




Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Howard W. Brown, Jr., City Manager 
CC: Village Staff
Date: June 21, 2019
Re: **Bi-Monthly Report and Update (week ending Saturday, June 22, 2019)**

Honorable Mayor and Members of the Village Council:

As a follow-up to our parks and recreation discussion, I drafted a letter and transmitted the attached to the County Administrator, requesting that the Village opt out of the Parks and Recreation Interlocal Agreement.

Administration

- Myriam Sanabria will be out of the office from Wednesday, July 10, 2019 to Tuesday, July 16, 2019. Mr. Luis Perez, our Temporary Office Coordinator, will be filling in during her absence.
- As many of you know, we are currently recruiting for three positions, all of which are pending Village Council approval:
 1. Office Coordinator position advertisement has closed and interviews are being scheduled.
 2. Management Analyst position was advertised. Due to the low number of applicants, I decided to re-advertise the position at a slightly higher salary, which is the same as Office Coordinator position. Our hope is to identify candidates and bring them on board by mid to late July 2019.
 3. We will also recruit for the Code Enforcement Officer position once we establish the Code Enforcement Special Magistrate Hearing process.

Finance

- We received the 2019 Estimated Preliminary Taxable Value for the Village of Indiantown. According to Martin County's estimate, the property tax roll is \$1,970,178,392 compared to last year's 2018 tax roll of \$2,122,099,603. The decrease in the tax roll is 7.2% (\$151,921,211). This represents a potential shortfall of approximately \$647,532 impacting the proposed FY 2019-2020 Operating budget. While this is only a slice of the budget pie; it's significant but manageable. According to the property appraiser the decrease in tangible personal property tax was mainly due to FPL's removal of 2 oil burning units that were taken offline.
- We are working on the Financial Services Audit RFP. The RFP will likely be advertised July 5, 2019. The Village is required to have an independent audit done each year. The RFP is pending legal review at this time.
- At our June 27th meeting, we will discuss a date to be on, or before, July 11, 2019, when we can kick-off our budget presentation. Due to our busy agenda, I decided not to add the budget presentation to the June 27th meeting, but rather to have a special meeting to present the Village Manager's recommended budget.

Planning and Development

The draft comprehensive plan will be released on Friday, June 28, 2019. It will be uploaded and emailed to all interested parties. I will make an announcement on Thursday, June 27, 2019, during the Village Manager's report.

Building and Code Enforcement

No reports for Building and Code Enforcement at this time.

Public Works and Engineering:

- Coordination with Tallahassee regarding participating in the National Flood Insurance Program (NFIP) is ongoing. Have confirmed the Village can delay the adoption of our new Flood Protection Ordinance until after the Comprehensive Plan has been adopted.
- Repairs of Indian Mound Road and Trail Drive are underway via Emergency PO due to spending limits for ongoing maintenance activities.
- An item was put on the agenda to address funding for ongoing maintenance activities to include regular pothole repairs, swale maintenance/minor excavation, tree trimming, etc.
- Stormwater Assessment Plan with Kimley-Horn has been agreed to and is on the agenda for June 27th. Kimley-Horn will begin work upon approval, and we anticipate having working documents within four months.
- The Martin County Community Transportation Coordinator will attend Council on June 27th to discuss Saturday bus services to Stuart. Historically, this bus had stops at Publix and Walmart.
- **Pavement Maintenance** - The Pavement Maintenance construction documents are complete, and Legal has confirmed we can use the Martin County Roadway Contract as adopted via resolution by the Village in 2018. Mancil's bid is in place and is acceptable. Work timeframes will be spelled out on the work order with Liquidated Damages identified.

END OF MEMORANDUM



Village of Indiantown

June 20, 2019

Martin County
Attn: Ms. Taryn Kryzda, MPA, County Administrator
2401 Monterey Road
Stuart, FL 34996

Re: Formal Request to amend Interlocal Agreement, Opt Out of Parks & Recreation
MSTU Services, and Transfer of Assets

Dear Taryn:

On April 4, 2019, we met and discussed a number of items related to Parks and Recreation within the Village limits. Since that time, I have been able to meet individually with the Village Council members, and on Thursday, June 13, 2019, I was able to meet with all Council Members at the Village Council meeting to discuss these matters.

Please accept this letter as the Village's formal request to amend the current interlocal agreement for parks and recreation facilities and services.

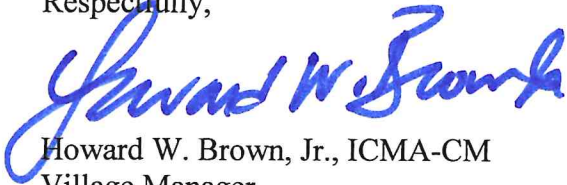
Specifically, we are respectfully requesting to amend the Village's interlocal agreement with Martin County dated September 27, 2018, to cease the County's provision of Parks and Recreation MSTU services within the Village, and are respectfully requesting the transfer of those assets generally described in the following table.

LISTING OF PARKS AND AUXILLARY ASSETS		
	Name	Parcel ID ¹
1	Timer Powers	044039000000001103
2	Post Family	054039005001000104
3	Big Mound	0540390000000001501
4	Booker Park	0140380000000001420
5	Booker Park (owned by Martin Co. CRA)	0140380000000001209
6	Booker Park Fire Station	0140380000000001410
7	Lot next to Booker Park Fire Station	0140380000000001003

¹ Parcel Identification Number from Martin County Property Appraiser's Office

Please do not hesitate to contact me should you have questions or comments. I may be reached at 772-597-8282.

Respectfully,

A handwritten signature in blue ink, reading "Howard W. Brown, Jr.", written in a cursive style.

Howard W. Brown, Jr., ICMA-CM
Village Manager

cc: Honorable Mayor and Members of the Village Council
Ms. Susan Owens, MMC, Village Clerk
Mr. Wade Vose, Esq., Village Attorney



From the office of Laurel Kelly, CFA

May 30, 2019

Howard Brown, Jr.
Village Manager
Village of Indiantown
16550 SW Warfield Blvd.
Indiantown, FL 34956

Re: 2019 Estimated Preliminary Taxable Value – Village of Indiantown

Dear Mr. Brown:

Pursuant to F.S. 200.65(8), the Estimated Taxable Value of the above referenced taxing authority is 1,970,178,392. This value is an estimation of line 4 on the DR-420 (Current year gross taxable value for operating purposes) that will be certified by July 1.

Please note the values are preliminary and, like every other year, the estimate reflects a work in progress and values will change somewhat.

Although our next report to you is not due until on or about July 1, we will keep you informed on any changes which may affect your budget process.

Respectfully submitted,

Karl Andersson, CFE | Director of Tax Roll & Appraisal Services
Representing Laurel Kelly, CFA | Martin County Property Appraiser
1111 SE Federal Hwy. | Suite 330 | Stuart, FL 34994
772.419.5387 work | 772.288.5993 fax
Karl.Andersson@pa.martin.fl.us | www.pa.martin.fl.us



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