



Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Susan A. Owens., Acting Village Manager *SAO*
CC: Village Staff
Date: January 6, 2023
Re: **Bi-Monthly Report and Update (For Period Ending Friday January 6, 2023)**

Honorable Mayor and Members of the Village Council:

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

Administration

Village Manager's Office

The Chamber of Commerce is hosting its Annual Installation Dinner on January 20, 2023. As in previous years, the Village will be sponsoring this event. Attached to this report is more information on the event.

Starting Monday, January 9, 2023, and ending on Monday, January 23, 2023, the Utilities Division will be performing several water maintenance procedures in an effort to provide safe drinking water to the residents of Indiantown. Attached to this report is more information on the maintenance procedures and what they will entail.

Village Schedule

A schedule of upcoming events is included below:

- The Village's next Regular Council Meeting is scheduled for Thursday, January 12, 2023, 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

Village Clerk's Office

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

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
- Grants Manager
- Parks & Facilities Supervisor
- Accounting Clerk
- Records Clerk – Finance (Part-Time)
- Assistant to Village Clerk
- Interim Village Manager
- The Utility Billing Clerk position has been filled, and the candidate is scheduled to start January 9, 2023.
- Staff received 12 resumes and Letters of Interest from candidates interested in the Interim Village Manager position. These resumes and consideration of the process moving forward will be discussed at the January 12, 2023, Village Council meeting.
- The Council is scheduled to continue discussion on the recruitment of a permanent Village Manager at its January 12, 2023, Village Council meeting.

Procurement Matters:

- The Kimley Horn agreement for the Uptown Drainage Project RFP will come before the Council at its January 26, 2022, meeting.
- The Minor Home Repair Pilot Program will be going out to market this month.
- The Civic Center Hardening Project RFP will be going out to market this month.
- The Water Plant Improvements Project RFB will be going out to market this month.

Community and Economic Development Department

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

Planning & Zoning

- An update from the Community and Economic Development Department is scheduled to be presented at the Village Council meeting on January 12, 2023.

Economic Development

- The E. Thelma Waters Clean-Up is scheduled for Saturday January 28, 2023. This activity will include the placement of tables at the Parks and Recreation Department and at the Indiantown Civic Center, where gloves and trash bags will be distributed to volunteers for the removal of litter during the cleanup.

Building Services

- A total of 31 building permit applications were received and 53 inspections were completed in December 2022.

Code Compliance

- A new accounting procedure will be established, under the direction of the Finance Department to provide a thorough review of all invoices submitted by Special Magistrates for conducting hearings and processing code enforcement cases.

Financial Services Department

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

- Daily financial operations for the Village.
 - Processing and posting accounts payable, accounts receivable, and credit card transactions. Converted temp employee to part-time to save budget.
 - Coordinating with grant agencies to submit grant related reimbursement requests not previously processed.
 - Advertising for Grants Manager, Records Clerk, and Procurement Administrator.
 - Reviewing budget and available funds for manager recruiting search.
 - Preparing to validate and issue 1099's and W-2's by 1/31.
 - Reviewing procedures for unclaimed funds process pursuant to Chapter 717 FS.
 - Working with audit consulting contractor on planning and preparing for Fiscal Year '22 Audit.

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 Director Deborah Resos worked with Councilwoman Perez on Tuesday, December 27th to hand out over 50 food boxes to Seniors in our community provided by the Treasure Coast Food Bank.
- Staff has received several quotes for improvements throughout the Village and quotes are currently being reviewed.
- Staff is waiting on the RFQ for the Parks Master Plan to provide direction from the community on their wants and needs from Parks and Recreation.
- Staff is reviewing the piggyback contract and amendments for roadway mowing and landscape maintenance that includes Parks and FDOT areas.
- Staff continues to provide administrative support to Public Works, the utilities department, and Village Hall.
- Staff will work with the Wastewater staff later this week to remove Christmas cards that are on display at Post Family Park.
- Thank you to the Indiantown Chamber of Commerce for the lovely decorations in the pavilion at Post Family Park.

