REGULAR COMMISSION MEETING

AGENDA

MEETING DATE: MONDAY, FEBRUARY 1, 2016, AT 8:00 P.M. COMMISSION CHAMBERS, 500 SW 109 AVENUE

1. ROLL CALL.

2. PLEDGE OF ALLEGIANCE.

3. INVOCATION.

4. SPECIAL PRESENTATIONS.

   A. PRESENTATION BY DR. JUAN ZEVALLOS FROM THE FIU HERBERT WERTHEIM COLLEGE OF MEDICINE, DEPARTMENT OF MEDICAL AND POPULATION HEALTH SCIENCES RESEARCH.

   B. PRESENTATION BY ANA RAPOSO ON IRS VITA PROGRAM BEING OFFERED AT THE JORGE MAS CANOSA YOUTH CENTER. (COMMISSIONER BARRETO)

   C. PRESENTATION OF A PROCLAMATION BY COMMISSIONER BERGOUIGNAN TO CENTRO CULTURAL BOLIVIANO MASIS. (COMMISSIONER BERGOUIGNAN)

   D. PRESENTATION OF CHRISTMAS HOUSE PROGRAM AWARDS. (COMMISSIONER BARRETO)

5. PRESENTATION OF EMPLOYEE OF THE MONTH AWARD.

6. PRESENTATION OF OFFICER OF THE MONTH AWARD.

7. REPORTS OF OFFICERS, BOARDS AND COMMITTEES.

8. ADDITIONS AND DELETIONS TO THE AGENDA.

9. PETITIONS - COMMUNICATIONS - REMONSTRANCES.

   A. REQUEST OF HERIBERTO MALDONADO FOR REIMBURSEMENT OF FEES RELATED TO HIS APPLICATION FOR VARIANCES, SITE PLAN AND CONDITIONAL USE.

   B. REQUEST OF DEBBIE SOSA, MIAMI-DADE COUNTY SCHOOLS, TO ADDRESS THE CITY COMMISSION.

10. CONSENT AGENDA.

   A. APPROVAL OF MINUTES FOR OCTOBER 12 (2), OCTOBER 20 AND OCTOBER 26, 2015.

B. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH BRANCHES, INC., FOR THE IMPLEMENTATION OF THE 2016 IRS VITA PROGRAM; AND PROVIDING AN EFFECTIVE DATE. (COMMISSIONER BARRETO)

11. STAFF ITEMS.

A. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH ILER PLANNING; DESIGNATING HENRY ILER AS CITY PLANNER; AND PROVIDING AN EFFECTIVE DATE. (MAYOR LOPEZ)

B. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE PURCHASE EQUIPMENT TO MAKE A BUILDING DEPARTMENT'S NEW PICK UP TRUCK OPERATIONALLY READY; AUTHORIZING THE EXPENDITURE OF FUNDS; AND PROVIDING AN EFFECTIVE DATE. (MAYOR LOPEZ)

C. A RESOLUTION OF THE CITY OF SWEETWATER AUTHORIZING THE CITY ATTORNEY TO FILE A CIVIL ACTION SEEKING TO COMPEL THE GOVERNOR TO DETERMINE WHETHER THE CITY "NEEDS STATE ASSISTANCE TO RESOLVE OR PREVENT THE CONDITION" OF ITS CURRENT FINANCIAL CRISIS AND TO IMPLEMENT PREVENTATIVE OR REMEDIAL MEASURES TO ASSIST THE CITY IN RESOLVING SAID FINANCIAL EMERGENCY, ALL PURSUANT TO §218.503, FLORIDA STATUTES; AUTHORIZING EXPENDITURE OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE. (MAYOR LOPEZ)

D. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE REPAIRS AT THE PLAYGROUND AREA OF RONSELLI PARK; AUTHORIZING THE EXPENDITURE OF FUNDS; AND PROVIDING AN EFFECTIVE DATE. (MAYOR LOPEZ)

E. A RESOLUTION INVITING THE CARNAVAL BOLIVIANO TO SWEETWATER. (COMMISSIONER BERGOUIGNAN) Clerk'S Note: No paperwork available at this time. Email service between the Clerk's Office and the City Attorney's Office is down. A copy of the resolution should be available by Thursday, 1/8/16 and will be sent out at that time.

12. REPORTS.

A. POLICE AND CODE ENFORCEMENT REPORT.

B. PARKS AND RECREATION REPORT.

C. MAINTENANCE DEPARTMENT REPORT.

D. CITY ATTORNEY REPORT.

E. MAYOR'S REPORT.

F. COMMISSIONERS REPORT.

G. ELDERLY SERVICES PROGRAM REPORT.

H. SPECIAL PROJECTS REPORT.

I. BUILDING AND ZONING REPORT.

J. FINANCE REPORT.

K. CITY CLERK'S REPORT.

L. HUMAN RESOURCES REPORT.

13. UNFINISHED BUSINESS.

14. NEW BUSINESS.

15. GOOD OF THE ORDER.

16. ADJOURNMENT.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, HE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WHO NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT CITY CLERK MARIE SCHMIDT AT 221-0411 BY NOON ON THE THURSDAY PRIOR TO THE MEETING.

PETITIONS - COMMUNICATIONS - REMONSTRANCES

JA 22 3 40

January 16, 2016

City of Sweetwater Commission
500 SW 109th Avenue
Sweetwater, FL 33174

REF: Reimbursement of Application Fees in Connection with the Former Proposed Carwash Located at 10715 SW 6th Street – Conditional Use, Variance(s), and Site Plan – SPR20150000004.

Dear Mayor and City Commission Members:

Regarding the above mentioned matter, I Heriberto Maldonado, hereby respectfully request reimbursement of the fees paid in connection with my application for Variances, Site Plan and Conditional Use to allow a Carwash operation at 10715 SW 6th Street. Said application was filed on March 24, 2015, very little or nothing was done in terms of processing it ($6,675 City of Sweetwater receipt attached).

At this time, due to Site Plan changes created by FDOT and the property owner, the application cannot continue and I need to seek reimbursement. To that end, I thank the Mayor and the City Commission for prompt consideration of this matter.

Sincerely,

Heriberto Maldonado

Heriberto Maldonado

Cc: File

1/21/2016

Cynthia Williams
COMMISSION # FF131736
EXPIRES: July 2, 2018
WWW.AARONNOTARY.COM

PAYMENT DATE
04/24/2015

COLLECTION STATION
Building Department

RECEIVED FROM
HERIBERTO MALDONADO

DESCRIPTION
CONDITIONAL USE FEES & SITE PLAN FEE SPR 2015-00000004 10715 SW 6 ST

City of Sweetwater
500 S.W. 109th Avenue
Sweetwater, FL 33174

BATCH NO.
2015-00001447

RECEIPT NO.
2015-00008139

CASHIER
Luvian Espinosa

JA 22 3 40

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT
Project Payments	Project Payments CONDITIONAL USE FEES & SITE PLAN FEE SPR 2015-00000004 10715 SW 6 ST	$6,675.00

Total Cash	**$0.00**
Total Check	**$6,675.00**
Total Charge	**$0.00**
Total Other	**$0.00**
Total Remitted	**$6,675.00**
Change	**$0.00**
Total Received	**$6,675.00**

Total Amount: **$6,675.00**

01-14-16

Feb. Meeting 2016.

Debbie Sosa
305.970.0048
debbieSosa@dadeschools.net

CONSENT AGENDA

SPECIAL COMMISSION MEETING

MINUTES

MEETING DATE: MONDAY, OCTOBER 12, 2015 AT 7:00 PM COMMISSION CHAMBERS, 500 SW 109 AVENUE

1. ROLL CALL.

Present: Honorable Orlando Lopez, Mayor; Commission Vice President Jose Bergouignan, Jr.; Commissioners Prisca Barreto, Manuel Duasso, Idania Llanio, Isolina Marono and Eduardo M. Suarez; City Attorney Guillermo Cuadra and City Clerk Marie O. Schmidt.

Absent: Commission President Jose M. Diaz.

2. PLEDGE OF ALLEGIANCE.

Vice President Bergouignan led the Pledge of Allegiance.

3. INVOCATION.

Vice President Bergouignan gave the Invocation.

4. PUBLIC COMMENTS.

Frank Paco Ruiz, L'il Abner Foundation, announced their annual Thanksgiving Bash and asked for the City's support.

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE THE ATTACHED AFFILIATION AGREEMENT WITH KEISER UNIVERSITY TO PROVIDE OCCUPATIONAL THERAPY SERVICES AT THE SENIOR CENTER AT NO COST TO THE CITY; AND PROVIDING AN EFFECTIVE DATE. (MAYOR LOPEZ/DIR. OF OPERATIONS)

Upon motion by Commissioner Duasso, second by Commissioner Marono and unanimous 6-0 vote, the foregoing resolution was adopted and assigned #4109.

6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXPEND $2000 FOR PREPARATIONS FOR THE HALLOWEEN EVENT AT RONSELLI PARK; AND PROVIDING AN EFFECTIVE DATE. (MAYOR LOPEZ)

Upon motion by Commissioner Duasso, second by Commissioner Marono and unanimous 6-0 vote, the foregoing resolution was adopted and assigned #4110.

7. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, DECLARING FIVE PARCELS OF CITY-OWNED REAL PROPERTY AS SURPLUS AND AUTHORIZING THE SALE OF SUCH PROPERTY; AUTHORIZING THE MAYOR TO SECURE REALTY SERVICES TO ASSIST IN THE SALE OF SAID REAL PROPERTY; AND PROVIDING AN EFFECTIVE DATE. (MAYOR LOPEZ)

Mayor recommended the resolution be amended to delete the reference to the property as surplus and to add the provision for an appraiser. Funding costs could come from the 15-16 Contingency account. Mayor Lopez advised the City needs the money to pay off the loan with Regions Bank or as leverage to obtain a one year extension. Vice President Bergouignan suggested this item be deferred as the monies from sale of the properties were to be used to address a budget imbalance. Chief of Staff Ventura explained the progress of negotiations with the bank and advised there is the possibility that the bank will seek a Writ of Mandamus forcing the City to pay the 1.9 million dollars it owes.

Commissioner Barreto favored the sale of the property and moved the resolution with the amendments recommended by the Mayor. Commissioner Llanio seconded and the foregoing resolution was amended, adopted and assigned #4111 by 5-1 vote of the Commission. Vice President Bergouignan cast the dissenting vote.

8. RESOLUTION URGING THE FLORIDA LEGISLATURE TO ENACT LEGISLATION PROHIBITING HYDRAULIC FRACTURING IN THE STATE OF FLORIDA. (MAYOR LOPEZ)

Upon motion by Commissioners Bergouignan and Marono, second by Commissioners Duasso and Barreto and unanimous 6-0 vote, the foregoing resolution was adopted and assigned #4112.

9. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, DECLARING CERTAIN CITY-OWNED REAL PROPERTY AS SURPLUS AND AUTHORIZING THE SALE OF SUCH PROPERTY; AUTHORIZING THE MAYOR TO SECURE REALTY SERVICES TO ASSIST IN THE SALE OF SAID REAL PROPERTY; AND PROVIDING AN EFFECTIVE DATE. (MAYOR LOPEZ)

Mayor Lopez recommended the removal of the surplus designation and the need to hire a real estate company. Vice President Bergouignan offered a motion amending the resolution as recommended by the Mayor and setting a minimum reserve of $150,000, seconded by Commissioner Marono and unanimous 6-0 vote, the foregoing resolution was amended, adopted and assigned #4113.

10. RATIFICATION OF DEPARTMENT HEADS. (CODE REQUIREMENT)

None.

11. ADJOURNMENT.

There being no further business before the City Commission, the meeting was declared adjourned at 7:31 PM.

Marie O. Schmidt, MMC
City Clerk

SPECIAL COMMISSION MEETING

MEETING DATE: MONDAY, OCTOBER 12, 2015 AT 7:15 PM COMMISSION CHAMBERS, 500 SW 109 AVENUE

1. ROLL CALL.

Present: Honorable Orlando Lopez, Mayor; Commission Vice President Jose Bergouignan, Jr.; Commissioners Prisca Barreto, Manuel Duasso, Idania Llanio, Isolina Marono and Eduardo M. Suarez; City Attorney Guillermo Cuadra and City Clerk Marie O. Schmidt.

Absent: Commission President Jose M. Diaz.

2. PLEDGE OF ALLEGIANCE.

Skipped. Recited at the previous meeting.

3. INVOCATION.

Skipped. Given at the previous meeting.

4. PUBLIC COMMENTS.

None.

5. DISCUSSION OF INTERLOCAL AGREEMENT WITH THE BEACON TRADEPORT COMMUNITY DEVELOPMENT DISTRICT FOR THE FACILITATION OF CONSTRUCTION AND IMPROVEMENT OF A THREE-LANE ROADWAY ON NW 17TH STREET BETWEEN NW 112TH AVENUE AND NW 108TH AVENUE WITH LEFT TURN LANES, SIDEWALKS, CURB, GUTTERS, TRAFFIC SIGNALIZATION, SIGNAGE, PAVEMENT MARKINGS, STORM DRAINAGE SYSTEM AND STREETLIGHTING.

Commission was informed of the 1.1 million dollar project and that the District will be making the improvements by issuing bonds to pay for the project. The City would have to pledge its future impact fees from the area involved. The City Attorney was directed to meet with the District's attorney and draw up documents for presentation to the Commission at a meeting to be called for next Monday night.

6. DISCUSSION OF CITY'S FINANCIAL CONDITION.

Finance Director Mendez presented the cash flow status as of this date. Mayor Lopez advised he is meeting with Senator Anitere Flores tomorrow to ask for 2-3 million dollars of bailout money.

