

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET
December 6, 2016 - 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) **SWEARING IN OF ELECTED OFFICIALS**
- 2) **INVOCATION, PLEDGE OF ALLEGIANCE AND ROLL CALL**
- 3) **PLEASE SILENCE ELECTRONIC DEVICES**
- 4) **ACCEPTANCE OF AGENDA**
- 5) **PUBLIC HEARINGS**
- 6) **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)
- 7) **PRE-SCHEDULED PUBLIC APPEARANCES**
 - a) Nick Nicholas Check Presentation - Event Partnership
 - b) Safeco "Protecting What Matters" Check Presentation - Linda VanAllen

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET
December 6, 2016 - 5:30 PM**

8) MAYOR'S LOCAL ACHIEVEMENT AWARDS

9) CITY ATTORNEY REPORT

10) CONSENT AGENDA

4 - 5 a) Bill Listing *

Recommendation - Approval

6 - 10 b) Council Minutes * - 11/15/16

Recommendation - Approval

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

11 - 14 a) Pool Admission/Membership Fee Adjustment - Resolution*

15 - 17 b) Use of Contingencies - WPP Pool Heaters*

c) Medical Marijuana - Schedule Workshop (*Verbal*)

18 - 19 d) Supervisor of Elections Correspondence*

20 - 25 e) BFC Award - Bronze Level*

f) Other

12) COUNCIL/MAYOR SUBJECTS

26 - 30 a) City Clerk's Contract*

13) NON-SCHEDULED PUBLIC COMMENT

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

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET
December 6, 2016 - 5:30 PM**

14) ADJOURNMENT

a)

DATES TO REMEMBER

Light Up Inverness

Friday, December 9, 2016 from 5:00pm - 8:00pm
Courthouse Square

Christmas Parade

Saturday, December 10, 2016 at Noon
Downtown Inverness

The Night Before Christmas Carol

Saturday, December 10, 2016 at 3:00pm & 7:30pm
Valerie Theatre - Downtown Inverness

Friday Night Thunder

Friday, December 16, 2016 at 5:00pm
Courthouse Square

Inverness City Council Regular Meeting

Tuesday, December 20, 2016 at 5:30pm
Inverness Government Center

12/02/2016 09:19
siddings

CITY OF INVERNESS
CASH REQUIREMENTS REPORT

P 1
apcshreq

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 12/31/16
			TOTALS FOR ACE HARDWARE CO OF INV INC		93.97
			TOTALS FOR BANK OF AMERICA		80,000.00
			TOTALS FOR BOARD OF COUNTY COMMISSIONERS		6,102.00
			TOTALS FOR BOOMTOWN MEDIA, INC.		731.50
			TOTALS FOR CIT TECHNOLOGY FINANCIAL SERVICES		425.00
			TOTALS FOR CITRUS COUNTY CHRONICLE		72.46
			TOTALS FOR CITRUS INFORMATION COOPERATIVE		5,000.00
			TOTALS FOR KIMBERLY LEE COMMON		60.00
			TOTALS FOR DUKE ENERGY		3,174.51
			TOTALS FOR GAI CONSULTANTS, INC		31,616.99
			TOTALS FOR GOLDEN X PLUMBING SUPPLY INC		146.63
			TOTALS FOR HD SUPPLY WATERWORKS, LTD		59,269.38
			TOTALS FOR MANN-ICURE LAWN SERVICE AND LANDSCAPING		2,130.33
			TOTALS FOR NAPA OF INVERNESS		244.51
			TOTALS FOR NATIONWIDE RETIREMENT SOLUTIONS		1,544.43
			TOTALS FOR OFFICE DEPOT INC		181.72
			TOTALS FOR OFFICIAL PAYMENTS CORPORATION		5.95
			TOTALS FOR PATE, MICHAEL		600.00
			TOTALS FOR PETTY CASH		229.04
			TOTALS FOR PUBLIC EMPLOYEES UNION		11.57
			TOTALS FOR SEAN M GERRITS INC		650.00
			TOTALS FOR SS SOLUTIONS, LLC.		1,528.34
			TOTALS FOR SUMTER ELECTRIC COOPERATIVE INC		468.96
			TOTALS FOR TRI-CO COMMUNICATIONS, INC.		180.00
			TOTALS FOR UNIFIRST CORPORATION		48.28
			TOTALS FOR WASTE MANAGEMENT OF CENTRAL FL		430.00



12/02/2016 09:19
siddings

CITY OF INVERNESS
CASH REQUIREMENTS REPORT

P 2
apcshreq

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 12/31/16
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REPORT TOTALS					194,945.57
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** END OF REPORT - Generated by Stacey Iddings **

November 15, 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 Ryan
Vice President McBride
Councilwoman Hepfer
Councilwoman Bega
Councilman Hinkle
Mayor Plaisted

Also present were City Manager DiGiovanni, City Attorney Haag, Asst. City Manager Williams, Senior Staff members, and Interim City Clerk Jackson.

The Invocation was given by Councilwoman Hepfer and the Pledge of Allegiance was led by the City Council.

