

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET
February 18, 2025 - 5:30 PM**

NOTICE TO THE PUBLIC

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

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

ENCLOSURES*

- 1) INVOCATION, PLEDGE OF ALLEGIANCE & ROLL CALL**
- 2) PLEASE SILENCE ELECTRONIC DEVICES**
- 3) ACCEPTANCE OF AGENDA**
- 4) PRE-SCHEDULED APPEARANCES / RECOGNITIONS**
- 5) PUBLIC HEARINGS / WORKSHOPS**
 - a) Public Hearing - City Utility Fees and Charges Update - Ordinance 2025-844 - Final Adoption
- 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* - 02.04.2025
 - c) Oak Ridge Cemetery Burial Space Repurchase*
- 9) CITY CLERK'S REPORT**

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10) CITY MANAGER'S REPORT

- a) South Highlands Septic to Sewer Project
- b) Festival of the Arts 2025
- c) Annual Road Improvement Program - Professional Services Proposal (FY 25 and 26)
- d) Project / Program Updates
 - Intersection of Zephyr and Ella - proposed interim improvements
 - Big Bass Bluegrass and BBQ
 - West Inverness Trail Connector
 - 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**

Teen's Night Out

Thursday, February 20, 2025 from 5:30pm – 7:00pm
Depot Pavilion

Valerie Players Presents: The Wedding Singer

Saturday, February 1, 2025 @ 2:00pm
Sunday, February 2, 2025 @ 2:00pm
Valerie Theatre

Walk of the Arts

Saturday, February 22, 2025 from 12:00 – 8:30pm
Depot Pavilion / Liberty Park

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Senior Games Closing Ceremony

Saturday, February 23, 2025 @ 2:00pm

Liberty Park

Market at the Depot

Saturday, March 1, 2025 from 9:00am – 1:00pm

Depot Pavilion

Little League Opening Ceremonies

Saturday, March 1, 2025 @ 10:00am

Whispering Pines Park

Inverness City Council Regular Meeting

Tuesday, March 4, 2025 @ 5:30pm

Inverness Government Center

Agenda Memorandum - *City of Inverness*

February 18, 2025

TO: Elected Officials

FROM: Frank Calascione, Assistant City Manager

SUBJECT: Public Hearing - City Utility Fees and Charges Update - Ordinance 2025-844 - Final Adoption

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

Enclosures: 1. ORDINANCE 2025-844 Hydrant Deposits and Commercial Reclaimed Fees Final

In September of 2024 the City's potable water and wastewater utility rates were adjusted based on a comprehensive study conducted by the City's contracted consultant Raftelis. At that time the commercial rate for reclaimed water was not adjusted, nor was it included in the study. Comprehensive studies for reclaimed water are generally cost prohibitive for small municipalities and they can be accomplished administratively with accurate results.

The Administration and Finance Departments collaborated to conduct an analysis utilizing methods endorsed by our consultant and have arrived at a recommended rate adjustment that is within state guidelines and will allow the utility to continue to balance cost recovery and customer service, while continuing to realize the environmental benefits of providing commercial reclaimed water. Additionally the Public Works Department seeks to update the hydrant meter deposit amount commensurate with current replacement cost of such devices.

This evening, Council will conduct a public hearing for the final reading of an ordinance, modifying the aforementioned rate for commercial reclaimed water and adjusting the hydrant meter deposit amount.

It is recommended that Council proceed to approve the ordinance as presented on a final reading to make the directed and necessary adjustments to the commercial reclaimed water rate effective on October 1, 2025 and to modify the hydrant meter deposit amount to be effective upon final reading and adoption of the ordinance.

Recommended Action –

1. Open the Public Hearing
2. Allow Staff to Speak/Present
3. Motion, Second, and vote to read Ordinance 2025-844 by title only.
4. Those For, Those Against
5. Council Deliberate the Matter
6. Motion, Second, and vote to adopt Ordinance 2025-844 on final reading by roll call.
7. Close the Public Hearing

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

Eric C. Williams
City Manager

ORDINANCE NO. 2025-844

AN ORDINANCE OF THE CITY OF INVERNESS, FLORIDA, AMENDING SECTION 22-95 OF THE CITY'S CODE OF ORDINANCES ENTITLED TEMPORARY WATER SERVICE TO AMEND THE DEPOSIT FOR TEMPORARY METERS; AMENDING SECTION 22-98 OF THE CITY'S CODE OF ORDINANCES ENTITLED BASIC RATE SCHEDULE FOR POTABLE WATER, SEWER AND RECLAIMED WATER SERVICE TO INCLUDE A NEW COMMERCIAL RECLAIMED WATER RATE SCHEDULE; PROVIDING FOR SEVERABILITY AND INTERPRETING THIS ORDINANCE; PROVIDING FOR INCLUSION INTO THE CODE AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INVERNESS,

THIS _____ DAY OF _____, 2025 AS FOLLOWS:

Section 1. Section 22-95 of the Code of Ordinances entitled "Temporary water service" is hereby amended as set forth in Exhibit "A" attached hereto and made a part hereof.

Section 2. Section 22-98 of the Code of Ordinances entitled "Basic rate schedule for potable water, sewer and reclaimed water service" is hereby amended as set forth in Exhibit "B" attached hereto and made a part hereof.

Section 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

Section 3. Inclusion in the Code of Ordinances. The provisions of this Ordinance shall be included and incorporated in the Code of Ordinances of the City of Inverness as an addition, or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the Code of Ordinances.

Section 4. Effective Date. This ordinance shall become effective immediately upon its adoption.

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, Council President

Robert Plaisted, Mayor

ATTEST:

Susan Jackson, City Clerk

Approved as to form and correctness:

James Hartley, City Attorney

EXHIBIT A

Sec. 22-95. Temporary water service.

- (1) Temporary service, such as, but not limited to, service for circuses, fairs and carnivals, shall be rendered upon written application accompanied by the nonrefundable fee of fifty dollars (\$50.00) for a five-eighths inch by three-fourths-inch to one-inch meter or seventy-five dollars (\$75.00) for a larger meter plus a deposit of one thousand eight hundred dollars (\$1,800.00). Upon termination of this service, any balance of this deposit shall be refunded to the customer.
- (2) Incidental bulk sales of water can be arranged with the utility system located at the Inverness Government Center. The rate for such sales will be the adopted rate per thousand gallons, payable at the Inverness Government Center.

(Ord. No. 2011-683, § 1, 10-18-11)

EXHIBIT B

Sec. 22-98. Basic rate schedule for potable water, sewer and reclaimed water service.

