

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
December 20, 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**
  - a) Chamber of Commerce New Image Award - Valerie Theatre
  
- 7) MAYOR'S LOCAL ACHIEVEMENT AWARDS**

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December 20, 2016 - 5:30 PM**

**8) CITY ATTORNEY REPORT**

**9) CONSENT AGENDA**

- 4 - 5           a)     Bill Listing \*

*Recommendation - Approval*

- 6 - 10          b)     Council Minutes - 12/06/16 \*

*Recommendation - Approval*

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

- 11 - 12         a)     Annexation Fee Waiver\*

- 13 - 16         b)     Budget Development Schedule - FY 2017/18\*

- 17 - 21         c)     City Clerk's Pay Clarification\*

- d)     State of the City (*Verbal*)

- e)     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**

Christmas Observance

Friday, December 23, 2016 & Monday, December 26, 2016

City Administrative Offices Closed

(Sanitation Services, Satellite Parks, Utilities & Sheriff Operate)

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
December 20, 2016 - 5:30 PM**

New Year's Day Observance

Monday, January 2, 2017

City Administrative Offices Closed

(Sanitation Services, Satellite Parks, Utilities & Sheriff Operate)

Inverness City Council Regular Meeting

Tuesday, January 3, 2017 at 5:30pm

Inverness Government Center



12/15/2016 15:47  
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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             |          | 77.12        |
|                 |         |         | TOTALS FOR AT & T MOBILITY NATIONAL ACCOUNTS LLC  |          | 767.14       |
|                 |         |         | TOTALS FOR BEARINGS & DRIVES INC                  |          | 5,387.38     |
|                 |         |         | TOTALS FOR BACKFLOW SOLUTIONS, INC.               |          | 495.00       |
|                 |         |         | TOTALS FOR BRIGHT HOUSE NETWORKS                  |          | 5,675.50     |
|                 |         |         | TOTALS FOR TIME WARNER CABLE                      |          | 370.36       |
|                 |         |         | TOTALS FOR CHANNEL INNOVATIONS CORPORATION        |          | 22,637.00    |
|                 |         |         | TOTALS FOR CITRUS COUNTY CHRONICLE                |          | 1,825.00     |
|                 |         |         | TOTALS FOR DUKE ENERGY                            |          | 4,603.81     |
|                 |         |         | TOTALS FOR E G P INC                              |          | 311.48       |
|                 |         |         | TOTALS FOR FLORIDA PUBLIC HUMAN RESOURCES ASSC    |          | 135.00       |
|                 |         |         | TOTALS FOR GAI CONSULTANTS, INC                   |          | 12,781.26    |
|                 |         |         | TOTALS FOR H&B CONSULTING ENGINEERS, INC.         |          | 941.30       |
|                 |         |         | TOTALS FOR HAWKINS, INC.                          |          | 102.00       |
|                 |         |         | TOTALS FOR LITTLEJOHN ENGINEERING ASSOCIATES, INC |          | 657.36       |
|                 |         |         | TOTALS FOR LOWES                                  |          | 3,856.73     |
|                 |         |         | TOTALS FOR MACKLER GRAPHICS, INC.                 |          | 130.00       |
|                 |         |         | TOTALS FOR MARION PNEUMATICS & HYDRAULICS, INC.   |          | 619.59       |
|                 |         |         | TOTALS FOR MUNIS                                  |          | 381.59       |
|                 |         |         | TOTALS FOR NAPA OF INVERNESS                      |          | 232.02       |
|                 |         |         | TOTALS FOR NATIONWIDE RETIREMENT SOLUTIONS        |          | 1,500.72     |
|                 |         |         | TOTALS FOR ONLINE IMPLEMENTATION SERVICES, INC    |          | 192.00       |
|                 |         |         | TOTALS FOR PAVE-RITE                              |          | 68,473.53    |
|                 |         |         | TOTALS FOR PIGEON-ROBERTS & ASSOCIATES, LLC       |          | 5,950.00     |
|                 |         |         | TOTALS FOR PUBLIC EMPLOYEES UNION                 |          | 11.57        |
|                 |         |         | TOTALS FOR SUMTER ELECTRIC COOPERATIVE INC        |          | 54.37        |



