

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET
December 1, 2015 - 5:30 PM**

NOTICE TO THE PUBLIC

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based (Section 286.0105, Florida Statutes).

Accommodation for the disabled (hearing or visually impaired, etc.) may be arranged with advance notice of seven (7) days before the scheduled meeting, by dialing (352) 726-2611 weekdays from 8 AM to 4 PM.

ENCLOSURES*

- 1) INVOCATION, PLEDGE OF ALLEGIANCE AND ROLL CALL**
- 2) PLEASE SILENCE ELECTRONIC DEVICES**
- 3) ACCEPTANCE OF AGENDA**
- 4) PUBLIC HEARINGS**
 - 3 - 10 a) Budget Amendment - Zephyr Street/SCADA Projects*
- 5) OPEN PUBLIC MEETING**

The public is invited to express opinion on any item for this meeting or pending action at a future meeting of City Council. (Speaking time limit: Individual - 3 minutes; Group/Organization - 5 minutes)
- 6) PRE-SCHEDULED PUBLIC APPEARANCES**
 - 11 - 17 a) Clark Stillwell, Leasons Mobile Home Park
- 7) MAYOR'S LOCAL ACHIEVEMENT AWARDS**

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET
December 1, 2015 - 5:30 PM**

8) CITY ATTORNEY REPORT

9) CONSENT AGENDA

18 a) Bill Listing *

Recommendation - Approval

19 - 23 b) Council Minutes - 11/17/15*

Recommendation - Approval

10) CITY MANAGER'S REPORT Correspondence/Reports/Recommendations

- 24 - 27 a) Senior Management Classification*
b) Sweetwater Homes Water Assessment Program (Verbal)
c) Other

11) COUNCIL/MAYOR SUBJECTS

12) NON-SCHEDULED PUBLIC COMMENT

(Speaking time limit: Individual - 3 minutes; Group/Organization - 5 minutes)

13) ADJOURNMENT

a)

DATES TO REMEMBER

Light Up Inverness - Old Fashioned Christmas on Courthouse Square

Thursday, December 3, 2015 beginning at 5:00pm

Courthouse Square Downtown

Valerie Theatre - A Christmas Holiday Event

Saturday, December 5, 2015 at 3:00pm & 7:00pm

Valerie Theatre Downtown

Inverness City Council Regular Meeting

Tuesday, December 15, 2015 at 5:30pm

Inverness Government Center

Agenda Memorandum – *City of Inverness*

DATE: November 25, 2015
ISSUE: Public Hearing & Resolution Budget Amendment
FROM: City Manager
CC: City Clerk, Finance Director
ATTACHED: Memo by Sheri Chiodo
Resolution
Budget Summary
Notice for Public Hearing

Please reference all attachments for detailed information on this particular item.

Scheduled Council action this evening is to address two significant projects:

Utility Improvements

- SCADA (supervisory control and data acquisition) is a system that operates with coded signals over communication channels so as to provide control of remote equipment. A SCADA brings full system monitoring and controls in a responsive and controlled manner, which we currently do not enjoy.
- Investment, installation and use will provide continual monitoring of system functions and performance, enabling staff to recognize concerns before failure is experienced. This will stabilize utility operations, reduce outages or the severity thereof, and improve the customer experience.
- \$300,000 will be leveraged from Utility Reserves to fund the initial planning design, components and installation, and training.

Zephyr Street Improvement Project

- Concepts of the project are clear, and adjustments to the design have been made to improve pedestrian items near and about the mobile home park, and at certain points along the corridor.
- Impact Fees are available to use in support of this project
- We remain on track to a timely, positive outcome for the roadway

Recommended Action found on next page...

Administrative Offices
212 West Main Street, Inverness Florida 34450
www.Inverness-FL.gov

Agenda Memorandum – *City of Inverness*

Recommended Action –

To proceed:

1. Open and Conduct the Public Hearing
 - a. Allow the City Manager to make a statement about the process
 - b. Those for; Those against
2. Close the Public Hearing
3. Council Deliberates the Matter
4. Motion and Vote to read the Resolution by title only
 - a. City Clerk reads the Resolution title
5. Deliberate the matter to recognize the projects and amounts, and to amend the 2016 Budget expenditures and ending reserves as indicated
6. Motion and vote to adopt the Resolution by roll-call

Please feel free to contact me with questions about this action.


Frank DiGiovanni

Administrative Offices
212 West Main Street, Inverness Florida 34450
www.Inverness-FL.gov

FINANCE DEPARTMENT



212 W. Main Street
Inverness, FL 34450
(352) 726-5016 Phone
(352) 726-5534 Fax

Memorandum

To: Frank DiGiovanni, City Manager

From: Sheri Chiodo, Director of Finance

CC: Debbie Davis, City Clerk

Date: November 23, 2015

Reference: Fiscal Year 2016 Budget Amendment – Zephyr Street Improvement Project and SCADA Engineering and Installation

A budget amendment is requested to provide additional funding for the Zephyr Street Improvement Project and a newly identified project Supervisory Control and Data Acquisition (SCADA) system (SCADA) for the Utility Fund. A description of each transfer is detailed below for your reference.

A budget summary ad for publication, notice of public hearing, and resolution, has been provided with this submittal for your reference and council consideration. The total budget amendment amount is **\$387,000** allocated between Impact Fee Fund and the Utility Fund.

A Description of Affected Projects and Related Amounts are as Follows:

IMPACT FEE FUND

Zephyr Street Intersection Improvements –The anticipated and dynamic Zephyr Street Improvement Project is slated to begin construction in the first quarter of 2016. There were material changes warranted to garner the best positive outcome for the community effectiveness of the project. Prior to the award of the bid for the project council will need to consider a resolution committing additional impact fee monies to cover the adjustment in cost for the needed changes. \$87,000

UTILITY FUND

Supervisory Control and Data Acquisition (SCADA) system - As council is aware the city suffered a catastrophic water main break over the summer that caused much in the way of inconvenience to the residents and businesses alike. From this we garnered an opportunity to implement practice and technique to avoid future reoccurrence. The best solution derived focused on the implementation Supervisory Control and Data Acquisition (SCADA) system for both the water and wastewater facilities of the utility. SCADA essentially provides a platform for real time information and control of

the utility's critical facilities in essence driving a swift and effective response to issue. As previously discussed to accomplish this much needed multi-year project council will consider a budget resolution committing portions of the healthy utility O&M reserve for the cost intensive first phase of the project. We are leveraging the 3P relationship with Woodard and Curran to accomplish at the most efficient and effective pathway to positive outcome. \$300,000

Recommended Action –

It is recommended that the matter is brought before City Council for this approval and action.