Public Works and Engineering Department

The Village's Interim Public Works Director, Patrick Nolan, has several items to highlight. If you have questions, concerns, or wish to report a Public Works-related issue, please contact publicworks@indiantownfl.gov.

- The Booker Park Drainage Project continues to move along and should be completed on time.
- Planning for the Uptown Drainage project will be starting soon.
- Planning for the Trail Road project is in the Planning stage as well, we have received plans from Martin County to review and have returned them with comments.

- Met with CAPTEC Engineering to evaluate plans for the Seminole Drive Drainage project.

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.

- We are in the process of cleaning up around the Sewer Plant and Water Plant (i.e., Removal of surplus equipment & junk removal and lawn maintenance).
- Continuing planning for the Water and Wastewater Plant upgrades with Kimley-Horn and Associates, Holtz Consulting Engineers, and CAPTEC Engineering.
- Wrapping up the planning conversations with the Terra Lago Developers and engineers regarding utilities.
- Well pump #3 has been replaced due to a failure.
- We have received the new Atlas Copco pump and put it into service at the front lift station at the WWTP due to pump failures.
- We have been using the Jetter-Vac trailer throughout the collection system, cleaning and removing debris.
- Have begun installation of water inflow protection covers throughout the collection system.
- We have received our updated FDEP Operating permit for the Wastewater Treatment Plant.
- We are working on Change Order #3, which is a 6" water line replacement on Magnolia Street, between MLK Jr. Blvd. and 169th St.
- Repaired a water leak on December 26th off Warfield Blvd. across from the Circle -K.

END OF MEMORANDUM



2022 November- December Incident Summary

Prepared by: Village Staff

Source: MCFR

Date: 01/3/2023

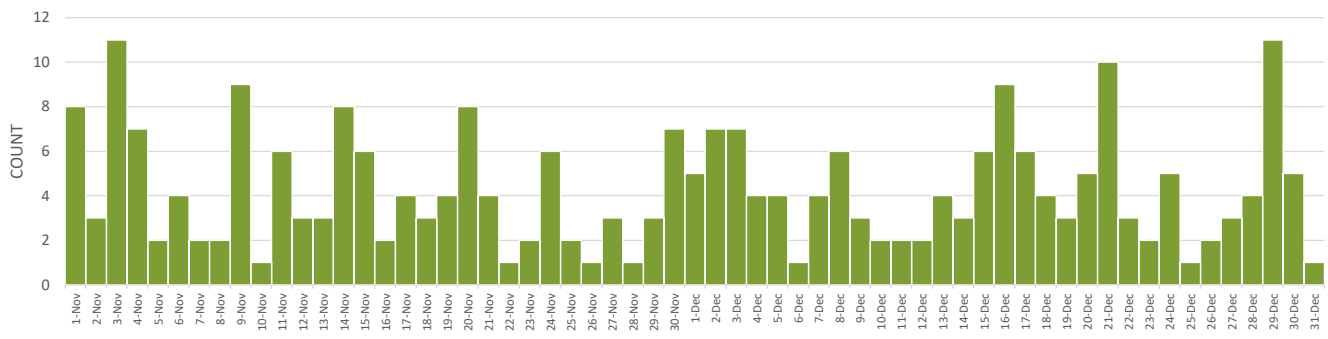
A. Basic Incident Stats:

	November	December	Overall
Count	126	134	260
Min	1	1	1
Max	11	11	11
Average	4.2	4.3	4.3

Takeaway:

Overall, 260 incidents in November and December 2022. Incidents ranged from 0-11 a day, with the average being 4.3 per day.