12/15/2016 15:47  
siddings

CITY OF INVERNESS  
CASH REQUIREMENTS REPORT

P 2  
apcshreq

| VENDOR DOCUMENT | INVOICE | VOUCHER | DESCRIPTION                                   | DUE DATE | DUE 12/31/16 |
|-----------------|---------|---------|---|----------|--------------|
|                 |         |         | TOTALS FOR SUNBELT RENTALS INC                |          | 393.44       |
|                 |         |         | TOTALS FOR SUNSHINE STATE ONE CALL OF FLORIDA |          | 63.77        |
|                 |         |         | TOTALS FOR SVK, INC.                          |          | 2,315.00     |
|                 |         |         | TOTALS FOR TERRY L. IRWIN ARCHITECTS, P.A.    |          | 10,300.00    |
|                 |         |         | TOTALS FOR JAMES TEWELL                       |          | 150.00       |
|                 |         |         | TOTALS FOR RUSSELL D. TILLIS                  |          | 250.00       |
|                 |         |         | TOTALS FOR UB REFUND                          |          | 196.40       |
|                 |         |         | TOTALS FOR UNIFIRST CORPORATION               |          | 59.92        |
|                 |         |         | TOTALS FOR VERTEKS CONSULTING, INC            |          | 50.00        |
|                 |         |         | TOTALS FOR WARD, SARAH ELIZABETH              |          | 180.00       |
|                 |         |         | TOTALS FOR WRIGHT EXPRESS                     |          | 2,036.14     |
|                 |         |         | REPORT TOTALS                                 |          | 154,163.50   |

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

December 6, 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 Williams, Asst. City Manager Williams, Senior Staff members, and Interim City Clerk Jackson.

Prior to the meeting, Interim City Clerk Jackson swore in Councilwoman Hepfer and Councilman McBride, who were returned unopposed in the November Election.

The Invocation was given by Councilman Hinkle 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**

None

**OPEN PUBLIC MEETING**

None

**SCHEDULED APPEARANCES**

7)a) Nick Nicholas Ford Check Presentation – Event Partnership was presented by Sharon Skeelee-Hogan with Shane Bryant, Nick Nicholas Ford representative. Their \$7,500 sponsorship is the 4<sup>th</sup> year of partnership between the City and Nick Nicholas Ford.

b) Safeco “Protecting What Matters” Check Presentation – Linda Van Allen with Van Allen Insurance and Jamie Dingle with Safeco Insurance, presented a \$2,000 check for the Inverness Fire Department, and spoke in appreciation of Chief Joe Campfield, for conducting a public fire safety meeting.

**MAYOR’S LOCAL ACHIEVEMENT AWARDS**

None

**CITY ATTORNEY REPORT**

None

**CONSENT AGENDA**

- a) Bill Listing\*
  - Recommendation – Approval
- b) Council Minutes – 11/15/16\*
  - Recommendation – Approval

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

**CITY MANAGER'S REPORT**

**11)a) Pool Admission/Membership Fee Adjustment – Resolution\*** with City Manager noting annually, fees and charges are reviewed to preserve value and equity, and keep program fees and admissions balanced and affordable. This Resolution contains proposed changes for the upcoming 2017 year.

**Councilwoman Hepfer motioned to have the Clerk read Resolution 2016-24 by Title only. Seconded by Councilman McBride. The motion carried.**

**RESOLUTION NO. 2016-24**

**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 WHISPERING  
PINES PARK, AND PROVIDING FOR AN EFFECTIVE DATE.**

**The Public Hearing was opened.**

**There was no one speaking for or against the Resolution.**

**The Public Hearing was closed.**

**Councilman McBride motioned to adopt Resolution 2016-24 on by roll-call vote. Seconded by Councilman 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.**

**11)b) Use of Contingencies – WPP Pool Heaters\*** with City Manager referencing the 2016-17 adopted Budget that was structured for the availability of contingency funds for unforeseen anomalies. The pool heaters have failed and are beyond repair. New units are ordered and will be installed once delivered, to support the (almost) year round swim program. Removal and replacement of units is \$6,100.

