



Board of County Commissioners

2401 SE Monterey Road
Stuart, Florida 34996

Agenda Item Summary

File ID: 20-0692

DEPT-3

Meeting Date: 6/16/2020

PLACEMENT: Consent

TITLE:

PERMISSION TO TERMINATE MEMORANDUM OF UNDERSTANDING WITH THE VILLAGE OF INDIANTOWN FOR OFFICE SPACE AT THE INDIANTOWN ANNEX BUILDING

EXECUTIVE SUMMARY:

Martin County (County) and the Village of Indiantown (Village) entered into a Memorandum of Understanding (MOU) for office space at the County's Indiantown Annex. The County would like to terminate the MOU as the space initially provided was based upon a limited number of employees that the Village was indicating they would have, and that has changed.

DEPARTMENT: Administration

PREPARED BY: **Name:** Taryn G. Kryzda
Title: County Administrator

REQUESTED BY:

PRESET:

PROCEDURES: None

BACKGROUND/RELATED STRATEGIC GOAL:

When the Village became incorporated, initial communications indicated that they would be operating utilizing contracted services for most of their operations. Given the implication that the staff would be minimal, the County entered into an MOU to provide some limited space at the County's Indiantown Annex building. That concept has changed and currently there are twenty employees listed on their website. Not all of the employees listed have an assigned working area, but even if the individual is a contracted employee, there would be the need to utilize space from time-to-time.

The Indiantown Annex building provides space for the Clerk of the Circuit Court and Comptroller (Clerk), Property Appraiser, Sheriff and the Tax Collector. The space that was initially provided to the Village has limited office space and open space cubicles and desks for roughly five staff. The open area provided to the Village initially had Clerk staff occupying an area for two staff members. The Tax Collector and Property Appraiser both had their own areas that were separate from the open area.

Due to concerns raised by the Clerk for confidentiality the Clerk required the Village staff that were co-locating in the open area to become Criminal Justice Information Services (CJIS) certified. The Village staff agreed and were certified. As the Village hired additional staff, and when due to COVID-

19 the Center for Disease Control (CDC) required social distancing, the Clerk was not able to have adequate spacing for her staff and felt the open space area and lack of ability to distance from one-another was jeopardizing her staff. At that time, the Clerk made a decision to stop having a presence in the Indiantown Annex while the COVID-19 CDC requirements are in effect. Not having a Clerk presence in Indiantown is a detriment to the residents.

About the same time, the County had been looking at other ways to maximize the Indiantown Annex space, to create a totally separate space for the Clerk and the Village which was estimated to cost about \$100,000. Expanding the area to allow additional staff raised the concern that there is not adequate facilities (restrooms) for the number of staff that were currently located in the building, and the facilities were also there for the public. So additional funding would have to be allocated to add additional facilities for employees and the public.

Given the uncertainty of the County's FY20 revenues, taking on an unfunded and unplanned project is not recommended at this time. Staff believes given that there is vacant office space within the Village limits, the Village should relocate. This would provide them with the adequate space and facilities to service their residents as well as provide some economic relief to the property owner(s) who would welcome the opportunity to have the Village renting their space. Government is a solid tenant for a landlord. The Village is preparing their budget for FY21 and could include this expenditure beginning on October 1, 2020.

The existing MOU requires a three month notice by either party to terminate; therefore staff is recommending termination to be effective as of September 30, 2020. This will provide adequate notice for the Village to secure another space and move.

ISSUES:

None

LEGAL SUFFICIENCY REVIEW:

This item has been reviewed for legal sufficiency to determine whether it is consistent with applicable law, has identified and addressed legal risks, and has developed strategies for legal defensibility.

RECOMMENDED ACTION:

RECOMMENDATION

Move the Board approve termination of the MOU with the Village of Indiantown for the space located at 16550 SW Warfield Boulevard, Indiantown, Florida and direct staff to send notice to the Village.

ALTERNATIVE RECOMMENDATIONS

None

FISCAL IMPACT:

RECOMMENDATION

None

ALTERNATIVE RECOMMENDATIONS

None

DOCUMENT(S) REQUIRING ACTION:

- ☐ Budget Transfer / Amendment ☐ Chair Letter ☐ Contract / Agreement
☐ Grant / Application ☐ Notice ☐ Ordinance ☐ Resolution
☐ Other:

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