ACCEPTANCE OF AGENDA

Councilwoman Hepfer motioned to accept the Agenda as presented. Seconded by Councilman Hinkle. The motioned carried.

PUBLIC HEARINGS

4)a) CDBG Public Hearing* with City Manager noting the Public Hearing was duly noticed for public input and for City Council to finalize which CDBG grant category is most applicable to the project and to direct the consultant, Fred Fox Enterprises, to pursue. The project is for street and streetscape improvements for Dr. Martin Luther King Jr. Ave. from SR 41/44 to Old Main Street, and similar improvements for West Dampier St. between Apopka Ave. and Seminole Ave. The CDBG commercial revitalization category relates best to streetscape, building façade work, etc. to the downtown commercial area. The maximum amount of the request is \$700,000. Mr. David Fox made a presentation on the Community Development Block Grant (CDBG) Program application process including the four program categories of Housing Rehabilitation, Commercial Revitalization, Neighborhood Revitalization, and Economic Development. He spoke to the points system within the application process and the steps required.

The Public Hearing was opened.

Karen Esty reiterated that this project include Dr. Martin Luther King Jr. Avenue.

The Public Hearing was closed.

Mr. Fox announced the Citizens Advisory Task Force (CATF) recommendation on the project was the Community Revitalization Grant category, and authorization was

requested for staff to prepare a Small Cities CDBG Grant application for a specific project.

Councilwoman Hepfer motioned to move forward with the preparation of the CDBG application and conceptual plans. Seconded by Councilman McBride. The motion carried.

4)b) Fair Housing Workshop* with City Manager stating this is a requirement of the City's upcoming community development block grant (CDBG) to ensure that the City is aware of Federal policy regarding Fair Housing. A power point presentation was made by David Fox of Fred Fox Enterprises, speaking to the Fair Housing Act. Mr. Fox detailed what housing is exempt from the program, what is prohibited, as well as protection against different types of discrimination. He addressed the steps to take if a violation occurs and a complaint is to be filed. Councilman Hinkle questioned the inclusion of guide/service dogs with regard to housing.

4)c) 2017 Budget ICRA Projects Amendments (Infantry Memorial & Downtown Streetscape) – Resolution* with City Manager stating that anticipated project costs have been finalized for the Military Memorial and Downtown Streetscape, with cost estimates increasing and requires additional support. ICRA met and adopted a Resolution in support of these projects, which will use bond financing for construction, and recommended that City Council amend the budget to continue the projects. The Downtown Streetscape project was originally at \$315,391 and has increased to \$490,220, and the Military Memorial was at \$469,504 and increased to \$500,000. City Manager spoke to the rendering presented and the details of what is proposed. He referenced the connection the City has with the Veterans re: 40 & 8 award, Purple Heart award, Vietnam 50th Anniversary event, etc. City Manager noted that we do these projects once, so they need to be done right, and all of this expense will be reimbursable through TIF financing. He spoke to the aspects of the statues and how we received them.

Councilwoman Hepfer motioned to have the Clerk read Resolution 2016-23 by Title only. Seconded by Councilman McBride. The motion carried.

RESOLUTION NO. 2016-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017, AMENDING ICRA CAPITAL PROJECTS FUND, REVENUES AND EXPENDITURES AND PROVIDING FOR AN EFFECTIVE DATE.

The Public Hearing was opened.

Bud Osborn stated that as a Veteran he wanted to thank the City for their efforts of the Veterans events hosted by the City.

The Public Hearing was closed.

Council comments were positive of this future development and attention to the Veterans. **Councilwoman Bega motioned to adopt Resolution 2016-23 by roll-call vote. Seconded by Councilwoman Hepfer. Roll call vote was as follows: Councilwoman Bega, yes; Councilwoman Hepfer, yes; Councilman Hinkle, yes; Councilman McBride, yes; President Ryan, yes. The motion carried.**

OPEN PUBLIC MEETING

Bud Osborn spoke to the protocol of posting 2 American Flags at the memorial.

George Gouldbourn recommended a POW flag on one of the poles.

SCHEDULED APPEARANCES

6)a) Andy Houston – Sheriff Services Funding with Mr. Houston presenting his points on local issues of equity and funding of law enforcement services by a municipality. Mr. Houston is familiar with these issues from his tenure with the City of Saint Petersburg, and spoke to various aspects, to include equity and not “double taxation”; “extra services” provided to the cities, etc. The views of the Board of County Commissioners were compared to facts that were previously presented to them, they suggested that the cities terminate their contracts with the CCSO if they do not want to pay. If that was to occur, no one would benefit from that decision. Surveys have been conducted in various areas for municipal services and municipal services taxing units (MSTUs), but this matter is about equity and basic services at a higher level within the cities. Councilman McBride questioned what needs to happen to resolve this issue, with Mr. Houston suggesting a study similar to other areas. We all need to work together for the benefit of all. City Manager DiGiovanni stated this comes down to people and prosperity, when building an economy as a whole county, the cities cannot be held back. He spoke to the services that the cities provide to the county as a whole. Mayor Plaisted spoke to Jacksonville and how issues were handled there. Councilman Hinkle spoke to Whispering Pines Park funding and the Interlocal agreement that has been eliminated, and spoke to the need of a better relationship between the various entities. Council thanked Mr. Houston for the presentation.