An argument over the payment of unfunded positions broke out. City Attorney Cuadra reminded the Commission that only the Mayor can hire and fire.

7. ADJOURNMENT.

There being no further business before the City Commission, the meeting was declared at 7:58 PM.

THIS MEETING WAS CALLED AT THE REQUEST OF MAYOR LOPEZ.

Marie O. Schmidt, MMC
City Clerk

SPECIAL COMMISSION MEETING

MEETING DATE: TUESDAY, OCTOBER 20, 2015 AT 7:00 PM COMMISSION CHAMBERS, 500 SW 109 AVENUE

1. ROLL CALL.

Present: Honorable Jose M. Diaz, Commission President; Commissioners Jose Bergouignan, Jr., Manuel Duasso, Idania Llanio, Isolina Marono and Eduardo M. Suarez; City Attorney Guillermo Cuadra and City Clerk Marie Schmidt.

Absent: Mayor Orlando Lopez and Commissioner Prisca Barreto.

2. PLEDGE OF ALLEGIANCE.

President Diaz led the Pledge of Allegiance.

3. INVOCATION.

President Diaz gave the Invocation.

4. PUBLIC COMMENTS.

None.

5. A RESOLUTION OF MAYOR AND THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE BEACON TRADEPORT COMMUNITY DEVELOPMENT DISTRICT FOR THE DESIGN AND CONSTRUCTION OF A THREE LANE ROADWAY ON NW 17TH STREET FROM NW 112TH AVENUE TO NW 108 AVENUE; AND PROVIDING AN EFFECTIVE DATE.

Luis Hernandez, District Manager for the Beacon Tradeport Community Development District, explained their intent to continue on with improvements with money collected from the City. After discussion on several issues with the agreement, Commissioner Marono offered a motion to adopt the resolution and accompanying agreement provided the agreement is amended to eliminate reference to permit fees, to limit the area to NW 17 Street between NW 108 Avenue

and NW 112 Avenue and to adjust the time frames so that they are consistent. Commissioner Suarez seconded and the motion carried by 6-0 vote. This resolution was adopted and assigned #4114.

6. ADJOURNMENT.

There being no further business before the city commission, the meeting was declared adjourned at 8:03 PM.

Marie O. Schmidt, MMC
City Clerk

EMERGENCY COMMISSION MEETING
MINUTES

MEETING DATE: MONDAY, OCTOBER 26, 2015 AT 8:00 PM COMMISSION CHAMBERS, 500 SW 109 AVENUE

1. ROLL CALL.

Present: Honorable Commission President Jose M. Diaz; Commissioners Prisca Barreto, Jose Bergouignan, Jr., Manuel Duasso, Idania Llanio, Isolina Marono and Eduardo M. Suarez; City Attorney Guillermo Cuadra and Deputy City Clerk Carmen J. Garcia.

Absent: Mayor Orlando Lopez

2. PLEDGE OF ALLEGIANCE.

President Diaz led the Pledge of Allegiance.

3. INVOCATION.

President Diaz gave the Invocation with a special prayer for the fast recovery of City Employee Jeffrey Leon.

4. CONSIDERATION OF MAYOR'S VETO OF RESOLUTION NO. 4107 ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2015-2016.

The public hearing was opened. There being no persons interested in speaking, the public hearing was closed. President Diaz addressed to the public in Spanish and explained why this item came before the City Commission. Upon motion by Commissioner Llanio, second by Commissioner Barreto and 6-1 roll call vote, the Mayor's veto was overridden and Resolution 4107 was put into effect. Commissioner Maroño cast the dissenting vote.

5. ADJOURNMENT.

There being no further business before the City Commission, the meeting was adjourned at 8:15P.M.

THIS MEETING WAS CALLED AS AN EMERGENCY AT THE REQUEST OF COMMISSIONER LLANIO WITH THE CONCURRENCE OF COMMISSIONERS DUASSO, BARRETO, BERGOUIGNAN, JR., MAROÑO, SUAREZ AND DIAZ

Carmen J. Garcia, MMC
Deputy City Clerk

RESOLUTION NO. 16 –

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH BRANCHES, INC., FOR THE IMPLEMENTATION OF THE 2016 IRS VITA PROGRAM; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the VITA Program assists low income residents in the preparation of their income tax returns; and

WHEREAS, every year the City establishes a partner agreement with an IRS approved vendor to recruit volunteers that process the yearly tax filings of low income residents; and

WHEREAS, this agreement provides for reimbursement to the City for any resources contributed to the program such as space, office supplies, etc.

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

Section 1. The memorandum and Agreement attached hereto are incorporated herein.

Section 2. The City Commission authorizes the Mayor to execute the Agreement with Branches, Inc., with such non-material changes as may be acceptable to the Mayor, and approved as to form by the City Attorney, is hereby approved.

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	____

MEMORANDUM

Date: 1/12/2016

To: Honorable Orlando Lopez, Mayor, Jose M. Diaz, Commission President and Members of The City Commission

From: Commissioner Prisca Barreto

Re: 2016 IRS VITA Grant Contract

DESCRIPTION OF ITEM

This resolution is for the approval of the 2016 IRS tax program agreement with Branches, Inc. to run the tax filing program at the Jorge Mas Canosa Youth Center. The program processes taxes for low income residents free of charge.

BACKGROUND

Every year the City establishes a partner agreement with an IRS approved vendor to recruit volunteers that process the yearly tax filings of low income residents. This agreement will also reimburse the City for number of people assisted and resources contributed (space, office supplies etc.)

FISCAL IMPACT

The amount received depends on the number of taxes filed for residents at the end of the program. Last year the City received $1,554.

RECOMMENDATION

It is recommended to approve the program as it will assist many needy residents who face hardship with the cost of processing their taxes.

Commissioner Prisca Barreto
Department / Section Director

2016 UWCFS VITA Program Delivery Agreement
between
Branches, Inc. and City of Sweetwater

Values Statement: Branches, Inc. has received funding from the IRS VITA-2016 program to implement the United Way Center for Financial Stability VITA Program, hereafter referred to as UWCFS VITA Program. The UWCFS VITA Program will support and coordinate tax education, tax preparation and financial education and asset building services to low-income and/or limited English proficiency clients in Miami-Dade. Branches will partner with other local organizations, to form the UWCFS VITA Program Coalition to implement this project. Branches selected the members of the UWCFS VITA Program Coalition because of their capacity to host/operate VITA Site(s) that meet the needs of low-income residents, because of our common vision and values, and because of our related missions.

Terms of Agreement: This agreement sets forth the expectations and responsibilities of the UWCFS VITA Program Coalition member (sub-grantee), and Branches, Inc. (grant recipient) for the successful implementation of the 2016 UWCFS VITA Program. This agreement shall remain in effect **December 1, 2015 to June 30, 2016.**

City of Sweetwater **agrees to:**

A. General

1. Operate one or more VITA site(s) in compliance with all IRS guidelines and requirements, including but not limited to confidentiality, data collection and reporting, civil rights and quality review/program evaluation. VITA Site agrees to use the forms prescribed by the IRS 2016 VITA program.
2. Submit documentation as outlined under the Method of Payment section below in order to receive any payment.
3. Track and report VITA volunteer hours as well as in-kind costs donated to the VITA program.
4. Support as much as possible the education and asset building objectives of IRS-SPEC.
5. Include on publicity materials information about FAFSA, EITC, Child Tax Credit and E-filing wherever possible.
6. Share with Branches and your IRS SPEC Relationship Manager all scheduled media interviews in advance so your efforts can be tracked and supported by the partnership.
7. Have posted operating hours that includes some evenings and Saturdays or Sundays at least twice a month.
8. Have a minimum of two computer workstations available and staffed during operating hours.
9. Have Internet access, printer, copier, filing cabinet, and any other office equipment required to successfully e-file tax returns and maintain proper documentation.
10. Take primary responsibility for outreach to the local community that reflects the service area for the site agency.
11. Designate at least one Site Coordinator to provide on-site supervision during all operating hours, and to electronically e-file tax returns.
12. Train an appropriate number of staff and volunteers to handle workload.
13. Participate in site manager conference calls and training meetings as needed.
14. Install TaxWise Online software on all computers used by the VITA program and ensure that preparers enter appropriate user defined fields into TaxWise Online.
15. Participate in project-wide and site-specific evaluations to identify areas of improvement and possible changes for subsequent years of operation.
16. Appropriately promote trainings coordinated by Branches for volunteers and clients: benefits eligibility, credit/debt, homeownership, tax law, financial literacy, employment, etc.
17. Ensure that the site is accessible in accordance with local and federal laws regarding persons with disabilities and that the staff members are fluent in the language spoken by the target population. The site also agrees not to discriminate against any persons on the basis of color, creed, religion, age, disability, gender or age.
18. Adhere and conform to any and all other requirements of the IRS VITA grant program.

B. Asset Building

19. Provide customers onsite access to asset building information, services and resources including but not limited to: brochures, training calendars, web based services, benefit screening, banking products and onsite financial

training. The site is expected to provide financial education literature at the minimum and is encouraged to provide as many services as appropriate with the support of Branches and other partners.

C. Events & Meeting Participation

20. Host or participate in events that help increase awareness and access to VITA services at the site or in the larger community.
21. Ensure volunteers have access to a volunteer recognition event that celebrates their accomplishments and engages them for future VITA involvement.

Branches, Inc. agrees to:

22. Provide guidance and assistance in planning and determining operating hours, staffing needs, and equipment requirements.
23. Provide templates, marketing materials, marketing plans and other opportunities to assist the site in appropriately promoting and expanding the impact of their site.
24. Coordinate training sessions for volunteer and/or staff tax preparers. Site volunteers are not required to participate in these process trainings; however, all volunteers must meet IRS certification requirements before beginning service at any location.
25. Coordinate the training of the site managers, ensure that "best practices" are shared, and that quality assurance efforts are incorporated in the manual and procedures.
26. Provide financial education and asset-building resources and training opportunities including but not limited to: brochures, flyers, training calendars, displays, a significant array of training topics and trainers to facilitate them.
27. Coordinate and take lead responsibility for county- and city-wide publicity in coordination with the United Way of Miami and other regional partners.
28. Provide a volunteer recognition event that celebrates volunteers' accomplishments and engages them for future VITA involvement.
29. Provide a stipend to the site in consideration of fulfilling all the aforementioned responsibilities, based upon a payment schedule outlined below.

Method of Payment: The total amount of funds available to be divided between participating VITA Sites is $43,484. Branches will distribute subgrants using the following guidelines:

30. Total funds available for sub grants will be proportionally distributed based on the number of qualified accepted e-files by each site and by all participating VITA Sites.

    NOTE: These funds will be calculated and awarded in the following categories based on the number of accepted e-file returns reported to Branches by the IRS. Self-reported numbers cannot be accepted but Branches will work with sites to resolve any discrepancies.

    a. Qualified standard accepted e-files are estimated to be $4.50 per return
    b. Performance incentive for sites increasing their total qualified accepted e-files by 15% (over TY2014)
        i. Small Sites (100-199 accepted e-files in TY2014): $1.00 extra for each return
        ii. Medium Sites (200-499 accepted e-files in TY2014): $2.50 extra for each return
        iii. Large Sites (500+ accepted e-files in TY2014): $7.00 extra for each return above TY2014 performance

31. Extended season: VITA Sites that commit to staying open until <u>at least</u> June 15 can qualify for the following:
    c. $300 for sites that complete 15 returns (e-file, paper or back taxes) between April 15 and June 15
    d. $500 for sites that complete 20 returns (e-file, paper or back taxes) between April 15 and June 15
32. Required compliance and documentation
    e. Participation in conference calls and brief surveys/e-mails
    f. End of season/period report (s) – for sites operating through April 15th or 30th the following is needed only once and it is due by the end of business May 9th. Sites committing to the extended

season will need to make that commitment and submit their first set of information by May 9th followed by their extended season results by June 20th. Documentation includes the following:

i. All standard IRS VITA documentation is required to be submitted to the SPEC relationship manager and may be required by Branches
ii. End of season report on total number of volunteers, total volunteer hours, number of Limited English Proficiency (LEP) e-files accepted, number of accepted e-files for low income clients. (TaxWise Online helps track LEP clients if the user defined fields are consistently and correctly used).
iii. This agreement must be signed.
iv. In-kind documentation – some proof of in-kind support is required from each participating VITA Site. There is no minimum value and it can be provided via signed volunteer time-sheets **and/or** letters of in-kind space contribution. Templates will be provided for both.

Payment Schedule: Branches, Inc. will process VITA Site stipends within two (2) weeks of receipt of the documentation cited above. The grant concludes June 30, 2016 and all funds must be disbursed prior to that date. To comply with the grant, documentation must be received no later than close of business June 23, 2016; requests after that date cannot be honored.

Termination: Branches, Inc. will make every reasonable effort to help its partner VITA Sites fulfill their obligations and encourages all VITA Sites to request assistance from Branches staff whenever necessary. However, Branches, Inc. and the VITA Site retain the right to terminate this agreement with 30 days notice if either party fails to comply with the conditions stipulated herein. In the event of gross breach of contract (e.g. violation of IRS VITA standards), Branches, Inc. may terminate the agreement without prior notice. Upon separation, the site will be paid for services rendered through the date of separation within 15 days of receipt of an invoice and all required reports. No payment will be made without the above mentioned reports and documentation.

