

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
January 21, 2025 - 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 & ROLL CALL**
- 2) PLEASE SILENCE ELECTRONIC DEVICES**
- 3) ACCEPTANCE OF AGENDA**
- 4) PRE-SCHEDULED APPEARANCES / RECOGNITIONS**
  - a) Mayor's State of the City
  - b) Digital Assurance Certification (DAC) Bond Award of Excellence
  - c) Community Weave Presentation - Inverness Arts & Cultural Alliance
  - d) Cooter Kudo - Tim Graf, Lowe's Manager
- 5) PUBLIC HEARINGS / WORKSHOPS**
- 6) OPEN TO THE PUBLIC**

*The public is invited to speak. (Speaking time limit: Individual - 3 minutes; Group/Organization - 5 minutes)*
- 7) CITY ATTORNEY REPORT**
- 8) CONSENT AGENDA**
  - a) Bill Listing\*
  - b) Council Minutes\* - 01/07/2025

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
January 21, 2025 - 5:30 PM**

**9) CITY CLERK'S REPORT**

- a) Declaration of Surplus Equipment\*

**10) CITY MANAGER'S REPORT**

- a) Annexation Request - 1409 Poe Street - First Reading
- b) Pine Ave Stormwater and Parking Expansion Improvements - Professional Services\*
- c) Vehicle Purchase- Administration
- d) Gateway Sign Project Update
- e) Project/Program Updates
  - South Highlands Septic to Sewer
  - Small Town Saturday Night
  - Shoreline Restoration and Management Project
  - Dock Relocation and Wallace Brooks Dock Modification
  - Legislative Priorities - Local Support
  - Other

**11) MAYOR & COUNCIL SUBJECTS / REPORTS**

- a) Mayor Plaisted
- b) Councilwoman Bega
- c) Councilwoman Hepfer
- d) Councilwoman Lizanich
- e) Councilman Davis
- f) Councilman Craig

**12) NON-SCHEDULED PUBLIC COMMENT**

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

**13) ADJOURNMENT**

- a) ***DATES TO REMEMBER***

Small Town Saturday Night – Fleet Wood Mac Tribute

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INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
January 21, 2025 - 5:30 PM**

Saturday, January 25, 2025 from 5:00pm – 9:00pm  
Downtown Inverness

Lewis & Young Presents – The Odd Couple

Friday, January 24, 2025 @ 7:00pm

Saturday, January 25, 2025 @ 2:00pm & 7:00pm

Sunday, January 26, 2025 @ 2:00pm

Friday, January 31, 2025 @ 7:00pm

Saturday, February 1, 2025 @ 2:00pm & 7:00pm

Sunday, February 2, 2025 @ 2:00pm

Valerie Theatre

Market at the Depot

Saturday, February 1, 2025 from 9:00am – 2:00pm

Depot Pavilion

Senior Games & Opening Ceremony

Saturday, February 1, 2025 from 9:00am – 2:00pm

Depot Pavilion

Lewis & Young Presents: The Odd Couple

Saturday, February 1, 2025 @ 2:00pm

Sunday, February 2, 2025 @ 2:00pm

Valerie Theatre

Senior Games - Golfing

Sunday, February 2, 2025 @ TBD

Point O' Woods Golf Course

Inverness City Council Regular Meeting

Tuesday, February 4, 2025 @ 5:30pm

Inverness Government Center

# Agenda Memorandum - *City of Inverness*

January 21, 2025

TO: Elected Officials  
FROM: Eric Williams, City Manager  
SUBJECT: Digital Assurance Certification (DAC) Bond Award of Excellence  
CC: Frank Calascione, Assistant City Manager, Susan Jackson, City Clerk, Alexis Koter, Finance Director  
Enclosures: 1. DAC Bond Letter  
2. DAC Bond Certificate of Excellence

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As Council is aware, municipal/ICRA bonds were issued as the funding source for a variety of projects completed in 2020. After five years and recognition for financial sustainability and excellence via multiple rating agencies, this evening Council is being presented with an award issued continuous dedication to maintaining compliance with federal regulations related to the aforementioned bonds. The City has worked with DAC (Digital Assurance Certification) Bond for several years to ensure all filing requirements of the Securities and Exchange Commission (SEC) are met. In honor of the City's dedication to compliance, DAC Bond has issued to the City a Certificate of Excellence for continuous years of transparency and accountability.

## ***Recommended Action – Recognition of Award - No Action Required***

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

Eric C. Williams  
City Manager



Dear Alexis,

In 2025, DAC will be entering our 25<sup>th</sup> year of service to the municipal market. Our long-standing presence in the market is in large part to clients like Inverness, FL, who have shown a continuous commitment to continuing disclosure reporting. For that reason, we are honored to present you with this certificate recognizing your 5 years of dedication to compliance with SEC Rule 15(c)2-12. Congratulations and thank you for your continued trust in DAC.

Sincerely,

A handwritten signature in cursive script that reads "Paula Stuart".

Paula Stuart  
CEO  
DAC Bond

# Certificate

OF EXCELLENCE



PROUDLY PRESENTED TO

## Inverness, FL

In recognition of five years of outstanding commitment to continuing disclosure reporting for municipal bonds. With a dedication to transparency and accountability, your commitment over the last five years has set a standard of excellence in continuing disclosure reporting and positively impacted your organization and the broader municipal market.

### DAC Bond<sup>®</sup>

Paula Stuart, CEO

Lisa Olsen, Executive V.P.

CASH REQUIREMENTS REPORT

VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/25
		TOTALS FOR ACE HARDWARE CO OF INV INC				996.61
		TOTALS FOR AT & T MOBILITY NATIONAL ACCOUNTS LLC				260.47
		TOTALS FOR AUTOZONE				31.64
		TOTALS FOR CHRISTOPHER H. BARTON				925.00
		TOTALS FOR BEACON ATHLETICS LLC				4,588.00
		TOTALS FOR C & J REAL PROPERTY SOLUTIONS LLC				169.02
		TOTALS FOR C.W. ROBERTS CONTRACTING INC.				65,248.45
		TOTALS FOR CENTRAL MATERIALS CO INC				98.00
		TOTALS FOR CITRUS COUNTY CHRONICLE				366.28
		TOTALS FOR LINDSAY CLARK				100.00
		TOTALS FOR CLERK OF THE CIRCUIT COURT, ANGELA VICK				175.50
		TOTALS FOR COOPER, DUSTIN				206.89
		TOTALS FOR CORE & MAIN LP				1,735.38
		TOTALS FOR DELARCO, DEVEN L.				14.24
		TOTALS FOR JAMES P. FARRELL				801.45
		TOTALS FOR FLORIDA REDEVELOPMENT ASSN				870.00
		TOTALS FOR GAI CONSULTANTS, INC				1,147.20
		TOTALS FOR GOODING & BATSEL, PLLC				2,514.50
		TOTALS FOR HILIGHTS, INC.				9,500.00
		TOTALS FOR HILLMAN SUPPLY COMPANY				677.49
		TOTALS FOR HUMPHREY & SALTMARSH, PL				2,280.00
		TOTALS FOR ICA OPS CORP				139.86
		TOTALS FOR KAZEE, HAZEL A				63.13
		TOTALS FOR KYOCERA DOCUMENT SOLUTIONS SOUTHEAST, LL				222.91
		TOTALS FOR MIDSOUTH, INC.				211,734.16
		TOTALS FOR NICK NICHOLAS FORD INC				1,670.60
		TOTALS FOR OFFICE DEPOT INC				57.76

CASH REQUIREMENTS REPORT

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/25
			TOTALS FOR NATIONAL WASTE		261.60
			TOTALS FOR SCHINDLER ELEVATOR CORPORATION		2,382.69
			TOTALS FOR SHAWN FOSTER, LLC.		3,000.00
			TOTALS FOR SOFTWARE HOUSE INTERNATIONAL		2,997.01
			TOTALS FOR SNIJDELAAR, RONALD		96.77
			TOTALS FOR STEEL HORSE MOTORCYCLES LLC		158.65
			TOTALS FOR SUMTER ELECTRIC COOPERATIVE INC		179.87
			TOTALS FOR SWANK MOTION PICTURES, INC		405.00
			TOTALS FOR SYSCO CENTRAL FLORIDA, INC.		1,009.39
			TOTALS FOR THE FLORIDA RECREATION & PARKS ASSOCIATI		900.00
			TOTALS FOR THE UNIVERSITY OF SOUTH FLORIDA BOARD OF		650.00
			TOTALS FOR ULINE, INC.		1,396.69
			TOTALS FOR UNIFIRST CORPORATION		141.43
			TOTALS FOR USIC LLC		8,378.47
			TOTALS FOR VERTEKS CONSULTING, INC		9,998.25
			TOTALS FOR W.W. GRAINGER, INC.		234.58
			TOTALS FOR WHETSTONE OIL COMPANY, INC		1,388.94
			TOTALS FOR WRIGHT EXPRESS		3,693.89
			TOTALS FOR WXOF, INC		1,260.00
			REPORT TOTALS		345,127.77

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

January 7, 2025  
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 Davis  
Councilwoman Bega  
Councilwoman Lizanich  
Councilman Craig  
Mayor Plaisted

Also present were City Manager Williams, City Attorney Hartley, Staff Members, and City Clerk Jackson.

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

**ACCEPTANCE OF AGENDA**

Councilman Davis motioned to accept the Agenda as presented. Seconded by Councilwoman Lizanich. The motion carried.

**PRE-SCHEDULED APPEARANCES**

None

**PUBLIC HEARINGS / WORKSHOP**

None

**OPEN PUBLIC MEETING**

Karen Esty spoke of the proposed sidewalk on Independence Highway, noted assistance from County employee Walt Eastman. Stated the application has been approved and marked to receive federal funding.

Steven Sidlovsky spoke of Citizens for Life and Peace organization regarding Personhood cities. Recited biblical scripture.

Debbie Wheatley had questions regarding Highway 41N regarding chain link fencing, 3 fire hydrants, etc.

Ron Thorpe of Windermere HOA spoke of their opposition to changing Railroad Street, parking, school traffic, etc. City Manager Williams questioned where his information came from as no parking has been proposed. It has always been a City street, and the proposal is to rehabilitate back to a useful street. Councilwoman Lizanich noting a conversation with Mr. Thorpe and spoke of through streets to eliminate traffic issues and for safety.

Kristin Nelson – Leesburg stated support for the Personhood cities and read biblical scriptures.

**CITY ATTORNEY REPORT**

None

## CONSENT AGENDA

- a) Bill Listing\*
  - Recommendation – Approval
- b) Council Minutes – 12/03/2024\*
  - Recommendation - Approval
- c) Oak Ridge Cemetery Buyback\*
  - Recommendation – Approval

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

## CITY CLERK'S REPORT

None

## CITY MANAGER'S REPORT

**10)a) Liberty Park Boardwalk Rehabilitation Project – Bid Award\*** with City Manager Williams stating Akin to the Cooter Pond Boardwalk, the City let a Request for Proposal (RFP 2024-01-PR) for the Liberty Park Boardwalk Rehabilitation Project. The RFP garnered bid proposals from four different companies. The proposal included removal and replacement of deck boards, using the Wear Deck Boards, just like what is being used at the Cooter Pond Boardwalk. The proposal also included repairing or replacing any hand railing and joists (runners) as needed along with any deck stabilization. The City has compared all the bids, researched the companies and the work they have performed, and would like to recommend that the City accept Golf Coast Construction's bid in the amount of \$124,069.00. Golf Coast Construction's bid was almost \$30,000 lower than the next highest and they specialize in bridges and boardwalks. They have built numerous structures at Universal Studios, Disney, and even locally at Silver Springs State Park. Staff is confident that Golf Coast Construction is the best and lowest bid proposal and would like to move forward with their company. **Councilwoman Lizanich motioned to accept Golf Coast Construction's bid in the amount of \$124,069.00 for the Liberty Park Rehabilitation Project and authorize the City Manager to execute the agreement and manage change orders to the project. Seconded by Councilman Davis. The motion carried.**

**10)b) Vehicle Purchase – Public Works\*** with City Manager Williams stating In keeping with the City's adopted purchasing policy, purchases of more than \$25,000 must receive Council approval. The City of Inverness would like to continue using the local company in Nick Nicholas Ford, who has been able to offer competitive state government pricing and offer quick delivery times. Currently, the Public Works Department is utilizing a 2008 Chevy 1500 for the Public Works Director. Staff is proposing the purchase of a 2024 4x4 Ford Ranger truck, for the amount of \$38,999.45, to replace the current Chevy pickup. The truck will be utilized for Public Works duties and jobs associated with everyday department demands. The 2008 Chevy pick-up will be recommended for surplus once the replacement truck has been delivered. Before Council this evening is a proposed bid for a new truck for the Public Works Department. Funds have already been appropriated for the purchase in the current CIP budget. **Councilwoman Bega motioned to approve the purchase of a new 2024 Ford Ranger Truck in the amount of**

**\$38,999.45 through Nick Nicholas Ford as presented. Seconded by Councilwoman Lizanich. The motion carried.**

**10)c) Mutual Aid Agreement with City of Crystal River Fire Department\*** with City Manager Williams stating Section 163.01, Florida Statutes, known as the "Florida Inter Local Cooperation Act of 1969," authorizes local governments to make the most efficient use of their power by enabling them to cooperate with other localities on a basis of mutual advantage in order to have available to it the equipment and personnel of one or more of the other Parties for backup purposes, direct active firefighting, rescue, emergency medical services, special operations, and emergency/disaster relief aid and assistance. Recently the Fire Department provided mutual aid assistance to the City of Crystal River during Hurricane Helene by assisting them with city fire and medical coverage and flood response which allowed their weary crews to rest. The Fire Department also has held joint trainings with the City Of Crystal River at the new Inverness Fire Training Center enabling them to receive valuable live fire training. This agreement bolsters the working relationship between the two departments. Execution of this agreement authorizes the request, provision, and receipt of inter-jurisdictional mutual assistance with the City of Crystal River for Fire and Emergency Services as outlined in the agreement. **Councilman Davis motioned for execution of the agreement by the City Manager. Seconded by Councilwoman Lizanich. The motion carried.**

**10)d) Resolution 2025-01 Legislative Appropriation Local Match\*** with City Manager Williams stating this resolution commits local funds from the City's Reserve Balances for Infrastructure and Facilities respectively for the Railroad Street Extension and Whispering Pines RV Campground projects. The amount of one million dollars (\$1,000,000.00) from each reserve fund for the respective project is being allocated through the Resolution. The local matching funds will only be used if the State, by appropriation or grant, provides the City's requested amounts for one or both projects. The projects are lofty goals noting school traffic is an issue. Mayor Plaisted spoke of traffic and more accidents. Councilman Craig spoke of the commitment of funds. Councilwoman Lizanich questioned if this item will come back to Council with City Manager confirming. **Councilwoman Lizanich motioned to have the Clerk read the Resolution by Title only. Seconded by Councilman Davis. The motion carried.**

#### **RESOLUTION 2025 – 01**

**A RESOLUTION OF THE CITY OF INVERNESS, FLORIDA  
COMMITTING LOCAL MATCHING FUNDS FOR THE  
LEGISLATIVE APPROPRIATION REQUESTS FOR RAILROAD  
STREET AND WHISPERING PINES RV CAMPGROUND.**

**Councilwoman Lizanich motioned to adopt Resolution 2025-01 roll-call vote. Seconded by Councilman Davis. Roll call vote was as follows: Councilwoman Bega, yes; Councilman Davis, yes; Councilwoman Lizanich, yes; Councilman Craig, yes; President Hepfer, yes. The motion carried.**

**10) e) Project/Program Updates (Verbal)**

- Martin Luther King Day with Mimi Clark providing details of the celebration, this year's theme is "Infinite Hope". Saturday is planned as a day of service in

the community and Sunday will have a commemoration from 4:00pm – 5:00pm, food trucks and children’s games, and from 5:30pm – 7:00pm a gospel fest.

- Other with City Manager referencing the tragedy on New Year’s Eve and spoke of concerns of City events and vulnerability.

**COUNCIL/MAYOR SUBJECTS**

Councilman Craig wished everyone a Happy New Year.

Councilman Davis wished everyone a Happy New Year and spoke of the new Citrus County Sheriff.

Councilwoman Bega questioned the walk for the Dr. MLK, Jr event and it was noted there will not be a walk this year.

Councilwoman Lizanich wished everyone a Happy New Year.

Mayor Plaisted stated he is grateful for the safety in the City and the people. Spoke of upcoming Roe v. Wade event at the Historic Courthouse.

**CITIZENS NOT ON AGENDA**

Debbie Wheatley welcomed Councilman Craig and questioned the connector trail and grant funding.

Meeting adjourned at 6:21 p.m.

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City Clerk

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Council President

# Agenda Memorandum - *City of Inverness*

January 21, 2025

TO: Elected Officials  
FROM: Susan Jackson, City Clerk  
SUBJECT: Declaration of Surplus Equipment\*  
CC: Alexis Koter, Finance Director, Woody Worley, Parks & Recreation Director,  
Rob Pell, Assistant Public Works Director  
Enclosures: 1. PW Asset Form  
2. P & R Asset Form

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It has been determined that the equipment listed below is no longer useful for the operation of the City of Inverness. City Council is asked to declare the listed items as surplus and authorize that we proceed with disposal.

Year	Make/Model
2008	Chevy Silverado 1500 Truck
2008	Jeep Grand Cherokee Laredo SUV

The items will be directed through the disposal process, to be written off the books.

Recommended Action –

City Council is asked to motion, second and vote to declare the listed items as surplus property and authorize to proceed with disposal.

Thank you for your support of this matter.

Susan Jackson

## CITY OF INVERNESS EQUIPMENT AND VEHICLE ASSET FORM

This form is required for all assets that are added or deleted from the system.  
 All lines are required to be filled in with as much information as possible.  
 Once this form is completed forward it to the City Clerk with a copy to the Finance Department.