MAYOR’S LOCAL ACHIEVEMENT AWARDS

None

CITY ATTORNEY REPORT

City Attorney Haag spoke to Mr. Houston’s presentation regarding the distinction between equity and dual taxation.

CONSENT AGENDA

- a) Bill Listing*
 - Recommendation – Approval
- b) Council Minutes – 11/01/16*
 - Recommendation – Approval

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

CITY MANAGER'S REPORT

10)a) Zoning Board of Adjustment Appointment* – Sue Newman with City Manager stating that Ms. Newman is a long time educator for Citrus County Schools, having retired after 32 years in the local school system including Inverness Primary School and WTI, Ms. Newman is looking for new ways to be involved in the community. This addition will bring the Board to a workable number. We continue to seek City residents that may be interested to serve on volunteer boards.

Councilwoman Hepfer motioned to appoint Sue Newman as a volunteer member to the Inverness Zoning Board of Adjustment for a three year term. Seconded by Councilman Hinkle. The motion carried.

10)b) Charter Referendum Vote Tally* was explained that both referendums were presented to the electorate and were approved. Charter Amendment One: Sale, Leasing, Subleasing of real property passed by a vote of: 454–Yes and 329–No; Charter Amendment Two: Purchase of Real Property passed by a vote of: 488–Yes and 298–No. The results were read into the record by the Interim City Clerk.

Councilman McBride motioned to accept the vote tally for Charter Amendment One and Charter Amendment Two, and direct that the changes are incorporated into the City Charter. Seconded by Councilwoman Hepfer. The motion carried.

10)c) Grants Update (Verbal) reported on the progress of several grants that are being applied for to include FRDAP, SWFWMD, and SAFER grants. City Manager spoke of water quality management, and of the cuts in funding made by the Legislature. The parks, depot district, and the Withlacoochee State Trail are linked to certain grants.

City Manager DiGiovanni additionally reported on the most recent events including the Festival of the Arts, Veteran's Day Parade, Farm Festival, and this week's Grand Prix. All have great attendance and success.

COUNCIL/MAYOR SUBJECTS

Mayor Plaisted thanked Commissioner Coleman for attending the meeting. He spoke of the upcoming Thanksgiving Feeding Alliance event. He noted how some festivals charge admission and how we do not, and comments on the Valerie Theatre events.

Councilwoman Hepfer thanked Commissioner Coleman for attending, and hopes that everyone can work together in the near future. She wished all a happy and blessed Thanksgiving, and thanked everyone for their concern during her recent surgery.

Councilwoman Bega welcomed Commissioner Coleman, and spoke of several topics addressed during the recent TDC meeting she attended and the approval of a 2% increase on the Service (Bed) Tax for hoteliers, and will be forwarded to the Board of County Commissioners for their approval. She spoke to an advertising campaign including commercials, programs, and the recent filming of several television shows.

Councilman Hinkle thanked Commissioner Coleman and spoke to the elections. His term as Chairman of the Citrus County Community Charitable Foundation has ended and Mike Gudis is now the Chair. We have a lot to be thankful for in this great community.

Councilman McBride thanked Commissioner Coleman for his presence, and spoke of the new BOCC members recently elected. He noted the exceptional live performances at the Valerie Theatre. Stated he will be attending the next MPO meeting on December 8.

President Ryan congratulated Commissioner Coleman. Honored to speak at the Veterans Coalition to kick off the Veteran's Appreciation Week. He attended the Festival of the Arts, Farm Fest, and the Veteran's Day Parade. Thanked Andy Houston for his presentation this evening.

CITIZENS NOT ON AGENDA

Karen Esty enjoyed the Farm Festival and spoke of other events. She noted that she has reapplied to be a member of the Hernando/Citrus MPO Citizens Advisory Board. A new 501c3 has been created called Shelter Me Citrus and how it relates to the potential construction of a new animal shelter.

Meeting adjourned at 7:17pm.

City Clerk

Council President

Agenda Memorandum – *City of Inverness*

DATE: December 6, 2016
ISSUE: Resolution: City Public Pool 2017 Fee Program
FROM: City Manager
CC: Interim City Clerk, Betty Pleacher, Finance Director
ATTACHED: Memo by Betty Pleacher
Resolution

Reference is made to attachments.

Annually, fees and charges are reviewed to preserve value and equity. Our goal is to keep program fees and admissions balanced and affordable. Enclosed is a Resolution with proposed changes for the upcoming 2017 year. Doing this now may seem early, but we must prepare new brochures and informational ads that must be ready by February/March.

Please contact me with any questions concerning this matter.

Recommended Action –

1. Motion, second and vote to read the Resolution by title
 - a. Clerk reads document title
2. Discuss the matter as necessary
3. To proceed, motion and second to adopt the Resolution by roll-call.

Please feel free to contact me concerning questions related to this issue.


