

Village of Indiantown

Where Great Things Grow



B i - M o n t h l y R e p o r t a n d U p d a t e :
S a t u r d a y , A p r i l 1 7 , 2 0 2 1

To: Honorable Mayor & Members of the Village Council

Thru: Howard W. Brown, Jr., Village Manager

From: Daniel W. Eick, Management Analyst

CC: Village Staff

Date: April 15, 2021

In the interest of keeping the public informed of administrative matters on a regular basis, I am providing this report for your review and consideration:

Administration

On Tuesday, April 13, 2021, the Mayor and myself attended the Board of County Commissioner's meeting. During that meeting the Mayor made a speech in follow-up to her letter she transmitted to the Board requesting negotiations. The Board took no official action on the Village's request.

Village Manager's Office

Village Schedule

A schedule of upcoming events is included below:

- The next Special Magistrate Hearing is scheduled for Tuesday, April 20, at 10:00 AM. The meeting will be held in the Village Council Chambers.
- The next Regular Council Meeting is scheduled for Thursday, April 22, at 6:30 PM. The meeting will be held in a hybrid format utilizing the Village's Council chambers and Zoom.

Members of the public are encouraged to attend meetings but are advised physical occupancy may be limited due to COVID-19. For a closer look at upcoming events, or for further information on meetings and attendance, please click on the image to the right or contact the Deputy Village Clerk at dhamburger@indiantownfl.gov.



Important Information

The latest edition of the Village of Indiantown Newsletter is finishing production now. Upon completion, the newsletter will be released immediately via the Village's online and social media outlets. Residents can expect to receive a copy of the Newsletter via direct mail in the coming weeks. More information will be provided shortly.

On Monday, March 29, staff received an update from the DEO regarding our Community Development Block Grant (CDBG) 2019 cycle application. The update contained a Notice of Remote Review alongside documentation our Grant Writer, Fred Fox Enterprises, has completed and returned. We are now awaiting final review and notice. Further information will be provided shortly.

On Wednesday, March 31, the Village Manager received an evaluation of budget and actual cost for the operation of station 24 in Indiantown. The letter, transmitted to the Village by County Administrator Taryn Kryzda, is attached to this document for review.

As of Friday, April 9, the Village Clerk's Office has sent the Home Rule Resolution adopted by Council during Regular Meeting on Thursday, March 25, to all members of the Florida State Legislature. The resolution in question is attached to this document for review. Further information will be provided if required.

Finally, on Tuesday, April 13, the Village Council of the Village of Indiantown and the Martin County Board of County Commissioners spoke briefly during regular meeting regarding the letter sent by Indiantown Mayor Hernández to County Commission Chair Hetherington. Further information regarding this meeting can be found on the County Commissioners website (<https://www.martin.fl.us/Commissioners>) by clicking the image to the right.



Village Clerk's Office

Emergency Management Updates

Staff continue to monitor vaccination opportunities throughout the County and provide information to the community when available. Please note, persons aged 18 and up are now eligible to receive the vaccination alongside persons deemed medically vulnerable by a physician. If you have a medical condition, and would like to receive a Vaccination, [a determination of extreme vulnerability form](#) must be completed by a doctor and delivered to the location you plan to receive the Vaccine in advance.



Updates to the Village's Continuity of Operations Plan including new departments, personnel, facilities, and other miscellaneous provisions, were approved by Council during Regular meeting on Thursday, April 8, 2021. Further information will be provided if required.

Human Resources Updates

The Village has officially hired a full-time Grant Writer & Administrator to manage our ever-growing grant opportunities. The Administrator, Tracy Bryant, began working at Village Hall on Friday, April 2, 2021. She comes with a wealth of experience and we are excited to have her.

During regular Council meeting on Thursday, March 11, the Village Council approved the creation and hiring of a full-time Economic Development Specialist position. As such, a recruitment page has been created and we are actively working to fill the position. Application information is attached to this document for review. Alternatively, interested parties can click the image to the right for further information.



As of Tuesday, April 13, Village employees across all departments completed a comprehensive Customer Service in Public Service training session. This training was hosted by the Florida Institute of Government and we thank them for their assistance.

Records Management Updates

The Village Clerk's Office has procured a text message archival system named Smarsh. This archival system will back up all future text messages from Village phones to eliminate manual forwarding work during public record requests. This is an important step in transparency and will allow the Village to respond faster to relevant requests. As such, a more comprehensive texting policy is under development by staff. Further information will be provided shortly.