Asset #	Year	VIN / Serial #	Mileage
	2008	1GCEC14X48Z251900	54,301
<b>Location</b>		<b>Description ( Make &amp; Model)</b>	
820 Pleasant Grove		Chevy Silverado 1500 Single cab	

Place a check mark in the appropriate box:

Date: 1/9/2024

New Asset: PO # \_\_\_\_\_

Dept. Public Works

Asset to be destroyed:

Estimated Bid Val \$7,500.00

Asset to be donated:

Asset to be sold:

**NOTE: Provide Photos**

Asset to be transferred:

Transferring Department: \_\_\_\_\_

Receiving Department: \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

  
 \_\_\_\_\_  
 Department Director's Signature

  
 \_\_\_\_\_  
 Department Director's Signature

Details: (Including Vehicle Engine/Transmission Type/Condition)

\_\_\_\_\_  
 \_\_\_\_\_

Approval: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date declared surplus by City Council: \_\_\_\_\_

**This verifies that the other departments within the City government  
 have been informed of the availability of this item.**

\_\_\_\_\_  
*Initials*

**CITY OF INVERNESS EQUIPMENT AND VEHICLE ASSET FORM**

This form is required for all assets that are added or deleted from the system.  
 All lines are required to be filled in with as much information as possible.  
 Once this form is completed forward it to the City Clerk with a copy to the Finance Department.

Asset #	Year	VIN / Serial #	Mileage
	2008	1J8GS48K68C228626	45,057
Location		Description ( Make & Model)	
PW Barn		2008 Jeep G-Cherokee Laredo 2WD 4DR	

Place a check mark in the appropriate box:

Date: 1/14/25

New Asset: PO #

Dept. Parks & Rec

Asset to be destroyed:

Estimated Bid Value: \$4,000

Asset to be donated:

Asset to be sold:

NOTE: Provide Photos

Asset to be transferred:

Transferring Department: \_\_\_\_\_

Receiving Department: \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Department Director's Signature 

Department Director's Signature \_\_\_\_\_

Details: (Including Vehicle Engine/Transmission Type/Condition)

\_\_\_\_\_  
 \_\_\_\_\_

Approval: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date declared surplus by City Council: \_\_\_\_\_

**This verifies that the other departments within the City government  
 have been informed of the availability of this item.**

\_\_\_\_\_  
*Initials*

# Agenda Memorandum - *City of Inverness*

January 21, 2025

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: Annexation Request - 1409 Poe Street - First Reading

CC: Susan Jackson, City Clerk, Christopher Shoemaker, Director of Community Development

Enclosures: 1. Staff Report 1409 Poe Street  
2. Application, Record Card & Deed 1409 Poe St  
3. Public Notice Requirements 1409 Poe St  
4. Annexation Ord 2025-840 Poe St  
5. Land Use Ord 2025-841 1409 Poe St  
6. Zoning Ord 2024-842 1409 Poe St

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The property at 1419 Poe Street is a .22 acre or 9,599 square foot vacant lot located at the southern end of the city limits. A request for voluntary annexation was submitted by the property owner with future plans to build a single-family home. This annexation will allow for the inclusion of this property into the City's Utility and Sanitation programs respectively.

Annexation and changes to land use and zoning are implemented by Ordinance. This requires a public hearing and recommendation of action by the Planning and Zoning Commission to the City Council. The Planning and Zoning Commission voted 5.- 0 to recommend approval to the City Council at their meeting of January 8, 2025.

The annexation process is followed by an amendment to the City's Future Land Use Map and Comprehensive Land Use Plan; and amendment of the Official Zoning Map by designating a land use category and zoning district for the annexed parcel as follows.

**Existing Conditions:**

Future Land Use: Citrus County Coastal Lakes (CL)  
Zoning: Citrus County Coastal Lake (CL)  
Use: Residential Single-family

**Proposed Changes:**

Future Land Use: City of Inverness Low Density Residential (LD/R1)  
Zoning: City of Inverness Low Density Residential (LD/R1)  
Use: Residential Single-family

The next action is a first reading of these ordinances by the City Council this evening. A second reading with final adoption will take place at a public hearing by City Council on February 4, 2025 should the item proceed this evening.

**Recommended Action**

Annexation

1. Allow Staff to Present
2. Motion, second, and vote to read ordinance 2025-840 (Annexation) by title only
3. Deliberate the matter
4. Motion, second and vote to adopt ordinance 2025-840 on a first reading by roll call

Land Use

1. Motion, second, and vote to read ordinance 2025-841 (Land Use) by title only
2. Deliberate the matter
3. Motion, second and vote to adopt ordinance 2025-841 on a first reading by roll call

Zoning

1. Motion, second, and vote to read ordinance 2025-842 (Zoning) by title only
2. Deliberate the matter
3. Motion, second and vote to adopt ordinance 2025-842 on a first reading by roll call

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

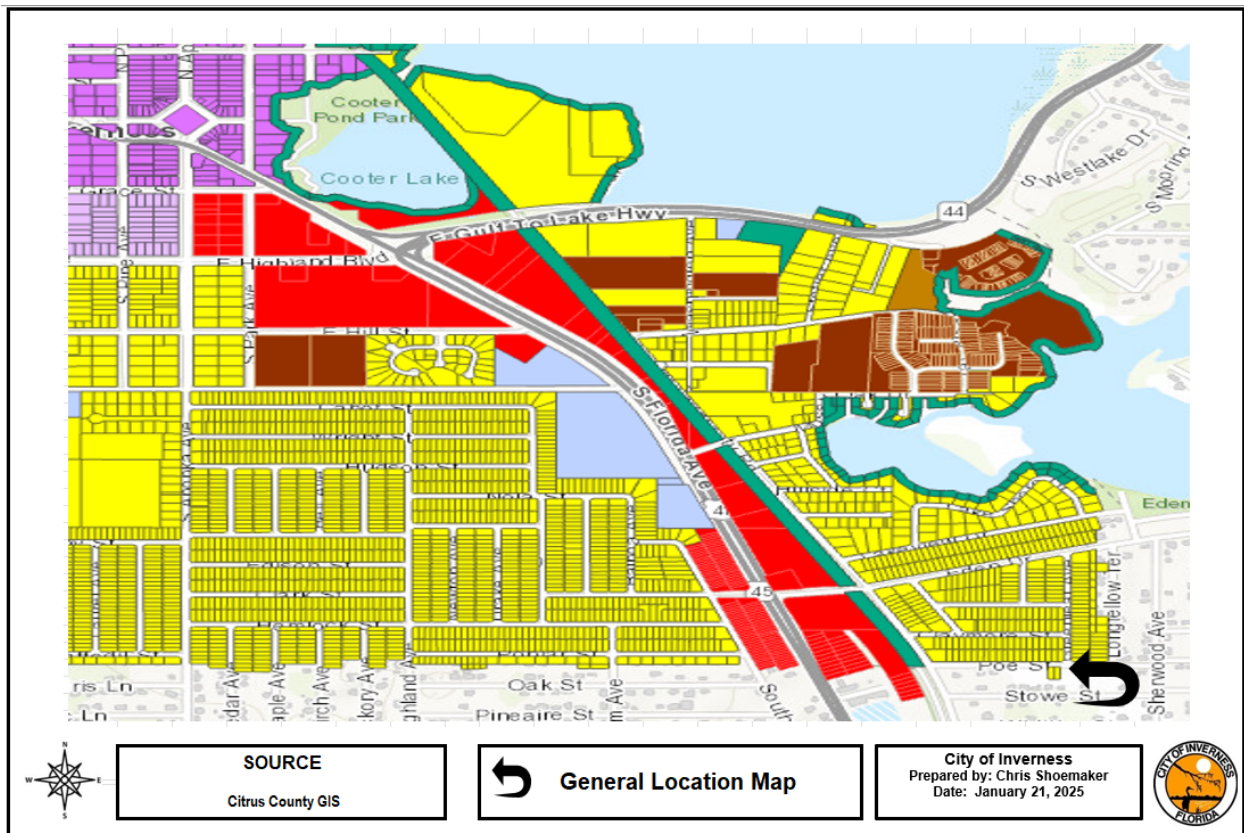
Eric C. Williams  
City Manager



# DEPARTMENT OF COMMUNITY DEVELOPMENT STAFF REPORT

## EXECUTIVE SUMMARY

- REQUEST** Voluntary Annexation, Change in Future Land Use from Citrus County Coastal Lakes District (CL) to City of Inverness Low Density Residential District (LD/R1), and Zoning Map change from Citrus County Coastal Lakes (CL) to City of Inverness Low Density Residential (LD/R1).
- PURPOSE** Applicant requests annexation, future land use amendment, and zoning map amendment for future construction of single-family residential home on 0.22-acre lot.
- DESCRIPTION** Property is located at 1409 Poe Street at the southern boundary of city limits. This action, with Planning & Zoning Commission recommendation and City Council approval, will the annex by Ordinance 2025-840, designate the future land use by Ordinance 2025-841, and amend the zoning map by Ordinance 2025-842.

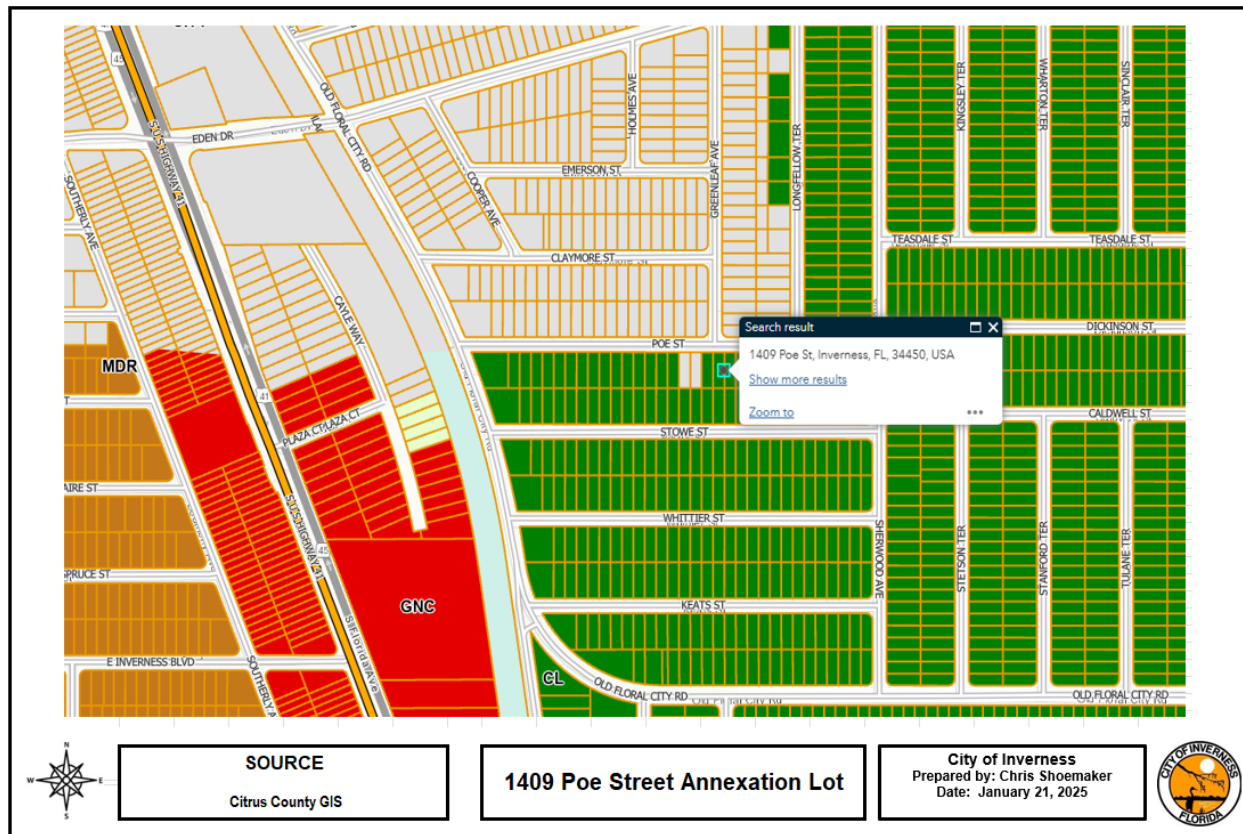


## BACKGROUND

- Petitioner: Citrus County Land, LLC
- Property Owner: Citrus County Land, LLC

## FINDINGS AND CONCLUSIONS

The proposed change in future land use designation from Citrus County Coastal Lake District (CL) to City of Inverness Low Density Residential (LD/R1) and the proposed change to the official zoning map from Citrus County Coastal Lake District (CL) to City of Inverness Low Density Residential (LD/R1) is consistent and compatible with surrounding properties. Staff recommends approval.



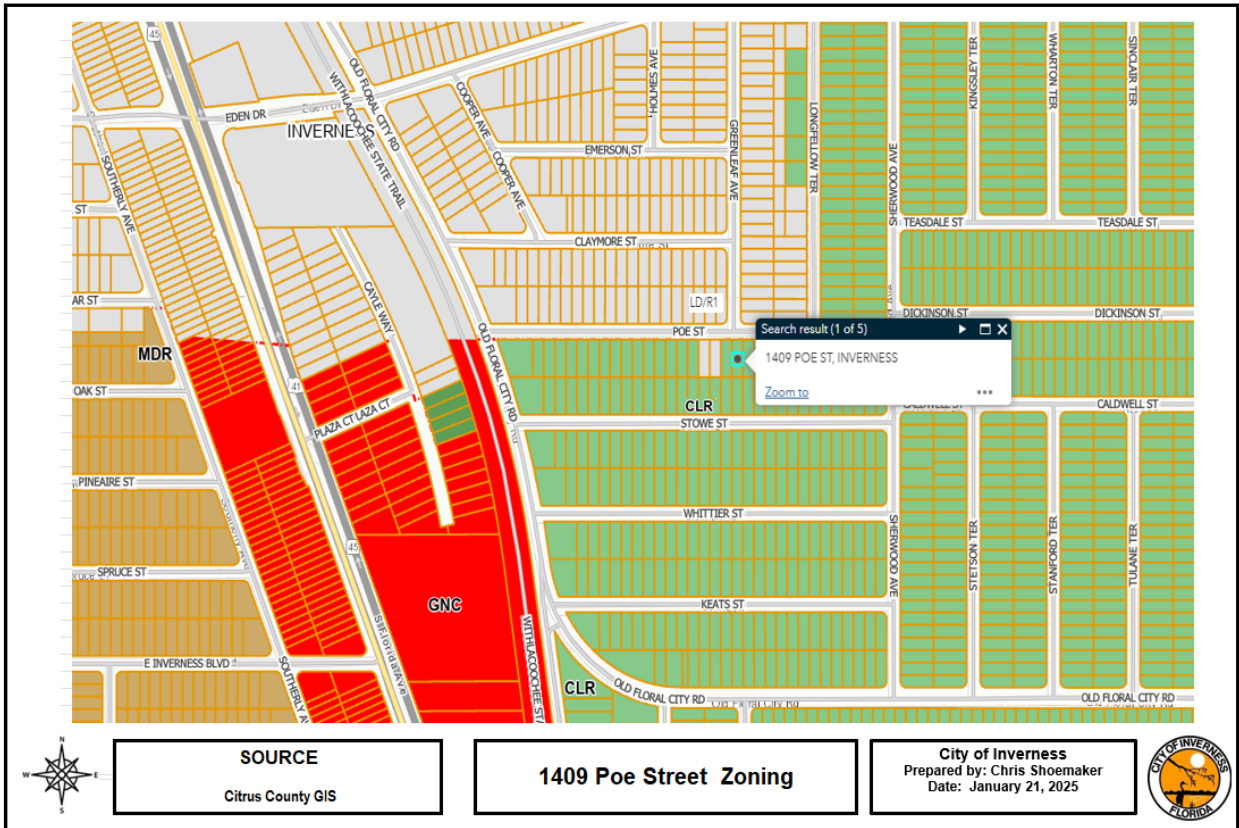
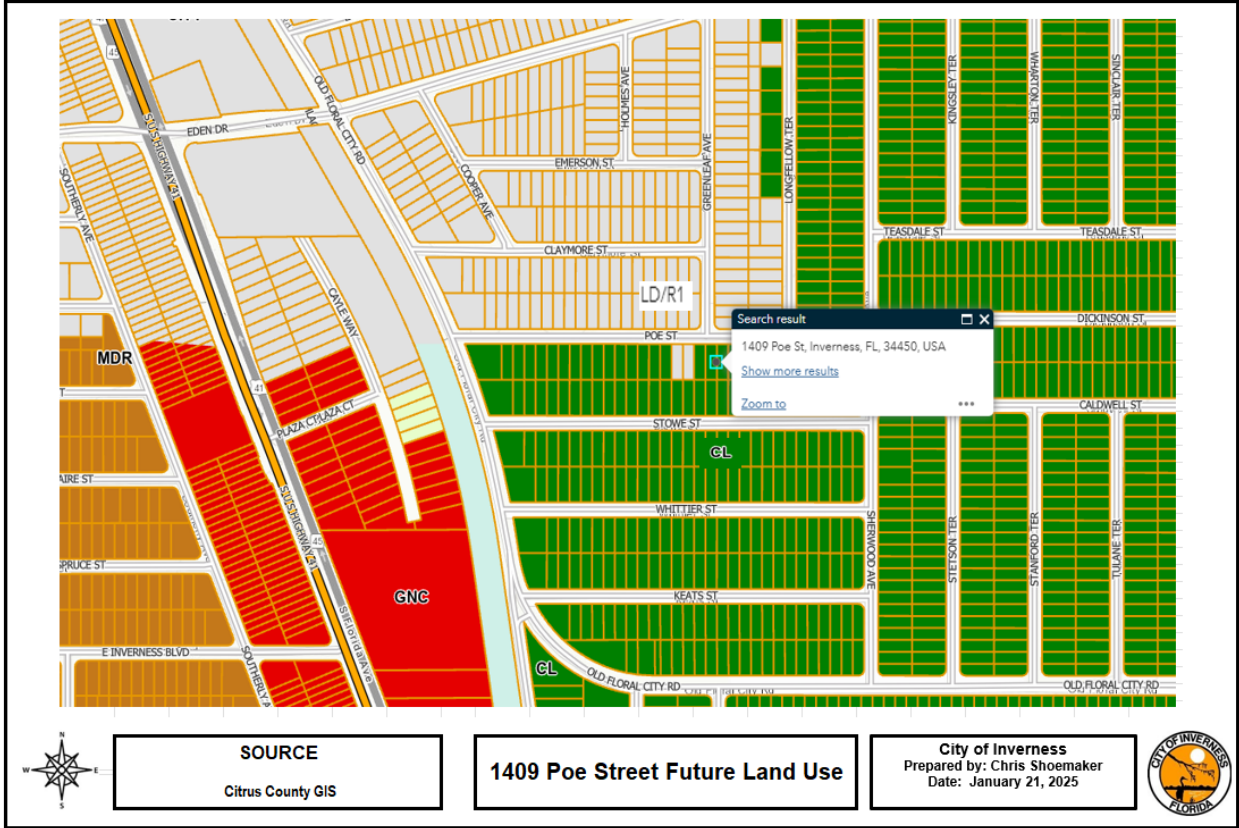
## LEGAL REVIEW

The ordinances were reviewed and approved by James Hartley, Assistant City Attorney, on December 11, 2024.

