

# Village of Indiantown

Where Great Things Grow



B i - M o n t h l y R e p o r t a n d U p d a t e :  
S a t u r d a y , D e c e m b e r 1 9 , 2 0 2 0

**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:** December 17, 2020

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

## Administration

On Saturday, December 19, 2020, there was a clean-up held at the Booker Park Fire Station. This effort was led by Martin County Mosquito Control Department and included Keep Martin Beautiful, Village of Indiantown, and Councilman Anthony Dowling.

We plan to hold our strategic planning session update on Thursday, January 28, 2021. Mr. Jim Karas, our Facilitator will be there to provide an update and after action report from our December 12th planning meeting.

Lastly, Mr. Joseph Martin with G&L Accountants, LLC started on December 17, 2021. Mr. Martin will serve as the Staff Accountant hired through G&L Accountants to deal with the accounting and finance of the Utilities Department. The Village Council approved the contract at our December 10th Village Council meeting.

## Village Manager's Office

### Village Schedule

A schedule of upcoming events is included below:

- As we close out the year, staff would like to remind the community that the Village Hall will be closed in observance of the Christmas Eve (December 24) and Christmas (December 25). Additionally, Village Hall will be closed on New Year's Eve (December 31) and New Years Day (January 1, 2021). However, essential services such as the newly acquired Utilities Department will be operating as usual.
- The next Planning & Zoning Appeals Board meeting is scheduled for Thursday, January 7, 2021 at 6:00 PM. The meeting will be held in the Village's Council chambers. Members of the public are encouraged to attend but are advised physical occupancy will be limited due to COVID-19.
- The next Regular Council Meeting is scheduled for Thursday, January 14, at 6:30 PM. The meeting will be held in a hybrid format utilizing the Village's Council chambers and Zoom. Members of the public are encouraged to attend but are advised physical occupancy will be limited due to COVID-19.
- The next Special Magistrate Hearing is scheduled for Tuesday, January 19, at 10:00 AM. The meeting will be held in the Village Council Chambers located at 15516 SW Osceola Street, Ste C, Indiantown, FL 34956. Members of the public are encouraged to attend but are advised physical occupancy will be limited due to COVID-19.

Finally, it should be noted while not all meetings or announcements necessitate Council action, all questions from the public are welcome. For further information on meetings or attendance please contact the Deputy Village Clerk at [dhamberger@indiantownfl.gov](mailto:dhamberger@indiantownfl.gov).

### Important Information

On Tuesday, December 8, the Village Manager's Office received communication from the Treasure Coast Regional Planning Council (TCRPC) verifying our Community Development Block Grant (CDBG) application to the US Department of Housing and Urban Development (HUD) is consistent with their regional planning goals. As such, the TCRPC has provided their official support to the project and are awaiting successful review. That letter is attached to this document for review.

The Village has issued a press release regarding the appointment of Mayor Janet Hernández to the Treasure Coast Regional League of Cities board. The Document is attached and can be viewed in English or Spanish. For more information please contact the Village's Public Information Officer (PIO) at [villagehall@indiantownfl.gov](mailto:villagehall@indiantownfl.gov).



On Friday, December 4, staff received a letter from the Indiantown Chamber of Commerce thanking us for our partnership and support of their organization. That letter is attached to this document for review.

In celebration of all who participated in making the 2020 Census a success, the US Census Bureau has announced a newsletter titled the 2020 Census Best Practices Showcase. The latest edition of this newsletter is attached for review and distribution.

### FLC

FLORIDA LEAGUE OF CITIES

Staff would like to congratulate Vice Mayor Jackie Gary Clarke on her appointment to serve as a trustee of the Florida Municipal Insurance Trust (FMIT). A letter received from the Florida League of Cities (FLC) is attached to this document for review. A press release is under preparation by staff and is expected to be finalized shortly.

Finally, the Village Manager's Office recently received the latest crime stats report for the Village of Indiantown from the Martin County Sheriff's Office. That document is attached to this document for review.

## Village Clerk's Office

### Emergency Management Matters

The Village Clerk's Office has received the Village's first CARES Act reimbursement check from Martin County totaling \$56,300. Following up on this, staff submitted a second final disbursement request which has been accepted. Further information will be provided when final reimbursement is received.

### Human Resources Updates

The Clerk's Office has produced a final offer of employment for the position of Financial Services Director. The applicant is expected to start in mid to late January. Further information will be provided when available.

As of Tuesday, November 17, the Village is in recruitment for a Grants Writer and Administrator. This position is scheduled to remain open until filled. The recruitment document is attached for review. If you have questions or concerns, please contact the Village Clerk, Susan Owens, at [sowens@indiantownfl.gov](mailto:sowens@indiantownfl.gov).

As of Thursday, December 17, the Clerk's Office is in recruitment for a new Assistant to the Village Clerk due to the resignation of Alysa Osterman. This position is scheduled to remain open until filled. The recruitment document is attached for review. If you have questions or concerns, please contact the Village Clerk, Susan Owens, at [sowens@indiantownfl.gov](mailto:sowens@indiantownfl.gov).

Finally, the Clerk's Office is working to finalize a comprehensive pay/position compensation plan. Further information will be provided during the Regular Council Meeting scheduled for Thursday, January 28, at 6:30 PM.

### Technology Updates

The Village Clerk's Office has purchased and installed an accessibility widget on the website. The widget is designed to help individuals with disabilities navigate and access documentation posted online. When visiting the website, a blue and white icon will now be posted on the lower right-hand side of the page. Clicking that icon will start the widget. Staff has also created an accessibility statement which can be found on the website at [www.indiantownfl.gov/accessibility](http://www.indiantownfl.gov/accessibility).

## Community & Economic Development Department

Community and Economic Development Department staff have finished overhauling the Village's Land Development Regulation's webpage. Those wishing to explore further can click on the icon to the right. If you have questions or comments please contact the Village Community and Economic Development Director at [ajefferon@indiantownfl.gov](mailto:ajefferon@indiantownfl.gov).



Additionally, Community and Economic Development Director Althea Jefferson would like to note one (1) Right-of-Way Use Permit has been issued to Florida Power and Lights (FPL) to make improvements within the Village. Additional information will be provided when available.

### Code Compliance Division

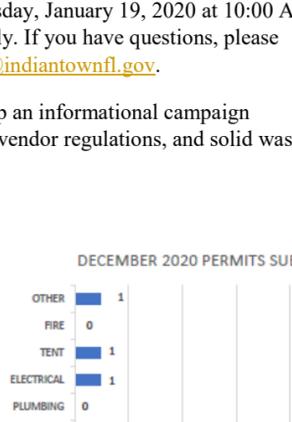
The next Special Magistrate hearing is scheduled for Tuesday, January 19, 2020 at 10:00 AM. Further information on that hearing will be provided shortly. If you have questions, please contact Code Compliance Officer Robert Perez at [rperez@indiantownfl.gov](mailto:rperez@indiantownfl.gov).

Division staff is working with the Village's PIO to develop an informational campaign informing residents of signage requirements, mobile food vendor regulations, and solid waste requirements with an emphasis on business services.

### Building & Permits Division

At direction of Council, division staff is working to develop a draft Business Tax ordinance and implementation plan for the beginning of the next fiscal year. Additional information will be provided when available.

DECEMBER 2020 PERMITS SUBMITTED



Additionally, as of Thursday, December 10, new Building Department Service Fees have been implemented. If you have questions or concerns please call the Village's Permit Division at [permit.tech@indiantownfl.gov](mailto:permit.tech@indiantownfl.gov).

### Planning and Development Division

The Planning and Development Division has nothing major to report currently. The most recent monthly planning report is attached to this document for review.

## Finance Department

Staff wishes to report the Village of Indiantown is scheduled to remit payment to FPL, in the amount of \$520,098.00, for the 2020 Tax Year TPP Incentive Grant Program. If you have questions or concerns, please contact [hbrown@indiantownfl.gov](mailto:hbrown@indiantownfl.gov).

## Parks & Recreation Department

Parks & Recreation Department Staff is working alongside Martin County Mosquito Control to coordinate a clean up event focused on mitigating potential mosquito breeding grounds. The cleanup opportunity will be funded with grants provided by the Florida Department of Agriculture and Florida Department of Health. The event is scheduled for Saturday, December 19, at Booker Park. It will be coordinated with help from Keep Martin Beautiful. An event flier issued by the Village containing further information is attached to this document for review.

The purchase and delivery of the Village's new electronic message boards were received. If you have questions or concerns please contact the Village's Administrative Generalist, Luis Perez, at [lperez@indiantownfl.gov](mailto:lperez@indiantownfl.gov).

Finally, staff is purchasing two (2) permanent barbecue grills. The grills will be donated to the Indiantown Civic Club for installation at the new Community Gardens located on Osceola and Adams Streets.

