



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: May 17, 2019
Re: **Re: Bi-Monthly Report and Update (For week ending Saturday, May 18, 2019)**

On May 3, 2019, the Mayor, Vice Mayor and myself attended the Florida Medical Marijuana Seminar in Homestead, FL. It was well attended and experts in the industry provided a thorough overview of State Statutes as well as the current regulatory requirements regarding dispensaries. There is a proposed ordinance that will be discussed at the March 23, 2019.

Marty Transit has expanded their service and on June 3, 2019, Martin County Commissioner Harold Jenkins has requested that all Council members participate in the bus ride on this date. The departure time is 6:50 AM and 8:50 AM on June 3. The trip will commence at the bus stop on Trail Road, next to Rhine's Supermarket. Please let Colleen Pachowicz know if you plan to ride with the Commissioner.

On Wednesday, May 29, 2019 through Friday, May 31, 2019, I will be attending the Florida City County Manager's Association (FCCMA) annual conference in Orlando, FL. During my absence, Ms. Susan Owens, Village Clerk will be in charge of the Village.

I have also received correspondence from Martin County Commissioner Harold Jenkins addressed to Governor DeSantis regarding HB 7103. Attached is a copy of Commissioner Jenkin's letter for your review. On a related matter at the Treasure Coast Regional League of Cities meeting, it was advised that our City Attorney should review HB 7103. I have requested our Attorney review HB 7103 and apprise the Council at a later date.

As most of you are aware, there have been a number of migrant stories and the possibility that migrants at the southern border of the United States would be transferred and released in Palm Beach and Broward Counties and the affect would be most of the migrants would live temporarily or permanently in Indiantown, FL. On May 17, 2019, I prepared a press release in light of the TC Palms article which included a quote from the Sheriff. Attached is a slightly revised copy for your information.

Administration:

- We are currently preparing an RFP to recruit a Planning and Zoning firm specializing in preparing land development regulations. We plan to advertise the RFP on of before Monday, May 27, 2019. It will be uploaded to DEMANDSTAR and the Village's new website.
- We also made a grant application to the Florida Department of Economic Opportunity (DEO) for technical assistance in an amount of \$40,000. If DEO awards us the grant, and the Council accepts the award, we will use this money to pay for land development regulations and accelerate the process and reduce the impact to the general fund.

Finance:

- The Village Council authorized the Village Manager to negotiate a contract with G&L Accounting Services to serve as Interim Finance Director until such time a permanent full-time Finance Director can be recruited. The Village currently utilizes Carr, Riggs, and Ingram (CRI). CRI has been providing these services since the incorporation. We are transitioning these duties from CRI to G&L Accounting services. There will be no disruption in internal services. G&L Accounting will be paid the same amount as the previous firm, but we will have all operations, including council meeting attendance included in this contract.
- I have also attached a funding request from the Boys and Girls Club. They are requesting approximately \$11K. I think we need to have a discussion about this on June 13 along with the other requests for funding we have received or anticipate receiving.

Parks and Recreation

- The Village Manager met with the County Administrator and started discussions about the Parks and Recreation transfer of assets. As you recall, under an intergovernmental agreement, the Village currently receives the County's Parks MSTU in amount of approximately \$350,000 per year, in return Martin County provides Parks and Recreation services to the Village. The discussions with the County includes terminating the Parks and Recreation Intergovernmental agreement, negotiation of asset transfer and management control of all parks within the Village.
- On March 28, 2019, the Village Council approved the Village Manager to negotiate and execute a contract with Sports Facilities Management (SFM) to prepare fiscal impact analyses of capital, operation and maintenance costs associated with overseeing the Parks within the Village. SFM will present their findings to the Village Council on May 23, 2019.

Building Inspections:

- The Village currently retains the services of GFA as Building Inspection firm to carry out the Building Official responsibilities, including Inspections, and Occupancy inspections. The Contract with GFA is set to expire. We are slated to place on the June 13, 2019 Village Council agenda for renewal of the current agreement.

Human Resources:

- We are currently recruiting for the following positions: 1. Office Coordinator 2. Management Analyst and 3. Code Enforcement Officer (pending).

Public Works:

- On April 11, 2019, staff approved a work authorization to allow Bowman Consulting to serve as Public Works Director/Village Engineer. Mr. Bill Archebelle will serve in this capacity until further notice. At the April 25, 2019 Village Council meeting, Mr. Archebelle gave an update informing the Council and the public that more than 100 potholes were repaired by Mr. Rick Shelta and that the Village was in the process of starting design and construction of the milling and resurfacing project starting in zone 1 (Booker Park area). Residents are encouraged to attend the May 23, 2019 Village Council Meeting to show the Village Engineer where stormwater problems are occurring within the Village.