Contacts: Correspondence related to this agreement should be addressed to:

Contact for Branches, Inc.:
Alexandra Hernandez – VITA Coalition Coordinator
Branches, Inc.
11500 NW 12th Avenue
Miami, FL 33168
Phone: (786) 650-2000
Email: ahernandez@branchesfl.org

Contact for UWCFS VITA Program Coalition VITA Site:
J. David Borrero
City of Sweetwater
500 SW 109th Avenue
Sweetwater, FL 33174
305-221-0411
jdborrero@cityofsweetwater.fl.gov

Agreed & Signed by:

Brent McLaughlin – Executive Director
Branches, Inc.
DUNS Number: 844926188
11500 NW 12th Avenue
Miami, FL 33168
Phone: (305) 688-3551
Email: BMcLaughlin@branchesfl.org

Date:

Orlando Lopez, Mayor
City of Sweetwater
DUNS: 076997170
500 SW 109th Avenue
Sweetwater, FL 33174

Date:

STAFF ITEMS

RESOLUTION NO. 15 –

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH ILER PLANNING; DESIGNATING HENRY ILER AS CITY PLANNER; AND PROVIDING AN EFFECTIVE DATE

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

Section 1. The agreement attached hereto is incorporated herein.

Section 2. The City Commission authorizes the Mayor to execute an agreement with Iler Planning together with such non-material changes as may be acceptable to the Mayor, and approved as to form by the City Attorney, is hereby approved.

Section 3. The Commission hereby ratifies Henry Iler as City Planner.

Section 4. **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 _____, 2015.

_____
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	_____

ILER PLANNING

Sweetwater City Planner Services

Work Order

Prepared by: Henry Iler, AICP
Draft: 9-15-15

Introduction

Henry Iler, Principal with ILER PLANNING, applied for the City Planner position with the City of Sweetwater in July 2015 and has been selected for that position. Following selection he was asked by the City to submit a work order for the position.

This proposed Work Order was developed in consultation with the Building and Zoning (B&Z) Director and City Engineer. Mr. Iler will provide the services described below on a contractual basis for FY 2015-16. The actual start date will be 3 workdays following approval of this work order by the City Commission.

Scope of Work

Mr. Iler and his company will conduct the following planning and zoning tasks:

1.) Review land use amendment, rezoning and other zoning applications, and write staff review memorandums.

2.) Write staff reports, resolutions and/or ordinances related to zoning applications.

3.) Review site plan applications for compliance with zoning and other related parts of Code (maximum 2 reviews each) and write review memorandums.

4.) Respond to planning and zoning questions from the public.

5.) Meet as necessary with owners and/or developers with active zoning applications.

6.) Attend City Commission and P&Z Board meetings as needed.

7.) Be available as back-up staff to the B&Z Dept. for zoning plan reviews and zoning inspections.

8.) Review specific Code sections with the B&Z Director and City Engineer, such as signs, fences and landscaping, and recommend appropriate revisions and updates.

9.) Meet with B&Z Director, City Engineer, Mayor's Office and/or individual Commissioners on planning and zoning matters as requested.

Work Order Cost and Invoicing

Total cost not to exceed $50,000.00. Invoices for work performed per the above scope will be

submitted on a monthly basis and the City agrees to pay all valid invoices within 25 calendar days following submittal. ILER PLANNING billing rates for this project are: Principal - $165/hour, Senior Planner - $125/hour and Planning Technician - $95/hour.

Timeframe

October, 2015 (start date) thru September 30, 2016.

THE FOREGOING HAS BEEN APPROVED AND CONSTITUTES A BINDING AGREEMENT BETWEEN THE CITY OF SWEETWATER, FLORIDA, AND ILER PLANNING, INC.:

APPROVED: _____

Mayor Orlando Lopez

DATE: _____

RESOLUTION NO. 16 –

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE PURCHASE OF EQUIPMENT TO MAKE THE BUILDING DEPARTMENT'S NEW PICK UP TRUCK OPERATIONALLY READY; AUTHORIZING THE EXPENDITURE OF FUNDS; AND PROVIDING AN EFFECTIVE DATE

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

Section 1. The memorandum attached hereto is true and correct and incorporated herein.

Section 2. The City Commission authorizes the Mayor to purchase the equipment listed in the attached memorandum from Sergeant Sergio Cabrer, Fleet Manager, for an amount not to exceed $2,601.00, together with such non-material changes as may be acceptable to the Mayor, and approved as to form by the City Attorney, is hereby approved.

Section 3. The Mayor is hereby authorized to execute the purchase order and expend _____ funds on behalf of the City.

Section 4. **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	____

MEMORANDUM

Date: January 20, 2016

To: Ricardo Mendez

From: Sergeant Sergio Cabrer Fleet Coordinator

Re: Equipment for Code Enforcement Pick Up Truck & Building Department Vehicles.

Equipment for Pick up Truck # 1

Light Bar Amber	$1,080.00
Computer Stand	$ 400.00
Pocket Printer Engine	$ 419.00
USB Cable 10Ft	$ 12.00
Power Cable 12 Volt	$ 20.00
2 Amber Viper	$ 220.00
Install Fee	$ 450.00
	$2,601.00

Resolution _____

A RESOLUTION OF THE CITY OF SWEETWATER AUTHORIZING THE CITY ATTORNEY TO FILE A CIVIL ACTION SEEKING TO COMPEL THE GOVERNOR TO DETERMINE WHETHER THE CITY "NEEDS STATE ASSISTANCE TO RESOLVE OR PREVENT THE CONDITION" OF ITS CURRENT FINANCIAL CRISIS AND TO IMPLEMENT PREVENTATIVE OR REMEDIAL MEASURES TO ASSIST THE CITY IN RESOLVING SAID FINANCIAL EMERGENCY, ALL PURSUANT TO §218.503, FLORIDA STATUTES; AUTHORIZING EXPENDITURE OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, §218.503, Fla. Stat., requires a city to notify the Governor whenever it faces a financial crisis; and,

WHEREAS, §218.503 requires the Governor to assess such requests for assistance and take such steps as are proper; and,

WHEREAS, pursuant to §218.503, the Mayor has twice notified the Governor that the City is facing a financial emergency; and,

WHEREAS, in his correspondence with the Governor, the Mayor has twice asked the Governor for assistance; and,

WHEREAS, the Governor has twice failed to respond; and,

WHEREAS, given the City's financial crisis, intervention by the State is imperative; and,

WHEREAS, it is apparent that such intervention can now only be obtained through judicial compulsion;

NOW THEREFORE, be it resolved by the Mayor and the City Commission of the City of Sweetwater:

1. The City Attorney is hereby directed to file a civil action in Leon County, Florida seeking to compel the governor to determine whether the city "needs state assistance to resolve or prevent the condition" of its current financial crisis and to implement preventative or remedial measures to assist the city in resolving said financial emergency, all pursuant to §218.503.

2. This resolution shall become effective upon its adoption by the City Commission and approval by the Mayor or if vetoed, upon its reenactment by the City Commission as provided by the Charter of the City of Sweetwater.

Passed and adopted on _____.

Attest:

_____	_____
Marie O. Schmidt, City Clerk	Orlando Lopez, Mayor

as to form and legal sufficiency

_____	_____
Guillermo Cuadra City Attorney	Jose M. Diaz, Commission President

Jose M. Diaz, President of the City Commission	
Jose Bergouignan, Vice President of the City Commission	
Prisca Barreto, Commissioner	
Manuel Duasso, Commissioner	
Idania Llanio, Commissioner	
Isolina Maroño, Commissioner	
Eduardo M. Suarez, Commissioner	

Resolution _____

A RESOLUTION OF THE CITY OF SWEETWATER AUTHORIZING THE CITY ATTORNEY TO FILE A CIVIL ACTION SEEKING TO COMPEL THE GOVERNOR TO DETERMINE WHETHER THE CITY "NEEDS STATE ASSISTANCE TO RESOLVE OR PREVENT THE CONDITION" OF ITS CURRENT FINANCIAL CRISIS AND TO IMPLEMENT PREVENTATIVE OR REMEDIAL MEASURES TO ASSIST THE CITY IN RESOLVING SAID FINANCIAL EMERGENCY, ALL PURSUANT TO §218.503, FLORIDA STATUTES; AUTHORIZING EXPENDITURE OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, §218.503, Fla. Stat., requires a city to notify the Governor whenever it faces a financial crisis; and,

WHEREAS, §218.503 requires the Governor to assess such requests for assistance and take such steps as are proper; and,

WHEREAS, pursuant to §218.503, the Mayor has twice notified the Governor that the City is facing a financial emergency; and,

WHEREAS, in his correspondence with the Governor, the Mayor has twice asked the Governor for assistance; and,

WHEREAS, the Governor has twice failed to respond; and,

WHEREAS, given the City's financial crisis, intervention by the State is imperative; and,

WHEREAS, it is apparent that such intervention can now only be obtained through judicial compulsion;

NOW THEREFORE, be it resolved by the Mayor and the City Commission of the City of Sweetwater:

1. The City Attorney is hereby directed to file a civil action in Leon County, Florida seeking to compel the governor to determine whether the city "needs state assistance to resolve or prevent the condition" of its current financial crisis and to implement preventative or remedial measures to assist the city in resolving said financial emergency, all pursuant to §218.503.

2. This resolution shall become effective upon its adoption by the City Commission and approval by the Mayor or if vetoed, upon its reenactment by the City Commission as provided by the Charter of the City of Sweetwater.

Passed and adopted on _____.

Attest:

_____	_____
Marie O. Schmidt, City Clerk	Orlando Lopez, Mayor

as to form and legal sufficiency

_____	_____
Ralph Ventura City Attorney	Jose M. Diaz, Commission President

Jose M. Diaz, President of the City Commission	
Jose Bergouignan, Vice President of the City Commission	
Prisca Barreto, Commissioner	
Manuel Duasso, Commissioner	
Idania Llanio, Commissioner	
Isolina Maroño, Commissioner	
Eduardo M. Suarez, Commissioner	

RESOLUTION NO. 16 –

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SWEETWATER, FLORIDA, AUTHORIZING THE REPAIRS AT THE PLAYGROUND AREA OF RONSELLI PARK; AUTHORIZING THE EXPENDITURE OF FUNDS; AND PROVIDING AN EFFECTIVE DATE

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

Section 1. The exhibit attached hereto is true and correct and incorporated herein.

Section 2. The City Commission authorizes the Mayor to pay for repairs needed in the playground area of Ronselli Park from Playground USA Turf and Maintenance in an amount not to exceed $1,200.00, together with such non-material changes as may be acceptable to the Mayor, and approved as to form by the City Attorney, is hereby approved.

Section 3. The Mayor is hereby authorized to execute the purchase order and expend _____ on behalf of the City.

Section 4. **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:

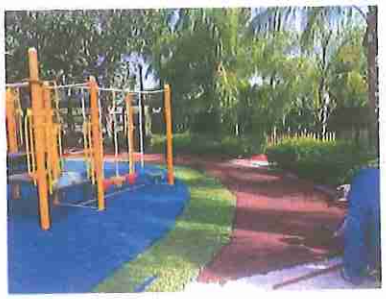
_____
MARIE O. SCHMIDT, CITY CLERK

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	____



Estimate EST0017

NAME City Of Sweetwater
PHONE 305-551-4774 ext 6601
EMAIL ymontenegro@cityofsweetwater.fl.gov
DATE January 11, 2016

Playground USA Turf And Maintenance

Business #: Playground Usa Turf and Maintenance
Rafael Vazquez
(305) 525-6538
ralph@playground-usa.com

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Repair damage pour in place	$1,200.00	1	$1,200.00
		SUBTOTAL	$1,200.00
		TOTAL	**$1,200.00**

This

☐

This price will include labor only.

REPORTS

City of Sweetwater

Parks & Recreation Department
MONTHLY REPORT
January 2016

Jorge Mas Canosa Youth Center

- January 6 -All basketball lights were repaired, and are functioning as required.
- January 9 – Farm Share Event.
- January 11- Preparations for Tax season.

*Baseball

Baseball Program reopened on January 4.

*Dance

Dance Program reopened on January 4.

*Karate

Karate Program reopened on January 4.

*After School Care

Afterschool Program reopened on January 4.

Carlow Park:

Routine maintenance and trash pickup.

Dominos Park:

Routine maintenance and trash pickup.

Linear Park:

Routine maintenance and trash pickup.

Prepared by:

Yuraima Montenegro
Deputy of Parks & Recreation

Approve by:

Orlando Lopez
Mayor

Social Services
Monthly Report January 2016

01/04/2016 – 01/08/2016

-Met with Wastepro Supervisor on Damaged Driveway
-Daily email and phone call.
-Staff Meeting.
-Farm Share Meeting.
- Received Farm Share Food.
-Daily intake forms.

01/11/2016 – 01/15/2016

- Filled out (2) N-400 Application For Naturalization, (1) I-765, Application for Employment Authorization, (2) I-912, Application to Waive Fee
- Meeting with WastePro
- Prepare Food Bags.
-Daily email and phone calls.
-Bulk Issues.
-Daily intake forms.

01/18/2016 – 01/22/2016

-Filled out (2) N-400, Application for Naturalization, (3) I-765, Application for Employment Authorization, (2) I-912, Application for Fee Waiver
-Distributed to Sweetwater Towers.
-Distributed in Villa Hermosa.
-Bulk issues.
-Daily emails and phone calls.
-Daily intake forms.

01/25/2016 – 01/26/2016

- Filled out (2) N-400, Application for Naturalization, (1) I-912, Application for Fee Waiver
-Meeting with Wastepro
-Bulk issues.
-Food Distribution.
-Daily emails and phone calls.
-Daily intake forms.

