



DEPARTMENTAL CORRESPONDENCE

TO: MAYOR AND COMMISSIONERS

FROM: MARIE SCHMIDT, CITY CLERK

SUBJECT: ADDITIONS TO THE AGENDA

DATE: March 4, 2016

Please add the following items to Monday night's agenda under Staff Items:

- K. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH ROSADO & ASSOCIATES; AUTHORIZING THE EXPENDITURE OF FUNDS; AUTHORIZING THE MAYOR TO SEEK REIMBURSEMENT OF COST RECOVERY; AND PROVIDING AN EFFECTIVE DATE (MAYOR LOPEZ)
- L. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, PRAISING CENTRO CULTURAL BOLIVIANO MASIS FOR THEIR COORDINATION OF THE FIRST CARNAVAL BOLIVIANO IN THE CITY OF SWEETWATER; AND INVITING CENTRO CULTURAL BOLIVIANO MASIS TO HOLD THE CARNAVAL BOLIVIANO IN THE CITY OF SWEETWATER IN 2016.
(COMMISSIONER BERGOUIGNAN)
- M. DISCUSSION OF THE LEGAL LITIGATION ON THE WRIT OF MANDAMUS AGAINST MAYOR LOPEZ. (PRESIDENT DIAZ)
- N. DISCUSSION ON DECORATIVE LIGHT POSTS ON 107 AVENUE FDOT WIDENING. (MAYOR LOPEZ)
- O. DISCUSSION OF ROADWAY, EASEMENT AND DEDICATED PROPERTY AT OR NEAR THE INTERSECTION OF NW 21 STREET AND 108 AVENUE.
(MAYOR LOPEZ)
- P. DISCUSSION OF THE BIDDING PROCESS FOR THE SALE OF THE PROPERTIES. (COMMISSIONER BERGOUIGNAN)

Thank you. Also included is the monthly report for the Finance Department.

Val

RESOLUTION NO. 16 –

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH ROSADO & ASSOCIATES; AUTHORIZING THE EXPENDITURE OF FUNDS; AUTHORIZING THE MAYOR TO SEEK REIMBURSEMENT OF COST RECOVERY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on February 26, 2016, 107 Avenue Gamma, LLC, submitted an application to amend the Land Use Element / Land Use Plan Map of the City of Sweetwater Comprehensive Plan; and

WHEREAS, in order to conduct the necessary review the City of Sweetwater must conduct a Planning review of said application; and

WHEREAS, the City of Sweetwater does not have a City Planner on staff and must engage the services of a planner to undertake the above-mentioned review; and

WHEREAS, Rosado & Associates has presented a proposal to provide planning services in a limited scope; and

WHEREAS, the Mayor recommends the execution of a professional services agreement with Rosado & Associates to provide planning services with a limited scope as provided in the agreement incorporated herein; and

WHEREAS, the City commission wishes to follow through with the Mayor's recommendation to engage Rosado & Associates; and

WHEREAS, because of the significant level of review involved in the present application, the Mayor and 107 Avenue Gamma, LLC, have agreed in a cost recovery arrangement whereby the City of Sweetwater will be reimbursed 50% of the total of the costs incurred by the City relative to the Rosado & Associates Agreement;

BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AS FOLLOWS:

Section 1. The above-mentioned recitals and Agreement are incorporated herein as it set forth in full.

Section 2. The City Commission authorizes the Mayor to execute a professional services agreement with Rosado & Associates for the provision of planning services in an amount not to exceed \$20,000.

Section 3. The Mayor is authorized to expend Building Department Funds in the amount of \$20,000 on behalf of the City.

Section 4. The Mayor is authorized to seek reimbursement in an amount equal to 50% of the total of the costs incurred by the City relative to the Rosado & Associates Agreement as accorded by the City of Sweetwater and 107 Avenue Gamma, LLC.

Section 3. Effective Date. This Resolution shall become effective upon its adoption by the City Commission and approval by the Mayor or if vetoed, upon its re-enactment by the City Commission as provided by the Charter of the City of Sweetwater.

PASSED and ADOPTED this ____ day of _____, 2016.

