

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
November 18, 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) PLEASE SILENCE ELECTRONIC DEVICES**
- 2) INVOCATION, PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL**
- 4) ACCEPTANCE OF AGENDA**
- 5) PRE-SCHEDULED APPEARANCES / RECOGNITIONS**
  - a) Proclamation for Farm City Week
  - b) Joe Brannen - Helping Families in Need Donation
- 6) PUBLIC HEARINGS / WORKSHOPS**
  - a) FY 2025 Budget Amendment (End of Year)
  - b) FY 2026 Budget Amendment (Carryforward)
- 7) OPEN TO THE PUBLIC**

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

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- b) Council Minutes\* - 11.04.2025

**10) CITY CLERK'S REPORT**

**11) CITY MANAGER'S REPORT**

- a) Annual Road Improvement Program - RFP 2026-01-PW Bid Award
- b) Architectural Concept and Professional Services Inverness Government Center Lobby
- c) City's Impact Fee Program Update
- d) Project and Program Updates
  - WPP Workshop
  - IGC Lease with BOCC
  - Former Manning's Bar Property
  - Holiday Season
  - Other

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

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

**13) NON-SCHEDULED PUBLIC COMMENT**

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

**14) ADJOURNMENT**

- a) **DATES TO REMEMBER**
  - Teen's Night Out  
Thursday, November 20, 2025 from 5:30pm – 7:00pm  
Depot Pavilion
  
  - Farm City Festival

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November 18, 2025 - 5:30 PM**

Saturday, November 22, 2025 from 9:00am – 2:00pm  
Depot Pavilion/Liberty Park

Southern Nights & City Lights Bike Night  
Sunday, November 23, 2025 from 5:00pm – 7:00pm  
IGC Parking Lot

Olde Fashioned Christmas & Tree Lighting  
Saturday, November 29, 2025 from 5:00pm – 10:00pm  
Downtown Inverness

Inverness City Council Regular Meeting  
Tuesday, December 2, 2025 @ 5:30pm  
Valerie Theatre

# Agenda Memorandum - *City of Inverness*

November 18, 2025

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: FY 2025 Budget Amendment (End of Year)

CC: Frank Calascione, Assistant City Manager, Susan Jackson, City Clerk, Alexis Koter, Finance Director, Ruthi Griffiths, Assistant Director of Finance

Enclosures: 1. Resolution 2025-12  
2. Exhibit A  
3. Notice of Budget Hearing  
4. Budget Summary

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This is an annual activity to amend the FY 2025 Budget. The budget amendments and transfers included within are to correct and adjust various departmental contracts, operational expenditures, and capital projects. The total amount being amended represents an increase of \$88,888 to the City's Fiscal 2025 budget. The increase is a result of amendments and transfers within the General, ICRA, Capital Projects, Utility, Cemetery, and Impact Fee Funds. Detailed information is listed on the resolution.

***Recommended Action:***

1. **Open Public Hearing**
2. **Motion, second, and vote to read Resolution 2025-12 by title only.**
3. **Allow staff to speak**
4. **Those for, Those against**
5. **Deliberate the matter**
6. **Motion, second, and vote to adopt resolution 2025-12 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

**RESOLUTION 2025-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025, AMENDING THE GENERAL FUND, ICRA FUND, CIP FUND, UTILITY FUND, CEMETERY FUNDS, AND IMPACT FEE FUND REVENUES AND EXPENDITURES AND PROVIDING FOR AND EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Inverness desires to amend the Fiscal Year 2025 budget to provide for recognition of adjustments to reserves, expenditures and revenues in the General, ICRA, Capital Projects, Utility, Cemetery, and Impact Fee Funds.

**WHEREAS**, the City Council desires to appropriate the reserves and amend authorized project expenses appropriated in Fiscal Year 2025; and

**WHEREAS**, the City Council held a public hearing on November 18, 2025; as required by Florida Statute 200.065; and

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF INVERNESS TO AMEND THE BUDGET AS SHOWN IN ‘EXHIBIT A’.**

**PASSED AND ADOPTED THIS 18TH DAY OF NOVEMBER 2025, \_\_\_\_ PM.**

\_\_\_\_\_  
Gene Davis, Council President

ATTEST:

\_\_\_\_\_  
Susan Jackson, City Clerk

## Exhibit A

**Section 1. That expenditure accounts in the General Fund shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
RETIREMENT CONTRIBUTIONS	11,203.00	1,355.00	12,558.00
LIFE & HEALTH INSURANCE	72,817.00	(1,355.00)	71,462.00
TRAVEL-SEAT #4	1,050.00	335.00	1,385.00
TRAVEL-SEAT #5	1,050.00	556.00	1,606.00
TRAVEL-SEAT #1	1,050.00	(341.00)	709.00
TRAVEL-SEAT #3	1,050.00	439.00	1,489.00
TRAVEL-MAYOR	1,050.00	255.00	1,305.00
TRAVEL-SEAT #2	1,050.00	147.00	1,197.00
PRINTING	300.00	(231.00)	69.00
OFFICE SUPPLIES	150.00	88.00	238.00
PUBLICATIONS	500.00	(1.00)	499.00
MEMBERSHIP DUES	1,500.00	(162.00)	1,338.00
EDUCATION & TRAINING-SEAT #1	1,085.00	(1,085.00)	0.00
REGULAR SALARIES	482,342.00	60,149.44	542,491.44
OVERTIME	500.00	(483.28)	16.72
FICA/MEDICARE TAXES	37,305.00	4,370.75	41,675.75
RETIREMENT CONTRIBUTIONS	143,876.00	18,531.41	162,407.41
LIFE & HEALTH INSURANCE	67,635.00	(4,588.90)	63,046.10
WORKERS COMP INSURANCE	627.00	(180.11)	446.89
PROFESSIONAL SERVICES	1,000.00	(786.55)	213.45
ELECTION EXPENSE	8,250.00	(6,250.00)	2,000.00
TRAVEL	12,000.00	(6,267.71)	5,732.29
POSTAGE	1,132.00	(886.21)	245.79
RENTALS & LEASES	4,000.00	(1,243.51)	2,756.49
LIABILITY INSURANCE	4,000.00	(477.86)	3,522.14
MAINTENANCE - VEHICLES	118.00	(0.45)	117.55
PRINTING	4,000.00	(3,303.08)	696.92
CC CLERK FEES	2,500.00	(585.50)	1,914.50
ADVERTISING	9,000.00	(5,450.09)	3,549.91
BACKGROUND CHECKS	2,500.00	(950.00)	1,550.00
DRUG TESTING CDL	500.00	(210.00)	290.00
MISC EXPENSE	2,500.00	(319.45)	2,180.55
OFFICE SUPPLIES	3,000.00	(1,867.45)	1,132.55
EQUIPMENT - MISC	500.00	(485.00)	15.00
FUEL - GASOLINE	800.00	(676.89)	123.11
SUBSCRIPTIONS	300.00	(72.06)	227.94
PUBLICATIONS	100.00	(100.00)	0.00
MEMBERSHIP DUES	4,000.00	(1,321.43)	2,678.57
EDUCATION & TRAINING	9,000.00	(2,034.58)	6,965.42
EXECUTIVE DEPT CONTINGENCIES	10,000.00	(10,000.00)	0.00
PROFESSIONAL SERVICES	10,800.00	(2,174.00)	8,626.00
CONTRACTUAL SERVICES	34,395.00	(299.00)	34,096.00
TRAVEL	2,169.00	675.00	2,844.00
POSTAGE	35,000.00	392.00	35,392.00
RENTALS & LEASES	2,405.00	(508.00)	1,897.00
LIABILITY INSURANCE	3,500.00	(326.00)	3,174.00
PRINTING	2,500.00	226.00	2,726.00
BANK SERVICE CHARGES	21,000.00	11,483.00	32,483.00
CC CLERK FEES	930.00	(40.00)	890.00
OFFICE SUPPLIES	3,000.00	(37.00)	2,963.00
MEMBERSHIP DUES	499.00	(95.00)	404.00
EDUCATION & TRAINING	1,125.00	170.00	1,295.00
FINANCE DEPT CONTINGENCIES	10,000.00	(9,467.00)	533.00

REGULAR SALARIES	193,198.00	22.00	193,220.00
OVERTIME	750.00	8.00	758.00
FICA/MEDICARE TAXES	14,803.00	37.00	14,840.00
RETIREMENT CONTRIBUTIONS	38,845.00	1,338.00	40,183.00
LIFE & HEALTH INSURANCE	36,804.00	(1,460.00)	35,344.00
WORKERS COMP INSURANCE	889.00	55.00	944.00
ATTORNEY FEES	100,000.00	(5,235.00)	94,765.00
PROFESSIONAL SERVICES	40,000.00	8,500.00	48,500.00
ACCOUNTING & AUDITING	40,000.00	(300.00)	39,700.00
RENTALS & LEASES	3,800.00	(1,421.00)	2,379.00
LIABILITY INSURANCE	31,000.00	(2,136.00)	28,864.00
PROMOTIONAL ACTIVITIES	7,700.00	(5,168.00)	2,532.00
MISC EXPENSE	0.00	6,664.00	6,664.00
CO - EQUIPMENT (MISC)	1,000.00	(804.00)	196.00
MEMBERSHIP DUES	100.00	(100.00)	0.00
GENERAL GOV'T CONTINGENCIES	371,470.00	(95,949.27)	275,520.73
REGULAR SALARIES	173,240.00	7,865.00	181,105.00
OVERTIME	500.00	(321.00)	179.00
FICA/MEDICARE TAXES	13,291.00	578.00	13,869.00
RETIREMENT CONTRIBUTIONS	49,474.00	2,052.00	51,526.00
LIFE & HEALTH INSURANCE	24,581.00	19.00	24,600.00
WORKERS COMP INSURANCE	226.00	(49.00)	177.00
LIABILITY INSURANCE	3,500.00	(326.00)	3,174.00
MAINTENANCE - EQUIPMENT	2,000.00	(888.00)	1,112.00
EQUIPMENT - MISC.	51,000.00	(3,118.00)	47,882.00
SOFTWARE	8,000.00	(5,812.00)	2,188.00
REGULAR SALARIES	451,330.00	8,424.28	459,754.28
SALARIES - PART TIME	61,222.00	37,718.33	98,940.33
VOLUNTEER FIREFIGHTER STIPENDS	24,000.00	1,677.42	25,677.42
OVERTIME	28,960.00	5,207.00	34,167.00
FICA/MEDICARE TAXES	43,353.00	3,838.36	47,191.36
RETIREMENT CONTRIBUTIONS	191,075.00	8,072.11	199,147.11
LIFE & HEALTH INSURANCE	86,040.00	85.76	86,125.76
WORKERS COMP INSURANCE	22,351.00	(6,513.93)	15,837.07
CONTRACTUAL SERVICES	6,344.00	(0.56)	6,343.44
TRAVEL	600.00	(600.00)	0.00
POSTAGE	250.00	(250.00)	0.00
UTILITIES - ELECTRIC	8,500.00	83.07	8,583.07
UTILITIES - WATER & SEWER	1,300.00	231.33	1,531.33
LIABILITY INSURANCE	17,000.00	(1,237.05)	15,762.95
MAINTENANCE - BUILDING	15,721.66	(319.14)	15,402.52
MAINTENANCE - EQUIPMENT	6,000.00	(792.40)	5,207.60
MAINTENANCE - VEHICLES	20,534.34	(126.33)	20,408.01
MAINTENANCE - CONTRACTS	10,155.00	(112.78)	10,042.22
PRINTING	1,000.00	(674.00)	326.00
PROMOTIONAL ACTIVITIES	1,000.00	(1,000.00)	0.00
OFFICE SUPPLIES	2,000.00	(624.85)	1,375.15
CO - EQUIPMENT (MISC)	10,008.00	(1,292.55)	8,715.45
SUPPLIES - GENERAL	6,000.00	(425.65)	5,574.35
SUPPLIES - FIRST AID	3,705.00	(630.57)	3,074.43
FUEL - GASOLINE	1,200.00	(285.54)	914.46
FUEL - DIESEL	9,845.00	(385.66)	9,459.34
FUEL - PROPANE	500.00	(361.23)	138.77
UNIFORMS	13,500.00	(3,882.35)	9,617.65
SUBSCRIPTIONS	150.00	(20.40)	129.60
EDUCATION & TRAINING	250.00	120.00	370.00
FIRE DEPT CONTINGENCIES	10,000.00	(10,000.00)	0.00
CONTRACTUAL SERVICES	58,530.00	46,552.00	105,082.00
UTILITIES - WATER & SEWER	46,014.00	(11,456.00)	34,558.00