Respectfully submitted,

Yaima Vega
Constituent Services Supervisor

Approved by:

Orlando Lopez
Mayor

MILDRED AND CLAUDE PEPPER SENIOR CENTER
MONTHLY REPORT
PERIOD ENDING JANUARY 31ST, 2016

01/01/2015

- **CLOSED LEGAL HOLIDAY**

01/04/2015-01/08/2015

- Daily CIRTS update, reporting, emails, phone calls and bi-weekly payroll.
- Monthly reports completed for the Alliance for Aging, Inc.
- Daily activities: dominos, bingo, chess, computers, music, English Classes and current events discussions (Tuesdays, Wednesdays, Thursdays), knitting class, billiards and Tai-Chi (Tuesdays and Thursdays).
- Random checks on homebound food for quality control.
- Thursday January 7, 2016 - Ultra Care Medical Center party with music, raffles and information.

01/11/2015-01/15/2015

- Daily activities: dominos, bingo music, chess, knitting classes, computers, English Class and current events discussions (Tuesdays, Wednesdays, Thursdays), billiards & Tai-Chi (Tuesdays and Thursdays).
- Daily CIRTS update, reporting, emails and phone calls and bi-weekly payroll.
- Arts/drawing sessions conducted. Led by Senior Center client volunteers.
- 6 new clients enrolled (4 Congregate; 2 Homebound).
- Tuesday January 12, 2016 – Field Trip to Ross Store.
- Wednesday January 13, 2016 – Field Trip to Homestead to buy Knitting Yarn for the Center's Sewing Club.
- Friday January 15, 2016 – Field Trip to the Dollar Tree.
- Friday January 15, 2016 – Informative presentation to the seniors by "Medicare Patrol" on fraud scams.

01/18/2015-01/22/2015

- Daily activities: dominos, bingo, music, chess, billiards, Tai-Chi (Tuesdays and Thursdays), knitting class, English Classes and current events discussions (Tuesdays, Wednesdays, Thursdays) and computers.
- Daily CIRTS update, reporting, emails, phone calls.
- Request for proposal for arts and crafts teacher finalized and posted.
- Random checks on homebound food for quality control.
- Thursday January 21, 2016 - Peñate Medical Clinics Visit party with music, raffles and information.
- Friday January 22, 2016 - Field Trip to Miccosukee Indian Game.

01/25/2015-01/29/2015

- Daily activities: dominos, bingo, music, chess, billiards, Tai-Chi (Tuesdays and Thursdays), knitting class, English Classes and current events discussions (Tuesdays, Wednesdays, Thursdays) and computers.
- Daily CIRTS update, reporting, emails, phone calls.
- Tuesday January 26, 2016 – Ultra Care Medical Center party with music, raffles and information.

Deposits for this Month: **$ 0.00 As of January 14, 2015 (Deposit made at the end of the month).**

Respectfully submitted by:

Robert Herrada

Approved By:

Orlando Lopez

PUBLIC WORKS DEPARTMENT MONTHLY REPORT
JANUARY2015

Daily on going task

- Tree trimming, lawn, hedges
- Cleaning storm drains
- Operate city sweeper 3 days a week
- Asphalt and pot hole repairs
- Daily oil change and repairs on all city vehicles
- Fuel all equipment
- Cutting grass at all 4 parks
- Continue to input all invoices and P.O request

Special task by request

- Remove and stored all Holiday decorations including Holiday banners
- Prepare and repair City of Miami cars for the road
- Repaired down bollard by city hall due to accident
- Spray weed killer throughout the city
- Trolley and circulator schedule remains the same
- Circulator repairs and maintenance up to date
- Farm share food pick up
- Picked up Christmas trees and had them mulched
- Monthly start up and battery check on 11 generators
- Repair and replace city hall parking lights
- Removed several tree stumps around the city (SEE ATTACHED PICTURES)
- Remove and prepare street for new asphalt 10644 SW 6 St
- Post no parking signs

