



## Office of the Village Manager

### MEMORANDUM

**To:** Honorable Mayor & Members of the Village Council  
**Thru:** Howard W. Brown, Jr., Village Manager *HMB*  
**From:** Daniel W. Eick, Management Analyst *D. W. E*  
**CC:** Village Staff  
**Date:** January 3, 2020  
**Re:** Bi-Monthly Report and Update (For week ending in Saturday, January 4, 2020)

---

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

#### Manager's Office

Three individual Requests for Proposals (RFP's) have gone out from the Village through DemandStar. All requests for participation, inquiries, and follow ups must be submitted through their systems at <https://network.demandstar.com/>. The RFP's are as follows:

- Communications Consultant: The Village is seeking assistance informing the press and public of ongoing work in a timely, concise, and effective manner to increase civic engagement for programs, projects, meetings, and events.
- Lobbyist Services: The Village is seeking an experienced and ethical Lobbyist to assist our growing municipality with State and County legislative issues. Additionally, the Lobbyist is expected to assist the Village with administrative legislative processes.
- Solid Waste Consultant: The Village is seeking an experienced firm to assist with developing a comprehensive solid waste services program. Applicants must propose cost effective and environmentally conscious solutions to issues facing the Village.

The Village has purchased tickets for the Indiantown Chamber's 54<sup>th</sup> Annual Installation and Awards Banquet as well as the Treasure Coast Gala so the Village Council may attend both events.

The Village's Annual Council Retreat is currently scheduled for February 1<sup>st</sup> from 8 AM to 5 PM. The meeting is tentatively set to occur at the Indiantown Civic Center, but the Village is exploring alternate venue options.

Finally, the Village has yet to receive the requested fire/EMS data from Martin County. Further information is forthcoming based on continuing conversations.

## **Human Resources Department**

### Staff Information

Our current Permit Technician's, Betsy Marzan, final day is January 3<sup>rd</sup>. Before leaving she is working to train her temporary replacement, Gleneth Gomez, from Express Employment Professionals. Her starting day was January 2<sup>nd</sup> and Ms. Gomez will be at the village Tuesday 8 AM to 12 PM and Wednesday and Thursday 8 AM to 5 PM.

The Village's new Parks Superintendent, Albert Scoggins, first day was January 2. He is our newest full-time employee and will be out around the Village working with contractors to continue park improvements.

The Village's Administrative Generalist Luis Perez will be out of the office from Monday January 6<sup>th</sup> to Friday January 10<sup>th</sup>. Should you need to contact the village for Parks and Recreation assistance please contact Superintendent Albert Scoggins at (772) 341 – 8173.

The Village's Office Coordinator position is currently pending a background check.

Village Clerk Susan Owens remains on leave and is working intermittently in her absence.

### Current Openings

The Village is currently searching for a part time Permit Technician as well as a Code Compliance Officer. Closing dates for both opportunities are January 9<sup>th</sup> and further details can be found online at <https://www.indiantownfl.gov/jobs>. Interested individuals are encouraged to apply.

Additionally, the Village is in the process of preparing job descriptions for the positions of Financial Services Director, Community and Economic Development Director, and Fire Chief (TBD). Further information forthcoming.

### Ongoing Improvements

Office Hours are changing for the Village of Indiantown. Starting January 6<sup>th</sup> Village Hall will be open to assist Residents, Businesses, and visitors alike 8 AM to 6 PM Monday through Thursday (excluding holidays).

The Village is currently considering production of an Indiantown Newsletter to keep the community informed of ongoing operations. Further information will be forthcoming.

## **Code Compliance Department**

A copy of the latest Code Compliance Report from Manager Bernard Pita is attached below.

## **Building & Permits Department**

Permit technicians have completed work on the Villages permit report backlog. The backlog stretches into September 2019 and, now under control, the Village plans to resume submitting bi-monthly permitting reports to the council.

## **Finance Department**

The Village Council has approved the FY 17 – 18 audit and it is being transmitted to the appropriate state legislative committee alongside the Florida Department of Financial Services.

The Village's FY 18 – 19 engagement letter from the auditor was accidentally sent to a physical location and returned via mail as a result. The Auditor has resolved this issue and is sending the letter to our PO Box instead. Once the Village receives the letter the audit can begin upon execution.

Additionally, the Village has asked the auditor to prepare a Comprehensive Annual Financial Report (CAFR) for FY 18 – 19. This will allow the Village to pursue funding from the Government Finance Officers Association (GFOA). Due date for funding is March 31<sup>st</sup>.

### **Parks and Recreation Department**

Improvements of the Villages parks are ongoing across the board. Current work includes landscaping, pressure cleaning, and painting. We are working to locate contractors for electric, plumbing, and window repair.