ORLANDO LOPEZ, Mayor

JOSE M. DIAZ, Commission President and Vice Mayor

ATTEST:

MARIE O. SCHMIDT, CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

GUILLERMO CUADRA, CITY ATTORNEY

VOTE UPON ADOPTION:

JOSE M. DIAZ, COMMISSION PRESIDENT	_____
JOSE W. BERGOUIGNAN, JR., COMMISSION VICE PRESIDENT	_____
PRISCA BARRETO, COMMISSIONER	_____
MANUEL DUASSO, COMMISSIONER	_____
IDANIA LLANIO, COMMISSIONER	_____
ISOLINA MAROÑO, COMMISSIONER	_____
EDUARDO M. SUAREZ, COMMISSIONER	_____



December 3, 2015

Mayor Orlando Lopez
City of Sweetwater
500 SW 109 Avenue
Sweetwater, FL 33174

RE: City of Sweetwater – State Coordinated Review Land Use Amendment Process for 107th Avenue Gamma, LLC Property

Dear Mayor Lopez:

The City of Sweetwater (the “City”) grew markedly as a result of a recent successful annexation process. In some instances this growth will require proposed projects and properties to undergo a state-coordinated review and land use amendment process, pursuant to Section 163.3184 (4) and (5), Florida Statutes. This proposal is designed to assist the City to undergo such a process for the potential mixed-use development of the 107th Avenue Gamma, LLC property located between 107th and 111th Avenues, immediately south of NW 14th Street, within the City.

Description of Services: Services are to be rendered in support of the Review and Update of the City of Sweetwater’s Comprehensive Plan and Amendments. Tasks and their associated fees shall be:

Task 1 – Review of Comprehensive Plan

Guidance of the City in preparation of the first public hearing regarding the amendments, including meetings with City staff, elected officials, and preparation of advertising.

Timeframe: approximately 60 days
Fee: \$5,000

Task 2 - Submission of plan amendment to state, regional, and county reviewing agencies

This Task will consist of the majority of the Comprehensive Plan amendments drafting effort, generating the proposed amendments for review. The purpose of this Task is to develop and prepare the draft amendments in accordance with state statutory requirements and the City’s policy direction. The draft will include all information gathered through the public input process.

Timeframe: approximately 30 days
Fee: \$5,000



Task 3 - Subsequent correspondence with reviewing agencies and preparation of all documentation required for second public hearing. Following the successful adoption, Rosado & Associates will assist in the preparation of both hard and electronic copies of the final documents incorporating all changes from the adoption hearings.

Timeframe: approximately 180 days
Fee: \$10,000

Terms and Conditions: Compensation shall be \$20,000 in total, to be invoiced at regular intervals.

If acceptable to you, we will accept a signed copy of this form as your written authorization to proceed with the assignment. Thank you very much for this opportunity to be of service to the City of Sweetwater.

By: _____
Orlando Lopez, Mayor, City of Sweetwater

Date: _____

By: _____
Ralph Rosado, PhD, AICP, President, Rosado & Associates

Date: _____



Ralph Rosado is President of Rosado and Associates, an urban planning and economic development strategy firm based in Miami; a Senior Fellow at the FIU Metropolitan Center, and an instructor in graduate and professional programs at the University of Miami and Florida International University. Ralph holds a PhD in City Planning from the University of Pennsylvania, with a focus on Neighborhood Revitalization, Economic Development, and Public-Private Partnerships; a joint Master's degree in Public Policy and Urban Planning from Princeton University; and a Bachelor of Arts degree in English from Florida International University's Honors College.

Past professional experience includes serving as a senior government official for three cities, Executive Director of the South Florida Community Development Coalition, and, prior to that, serving as an Urban Design and Neighborhood Revitalization consultant to over a dozen municipalities in Miami-Dade. While in graduate school, at the invitation of President George W. Bush, Ralph served as a White House Graduate Intern with the United States Department of Housing and Urban Development.

Honors include three statewide awards from the American Planning Association's Florida chapter for his professional and civic endeavors, being named a *Miami Leader* (one of Miami's Top Nonprofit Executives), by the Miami Foundation, 2012, a *Top Latino Leader* of Miami, by *Latino Leaders Magazine*, 2013. The Affordable Housing program he co-designed and co-teaches recently won an award for Best Program in the area of Housing & Affordability in Miami-Dade.

RESOLUTION NO. 16 –

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, PRAISING CENTRO CULTURAL BOLIVIANO MASIS FOR THEIR COORDINATION OF THE FIRST CARNAVAL BOLIVIANO IN THE CITY OF SWEETWATER; AND INVITING CENTRO CULTURAL BOLIVIANO MASIS TO HOLD THE CARNAVAL BOLIVIANO IN THE CITY OF SWEETWATER IN 2016.

