

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
February 16, 2016 - 5:30 PM**

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**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.

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**ENCLOSURES\***

**1) INVOCATION, PLEDGE OF ALLEGIANCE AND ROLL CALL**

**2) PLEASE SILENCE ELECTRONIC DEVICES**

**3) ACCEPTANCE OF AGENDA**

**4) PUBLIC HEARINGS**

**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**

**7) MAYOR'S LOCAL ACHIEVEMENT AWARDS**

4           a)       Proclamation Presentation - "Engineers Week"\*

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
February 16, 2016 - 5:30 PM**

**8) CITY ATTORNEY REPORT**

**9) CONSENT AGENDA**

5 - 6 a) Bill Listing \*

*Recommendation - Approval*

7 - 11 b) Council Minutes -02/02/16 \*

*Recommendation - Approval*

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

12 - 17 a) SS Solutions Agreement - Staff Services\*

18 - 22 b) Supervisory Control and Data Acquisition (SCADA)\*

23 - 24 c) Resignation - AARC\*

25 - 29 d) Safe Route to School\*

e) Citizen's Transparency Website Deployment (Presentation)

30 - 40 f) Zephyr Street Project (verbal)

g) 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**

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
February 16, 2016 - 5:30 PM**

Friday Night Thunder with Keith Crisp  
Friday, February 19, 2016 from 5:00 - 8:00pm  
Downtown Inverness

Inverness City Council Regular Meeting  
Tuesday, March 1, 2016 at 5:30pm  
Inverness Government Center

# PROCLAMATION

**WHEREAS**, National Engineers Week, founded in 1951 by the National Society of Professional Engineers, is always celebrated at the time of George Washington's birthday in February because our first president was a military engineer; and

**WHEREAS**, Engineers use their scientific and technical knowledge and skills in creative and innovative ways to fulfill society's needs; and

**WHEREAS**, Engineers face the major technological challenges of our time – from rebuilding towns devastated by natural disaster, cleaning up the environment, and assuring safe, clean, and efficient sources of energy, to designing information systems that will speed our country into the future; and

**WHEREAS**, Engineers are encouraging our young math and science students to realize the practical power of their knowledge; and

**WHEREAS**, We will look more than ever to engineers and their knowledge and skills to meet the challenges of the twenty-first century; and

**WHEREAS**, Above all else in the practice of their profession, engineers hold paramount the health, safety, and welfare of all persons; and

**WHEREAS**, National Engineers Week promotes recognition among parents, teachers, and students of the importance of a technical education and a high level of math, science, and technology literacy, and motivates youth to pursue engineering careers in order to provide a diverse and vigorous engineering workforce; and

**WHEREAS**, the theme of National Engineers Week in 2016 is **"Let's Make a Difference"**.

**NOW THEREFORE**, I, Bob Plaisted, Mayor of the City of Inverness, Florida, do hereby proclaim **February 21 - 27, 2016**, as

**"ENGINEERS WEEK"**



Bob Plaisted, Mayor  
City Council of Inverness

ATTEST:



Deborah Davis, City Clerk

02/11/2016 10:58  
siddings

CITY OF INVERNESS  
CASH REQUIREMENTS REPORT

P 1  
apcshreq

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 02/29/16
			TOTALS FOR TIME WARNER CABLE		76.08
			TOTALS FOR FLORIDA PUBLIC UTILITIES COMPANY		4,373.32
			TOTALS FOR CENTRAL MATERIALS CO INC		141.70
			TOTALS FOR CHANNEL INNOVATIONS CORPORATION		8,900.00
			TOTALS FOR CITRUS SOD INC		1,603.00
			TOTALS FOR CLERK OF THE CIRCUIT COURT, ANGELA VICK		160.50
			TOTALS FOR DEPT. OF BUSINESS AND PROFESSIONAL		954.99
			TOTALS FOR GOLDEN X PLUMBING SUPPLY INC		170.83
			TOTALS FOR HAAG, FRIEDRICK & WILLIAMS, PA		3,703.24
			TOTALS FOR HALL-MARK FIRE APPARATUS, LLC		11,747.00
			TOTALS FOR A.C.M.S., INC		7,143.12
			TOTALS FOR HUMPHREY & SALTMARSH, PL		435.00
			TOTALS FOR INTEGRATED SYSTEMS OF FLORIDA INC		491.50
			TOTALS FOR LLOYD, EDWARD V.		203.25
			TOTALS FOR KEITH CRISP		150.00
			TOTALS FOR LARSON CONSULTING SERVICES, LLC		8,500.00
			TOTALS FOR MANN-ICURE LAWN SERVICE AND LANDSCAPING		1,425.00
			TOTALS FOR MCDIRMIT DAVIS & COMPANY, LLC		12,000.00
			TOTALS FOR MUNICIPAL EQUIPMENT COMPANY, LLC		5,290.00
			TOTALS FOR MUNIS		637.50
			TOTALS FOR NATIONWIDE RETIREMENT SOLUTIONS		1,644.84
			TOTALS FOR OFFICE DEPOT INC		271.20
			TOTALS FOR PUBLIC EMPLOYEES UNION		25.66
			TOTALS FOR PUBLIC RISK MANAGMENT OF FLORIDA		30,701.27
			TOTALS FOR SOUTHWEST DIRECT		2,560.33

02/11/2016 10:58  
siddings

CITY OF INVERNESS  
CASH REQUIREMENTS REPORT

P 2  
apcshreq

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 02/29/16
			TOTALS FOR SUNSHINE STATE ONE CALL OF FLORIDA		112.78
			TOTALS FOR TEN-8 FIRE EQUIPMENT, INC.		15,721.19
			TOTALS FOR TRI-COUNTY OVERHEAD DOOR		354.00
			TOTALS FOR UNIFIRST CORPORATION		68.94
			TOTALS FOR VERLANDER LANDSCAPE ARCHITECTURE, LLC.		1,500.00
			TOTALS FOR WASTE MANAGEMENT OF CENTRAL FL		22,765.32
			TOTALS FOR WESCO TURF INC		60.78
			TOTALS FOR WHETSTONE OIL COMPANY, INC		1,066.93
			REPORT TOTALS		144,959.27

\*\* END OF REPORT - Generated by Stacey Iddings \*\*

February 2, 2016  
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, Interim Public Works Director McCulloch, Finance Director Chiodo, Deputy Clerk Jackson and City Clerk Davis.

The Invocation was given by Mayor Plaisted and the Pledge of Allegiance was led by the City Council.

