




Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Howard W. Brown, Jr., Village Manager 
CC: Village Staff
Date: July 11, 2022
Re: **Bi-Monthly Report and Update (For Period Ending Friday, July 15, 2022)**

Honorable Mayor and Members of the Village Council:

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

Administration

- Councilwoman Janet Hernández was elected to serve on the Board of Directors of the National Association of Latino Elected and Appointed Officials. The news release may be viewed at the following link: <https://www.indiantownfl.gov/community/page/indiantown-councilmember-janet-hern%C3%A1ndez-elected-serve-board-directors-national>
- FDOT District Four will have a Public Information Meeting to discuss the SR 15/US 98 from Palm Beach/Martin County Line to Martin/Okeechobee County Line Resurfacing, Restoration, and Rehabilitation (RRR) Project. The meeting will be conducted in both virtual and in-person formats on Tuesday, July 19, 2022, at 5:30 PM and Thursday, July 21, 2022, from 5:00 - 7:00 PM, respectively. Please see the attached letter from Gerry O'Reilly, P.E., District Four Secretary, for full details.
- The May – June 2022 Martin County Fire Rescue (MCFR) Incident Report, delivered by MCFR and prepared by Village staff, is attached for your review.
- Mr. Patrick Nolan, Utilities Manager will serve as our Interim Public Works Director until further notice. We will continue to advertise for both the Public Utilities and Public Works Director positions.

Village Manager's Office

Village Schedule

A schedule of upcoming events is included below:

- The Village's next Regular Council Meeting is scheduled for Thursday, July 14, 2022 at 6:30 PM. The meeting will be held in the Village's Council Chambers at Village Hall in Suite C.

Members of the public are encouraged to attend meetings. For a closer look at upcoming events, or for further information on meetings and attendance, please visit our website at <http://www.indiantownfl.gov> or contact the

Deputy Village Clerk, Daren Hamberger, at dhamberger@indiantownfl.gov.

Important Information

Thursday, July 28, 2022, at 6:30 PM – Village Council Meeting – 15516 SW Osceola Street, Suite C, Indiantown, FL 34956

Village Clerk's Office

The Village Clerk, Susan Owens, has several items to highlight.

Emergency Management Matters:

- Staff is working to complete any remaining FEMA-related training required and is beginning emergency preparations.

HR Matters:

- The following vacant Village positions are open until filled. More information, including application instructions, can be found online at: <https://www.indiantownfl.gov/jobs>.
 - Public Works Director / Public Utilities Director
 - Management Analyst
 - Water/Wastewater Technician or Trainee
 - Permit Technician I/II
 - Part-Time Park Ranger (2 openings)
 - Economic Development Specialist
- Welcome to the newest member of our team, Steven Cramer, Permit Technician II! He has a wealth of experience in permitting and planning and we are expecting great things from him. Welcome aboard Steven!

Procurement Matters:

- Bids for the Professional Engineering Design Services for the Uptown Drainage and Roadway Repair Improvements Project (RFQ No. 2022-001) was evaluated on **July 7, 2022, at 2:30 PM**. Four (4) responses were received.

Election Matters:

- On August 23, 2022, the voters of the Village of Indiantown will be choosing Council Members for Seats 3, 4, & 5 as follows:
 - Seat 3:
 - Carmine Dipaolo
 - Anthony Dowling (Incumbent)
 - Seat 4:
 - Jackie Gary Clarke (Incumbent)
 - Angelina Perez
 - Seat 5:
 - Susan Gibbs Thomas (Incumbent)
 - Janet Rosado

You can visit: <https://www.indiantownfl.gov/village-clerk/page/august-23-2022-general-election> to find all documents submitted by the candidates, including their qualifying documents and their treasurer's reports.

- Please note that **July 25, 2022**, is the last day to register to vote in this election. For information on registering, please visit the Martin County Supervisor of Elections Office's (SOE) website at: www.martinvotes.gov. This includes address changes, party changes, signature changes, etc.
- Please note that, if you previously voted at the Boys & Girls Club, your precinct location has been changed to **Evergreen Baptist Church**. To confirm which precinct you need to go to on election day, please visit the Martin County Supervisor of Elections Office's website at: www.martinvotes.gov. The SOE's Office does not yet know if this will be a permanent change or not; so, please make sure to watch your mail for any future changes of location.
- If you wish to vote by mail (absentee voting), then please visit the Martin County Supervisor of Elections Office's website at: www.martinvotes.gov. There were several changes made to absentee voting this last Legislative Session that may affect your availability to vote absentee this year and in future years.