(a) The basic monthly rate for each unit for potable water where service shall be available shall be as follows:

(1) *Inside City:*

a. *Residential service:*

Description	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027	October 1, 2028
Water availability fee (all meters)	\$9.61	\$10.00	\$10.40	\$10.82	\$11.26
Water usage fees (per thousand gallons)					
0—10,000 gallons	\$2.74	\$2.85	\$2.97	\$3.09	\$3.22
10,001—20,000 gallons	\$2.95	\$3.07	\$3.20	\$3.33	\$3.47
20,001—30,000 gallons	\$3.21	\$3.34	\$3.48	\$3.62	\$3.77
Above 30,000 gallons	\$3.84	\$4.00	\$4.16	\$4.33	\$4.51

b. *Commercial:*

Description	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027	October 1, 2028
Water Availability Fee (By Meter)					
¾" meter	\$10.14	\$10.55	\$10.98	\$11.42	\$11.88
1" meter	\$25.38	\$26.40	\$27.46	\$28.56	\$29.71
1½" meter	\$50.77	\$52.80	\$54.92	\$57.12	\$59.41
2" meter	\$81.22	\$84.47	\$87.85	\$91.37	\$95.03
3" meter	\$162.46	\$168.96	\$175.72	\$182.75	\$190.06
4" meter	\$253.77	\$263.92	\$274.48	\$285.46	\$296.88
6" meter	\$507.57	\$527.88	\$549.00	\$570.96	\$593.80
Water usage fees (per thousand gallons)					
0—10,000 gallons	\$2.74	\$2.85	\$2.97	\$3.09	\$3.22
10,001—20,000 gallons	\$2.95	\$3.07	\$3.20	\$3.33	\$3.47
Above 20,000 gallons	\$3.21	\$3.34	\$3.48	\$3.62	\$3.77

(2) *Outside City:* One hundred twenty-five percent (125%) of the rates set forth in section 22-98(a)(1) or section 22-98(a)(2).

(b) The basic monthly rate for sewer service shall be as follows:

(1) *Inside City:*

a. *Residential:*

Description	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027	October 1, 2028
Sewer availability fee (all meters)	\$17.95	\$18.67	\$19.42	\$20.20	\$21.01
Sewer usage fees (per thousand gallons)					
0—15,000 gallons	\$6.37	\$6.63	\$6.90	\$7.18	\$7.47
Above 15,000 gallons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

b. *Commercial:*

Description	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027	October 1, 2028
Sewer Availability Fee (By Meter)					
¾" meter	\$23.62	\$24.57	\$25.56	\$26.59	\$27.66
1" meter	\$58.98	\$61.34	\$63.80	\$66.36	\$69.02
1½" meter	\$118.11	\$122.84	\$127.76	\$132.87	\$138.19
2" meter	\$188.88	\$196.44	\$204.30	\$212.48	\$220.98
3" meter	\$377.62	\$392.73	\$408.44	\$424.78	\$441.78
4" meter	\$590.17	\$613.78	\$638.34	\$663.88	\$690.44
6" meter	\$1,180.16	\$1,227.37	\$1,276.47	\$1,327.53	\$1,380.64
Sewer usage fees (per thousand gallons)					
All metered water use	\$6.37	\$6.63	\$6.90	\$7.18	\$7.47

(2) *Outside City:* One hundred twenty-five percent (125%) of the rates set forth in section 22-98(b)(1) and section 22-8(b)(2).

(3) In the event any meter is damaged, destroyed or fails to register, the consumer will be billed for the period involved but not to exceed thirty-six (36) months, on a basis of the average water consumption for the preceding six (6) months of actual usage.

(c) Basic monthly charges for reclaimed water shall be as follows:

(1) *Residential:*

Description	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027	October 1, 2028
Reclaimed usage fees (per thousand gallons)					
<i>All metered water use</i>	<i>\$0.63</i>	<i>\$0.66</i>	<i>\$0.69</i>	<i>\$0.72</i>	<i>\$0.75</i>

(2) *Commercial:*

Description	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027	October 1, 2028
Reclaimed usage fees (per thousand gallons)					
<i>All metered water use</i>	<i>Negotiated</i>	<i>\$0.30</i>	<i>\$0.31</i>	<i>\$0.32</i>	<i>\$0.33</i>

(3) Availability fees do not apply to reclaimed water.

(d) Annual rate adjustment by index-water availability and usage.

(1) Effective and commencing on October 1, 2029, and for each annual anniversary thereafter, there shall be an automatic water rate adjustment based upon and equal to the then-current percentage increase of the Florida Public Service Commission Deflator Index. In the event that the Deflator Index exceeds three percent (3%), the proposed increase in water rates shall be presented to City Council for approval. The automatic rate adjustment provided herein shall not preclude the City Council from increasing or decreasing the water rates as deemed necessary or appropriate at any time.

(e) Annual rate adjustment by index-sewer availability and usage.

(1) Effective and commencing on October 1, 2029, and for each annual anniversary thereafter, there shall be an automatic sewer rate adjustment based upon and equal to the then-current percentage increase of the Florida

Public Service Commission Deflator Index. In the event that the Deflator Index exceeds three (3) per cent, the proposed increase in sewer rates shall be presented to City Council for approval. The automatic rate adjustment provided herein shall not preclude the City Council from increasing or decreasing the sewer rates as deemed necessary or appropriate at any time.

(f) Annual rate adjustment by index- reclaimed water usage charges.

- (1) Effective and commencing on October 1, 2029, and for each annual anniversary thereafter, there shall be an automatic reclaimed water rate adjustment based upon and equal to the then-current percentage increase of the Florida Public Service Commission Deflator Index. In the event that the Deflator Index exceeds three percent (3%), the proposed increase in sewer rates shall be presented to City Council for approval. The automatic rate adjustment provided herein shall not preclude the City Council from increasing or decreasing the reclaimed water rates as deemed necessary or appropriate at any time.