## INTERVENING ACTIVITY

Ordinance 1990-436 provided for the annexation of 1403 Poe Street into the City. This lot is the only parcel on the south side of Poe Street within City limits. This parcel is adjacent to (across the street) City limits.

Notice of Intent to Annex Property into the City of Inverness was sent registered mail to the Chairman of the Citrus County Board of County Commissioners and County Administrator on December 11, 2024, as required by Section 171.044(6) Florida Statutes.



Public Notice of Proposed Enactment of City Ordinance 2025-840 Annexation, 2025-841 Land Use and 2025-842 Zoning was published in the Citrus Chronicle for two consecutive weeks as required by Section 171.044(2) Florida Statutes.

Signage advertising the proposed actions and hearing dates was posted at the property on 12.19.24 and mailed to all property owners within 200-feet of the parcel as required by the City of Inverness Land Development Code Section 3.11(b).

The Planning and Zoning Commission held a public hearing on January 8, 2025, to consider the proposed annexation and enabling ordinances. The Commission voted 5-0 to recommend approval to the City Council.

### **STAFF RECOMMENDATION**

The proposed changes do not alter the low-density residential zoning and character of the adjacent properties within the City or Citrus County. Staff recommend approval by the City Council of the first reading of Ordinance 2025-840 Annexation; Ordinance 2025-841 Future Land Use; and Ordinance 2025-842 Official Zoning Map for 0.22 acres at 1409 Poe Street.



# City of Inverness

Community Development Department  
212 West Main Street – Inverness, Florida 34450  
(352)726-3401 - Fax (352)726-5473

DDS@Inverness.gov

## PLANNING AND ZONING APPLICATION

Please note: All applicants should attend a pre-application conference with the Community Development Director prior to filing this application.

Date: 11/04/24

Application No: \_\_\_\_\_

Applicant Name: CITRUS COUNTY LAND, LLC

Phone # \_\_\_\_\_

Address: PO BOX 700, INVERNESS, FL 34451-0700

Email Address: g.davis@INNERMEDPROPERTIES.COM Fax # \_\_\_\_\_

Applicant is:  Owner  Agent  Purchaser  Lessee  Other \_\_\_\_\_

Owner's Name: CITRUS COUNTY LAND, LLC

Phone # 352-634-4635

Address: PO BOX 700, INVERNESS, FL 34451-0700

Email Address: \_\_\_\_\_

Fax # \_\_\_\_\_

### Application Type:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Annexation  | <input type="checkbox"/> Rezoning                 | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Variance – Residential | <input type="checkbox"/> Administrative Appeal    | <input type="checkbox"/> Preliminary Plat Review      |
| <input type="checkbox"/> Variance               | <input type="checkbox"/> Final Plat               | <input type="checkbox"/> Special Exception Use        |
| <input type="checkbox"/> Road/Easement Vacation | <input type="checkbox"/> Planned Unit Development |   |
| <input type="checkbox"/> Other: _____           |   |   |

Reason for Request: \_\_\_\_\_

Project Title (If any): \_\_\_\_\_

Property Address: 1409 POE ST. INVERNESS, FL

Property size (acres): .22 80'X120'

Parcel ID Number: 2DE19521002002820 0192

Existing use of Property: VACANT

Existing Zoning: CLR

Existing land use designation: 0008 - SER NON WATERFRONT

Current number of structure(s) on the property: 0

Type of Structure(s) on the property (house, shed, etc.): NONE

Proposed use of Property: SINGLE FAMILY RESIDENTIAL

Proposed Zoning: CLR

Proposed land use designation: SER NON W.F.

Please explain your request for the proposed zoning and/or future land use: \_\_\_\_\_

What utilities currently exist on the site?

- Water     Sewer     Well     Septic     None

What utilities are proposed to be used?

- Water     Sewer     Well     Septic     None

Have any previous applications been filed within the last year in connection with this property?

- Yes     No

If yes, please describe and give application numbers: \_\_\_\_\_

**Submittal Requirements: (Check Box for each item you are attaching)**

**All applications MUST provide the following:**

- Completed Planning and Zoning Application.
- Copy of the Recorded Deed(s) for the property.
- Copy of Property Record Card(s) (available online at <http://www.citruspa.org>)
- Owner's/Agent's affidavit (last page of this application)

**All Applications MUST provide the following upon request by the City:**

- Lot Plan
- Survey of the Property
- Diagram

**Specific attachments:**

- Annexation: Complete electronic legal description in MS Word Format.
- Large Scale Comprehensive Plan Amendment (LPSPA): Complete electronic legal description in Word.
- Variance: Survey of property detailing variance request.
- Special Exception: Survey of property detailing special exception request.
- Preliminary Plat Application: 7 copies of site plan and 1 electronic copy.
- Final Plat Application: 7 copies of the plat and 1 electronic copy.
- Road/Lot/Parcel/Plat/Easement Vacation: Survey detailing request.
- Planned Unit Development (PUD) Zoning: 7 copies of site plan and 1 electronic copy.
- Other: \_\_\_\_\_

**ONLY CONCURRENT ANNEXATION, REZONING AND COMPREHENSIVE PLAN AMENDMENTS ARE ALLOWED ON A SINGLE APPLICATION**



# City of Inverness

Community Development Department  
212 West Main Street – Inverness, Florida 34450  
(352)726-3401 - Fax (352)726-5473  
DDS@Inverness-fl.gov

## Property Owner & Agent Affidavit

Before me, the undersigned authority personally appeared, GENE DAVIS (property owner's name), who being by me duly on oath, deposes and says:

1. That said authority is a fee-simple owner of the property legal described in this application.
2. That said authority desires to: ANNEX PROPERTY INTO CITY

3. That said authority (Property owner) has appointed GENE DAVIS (Agent's name to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:

- A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations and provisions of the City of Inverness, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further that this application and attachments shall become part of the Official Records of the City of Inverness, Florida are not returnable.
- B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

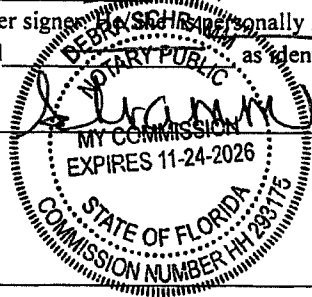
Property Owner's Signature

Agent's Signature

STATE OF FLORIDA  
COUNTY OF CITRUS

Subscribed and sworn to (or affirmed) before me on 11/4/2024 (date) by Gene Davis (name) of an affiant deponent or other signer personally known to me or has presented BE STATE SECRETARY PUBLIC as identification.

Wanda L. ...  
Public Notary



STATE OF FLORIDA  
COUNTY OF CITRUS

Subscribed and sworn to (or affirmed before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (name) of an affiant deponent, or other signer. He/She is personally known to me or has presented \_\_\_\_\_ as identification.

Public Notary

Home Parcel Search ▾

Altkey: 1785499 Parcel ID: 20E19S210020 02820 0190  
 CITRUS COUNTY LAND LLC 1409 POE ST , INVERNESS

Summary

1 of 1

- Legal
- Land & Agriculture
- Residential
- Commercial
- Misc Improvements
- Values
- Sketch
- Photos
- Permits
- Quick Links
- Map
- Pictometry

Citrus County Property Appraiser, Cregg E. Dalton

Return to Search Results  
 My Tax Year: 2025 ▾

PC Code 0000 - VACANT  
 Bldg Counts Res 0 / MH 0 / Comm 0  
 Nbhd 8709 - INV HIGHLANDS S OUT CITY LIMITS E OF 41  
 Tax District 000X - WITHLACOCHEE RIVER BASIN  
 Subdivision 001043 - INVERNESS HIGHLANDS SOUTH  
 Short Legal INVERNESS HGLDS SOUTH LOTS 19 & 20 BLK 282  
 DESC IN OR BK227 PG 352  
 Est. Parcel Sqft 9,599  
 Est. Parcel Acres .22  
 Map SC-TW-RG 21-19S-20E

Recording Activity Notification (RAN) system WORRIED ABOUT PROPERTY FRAUD?

Mailing Address

Name CITRUS COUNTY LAND LLC  
 Mailing Address PO BOX 700  
 INVERNESS FL 34451

- Actions
- Neighborhood Sales
- Printable Summary
- Printable Version

Reports

- Attribute Export
- Mailing List
- Property Record Card
- Original Trim Notice

Go

Links

Search Help

All Owners

Name	Owner Type
CITRUS COUNTY LAND LLC	BU - Business

Value History and Tax Amount

Year	Land Value	Impr Value	Just Value	Non-Sch. Assessed	Non-Sch. Exemptions	Non-Sch. Taxable	HX Cap Savings	Tax Estimate	Tax Link
2024	\$8,800	\$0	\$8,800	\$8,800	\$0	\$8,800	\$0	\$134.58	Link
2023	\$8,800	\$0	\$8,800	\$8,184	\$0	\$8,184	\$0	\$129.97	Link

Tax Estimate upon sale of the property (no assessment capping or exemptions)

Year	Tax Dist	District Name	Market Value	Millage Rate	Tax Estimate
2024	000X	WITHLACOCHEE RIVER BASIN	\$8,800	14.8306	\$134.58

Buyer Beware!

Property taxes may be affected with change in ownership. When buying real estate property, you should not assume that property taxes will remain the same. Whenever there is a change in ownership, the assessed value of the property may reset to full market value, which could result in higher property taxes. Please use our tax estimator to approximate your new property taxes. Homestead exemptions and agricultural classifications are not transferable to the new owner. You must apply for your own exemptions and agricultural classifications.

Special Assessments

Project #	Description	Amount
0131	FIRE SERVICES ASSESSMENT	\$4.07

Sales

Sale Date	Sale Price	Book/Page	Instr Type	V/I
03/18/2021	\$4,200	3145/1470	01-CORRECTIVE/QC/TD/COT	V

DISCLAIMER

Sales do not generally appear in database until approximately 8 to 10 weeks after the recording date. If a recent sale does not show up in this list, please allow more time for the sale record to be processed.

Land & Agricultural

Line	Land Use	Type	Units	Frontage	Depth	Ag Flag	Classified Value	Just Value	Zoning
1	0008-SFR NON-WATERFRONT	F-FRONT FOOT	80.00	80.0	120				CLR

**PREPARED BY:**

Tifani L. White, Deputy Clerk  
Clerk Of The Circuit Court And Comptroller  
110 North Apopka Ave  
Inverness, FL 34450

Tax Deed File No. 2020-0642TD  
Parcel ID 20E19S210020 02820 0190  
Alternate Key 1785499

**RETURN TO:**

Grantee

# Tax Deed

State of Florida  
County of Citrus

The following Tax Sale Certificate Numbered 13-6800 issued on 1st day of June, 2013 was filed in the office of the Tax Collector of this County and application made for the issuance of a tax deed, the applicant having paid or redeemed all other taxes or tax sale certificates on the land described as required by law to be paid or redeemed, and the costs and expenses of this sale, and due notice of sale having been published as required by law, and no person entitled to do so having appeared to redeem said land; such land was sold on the 17th day of March, 2021, offered for sale as required by law for cash to the highest bidder and was sold to: CITRUS COUNTY LAND, LLC whose address is: PO BOX 700, INVERNESS, FL 34451,

being the highest bidder and having paid the sum of his bid as required by the Laws of Florida.

NOW, on this 18th day of March 2021, in the County of Citrus, State of Florida, in consideration of the sum of \$4,120.00 being the amount paid pursuant to the Laws of Florida does hereby sell the following lands, situated in the County and State aforesaid and described as follows:

INVERNESS HGLDS SOUTH LOTS 19 & 20 BLK 282 DESC IN OR BK 227 PG 352

**Witness:**

Tifani L. White  
Tifani L. White  
Kammy S. Kirby  
Kammy S. Kirby

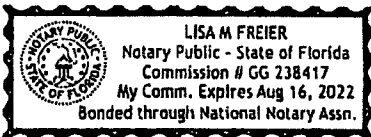
Angela Vick  
ANGELA VICK, CLERK OF THE CIRCUIT COURT AND  
COMPTROLLER  
CITRUS COUNTY, FLORIDA



State of Florida  
County of Citrus

On 18th day of March 2021, before me by means of physical presence, appeared ANGELA VICK, CLERK OF THE CIRCUIT COURT AND COMPTROLLER in and for the State and this County who is known to me to be the person described in and who executed the foregoing instrument, and acknowledged the execution of this instrument to be her own free act and deed for the use and purposes therein mentioned. Personally known to me and who did not take an oath.

Witness my hand and office seal date aforesaid.  
Lisa M. Freier  
Lisa M. Freier





# City of Inverness

Department of Administration

212 West Main Street  
Inverness, Florida 34450-0419  
Administration@Inverness.gov

(352) 726-2611

FAX (352) 726-0607

December 11, 2024

Holly Davis, Chairman  
Citrus County Board of County Commissioners  
110 N. Apopka Avenue  
Inverness, Florida 34450

**Re: Notice of Intent to Annex Property into the City of Inverness**

Dear Commissioner Chairman Davis;

Pursuant to subsection 171.044(6) Florida Statutes and at the property owner's request, the City of Inverness intends to voluntarily annex property located at 1409 Poe Street. The subject property is undeveloped and located in Citrus County. A copy of the pending public notice is attached.

Following adoption, the annexation ordinance will be filed with the Clerk of the Circuit Court, the Chief Administrative Officer of the County, and with the Department of State within seven days after the adoption.

Thank you in advance for your understanding of this action.

Sincerely

A handwritten signature in black ink, appearing to read "Eric C. Williams".

Eric C. Williams  
City Manager

Cc: Steve Howard, County Administrator  
Jacquie Hepfer, City Council President  
Susan Jackson, City Clerk  
Christopher Shoemaker, Community Development Director  
Robert Batsel, City Attorney

**SOUND OFF**

**We are behind Barek**

I just want to compliment Janet Barek for standing on her own with the homeowners on the water. I totally agree with her. If they can afford a house on the water, they need to be able to afford either good insurance or have deep enough pockets to cover the damages if disaster strikes. It's not up to the taxpayers of Citrus County or the taxpayers of the United States to pay for their house.

When you live on the water, you know the risks. Living on the water means you need to be able to afford the costs that come with it. Have a good day, and go, go, go, Janet! We're all behind you.

Meek should get back to city hall. I read a great article today about Salty Girl in Crystal River. What a pleasure - it's good to see her back in her business. Why doesn't Mayor Meek get back into City Hall instead of crying and complaining? Quit moaning and groaning and get back to work.

**Support Barek**

I'm so glad I voted for Janet Barek, our newest county commissioner. She's standing up for the people. Some of the bleeding hearts sitting there complaining about her position on not wanting to spend county money for the people flooded out in Crystal River need a reality check.

These folks bought property knowing full well that flooding was a risk. They've been flooded multiple times and continue to receive benefits. They need to improve their homes and raise them to a level that protects their property. It's not on my dime - my tax dollars shouldn't subsidize their choice to live in flood-prone areas.

Most of these people are well-off, and their property values don't offset the burden on taxpayers. Janet's right about the facts, and she's also right about not spending \$900,000 of taxpayer money on 3.5 acres of land that will produce little to no benefit.

Meanwhile, county commissioners like Holly Davis and Jeff Kinnard are influencing others to waste our tax dollars. Our roads are in bad shape, and our gas prices are higher than in surrounding counties. These commissioners call themselves conservative Republicans, but the only true conservative on the board is Janet Barek.

**We don't care about your opinion**

It's crazy. A month after a lopsided election, people with Trump Derangement Syndrome and Trump Obsession Disease still haven't come to terms with the fact that most Americans are tired of the same old politics in Washington, D.C.

What voters want is new faces, new ideas, and a departure from business as usual. In any other setting, mismanagement like what we see in government would result in doors being closed, assets being sold, and leaders being held accountable.

Trump was elected to bring change and challenge the system, and he's doing exactly that. For those still whining about Trump and his choices, here's a reality check: he doesn't care about your opinion. And frankly, neither do we.

**The bottom line**

First of all, these transgender individuals who claim to be women and want access to women's locker rooms or the ability to play women's sports - it's absurd. Where are the transgender females wanting to compete with men or access their locker rooms?

It's always men saying they're women. Girls' sports are for girls, and boys' sports are for boys. Period. That's the bottom line.

