




## 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:** July 11, 2019  
**Re:** **Bi-Monthly Report and Update (For week ending Saturday, July 6, 2019)**

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Honorable Mayor and Members of the Village Council:

### Administration:

#### OFFICE OF THE VILLAGE MANAGER

- As most of you know, Martin County Property Appraiser had requested an extension which normally would have been required by July 1. They were granted an extension until July 10, 2019. I have attached a letter dated June 12, 2019 from Mr. Patrick Creehan, with the Florida Department of Revenue to Martin County Property appraiser approving their extension request. This will not impact the Village. This information is being provided strictly for your information.
- Most of you are aware that Florida Senate Bill 426 established a presumption that an illness incurred in the line of duty for firefighters who are employed full time by a municipality that die or are totally and permanently disabled due to one of the 21 types of cancers specified in senate bill 426 will have different contribution rates. I have attached a letter for your review. This is something that will impact us as move forward with evaluating the feasibility of creating a Fire Department.

#### OFFICE OF THE VILLAGE CLERK

### Department Update for July 5, 2019

- Attended the Florida Association of City Clerks Academy on June 25, 2019:
  - Attended ADA Compliance & Critical Incident Management Sessions as well as two other sessions.
  - Spoke with various vendors to discuss the Village's current/future product needs:
    - MCCi – Records Management, Business Process Automation, & Public Records Request Management
    - Municode – Codification & Supplementation Services
    - BIS Digital – A/V equipment for meetings
    - Granicus – A/V equipment for meetings
    - Next Request – Public Records Request Management
    - Soniclear – Digital Recording & Transcription Services
    - Pioneer – Records Scanning, Shredding, Digitizing & Storage Services


- Co-interviewed eight (8) short-listed candidates for the Office Coordinator position and sent the top candidate a conditional offer letter and instructions for completing the background checks. Other pre-employment activities will begin shortly.
- Received and ranked seven (7) additional applicants for the re-posting of the Management Analyst position. Two (2) of the seven (7) applicants will be interviewed shortly.
- Opened five (5) responses to RFP No. 2019-002-HB: Preparation of Land Development Regulations:
  - Calvin, Giordano & Associates
  - KCI Technologies
  - Kimly-Horne
  - PLACE Planning & Design
  - The Mellgren Planning Group

Also, prepared bid tabulations and evaluation forms for the July 11, 2019, Selection Committee meeting. Responded to public records requests for copies of the bid tabulation.

- Received a proposal from MCCi to procure Laserfiche (Electronic Records Management) Cloud Services. They are offering these services at the National Purchasing Coalition's negotiated discounted rate. There is available funding in the General Fund to make this purchase this fiscal year; and, I will be in contact with ITS Fiber to ensure compatibility and determine whether we will need to also purchase a desktop scanner.
- Published and posted three (3) Council agenda packages for the week of July 8<sup>th</sup>, 2019.
- NovusAgenda Fixes:
  - Had NovusAgenda support team create a Council Workshop template since one was never done.
  - Fixed another issue in NovusAgenda where Public Works personnel could not access or route their items.
  - Streamlined the routing process in NovusAgenda for those who are routing documents internally and externally.
- Fixed an issue with MuniWeb where it was listing all of the regular Council meetings as all day events. They removed the July-December 2019 errors and I will be manually entering the start times in. I have updated the calendar through August 31, 2019.
- Preparing HR Onboarding & Orientation Packages for new employees.
- Working with Special Magistrate Nicoletti and Code Enforcement Officer Bernard to formalize the New Special Magistrate Program. We hope to hold the first Hearing in August 2019.
- Prepared several legal advertisements and notices.
- Reviewed and proofed RFP No. 2019-002-HB: Financial Audit Services. My target date to get it out on the street is Saturday, July 6, 2019, depending on a few remaining items.
- Uploaded the proposed first draft of the Village of Indiantown Comprehensive Plan to the Village's website by the June 28, 2019, deadline.

- Began re-filing of permanent records in a more secure, searchable, and proper archival manner.
- Once the permanent Office Coordinator has started, I will be utilizing the services of our temporary employee, Luis Perez, more for several cleanup projects I have planned.