## Public Works and Engineering Department

The Village's Public Works Director, William Archebelle, has several items to highlight. If you have questions, concerns, or wish to report a public works related issue, please contact [publicworks@indiantownfl.gov](mailto:publicworks@indiantownfl.gov).

Staff continue to develop stormwater and drainage infrastructure plans throughout Booker Park consistent with grants provided alongside the Florida Department of Transportation (DOT). Project design and drawing is expected to reach 90% completion by end of December.

Staff, PRP Construction, and Palmera Landscaping are working to perform swale cleanup, miscellaneous sidewalk repairs, debris removal, and ongoing cleanup throughout the Village. Tree trimming is expected to commence January 2021.

Staff is working alongside Aclis Engineering to complete the Village's State Revolving Fund (SRF) application materials. Further information will be provided shortly.

Finally, staff is coordinating with CWR Construction to perform milling and overlay work in zones 4 and 5 of the Village's roadway master plan. Construction is scheduled to commence the week after Christmas.

## Water + Wastewater Utilities Department

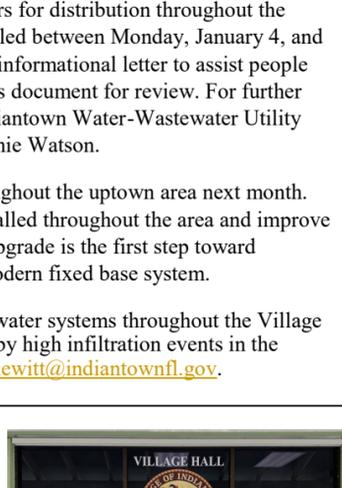
Water + Wastewater Utilities staff have prepared two letters for distribution throughout the community. The first letter references a maintenance scheduled between Monday, January 4, and Monday, January 18. The second is a ratepayer assistance informational letter to assist people struggling to pay their bills. Both letters are attached to this document for review. For further information or questions, please contact the Village of Indiantown Water-Wastewater Utility Department at 772-597-2121 and ask for Jim Hewitt or Ernie Watson.

Staff is working to install AMR, Radio Read Meters, throughout the uptown area next month. These meters will replace old worn out ones currently installed throughout the area and improve monitoring, accuracy, and capability of the system. This upgrade is the first step toward transforming meter systems throughout the Village to a modern fixed base system.

Finally, staff is exploring possible improvements to stormwater systems throughout the Village to improve customer experience and limit damage caused by high infiltration events in the future. If you have questions or concerns, please contact [jhewitt@indiantownfl.gov](mailto:jhewitt@indiantownfl.gov).

## Village of Indiantown

Village Hall: Mailing Address:  
15516 SW Osceola Street, PO Box 398  
Indiantown, FL 34956 Indiantown, FL 34956



Digital copies of this, and previous, Manager Reports can be found by [clicking here](#).

To sign up for e-notices and alerts from the Village via Constant Contact please [click here](#).

Questions or comments? E-mail us at [villagehall@indiantownfl.gov](mailto:villagehall@indiantownfl.gov) or call 772-597-9900

Date	Call Type Desc	Zone	Case	Location	Report Time	Entry Method	Property
12/3/2020	STOLEN VEHICLE	22	MCS*2018714	SW MARTIN HY	11:35 AM	Cut Lock	2006 Anderson 12 ft Trailer
12/5/2020	BURGLARY-VEHICLE	23	MCS*2018885	168TH AV	5:37 PM	Unlocked Door	Tools and Speakers



# Village of Indiantown

CLASSIFICATION SPECIFICATION  
**ASSISTANT TO THE VILLAGE CLERK**  
OFFICE OF THE VILLAGE CLERK  
PART-TIME, NON-EXEMPT POSITION (20-25 hours/week)  
*(Position Requires the Flexibility to Work After Business  
Hours, Evenings and Special Events, from time to time)*

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

## **POSITION FUNCTION**

Under supervision of the Village Clerk, this position provides complex secretarial and administrative support to the functioning of the Office of the Village Clerk.

## **ESSENTIAL DUTIES**

*Duties may include, but are limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position.*

This position provides diversified, complex and confidential support for the Office operations including such duties as: records management; research; assisting with meeting room setup; attending Council/Committee/Special Magistrate Hearings and transcribing minutes; assisting with Village Council requests; mail processing and distribution; drafting standard correspondence; assisting with public records requests; assisting in agenda preparation; assisting with website and social media outlet updates; assisting with human resource and procurement functions; and other special projects as directed. Candidates must also be able to establish strong working relations with customers, co-workers, other governmental agencies and Village partners.

## **APPLICATION AND DEADLINE**

A typed resume and cover letter, not to exceed three (3) pages collectively, must be received by as soon as possible. The position will remain open until filed, with first review on January 4, 2021.

Professional references are optional at the time of application; however, may be requested if the candidate is invited to an in-person interview. If you chose to submit references, please limit them to one (1) page. They will not count against your cover letter/resume three (3) page limit.

An **original, signed version of the cover letter, with the candidate's legal signature** on it, may be emailed to [sowens@indiantownfl.gov](mailto:sowens@indiantownfl.gov). **The cover letter with an original, legal signature shall include the statement: "I certify all information contained in the application cover letter and resume are true and accurate."** Failure to follow these directions may result in an applicant's disqualification.

Each successful candidate shall be subject to a probationary period of six (6) months.

### MINIMUM QUALIFICATIONS

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge, skills and abilities required to perform the necessary work.

- **Education:** A High School Diploma or GED is required; but, an Associate's Degree or higher in public administration, business or any related field is highly preferred.
- **Experience:** A minimum of three (3) years of complex administrative, secretarial, customer service and records management experience are required. Must be proficient in MS Office Suite, including Outlook, Adobe Acrobat and comfortable with learning new technologies. Previous experience transcribing minutes and/or local government experience are highly preferred.
- **Licensure, Certification, Registration or Special Skills:** A valid State of Florida driver's license is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. Must be a Notary Public or be able to become one within six (6) months.
- **Validation and Background:** Applicants certify the complete accuracy of all information provided, are subject to background checks, proof of educational degree(s) and certification(s) and may be asked for professional references.

### COMPENSATION AND BENEFITS

The compensation for this position is \$17.00 per hour.

The Village participates in the Federal Social Security Program and the Florida Retirement System.

*(Posted on: December 15, 2020)*

# Community & Economic Development Department

## Bi-Monthly Report

December 16, 2020

### Planning & Zoning Development Review Services

#### PROJECT NAME: Parkview Apartments

Application Type	Applicant	Address	Request	Status
Pre-Application Request	TA Estates, LLC	06-40-39-001-005-00080-2	Development of 2.4 acre parcel to build two structures, each consisting of 2,500 sq ft of office space and 8,300 sq ft of warehouse space.	November 23, 2020 - A request for the minor site plan pre-application meeting was received. Staff review is underway.

#### PROJECT NAME: TA Estates

Application Type	Applicant	Address	Request	Status
Administrative Amendment	Atway and Sehayik	05-40-39-005-025-00010-3	Industrial development: Two buildings, each consisting of 2,500 sq ft of office space and 8,800 sq ft of warehouse space.	A pre-application meeting was for December 9, 2020

#### PROJECT NAME: Green Carbon Solutions

Application Type	Applicant	Address	Request	Status
Site Plan	Martin Ellis	Venture Park PUD	Carbon Production Facility +50,000 sf	Application will be submitted on December 23, 2020 for Major Development Site Plan review.

#### PROJECT NAME: BioMedical

Application Type	Applicant	Address	Request	Status
Minor Final Site Plan	Biomedical Industrial Park LLC	06-40-39-001-007-00149-0	20,000 sq. ft. industrial building for biomedical research (eye drops)	November 23, 2020 - A re-submittal for the minor site plan application was received. Staff review is underway.

#### PROJECT NAME: Venture (Industrial) Park PUD

Application Type	Applicant	Address	Request	Status
FLUM Amendment	Paul Filipe	Lots 8-12; Lots 21-24; Preservation areas 1 and 2; Lake Tract	Designate annexed parcels to Light Industrial to be consistent with other parcels in PUD	Village Council second reading is scheduled for January 14, 2021.
PUD 3rd Amendment with Master/Final Site Plan	Paul Filipe	SR 710/SW Fox Brown Road	Revises timetable and PUD Special Conditions- Eliminate "permit-ready" process	Rezoning and Third PUD Amendment scheduled: PZAB - January 7, 2021 Village Council: January 14, 2021

#### PROJECT NAME: Tractor Supply Co.

Application Type	Applicant	Address	Request	Status
Pre-application	Hix Snedecker Companies	06-40-39-000-0000030-5 NW corner of SW Warfield Blvd and Indianwood Drive	Major Site Plan approval to construct a 22,433 sq. ft. commercial building	Pre-application meeting with the applicant was held November 17, 2020. Staff anticipates the submittal for major site plan approval within the next month.