RENTALS & LEASES	4,000.00	(2,358.00)	1,642.00
LIABILITY INSURANCE	27,000.00	(1,821.00)	25,179.00
MAINTENANCE - BUILDING	41,407.00	(8,241.00)	33,166.00
MAINTENANCE-STREET LIGHTS	14,982.32	(12,458.00)	2,524.32
MAINTENANCE-GROUNDS	19,563.50	(1,377.00)	18,186.50
MAINTENANCE - EQUIPMENT	44,374.90	(6,600.00)	37,774.90
MAINTENANCE - CONTRACTS	41,644.00	(4,015.00)	37,629.00
SUPPLIES - GENERAL	7,400.00	1,774.00	9,174.00
REGULAR SALARIES	592,569.00	10,372.32	602,941.32
SALARIES - PART TIME	68,557.00	(6,797.04)	61,759.96
SALARIES - SEASONAL	55,000.00	(1,721.25)	53,278.75
OVERTIME	4,000.00	8,464.47	12,464.47
FICA/MEDICARE TAXES	55,090.00	(210.13)	54,879.87
RETIREMENT CONTRIBUTIONS	114,134.00	3,909.28	118,043.28
LIFE & HEALTH INSURANCE	147,102.00	(17,430.08)	129,671.92
WORKERS COMP INSURANCE	20,196.00	(5,590.15)	14,605.85
CONTRACTUAL SERVICES	2,400.00	(2,400.00)	0.00
TRAVEL	2,500.00	(1,635.06)	864.94
POSTAGE	300.00	(200.00)	100.00
UTILITIES - ELECTRIC	68,250.00	9,579.92	77,829.92
UTILITIES - WATER & SEWER	60,900.00	2,638.22	63,538.22
RENTALS & LEASES	3,000.00	(261.16)	2,738.84
LIABILITY INSURANCE	11,500.00	(956.55)	10,543.45
MAINTENANCE - BUILDING	10,000.00	63,612.23	73,612.23
MAINTENANCE -PARK	40,000.00	(4,319.17)	35,680.83
MAINTENANCE - BOAT RAMP	4,500.00	(1,150.00)	3,350.00
MAINTENANCE - EQUIPMENT	24,000.00	(632.42)	23,367.58
MAINTENANCE - VEHICLES	5,932.00	(984.97)	4,947.03
MAINTENANCE - CONTRACTS	49,423.00	(907.00)	48,516.00
OPERATING-RECREATION PROG	15,900.00	(1,523.33)	14,376.67
MISC EXPENSE	500.00	215.00	715.00
OFFICE SUPPLIES	2,000.00	(67.68)	1,932.32
CO - EQUIPMENT (MISC)	6,000.00	(866.39)	5,133.61
SUPPLIES - GENERAL	54,000.00	(574.33)	53,425.67
FUEL - GASOLINE	16,000.00	(7,587.19)	8,412.81
FUEL - DIESEL	3,575.00	(2,374.45)	1,200.55
FUEL - PROPANE	12,600.00	(1,317.56)	11,282.44
SUPPLIES - CHEMICALS	15,500.00	(597.92)	14,902.08
UNIFORMS	1,000.00	(42.67)	957.33
UNIFORM MAINTENANCE	6,300.00	(476.83)	5,823.17
MEMBERSHIP DUES	1,000.00	(100.00)	900.00
EDUCATION & TRAINING	3,500.00	(2,553.00)	947.00
PARKS DEPT CONTINGENCIES	10,000.00	(10,000.00)	0.00
REGULAR SALARIES	51,700.00	1,385.00	53,085.00
SALARIES - PART TIME	34,278.00	(1,385.00)	32,893.00
PEST CONTROL	800.00	(655.00)	145.00
UTILITIES - ELECTRIC	2,100.00	655.00	2,755.00
TICKET SALES DISTRIBUTION	200,000.00	17,232.79	217,232.79

**Section 2. That revenue accounts in the General Fund shall be amended as follows:**

ACCOUNT DESCRIPTION	CURRENT BUDGET	AMENDMENT	REVISED BUDGET
TICKET SALES DISTRIBUTIONS	(200,000.00)	(17,232.79)	(217,232.79)

**Section 3. That expenditure accounts in the ICRA Fund shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
TRAVEL	2,449.56	(925.00)	1,524.56
UTILITIES - WATER & SEWER	6,500.00	2.00	6,502.00
ADVERTISING	4,000.00	(4,000.00)	0.00
MISC EXPENSE	1,000.00	(2.00)	998.00
DOWNTOWN LIGHTING PROGRAM	30,372.16	12,249.00	42,621.16
CORRIDOR STUDY/MEDICAL ARTS	7,324.65	(7,324.00)	0.65

**Section 4. That expenditure accounts in the CIP Fund shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
IGC UPGRADES	0.00	500,000.00	500,000.00
IGC UPGRADES	500,000.00	(500,000.00)	0.00
FIRE STATION SIGNAGE	6,000.00	(156.39)	5,843.61
FF CANCER DECONTAMINATION	0.00	701.91	701.91
EQUIP TESTING MACHINES	12,990.00	(545.52)	12,444.48
PW ANNEX BLDG IMPROVEMENTS	35,000.00	(69.34)	34,930.66
ROW FENCING	0.00	6,408.38	6,408.38
EQUIPMENT REPLACEMENT	36,864.04	(6,339.04)	30,525.00
SHADE STRUCTURE PARKS	55,500.00	14,884.00	70,384.00
BOARDWALK REPAIRS	150,000.00	(14,884.00)	135,116.00

**Section 5. That expenditure accounts in the Utilities Fund shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
CREDIT & COLLECTION EXPENSE	0.00	2,551.00	2,551.00
WWTP GENERATOR	0.00	169,835.00	169,835.00
UTILITIES - ELECTRIC	76,000.00	9,146.00	85,146.00
UTILITIES - WATER & SEWER	2,200.00	(109.00)	2,091.00
MAINTENANCE - BUILDING	5,000.00	(4,379.00)	621.00
MAINTENANCE - EQUIPMENT	18,000.00	(919.00)	17,081.00
MAINTENANCE - FIRE HYDRANTS	15,000.00	(6,290.00)	8,710.00
SANITATION CONTRACT	57,000.00	5,882.00	62,882.00
UTILITIES - WATER & SEWER	2,500.00	385.00	2,885.00
REPAIR & MAINTAINENCE	30,000.00	(6,267.00)	23,733.00
REGULAR SALARIES	361,656.00	(7,654.00)	354,002.00
STANDBY PAY	9,360.00	412.00	9,772.00
OVERTIME	6,500.00	7,242.00	13,742.00
TELEPHONE	4,950.00	228.00	5,178.00
POSTAGE	500.00	(228.00)	272.00
RESERVE R&R CAPITAL EQUIPMENT	896,207.00	(169,835.00)	726,372.00

**Section 6. That expenditure accounts in the Cemetery Funds shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
UTILITIES - WATER & SEWER	925.00	362.00	1,287.00
SUPPLIES - MAINTENANCE	400.00	(362.00)	38.00
RESERVE CASH CARRIED FORWARD	736,987.64	51,510.45	788,498.09
TRANSFER TO OAKRIDGE	0.00	51,510.45	51,510.45
RESERVE CASH FWD	431,986.29	(31,510.45)	400,475.84

**Section 7. That revenue accounts in the Cemetery Funds shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
TRNSF FROM CEMETERY PERP CARE	0.00	(51,510.45)	(51,510.45)
DONATIONS - GENERAL	0.00	(20,000.00)	(20,000.00)

**Section 8. That expenditure accounts in the Impact Fee Fund shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
COUNTY IMPACT FEE INTEREST	0.00	145.00	145.00

**Section 9. That revenue accounts in the Impact Fee Fund shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
INTEREST - INVESTMENTS/BANK	0.00	(145.00)	(145.00)

## **NOTICE OF BUDGET HEARING**

**The City Council of the City of Inverness will hold a public hearing on Tuesday November 18, 2025 at 5:30 p.m. at the Inverness Government Center, 212 W. Main Street, Inverness, FL to consider and finalize a resolution amending the adopted budget for all funds for the fiscal year commencing October 1, 2024 and ending September 30, 2025.**

**BUDGET SUMMARY**

CITY OF INVERNESS  
2024-2025 FISCAL YEAR

THE PROPOSED OPERATING EXPENDITURES OF THE CITY OF INVERNESS ARE 46.6% HIGHER THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

GENERAL FUND 7.6600

ESTIMATED REVENUES	GENERAL FUND	CAPITAL PROJECTS	WATER & SEWER	CEMETERY	IMPACT FEE FUND	PENSION FUNDS	SUB-TOTAL (BEFORE COMPONENT UNIT)	I.C.R.A. TRUST FUND	TOTAL ALL FUNDS
<b>TAXES</b>									
AD-VALOREM MILLAGE PER \$1000 7.6600	4,983,744						4,983,744		4,983,744
AD-VALOREM Delinquent Taxes	75,000						75,000		75,000
SALES & USE TAXES	350,000						350,000		350,000
UTILITY SERVICE TAXES	961,000						961,000		961,000
COMMUNICATIONS SERVICES TAX	360,000						360,000		360,000
LOCAL BUSINESS TAX	63,000						63,000		63,000
FRANCHISE FEES	970,000						970,000		970,000
LICENSES & PERMITS	471,800						471,800		471,800
GRANTS	310,394	1,574,788	7,171,456				9,056,638	1,000,000.00	10,056,638
STATE SHARED REVENUE	930,000						930,000	848,736	1,778,736
CHARGES FOR SERVICES	2,254,096		4,899,700	76,580			7,230,376		7,230,376
FINES & FORFEITS	38,215						38,215		38,215
INTEREST EARNINGS	676,070	-	561,400	34,200	645	65,000	1,337,315	50,000	1,387,315
RENTS & ROYALTIES	188,000		600				188,600		188,600
SPECIAL ASSESSMENTS/IMPACT FEE			100,000		58,000		158,000		158,000
CONTRIBUTIONS/DONATIONS	-			20,000			20,000		20,000
SALE OF FIXED ASSET-EQUIP							-		-
PENSION CONTRIBUTIONS							-		-
OTHER MISCELLANEOUS REVENUES	30,000		14,062,000				14,092,000		14,092,000
<b>TOTAL SOURCES</b>	<b>12,661,319</b>	<b>1,574,788</b>	<b>26,795,156</b>	<b>130,780</b>	<b>58,645</b>	<b>65,000</b>	<b>41,285,688</b>	<b>1,898,736</b>	<b>43,184,424</b>
TRANSFERS IN	7,906,970	2,392,543		51,511			10,351,024	848,736	11,199,760
FUND BALANCES/RESERVES/NET ASSETS	14,190,547	7,311,988	15,002,487	1,181,068	677,358	262,699	38,626,147	2,406,251	41,032,398
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>34,758,836</b>	<b>11,279,320</b>	<b>41,797,643</b>	<b>1,363,359</b>	<b>736,003</b>	<b>327,699</b>	<b>90,262,859</b>	<b>5,153,723</b>	<b>95,416,582</b>
<b>EXPENDITURES</b>									
GENERAL GOVERNMENTAL	\$2,689,989	605,757	2,551		145	11,000	\$3,309,442		\$3,309,442
ECONOMIC ENVIRONMENT	554,554						554,554		554,554
PUBLIC SAFETY	2,430,157	200,329					\$2,630,486		\$2,630,486
PHYSICAL ENVIRONMENT	1,687,630		18,582,466	59,269			20,329,365	3,103,651	23,433,016
TRANSPORTATION	1,487,845	3,046,224					4,534,069		4,534,069
CULTURE AND RECREATION	2,431,930	503,817					2,935,747		2,935,747
DEBT SERVICE			434,250				434,250	749,050	1,183,300
<b>TOTAL EXPENDITURES</b>	<b>11,282,105</b>	<b>4,356,127</b>	<b>19,019,267</b>	<b>59,269</b>	<b>145</b>	<b>11,000</b>	<b>34,727,913</b>	<b>3,852,701</b>	<b>38,580,614</b>
TRANSFERS OUT	3,241,279	6,900,000	648,270	115,116			10,904,665	295,095	11,199,760
FUND BALANCE RESERVES AND NET ASSETS	20,235,452	23,192	22,130,106	1,188,974	735,858	316,699	44,630,281	1,005,928	45,636,209
<b>TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES &amp; BALANCES</b>	<b>34,758,836</b>	<b>11,279,320</b>	<b>41,797,643</b>	<b>1,363,359</b>	<b>736,003</b>	<b>327,699</b>	<b>90,262,859</b>	<b>5,153,723</b>	<b>95,416,582</b>