**Councilman Hinkle motioned to authorize the use of \$6,100 in contingency funds to remove and replace the pool heaters in Whispering Pines City Park. Seconded by Councilwoman Bega. The motion carried unanimously.**

**11)c) Medical Marijuana\*** with City Manager reporting on the amendment to the Florida constitution regarding medical marijuana and dispensaries, and the various concerns for municipalities. Councilmembers voiced concerns about timing and the need

to act as soon as possible. A workshop will be scheduled on Tuesday, January 10, 2017 to discuss the dispensing of medical marijuana within the City limits.

**11)d) Supervisor of Elections Correspondence\*** was noted thanking City Council and staff for partnering with their office for the 2016 Election cycle. City Manager spoke of the number of voters that used the IGC for voting purposes. Mayor Plaisted suggested a Cooter Kudo be presented to Susan Gill after the first of the year.

**11)e) BFC Award – Bronze Level\*** was announced by City Manager that we were named a Bicycle Friendly Community at a Bronze Level. In 1995-96, talks began about Inverness being a community that catered to bike enthusiasts. By year 2000, we were making plans, investing and building to improve pedestrian and bicycle friendly components to the downtown. The job is not complete and there is much left to accomplish to reach a Silver Status and then Gold. City effort and plans of improvement continues using the following principles: Improve the environment, reduce congestion, save lives, increase opportunities, boost the economy by creating a community that is an attractive destination for new residents, tourists and businesses, enhance recreational opportunities, improve the health and well being of the population by promoting routine physical activity. City Manager spoke of the bicycle master plan and the changes that have been made and will be made within the City to be even more bicycle friendly. Councilman McBride spoke of the many people he meets from different areas while riding on the Rails to Trails.

City Manager DiGiovanni additionally reported on the following:

- The recent gun shop burglary and vaping in public and the need for ordinance changes.
- This Saturday will be the Christmas Parade with a change in the route.
- Pickle ball is now happening at Whispering Pines City Park.
- Upcoming work will involve Inverness Government Center exterior maintenance, Cooter Pond Boardwalk, and Downtown streetscaping.
- Sweetwater Pointe water service construction is almost complete.
- Working with Waste Management regarding the School System's service, and resulting cost to the City.
- Concerns with FDOT, MPO, allocated funds, etc. and future improvements on 41N. He spoke of the decades of talks regarding pending construction of improvements that never has materialized to date.

Councilman McBride stated that US 41N continues to be the #1 priority of the Hernando/Citrus MPO, noting that he is the City's representative to the MPO. He spoke of funding, the newspaper article, etc. There needs to be a collective political will to get this roadwork completed. Mayor Plaisted spoke to the many years of conversations with different entities regarding improvements to 41N, with no action ever taken. Councilwoman Hepfer spoke of FDOT letters received by a few of her neighbors in the past, again no action. Councilman Hinkle noted he avoids 41N because of the danger.

Councilmembers were unified to open communication with the County and elected officials at all levels to gain support for US 41N improvements.

#### **COUNCIL/MAYOR SUBJECTS**

**12)a) City Clerk's Contract\*** was addressed with City Manager DiGiovanni noting that the City Council hires 3 Charter Officers, City Clerk, City Attorney, and City Manager. Council President Ryan stated this is to review the working contract for the position of City Clerk. He and Interim City Clerk Susan Jackson met several times to work through details being presented to City Council. He noted minor changes from the previous Clerk's contract. The current offer is \$43,500, with an added \$2,500 in the base amount for certification, \$1,000 increase at 6 months and at 1 year, and to include a Council awarded COLA (cost of living) on October 1<sup>st</sup>. Councilman McBride questioned the salary of the former clerk in comparison to this salary. Council President Ryan detailed the former clerk's beginning salary, tenure and other variables. Councilman McBride stated that this seems to be a fair salary, maybe on the conservative side, and understands the salary would be made retroactive to the time appointed Interim City Clerk. Mayor Plaisted questioned the amount of the total package, including benefits, with City Manager approximating the benefit costs being available to every employee. Councilman Hinkle questioned the banking of vacation/personal time of 90 days.