#### **ACCEPTANCE OF AGENDA**

**Councilman McBride motioned to accept the Agenda as presented. Seconded by Councilman Ryan. The motioned carried.**

#### **PUBLIC HEARINGS**

None

#### **OPEN PUBLIC MEETING**

Randy Oliver, Co Administer addressed City Council re: CRA payment confusion. County received the corrected invoice on January 13, and paid \$361,072 of that invoice. Eleven of the property owners within the CRA district elected to exercise their right under Florida law to contest their assessments and not pay their tax bills. They have until the value adjustment board makes a determination, or till March 31 to make a good-faith payment, and County will adjust at that time. He stated that in good conscience he can't use the tax money from property owners in the County to pay taxes that have not been paid by other people, being in excess of \$500,000. Mr. Oliver suggested that the City Manager have the City Attorney contact Denise Lyn, the County Attorney, if there were questions that this was being handled incorrectly.

Chris Loyd, Lecanto resident stated how encouraged he was with City Manager's idea regarding the Phosphate Tour and an application for a small grant. He spoke of a meeting with various representatives from the counties involved and the tourist development has recent formal rules for applying for grants with their organization.

#### **SCHEDULED APPEARANCES**

**6)a) Employee Recognition** – Council President Hepfer presented Certificates of Recognition to the following employees: Cheryl Chiodo, Finance Director (5yrs); Patricia

Nicholas, Staff Asst. (10 yrs); Robert Strader, Satellite Parks (10yrs); Sheila Densmore, Executive Secretary/Human Resources Coordinator (15yrs) of service.

**MAYOR'S LOCAL ACHIEVEMENT AWARDS**

**None**

**CITY ATTORNEY REPORT**

**None**

**CONSENT AGENDA**

- a) Bill Listing\*
  - Recommendation – Approval
- b) Council Minutes – 01/19/16\*
  - Recommendation – Approval
- c) Proclamation – “Engineers Week”\*
  - Recommendation – Approval

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

**CITY MANAGER'S REPORT**

**10)a) Inverness Events and Visitor Bureau (IEVB)- Visit Florida Grant Program**

City Manager advised we were preparing a submittal for a 50/50 match grant through Visit Florida Grant Program to be used to promote the Cultural, Heritage, Rural and Nature (CHRN) Marketing Program Grant opportunity, known as the Phosphate Trail Marketing Campaign. This represents a four community initiative that spans three counties and directly touches Dunnellon, Inverness, Floral City and Brooksville. The goal is to achieve professional branded brochures and website for the period of July 1, 2016 through June 15, 2017. Inverness leads this initiative and if awarded the \$10,000 grant is a combination of Visit Florida and City Funds of \$5,000 each. He spoke to the history of phosphate in the three counties and how the Withlacoochee Trail has already brought recognition to this area. This will also encourage people to come to this area of the state.

Councilman McBride questioned when we get the \$10,000 how it would be used if it is awarded. City Manager related it to brochure development, a website, and maybe further contact with other domains. Councilman McBride spoke to the city's contribution to bed taxes and it would be nice for the TDC to allow us to have some of those funds.

**Council McBride motioned to support the submittal to secure funding through the Visit Florida Grant Program. Seconded by Councilman Ryan. The motion carried unanimously.**

**10)b) Sweetwater Point Assessment Program Engineering Services**

City Manager DiGiovanni addresses the issue noting that enclosed is a contract and scope of services to provide the required engineering services. H & B Consulting Engineers, Incorporated was responsible for developing the initial cost estimated to the resident in the county balloting process. The contact outlines a cost base of \$24,250 for the required general engineering services to commence and accomplish the project. Most items are ironed out

and close moving forward in the next few months. Until assessment program is in place, we wish to be transparent and have Council sign the engineering agreement.

Councilman McBride clarified that it is within the assessment process that the City will recoup the initial base cost.

**Councilman Hinkle motion to approve the contract for Engineering Services with H & B Consulting Engineers, Inc. and authorize the Council President to execute the document. Seconded by Councilwoman Bega. The motion carried unanimously.**

**10)c) Financial Consultant** – City Manager explained how a Financial Consultant would better prepare this community in the event of future purchases. As we move forward with the expanded CRA, planning, development of concept programs, and identifying large projects are being discussed. We are not at point of publicly vetting plans, but know they will be large and there will be a desire to borrow money to make these projects happen. An agreement with this consulting firm will bring the necessary services where recommendations will be made with a clear understanding. We previously did this with IGC building, which was paid off in approx. 5 years. He spoke of improvements to the Godowski property, around the hospital, creating bicycle connector to Forest Dr. and industrial area of the city. Once plans are done they will generate a need for additional funding, and he addressed the potential costs.

Mr. Jeff Larson, President of Larson Consulting Services, provided company background and noted how City is well run and financially strong. He noted they represent the State of Florida and enjoys working with progressive communities and staff. General fund projects or enterprise project are each very different and discussed different options of financing, etc. This is a great opportunity with a strong foundation to consider future projects. **Councilman Ryan motioned to authorize the City Manager execute the Agreement with Larson Consulting Services for Financial Analysis Services. Seconded by Councilman Hinkle. The motion carried unanimously.**

**10)d) Impact Fees – Interlocal Agreement** was addressed by City Manager DiGiovanni who explained that each agency involved has adopted an independent Impact Fee program with some cross-over. There are fees collected the City for the County and transportation fees enacted by the City are used in the City. Community Development doesn't stop at the border, and as we know the economy of Inverness is broad. The enclosed agreement has been developed by an interactive meeting of all parties. It has been reviewed in full by City Staff and Legal Counsel and is ready for City Council adoption.

Councilwoman Bega questioned if there was a temporary moratorium on these fees, with the City Manager stating that the City has not done that, but the County has suspended their impact fee program. He stated that improvements need to be funded, and this is the way to do it.

**Councilman Hinkle motioned to accept the conditional aspects of the Inter-Local Impact Fee Agreement and authorize the City Council President to execute the document. Seconded by Councilman McBride . The motion carried unanimously.**

**10)e) Interlocal Agreement** – Fire Service (Mutual Aid) was addressed by City Manager DiGiovanni and noted that the attached Agreement is mostly final and formatted by the

Sheriff's Office for execution by the Sheriff. The City's signature page will follow normal channels. The document was reviewed by the City Fire Chief, City Legal Counsel, and the Administrative Office. The wording is suitable, however, the area served by the City Department is funded by and primarily for the municipality. We will respond beyond municipal limits in emergency situations, but not as a matter of routine, the application of any mutual aid program is not parochial, but flexibly determined at the moment of need. He asked that Council review and offer comments on what they may believe appropriate and necessary.