Code Enforcement:

- We currently utilize Calvin Giordano eight (8) hours per week to perform code compliance services. The goal is once we can hire a full-time code compliance officer we will dispense with the need of Calvin Giordano. It's simply cheaper to hire a full-time person rather than retain the services of the company.

- At a special meeting held on April 25, 2019, the Village Council appointed Paul Nicoletti as Code Enforcement Special Magistrate. Staff will schedule a subsequent meeting next week to discuss logistics, frequency of hearings, and dates on when the hearings will take place. Should you have follow up questions or seek clarification on any item please feel free to contact me so we can discuss in more detail.

END OF MEMORANDUM

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MARTIN COUNTY

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Hayes Clark †
Co-Founder
Margaret Cole
Co-Founder

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President

Eleanor R. Seaman
Immediate Past President
Charles V. Moore
Past President

Maria T. Bayazid
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†Deceased

May 17, 2019

The Village of Indiantown
16550 SW Warfield Blvd.
Indiantown, FL 34956

Dear Mayor and Council Members,

The Boys & Girls Clubs of Martin County aims to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Partnering with schools and a diverse network of community partners, we have nearly 400 Club members attending the Bill & Barbara Whitman Club in Indiantown participating in our award-winning programs designed to prepare youth in our community - particularly those at-risk - for the next stage in their lives. Our Club is open year-round after school, on non-school days and during the summer. We also serve an additional 400 youth and families through community outreach and over 100 at Indiantown Middle School through a mentoring and intervention program administered in partnership with the Martin County School District. Currently we have an average daily attendance of 170 kids between the ages of 6-18.

Inside our Indiantown Club, we provide our members with a world-class Club experience that is fun and safe; provides guidance by caring adults; sets high expectations; creates new opportunities; recognizes success and leads to a sense of belonging. Research shows that participation in our Club programs transform lives. Older teens who have a high-quality Club experience are more likely to graduate high school on time; more likely to engage in community service; less likely to skip school; and more likely to attend college than their peers.

With continued community support, our programs are offered at no cost so that low-income youth have the same opportunities and life-changing benefits of the Club experience as their peers. Programs in the Indiantown Club encompass our 3 outcome areas for positive youth development: Academic Success, Good Character and Citizenship, and Healthy Lifestyles. Academic Success activities include project-based academic instruction (science, math, reading, and language arts), STEM, homework help, tutoring, financial literacy, and summer enrichment. Healthy Lifestyles programs include physical fitness, wellness/nutrition, gardening, and drug/alcohol prevention programs. Finally, Good Character & Citizenship programs include case management and mentoring programs designed to help youth accomplish college, career and personal goals; leadership & community service opportunities; and public speaking.

The Bill & Barbara Whitman Club in Indiantown also serves as a vital community resource for youth and families. For example, each year we host the Back to School Bash that provides school supplies to 300 families; and host a Thanksgiving dinner for Club

500 S.E. Lares Avenue
O. Box 910
Hobe Sound, FL 33475
Tel: (772) 545-1255
Fax: (772) 545-1204
www.bgcmartin.org



members and their families. To ensure that youth in Indiantown have the same opportunities to participate in sports as other young people in Martin County, our Indiantown Club allows the AAU basketball team and cheerleaders use our sports facilities rent free. In an act of social justice, the Club transports youth in Indiantown to Hobe Sound so that they can play football. We ensure that every young person in Indiantown can participate in our Club programs by providing transportation home. Our Club also serves members a healthy snack and dinner every day after school – ensuring no child goes home hungry.

On behalf of the Boys & Girls Clubs of Martin County, we respectfully request your approval of an award in the amount of \$11,250. Your support will help us provide life-changing academic and personal enrichment opportunities to over 900 youth and families in Indiantown at no cost to members and their families.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Michael A. Sancho', written in a cursive style.

Michael A. Sancho
VP of Operations

CC.:
Howard Brown, Village Manager



MARTIN COUNTY

BOARD OF COUNTY COMMISSIONERS

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KRISTA A. STOREY Acting County Attorney

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May 15, 2019

Office of Governor Ron DeSantis
State of Florida
The Capitol
400 S. Monroe St.
Tallahassee, FL 32399-0001

Dear Governor DeSantis,

I am writing to you in my capacity as an individual Martin County Commissioner on behalf of constituents in my district which includes Jupiter Island, Hobe Sound and Indiantown.