Community & Economic Development Department

The most recent monthly Report provided by Community and Economic Development Director Althea Jefferson is attached to this document for review.

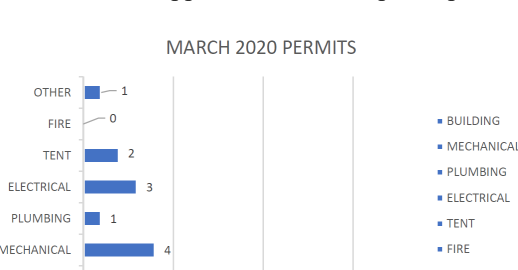
Code Compliance Division

In the interest of safety for residents and business owners, the Code Compliance team will be canvassing the Village to ensure all structures have addresses properly displayed. If a property is found to be in violation, an educational hand-out will be provided to the property owners to aid them in coming into compliance. The document will not have their address displayed pursuant to code. This effort will help public safety officials, and emergency vehicles, locate properties when required. If you have questions or concerns please contact Code Enforcement Officer, Robert Perez, at rperez@indiantownfl.gov.

Additionally, Division staff is taking a more proactive approach to inform members of the public of potential hazards as we move into hurricane season. Residents storing excessive amounts of miscellaneous material outdoors will be notified and apprised of the bulk pick-up schedule for their community.

Building & Permits Division

Division and Business Service staff continue to review business applications for zoning compliance and to ensure the appropriate certificate of use is authorized. Notices will be sent out shortly to all Indiantown Businesses that lack an appropriate certificate.



Planning and Development Division

Finally, the Village's first Major Development site Plan, under our new Land Development Regulations, was heard by the Planning, Zoning & Appeals board on Thursday, April 1, 2021. The Project is named Green Carbon Solutions. Further information can be found in the Community and Economic Development Report provided below. The application will go before Council for consideration during Regular Meeting on Thursday, April 22, 2021.

Financial Services Department

Financial Services Director, Christopher Quirk, would like to report as of Tuesday, April 30, 2021 the Village of Indiantown no longer has a contract with G&L Services, LLC. We would like to thank Mr. and Ms. Gooding-Liburd for their assistance over the last several years and wish them the best into the future.

Parks & Recreation Department

The Parks & Recreation Department has nothing to report currently.

Public Works and Engineering Department

The Village's Public Works Director, William Archebelle, has several items to highlight. If you have questions, concerns, or wish to report a public works related issue, please contact publicworks@indiantownfl.gov.

- Public Works staff have issued notices to proceed to Captec Engineering, Holtz Engineers, and Kimley Horn for Council approved projects in support of SRF funding. As a result, kickoff meetings are being scheduled over the next few weeks to initiate project coordination, scheduling, accessibility, etc. Further information will be provided when available.
- Plans for the Booker Park Roadway Improvement project are at 100% completion. Staff is coordinating with the Village's Legal Department now to establish a final contract. Staff currently anticipate the project will be put out to bid within 30 days.
- Staff is coordinating with PRP Construction, the Village's Utilities Department, and the Parks & Recreation Department to revise potable water services at Post Family Park. Further information will be provided shortly.
- Finally, staff is coordinating with the Florida Department of Transportation (FDOT) regarding a potential 3-year extension of the current Saturday Bus Service grant. If acceptable to both parties' current terms will be extended through 2023.

Water + Wastewater Utilities Department

Water + Wastewater Utilities staff have held two kick off meetings with project engineers regarding ongoing improvements. The first of these meetings, regarding the Water Plant Capacity Analysis Report (CAR), was held with Kimley-Horn. The other meeting was held with Cap-Tec Engineering and overviewed the Village Water & Wastewater Master Plan. Staff have another meeting scheduled for Friday, April 16, with Holtz Consulting to overview various Wastewater Improvements. Further information on these projects will be provided when available.

Village of Indiantown

Village Hall: Mailing Address:

15516 SW Osceola Street, PO Box 398

Indiantown, FL 34956 Indiantown, FL 34956



Digital copies of this, and previous, Manager Reports can be found by [clicking here](#).

To sign up for e-notices and alerts from the Village via Constant Contact please [click here](#).