He noted that Senator Dean is sponsoring a bill that recognizes that the Citrus County population shouldn't be in the same category with larger communities. His bill encourages volunteerism. If his bill passes, some language in the agreement will need to be modified to meet the standards put in place. This is brought forward for comment, but no action is required at this time.

It was discussed that in absence of an agreement, if an emergency situation arises, we will respond. The Fire Chiefs and dispatch will make those calls, but it will need to be reasonable.

City Manager DiGiovanni additionally reported on the following:

- Inverness Little League's opening day is Feb. 27 and the concession stand sign will be dedicated in honor of Joe Silvestro.
- Leadership Summit meeting is available on CD rom recording in the agenda packet and is time stamped.
- Valerie Theatre's Saturday evening performances added to the WOW factor, not only the performance, but the building itself.
- Spoke to what Mr. Oliver mentioned previously, but there are court tested State Statues that exists and the statutory provisions need to prevail. Contact will be made with the County Administrator to make sure that we at least have conversation. The CRA board is very much involved, and we will be bringing information to them. We are interpreting the statutes based on the court cases that have been referenced.
- Continuing work with CGI of Rochester to create 8 videos promote the many venues of Inverness and Citrus County.
- Soldier Memorial Project concepts are being finalized and hope to make presentation next month.
- Godowski property project has Marc Black making sure of the integrity of buildings, etc. The concept is to add parking, open visibility of lake and future investment of small business, and interactive with cycling, etc.
- Illumination of downtown trees continues and looking at installing bollards at angle parking regarding café dining safety.
- Zephyr Street commencement issued and ground breaking next week.
- Ribbon cutting for Fire Dept. this Friday. Commended County staff working on mold situation and moving positively.
- Highland Blvd. plans are mostly complete.
- Community Garden program presentation to City Council is in discussion.
- Bicycle friendly sharrow installation is moving forward over next 60 days.

- Cooter Pond boardwalk being evaluated to improve stability before reopening, with the LED lighting event.
- Budget development is progressing.
- Fire Department started 12:00am Monday, and incredible to see. The building, built in 1962, needs updating and we are looking at the elevation, roof, grounds, etc. and will develop conceptual plans as to how the structure should present itself. Conceptuals will hopefully be available in approx. 6 months.

**COUNCIL/MAYOR SUBJECTS**

Councilman McBride spoke to the Valerie Theatre Swing Band event and it was extremely entertaining and Theatre itself is wonderful as we bring cultural aspects to this City. Attended the summit meeting, and many interesting topics came up, to include home rule, Fire, Police, tourism, Whispering Pines Park, etc. Kudos to City administration and Chief Joe Campfield in putting this Fire Dept in place.

Mayor Plaisted expressed appreciation to Mr. Oliver as County Administrator coming to our Council meeting. Questioned if the promotional videos will address volunteerism, and when will FDOT project be finished. City Manager stated approximately 6 months. Spoke of grant money for phosphate trail and why historical society doesn't take advantage of that for tourism. Spoke of three new restaurants in Inverness, and is excited about progress on shopping plaza across the street. Rotary has a great partnership with the City. Noted the wonderful Swing Band and about the Crosswinds movie coming to theatre with events at Courthouse. Kudos to Allen Forino.

Councilman Ryan attended the DAR Plaque dedication and the historical information was interesting. Went by the Fire Dept. and interesting to have our trucks in there and looking forward to ribbon cutting. Commended the City employees.

Councilwoman Bega stated the general first impression of government is that they are slow. She cannot say that about our government and how our City is so aggressive and progressive. Her class reunion will be held at the Valerie. Spoke to Mr. Oliver and how the County work with us.

Councilman Hinkle spoke highly of City staff and so many things being accomplished, such as elections, interlocal agreement (positive) medical community, etc.

Council President Hepfer attended the Valerie Theatre matinee. Spoke to music she grew up with and noted how talented the band was. Attended the Summit meeting last Thursday and experienced cooperation and good will come out of it. Spoke to various happenings and touring HCA heart section and it's good time to be a part of the City.

**CITIZENS NOT ON AGENDA**

Karen Esty, Inverness is now working on animal control and spoke of Crimestoppers for Animals, it is up to us to step forward, and left information to possibly add to website. Spoke of protesting hydraulic fracking. Stated the wrought iron fence around monuments at the old courthouse will be nice when finished.

Meeting adjourned at 7:02pm

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City Clerk

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Council President

## Agenda Memorandum – *City of Inverness*

February 10, 2016

**TO:** Elected Officials  
**FROM:** City Manager  
**SUBJECT:** SS Solutions Agreement for City Clerk  
**CC:** City Clerk  
**Enclosure:** Agreement with SS Solutions

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In 2013 City Council acted to implement a contractual agreement with SS Solutions, a staff leasing firm in St. Augustine, FL. The purpose was to address the stability of City services and operations. The agreement allows the City to contract for employee services through a staff leasing company and avoid certain costs; with an added benefit to avoid the loss of long-term personnel covered by the Florida Retirement System and affected by DROP (Deferred Option Program) provisions. The arrangement proved successful with City Manager services.

In conversation with Elected Officials, it appears there is interest to maintain the status of the City Clerk's Office for an extended period beyond the retirement date of five to six months. The period targeted is from March 31, 2016, to either August 31, 2016 or September 30, 2016, (a five or six month duration). The rationale is to keep tenure in place to address Budget Development for 2016-17, the Assessment Program for Sweetwater Pointe, and the upcoming Qualifying Process for City Council Elections.

The City Clerk position is one of three Charter Officers of the City. Duties, responsibilities and authority are found in the Charter and Administrative Code. Appointment is by a majority vote of Council members.

If optioned, this temporary situation will be at a reduced cost to the City for like services. In this situation, the person assigned to provide clerk services would not be an employee of the City or on the City payroll. They will be working for and compensated by SS Solutions. The existing payroll system will continue to perform the related duties of vacation/sick leave accruals based on the current contract for City Clerk, and transition those costs to the agreement for staff leasing. The current and new agreement will require that the City maintain attendance records and paid leave valuation accrual balances. The leased employee will personally fund medical coverage, telephone, and other normally provided benefits. At the end of the contract term, the City would report unused paid time off to SS Solutions for payment to be processed and invoiced to the City. (This will be made part of the SS Solutions job order).

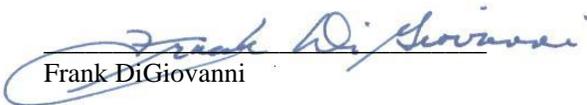
Under this arrangement, SS Solutions LLC shall be responsible for employer's portion of payroll taxes including: FICA, FUTA, SUTA, Medicare, Worker's Compensation Insurance, Employment Practices Liability Insurance at a cost of 18.66% of salary. The management and handling of the existing balance of accrued paid time off (vacation and sick leave) as of 03/31/16 will be handled through the normal employee process. Net savings to the City of this arrangement will be \$6,860.00 per annum or \$572.00 per month.