**They find ways to spend it**

Just over a month ago, our county commissioners were debating whether to lower the millage rate, given that they had millions of dollars in surplus revenue. But commissioners like Holly Davis and Jeff Kinnard decided it was "too late" or that hurricane damage made it safer to keep the rate high.

The result? Property taxes have gone up year after year. Now that they've determined there's extra money - our money - what do they do? Spend it. They're buying 3.5 acres of land for \$900,000, which provides no benefit to taxpayers.

These commissioners aren't conservative, no matter what they call themselves. They ran on promises to lower taxes and be fiscally responsible, but even with a surplus, they find ways to spend it.

**We need more like Barek**

Wouldn't it be great if we had four more commissioners like Janet Barek instead of four who blow taxpayers' money on wasteful projects?



CALL 563-0579



The Chronicle invites you to Sound Off with opinions about local and state issues by calling 352-563-0579. We do not publish Sound Offs about political candidates, political campaigns or national issues.

Since 1975 we have provided comfort that fits your budget whether it is a new state-of-the-art system or wanting your current heating and cooling system to perform at its peak.

Thank you to our over 40,000 happy customers and our dedicated staff. We are honored to serve you.



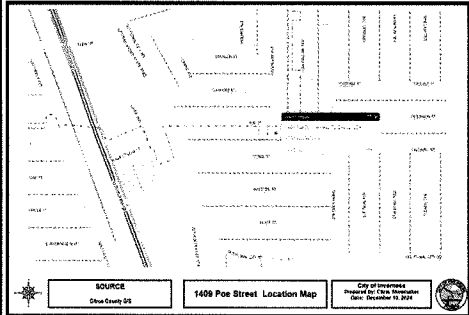
**Boy Area AIR CONDITIONING**  
THE ORIGINAL... SINCE 1975  
Get Service 7 to 7!  
Remember to Call 877-BAY-AREA  
Visit us at BayAreaCool.com

**PUBLIC NOTICE OF PROPOSED ENACTMENT**

PUBLIC NOTICE IS HEREBY GIVEN that the City of Inverness Planning and Zoning Commission and the City Council of the City of Inverness will hold Public Hearings pursuant to Section 166.041 Florida Statutes, to consider the Annexation of 1409 Poe Street that lies Outside the City limits in unincorporated Citrus County. The annexation by Ordinance 2024-840, a Small-Scale Amendment to the City of Inverness Comprehensive Plan by Ordinance 2024-841, and a proposed Amendment to the Zoning Map of the City of Inverness by Ordinance 2024-842, Florida as follows:

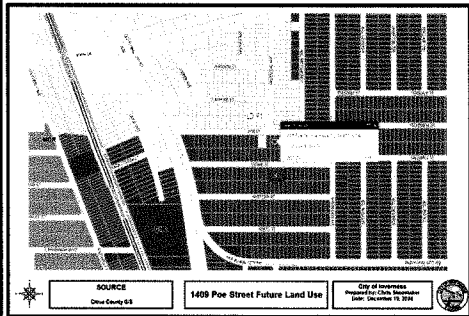
**ORDINANCE 2025-840**

AN ORDINANCE ANNEXING TO THE CITY OF INVERNESS, FLORIDA, CERTAIN PROPERTY LOCATED AT 1409 POE STREET, SECTION 21, TOWNSHIP 19 SOUTH, RANGE 20 EAST CITRUS COUNTY, FLORIDA, PURSUANT TO CHAPTER 171, FLORIDA STATUTES PROVIDING FOR TERMS AND CONDITIONS OF SAID ANNEXATION, DESCRIBING THE AREA TO BE ANNEXED; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.



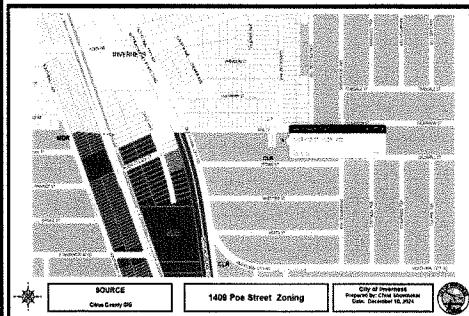
**ORDINANCE 2025-841**

AN ORDINANCE AMENDING THE FUTURE LAND USE MAP OF THE CITY OF INVERNESS, FLORIDA COMPREHENSIVE PLAN AS REQUIRED IN SECTIONS 163.3161 THROUGH AND INCLUDING SECTION 163.3248, FLORIDA STATUTES; DETAILING THE LAND USE CHANGE INVOLVED AND AMENDING THE FUTURE LAND USE MAP FOR THE PROPERTY SPECIFICALLY DESCRIBED HEREIN; RECLASSIFYING 0.22 ACRES OF ANNEXED PROPERTY FROM CITRUS COUNTY COASTAL LAKES DISTRICT ("CL") TO CITY OF INVERNESS LOW DENSITY RESIDENTIAL DISTRICT ("LD/R1"); PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR INCLUSION IN THE COMPREHENSIVE PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.



**ORDINANCE NO 2025-842**

AN ORDINANCE OF THE CITY OF INVERNESS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF INVERNESS, FLORIDA; AMENDING THE OFFICIAL ZONING MAP FOR 0.22 ACRES FROM CITRUS COUNTY COASTAL LAKES RESIDENTIAL DISTRICT (CLR) TO CITY OF INVERNESS LOW DENSITY RESIDENTIAL DISTRICT (LD/R1); PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE LAND DEVELOPMENT CODE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.



**Planning and Zoning Committee Agenda Item  
Wednesday, January 8 at 5:00 p.m.**

**1st Reading, Public Hearing:  
Tuesday, January 21, 2024 at 5:30 p.m.**

**2nd Reading, Public Hearing, Adoption by City Council:  
Tuesday, February 4, 2024 at 5:30 p.m.**

Note: All hearings are held at 212 W. Main St., Inverness, FL 34450

All interested parties may appear at the meeting and be heard with respect to the proposed ordinances.

Copy of the proposed ordinance will be on file and available for inspection by the public in the office of the City Clerk in the City Hall, 212 W. Main Street, Inverness, Florida, between the hours of 8:30 AM and 4:00 PM, Monday through Friday of each week.

Be advised that if any person or persons wish to appeal a decision of the City Council of the City of Inverness, Florida, made at this meeting, a record of the proceedings will be needed by such person or persons and a verbatim record may be needed.

This Notice is issued under my hand as the President of the City Council of the City of Inverness this December 11, 2024.

Attest: */s/ Susan Jackson*  
City Clerk

*/s/ Jacquie Hefner*  
President of City Council

1409 Poe Street

Posting of Signage for Annexation 12.19.24 by Giovanni LaFranco



**ORDINANCE 2025-840**

AN ORDINANCE ANNEXING TO THE CITY OF INVERNESS, FLORIDA, CERTAIN PROPERTY LOCATED AT 1409 POE STREET, SECTION 21, TOWNSHIP 19 SOUTH, RANGE 20 EAST CITRUS COUNTY, FLORIDA, PURSUANT TO CHAPTER 171, FLORIDA STATUTES PROVIDING FOR TERMS AND CONDITIONS OF SAID ANNEXATION, DESCRIBING THE AREA TO BE ANNEXED; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

W I T N E S S E T H:

WHEREAS, owners of real property to an unincorporated area of Citrus County which is contiguous to the City of Inverness, Florida, have petitioned the City Council of the City of Inverness that said property be annexed to the City of Inverness, Florida, in accordance with Section 171.044, Florida Statutes; and

WHEREAS, it has been determined by the City Council of the City of Inverness, Florida, that the petition bears the signature of all owners of property in the area proposed to be annexed.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA, in regular session as follows:

Section 1. City Council of the City of Inverness, Florida in accordance with the powers given and granted to said City of Inverness in and by Chapter 171, Florida Statutes, does hereby redefine the boundary lines of the City of Inverness, so as to include therein the property contiguous thereto and described as follows:

A PARCEL OF LAND LYING IN SECTION 21, TOWNSHIP 19 SOUTH, RANGE 20 EAST CITRUS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; LOTS 19 AND 20, BLOCK 232, INVERNESS HIGHLANDS SOUTH, A SUBDIVISION ACCORDNIG TO THE PLAT THEREOF RECORDED IN PLAT BOOK 227, PAGE 352, INCLUSIVE, PUBLIC RECORDS OF CITRUS COUNTY FLORIDA PART LYING IN CITY LIMITS AND PART LYING OUTSIDE OF CITY LIMITS PARCEL IDENTIFICATION NUMBER: 20E19S210020 02820 0190 AND IDENDIFICATION NUMBER 20E19S210020 02820 0200.

Section 2. Severability Clause. Should any provision or section of this ordinance be held by a Court of competent jurisdiction to be unconstitutional or invalid, such

decision shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect upon approval by the mayor, or upon becoming law without such approval.

Upon motion duly made and carried on first reading, the foregoing Ordinance was approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Upon motion duly made and carried on second reading, the foregoing Ordinance was adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF INVERNESS, FLORIDA

\_\_\_\_\_  
JACQUIE HEPFER, President

\_\_\_\_\_  
ROBERT PLAISTED, Mayor

ATTEST:

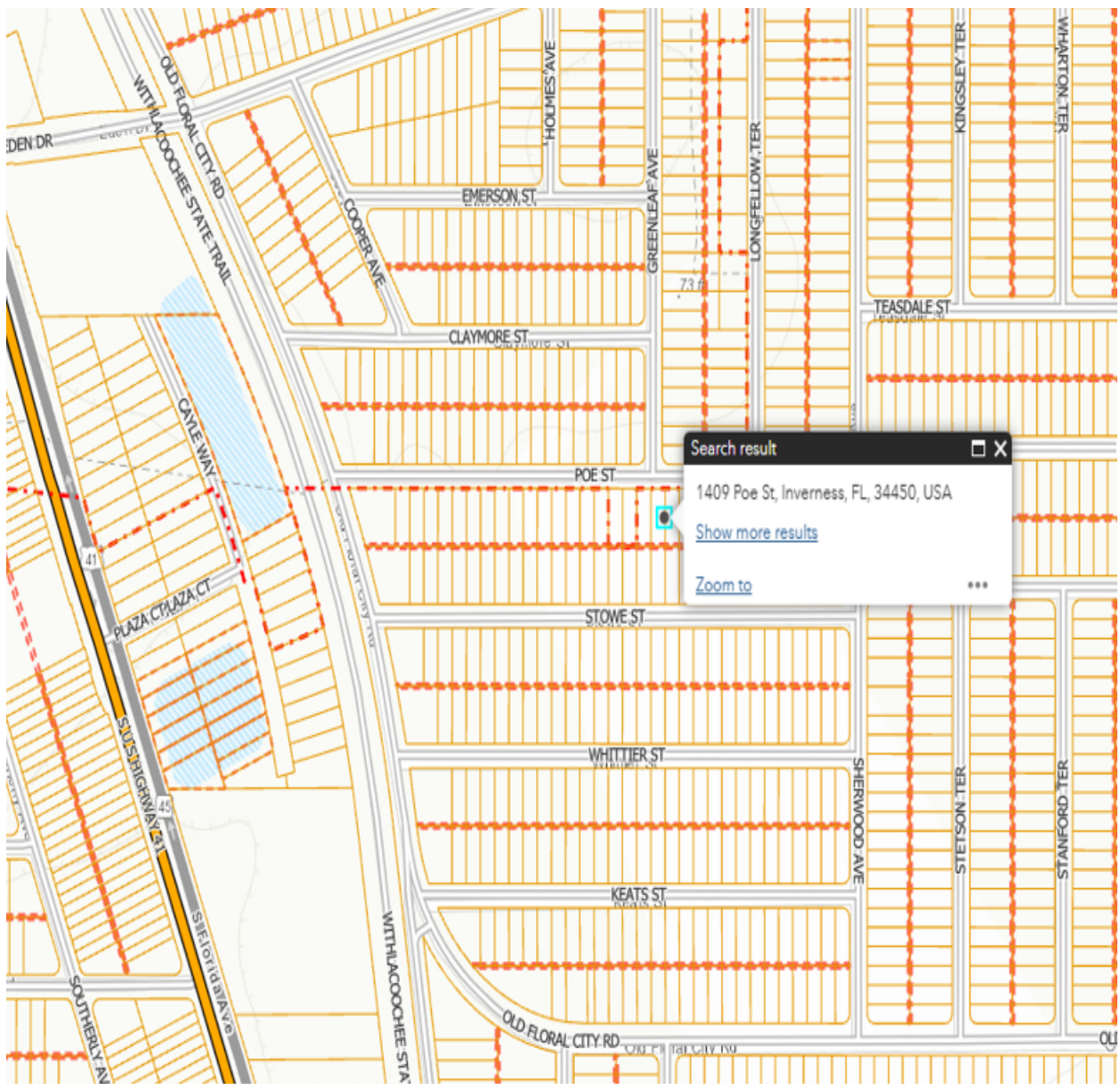
\_\_\_\_\_  
SUSAN JACKSON, City Clerk

Approved as to form and correctness:

\_\_\_\_\_  
JAMES T. HARTLEY, Asst City Attorney

## ANNEXATION CASE MAP

**OWNER:** Citrus County Land LLC  
**CASE NUMBER:** 2024-840  
**PARCEL NUMBER:** 20E19S21002002800190 and 0200  
**PROPERTY SIZE:** 0.22 acres  
**CURRENT ZONING:** Coastal and Lakes Residential District "CLR" (County)  
**PROPOSED ZONING:** Low Density Residential District "LD/R1" (City)





**ORDINANCE NO 2025-841**

AN ORDINANCE AMENDING THE FUTURE LAND USE MAP OF THE CITY OF INVERNESS, FLORIDA COMPREHENSIVE PLAN AS REQUIRED IN SECTIONS 163.3161 THROUGH AND INCLUDING SECTION 163.3248, FLORIDA STATUTES; DETAILING THE LAND USE CHANGE INVOLVED AND AMENDING THE FUTURE LAND USE MAP FOR THE PROPERTY SPECIFICALLY DESCRIBED HEREIN; RECLASSIFYING 0.22 ACRES OF ANNEXED PROPERTY FROM CITRUS COUNTY COASTAL LAKES DISTRICT (“CL”) TO CITY OF INVERNESS LOW DENSITY RESIDENTIAL DISTRICT (“LD/R1”); PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR INCLUSION IN THE COMPREHENSIVE PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the legislature of the State of Florida adopted the Local Government Comprehensive Planning and Land Development Regulation Act of 1985, as contained in Section 163.3161 through and including Section 163.3248, Florida Statutes, which required the City of Inverness, Florida to prepare and adopt a comprehensive plan in accordance with the requirements of said act; and

WHEREAS, the City Council of the City of Inverness recognizes the need to plan for orderly growth and development and has prepared a comprehensive plan which meets the requirements of the Local Government Comprehensive Planning and Land Development Regulation Act of 1985; and

WHEREAS, the City Council of the City of Inverness adopted the City of Inverness Comprehensive Plan, Ordinance 2016-713, on July 7, 2016, including a Future Land Use Map, and has approved subsequent amendments; and

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Inverness, Florida as follows:

Section 1. Short Title. This ordinance shall be known as, cited as and referred to the City of Inverness (Comprehensive Plan Amendment 25-01SSA) and shall be effective within the incorporated areas of the City of Inverness.

Section 2. The City of Inverness Comprehensive Plan Future Land Use Map is hereby amended as required by the Florida Local Government Comprehensive Planning and Land Development Regulation Act of 1985 contained in Section 163.3161 through and including Section 163.3248, Florida Statutes, and pursuant to the Code of Ordinances of the City of Inverness, Florida. The following described lands are hereby reclassified on the City of Inverness Comprehensive Plan, Future Land Use Map as set forth in Section 3, below, and as depicted on the attached “Land Use Map” attached hereto, which is incorporated by reference into this ordinance:

A PARCEL OF LAND LYING IN SECTION 21, TOWNSHIP 19 SOUTH, RANGE 20 EAST CITRUS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; LOTS 19 AND 20, BLOCK 232, INVERNESS

HIGHLANDS SOUTH, A SUBDIVISION ACCORDNIG TO THE PLAT THEREOF RECORDED IN PLAT BOOK 227, PAGE 352, INCLUSIVE, PUBLIC RECORDS OF CITRUS COUNTY FLORIDA PART LYING IN CITY LIMITS AND PART LYING OUTSIDE OF CITY LIMITS PARCEL IDENTIFICATION NUMBER: 20E19S210020 02820 0190 AND IDENDIFICATION NUMBER 20E19S210020 02820 0200.

Section 3. The City of Inverness Comprehensive Plan, Future Land Use Map is hereby amended as follows in the manner depicted on the attached map, which is incorporated by reference into this ordinance:

3.1. 0.22 acres depicted on the “Land Use Map” attached hereto is hereby reclassified from Citrus County Coastal Lakes District (“CL”) to City of Inverness Low Density Residential (“LD/R1”).

Section 4. Severability Clause. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held illegal, invalid or unconstitutional by the decision of any court or regulatory body of competent Jurisdiction, such decision shall not affect the validity of the remaining portions hereof. The City Council of the City of Inverness hereby declares that it would have passed this ordinance and each Section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more Section, subsections, sentences, clauses, or phrases be declared illegal, invalid or unconstitutional and all ordinances and parts of ordinances in conflict with the provisions of the ordinance are hereby repealed.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. Inclusion in the Comprehensive Plan. The provisions of this Ordinance shall become and be made a part of the City of Inverness Comprehensive Plan (City of Inverness Ordinance No. 2016-713). To this end, the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention, and that the word “ordinance” may be changed to “section”, “article”, “policy”, or other appropriate designation.