Frank DiGiovanni

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



MEMORANDUM

November 8, 2016

To: Frank DiGiovanni, City Manager

From: Betty Pleacher, Aquatics Coordinator

cc: Susan Jackson, City Clerk
Cheryl Chiodo, Finance Director

The Aquatics Facility at Whispering Pines Park is widely used by city and non-city residents during our open season from water fitness program, public swim, and swim lessons to our swim team. The continuous cost to maintain the pool continues to rise and consume our limited resources for this city property.

In order to capture costs associated with the facility, the following amendments to existing fees are proposed by Resolution.

POOL ADMISSION PACKAGES

	Existing Fee (City resident/Non city resident)	Proposed Fee (City resident/Non city resident)
One Month Membership		
Individual	\$30/\$40	\$40/\$55
Senior 60+	\$20/\$25	\$30/\$40
Family	\$50/\$65	\$70/\$85
Summer Pass Membership (April 3 – June 3, 2017)		
Individual	\$40/\$50	\$50/\$65
Senior 60+	\$20/\$25	\$30/\$45
Family	\$75/\$85	\$90/\$100
Seasonal Membership (April 3 – September 30, 2017)		
Individual	\$60/\$70	\$70/\$85
Senior 60+	\$55/\$60	\$65/\$75
Family	\$110/\$125	\$125/\$150
Aquatic Fitness	\$40 per month	\$45 per month
Swim Lessons	\$40 for 8 classes	\$45 for 8 classes

Daily admission for all ages stays the same: Children 4 and under: free, from 5 years old and up, the cost is \$3. per person.

POOL PRICING

Bicentennial and WPP are the only “community” pools in Citrus County. After comparing admission/membership packages, WPP cannot collect the same pricing as Bicentennial, nor do we have the funding that they do. In keeping our daily admission fees the same as last year and simple, we are at least somewhat compatible (see attached for Bicentennial fee structure). Our pool season was also shortened to end the last week of September compared to ending in mid to late October. This will eliminate cost of staffing and a reduction in utilities.

SPLASH PAD

Due to the popularity of the splash park, the green and yellow shade structure is popular with reservation as is the pavilion. During the season, March – September, the yellow and green shade rental fees alone totaled \$4,112.89. The Water Park expense was \$2795.44 during the same duration. Therefore, the profit of these two rental facilities pays with profit the monthly expense of the water park.

If we require day cares to only use the splash pad during the hours of 10 am – 12 noon before it is open to the public and pay for the use, my experience tells me that we will not get them to rent the pad. They will come during the splash pads public hours. The other obstacle is we have no way of monitoring the use unless we are down there every day from the above mentioned time frame which is non-productive to say the least.

OTHER CONSIDERATIONS

We can increase our revenue by adding the sale of water and individual snacks. Over the years, we have constant request for these items. It is workable via the old fashion way of keeping items stored in locked access and manually inventorying the products. There is an inventory module on Sportsman however we don’t have access to it because it is an additional a la carte cost.

If additional information is necessary, please call us at your convenience.

Betty J. Pleacher
Aquatic Coordinator

RESOLUTION 2016-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA
AMENDING FEES FOR POOL MEMBERSHIP AND WATER FITNESS OF THE CITY'S
FACILITY AT WHISPERIG PINES PARK, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the CITY OF INVERNESS, FLORIDA operates city parks and other municipal facilities for the benefit of the public, and

WHEREAS, the CITY OF INVERNESS, FLORIDA recognizes the benefits of providing the public with an aquatic facility for family fun and healthy exercise.

WHEREAS, the CITY OF INVERNESS, FLORIDA establishes fee schedules for the use of such facility,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the CITY OF INVERNESS, FLORIDA in regular session this _____ day of December 2016, as follows providing for an effective date of January 1, 2017:

POOL ADMISSION PACKAGES

	Existing Fee (City resident/Non city resident)	Proposed Fee (City resident/Non city resident)
One Month Membership		
Individual	\$30/\$40	\$40/\$55
Senior 60+	\$20/\$25	\$30/\$40
Family	\$50/\$65	\$70/\$85
Summer Pass Membership (April 3 – June 3, 2017)		
Individual	\$40/\$50	\$50/\$65
Senior 60+	\$20/\$25	\$30/\$45
Family	\$75/\$85	\$90/\$100
Seasonal Membership (April 3 – September 30, 2017)		
Individual	\$60/\$70	\$70/\$85
Senior 60+	\$55/\$60	\$65/\$75
Family	\$110/\$125	\$125/\$150
Aquatic Fitness	\$40 per month	\$45 per month
Swim Lessons	\$40 for 8 classes	\$45 for 8 classes

CITY OF INVERNESS

By: _____
David Ryan
Council President

ATTEST:

Susan Jackson
Interim City Clerk

Agenda Memorandum – *City of Inverness*

DATE: December 6, 2016
ISSUE: Use of Contingency Funds: WPCP Pool Heaters
FROM: City Manager
CC: Finance Director, Aquatic Director
ATTACHED: Memo by Betty Pleacher
Budget Fund Transfer Form

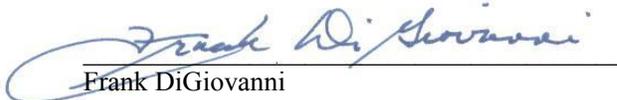
The structure of the 2016-17 Budget adopted by City Council kept spending levels consistent with the prior year. No spending levels were increased due to stagnation with City property valuations, but to preserve the integrity of programs, we expanded the availability and amount of contingency funds for unforeseen anomalies.