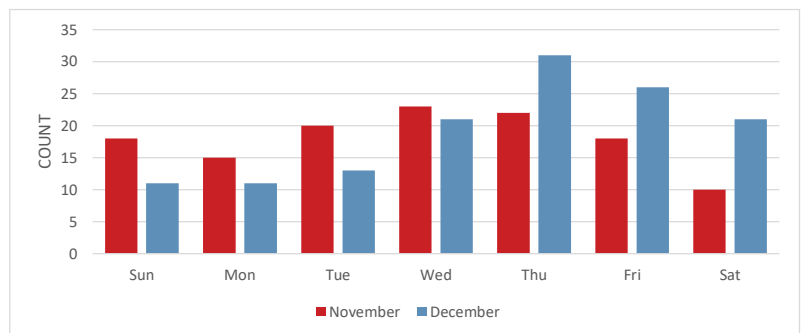
2022 November- December Count of Incidents



B. Incident by Day of the Week

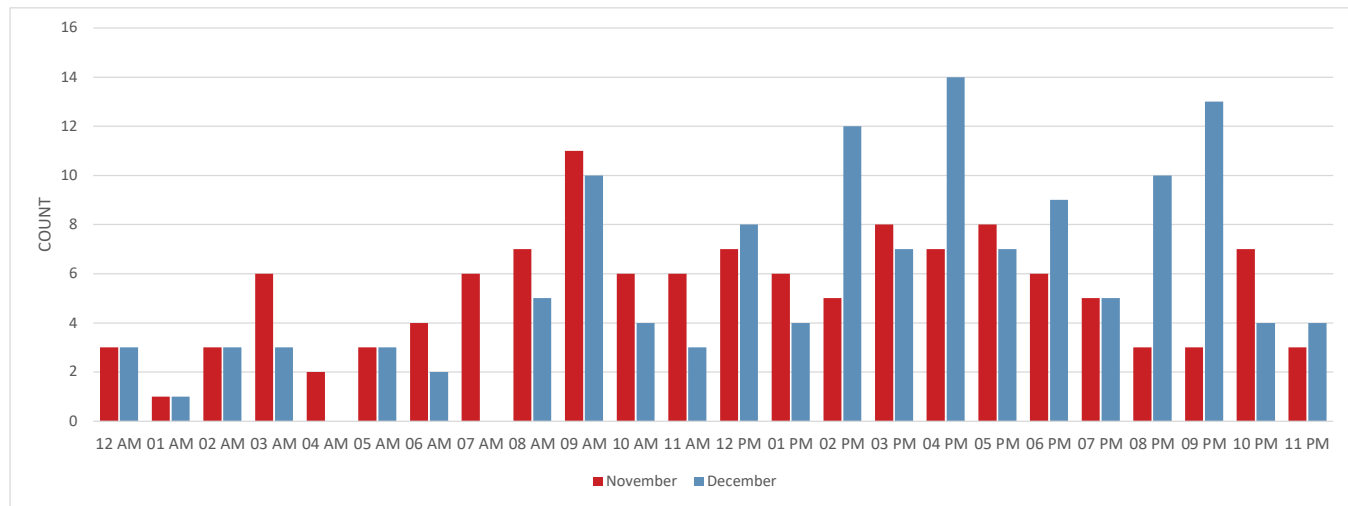
Takeaway: Overall, there was a significant pattern observed for the month of October on between Friday and Monday.

	November	December	Total	Total %
Sun	18	11	29	11.2%
Mon	15	11	26	10.0%
Tue	20	13	33	12.7%
Wed	23	21	44	16.9%
Thu	22	31	53	20.4%
Fri	18	26	44	16.9%
Sat	10	21	31	11.9%
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 early morning hours.



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 77.7% of all incidents.

Basic Incident Type (FD1.21)	November	December	Total	Total %
Alarm system activation, no fire- unintentional	3	1	4	1.5%
Alarm system sounded due to malfunction	0	1	1	0.4%
Arcing, shorted electrical equipment	0	0	0	0.0%
Assist invalid	2	1	3	1.2%
Assist police or other governmental agency	1	0	1	0.4%
Authorized controlled burning	0	1	1	0.4%
Brush or brush-and- grass mixture fire	0	0	0	0.0%
Cover assignment, standby, moveup	41	37	78	30.0%
Dispatched and cancelled en route	12	10	22	8.5%
Electrical wiring/equipment problem, other	0	0	0	0.0%
EMS call, excluding vehicle accident with injury	55	65	120	46.2%
False alarm or false call, other	0	1	1	0.4%
Gas leak (natural gas or LPG)	1	0	1	0.4%
Medical assist, assist EMS crew	0	1	1	0.4%
Motor vehicle accident with injuries	7	8	15	5.8%
Municipal alarm system, malicious false alarm	0	1	1	0.4%
No incident found on arrival at dispatch address	1	2	3	1.2%
Outside rubbish, trash or waste fire	2	0	2	0.8%
Person in distress, other	0	0	0	0.0%
Power line down	0	1	1	0.4%
Public service	0	2	2	0.8%
Removal of victim(s) from stalled elevator	0	0	0	0.0%
Rescue or EMS standby	0	0	0	0.0%
Self-propelled motor home or recreational vehicle	0	0	0	0.0%
Smoke detector activation due to malfunction	0	1	1	0.4%
Smoke detector activation, no fire - unintentional	0	0	0	0.0%
Trash or rubbish fire, contained	1	0	1	0.4%
Unauthorized burning	0	1	1	0.4%
Total	126	134	260	