CASH REQUIREMENTS REPORT

VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/25
		TOTALS FOR ACE HARDWARE CO OF INV INC				1,000.16
		TOTALS FOR AJAX PAVING INDUSTRIES OF FLORIDA				477.32
		TOTALS FOR BAKER, MATTHEW A.				62.48
		TOTALS FOR CARLA BEEBE				2,232.40
		TOTALS FOR BORTON, JAMES E.				137.19
		TOTALS FOR BREWER, W TODD				77.72
		TOTALS FOR BURTON, NADYA A.				14.12
		TOTALS FOR BUYFIXSELL HOLDINGS LLC				59.01
		TOTALS FOR CENTRAL AUTO AND TRUCK PARTS, INC.				73.98
		TOTALS FOR CENTRAL MATERIALS CO INC				117.41
		TOTALS FOR CLARK, ROBERT				58.71
		TOTALS FOR COLSTON, SHANE R				22.60
		TOTALS FOR RALPH W. CURTIS				3,478.00
		TOTALS FOR DAVIS, MARK B.				51.77
		TOTALS FOR DR. CRIS EDWARD LANGHEIER				118.82
		TOTALS FOR FLORIDA COAST EQUIPMENT, LLC.				3,392.28
		TOTALS FOR DALE GIRARDIN				200.00
		TOTALS FOR GOODING & BATSEL, PLLC				4,052.45
		TOTALS FOR GORMAN COMPANY				332.53
		TOTALS FOR GULF TROPHIES				50.00
		TOTALS FOR GURNSEY, GEORGE L				68.25
		TOTALS FOR ROGER LEON HARDIN II				705.44
		TOTALS FOR HOLLEY, ALEXUS S.				7.37
		TOTALS FOR INFOSEND, INC.				4,045.54
		TOTALS FOR LORDCO ENTERPRISES				27.00
		TOTALS FOR BRIAN MATHERLY				1,400.00
		TOTALS FOR MATTHEW HOAK				118.84

CASH REQUIREMENTS REPORT

VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/25
				TOTALS FOR NICK NICHOLAS FORD INC		740.40
				TOTALS FOR OFF DUTY MANAGEMENT, INC.		749.51
				TOTALS FOR PLAINFIELD PROPERTIES LLC		200.98
				TOTALS FOR RC BECK, LLC.		120.00
				TOTALS FOR SCHLUSSEL, BARRY N		39.47
				TOTALS FOR SHAWN FOSTER, LLC.		3,000.00
				TOTALS FOR SINTON, DORIS T.		131.73
				TOTALS FOR RICHARD SPIRES		1,500.00
				TOTALS FOR SWANK MOTION PICTURES, INC		405.00
				TOTALS FOR KATIE TAULBEE		450.00
				TOTALS FOR ULINE, INC.		166.19
				TOTALS FOR UNIFIRST CORPORATION		43.08
				TOTALS FOR VILLAFUERTE, MONICA C.		100.16
				TOTALS FOR WASTE MANAGEMENT OF CENTRAL FL		33,230.81
				TOTALS FOR WILSON, MARTHA		5.03
				TOTALS FOR WOODY CO OF HERNANDO, LLC.		157.08
				REPORT TOTALS		63,420.83

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

February 4, 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

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

PRE-SCHEDULED APPEARANCES

None

PUBLIC HEARINGS / WORKSHOP

5)a) Ordinance 2024-840/841/842 1409 Poe Street Annexation– Final Adoption* with City Manager Williams stating 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 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. The Planning and Zoning Commission voted 5 - 0 to recommend approval to the City Council at their meeting of January 8, 2025. Community Development Director Shoemaker provided a presentation with details of the annexation. Councilman Davis recused himself as he is the managing member of Citrus County Land LLC. President Hepfer opened the public hearing. **Councilwoman Lizanich motioned to have the Clerk read Ordinance 2025-840 by Title only. Seconded by Councilwoman Bega. The motion carried.**

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.

No one spoke for or against the Ordinance. Councilwoman Lizanich motioned to adopt Ordinance 2025-840 by rollcall vote on final reading. Seconded by Councilwoman Bega. Roll call vote was as follows: Councilwoman Bega, yes; Councilwoman Lizanich, yes; Councilman Craig, yes; and President Hepfer, yes. The motion carried.

Councilwoman Lizanich motioned to have the Clerk read Ordinance 2025-841 by Title only. Seconded by Councilwoman Bega. The motion carried.

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.

No one spoke for or against the Ordinance. Councilwoman Lizanich motioned to adopt Ordinance 2025-841 by rollcall vote on final reading. Seconded by Councilwoman Bega. Roll call vote was as follows: Councilwoman Bega, yes; Councilwoman Lizanich, yes; Councilman Craig, yes; and President Hepfer, yes. The motion carried.

Councilwoman Lizanich motioned to have the Clerk read Ordinance 2025-842 by Title only. Seconded by Councilwoman Bega. The motion carried.

ORDINANCE 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.

No one spoke for or against the Ordinance. Councilwoman Lizanich motioned to adopt Ordinance 2025-842 by rollcall vote on final reading. Seconded by Councilwoman Bega. Roll call vote was as follows: Councilwoman Bega, yes; Councilwoman Lizanich, yes; Councilman Craig, yes; and President Hepfer, yes. The motion carried. The Public Hearing was closed.

OPEN PUBLIC MEETING

Karen Esty addressed the Independence Highway sidewalk and a meeting with a representative from Congressman Bilirakis' office. Spoke of funding and the \$5.1M cost and hopes to get 100% funding for the project. Noted this project focuses on safety and will benefit both the City and the County.

Steve Dugay referenced 2 handmade Inverness signs that he and a partner crafts. Spoke of loving everything about Inverness and wished to donate the signs to the City.

Debbie Wheatley questioned if a golf course was going to be a part of the potential RV park in Whispering Pines. City Manager Williams stated nothing is certain at this point as options are being explored. There are no plans for a golf course.

Mike Puzino suggested that Trader Joe's, Aldi, bocce ball courts, etc. be added to the City. Spoke of some confusion regarding Ella and Turner Camp being the same road. City Manager Williams stated officially it is State Route 581.

Lala Sanders spoke of concerns of recent mailing she received regarding legalized marijuana.

Brittany Sewell stated her daughter, Avery wished to ask the Mayor if he loves people and God. Mayor Plaisted responded yes.

CITY ATTORNEY REPORT

None

CONSENT AGENDA

- a) Bill Listing*
 - Recommendation – Approval
- b) Council Minutes – 01/21/2025*
 - 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) Cootertoher 2025 with Parks Director Worley providing a presentation of the upcoming Cootertoher. Details were provided of the many events that are scheduled and spoke of last year's success. Noted 2025 will be bigger and better. Spoke of community partnerships that are beneficial to the event. He also provided a listing of reoccurring events in the City. Council President Hepfer liked everything she heard, and Councilman Davis agreed. Councilwoman Lizanich asked if the 3-day music fest could be condensed to 1 day.