**Councilwoman Hepfer motioned to accept the presented Employment Agreement and pay program to hire Susan Jackson as the Inverness City Clerk. Seconded by Councilwoman Bega. The motion carried unanimously.**

Mayor Plaisted spoke of upcoming events including Light Up Inverness and Christmas Parade. Congratulated reelected Councilmembers, and City Clerk. He reminded everyone that tomorrow is the anniversary of the attack on Pearl Harbor.

Councilwoman Hepfer thanked the voters for reelecting her to the City Council and looks forward to the future of the City.

Councilwoman Bega congratulated Councilman McBride and Councilwoman Hepfer, and City Clerk Jackson. She commented on medical marijuana that pending businesses are wanting permits to open within the City limits.

Councilman Hinkle congratulated City Clerk and how the transition between clerks has been fabulous. Congratulated both councilmembers on reelection. He agreed with Councilwoman Bega that something needs to be done sooner than later regarding medical marijuana. Looking forward to the Parade and the many activities at the Valerie Theatre. Noted that something needs to be done with FDOT and 41N.

Councilman McBride is looking forward to the next 4 years serving the City. 41N is a major issue that needs attention immediately. Spoke of an email from Dennis Dix, the director of the MPO, regarding funding toward the 41N issue, but feels that is not enough. Agrees with the issues with medical marijuana.

President Ryan stated his congratulations to Councilman McBride and Councilwoman Hepfer, and the City Clerk. Everyone needs to come together regarding FDOT and 41N.

Setbacks, ordinance, etc. needs to be made concerning the medical marijuana issue. Looking forward to Light Up Inverness and the Christmas parade.

Councilman Hinkle added that Mike Gudis is now president of the Citrus County Community Charitable Foundation. There will be an audit of the foundation accounting, as it is a quasi-judicial organization.

**CITIZENS NOT ON AGENDA**

Bud Osborn congratulated and spoke of the anniversary of Pearl Harbor attack being tomorrow, Dec. 7.

Meeting adjourned at 7:11pm.

\_\_\_\_\_  
Interim City Clerk

\_\_\_\_\_  
Council President

## Agenda Memorandum – *City of Inverness*

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**DATE:** January 3, 2017  
**ISSUE:** Request for Waiver of Annexation Fees  
**FROM:** City Manager (Prepared by Bruce Day)  
**CC:** City Clerk, Bruce Day

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Please reference the enclosed Summary Procedure for Voluntary Annexation.

We received and responded to a request, from Ms. Helga U. Forbes, regarding annexation of her property at 218 South Hunting Lodge Drive. The subject property is part of an unincorporated enclave and one of many “half-in/half-out” properties. Half-in/half-out properties or lots are divided by the City/County line, and represent situations where the City service limit begins or ends.

The City (should) welcome annexation when presented and in this cause, the issue is mostly straightforward. There are fees associated with a petition to annex, and we suggest that City Council consider waiving the \$200 annexation fee as provided by Chapter 8 of the Land Development Code (LDC).

**Sec. 8.0. - Fees.**

No request for permits, certificates, applications, inspections and/or any other authorization required by this Code shall be accepted by the Administrative Official unless and until all fees required to accompany the same are paid in full. The City Council may, upon request and for proper cause, waive any or all of the fees required by this Code. Fees shall be established concurrently or after the effective date of this Code and thereafter amended by resolution of the City Council. A copy of such resolution, upon adoption, shall be filed with the Administrative Official. The Administrative Official may recommend to the City Council a fee schedule to be embodied in such resolution establishing fees and may recommend amendments, updates, additions, corrections and other appropriate modifications to such fee schedule from time to time or as may be requested by the City Council.