Risk Management Matters:

- On July 6, 2022, the Village's insurer, FMIT, came out to conduct its regular safety assessment of the Village's facilities.

Community and Economic Development Department

The Village's Community and Economic Development Director, Althea Jefferson, has several items to highlight.

Planning & Zoning

- The Planning and Zoning Division provided the Village Council with an update on the CED Department's projects and tasks currently underway.

Economic Development, Code Compliance, and Building Services

- Hurricane Season will continue through November 30, 2022. The divisions of CED will continue to circulate information to residents and businesses throughout the season. See the CED Report (attached) and web page for more details.

Financial Services Department

The Village's Financial Services Director, Michael Florio, has several items to highlight.

- The FY21 Audit was submitted to AG and DFS on June 30, 2022. The presentation to the Village Council will be conducted on Thursday, July 14, 2022.
- Budget Workshop #1 will be held on Thursday, July 21, 2022. The Tentative Millage is to be set by the Village Council on Thursday, July 28.
- Daily financial operations:
 - The department is short-staffed in processing and posting of revenue and accounts payable
 - New third party accounting and bookkeeping service is being obtained subsequent to approval by Village Manager / Village Council

- FDOT Booker Park Project – Payment Applications #1 - #4 was submitted for reimbursement from FDOT. Payment Applications #5 - #6 is in review for payment.
- DEO CDBG-MIT Civic Center Project – Draft RFQ is in progress to be submitted in support of the grant funding request application.
- Community Planning Technical Assistance Mobility Plan – staff is working with Community & Economic Development on latest deliverables.

Parks and Recreation Department

The Village's Parks and Recreation Director, Deborah Resos, has several items to highlight. If you have questions, concerns, or wish to report a Parks-related issue, please contact the Parks and Recreation Director at dresos@indiantownfl.gov or the Parks Assistant, Katina Joy, at kjoy@indiantownfl.gov.

- Parks and Utilities staff meet with FDOT to discuss improvements to the Martin Luther King Jr railroad crossing.
- Staff have been assisting with Public Works contract management and supporting the Financial Services Department, due to staff shortages.
- Park Ranger candidates are in the background check process.
- Staff has reached out to Martin County for an update on the E Thelma Waters Ave street signs for Warfield Blvd.
- Staff have met with the Treasure Coast Food Bank to see how we can partner to assist with food insecurities in the Village.

Public Works and Engineering Department

There are no items to report at this time. If you have questions, concerns, or wish to report a Public Works-related issue, please contact publicworks@indiantownfl.gov.

Water + Wastewater Utilities Department

The Village's Utilities Manager, Patrick Nolan, has several items to highlight. If you have questions, concerns, or wish to report a Utilities-related issue, please contact utilitybilling@indiantownfl.gov.

- The replacement of the old water meters with radio read meters has commenced. This will be an ongoing project for several months.
- Staff is in the process of cleaning up around the Sewer Plant and Water Plant (i.e., Removal of surplus equipment & junk removal and lawn maintenance).
- Staff is continuing planning for the Water and Wastewater Plant upgrades with Kimley-Horn and Associates, Holtz Consulting Engineers, and CAPTEC Engineering.
- Staff is on schedule with the new development that is coming to the Village. With Tractor Supply now being open and Indiantown Bio-Medical having started their site work, the utilities are the first items to be installed, along with the storm drainage. Indiantown Bio-Medical has looped an 8" water main from SW Farm Road to Market Street, which will increase water pressure on a dead end main, as well as increase fire flow for that area.
- Staff is wrapping up the planning conversations with the Terra Lago Developers and engineers, regarding the

Utilities.

- Staff is beginning planning conversations with Woodmont Partners Developers and engineers regarding the Utilities
- Staff took delivery of the Vermeer Trailer Mounted Vacuum Excavator on July 12, 2022 and look forward to putting it in service.
- Staff will be working with the Florida Rural Water Association to begin mapping of the Water and Wastewater systems using a cloud base GIS mapping application called Diamond Maps.

END OF MEMORANDUM



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

July 8, 2022

Dear Elected Official:

RE: Public Information Meeting

SR 15/US 98 from Palm Beach/Martin County Line to Martin/Okeechobee County Line
Resurfacing, Restoration, and Rehabilitation (RRR) Project
Martin County, Florida
Financial Project ID Number: 446171-1-52-01

On behalf of the Florida Department of Transportation (FDOT) District Four, you and your staff are invited to a Public Information Meeting to learn about the above-referenced project. The public meeting will be conducted in both virtual and in-person formats.