First, let me compliment you on a most successful 60-day legislative session. Your commitment to clean water and the leadership you have shown is most heartening. The economic and health burdens we have long suffered from water pollution is finally positioned for a permanent solution. The capstone came yesterday with President Trump's request for additional funding for Lake Okeechobee restoration. Thank you for your efforts.

However, the residents of Martin County continue to need your help. HB 7103 is the issue. It will have a significant negative effect on the enforcement of the County's Comprehensive Plan. On the last day of the legislative session, an amendment was proposed that was never fully vetted or debated before a vote was taken. Boiled down to its essence, this aspect of the bill requires a losing citizen/challenger of a development order to pay the legal fees of the county and/or the developer/applicant. This appears to be financial intimidation. If signed into law, few citizens will step forward to challenge a development order for fear of bankruptcy. It strips away the voice of Martin County citizens to participate in growth management issues. The argument that the amendment will deter frivolous lawsuits appears to be a response to a problem that does not exist. Currently judges can order challengers to pay attorney's fees when nuisance challenges are filed.

While I understand there are aspects of this bill you favor, signing it into law carries a heavy burden. In my view, it will be in direct violation of the rights of citizens to participate in planning and growth management for their community.

Please do not sign this HB 7103 into law.

Respectfully yours,



Harold E. Jenkins
Commissioner, District 3

HJ/ckp

cc: Stephanie Kopelousos, Legislative Affairs Director
Taryn Kryzda, County Administrator



CGA Code Performance List - Pie Chart

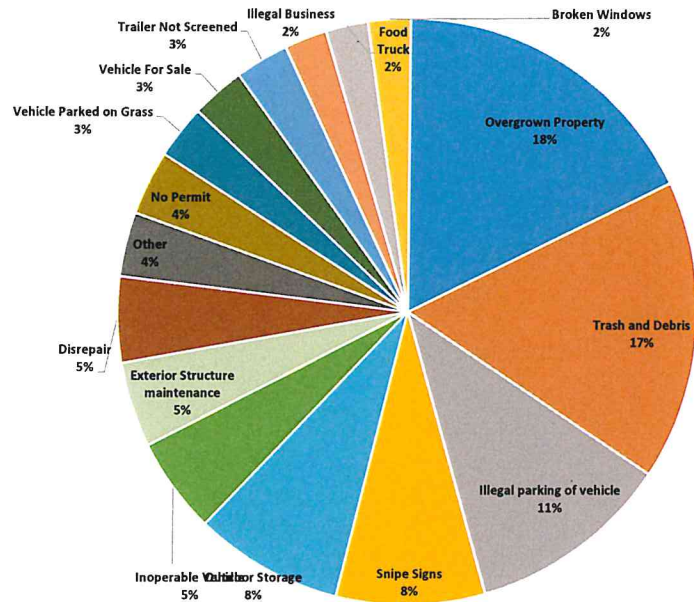
Prepared by: Bernard Pita, Office Assistant

Source: Village of Indiantown CGA Code Performance List

Date: Wednesday, May 14, 2019

Violations between 12/13/18 to 4/25/19

VIOLATION	COUNT	PERCENT
Overgrown Property	30	18%
Trash and Debris	28	17%
Illegal parking of vehicle	19	11%
Snipe Signs	14	8%
Outdoor Storage	14	8%
Inoperable Vehicle	9	5%
Exterior Structure maintenance	8	5%
Disrepair	8	5%
Other	6	4%
No Permit	6	4%
Vehicle Parked on Grass	5	3%
Vehicle For Sale	5	3%
Trailer Not Screened	5	3%
Illegal Business	4	2%
Food Truck	4	2%
Broken Windows	4	2%
Total:	169	100%





Village of Indiantown

Media Release

FOR IMMEDIATE RELEASE
May 17, 2019

Contact: Howard W. Brown, Jr. Village Manager
772.285.8732 ; HBrown@indiantownfl.org

Village staff has been in contact with the Sheriff and Federal officials and is awaiting further reliable information. The information in a TCPalms article reported on May 16 has not been verified and is believed inaccurate.

The Village has not been informed of new arrivals, however, is committed to community service for all.

The Village has very limited resources to field calls or contact, however, can refer persons in need.