Questions or comments? E-mail us at villagehall@indiantownfl.gov or call 772-597-9900

Community & Economic Development Department

Bi-Monthly Report

April 15, 2021

Planning & Zoning Development Review Services

PROJECT NAME: Parkview Apartments

Application Type	Applicant	Address	Request	Status
Major Site Plan Approval	Atway and Sehayik	06-40-39-001-005-00080-2	A proposed two-story 36 unit multifamily live/work apartment building located on 1.08 acres on the corner of SW Adams and SW 153 rd .	DRC meeting was held on January 22, 2021. Re-submittal for a second DRC is pending.

PROJECT NAME: Green Carbon Solutions

Application Type	Applicant	Address	Request	Status
Major Site Plan Approval	Martin Ellis	12466, 12558, 12652 and 12742 Fox Brown Road, Indiantown, FL 34956.	Application No. SP-20-002, a request for approval of a Major Development Site Plan consisting of 2,955 square foot storage building, a 4,145 square foot employee building, a 1,980 square foot greenhouse and associated parking and outdoor storage area, with a second phase also proposed, for a carbon production facility on +/-17.67 acres of land within the Light Industrial zoning district	The major site plan application is scheduled for PZAB on March 4, 2021, and Village Council on April 22, 2021.

PROJECT NAME: BioMedical

Application Type	Applicant	Address	Request	Status
Minor Site Plan Approval	Biomedical Industrial Park LLC	06-40-39-001-007-00149-0	20,000 sq. ft. industrial building for biomedical research (eye drops)	Staff is awaiting resubmittal.

PROJECT NAME: Indiantown DRI PUD

Application Type	Applicant	Address	Request	Status
Pre-Application Meeting Request to discuss a potential Master Site Plan modification and amendments to the DRI and PUD Agreements	Warfield Investments, LLC	31-39-39-000-000-00019-0 32-39-39-000-000-00020-5 06-40-39-000-000-00010-9 06-40-39-003-002-00260-9	Master site plan approval for approximately 805 acre DRI/PUD (2,488 residential units; 100,000 square feet of commercial space); and, Major site plan approval for Phase 1a (228 single family units; 174 townhomes) of the PUD.	A pre-application meeting has been held. Village staff and the applicant's development team will meet again prior to submittal site plan application.

PROJECT NAME: Seminole Junction

Application Type	Applicant	Address	Request	Status
Pre-Application Request to discuss a potential Minor Site Plan development	Gino Francovilla	17000 SW Railroad Avenue	Minor Site Plan Approval for a mixed-use development consisting of 20 residential units and 8 live/work units.	A pre-application meeting has been held. Staff is awaiting a formal application submittal for the development.

PROJECT NAME: River Oak

Application Type	Applicant	Location	Request	Status
Pre-Application Meeting Request to discuss a potential Major Site Plan development	Ecoventures Capital Fund, LLC	08-40-39-000-000-00190-7; part of 07-40-39-000-000-00011-0 So of Warfield Blvd., between Famel Blvd. and Fernwood Forest Road.	Major Site Plan development approval for a residential rental community consisting of 153 (3- and 4-bedroom) single-family homes.	The major site plan application was received and found to be incomplete. The applicant will be resubmitting a completed application after completing all required forms and plans.

PROJECT NAME: Tractor Supply Co.

Application Type	Applicant	Location	Request	Status
Major Site Plan Application	Hix Snedecker Companies	06-40-39-000-00030-5 NW corner of SW Warfield Blvd and Indianwood Drive	Major Site Plan approval to construct a 22,433 sq. ft. commercial building	Staff is awaiting resubmittal.

Business Services

BUSINESS APPLICATIONS, CONSULTATIONS, AND OUTREACH

Certificate of Use Applications	Consultations by Phone	Consultations In Person	Community/Business Meetings		
2	2	2	0		

BUSINESS SERVICES HIGHLIGHTS

The Village continues to review business applications for zoning compliance and certificate of use.

The Village will be sending notices to all Indiantown Businesses to notify them to obtain a Certificate of Use.