### **Finance:**

|  <b>VILLAGE OF INDIANTOWN<br/>CENTER STATE BANKING INFORMATION SUMMARY BROKEN DOWN BY NAME OF<br/>ACCOUNT, STATEMENT DATE, ACCOUNT NUMBER AND ENDING BALANCE</b> |                                     |                   |           |  |       |
|---|-------------------------------------|-------------------|-----------|--|-------|
|   | Name                                | Statement<br>Date | Acct. No. | Ending<br>balance as of<br>Statement<br>Date | Notes |
| 1   | Public Funds Money<br>Market        | 05/27/2019        | ***3819   | \$6,759,558.03                               |       |
| 2   | Operating Account                   | 6/30/2019         | ***7379   | \$128,134.97                                 |       |
| 3   | Indiantown Trust<br>Fund            | 6/30/2019         | ***1779   | \$1,004,853.33                               |       |
| 4   | Indiantown Trust<br>Fund - Checking | 6/30/2019         | ***4102   | \$31,374.15                                  |       |
| TOTAL   |                                     |                   |           | \$7,923,920.48                               |       |
|   |                                     |                   |           |  |       |
| 5   | Line of Credit                      | 6/30/2019         |           | \$1,000,000                                  |       |
| Prepared by: Luis Perez, Office Coordinator<br>Source: CenterState Bank Statements<br>Date: July 5, 2019  |                                     |                   |           |  |       |

### **Planning and Development:**

- The Village of Indiantown's first Comprehensive Plan draft is completed and available for review on the Village website. Comments are welcome. Please email comments to the Director of Planning at [blandry@indiantownfl.gov](mailto:blandry@indiantownfl.gov)
- There are two workshops to discuss the draft Comprehensive Plan:
  - July 11 at 5 p.m. at the Indiantown Civic Center
  - July 25 at 4:30 p.m. at the Indiantown Civic Center
- The Village of Indiantown received its first formal development application, Casa Bella Apartments. Located on 153rd Street, the proposed development is a one-story mixed use building with 7 apartments and 3 live-work units.

## **Code Enforcement\Compliance:**

June 20<sup>th</sup> thru July 5<sup>th</sup>

### **Code Compliance Cases**

|  |     |
|--|-----|
| Total code cases   | 183 |
| Opened during June 20 <sup>th</sup> through July 5 <sup>th</sup> | 28  |
| Opened by complaint received                                     | 3   |
| Opened by inspector observations                                 | 25  |

### **Top Five (5) Violations**

|  |    |
|--|----|
| Inoperable vehicle                             | 17 |
| Trash and debris                               | 7  |
| Commercial vehicle parking in residential area | 2  |
| Commercial business in residential area        | 3  |
| Overgrown Grass                                |    |

### **Illegal Snipe Signs and Right of Way Issues**

Code collected 18 illegal snipe signs from the right of way and reported two (2) issues to Public Works (pothole, stop sign damaged, intersection obstruction and large branch in roadway).

## **Public Works and Engineering:**

(Below rcvd. 6/21/2019)

1. Coordination with Tallahassee regarding participating in the National Flood Insurance Program (NFIP) is ongoing. Have confirmed the Village can delay adoption of our new Flood Protection Ordinance can wait until adoption of the Comprehensive Plan.
2. Repairs of Indian Mound Road and Trail Drive are underway via Emergency PO due to spending limits for ongoing maintenance activities.
3. An Item is placed on the agenda to address funding for ongoing maintenance activities to include regular pothole repairs, swale maintenance/minor excavation, tree trimming, etc.
4. Stormwater Assessment Plan with Kimley Horne has been agreed to and is on the agenda for June 27th. K-H will begin work upon approval and we anticipate having working documents within 4 months.

5. The Martin County Community Transportation Coordinator will attend Council on June 27th to discuss Saturday bus services to Stuart. Historically, this bus had stops at Publix and Walmart.

Pavement Maintenance:

The Pavement Maintenance construction documents are complete and Legal has confirmed we can utilize the Martin County Roadway Contract as adopted via resolution by the Village in 2018. Mancil's bid is in place, and is acceptable. Work timeframes will be spelled out on the work order with Liquidated Damages identified.

**Legal**

Village attorney provided ethics training to council members on Thursday 6/27/2019.