The pool heaters failed and are deemed beyond repair. Accordingly, new units are on order and will be installed to support the (almost) year round swim program. The full cost of removal and replacement of units is \$6100.00 that we promote being allocated from available contingency funds to equipment repair at the city pool.

Enclosed is a budget transfer sheet for this purpose.

Recommended Action –

Motion, second and vote to authorize the use of \$6100.00 in contingency funds to remove and replace the pool heaters in Whispering Pines City Park.


Frank DiGiovanni

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



MEMORANDUM

November 29, 2016

To: Frank DiGiovanni, City Manager

From: Betty Pleacher, Aquatic Coordinator

cc: Cheryl Chiodo, Finance Director

Requesting contingency funds in the amount of \$6100.00 to be transferred into Aquatic equipment maintenance for emergency replacement of three (3) pool heaters. We had repairs completed in 2015 however, due to age and chemical erosion to the core of heaters, they finally became unrepairable.

CITY OF INVERNESS

Budget Transfer Appropriation

FISCAL YEAR : _____ 2017

Finance Reference #: _____ 2017-03-_____

Item #	Account Number	Account Description	Original Budget	Previous Transfers	Additional Amount Requested	New Budget Amount	Budget Reduction Requested	New Budget Amount
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1	10727211-534660	Equipment Repairs	7,000	0	6,100	13,100		
	10381000-381001	Transfer from General Fund	474,014	0			6,100	480,114

REASON FOR TRANSFER: _____ Transfer Council Contingency Funds to Whispering Pines Park Fund to fund Pool Heater Replacements

2	01999990-599110	Transfer to WPP Fund	474,014	0	6,100	480,114		
	01191902-599990	Council Contingency	429,810	(3,500)			(6,100)	420,210

REASON FOR TRANSFER: _____ Transfer Council Contingency Funds to Whispering Pines Park Fund to fund Pool Heater Replacements

3			0	0	0	0		
			0	0			0	0

REASON FOR TRANSFER: _____

REQUESTED BY:	APPROVED BY:	APPROVED BY:	
_____	_____	_____	_____
(Department Director)	(Finance Director)	(City Manager)	(Date)

Agenda Memorandum – *City of Inverness*

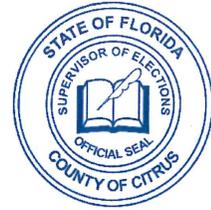
DATE: December 6, 2016
ISSUE: Correspondence: Supervisor of Elections
FROM: City Manager
CC: City Clerk
ATTACHED: Letter from Susan Gill

The attached is by Supervisor of Elections Susan Gill commending and thanking City Government for our cooperation and support to the election process in 2016.

Recommended Action –
No Action is Warranted


Frank DiGiovanni

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



November 29, 2016

Frank DiGiovanni
Inverness City Manager
212 Main Street
Inverness, FL 34450

Dear Frank,

Thank you, your staff and the City Council for partnering with us this 2016 Presidential General Election cycle allowing beautiful Inverness City Hall to be utilized on Election Day and for early voting. We do sincerely appreciate the cooperation we receive from you and your staff, especially Debbie Davis, Susan Jackson, Joey Johnston and Eric Williams.

Inverness City Hall provides a convenient location for early voting and for Election Day voting. During the 13 day early vote period in the general election, 7,919 voters utilized the City Hall for voting. On Election Day, 881 voters voted at City Hall. The total for the 13 days and Election Day was 8,800!

It is only with the cooperation of the City of Inverness that we are able to provide the best possible voting experience for the voters of the City of Inverness and Citrus County.

We wish everyone at Inverness City Hall a Merry Christmas, Happy Holidays and a happy, healthy and prosperous New Year!

Warmest regards,

Susan Gill
Supervisor of Elections

120 N. Apopka Ave. ~ Inverness, FL 34450-4238 ~ 352-341-6740 ~ vote@votecitrus.com

Agenda Memorandum – *City of Inverness*

DATE: December 6, 2016
ISSUE: League of American Bicyclists Designates Inverness as Bicycle Friendly Community at the Bronze Level
FROM: City Manager
CC: Senior Staff
ATTACHED: Email from Bicycle Friendly
Bicycle Friendly Bronze Seal
Inverness Community Assessment Report

To become bicycle friendly, community leaders can't just talk about it or hope it will happen. The work and investment necessary to move from a society built around the automobile to something more personal and people friendly takes time and commitment.

In 1995-96 we started talking about Inverness being a community that catered to bike enthusiasts. By the year 2000, we were making plans, investing, and building to improve pedestrian and bicycle friendly components to the downtown. The effort didn't stop and we continued to expand a more bicycle centric model that continues this day.

Congratulations! Inverness was just named a Bicycle Friendly Community at a Bronze Level.

Getting this was not easy. This is huge. It doesn't mean the job is complete and we have much left to accomplish to next reach a Silver Status and then Gold.