RESOLUTION 2015-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016, AMENDING THE IMPACT FEE FUND AND UTILITY FUND EXPENDITURES AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Inverness desires to amend the Fiscal Year 2016 to appropriate City Transportation Impact Fees to the Zephyr Street Construction Project; and

WHEREAS, the City Council of the City of Inverness desires to amend the Fiscal Year 2016 to appropriate Utility Fund Reserves to commence the utility system SCADA Project in the current fiscal year; and

WHEREAS, Ordinance Number 2015-711, Section 5, authorizes amendments to the final adopted budget by resolution approved by the City Council of the City of Inverness, Florida.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF INVERNESS AS FOLLOWS:

Section 1. That expenditure accounts in the Impact Fee Fund shall be amended as follows:

Expenditure	Original Budget	Revised Budget	Adjustment
Zephyr Street Improvement Project	\$ 20,200	\$ 107,200	\$ 87,000
Cash Reserve-Impact Fees	\$464,767	\$ 377,767	<u>\$ (87,000)</u>
			\$ -0-

Section 2. That expenditure accounts in the Utility Fund shall be amended as follows:

Expenditure	Original Budget	Revised Budget	Adjustment
Water Utility Remote SCADA	\$ -0-	\$ 300,000	\$ 300,000
Cash Reserves – Ending	\$1,329,858	\$1,029,858	<u>\$(300,000)</u>
			\$ -0-

Section 3. That this resolution shall be effective on the 1st day of December, 2015.

PASSED AND ADOPTED this 1st day of December, 2015.

CITY OF INVERNESS

By: _____
Jacquie Hepfer
President of City Council

ATTEST:

Debbie Davis
City Clerk

UDGET EXPENDITURES OF THE CITY OF INVERNESS ARE .2% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

GENERAL FUND 7.0729

ESTIMATED REVENUES	GENERAL FUND	ROAD			WATER & SEWER	CEMETERY	IMPACT FEE FUND	PENSION FUNDS	TOTAL BEFORE COMPONENT UNIT	I.C.R.A. TRUST FUND	TOTAL ALL FUNDS
		WHISPERING PINES PARK	IMPROVEMENT FUND	CAPITAL PROJECTS FUND							
TAXES:											
AD-VALOREM MILLAGE PER \$1000 -7.0729	2,993,765								2,993,765		2,993,765
AD-VALOREM Delinquent Taxes	80,000								80,000		80,000
SALES AND USE TAXES	300,000								300,000		300,000
FRANCHISE FEES	747,500								747,500		747,500
UTILITY SERVICE TAXES	747,000								747,000		747,000
COMMUNICATIONS SERVICE TAX	285,000								285,000		285,000
LOCAL BUSINESS TAX	58,000								58,000		58,000
LICENSES AND PERMITS	85,100								85,100		85,100
GRANTS/SHARED REVENUE	17,500	7,500		975,871	600,000				1,600,871	562,770	2,163,641
STATE SHARED REVENUES	728,000								728,000		728,000
CHARGES FOR SERVICES	1,007,350	89,950			3,582,835				4,680,135		4,680,135
FINES AND FORFEITURES	29,000								29,000		29,000
INTEREST EARNINGS	45,100	800	550	10,000	34,000	6,600		23,500	120,550	6,600	127,150
RENTS & ROYALTIES	314,410				250				314,660		314,660
SPECIAL ASSESSMENTS/IMPACT FEES	600			465,300			10,000		475,900		475,900
CONTRIBUTIONS/DONATIONS	6,000	300							6,300		6,300
SALE OF FIXED ASSETS	-					7,600			7,600		7,600
PENSION CONTRIBUTIONS	-						1,500		1,500		1,500
MISCELLANEOUS REVENUES	30,400	2,700			21,000	300			54,400		54,400
DEBT PROCEEDS				500,000					500,000		500,000
TOTAL SOURCES	7,474,725	101,250	550	1,951,171	4,238,085	14,500	10,000	25,000	13,815,281	569,370	14,384,651
TRANSFERS IN	840,000	474,014	-	1,675,000	4,120,360	51,978			7,161,352	554,770	7,716,122
FUND BALANCES/RESERVES/NET ASSETS	6,598,089	275,380	13,399	3,390,060	5,819,368	705,206	500,567	408,517	17,710,586	45,114	17,755,700
TOTAL REVENUES, TRANSFERS & BALANCES	14,912,814	850,644	13,949	7,016,231	14,177,813	771,684	510,567	433,517	38,687,219	1,169,254	39,856,473
EXPENDITURES											
GENERAL GOVERNMENTAL	2,209,384			1,521,832				17,500	3,748,716		3,748,716
PUBLIC SAFETY	1,201,415			257,709					1,459,124		1,459,124
PHYSICAL ENVIRONMENT	1,079,710			-	4,126,267	141,978			5,347,955		5,347,955
TRANSPORTATION	839,637			2,584,295			132,800		3,556,732		3,556,732
ECONOMIC ENVIRONMENT	265,610			998,313					1,263,923	461,385	1,725,308
CULTURE & RECREATION	969,323	575,264		689,137					2,233,724	-	2,233,724
DEBT SERVICES	-				861,749				861,749		861,749
TOTAL EXPENDITURES	6,565,079	575,264		6,051,286	4,988,016	141,978	132,800	17,500	18,471,923	461,385	18,933,308
TRANSFERS - OUT	2,368,784	-		-	4,645,360	55,478			7,069,622	646,500	7,716,122
FUND BALANCES/RESERVES/NET ASSETS	5,978,951	275,380	13,949	964,945	4,544,437	574,228	377,767	416,017	13,145,674	61,369	13,207,043
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCES	14,912,814	850,644	13,949	7,016,231	14,177,813	771,684	510,567	433,517	38,687,219	1,169,254	39,856,473

THE TENTATIVE, ADOPTED, AND/OR FINAL AMENDED BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD

NOTICE OF BUDGET HEARING

The City Council of the City of Inverness will hold a public hearing on Tuesday, December 1, 2015 at 5:30 p.m. at the Inverness Government Center, 212 W. Main Street, Inverness, FL to consider and finalize a resolution amending the adopted budget for the Impact Fee Fund and the Utility Fund for the fiscal year commencing October 1, 2015 and ending September 30, 2016.