**END OF MEMORANDUM**

Revised 7/11/2019



**Florida Department of Revenue**  
*Property Tax Oversight*

**Jim Zingale**  
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

June 12, 2019

Honorable Laurel Kelly  
Martin County Property Appraiser  
11726 SE Federal Hwy,  
Hobe Sound, FL 33455

Re: Assessment Roll Submission Deadline Extension

Dear Ms. Kelly:

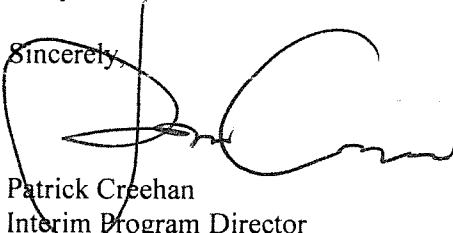
This is in response to your request for an extension to submit the 2019 Martin County Real and Tangible Personal Property Assessment Rolls and Recapitulation.

You have an extension until July 10, 2019. The Property Tax Oversight program's Tallahassee office must receive your assessment rolls by this date. Please be aware that you should not certify to the taxing authorities until assessment of all properties under subsection 193.023(1), F.S., is complete.

Under s. 1011.62(4)(a), F.S., no later than two working days before July 19, the Department of Revenue must certify to the Commissioner of Education the most recent estimate of the taxable value for school purposes in each school district based on the latest available data property appraisers have submitted. At the Department of Education's request, the Department of Revenue will make this certification by July 13, 2019.

Thank you for your cooperation. If you have any questions regarding this response, please contact Lizette Kelly at 850-617-8865.

Sincerely,



Patrick Creehan  
Interim Program Director  
Property Tax Oversight

BG/kp  
cc: All County Taxing Authorities  
Enclosure: DR-483



Recieved  
JUN 12 2019  
Department Of Revenue  
PROPERTY TAX SECTION

**REQUEST FOR EXTENSION OF THE TIME FOR  
COMPLETION OF ASSESSMENT ROLL(S)**

DR-483  
R. 08/97

To: Florida Department of Revenue  
Property Tax Oversight  
Post Office Box 3000  
Tallahassee, Florida 32315-3000

As property appraiser for Martin County, I request an extension be granted for completion of the following assessment roll(s):

|  | Estimated additional time<br>needed for completion |
|--|--|
| Real property assessment roll              | <u>10</u> days                                     |
| Tangible personal property assessment roll | <u>10</u> days                                     |

Reason(s) for extension:

In the unexpected event of a hurricane or tropical storm that could cause tax roll processing delays.

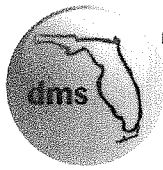
The failure to complete the above assessment roll(s) not later than July 1 of the taxable year is not due to negligence, carelessness, nor dilatory action over which I exercised any power, authority, or control.

*Laura Kelly*  
Signature, property appraiser

Martin  
County

June 7th, 2019  
Date





FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

**retirement**  
We serve those who serve Florida

Division of Retirement

P.O. Box 9000

Tallahassee, FL 32315-9000

Tel: 850-907-6500 | Fax: 850-410-2010 | Toll-Free: 844-377-1888

Ron DeSantis, Governor

Jonathan Satter, Secretary

## **DIVISION OF RETIREMENT INFORMATION RELEASE**

**Release # 2019-212**

**July 1, 2019**

**TO:** All FRS Agency Heads and Retirement Coordinators

**FROM:** David DiSalvo  
State Retirement Director

**SUBJECT:** 2019 Legislation

During the 2019 Regular Legislative Session, the Florida Legislature passed legislation that affects members of the Florida Retirement System (FRS) and other state-administered retirement plans. Legislation summaries and links to the bills that became law are on the Legislation page of the Division of Retirement's website at [www.frs.MyFlorida.com](http://www.frs.MyFlorida.com). To access the summaries and links from the division's website, please click on Legislation and then 2019 Retirement Legislation.

It is very important that this information release be immediately distributed to the appropriate staff within your agency. Legislative changes are summarized below by subject area. You are notified as policies and procedures are established so that you can implement the changes necessary to comply with new legislation.

### **Cancer Presumption for Firefighters**

Senate Bill 426 (Chapter 2019-021, Laws of Florida) establishes a presumption that an illness incurred in the line of duty for firefighters who are employed full-time by a state board, commission, department, division, bureau or agency, or a county, municipality, or other political subdivision of the state and who die or are totally and permanently disabled due to one of the designated 21 types of cancers specified by the bill or due to circumstances arising out of the treatment of one of these cancers. The information below covers the in-line-of-duty presumption for disability or survivor retirement benefits under the FRS provided by the bill:

- The firefighter must meet the retirement plan's definition of total and permanent disability and the disability is due to a specified cancer or circumstances arising out of the treatment of the cancer.
- The firefighter is provided in line of duty death benefits if the death is a result of a specified cancer or the circumstances arising out of the treatment of cancer.
- The current disability or survivor benefit applications will be used; additional information will be requested if needed.
- The employers must provide verification of the firefighter's full-time status and certify the employer is a fire department or public safety department of an employer whose primary responsibilities are the prevention and extinguishing of fires; the protection of life and property; and the enforcement of municipal, county, state fire prevention codes and laws pertaining to the prevention and control of fires.
- Retirements will be effective July 1, 2019, or after.