## Business Services

### CERTIFICATE OF USE

Applications	Zoning Consultations by Phone	Zoning Consultations In Person	Community/Business Meetings	Alcoholic Beverage License
4	5	4	2	1

### BUSINESS TAX

Staff is currently developing a draft ordinance and implementation plan for the Village to administer a business tax, beginning next fiscal year.

### PLANNING & PROGRAMMING

## Code Compliance Services

### CODE COMPLIANCE CASES

Total Code Cases	Total Nuisance Abatement Cases	New Cases Opened - Current Reporting Period	Cases Initiated by Complaint	Cases Initiated Through Inspector Observation	Courtesy Notices Issued
30	10	20	18	12	20

### SPECIAL MAGISTRATE - December 15, 2020

Total Cases Scheduled for Magistrate	Total Cases Heard by Magistrate	Total Cases Requesting Continuance	Compliance Level (Cases Resolved Prior to Magistrate)	Other Actions	Next Meeting Date and Projected Number of Cases
20	9	0	11	N/A	January 19, 2021 (20 Cases)

### TOP FIVE (5) VIOLATIONS

Inoperable Vehicles	Snipe Signs	Outdoor Storage	Building Permits	Overgrown Properties
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### ILLEGAL SNIPE SIGNS AND RIGHT-OF-WAY ISSUES

Collected 20 Snipe Signs	Illegal Parking along ROW (15 Courtesy Notices)	Trash/Debris along ROW (Referred to Public Works)		
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### SPECIAL PROJECTS / COMPLIANCE INITIATIVES

COVID-19	Community Clean-Up	Community Sweeps		
Informing the public of any local, state, and national COVID-19 updates.	Booker Park Fire Station December 19, 2020 8 AM - 11 AM	20 Courtesy Notices Issued		

### LIEN SEARCHES COMPLETED

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### CODE COMPLIANCE HIGHLIGHTS

Staff is drafting a new property maintenance ordinance

Developing an informational campaign to inform the residents of signage requirements, mobile food vendor regulations, and solid waste requirements with an emphasis on business services.

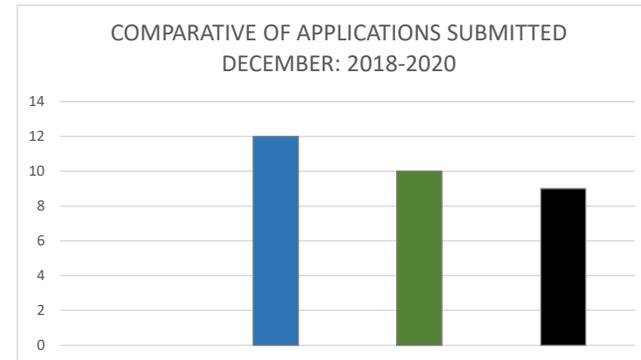
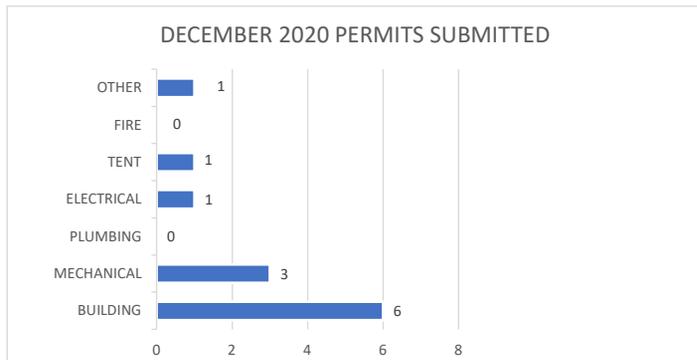
A Community Clean-Up event is also scheduled for December 19, 2020 at the Booker Park Fire Station from 8:00 am - 11 am

The next Special Magistrate Hearing is scheduled for January 19, 2020 at 10 am

## Building Services

### BUILDING PERMITS

Permits Issued	Certificate of Occupancy (CO) Issued	Building Permit Application Trends		
		December:		
7	0	2020	2019	2018
Permit Applications Submitted	Inspections Completed	12	10	9
12	20			



### BUILDING HIGHLIGHTS

One ( 1 ) Right-of-Way Use Permit was issued for FPL improvements within the Village

As of 12/10/20 new Building Department Service Fees have been implemented.



United States<sup>®</sup>  
**Census**  
Bureau

# 2020 CENSUS **BEST PRACTICES** SHOWCASE

DECEMBER EDITION



U.S. CENSUS BUREAU ATLANTA REGION  
GEORGE GRANDY JR. - REGIONAL DIRECTOR



## *OLCDC's My Census Counts Coalition The Journey Through Census 2020*

*Editor's Note: The Opa-locka Community Development Center (OLCDC) exemplifies an organization that received and granted funds to maximize the spread of information about the 2020 Census in Miami-Dade County. This organization started its work in 2019 and continued through October 2020. Phillip Tavernier, a community organizer, submitted this narrative. The Atlanta Region thanks OLCDC. Job well done.*

The 2020 Census had many twists, turns, and startling circumstances. With valued support from our funders, The Florida Counts Committee, The Miami Foundation, Miami Dade County, and The National League of Cities; the OLCDC's My Census Counts Coalition (MCCC) pivoted, provided real service to the community, and stayed the course to deliver the best Census count possible for our community. Our campaign could be summed-up in 3 phases; Pre-COVID 19, COVID 19, and COVID 2.0.



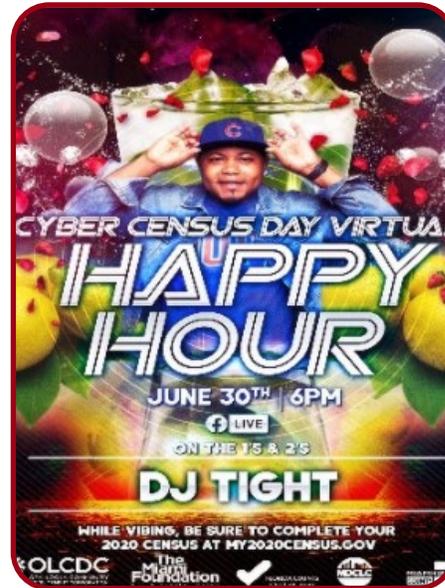
**Pre-COVID:** We devised and began implementing an in-person events-driven plan with three major components. The first component was “Bridging the Digital Divide.” By opening our Tech Hire Center for Census workshops and trainings, we were also letting community members use the computers there to complete the Census with trained OLCDC staff, if needed. We would also be lending our laptops and tablets to community groups to set-up mobile assistance sites to facilitate Census questionnaire completions at their locations and events. The second component was developing “Strategic Partnerships” to help other groups and organizations maximize their reach to constituents by supporting their events, trainings, and outreach. And the last component was “Spreading the Word” about the importance of completing the Census via all grassroots and digital marketing means available to us.



With the on-set of COVID 19, the closing down of public places, and diminished face-to-face contact, we pivoted our activities away from in-person events and workshops toward hyper-targeted grassroots activities, heavy social media, digital content production, and events. Here are a few highlights of the OLCDC's My Census Counts Coalition (MCCC), Census 2020 campaign.

### A. Bridging the Digital Divide

1. [Produced 10 original Census videos](#) that captured the importance of the Census through parody, comedy, and celebrity.



2. For the first time in history, the Census questionnaire was offered to be completed online. So, the OLCDC launched and used #CyberCensusDay as an opportunity to remind residents about the Census, ways to take it, and the deadline. According to Facebook analytics the #CyberCensusDay movement reached and engaged a total of 29,120 people while the 2-hour Happy Hour event had an average of 175 people logged-on.)

### B. Strategic Partnerships

1. Gave six individual Mini Grants of \$500 to local CBOs to do Census outreach: (Circle of Brotherhood, Dream Defenders, The Resource Room, Youth NAACP, Breaking the Cycle, Teen Upward Bound)
2. Worked in conjunction with Town Center and Magnolia North Apartments staff to distribute Census masks and literature through their rental offices. In addition, we canvassed those complexes and several others to distribute more than 3,000 #AvoidTheKnock doorhangers.



### C. Spread The Word

1. Gave out over 7,000 Census palm cards via the Health In the Hood Drive Thru Pantry every Tuesday and Thursday of every week for five months at the OLCDC Campus.



2. Distributed 1,000 Census-embazoned COVID-19 Masks via local businesses (barber shops, convenience stores), events, and apartment complexes.
3. Provided six people with temporary employment via the Census Outreach Expansion Project that resulted in them sending out 85,000 text messages and earning a welcomed household income boost.