Agenda Memorandum – *City of Inverness*

DATE: November 25, 2015
ISSUE: Leasons Mobile Home Park Agreement & Understanding
Zephyr Street Project
FROM: City Manager
CC: City Clerk, Eric Williams, Dale Malm, Bruce Day
ATTACHED: Agreement & Exhibits

Reference is made to attachments.

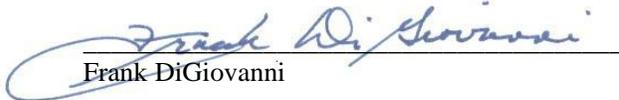
The agreement does not alter the project; all elements remain intact. Impacts to the right of way are identified and movement of units is being scheduled to resolve the situation to the satisfaction of the public interest. Material items involve the ability to maintain access to the Park via Cherry Street and a small encroachment from the main Clubhouse/Office building of 1.5 feet on Line Avenue is addressed.

Leasons Mobile Home Park has been a fixture in Inverness for many decades. Improvements are being made by the new owner and we look forward to a solid working relationship. The Zephyr Street project will bring needed change, but all change can cause a degree of difficulty, which has been worked through by the parties via this Agreement. In the situations of access to the Park off Cherry Avenue and encroachment on Line Avenue, a ten-year easement with renewal five-year terms granted by City Council.

The Agreement is a culmination of work by legal counsel for both parties, the property owner, Eric Williams and others. City Council is in a position to proceed.

Recommended Action –

Following the presentation and discussion, please motion, second and vote to accept the terms and conditions of the Agreement for Leasons Mobile Home Park, and authorize the Council President execute the necessary documents for the parties proceed in support of the Zephyr Street Project.


Frank DiGiovanni

Administrative Offices
212 West Main Street, Inverness Florida 34450
www.Inverness-FL.gov

AGREEMENT

THIS AGREEMENT is made and entered into on this _____ day of _____, 2015 by and between the CITY OF INVERNESS, a municipal corporation of the State of Florida whose mailing address is 212 W. Main Street, Inverness, Florida 34450, hereinafter referred to as “City”, and Leeson’s MHC, LLC, a limited liability company organized and registered in the State of Florida at 606 Zephyr Street whose Mailing address is PO Box 115, La Crosse, WI 54602-0115, who is operating a Mobile Home Park commonly known as Leeson’s Mobile Home Community, comprising two (2) parcels of land located at 602 Zephyr Street (Altkey 1759358) and 509 Zephyr Street (Altkey 2911522) (Collectively “Mobile Home Park”) within the City of Inverness per attached EXHIBIT “A” (legals/aerials), hereinafter referred to as “Owner”.

WITNESSETH;

WHEREAS, The City of Inverness desires to make improvements to certain City streets (“Project”) where such streets are in close proximity to property of Owner, attached EXHIBIT B; and

WHEREAS, the Owner desires to assist City to accomplish their goals in a mutually beneficial manner and is working to create better solutions which cause less financial burden to both parties. Additionally, Owner is in need of capital to make much needed improvements to the property, and to continue to provide clean, safe and affordable living solutions for 55+ retirees; and

WHEREAS, a complete and final accommodation by the parties is necessary in order for the street improvements to proceed; and

WHEREAS, the parties agree to work together for the resolution of the encroachment(s) and other concerns for the mutual benefit of both parties;

WHEREAS, the parties understand and agree that time is of the essence in completion of all of the covenants of this Agreement; and

WHEREAS, this Agreement was reviewed and approved by City Council of the City in a duly noticed public meeting on this 1st day of December, 2015.

NOW THEREFORE, in consideration of the mutual covenants herein contained City and Owner agree as follows:

1. The above “Whereas” clauses are true and correct and are incorporated by reference herein.
2. City agrees to ensure design of the future Designated Water Retention Area (DRA) on Cherry Ave. in such a manner so as to provide for the continued vehicular access to the mobile home park from Cherry Ave. on to Muskmellon Road and to the individual lots located along Cherry Avenue. City will grant Owner a ROW utilization driveway permit,

located on Cherry Avenue, off of Zephyr. See Attached EXHIBIT “C” depicting revised DRA, existing driveway, and Cherry Street encroachments. Further, as to Cherry Street encroachments the Owner shall be given a ten (10) year easement as set forth in Exhibit “D” terms. As to the Cherry Street ROW permit, the Owner shall be responsible for all maintenance thereof and hold City harmless and indemnify the City from any and all claims arising out of Owner’s use of ROW permit.

3. On or before January 15, 2016, the Owner agrees at its cost to relocate the encroachment into Line Street of mobile home numbers 600, 602, and 604 onto mobile home property line. Further, all future access to said mobile homes shall be off of Conroy Street. City, at its cost, will remove all other driveways and any remaining encroachments into Line Street.
4. Per terms of Exhibit “E”, the Owner at its expense shall remove the porch area of the mobile home park clubhouse by January 15, 2016 and thereafter the City will grant an easement to the owner for the current placement of the Clubhouse as its encroachment into Line Avenue of 1.5 feet (MOL). The term of easement shall be ten (10) years otherwise it shall be like terms as per Exhibit “D”. City will revise DRA design to accommodate such See Exhibit “F”
5. On or before December 31, 2016; the Owner, at its cost shall remove all encroachments into Zephyr Street as depicted in Exhibit “G”.
6. On or before completion of the Project, City shall install pedestrian walkway at the intersection of Line and Zephyr to help protect pedestrian traffic as they cross from the East to the West side of Line.
7. Land Use
 - A. The City recognizes per attached Letter of Interpretation (LOI), the Owner’s legal right to place homes according to F.S. 723.00 et seq. will issue appropriate permits for such and will not otherwise obstruct Owner for acting within the stated legal rights conferred by statute. Further, that mobile home park is vested for sixty one (61) units. See attached draft LOI.
 - B. Further, consistent with 7(a) City agrees to allow mobile home units and building facilities that have been removed or relocated per this agreement to resolve the identified encroachments, as well as all other existing units and facilities as they exist per the date of this agreement to be in compliance with City codes and ordinances without regard to Section 2.4 and Section 2.5 D.11 of the City’s Land Development Code. Additionally, unless otherwise stated City will also allow Owner to move, replace, repair and/or update any encroachment carport, porch or appurtenances, as needed or as required by this MOA.