Code Compliance Services

CODE COMPLIANCE CASES

Total Code Cases	Total Nuisance Abatement Cases	New Cases Opened - Current Reporting Period	Cases Initiated by Complaint	Cases Initiated Through Inspector Observation	Courtesy Notices Issued
74	0	15	4	11	40

SPECIAL MAGISTRATE SUMMARY - March 16, 2021

Total Cases Scheduled for Magistrate	Total Cases Heard by Magistrate	Total Cases Requesting Continuance	Compliance Level (Cases Resolved Prior to Magistrate)	Other Actions	Next Meeting Date and Projected Number of Cases
10	4	0	6	N/A	April 20, 2021 (15 Cases)

TOP FIVE (5) VIOLATIONS

Building Permits	Snipe Signs	Display of Property Address	Livestock on Residential Property	Parking on ROW
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ILLEGAL SNIPE SIGNS AND RIGHT-OF-WAY ISSUES

Collected 50 Snipe Signs	Illegal Parking along ROW (15 Courtesy Notices)	Display of Property Address (15 Courtesy Notices)	Livestock on Residential Property (6 Courtesy Notices)	Building Permit (4 Courtesy Notices)
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SPECIAL PROJECTS / COMPLIANCE INITIATIVES

COVID-19	Common Violations	Lien Search Requests	
Informing the public of any local, state, and national COVID-19 updates.	Special information campaign to inform residents and business owners.	3	

SUMMARY OF VILLAGE IMPOSED LIENS

Case	Address	Owner	Case Status	Final Order Date	Imposition Date	# of Violations W/ Fines	Daily Fine Amount	Date Fines Start	Date Lien Recorded	Admin Cost	Amount Due
20-013	14896 SW Indian Mound Dr	Lucas Rivera	PENDING	3/10/2020	8/18/2020	2	\$200.00	4/11/2020	4/1/2020	\$200	\$73,800.00
20-015	14959 SW 170 Ave	Denton II LLC	PENDING	3/10/2020	8/18/2020	2	\$200.00	8/17/2020	4/1/2020	\$250	\$47,850.00
19-006	14637 SW 170 Ave	Claudius Taylor Jr	PENDING	3/10/2020	8/19/2020	3	\$300.00	5/11/2020	4/1/2020	\$75	\$101,475.00
19-007	14637 SW 170 Ave	Claudius Taylor Jr	PENDING	3/10/2020	8/19/2020	3	\$300.00	5/11/2020	4/1/2020	\$75	\$101,475.00
19-008	14627 SW 170 Ave	Claudius Taylor Jr	PENDING	3/10/2020	8/19/2020	3	\$300.00	5/11/2020	4/1/2020	\$75	\$101,475.00
19-009	14626 SW 169 Pl	Carletta L Woody	PENDING	3/10/2020	8/19/2020	3	\$300.00	5/11/2020	4/1/2020	\$75	\$101,475.00

CODE COMPLIANCE HIGHLIGHTS

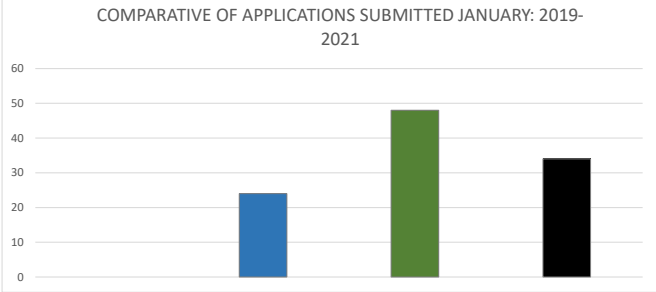
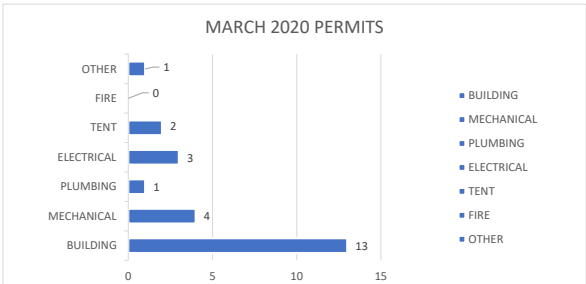
In the interest and safety of Indiantown residents, the Code Compliance team will be canvassing the Village for proper display of addresses for all structures. An educational hand-out will be provided to any property owner that does not have their structure marked with visible address numbers that meet code requirements.

In an effort to ensure the welfare of the community throughout the upcoming hurricane season, the Code Compliance team will be taking a more proactive approach in informing the public of the potential hazards in storing excessive amounts of miscellaneous material outdoors. These residents will also be advised of the bulk pick-up schedule for their particular community in order to encourage immediate compliance.

Building Services

BUILDING PERMITS

Permits Applications Received 24	Certificate of Occupancy (CO) Issued for Residential 3	Certificate of Occupancy (CO) Issued for Non-Residential 0	Building Permit Application Trends February:		
			2021	2020	2019
Permits Issued 10	Inspections Completed 61		24	48	34



BUILDING SERVICES HIGHLIGHTS

Building Department now accepts credit card payments.