Section 7. The effective date of this Comprehensive Plan amendment shall be 31 days after approval by the mayor, or upon becoming law without such approval, unless the amendment is challenged pursuant to Section 163.3187(5), F.S. If challenged, the effective date of the amendment shall be the date a final order is issued by the state land planning agency, or the Administration Commission, finding the amendment in compliance with Section 163.3184, F.S. No development orders, development permits or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency, 107 East Madison Street, MSC 160, Tallahassee, Florida 32399-6545.

UPON MOTION DULY MADE AND CARRIED on first reading, the foregoing Ordinance was adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

UPON MOTION DULY MADE AND CARRIED on second reading, the foregoing Ordinance was adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

CITY OF INVERNESS, FLORIDA

BY: \_\_\_\_\_  
JACQUIE HEPFER, President

BY: \_\_\_\_\_  
ROBERT PLAISTED, Mayor

ATTEST:

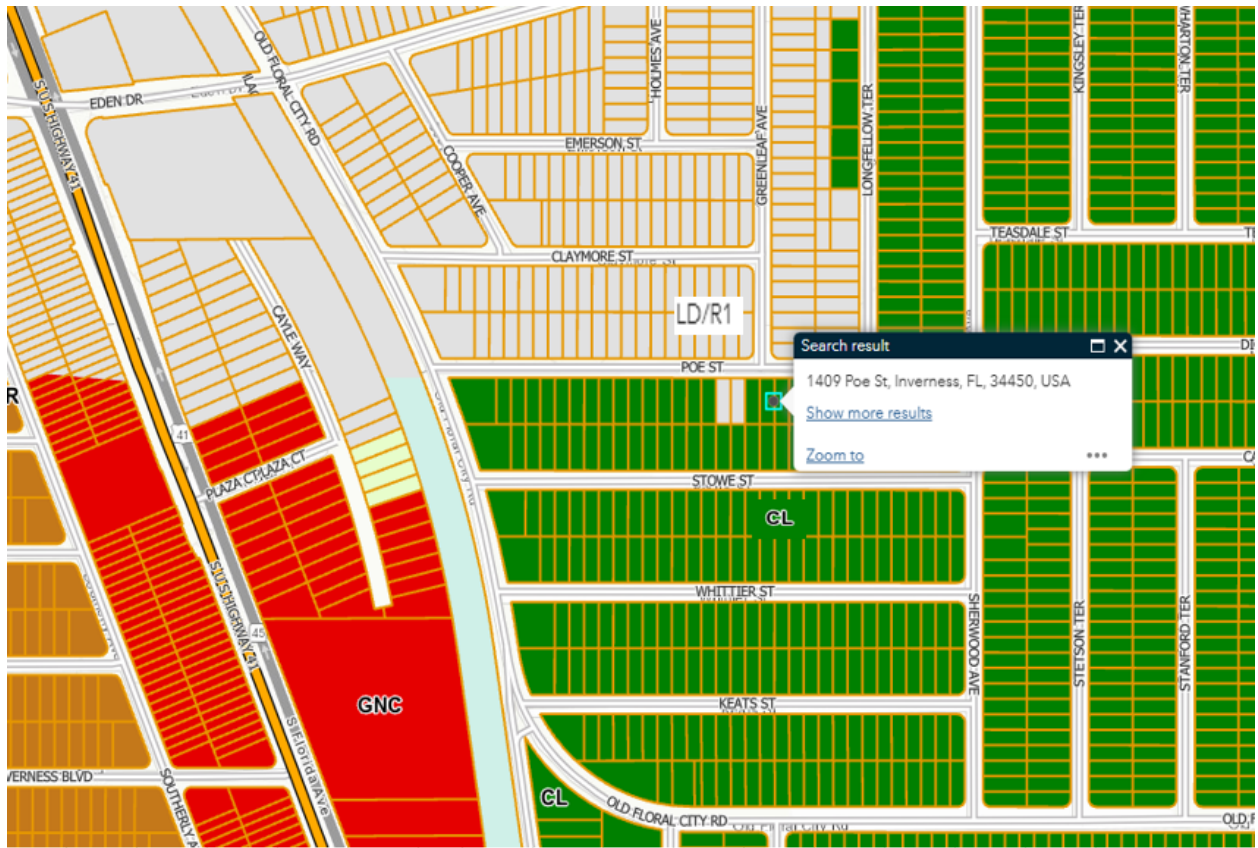
\_\_\_\_\_  
SUSAN JACKSON, City Clerk

Approved as to form and correctness:

\_\_\_\_\_  
JAMES T. HARTLEY, Asst City Attorney

## LAND USE CHANGE CASE MAP

**OWNER:** Citrus County Land LLC  
**CASE NUMBER:** 2025-01SSA  
**PARCEL NUMBER:** 20E19S210020 0280 0190 and 0200  
**PROPERTY SIZE:** 0.22 acres  
**CURRENT LAND USE:** Coastal Lakes Residential District "CL" (County)  
**PROPOSED LAND USE:** Low Density Residential District "LD/R1" (City)



## ORDINANCE NO 2025-842

AN ORDINANCE OF THE CITY OF INVERNESS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF INVERNESS, FLORIDA; AMENDING THE OFFICIAL ZONING MAP FOR 0.22 ACRES FROM CITRUS COUNTY COASTAL LAKES RESIDENTIAL DISTRICT (CLR) TO CITY OF INVERNESS LOW DENSITY RESIDENTIAL DISTRICT (LD/R1); PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE LAND DEVELOPMENT CODE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Inverness recognizes the need to plan for orderly growth and development; and

WHEREAS, the City Council of the City of Inverness adopted the City of Inverness Comprehensive Plan, Ordinance 2016-713 on June 7, 2016 and subsequent amendments; and

WHEREAS, Chapter 163 Part II, Florida Statutes provides for and empowers the City to adopt Land Development Regulations, and

WHEREAS, the Planning and Zoning Commission of the City of Inverness held the required public hearings with public notice having been provided and, reviewed and considered all comments received during said public hearing and the amendment report concerning said application for amendment described below; and

WHEREAS, the City Council of the City of Inverness has determined that all provisions of this ordinance are consistent with the City of Inverness Comprehensive Plan.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Inverness, Florida as follows:

Section 1. Short Title. This ordinance shall be known as, cited as and referred to the City of Inverness Zoning Map Amendment 2025-01-ZO and shall be effective with the incorporated areas of the City of Inverness.

Section 2. Revisions and Additions to the Zoning Map of the City of Inverness. Pursuant to Chapter 4 of the Land Development Code, the City of Inverness Zoning Map is hereby amended in conformity with the Zoning Map attached hereto and hereby incorporated, assigning new zoning designations to the lands described in the attached map. This City of Inverness Zoning Map Amendment 2025-01-ZO is adopted pursuant to Chapter 163 Part II, Florida Statutes, assigning a Residential (LD/R1) to 0.22 acres to the lands described on the corresponding portions of the attached Zoning Map.

Section 3. Severability Clause. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held illegal, invalid or unconstitutional by the decision of any court or regulatory body of competent Jurisdiction, such decision shall not affect the validity of the remaining portions hereof. The City Council of the City of Inverness hereby declares that it would

have passed this ordinance and each Section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more Section, subsections, sentences, clauses, or phrases be declared illegal, invalid or unconstitutional and all ordinances and parts of ordinances in conflict with the provisions of the ordinance are hereby repealed.

Section 4. Inclusion in the Land Development Code. The provisions of this Ordinance shall become and be made a part of the City of Inverness Zoning Map. To this end, the sections of this ordinance may be renumbered or re-lettered to accomplish such intention, including graphic revision to the zoning map.

Section 5. The effective date of this ordinance shall be the same as the effective date of Ordinance 2024-840.

Upon motion duly made and carried on first reading, the foregoing Ordinance was approved on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Upon motion duly made and carried on second reading, the foregoing Ordinance was adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

CITY OF INVERNESS, FLORIDA

\_\_\_\_\_  
JACQUIE HEPFER, President

\_\_\_\_\_  
ROBERT PLAISTED, Mayor

ATTEST:

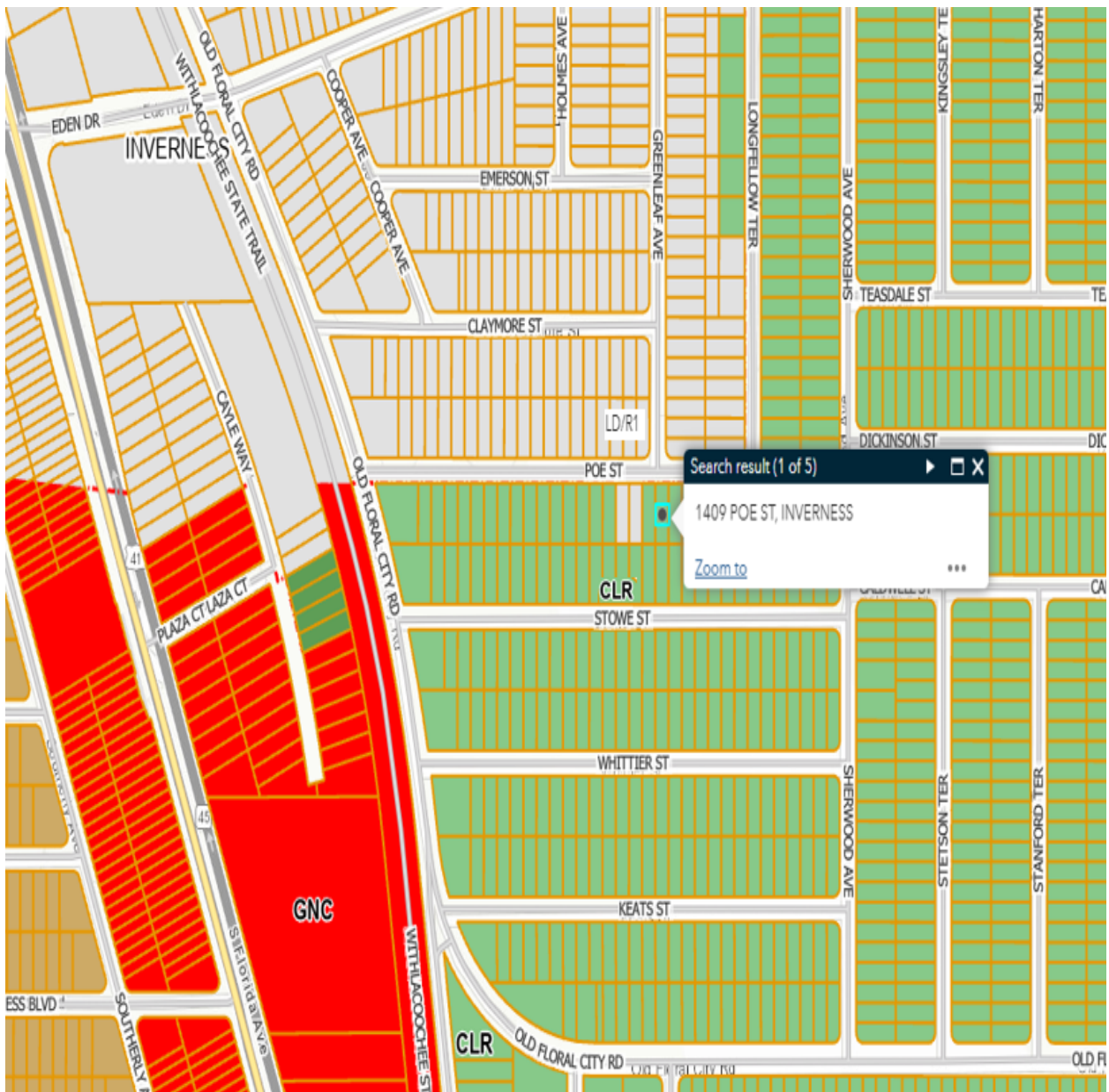
\_\_\_\_\_  
SUSAN JACKSON, City Clerk

Approved as to form and correctness:

\_\_\_\_\_  
JAMES HARTLEY, Asst. City Attorney

## ZONING CASE MAP

**OWNER:** Citrus County Land LLC  
**CASE NUMBER:** 2025-01-ZO  
**PARCEL NUMBER:** 20E19S21002002800190 and 0200  
**PROPERTY SIZE:** 0.22 acres  
**CURRENT ZONING:** Coastal Lakes Residential District "CLR" (County)  
**PROPOSED ZONING:** Low Density Residential District "LD/R1" (City)





# Agenda Memorandum - *City of Inverness*

January 21, 2025

TO: Elected Officials

FROM: Frank Calascione, Assistant City Manager

SUBJECT: Pine Ave Stormwater and Parking Expansion Improvements - Professional Services\*

CC: Eric Williams, City Manager, Susan Jackson, City Clerk, Alexis Koter, Finance Director, Rob Pell, Assistant Public Works Director

Enclosures: 1. Pine Ave Stormwater and Parking Scope3

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The City of Inverness continues to make great strides to address stormwater concerns identified in the Stormwater Master Plan completed in 2022. In 2023 the City Council authorized Vanasse Hangen Brustlin, Inc. (VHB) to initialize and prioritize the \$450,000 LPQ0033 Grant Agreement received from Florida Department of Environmental Protection (FDEP), Springs and Watershed Restoration Program. This professional service effort resulted in the selection of Pine Avenue for design, permitting, and construction of a proposed stormwater improvement (Scope #1).

The project scope was expanded in 2024 (Scope #2) to include the conversion of the failing stormwater structure at the north end of the existing parking lot into new paved parking spaces, and the requisite installation of piping for storage/transmission of stormwater below the new parking and upsizing of the proposed retention pond on City property (corner of Zephyr St. and N. Pine Ave.) across N. Pine Ave. to treat the stormwater that is transmitted there.

The request before Council this evening is to consider the attached professional services proposal from VHB for expanded Scope #3 that would include repair and resurfacing of the existing parking lot on N. Pine and add additional parking spaces on City owned property to the south of the lot (towards Dampier St.). Scope #3 will not be grant eligible for funding under the existing FDEP Grant, for either design or construction. However there is ample funding in the ICRA Downtown Parking Fund to finance Scope #3's design this fiscal year. Scope #3's construction funding could be allocated from ICRA Revenue funds or from the ample amounts in the ICRA Downtown Parking Fund.

The expanded Scope #3 provides professional services including the following:

- Project Administration: Grant Assistance, Meetings and Communication
- Geotechnical services to facilitate design and permitting
- 60%, 100% and Final Submittal including design plans, construction cost estimate, and permit
- Utility coordination
- Bid Assistance
- Construction Administration Services

The proposed cost for the aforementioned scope of services is \$46,492.15 and an allowance for additional direct expenses up to \$1,197.15. It is recommended Council proceed to approve the proposal as presented and leverage the efficiencies of the consolidated project's design and construction.

***Recommended Action –***

1. Motion and second to approve the proposal for professional services with Vanasse Hangen Brustlin, Inc. (VHB) in the amount of \$46,492.15, with an allowance of up to \$1,197.15 for additional direct expenses, as presented and authorize the City Manager to execute the document.
2. Deliberate the matter
3. Vote the matter

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

Eric C. Williams

## **WORK AUTHORIZATION**

### **Proposed Pine Avenue Stormwater Pond and the Existing N. Pine Avenue Parking/Pond Modifications**

**CITY OF INVERNESS, FLORIDA**

**AMENDMENT NO 1 TO VHB PROJECT NO. 63750.06**

**JANUARY 6, 2025**

#### **PROJECT DESCRIPTION**

The City of Inverness (CITY) had previously requested Vanasse Hangen Brustlin, Inc. (VHB) to provide professional engineering services to develop modified construction plans for the proposed stormwater pond at the southwest corner of the intersection of Pine Avenue and Zephyr Street in a CITY owned parcel (Scope 1) and to modify the existing parking area and stormwater management facilities in a CITY owned parcel on N. Pine Avenue with the goal of achieving additional parking (Scope 2).

The CITY has requested VHB to expand the scope of services on the already contracted project to develop construction plans by adding an additional parking area in the CITY owned parcel to the south of the existing lot on N. Pine Avenue and to repair and resurface the existing parking lot (Scope 3).

The proposed stormwater pond from Scope 1 at the intersection of Pine Avenue and Zephyr Street will accommodate the runoff generated from the new parking lot. The proposed pond will be designed to provide water quality treatment to an existing segment of Pine Avenue and existing parking area that currently drains to Henderson Lake and the new parking area included in this amendment. The following sections detail the tasks needed to complete the design included in this Scope 3.

The work for Scopes 1 and 2 is included in a grant from the Florida Department of Environmental Protection (FDEP). However, the tasks specified in Scope 3 are not covered by the FDEP grant.

The CITY parcel where the new parking will be located, is outside the 100-yr floodplain, therefore no floodplain compensation is anticipated.

#### **SCOPE OF SERVICES**

VHB will prepare the Final Design and Contract Documents for the proposed Pine Avenue stormwater pond; the modifications to the existing parking area and stormwater pond/facilities at the N. Pine Avenue Parking Area; and the proposed parking area to the south of the existing parking lot at N. Pine Avenue. The scope will also include assisting the CITY with bidding, and construction administration services.

VHB has included Geotechnical and Environmental Consultants (GEC) as a sub-consultant to support geotechnical components of the design. VHB has developed the following tasks to accomplish the design goals.

## **1.0 Project Administration**

### **1.2 –Meetings and Communication**

The VHB project manager and up to 1 additional technical staff member will attend each meeting. Up to six (6) additional virtual meetings are anticipated as described below:

1. Project kick-off meeting.
2. 60% plans submitted and review meeting.
3. Utility coordination meeting.
4. Final plans submitted review meeting.
5. Six (6) monthly progress meetings with the CITY, as required for the duration of the project.