Additionally, the village is exploring the possibility of replacing the scoreboards at Big Mound Park and is reviewing the Parks irrigation systems for much needed repairs. Further information forthcoming.

The departments electric utility vehicle was delivered on January 2<sup>nd</sup>. Mr. Perez claims the vehicle is in great condition, "very fast," and is looking forward to using it throughout the community.

Repairs of the Booker Park Fire Station roof are ongoing. The dry in has finished and metal roofing is currently undergoing installation. Inspection is set for Tuesday January 7<sup>th</sup>.

### **Planning and Development Department**

#### Comprehensive Plan

The Inaugural Comprehensive Plan was adopted on 12/12/2019 by order of the Village Council. Staff have packaged and mailed the adopted plan to the DEO for review. The DEO has 45 days to review for sufficiency. The transitional comprehensive plan will remain the governing document for the Village until the review period is complete.

#### Land Development Regulations

Village staff are working closely with Calvin, Giordano & Associates, Inc. who are drafting our Land Development Regulations. Extra steps are being taken by the planning department to ensure compliance with the Village's Comprehensive Plan.

Additionally, two public meetings have been tentatively scheduled to discuss the regulations on February 20. One meeting is planned to be held at the Civic Center at 11:00 AM while the other is set for Mt. Zion Baptist Church in Booker Park at 6:00 PM. The meetings will be advertised throughout the Village via bi-lingual flyers.

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

#### Kimley Horne Updates

The final versions of the Kimley Horne Stormwater and Structural Analysis Reports have been submitted to the Village and are set for presentation to Council on January 23<sup>rd</sup>. We hope these analyses will assist in drainage, swale, and civic center improvements benefiting the Village.

#### Pavement Improvements

The Village currently anticipates microsurfacing and Pavement maintenance for zones 1 and 3 to commence late January and Early February. Further information will be forthcoming based on developments.

###

**End of Memorandum**

## **Memorandum**

**TO:** Howard Brown, Village of Indiantown Manager

**FROM:** Bernard A. Pita, Code Compliance Manager

**DATE:** January 2<sup>nd</sup>, 2020

**RE:** Code Compliance Bi-Weekly Summary  
December 20th, 2019 thru January 2nd, 2020

---

### **Code Compliance Cases**

Opened during this reporting period	11
Opened by complaint received	1
Opened by inspector observations	10

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

Storage and debris	4
Inoperable vehicle	3
Address Numbering	2
Trailers Parked Illegally	2
Overgrown Grass	1

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

Code collected 22 illegal snipe signs from public right of way.

### **Other Items**

#### **January 14<sup>th</sup>, 2020 Special Magistrate Hearing**

- There are 8 cases set for this Hearing
  - Notices Posted at Village Hall
  - Properties physically posted

#### **Notice issued to Lake Michigan Land Clearing -7 Days to comply**

- Two violations Cited and Bonnie reviewing Notice



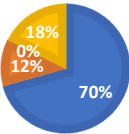
2019 OCTOBER BUILDING PERMIT REPORT

Prepared by: Betsy Marzan, Permit Technician  
Source: GFA Construction  
Date: Friday, January 3, 2020