- C. Owner may replace, repair, and maintain all remaining entrance and exit points to the park and to individual mobile home driveways as needed.
8. City agrees to vacate by formal release its storm sewer easement with Owner dated February 23, 1956 at O.R. Book 798, Page 0611, public records of Citrus County, Florida. City will repair and render unusable the existing drain on Zephyr and outlet to lake. City will fill the storm sewer with a solid, load-bearing substance such as grout. The easement will be vacated and repaired by the completion of the Zephyr Street project or by December 31st, 2016, whichever is earlier.
 9. This Agreement shall be binding upon each parties heirs, successors and assigns. The terms and conditions of this agreement shall run with the land. This document shall not be recorded in public records of Citrus County, Florida.
 10. Time is of the essence of this Agreement.
 11. This Agreement may be executed in any number of duplicate originals or counterparts, each of such duplicate originals or counterparts shall be deemed to be an original and all taken together shall constitute but one and the same instrument. Signature by telecopy or digital transmission shall be deemed an original signature.
 12. The validity and construction of this Agreement and all matters pertaining thereto are to be determined in accordance with the laws of the State of Florida without regard to conflict of law principles. In the event any provision of this Agreement (or any part of any provision) is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision (or remaining part of the affected provision) of this Agreement; but This Agreement shall be construed as if such invalid, illegal, or unenforceable provision (or a part thereof) had not been contained in this Agreement, but only to the extent it is invalid, illegal, or unenforceable.
 13. This Agreement sets forth the final and entire agreement and understanding of the parties hereto, superseding all prior representations, understandings, and agreements, written or oral, not expressly set forth in this Agreement or in any other documents executed and delivered in connection herewith.
 14. In the event of default, each party shall be entitled to all legal and equitable remedies, to include the right of specific performance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year above and each party warrants that all necessary governmental actions to bind the parties to the terms of this Agreement have taken place.

