



Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Howard W. Brown, Jr., City Manager
CC: Village Staff
Date: January 29, 2019
Re: **Bi-Monthly Report and Update (For week ending Saturday, February 2, 2019)**

Honorable Mayor and Members of the Village Council:

First of all, I am excited and grateful for the opportunity to join the Village of Indiantown. As you know, I officially started on **Monday, January 14**. As we begin our engagement, I will be accessible to the Council **24/7**. As for Village Hall office hours, these will remain status quo until we get another full-time position to assist me in implementing day-to-day operations. I expect to discuss this with you in more detail on **Saturday, February 9** at our annual Council Priorities Workshop.

The Council Priorities Workshop is intended to do the following:

- Update the Council on the progress of the current strategic plan
- Make adjustments, modify, or add strategic goals
- Formulate a business/action plan with proper resources based on best practices and timetables for completion on items contained in the strategic plan
- Enhance business communication between the Council Members

At the **Saturday, February 9** Council Priorities Workshop, I will provide you with my written *90-Day Action Plan*. The meeting will be a "Board of Directors"-style meeting and will be facilitated by a professional that will help guide us. The public will be invited, however, my intention is that this meeting will encourage council communication with the Village Manager. For now, our Village Attorney, Mr. Wade Voss, will join by telephone. The appropriate Village staff will be present barring any conflicts. Also, if we need more time, we can decide at this meeting to continue our discussion on **Wednesday, February 14** before the regular Village Council Meeting.

Administration

- I have scheduled a meeting with Ms. Taryn Kryzda, County Administrator, and her staff to officially introduce myself and obtain mission essential information and discuss with the Mayor and Village Council. The meeting is scheduled for **Friday, February 1**.
- Kayla Toler, our part-time Administrative Assistant, will be out of office next week (Tuesday, February 5 – Friday, February 8).
- I attended the Indiantown Chamber of Commerce Installation ceremony on January 17. Present at that installation dinner was the Mayor and four of the five Indiantown Village Council members.

- Every year, I attend the American Planning Association (APA) annual conference. I have to earn 26 credits per year in order to maintain my national certification as a Certified Planner from the American Institute of Certified Planners. The Annual Conference will be held in San Francisco, CA **Friday, April 12 – Tuesday, April 16**. I will be out of the office during that time but will be available by telephone. During my absence, Ms. Cherie White, Village Clerk, will be in charge of the Village.
- Also, I would respectfully ask that our face-to-face meetings on Thursdays be changed so that I can spend adequate time with each of you and our staff. I will discuss with you individually when I see you.

Finance

- The Council selected CRI as the Interim Finance Director. CRI has been managing Village funds since the beginning of the Village. I met with Mr. Mike Crooks, Principal with CRI. There are a number of back-office items that need to be addressed immediately, mainly finance department operations at Village Hall.
- I will be retaining G&L Accounting Services under my spending authority to assist the Village with training and developing our existing part-time staff with Government Accounting principles and practices and high-level training for the Village Council. G&L are experienced government accountants that specialize in government accounting, public finance, and operations in municipalities. The principal is Ms. Susan Gooding-Liburd who is a CPA and Certified Government Accountant. She will assist me in drafting the fiscal policies of the Village. These include cash management, investment, and debt management policies. Once these policies are prepared and reviewed by the Village Attorney, I will place them on the agenda for Council review, modification (if any), and subsequent approval.
- Beginning with the **February 28** Village Council meeting, we will have a financial report on the Village Council Agenda. Also, during our face-to-face meeting, we will discuss the finances of the Village. I think it's very important that we have programmed, routine discussions on public budgeting and finance.

Planning and Development

- For the month of January 2019, there have been approximately 25 permits issued for various construction activity within the Village. I have attached the Building Permit Activity log for your information.
- At the **January 24** Village Council meeting, we decided to indefinitely table creating the Community Redevelopment Agency (CRA). I think it would be wise to create our budget plan and five-year financial forecast on revenues before we undertake alternative financing mechanisms. We can revisit during the FY 2019 – 2020 budget process.