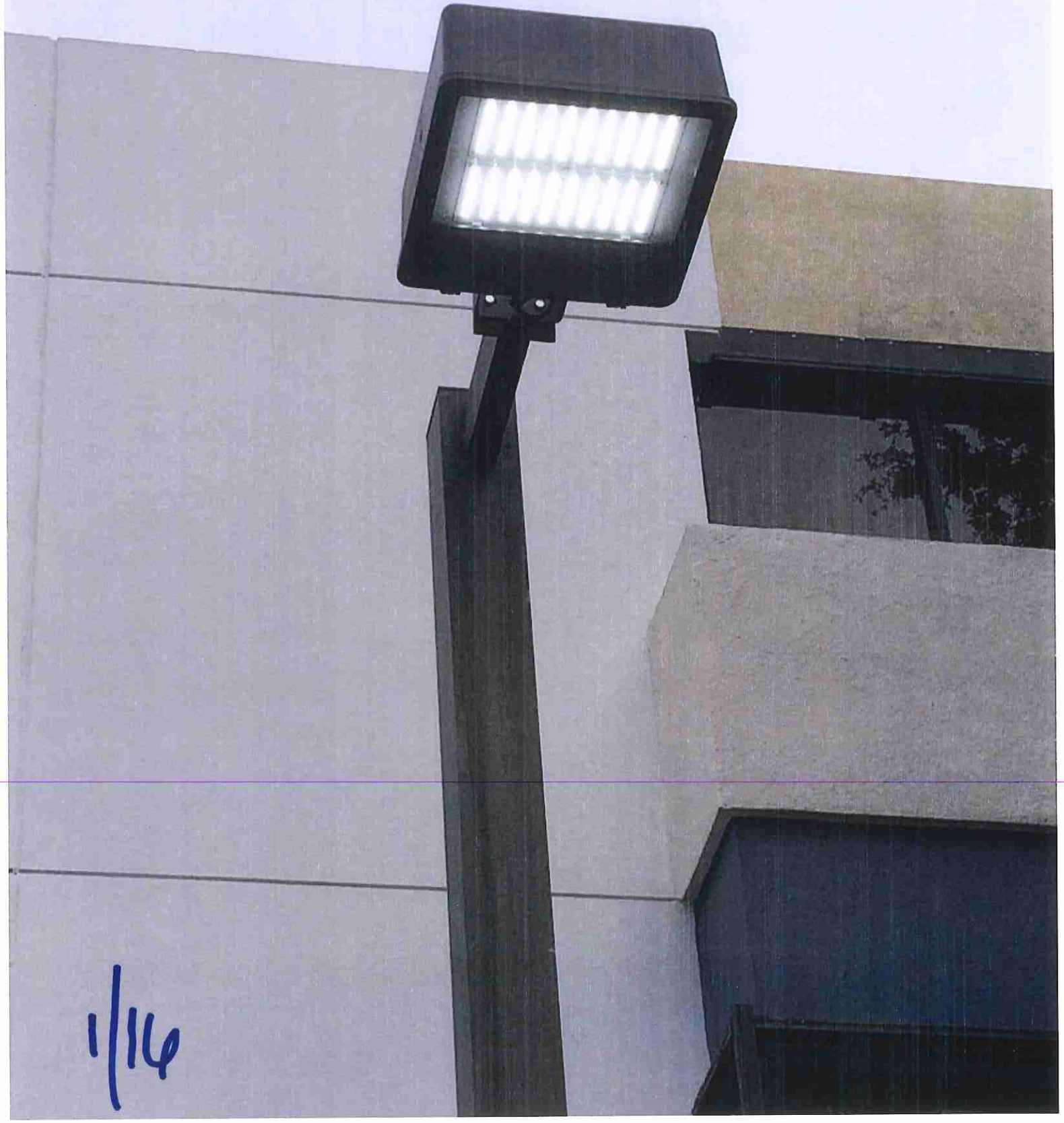
To do list

- Continue tree trimming
- Continue sidewalk repairs
- Pressure clean sidewalks

Maintenance Director Alan Abolila

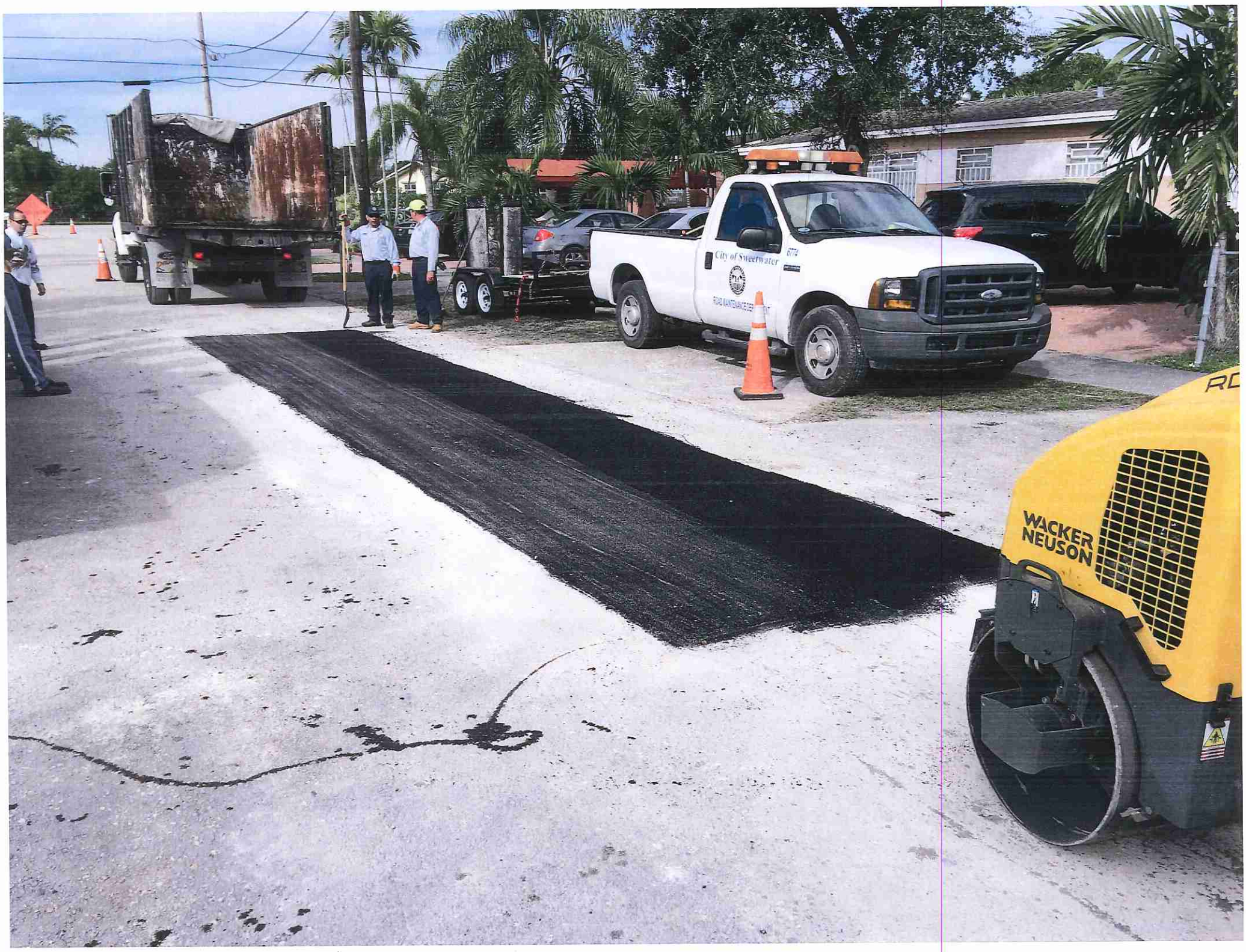
Mayor Orlando Lopez

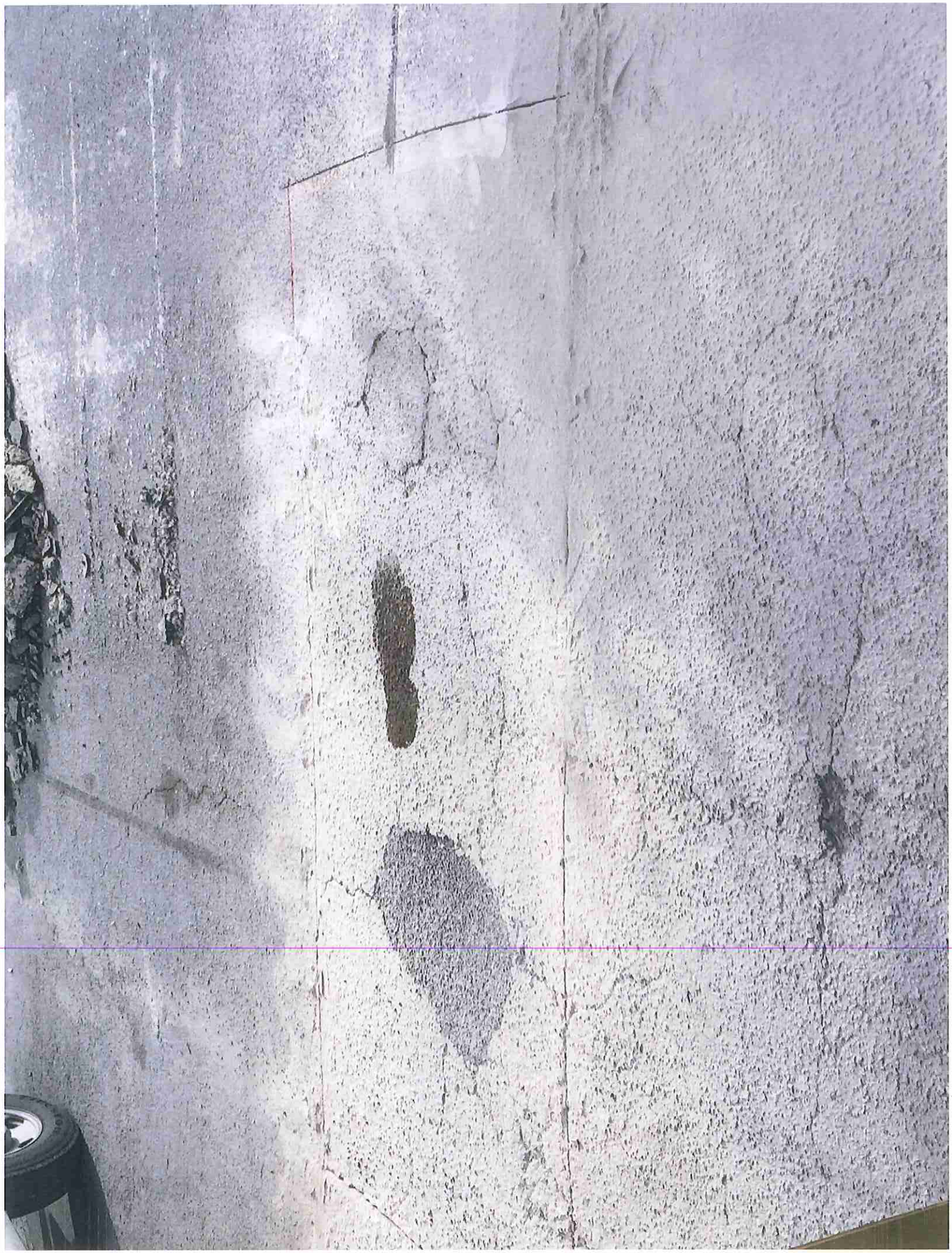
City Hall outside lights Repair



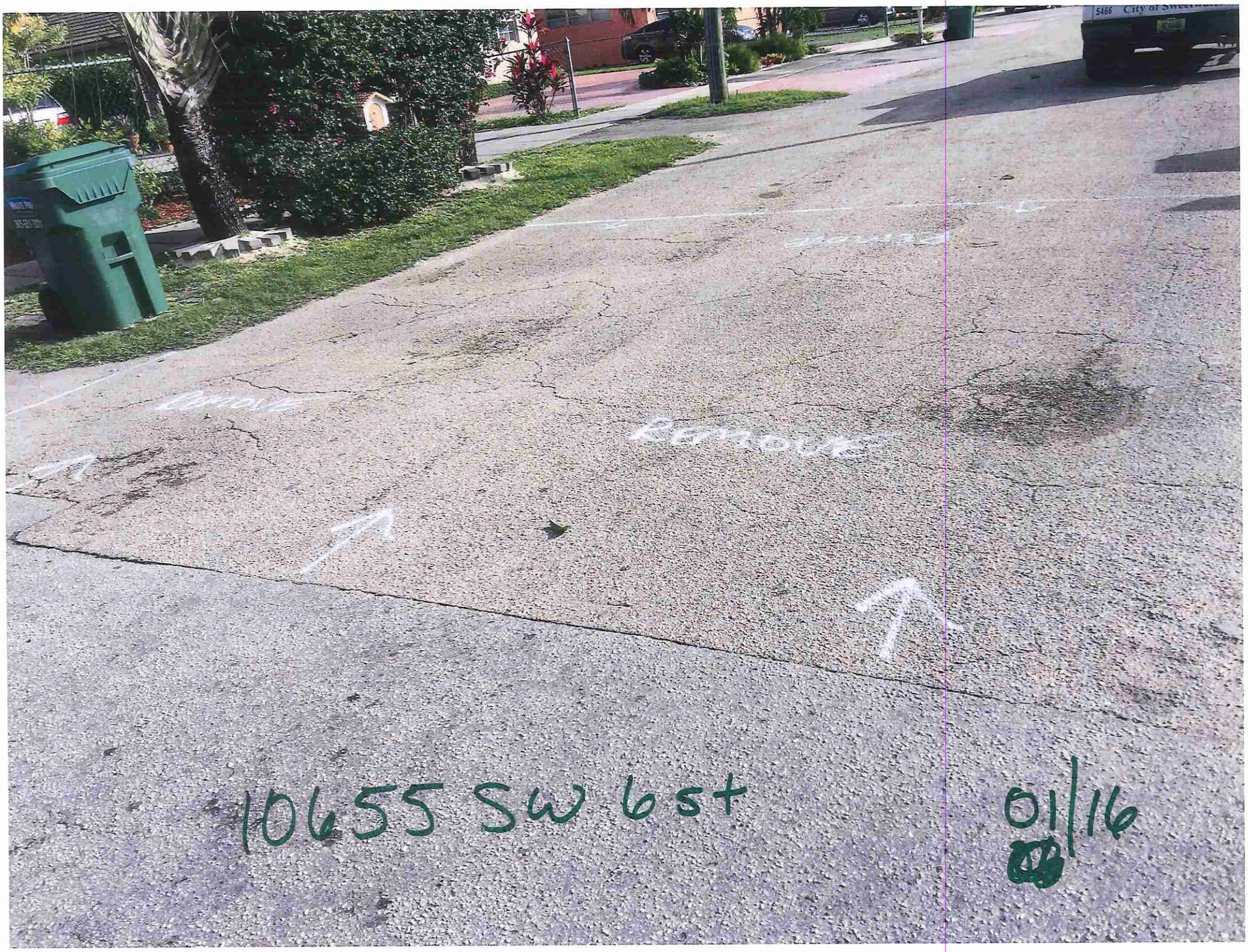
1/16

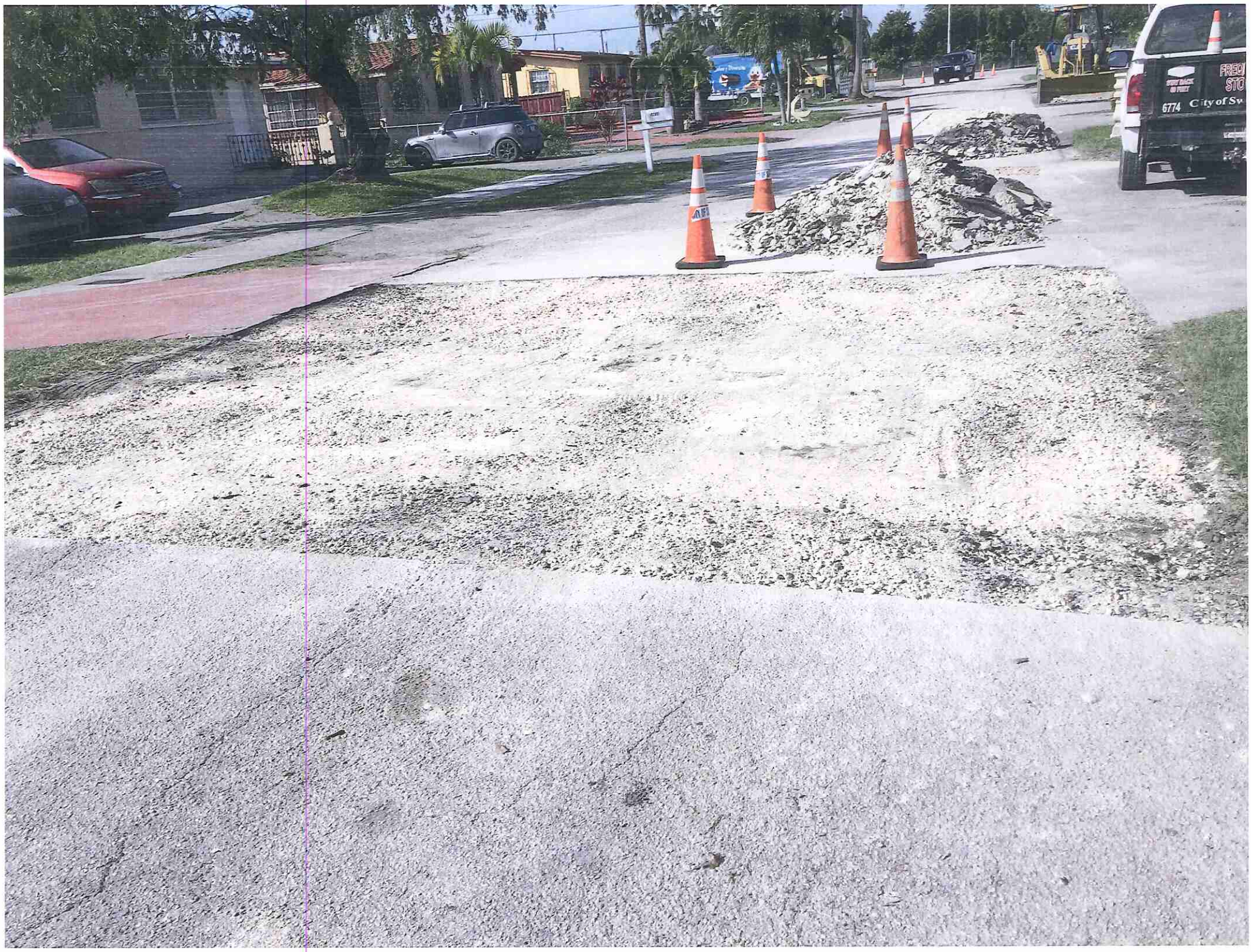

Remove
10644 SW 6 st
01/16

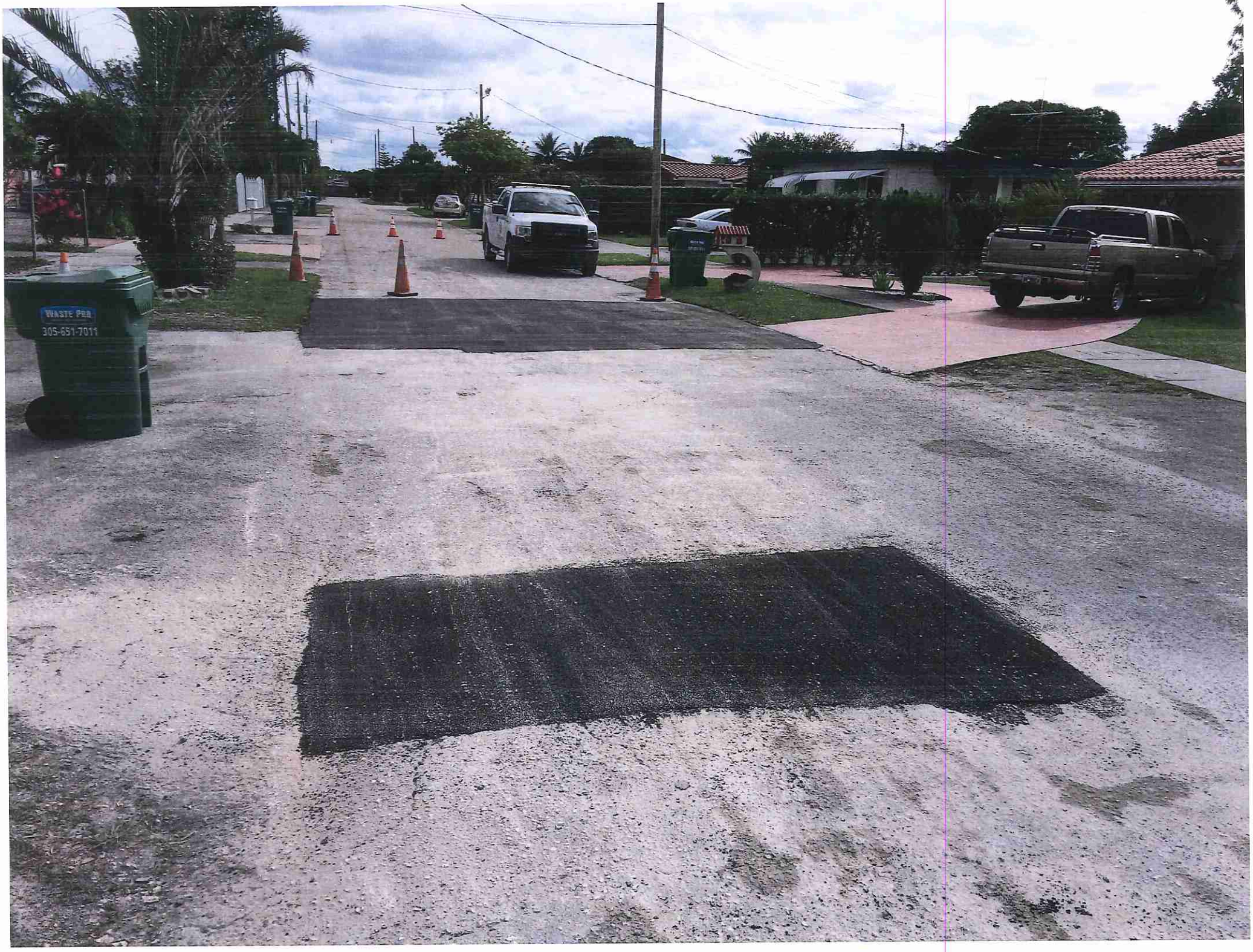

City of Sweetwater
WACKER NEUSON