CITY OF INVERNESS

A Municipal Corporation of the State of Florida

By: _____

Printed Name: _____

Title: _____

LEESON'S MHC, LLC

A Limited Liability Company of the State of Florida

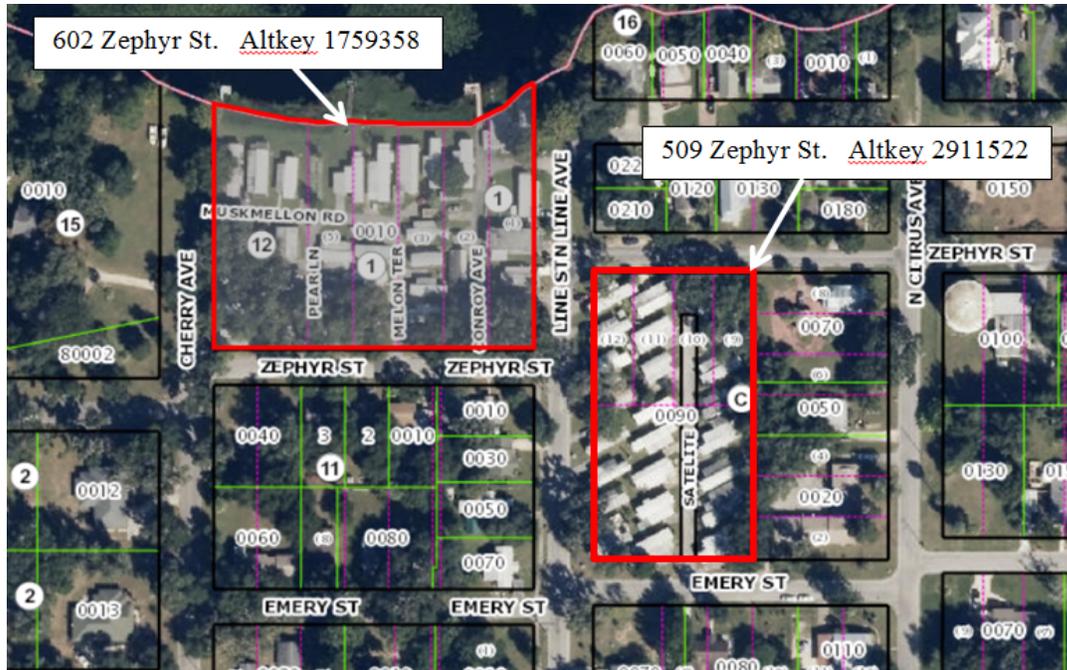
By: _____

Printed Name: _____

Title: _____

EXHIBIT A

Respective Parcels Outlined in Red



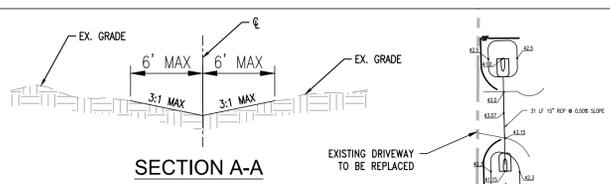
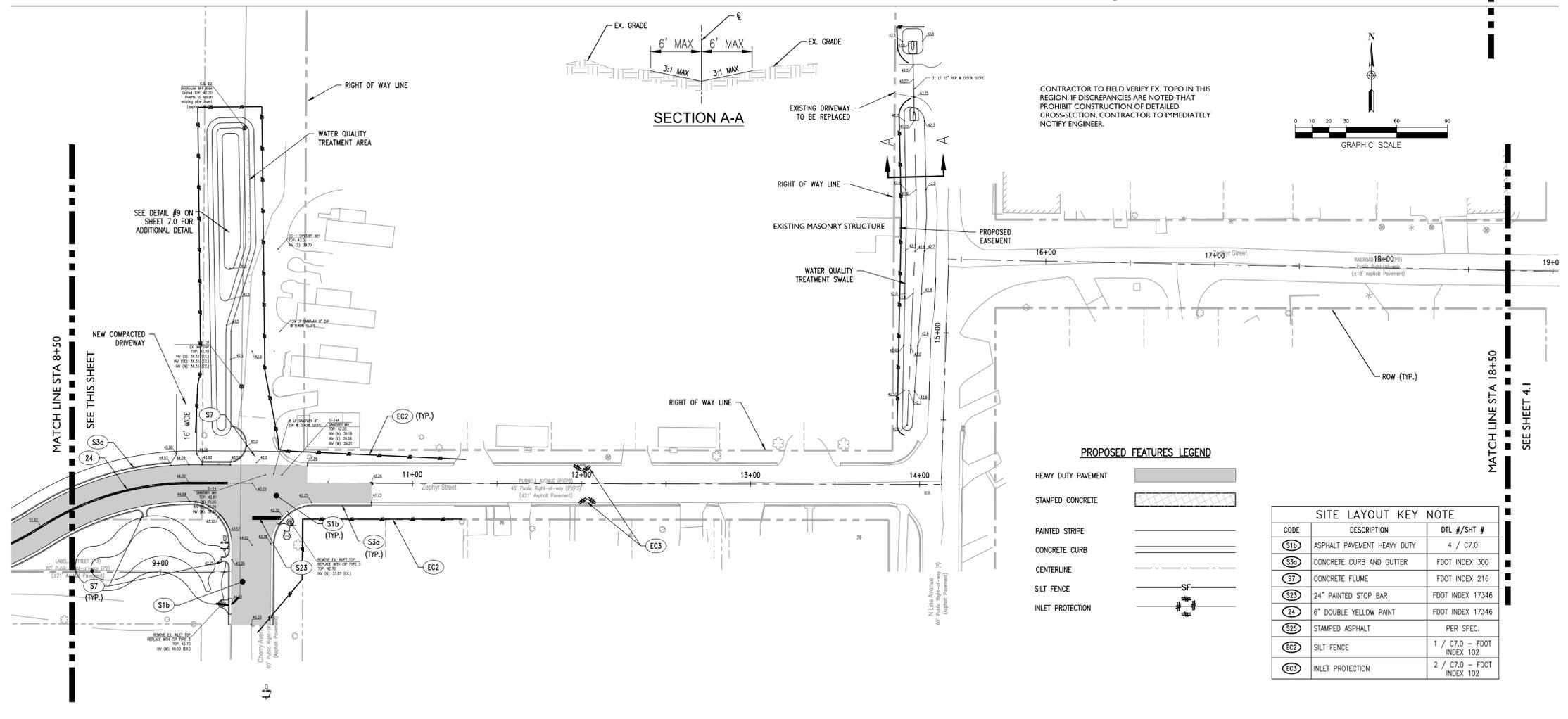
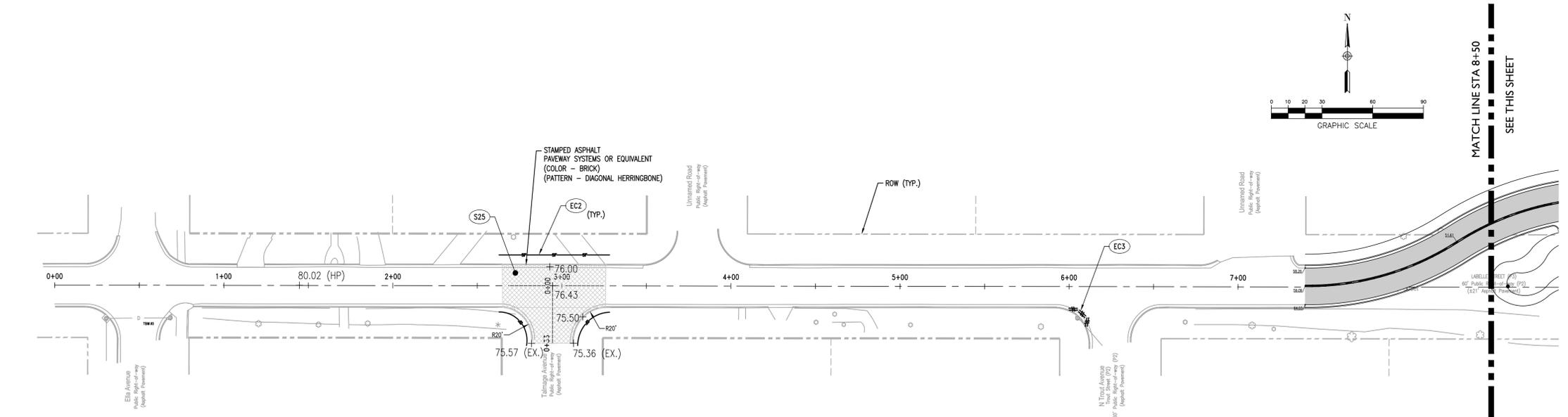
602 Zephyr St. Legal Description (Altkey 1759358):

TOMPKINSVILLE ADDITION TO CITY OF INV PB 1 PG 36 LOTS
1,2,3,4,5 BLK 1 & ALL OF BLK 12

509 Zephyr St. Legal Description (Altkey 2911522):

LAKEVIEW ADD TO INVERNESS PB 1 PG 39: LOTS 9 TO 12 INCL BLK
C & BEG 30FT E OF NW COR OF SW1/4 OF NW1/4 TH E176 1/2FT, TH
S100 FT, TH W176 1/2FT, TH N 100 FT TO POB ----AND----
LAKEVIEW ADD TO INVERNESS: BEG AT A PT ON E BDRY OF LINE ST
SD POB BEING 30FT E & 100FT S OF NW COR OF SW1/4 OF NW1/4
OF SEC 17 TH E 176.5FT MOL TO W BDRY OF LOT 3 IN BLK C PB 1
PG 39, TH S AL W BDRYS OF LOTS 2 & 3 BLK C 75FT MOL, TO N
BDRY OF EMERY ST (LORINA ST), TH W AL N BDRY OF EMERY ST
(LORINA ST) 176.5FT MOL TO E BDRY OF LINE ST TH N 75FT MOL
TO POB TITLE IN OR BK 1389 PG 1889 & OR BK 1681 PG 2389

GEOMETRY TO BE PER PLAT



CONTRACTOR TO FIELD VERIFY EX. TOPO IN THIS REGION. IF DISCREPANCIES ARE NOTED THAT PROHIBIT CONSTRUCTION OF DETAILED CROSS-SECTION, CONTRACTOR TO IMMEDIATELY NOTIFY ENGINEER.