Code Enforcement

- The Village currently uses Calvin, Giordano & Associates, a planning consulting firm, to perform code enforcement throughout the Village. We will engage with Mr. Bernard Pita, a seasoned code compliance professional. I have requested that Mr. Pita provide my office with a bi-monthly report of his code enforcement activity. Once I start receiving this information, I will include an update in my bi-monthly report.
- At the **Saturday, February 9** meeting, we need to develop our code compliance action plan. Presently, Code Compliance Officer Pita is addressing items through issuance of door hangers and warning notices.

However, what will be needed is a special magistrate to hear appeals and prosecute code violators. We are currently encouraging voluntary compliance through an educational campaign.

- The Special Magistrate is similar to a Judge. In this case, the Special Magistrate is empowered by Florida Statute Chapter 162 and forthcoming Village ordinance to prosecute cases in which property owners (alleged violators) within the Village would have to appear before him/her to decide whether to fine the property owner/alleged violator.

Public Works and Engineering:

- The Village has several Engineers under contract. I plan to review all of these contracts over the next couple of weeks before issuing notices to proceed.
- The Village needs to retain the services of a Contract Village Engineer to help guide our strategic planning for the Village. The Engineer is critical to assisting the Village's capital improvement plans and other mission-critical policies enacted or adopted either by Village policy or state statute. I am currently working on an RFP for such and will be coming to the Council hopefully in **March 2019** with a recommendation for your consideration.
- At our Village Council meeting on **February 14**, Mr. Bill Archebelle, with Bowman Engineering will give a presentation on the road maintenance study authorized by the Village Council. He will explain the scope of the study and respond to specific questions from the Village Council.

I look forward to helping create our strategic contract with the community.

END OF MEMORANDUM

Village of Indiantown Workshop Series
Preliminary Agenda
“Toward a Strategic Action Contract with the Community”



Following Indiantown’s countless planning efforts over the years and the first phase of Village strategic planning producing a Vision and Mission in May-Aug 2018; now refinement of that vision with more detailed strategic action and work plan are desired in light of resource constraints, budget writing obligations, and a new Village Manager. For years on end, people have talked about Itown’s incredible potential for revitalization and economic vibrancy. Now it is time to zero in on HOW to achieve our desired vision.

Considering the prior mission, vision and value statements, what are the highest priorities, and how shall Intown best achieve goals for:

- Communication, Inclusivity & Diversity, Outreach
- Community cohesiveness and pride; community events and recreation
- Economic/jobs/business development, enhancing tax base
- Housing reinvestment
- Services delivery (water, sewer, drainage, safety, utilities, health care, etc.)
- Intergovernmental success (education, workforce development, etc.)
- Municipal administrative duties
- Others overlooked?

Saturday, Feb. 9	
• 745 AM	Assemble, networking
• 815 AM Collaborative Discussion	Morning emphasis revisiting Mission and Vision, highest priority short (3 year) and long-term (more than 5 year) goals and objectives. Possible re-ranking.
• TBA	Working Lunch
• PM Collaborative Discussion	Emphasis on strategies, namely HOW to achieve the highest priority goals with action detail.
• Late afternoon	Adjourn
Thursday, Feb. 14, Prior to Council Meeting	Further refinement of strategic actions, with preliminary cost and resource estimates.

A specialized facilitator with more than ten years’ experience planning for the Indiantown area will lead lively, collaborative planning discussions with the Village Council on Saturday, Feb. 8, 2019 and probable follow-up preceding the Village Council meeting on Feb. 14, 2019 - both at the Indiantown Civic Center, 15675 SW Osceola Street, Indiantown, FL 34956. As with all Village business, area landowners, businesses, and residents or other interested members of the public are welcome to attend. This interactive, informal workshop format will encourage Council collaboration and accommodate community dialogue. No formal Village action or votes will be taken.

Questions? Please contact Village Manager Howard Brown, Jr. (hbrown@indiantown.org) or Facilitator Jim Anaston-Karas, Community Marine & Water Resource Planning (strategicplan2008@gmail.com).