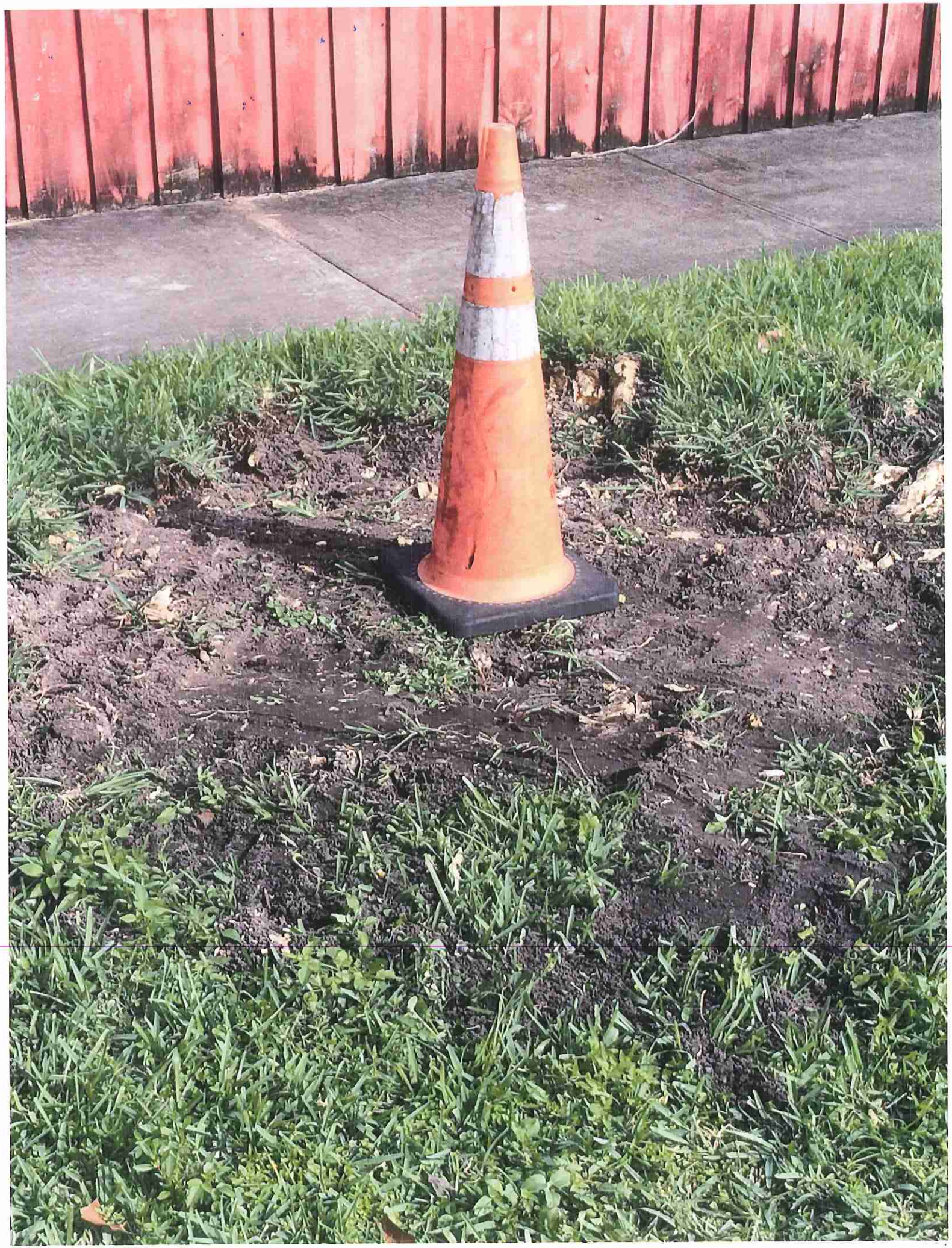
CITY OF SANTA MONICA

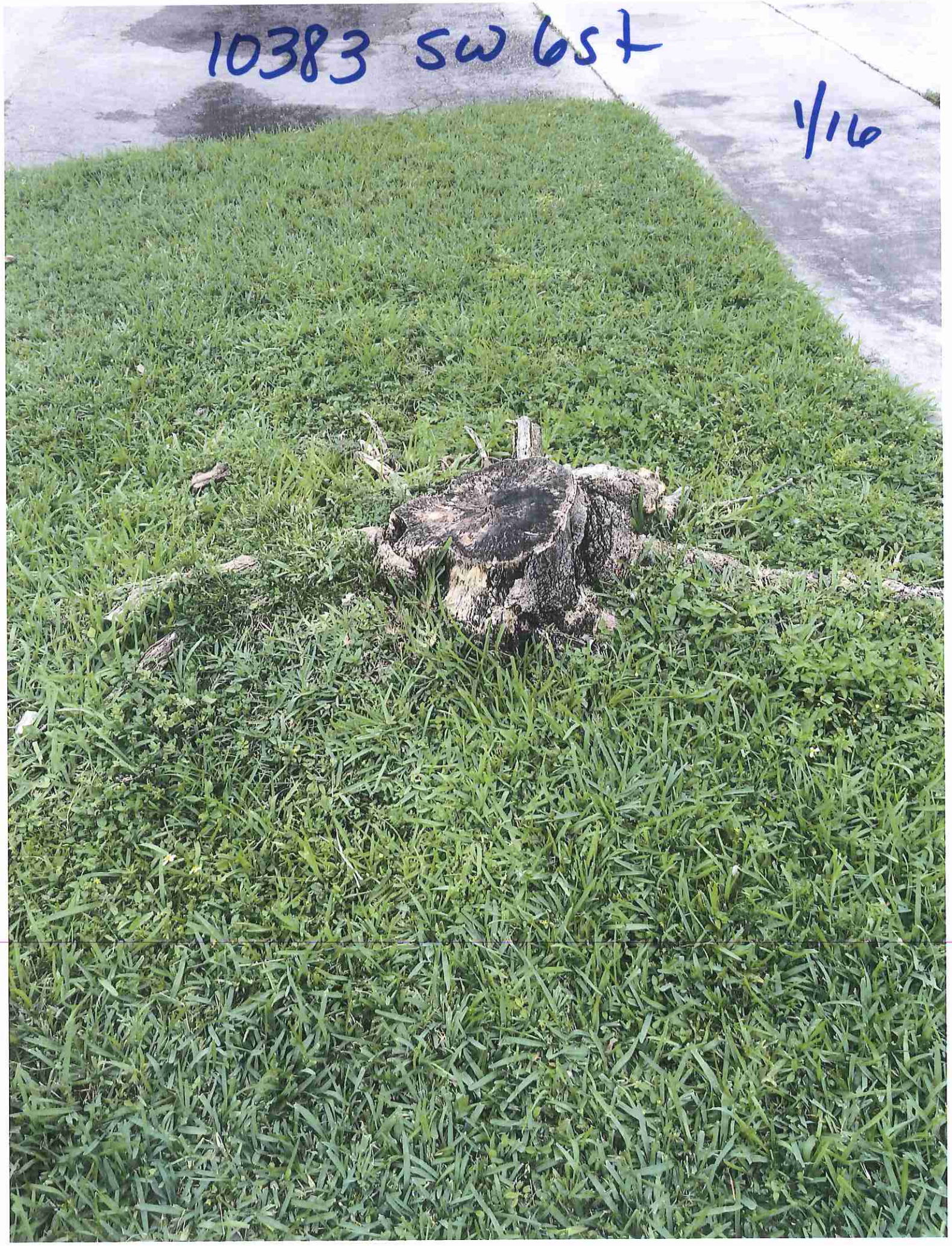

10655 SW 6st
01/16


6774 City of Sw

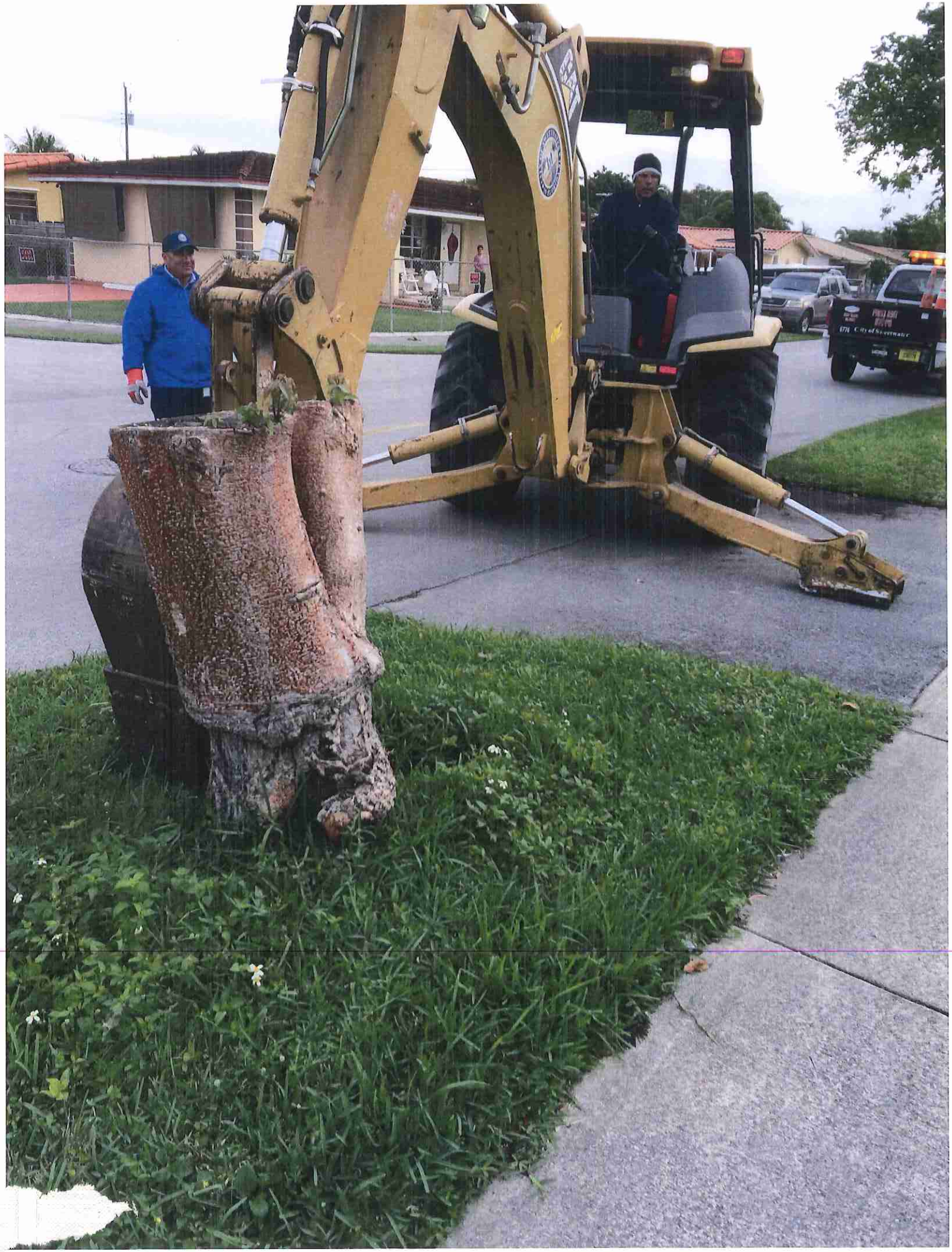

WASTE PRO
305-651-7011


449 SW 102 ave
east
4/16




10383 SW 6st
1/16


10430
10430 SW 4 ST
1/16




10430

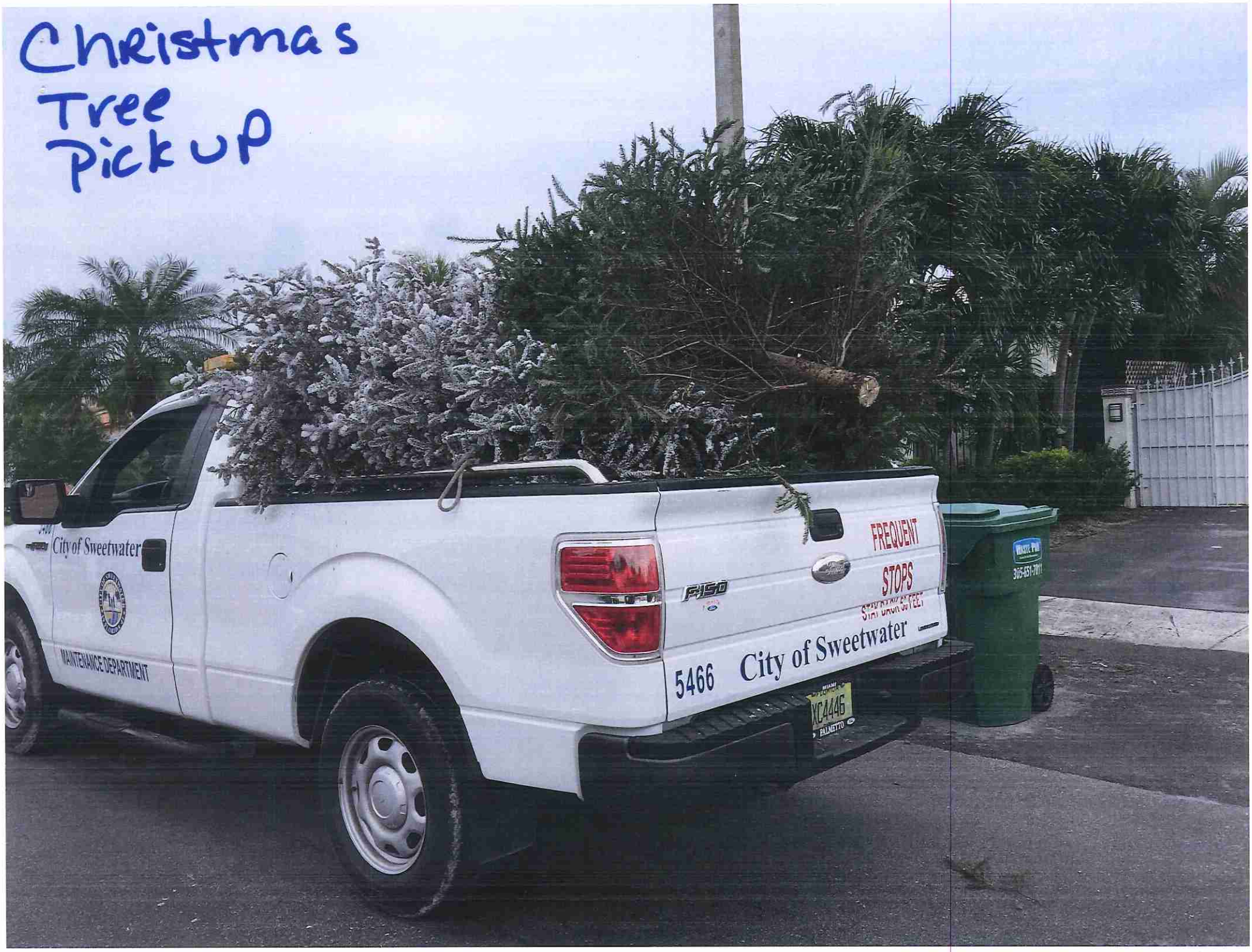
10430

Post sign


WASTE WATCH
EN VIGILANCIA
ADVERTENCIA
WARNING
NO TIRE
BASURA
AQUI.
NO DUMPING
ALLOWED
City of Gainesville
NO
PARKING
ANYTIME
TOW-AWAY
ZONE