10)b) Ordinance 2024-844 City Utility Fees and Charges Updates– First Reading* with City Manager Williams stating in September 2024, Raftelis conducted comprehensive studies for potable water and wastewater rates. Commercial reclaimed water rates were not adjusted, as it was not in the study. Administration and Finance Departments conducted an analysis utilizing methods endorsed by our consultant for a recommended rate adjustment that is within state guidelines and will allow the utility to continue to balance cost recovery and customer

service, while continuing the environmental benefits of providing commercial reclaimed water. Additionally, the Public Works Department seeks to update the hydrant meter deposit amount. If adopted upon final reading, necessary adjustments to the commercial reclaimed water rate would be effective on October 1, 2025. The hydrant meter deposit amount would be effective upon final reading and adoption of the Ordinance. Asst. City Manager Calascione provided a presentation with details of the agenda item, including the Industrial Business Park at the airport. Councilman Davis questioned the BOCC using the reclaimed water at the business park with Asst. City Manager Calascione stating definitely. **Councilwoman Lizanich motioned to have the Clerk read Ordinance 2025-844 by Title only. Seconded by Councilwoman Bega. The motion carried.**

ORDINANCE 2025- 844

AN ORDINANCE OF THE CITY OF INVERNESS, FLORIDA, AMENDING SECTION 22-95 OF THE CITY'S CODE OF ORDINANCES ENTITLED TEMPORARY WATER SERVICE TO AMEND THE DEPOSIT FOR TEMPORARY METERS; AMENDING SECTION 22-98 OF THE CITY'S CODE OF ORDINANCES ENTITLED BASIC RATE SCHEDULE FOR POTABLE WATER, SEWER AND RECLAIMED WATER SERVICE TO INCLUDE A NEW COMMERCIAL RECLAIMED WATER RATE SCHEDULE; PROVIDING FOR SEVERABILITY AND INTERPRETING THIS ORDINANCE; PROVIDING FOR INCLUSION INTO THE CODE AND PROVIDING FOR AN EFFECTIVE DATE.

Councilwoman Lizanich motioned to approve Ordinance 2025-844 by rollcall vote on a first reading. Seconded by Councilwoman Bega. Roll call vote was as follows: Councilwoman Bega, yes; Councilwoman Lizanich, yes; Councilman Davis, yes; Councilman Craig, yes; and President Hepfer, yes. The motion carried.

10)c) Citrus County BOCC Legislative Priorities Request for Letter of Support* with City Manager Williams stating The Citrus County Board of County Commissioners (BOCC) has assembled their list of legislative priorities for the 2025 Session of the Florida Legislature. These priorities include the Barge Canal Boat Ramp, Fire Rescue Station #8 relocation to the Inverness Airport, and the Halls River Multi-Use Path. The BOCC has asked Council to consider submitting a letter of support for some or all of these identified projects. James Toy – BOCC Intergovernmental Affairs Manager provided a presentation with details of the priorities that are being requested by the BOCC to the Florida Legislature. He noted the Barge Canal Boat Ramp is a fully permitted project that will include a large number of parking spaces for regular vehicles and those with boat trailers. Councilman Davis questioned the number of parking spaces which will be on the North side of the canal. Councilwoman Bega questioned the remark of boat ramp fees paying back the proposed debt to be incurred, noting the County has collected boat ramp fees for years. Councilman Craig questioned the lack of restrooms and amenities in the proposed design. **Council consensus was to provide a letter of support.**

10)d) Project/Program Updates (Verbal)

- Senior Games are currently happening with Director Worley providing an update. Referenced shuffleboard, bag toss, pickleball, etc. The 5K road race will be this Saturday at 9:00am.
- Car Show will be moved to a new location on Saturday, February 15 from 10:00am – 12:00noon on a trial basis.
- Legislative Delegation will be this Friday in the BOCC Chambers so legislative priorities can be presented. Language will be added to the City's priorities regarding Railroad Street and FDOT modifying the design of 41N to allow access. This will protect that area and community.

COUNCIL/MAYOR SUBJECTS

Councilwoman Bega announced the Valerie Players Gala will be February 14 and tickets are on sale now. Noted various donations the Valerie Players have made to a food bank and a library.

Councilwoman Lizanich stated the Citrus County Community Charitable Foundation will have a meeting on April 24.

Councilman Davis stated the MLK, Jr. event was great with speeches, music, etc. Amazed by the 250 participants for the Sr. Games.

Councilman Craig thanked the BOCC representative for providing information on the County's legislative priorities.

President Hepfer stated she was glad to have gained her health back after battling the flu.

CITIZENS NOT ON AGENDA

Debbie Wheatley thanked staff for organizing the Sr. Games. It's amazing. Stated she recently enjoyed the Odd Couple production at the Valerie Theatre.

Mike Puzino questioned an outdoor shooting range in the County.

Meeting adjourned at 6:49 p.m.

City Clerk

Council President

Interoffice Memorandum – *City of Inverness*

February 18, 2025

TO: Elected Officials
FROM: City Clerk
SUBJECT: Oak Ridge Cemetery Burial Space Repurchase

The Oak Ridge Cemetery records indicate that Citrus/Line Addition Lot 128 South ½ burial rights are assigned to Linda Hojdill. Ms. Hojdill contacted the Clerk's Office, by telephone and email, to state that the space is no longer needed and she wishes to sell it back to the City. The records show the price of \$995.00.

Agenda Memorandum - *City of Inverness*

February 18, 2025

TO: Elected Officials
FROM: Frank Calascione, Assistant City Manager
SUBJECT: South Highlands Septic to Sewer Project
CC: Eric Williams, City Manager, Susan Jackson, City Clerk, Rob Pell, Assistant Public Works Director, Alexis Koter, Finance Director

Enclosures:

The South Highlands Septic to Sewer Project is in the design phase. The project design is currently split into five phases. Phase One is at 100% design completion, and the recommended option to proceed is to include designing the remaining phases of the project at the same time, with the result being a 100% shovel-ready project.

Additionally, when looking at the current predicted construction cost and the cost to borrow funds to complete the project as initially proposed, estimates of the assessments required to connect residents are cost prohibitive. As such a modification of the grant terms would be beneficial for reducing the assessment costs to our residents.

In meetings with the Florida Department of Environmental Protection, City staff have discussed the local match requirement in the grant being waived. If that were the case it would reduce the need for the City to borrow the large sum that was required for the project's construction as first proposed. The City would still bring local funding to the project but it would not be as substantial as in the current grant terms. We believe under new grant terms, design and construction could both be accomplished on a slightly reduced size project, and the assessments for residents, could be kept on par with previous septic to sewer projects the City has completed.

Recommended Action:

1. Allow staff to present
2. Council should discuss the proposed option to proceed with consolidated project design and request for modification of the grant terms as presented
3. Provide consensus direction to proceed as presented

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

Eric C. Williams

Agenda Memorandum - *City of Inverness*

February 18, 2025

TO: Elected Officials
FROM: Eric Williams, City Manager
SUBJECT: Festival of the Arts 2025
CC: Frank Calascione, Assistant City Manager, Susan Jackson, City Clerk, Woody Worley, Parks & Recreation Director

Enclosures:

The Inverness Festival of the Arts is the longest running art festival in Citrus County. It has been a staple since 1971 that provides a two-day festival that brings fine art to the downtown historic square for visitors to explore and shop. Over the years the festival has gone through changes, shifted its date, and has had a few different contracted consultants to manage the Festival of the Arts.