# Agenda Memorandum - *City of Inverness*

November 18, 2025

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: FY 2026 Budget Amendment (Carryforward)

CC: Frank Calascione, Assistant City Manager, Susan Jackson, City Clerk, Alexis Koter, Finance Director, Ruthi Griffiths, Assistant Director of Finance

Enclosures: 1. Resolution 2025-13  
2. Exhibit A  
3. Notice of Budget Hearing  
4. Budget Summary

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This is an annual activity to amend the FY 2026 Budget. The budget amendments and transfers included within are to move existing unspent funds from prior Fiscal Year 2025 to the new Fiscal Year 2026. The carry forwards include major CIP projects including two septic to sewer projects and the Whispering Pines Park Entrance. Total amount being amended represents an increase of \$17,684,791 to the City's Fiscal 2026 budget. The funds to be carried forward are within the ICRA Fund, CIP Fund, and Utility Fund. Detailed information is listed on the resolution.

***Recommended Action:***

1. **Open Public Hearing**
2. **Motion, second, and vote to read Resolution 2025-13 by title only.**
3. **Allow staff to speak**
4. **Those for, Those against**
5. **Deliberate the matter**
6. **Motion, second, and vote to adopt resolution 2025-13 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

**RESOLUTION 2025-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026, AMENDING THE ICRA FUND, CIP FUND, AND UTILITY FUND, REVENUES AND EXPENDITURES AND PROVIDING FOR AND EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Inverness desires to amend the Fiscal Year 2026 budget to provide for recognition of adjustments to reserves, expenditures and revenues in the ICRA, Capital Projects, and Utility funds.

**WHEREAS**, the City Council desires to appropriate the reserves and amend authorized project expenses appropriated in Fiscal Year 2026; and

**WHEREAS**, the City Council held a public hearing on November 18, 2025; as required by Florida Statute 200.065; and

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF INVERNESS TO AMEND THE BUDGET AS SHOWN IN ‘EXHIBIT A’.**

**PASSED AND ADOPTED THIS 18TH DAY OF NOVEMBER 2025, \_\_\_\_ PM.**

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Gene Davis, Council President

ATTEST:

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Susan Jackson, City Clerk

# Exhibit A

**Section 1. That expenditure accounts in the ICRA Fund shall be amended as follows:**

ACCOUNT DESCRIPTION	CURRENT BUDGET	AMENDMENT	REVISED BUDGET
COMMUNITY CENTER	300,000.00	50,000.00	350,000.00
DOWNTOWN LANDSCAPE	0.00	10,865.98	10,865.98
CRA WAYFINDING SIGNS	820,094.00	338,205.93	1,158,299.93
DOWNTOWN PARKING & STORMWATER	550,000.00	169,636.90	719,636.90
WPCP NEW ENTRANCE	0.00	1,565,025.60	1,565,025.60
SHORELINE DEVELOPMENT	0.00	50,061.60	50,061.60
CITY WALK	90,000.00	10,000.00	100,000.00
RV CAMPGROUND	2,500,000.00	300,000.00	2,800,000.00

**Section 2. That revenue accounts in the ICRA Fund shall be amended as follows:**

ACCOUNT DESCRIPTION	CURRENT BUDGET	AMENDMENT	REVISED BUDGET
STATE FDOT GRANT	0.00	(1,000,000.00)	(1,000,000.00)
CASH BALANCE FORWARD	(1,234,506.42)	(2,493,796.01)	(3,728,302.43)

**Section 3. That expenditure accounts in the CIP Fund shall be amended as follows:**

ACCOUNT DESCRIPTION	CURRENT BUDGET	AMENDMENT	REVISED BUDGET
IGC UPGRADES	500,000.00	474,063.17	974,063.17
SECURITY CAMERAS - IP	0.00	10,000.00	10,000.00
INTRANET	0.00	15,000.00	15,000.00
STATION BAY RENOVATIONS	0.00	95,684.00	95,684.00
REPAVE PARKING LOT	0.00	10,000.00	10,000.00
CONCRETE APRONS	0.00	20,000.00	20,000.00
BUNKER GEAR	10,000.00	7,640.75	17,640.75
FF CANCER DECONTAMINATION	7,668.00	701.91	8,369.91
PW ANNEX BLDG IMPROVEMENTS	0.00	4,372.82	4,372.82
PINE AVE STORM WATER	0.00	338,566.60	338,566.60
ANNUAL ROAD RESURFACING PROGRA	1,000,000.00	104,311.94	1,104,311.94
VALERIE CARPET REPLACEMENT	0.00	25,000.00	25,000.00
THEATRE LIGHTING	10,000.00	10,000.00	20,000.00
PARKS AMENITIES	25,000.00	6,302.88	31,302.88
BRYANT PARK	0.00	100,000.00	100,000.00
PROFESSIONAL SERVICES	0.00	25,045.00	25,045.00
TENNIS/PICKLBALL COURTS	170,000.00	30,000.00	200,000.00

**Section 4. That revenue accounts in the CIP Fund shall be amended as follows:**

ACCOUNT DESCRIPTION	CURRENT BUDGET	AMENDMENT	REVISED BUDGET
FDEP SPRINGS GRANT	0.00	(338,566.60)	(338,566.60)
CASH BALANCE FORWARD	(272,099.10)	(938,122.47)	(1,210,221.57)

**Section 5. That expenditure accounts in the Utilities Fund shall be amended as follows:**

ACCOUNT DESCRIPTION	CURRENT BUDGET	AMENDMENT	REVISED BUDGET
BOOSTER STATION GENERATOR	0.00	85,687.00	85,687.00
PUMP REPLACEMENT/REBUILD	55,000.00	7,234.91	62,234.91
MASTER LIFT STATION REHAB	0.00	886,900.79	886,900.79
41 N SEPTIC TO SEWER	0.00	6,492,900.00	6,492,900.00
S HIGHLANDS SEPTIC TO SEWER	3,988,926.50	6,441,583.50	10,430,510.00

**Section 6. That revenue accounts in the Utilities Fund shall be amended as follows:**

<b>ACCOUNT DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMENDMENT</b>	<b>REVISED BUDGET</b>
FEDERAL GRANT	0.00	(886,900.79)	(886,900.79)
AMERICAN RESCUE PLAN	0.00	(1,229,811.00)	(1,229,811.00)
SPRINGS GRANT - 41N SEPTIC/SEW	0.00	(3,264,800.00)	(3,264,800.00)
WASTEWATER GRANT S HIGHLANDS	(6,999,163.50)	(2,838,224.00)	(9,837,387.50)
CASH BALANCE FORWARD	(13,425,827.73)	(5,694,570.41)	(19,120,398.14)

## **NOTICE OF BUDGET HEARING**

**The City Council of the City of Inverness will hold a public hearing on Tuesday November 18, 2025 at 5:30 p.m. at the Inverness Government Center, 212 W. Main Street, Inverness, FL to consider and finalize a resolution amending the adopted budget for all funds for the fiscal year commencing October 1, 2025 and ending September 30, 2026.**

**BUDGET SUMMARY**

CITY OF INVERNESS  
FISCAL YEAR 2026

THE PROPOSED OPERATING EXPENDITURES OF THE CITY OF INVERNESS ARE 3.5% LOWER THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

GENERAL FUND 7.5600

ESTIMATED REVENUES	GENERAL FUND	CAPITAL PROJECTS	WATER & SEWER	CEMETERY	IMPACT FEE FUND	PENSION FUNDS	SUB-TOTAL (BEFORE COMPONENT UNIT)	I.C.R.A. TRUST FUND	TOTAL ALL FUNDS
<b>TAXES</b>									
AD-VALOREM MILLAGE PER \$1000 7.5600	5,169,887						5,169,887		5,169,887
AD-VALOREM Delinquent Taxes	75,000						75,000		75,000
SALES & USE TAXES	350,000						350,000		350,000
UTILITY SERVICE TAXES	1,021,000						1,021,000		1,021,000
COMMUNICATIONS SERVICES TAX	400,000						400,000		400,000
LOCAL BUSINESS TAX	63,000						63,000		63,000
FRANCHISE FEES	970,000						970,000		970,000
LICENSES & PERMITS	491,800						491,800		491,800
GRANTS	310,994	344,318	15,218,899				15,874,211	3,000,000.00	18,874,211
STATE SHARED REVENUE	930,000						930,000	862,429	1,792,429
CHARGES FOR SERVICES	2,593,598		5,056,008	86,580			7,736,186		7,736,186
FINES & FORFEITS	38,215						38,215		38,215
INTEREST EARNINGS	715,070	-	290,000	29,200	6,000	25,000	1,065,270	50,000	1,115,270
RENTS & ROYALTIES	196,571		200				196,771		196,771
SPECIAL ASSESSMENTS/IMPACT FEE					120,500		120,500		120,500
CONTRIBUTIONS/DONATIONS	-						-		-
SALE OF FIXED ASSET-EQUIP							-		-
PENSION CONTRIBUTIONS							-		-
OTHER MISCELLANEOUS REVENUES	30,000		62,000				92,000		92,000
<b>TOTAL SOURCES</b>	<b>13,355,135</b>	<b>344,318</b>	<b>20,627,107</b>	<b>115,780</b>	<b>126,500</b>	<b>25,000</b>	<b>34,593,840</b>	<b>3,912,429</b>	<b>38,506,269</b>
TRANSFERS IN	1,037,178	2,841,918					3,879,096	1,362,430	5,241,526
FUND BALANCES/RESERVES/NET ASSETS	20,761,376	1,210,222	21,235,876	1,192,762	828,560	344,406	45,573,202	2,728,302	48,301,504
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>35,153,690</b>	<b>4,396,457</b>	<b>41,862,983</b>	<b>1,308,542</b>	<b>955,060</b>	<b>369,406</b>	<b>84,046,138</b>	<b>8,003,161</b>	<b>92,049,300</b>
<b>EXPENDITURES</b>									
GENERAL GOVERNMENTAL	\$2,822,856	1,014,063	8,000		200	17,500	\$3,862,619		\$3,862,619
ECONOMIC ENVIRONMENT	596,106						596,106		596,106
PUBLIC SAFETY	2,506,987	329,195					\$2,836,182		\$2,836,182
PHYSICAL ENVIRONMENT	1,961,562		22,869,197	61,925			24,892,684	6,852,145	31,744,829
TRANSPORTATION	1,546,978	1,894,851					3,441,829		3,441,829
CULTURE AND RECREATION	2,460,993	1,133,348					3,594,341		3,594,341
DEBT SERVICE			322,749				322,749	746,300	1,069,049
<b>TOTAL EXPENDITURES</b>	<b>11,895,482</b>	<b>4,371,457</b>	<b>23,199,946</b>	<b>61,925</b>	<b>200</b>	<b>17,500</b>	<b>39,546,509</b>	<b>7,598,445</b>	<b>47,144,954</b>
TRANSFERS OUT	4,204,348	-	667,718	65,513			4,937,579	303,947	5,241,526
FUND BALANCE RESERVES AND NET ASSETS	19,053,860	25,000	17,995,320	1,181,104	954,860	351,906	39,562,050	100,769	39,662,819
<b>TOTAL APPROPRIATED EXPENDITURES,</b>									
<b>TRANSFERS, RESERVES &amp; BALANCES</b>	<b>35,153,690</b>	<b>4,396,457</b>	<b>41,862,983</b>	<b>1,308,542</b>	<b>955,060</b>	<b>369,406</b>	<b>84,046,138</b>	<b>8,003,161</b>	<b>92,049,300</b>