PROPOSED FEATURES LEGEND

- HEAVY DUTY PAVEMENT
- STAMPED CONCRETE
- PAINTED STRIPE
- CONCRETE CURB
- CENTERLINE
- SILT FENCE
- INLET PROTECTION

SITE LAYOUT KEY NOTE		
CODE	DESCRIPTION	DTL #/SHT #
S1b	ASPHALT PAVEMENT HEAVY DUTY	4 / C7.0
S3a	CONCRETE CURB AND GUTTER	FDOT INDEX 300
S7	CONCRETE FLUME	FDOT INDEX 216
S24	24" PAINTED STOP BAR	FDOT INDEX 17346
S23	6" DOUBLE YELLOW PAINT	FDOT INDEX 17346
S25	STAMPED ASPHALT	PER SPEC.
EC2	SILT FENCE	1 / C7.0 - FDOT INDEX 102
EC3	INLET PROTECTION	2 / C7.0 - FDOT INDEX 102

Littlejohn
 1615 Edgewater Drive, Suite 100, Cape Canaveral, Florida, 32804
 Nashville | Charleston | Decatur | Huntsville | Knoxville | Orlando | Phoenix | Tallahassee
 Leonard E. Arnold, P.E. S2241
 Bruce C. Hall, P.L.A. LA0001367
 Florida Firm Registration No. 28650

ZEPHYR STREET IMPROVEMENTS
 INVERNESS, FLORIDA

CITY OF INVERNESS
 212 W. Main Street
 Inverness, FL 34450
 352-726-2321

DATE	REVISIONS
12/05/14	20140608

C4.0
 SITE LAYOUT &
 EROSION CONTROL PLAN

C:\Projects\2014\20140608\4\4\Construction\2014-07-01\LN\Draw-C4.0_Site Layout & Erosion Control Plan Nov 25, 2013 - 9:57am.dwg



11/25/2015 10:32
siddings

CITY OF INVERNESS
CASH REQUIREMENTS REPORT

P 1
apcshreq

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 11/30/15
			TOTALS FOR B & W REXALL		325.00
			TOTALS FOR BREITENBACH, RICHARD AND ANTOINETTE		20.00
			TOTALS FOR TIME WARNER CABLE		54.19
			TOTALS FOR CITRUS COUNTY CHRONICLE		166.42
			TOTALS FOR CITRUS COUNTY UTILITIES		76.76
			TOTALS FOR DUKE ENERGY		2,371.13
			TOTALS FOR FARRELL, JOAN		20.00
			TOTALS FOR GURUED GEAR, LLC.		50.00
			TOTALS FOR A.C.M.S., INC		6,342.30
			TOTALS FOR BARBARA KERR		20.00
			TOTALS FOR LAMANNA, CHARLOTTE		20.00
			TOTALS FOR MACKLER GRAPHICS, INC.		431.00
			TOTALS FOR MANN-ICURE LAWN SERVICE AND LANDSCAPING		1,425.00
			TOTALS FOR MUNIS		600.00
			TOTALS FOR OFFICE DEPOT INC		46.33
			TOTALS FOR SAND/LAND OF FL ENTERPRISE INC		480.00
			TOTALS FOR SUMTER ELECTRIC COOPERATIVE INC		4,597.54
			TOTALS FOR SUNSHINE STATE ONE CALL OF FLORIDA		112.78
			TOTALS FOR TEWELL, MICHELE		165.00
			TOTALS FOR UB REFUND		51.65
			TOTALS FOR UNIFIRST CORPORATION		15.84
			TOTALS FOR VANCE, GEORGE III		75.00
			TOTALS FOR VIEUX, ANDRE		25.00
			REPORT TOTALS		17,490.94

November 17th, 2015
5:30 PM

The City Council of the City of Inverness met on the above date in Regular Session at 212 W. Main Street with the following members present:

President Hepfer
Vice President Ryan
Councilwoman Bega
Councilman McBride
Councilman Hinkle
Mayor Plaisted

Also present were City Manager DiGiovanni, City Attorney Haag, Asst. City Manager Williams, Community Development Director Day, Project Director Malm, Interim Public Works Director McCulloch, Finance Director Chiodo, Event Director Skeeel-Hogan and City Clerk Davis.

The Invocation was given by Councilman McBride and the Pledge of Allegiance was led by the City Council.

ACCEPTANCE OF AGENDA

Councilwoman Bega motioned to accept the Agenda as presented. Seconded by Councilman Ryan. The motioned carried.

PUBLIC HEARINGS

4)a) Park Ordinance Change(Final Reading) was address by President Hepfer asked to have the Clerk read the Ordinance by title only.

Councilman McBride motioned to have City Clerk Davis read Ordinance 2015-712 by title only. Seconded by Councilwoman Bega. The motion carried.

ORDINANCE NO. 2015 -712

AN ORDINANCE OF THE CITY OF INVERNESS, FLORIDA, AMENDING THE CODE OF ORDINANCES TO PROVIDE FOR A SPECIAL EVENTS PERMIT PROCESS FOR THE ALLOWANCE OF ALCOHOL IN CERTAIN PARK AREAS; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE.

The Public Hearing was opened.

There was no one speaking for or against the Ordinance

The Public Hearing was closed.

Councilwoman Bega motioned to adopt Ordinance 2015-712 on the second reading, by roll call vote. Seconded by Councilman Ryan. Roll call vote was as follows: Councilwoman Bega, yes; Councilman McBride, yes; Councilman Hinkle, yes; Councilman Ryan, yes; President Hepfer, yes. The motion carried unanimously.

4b) Final Budget Amendment – FY2015 was addressed by President Hepfer.

Councilwoman Bega motioned to have City Clerk Davis read Resolution 2015-18 by Title Only. Seconded by Councilman Hinkle. The motion carried.

RESOLUTION 2015-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015, AMENDING THE CAPITAL PROJECTS FUND, UTILITY FUND, CEMETERY FUND AND IMPACT FEE FUND REVENUES AND EXPENDITURES AND PROVIDING FOR AN EFFECTIVE DATE.

City Manager DiGiovanni stated that this has to do with the prior year's budget general ledger entries regarding reconciliations. As the elected body appropriates and approves all expenditures, this is brought to the public's attention for transparency and approval of general ledger adjustments.

Public Hearing was opened.

There was no one who spoke for against the Resolution.

The Public Hearing was closed.

Councilwoman Bega questioned if the majority of funds moved from reserves in the adjustment were for the Theatre and Whispering Pines Park Project?

Finance Director Chiodo explained that Whispering Pines Park Projects were reduced to cover those costs. You will see in the amendment that is reducing reserves, but those projects were not completed during the year. It was determined adequate reserves existed vs. financing(debt) to complete construction of Valerie.