***Recommended Action:***

If the desire is to proceed as recommended, please motion and second to approve the annexation fee waiver for the property located at 218 South Hunting Lodge Dr.

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

**SUMMARY OF PROCEDURES FOR VOLUNTARY ANNEXATION**

**Initial requirement for voluntary annexation is a petition from the applicant**

The Community Development Department maintains a planning and zoning application form that can include the annexation and the subsequent land use and zoning change. Considering all 3 together costs are significant. (annexation= \$200; Small scale land use change = \$500; Small scale zoning map amendment = \$500)

**171.044 Voluntary annexation.**

| PROCESS SUMMARY   | STATUTORY PROVISIONS   |
|---|--|
| <p><b>1. APPLICATION</b><br/> <b>Petition and application from property owners(s) After the City determines the subject property is eligible for annexation</b></p>     | <p>(1) The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.</p>   |
| <p><b>4. ORDINANCE</b><br/> <b>City prepares and properly notices annexation Ordinance</b></p>  | <p>(2) Upon determination by the governing body of the municipality that the petition bears the signatures of all owners of property in the area proposed to be annexed, the governing body may, at any regular meeting, adopt a nonemergency ordinance to annex said property and redefine the boundary lines of the municipality to include said property. Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town or, if no newspaper is published in said city or town, then in a newspaper published in the same county; and if no newspaper is published in said county, then at least three printed copies of said notice shall be posted for 4 consecutive weeks at some conspicuous place in said city or town. The notice shall give the ordinance number and a brief, general description of the area proposed to be annexed. The description shall include a map clearly showing the area and a statement that the complete legal description by metes and bounds and the ordinance can be obtained from the office of the city clerk.</p> |
| <p><b>5. NOTIFY STATE</b><br/> <b>City notifies Clerk of Court and Dept. of State</b></p>   | <p>(3) An ordinance adopted under this section shall be filed with the clerk of the circuit court and the chief administrative officer of the county in which the municipality is located and with the Department of State within 7 days after the adoption of such ordinance. The ordinance must include a map which clearly shows the annexed area and a complete legal description of that area by metes and bounds.</p>  |
| <p><b>LIMITATIONS</b><br/> <b>Annexation will not include being added to the CRA, and will not include a land use or zoning change.</b></p>                             | <p>(4) The method of annexation provided by this section shall be supplemental to any other procedure provided by general or special law, except that this section shall not apply to municipalities in counties with charters which provide for an exclusive method of municipal annexation.</p>  |
| <p><b>2. REVIEW APPLICATION</b><br/> <b>Qualifications for annexation will be confirmed by the City prior to application being accepted</b></p>                         | <p>(5) Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.</p>  |
| <p><b>3. NOTIFY COUNTY</b><br/> <b>Advance notice must be provided directly to Citrus County</b></p>  | <p>(6) Not fewer than 10 days prior to publishing or posting the ordinance notice required under subsection (2), the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located. The notice provision provided in this subsection may be the basis for a cause of action invalidating the annexation.</p>  |
| <p>History.—s. 1, ch. 74-190; ss. 4, 5, ch. 75-297; s. 3, ch. 76-176; s. 2, ch. 86-113; s. 1, ch. 90-171; s. 16, ch. 90-279; s. 16, ch. 98-176; s. 3, ch. 2006-218.</p> |  |

## Agenda Memorandum – *City of Inverness*

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**DATE:** December 20, 2016  
**ISSUE:** Fiscal Cycle 2017-18 Budget/CIP/CRA Development Schedule  
**FROM:** City Manager  
**CC:** City Clerk, Senior Staff, Woodard Curran, ICRA Board  
**ATTACHED:** BUDGET DEVELOPMENT SCHEDULE 2017-18