With the gradual opening of public places, the OLCDC's MCCC entered the COVID 2.0 phase of the campaign. While continuing the digital marketing campaign and spreading the word, with trepidation and COVID-19 guidelines in place, we began incorporating face to face outreach. We hosted several community outreach events while supporting local businesses that yielded real and tangible results:



1. Dinner and the Census at Family Christian Association of America with food provided by Crabman 305 (approximately 50 Census Questionnaires completed over a 2 day period)



2. Census outreach at Homestyle Restaurant (More than 30 Census questionnaires completed on site that day in four hours.)



3. Census School Supply Giveaway: Children received school supplies, residents completed the Census and took a "I Took the Census, How About You" yard sign to put in their yards (250 yard signs distributed throughout the community)



4. In conjunction with HACC and several other CBOs, we organized and executed the first ever multi-city Census Carnival Caravan that went through Opa-locka, North Miami, NMB, and ended in Little Haiti. According to the weekly Census data, there was a .3 percent boost in Census self-response in Opa-locka after several weeks of little to no self-response increases.



With the deadline changes, the life-threatening COVID-19 issues, and all the headaches that they entailed, we also managed to hang up seven 4' x 8' banners around the city, develop 10 partnerships with other CBOs and municipalities, earn 16 Census media appearances on some of Miami's most popular radio stations and galvanize 30-plus brave-hearted volunteers on five separate occasions to canvass the community and bring the Census message door to door; all the while producing and/or participating in 17 events. With a generation-defining health pandemic and civil unrest capturing the attention of 2020, the efforts to get a complete and accurate count in "hard to count communities" for the 2020 Census became brutally complicated. But through it all, the OLCDC team trekked through the challenges and provided real service to the community and stayed the course to deliver the best Census count possible for our community.



## *RCMA Helps Migrant Communities Complete Census*

*Editor's Note: The Redlands Christian Migrant Association, based in Immokalee, touched people throughout Florida with spreading the word about the 2020 Census. Its wide reach was important for one of the hard-to-count communities. This is a recap submitted by community Relations Manager Clay Hollenkamp. The Atlanta Region thanks RMCA for being a great partner.*

Redlands Christian Migrant Association (RCMA) operates child development centers and charter schools in rural, low-income areas of 21 Florida counties serving over 6,500 children every day. The overwhelming majority of those we serve are the children of Latino farmworkers. As the 2020 Census neared, we realized that RCMA would be uniquely able to make a significant contribution to the complete count effort through our direct, daily contact with three of the most often undercounted groups: low-income families, children under five years old and immigrants.

Our efforts aimed to educate our community about what the census was, why it mattered to them and what they should expect during the census count. This is a stressful time for immigrants and a government agency asking for personal information is going to be viewed skeptically at best. But with the help of our local Census Bureau representative, we created newsletters, flyers, social media posts and videos. Until the pandemic no longer allowed it, a Census Bureau representative attended parent meetings all over Florida and spoke to those we serve in their native language and assured them that the US Census was both important and safe. As we approached the summer and so many people were out of work, RCMA began a massive, state-wide food distribution program. We handed out thousands of bags of shelf stable food along with fresh fruit and vegetables. With every bag came a flyer about the Census. Center staff and teachers bought into our message and promoted it as often as possible. No parent phone call was complete until the Census was discussed. Since we couldn't hold in person events, we ran radio campaigns in Spanish and Mam, a Central American indigenous language, to reinforce the message and reach even those who did not bring their children to our centers or schools. In short, it was a full-organization effort.

As the end of the counting drew near, many center coordinators proudly announced that 100 percent of the families at their center had completed the Census. Today, we can state that more than 6,000+ families served by RCMA completed the 2020 US Census. This a testament to the dedication of the RCMA staff and the U.S. Census Bureau but even more so to the sense of civic responsibility of those families who took the time to learn about the Census and to assure that their community was accurately represented.



2020 Census Florida Farmworker Collaborative

¡MI FAMILIA CUENTA! - FAMILIA MI CUENTA  
MY FAMILY COUNTS! - FAMILIA MI CUENTA

### Your Family Counts!

Respond to the 2020 CENSUS TODAY!

It's **EASY, SAFE** and **IMPORTANT**.

Allow yourself to be counted so that your family can receive necessary services:

Health Care ➔ Transportation ➔ Education

Internet: [my2020census.gov](http://my2020census.gov) Telephone: (844) 330-2020

MIAMI COUNTY FLORIDA COUNTY UNIDOS US

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2020 Census Florida Farmworker Collaborative

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MIAMI COUNTY FLORIDA COUNTY UNIDOS US





## *Florida Counts Fills Void to Drive Census Turnout*

Florida Counts Census 2020, a statewide initiative formed by eight philanthropic and nonprofit organizations throughout the state of Florida, raised \$1.7 million to help grassroots and community partners.

Spokeswoman Susan Racher said Florida Counts started in 2019. The initiative brought together a unique mix of philanthropic, civic, and activist institutions that wanted to increase the state's self-response rate from 2010. Early indications are they achieved that goal. Florida's 2010 self-response rate was 63 percent. The 2020 self-response rate is 63.8 percent.

The seven organizations are the Florida 501 c3 Civic Engagement Table, the Community Foundation for Palm Beach and Martin Counties, Florida Nonprofit Alliance, Florida Philanthropic Network, New Florida Majority Education Fund, the Wallace H. Coulter Foundation, Urban League of Broward County, and Ventus Charitable Foundation.

Racher, Vice President and CFO of the Walter H. Coulter Foundation, said funders wanted a coordinated effort for the 2020 Census, to fill in the gap caused by Florida's decision to forego a statewide push. Organizers believed that structure would be effective in bringing in their goal of raising local funding to match the national funding the group attracted.

"Wouldn't it be great if we coordinate to attract grants and bring in organizations that had already been funded," Racher said. "We felt it would be a good coalition to pool resources ... bringing national information down to nonprofits and grassroots organizations."

Because of their work, they attracted several national donors, which brought in \$1 million. Florida-based donors raised \$750,000.

In addition to attracting donors, the initiative held nine training sessions to educate grantees and local officials; launched a media program to inform major newspapers around the state about the importance of the census; collaborated with digital, radio, and TV media outlets to inform them and the communities they serve about the critical financial impact on the state of Florida of getting a complete count.



“When we started our work, the level of Census literacy in the state was not that great, especially among the thought leaders and the media,” Racher said. “It wasn’t on people’s radar screen.” To overcome that hurdle, Florida Counts partnered with the Conroy Martinez Group public relations firm to get free media that generated articles, op-eds, and headlines to raise their mission and profile.

Among the 67 organizations that received grants are Girl Scouts Gateway Council, NAACP, Meals on Wheels South Florida, Mi Familia Vota, The Arc of Tampa Bay, The First Coast Leadership Foundation, and the Urban League of Palm Beach County. The organizations were diverse in mission and location, but all represented “trusted voices in their communities.”

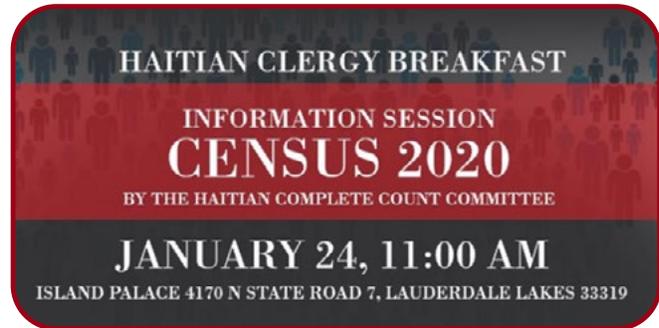
The grantees conducted effective and memorable projects. Racher pointed out some of the tactics to engage others. All organizations did census outreach, and some provided social services.

“The League of Women Voters in Palm Beach County coordinated with leagues around the state, and did an awful lot of work efficiently,” Racher said. “A number of organizations did phone banking, texting, tele-town halls, and virtual events.” She noted that WUCF radio station in Orlando created and broadcast some of the earliest 2020 Census advertisements. Also, she said, farm Share set up MQA sites around Florida and Miami-Dade Public Schools collaborated with Florida Counts and the Census Bureau to have census staff at all their food distribution sites.

Racher said she’s happy with the results as 37 counties substantially exceeded their 2010 self-response rates despite the impact of the COVID-19 pandemic. She added that there is great interest nationally in sustaining the strong community coalitions that were formed to facilitate the census count, and that she is hopeful that the great relationships formed by this initiative will continue. Other states have inquired about their work.

“We touched millions of people in Florida,” she said. “The results were good. We moved the needle for the first time in 30 years.”