## **2.0 Survey**

### **2.1 –Topographical Survey**

To support planning and engineering of the proposed development, VHB will prepare a Topographical Survey of the upland area of the project site where the new parking will be located. The topographical data will be based upon an approximate 50-foot grid, with additional spot elevations as required, and depicted with 1-foot contours. It will extend to 25-feet beyond each boundary line and include the full width of adjoining Right of Ways. The survey will be made in accordance with the Standards of Practice as defined in Chapter 5J-17.050-.052 of the Florida Administrative Code (F.A.C.) and in accordance with Chapter 472.027 of the Florida Statutes (F.S.) and specifically accomplish:

- Establishment of Vertical Control throughout the project. Vertical Control will be based on the North American Vertical Datum of 1988 (NAVD88).
- Provide spot elevations within the proposed project site area where the new parking will be located on an approximate 50-foot grid and overlapping the boundary by 25-feet.
- Collect and plot topographical data across the full width of adjoining Rights of Ways.
- Locate and Map visible above ground evidence of utility lines and utility markings.
- Prepare a topographical Survey Map.

## **3.0 Geotechnical services**

VHB will contract with Geotechnical and Environmental Consultants, Inc. (GEC) to provide subconsultant services to perform the below tasks. VHB will not direct, supervise or influence their work activities or product. VHB's responsibility will be to communicate with and manage the subconsultant as part of the consulting team:

As per GEC proposal, subconsultant will perform the following tasks:

- Stake/mark pavement core locations at the site.
- Clear utilities at the boring locations, if needed.
- Mobilize pavement coring equipment and personnel.
- Perform 2 auger borings to a depth of 5 feet.
- Mobilize pavement coring equipment and personnel.
- Perform a total of 2 six-inch diameter pavement cores through the asphalt and base material.
- All core holes will be patched with in-kind materials.
- Perform routine laboratory soil classification tests to enhance visual soil classification of samples

obtained.

- Issue a geotechnical engineering report signed and sealed by a Geotechnical Engineer licensed in Florida that will address the following topics:
  - Subsurface conditions at the boring locations
  - Document asphalt pavement conditions (asphalt and base thickness, subgrade type and any crack depths) based on our pavement evaluation and pavement cores.
  - Provide photographs of all asphalt cores
  - Measured and estimated seasonal high groundwater depths
  - Site preparation
  - Fill selection, placement, and compaction
- Issue a geotechnical engineering report signed and sealed by a Geotechnical Engineer licensed in Florida.

#### **4.0 Stormwater Assessment**

VHB will modify the existing ICPR model to represent both existing and proposed conditions. Utilizing survey data and supplementary LiDAR information, VHB will accurately delineate the contributing basin areas. The model's purpose is to assess the volume of runoff generated by the proposed parking and other contributing areas, and to determine the additional pond capacity needed to manage stormwater from all contributing areas. The analysis will also establish the appropriate type of drainage system required to handle the parking lot runoff and the necessary treatment volume to comply with Southwest Florida Water Management District (SWFWMD) water quality standards. Information provided by the geotechnical engineer will be used by VHB to estimate seasonal high-water elevations for this evaluation.

#### **5.0 60% Submittal**

VHB will prepare 60% plans for the additional drainage improvements proposed in the Project Description. The 60% plans will contain a project design that is ready for permitting and utility coordination. Along with the 60% plans, VHB will submit the design documentation, which will include the basis of design for improvements proposed. VHB will prepare the design documentation in a memorandum format.

VHB will submit a 60% Stormwater Drainage memo, and 60% Construction Estimate for the CITY's review and approval.

VHB will design the plans utilizing the Florida Department of Transportation (FDOT) design standards and specifications as appropriate.

#### **6.0 Utility Coordination**

VHB will provide the City of Inverness with the 60% plans to identify potential conflicts. Once the conflicts are identified, the CITY will communicate with the survey team and impacted utility companies to confirm the utility conflicts within the proposed stormwater improvements corridors. If utilities need to be adjusted, the CITY will coordinate with the impacted utilities to have the utilities relocated. No utility design or permits are anticipated.

## **7.0 Permits**

VHB will prepare and submit the following permit applications to address the additional design required: Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP).

VHB will analyze the environmental impacts for the project in accordance with the requirements of SWFWMD as the proposed improvements will require an ERP. VHB will prepare and submit the environmental and engineering portions of one (1) ERP application to the SWFWMD for the project. VHB will complete the following items:

- Sections A, C, and E of the ERP Application.
- Supporting calculations documentation, tables, exhibits, and figures.
- Prepare written responses for up to two Requests for Additional Information (RAI) by the SWFWMD regarding elements of the ERP application prepared by VHB.

## **8.0 100% Submittal**

VHB will provide responses to the 60% CITY provided comments, incorporate the comments, and prepare the 100% plans for the additional drainage improvements proposed in the Project Description. VHB will update the 100% Stormwater Drainage memo, and 100% Construction Estimate for the CITY's review and approval.

## **9.0 Final Delivery**

VHB will incorporate the 100% CITY provided comments as applicable, provide written responses to the 100% comments, and prepare the final signed and sealed design and documentation for the additional drainage improvements proposed in the Project Description.

VHB will submit the Final Design Documentation memo, Final Signed and Sealed Stormwater / Drainage documentation, Final Construction Estimate, and Final Q/C Plans and Check list for the CITY's review and approval.

The Final Submittal will also include the Bid Tab in Excel format, the Construction Scope of Services in Word format, and copies of applicable permits.

## **10.0 Bid Assistance**

VHB will prepare the Bid Plans, Bid Tab in Excel format, the Construction Scope of Services in Word format and copies of applicable permits and assist the CITY with the bid and bid review. VHB will also assist in the response to questions from prospective bidders and will attend pre-construction meeting.

## **11.0 Construction Administration Services**

VHB will assist in construction administration with attendance of the pre-construction meeting, 1 additional field visit, punch list meeting and final walk through. This scope assumes field visits for 2 VHB technical staff. It also assumes the review of shop drawings for drainage structures, pipes and up to 1 additional RFI response. VHB will prepare record drawings, based on the as-built drawings, made by the contractor for the project. Record drawings will be submitted to the CITY in PDF format.

## **DELIVERABLES**

VHB will submit the following deliverables:

- Electronic PDF submittal of the 60% plans and Electronic PDF Drainage Report
- Electronic PDF submittal of the 100% plans
- Electronic PDF submittal of the Final plans
- Record Drawings and SWFWMD As-Built Certification

## **SERVICES NOT INCLUDED**

The following services are not anticipated, and therefore, not included in this Agreement at this time:

- Environmental services other than as stated in the proposal
- Construction Inspection Services
- As-Built Plans
- Hazardous Material Testing (including PSI and DSI)
- Cultural Resource Survey
- Permit applications beyond the ERP and Section 404 Assumption
- Utility Design and permitting other than as stated in the proposal
- Technical specifications - will reference FDOT Standard Specifications
- Title Search Based Right of Way survey
- Right-of-Way Acquisition Services
- Structural Engineering Services
- Temporary Traffic Control Plans
- Landscape Elevations/Sections
- Tree Location/Identification Survey
- Photometrics Analysis
- Signing & Pavement Marking Plans
- 100-year flood study and FEMA permitting
- Engineer's Estimates other than the 60%, 100%, & Final

Should work be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the client's request, which contains the Scope of Services, fee, and schedule required to complete the additional work items.

## **SCHEDULE**

VHB will begin performance of the above services on the date written authorization to proceed is received. The schedule is also subject to timely delivery of information promised by the client and is inclusive of client and local review of interim products. It is anticipated that the additional time to incorporate these improvements to the project design will be 6 months from the time written authorization to proceed is received.

**CLIENT FURNISHED INFORMATION**

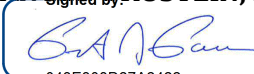
VHB will rely upon the accuracy and completeness of Client-furnished information in connection with the performance of services under this Amendment. Client shall provide VHB with project-related technical data including, but not limited to, the following:

- Available Construction Records
- Existing Utility Location Plans
- Existing GIS Data (utility, storm, contours, etc.)

**COMPENSATION**

VHB will perform the Scope of Services contained in this Agreement as outlined in Staff Hours/Fee Summary Table 1, attached. VHB will perform the Scope of Services contained in this Agreement on a Lump Sum basis. The total not to exceed fee for this Scope of Services is \$46,492.15. Included in the compensation summary, VHB shall be reimbursed for additional expenditures made specifically for the project such as: printing and reprographics; travel; computer charges; telephone charges; shipping, postage, and courier service charges; purchase of maps and similar documents; etc. These additional direct expenses will be billed at cost not to exceed \$1,197.15.

**VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION**

Signed by:  
  
 043E308D27A2422...

By: \_\_\_\_\_  
Peter Pavao, PE, PTOE, RSP

Title: Orlando Operations Manager

Date: \_\_\_\_\_

**CITY OF Inverness, FLORIDA**

By: \_\_\_\_\_  
Eric Williams

Title: City Manager

Date: \_\_\_\_\_

**Proposed Pine Avenue Stormwater Pond and  
the Existing N. Pine Avenue Parking/Pond Modifications, City of Inverness, FL  
Staff Hour Summary  
Table No. 1**

Task No.	Task Description	Staff Hours					Total Hours	Sub Task Fee	Task Fee
		Project Manager \$305	Project Engineer \$200	Engineer \$120	Survey Field Staff \$180	Survey Office Staff \$80			
<b>1.0</b>	<b>Project Administration</b>							<b>\$1,810</b>	
	1.2 Meetings and Communication	2	6			8	\$1,810		
<b>2.0</b>	<b>Survey</b>							<b>\$3,100</b>	
	2.1 Topographical Survey		2.5		10	10	\$3,100		
<b>3.0</b>	<b>Geotechnical</b>							<b>\$0</b>	
	Done by a Sub (GEC)								
<b>4.0</b>	<b>60% Submittal</b>							<b>\$20,825</b>	
	ICPR Model	2	30			32	\$6,610		
	60% Plans	4	8	40		52	\$7,620		
	Drainage Report	2	16	6		24	\$4,530		
	60% Construction Cost Estimate	1	4	8		13	\$2,065		
<b>5.0</b>	<b>Utility Coordination</b>							<b>\$1,860</b>	
			2	8		12	\$1,860		
<b>6.0</b>	<b>Permits: staff hours included with 63750.05 and 63750.06</b>								
<b>7.0</b>	<b>100 % Submittal</b>							<b>\$4,755</b>	
	100% Plans and Drainage Documentation	2	4	16		22	\$3,330		
	100% Construction Cost Estimate	1	2	6		9	\$1,425		
<b>8.0</b>	<b>Final Delivery</b>							<b>\$4,035</b>	
	Final Plans and Drainage Documentation	2	4	12		18	\$2,850		
	Final Construction Cost Estimate	1	2	4		7	\$1,185		
<b>9.0</b>	<b>Construction Administration Services</b>							<b>\$3,520</b>	
	Pre-Construction Meeting & Field Visits		3	6		9	\$1,320		
	Shop Drawings and RFIs		3	6		9	\$1,320		
	Record Drawings and SWFWMD As-Built Certification		2	4		6	\$880		
	<b>Subtotal Hours</b>	<b>17</b>	<b>88.5</b>	<b>116</b>	<b>10</b>	<b>10</b>	<b>243.5</b>		
	Percent of work	7%	36%	48%	4%	4%	100%		

<b>VHB Fee</b>	
Salary	\$39,905.00
<b>SUBTOTAL VHB</b>	<b>\$39,905.00</b>
<b>3.0 Geotechnical Sub</b>	<b>\$5,390.00</b>
<b>Expenses (3% of total fees)</b>	<b>\$1,197.15</b>
<b>Lump Sum Engineering Fee</b>	<b>\$46,492.15</b>

VHB 1/6/2025



December 20, 2024

VHB

225 E. Robinson Street, Suite 300  
Landmark Center Two  
Orlando, Florida 32801-4326

Attention: Mr. Auristela Mueses, P.E.

Subject: Proposal for Geotechnical Engineering Services  
**CITY OF INVERNESS POND AT NORTH PINE AVENUE AND ZEPHYR STREET**  
**Pavement Evaluation**  
Inverness, Florida  
GEC Proposal No. 11724G1

Dear Ms. Auristela:

Geotechnical and Environmental Consultants, Inc. (GEC) is pleased to provide this proposal for the above-referenced project. Our proposed scope of services is based on the project information you provided to us, as shown on **Attachment 1**, and our correspondence on December 19, 2024. The purpose of this investigation is to explore soil and groundwater conditions at the site and to use the information obtained to provide geotechnical engineering recommendations for site preparation, and design and construction of the planned parking expansion. This proposal presents our understanding of the project, our recommended scope of services, and a cost and schedule for providing those services.

### **Site Location and Description**

The site is located at the northeast corner of the intersection of North Pine Avenue and West Dampier Street in Inverness, Florida as shown on **Attachment 1**. Vegetation on the property is comprised of grass with minor tree cover. The site topography can be described as mostly flat. An existing parking lot is present north of the planned expansion.

We understand that project plans for this site include the expansion of the existing parking lot as well as resurfacing the existing lot.

## Scope of Services

Based on the project information provided, our experience, and the local standard of care, we recommend the following scope of services:

- Stake/mark pavement core locations at the site.
- Clear utilities at the boring locations, if needed.
- Mobilize pavement coring equipment and personnel.
- Perform 2 auger borings to a depth of 5 feet.
- Mobilize pavement coring equipment and personnel.
- Perform a total of 2 six-inch diameter pavement cores through the asphalt and base material.
- All core holes will be patched with in-kind materials.
- Perform routine laboratory soil classification tests to enhance visual soil classification of samples obtained.
- Issue a geotechnical engineering report signed and sealed by a Geotechnical Engineer licensed in Florida that will address the following topics:
  - Subsurface conditions at the boring locations
  - Document asphalt pavement conditions (asphalt and base thickness, subgrade type and any crack depths) based on our pavement evaluation and pavement cores.
  - Provide photographs of all asphalt cores
  - Measured and estimated seasonal high groundwater depths
  - Site preparation
  - Fill selection, placement and compaction

## Cost

The cost to provide the scope of services is a Limiting Amount fee of \$5,390.00. **Attachment 2** documents our detailed scope of services and fees. *(Our fees will be billed based on the actual units of work performed and the unit rates shown on Attachment 2; however, we will not exceed the limiting amount without your authorization.)*. This fee includes an electronic copy of our report emailed to you.

## Schedule

Our schedule to complete the work will be about 5 to 6 weeks from your written notice to proceed. If requested, verbal recommendations can be provided after the fieldwork is

completed. Our schedule is highly dependent on Sunshine 811 and the utility providers/locators clearing the soil boring locations within the allotted 48 hour time frame.

### **Authorization**

You may confirm your authorization to proceed by providing us with your Subconsultant Work Order.

Upon your acceptance of this proposal, please forward current property contact information so we can coordinate access to the site for our field activities.

### **Limitations**

This proposal is subject to the following limitations:

- The site will be accessible to the drilling equipment assumed above. If other types of drilling equipment become necessary due to site and/or weather conditions, appropriate adjustments to the actual fees will be necessary
- Undisturbed samples and consolidation tests are not included, unless stated above
- We assume no responsibility for damage to underground utilities and/or structures that are not located by the owner or Sunshine State One-Call
- Assessment of environmental contamination at the site is not included

### **Closure**

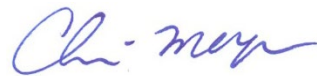
GEC appreciates the opportunity to submit this proposal. If you have any questions regarding this proposal, or if we can be of further assistance, please contact the undersigned.

Very truly yours,

GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS, INC.



