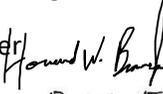




## Office of the Village Manager

### MEMORANDUM

**To:** Honorable Mayor & Members of the Village Council  
**Thru:** Howard W. Brown, Jr., Village Manager   
**From:** Daniel W. Eick, Management Analyst   
**CC:** Village Staff  
**Date:** February 20, 2020  
**Re:** Bi-Monthly Report and Update (For week ending in Saturday, February 22, 2020)

---

In the interest of keeping you informed of administrative matters on a bi-monthly basis, I am providing this report for your review and consideration:

#### **Village Manager's Office**

##### Village Schedule

Several important meetings are upcoming:

- The first three meetings required by the state to apply for CDBG funding are scheduled for February 27th at the Indiantown Civic Center. The three meetings are expected to be held back to back with the CATF meeting starting at 4:30 PM, the CDBG Workshop beginning at 6:00 PM, and the First Public Hearing held at 6:30 PM.
- The Village's next Community Engagement meeting is scheduled for Thursday, March 5<sup>th</sup>, at 6:30 PM. It is meeting #4 on the list and is slated to be held at the Indiantown Civic Center.
- Finally, planning for the Census 2020 public engagement and block party event is ongoing. Village staff are working with the Vice Mayor to develop 3 Public events held throughout March. Further information is forthcoming.

It should be noted while not all these meetings necessitate Council action, all are open to the public and anyone wishing to attend is encouraged to do so. For further information please contact Management Analyst Daniel Eick at [deick@indiantownfl.gov](mailto:deick@indiantownfl.gov).

##### Important Information

As everyone knows, the Village is currently in the process of hiring a Communications Consultant. The finalist selected by Village staff, and verified by Council, was Quest Corporation of America. Village staff

are undertaking final contract preparations prior to hire. The contract will be placed on the consent agenda for approval at the February 27th Regular Council Meeting.

Village staff continue working to produce a resolution to show support/solidarity regarding alterations of the design of State Route 710. Manager Brown has spoken with the Secretary of FDOT, as well as the District Design Engineer, who have informed him a 2-year study is required. Meetings are ongoing but, understandably, the Village's need is great, and projects continue to expand through conversation.

Finally, as you may be aware, the Florida League of Cities is currently running a Readers 2 Leaders initiative designed to introduce children (aged 4 – 8) to government services. The FLC proposes elected officials read in classrooms to teach in a fun and constructive manner. Several copies of the book "The City That Talks" have been delivered to Village Hall. Staff are prepared to assist with this initiative. If you have further questions, please contact Management Analyst Daniel Eick at [deick@indiantownfl.gov](mailto:deick@indiantownfl.gov).

## **Village Clerk's Office**

### Human Resources

As previously mentioned, several positions are in development at Village Hall:

- Our new Code Compliance Officer, Robert Perez, will be starting on Monday, March 2<sup>nd</sup>.
- We have issued two conditional offers for the Part-Time Permit Technician position. Both individuals are currently undergoing the background check process. Hiring two Permit Technicians, allows our building permit division to open from 8:00 a.m. to 5:00 p.m., Monday-Thursday with adequate backup services for the reception counter.
- We have issued a conditional job offer for the Office Coordinator position. This individual is currently undergoing the background check process.
- Our recruitment consultant has finalized her work on the Director of Finance, Director of Community & Economic Development, and Fire Chief positions. Staff are analyzing the report and will be issuing recruitments shortly.

### Upcoming Elections

The Village Manager and Clerk feel it is important to note Indiantown will soon be entering election season. As such, several important dates should be kept in mind and brought up regularly to inform the public:

- The Presidential Preference Primary is scheduled for March 17<sup>th</sup>. The second required legal ad is scheduled to publish (English and Spanish) on Tuesday, March 25<sup>th</sup>. The first required bilingual legal ad run has already finished. Staff are working on a web page and educational material for the election. Supporting ballot information is included below.
- The regular election is scheduled for August 18<sup>th</sup>.
- In the event of a Runoff, the special will be held on November 3<sup>rd</sup>.

### Ongoing Staff Training

Village Manager Howard Brown, Village Clerk Susan Owens, Park and Recreation Superintendent Albert Scoggins, and Public Works Director William Archebelle all completed the following statutorily required FEMA course over the past week.

- The 3-day course labelled *G-205: Recovery from Disaster: The Local Government Role*.

Further FEMA training for select staff is expected to continue into next week for the following course.

- The 2-day course labelled *G-548 Continuity of Operations (COOP) Program Manager*

### Records and Information Improvements

The Village's Records and Information Officer, Daren Hamberger, has held an intro meeting with our document management software company Laserfiche. General improvements are ongoing and expected to ramp up soon.

