VILLAGE OF INDIANTOWN, FLORIDA
AGENDA MEMORANDUM

MEETING DATE: November 13, 2025

MEETING TYPE: Regular Village Council Meeting

AGENDA ITEM TITLE: Approval of the Contract for the Consultant Position for Community & Economic Development Director with Deanna Freeman. LLC

SUMMARY OF ITEM:

The Village of Indiantown (Village) is requesting authorization to approve a contract for the Consultant position of Community & Economic Development Director with Deanna Freeman, LLC. This position provides ongoing professional leadership and management services to the Community & Economic Development Department. This contract will allow the Village to maintain continuity of service, ensure effective departmental leadership, and guarantee that all current and upcoming Village plan developments are reviewed, managed, and executed efficiently.

Background

The Village initially engaged Deanna Freeman, LLC to provide professional director-level services to the Community & Economic Development Department. During the current term, the consultant has provided invaluable expertise in:

- Strategic Planning & Policy Development: Leading the department in the formulation of short- and long-term strategies aligned with the Village's economic development goals.
- Project Oversight & Management: Ensuring that all Village development projects, community programs, and initiatives are reviewed, coordinated, and completed in a timely and compliant manner.
- Regulatory Compliance: Providing guidance to ensure departmental activities meet all local, state regulations and codes.
- Stakeholder Engagement: Acting as a liaison between the Village, developers, business owners, and

community members to support growth, partnerships, and transparency.

Given the continued need for these specialized services, staff recommend approving the contract with the consultant position for an additional term under the agreement terms. The consultant's leadership has been critical in maintaining departmental efficiency, fostering economic development, and supporting the Village's strategic goals.

FISCAL IMAPCT STATEMENT:

Funding for this consultant position shall be provided through the Community Development Professional Services Account **(0001-515-515000-00-3100)**. Costs associated with planning review and project management services related to development applications are recovered as review fees paid by the applicant, in accordance with the Village of Indiantown Master Fee Schedule.

The consultant's services shall be compensated at a rate of $150.00 per hour, which is consistent with the approved Fiscal Year 2026 budget. The contract provides for up to 30 work hours per week over a period of 52 weeks, resulting in a total anticipated annual contract amount of $234,000.00.

RECOMMENDATION: Motion to approve the contract of the consultant position for Community & Economic Development Director with Deanna Freeman, LLC, and authorize the Village Manager to execute the agreement.

PREPARED BY: Kali Beams DATE: 11/03/25

ATTACHMENTS:
Description
CED Contract Village of Indiantown 10-2025 wcv rev.pdf
VOI Standard Contract Addendum - Deanna Freeman, LLC rev 11-06-25.pdf