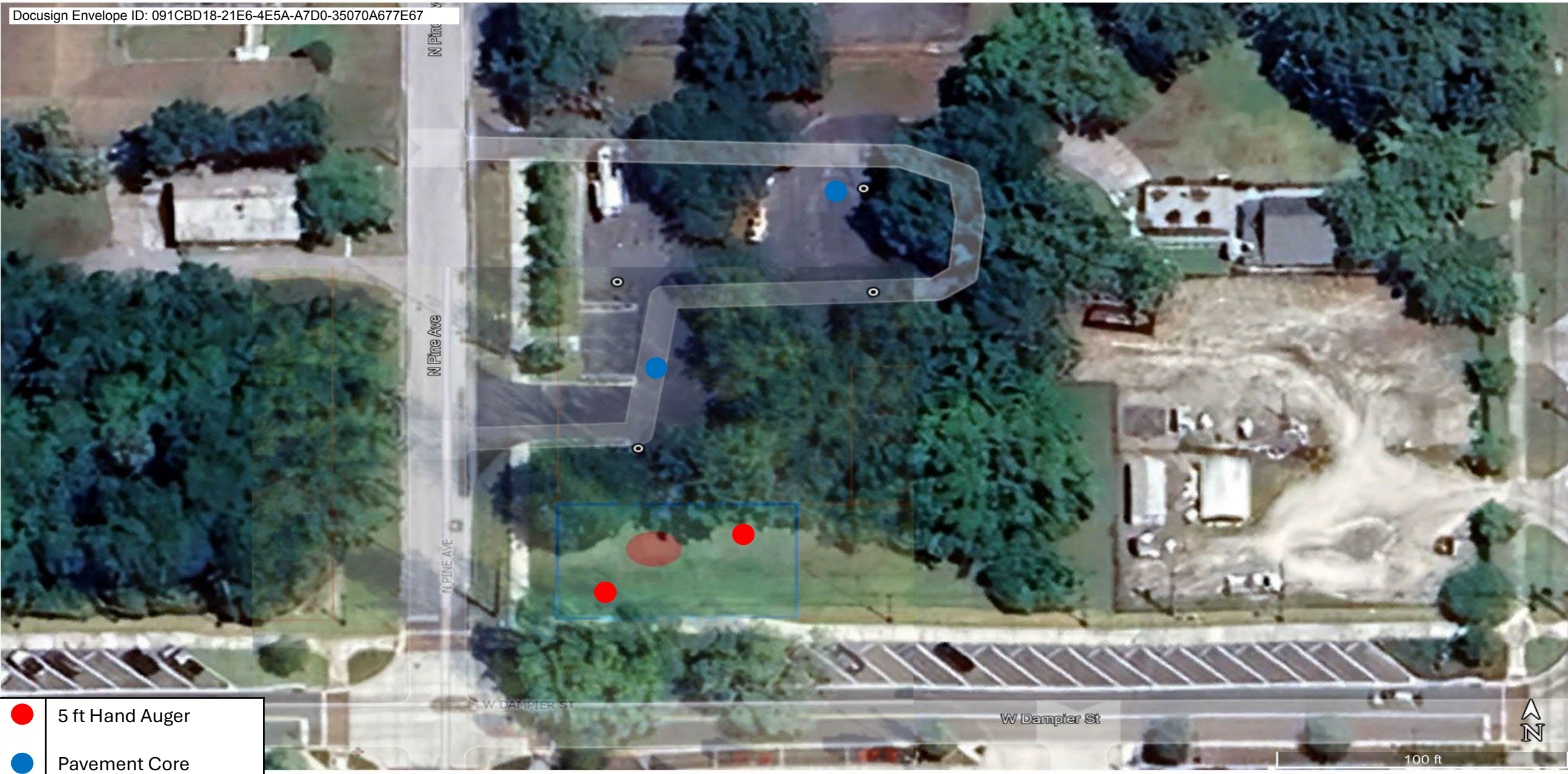
G. Clayton Purvis, E.I.  
Engineer Intern



Christopher P. Meyer, P.E.  
Senior Geotechnical Engineer

Attachment 1: Boring Location Plan

Attachment 2: Geotechnical Scope of Services and Cost



- 5 ft Hand Auger
- Pavement Core

Attachment 2  
 Geotechnical Scope of Services and Cost  
**CITY OF INVERNESS POND AT NORTH PINE AVENUE AND ZEPHYR STREET-Pavement Evaluation**  
 Inverness, Florida  
 GEC Proposal No. 11724G1

	Quantity	Units	Unit Rate	Cost
<b>Field Services</b>				
Soil Survey/Coring/GPR Mobilization Field Technician	1	each	\$475.00	\$475.00
(Site Recon, Boring Layout, and Utility Clearance)	3	hr	\$70.00	\$210.00
Auger Borings (2 @ 5 ft)	10	ft	\$13.00	\$130.00
Drill Rig and Crew - Truck (3 person)	1	hr	\$350.00	\$350.00
Soil Survey / Coring Crew (2-person)	1	hr	\$180.00	\$180.00
Coring Machine	1	day	\$150.00	\$150.00
Roadway Pavement Cores/with base	2	ea	\$400.00	\$800.00
GPS Unit for Boring Locations	1	day	\$100.00	\$100.00
Portable Safety Signs for MOT	1	day	\$60.00	\$60.00
			<b>Field Subtotal</b>	<b>\$2,455.00</b>
<b>Laboratory Testing</b>				
Percent Fines	2	ea	\$48.00	\$96.00
Organic Content	1	ea	\$50.00	\$50.00
Atterberg Limits	1	ea	\$125.00	\$125.00
Natural Moisture Content	2	ea	\$17.00	\$34.00
			<b>Laboratory Subtotal</b>	<b>\$305.00</b>
<b>Engineering Analysis &amp; Report</b>				
Senior Engineer	3	hr	\$250.00	\$750.00
Engineer Intern	10	hr	\$120.00	\$1,200.00
CADD Draftsman/GIS Specialist	4	hr	\$150.00	\$600.00
Secretary	1	hr	\$80.00	\$80.00
			<b>Engineering Subtotal</b>	<b>\$2,630.00</b>
			<b>TOTAL LIMITING AMOUNT FEE</b>	<b>\$5,390.00</b>

# Agenda Memorandum - *City of Inverness*

January 21, 2025

TO: Elected Officials  
FROM: Eric Williams, City Manager  
SUBJECT: Vehicle Purchase- Administration  
CC: Susan Jackson, City Clerk, Frank Calascione, Assistant City Manager, Alexis Koter, Finance Director  
Enclosures: 1. Ford Escape Quote

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In keeping with the City's adopted purchasing policy, purchases of more than \$25,000 must receive Council approval. The City of Inverness would like to continue using the local company Nick Nicholas Ford, who has been able to offer competitive government concession pricing and offer quick delivery times.

Currently, the Administration Department does not have an assigned vehicle. The previous Department vehicle, a 2007 Jeep Laredo, was assigned to the Parks Department some years ago and not replaced. Staff is proposing the purchase of a 2025 Ford Escape SUV, for the amount of \$27,964.50. The vehicle will be utilized by the Assistant City Manager and other Administration Department employees for everyday Department functions, including, responding to incidents, monitoring projects and City infrastructure, and for tasks that benefit from a four-door vehicle. Before Council this evening is a proposed quote for the new Ford Escape SUV to be utilized by the Administration Department. Also included is the requisite budget transfer appropriating the funds from the Equipment Reserve.

***Recommended Action:***

1. Motion, second, and vote to approve the purchase of a new 2025 Ford Escape SUV in the amount of \$27,964.50 through Nick Nicholas Ford using the government concession pricing that they are providing and allocating from the Equipment/Vehicle Reserve.

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

Eric C. Williams





CNGP530 VEHICLE ORDER CONFIRMATION 01/06/25 15:44:28  
==> Dealer: F24427 Page: 1 of 1

2025 ESCAPE  
Order No: 0106 Priority: D1 Ord FIN: OA731 Order Type: 5B Price Level: 525  
Ord Code: 200A Cust/Flt Name: CITYINVERNESS PO Number:

RETAIL RETAIL  
U9G ACTIVE AWD \$29550 TOTAL BASE AND OPTIONS \$31045  
.106.7" WB TOTAL 31045  
YZ OXFORD WHITE \*THIS IS NOT AN INVOICE\*  
C CLOTH BUCKETS \*TOTAL PRICE EXCLUDES COMP PR  
B EBONY

200A EQUIP GRP  
99N .1.5L ECO ENGINE NC  
448 .8-SPD AUTOTRANS NC  
225/65R17 TIRES  
17" ALUM WHEEL

794 PRICE CONCESSN  
REMARKS TRAILER  
SP FLT ACCT CR  
FUEL CHARGE  
DEST AND DELIV 1495  
F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
F4=Submit F5=Add to Library F9=View Trailers  
S099 - PRESS F4 TO SUBMIT

V1DP0197 2,6

**MECHANICAL**

- Electric Parking Brake (Includes Auto Hold)
- Engine – 1.5L EcoBoost® with Auto Start-Stop Technology
- Four-Wheel Disc Brakes with Anti-Lock Brake System (ABS)
- Transmission – 8-speed Automatic

**EXTERIOR**

- Active Grille Shutters
- Black – Molded-in-Color
  - Lower Bodyside Cladding
  - Rocker Panel
- Black Upper Window Molding with Black Beltline Molding
- Bumpers
  - Front, MIC
  - Rear, MIC – Black Upper/Silver Lower
- Configurable Daytime Running Lamps (DRL)
- Door Handles – Body-Color
- Easy Fuel® Capless Fuel Filler
- Exhaust Tips, Dual – Chrome
- Grille – Chrome Grille Strip
- Tire Inflator and Sealant Kit<sup>1</sup>
- Liftgate – Manual
- Privacy Glass – Second Row Side and Liftgate
- Rear Spoiler – Body Color
- Roof-Mounted Antenna
- Tires
  - 225/65R17 102H All Season A/S BSW
- Wheels – 17" Shadow Silver-painted Aluminum
- Wipers
  - Windshield – Variable-Intermittent/Continuous
  - Rear Window – Fixed-Intermittent/Continuous

**INTERIOR/COMFORT**

- Center Floor Console with Armrest
- Cruise Control – Steering Wheel Mounted Controls
- Cupholders – (8)
- Driver's Side Footrest
- Dual-Zone Electronic Automatic Temperature Control (DEATC)
  - Refresh95 (Cabin Particulate Air Filter)
- Floor Mats – Carpeted Front and Rear
- Grab Handles – Front Passenger. Second Row – two (2), includes Coat Hooks
- Instrument Panel
  - 8" Screen
  - EcoMode
  - Ice Blue® Lighting
  - Message Center
  - Outside Temperature Display
  - Trip Computer
- Lighting
  - Front Map Lights
  - Illuminated Entry System with Courtesy Lamp Delay
  - Rear Cargo Area Light
  - Second Row Dome Light
- Map Pocket – Front-Passenger Seat Back
- Powerpoints – (2) Rear – Smart Charging USB Outlets
- Urethane Steering Wheel
- Seats
  - Unique Cloth Bucket
  - Five Passenger
  - 6-Way Manual Driver Seat (Fore/Aft, Up/Down and Manual Recline)
  - 4-Way Manual Front Passenger (Fore/Aft with Manual Recline)
  - Second Row 60/40 Split-Fold-Flat and Sliding

**INTERIOR/COMFORT (continued)**

- Rear Center Armrest (Fold-Down with Two (2) Cupholders)
- Rotary Gear Shift Dial
- Sliding Sun Visors with Vanity Mirrors (Driver and Front Passenger)
- USB Ports:
  - Smart Charging Multimedia USB Ports, First Row – (1) USB- A and (1) USB-C
- Steering Column – Manual Tilt/Telescoping
- Storage – Front Row: Center Console Armrest, Glove Box, Media Bins two (2); in front and in center of the Console, Overhead Console with Sunglasses Storage
- Windows, Power – Front One-Touch Down Feature (Driver only)

**SAFETY/SECURITY**

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Front Row Passenger Dual-Stage
  - Driver Knee
  - Front-Seat Mounted Side-Impact
  - Safety Canopy® System – Front and Second Row Safety Canopy® Side-Curtain with Rollover Sensor
- Center High-Mounted Stop Lamp (CHMSL)
- Curve Control
- Day/Night Rearview Mirror – Manually Adjustable
- Door Locks
  - Autolock/Autounlock
  - Child-Safety Rear
  - Power Lock/Unlock
- Electronic Traction Control
- Headlamps
  - Courtesy Delay
  - LED Reflector with Signature Lighting
  - Wiper-Activated
- Head Restraints
  - Two-Way Manually Adjustable Driver and Front-Passenger
  - Two-Way Manually Adjustable Second Row (Left and Right; Center Head Restraint is fixed position)
- LATCH (Lower Anchors and Tether Anchors for Children) on Rear Outboard Seat Positions
- Mirrors, Sideview – Power Glass, Manual-Fold and Black Molded-in-Color (MIC) Caps
- Personal Safety System®<sup>2</sup>
- Rear-Window Defroster and Washer
- Safety Belts
  - Front and Second Row – Belt-Minder® (Safety Belt Reminder)
  - Front Row Height Adjustable
  - Second Row Outboard and Center Seat Shoulder
  - Three-Point Safety Belts on all (5) Seating Positions
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)
- Torque Vectoring Control

**FORD CO-PILOT360™ TECHNOLOGY**

- Ford Co-Pilot360™ includes;
- Auto High Beam Headlamps
- BLIS® (Blind Spot Information System) with Rear Cross-Traffic Braking

<sup>2</sup> Personal Safety System™ for driver and front passenger includes dual-stage front airbags, safety belt pretensioners, safety belt energy-management retractors, safety belt usage sensors, driver's seat position sensor, crash severity sensor, restraint control module and Front-Passenger Sensing System

<sup>1</sup> Not available with 2.5L iVCT Atkinson Cycle I-4 Hybrid (997)

## 2025 ESCAPE® ACTIVE STANDARD EQUIPMENT

### FORD CO-PILOT360™ TECHNOLOGY (continued)

- Lane-Keeping System (includes Lane-Keeping Assist, Lane-Keeping Alert and Driver Alert)
- Pre-Collision Assist with Automatic Emergency Braking (AEB), Pedestrian Detection, Forward Collision Warning and Dynamic Brake Support
- Rear View Camera
- Road Departure Warning
- Headlamps – Autolamp (Automatic On/Off)
- Post-Collision Braking

### FUNCTIONAL

- Audio
  - AM/FM Stereo
  - Six (6) Speakers
  - Speed-Compensated Volume
  - Steering Wheel Mounted Controls
  - SiriusXM® with 360L (if equipped)
    - Super Categories / Live Sports Categories
    - "For You" Recommendations
    - SiriusXM Listener Profiles

**Note:** Includes a three (3)-month prepaid subscription. Service is not available in Alaska and Hawaii. Trial length and service availability may vary by model, model year or trim.

**Details:** SiriusXM audio and data services each require a subscription sold separately, or as a package, by Sirius XM Inc. Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call SiriusXM at 1-866-635-2349. See SiriusXM Customer Agreement for complete terms at [www.siriusxm.com](http://www.siriusxm.com). All fees and programming subject to change. Not all vehicles or devices are capable of receiving all services offered by SiriusXM. Current information and features may not be available in all locations, or on all receivers. Satellite and streaming lineups vary slightly.

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### FUNCTIONAL (continued)

- Battery Saver
- Compass
- Electric Power-Assisted Steering (EPAS)
- FordPass Connect™
  - 4G LTE Wi-Fi® hotspot connects up to 10 devices<sup>3</sup>
  - Remotely start, lock and unlock vehicle<sup>4</sup>
  - Locate parked vehicle<sup>4</sup>
  - Check vehicle status<sup>4</sup>

**Note:** Ford Telematics and Data Services are telematics services available for fleet customers, providing access to manufacturer-grade vehicle data including but not limited to location, speed, idle time, remaining fuel, fuel energy, range, diagnostics, and maintenance alerts. FordPass Connect™ 4G Wi-Fi Modem, enables telematics services directly from Ford or through authorized third-party providers. Learn more at [commercialsolutions.ford.com](http://commercialsolutions.ford.com) or email [fcs1@ford.com](mailto:fcs1@ford.com) or by calling 833-FCS-Ford. (833-327-3673).

- Front and Rear Stabilizer Bar
- Intelligent Oil-Life Monitor®
- Provisions for Roof Rack Mounting– Blanking Plugs
- Selectable Drive Modes
- SYNC® 4
  - 8" LCD Capacitive Touchscreen with Swipe Capability
  - Wireless Phone Connection
  - Cloud Connected
  - AppLink® w/ App Catalog
  - 911 Assist®
  - Wireless Apple CarPlay® and Android Auto™ Compatibility
  - Digital Owners Manual
- Transmission Oil Cooler
- Variable-Assist Rack-and-Pinion Steering
- Intelligent Access with Push-Button Start
- Keyless-Keysets – Passive Keys, Two (2)

<sup>3</sup> Wi-Fi hotspot includes wireless data trail that begins upon AT&T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features. To activate, go to [www.att.com/ford](http://www.att.com/ford).

<sup>4</sup> FordPass Connect™ (optional on select vehicles), the FordPass App., and Complimentary Connected Services are required for remote features (see FordPass Terms for details). Connected Service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected services excluded Wi-Fi hotspot

# Agenda Memorandum - *City of Inverness*

January 21, 2025

TO: Elected Officials  
FROM: Eric Williams, City Manager  
SUBJECT: Gateway Sign Project Update  
CC: Christopher Shoemaker, Director of Community Development  
Enclosures: 1. 1.21 Wayfinding Status Presentation

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GAI-Community Services Group (CSG) was engaged by the City to assist with the creation of a new street signage system to match the City's brand. The Gateway signage will enhance the welcome experience entering the City. The Wayfinding signage will guide residents and visitors to destination points within the City.

Four firms submitted proposals for the Phase 1 Gateway Type A, B and C signage. Phase 2 included 71 directional, pedestrian and street sign. The bids exceeded the project budget, so a contract was signed with the low bidder AC Signs for the Phase 1 work only at a cost of \$285,000.

Gateway signage includes two of the Type A Landscape Gateway Monuments. These are the large entry monuments to the City with a length of 16 feet; width of 3 feet 7 inches; and height of 13 feet 8 inches. The locations for installation are: A001 the northeast corner of Highway 44 and Forest Drive; and A002 at the southeast corner of Highway 44 and U.S. 41 (see graphic of sign types and locations).

Gateway signage includes four of the Type B Portrait Gateway Monuments. These 4 x 4-foot entry pillars are 16 feet tall and will be installed at the following locations: B001 US 41 at Zephyr Street; B002 Pleasant Grove and Grove Manor Boulevard; B003 was removed due to site constraints; B004 U.S. 41 and Mossy Oak Drive; and B005 Independence at Reagan Street West.

The final Gateway group includes five Type C Downtown Gateway directional signs to be installed at the following locations: C001 at Tompkins Street and North Citrus Way; C002 at Main Street and Seminole Avenue; C003 at Main Street and South Apopka Avenue; C004 at US Hwy 41 South and MLK Blvd.

Phase 2 of the bid included 71 Wayfinding signs as follows: forty-nine (49) directional signs; eight (8) parking directional signs; seven (7) pedestrian kiosks; and seven (7) pedestrian directional signs. This work will be included in the proposed budget for FY 25.

The signage is currently in fabrication. Two change orders are underway to add lighting to the two gateway entry signs and an electronic message board at the Gulf to Lake Highway and Forest Drive location. Installation will begin in March and be complete in June.