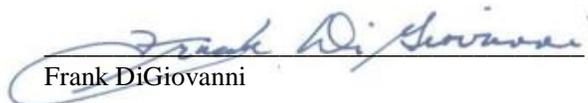
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Enclosed is the development schedule for the 2017-18 City-Wide Capital Improvement Plan (CIP), Operational Budget Appropriation for General Fund, Enterprise Fund, and Special Funds, and the Community Redevelopment Areas (CRA). Elected Officials are asked to closely review the dates identified in bold of Council Member involvement. The development schedule is consistent with the previous year, which worked well. The schedule is not tailored for individual needs, but from a City-Wide perspective. If you find a conflict, we ask that you please state so at the meeting so we may either modify the schedule or leave it as is. Once approved, staff generated changes (if any) that affect a public meeting will be noticed to Elected Officials, the public, and media

***Recommended Action -***

It is recommended that City Council motion, second and vote to confirm the Budget Schedule to include the CIP and CRA, and to establish the dates and times for Council Workshops & Public involvement.

Thanking you for your attention and support of this matter.

  
Frank DiGiovanni

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



## FINANCE DEPARTMENT

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

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# Memorandum

**To:** Frank DiGiovanni, City Manager  
**From:** Sheri Chiodo, Director of Finance  
**CC:** Susan Jackson, Interim City Clerk  
Paula Carnevale, Assistant Finance Director  
**Date:** November 28, 2016  
**Reference:** Budget Calendar – Fiscal Year 2018 Budget Development

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Provided with this memorandum for council consideration and adoption is the proposed budget calendar to be used as a basic plan in preparing, reviewing, and approving the Fiscal Year 2018 Operating Budget and the 2018 – 2022 Capital Improvement Program. Consistent with past years, the process will commence on December 28, 2016 and end on Friday October 6, 2017.



## City of Inverness Fiscal Year 2018 Budget & CIP Development Schedule

| Functional Statement   | Date   | Time           |
|--|--|----------------|
| Manager/Finance Director Planning Meeting: Revenues; CIP Funding: O&M  | Wednesday, December 28, 2016                                   | 1:00 PM        |
| Manager, Directors, & <b>W&amp;C</b> Budget Approach: Personnel, O&M, Capital, CIP, Council Overview General Data; Revenues, Grants & Narratives               | Wednesday January 4, 2017 – Post Council Staff Meeting         | 9:30 AM        |
| Directors and <b>W&amp;C</b> Submit Updated Council Overview Narratives to Include: Project Status, Proposed Projects and Revenue/Grant Projections To Finance | Friday, January 27 2017  | 5:00 PM        |
| Manager & Directors, <b>W&amp;C</b> : CIP Planning Meeting, Distribution Of Forms And Narratives   | Wednesday February 8, 2017 Post Council Staff Meeting          | 9:30 AM        |
| Manager, Directors, & <b>W&amp;C</b> Meetings: For Council Overview Meeting  | February 13-22, 2017<br>Time/Date: TBA                         | TBA            |
| CIP Departmental and <b>W&amp;C</b> Submittals To Finance  | Friday<br>March 3, 2017  | 5:00 PM        |
| Finance Director Forwards Presentation Material To Manager For Council Overview  | Friday<br>March 10, 2017                                       | 5:00 PM        |
| CIP Review – Manager, <b>W&amp;C</b> & Directors   | Monday March 20-<br>Wednesday March 29, 2017                   | TBA            |
| <b>Council Budget Overview</b>   | <b>Thursday<br/>April 6, 2017</b>                              | <b>5:30 PM</b> |
| Five-Year Capital Improvement Plan To Council  | Friday<br>April 28, 2017                                       | N/A            |
| <b>City-Wide Five-Year CIP Council Workshop</b>  | <b>Thursday<br/>May 4, 2017</b>                                | <b>5:30 PM</b> |
| <b>CIP Council Workshop (2) (If Necessary)</b>   | <b>Thursday<br/>May 18, 2017</b>                               | <b>5:30 PM</b> |
| Departmental O&M Budget Due To Finance   | Friday May 12, 2017  | 5:00 PM        |
| Manager & Director Meetings To Review O&M Submittals For All Agencies  | May 22 <sup>nd</sup> – June 16 <sup>th</sup><br>Date/Time: TBA | TBA            |
| Property Appraiser Certifies Tax Roll  | Monday July 3, 2017  | N/A            |
| Finance Director Contacts School Board and County Commissioners to Obtain Public Hearing Dates   | Wednesday July 5, 2017   | N/A            |
| Finance Director Contacts School Board and County Commissioners to Confirm Public Hearing Dates  | Wednesday July 12, 2017  | N/A            |
| <b>City Council Sets Tentative Millage and Establishes Public Hearing Dates, Times and Locations</b>   | <b>Tuesday<br/>July 18, 2017</b>                               | <b>5:30 PM</b> |