The Virtual Public Information Meeting is scheduled for **Tuesday, July 19, 2022, at 5:30 p.m.** Please use the following link to register: <https://attendee.gotowebinar.com/register/8209014710180500492>. Participants may also join the meeting by dialing: **+1 (562) 247-8321**; Access code: **969-900-984**. A brief presentation will start at 5:30 p.m. followed by questions and comments from the public. Questions and comments may be submitted via the online chat or the raise hand feature for project representatives to address directly.

The in-person Public Information Meeting is scheduled for **Thursday, July 21, 2022, from 5:00 p.m. to 7:00 p.m. at the Indiantown Civic Center located at 15675 SW Osceola Street, Indiantown, FL 34956.** This meeting will have an informal open house format with project representatives available to answer questions and provide assistance at any time during the meeting.

Notices are being sent to all property owners within 300 feet of the project and to other public officials, regulatory agencies, organizations, and individuals interested in the project. Attached is a copy of the Public Information Meeting Flyer, which includes a project location map and other important information about the project. Project information will also be posted on the project website at https://www.d4fdot.com/tcfdot/design_projects.asp

If you require further information, please do not hesitate to contact the FDOT Project Manager, Ms. Helen James, P.E., at (954) 777-4346, or via email at Helen.James@dot.state.fl.us.

Sincerely,

DocuSigned by:

Gerry O'Reilly

Gerry O'Reilly, P.E.

District Four Secretary

GO:hj

Attachment: Public Information Workshop Flyer



FLORIDA DEPARTMENT OF TRANSPORTATION - DISTRICT FOUR

INVITES YOU TO A PUBLIC INFORMATION MEETING

RESURFACING, RESTORATION, AND REHABILITATION (RRR) PROJECT

SR 15/US 98 from Palm Beach/Martin County line to Martin/Okeechobee County line

Martin County, Florida

Financial Project ID: 446171-1-52-01

The Florida Department of Transportation (FDOT), District Four, will conduct a Public Information Meeting regarding the above referenced project. Participants may attend in person or online. The Public Information Meeting will have representatives available to answer questions and project information will be available for public viewing. Questions and comments may be submitted prior to the meeting through the registration link or by emailing the Project Manager. Project information is posted at https://www.d4fdot.com/tcfdot/design_projects.asp

PROPOSED IMPROVEMENTS

- Repave the existing travel lanes.
- Widen roadway shoulders to 12 ft (7 ft paved, 5 ft unpaved).
- Install new pavement markings.

CONSTRUCTION IMPACTS

- Temporary lane closures during non-peak hours will occur.
- All work will be done in phases to reduce the impact of construction to the community.
- There will be no complete road closures.
- Access to adjacent properties will be maintained at all times.

CONSTRUCTION INFORMATION

- Construction Start Date: **Summer 2023**
- Anticipated Completion: **Summer 2024**
- Estimated Construction Cost: **\$26.1 Million**

CONTACT INFORMATION

Helen James, P.E. - FDOT Project Manager

Florida Department of Transportation, District Four

3400 West Commercial Boulevard

Fort Lauderdale, FL 33309

Phone: 954-777-4346 or

Toll Free: (866) 336-8435, Ext. 4346

Email: Helen.James@dot.state.fl.us

WEB & SOCIAL MEDIA

Project Website: www.d4fdot.com

Facebook: www.facebook.com/MyFDOTSEFL/

Instagram/Twitter: @MyFDOT_SEFL

JOIN US AT THE PUBLIC INFORMATION MEETING

Online Meeting: Tuesday, July 19, 2022 at 5:30 p.m.

The presentation will start at 5:30 p.m. To join the Go-ToWebinar meeting or to ask a question, please use the link below or scan the QR code:

<https://attendee.gotowebinar.com/register/8209014710180500492>

Participants can also dial in using phone:

Dial in number: **+1 (562) 247-8321;**

Access code: **969-900-984**



In-Person Meeting: Thursday, July 21, 2022 at 5:00 p.m.

The **in-person Public Meeting** will take place from **5:00 p.m. to 7:00 p.m.** and will be held at the:

Indiantown Civic Center

15675 SW Osceola Street, Indiantown, FL 34956



FLORIDA DEPARTMENT OF TRANSPORTATION MISSION STATEMENT

The Department will provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Helen James, P.E., Project Manager, at least seven (7) days prior to the Public Information Meeting.



2022 May - June Incident Summary

Prepared by: Village Staff

Source: MCFR

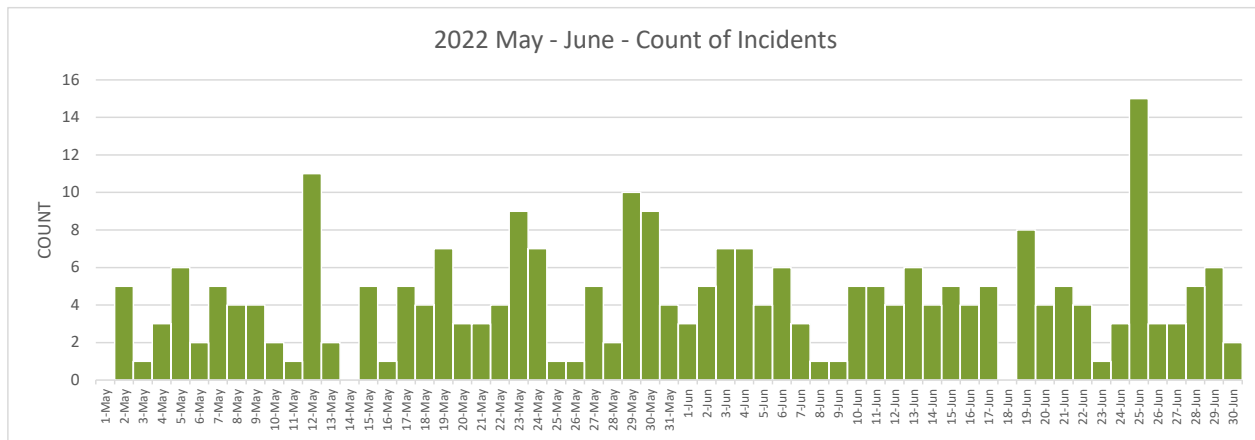
Date: 7/7/2022

A. Basic Incident Stats:

	May	June	Overall
Count	126	134	260
Min	0	0	0
Max	11	15	15
Average	4.1	4.5	4.3

Takeaway:

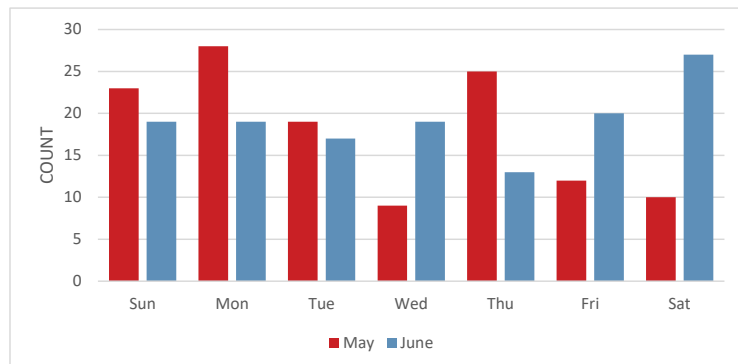
Overall, 260 incidents in May and June 2022. Incidents ranged from 0-15 a day with the average being 4.3 per day.



B. Incident by Day of the Week

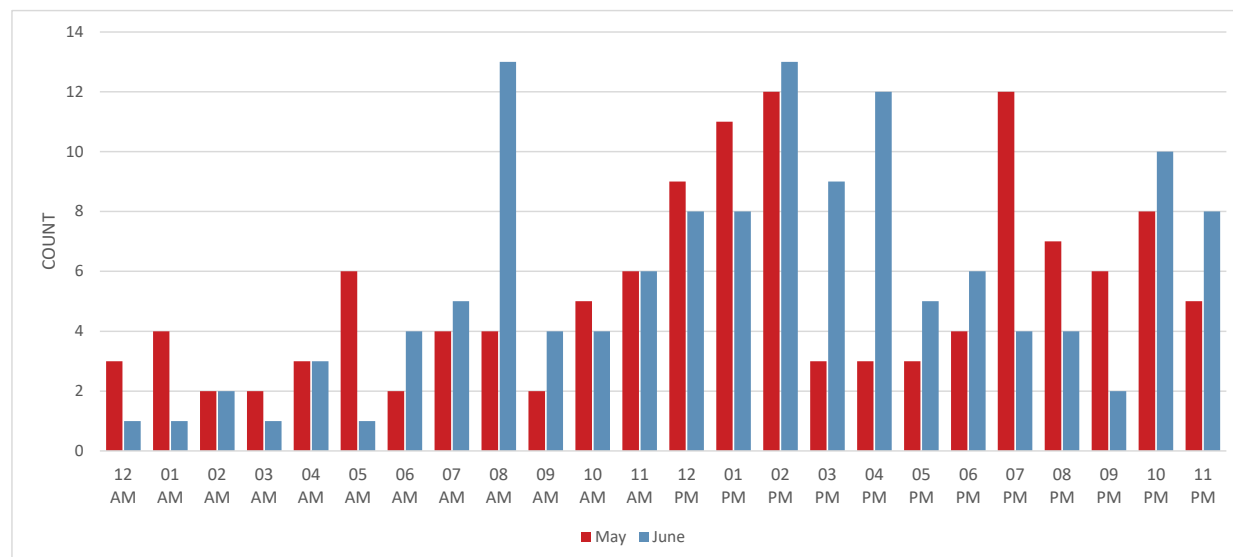
Takeaway: Overall, no significant pattern observed related to day of the week and count of incidents. No particular day stands out. No significant difference between weekends or weekdays.

	May	June	Total	Total %
Sun	23	19	42	16.2%
Mon	28	19	47	18.1%
Tue	19	17	36	13.8%
Wed	9	19	28	10.8%
Thu	25	13	38	14.6%
Fri	12	20	32	12.3%
Sat	10	27	37	14.2%
Total	126	134	260	100%



C. Incident by Hour of Day

Takeaway: Overall, incidents are increasing throughout the day, peaking around early afternoon, and then dropping to a low during the night.



D. Incident by Type

Takeaway: Overall, the top two (2) incident types ("Cover assignment, standby, moveup" and "EMS call, excluding vehicle accident with injury") make up 86.2% of all incidents.

Basic Incident Type (FD1.21)	May	June	Total	Total %
Alarm system activation, no fire - unintentional	0	1	1	
Arcing, shorted electrical equipment	0	0	0	
Assist invalid	2	4	6	2.3%
Cooking fire, confined to container	0	0	0	0.0%
Cover assignment, standby, moveup	35	44	79	30.4%
Detector activation, no fire - unintentional	0	0	0	0.0%
Dispatched and cancelled en route	4	6	10	3.8%
Electrical wiring/equipment problem, other	0	0	0	0.0%
EMS call, excluding vehicle accident with injury	76	69	145	55.8%
Forest, woods or wildland fire	0	0	0	0.0%
Gas leak (natural gas or LPG)	0	1	1	0.4%
Grass fire	0	0	0	0.0%
HazMat release investigation w/no HazMat	0	0	0	0.0%
Motor vehicle accident with injuries	3	6	9	3.5%
Motor vehicle accident with no injuries	0	1	1	0.4%
Natural vegetation fire, other	1	0	1	0.4%
Outside storage fire	1	0	1	0.4%
Overheated motor	0	0	0	0.0%
Public service	1	0	1	0.4%
Rescue or EMS standby	0	1	1	0.4%
Road freight or transport vehicle fire	0	0	0	0.0%
Smoke detector activation due to malfunction	2	0	2	0.8%
Smoke detector activation, no fire - unintentional	0	0	0	0.0%
Smoke or odor removal	0	0	0	0.0%
Smoke scare, odor of smoke	0	1	1	0.4%
Water or steam leak	1	0	1	0.4%
Total	126	134	260	

Community & Economic Development Department
Bi-Monthly Report
July 6, 2022



Planning and Zoning

Development Activity Summary			
Approved	In Review	Under Construction	Built
Terra Lago Phase 1A 224 single-family units	Seminole Junction ♦ 28 multi-family	Biomedical Industrial Park Two-story, 22,750 square foot office/warehouse	Casa Bella 3 live/work units; 7 multi-family units
	RCC Construction ♦ A 25,000 square foot manufacturing facility		
Terra Lago Master Plan 2,488 residential units; 100,000 square foot commercial space	Parkview Apartments ♦ Two-story 18 multi-family and 18 live/work units	Green Carbon Solutions 2,955 square foot storage building, 4,415 square foot employee building, 4,300 square foot maintenance building	Tractor Supply A 23,433 square foot retail building
	River Oak ♦ 153 single-family units		
✱ Upcoming DRC Is Scheduled		♦ Revised Submittal Pending from Applicant	♦ Staff Preparing Development Order

Prepared by: Lucia Mendoza - Administrative Assistant
Source – CED Department
Date: June 21, 2022

Highlights

- The next Planning, Zoning, and Appeals Board meeting is scheduled for July 7, 2022, at 6:00 pm in Village Council Chambers.
- The Community and Economic Development Department presented the update of projects and activities to the Village Council on June 23, 2022.
- Staff met with Martin County staff and hosted two public workshops for the proposed draft Mobility Plan during the last week of June. A recording of the second workshop is available on the Village’s website.

Economic Development



Highlights

- Staff participated in the 1st Annual “Meet the Village” community event hosted by Vice Mayor Anthony D. Dowling.
- The Small Business Toolkit is now available on the Village website in the “Start a Business” tab. The Tool Kit is a guide for entrepreneurs interested in starting a business.
- Staff attended the 1st Annual Meet the Village
- Staff attended the Indiantown Chamber of Commerce May Membership Breakfast.
- Staff continues to advance partnerships with the Business Development Board of Martin County and Indiantown outlined in the Village “Strategic 5-Year Plan”.
- The “2022 Side Hustle to Main Gig Virtual Training Series” has begun. This program will provide a virtual six-week course to educate entrepreneurs interested in starting a business and 6 steps to business success. Residents and business owners may contact Jaymie Sardo at 772-221-1380 or email at jaymie@bdbmc.org for more information.

Code Compliance

SPECIAL MAGISTRATE HEARING DOCKET – July 19, 2022

TAB	CASE #	OWNER'S NAME	PROPERTY ADDRESS OR PIN	CODE INSPECTOR	VIOLATION(S)
1	22-066	ANDRES GABRIEL PASCUAL HERNANDEZ IRALDA MEJIA	14688 SW 170TH AVENUE	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.B. Trash
2	22-067	RECYCLING SERVICES OF INDIANTOWN LLC	15803 SW FARM ROAD	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.B. Trash
3	22-068	CSX TRANSPORTATION INC	15799 SW FARM ROAD	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.B. Trash
4	22-069	MARIA SANTIZO	14843 SW 169TH AVENUE	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash
5	22-070	JESUS R RODRIGUEZ ZORAYA GLASSER	21743 SW CITRUS BLVD	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash Sec. 91.32. Abandoned, salvage Sec. 12-17. Permits
6	22-071	JESUS R RODRIGUEZ ZORAYA GLASSER	PIN 04-40-39-000-000120-1	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash Sec. 91.32. Abandoned, salvage
7	22-072	INDIAN PLAZA LLC	PIN 06-40-39-000-00012-0	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash
8	22-073	MIGUEL-FRANC ANGELINA	14824 SW 169TH AVENUE	R. Perez	12-17. Permits 21.75.4. Unlawful structure 21.75.1. Unsafe structures

Prepared by – Robert Perez
Source – CED Department
Date – July 6th, 2022

Building Permits & Inspections



Highlights

- Green Carbon Solutions started constructing their maintenance building.
- ATG Indiantown Properties, completed renovating a warehouse, Permit 139-2020.

Green Carbon Solutions



Source: Green Carbon Solutions.

Activities

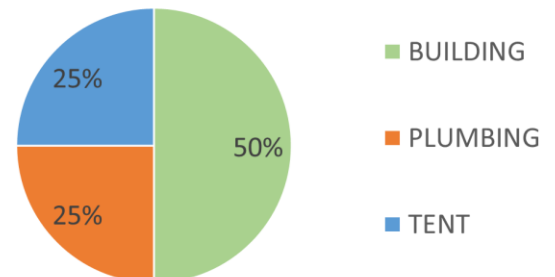
June 22 – July 6, 2022		2021	2020	2019
Permit Applications Received	4	8	6	10
Plans Reviewed	3	8	6	10
Permits Issued	3	5	5	4
Inspections Completed	25	32	9	18

Types of Permit Applications Received			
Building	2	Plumbing	1
Tent	1		

Certificates of Completion

- A Certificate of Completion was issued for ATG Indiantown Properties, LLC, Permit 139-2020.

JULY 2022 PERMITS



Prepared by: Joshua Almeida – Temporary Employee
CED Department
July 6, 2022