*Handwritten signature/initials*



### **Contribution Rates**

SB 7016 (Chapter 2019-008, Laws of Florida) provides the contribution rates by membership class for the 2019-2020 fiscal year for FRS members as well as rates for other state-administered retirement programs. The total employer contribution rates for the 2019-20 fiscal year that must be paid on the payrolls dated July 1, 2019 or after also include the contribution rate increases resulting from SB 426.

Information Release 2019-211, was provided to employers on May 17, 2019, and included the total contribution rates by membership class and reporting plan code to be paid starting with the first payroll dated on or after July 1, 2019, and is also available on the Information Releases subpage under the Employer page of the division's website at [www.frs.MyFlorida.com](http://www.frs.MyFlorida.com).

### **Public Records Exemptions and Disclosures**

The Division of Retirement cannot exclude any exempt information from public records requests for member information held by the division unless we receive a request to apply one of the exemptions in law. You can make the request on behalf of your employees using the secure indicator on your payroll report to the division or the member can write to the division to request the exemption being claimed.

Please review the new public records exemptions passed during the 2019 Regular Legislative Session to determine if your employees' information should be exempt.

If you have questions, call the Division of Retirement's employer line toll free at 877-377-1266 or 850-907-6540 if you are in the Tallahassee local calling area.

## Office Coordinator

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**From:** Howard Brown  
**Sent:** Monday, July 1, 2019 7:50 PM  
**To:** Office Coordinator  
**Subject:** Fwd: 2019 FRS-Related Legislation  
**Attachments:** IR 2019-212 2019 Legislation.final.pdf; ATT00001.htm

Luis, please print out the attached. Thank you.

Howard W. Brown, Jr., ICMA-CM  
Village Manager  
Village of Indiantown, FL  
772-597-8282. (Wk)  
iPhone | ITypos | IApologize

Begin forwarded message:

**From:** <[DoNotReply@rol.frs.state.fl.us](mailto:DoNotReply@rol.frs.state.fl.us)>  
**Date:** July 1, 2019 at 5:58:57 PM EDT  
**To:** <[hbrown@indiantown.org](mailto:hbrown@indiantown.org)>  
**Subject:** 2019 FRS-Related Legislation

Dear Retirement Coordinator,

Please share the attached information release on 2019 legislation with the appropriate staff in your agency. Contact the Research and Education Section by email at [REP@dms.myflorida.com](mailto:REP@dms.myflorida.com) or by telephone toll free at (877)-377-1737 or (850) 488-5706 if you have any questions about the information release.

Sincerely,

Division of Retirement



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

July, 7 2019

RE: YMCA of the Treasure Coast: Indiantown Branch Quarterly Report

TO: Village of Indiantown,

The Indiantown YMCA S.T.E.A.M. Program is readily on its way. We have decided to use a program called KITHUB. KITHUB will be incremented in (2) 10-week programs with different STEAM Activities weekly. This will then provide 20 weeks of activities for the after schoolers and summer campers to participate in. After the 20-week program we will be utilizing the remaining funds to purchase STEAM kits and supplies to last the remainder of the grant cycle/ school year.

These kits include making robots, coding, masks, game show buttons, and so much more. Having hands on experiments and projects will be the most beneficial and provide a lasting effect amongst the children.

Our first set of Kits through KITHUB have been ordered. I will forward receipt with next quarterly report.

Thank you,

Kristine Murphy  
Branch Director  
YMCA of the Treasure Coast: Luis Dreyfus Citrus Branch  
16451 SW Farm Rd  
Indiantown FL 34956

YMCA of the Treasure Coast  
LOUIS DREYFUS CITRUS BRANCH  
16451 SW Farm Road, Indiantown FL 34956  
P 772 597 3700 F 772 597 1257 [www.YMCATreasureCoast.org](http://www.YMCATreasureCoast.org)