Should persons arrive who are not taken in by family and are in need of services, there is a respected tradition of help in Martin County to underserved persons, particularly through the not-for-profit and faith-based communities. For example, a list of social service agencies including shelters and feeding programs is available and has been provided to the Village Council. Few if any are located in Indiantown, however it will not surprise me if some local agencies or churches step up for persons in need.



Village of Indiantown

May 13, 2019

Mr. Mario Rubio, Director
Florida Department of Economic Opportunity
Division of Community Development
107 East Madison Street, MSC 160
Tallahassee, FL 32399-1420

RE: Technical Assistance Grant Request

Dear Mr. Rubio:

The Village of Indiantown is requesting a Technical Assistance Grant in the amount of \$40,000.00 from the Department for the 2019-2020 cycle.

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated on December 31, 2017 as the newest local government in Florida. The Village is located in western Martin County and has a population of approximately 6,000 residents in an area encompassing nine square miles. The main economic driver is agriculture. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Currently, the Village is in the process of completing its first Comprehensive Plan. If granted assistance, the monies will be used towards creating the Village's first Land Development Regulations. Presently, the Village is continuing to utilize the Martin County Land Development Regulations.

The Village contemplates a modern, adaptable, graphic, easy to read regulations that will incorporate best practices, permit mixed-use development, form-based code, and resiliency and adaptability measures. With limited staff resources this project will be outsourced to a Consultant.

Below is the proposed Scope of Work and Tentative Project Timeline for this project:

Action Item 1 – Project Initiation and Discovery

An assessment of the current code will involve a thorough review of the County's regulations, standards, and definitions contained within the ordinances. A crucial component of the project will be the initial project kick-off meeting with Village staff, which would occur during Month 1 of the project.

The purpose of the kick-off meeting will be to:

- Confirm project goals and objectives.
- Collect all base information such as plans, studies, reports and any other documents available from the Village and County. All existing documents will be compiled in a project resource database.
- Establish organizational responsibilities and relationships between and among the Village and consultant team.
- Agree upon management tools and procedures, setting standards to be followed for the duration of the project.
- Agree on the project schedule, timing and content of workshops, recordkeeping standards, and communications with the Village, distribution procedures, meeting dates, public notification and preliminary and final submissions.
- Discuss ongoing and/or planned Village projects, community issues, items identified by the Village as problematic in the code and other items that serve to frame the context of the regulations pertaining to land use, development and related issues.

Action Item 2 –Creation of Draft Code

The creation of the new code will begin to evolve into a working draft shortly after project commencement. Upon consensus as to the Table of Contents/Framework, consultant will immediately refine the organization and drafting of the new code. This will occur during Months 1 to 3. The first progress meeting with the Village staff will occur during Month 2.

Action Item 3 – First Public Meetings

It is suggested at this stage in the project that the first Community and Council Workshops be held in order to meet the nine-month timeframe. The second progress meeting with the Village would also occur. These meetings would occur during Month 3.

Action Item 4 –Draft Document Based on Public Workshop input

Following revisions based on the public workshops, the draft of the code update will be prepared, which is through Month 4. Two more staff update meetings will also occur in this stage to provide feedback on the draft document.

Action Item 5 – Second Public Meetings

Month 5 will include the second round of public workshops.

Action Item 6 – Final Document Prepared

The final document would be prepared and provided to the Village Administration in Month 7. The fourth meeting with staff will occur during this stage as well to discuss the final document.

Action Item 7 – Public Hearings

Month 8 – Village Council first reading

Month 9 – Village Council second reading and adoption, and public education.

At the completion of the project an electronic copy of the Village's first Land Development Regulations will be transmitted to DEO.

We are aware that cost of a project of this magnitude would exceed the \$40,000.00 request, but the Village would be appreciative of any grant monies made available and is looking at other revenue sources to complete this worthwhile and necessary project.

If you have any questions or desire any additional information, please contact me at 772.597.8282 or via e-mail at Hbrown@Indiantownfl.gov.