Village Hall Front Lobby is under construction. Customers can visit Suite C for Building Services.

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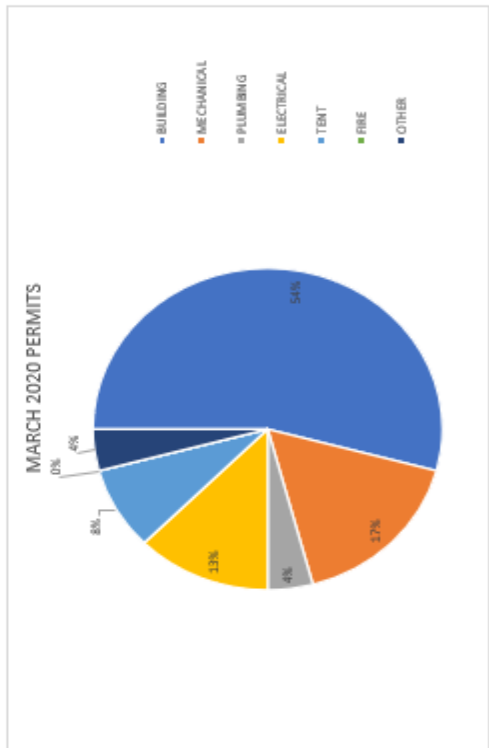
Construction Types Qty.	
Single-Family Dwelling	1
Multi-Family Dwelling	
New Commercial Building	
Grand Total	1

Certificate of Occupancy	
Total CO Issued	3

Permits Application Submitted & Approved		
Building Permit (B) Total		13
Mechanical Permit (M) Total		4
Plumbing Permit (P) Total		1
Electrical Permit (E) Total		3
Tent Permit (T) Total		2
Fire Permit (F) Total		0
Other Permit (O) Total		1
Grand Total of Permits		24

Funds Received For Permits	
Village Building Permit Fee	
Right of Way Use Permit - Surety Bond	
Grand Total	\$0.00

Construction Project Values For the Month	
Construction Value	\$128,030.00
Grand Total	\$128,030.00





CAREER OPPORTUNITY ECONOMIC DEVELOPMENT SPECIALIST

ANNUAL SALARY

\$45,000 - \$60,000 Annually

FULL-TIME, EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

APPLICATION DEADLINE

Open until filled, first review April 27, 2021.

OUR ECONOMIC DEVELOPMENT SPECIALIST IS A NEWLY CREATED, CHALLENGING AND REWARDING ROLE.

POSITION SUMMARY

Under the supervision of the Community & Economic Development Director, the Economic Development Specialist will perform a wide variety of activities to promote the Village's value as a business location, generate qualified business prospects, retain existing businesses, and improve the competitiveness of the Village's business climate. The incumbent will coordinate economic development, planning, marketing, and research work to implement programs and policies to broaden the business community within the Village of Indiantown. The incumbent will proactively meet with businesses and stakeholders throughout the Village, region, and state to help navigate issues and make connections to resources.

SELECT DUTIES AND RESPONSIBILITIES

- Assist the Village's business community with retention and expansion goals.
- Implement a business attraction program based on economic, statistical, and demographic data.
- Establish and maintain strong working relationships with a network of key community stakeholders, consultants, government officials, chambers of commerce, and media resources.
- Maintain the Village's current demographic and economic data and an inventory of available buildings/ sites.
- Provide technical assistance in economic, commercial, and community development using private and public sector resources.
- Assist in analyzing and responding to business workforce development needs and new business inquiries.
- Make presentations to government officials and a variety of community groups and business organizations.
- Confer with Village staff and advise on matters relating to economic development.
- Research economic, legislative, community, fiscal impact, and development issues and recommend the best course of action.
- Analyze data and develop policy recommendations for program implementation.