***Recommended Action – Verbal Update - No Action Required***

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

Eric C. Williams  
City Manager



# Project Update

## Sign Design Details and Locations

JANUARY 21, 2025



16'  
14'  
12'  
10'  
8'  
6'  
4'  
2'



**A** Landscape City Gateway  
(Front View)



**B** Portrait City Gateway  
(Front View)



**C** Downtown Gateway  
(Front View)



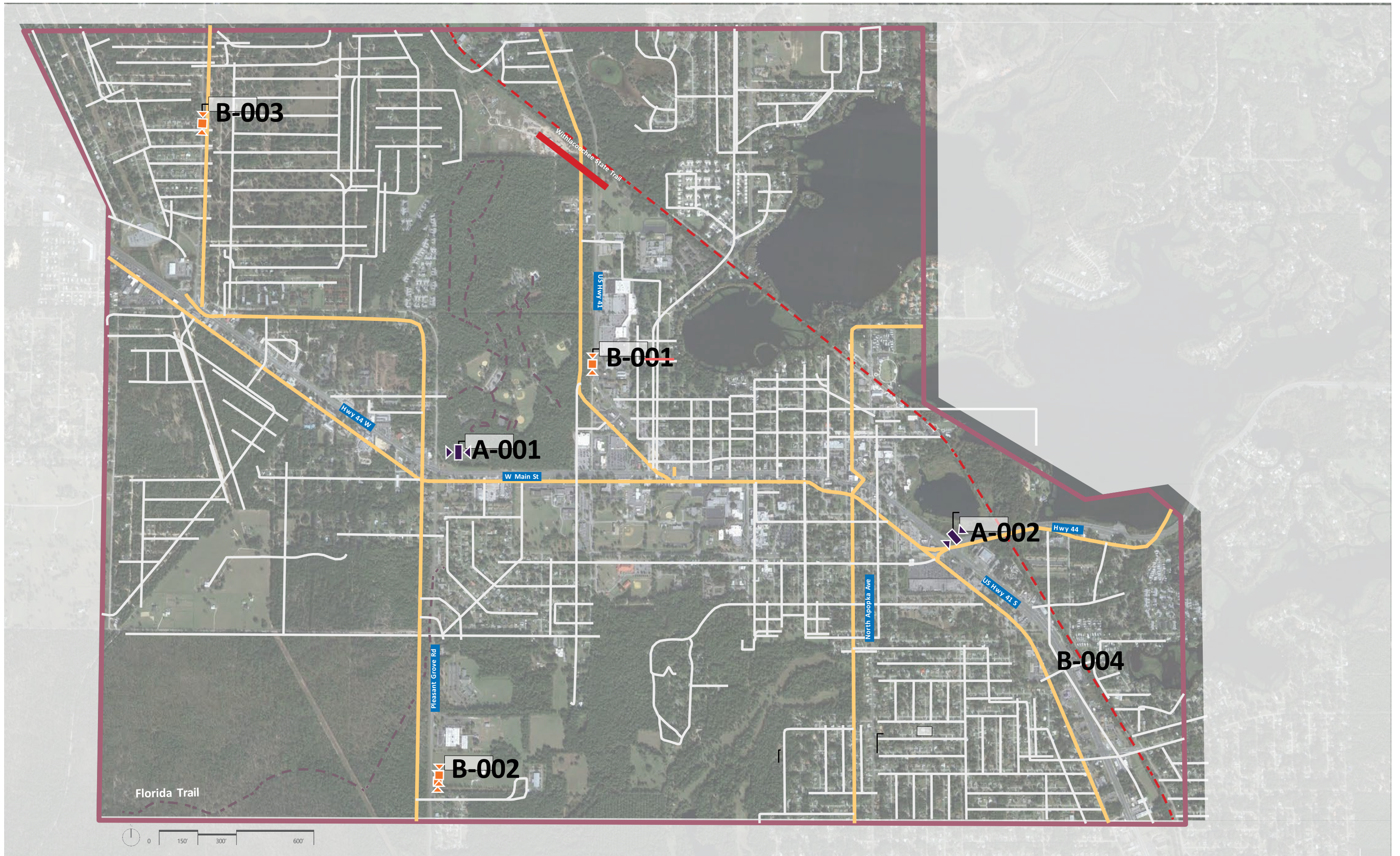
A GAI Consultants, Inc. Service Group  
618 E. South Street Suite 700  
Orlando, Florida 32801  
T 407.423.8398  
gaiconsultants.com/communitysolutions

City of Inverness Wayfinding System  
Inverness, FL

Scale: NTS

DATE OF ISSUE 08/01/2024  
REVISION

Sign Palette



**COMMUNITY SOLUTIONS GROUP**  
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City of Inverness Wayfinding System  
 Inverness, FL

Scale: NTS

DATE OF ISSUE 08/01/2024  
 REVISION -

Location Plan - Sign  
 Type A & B



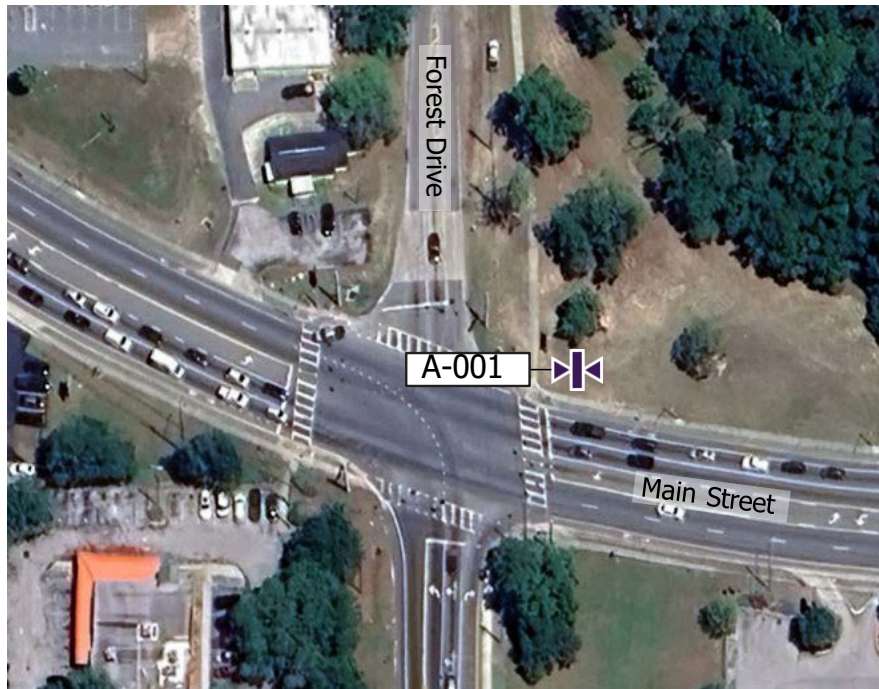
**COMMUNITY SOLUTIONS GROUP**  
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City of Inverness Wayfinding System  
 Inverness, FL

Scale: NTS

DATE OF ISSUE 08/01/2024  
 REVISION

Location Plan  
 - Sign Type C



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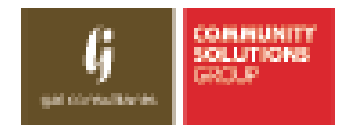
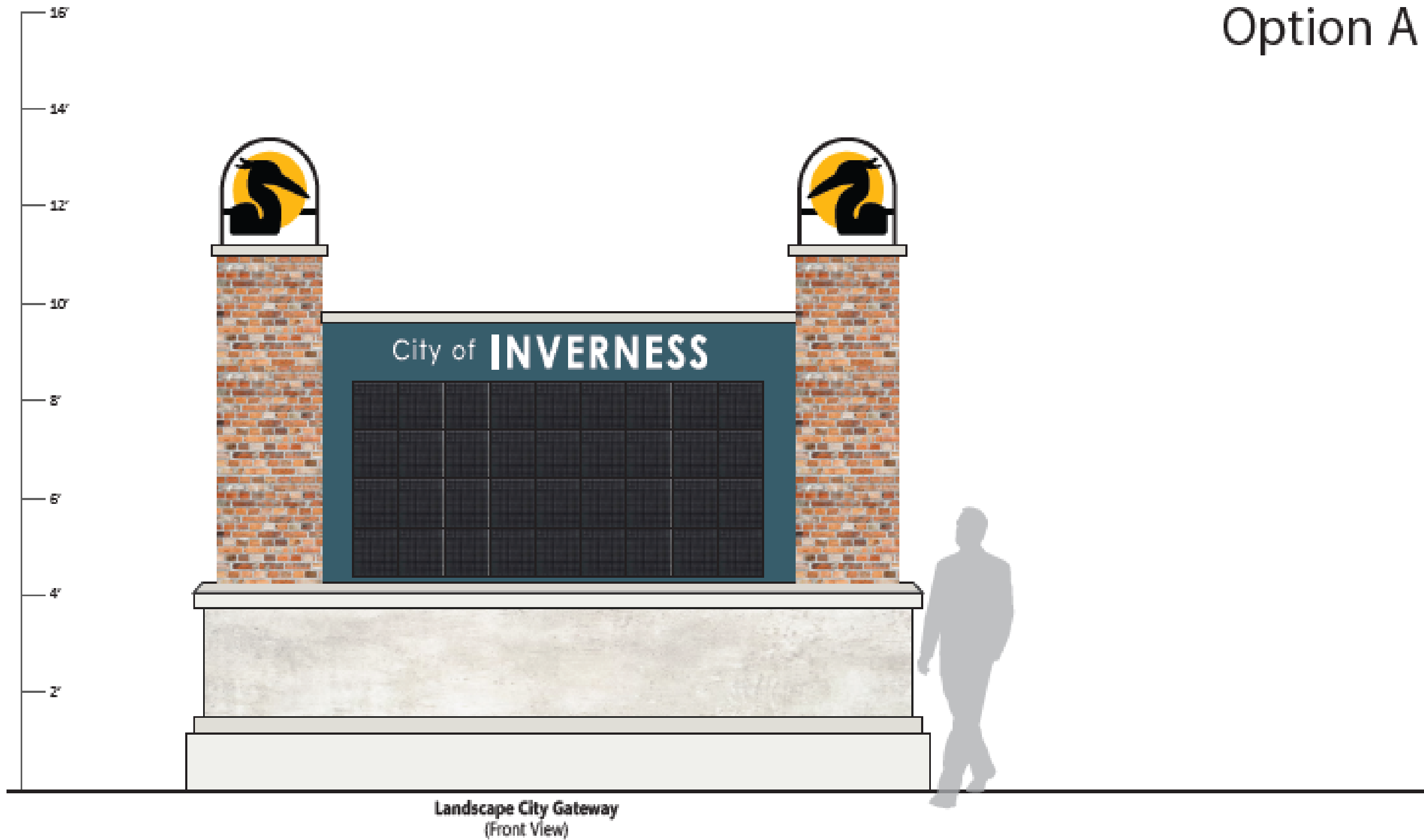
City of Inverness Wayfinding System  
 Inverness, FL

DATE OF ISSUE 08/01/2024  
 REVISION -

Detailed Sign Location - A-001

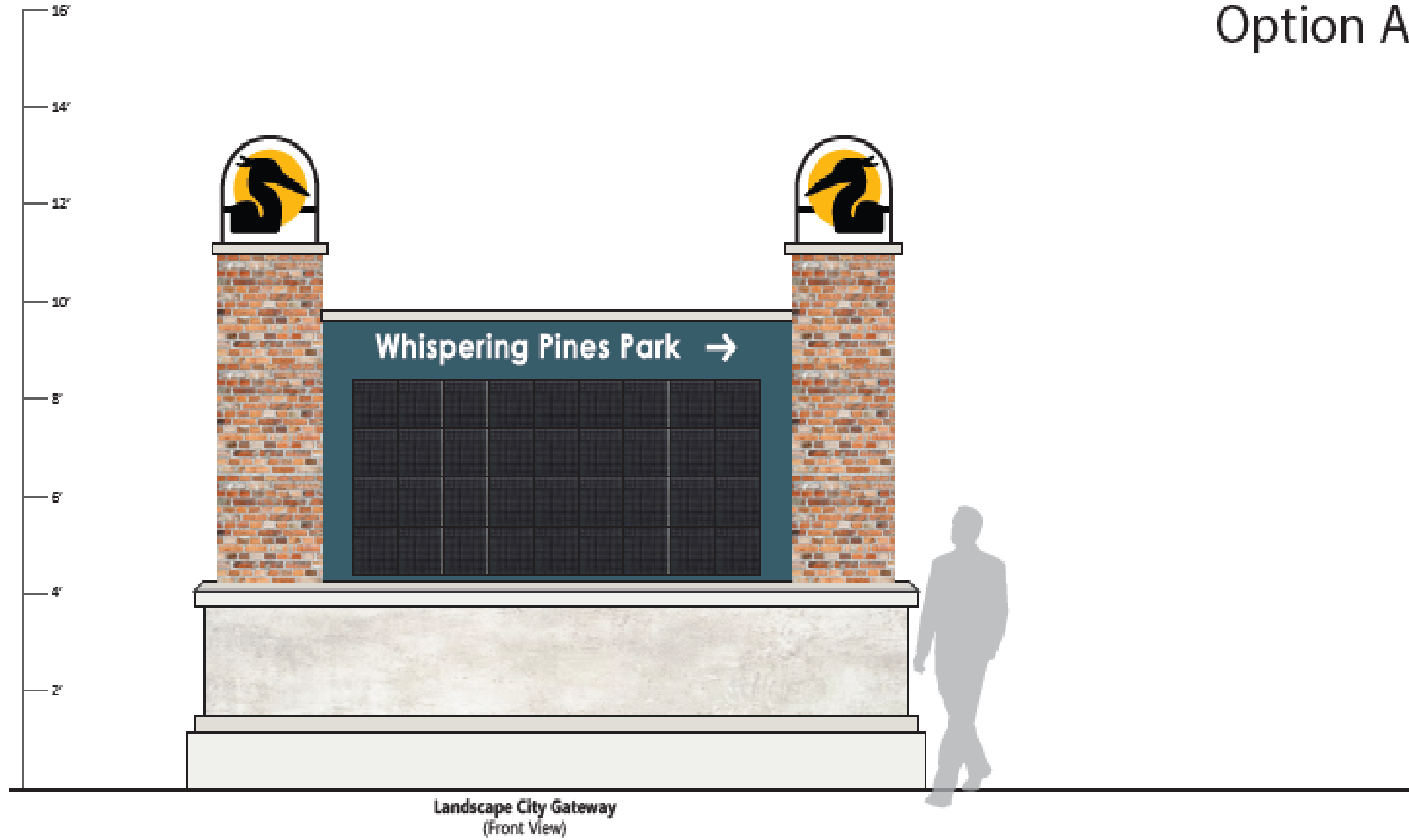
Gateway Sign with Two-Sided Electronic Message Board and City of Inverness Notation  
Option is to Add Another Panel to Include both the City and Whispering Pines

# Option A



# Gateway Sign with Two-Sided Electronic Message Board and Whispering Pines Directional Arrow

## Option A





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City of Inverness Wayfinding System  
 Inverness, FL

DATE OF ISSUE 08/01/2024  
 REVISION -

Detailed Sign Location - A-002



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City of Inverness Wayfinding System  
 Inverness, FL

DATE OF ISSUE 08/01/2024  
 REVISION -

Detailed Sign Location - B-001



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City of Inverness Wayfinding System  
 Inverness, FL

DATE OF ISSUE 08/01/2024  
 REVISION -

Detailed Sign Location - B-002

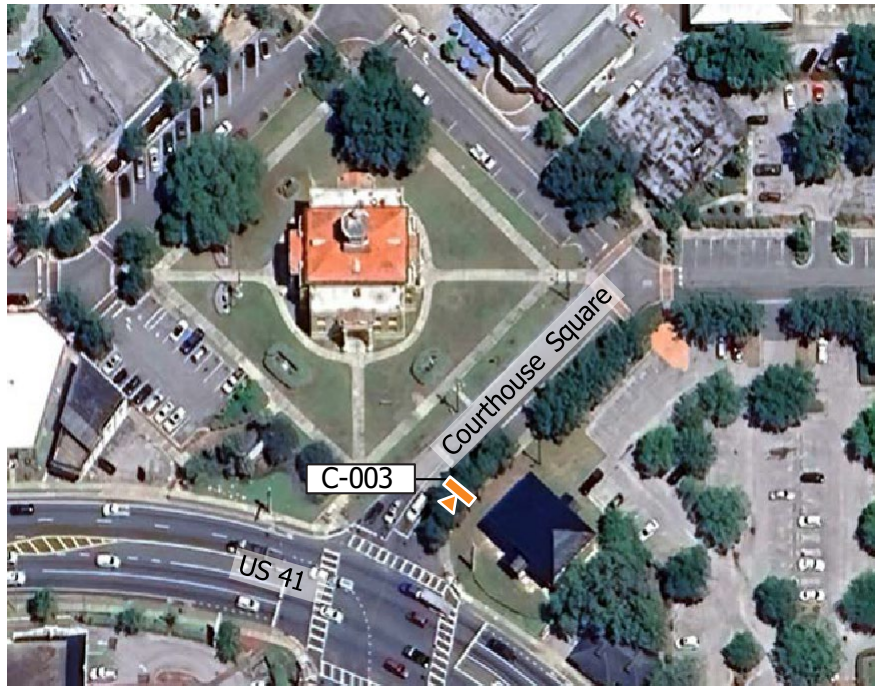


Note the B-004 at US 41 and Mossy Oak is not included





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City of Inverness Wayfinding System  
Inverness, FL

DATE OF ISSUE 08/01/2024  
REVISION -

Detailed Sign Location - C-004



Gateway Total Signage is Two (2) Gateway Signs, Four (4) Portrait Gateway and Five (5) Downtown Gateway

Gateway Sign A-001 (Forest Oaks) Will have Change Order to Add Lighting, Add Digital Message Board, Adjust Signage to Include Whispering Pines Park

Gateway Sign A-002 at US 41 and SR 44 Will have Change Order to Add Lighting

Fabrication of Signage and Concrete Foundation is Underway with 45 Day Schedule Starting January 15th

Installation Schedule is 10 Days for Foundation and 10 days for Signage Starting March 3rd

# Agenda Memorandum - *City of Inverness*

January 21, 2025

TO: Elected Officials

FROM:

SUBJECT: Project/Program Updates

- South Highlands Septic to Sewer
- Small Town Saturday Night
- Shoreline Restoration and Management Project
- Dock Relocation and Wallace Brooks Dock Modification
- Legislative Priorities - Local Support
- Other

CC:

Enclosures:

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