WHEREAS, the Bolivian Carnival celebrations are considered one of the most important traditional festivals in the Andean country, since its origins more than 200 years ago; and

WHEREAS, its historical importance makes of the Carnival a natural setting for demonstrating the multiculturalism in Bolivia; and

WHEREAS, It is one of the largest ethnic festivals in Miami-Dade drawing approximately 5,000 people from all over South Florida and Latin America, especially Bolivians on April 25, 2015 in Sweetwater; and

WHEREAS, over sixty (60) dancers and performers came from Bolivia to participate in the First Bolivian Carnival held in the City of Sweetwater on April 25, 2015; and

WHEREAS, It was proclaimed by UNESCO one of the Masterpieces of the Oral and Intangible Heritage of Humanity on May 18th, 2001; and

WHEREAS, this type of cultural event enhances the quality of life of the City of Sweetwater and highlights the City's diversity;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AS FOLLOWS:

Section 1. The City Commission congratulates Centro Cultural Boliviano Masis for their work and coordination of the First Annual Festival Boliviano in the City of Sweetwater on April 25, 2015.

Section 2. The City Commission invites and urges Centro Cultural Boliviano Masis to continue coordinating future Bolivian Carnivals in the City of Sweetwater.

PASSED and ADOPTED this ____ day of _____, 2016.

ORLANDO LOPEZ, Mayor

JOSE M. DIAZ, Commission President and
Vice Mayor

ATTEST:

MARIE O. SCHMIDT, CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

GUILLERMO CUADRA, CITY ATTORNEY

VOTE UPON ADOPTION:

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JOSE W. BERGOUIGNAN, JR., COMMISSION VICE PRESIDENT	_____
PRISCA BARRETO, COMMISSIONER	_____
MANUEL DUASSO, COMMISSIONER	_____
IDANIA LLANIO, COMMISSIONER	_____
ISOLINA MAROÑO, COMMISSIONER	_____
EDUARDO M. SUAREZ, COMMISSIONER	_____

the 1990s, the number of people with a disability in the United States has increased by 25% (U.S. Census Bureau, 2000).

As a result of the increase in the number of people with disabilities, the need for accessible information has become more acute. The Americans with Disabilities Act (ADA) of 1990 (Public Law 101-504) has provided a legal framework for the development of accessible information. The ADA requires that information be accessible to people with disabilities. This includes the development of accessible electronic information, such as web pages and electronic documents.

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Carmen Garcia

From: Mayor Orlando Lopez
Sent: Wednesday, March 02, 2016 4:17 PM
To: mschmidt@cityofsweetwater.fl.gov
Cc: Carmen Garcia; Ralph Ventura
Subject: Agenda

Val,

Please add an item for discussion: Decorative light posts on 107 avenue FDOT widening

Best Regards,

Orlando Lopez, Mayor
City of Sweetwater
305-485-4538
olopez@cityofsweetwater.fl.gov



“Right is right even if no one is doing it; wrong is wrong even if everyone is doing it.”

– Augustine of Hippo

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million (15.5% of the population).

There is a growing awareness of the need to address the needs of older people, and the Government has set out a strategy for the 21st century in the White Paper on *Ageing Better: A Strategy for the 21st Century* (Department of Health 1999). This strategy is based on the following principles:

- Older people should be able to live independently and actively in their own homes.
- Older people should be able to live in their own communities.
- Older people should be able to live in their own homes and communities for as long as possible.

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Marie Schmidt

From: Mayor Orlando Lopez
Sent: Wednesday, March 02, 2016 4:44 PM
To: mschmidt@cityofsweetwater.fl.gov
Cc: Carmen Garcia
Subject: FW: 412479-2 and -3 SR 985/SW 107 Ave. decorative lighting bid- URGENT

Importance: High

Val,
Please provide this as additional backup to he previous email regarding the discussion of Decorative Light Poles.

OL

From: Iglesias, Daniel [mailto:Daniel.Iglesias@dot.state.fl.us]
Sent: Wednesday, March 02, 2016 1:49 PM
To: Eric Gomez
Cc: olopez@cityofsweetwater.fl.gov; rventura@cityofsweetwater.fl.gov; eproto@cityofsweetwater.fl.gov; rherrada@cityofsweetwater.fl.gov
Subject: FM: 412479-2 and -3 SR 985/SW 107 Ave. decorative lighting bid- URGENT
Importance: High

Good afternoon Eric,

As discussed, the letting for the SW 107 Ave. projects (FM: 412479-2 and 412479-3) occurred on 02/24/16. As part of the lowest bid received, the cost submitted for the decorative is higher than the estimated amount included in the executed Locally Funded Agreement (LFA) of \$137,940.00 signed by the City on 11/2014. The table below summarizes the costs submitted by the lowest bidding contractor, and details the amount the City would be responsible for based on the same premise in the original agreement where the City would fund the difference in costs between the standard light poles and decorative light poles. Based on this increase and as outlined in the agreement, the City will need to cover the difference of **\$69,924.60** in order for the project to move forward with the decorative lighting.