Our effort, plans and program of improvement will remain based on the following principles:

Improve the environment by reducing the impact on residents by pollution and noise, limiting greenhouse gases, and improving the quality of public spaces.

Reduce congestion by shifting short trips (the majority of trips in cities) from cars to cycling or walking. This initiative will make Inverness more accessible for walking, *essential* car travel, and emergency services.

Save lives by creating safer conditions for bicyclists and other road users. Increasing the number of bicyclists on the street improves bicycle safety.

Increase opportunities for residents of all ages to participate socially and economically in the community, regardless of income or ability. Greater choice of travel modes will increase personal independence, especially among seniors and children.

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

Agenda Memorandum – *City of Inverness*

ISSUE: League of American Bicyclists Designates Inverness as Bicycle Friendly Community at the Bronze Level

Boost the economy by creating a community that is an attractive destination for new residents, tourists and businesses.

Enhance recreational opportunities, especially for children, and further the quality of life in the community as a whole.

Save city funds by increasing the efficient use of public space, preventing crashes, improving the health of the community, and increasing the use of intermodal transportation.

Improve the health and well being of the population by promoting routine physical activity.

WHAT'S NEXT?

After the New Year we will create a formal program to announce this achievement, and promote what's been accomplished, and what will be done moving forward.

Great communities are not developed overnight. It takes decades of focus, work, and investment. We are on a track to accomplish many goals.

“Leaving Inverness Better Than We Found It.”

Comments are welcomed.

Recommended Action –
No Action is Warranted


Frank DiGiovanni

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

Wednesday, November 9, 2016 at 2:02:34 PM Eastern Standard Time

Subject: FW: [Embargoed] Bicycle Friendly Community Report Card
Date: Tuesday, November 8, 2016 at 8:33:21 PM Eastern Standard Time
From: Myra Monreal
To: Frank DiGiovanni, Bruce Day
Attachments: Draft_Report_Card_Bronze_Fall2016_Inverness.pdf, BFC_Bronze_Seal_2016.jpg, BFC AWARD CEREMONY GUIDE.DOCX

Bronze! We'll take it. The cities that get Silver usually have bikeshare.

Myra Monreal, PE, AICP
(c) 407-446-7227

From: Ken McLeod [ken@bikeleague.org]
Sent: Wednesday, November 02, 2016 2:31 PM
To: Myra Monreal
Subject: [Embargoed] Bicycle Friendly Community Report Card

Good afternoon,

Congratulations! The League of American Bicyclists has decided to designate Inverness as a Bicycle Friendly Community at the **Bronze** level. As you know, this award is presented only to communities with strong commitments to bicycling. You should be very proud of this accomplishment.

The League will make the official announcement about Bicycle Friendly Community awards on **November 16th at 9am ET**. Please do not publicly release any information about your award until that time.

Please find Inverness's report card, award seal, and an award ceremony guide attached to this email.

- The report card will become Inverness's public profile on the League's award page, and is meant to be shared with your elected officials and the media. It features key recommendations and statistics based on the data in your application. **Please take a look at the data and the recommendations and let us know if you have any questions and if any corrections are needed.**
- The official award seal can be displayed on your website, bike map and other printed material, social media accounts or even your email signature.
- If you would like to do a Bicycle Friendly Community award ceremony, please see the award ceremony guide for more information.

As a newly awarded Bicycle Friendly Community you will receive an award certificate and road sign recognizing your BFC award by November 16th. Please note that the road sign does not display the award level (all signs will be light blue/gray regardless of award level) so you won't need to replace all the signs when your community moves up the ranks. If you would like to purchase additional road signs at this time or any other Bicycle Friendly America materials, please use the [BikeLeague store](#).

We will send a link to a media packet with a national press release, example social media posts, and infographics next week. Please contact Ken McLeod at ken@bikeleague.org or 202.621.5447 with any questions relating to the media package.

You will receive additional feedback, including a summary of answers to the public survey distributed in August, by the end of the year. If you would like information from your public survey sooner then please let me know and I can prepare a PDF of that data.

Your designation is valid for four years and will be due for renewal in the summer of 2020. Of course, if you wish to renew sooner, please feel free to do so. To learn more about the renewal process, please see our [step-by-step guide for returning communities](#).

Once again, accept our congratulations on your tremendous efforts to create a Bicycle Friendly Community.

Page 1 of 2

Sincerely,

Ken

KEN MCLEOD, *State & Local Policy Manager*

KEN@BIKELEAGUE.ORG | 202-621-5447

THE LEAGUE OF AMERICAN BICYCLISTS

WWW.BIKELEAGUE.ORG/BIKELAWS

Save the date for the [2017 National Bike Summit, March 6-9!](#) Registration opens in November.