PERMIT NUMBER	FEE	CONSTRUCTION VALUE	ADDRESS	PARCEL NUMBER ID	DESCRIPTION	TYPE OF PERMIT	APPLIED	APPROVED	COMPLETE	INSPECTIONS (\$89.50)
<a href="#">177-2019</a>	\$93.50	\$4,075.00	16358 SW Two Wood Way	31-39-39-001-014-001400	Install a 3.5 ton 14.5 seer Tempstar Package Unit with 10KW Heat	E	10/3/2019	10/3/2019		1
<a href="#">178-2019</a>	\$129.50	\$2,200.00	15245 SW Oak Scrub St.	05-40-39-009-000-00870-0	Installation of 8 Storm Panel Systems	B	10/9/2019	10/9/2019		1
179-2019	\$0.00	\$1,295.00	14813 SW 169th St.	01-40-38-002-009-00120-8	Install Metal Pre-Fabricated Carport	B	10/11/2019			0
180-2019	\$275.21	\$8,500.00	15108 SW Fox St	05-40-39-003-010-00060-6	Re-Roof	B	10/10/2019	11/5/2019		3
181-2019	\$138.91	\$5,100.00	15005 SW Tiger Tail Ct.	05-40-39-001-003-00050-5	A/C Change Out	M	10/10/2019	10/10/2019		1
182-2019	\$272.50	\$7,461.00	15217 SW Oak Scrub St.	05-40-39-009-000-00890-0	Install 220' of 6' PVC Fence w/ 2-5' gates	B	10/11/2019	10/11/2019	10/31/2019	3
183-2019	\$136.50	\$136.50	2401 SE Monterey Rd. Stuart	03-38-41-000-000-00114-1	Fence Install of 6' Tall Chain Link Fence with 4' walk	B	10/17/2019	10/17/2019	11/7/2019	1
184-2019	\$272.50	\$8,500.00	15115 SW Fox St.	05-40-39-003-008-00160-9	Re-Roof Shingle to Metal	B	10/18/2019	10/18/2019	11/22/2019	3
152-2019	\$315.50		16201 SW Market St.	06-40--39-001-005-00010-7	Electrical per approved plan	E	10/22/2019	10/22/2019		3
153-2019	\$272.50		16201 SW Market St.	06-40-39-001-005-00010-7	Electrical per approved plan	E	10/22/2019	10/22/2019		3
185-2019	\$93.50	\$6,136.00	15101 SW 169th Ave.	01-40-38-000-000-00141-0	A/C Change out	M	10/24/2019	10/24/2019		1
186-2019	\$315.50	\$28,600.00	15451 SW 150th St	05-40-39-003-014-00010-9	Re-Roof Shingle to Metal	B	9/24/2019	9/24/2019	12/12/2019	3
187-2019	\$93.50	\$1,000.00	16275 Three Wood Way	31-39-39-001-012-00230-0	Windows replacing screens	B	10/29/2019	10/29/2019		1
188-2019	\$272.50	\$3,000.00	14767 SW 173rd Rd.	01-40-38-002-002-00050-7	Re-roof Shingles to Metal	B	10/31/2019	10/31/2019	12/3/2019	3
189-2019	\$183.00	\$183.00	16300 SW Warfield Blvd	36-39-38-001-000-00100-0	Replace Soffitt on front roof	B	10/31/2019	10/31/2019		3
190-2019	\$93.50	\$11,000.00	20604 SW Citrus Blvd	Not Found	Concrete Driveway	B	10/31/2019	10/31/2019	11/14/2019	1
191-2019	\$272.50	\$22,000.00	15016 SW Indian Mound Drive	05-4039-002-007-00040-8	Re-Roof Shingle to Metal	B	10/31/2019	10/31/2019	11/14/2019	2

OCTOBER 2019 PERMITS

BUILDING MECHANICAL PLUMBING ELECTRICAL





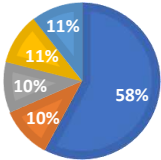
2019 NOVEMBER BUILDING PERMIT REPORT

Prepared by: Betsy Marzan, Permit Technician  
Source: GFA Construction  
Date: Friday, January 3, 2020

PERMIT NUMBER	FEE	CONSTRUCTION VALUE	ADDRESS	PARCEL NUMBER ID	DESCRIPTION	TYPE OF PERMIT	APPLIED	APPROVED	COMPLETE	INSPECTIONS (\$89.50)
192-2019	\$272.50	\$6,175.00	14934 SW Cherokee Drve	05-40-39-003-009-00130-4	Re-Roof Shingle to Metal	B	11/7/2019	11/26/2019	11/22/2019	3
193-2019	\$93.50	\$32,684.00	15045 SW Tiger Tail Ct	05-40-39-001-003-00070-1	Solar PVC System Roof Mount & Interconnection	B	11/7/2019			1
194-2019	\$272.50	\$6,240.00	16314 Fourwood Way SW	31-39-39-001-012-00100-0	Re-Roof Shingles to Premium Shingles	B	11/7/2019		11/14/2019	3
195-2019	\$272.50	\$8,000.00	14794 SW Okeechobee Dr	05-40-39-004-017-00020-9	Re-Roof Shingle to Metal	B	11/7/2019			3
196-2019	\$272.50	\$8,250.00	16128 SW Indianwood Cir	31-39-39-001-007-00130-0	Re-Roof Single Ply Membrane	B	11/14/2019			3
197-2019		\$58,335.00	16550 SW Warfield Blvd	36-39-38-001-000-00070-6	Replace Generator	B	11/8/2019			
198-2019	\$183.00	\$2,400.00	14232 SW Canal Rd	09-40-39-001-000-00010-2	Replace Walk-in Tub	P	11/15/2019			2
199-2019	\$183.00	\$2,400.00	14232 SW Canal Rd	09-40-39-001-000-0010-2	Install dedicated GFLI Circuits	E	11/15/2019			2
200-2019	\$272.50	\$11,340.00	16204 Indianwood Circle	31-39-39-001-002-00490-0	Re-Roof Single to Shingle	B	11/15/2019			3
201-2019	\$183.00	\$750.00	16113 SW Indianwood Circle	31-39-39-001-010-00280-0	Widen Driveway	B	11/15/2019			2
202-2019	\$93.50	\$2,400.00	14750 SW Dr Martin Luther King Jr	01-40-38-002-005-00270-4	Replace Front Window	B	11/15/2019			1
203-2019	\$93.50	\$8,800.00	14771 SW Sandy Oaks Loop	05-40-39-009-000-00700-0	PVC Fence	B	11/14/2019			1
204-2019	\$183.00	\$2,400.00	14232 SW Canal Rd	09-40-39-001-000-00010-2	Replace Existing Tub with Walk-in Tub	P	11/19/2019	12/3/2019		2
205-2019	\$183.00	\$700.00	14232 SW Canal Rd	09-40-39-001-000-00010-2	Install dedicated GFLI Circuits	E	11/19/2019	12/3/2019		2
206-2019	\$93.50	\$500.00	14988 SW Monroe Ave	05-40-39-005-012-00010-1	Front Overhead Signage	S	11/12/2019			1
207-2019	\$93.50	\$500.00	14984 SW Monroe Ave	05-40-39-005-012-00010-1	Front Overhead Signage	S	11/12/2019			1
208-2019	\$272.50	\$7,900.00	14984 SW 171st Drive	01-40-38-006-002-00050-3	Re-Roof Underlayment	B	11/21/2019	11/21/2019		3
209-2019	\$93.50	\$3,500.00	15846 SW Warfield Blvd	05-40-39-005-014-00100-8	A/C Change Out	M	11/21/2019	11/21/2019		1
210-2019	\$93.50	\$5,150.00	15928 SW Indianwood Circle	31-39-39-001-004-00150-0	A/C Change Out	M	11/21/2019	11/21/2019		1