WASTE WATCH
EN VIGILANCIA
-- ADVERTENCIA --
-- WARNING --
NO TIRE
BASURA
AQUI.
NO DUMPING
ALLOWED
City of Sweetwater
NO
PARKING
ANYTIME
TOW-AWAY
ZONE
NO PARKING ANYTIME TOW-AWAY ZONE
F-150
5466
City of Sweetw
MIAMI
XC4446
PALMETTO

Christmas
Tree
Pick up

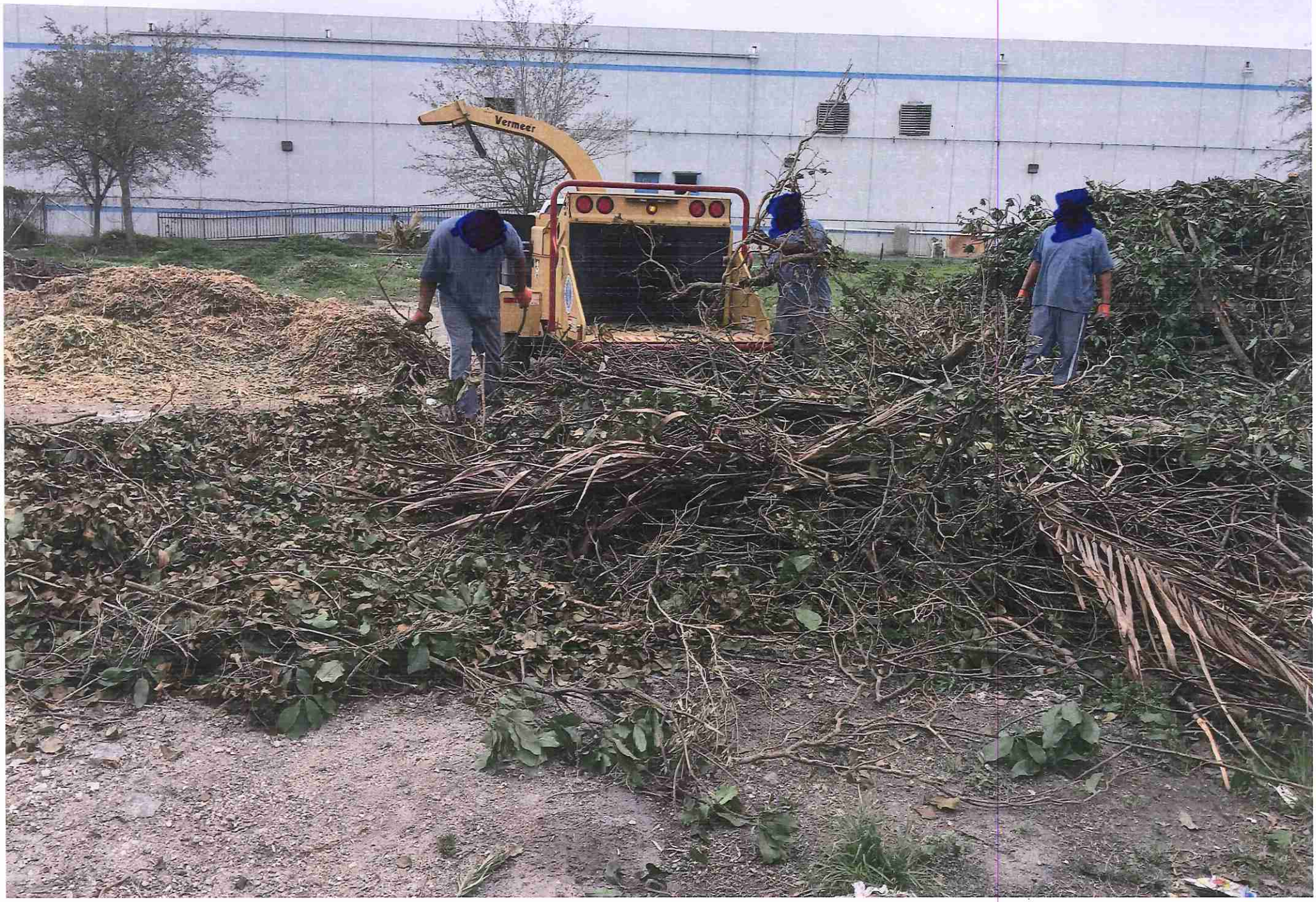


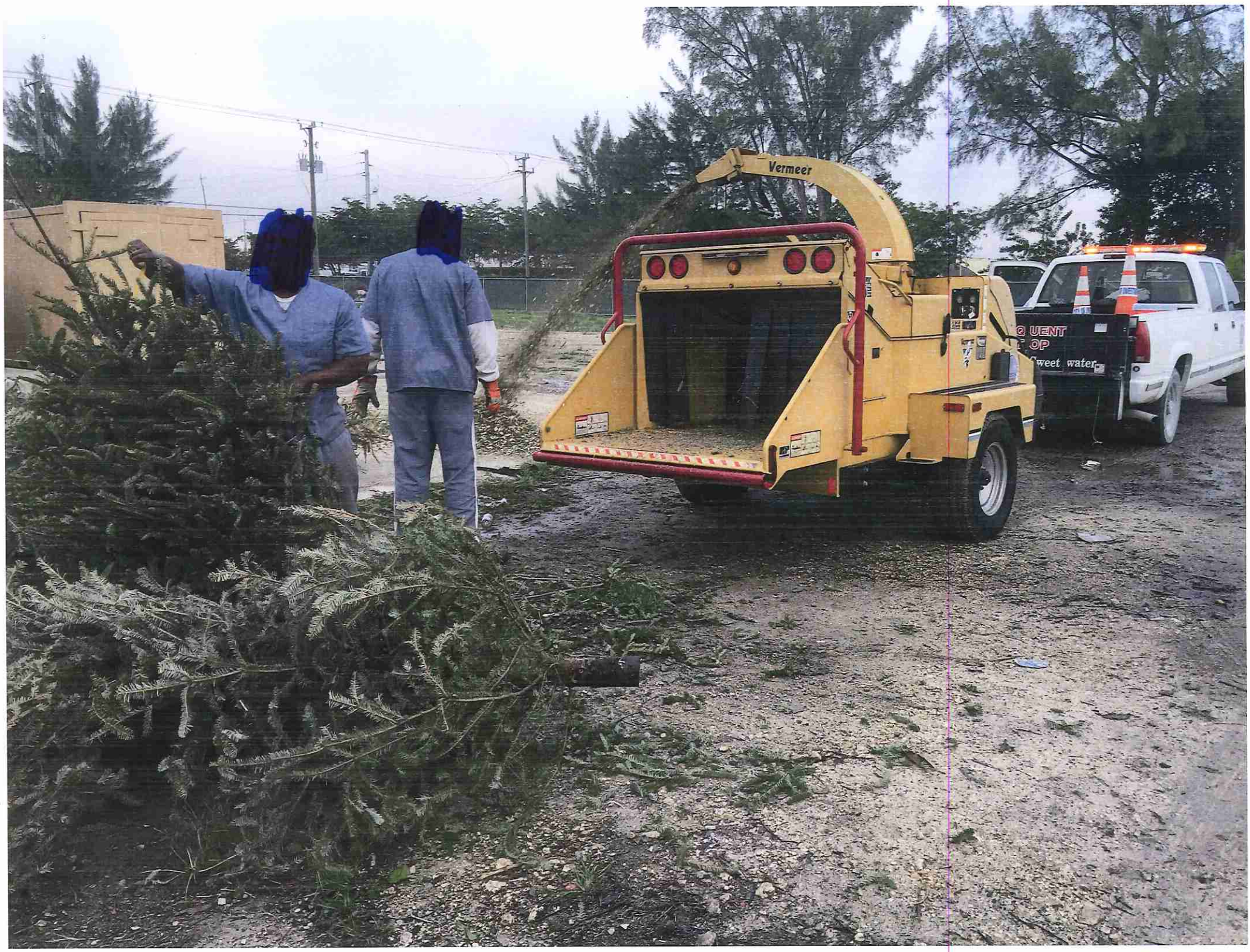

FREQUENT
STOPS
STAY BACK 50 FEET
F-150
5466 City of Sweetwater
MIAMI
XC444G
PALMETTO

1st St SW

FORESTER

Chipping




Vermeer
sweet water


Vermeer
CAUTION
STAY BACK
50 FEET
BC1400


remove
Christmas
decor
FREQUENT
STOPS
STOP

Repair down Bollard

City Hall 1/11

RESTRICTED
AREA

RESTRICTED
AREA

Take to Dealer

112 ave & Flagler
Asphalt patch


11351 SW 7 terr

Human Resources Department

MONTHLY REPORT

PERIOD ENDING January 2016

Week 1 - 12/28/2015 – 01/01/2016

Assist employees needed
Reoccurring employee changes as needed
Send out 2016 payroll/holiday calendar to COSW
Request information from CIS in reference of background checks
Removed from LOGOS

- Ed Fuentes
- Carlos Sordo
- Rogelio Arcila
- Oscar Year
- John Song
- George Trujillo
- Jesus Llanes
- Zuly Hernandez
- Haydee Hernandez
- Luis Del Monte

Make copies of memos to place in employee files
Phone conference with an attorney for Rafael Duarte W/C case
Enter data in LOGOS for 1095C
Request a copy of Jenrry Martin Crash Report
Email W/C a copy of Jenrry Martin Crash Report
Avmed issue Bruno Muñiz
Paul Abreu resignation memo
VEO letter for Humberto Herrera
Email FLOC in reference to George Alvarez
Employee monthly birthday list
Speak with W/C on George Alvarez claim
Bank change for Eduardo Demurias

Week 2 - 01/04/2016- 01/8/2016

Assist employees as needed
Reoccurring employee changes as needed
Payroll processing
Ihosvany Garciga W/C Claim
Applicant Log
Applicant Resume
Applications
Print 2016 W4 forms
Organize files
Provide each employee their new Google email passwords
Verified if each employee has an updated background check

Week 3 - 01/11//2016 – 01/15/2016

Assist employees as needed
Reoccurring employee changes as needed
Distribute Florida Labor Law 2016 Poster
Galloway Office Supply /Check Request
Extra Florida Labor Law 2016 Poster Check Request
W/C Frank Elias Bill
Issue with Jonathan Gonzalez Optional Accident Coverage with Colonial
Request for Briam Rodriguez to merge Lorena Uribe emails
Removed Gabriel Perez from IUPAT
Ihosvany Garciga W/C questions
Ihosvany Garciga 13 Week Wage Statement
Removed Jonathan Gonzalez from Optional Accident Coverage with Colonial
Email FLOC attorney
Enter a new W2 in LOGOS for Senior Center English Teacher
Gabriel Perez request for evaluations
Lucia Pelaez issue with W4 marital status change from Married to Single
Give Finance a copy of all Reserve Officer to get a total for Auditors
Alfredo Llaguno W/C Claim
Joanna meeting with Chief of Staff, Mayor, Finance Director, Major and Chief
Pay Increase:

- Delsys Llera
- Arnold Sanchez
- Carolina Mayorga

Entered Reserve Officers in LOGOS

- Samuel Dorcely
- Hector Encarnacion
- Alberto Miranda

Guillermo Ubieta W/C bill
Provide Larry Perez Reserve Officers employee numbers
Gricenia Rodriguez request for SafeGuard ID

Week 4 - 01/18/2016 – 01/22/2016

Assist employees as needed
Reoccurring employee changes as needed
Payroll processing
JP Wrves WC issue with Collections from 2011

Ana Martinez W/C Bill
Eduardo Demurias Merit raise
Applicant Resume
Jaime Richter Merit raise
Maritza Barreras department change in LOGOS
Request for PD / Memos
George Alvarez W/C checks
Ihosvany Garciga W/C checks
Records Request

- Marcos Villanueva
- Carlos Lanza

Issue with Bruno Muñiz dependent on Avmed
Finish entering Fransisco Rego in LOGOS
Ihosvany Garciga bill for W/C
Filing
Medical files project
Joanna meeting with Evelyn Martinez concerning "corrective measures"
Joanna meeting with AvMed for Lunch and Learn Seminars 2016
Avmed Bills / corrections and approvals
Safeguard bills / corrections and approvals
PBA request on officers pay

Respectfully submitted by:

Joanna M. Rubio
Human Resources Manager

Approved By:

Orlando Lopez
Mayor

City of Sweetwater
Code Compliance

December 17 TO January 14

Jorge Vega	**44**
Deyne Hernandez	**7**
Bruno Muniz	**15**
	66

Prepared By: Jorge Vega

Approved by: Mayor Orlando Lopez

1701 NW 112 Avenue Sweetwater, Florida 33172 .Phone 786-953-8308

JANUARY 2016

.	COST	AMOUNT	TOTAL
ALARM REGISTRTION B	$60	9	$540
ALARM REGISTRTION R	$25	1	$25
LIEN SEARCH	$40	3	$160
CODE VIOLATION	$40	3	$160
LIEN SEARCH RUSH	$50	6	$300
CODE VIOLATION RUSH	$50	6	$300
VIOLATION NOTICES	$100	11	$1,100
	$200	1	$200
	$500	6	$3,000
GRAND TOTAL			$5,705