BRONZE

**BICYCLE
FRIENDLY
COMMUNITY**

2016-2020

**THE LEAGUE
OF AMERICAN BICYCLISTS**



INVERNESS, FL

TOTAL POPULATION
7233

TOTAL AREA (sq. miles)
7.3

POPULATION DENSITY
992.2

OF LOCAL BICYCLE FRIENDLY BUSINESSES 3

OF LOCAL BICYCLE FRIENDLY UNIVERSITIES 0

10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

	Average Silver	Inverness
Arterial Streets with Bike Lanes	45%	59%
Total Bicycle Network Mileage to Total Road Network Mileage	30%	95%
Public Education Outreach	GOOD	VERY GOOD
Share of Transportation Budget Spent on Bicycling	43%	75%
Bike Month and Bike to Work Events	GOOD	AVERAGE
Active Bicycle Advocacy Group	ACTIVE	YES
Active Bicycle Advisory Committee	ACTIVE	MONTHLY OR MORE FREQUENTLY
Bicycle-Friendly Laws & Ordinances	SOME	GOOD
Bike Plan is Current and is Being Implemented	YES	SOMEWHAT
Bike Program Staff to Population	1 PER 70K	1 PER 1682 K

CATEGORY SCORES

ENGINEERING <i>Bicycle network and connectivity</i>	4 /10
EDUCATION <i>Motorist awareness and bicycling skills</i>	6 /10
ENCOURAGEMENT <i>Mainstreaming bicycling culture</i>	4 /10
ENFORCEMENT <i>Promoting safety and protecting bicyclists' rights</i>	2 /10
EVALUATION & PLANNING <i>Setting targets and having a plan</i>	4 /10

KEY OUTCOMES

	Average Silver	Inverness
RIDERSHIP <i>Percentage of daily bicyclists</i>	3.5%	1.3%
SAFETY MEASURES CRASHES <i>Crashes per 10k daily bicyclists</i>	180	36087
SAFETY MEASURES FATALITIES <i>Fatalities per 10k daily bicyclists</i>	1.4	1739



- » Work with local businesses to increase the amount of high quality bicycle parking throughout the community. Bike corrals, cohesively branded community or business district bike racks, and off-street bike cages or high capacity parking at transit hubs may be effective ways to increase bike parking.
- » Ensure that high speed and/or high volume roads do not pose barriers to bicycling in your community. Your application identified at least two barriers: 1) many high speed roads only have striped bicycle lanes and people may not feel safe when using those facilities, and 2) Florida SR 44 / US Highway 41 poses a particular barrier to people who cannot cross it without experiencing a high-stress traffic situation. Addressing these issues, particularly low-stress connections that avoid SR 44/ US

41, may require longer-term planning efforts given the potential cost.

- » The current on-street bicycle network lacks many facilities on lower-speed roads. Bicycle facilities on lower-speed roads can be useful for ensuring that people feel safe and comfortable while bicycling as well as helping people find appropriate routes through your community. Work to create a low-stress connected network.
- » Clearly communicate progress on bicycle plans and other key metrics to inform citizens about the accomplishments and return on investment of improvements for bicycling and walking.
- » Create a Bike to School Day as part of Bike Month.

LEARN MORE » WWW.BIKELEAGUE.ORG/COMMUNITIES

SUPPORTED BY **TREK**

Agenda Memorandum – *City of Inverness*

DATE: December 6, 2016
ISSUE: City Clerk Employment Agreement
FROM: City Manager
CC: City Clerk, Personnel Administrator, Finance Director
ATTACHED: City Clerk Employment Agreement

Reference is made to the attachment.

Council President Ryan and Interim City Clerk Susan Jackson convened to work through details of a working agreement and pay program that is being presented to City Council for consideration and ratification.

The City Clerk is one of three Charter Officers, the other two being the City Attorney and City Manager; all function in differing capacities.

By review of this document, terms and conditions lie within the job scope, and the pay program is funded through the adopted budget.

Recommended Action –

Following presentation of material and deliberation the options are to either table the matter pending an unforeseen circumstance, or proceed to adopt the agreement and hire a City Clerk. To proceed, motion, second and vote to accept the presented Employment Agreement and pay program to hire Susan Jackson as the Inverness City Clerk.



Frank DiGiovanni

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

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2016, by and between THE CITY OF INVERNESS, a Municipal Corporation of the State of Florida, hereinafter called “City”, and Betty Susan Jackson, hereinafter call the “Employee”.

WHEREAS, the City desires to employ the services of the said Employee as City Clerk as authorized by the Code of Ordinances of the City of Inverness; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as City Clerk of said City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE 1: TERMS AND CONDITIONS

1 – A) The City hereby agrees to employ Employee as City Clerk of the City of Inverness, Florida to perform the functions and duties specified in the City Charter and Inverness Code of Ordinances, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

1 – B) The City agrees to indemnify and defend the Employee against any lawsuit arising from the performance of duties, regardless of insurance coverage, unless such lawsuit arises due to conviction or a felony, or any illegal act involving personal gain in conjunction with her employment. The City will pay for any and all bonding required of the Employee.

1 – C) The City Council may assign duty assignments which are not in conflict with provisions of this agreement, the City Charter, Inverness Code of Ordinances, or other laws of the State of Florida.

1 – D) The City shall determine the duties of employment from time to time provided such duties, terms, and conditions are not in conflict with the provisions of this Agreement, the City Charter, or any other law or Ordinance.