- Prepare grant applications.
- Serve on economic development committees and attend chambers of commerce meetings and trade shows.
- Work with the general public, the business community, and a variety of local, state, and federal officials.
- Develop, write, produce, update, and design reports and marketing/promotional materials.
- Respond to and resolve information requests, public inquiries, and complaints with professionalism.
- May review building permit applications for zoning compliance.
- Other duties may be required and assigned.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Economics, Urban and Regional Planning, Business Administration, Marketing, Public Administration or other related field from an accredited university.
- Minimum of three years of experience in an Economic Development role in a governmental setting; Planning experience is a plus.
- Ability to apply a variety of analytical techniques to research various issues, programs, or opportunities.
- Ability to develop and present information in a variety of settings.
- Able to meet the physical and mental demands of the job and to travel as needed.
- Strong and effective oral and written communication skills.
- Typical office computer systems and software with advanced skills in Microsoft Office.
- Valid Florida driver's license.

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. An **original, signed** version of a candidate's submission, with the candidate's **legal signature** on the cover letter, should be e-mailed to jnorris@indiantownfl.gov. The signed cover letter shall also include the statement: ***"I certify all information contained in this cover letter and resume is true and accurate."*** **Failure to follow these submission requirements may disqualify applicant from consideration.**



VILLAGE OF
Indiantown
FLORIDA

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.

VILLAGE OF INDIANTOWN, FLORIDA

RESOLUTION NO. 014-2021

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, URGING ALL MEMBERS OF THE FLORIDA LEGISLATURE TO OPPOSE UNWARRANTED OR OVERLY BROAD PREEMPTIONS OF MUNICIPAL HOME RULE POWERS; DIRECTING A COPY OF THIS RESOLUTION BE TRANSMITTED TO MEMBERS OF THE FLORIDA LEGISLATURE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, municipalities are voluntarily created and chartered by their citizens as the embodiment of local self-determination; and

WHEREAS, in 1968, Florida voters amended the state constitution to confer broad "Home Rule" powers to municipal government, under Article VIII, Section 2(b); and

WHEREAS, numerous bills being considered by the Florida Legislature contradict the will of the people of Florida, who expressed an unequivocal desire for broad Home Rule powers in their state constitution; and

WHEREAS, these bills undercut the intent of the citizens of every municipality in Florida, who voted to incorporate their community and exercise the broad Home Rule powers granted by the Florida Constitution to govern themselves and, thereby, effectively address the unique concerns of their communities; and

WHEREAS, these bills would impair municipal charter and ordinance provisions specifically adopted and approved by local communities to define their preferred form of self-government and safeguard issues of perennial importance to their communities; and

WHEREAS, a municipality's ability to timely act on local problems and opportunities will be limited by these bills to a state Legislature that holds session only once a year, and whose ability to address local problems will be contingent on the relative effectiveness of its representative in the state Legislature; and

WHEREAS, under these bills, state legislators will find themselves spending increasing amounts of time arbitrating over local problems and legislating on local issues, and less time attending to pressing statewide needs; and

WHEREAS, the Village Council of the Village of Indiantown believes opposing these bills is in the best interests of the residents and businesses of the municipalities in the State of Florida, and ultimately the state itself; and

WHEREAS, the Village of Indiantown would respectfully ask the state legislature to be mindful that regulations enacted by local governments have to be enforced by those same governments and, if excessive or burdensome, the peoples' local elected representatives are quickly made aware of those burdens and any unintended consequences; and

WHEREAS, should these bills become law, and not be overturned, the ability of Florida's municipalities to narrowly address local issues of public concern would be destroyed.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Indiantown, Florida, as follows:

SECTION 1. OPPOSITION OF PRE-EMPTION OF HOME RULE POWERS. The Village of Indiantown hereby opposes the State of Florida's overbroad attempt to repeal or restrict constitutional municipal home rule powers to protect the health, safety and welfare of citizens and urges all members of the Florida Legislature to oppose the adoption of unwarranted or overly broad preemptions.

SECTION 2. TRANSMISSION OF RESOLUTION. A copy of this Resolution shall be transmitted to the members of the Florida Legislature

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

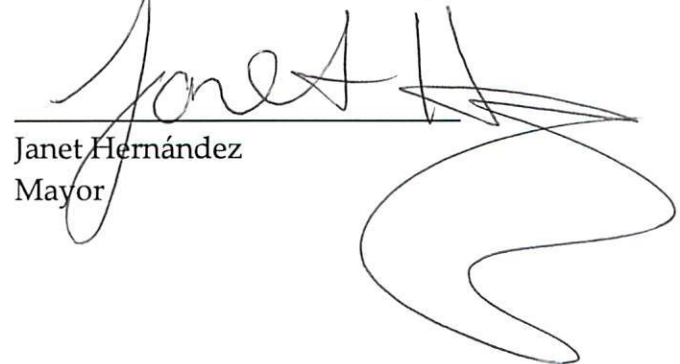
Resolution No. 014-2021 – Opposing Home Rule Preemptions

ADOPTED this 25th day of March, 2021.