Please provide a response to this email stating whether the City would agree to provide the additional amount of **\$69,924.60** to the Department by 5:00 PM this afternoon, March 2, 2016 so that the project can move forward with the submitted bid. If the City chooses to pay for the additional amount, they would have to submit a check to the Department as soon as possible.

We are happy to discuss further If have any questions or concerns.

DECORATIVE POLES SR 985 / SW 107TH AVE			
	COST	AMOUNT PAID BY CITY ON 11/2014	ADDITIONAL AMOUNT TO BEPAID FOR DECORATIVE LIGHTI

LOWEST BID CONTRACTOR Standard Poles Total Cost=	\$81,986.40		
LOWEST BID CONTRACTOR (Decorative Poles) Total Cost=	\$289,851.00		
LOWEST BID CONTRACTOR Total Difference (TO BE PAID BY CITY)	\$207,864.60	137,940.00	\$69,924.60
ADDITIONAL AMOUNT TO BE PAID BY THE CITY FOR DECORATIVE LIGHTING =			\$69,924.60

Daniel Iglesias, P.E.
District Roadway Design Engineer
 Florida Department of Transportation- District 6
 Adam Leigh Cann Building
 1000 N.W. 111th Avenue Rm 6102-A
 Miami, Florida 33172
 Ph: 305-470-5266
 Fax: 305-470-5380
 email: daniel.iglesias@dot.state.fl.us



Carmen Garcia

From: Ralph Ventura
Sent: Wednesday, March 02, 2016 10:45 AM
To: Carmen Garcia; Marie Schmidt
Cc: Mayor Orlando Lopez; Eric Gomez; Eric Gomez; gc@cuadralaw.net
Subject: Triangle Property

Carmen,

Please place the following on the agenda for discussion as an add-on as a Mayoral item:

Discussion of roadway, easement and dedicated property at or near the intersection of NW 21st Street and 108th Avenue.



Ralph Ventura, JD
Chief of Staff
Mayor's Office
City of Sweetwater

"Far better it is to dare mighty things,
to win glorious triumphs even though checkered by failure,
than to rank with those poor spirits who neither enjoy nor suffer much
because they live in that gray twilight that knows neither victory nor defeat." – Theodore Roosevelt



Finance Department Status Report & Accomplishments

March 3, 2016

Honorable Mayor and Commissioners:

The Finance Department continues to address several priorities within the following areas:

- Account payables
- Account receivables
- Payroll
- Financial Reporting
- Accounting
- Internal controls
- Risk management
- Federal, State and Local government compliance
- Auditing

Accounts Payable

The Department continues to manage significant workload in account payables maintaining all City accounts current including utilities and vendor bills. Most payments are processed on time while struggling to avoid significant backlog, delays and complaints. Since December 2, 2015 the Department has processed 1,139 invoices, 44 purchase orders and 812 checks with just one Account Payable Clerk.

Accounts Receivable

The Department continues to process all revenue transactions timely. Currently finishing cash transactions for the last week of February; therefore, keeping receivables up to date. All batches submitted by other Departments including checking all system entries, generating detail reports are up to date. Successfully addressed errors and omissions and completed batch approval cycle for all City Departments timely. All daily deposits and General Ledger reports are up to date and current including all receivables entered from Building, Passport, Licenses, Parks, Senior Center and Police Departments. 50% of all credit card entries submitted to Finance by different Departments through the month of February 2016 have been checked and processed, almost up to date, batched and stored. All LOGOS and CENPOS detail reports have been generated and reconciled identifying and addressing errors and omissions. In addition, all vendor registration applications are up to date.

In addition to maintaining account receivables up to date, the Department continues to meet and/or exceed customer service expectations at the window on a daily basis with minimum amount or no complaints.

Payroll

Payroll operations were completed on time. All required garnishments, monthly reports and taxes were processed and payments submitted on time. The City currently handles significant amount of payroll operations by hand. Based on City Auditors recommendations, the City should consider outsourcing payroll operations. By outsourcing payroll and automating this process, the City will benefit in several areas such as ensuring compliance with Federal law, eliminating or avoiding audit findings while enhancing its reporting ability.

City Audit

The City's audited financial statements for the Fiscal Year End 2014 were completed and presented to the City Commission on February 29th 2016 by the accounting firm of Trueba and CO, City Auditors. Consequently, the Finance Department submitted financial statements to the State Department of Financial Services (DFS), Auditor General Office and Division of Emergency Management.