This evening staff will present this year's focus for another successful event. This year's Art Festival will focus on interactive and immersive art opportunities for the visitor experience while maintaining a differential to the juried art show. The art show will offer free registrations to Fine Arts and Fine Craft Vendors with no juried format rather a people's choice approach.

This focus will utilize more invest with and by public private partnerships to bring more elements of Art to this year's Art Festival and highlight the interactive and immersive art pieces. The City will look to partner with the local schools to bring Poetry, Speeches, and performances to the center stage. Elements such as live art demos, live entertainment, live music, interactive and immersive art throughout the festival. Additionally, the City will look to partner with the County to bring activities to the old historic Courthouse, partner with our local playgroups, art partners, and more in order to make the Arts come alive during the festival.

This year's Festival of the Arts will take place on November 15th/16th with a footprint that maximizes space efficiently and is least impactive to the community.

We look forward to this year's event!!

Recommended Action - No Action Required - Verbal Update

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

Eric C. Williams

City Manager

Agenda Memorandum - *City of Inverness*

February 18, 2025

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: Annual Road Improvement Program - Professional Services Proposal (FY 25 and 26)

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

Enclosures: 1. City_of_Inverness_DRAFT_Scope_of_Work_UPDATED_STREETS_02052025

In continuing with the City's Annual Road Resurfacing Program, the Department of Public Works has obtained a proposal for design and engineering services from Lochner Engineering. In an effort to obtain favorable pricing the proposal covers a two-phased plan for FY25 and FY 26 focusing on approximately 8 miles of City roadways and minor drainage improvements.

Lochner will provide assistance for pre-bid, post-bid, and final acceptance of the finalized work from the contractor. Lochner will also provide CEI services for fiscal year 2025 and inspect all work while under construction. Additionally, the proposal includes taking up to 24 core samples to assess the existing roadway conditions. CEI for FY 26 will be a separate work order as part of next year's annual road surfacing efforts.

The total proposal is \$156,004.53 and will be funded via the budget \$1,000,000 for this year's program. It is recommended that Council proceed as presented.

Recommended Action:

1. Allow staff to present
2. Motion and second to approve the proposal for professional services with Lochner Engineering in the amount of \$156,004.53, as presented, and authorize the City Manager to execute the document.
3. Deliberate the matter
4. Vote the matter

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

Eric C. Williams

February 5, 2025

Rob Pell
Public Works Director
City of Inverness
212 W. Main Street
Inverness, FL 34450

Dear Mr. Pell:

Lochner is pleased to submit our proposed scope and fee for professional engineering and construction inspection services for the Inverness Street Resurfacing Project. This proposal is based on our previous discussions regarding the City's goals and the pre-identified road segments, along with additional clarifications about the scope requirements provided on December 4, 2024. We believe the attached proposal aligns with your expectations.

The outlined scope of services is estimated at \$156,004.53 in civil/inspection fees. We welcome the opportunity to discuss any adjustments to the scope or fees as needed following your review.

Thank you for considering Lochner for this project. We look forward to collaborating on the successful completion of the resurfacing effort. Please don't hesitate to reach out with any questions or if further information is needed.

Sincerely,



Mattias Ciabatti, PE
Project Manager
P: 813-357-3570 Ext. 38305
E: mciabatti@hwlochner.com

1. Project Background

The City of Inverness Public Works Department (PWD) is preparing to undertake a roadway resurfacing project within the city limits. Several road segments, with an estimated total length of approximately 4 miles (21,220 feet) based on aerial measurements, have been identified by the City for inclusion in the project. These road segments have been selected due to observed deterioration caused by traffic wear and drainage impacts, though no grade modifications are anticipated. Under the existing Continuing Services Contract, the PWD has requested Consultant support to provide engineering and inspection services. These services include evaluating the identified road segments, preparing construction drawings for proposed milling and resurfacing improvements that match existing conditions, offering bidding support, and assisting with partial contract administration.

The pre-selected road segments identified by the PWD are listed below. It is noted that final road segments and lengths may vary based on site inspections, PWD priorities, and recommendations.

Roadway	Begin Limit	End Limit	Total Length (miles)
N Pine Street	Main Street	Dampier Street	0.16
S Pine Street	Main Street	Grace Street	0.46
S Pine Street	Grace Street	Highland Boulevard	
S Pine Street	Highland Boulevard	Hill Street	
S Pine Street	Hill Street	Relief Street	
N Osceola Avenue	Main Street	Zephyr Street	0.28
S Osceola Avenue	Main Street	Grace Street	0.26
S Osceola Avenue	Grace Street	Highland Boulevard	
N Seminole Avenue	Main Street	Zephyr Street	0.27
N Line Avenue	Main Street	Zephyr Street	0.29
S Line Avenue	Main Street	Highland Boulevard	0.25
N Cherry Avenue	Main Street	End of Street	0.29
Emery Street	Seminole Avenue	Ella Avenue	0.50
Lake Street	Seminole Avenue	Line Street	0.24
N Central Avenue	US 44	Forrest Drive	0.16
Richards Street	US 44	Main Street	0.07
W Dampier Street	Seminole Avenue	Davidson Avenue	0.56
N Citrus Avenue	Main Street	Lake Street	0.30
Bay Street	Line Avenue	Cherry Avenue	0.07
S Park Avenue	Highland Boulevard	Relief Street	0.23
S Seminole Avenue	Highland Boulevard	Relief Street	0.23
S Osceola Avenue	Highland Boulevard	Hill Street	0.12
S Citrus Avenue	Highland Boulevard	Hill Street	0.12
S Line Avenue	Highland Boulevard	Cemetery Dead End	0.23
W Relief Street	Seminole Avenue	Park Avenue	0.23
W Highland Boulevard	South Boulevard	Montgomery Avenue	0.25
W Highland Boulevard	Apopka Avenue	US 41	0.50
Forest Drive	Central Avenue	Independence Highway	1.23
Total (miles)			7.30

2. Scope of Services

Consultant will provide engineering and construction inspection services for the Inverness Street Resurfacing Project. The scope of work described below will be performed through two separate phases of work. Phase 1 will be performed during Fiscal Year 2024/25 and Phase 2 will be performed during Fiscal Year 2025/26.

a. Project Management and Coordination

Project Kickoff Meeting:

Conduct a detailed kickoff meeting with City and Consultant staff in person. Review the scope of work, schedule, establish project objectives, deliverables, milestones, and expectations. Meeting agenda and minutes to be prepared, reviewed, and distributed. Phase 1 Only.