Table 1

Table 1 v2



2019 BUILDING PERMIT LOG

Prepared by: Myriam Sanabria, Office Assistant
 Source: Village of Indiantown Building Permit Records
 Date: Friday, January 25, 2019

PERMIT NUMBER	CONSTRUCTION VALUE	ADDRESS	PARCEL NUMBER ID	DESCRIPTION	APPLIED	APPROVED	ACTIVE	COMPLETE
001-2019	\$10,062	15925 SW Warfield Blvd	05-40-39-005-013-00130-4	Installing 10 windows with impact rated product	1/4/2019	1/4/2019	1/4/2019	
002-2019	\$2,000	15246 SW Indian Mound Dr.	05-40-39-002-005-00030-4	Re-Roof(already done, received notice to obtain a permit)	1/4/2019	1/4/2019	1/4/2019	1/15/2019
003-2019	\$400	14807 SW 173rd Ave	01-40-38-002-002-00090-9	Wood Fence-6ft Front-3ft	1/4/2019	Waiting on survey, called on 1/11/2019.		
004-2019	\$12,000	16414 SW Four Wood Way	31-39-39-001-017-00060-0	Install screen room and partial cart port in aluminum to original specs on existing concrete	1/11/2019	1/18/2019	1/18/2019	
005-2019	\$9,800	14904 SW Cherokee Dr	05-40-39-003-009-00110-8	Re-Roof (Tear off existing shingle roof, install new underlayment, install new accessory metals and new metal panels)	1/15/2019	1/15/2019	1/15/2019	1/24/2019
006-2019	*	14836 SW 172 Ave	01-40-38-002-002-00190-0	Extend Sidewalk (Driveway)	1/17/2019	1/18/2019	1/18/2019	
007-2019/ 008-2019	\$2400/ \$1500	17570 SW Commerce Park	36-39-38-002-000-00110-0	200AMP 3 phase 277 480 volt panel and meer to feed 20 HP pump/Install a 100AMP Service to existing meter can	1/17/2019	1/18/2019	1/18/2019	
009-2019	\$8,000	16223 SW Pinewood Ave	08-40-39-01-000-00160-2	Accordion Shutters	1/17/2019	1/18/2019	1/18/2019	
010-2019	\$15,000	16336 Indianwood Circle	31-39-39-001-000-000-1-0	Modular Building for a Pro-Shop	1/24/2019	2/1/2019	2/1/2019	
011-2019	\$1,900	22121 SW Citrus Boulevard	08-40-39-000-000-00080-0	New electrical services as in drawing	1/24/2019	1/25/2019	1/25/2019	
012-2019	\$6,200	16255 SW Three Wood Way	31-39-39-001-012-00250-0	Install a new rolled aluminum roof over on mobile home 24' x 47'	1/25/2019	1/25/2019	1/25/2019	
013-2019	\$7,996	14711 SW Divot Dr	31-39-39-001-001-00080-0	Replacement of Impact windows	1/29/2019	2/1/2019	2/1/2019	
014-209	\$5,500	15169 SW Fox St	05-40-39-003-009-00200-9	Re Roof Metal	1/29/2019	1/29/2019	1/29/2019	
015-2019	\$4,300	14901 Shewnee		Re-Roof- Metal over existing shingles	1/31/2019	1/31/2019	1/31/2019	
016-019	\$15,000	14720 SW Martin Luther King Jr Dr	01-40-38-002-005-00300-8	Re Roof- remove and replace existing shingles system and install 5V crimp metal system	1/31/2019	1/31/2019	1/31/2019	
017-2019	seminole (LH) lot93	15204 SW Sandy Oaks Loop	05-40-39-009-000-00930-0	New Residential-Single Family	1/31/2019	Waiting on Zoning Approval		
018-2019	caloosa (LH) lot 94	15218 SW Sandy Oaks Loop	05-40-39-009-000-00940-0	New Residential-Single Family	1/31/2019	Waiting on Zoning Approval		
019-2019	hobe (RH) lot 92	15190 SW Sandy Oaks Loop	05-40-39-009-000-00920-0	New Residential-Single Family	1/31/2019	Waiting on Zoning Approval		

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