## City of Inverness Fiscal Year 2018 Budget & CIP Development Schedule

|  |   |                |
|--|---|----------------|
| DR Form 420, 420 TIF, and 420-MMP Forwarded to Property Appraiser  | Wednesday July 19, 2017   | N/A            |
| Full City Budget Available To <b>City Council</b>  | Friday July 21, 2017  | 12 Noon        |
| <b>City-Wide Council Budget Workshop</b>   | <b>Tuesday July 25, 2017</b>  | <b>5:30 PM</b> |
| <b>City Council Budget Workshop (If Needed)</b>  | <b>Thursday July 27, 2017</b>   | <b>5:30 PM</b> |
| Post Tentative Budget to City Website  | Monday August 1, 2017   | N/A            |
| Notice of Public Hearing or Notice of Tax Increase and Budget Summary sent to DOR – TRIM Division for preliminary compliance review. | Monday August 14, 2017  | N/A            |
| <b>Tentative Budget Adoption Public Hearings</b>   | <b>Thursday September 7, 2017</b>                                       | <b>5:01 PM</b> |
| Advertisement Published For Final Budget Public Hearing To Adopt Budget For 2018   | Sunday September 17, 2017   | N/A            |
| <b>Final Budget Public Hearing To Adopt Budget</b>   | <b>Thursday September 21, 2017</b>                                      | <b>5:01 PM</b> |
| Forward resolution or ordinance adopting final millage to Property Appraiser, Tax Collector and Department of Revenue                | Friday, September 22, 2017  | N/A            |
| Property Appraiser Certifies Tax Roll (Final-DR 422)   | On or about September 27, 2017 when the Value Adjustment Board is Final | N/A            |
| Post Final Adopted Budget to Website   | Friday September 29, 2017   | N/A            |
| DR 422 (Form) Completed  | Within 3 days after receipt of Final Taxable Value                      | N/A            |
| DR 487 (Form) Completed (Certification of Compliance)  | Friday October 6, 2017  | N/A            |
| TRIM Certification Packet Completed and Mailed   | Friday October 6, 2017  | N/A            |

# Agenda Memorandum – *City of Inverness*

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**DATE:** December 20, 2016  
**ISSUE:** City Clerk Compensation Status: Retroactivity  
**FROM:** City Manager  
**CC:** City Clerk, Payroll, Finance Director  
**ATTACHED:** Memo to City Council dated 12/06/16  
Email (memo) to City Council dated 12/05/16  
Memo to City Council dated 08/08/16

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## **Preface**

In a military or paramilitary situation, one always follows the most recent (last) order.

## **Status**

Government may not always be paramilitary, but when dealing with policy, last orders tend have weight.

## **Facts**

On August 8, 2016, a memo was written to City Council by the former City Clerk, and discussed on August 20<sup>th</sup>, 2016, to appoint an Interim City Clerk, and additionally included language to make the pay of the new Clerk retroactive to the date of Interim appointment; being August 16<sup>th</sup>, 2016.

Council President Ryan, acting on behalf of the Council, engaged the Interim City Clerk to develop a hiring and working agreement; terms of which were shared and discussed at the previous meeting.

On December 5<sup>th</sup>, 2016, I distributed information to clarify and provide some background regarding the compensation point of starting pay for the incoming Clerk. That email included the suggestion to “retroactively apply a pay adjustment to the first workday (date) following departure of the previous City Clerk; that date being October 1<sup>st</sup> 2016.