12/17/2015 TO 1/13/2016

City of Sweetwater

Case by Inspector Report

Date Type: Open Date

From Date: 12/17/2015 - To Date: 01/13/2016

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector:	Deyne Hernandez							
Environment	2015-00001390	Active	CLEAN PROPERTY	12/28/2015		17	DEYNE	10825 NW 17 ST Sweetwater, FL 33172
Taxation	2015-00001392	Active	OCCUPATIONAL LICENSE	12/29/2015		16	DEYNE	Sweetwater - 25-3031-001-1090
Environment	2016-00000011	Active	MUST CUT THE GRASS	01/06/2016		8	DEYNE	Sweetwater - 25-3031-017-0020
Environment	2016-00000014	Active	MUST CUT THE GRASS	01/06/2016		8	DEYNE	1601 NW 110 AVE SWEETWATER, FL 33172
Taxation	2016-00000044	Active	OCCUPATIONAL LICENSE	01/13/2016		1	DEYNE	10900 NW 25 ST 200 SWEETWATER, FL 33172
Emergency Services	2016-00000045	Active	ALARM REGISTRATION	01/13/2016		1	DEYNE	10815 NW 14 ST SWEETWATER, FL 33172
Deyne Hernandez Totals:		6 Case(s)						
Grand Totals :		6 Case(s)						

City of Sweetwater

Case by Inspector Report

Date Type: Open Date

From Date: 12/17/2015 - To Date: 01/13/2016

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector:	Deyne Hernandez							
Emergency Services	2016-00000003	Complied	FALSE ALARMS	01/04/2016	01/12/2016	8	DEYNE	1913 NW 108 AVE SWEETWATER, FL 33172
Deyne Hernandez Totals:		1 Case(s)						
Grand Totals :		1 Case(s)						

City of Sweetwater

Case by Inspector Report

Date Type: Open Date

From Date: 12/17/2015 - To Date: 01/13/2016

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector:	Bruno Muniz							
Emergency Services	2015-00001381	Complied	FILING OF ALARM INFORMATION	12/17/2015	12/29/2015	12	BRUNO	11401 NW 12 ST 156 SWEETWATER, FL 33172
Taxation	2015-00001382	Complied	LICENSE REQUIRED	12/18/2015	12/29/2015	11	BRUNO	11401 NW 12 ST RMU20 SWEETWATER, FL 33172
Bruno Muniz Totals:		2 Case(s)						
Grand Totals :		2 Case(s)						

City of Sweetwater

Case by Inspector Report

Date Type: Open Date

From Date: 12/17/2015 - To Date: 01/13/2016

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector:	Bruno Muniz							
Taxation	2015-00001389	Active	LICENSE REQUIRED	12/28/2015		17	BRUNO	11401 NW 12 ST 212 SWEETWATER, FL 33172
Emergency Services	2015-00001391	Active	ALARM REGISTRATION	12/29/2015		16	BRUNO	11401 NW 12 ST 212 SWEETWATER, FL 33172
Emergency Services	2016-00000002	Active	FILING ALARM REGISTRATION	01/04/2016		10	BRUNO	11401 NW 12 ST 122 SWEETWATER, FL 33172
Emergency Services	2016-00000010	Active	ALARM REGISTRATION	01/05/2016		9	BRUNO	11401 NW 12 ST I100 SWEETWATER, FL 33172
Emergency Services	2016-00000012	Active	ALARM REGISTRATION	01/06/2016		8	BRUNO	11401 NW 12 ST 132 SWEETWATER, FL 33172
Emergency Services	2016-00000013	Active	ALARM REGISTRATION	01/06/2016		8	BRUNO	11401 NW 12 ST 362 SWEETWATER, FL 33172
Emergency Services	2016-00000017	Active	ALARM REGISTRATION 2015/2016	01/07/2016		7	BRUNO	11401 NW 12 ST 368 SWEETWATER, FL 33172
Emergency Services	2016-00000031	Active	ALARM REGISTRATION	01/08/2016		6	BRUNO	11401 NW 12 ST R105 SWEETWATER, FL 33172
Emergency Services	2016-00000032	Active	NUMBER OF FALSE ALARMS	01/08/2016		6	BRUNO	11401 NW 12 ST 287 SWEETWATER, FL 33172
Emergency Services	2016-00000033	Active	NUMBER OF FALSE ALARMS	01/08/2016		6	BRUNO	11401 NW 12 ST 440 SWEETWATER, FL 33172
Building & Building Regulations	2016-00000035	Active	WORKING WITHOUT A PERMIT	01/11/2016		3	BRUNO	11401 NW 12 ST SWEETWATER, FL 33172
Emergency Services	2016-00000036	Active	NUMBER OF FALSE ALARMS	01/11/2016		3	BRUNO	11401 NW 12 ST E610 SWEETWATER, FL 33172
Building & Building Regulations	2016-00000037	Active	WORKING WITHOUT A PERMIT	01/11/2016		3	BRUNO	11401 NW 12 ST SWEETWATER, FL 33172

Bruno Muniz Totals:	13 Case(s)
Grand Totals :	13 Case(s)

City of Sweetwater

Case by Inspector Report

Date Type: Open Date

From Date: 12/17/2015 - To Date: 01/13/2016

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector:	Jorge Vega							
Building & Building Regulations	2015-00001378	Active	work without a permit	12/17/2015		28	jlv	300 SW 107 AVE 213 Sweetwater, FL 33174
Building & Building Regulations	2015-00001383	Active	work without a permit	12/22/2015		23	jlv	340 SW 104 CT Sweetwater, FL 33174
Building & Building Regulations	2015-00001384	Active	work without a permit	12/22/2015		23	jlv	10385 SW 3 ST Sweetwater, FL 33174
Environment	2015-00001387	Active	c o p	12/28/2015		17	jlv	11061 SW 5 ST Sweetwater, FL 33174
Building & Building Regulations	2015-00001388	Active	work without a permit	12/28/2015		17	jlv	11129 SW 7 TER Sweetwater, FL 33174
Environment	2015-00001393	Active	c o p	12/31/2015		14	jlv	10 SW 103 AVE Sweetwater, FL 33174
Building & Building Regulations	2016-00000001	Active	work without a permit	01/04/2016		10	jlv	10940 W FLAGLER ST 411 SWEETWATER, FL 33174
Building & Building Regulations	2016-00000004	Active	work without a permit	01/05/2016		9	jlv	9 SW 102 CT Sweetwater, FL 33174
Emergency Services	2016-00000005	Active	alarm	01/05/2016		9	jlv	180 NW 114 AVE 26-103 Sweetwater, FL 33172
Emergency Services	2016-00000006	Active	alarm	01/05/2016		9	jlv	10203 SW 3 ST Sweetwater, FL 33174
Emergency Services	2016-00000007	Active	alarm	01/05/2016		9	jlv	230 SW 107 AVE SWEETWATER, FL 33174
Emergency Services	2016-00000008	Active	alarm	01/05/2016		9	jlv	524 SW 109 AVE Sweetwater, FL 33174
Emergency Services	2016-00000009	Active	number of alarms	01/05/2016		9	jlv	230 SW 107 AVE SWEETWATER, FL 33174
Building & Building Regulations	2016-00000015	Active	work without a permit	01/07/2016		7	jlv	11550 SW 4 ST Sweetwater, FL 33174
								11400 W

Taxation	2016-00000016	Active	license	01/07/2016	7	jlv	FLAGLER ST 109-110 SWEETWATER, FL 33174
Building & Building Regulations	2016-00000018	Active	work without a permit	01/08/2016	6	jlv	11220 SW 4 ST Sweetwater, FL 33174
Taxation	2016-00000019	Active	license	01/08/2016	6	jlv	11398 W FLAGLER ST 207 SWEETWATER, FL 33174
Environment	2016-00000020	Active	grass	01/08/2016	6	jlv	11383 SW 5 ST Sweetwater, FL 33174
Building & Building Regulations	2016-00000021	Active	work without a permit	01/08/2016	6	jlv	342 NW 114 AVE 9-104 Sweetwater, FL 33172
Emergency Services	2016-00000022	Active	alarm	01/08/2016	6	jlv	17 SW 113 CT Sweetwater, FL 33174
Emergency Services	2016-00000023	Active	alarm	01/08/2016	6	jlv	130 NW 114 AVE 31-102 Sweetwater, FL 33172
Emergency Services	2016-00000025	Active	alarm	01/08/2016	6	jlv	180 NW 114 AVE 26-103 Sweetwater, FL 33172
Emergency Services	2016-00000026	Active	alarm	01/08/2016	6	jlv	220 NW 114 AVE 21-108 Sweetwater, FL 33172
Emergency Services	2016-00000027	Active	alarm	01/08/2016	6	jlv	170 NW 114 AVE 24-102 Sweetwater, FL 33172
Emergency Services	2016-00000028	Active	alarm	01/08/2016	6	jlv	360 NW 114 AVE 16-101 Sweetwater, FL 33172
Emergency Services	2016-00000029	Active	alarm	01/08/2016	6	jlv	11329 SW 6 ST Sweetwater, FL 33174
Emergency Services	2016-00000030	Active	alarm	01/08/2016	6	jlv	10396 SW 3 ST Sweetwater, FL 33174
Building & Building Regulations	2016-00000034	Active	UNSAFE BUILDING	01/08/2016	6	jlv	10720 W FLAGLER ST 12 SWEETWATER, FL 33174
Building & Building Regulations	2016-00000038	Active	work without a permit	01/12/2016	2	jlv	17 SW 113 CT Sweetwater, FL 33174
Building & Building Regulations	2016-00000039	Active	c/o/r	01/12/2016	2	jlv	360 NW 114 AVE 16-101 Sweetwater, FL 33172
Building & Building Regulations	2016-00000040	Active	c/o/r	01/12/2016	2	jlv	170 NW 114 AVE 24-102 Sweetwater, FL 33172
	2016-						10384 W FLAGLER ST

Taxation	00000041	Active	license	01/13/2016	1	jlv	SWEETWATER, FL 33174
Taxation	2016-00000042	Active	license	01/13/2016	1	jlv	11398 W FLAGLER ST 203 SWEETWATER, FL 33174
Building & Building Regulations	2016-00000043	Active	work without a permit	01/13/2016	1	jlv	46 SW 105 PL Sweetwater, FL 33174
Jorge Vega Totals:		34 Case(s)					
Grand Totals :		34 Case(s)					

City of Sweetwater

Case by Inspector Report

Date Type: Open Date

From Date: 12/17/2015 - To Date: 01/13/2016

Case Type	Case Number	Status/Priority	Description	Case Date	Resolution Date	Open Period In Days	Reported By	Location
Inspector:	Jorge Vega							
Solid Waste	2015-00001373	Complied	trash	12/17/2015	12/21/2015	4	jlv	11378 SW 5 TER Sweetwater, FL 33174
Solid Waste	2015-00001374	Complied	trash	12/17/2015	12/21/2015	4	jlv	11430 SW 5 TER Sweetwater, FL 33174
Solid Waste	2015-00001375	Complied	trash	12/17/2015	12/21/2015	4	jlv	11432 SW 5 TER Sweetwater, FL 33174
Solid Waste	2015-00001376	Complied	trash	12/17/2015	12/24/2015	7	jlv	11277 SW 5 ST Sweetwater, FL 33174
Environment	2015-00001377	Complied	c o p	12/17/2015	01/11/2016	25	jlv	11277 SW 5 ST Sweetwater, FL 33174
Environment	2015-00001379	Complied	c o p	12/17/2015	01/11/2016	25	jlv	10871 SW 3 ST Sweetwater, FL 33174
Solid Waste	2015-00001380	Complied	trash	12/17/2015	12/21/2015	4	jlv	11368 SW 5 TER Sweetwater, FL 33174
Building & Building Regulations	2015-00001385	Complied	c/o/r	12/22/2015	12/28/2015	6	jlv	10223 SW 7 ST SWEETWATER, FL 33174
Environment	2015-00001386	Complied	c o p	12/22/2015	01/11/2016	20	jlv	10984 SW 2 ST Sweetwater, FL 33174
Taxation	2015-00001394	Complied	license	12/31/2015	01/06/2016	6	jlv	11044 SW 2 ST Sweetwater, FL 33174
Jorge Vega Totals:		10 Case(s)						
Grand Totals :		10 Case(s)						

BUILDING AND ZONING DEPARTMENT
MONTHLY REPORT

MONTH OF: **January 2015**

Building Permit Total **52**

Total Amount: **$21,590.43**

IMPACT FEES COLLECTED: **N/A**

Inspectors Fees

STRUCTURAL	**$933.00**
PLUMBING	**$831.00**

Prepared by: Luvian Espinosa
1/14/2016

Approved by: Carlos Lanza, Building Official_____

_____
Orlando Lopez, Mayor

PASSPORT OFFICE
MONTHLY REPORT

MONTH OF: **JANUARY** **(12/29/15 – 1/23/16)**

Total Passports Executed:	**1006**
Total Passport Photos:	**415**
Total Gross Revenue:	**$29,300.00**
Expenses:	**$8,098.56**
Total Net Revenue:	**$21,201.44**

PREPARED BY: **AMELIA ESPINOSA**
EMAILED TO: **CARMEN GARCIA**

Marie O. Schmidt, City Clerk Marie O. Schmidt

Orlando Lopez, Mayor _____