CASH REQUIREMENTS REPORT

VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/26
		TOTALS FOR ACE HARDWARE CO OF INV INC				447.24
		TOTALS FOR ADAMS, ANNE MARIE				200.00
		TOTALS FOR AGNES WM REULEN LLC				77.17
		TOTALS FOR JOSEPH V. BASAK III				2,200.00
		TOTALS FOR JOSHUA EDO BRANDS				250.00
		TOTALS FOR C.RICHIE CATTLE, LLC.				3,156.00
		TOTALS FOR FRANK CALASCIONE				432.28
		TOTALS FOR CENTRAL AUTO AND TRUCK PARTS, INC.				2.89
		TOTALS FOR CITRUS COUNTY CHRONICLE				174.78
		TOTALS FOR CITRUS SPORTS & APPAREL LLC				926.20
		TOTALS FOR CITY TIRE OF INVERNESS				36.75
		TOTALS FOR CORE & MAIN LP				3,698.38
		TOTALS FOR CREATIVE ARTS AND CULTURAL ALLIANCE				1,315.00
		TOTALS FOR FRANK A. FRAUNFELTER				832.00
		TOTALS FOR DILLON FUTRAN				600.00
		TOTALS FOR GAVIN, RAYMOND				11.41
		TOTALS FOR GFL SOLID WASTE SOUTHEAST LLC				15,826.48
		TOTALS FOR DALE GIRARDIN				1,950.00
		[REDACTED]				[REDACTED]
		TOTALS FOR SAMUEL WILLIAM GOOD JR.				100.00
		TOTALS FOR GROUND SERVICES, INC.				4,677.00
		TOTALS FOR HUMPHREY & SALTMARSH, PL				2,580.00
		TOTALS FOR HYATT, BARBARA L.				227.23
		TOTALS FOR JANICE A. WARREN, TAX COLLECTOR				3,162.55
		TOTALS FOR KOTER, ALEXIS				138.86
		TOTALS FOR KYOCERA DOCUMENT SOLUTIONS SOUTHEAST, LL				49.62
		TOTALS FOR HARRY ELWOOD LEWIS				200.00

CASH REQUIREMENTS REPORT

VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/26
				TOTALS FOR LINK, GREGORY H.		48.73
				TOTALS FOR LORDCO ENTERPRISES		274.89
				TOTALS FOR MARTONE & ASSOCIATES, INC.		650.00
				TOTALS FOR MT CAUSLEY, INC		10,094.02
				TOTALS FOR NAVE, ROBERT		98.37
				TOTALS FOR NICK NICHOLAS FORD INC		3,719.18
				TOTALS FOR OFF DUTY MANAGEMENT, INC.		940.30
				TOTALS FOR OFFICE DEPOT INC		172.31
				TOTALS FOR RAMIREZ TORRES, MARITZA		7.81
				TOTALS FOR RAZBRO CORPORATION		1.88
				TOTALS FOR ROUNTREE II, CARL T.		21.76
				TOTALS FOR RYAN-MARKLAND SIGNS, INC.		2,668.00
				TOTALS FOR TIM E. STUART		400.00
				TOTALS FOR SWEETWATER SOUND HOLDINGS, LLC.		1,962.48
				TOTALS FOR U.S. WATER SERVICES CORPORATION		116,198.04
				TOTALS FOR ULINE, INC.		668.07
				TOTALS FOR UMBEHANT, SEAN C.		67.43
				TOTALS FOR UNIFIRST CORPORATION		40.27
				TOTALS FOR VAN DER VALK CONSTRUCTION, LLC		48.09
				TOTALS FOR VARSITY BRANDS HOLDING CO, INC.		76.95
				TOTALS FOR WASHINGTON, SHERONA		49.74
				TOTALS FOR WASTE MANAGEMENT OF CENTRAL FL		4,259.68
				TOTALS FOR ERIC WILLIAMS		423.60
				TOTALS FOR WIRELESS ELECTRONICS, INC.		720.00
				TOTALS FOR CASSANDRA WIRT		250.00
				TOTALS FOR WXOF, INC		2,940.00

CASH REQUIREMENTS REPORT

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/26
			TOTALS FOR STEPHEN YOUNG		1,900.00
			REPORT TOTALS		191,973.44

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

\*\*\*Please note: Redacted items are credit balances owed to COI by Vendors - thus not payable and not included on report

November 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 Davis  
Vice President Lizanich  
Councilwoman Bega  
Councilwoman Hepfer  
Councilman Craig  
Mayor Plaisted

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

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

#### **ACCEPTANCE OF AGENDA**

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

#### **PRE-SCHEDULED APPEARANCES**

**4)a) Citrus County Sheriff's Office Quarterly Report** with Lt. Fischer providing details of the 3<sup>rd</sup> quarter report regarding tracked crimes, calls for service, arrests, traffic accidents, etc. with certain numbers being slightly higher or lower. The report included the first Marine Unit report and the number of citations and warnings. Community education was highlighted regarding e-bikes.

**4)b) Festival of the Arts 2025** with Program Coordinator Brown presenting the upcoming event on November 15 & 16. Spoke of the public art project near the hospital. Bonnie Anderson detailed the listed hands-on activities planned and Ben Olson spoke of the Chuck Jones Center for Creativity with a focus on learning to draw, animate, and sculpt works of art. Sandy Levin noted this was her sixth year being involved and this year will be outstanding, with a few changes with an emphasis on experiencing art. This event is for everyone and there will be awards.

**4)c) Cootertober Chili Cook Off Awards** with Asst. Park Director Bechtel presenting the winners with trophies. The 2025 winners were: People's Choice Best Downtown Restaurant Chili – 1<sup>st</sup> place was Twysted Vyne and 2<sup>nd</sup> place was Stumpknockers; People's Choice Best Decorated Booth – 1<sup>st</sup> was Spice Wars, and 2<sup>nd</sup> was Team Shabear; People's Choice Best Chili – 1<sup>st</sup> was Team Shabear and 2<sup>nd</sup> was Spice Wars; and Judges Choice Best Chili – 1<sup>st</sup> was Team Shabear and 2<sup>nd</sup> was Freed Farms. The judges were 2 local chefs and 1 restaurant manager.

#### **PUBLIC HEARINGS / WORKSHOP**

None

## **OPEN PUBLIC MEETING**

Debbie Wheatley praised the new sign by Whispering Pines Park and it captivates the heart of the community. She voiced concerns regarding e-bikes on the park's trails.

## **CITY ATTORNEY REPORT**

City Attorney Hartley provided a brief update on the Manning's Bar property and the process it has been through to eventually be deeded to the City. All liens, including Federal, should be removed.

## **CONSENT AGENDA**

- a) Bill Listing\*
  - Recommendation – Approval
- b) Council Minutes\* – 10/21/2025
  - Recommendation - Approval

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

## **CITY CLERK'S REPORT**

None

## **CITY MANAGER'S REPORT**

**10)a) School Zone Photo Enforcement Program\*** with City Manager Williams stating Council had received a presentation in the past and gave consideration to the concept of red-light camera enforcement within certain intersections of the City. The Florida Legislature, by the way of HB 657 (2023), provides municipalities with an ability to enforce speed regulations in designated school zones with photo/camera detection systems. The Sheriff and City Administration have discussed the concept and the differentials between a red-light type of program and a school zone program. Captain Ferrara from the Citrus County Sheriff's Office presented detailed overview of the program regarding legislation, process, notice of violation, fine breakdown, etc. Councilwoman Lizanich had questions of the number of speeders currently, what times this would be in effect, cost, etc. Captain Ferrara stated it depends what school zone regarding the number of speeders, this would be active during school hours, with Florida stating 30 minutes before and after school hours. There is zero cost as this program is violator funded. Councilwoman Lizanich thanked them for putting children's safety first and suggested a study to determine the necessity of the program. Council consensus was to move forward. President Davis questioned if there were flashing lights in all school zones with City Manager Williams stating yes and spoke of signage, etc. Noted there are a number of vendors providing this program. An ordinance will be a great tool for this. Sheriff Vincent provided a brief history and that school zone speeding is everywhere across the nation. Noted the outlook is for both cities and the county to work together with this program. The importance is child safety. If the time comes, the vendor will conduct a traffic study. **Councilwoman Bega motioned to give the City Manager direction to proceed with the presented next steps to develop an enabling/controlling ordinance in concert with an interlocal agreement with the Sheriff to be presented for consideration at a future Council meeting. Seconded by Councilwoman Hepfer. The motion carried.**

**10)b) Citrus County BOCC Legislative Priorities Request for Letter of Support** with City Manager Williams introducing Veronica Kampschroer, Special Projects Manager to present the

Citrus County Board of County Commissioners (BOCC) assembled list of legislative priorities for the 2026 Session of the Florida Legislature. The identified priorities are grouped into three categories: Appropriation Requests, Policy Proposals, and Requests for Special Consideration. There are four appropriation requests, and they include the Floral City Septic-to-Sewer Expansion, the Halls River Multi-Use Path, a Regional Public Safety Training Center, and the Septic-to-Sewer Incentive Program. **Councilwoman Hepfer motioned to approve a letter of support for the presented Citrus County BOCC legislative priorities. Seconded by Councilwoman Lizanich. The motion carried.**

**10)c) City of Crystal River Legislative Priorities Request for Letter of Support\*** with City Manager Williams introducing City Manager Audra Curts to present the City of Crystal River Council's assembled their list of legislative priorities for the 2026 Session of the Florida Legislature. The identified priorities are funding of a new storm resilient City Hall, Septic to Sewer and Water Projects, and Golf Cart Crossings on US Highway 19. The City of Crystal River has asked Council to consider submitting a letter of support for some or all of these identified items. **Councilwoman Hepfer motioned to approve a letter of support for the presented City of Crystal River legislative priorities. Seconded by Councilman Craig. The motion carried.**

**10)d) John Deere Wheel Loader Purchase – Public Works\*** with Public Works Director Pell **n o t i n g** the department leveraged the Cooperative Purchasing Sourcewell Contract# 0011723-JDC, for pricing of a 2025 John Deere 544G Wheel Loader with a Multipurpose Bucket and a Grapple-Rake attachment. The requested equipment will replace the 1989 John Deere 544D Wheel loader with MP Bucket. Using the Sourcewell Contract, the price of \$221,994.00 is inclusive of selected options. **Councilwoman Bega motioned to approve purchase of the 2025 John Deere 544-G Wheel Loader and attachments from Beard Equipment Company utilizing the Sourcewell Cooperative Purchasing Program at a price of \$221,994. Seconded by Councilwoman Lizanich. The motion carried.**

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

- Cootertober Recap with Parks Director Worley providing a presentation of the most recent events including wrestling, Roper Romp, Chili Cook-Off and Cornhole competition, and Cooterween, which provides a safe environment.
- Small Town Saturday Night with Parks Director Worley noting it is this Saturday, November 8, with the opening band at 5:00pm followed by the headliner band Crossfire Creek. This will be the last performance for this year.
- Veteran's Day Parade starting at 10:00am with Deputy Ruby presenting the parade map. Spoke of the 11<sup>th</sup> Hour service at the historic Courthouse followed by Operation Welcome Home luncheon at 12:00pm in the Depot Pavilion.
- WPP New Entrance Groundbreaking with Asst. City Manager Calascione providing a brief update and announced November 14 at 10:00am will be the groundbreaking.
- Other with City Manager Williams noting his attendance to the ICCMA conference in Tampa recently and the ballcaps provided to each elected official. Spoke of AI and the future.