The Atlanta Region thanks Florida Counts Census 2020 for creating a funding initiative that allowed civic and grassroots organizations to reach people in neighborhoods across the state. We salute you as our partner.



**FLORIDA COUNTS  
VOTE 2020**  
[www.FLCounts.vote](http://www.FLCounts.vote)

**YOUR VOICE COUNTS**  
Voter Education Caravans  
Every Saturday, from 10 am - 1 pm

Caravans with megaphones and candy will drive through vulnerable and underserved neighborhoods encouraging voter (and absentee ballot) registration. Caravans will offer hotspot services for voters to register to vote or check their voting status as well as to register for the census. Masks are mandatory and workers will not endorse parties or candidates. This is a call to promote justice, compassion, and equality!

Volunteers needed each week:  
6 vans/trucks with drivers  
3 riders to pass out flyers  
3 internet savvy registrars

Volunteers will meet at New Shiloh Christian Center at 10 am on Oct. 17, Oct. 24 and Oct. 31st.

Contact Julie Rogers-Martin [julierm202@gmail.com](mailto:julierm202@gmail.com) or 404 583-8653 for more information.

The following websites will be used:  
<https://registertovoteflorida.gov/eligibilityreactive?ref=voteusa>  
<https://my2020census.gov/>  
<https://registration.elections.myflorida.com/CheckVoterStatus>








**MIAMI**

WEDNESDAY, JANUARY 29<sup>th</sup>  
9:30 am – 11:30 am

Early Learning Coalition of Miami-Dade  
2555 Ponce de Leon Blvd, Suite 210  
Coral Gables, FL 33134

**CENSUS 2020  
TRAINING SESSION**

Learn how to integrate Census 2020 in your work, review the Census questionnaire and receive branded Census collateral.

**WHO SHOULD ATTEND**

<p>Individuals + Organizations committed to Census 2020 outreach</p>	<p>Front Line Nonprofit Staff + Community Based Organizations</p>	<p>Individuals who are already familiar with the importance of the Census</p>
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**YOU MATTER  
BE COUNTED**

Complete Your 2020 Census  
(Your address on file) (Household)

QUESTIONS? TEXT "COUNT" TO 66539  
or call 1-800-950-8635

READY WAYS TO RESPOND



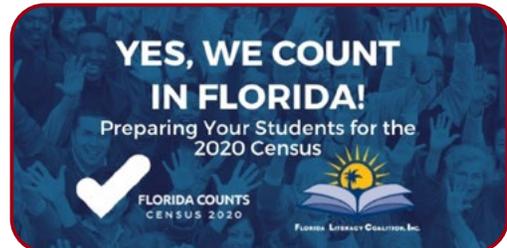




**BE THE CHANGE**

TEXT "KIDS" TO 66539  
TO RECEIVE BREAKING  
NEWS AND MORE





**YES, WE COUNT  
IN FLORIDA!**

Preparing Your Students for the  
2020 Census




## Florida Counts Grants Recipients

All Peoples Day  
 Asian American Federation  
 Asian American Federation of Florida South Region  
 Avanse Ansanm  
 Black Votes Matter  
 Centro Campesino Farmworker Center  
 Common Cause Florida  
 eMgage Foundation  
 Engage Miami  
 Equal Ground Education Fund  
 Equal Ground Education Fund(The Black History Project)  
 Esperanza  
 Faith in Florida  
 Farm Share  
 Farmworker Coordinating Council  
 Florida Literacy Coalition  
 For the Children  
 Foundation- Miami-Dade Public Schools)  
 Girl Scouts of Gateway Council  
 Glades Initiative  
 Goodwill Industries of Southwest Florida  
 Haitian American Comm. Coalition  
 Hispanic Business Initiative Fund of FL inc(Prospera)  
 Hispanic Federation  
 Hispanic Unity of Florida  
 Housing Partnership  
 Jump for Joi, Inc.  
 LatinoJustice  
 League of Women Voters Education Fund Palm Beach  
 League of Women Voters of Florida (Orlando)  
 League of Women Voters of Miami-Dade County  
 League of Women Voters of Palm Beach County  
 Meals on Wheels South Florida  
 Mi Familia Vota

Miami Workers Center  
 Miami-Dade PTA  
 Michael Grady and the New Gulf Coast Choir  
 NAACP  
 National Congress of Black Women  
 National Congress of Black Women, I c.-Orlando Chapter  
 Opa-Locka Community Development Corporation  
 Organize Florida Addendum  
 Organize Florida( FL Inst of Reform & Empowerment)  
 Parker Street Ministries  
 Path to College  
 Pinellas County Urban League  
 Real Women Radio Foundation  
 Sant La, Haitian Neighborhood Center  
 Student ACES  
 The Arc of Tampa Bay  
 The Arc of the Bay  
 The Black Collective  
 The Black Commission  
 The Children's Campaign  
 The Common Ground Project  
 The Common Ground Project/Florida Voices for Health  
 The First Coast Leadership Foundation  
 The Lord's Place  
 The Ridge Area Arc  
 The Thriving Mind aka Miami Fdn for Mental Health  
 United Way of Brevard County  
 University of Central Florida WUCF-TV  
 Urban League of Palm Beach County  
 WeCount  
 West Atlantic Redevelopment  
 Women Alliance of Miami  
 Women Talk Black



**NonprofitCenter**  
of Northeast Florida

*Connect • Strengthen • Advocate*



## *Funding Important Organizations in Northeast Florida*

The Nonprofit Center of Northeast Florida is a vital support system for local nonprofits in the Greater Jacksonville area and surrounding counties. For the 2020 Census cycle, the center provided vital financial assistance to several agencies in their service area.

The Center formed the Northeast Florida Complete Count Committee to serve as an umbrella component for its census outreach activities. It also created a Census 2020 Action Center to train local nonprofit and community groups to reach people, concentrating on hard-to-count communities, and hired a coordinator to oversee the project. Their specific focus was on families with children under age 5, immigrants and refugees, families with limited or no internet access, senior citizens, and the LGBTQ community.

Also, Dr. Standralyn Terry was hired to oversee the project.

Through May 31, 2020, the center awarded more than \$40,000 in mini-grants to programs engaged in direct community outreach to encourage residents to participate in the 2020 Census.

Among those that received grants:

**Elder Source** developed “Operation Kindness” to provide local seniors with much-needed care packages of meals and essential supplies during the current pandemic. In addition to these essential items, Operation Kindness provided an opportunity to encourage seniors to complete the 2020 Census. Census reminders came in the form of stickers attached to the home-delivered meals as well as mailed postcards. This outreach effort spanned the five-county Northeast Florida area.

**The Safe Future** Foundation held a drive-through community baby shower for new and expectant mothers. Advertising for this event reached all of Duval County, with specific additional outreach to three zip codes in Jacksonville with low response rates in the previous Census counts. The drive through baby shower provided important supplies such as diapers and formula as well as themed treats just like a traditional baby shower would have. Each participant was offered the opportunity to complete the census on a thoroughly sanitized tablet as their trunk was being loaded up with their baby shower gifts.

United States<sup>®</sup>  
**Census**  
Bureau



A volunteer shows off her 2020 Census Tshirt



Two volunteers assist an event attendee, demonstrating how to use the iPad to complete the census

**The Sister Hermana** Foundation held a “Count Me In” event at the International Brotherhood of Electrical Workers Local 177 Union Hall in Jacksonville’s Eastside. With the help of volunteers from Bring It Home, DEM Kids Foundation, Northeast Florida Human Trafficking Coalition and, Dr. Albert Chester, the event, attended by more than 300 people, provided the opportunity for participants to complete the 2020 Census on iPads and have lunch.

**First Coast Taekwondo** promoted the completion of the Census among First Coast Taekwondo member families as well as the congregants of neighboring churches and residents of the Oak Hill neighborhood on Jacksonville’s Westside. First Coast Taekwondo provided iPads to complete the 2020 Census in their lobby. As a result of their efforts, First Coast Taekwondo reports that more than 2,000 people engaged with their Census display.

The Atlanta Region thanks the Nonprofit Center of Northeast Florida for funding local organizations and being a great 2020 Census Partner.



## *Melbourne-Palm Bay DST Chapter Hits the Ground Despite Pandemic*

The Melbourne-Palm Bay Alumnae Chapter of Delta Sigma Sorority Inc. is known for its award-winning social action work. The members took on the 2020 Census as a project and went to work in a big way despite the COVID-19 pandemic.

Sandra Pelham, chair of the chapter's Social Action Committee, was featured in a published article for sounding alarms about a lack of participation in their service area.

