



SPECIAL COMMISSION MEETING

MEETING DATE: MONDAY, FEBRUARY 29, 2016 AT 8:00 PM COMMISSION CHAMBERS, 500 SW 109 AVENUE

1. ROLL CALL.
2. PLEDGE OF ALLEGIANCE.
3. INVOCATION.
4. PUBLIC COMMENTS.
5. PRESENTATION AND CONSIDERATION OF 2013-14 AUDIT BY CITY AUDITOR.
6. CONSIDERATION OF DECLARING FINANCIAL URGENCY PURSUANT TO FLORIDA STATUTE §447.4095.
7. 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.
8. ADJOURNMENT.

THIS MEETING WAS CALLED AT THE REQUEST OF MAYOR LOPEZ.

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 DAY BEFORE THE MEETING IN ORDER TO REQUEST SUCH ASSISTANCE.

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 reenactment 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



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: _____