the process of “piggybacking” on the Florida Department of Transportation’s contract with DBI to handle emergency cleanup, routine maintenance of public rights of way, traffic control device installation, and road improvement and repair. Stay tuned!

END OF MEMORANDUM



Budget Summary - YTD

Prepared by: Howard W. Brown, Jr., ICMA-CM

Source: Center State Bank Records AS OF JANUARY 31, 2019

Date: Friday, February 22, 2019

REVENUE TYPE	TYPE	BUDGET	YTD RECEIPTS	OVER/UNDER BUDGET	% OF RECEIPTS
Ad Valorem	Taxes	\$9,641,972	\$9,438,681	(\$203,291)	98%
Local Option Fuel taxes	Taxes	\$304,324	-	(\$304,324)	0%
Communications Services taxes	Taxes	\$112,500	\$14,043	(\$98,457)	12%
Building permits	Permit, Fees & Licenses	\$100,000	\$45,981	(\$54,019)	46%
Electricity-Franchise	Permit, Fees & Licenses	\$461,000	\$107,624	(\$353,376)	23%
State Revenue Sharing	Intergovernmental	\$159,000	\$51,578	(\$107,422)	32%
Half Cent Sales Tax	Intergovernmental	\$752,000	\$238,500	(\$513,500)	32%
Interest	Interest/Earnings	\$50,000	\$1,195	(\$48,805)	2%
unexplained	Other	-	\$16,079	\$16,079	-
Total Revenues/Other Financing	-	\$11,580,796	\$9,913,681	(\$1,667,115)	86%
Carryover	Carryover	(\$180,000)	-	\$180,000	0%
Total Revenues	-	\$11,400,796	\$9,913,681	(\$1,487,115)	87%

EXPENDITURES	TYPE	BUDGET	YTD RECEIPTS	OVER/UNDER BUDGET	% OF RECEIPTS
General Government	General Government	\$951,782	\$398,491	(\$553,291)	42%
Public Safety	Public Safety	\$6,053,759	\$1,579,774	(\$4,473,985)	26%
Physical Environment	Physical Environment	\$597,434	-	(\$597,434)	0%
Transportation	Transportation	\$1,028,448	-	(\$1,028,448)	0%
Culture/Recreation	Culture/Recreation	\$365,338	-	(\$365,338)	0%
Total Expenditures	-	\$8,996,761	\$1,978,265	(\$7,018,496)	22%
Debt Service	Debt Service	\$2,404,035	-	(\$2,404,035)	0%
Total Expenditures/Reserves	-	\$11,400,796	\$1,978,265	(\$9,422,531)	17%



YTD Receipts - Revenues & Expenditures:

Prepared by: Howard W. Brown, Jr., ICMA

Source: Center State Bank Records AS OF JANUARY 31, 2019

Date of Report: Friday, February 22, 2019

REVENUES	TYPE	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Ad Valorem	Taxes	\$2,666	\$279,344	\$9,122,816	\$33,855			\$9,438,681
Local Option Fuel taxes	Taxes							-
Communications Services taxes	Taxes			\$6,108	\$7,936			\$14,043
Building permits	Permit, Fees & Licenses	\$16,696	\$15,347	\$12,509	\$1,428			\$45,981
Electricity- Franchise	Permit, Fees & Licenses	\$26,915	\$27,651	\$27,684	\$25,373			\$107,624
State Revenue Sharing	Intergovernmental	\$12,894	\$12,894	\$12,894	\$12,894			\$51,578
Half Cent Sales Tax	Intergovernmental	\$56,829	\$57,666	\$59,856	\$64,150			\$238,500
Interest	Interest/Earnings	\$16	\$30	\$280	\$868			\$1,195
unexplained	Other		\$6,883		\$9,196			\$16,079
Total Revenues/Other Financing	-	\$116,017	\$399,816	\$9,242,147	\$155,701	-	-	\$9,913,681
Carryover	Carryover							-
Total Revenues	-	\$116,017	\$399,816	\$9,242,147	\$155,701	-	-	\$9,913,681

EXPENDITURES	TYPE	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Payroll & Related Fees	General Government	\$6,950	\$6,085	\$7,021	\$14,354			\$34,410
Other Expenses - General Gov't	General Government	\$88,457	\$94,074	\$77,231	\$68,505	\$35,759		\$364,026
Wire Transfer Fee	General Government				\$55			\$55
Public Safety	Public Safety				\$1,579,774			\$1,579,774
Physical Environment	Physical Environment							-
Transportation	Transportation							-
Culture/Recreation	Culture/Recreation							-
Total Expenditures	-	\$95,407	\$100,159	\$84,252	\$1,662,688	\$35,759	-	\$1,978,265
Debt Service	Debt Service							
Total Expenditures/Reserves	-	\$95,407	\$100,159	\$84,252	\$1,662,688	\$35,759	-	\$1,978,265