The 2014 – 2015 audit engagement has begun; therefore, the Department is providing all required information to City Auditors on a weekly basis.

Miami-Dade County Citizens Independent Transportation Trust (CITT) Audit

Miami-Dade County CITT auditors have been engaged for several months. Several conference calls and meetings have been held with County Auditors including on January 20th and Monday February 1st. After providing significant amount of information required including bank statement reconciliations from the City's main operating bank accounts for years 2014 and 2015, additional information was requested by County Auditors on February 1st. Therefore, the Finance Department provided 2013 and 2014 trial balances, 2013 payable, payroll and savings account statement reconciliations and 2014 audit journals as requested by County Auditors. The Finance Department continues to exercise all due diligence including answering their questions and providing required information in order to close this audit.

Alliance for the Elderly & Aging Audit (Senior Center)

In cooperation with Director of Operations and Senior Center Staff, meetings were held on Tuesday March 1st among others with Alliance auditors. A joint effort is currently taking place in order to prepare and provide required information including action plan, special reports, expenses, billing information and synchronization with the City's financial data base. These reports and financial data base are being prepared in accordance to auditing standards and will help the City in monitoring and controlling expenses, cost distributions and allocations per category among others parameters fulfilling auditing requirements in the future. In addition, the financial data based prepared by the Finance Department will enable City staff to update and maintain all financial information as requested by Alliance auditors and the State.

Risk Management

All of the City's insurance premium payments have been made on time. Therefore all of the following City insurance policies are current:

- a. Property Damage
- b. Flood
- c. General Liability
- d. Professional Liability
- e. EPLI Liability (Employee Practice Liability Insurance)
- f. Workers Compensation
- g. Fleet-Auto Liability
- h. Crime Fidelity Bond
- i. Helicopter

Cash Flow

The Department continues to closely monitor cash flow. Therefore, performs cash flow analysis and provides daily Cash Flow – Account Payable updates to the Mayor. These daily updates enable management to properly plan financial resources in order to maintain level of service in vital and necessary services. (Please see Attachment 1)

Internal Controls

The Department continues to review GL accounts in order to address any potential errors and omissions and ensure proper classification of expenses and revenues. In order to accomplish these tasks, every single account is reviewed and properly balanced. Furthermore, efforts continue to be made in balancing liability accounts.

Elected Officials Pension

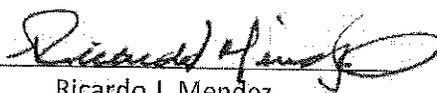
Following Pension Board directives from last meeting and at the request of the pension trust administrator, the Department spent significant amount of time completing the following forms/applications:

- Variable Annuity Withdrawal Authorization application – Mayor Maroño
- Certificate of Entity Ownership – Commissioner Jose Guerra
- Annuity Full Surrender request – Commissioner Jose Guerra
- Annuity Contract Change – Commissioner Jose L. Diaz

All of the above forms/applications were completed as required and under the guidance of the pension plan administrator from SunTrust. Along these terms, all forms were properly reviewed and approved by SunTrust officials prior to elected official's signatures. Consequently, all of the above signed and notarized forms were hand-delivered to SunTrust.

Notwithstanding the number of challenges, accomplishments were made thanks to the hard work and dedication of the Finance Department staff.

Respectfully,



Ricardo J. Mendez
Finance Director

ATTACHMENT No. 1

FINANCE DEPARTMENT REPORT

CASH FLOW – ACCOUNT PAYABLES UPDATE AS OF 3/3/16

City of Sweetwater
Cash Flow Update
3-Mar-16

Wells Fargo Depository	\$	1,314,391.36	
Regions Depository		621,606.25	
WF Payroll/Payables		28,126.47	
		\$ 1,964,124.08	Total Cash on Hand

Payables

Checks in Transit	\$	-	
Red Light Camera		(46,947.53)	
		\$ (46,947.53)	
Fiscal Year 2014-2015			
Posted in the System	\$	(9,226.60)	
In Transit - Estimate		(60,000.00)	
Fiscal Year 2015-2016			
Posted in the System		(75,170.84)	
	\$	(144,397.44)	Outstanding Payables FY14-15, FY15-16

\$ (191,344.97) Total Payables

		1,964,124.08	Total Cash in Hands
	\$	(191,344.97)	Total Payables
		1,772,779.11	Ending Balance

Other Liabilities

Credit Line	\$	(1,527,936.00)	
Red Light Cameras		(585,145.78)	
		\$ (2,113,081.78)	Total Other Liabilities

\$ (340,302.67) Total Cash on Hand After Other Liabilities