On December 6<sup>th</sup>, 2016, City Council approved the Working Agreement and pay amounts to be retroactively applied to the date the former City Clerk departed (October 1<sup>st</sup>, 2016).

## **What’s Involved**

The perceived conflict that warrants clarification lies with an affirmative vote that was based on the memorandum dated August 8, 2016, and the affirmative vote taken December 6, 2016. Question: Does City Council wish to extend retroactive provisions to August 16<sup>th</sup> as first voted, or October 1st, as secondly voted?

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

## Agenda Memorandum – *City of Inverness*

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ISSUE: City Clerk Compensation Status: Retroactivity

***Recommended Action*** –

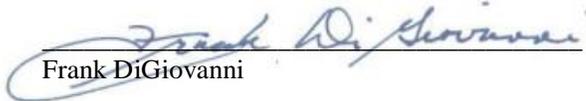
This is not under the administration of the City Manager, and lies with the pleasure of City Council. As an Elected Body, you are well within your authority to do as you wish and we will implement what you desire.

**NOTE:**

If the conclusion is to let the status remain as is, no action is necessary.

If the conclusion is to extend retroactivity to October 1<sup>st</sup>, 2016, you would need to motion, second and vote to make that provision.

Wish I could be more helpful, but we all have limitations.

  
Frank DiGiovanni

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## Agenda Memorandum – *City of Inverness*

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

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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

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Tuesday, December 6, 2016 at 4:06:46 PM Eastern Standard Time

**Subject:** Agenda Item: City Clerk Provisions - Please Read

**Date:** Monday, December 5, 2016 at 1:37:08 PM Eastern Standard Time

**From:** Frank DiGiovanni

**To:** Frank DiGiovanni

**BCC:** Susan Jackson, Bob Plaisted, Dave Ryan, Cabot McBride, Linda Bega, Jacquie Hepfer, Ken Hinkle

**Priority:** High

TO: Elected Officials and Susan Jackson

For the upcoming Agenda Item: Clerk Hiring & Working Agreement, let me just say that I received a question or two about pay data not being included with agenda material. The information was not included because we knew Council President Ryan intended to make a presentation concerning pay and other particulars, and didn't want to get ahead of that.

There is always more to consider and factor than initially realized with employment situations. That's not a negative, and what follows may be "light" on details, but something to consider with contents of the agenda packet:

**City Clerk Pay for Pending Position**

Compensation Proposal: Pay Only

- **Current salary:** **\$35,000**
- Starting Salary (Base): 43,500
  - Clerk Certification Comp: + 2,500
- **Salary as of Day One:** **\$46,000**

My suggestion would be to retroactively apply a pay adjustment to the first workday (date) following departure of the previous City Clerk.

I think you'll find the Council President's presentation illuminating and look forward to finalization of the matter.

Thanks,

**Frank DiGiovanni**

City Manager

Phone: 352-726-2611 x1001

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#SmallTownDoneRight

Page 1 of 1

## Agenda Memorandum – *City of Inverness*

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**DATE:** August 8<sup>th</sup>, 2016  
**ISSUE:** Appointment of Interim City Clerk  
**TO:** ELECTED OFFICIALS  
**FROM:** City Clerk Davis  
**CC:** City Manager DiGiovanni  
Deputy Clerk, Jackson

**ATTACHED:**

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It is time to formally announce the date of my departure from the City of Inverness, that will happen after thirty five (35½) wonderful years. It has been a tremendous honor working with every one of you as your City Clerk for the past thirteen years, and being a part of this progressive City.

My departure will be Friday, September 30<sup>th</sup> 2016. During the month of September, I think it best and recommend that Council appoint Susan Jackson, Deputy Clerk, as interim City Clerk. Susan has been working with me for years and is familiar with the role and responsibilities of the position. The interim status will be removed once a contract has been reviewed and approved.

Recommended action:

*Motion, second and vote to appoint Susan Jackson as Interim City Clerk, until such time her contract is reviewed and approved, with contract salary being retro to the date of appointment to Interim City Clerk.*

Please feel free to contact my office if you wish to discuss.



Deborah Davis, City Clerk