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 9TH, 2023 and ENDING on MONDAY, JANUARY 23RD, 2023.** 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 Jaime Andres or Pat Nolan.

Sincerely,

Pat Nolan
Water & Wastewater Manager



VILLAGE of INDIANTOWN

WATER-WASTE WATER UTILITIES

EST. 2020

Aviso: Clientes de Agua del Área de Servicio del Pueblo de Indiantown

De acuerdo con los esfuerzos para proporcionar agua potable a los residentes de Indiantown, realizaremos varios procedimientos de mantenimiento del agua durante el **PERIODO DE DOS SEMANAS QUE COMIENZA EL LUNES 9 DE ENERO DE 2023 Y TERMINA EL LUNES 23 DE ENERO DE 2023**. Durante este período, el personal cambiará nuestro método de desinfección de agua de uno que usa cloraminas, en forma de desinfectante hecho de cloro y amoníaco, a uno que usa cloro libre.

El cloro libre es un asesino de gérmenes más fuerte, pero a veces deja un sabor u olor a cloro en el agua del grifo. Este cambio temporal es un procedimiento estándar para garantizar que no se desarrollen microbios potencialmente dañinos en el sistema de agua.

El cloro libre actúa como un agente letal contra la mayoría de los tipos rebeldes de bacterias y virus. Si bien generalmente no es dañino para los humanos o las mascotas, **tenga en cuenta que puede dañar a los peces tropicales**. Cambiar a su uso de vez en cuando evita que estos organismos desarrollen una resistencia a las cloraminas que usamos normalmente.

Estas condiciones temporales no afectarán negativamente su salud. **Sin embargo, si está en diálisis renal, debe consultar a su médico para obtener instrucciones especiales**. Si tiene peces tropicales o animales acuáticos, debe comunicarse con su tienda local de peces tropicales para obtener asesoramiento y tomar las medidas adecuadas para asegurarse de haber tratado adecuadamente el agua antes de agregarla a su acuario.

Tenga en cuenta que el personal del Servicio Público del Pueblo lavará los hidrantes durante este tiempo, lo que puede hacer que el agua se decolore y se enturbie. Esta es una condición temporal y no debería durar más de unas pocas horas. Algunas personas pueden optar por cambiar temporalmente a una fuente de agua alternativa, como agua embotellada, debido al sabor. Hervir el agua es una forma de reducir el sabor y el olor a cloro durante este período. Además, llenar un recipiente con agua de la llave permitirá que se ventile.

Para obtener más información o preguntas, comuníquese con el Departamento de Servicios Públicos de Agua y Aguas Residuales del Pueblo de Indiantown al 772-597-2121 y pida por Jaime Andres o Pat Nolan.