**COUNCIL/MAYOR SUBJECTS**

Councilman Craig thanked everyone for an enjoyable Cooterween and is looking forward to the Festival of the Arts.

Mayor Plaisted stated Cooterween was a phenomenal success and how the City builds on these successes.

Councilwoman Bega admired the Whispering Pines Park new sign. Spoke of issues with the Cooter Pond boardwalk lights and announced an upcoming performance at the Valerie Theatre.

Councilwoman Hepfer stated Cootertober was a success and appreciated the family friendly atmosphere and events.

Councilwoman Lizanich attended the recent CCCCCF fundraising meeting and is now serving the foundation as Chair.

Council President Davis thanked Councilwoman Lizanich for filling in as Council President for the last meeting as he was out of town. Stated he appreciates the staff and thanked the audience.

**CITIZENS NOT ON AGENDA**

Sandy Levin spoke of a recent experience with AI in North Carolina. Noted how great the downtown businesses and the City work together for successful events like Cooterween, hay bale competition, etc.

Max Schulman spoke of receiving a proclamation for Veterans Week and thanked the City for hosting the 38<sup>th</sup> parade. Spoke of veterans' history and wars. Mayor Plaisted reminded that the City was declared the most patriotic city in the nation several years ago.

Meeting adjourned at 7:31 p.m.

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City Clerk

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Council President

# Agenda Memorandum - *City of Inverness*

November 18, 2025

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: Annual Road Improvement Program - RFP 2026-01-PW Bid Award

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

Enclosures: 1. Pave-Rite  
2. Engineer's Letter  
3. City of Inverness CEI Estimate\_ resurfacing

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This year's Road Improvement Project consists of approximately three miles of assessment, pavement design, milling and resurfacing, and minor drainage improvements. The project will include roadwork on Forest Drive, Highlands Boulevard, Montgomery, and several other connecting streets throughout the City. The City will utilize the favorable bid pricing secured for the Road Improvement Project to incorporate the restoration of the Inverness Government Center (IGC) parking lot, with expenditures to be funded from the approved CIP project listed as IGC Parking Lot. Lochner Engineering has presented an estimate for Construction Engineering Inspection (CEI) services not to exceed \$25,825.61.

The City released a Request for Proposals and received sealed bids for this project that were read aloud on October 30, 2025. Below is a summation of each submittal that was verified and tabulated with the total project proposal amounts shown.

<b>Contractor</b>	<b>Total Bid Amount</b>
<b>Superior Asphalt Inc.</b>	<b>\$1,235,001.00</b>
<b>CW Roberts Inc.</b>	<b>\$1,250,815.34</b>
<b>Pave Rite Inc.</b>	<b>\$1,191,833.41</b>
<b>Florida Asphalt &amp; Concrete</b>	<b>\$1,757,650.13</b>
<b>Art Walker Inc.</b>	<b>\$2,455,286.63</b>

It is recommended that Council proceed to award the project to Pave Rite Inc., being the lowest and best responsive and responsible bidder. Should the Council proceed with the recommended award, the project should commence within 10 days of issuance of a Notice to Proceed. The construction time to achieve Substantial Completion is 90 consecutive calendar days from the date of the Notice to Proceed, with an additional 30 consecutive calendar days to achieve Final

Completion, 120 days in total. We look forward to bringing this project forward as it is an important step in maintaining critical infrastructure throughout the City.

The current CIP budget total for this project is \$1,075,000 (\$1,000,000 for Road Improvements and \$75,000 for the IGC Parking Lot) and the recommended bid is \$1,191,833.41. Therefore, it is requested that Council approve the transfer of \$116,833.41 from the Infrastructure Reserve to cover the full amount of the lowest and best bid. It should be noted that past performance through the City's use of quantity pricing instead of lump sum pricing has resulted in lower-than-bid final costs and that will again be the goal on this project.

***Recommended Action:***

1. Allow staff to speak
2. Motion and second to award RFP 2026-01 PW to Pave Rite Inc in the amount of \$1,191,833.41 and approve the transfer of \$116,833.41 from the Infrastructure Reserve if necessary and authorize the City Manager to execute the Agreement, Notice of Intent to Award, Notice to Proceed, and manage change orders to the project.
3. Deliberate the Matter
4. Vote the Matter

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

Eric C. Williams

**SECTION 00300 – BID FORM**

1. The undersigned Bidder does hereby declare that he has carefully examined the Invitation to Bid, the Instructions to Bidders, Project Manual, and project addenda relating to the above entitled matter and the work, and has also examined the site.
2. The undersigned Bidder hereby declares that he has based his proposal on the conditions as they exist on site and has noted all items of work required of the project that is not illustrated on the plans.
3. The undersigned does hereby offer and agree to furnish all materials, to fully and faithfully construct, perform and execute all work in the above titled matter in accordance with the Plans, and Specifications relating thereto.
4. The undersigned does hereby declare that the prices so stated cover all expenses of every kind incidental to the completion of said work, and the contract therefore, including all claims that may arise through damages or any other causes whatsoever.
5. The undersigned does hereby declare that he shall make no claim on account of minor variation of the approximate estimate in the QUANTITIES or work to be done, nor on account of any misunderstanding or misconception of the nature of the work to be done or the grounds or place where it is to be done.
6. The undersigned does also declare and agree that he will commence the work within ten (10) days after notification by the Owner to do so and will complete the work fully and in every respect on or before the time specified in said contract.
7. The undersigned further agrees that the FIXED PRICES submitted on the Bid Form shall govern all errors in extension or addition and shall void the total base bid submitted on the attached sheet. The corrected extension and addition of all items shall be considered to be the correct base bid for comparison purposes.
8. The undersigned further agrees that the FIXED PRICES submitted on the Bid Sheet will expire if a contract is not executed within ninety (90) days from the date of bid deadline, and that the Contractor will be fully released from any obligations of this Bid Form.
9. The undersigned agrees that this bid is based on substantially completing the project within sixty (60) calendar days and final completion within ninety (90) calendar days from the date of Notice To Proceed. The Contractor further agrees to pay, as liquidated damages, the sum of one thousand six hundred and eighty five (\$1,685) dollars for each consecutive calendar day thereafter.
10. The Bidder acknowledges having received the following project addenda:  
No.   1  , Date: 10/28/25  
No.   2  , Date: 10/28/25  
No.     , Date:

SUMMARY OF QUANTITIES					
Pay Item	Description	Quantity	Unit	Bid Unit Price	Bid Price
101 1	MOBILIZATION	1	LS	\$23,835.09	\$23,835.09
102 1	MAINTENANCE OF TRAFFIC	1	LS	\$59,413.75	\$59,413.75
102 104	TEMPORARY SIGNALIZATION AND MAINTENANCE OF INTERSECTION	30	ED	\$90.94	\$2,728.20
102 107	TEMPORARY TRAFFIC DETECTION AND MAINTENANCE OF INTERSECTION	30	ED	\$539.93	\$16,197.90
0110 1103	CLEARING & GRUBBING	0.05	AC	\$193,405.87	\$9,670.29
0327 70 6	MILLING EXISTING ASPHALT PAVEMENT, 1 1/2" AVG DEPTH	48975	SY	\$3.11	\$152,312.25
0334 1 12	SUPERPAVE ASPHALTIC CONC, TRAFFIC B	4040	TN	\$143.15	\$578,326.00
0334 1 12	SUPERPAVE ASPHALTIC CONC, LEVELING COURSE	351	TN	\$166.75	\$58,529.25
0527 2	DETECTABLE WARNINGS	50	SF	\$35.04	\$1,752.00
0570 1 2	PERFORMANCE TURF (SOD)	6121	SY	\$4.60	\$28,156.60
0660 2106	LOOP ASSEMBLY, F&I, TYPE F	4	AS	\$1,534.55	\$6,138.20
0706 1 3	RAISED PAVEMENT MARKER, TYPE B, YY	765	EA	\$5.68	\$4,345.20
0706 1 3	RAISED PAVEMENT MARKER, TYPE B, W/R	99	EA	\$5.68	\$562.32
0711 11123	THERMOPLASTIC, STANDARD, WHITE, SOLID, 12" FOR CROSSWALK AND ROUNDABOUT	903	LF	\$5.68	\$5,129.04
0711 11125	THERMOPLASTIC, STANDARD, WHITE, SOLID, 24" FOR STOP LINE	430	LF	\$11.37	\$4,889.10
0711 11160	THERMOPLASTIC, STANDARD, WHITE, MESSAGE OR SYMBOL	2	EA	\$227.34	\$454.68
0711 11170	THERMOPLASTIC, STANDARD, WHITE, ARROW	20	EA	\$90.94	\$1,818.80
0711 11224	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 18" FOR DIAGONAL OR CHEVRON	767	LF	\$9.09	\$6,972.03
0711 11241	THERMOPLASTIC, STANDARD, YELLOW, 2-4 DOTTED GUIDE LINE/6-10 DOTTED EXTENSION LINE, 6"	0.180	GM	\$5,683.50	\$1,023.03
0711 14125	THERMOPLASTIC, PREFORMED, WHITE, SOLID, 24" FOR CROSSWALK	980	LF	\$20.46	\$20,050.80
0711 16101	THERMOPLASTIC, STANDARD-OTHER SURFACES, WHITE, SOLID, 6"	3.036	GM	\$7,956.90	\$24,157.15
0711 16131	THERMOPLASTIC, OTHER SURFACES, WHITE, SKIP, 6", 10-30 SKIP	0.302	GM	\$2,500.74	\$755.22
0711 16133	THERMOPLASTIC, STANDARD-OTHER SURFACES WHITE, SKIP, 12"-APPROACH TO TOLL PLAZA OR 3-9 LANE DROP	0.237	GM	\$11,367.00	\$2,693.98
0711 16201	THERMOPLASTIC, STANDARD-OTHER SURFACES, YELLOW, SOLID, 6"	3.160	GM	\$7,956.90	\$25,143.80
0711 16231	THERMOPLASTIC, STANDARD-OTHER SURFACES, YELLOW, SKIP, 6"	0.101	GM	\$2,500.74	\$252.57
	CONTINGENCY (10%)			\$108,348.50	\$108,348.50

ALTERNATE BID ITEM -INVERNESS GOVERNMENT CENTER

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	COST
1	REMOVE AND RESET CURB STOPS	EA	47	\$34.56	\$ 1,624.32
2	SP 9.5 OVERLAY 1" THICKNESS	TN	245	\$176.52	\$ 43,247.40
3	4" PARKING STRIPES PAINT (WHITE)	LF	2200	\$0.34	\$ 748.00
4	4" PARKING STRIPES PAINT (BLUE)	LF	200	\$0.57	\$ 114.00
5	TRAFFIC SYMBOLS (BLUE HDCP)	EA	5	\$34.10	\$ 170.50
6	THERMOPLASTIC STOP BAR 24"	LF	32	\$11.37	\$ 363.84
7	THERMOPLASTIC EMPHASIS CROSSWALK 12"	LF	140	\$13.64	\$ 1,909.60
TOTAL OF ALTERNATE BID					\$ 48,177.66

11. By submission of this bid, each bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this bid with any other bidder or with any competitor.