Councilman Ryan motioned to adopt Resolution 2015-18 by roll call vote.

Seconded by Councilman McBride. Roll call vote was as follows: Councilwoman Bega, yes; Councilman McBride, yes; Councilman Hinkle, yes; Councilman Ryan, yes; President Hepfer, yes. The motion carried unanimously.

OPEN PUBLIC MEETING

Wes Bradshaw, Attorney for Citrus County School Board spoke regarding exclusive ordinance and the Waste Franchise agreement, and noted he would be available when the subject was addressed.

SCHEDULED APPEARANCES

None

MAYOR'S LOCAL ACHIEVEMENT AWARDS

None

CITY ATTORNEY REPORT

None

CONSENT AGENDA

Councilman Hinkle motioned to accept the Consent Agenda. Seconded by Councilwoman Bega. The motion carried.

- a) Bill Listing*
 - Recommendation – Approval
- b) Council Minutes – 11/03/15
 - Recommendation – Approval

CITY MANAGER'S REPORT

10)a) Board Member Appointments/Resignations was addressed by City Manager DiGiovanni. He advised the **Mr. James Devine**, board member on the **Planning and Zoning Commission**, recently tendered a letter of resignation, upon the acceptance of City Council.

Councilwoman Bega motioned to accept Mr. Devine's resignation from the Planning and Zoning Commission. Seconded by Councilman Ryan. The motion carried unanimously.

City Manager DiGiovanni advised that **Janice Devine** has submitted an application to fill the vacancy of Mr. James Devine, on the **Planning and Zoning Commission**. He advised that Janice Devine is duly qualified to serve as replacement for her husband Jim, who is unable to continue service.

Councilman Hinkle motioned to appoint Mrs. Janice Devine as a volunteer member of the Planning and Zoning Commission for the City of Inverness. Seconded by Councilman McBride. The motion carried unanimously.

10)b) Christmas Parade –Road Closure Approval was addressed by City Manager DiGiovanni noting the correspondence from the Chamber of Commerce which requires City Council confirmation and approval by FDOT for the closing of Main Street (Hwy 44/41) through Inverness, and takes place Saturday, December 12th, 2015. **Councilman Ryan motioned to acknowledge that the City will host and accommodate the parade on December 12th, 2015, on the FDOT 41/44 roadway through town and accordingly support a temporary closure of the road for this purpose. Seconded by Councilman Ryan. The motion carried unanimously.**

10)c) HD Supply Piggy-Back Contract Renewal OUC was addressed by City Manager DiGiovanni. He explained that the City of Inverness joined the Orlando Utility Commission (OUC) bid program in 2010, which has worked well to control cost and leverage the resources of HD Supply. City Council is asked to support an extension to the existing piggyback bid agreement to keep us compliant with the OUC bid process.

Councilman Hinkle motioned to continue with the Orlando Utility Commission bid with HD Supply by extending piggy-back bid provisions, and authorize the City Manager to execute purchase agreement documents and provide letters of commitment by the City of Inverness to continue participation in this program. Seconded by Councilman Ryan. The motion carried unanimously.

10)d) Merry Building – Encroachment – City Manager reviewed previous actions regarding this issue, including a potential lease for \$1,000/mo. for a 5 year term. He spoke to the property owner’s idea of rooftop dining for the building. The issue is an approximate 3 ½ foot of space that spans the length of the building adjoining the Plaza area. We received correspondence from Attorney Stillwell and will sit down with owner and discuss this to come to a conclusion, possibly after the New Year. **No Council action requested or necessary.**

10)e) School Board Correspondence: Waste Franchise Agreement was addressed by City Manager DiGiovanni. He noted that the City of Inverness has franchised the entire community and entered into a very favorable agreement with Waste Management of Central Florida many years ago. This agreement has brought a high level and quality service to this community by a company that excels in safety, etc. City Manager spoke of going out to bid a few years ago for waste disposal location. At the time it went to bid, we hoped to stay with County, however they held at \$45/ton. Therefore we went with the low bid of \$ 35/ton with Heart of Florida. It then became known that the County offered \$35/ton to the City of Crystal River. He spoke of Heart of Florida’s purchase of Goodfellows Hauling Company, which is now competing with the City of Inverness. School Board understands they could break from the City Franchise agreement and put out there waste service to bid to lower the cost. The situation in front of us is that people we do business with are competing with us. The City is affected as we have largest concentration of school activity in Citrus County. Residents benefit from commercial service through the franchise, when part is removed, it creates a gap. If the School Board comes to an agreement outside the franchise we will have to come back to Council to discuss a budget adjustment to keep the residential service funded.

Council President Hefner expressed concern with the relationship through Heart of Florida.

Councilman McBride questioned if the School Board opts to utilize another business do we have legal recourse, with **City Attorney Haag** stating we do not. **Councilman** wondered if this plays out, would we eventually have to begin billing for our solid waste pick-up. **City Manager** stated that we would have to work with the budget to eliminate passing a cost on to the residents.

Councilwoman Bega questioned if we lowered the rate for School Board would they stay with us, with **City Manager** recommending not to consider that.

Attorney Bradshaw stated the School Board has home rule powers and has the ability to bid out the garbage service & award a contract. He also stated it’s simply about economics.

City Attorney Haag stated the only other entity that could opt out of the franchise would be the County, which would likely not happen.

No action at this time.

City Manager DiGiovanni additionally reported on the following:

- CGI Communications, out of Rochester New York, is a company that develops promotional videos for cities to place on their websites. A video was shown and staff will be looking into this for our City.

- Recapped recent events of Festival the Arts, the Veterans Day parade, and the upcoming Friday Night Thunder and the 2-day Grand Prix event.
- Working with County in future and serving on the fire services committee.
- City of Inverness started the first youth competitive swimming program in the early 80s, and hosts and accommodates the school's program with use of the Whispering Pines Park pool. There were discussions with the School System of improvements to the pool to remain compliant for the varsity swim program. While that didn't happen, we recently discovered the school system's sizable contribution directly to the YMCA for construction of a pool in Lecanto area.

COUNCIL/MAYOR SUBJECTS

Mayor Plaisted spoke of Thanksgiving and the Feeding Alliance. He spoke of his letter to Chronicle re: inaccuracies. He recited a letter sent to him by Joanie Welch.

Councilman Hinkle was sorry to have missed the Veteran's Day Parade and prays for our country. We need to encourage youth to succeed and do the best they can.