***Recommended action –***

Provided the situation and above information are clear and desirable:

1. Motion, second and vote to authorize the funding for city clerk services to cover this program, as budgeted for fiscal cycle 2015-16.
2. Motion, second and vote to engage the Staff Leasing Agreement previously adopted, for City Clerk Services, and authorize the Council President and City Manager work with SS Solutions to secure a desirable candidate to recommend at the next meeting of City Council.
3. Motion, second and vote to appoint the City Manager as the Charter Officer administrator of SS Solutions contract for services, for city clerk services, and provide authorization for the City Manager to administer all elements of the agreement.

Please see me with questions.

  
Frank DiGiovanni



Staffing of St. Augustine

## AGREEMENT

This agreement is made between City of Inverness, 212 W. Main Street, Inverness, FL 34450 hereinafter referred to as **AGENCY** and Staffing of St. Augustine, Inc. operating as SS Solutions, hereinafter referred to as **VENDOR** a Florida company with Federal Tax Id of 59-3719797, 2730 U.S. 1 South, Suite B St. Augustine, FL 32086

### 1. DEFINITIONS

Words used in this agreement document are defined as follows:

- a. **Purchase Order**- Commercial document defining the specific terms of agreement between the **AGENCY** and **VENDOR** including the **scope of work** executed by **contractor**.
- b. **Agency Representative** Person or persons authorized to execute and issue **purchase order** pursuant to this agreement to **VENDOR** and authorize approval of **VENDOR** invoices.
- c. **VENDOR Representative** Person or persons authorized to execute **purchase orders** pursuant to this agreement.
- d. **Contractor** **VENDOR** employees that perform the **scope of work** as defined by the **AGENCY**.
- e. **Scope of Work**- Work as designated by **AGENCY** for **contractor** to perform as stated in the approved **purchase order** in conjunction with this agreement.
- f. **Contract Services**- **VENDOR** provided **contractor** executing **scope of work** in accordance with executed **purchase order** for a specified period of time.

### 2. PURCHASE ORDERS

- a. **VENDOR** will provide **purchase orders** with defined **scope of work** to authorized **agency representative** identifying the terms and conditions of the specific **contractor** assigned **contract services**. The **purchase order** works in conjunction with this agreement.
- b. The **purchase order** will include the following:
  - i. **Scope of work** for the **contract services** required by the **AGENCY**.
  - ii. Reference to this approved agreement.
  - iii. Dates of commencement and completion of **contract services**.
  - iv. Name of **contractor** provided by **VENDOR**.
  - v. Contact information of **agency representative**.
  - vi. Contact information of **VENDOR representative**.
  - vii. All fees and expenses associated with the execution of the **purchase order**.
- c. In the event there is a conflict the **purchase order** will supersede.
- d. Execution of **purchase order** by **AGENCY** will be realized when **purchase order** is signed by **agency representative**.
- e. **Contractor** shall not provide any **contract services** until **purchase order** is successfully executed.

### 3. SCOPE OF WORK

Definition of duties and responsibilities of **contractor** supplied to **AGENCY** by **VENDOR**. **AGENCY** will provide to **VENDOR** the details of this **scope of work** in the **purchase order**.

4. **TERMS OF AGREEMENT**

This agreement shall commence on August 1, 2012 and shall continue in effect until June 30, 2014 unless terminated by either party in accordance with this agreement.

5. **TERMINATION OF AGREEMENT**

- a. This agreement including any and all executed **purchase orders** can be terminated by either party prior to the end date without cause providing the party gives thirty (30) days written notice.
- b. Current executed **purchase orders** will continue unless specifically included in the notice of termination.
- c. **Purchase orders** can be terminated by either party with or without cause with fourteen (14) day written notification.
- d. In the event of termination of this agreement and/or **purchase orders**, upon the effective date the **VENDOR** will be entitled to payment of all **contract services** rendered and expenses in accordance with this agreement and relevant **purchase orders**.

6. **VENDOR CONTRACTORS**

The **contractor** is any person provided by the **VENDOR** to perform the **scope of work** in the **purchase order**. All persons provided by the **VENDOR** are not employees, agents or representatives of the **AGENCY** and therefore shall not exercise direct control over **contractor**. However the **AGENCY** will designate an **agency representative** to consult with **contractor** and **VENDOR representative** in the proper execution of this agreement and relevant **purchase orders**. Furthermore, the **contractor** will not receive any of the benefits of the **AGENCY** including but not limited to compensation, benefit plans, bonuses, and unemployment insurance.

7. **CHOICE OF LAW**

This agreement and associated transactions shall be governed by the laws of the State of Florida.

8. **INDEMNITY**

The **VENDOR** agrees to indemnify, defend and hold harmless the **AGENCY**, its affiliate, customers, and employees from and against any losses, damages, fines, claims, expenses and penalties that arise from the result of:

- a. Workers compensations claims or similar acts made by **VENDOR's contractor**.
- b. Damage to property, theft or injuries or death of persons in any way arising from, caused by or alleged to have caused by the execution of the **scope of work** by the **contractor** except if the extent of such injury or death was determined to be caused by negligent acts or omissions by the **AGENCY** or its employees.

9. **INSURANCE**

**VENDOR** agrees to maintain the following insurance as it relates to this agreement:

- a. Employer's Liability with a minimum coverage of \$1,000,000 for each occurrence.
- b. Commercial General Liability with a minimum of \$1,000,000 of coverage including bodily injury and property damage per occurrence.

- ii. Commercial General Liability with a minimum of \$1,000,000 of coverage including bodily injury and property damage per occurrence.
- b. Commercial General Liability will designate the AGENCY as additional insured. The VENDOR will provide to the AGENCY certificate of insurance designating the coverage including any AGENCY requested endorsements.

**11. INVOICING**

- a. Invoices will be sent after each payroll processing with a breakdown of charges as determined in the **blanket purchase order**.
- b. VENDOR will provide with the monthly invoices all necessary support documentation including but not limited to time sheets and expense reports approved by authorized agency representative.
- c. All invoices will reference the appropriate executed **blanket purchase order** and overall agreement.

**12. PAYMENT TERMS**

All invoices are due net thirty (30) days from invoice date.

**13. STANDARDS**

VENDOR agrees to have contractors meet the AGENCY requirements as it relates to criminal records, drug testing and any other conditions necessary. Expenses for these services will be reimbursed to the VENDOR from the AGENCY.