**Grand Total amounts are to be shown in both words and figures.** In case of discrepancies, the amount in words will govern.


GRAND TOTAL: \$ 1,191,833.41 \_\_\_\_\_

WORDS: One Million, one hundred ninety-one thousand, eight hundred thirty-three and forty one cents

THIS PROPOSAL DATED THIS 30<sup>th</sup> day of OCT 2025


ATTEST:

Witness:

  
\_\_\_\_\_  
Signature

Jason Smith  
Printed Name

By:

  
\_\_\_\_\_  
Authorized Signature (Principal)

Jerry Zielinski, Vice President  
Printed Name, Title

Pave-Rite, Inc.  
Company Name

Address: 3411 W Crigger Ct

Lecanto, FL 34461

59-2992809  
Employee I.D. No.

CUC1225434  
Contractor's License Number

Telephone Number: 352-621-1600

**END OF SECTION**

SECTION 00302 – PUBLIC ENTITY CRIMES STATEMENT

**NOTICE TO BIDDERS:** This form must be properly completed, executed and returned with the bid documents in order for your bid to be considered. Failure to do so will result in automatic disqualification.

**SWORN STATEMENT UNDER SECTION 287133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**  
(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF: Florida

COUNTY: Citrus

Before me, the undersigned authority, personally appeared Jerry Zielinski  
who, being by me first duly sworn, made the following statement:

1. The business address of Pave-Rite, Inc. (name of bidder or contractor) is 3411 W Crigger Ct. Lecanto, FL 34461.

2. My relationship Pave-Rite, Inc. (name of bidder or contractor) is Vice President (relationship such as sole proprietor, partner, president, vice president).

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilt or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officer, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

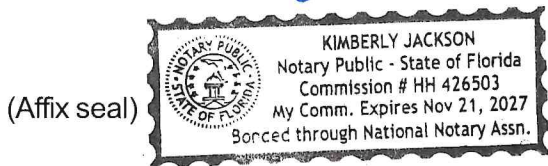
(Draw a line through paragraph 6 if paragraph 7 below applies.)

~~7 There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_. A copy of the order of the Division of Administrative Hearings is attached to this statement.~~

(Draw a line through paragraph 7 if paragraph 6 above applies.)

Sworn to and subscribed before me in the state and county first mentioned above on the 30th day of October, 2025.

Signed: Kimberly Jackson  
Notary Public



My commission expires: NOV 21, 2027

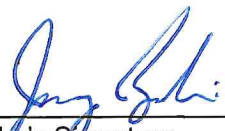
END OF SECTION

**SECTION 00303 – DRUG FREE WORKPLACE FORM**

The undersigned vendor in accordance with the Florida Statute 287.087 hereby certifies that Pave-Rite, Inc. does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm fully complies with the above requirements.

  
\_\_\_\_\_  
Bidder's Signature

10/30/2025  
\_\_\_\_\_  
Date

**END OF SECTION**

# BID BOND

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**CONTRACTOR:**

*(Name, legal status and address)*

Pave Rite  
3411 W Crigger Ct  
Lecanto, FL 34461

**SURETY:**

*(Name, legal status and principal place of business)*

Old Republic Surety Company  
18500 W Corporate Drive, Suite 170  
Brookfield, WI 53045

**OWNER:**

*(Name, legal status and address)*

City of Inverness  
212 West Main Street  
Inverness, FL 34450

**BOND AMOUNT:** Five Percent of Amount Bid (\$5% of Amt. Bid)

**PROJECT:**

*(Name, location or address, and Project number, if any)*

**Inverness Street Resurfacing Project**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the surety's consent for an extension beyond sixty (60) days.

If this bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

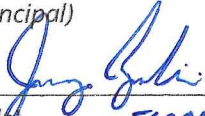
Signed and sealed this **30th** day of **October 2025**.



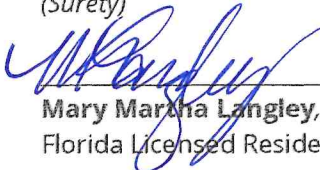
# BID BOND

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(Witness)

Pave Rite  
(Principal) (Seal)  
  
(Title) JERRY ZIBINSKI, V.P.

Helena Beam  
(Witness)

Old Republic Surety Company  
(Surety) (Seal)  
  
Mary Martha Langley, Attorney-in-Fact and  
Florida Licensed Resident Agent





POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: TANYA L. RUSSO, FREDERIC M. ARCHERD JR, RICHARD P. RUSSO JR, MARY MARTHA LANGLEY, YU CHENG CHIANG of TAMPA, FL

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
(ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
(iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 27th day of August 2024

Karen J Haffner
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 27th day of August 2024, personally came before me, Alan Pavlic and Karen J Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson
Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



92-3545

Signed and sealed at the City of Brookfield, WI this 30th day of October 2025

Karen J Haffner
Assistant Secretary



# OLD REPUBLIC SURETY COMPANY

18500 W. Corporate Drive, Suite 170, Brookfield, WI 53045 | T: 800-217-1792 | www.orsurety.com

## ADDENDUM TO SURETY BOND

This addendum pertains to the bond(s) to which it is attached and that have been issued on behalf of Old Republic Surety Company.

Old Republic Surety Company considers the electronic image of the following corporate seal that is affixed to the bond(s) to be of the same effect as if the seal was physically stamped or impressed onto the bond(s).



All terms and conditions of the bond(s) remain unchanged.

Signed and effective this 30th day of October, 2025.

Old Republic Surety Company

By: *Alan Pavlic*  
Alan Pavlic, President

# City of Inverness- Addendum 1

## Bid Number 2026-01-PW

### Bid Questions Received

Questions from the Pre Bid for clarifications October 15, 2025

- Is there any land or parcels the city owns that is going to be used as a lay down yard? ***This will be determined at the time of execution. Some may be accessible for storage of equipment in lieu of daily transport and mobilization***
- Since millings are being kept by the county, where are the millings supposed to be delivered to? ***All millings will be delivered to the public works department 820 S. Pleasant Grove Rd. Inverness, FL 34452***
- Where is the temporary signalization & maintenance of intersection located for the job? ***There is no temporary signalization, this was an oversight in the bid package.***
- How will bids be awarded? ***Bids will be awarded based on the lowest responsible total bid including the additional work for the alternate***
- Estimate for budget? ***City of Inverness has an established budget for street resurfacing in the amount of \$1 million per year and scope of work was sized accordingly.***
- Millings kept by City. ***All millings will be kept by city and delivered as answered above.***
- Maintain existing slope? ***All slopes are to remain no additional cross slope corrections or grade changes are proposed in the scope of work***
- MOT on Line Ave? ***No work is proposed on Line Ave, this was an oversight in the bid package.***
- Seminole Ave additional base? ***No work is proposed for Seminole Ave, this was an oversight in the bid package.***

Additional Questions received prior to 10/27/25 2:00 pm

Email 10/23/2025:

I am working through filling out the documentation & I am wondering if the 10% contingency needs to include the alternate bid item list w/ the bid item list? Or does it just need to be the bid item list?

***Contingency should cover the full bid including alternate as the bid will be awarded as one contract.***

Email 10/27/2025:

I am looking into this job & was told to reach out to this email address with questions regarding the job in the subject.

- \* Is there any land or parcels that the city owns that is going to be used as a lay down yard? ***This will be determined at the time of execution. Some may be accessible for storage of equipment in lieu of daily transport and mobilization***

City of Inverness- Addendum 1  
Bid Number 2026-01-PW  
Bid Questions Received

- Since the millings are being kept by the county, where are the millings supposed to be delivered to? ***All millings will be delivered to the public works department 820 S. Pleasant Grove Rd. Inverness, FL 34452***
- Where is the temporary signalization & maintenance of intersection located for the job? ***There is no temporary signalization, this was an oversight in the bid package.***

City of Inverness- Addendum 2  
Bid Number 2026-01-PW  
Bid Questions Received

Clarification:

Previous question:

- Where is the temporary signalization & maintenance of intersection located for the job? ***There is no temporary signalization, this was an oversight in the bid package.***

Correction: Response to Addendum 1

- Where is the temporary signalization & maintenance of intersection located for the job? ***There is no temporary signalization, this was an oversight in the bid package. Current Bid includes signalization at Forrest Drive/ Main St. and Montgomery Ave/Main St. that will require maintenance during construction and replacement of loops.***



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Baldwin Group Southeast 4211 W. Boy Scout Blvd Ste 800 Tampa FL 33607	<b>CONTACT NAME:</b> Tanya Russo	
	<b>PHONE (A/C No. Ext):</b> 813-470-5022	<b>FAX (A/C No):</b> 813-221-1857
<b>E-MAIL ADDRESS:</b> certificates@bks-partners.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Pave Rite Inc. 3411 W Crigger Court Lecanto FL 34460	PAVER-1	<b>INSURER A :</b> Valley Forge Insurance Company 20508
		<b>INSURER B :</b> Transportation Insurance Compa 20494
		<b>INSURER c :</b> The Continental Insurance Comp 35289
		<b>INSURER D :</b>
		<b>INSURER E :</b>
		<b>INSURER F :</b>

**COVERAGES**

CERTIFICATE NUMBER: 636677587

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			7011759804	1/1/2025	1/1/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			7011759799	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7011759818	1/1/2025	1/1/2026	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7011958836	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
B	Equipment			7011759804	1/1/2025	1/1/2026	Leased/Rented TIV Scheduled	285,000 1,583,188.26

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Limited Worksite Pollution included: limit \$1,000,000 per Occurrence, \$2,000,000 Aggregate  
 Certificate of Insurance

**CERTIFICATE HOLDER**

CANCELLATION 30 Days/10 Days for Non-payment

For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# Contractor Registration



City of Inverness  
212 West Main Street  
Inverness, Florida 34450  
(352) 726-3401  
Account Number: 2460

THIS CERTIFICATE EXPIRES 9/30/2026

PAVE-RITE, INC.  
OUT OF LOCAL AREA,

License Type	Description	Issue Date	Expire Date
UNDERGROUND UTILITIES CONTRACTOR	CUC1225434	10/01/2025	09/30/2026

CHRISTOPHER A. SHOEMAKER  
Community Development Department  
08/20/2025  
Date

Ron DeSantis, Governor



Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD**

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**MCFALL, WALTER**

PAVE-RITE, INC.  
3411 W CRIGGER CT  
LECANTO FL 34461

**LICENSE NUMBER: CUC1225434**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



ISSUED: 06/06/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

March 17, 2025

PAVE-RITE, INC.  
3411 WEST CRIGGER COURT  
LECANTO, FLORIDA 34461

### RE: CERTIFICATE OF QUALIFICATION

The Department of Transportation has qualified your company for the type of work indicated below.

#### FDOT APPROVED WORK CLASSES:

DRAINAGE, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING AND SODDING, HOT PLANT-MIXED BITUM. COURSES, SIDEWALK, Underground Utilities- Water & Sewer.

Unless notified otherwise, this Certificate of Qualification will expire **6/30/2026**.

In accordance with Section 337.14(1), Florida Statutes, an application for qualification must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If the company's maximum capacity has been revised, it may be accessed by logging into the Contractor Prequalification Application System via the following link:

<HTTPS://fdotwpl.dot.state.fl.us/ContractorPreQualification>

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

The company may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing the most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that the company has performed such work.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

A handwritten signature in black ink that reads "James E. Taylor II". The signature is written in a cursive style with a large, stylized "A" at the end.