"So after she learned that certain parts of Melbourne and Palm Bay had not returned their surveys and was not going to be counted in the numbers for the Census, Pelham and her Sisters of Melbourne-Palm Bay Alumnae Chapter of Delta Sigma Theta Sorority, Inc., other organizations, and members of the Divine Nine decided to hit the streets of South Melbourne and Palm Bay to encourage residents to complete their survey or call the 800 number to be counted," the article stated.

Chapter President Hyla Plummer said there was an urgency to get the word out.

"We needed to ensure the people in this area understand the importance to get the numbers up," Plummer said. "The numbers were low. We were like, 'what can we do to help?' "

The members put on their masks and went door to door in neighborhoods in Melbourne and Palm Bay.

The chapter did three walking events. The second walking tour was in conjunction with the city of Melbourne, the Divine Nine sororities and fraternities, and other organizations.

Plummer said the chapter also collaborated with local churches. They set up tables at one church during its food giveaway event and handed out flyers with 2020 Census information. At a second church, they gave out backpacks filled with school supplies and census materials.

The Melbourne-Palm Bay Alumnae also caught the attention of local media. They were featured in the Orlando Sentinel, Florida Today and Ebony News.

The Atlanta Region of the U.S. Census Bureau salutes the chapter for its work in spreading the word about the 2020 Census.



**Walking For the Census**  
 Melbourne-Palm Bay Alumnae Chapter  
 Delta Sigma Theta Sorority, Inc. WEAR MASK

**Invites the Divine Nine and Other Community Organizations to Join Us in a Walk For Census 2020**

**August 22, 2020 at 8:30 am**  
 Mt. Moriah Missionary Baptist Church  
 1225 Dr. Harvey Riley St NE Palm Bay, FL 32915

**Mayor Kathy Meehan will Kick off the Walk**

**Come Out and Join Us! Let's Make Sure Everyone is Counted!**

**Contact Sandra Pelham 321-724-1778** Social Distance



Melbourne-Palm Bay Alumnae Chapter  
 Delta Sigma Theta Sorority, Inc.

Join the Melbourne-Palm Bay Alumnae Chapter Social Action Committee as we promote the 2020 census and shape our community's future. Census results have an impact on planning and funding for health clinics and highways, fire departments and disaster response, educational programs such as Head Start and college tuition assistance, and so much more.

City of Melbourne, FL - Government

"Every resident of our community counts and deserves to be counted. An accurate census count is vital to our community and residents' well-being by helping planners determine where to locate schools, day care centers, roads, public transportation, hospitals and other facilities," said Mayor Kathy Meehan. Mayor Meehan is pictured here with Marcia Bentley and Andrea Scott, members of the Melbourne-Palm Bay Alumnae Chapter Delta Sigma Theta Sorority, Inc., at the August 22 Walking for the Census outreach event. Respond to the Census online today at 2020census.gov or call toll-free 1-844-330-2020.



Attention Mayors, City and County Governments, & Planners

# Boundary and Annexation Survey (BAS)

## What is the Boundary and Annexation Survey?

The Boundary and Annexation Survey (BAS) is the primary way that local, county, and tribal governments ensure that their legal boundaries—and consequently, their official population counts—are correctly recorded with the federal government. Every year, governments use the BAS to update their legal boundaries and official names.

In the BAS, governments report official name changes, (dis)incorporations, and (de)annexations. Governments can also update boundaries, features, and landmarks for:

- Cities, towns, boroughs, and villages (incorporated places)
- Townships and towns (minor civil divisions)
- Counties (or county equivalents)
- Consolidated cities
- Roads and other applicable linear features



## How does the BAS benefit you?

Legal boundaries determine your government's population count every year in the American Community Survey and the Population Estimates Program. Many government agencies and other groups use population counts to determine the allocation of funds. Responding to the BAS ensures that your local government has the best data available for its decision-making processes, and that it receives all of the funds for which it is entitled.

In addition, our boundary records are publicly available and used by many other federal agencies, researchers, and the public. Because the U.S. Census Bureau is responsible for tracking America's legal boundaries and population data, geographic updates that you provide to us ripple out in numerous important ways.

## Accurate boundary records directly affect the quality of life in your community.

Accurate boundaries allow us to *count* your community's residents accurately.

Your participation in the BAS helps the Census Bureau continue to produce accurate data, which directly affects the quality of life in your community.



An *accurate count* helps the federal government allocate more than **\$400 billion in federal funds annually** for *programs* and *services*—including education, housing, health care services for the elderly, job training, transportation, and more.



Find forms, information, and materials about the BAS online at [www.census.gov/programs-surveys/bas.html](http://www.census.gov/programs-surveys/bas.html).

Contact us at [geo.bas@census.gov](mailto:geo.bas@census.gov) or 1-800-972-5651.



Connect With Us



United States™  
**Census**  
Bureau

U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU  
[census.gov](http://census.gov)

## Responding to the BAS is easy.

The Census Bureau provides multiple free, user-friendly methods for responding to the BAS.

### **Paper option**

BAS participants can request free paper maps from the BAS Web site.

### **Basic digital option**

The Geographic Update Partnership Software (GUPS) is a free, customized Geographic Information Systems (GIS) tool that will be available during the BAS. It was specifically developed for people who do not have geographic training or are not experienced GIS users.

### **Advanced digital option**

Experienced GIS users can update boundaries in their own GIS. The Census Bureau provides free GIS files in shapefile format on its Web site, along with digital update guidelines. Governments can update those shapefiles in their GIS and use them to respond to the BAS.



To make responding to the BAS as easy as possible, we've created a YouTube channel with videos to walk you through the survey.

Visit [www.census.gov/programs-surveys/bas/library/videos.html](http://www.census.gov/programs-surveys/bas/library/videos.html)

To see the existing boundaries that we have on file for your community, visit the Census Bureau's online map application at

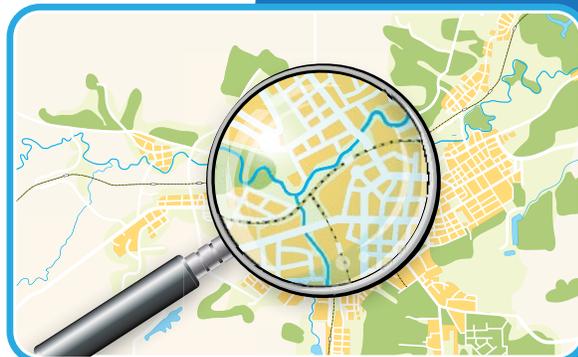
[https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb\\_main.html](https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html).



## Will the Census Bureau contact my government for the BAS program?

Every year, the Census Bureau will send the BAS to key contacts for every government affected by the survey:

- The government's highest-elected official, such as the mayor or county executive.
- A GIS staff, planner, clerk, or other contact that the government instructs us to contact.
- The relevant state-level official.



### **BAS Schedule**

**December:** The Census Bureau e-mails annual response information to BAS contacts with instructions for participation.

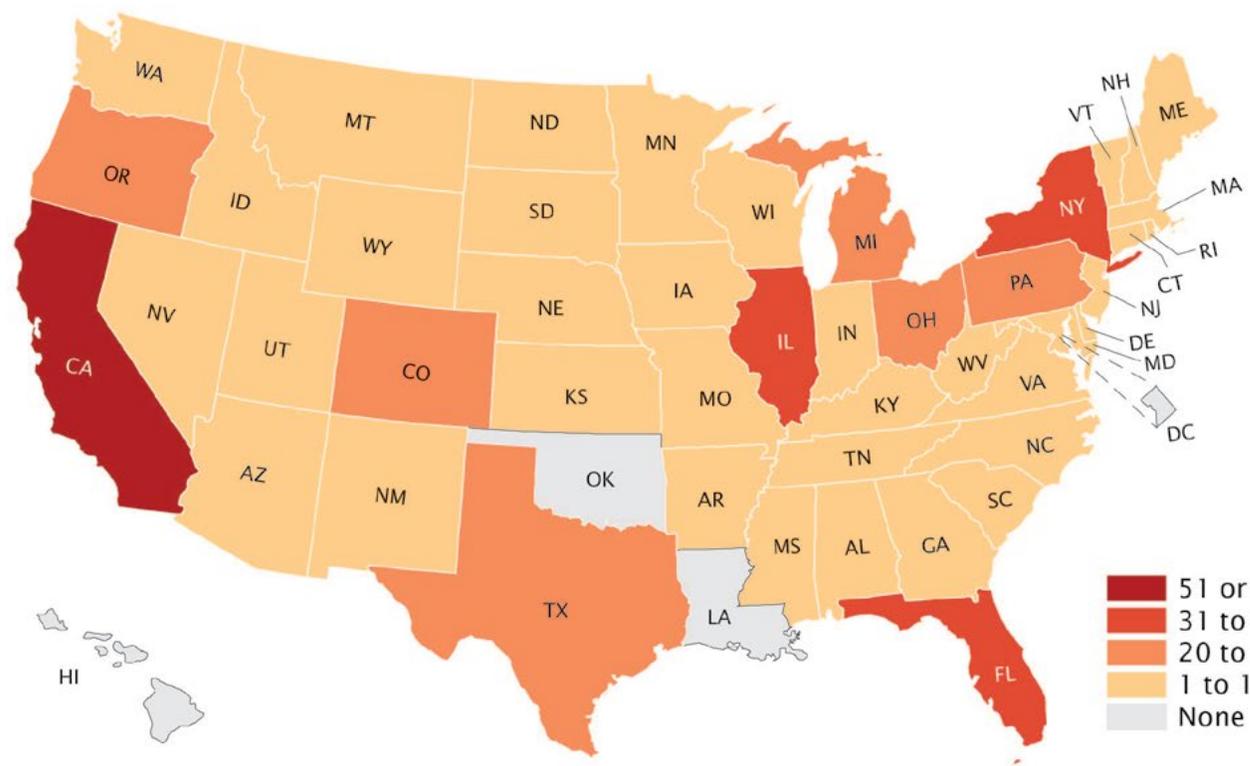
**March 1 (first deadline):** Legal boundary updates (not including nonlegal boundary corrections) sent by this date are included in the next Population Estimates Program and American Community Survey shapefiles and population estimates.

**May 31 (final deadline):** Boundary updates sent by this date will appear in the next year's BAS shapefiles.



# Toy Makers by State

Total Number of U.S. doll, toy, and game manufacturing establishments: **560**



# Festive Names

## Selected Places With Festive Names in the United States

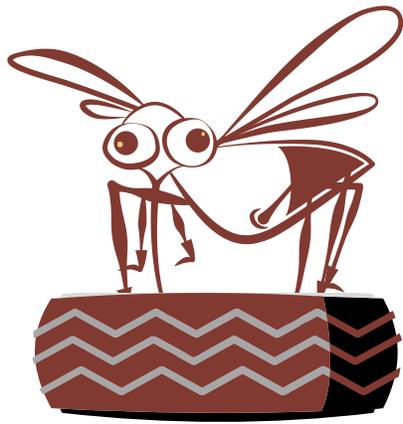
(Population estimates as of July 1, 2019)





*Have a Safe & Wonderful  
Holiday Season!*

United States<sup>®</sup>  
**Census**  
Bureau



# saca el bocado.

ÚNESE A NUESTRA COMUNIDAD  
EN UNA LIMPIEZA DEL BARRIO

**SÁBADO, 19 DE DICIEMBRE**  
**8AM - 11AM**  
**BOOKER PARK, 15101 SW 169 AVE**

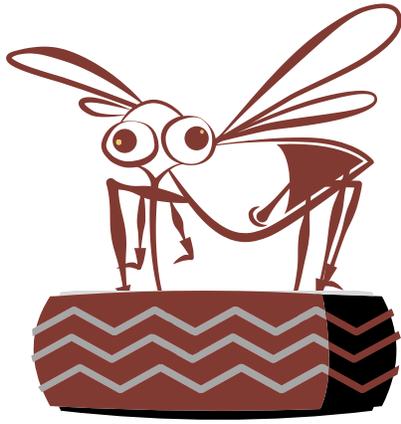
Ayúdanos a desalojar a los mosquitos portadores de enfermedades. Los voluntarios recolectarán desechos, contenedores, llantas y basura a lo largo de nuestras carreteras. Los residentes también pueden dejar los desechos, incluidos las llantas no comerciales en el lugar del evento.

Los voluntarios recibirán refrescos y bocadillos.

Para obtener más información, comuníquese con Keep Martin Beautiful al 772.781.1222 o [info@keepmartinbeautiful.org](mailto:info@keepmartinbeautiful.org).

## ORGANIZADO POR





# take the bite out.

JOIN OUR COMMUNITY CLEAN-UP

**SATURDAY, DECEMBER 19**

**8AM - 11AM**

**BOOKER PARK, 15101 SW 169 AVE**

Help us evict disease-carrying mosquitoes. Volunteers will collect waste, containers, tires and litter along our roadways. Residents can also drop-off waste including non-business tires to the event location.

Volunteers will be provided refreshments and snacks.

For more information, contact Keep Martin Beautiful at 772.781.1222 or [info@keepmartinbeautiful.org](mailto:info@keepmartinbeautiful.org).

**HOSTED BY**





# VILLAGE of INDIANTOWN

## WATER-WASTE WATER UTILITIES

EST. 2020

### **Notice: Water Customers of the Village of Indiantown Service Area**

In accordance with efforts to provide safe drinking water to the residents of Indiantown, we will be performing several water maintenance procedures during the **TWO-WEEK PERIOD STARTING on MONDAY, JANUARY 4<sup>th</sup>, 2021 and ENDING on MONDAY, JANUARY 18<sup>TH</sup>, 2021.** During this period, staff will be switching our water disinfection method from one that uses chloramines, in the form of a disinfectant made from chlorine and ammonia, to one that uses free chlorine.

Free chlorine is a stronger germ-killer, but sometimes leaves a chlorine taste or smell in tap water. This temporary switch is a standard procedure to ensure potentially harmful microbes do not develop in the water system.

Free chlorine acts as a lethal agent against most stubborn types of bacteria and viruses. While it is generally not harmful to humans or pets, however, **please note it can harm tropical fish.** Switching to its use from time to time prevents these organisms from building a resistance to the chloramines we normally use.

These temporary conditions will not adversely affect your health. **If you are on kidney dialysis, however, you should consult your physician for special instructions.** If you have tropical fish or aquatic animals, you should contact your local tropical fish store for advice and take appropriate action to ensure that you have properly treated the water before adding it to your aquarium.

Please note, Village Utility personnel will be flushing hydrants during this time, which may cause water to discolor and become cloudy. This is a temporary condition and should not last more than a few hours. Some people may opt to temporarily switch to an alternative water source, such as bottled water, due to taste. Boiling water is one way to reduce chlorine taste and smell during this period. Additionally, filling a container with tap water will allow it to ventilate.

For further information or questions, please contact the Village of Indiantown Water-Wastewater Utility Department at 772-597-2121 and ask for Jim Hewitt or Ernie Watson.

Sincerely,

*Your Utility Team*

The Village of Indiantown  
Water + Wastewater Utilities Team



## CAREER OPPORTUNITY GRANT WRITER & ADMINISTRATOR

### ANNUAL SALARY

\$48,000 - \$58,000/year

### FULL-TIME, EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

### APPLICATION DEADLINE

Open until filled, with first review on 12/9/20

OUR GRANT WRITER & ADMINISTRATOR IS A NEWLY CREATED, CHALLENGING AND REWARDING ROLE.

### POSITION SUMMARY

Under the general supervision of the Village Manager, the Grant Writer & Administrator will coordinate and oversee the grant research, writing, application and management process for the Village of Indiantown including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various departments and community organizations, and processing, monitoring, and coordinating required report evaluations on existing grants. The incumbent will ensure that grants are properly administered, recorded, spent, documented, and reported in accordance with Generally Accepted Accounting Principles (GAAP) and Village ordinances, policies, and procedures.

### SELECT DUTIES AND RESPONSIBILITIES

- Developing and implementing long range and short-term grant and fund development plans that align with and support the goals, objectives and priorities of the Village.
- Working with other departments to identify funding needs, write, and submit high-quality grant proposals, applications, and supporting documents.
- Developing processes, procedures, forms, and policies for the purpose of implementing a consistent grant application methodology and pipeline.
- Managing the administration and all financial aspects of all grants.
- Providing central coordination and serving as a clearinghouse for grant and fund development activities, including researching and maintaining current information on available federal, state, local, and private funding sources and their respective compliance requirements.
- Monitoring adherence to applicable laws, regulations, and policies in the implementation of grants by Village departments and sub-recipients and implementing corrective actions when necessary.
- Working with departments to provide technical guidance, assistance and training to Village departments in the development of applications and administration of grant funded services and programs.
- Preparing and making presentations to the Village Council regarding grant activities.
- Compiling year-end reports summarizing all grant activities and accomplishments.
- Liaising with other Village departments, outside agencies and community groups to explain and discuss various aspects of the grant writing process.
- Representing the Village at meetings with community representatives and non-profit agencies seeking grants and providing training and technical assistance to agency representatives in preparing grant applications.
- Responding to inquiries from Village departments, residents, and others in a timely manner.
- Other duties may be required and assigned.



## REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, English, or other closely related field.
- Minimum of five years of experience in a comparable position in public or non-profit environments.
- Knowledge of the principles, practices, and techniques of grant research, writing, administration, and interworking of funding sources at all levels.
- Knowledge of grant accounting, budgeting practices, and auditing principles.
- Knowledge of community organizations, and public, non-profit and/or private agency funding sources.
- Skilled in writing in both technical and non-technical terms to organize and communicate information and concepts with the ability to speak persuasively to implement desired actions.
- Skilled in planning and managing projects and preparing and maintaining accurate.
- Able to meet the physical demands of the job and to work in outside environments.
- Strong customer service, interpersonal, leadership, and oral and written communication skills.
- Typical office computer systems and software with advanced skills in Microsoft Office.
- Valid Florida driver's license.

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

## About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

## Application Process

Interested persons should submit a resume and cover letter, not to exceed **four (4) pages collectively**. The position will remain open until filled. **An original, signed version of a candidate's submission, with the candidate's legal signature on the cover letter**, must be emailed to the Office of the Village Clerk at [aosterman@indiantownfl.gov](mailto:aosterman@indiantownfl.gov). **The signed cover letter shall include the statement: "I certify all information contained in this cover letter and resume is true and accurate."** Failure to follow these submission requirements may disqualify applicant from consideration.

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.



TREASURE COAST REGIONAL PLANNING COUNCIL  
INDIAN RIVER - ST. LUCIE - MARTIN - PALM BEACH

December 8, 2020

Howard W. Brown, Jr.  
Village Manager  
Village of Indiantown  
15516 SW Osceola Street, Suite B  
Indiantown, FL 34956

Subject: Application to United States Department of Housing and Urban Development (HUD)

Dear Mr. Brown:

Council staff has reviewed the Village's application for grant assistance under the Community Development Block Grant program to rebuild failed roadways; provide adequate stormwater drainage; and install driveway culverts. The proposed project will not only protect the natural systems in and around the Village by bringing the facilities up to current state standards, but also provide a higher quality of life for its residents by improving water quality and reducing the risk of environmental contamination through failed infrastructure.

This project is consistent with Council's Strategic Regional Policy Plan and furthers **Regional Goal 8.1** (concerning public facilities which provide a high quality of life); and **Strategy 8.1.1** (concerning cost effective provision of public services).

Due to the timing of Council's next meeting, and in order to avoid unnecessary delay, I offer Council's support of this project and find that there are no adverse effects on regional resources or facilities and no extrajurisdictional impacts anticipated to be caused by the proposed project.

We look forward to a successful review of the Village's application and the award of funding for this valuable project.

Sincerely yours,



Thomas J. Lanahan  
Executive Director

cc: Althea P. Jefferson, AICP, Village of Indiantown  
Michael Houston, TCRPC Chair

*"Bringing Communities Together" • Est.1976*

421 SW Camden Avenue - Stuart, Florida 34994  
Phone (772) 221-4060 - Fax (772) 221-4067 - [www.tcrpc.org](http://www.tcrpc.org)

DEC 14 2020



December 4<sup>th</sup> 2020

Dear Valued Chamber Member

I would like to take this opportunity on behalf of The Indiantown Chamber of Commerce, and our Board of Directors to say **"thank you"** for your continued contribution and support of everything we do.

Your sponsorship, donations, and willingness to assist us, make our efforts so successful, and for this we are eternally grateful.

We look forward to your continued support of our events in 2021, as we strive for a bigger and better future for our businesses, partners and our community. Together the possibilities are endless.

Yours Sincerely,

A handwritten signature in blue ink that reads "Kerrie".

Kerrie Tyndall  
Executive Director  
**Indiantown Chamber of Commerce**  
Direct 772-597-2185  
kerrie@indiantownchamber.com

16656 SW Warfield Blvd  
P.O. Box 602  
Indiantown, FL 34956

T 772.597.2184  
E [info@indiantownchamber.com](mailto:info@indiantownchamber.com)  
W [www.indiantownchamber.com](http://www.indiantownchamber.com)



Village of  
**Indiantown**  
**News Release**

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**For Immediate Release**

Wednesday, December 17, 2020

**Contacts:**

Daniel Eick, Acting Public Information Officer, 772-233-0713

Howard W. Brown, Jr., AICP, ICMA-CM, 772-285-8732

**Indiantown Mayor Hernández Takes the Oath as Board Member of the  
Treasure Coast Regional League of Cities**

**Indiantown, FL** – On Wednesday, December 16, 2020, Village of Indiantown Mayor Janet Hernández was sworn in as one of the 14-member board of the Treasure Coast Regional League of Cities (TCRLC).

The TCRLC promotes communication and good governance throughout the Treasure Coast by supporting municipalities and leaders, fostering cooperative action in meeting common needs, providing assistance to individual municipalities, and representing the greater Treasure Coast area to the Florida League of Cities, state legislature, state agencies, and the Office of the Governor and cabinet.

Mayor Hernández also serves on the Florida League of Cities' Municipal Administration Committee.

##

*Indiantown is a rural community in Florida's Treasure Coast. First established in the early 1900s, then incorporated on December 31, 2017, Florida's youngest municipality hosts a diverse population of roughly 6,000 residents. While it may be small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village mission seeks to enable economic prosperity and business while building pride and cohesion through hands-on self-governance. [www.indiantownfl.gov](http://www.indiantownfl.gov)*

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# Village of *Indiantown* **News Release**

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## **Para Publicación Inmediata**

17 de diciembre de 2020

### **Contactos:**

Daniel Eick, Acting Public Information Officer, 772-233-0713

Howard W. Brown, Jr., AICP, ICMA-CM, 772-285-8732

## **La Alcaldesa de Indiantown, Hernández, Presta Juramento como Miembro de la Junta de Liga Regional de Ciudades de la Costa Tesoro**

**Indiantown, FL** – El miércoles 16 de diciembre de 2020, la alcaldesa del Pueblo de Indiantown, Janet Hernandez, juró como uno de los 14 miembros de la junta de la Liga Regional de Ciudades de la Costa Tesoro (Treasure Coast Regional League of Cities, TCRLC).

El TCRLC promueve la comunicación entre los municipios y los líderes municipales de la región de la Costa Tesoro, fomenta la acción cooperativa para satisfacer necesidades comunes, brinda asistencia a municipios individuales, representa a los municipios del área de la Costa Tesoro ante la Liga de Ciudades de Florida, la legislatura estatal, agencias estatales, la Oficina del Gobernador y el gabinete, y promueve el buen gobierno municipal en toda la Costa del Tesoro.

La alcaldesa Hernández también es miembro del Comité de Administración Municipal de la Liga de Ciudades de la Florida (Florida League of Cities).

##

*Indiantown es una comunidad rural en la Costa del Tesoro de Florida. Establecido por primera vez a principios de 1900, luego incorporado el 31 de diciembre de 2017, el municipio más joven de Florida alberga una población diversa de aproximadamente 6,000 residentes. Mientras el pueblo es pequeño, su compromiso con los residentes es ejemplar y su potencial para fomentar la comunidad y nuevas oportunidades comerciales es grande. Su misión busca habilitar la prosperidad económica y los negocios al tiempo que genera orgullo y cohesión a través del autogobierno práctico. [www.indiantownfl.gov](http://www.indiantownfl.gov)*

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December 11, 2020

Honorable Jackie Gary Clarke  
Vice Mayor, Indiantown  
PO Box 398  
Indiantown, FL 34956

Dear Vice Mayor Clarke:

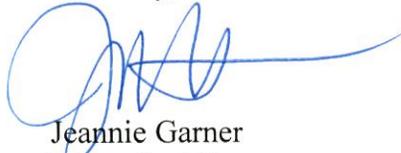
This letter confirms your appointment to serve as a trustee of the Florida Municipal Insurance Trust (FMIT). Congratulations!

Chris Krepcho, FLC's Director, Insurance Services or I will be in contact with you in the very near future to discuss the Florida Municipal Insurance Trust and, in particular, your service as a trustee and bring you up-to-speed.

For your information, we have enclosed information pertaining to upcoming meetings of the Trust. Typically, the trustees meet on Friday from 8:30 a.m. until completion of business (generally, 12:00 or 1:00 p.m.) These meetings are reimbursable with appropriate receipts and documentation and a \$500.00 per meeting fee is also paid to each trustee who attends the meetings. Please note that information regarding hotel reservations and other meeting details will come from Penny Mitchell at the League. An agenda book for all meetings will be provided to you prior to each meeting.

We appreciate your willingness to participate as a trustee of the Florida Municipal Insurance Trust. Please call our office if you need any assistance during your service as trustee.

Sincerely,



Jeannie Garner  
Executive Director

Attachment

cc: Matthew Surrency, Chairman, FMIT; Mayor, Hawthorne  
Chris Krepcho, Director, Insurance Services