**14. NOTICES**

Any notices regarding this agreement or **blanket purchase orders** shall be sent to the following:

AGENCY: City of Inverness  
 212 W. Main Street  
 Inverness, FL 34450  
 904-259-0972  
 Attention Frank DiGiovanni, City Manager

VENDOR: Staffing of St. Augustine, Inc.  
 2730 U.S. 1 South, Suite B  
 St. Augustine, FL 32086  
 904-797-2244  
 Attention: Rick Burke, Vice-President

**15. ATTACHMENTS**

- a. Attachment A- Pricing

City of Inverness

Print Name Clot Mc Bride

Title Council President

Signature [Signature]

Date 10/16/12

Rick Burke

Title Vice-President

Signature [Signature]

Date 11/1/12

## Attachment A

### Pricing For Full Time Administrative Salaried Compensation Contractors

Salary	Mark Up
Any Salary	*18.66%

All exempt salaried contractors' compensation shall include pay for holidays, sick time, vacation and any additional time off agreed by SS Solutions, LLC and the City of Inverness. SS Solutions, LLC shall be responsible for employer's portion of payroll taxes including FICA, FUTA, SUTA, Medicare, workers' compensation insurance, employment practices liability insurance.

If contractor chooses to take affordable care act (ACA) approved SS employee health insurance the City of Inverness will be charged a monthly ACA fee to cover additional expenses associate with providing this insurance.

\*pricing is contingent upon the contract employee not participating in SS Solutions health care program. Additional fees will apply if this occurs.

## Agenda Memorandum – *City of Inverness*

February 10, 2016

**TO:** Elected Officials  
**FROM:** City Manager (Prepared by Eric Williams)  
**SUBJECT:** Supervisory Control and Data Acquisition (SCADA) Implementation  
**CC:** City Clerk & Finance Director  
**Enclosure:** Memo to City Council, dated 12/31/15  
SCADA Services Agreement

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Reference is made to the attachments.

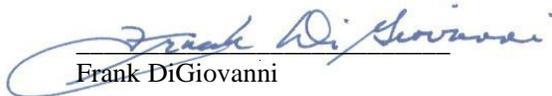
A SCADA project agreement is enclosed to build an interactive system that monitors critical components of utility operations. As structured, the initial phase-one cost will be approximately \$300,000.00 for a basic program. At the City's option the monitoring of facilities added to the SCADA, in an affordable manner, via the budget process.

The approach to this project is to exercise an option within the current Woodard Curran Management and Maintenance Agreement, and through it provide engineering and construction administration. The enclosed agreement is the instrument to define and proceed with the SCADA project.

***Recommended Action –***

It is recommended that Council motion, second, and vote to accept the SCADA Services Agreement with Woodard and Curran, and authorize the Council President to execute the document, and the City Manager to administer change orders to the program.

If you wish to discuss this further, please contact me at your convenience.

  
Frank DiGiovanni

**ENGINEERING SERVICES AGREEMENT  
BETWEEN  
WOODARD & CURRAN AND THE CITY OF INVERNESS,  
INVERNESS FLORIDA  
FOR  
ENGINEERING SERVICES FOR  
SCADA AND CONTROLS UPGRADES**

This Engineering Services Agreement (the "Agreement") between Woodard & Curran, Inc. (W&C / Engineer) and The City of Inverness, Inverness, FL (City / Client) shall be completed in accordance with the Scope of Work, Compensation, Schedule, and Standard Terms and Conditions as defined herein. This agreement is provided as requested by the City pursuant to Section 2.1.11 of the current O&M agreement between the City of Inverness and Woodard & Curran.

**I. SCOPE OF WORK**

Woodard & Curran will provide engineering services to perform design of the controls upgrades and new SCADA control panels in a phased approach. This project will yield a fully functional SCADA system for the outlined critical facilities defined herein. If so desired additional Phases can be accomplished subject to the City's Annual Budget Appropriation.

***Task 1 – Design Engineering***

1. Provide final design services and develop a final cost estimate
2. Full panel design with panel shop ready drawings for the following sites;
  - o Main Water Reclamation Facility
  - o 581 Water Plant
  - o Citrus Booster Station
  - o Master Lift Station (LS) #1
  - o LS #3
  - o LS #4
  - o LS #5
  - o LS #14
  - o LS #16
  - o LS #17
  - o LS #20
3. Complete radio path study and FCC license;
4. Required radio and PLC changes at the plant to communicate to the remotes;
5. Communications network design coordination;
6. Required specifications for bidding; and
7. Contract and bidding administration for the project.

### ***Task 2 – Programming and Implementation***

1. Conduct a radio path study of all locations;
2. Add radio communications capability between the Waste Water Treatment Plant and;
  - 581 Water Plant;
  - Citrus Booster Station and
  - Master Lift Station
3. New SCADA Interface Panels will be Designed and installed for;
  - LS's 3, 4, 5, 14, 16, 17, and 20,
4. Upgrade of the Citrus Booster electrical and controls.
5. Develop PLC programs for the remote sites and the master PLC;
6. Develop a PLC program for the upgrade at the Citrus Booster station;
7. Develop one Operator Interface screen for each wet well or water plant and a main navigation screen. These screens will enable the operator to set pump off and on set points as well as have HOA control of the wells and pumps;
8. Develop an alarm screen for the station alarms;
9. Develop trend screens for tank levels, pressure and chemical values when available;
10. Develop call-out logic for associated alarms on the new Alarm Software; and
11. Develop polling logic for the master PLC and radio.

### ***Task 3 – Start-Up***

1. Supervise the installation of panels and antenna's by electrical contractor;
2. SCADA system start-up for the remote sites and the master PLC, including radios;
3. Start-up of the new HMI screens for the lift stations. These will reside on the existing SCADA computer at the main plant;
4. Start-up of the alarm screens for the station alarms and test alarm call-out process using WIN911; and
5. Testing of the radio polling sequence.

### ***Task 4 – Close Out***

1. Operator training;
2. Project documentation on disk;
3. As-Built panel drawings; and
4. FCC radio frequency license.

This project is necessary to:

- Increase operational awareness of the system for both operators and managers.
- Increase the reliability of the alarm notification system.
- Upgrade the controls and communications at key sites in a managed multi-year process.
- Provide a more reliable and serviceable water distribution and collection system.