Atentamente,


Pat Nolan
Water & Wastewater Manager

Community & Economic Development Department

Bi-Monthly Report for January 3, 2023

Planning & Zoning



Recent Development Activity				
Pre-Application	In Review	Approved	Under Construction	Built
Seminole Crossings 24 single-family dwellings	River Oak ♦ 176 single-family dwellings	Terra Lago Master Plan 2,488 residential units; 100,000 square feet of commercial space	Biomedical Industrial Park 22,750 square feet; office/warehouse	Casa Bella
Osceola Pines 157 single-family dwellings	RCC Construction ♦ 25,000 square feet; manufacturing facility	Terra Lago Phase 1A 224 single-family dwellings	Green Carbon Solutions 11,670 square feet; manufacturing facility	Tractor Supply
Three Little Indians 71 townhomes	Grind Hard ★ 25,000 square feet; manufacturing facility	Parkview Villas 24 apartments & 8 live/work units (2 floors)	Seminole Junction 28 townhomes	
Terra Lago Phase 1B 410 single-family dwellings and 174 townhomes	Village Market & Delicatessen Store ★ 4,650 square feet; 8 fuel islands			
Kendall Industrial 24,000 square feet; manufacturing facility	T.A. Estates ★ 22,600 square feet; office & warehouse space (2 buildings)			

♦ Upcoming DRC.

★ Re-submittal pending.

♦ Development Order pending.

Prepared by: Althea Jefferson
CED Department
January 3, 2023

Highlights

- An update from the Community and Economic Development Department is scheduled to be presented at the Regular Meeting of the Village Council on January 12, 2023.
- The next meeting of the Planning, Zoning and Appeals Board is scheduled for February 2, 2023.

Economic Development



Highlights

- A Celebration of Dr. Martin Luther King Jr. is planned for January 14, 2023, in Booker Park. The event is to include food and music. An application for a Special Events Permit is being processed by the Village Staff.
- The E. Thelma Waters Clean-Up is scheduled for Saturday, January 28, 2023. This activity will include the placement of tables at the Parks and Recreation Department and at the Community Center, where gloves and trash bags will be distributed to volunteers for removing litter along Village streets. Prior to this date, tow companies will be used to remove inoperable vehicles from Village streets, and overgrown lots may be mowed. Ms. Phyllis Brown may be contacted at (407) 694-4816 or phylfitt@yahoo.com for more information or to volunteer.
- At the request of Councilwoman Perez, the Village Staff has contacted the School District of Martin County regarding the upcoming circus donating one free circus ticket to each student that attends a District school in Indiantown; those schools being Warfield Elementary, Indiantown Middle School, and Perkins Head Start. The dates for the circus are February 16-19, 2023.

Code Compliance

SPECIAL MAGISTRATE HEARING DOCKET – December 20, 2022

TAB	CASE #	OWNER'S NAME	PROPERTY ADDRESS OR PIN	CODE INSPECTOR	VIOLATION(S)
1	22-098	REGINALD E. FENNELL	15798 SW WARFIELD BLVD	R. Perez	Sec. 12-17. Permits
COMPLIED					
2	22-099	MONTEJO JORGE GERVACIO PEREZ EDITH MARROQUIN	14928 SW 173RD DRIVE	R. Perez	Sec. 12-17. Permits
CONTINUANCE					
3	22-100	LAWSON PARLENE LEDAWN	14523 SW LITTLE INDIAN AVE	R. Perez	Sec. 3-5.2. Animals and livestock
COMPLIED					
4	22-101	BAHENA LEONARDO MARTINEZ	14637 SW MARTIN AVE	R. Perez	Sec. 3-5.2. Animals and livestock
COMPLIED					
5	22-102	ROLAND FLETCHER MELISSA FLETCHER	16144 SW PINEVIEW AVE	R. Perez	Sec. 12-17. Permits
6	22-103	LEONARDO LOPEZ GEORGINA LOPEZ	14827 SW 173RD AVE	R. Perez	Sec. 4-3. Landscaping
COMPLIED					

Prepared by – Robert Perez
CED Department
December 10, 2022

HIGHLIGHTS

- A new accounting procedure will be established, under the direction of the Finance Department, to provide a thorough review of all invoices submitted by Special Magistrates for conducting hearings and processing code enforcement cases.
- The Code Compliance Division would like to inform all residents and property owners to maintain their properties free of any debris or trash, as this is a violation of Village ordinances. Please refrain from storing any unauthorized accumulation of junk, construction debris, garbage, horticulture material, unused objects or equipment, including but not limited to furniture, stoves, refrigerators, freezers, tires, cans or containers.