ATTEST:


Susan A. Owens, MPA, MMC
Village Clerk

VILLAGE OF INDIANTOWN, FLORIDA


Janet Hernández
Mayor

REVIEWED FOR FORM AND
CORRECTNESS:


Wade C. Vose
Village Attorney





MARTIN COUNTY

BOARD OF COUNTY COMMISSIONERS

2401 S.E. MONTEREY ROAD • STUART, FL 34996

DOUG SMITH
STACEY HETHERINGTON
HAROLD E. JENKINS II
SARAH HEARD
EDWARD V. CIAMPI

Commissioner, District 1
Commissioner, District 2
Commissioner, District 3
Commissioner, District 4
Commissioner, District 5

TARYN KRYZDA, CPM County Administrator
SARAH W. WOODS County Attorney

TELEPHONE (772) 288-5400
WEBSITE www.martin.fl.us

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March 31, 2021

Howard W. Brown, Jr. ICMA-CM
Village Manager, Village of Indiantown
P.O. Box 398
Indiantown, FL 34956

RE: Evaluation of budget and actual cost for Station 24 operations in Indiantown

Dear Mr. Brown:

Recently Commissioner Jenkins, Mayor Hernandez, you, and I were on a call to discuss County and proposed fire rescue services, and comments that have previously been made. Mayor Hernandez mentioned that there was never an attempt from the County to provide the actual costs for Station 24, the station located within the boundary of the Village of Indiantown (Village). I was under the impression that your consultant's cost estimates were based upon that information, nonetheless, I asked our team in Fire Rescue to re-evaluate the actual costs for Station 24 and the cost associated on a per station basis that would be applicable within Martin County's Fire Rescue 'system'. Staff has provided me with the following analysis and costs related to Station 24 located within the Village based upon actual salaries for all personnel as of the beginning of this fiscal year, which will mirror the actual costs for FY20:

	FY21 Actuals & Budget	FY20 Actuals
Actual personnel for those currently assigned to Station 24 salaries and benefits	\$ 3,618,131.15	\$ 3,618,131.15
Portion of Field Supervision (Battalion Chief and EMS Captain)	\$ 334,201.56	\$ 334,201.56
Portion of Administration (Fire Rescue operations only: Fire Chief, Training Chief, Medical Director, etc.)	\$ 104,016.17	\$ 104,016.17
Portion of Hazmat/Special Operations Response & Readiness teams	\$ 541,872.14	\$ 543,601.98
Average operating cost for Station 24 (electricity, fuel, janitorial, medical supplies, etc.)	\$ 246,152.64	\$ 255,666.73
Portion of fleet maintenance and logistics	\$ 70,961.55	\$ 68,323.09
Portion of the Capital Improvement Plan (CIP) (equipment & apparatus replacement only)	\$ 213,422.64	\$ 232,835.84
Total	\$ 5,128,757.85	\$ 5,156,776.52

Mr. Howard W. Brown

March 31, 2021

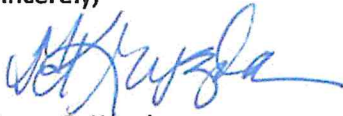
Page 2

What is not reflected above are other indirect costs: Support from other departments - Administration, Legal, Human Resources, payroll, accounts payable and receivable, etc. The last indirect cost study the County did, reflects an estimate of \$178,881.36 per station for indirect related expenditures. Each of the numbers reflected above that indicate a portion of the various costs are a per station calculation (utilizing the total budgeted or actual cost divided by 11 stations). Adding the indirect cost per station to the total above, the estimated cost for Station 24 in Indiantown would be \$5,307,639.21.

The other cost that is not reflected is what the County currently contributes toward station renovations and replacement expenditures annually. These costs are part of the County's Public Buildings Capital Improvement Program (CIP). A rough estimate per each station would be \$371,000. What is reflected above as CIP related is only for apparatus and equipment purchase or replacement.

I have the details for all the numbers shown above should it be necessary to provide that to you. Please advise if you need any additional information.

Sincerely,



Taryn G. Kryzda
County Administrator
Martin County Board of County Commissioners

cc: Chad Cianciulli, Fire Chief
Matt Resch, Fire Rescue Administrator