**II. RESPONSIBILITY OF THE CLIENT**

- 1.1 Provide access to all control equipment and documentation;
- 1.2 Attend meetings and provide feedback prior to and during construction phase;
- 1.3 Contract with the electrical contractor; with Woodard & Curran providing the bidding, procurement and construction administration services;
- 1.4 Contract with the panel shop for equipment and installation with Woodard & Curran providing the bidding, procurement and construction administration services; and
- 1.5 Contract with TCS Radio for the required path study with Woodard & Curran providing the bidding, procurement and construction administration services;

**III. STANDARD TERMS & CONDITIONS**

This Agreement is governed by the attached Standard Terms and Conditions dated December 29, 2015, which are fully incorporated herein by reference.

**IV. PROJECT PHASE COMPENSATION AND PROBABLE COST**

Compensation for the Phase 1 Engineering Services described herein will be based upon the following budgets that are not to be exceeded without prior written authorizations. The budget for this phase of service is as follows:

<u>Phase 1</u>	<u>Total Budget</u>	<u>Billing Method</u>
Design Services by Woodard & Curran	\$ 27,740.00	Fixed Fee
Bidding Documents and Contract and Construction Administration Services by Woodard & Curran	\$ 11,200.00	Fixed Fee
SCADA Programming and Start-Up Services	\$ 53,880.00	Fixed Fee
Expenses / Software	\$ 6,400.00	Fixed Fee
<b>Woodard &amp; Curran Total Contract</b>	<b>\$ 99,220.00</b>	
Probable Radio Path Study Cost	\$ 15,000.00	Bidding by Woodard & Curran on behalf of the City of Inverness
Probable SCADA Enclosure Cost	\$ 84,000.00	Bidding by Woodard & Curran on behalf of the City of Inverness
Probable Electrical Installation Cost	\$ 101,500.00	Bidding by Woodard & Curran on behalf of the City of Inverness
Probable Equipment and Subs (Subtotal)	<b>\$ 200,500.00</b>	
<b>TOTAL PROJECT</b>	<b>\$297,720.00</b>	

V. PAYMENTS SCHEDULE

It is agreed that substantial completion of 75% will be accomplished by September 30, 2016 and the remainder of the project 100% by December 30, 2016. This assumes a contract in place prior to February 22, 2016. Billing will be monthly and payment terms are Net 30 days.

VI. PROJECT SCHEDULE

Woodard & Curran is available to commence work immediately upon receipt of a signed Agreement from the City of Inverness.

*There is no penalty for early payment.*

1. *Pricing is valid for 30 days from the date of this proposal.*
2. *Pricing does not include Florida sales tax if required.*

IN WITNESS THEREOF, Woodard & Curran, by its duly authorized Officer, City of Inverness, by its duly authorized Administrator, have executed this Agreement as the date and year written below.

ENGINEER:

CLIENT:

WOODARD & CURRAN INC.

CITY OF INVERNESS

By: 

Printed: Joseph A. Hurley.  
Title: Principal / Sr. PM

By: \_\_\_\_\_  
Printed: Jacquie Hepfer  
Title: Council President

Thereunto duly authorized

Thereunto duly authorized

Date: February 1, 2016

Date: \_\_\_\_\_, 20\_\_

City Clerk

By: \_\_\_\_\_  
Printed:  
Title:  
Date:

## Agenda Memorandum – *City of Inverness*

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**DATE:** February 11, 2016  
**ISSUE:** Board & Commission Member Resignation  
**FROM:** City Manager  
**CC:** City Clerk, Bruce Day  
**ATTACHED:** Resignation Email by Dan Falcone

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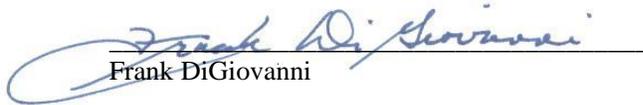
Mr. Falcone served the City admirably for many years. As a former property owner and business person, he worked to make this a better community. It is with regret that he tenders a resignation.

He will be missed and we wish him well with future endeavors.

***Recommended Action –***

Motion, second and vote to accept the resignation of Dan Falcone from the AARC and related Boards.

A letter of thanks for years served will be sent.

  
Frank DiGiovanni

Administrative Offices  
212 West Main Street, Inverness Florida 34450  
[www.Inverness-FL.gov](http://www.Inverness-FL.gov)

**From:** Dan Falcone [<mailto:patunprint@aol.com>]

**Sent:** Thursday, January 28, 2016 12:45 PM

**To:** Debra Schramm

**Subject:** Re: RESIGNATION FROM AARC

I am sorry that I will no longer be able to attend future meetings due to relocating. I will miss all the friendship that we had. Hope all stay healthy and well. Dan

## Agenda Memorandum – *City of Inverness*

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**DATE:** February 11, 2016  
**ISSUE:** Sidewalk Extension – Pleasant Grove Road  
**FROM:** City Manager  
**CC:** Bruce Day  
**ATTACHED:** Email Dialog between the Parties  
Map of Project

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The Safe Routes to Schools program provides funding for infrastructure to improve conditions that allow youth to walk or cycle to and from school. This is an urban type program that works best with distances of two miles or less, and done to connect population centers to public facilities. In this case, the identified project will construct a sidewalk (hard surface) along Pleasant Grove Road from the intersection of Highway 44W to Pleasant Grove Elementary.

Our comments have been supportive and remain such; however, we urge a short extension to what's proposed to connect Pine Grove Subdivision to the school. Children residing at that location will likely use it more. We hope that is able to come to fruition.

***Recommended Action*** –  
Informational Only  
No Action is warranted.

  
\_\_\_\_\_  
Frank DiGiovanni

Administrative Offices  
212 West Main Street, Inverness Florida 34450  
[www.Inverness-FL.gov](http://www.Inverness-FL.gov)

**From:** Frank DiGiovanni  
**To:** ["Dixon, Chuck"](#)  
**Cc:** [Debbie Davis](#); [Eric Williams](#); [Michelle Tewell](#); [Bruce Day](#)  
**Subject:** RE: Safe Routes to School Grant Application for Pleasant Grove Elementary  
**Date:** Friday, January 29, 2016 11:11:00 AM

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Chuck;

The present program does not appear to include residential units: residents and potential students and/or users of school facilities, located just south of PGE at the Pine Grove subdivision. It's easy to look north, but south should also be factored as well.

If not part of the project, we urge the additional project scope to extend pathway/sidewalks for use by pedestrians and cyclists to serve this community. The least costly time to do this is when construction equipment and manpower are staged.

Thanks,

Frank DiGiovanni  
City Manager

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**From:** Dixon, Chuck [<mailto:DixonC@citrus.k12.fl.us>]  
**Sent:** Friday, January 29, 2016 8:24 AM  
**To:** Frank DiGiovanni  
**Cc:** Debbie Davis; Eric Williams; Michelle Tewell; Bruce Day  
**Subject:** RE: Safe Routes to School Grant Application for Pleasant Grove Elementary

Yes.