Project Schedule:

Development of a comprehensive project schedule outlining design critical paths, milestones, and deadlines. Schedule will account for necessary review periods, approvals, and potential contingencies. Lochner's project manager will monitor the schedule progress and proactively identify risks and issues. Development of project schedule for both Phase 1 and Phase 2.

Project Progress Meetings:

Establish monthly project progress meetings with City and Consultant staff. Meetings will be virtual on Microsoft Teams. Meeting objectives are to address issues and confirm alignment with the project schedule. Assume four progress meeting in Phase 1 and four progress meetings in Phase 2.

Project Invoices and Progress Reports:

Develop a detailed summary of work performed, payout curve, and invoice on a monthly basis. Consultant will submit to the City for review and approval.

Project Closeout Meeting:

Conduct an in person debrief with the client and project team to review the project's successes and areas for improvement. Compile a closeout report that documents lessons learned and best practices for future initiatives. At the end of Phase 2.

b. Field Review

The field review activities for Phase 1 and Phase 2 will be performed in a single coordinated effort to maximize efficiency.

Design Field Review(s):

Develop a detailed field review schedule to confirm objectives, data collection needs, and site access arrangements. Prepare necessary field equipment, checklists, and documentation tools. Objective of the field review is to verify the existing conditions. This includes documenting existing roadway features, signage, pavement conditions, drainage systems, and other relevant infrastructure. Note any site constraints. Identify any potential utility conflicts that could impact design. Record observations in detailed field notes and update base maps as needed to reflect site conditions accurately. Include three

Consultant staff. Assume two days to complete work for both Phase 1 and 2.

c. Geotechnical Investigation

The geotechnical engineering activities for this project will focus on evaluating the existing pavement design and conditions to support the development of appropriate milling and resurfacing depths. The work to be performed will include evaluation of the existing thickness and condition of the pavement structure. All pavement borings will be collected during Phase 1

Boring Site Selection:

Identify road segments and areas of interest to perform pavement borings. Consultant design team to identify proposed boring locations during field reviews and coordinate these locations with the City staff for concurrence.

Pavement Borings Collection:

Perform pavement borings at pre-determined locations across the project area to assess the existing pavement structure and subsurface conditions. Pavement cores will be collected at 24 locations. These locations are to be defined through coordination with City staff and following field reviews.

Existing Pavement Evaluation:

Analyze boring samples to determine pavement layer thicknesses, base condition, and seasonal high groundwater table. Evaluate the current pavement design and conditions to identify deficiencies or areas requiring rehabilitation. Calculate appropriate milling depths based on field data and project requirements.

Geotechnical Report:

Provide a geotechnical report summarizing the findings of the pavement borings and laboratory analysis. Include boring logs with graphical representation of pavement layers and subsurface conditions. Include specific recommendations for milling depths, and design considerations to be incorporated into the project plans.

Contingency for Additional Borings:

While all borings are planned for Phase 1, note that additional borings may be required during Phase 2 due to unforeseen circumstances such as changes in project limits or discovery of unexpected conditions. If additional borings are necessary, coordinate with the City to define the scope and secure authorization before proceeding.

d. Design Plans, Construction Cost Estimate, and Specifications

The design activities for the roadway resurfacing project aim to support the City's goal of resurfacing approximately four miles of roadway during each fiscal year. The construction budget available is \$1,000,000 per fiscal year. The scope of work includes the preparation of design plans, a construction cost estimate, and bid package specifications to ensure a successful project implementation.

Preliminary Design:

Develop preliminary resurfacing plans identifying pavement treatment strategies and limits of roadway. Assess potential impacts on adjacent features, such as curb and gutter, sidewalks, and drainage systems, to ensure compatibility with the proposed resurfacing. Identify and address any minor

drainage or utility adjustments needed to accommodate the resurfacing improvements. Coordinate with utility providers to confirm the location and status of existing utilities within the project area and mitigate potential conflicts.

Final Design:

Finalize resurfacing recommendations, including milling and overlay depths, material specifications, and required geometric adjustments. Incorporate geotechnical findings into the design to address any identified deficiencies in the pavement structure.

Final Design Plans:

Prepare detailed design plans for the resurfacing, including pavement treatment details and cross-sections. Traffic control and staging plans to guide construction operations. Limits of work for each roadway segment. Ensure plans are compliant with applicable local, state, and federal design standards.

Construction Cost Estimate:

Develop a detailed construction cost estimate and include quantities and unit costs for all resurfacing and associated work items. Provide a summary breakdown of costs for each roadway segment.

Bid Package:

Prepare and provide to the City a bid package consisting of specifications (including project scope and technical requirements), detailed bid schedule and quantities, and construction plans. Ensure the bid package is clear, concise, and facilitates competitive bidding among contractors.

Quality Assurance and Coordination:

Conduct internal reviews at key milestones to ensure all deliverables meet project standards and City expectations. Maintain regular communication with the City to provide updates and incorporate feedback throughout the design process.

e. Procurement Support

Prepare Responses to Bid Questions and Addendum:

Prepare responses to bid questions submitted by potential Contractors, ensuring all inquiries are addressed in a timely and thorough manner. The consultant will review each question, provide clear and accurate responses, and communicate these answers to all interested parties as necessary. In addition, Consultant will prepare any required addenda to the bid documents, incorporating changes or clarifications based on the responses to the bid questions, ensuring compliance with applicable regulations and contract requirements. These addenda will be distributed to all bidders to ensure transparency and consistency throughout the bidding process.

Evaluation of Bids:

Evaluate bids received from Contractors to ensure compliance with the project requirements and specifications. The consultant will review each bid for accuracy, completeness, and responsiveness, verifying that all required documents and pricing are included. Additionally, Consultant will assess the qualifications, experience, and proposed timelines of each bidder to determine their ability to successfully complete the project. Any discrepancies or concerns identified during the evaluation will be addressed, and a recommendation will be made to the City based on a thorough analysis of the bids, ensuring the selection of the most qualified contractor for the project.

f. Construction Administration Services

Preconstruction Conference:

Collaborate with the City and Contractor to identify relevant parties for the meeting and develop a comprehensive attendee list. The final agenda, along with the list of invitees, guidelines, contacts, and stakeholder information, will be distributed prior to the meeting. Following the meeting, final preconstruction meeting minutes will be compiled, capturing key project discussions, action items, and responsibilities.

General Administration of Submittals:

Log and distribute submittals provided by the Contractor. This encompasses the timely review and re-distribution of shop drawings, miscellaneous submittals, and other related submittal information to ensure an efficient and organized workflow. Consultant will analyze requests for substitution as functionally equivalent, meeting or exceeding plans, specifications and contract requirements.