1 – E) All provisions of the City Charter, regulations and rules of the City, including the City Personnel Manual, relating to vacation and sick leave, retirement and pension contributions, holidays, or other fringe benefits and working conditions as they now exist or hereinafter may be upwardly amended, shall also apply to Employee as they would to other employees of the City, not covered under a collective bargaining agreement, except as herein provided in this Agreement.

ARTICLE 2: HOURS OF WORK

2 – A) The Employee shall work a flexible schedule with the intent that it averages forty (40) hours per week, and any absences shall be coordinated with Administration. The Employee shall do all things necessary and required to be available to the City to attend various meetings of the City Council and its various established boards, as deemed necessary, in addition to all other administrative and employment requirements.

ARTICLE 3: VACATION AND SICK LEAVE

3 – A) The Employee shall accrue, and have credited to her personal account, vacation and sick leave at the present rate.

3 – B) Employee shall accrue vacation leave with not to exceed a maximum of 720 hours. Excess above 720 hours would require a buy-back, pursuant to appropriate City Policy. Employee shall accrue sick leave up to a maximum of 30 days, and buyback of sick leave hours would be pursuant to appropriate City policy.

3 – C) In case of termination, voluntarily or otherwise, all vacation and sick leave earned and unused while Employee was employed shall be held by the City, unless used by the Employee, until separation from employment, at which time will be entitled to reimbursement of said hours based upon the rate of compensation as earned at the time of separation from the City.

ARTICLE 4: OTHER BENEFITS

4 – A) The City agrees to provide all other customary benefits of other managerial, non-bargaining unit employees such as medical/health/life insurance, holidays, personal leave, funeral leave, holiday bonus, and other fringe benefits and working conditions as they now exist, or may hereinafter be upwardly amended, except as otherwise provided in this Agreement.

4 – B) The City agrees to provide full cost of medical/health/life insurance to Employee, for the full term of employment as City Clerk, as is provided for full time managerial employees not covered under a union collective bargaining contract.

4 – C) Employee shall be entitled to an annual physical examination which shall be paid for by the City. This examination can be performed by any physician/testing lab mutually agreed upon by the Employee and the City.

4 – D) The Employee shall be covered under the Senior Management Class of the Florida Retirement System.

ARTICLE 5: SALARY

5 – A) The City agrees to pay employee for services rendered pursuant hereto an annual base salary of \$_____ payable in the same manner as other non-bargaining unit employees of the City are paid. The City agrees to adjust the employee’s base salary, during the first year of said contract as follows; additional \$1,000 at six (6) months, and additional \$1,000 at twelve (12) months, pursuant to satisfactory performance. After the first year of said contract, the City agrees to adjust the base salary on October 1 of each year at a percentage rate no less than the total amount awarded annually for other managerial, non-bargaining unit employees.

ARTICLE 6: DUES, SUBSCRIPTIONS AND GENERAL EXPENSES

6 – A) The City agrees to maintain and budget all professional dues, subscriptions, and seminar/conference attendance as customarily associated with the position of City Clerk. The employee will receive reimbursement, or actual and necessary expenditures for travel, supported by receipts, while engaged on official business of the City. If receipts are not provided, the Employee will be reimbursed by the same guidelines approved for the City Council.

ARTICLE 7: TERMS AND TERMINATION

7 – A) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Council to terminate the services of Employee for just cause and subject to the provisions as set forth in the City Charter, City Ordinance, or other Sections of this Agreement.

7 – B) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from the position with the City, subject only to the provisions as set forth further in this Agreement.

7 – C) The City agrees to employ Employee as its City Clerk, and Employee hereby accepts this employment, commencing on _____ for the initial term of three (3) years. Both parties hereto further agree that this agreement shall automatically renew for a three year term, unless the City provides written notice to the Employee six (6) months in advance of the expiration date of this agreement that it does not intend to renew the agreement.

7 – D) In the event the City Clerk elects to voluntarily terminate this Employment Agreement prior to the expiration date, Employee shall provide the City with not less than thirty (30) days written notice to the City Council and the City indicating her intention to discontinue employment as the City Clerk.

7 – E) In the event the City elects to terminate this Employment Agreement for reasons set out in sub-section A), prior to the expiration hereof (date), the City shall pay to the City Clerk severance pay in an amount equal to three (3) months of aggregate salary plus accrued sick leave, vacation leave and other accrued benefits. The City hereby expressly warrants and

represents that severance payments shall be paid to the City Clerk in installments at the same time as other employees of the City are paid in the regular course of business. However, in the event the City Clerk is terminated due to a conviction of any illegal act, adverse personnel action, or upon voluntary resignation, then the City shall have no obligation to pay the three (3) month aggregate salary severance sum designated in this paragraph.

This binding Agreement constitutes the entire Agreement of the parties: No modification of this Agreement shall be acceptable except in writing, signed by both parties. If any word, sentence, or clause contained in this Agreement is declared to be unconstitutional or invalid, the remainder of the document or portion thereof shall be deemed severable and shall not be affected, remaining in full force and effect. The parties agree that any dispute regarding this Agreement may be resolved by discussion in an official meeting of the City Council, with the action of the Council majority being final.

Approved by City Council this _____ day of _____, 2016.

Attest:

City Clerk

President of City Council

Witness as to Employee

Witness as to Employee

Employee