It is the same project (see attached location map).

The consultant is preparing a more detailed concept plan (30% plans) for the application.

The deadline is March 31, 2015 for this cycle of funding. If approved as a SRTS Project it would be funded at 100 percent.

Bruce Day can fill you in on the Safe Routes to School Program.

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**From:** Frank DiGiovanni [<mailto:fDiGiovanni@Inverness-FL.Gov>]  
**Sent:** Thursday, January 28, 2016 5:17 PM  
**To:** Dixon, Chuck  
**Cc:** Debbie Davis; Eric Williams; Michelle Tewell; Bruce Day  
**Subject:** RE: Safe Routes to School Grant Application for Pleasant Grove Elementary

Chuck;

Is this the same program you and I previously discussed and that you were to furnish information? If not mistaken, the program will build sidewalks to Pleasant Grove Elementary from the intersection

of Highway 44 West to the School. The pathway will be located on the east side of the road right-of-way, and have sufficient buffer to protect against vehicular movements.

As mentioned, the City of Inverness supports mobility in many forms. This program will provide a pathway to and from the school and as we discussed, it is best to locate sidewalks on both sides of a road. That may not be possible for this project or program, but the focus should recognize that student cyclists, who will use the sidewalks, need to travel with traffic at all times.

CCSO Deputy Michele Tewell represents the City of Inverness at meetings as this. Once advised of when and where meetings are to take place, we will do our best to have the Deputy attend when possible.

Send the information when you are able.

NOTE: I did not copy the elected official, because we provide information to all without limitation. City Council members will receive this at the point of presentation at a publicly convened time.

Thanks,

Frank DiGiovanni

Frank:

I spoke to Cabot McBride today at the meeting at CF about the Safe Routes to School Application for Pleasant Grove Elementary.

He told me to send you the information on the Safe Routes to School Committee Meeting.

This is a required public meeting where a committee needs to receive a presentation on the project and vote to recommend it for transmittal.

**The meeting will be at the school on Monday March 7, 2016 at 5:15 pm.**

If someone could represent the City on this Committee it would be much appreciated.

Also, a letter of support from you or the Council would help the project.

I have enclosed a couple of letters for PGE received to date as examples of the kind of content needed.

**Chuck Dixon, AICP  
Director  
Planning and Growth Management  
Citrus County Schools**

**Phone: (352) 746-3960**

Internet: <http://www.citrus.k12.fl.us/pgm/>

*Under Florida law, email addresses are public records. Your email address and the contents of any email sent to the sender of this communication will be released in response to any request for public records, except as excluded by F.S. 119.071, 1002.22 [student records], or any other law of the State of Florida. If you do not want your email address released in response to a public records request, do not send electronic mail to this address. Instead, contact this office by phone or in writing.*



## Agenda Memorandum – *City of Inverness*

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**DATE:** February 11, 2016  
**ISSUE:** Zephyr Street Project Overview  
**FROM:** City Manager  
**CC:** City Clerk  
**ATTACHED:** Illustrations of the Project Scope: Map, Corridor, Points of Interest

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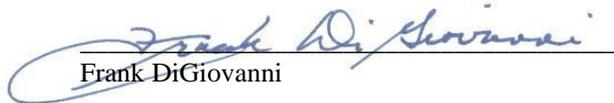
No action is required.

Following the “dusty” groundbreaking last Tuesday, we will again review several elements about the project:

- Brick Inlay
- Curbs, Storm Water Management
- Round-A-Bout
- Resident/Community Access
- Traffic Management

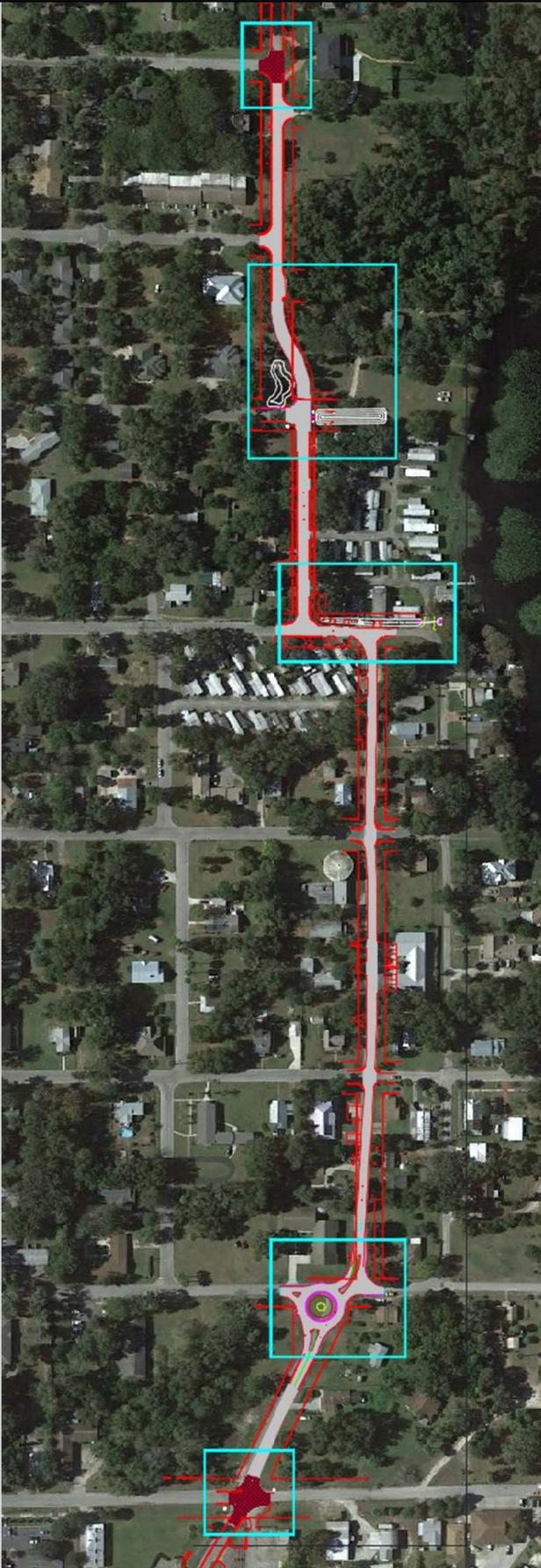
The City Website, Facebook, Tweets and related means to inform will be used throughout the project.