NOVEMBER 2019 PERMITS

BUILDING MECHANICAL PLUMBING ELECTRICAL SIGNAGE





2019 DECEMBER BUILDING PERMIT REPORT

Prepared by: Betsy Marzan, Permit Technician

Source: GFA Construction

Date: Friday January 3, 2020

PERMIT NUMBER	FEE	CONSTRUCTION VALUE	ADDRESS	PARCEL NUMBER ID	DESCRIPTION	TYPE OF PERMIT	APPLIED	APPROVED	COMPLETE	INSPECTIONS
211-2019		\$1,500.00	15651 SW Palm Way	05-40-39-006-004-00070-4	Refinish Exterior Wall	B	12/3/2019			0
212-2019	\$272.50	\$4,500.00	15487 SW Osceola St	05-40-39-001-001-00080-3	Re-Roof Shingle to Metal	B	12/3/2019			3
213-2019			15487 SW Osceola St	05-40-39-001-001-00080-3	Patio Extension	B	12/3/2019			0
214-2019	\$272.50	\$6,441.00	14734 SW 171st Dr	01-40-38-002-003-00280-7	Re-Roof Shingles to Shingles	B	12/6/2019	12/6/2019		3
215-2019	\$272.50	\$8,050.00	15101 SW 169th Ave.	01-40-38-000-000-00141-0	Re-Roof Shingle to Metal	B	12/10/2019	12/10/2019		3
216-2019	\$272.50	\$7,000.00	14605 SW 169 Drive	01-40-38-002-017-00030-0	Re-Roof Shingles to Shingles	B	12/10/2019		12/31/2019	3
217-2019	\$272.50	\$6,500.00	15845 SW Osceola	05-40-39-005-029-00050-6	Re-Roof Shingle to Metal	B	12/10/2019	12/10/2019	12/27/2019	3
218-2019	\$272.50	\$0.00	16005 SW Indiantown Cir	31-39-39-001-005-00120-0	Re-Roof Shingle to Metal	B	12/10/2019	12/10/2019		3
219-2019	\$93.50	\$4,552.00	15171 SW Chickee St	05-40-39-003-010-00170-3	A/C Change Out	E	12/13/2019	12/13/2019		1
220-2019	\$272.50	\$5,500.00	15727 SW 151st Street	06-40-39-002-001-00040-9	Re-Roof Shingle to Metal	B	12/19/2019	12/19/2019		3
221-2019	\$272.50	\$13,950.00	15940 SW Famel Ave	07-40-39-001-003-00030-6	Re-Roof Shingle to Metal	B	12/19/2019	12/19/2019		3
222-2019	\$183.00	\$2,200.00	15226 SW Palm Oak Ave	08-40-39-003-001-0008-05	Electrical per approved plan	E	12/27/2019	12/27/2019		2