Review and Approval of Initial (Baseline) Construction Schedule:

Review the project schedule to ensure it incorporates major project elements, milestones, the critical path, and complies with contractually specified schedule sequences and completion dates. The schedule must also align with the Traffic Control Plan phasing and the Stormwater Pollution Prevention Plan, avoiding any sequence or scheduling conflicts for the implementation of these activities. Coordination with the City and the Contractor will be conducted to address and reconcile disputed schedule deficiencies, with documentation of the resolution process. Additionally, the Contractor will be required to submit monthly schedule updates as part of the pay request. These updates will be analyzed by contrasting and comparing actual work documented by inspection against projections to ensure accuracy, including evaluating proportions of lump sum items.

Review and Process Progress Payments:

Review the Contractor's draft application for payment against measured or estimated quantities, noting any deficient work not recommended for payment until corrected, deleting payment for stored materials or equipment lacking approved shop drawings or proper invoices, and reducing the value of partially completed items claimed as complete. A copy of the reviewed draft will be returned to the Contractor, followed by a meeting to reconcile discrepancies. Consultant will then review the revised application and provide a recommendation to the City regarding payment. Executed copies of the approved application will be distributed as outlined in the preconstruction conference minutes. Consultant will monitor total payments to ensure appropriate adjustments to retainage amounts, as specified in the Contract Documents. As the project nears completion, and at the City's direction, retainage will be adjusted from a fixed percentage to an amount sufficient to ensure work completion.

Review Substantial Completion Submittal:

Develop a substantial completion submittal checklist and receive and review the Contractor's required submittals to determine readiness for the substantial completion inspection. Consultant will verify the submittal of all required documents, including Contractor Record Drawings and revisions, and review all substantial completion submittal documents for completeness and compliance with Contract provisions. A substantial completion inspection will be scheduled, and Consultant will prepare and distribute the punch list format to the inspection participants. Following the inspection, Consultant will compile the punch list, review it with the City, and transmit it to the Contractor. Issue certificate of substantial completion and punch list.

Review Final Completion Submittal:

Receive and review the Contractor's required final completion submittal and develop a comprehensive final completion submittal checklist. Consultant will verify the submittal of all required documents and review them for completeness and compliance with Contract provisions. Additionally, Consultant will notify the City and the Contractor of the scheduled date for the final inspection and determine whether Lien Waivers and Consent of Surety are required, either by the Contract or by State Statute.

Recommend Final Payment:

Finalize all project costs and determine the adjusted amounts for construction, as well as calculate reimbursements for engineering services owed to the City by the Contractor. Consultant will obtain the Contractor's signature on any required certifications or affidavits and process and sign the Final Application for Payment. Additionally, a transmittal letter will be prepared, indicating the recommendation for Final Payment and confirming whether the Engineer is aware of any outstanding issues that would prevent the issuance of Final Payment.

g. Construction Engineering Inspection

It shall be the responsibility of the Consultant to administer, monitor and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and contract provisions. Only Construction Engineering and Inspection services to be performed in 2025 are accounted for in this scope of services and attached fee.

General Construction Observation:

Observe the Contractor's work to assess progress and quality, identify any discrepancies, and report significant findings to the City's Project Representative while directing the Contractor to address and correct the observed issues. The consultant will also advise the City's Project Representative of any omissions, substitutions, defects, or deficiencies in the Contractor's work, along with the corrective actions taken. It is understood that Consultant's oversight does not relieve the Contractor of their responsibility for ensuring the satisfactory performance of the Construction Contract.

Inspection Documentation:

Create and file daily reports detailing specified work completed, staffing levels, and visitors, as well as identify all workforces, including contractors, subcontractors, utilities, equipment, and materials placed or stored. Consultant will document and record any latent physical conditions requiring investigation or potentially impacting changes in conditions or supplemental work justifications. Weather conditions will be monitored and recorded to determine potential impacts on controlling work items and associated costs, with necessary schedule adjustments documented. The Consultant will track and log Requests for Interpretation (RFIs) of contract provisions, maintaining action items until resolved, and identify construction deficiencies, notifying the contractor and developing a dynamic, active punch list to address these items. Photographic and video documentation will be generated before, during, and after critical construction activities. Weekly summaries of daily activities and work completed will be prepared and distributed to the City's Project Manager to track progress and ensure effective project execution. Consultant will also perform daily reviews and tracking of Maintenance of Traffic (MOT) and Stormwater Pollution Prevention Plan (SWPPP) implementation for compliance with NPDES requirements and public safety. All reports by others will be logged, and daily reviews and inspections of traffic control plan implementation and devices in work zones will be conducted to ensure compliance with City requirements, including FDOT Series 600 and MUTCD standards.

Site Conditions Review:

Prepare video and photographic documentation to identify and record significant areas of concern within the construction limits and adjacent properties. During construction, Consultant will review the overall condition of the site, ensuring the proper management of excessive construction debris, erosion, drainage, and access. Oversight will include evaluating the adequacy of protection measures for existing structures, piping, trees, and other items designated for preservation. The consultant will also review existing conditions related to permitted activities for Gopher Tortoise relocation, including the flagging of potential burrows to minimize impacts. Any deficiencies identified will be documented, the Contractor will be notified, and Consultant will maintain oversight until the issues are resolved.

Quality Control Testing & Inspection:

Asphalt testing and verification includes reviewing the work and coordinating testing lab visits for subgrade verification. The consultant will schedule and host a pre-paving conference with the Contractor and City personnel and provide an asphalt paving checklist prior to the commencement of operations. Copies of all testing reports conducted by the Contractor, including any failures and retests, will be obtained and logged, to ensure compliance with plans, specifications, and contract documents. Throughout the project, construction activities will be monitored to identify deficient items, and the Contractor will be provided with an updated deficiencies list during construction meetings. As deficiencies are corrected, the list will be revised to delete resolved items, with updates distributed to authorized parties. This list will also be utilized to assist in identifying retainage amounts as the project nears completion.

Conduct Final Completion Inspection:

Schedule the final inspection date and notify both the Contractor and the City. The consultant will assemble the necessary final completion submittal documents for the final inspection meeting and review them with the relevant parties. The consultant will then conduct the final inspection to ensure all work is complete and in accordance with the contract requirements.