Sincerely,

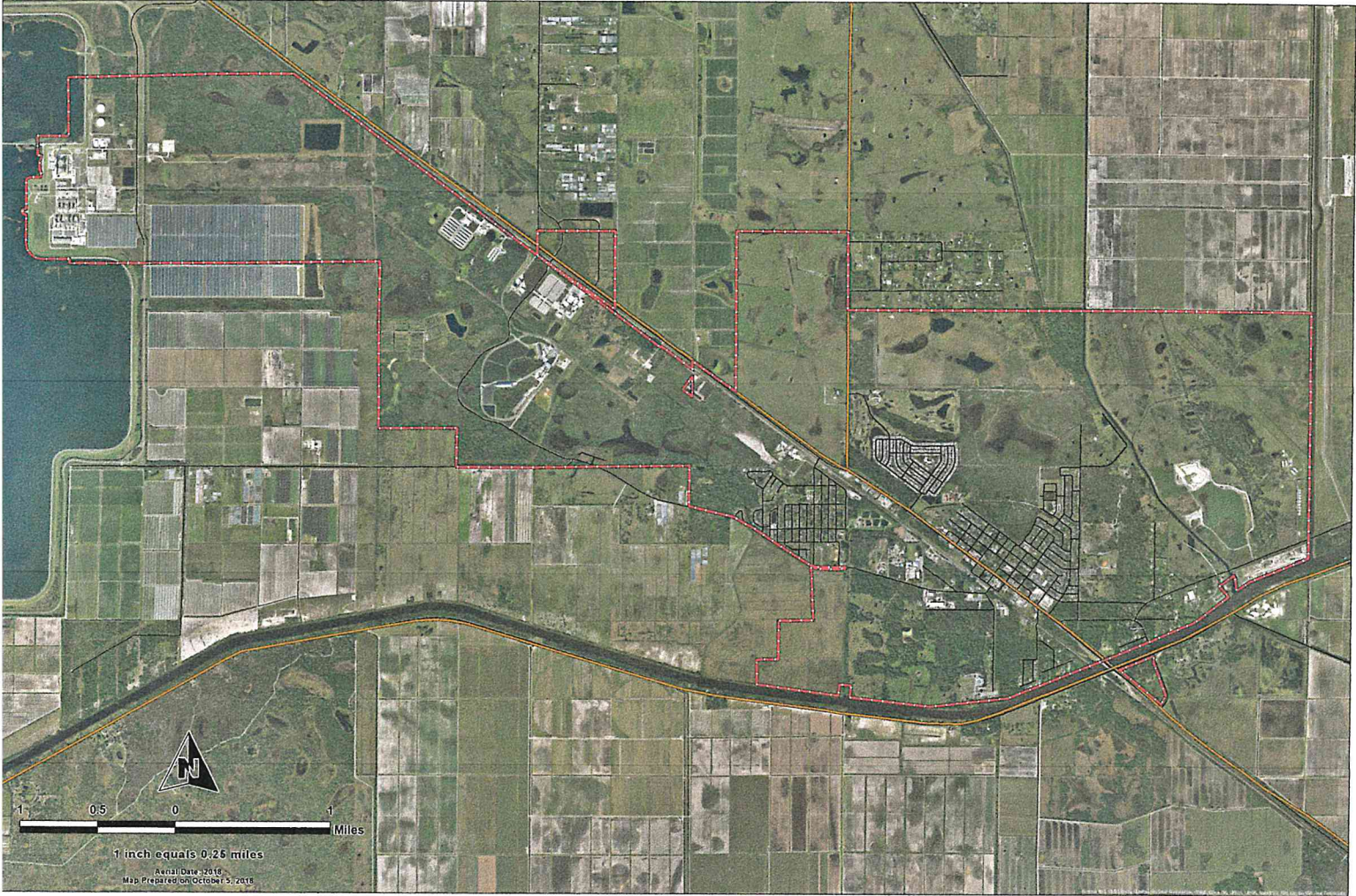


Howard W. Brown, Jr., AICP, ICMA-CM
Village Manager

C: Honorable Mayor and Members of the Village Council
Ms. Susan Owens, MMC, Village Clerk
Mr. Wade Vose, Esq., Village Attorney

Attachment:

Village Municipal Boundary Aerial
Tentative Project Schedule



1 inch equals 0.25 miles

Aerial Date: 2016
Map Prepared on October 5, 2016

Tentative Project Timeline

Schedule*

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Village Council Approval of Agreement									
Kickoff Meeting with Village Administration									
Prepare Draft Changes to Code									
Progress Meetings with Village Administration (4)									
Community Workshops (2)									
Village Council Workshops (2)									
Prepare Final Draft Based on Input from Workshops/Council									
Review of Final Draft Document with Village Administration Meeting (1)									
Village Council Meetings (2)									

* Schedule would require close coordination and assistance with Village Manager and Staff to schedule meetings to complete project in the nine month timeline.