Councilman Ryan spoke of the Festival of Arts, Veterans Day Parade, and the Veteran Celebration at Cornerstone Church, which was humbling with veterans up to 95 yrs. old. Looking forward to Grand Prix events.

Councilman McBride stated the Veterans Day Parade was great, being able to thank the veterans. Festival of the Arts proved we have very talented youth in the area. Hernando Citrus MPO will encourage FDOT's potential actions regarding the trail and cost to fix up trail, as it is important to our community. Encouraged all to attend the Grand Prix.

Council President Hepfer spoke of Veteran's Day Parade, great to see so many youth at it. Presented Cooter Kudo and proclamation to VFW Post 4337 Eugene Quinn, 70th Anniversary with Mayor Plaisted. Grand Prix is very exciting to watch.

CITIZENS NOT ON AGENDA

Jerry Spilatro 409 Wright Street, new resident from Clearwater, spoke to the Cooter Festival, Art Festival, and other events. Chronicle has kept him informed as to area events. Impressed with recycling program, spoke to Community Development Dept. and how helpful they have been. Spoke of need for traffic calming on Wright Street off of Highland Avenue.

Meeting adjourned at 6:47pm.

City Clerk

Council President

Agenda Memorandum – *City of Inverness*

DATE: November 25, 2015
ISSUE: Senior Management Retirement System Designation
FROM: City Manager
CC: City Clerk, Finance Director, Personnel Administrator
ATTACHED: Memo by Sheila Densmore
Advertisement

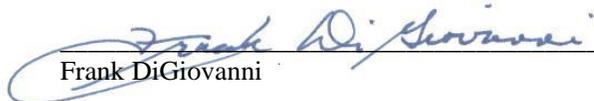
The Florida Retirement System (FRS) is a product of state government, managed by the Governor and Legislature. The system has class designations for certain performance capacities. For the purpose of pending action, there is no reason to delineate all, but the highest cost class includes: First Responders (Police, Fire, EMS) and Elected Officials; followed by designated professionals contained in a Senior Management Class (Managers, Lawyers, etc.), and General Class includes all others (Teachers, Clerical, Labor, White Collar).

City policy is to designate Senior Management positions of Inverness in the FRS Senior Management Class, which requires publication to announce the change from general to senior class; a vote by the governing body, and reconciliation of cost. The participation rate for General Class is 7.26% of base salary. The participation rate for Senior Class is 14.17 % of base salary.

Affected positions number two: Cultural Director for Valerie, and Special Events Director. Funding has been built into the adopted budget to support this measure.

Recommended Action –

To maintain consistency and policy of the City, please motion, second and vote to designate placement of the Cultural Director and Special Event Director positions as Senior Class in the Florida Retirement System.


Frank DiGiovanni

Administrative Offices
212 West Main Street, Inverness Florida 34450
www.Inverness-FL.gov

I N T E R

DEPARTMENTAL

CORRESPONDENCE

Date: November 23, 2015

To: Frank DiGiovanni, City Manager

From: Sheila Densmore, HR Coordinator

RE: Designation of Cultural Service Director and Special Event Director as Senior Management Service Class

The City has chosen to designate certain senior positions as "Senior Management Service Class" (SMSC) in the Florida Retirement System. The objective of this action is to attract and retain qualified leaders for the City. This designation will increase the City's rate of contribution on behalf of each employee by 14.17%.

A position included in the SMSC must be full time, non-elective, managerial or policymaking filled by employees that are not subject to a continuing contract who serve at the pleasure of the employer without civil service protection, and who head an organizational unit or have responsibility to effect or recommend personnel, budget, expenditure, or policy decisions in their areas of responsibility. There is a limit of ten positions allowed. Currently, there are eight positions designated. The positions requested to be added are: **Cultural Service Director and Special Events Director.**

The FRS requires that an advertisement be placed in the local newspaper once a week for two consecutive weeks giving notice of the meeting and the position that will be discussed. The ad was published on Monday, November 9th and Monday, November 16th and is being placed on the agenda for Council's decision December 1st making the effective date December 1st.

Thank you for your consideration.



City of Inverness

Administration Office

212 W. Main Street

Inverness, Florida 34450-4149

Administration@Inverness-FL.gov

(352) 726-2611

Fax (352) 726-0607

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN by the City Council of the City of Inverness, Florida, that at their meeting scheduled for 5:30pm on Tuesday, December 1st, 2015, in the Council Chambers at the Inverness Government Center, 212 W. Main Street, Inverness, Fl; the following is on the agenda for discussion:

Approval to designate the positions of Special Event Director and Cultural Service Director, as Senior Management Service positions under the Florida Retirement System (FRS).

Any person who decides to appeal any decision of the governing body with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes).

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the City of Inverness, City Clerk's Office at 212 W. Main Street, Inverness, Fl. 34450 or call 352-726-2611, at least two days before the meeting.

A handwritten signature in black ink, appearing to read "Frank DiGiovanni".

Frank DiGiovanni
City Manager

Published in the Citrus County Chronicle, Monday, November 9th, 2015, and Monday, November 16th, 2015.

Interoffice Memorandum – *City of Inverness*

February 1, 2008

TO: Elected Officials

COPY FOR REFERENCE

FROM: City Manager

SUBJECT: Florida Retirement System Senior Management Service Class Designations

CC: City Clerk and Finance Director

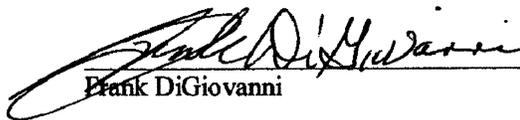
Enclosure: Memorandum by Donna Kilbury
Public Notice
Memorandum to Council dated 10/12/06

In October 2006, City Council acted to designate the positions of department director. At the time, the City did not have the designated title Assistant City Manager, which naturally would have been included. To maintain equity, action has been taken to position City Council to designate the position of Assistant City Manager in the Senior Management Service Classification within the structure of the Florida Retirement System. The process for this change is stipulated by the FRS and must be strictly followed. Costs affiliated with this change have been incorporated in the current budget. The matter is before Council for final action.

Recommended Action –

It is recommended that City Council support the process and motion, second and vote to designate the position of Assistant City Manager, to join other director level positions of the City, in the Senior Management Service Class of the FRS pursuant to established rules and regulations of the state retirement system.

Please contact me with any questions.


Frank DiGiovanni