Contract
Task Work Order
Assignment
City of Inverness Resurfacing Project

Estimator:
Description:

Mattias Ciabatti
See Scope of Services

Task #	Task Description	Classification	Engineer 1	Senior Engineer	Designer	Project Administrator	Inspector	Total Hours	Estimated Fee
			\$ 177.69	\$ 280.35	\$ 154.08	\$ 196.71	\$ 81.00		
Phase 1									
	Project Management and Coordination		18	10	0	0	0	28	\$ 6,001.92
	Phase 1 Kick-Off Meeting (In-person)		4	4				8	\$ 1,832.16
	Project Schedule (DRAFT and FINAL)		6	2				8	\$ 1,626.84
	Project Progress Meetings. Assume 4 (Monthly - Virtual)		4	4				8	\$ 1,832.16
	Project Invoices and Progress Report. Assume 4		4					4	\$ 710.76
	Field Review		16	16	16	0	0	48	\$ 9,793.92
	Design Field Review(s)		16	16	16			48	\$ 9,793.92
	Geotechnical Investigation								\$ 24,600.00
	Design Plans, Construction Cost Estimate, and Specification (Includes Phase 1 and 2)		96	35	170	0	0	301	\$ 53,064.09
	Preliminary Design		20	5	60			85	\$ 14,200.35
	Final Design		10	5	20			35	\$ 6,260.25
	Final Design Plans		20	5	40			65	\$ 11,118.75
	Construction Cost Estimate		30	8	30			68	\$ 12,195.90
	Bid Package Specifications		8	4	20			32	\$ 5,624.52
	Quality Assurance and Coordination		8	8				16	\$ 3,664.32
	Procurement Support		8	4	8	8	0	28	\$ 5,349.24
	Bid Questions and Addendum		8	4	8	4		24	\$ 3,329.76
	Evaluation of Bids					4		4	\$ 786.84
	Construction Administration Services		14	0	0	44	0	58	\$ 11,142.90
	Pay Request					30		30	\$ 5,901.30
	Field Review		4			4		8	\$ 1,497.60
	Closeout		10			10		20	\$ 3,744.00
	Construction Engineering Inspection		0	0	0	20	240	260	\$ 23,374.20
	Field Inspection					20	240	260	\$ 23,374.20
Phase 2									
	Project Management and Coordination		14	10	0	6	0	30	\$ 6,471.42
	Phase 2 Kick-Off Meeting (In-person)		4	4		4		12	\$ 2,619.00
	Project Progress Meetings. Assume 4 (Monthly - Virtual)		4	4				8	\$ 1,832.16
	Project Invoices and Progress Report. Assume 4		4					4	\$ 710.76
	Project Closeout Meeting		2	2		2		6	\$ 1,309.50
	Procurement Support		8	4	8	8	0	28	\$ 5,349.24
	Bid Questions and Addendum		8	4	8	4		24	\$ 4,562.40
	Evaluation of Bids					4		4	\$ 786.84
	Construction Administration Services		29	0	0	29	0	58	\$ 10,857.60
	Pay Request		15			15		30	\$ 5,616.00
	Field Review		4			4		8	\$ 1,497.60
	Closeout		10			10		20	\$ 3,744.00
	Total Hours		203	79	202	115	240	839	
	Estimated Fee		\$ 36,071.07	\$ 22,147.65	\$ 31,124.16	\$ 22,621.65	\$ 19,440.00		\$ 156,004.53

January 23, 2025

Mattias Ciabatti, PE
Lochner
4300 West Cypress Street, Suite 500
Tampa, Florida 33607

Via Email: mciabatti@hwlochner.com

Subject: Proposal for Geotechnical Engineering Services
Inverness Street Resurfacing Project
Inverness, Florida
AREHNA B.Prop-25-030

AREHNA Engineering, Inc. is pleased to present this proposal to provide geotechnical engineering services for the referenced project. This proposal summarizes our understanding of the project, presents our scope of services, and provides a proposed scope, fee and schedule.

Project Description

The project site is located along various neighborhoods, north and south of SR 44, in Inverness, Florida. The project consists of pavement resurfacing. The Client estimates 24 pavement cores will be required with hand auger borings at each one to provide soil profiles and water table depths (where encountered). The project will consist of two phases. All 24 of the pavement cores will be performed in Phase 1. Additional pavement cores will be requested if required during Phase 2. This proposal does not include pavement cores for Phase 2. Some of the roadways will require maintenance of traffic (flaggers) during pavement core operations. Others, in light traffic areas, will have signs/cones placed around the work area during coring.

Scope of Services

The purpose of our geotechnical study is to obtain information on the general subsurface soil conditions at the project site. The subsurface materials encountered will then be evaluated with respect to the available project characteristics. In this regard, engineering assessments for the following items will be formulated:

- Identification of the existing groundwater levels and estimated normal seasonal high groundwater fluctuations.
- General location and description of potentially deleterious materials encountered in the borings which may have an impact on the proposed construction.
- Existing pavement and base layer thicknesses and Core Photo Log.
- General geotechnical recommendations for the proposed resurfacing.

The following services will be performed:

- Site reconnaissance and paint pavement core locations.
- Request utility location services from Sunshine811.
- Obtain ROW/MOT permits to perform the requested services within the existing roadway, if required.

- Provide Maintenance of Traffic in accordance with Florida Department of Transportation (FDOT) Standard Indices, as needed.
- Perform 24 pavement cores with hand auger borings to a depth of approximately 5 feet or auger refusal within existing pavement section at locations provided by the Client.
- Visually classify and stratify soil samples in the laboratory and conduct a laboratory testing program as needed to verify soil classifications.
- Report the results of the field exploration and engineering analysis. The results of the subsurface exploration will be presented in a written report signed and sealed by a professional engineer specializing in geotechnical engineering.

Schedule

We can perform the fieldwork within approximately four to five weeks from receiving the notice to proceed. During this time, any permits will be obtained, the boring locations will be marked and utility locates requests will be submitted to Sunshine811. The fieldwork should require approximately 3 to 4 business days to complete, weather and access permitting. Our signed and sealed report should be available approximately three to four weeks after completion of the fieldwork.

Service Fee

We propose to complete our geotechnical engineering services for a lump sum fee of \$24,600.00. The attached Work Order is an integral part of this proposal. To authorize our services, please sign the work order or reference this proposal in a letter of authorization. Please note that samples will be retained for 90 days after the date of the report and then disposed, unless other arrangements have been made.

We appreciate the opportunity to support you on this project. If you have any questions regarding this proposal, please do not hesitate to contact us at 813.944.3464.

Sincerely,
AREHNA Engineering, Inc.



Andy Tao, P.E.
Geotechnical Engineer



Kevin M. Hill, P.E., PMP
Senior Geotechnical Engineer

Attachments: Work Order



Agenda Memorandum - ***City of Inverness***

February 18, 2025

TO: Elected Officials

FROM:

SUBJECT: Project / Program Updates

- Intersection of Zephyr and Ella - proposed interim improvements
- Big Bass Bluegrass and BBQ
- West Inverness Trail Connector
- Other

CC:

Enclosures:
