

**Indian River County  
Interoffice Memorandum  
Office of Management and Budget**

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**To:** Members of the Board of County Commissioners

**Date:** November 9, 2022

**From:** Kristin Daniels  
Director, Office of Management & Budget

**Subject:** Local Assistance and Tribal Consistency Fund (LATCF)

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**Description and Conditions**

As part of the American Rescue Plan, \$2 billion was appropriated to the Treasury in order to provide payments to eligible revenue sharing counties and Tribal governments for use on any governmental services with the exception of lobbying activities. These funds are intended to be used as a general revenue enhancement program, to stabilize revenues in the receiving entities. Although there is no pre-approval process or expiration date for use of these funds, periodic reports to the Treasury are required.

Indian River County's LATCF allocation is \$100,000. The first payment of \$50,000 was received on October 31, 2022. The exact release date of the second \$50,000 payment has not been published, however the Treasury has indicated these funds will be paid sometime in 2023.

**Analysis**

Due to the increased need for staffing in the Environmental Planning and Code Enforcement Division, Staff is proposing the LATCF funding be allocated towards a new full-time Planner I position. The position's primary responsibilities include:

- All environmental, boat dock, waterway, and other environmental permits and inspections
- All manatee and endangered species plan, tree preservation plan, wetlands, conservations, and other environmental plans and ordinances
- Code Enforcement environmental actions (such as protected species removal)
- Tree and Landscape Inspections for all new development
- Special Projects Coordination with respect to Environmental and Lagoon projects, in conjunction with other Sections and Departments, such as Liveaboard Ordinances, Discharge Zones, and Beach and Shore issues
- Seal Level Rise, Sustainability, and Vulnerability plans
- Miscellaneous Development Review

Staff anticipates the addition of this position will assist in the reduction of development review delays as well as deferral of projects. With upcoming cyclical statutory deadlines such as the decennial Evaluation Appraisal Report and Comprehensive Plan updates, the demands of this position are unprecedented. Further, the position will serve as a backup in the event of the unavailability of the Senior Environmental Planner and will free up the Senior Planner to serve in the role of sustainability contact for state-level coordination.

**Funding**

The annual cost, including benefits, of the proposed Planner I position is \$88,096. Staff proposes the LATCF funding be deposited into the MSTU Fund in order to cover the first \$100,000 in Planner I costs incurred. Once the LATCF funding has been exhausted, the ongoing salary and benefit expenses will be borne by the MSTU Fund, and accounted for in the budget each fiscal year.

**Recommendation**

Staff recommends that the Board of County Commissioners approve allocating the \$100,000 in LATCF funding towards the addition of a Planner I in the Environmental Planning and Code Enforcement Division. After the LATCF funding is exhausted, the MSTU Fund will fund the ongoing cost of the additional position.

**Attachment**

U.S. Department of the Treasury Local Assistance and Tribal Consistency Fund Recipient Agreement – Indian River County