***Recommended Action*** –  
No Action Necessary

  
Frank DiGiovanni

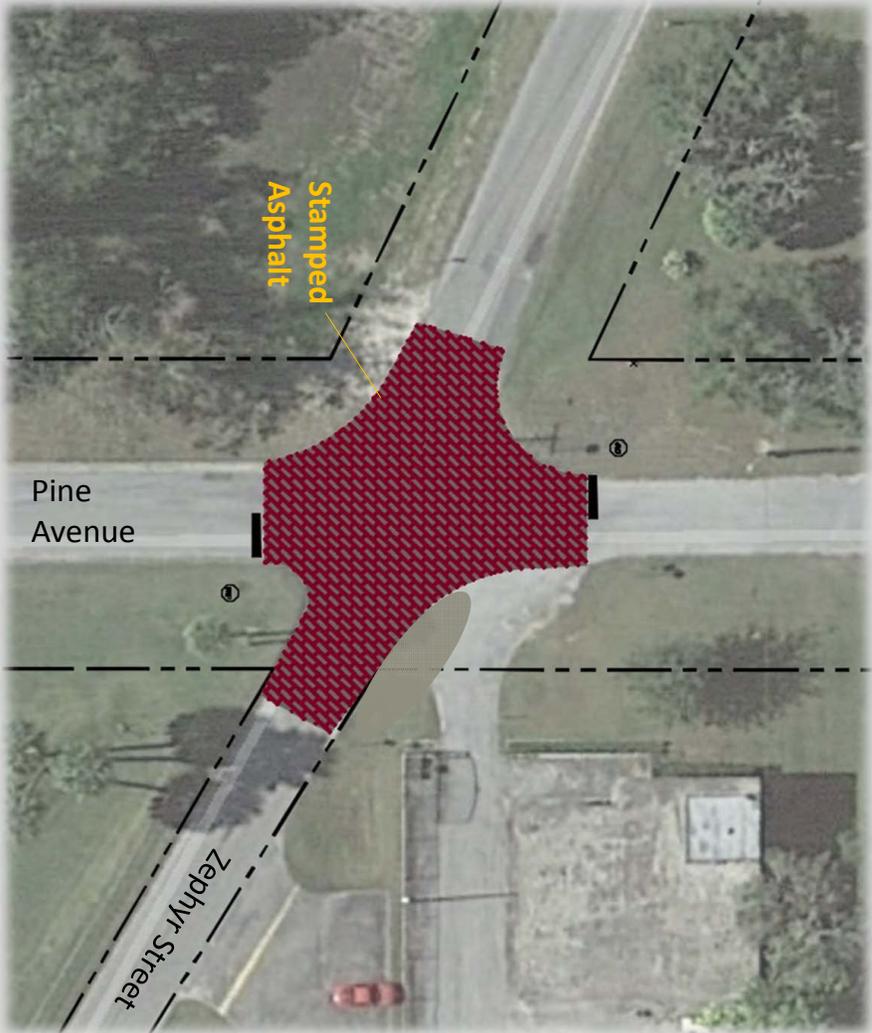
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# ZEPHYR STREET – OVERALL EXHIBIT





# ZEPHYR STREET – PINE INTERSECTION





# ZEPHYR STREET – ENCROACHMENT AREAS





# ZEPHYR STREET – SEMINOLE INTERSECTION





501 DESIGN | 07.01.2015 | LITTLEJOHN





# ZEPHYR STREET – CHERRY INTERSECTION



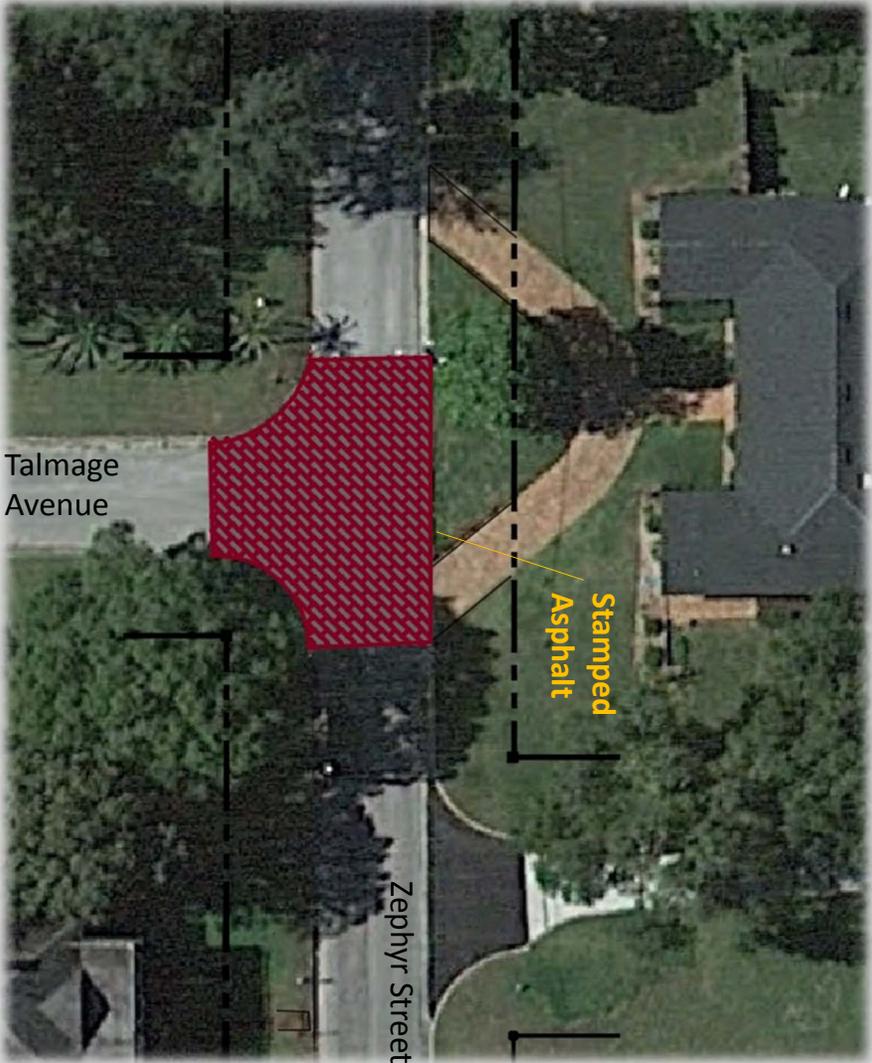
# ZEPHYR STREET – LINE INTERSECTION





# ZEPHYR STREET – ENCROACHMENT AREAS





# ZEPHYR STREET – TALMAGE INTERSECTION