James E. Taylor II, Prequalification Supervisor  
Contracts Administration Office

JTII

*Improve Safety, Enhance Mobility, Inspire Innovation*

[www.fdot.gov](http://www.fdot.gov)

# 2025/2026 CITRUS COUNTY BUSINESS TAX RECEIPT

State of Florida  
210 N Apopka Ave, Suite 100, Inverness, Florida 34450-4298  
352-341-6500

**EXPIRES SEPTEMBER 30, 2026**

ACCOUNT # 1018      RECEIPT # 16110009102

Business Name: PAVE RITE INC      Location: 3411 W CRIGGER CT  
 Owner Name: LARRY M DELGADO      LECANTO, FL 34460  
 Mailing Address: 3411 W CRIGGER CT

Business Phone: 352-621-1600  
 Business Type: N100 CST-ASPHALT CONTRACTOR

Number of Vending Machines:		For Vending Machine Business Only						
Vending Machine Type:		Transfer Fee	HazMat	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
25.00	0.00	20.00	45.00	0.00	0.00	0.00	0.00	45.00

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

THIS BUSINESS TAX RECEIPT DOES NOT CONFIRM THAT REGULATORY OR ZONING REQUIREMENTS HAVE BEEN MET.  
 IT IS THE OWNER'S RESPONSIBILITY TO ENSURE COMPLIANCE.

**PLEASE CONTACT OUR OFFICE IF THE OWNERSHIP OR LOCATION CHANGES OR IF YOU ARE NO LONGER DOING BUSINESS IN CITRUS COUNTY.**

This section to be completed by the owner of the above named business.

Business has been sold to: \_\_\_\_\_ Date \_\_\_\_\_

X      Signature of current receipt holder upon transfer or ownership change \_\_\_\_\_ Date \_\_\_\_\_

Date Business Closed: \_\_\_\_\_ Signature: \_\_\_\_\_

Paid 000-24-00062333 07/02/2025 45.00

# Memorandum

To Robert Pell, Director of Public Works

From Gary S. Downing, PE H W Lochner Engineering

RE: RFP# 2026-01-PW Summary of Bids \_ Recommendation of Award  
Pave Rite Inc. \$1,191,833.42

Date: November 7, 2025

Bid submittals were opened at 2:10 pm E.S.T, in a public meeting on the 1st floor of the Inverness Government Center on October 30, 2025. All contractors meet requirements and are FDOT pre-qualified. The summary of the submittals includes FY2026 resurfacing and Inverness Government Operation Center parking improvements. The results are summarized below:

Contractor Ranking	FY2026 Resurfacing	IGOC	CONTINGENCY	TOTAL
1. Pave Rite	\$1,035,307.26	\$48,177.66	\$108,348.50	\$1,191,833.42
2. Superior	\$1,060,637.65	\$50,863.25	\$123,500.10	\$1,235,001.00
3. CW Roberts	\$1,058,839.26	\$78,365.60	\$113,710.48	\$1,250,915.34*
4. Florida Asphalt	\$1,539,301.35	\$58,623.15	\$159,786.38	\$1,757,710.88**
5. Art Walker	\$2,134,301.90	\$97,776.85	\$223,207.88	\$2,455,286.63

\* Correction for extension errors (+100.00). Total adjusted no change in rankings  
 \*\*Correction for extension error (+60.75). Total adjusted no change in rankings

Therefore, based on review, the lowest responsive and responsible bidder is Pave Rite Inc. at a cost of \$1,191,833.42 and recommended for award of contract RFP# 2026-01 PW Inverness Street Resurfacing Project.

Attachments: Submitted Bid Tabulation Worksheet

C: Susan Jackson, City Clerk, City of Inverness  
 Eric Williams, City Manager, City of Inverness  
 File

# CONSULTANT CEI FIRM ESTIMATED STA

COUNTY

Citrus

PROJECT TYPE & DESCRIPTION

Resurfacing FY2026

DATE PREPARED

10/27/2025

Item No.	CEI: 90 days Personnel Classifications	2025		Man Months
		Nov 1	Dec 2	
1	CEI Inspector , Joshua Rioux	0.500	0.750	1.250
3	Project Administrator, Phil Leopardi	0.100	0.100	0.200
4	Senior Project Engineer , Gary Downing	0.050	0.050	0.100
				0.000
	<b>TOTAL</b>	<b>0.650</b>	<b>0.900</b>	<b>1.550</b>

Costing Estimate	\$/hr.	cost	OT
CEI Inspector , Joshua Rioux	\$ 73.46	\$15,151.21	\$ 1,515.12
Project Administrator, Phil Leopardi	\$ 130.41	\$ 4,303.58	
Senior Project Engineer , Gary Downing	\$ 294.28	\$ 4,855.70	
		\$24,310.49	\$ 1,515.12

Scope of work:

Contract Inspection and administration of Resurfacing improvements.

# STAFFING

<b>Man Hours</b>
206.250
33.000
16.500
0.000
<b>255.750</b>

Total	
\$	16,666.33
\$	4,303.58
\$	4,855.70
\$	25,825.61

<b>Critical Requirement?</b>	<b>Topic Area</b>	<b>#</b>
	<b>General Milling</b>	<b>1</b>
	<b>General Milling</b>	<b>2</b>
	<b>General Milling</b>	<b>3</b>
<b>Yes</b>	<b>Tack Coat</b>	<b>4</b>
	<b>Tack Coat</b>	<b>5</b>
	<b>Tack Coat</b>	<b>6</b>
<b>Yes</b>	<b>General Paving</b>	<b>7</b>
	<b>General Paving</b>	<b>8</b>
<b>Yes</b>	<b>General Paving</b>	<b>9</b>
	<b>General Paving</b>	<b>10</b>
<b>Yes</b>	<b>General Paving</b>	<b>11</b>
	<b>General Paving</b>	<b>12</b>
	<b>General Paving</b>	<b>13</b>
	<b>General Paving</b>	<b>14</b>
	<b>General Paving</b>	<b>15</b>
	<b>General Paving</b>	<b>16</b>

<b>General Paving</b>	<b>17</b>
<b>General Paving</b>	<b>18</b>
<b>General Paving</b>	<b>19</b>
<b>General Paving</b>	<b>20</b>

**7B Asphalt Milling & Paving  
QA/QC Guide List & Critical Requirements Items 2023/24  
(Critical Requirements are in bold text)**

Milled surface is swept with a power broom or other approved equipment. A street sweeper is used in urban and other sensitive areas. Any surface delamination or scaling pieces shall be removed. [Spec. Milling surface has a uniform texture with no deviation in excess of ¼ inch. Milling depth is checked periodically to ensure results are in compliance with contract requirements. [Spec. 327-4]

If, per Spec 327-3.1.1, the Engineer has approved traffic on a milled surface more than 1 day (up to 3 days), ensure milled surface texture has continuous, longitudinal milling striations with no gaps in the longitudinal striations, and drop off conditions are not exceeded. Gaps in the milling striations and cases where gaps create a diagonal pattern or chevron appearance are to be milled again such that continuous, longitudinal striations are achieved prior to allowing traffic on the milled surface. [Spec 327-

**Roadway surface is cleaned prior to tack coat application. [Spec. 300-5]**

Coat the surface completely and uniformly with tack. [Spec 300-8]

Perform verification measurements at a min. frequency of once per day to ensure tack coat is applied uniformly with proper spread rate (Spec 300-8, Table 300-2), checked by the Contractor at least twice per day, and tack has broken prior to asphalt placement. Document results in the Asphalt Roadway-Verification Report. [Spec. 300-8, Spec. 330-3.2, CPAM 5.10]

**A qualified CTQP Asphalt Paving Level 2 technician shall be on the roadway at all times when placing asphalt mix at the job site (except when placing miscellaneous or temporary asphalt). All testing shall be performed by a CTQP Asphalt Paving Level 1 technician with the exception that cross-slope, temperature, and spread rate can be performed by someone under the supervision of a CTQP Paving Level 2 technician at the roadway. [Spec. 105-8.5.2]**

Paving machine is equipped with automatic longitudinal screed controls with a min. length of 25 feet are being used during paving operation. Paving machine is equipped with electronic cross slope controls.

**Do not place asphalt mixtures while rain is falling or when there is water on the surface to be covered. [Spec. 330-3.2.3]**

Ensure trucks are not bumping the paver. After releasing asphalt mix from the truck's body to the paver, remaining material in the truck shall not be dumped on the tacked surface in front of the paver.

**Do not allow mixture to adhere to roller wheels or tires and do not use fuel or other petroleum distillates to prevent adhesion. Scrapers, pads, and moistening systems shall be functioning properly to avoid having asphalt mix adhering to wheels. [Spec. 330-5.3]**

Pneumatic-tire rollers (traffic rollers) are using tires inflated between 50 and 55 PSI or as specified by the manufacturer. [Spec. 330-5.3.2]

Pneumatic-tire roller (traffic roller) is used on first overbuild course. Traffic roller or vibratory roller is used on the first structural layer on an asphalt membrane interlayer (AMI). [Spec. 330-7.6]

When using an extendable screed device to extend the screed's width on the full width lane or shoulder by 24 inches or greater, an auger extension, paddle, or kicker device shall be equipped and used during paving unless the Contractor provides written documentation from the manufacturer stating these are not necessary. [Spec. 330-5.2.3]

Protect the last structural layer placed prior to friction course and newly finished dense-graded friction course from traffic until the surface temperature of these layers has cooled below 160°F. [Spec. 330-10]

Produce a finished surface of uniform texture and compaction with no pulled, torn, crushed, raveled, or loosened portions and free of segregation, bleeding, flushing, sand steaks, sand spots, or ripples. Address any pavement not meeting these specification requirements in accordance with 330-9.5.

For night paving, sufficient lighting shall be provided at the job site. [Spec. 8-4.1]

Keep sections of newly compacted asphalt concrete, which are to be covered by additional courses, clean until the successive course is laid. [Spec 330-10]

Perform verification measurements at a min. frequency of twice per day to ensure mix temperature at the paving site is checked and recorded in accordance with the procedures stated in the specifications. Reject a load or portion of a load of asphalt mix, when a mix temperature exceeds acceptance limits. Document temperature readings on truck tickets and on the Asphalt Roadway - Verification Report, Form 675-030-021. [Spec. 330-6.1.3, & 320-6.3.2, CPAM 5.10, CPAM 11.2]

Perform verification activities at a min. frequency of once per layer per day to ensure spread rate is in compliance with Contract requirements. Ensure spread rate is within 5% of the target spread rate. When determining spread rate, use, at a minimum, an average of five truckloads of mix and at a maximum, an average of 10 truckloads of mix. When the average spread rate for two consecutive days is beyond plus or minus 5% of the target spread rate, stop the construction operation until the issue is resolved. If an individual spread rate is beyond plus or minus 20% of the target spread rate, stop the construction operation until the issue is resolved. Document results in the Asphalt Road-Verification Report, Form 675-030-21. [Spec 330-6.1.5.1 & 330-6.1.5.2, CPAM 5.10]

# Agenda Memorandum - *City of Inverness*

November 18, 2025

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: Architectural Concept and Professional Services Inverness Government Center Lobby

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

Enclosures: 1. City of Inverness - City Hall\_Security Upgrades\_Concept 2.0 (1)  
2. 2025.11.13\_City of Inverness\_City Hall Security Upgrades\_WGI Proposal\_Lobby Full Design

---

In August of this year, Council approved the engagement of WGI, Inc., one of the City's contracted engineering firms, to draft a concept for upgrades to the Inverness Government Center's lobby and Council Chambers. Before Council tonight is WGI's proposed concept for the lobby portion of the project and their scope of work proposal for the design of the lobby.