Additionally, several overhauls of the Villages Contracting and Procurement processes (RFP, ROI, etc.) are underway. Further information is forthcoming.

### **Code Compliance Department**

Improvements are ongoing at the lead of Department Head Bernard Pita. Following the 1<sup>st</sup> Special Magistrate hearing (held January 14<sup>th</sup>) the Village has scheduled a second for March 10<sup>th</sup> at 10:00 AM. The hearing is slated to be held at the Indiantown Civic Center.

In the meantime, much of the work is limited to neighborhood roadside inspections. However, such inspections have resulted in a numerous amount of citations. As of now, the department has 22 individual cases established for the Special Magistrate Hearing scheduled for March 10<sup>th</sup>. The agenda for that hearing is attached below alongside Mr. Pita's regular report.

### **Building & Permits Department**

The Building & Permit office continues to host extended hours Monday – Thursday 8:00 AM to 6:00 PM. Village Hall hopes the extended hours will provide better service to the Village as a whole.

Additionally, the City of Stuart is assisting staff with training to standardize permit functions, forms, and systems. As such, several updates to permits, documents, and fee calculations based on construction values are being processed and uploaded to the website.

Additionally, staff are working to update our permitting systems to better track expiry notifications and contact citizens in advance of closing. If you have further questions, please feel free to contact [permit.tech@indiantownfl.gov](mailto:permit.tech@indiantownfl.gov).

### **Finance Department**

The Finance department is focused on the FY 18 – 19 audit. Mauldin & Jenkins, the Contractor hired to provide this service, is currently working on several projects:

- Complete the audit in full and bring to a close on or before March 31<sup>st</sup>.
- Perform a CAFR on said audit and ensure our qualification for the GFOA award. This item also has an expected completion date of March 31<sup>st</sup>.
- Finalization of the Village's audit portal. The portal is currently up and running in testing phases. Further information forthcoming soon.

Finally, the TPP grant payment to FP&L, as required under resolutions #044-2018 and #053-2018 in the amount of \$341,747, was paid by the Finance Department on February 6<sup>th</sup>. Further information is forthcoming.

### **Parks and Recreation Department**

Improvements across all Village parks are maintaining pace. That said, several updates have proven more substantial and should be highlighted here:

- Irrigation systems at Big Mound Park and the Booker Park Fire Station are currently undergoing repairs. These systems have been substantially neglected and damaged by erosion and tree growth but should be repaired soon.
- The Village's landscaping and pressure washing/painting contractors continue work throughout all three parks. General cleanup is expected to continue for some time.
- The department is reviewing several re-turfing proposals for Big Mound Park and expects to select and perform final approval of a company shortly.
- The acquisition of the Village's new trucks and utility van are progressing smoothly. processing is ongoing, and we expect to have the vehicle's delivered to the Village in another 3 months.
- Repair of electrical systems at both the Booker Fire Station and Big Mound Park facilities are progressing smoothly. Current projections place finalization of repairs throughout the upcoming weeks.

Additionally, Parks and Recreation Superintendent has finished developing a purchasing/procurement policy for the Village. Village Manager Brown and Clerk Owens expect to complete review of this item before March 12<sup>th</sup>.

Finally, staff are in conversation with the Village Manager regarding the increase in vandalism throughout Village park facilities. While the increase is expected alongside general recreation center improvements, the Parks and Recreations Department is exploring alternate improvements to better handle such events in the future.

### **Planning and Development Department**

The Planning Department held a Development Review Committee on February 6<sup>th</sup> to discuss the following projects:

- Park View Apartments pre-application. A two-story multifamily live/work apartment building, estimated at 36 units, located at the corner of SW Adams & SE 153<sup>rd</sup> Street.
- Bio Medical Industrial Technology Park's minor site plan. The industrial building is expected to be 20,000 square feet with space for warehouse and technology development.

Village Hall is pleased to announce the Department of Economic Opportunities review of the Village's Comprehensive Plan has completed. Official notice of our status as "In Compliance" was received on February 19<sup>th</sup> and staff are currently working to update documentation accordingly. That letter is attached below for review.

Finally, planning and legal staff are reviewing a proposed de-annexation from a portion of the Little Ranch neighborhood within the Village's boundaries. The neighborhood originally elected, via vote, to

be excluded from the municipal incorporation process back in 2017. Staff expects to complete its analysis soon and present an agenda item to Council mid-March.

### **Public Works and Engineering Department**

The Village's Public Works Director, William Archebelle, has several items to highlight:

- The Saturday Service bus Grant has been placed before Council and is approaching final development stages. Further information is forthcoming.
- Pavement Microsurfacing for zones 1 and 3 is scheduled to commence mid to late next week. The development plan has been approved and work can begin. Additionally, pavement maintenance design for zones 2 and 4 is underway. Street evaluations are complete. Further information is forthcoming.
- The department is coordinating with FP&L to changeout light fixtures throughout the Village and convert them to new LED standards with an expected reduction in monthly electricity bill fees.
- The department is in conversation with Kimley Horn to review potential CDBG projects and coordinate with the Florida Division of Emergency Management regarding the Civic Center Structural Analysis results. CDBG presentations are scheduled for February 27<sup>th</sup>.
- Finally, Public Works is researching the possibility of the Village adopting speed hump policies and ordinances.

###

**End of Memorandum**

Indiantown



CENSUS  
CENSO 2020

#BeCountedITown | #HágaseContarITown



# COMMUNITY ENGAGEMENT MEETINGS

The Village of Indiantown is holding community Engagement Meetings on the following dates, times, and locations:

**Wednesday, February 19, 2020 at 6:30 PM**

Community Engagement Meeting No. 3

Indianwood Golf and Country Club — Shaw Hall, Indiantown, FL 34956

**Thursday, March 5, 2020 at 6:30 pm**

Community Engagement Meeting No. 4

Indiantown Civic Center — 15675 Osceola Street, Indiantown, FL 34956

*\*\*Spanish Translator available.*

These meetings are intended to get as much public input and provide residents with information about what's going on at the Village.



# Voting Instructions

Instrucciones para votar



## 1 MAKE YOUR MARK

Coloque su marca

Completely fill in the ovals using the pen provided.

Rellene completamente los óvalos con el bolígrafo provisto.

## 2 REVIEW YOUR BALLOT

Revise su boleta

Before you place your ballot into the scanner, make sure the oval(s) you have filled in reflect your voting selection.

Antes de colocar su boleta en el escáner, cerciórese de que los óvalos que haya rellenado reflejen los votos que quiera seleccionar.



# UNIVERSAL VOTING SYSTEM

AS A MARKER - ExpressVote

Sistema Universal de votación como Indicador - ExpressVote

# 1

## INSERT CARD

INTRODUZCA LA TARJETA



# 2

## MAKE SELECTIONS

HAGA SU SELECCIONES



# 3

## REVIEW SELECTIONS

CONFIRME LAS SELECCIONES



# 4

## PRINT & INSERT

IMPRIMA LA TARJETA



Early voting sites and precincts are accessible for persons with disabilities

Los centro y precinctos de votación anticipada son de acceso fácil para las personas con discapacidades.

Please remember to bring signed photo ID

Traiga una identificación válida con foto/firma

A voter who requires assistance to vote may bring a helper to assist them.

Todo votante que requiera ayuda para votar puede traer a un acompañante para que lo ayude.



Martin County Supervisor of Elections

135 SE Martin Luther King, Jr. Blvd.  
Stuart, FL 34994

NONPROFIT ORG.  
U.S. POSTAGE  
PAID  
ORLANDO, FL  
PERMIT NO. 3937

# 1  
2 - 1

## 2020 Martin County Polling Locations

2020 lugares de votación del condado de Martin

- Hoke Library**  
1150 NW Jack Williams Way, Jensen Beach
- TC3 Church**  
20 NE Dixie Hwy, Stuart
- Boys & Girls Club of Indiantown**  
17375 SW Palm Beach Rd, Indiantown
- Langford Park**  
2369 NE Dixie Hwy, Jensen Beach
- Blake Library**  
2351 SE Monterey Rd, Stuart
- Covenant Fellowship Baptist Church**  
2880 SE Aster Lane, Stuart
- Woman's Club of Stuart**  
729 SE Ocean Blvd, Stuart
- 10th Street Recreation Center**  
724 SE 10th Street, Stuart
- Elliott Museum**  
825 NE Ocean Blvd, Stuart
- Sewall's Point Town Hall**  
1 S Sewall's Point Rd, Stuart
- Robert Morgade Library**  
5851 SE Community Dr, Stuart
- Hobe Sound Library**  
10595 SE Federal Hwy, Hobe Sound
- Peace Presbyterian Church**  
4881 SE Cove Rd, Stuart
- Port Salerno Church of God**  
4605 SE Cove Rd, Stuart
- Bethel Lutheran Church**  
7905 SE Federal Hwy, Hobe Sound
- Elisabeth Lahti Library**  
15200 SW Adams Ave, Indiantown
- New Hope Fellowship Church**  
3900 SW Citrus Blvd, Palm City
- The Kane Center**  
900 SE Salerno Rd, Stuart
- First United Methodist Church**  
10100 SE Federal Hwy, Hobe Sound
- HS Bible Church, Fine Arts Bldg.**  
11295 SE Gomez Ave, Hobe Sound
- County Line Civic Center**  
18530 SE County Line Rd, Tequesta
- The Grace Place**  
1550 SE Salerno Rd, Stuart
- Christ Fellowship Church**  
10205 SW Pratt Whitney Rd, Stuart
- Palm City Community Center**  
2701 SW Cornell Ave, Palm City
- Immanuel Lutheran Church**  
2655 SW Immanuel Dr, Palm City
- Peter & Julie Cummings Library**  
2551 SW Matheson Ave, Palm City
- Palm City Presbyterian Church**  
2700 SW Martin Hwy, Palm City
- Jupiter Island Town Hall**  
2 Bridge Rd, Hobe Sound

# Sample Ballot • Presidential Preference Primary Election • March 17, 2020

Boleta de Muestra – Elección Primaria de Preferencia Presidencial – 17 de Marzo de 2020

## Republican Ballot /Boleta Republicano

President  
Presidente  
(Vote for One) (Vote por Uno)

- Roque "Rocky" De La Fuente
- Donald J. Trump
- Joe Walsh
- Bill Weld

### Early Voting

March 7 - 14, 2020  
Saturday - Saturday  
8 a.m. - 5 p.m.  
(including Sunday, March 8)

### votación anticipada

7 de Marzo - 14 de Marzo  
Sábado – Sábado  
8 a.m. - 5 p.m.  
(incluido el Domingo 8 de Marzo)

**Elections Center Only** *(Centro de elecciones solamente)*  
135 SE Martin Luther King, Jr. Blvd., Stuart, FL 34994

To update your address or signature,  
please contact the Elections Center or visit:

*Para actualizar su dirección o firma, comuníquese con el Centro de Elecciones o visite*

**MartinVotes.com**

**Elections Center** - 772.288.5637  
*Centro de elecciones*

TTY - 772.692.7320

Spanish toll free #/ Número  
gratuito español - 833.912.1314

## Democratic Ballot /Boleta Democrático

President  
Presidente  
(Vote for One) (Vote por Uno)

- Michael Bennet
- Joe Biden
- Michael R. Bloomberg
- Cory Booker
- Pete Buttigieg
- Julián Castro
- John Delaney
- Tulsi Gabbard
- Amy Klobuchar
- Deval Patrick
- Bernie Sanders
- Joe Sestak
- Tom Steyer
- Elizabeth Warren
- Marianne Williamson
- Andrew Yang

## Nonpartisan Ballot /Boleta No Partidista

Village of Indiantown  
Pueblo de Indiantown

### Village Charter Amendment Clarifying Council Election Procedures

Shall the Indiantown Village Charter be amended to clarify that candidates for Village Council shall run for individually numbered Council seats in separate contests, with the candidate receiving the most votes for each seat winning?

### Enmienda a la Carta Orgánica del Pueblo aclarando los Procedimientos de Elecciones Concejales

¿Deberá enmendarse la Carta Orgánica del pueblo de Indiantown para aclarar que los candidatos para el Consejo del pueblo se postularán para asientos individualmente enumerados en el Consejo en concursos separados, siendo el candidato ganador aquel recibiendo la mayor cantidad de votos por cada asiento?

Yes/Sí

No/No

### Village Charter Amendment Concerning Village Personnel Policies

Shall the Indiantown Village Charter be amended to provide that the Village Manager, rather than the Village Council, shall establish and maintain a system of personnel policies for the administration of Village employees?

### Enmienda a la Carta Orgánica del Pueblo referente a las Políticas del Personal del Pueblo

¿Deberá enmendarse la Carta Orgánica del pueblo de Indiantown para establecer que el Administrador del pueblo, en lugar del consejo del pueblo, establezca y mantenga un sistema de políticas de personal para la administración de los empleados del pueblo?

Yes/Sí

No/No



**Memorandum**

**TO:** Howard Brown, Village of Indiantown Manager  
**FROM:** Bernard A. Pita, Code Compliance Manager  
**DATE:** February 21, 2020  
**RE:** Code Compliance Bi-Weekly Summary  
February 6, 2020 thru February 20, 2020

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**Code Compliance Cases**

- Opened during this reporting period 48
- Opened by complaint received 3
- Opened by inspector observations 45

**Notices Issued**

- Courtesy Notices/Door Hangers Issued 45
- Notice of Violation/Notice of Hearings Issued 3

**Top Five (5) Violations**

- Inoperable vehicle 23
- Storage, trash and debris 16
- Address Numbering 3
- Trailers Parked Illegally 5
- Overgrown Grass 18

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

- Code collected 51 illegal snipe signs from public right of way.

**Other Items**

April 2020 Special Magistrate Hearing

- There is a total of 3 cases to be set for the April 2020 Hearing this reporting period.

**Highlights**

- I have received many calls from owners receiving notices and they are on board with cleaning up their properties and the vision for code the Village is moving forward with.

**Ron DeSantis**  
GOVERNOR



**Ken Lawson**  
EXECUTIVE DIRECTOR

February 19, 2020

The Honorable Guyton Stone  
Mayor, Village of Indiantown  
16550 SW Warfield Blvd.  
Indiantown, Florida 34956

Dear Mayor Stone:

The Department of Economic Opportunity (“Department”) has completed its review of the comprehensive plan for the Village of Indiantown adopted by Ordinance No. 15-2019 on December 12, 2019 (Amendment No. 19-PLAN), which was received and determined complete on January 6, 2020. We have reviewed the comprehensive plan in accordance with the state coordinated review process set forth in Sections 163.3184(2) and (4), Florida Statutes (F.S.), and have determined that the adopted plan meets the requirements of Chapter 163, Part II, F.S., for compliance, as defined in Section 163.3184(1)(b), F.S. The Department is therefore issuing a Notice of Intent to find the comprehensive plan “In Compliance.” A copy of the Notice of Intent is enclosed and will be posted on the Department’s Internet website. You may access the Notice of Intent at: <http://floridajobs.force.com/orc>.

The Department’s Notice of Intent to find a plan “In Compliance” is deemed to be a final order if no timely petition challenging the plan has been filed. If this plan is challenged by an affected person, the plan will not become effective until the Department or the Administration Commission enters a final order determining the plan to be “In Compliance.”

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

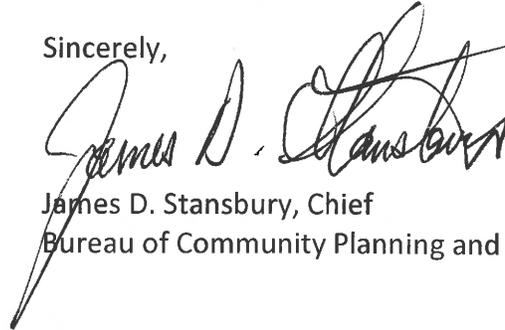
The Honorable Mayor Stone

February 19, 2020

Page 2 of 2

If you have any questions related to this review, please contact Ed Zeno, Planning Analyst, by telephone at (850) 717-8511 or by email at [ed.zeno-gonzalez@deo.myflorida.com](mailto:ed.zeno-gonzalez@deo.myflorida.com).

Sincerely,

A handwritten signature in black ink, appearing to read "James D. Stansbury". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

James D. Stansbury, Chief  
Bureau of Community Planning and Growth

JDS/ez

Enclosure: Notice of Intent

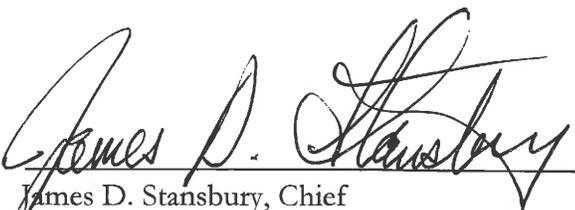
cc: Bonnie C. Landry, AICP, Director of Planning, Village of Indiantown

Thomas Lanahan, Executive Director, Treasure Coast Regional Planning Council

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY, THE STATE LAND PLANNING  
AGENCY  
NOTICE OF INTENT TO FIND  
VILLAGE OF INDIANTOWN  
COMPREHENSIVE PLAN  
IN COMPLIANCE  
DOCKET NO. 19-PLAN-NOI-4306-(A)-(I)

The Department gives notice of its intent to find the Comprehensive Plan for the Village of Indiantown, adopted by Ordinance No. 15-2019 on December 12, 2019, IN COMPLIANCE, pursuant to Section 163.3184(4), F.S.

If a timely petition challenging the Plan was not filed within thirty (30) days after the local government adopted the Plan, the Plan becomes effective upon the posting of this Notice of Intent on the Department's Internet Website. If a timely petition was filed, the Plan does not become effective until the Department or the Administration Commission enters a final order determining that the Plan is in compliance.



James D. Stansbury, Chief  
Bureau of Community Planning and Growth  
Division of Community Development  
Department of Economic Opportunity  
107 East Madison Street  
Tallahassee, Florida 32399