Building Permits & Inspections

Highlights

The Building Division is starting the year out with a real BANG! We have started receiving new Permit Applications for various projects, Numerous telephone calls related to misc. items, continue attending to various walk-ins and assisting with several needs.

We look forward to continuing providing superb service to continued making the Village of Indiantown the place ***“Where Great Things Grow”!***

HAPPY NEW YEAR



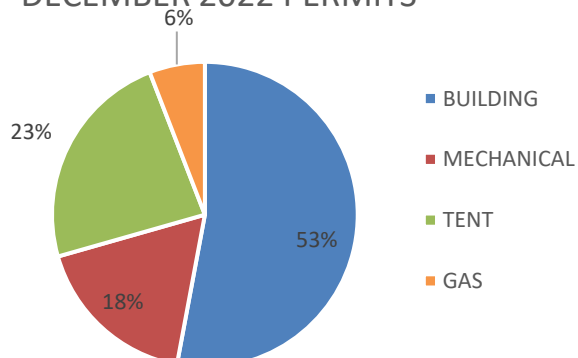
Credit: Unsplash.com

Activities

December 2022		2021	2020	2019
Permit Applications Received	31	18	19	12
Plans Reviewed	31	18	19	12
Permits Issued	14	29	21	13
Inspections Completed	53	38	44	49

Types of Permit Applications Submitted			
Building	18	Roof	9
Electrical	0	Tent	1
Mechanical	3	Right-of-Way	0
Plumbing	0	Other	0

DECEMBER 2022 PERMITS



Prepared by: Luis Perez
Source – CED Department
Date: January 3, 2023

*Indiantown Chamber of Commerce
Annual Installation Dinner
with Sunset Island Princess Cruise
Friday January 20, 2023*

*6pm to 9pm
\$75 Per Person*

*Meet and Greet 6pm
Indiantown Marina
16300 S.W. Famel Blvd. Indiantown
Set Sail 7pm
Disembark 9pm*

Visit www.indiantownchamber.com to register or call the Chamber Office at (772)597-2185 for more information



Platinum Sponsor
\$1000

Receive a reserved table for you and 3 guests. The opportunity to aid in presentation of awards. Your company logo on all printed and published material, as well as Breakfast vouchers for 4 to any of our monthly membership meetings.

Gold Sponsor
\$750

Receive tickets for you and 2 guests. Your company logo on all printed and published material, as well as Breakfast vouchers for 2 to any of our monthly meetings.

Silver Sponsor
\$500

Receive tickets for you and a guest. Your company logo on all printed and published material, as well as a Breakfast voucher for any of our monthly membership meetings.

Patron
\$250

Receive tickets for you and a guest. recognition in social media posts

Indiantown Chamber of Commerce
Annual Installation Dinner
Indiantown Marina
16300 S.W. Famel Blvd. Indiantown
Friday, January 20, 2023
Meet & Greet 6pm
Set Sail 7pm
Disembark 9pm



Visit www.indiantownchamber.com to register or call the Chamber Office at (772)597-2185 for more Information



REMINDER!

E. THELMA WATERS

COMMUNITY CLEAN-UP

SATURDAY, JANUARY 28, 2023 @7AM

INDIANTOWN CIVIC CENTER

15675 SW OSCEOLA STREET, INDIANTOWN

PARKS & RECREATION

(OLD BOOKER PARK FIRE DEPT.)

15101 SW 169TH AVE, INDIANTOWN



PRESENTED BY I-TOWN MY TOWN

FOR MORE INFO: ITOWNISMYTOWN@GMAIL.COM, 407-694-4816

RECORDATORIO!



E. THELMA WATERS

LIMPIEZA COMUNITARIA

SÁBADO, 28 DE ENERO, 2023 @7AM

INDIANTOWN CENTRO CIVICO

15675 SW OSCEOLA STREET, INDIANTOWN

PARQUES & RECREACION

(ANTERIOR BOOKER PARK DEPT. DE BOMBEROS)

15101 SW 169TH AVE, INDIANTOWN



PRESENTADA POR I-TOWN MY TOWN

PARA MÁS INFO: ITOWNISMYTOWN@GMAIL.COM, 407-694-4816