The proposed lobby concept includes new exterior entry doors, a new reception desk, a metal detector, a new ADA ramp and steps, and a security wall with interior, access-controlled doors. The proposed scope of work for the lobby design includes architectural design services, mechanical, electrical, and plumbing (MEP) engineering design services (to yield 100% design plans), bidding package assistance, and construction administration services. The scope of work totals \$68,500.

## ***Recommended Action –***

1. Allow staff to speak
2. Motion and second to approve the proposed concept for the IGC lobby as presented and approve the scope of work for full design of the lobby portion of the project and associated services from WGI, Inc. in the amount of \$68,500.
3. Deliberate the matter
4. Vote on the matter

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

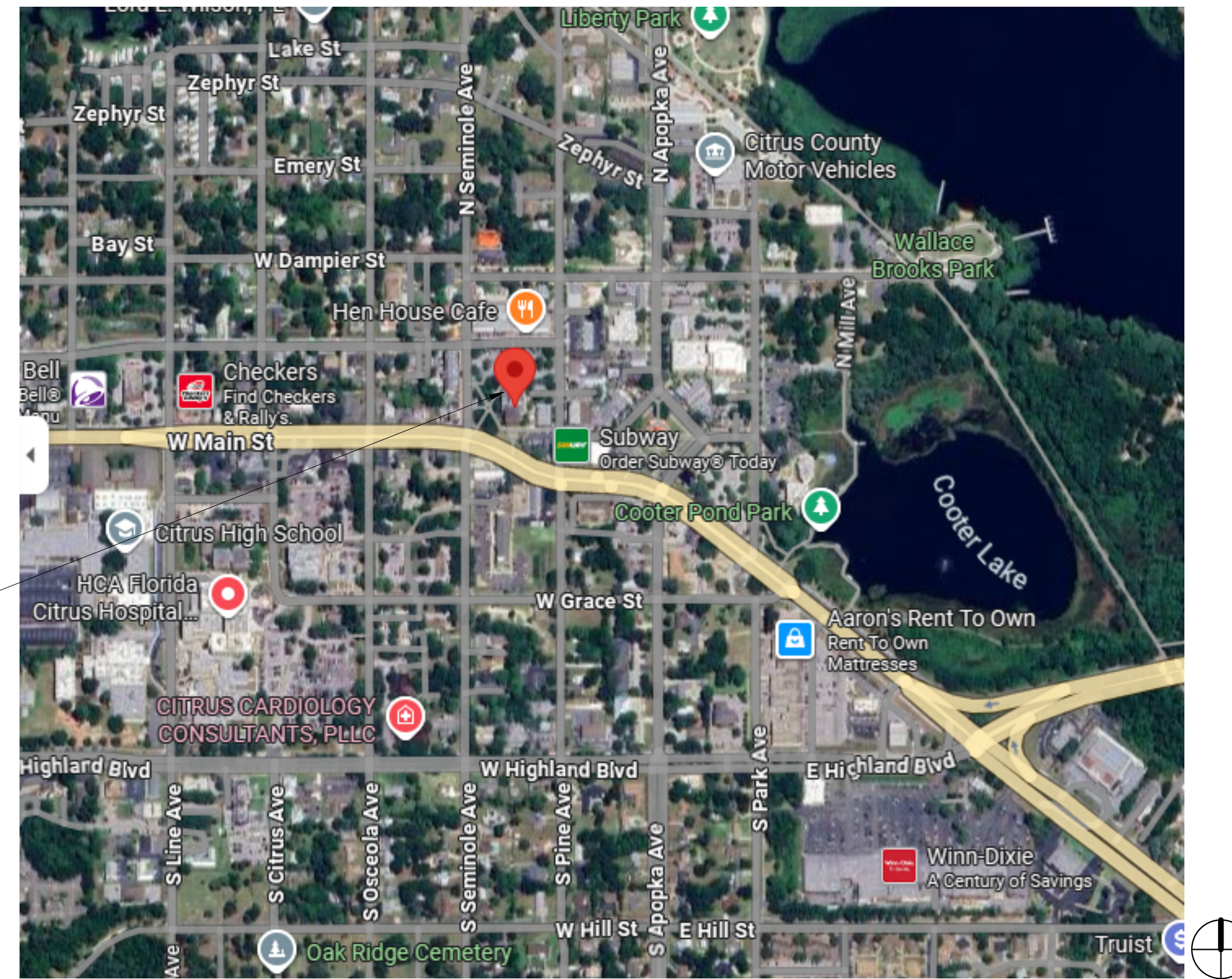
Eric C. Williams

# Design Concepts

## City of Inverness City Hall Security Upgrades

SHEET TYPE	DWG NO.	DWG NAME
GENERAL	AG-000	COVER SHEET
ARCHITECTURAL	AD-101	OVERALL FIRST FLOOR DEMOLITION PLAN
ARCHITECTURAL	AD-102	ENLARGED FIRST FLOOR DEMOLITION PLAN
ARCHITECTURAL	AA-101	OVERALL FIRST FLOOR PLAN
ARCHITECTURAL	AA-102	ENLARGED FIRST FLOOR PLAN
ARCHITECTURAL	AA-103	PERSPECTIVES
TOTAL SHEETS: 6		

PROJECT LOCATION  
212 WEST MAIN STREET  
INVERNESS, FL 34450



10/13/2025 2:43:32 PM Autodesk Docs://4279.08\_Inverness\_City\_Hall\_Upgrades\_BLA\_R24.rvt

City of Inverness City Hall Security Upgrades

City of Inverness

**ARCHITECT OF RECORD**

ERIC LUTTMANN, AIA  
AR 97111  
WGI, Inc.  
3111 W. DR. MARTIN LUTHER KING JR. BLVD, SUITE 375,  
TAMPA, FL, 33607  
REGISTRY NO. 33074  
THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE  
DIGITALLY SIGNED AND SEALED UNDER RULE 61G1-16.005,  
F.A.C.

PROJECT NUMBER: 4279.08

JOB NO.  
DRAWN BY: WMK  
CHECK BY: ESL

**REVISIONS**

NO.	DATE	DESCRIPTION	BY



3111 W. Dr. Martin Luther King Jr. Blvd., Suite 375, Tampa, FL 33607  
Phone No. 813.574.3190 www.wginc.com  
Cert No. 6091 - LB No. 7055













November 13, 2025

Frank Calascione  
Assistant City Manager  
City of Inverness  
212 W. Main Street  
Inverness, FL 34450

[fcalascione@Inverness.Gov](mailto:fcalascione@Inverness.Gov)

Re: **City of Inverness City Hall Security and Operational Upgrades**  
Phase 2 – Design through Construction Administration (Lobby Only)

Greetings Frank,

WGI, Inc. (WGI) is pleased to provide this proposal to City of Inverness (CLIENT) for professional services on the above-referenced project. Our scope of services and corresponding fees are detailed below. In addition, it is agreed that WGI's services will be performed pursuant to the original contract between WGI and CLIENT, dated September 8, 2019.

### **PROJECT UNDERSTANDING**

WGI will prepare construction documents, assist with the bidding and permitting processes, and perform Construction Administration services for the lobby space at the Inverness Government Center, based on the concept plans listed below and as approved by the City during Phase 1 of the PROJECT:

*City of Inverness - City Hall\_Security Upgrades\_Concept 2.0.pdf*

### **SCOPE OF SERVICES**

#### **ARCHITECTURAL SERVICES**

##### **I. Construction Documents**

WGI will prepare and digitally submit 75% Construction Documents to the CLIENT in PDF format for review of overall project goals and based on the approved concept plans from Phase 1 of this PROJECT, as approved by the CLIENT. CLIENT review comments will be addressed accordingly and incorporated into final 100% signed and sealed Construction Documents to be submitted to the City's Building Department for permitting. Construction Documents will consist of the following coordinated items reflecting building code-required architectural design intent based on overall project goals:

1. Cover Sheet and Index;
2. General Notes and Product Approval information;
3. Life Safety Plan with finalized code research;
4. Floor Plan(s), overall and enlarged as necessary;
5. Reflected Ceiling Plan(s);

6. Interior Elevations;
7. Wall Sections;
8. Enlarged Details, as necessary;
9. Schedules and Legends, as necessary; and
10. Four (4) final static rendered 3D images of the lobby space.

WGI will attend meetings consisting of the following:

1. Internal ongoing design coordination; and
2. One (1) virtual review meeting to review 90% Construction Documents comments by CLIENT.

## II. Permitting/Bidding Assistance

CLIENT shall submit the 100% signed and sealed Construction Documents to the City's Building Department for permitting. WGI will coordinate the building permitting plans review process with the City and assist the CLIENT during the bidding process as follows:

1. Coordinate with AHJ during building permitting plans review process;
2. Respond to review comments and revise plans accordingly;
3. Respond to up to five (5) contractor Request for Information (RFI) during the bidding process and revise documents accordingly;
4. Issue Addenda to CLIENT at the conclusion of the permitting and bidding process; and
5. Issue digitally signed Conformed Set of Contract Documents in PDF format including permit comment and bidding process revisions to the CLIENT and selected contractor.

***NOTE: This proposal explicitly excludes Value Engineering Services and/or the subsequent revisions to the Contract Documents, nor any revisions to the Contract Documents resulting from changes proposed by other parties.***

## III. Construction Administration Services

1. Ongoing coordination with CLIENT and contractor;
2. Response to contractor RFI;
3. Issue clarifications to Contract Documents as necessary;
4. Review and disposition of submittals consisting of one (1) initial review and one (1) re-review for each submittal;
5. In-person attendance at one (1) site visit per month in conjunction with established construction progress meeting and preparation of associated field observation report;
6. In-person attendance at one (1) Substantial Completion walkthrough and coordination of associated punch list based on contractor notes;
7. Coordination for completion of punch list items and project closeout with contractor and CLIENT;
8. Review and disposition of one (1) set of closeout documents;
9. We assume Construction Administration Services will last no longer than 6 months. Construction Administration activities will be subject to additional services should our services be requested after 6 months of construction from date of groundbreaking or first request for activities related to Construction Administration, whichever comes first;
10. Construction Administration Meetings:
  - a. One (1) in-person pre-construction meeting;

- b. Bi-weekly construction progress meeting consisting of half with virtual attendance and half with in-person attendance coinciding with construction progress site visits; and
- c. One (1) in-person meeting coinciding with Substantial Completion walkthrough.

## **MEP ENGINEERING SERVICES**

### **I. Construction Documents**

1. Prepare Mechanical contract documents depicting the following:
  - a) Air supply, return and exhaust outlet types, locations, and air quantities;
  - b) Ductwork routing and sizes;
  - c) Thermostat locations and specifications; and
  - d) Approximate location of existing ductwork, piping, and mechanical equipment in coordination with the proposed design.
2. Prepare Electrical contract documents depicting the following:
  - a) Power
    - i. Locations of telephone outlets, data outlets, electrical equipment outlets, general receptacle outlets and floor outlets. Client shall provide specific outlet locations where needed.
    - ii. Circuiting of general-purpose outlets.
    - iii. Equipment power requirements.
    - iv. Special electrical requirements.
    - v. Electric service entrance and utility company coordination.
    - vi. Electrical riser diagram.
    - vii. Panelboard schedules.
  - b) Lighting
    - i. Approximate location of light fixtures primarily using the architectural reflected ceiling plan.
    - ii. Designation of light fixture types.
    - iii. Circuiting of light fixtures.
    - iv. Switching and control of light fixtures.
    - v. Lighting fixture schedule.
    - vi. ComCheck Lighting Calculations.
  - c) Fire Alarm System
    - i. Performance Specification.
3. WGI will prepare 75% and 100% Construction Document deliverables for this PROJECT.

### **II. Fire Protection (Permit Level Plans only)**

WGI will create Fire Protection plans intended to submit for permitting and including the following:

1. Prepare Fire Protection contract documents depicting the following:
  - a) Performance specification and basic design criteria for fire sprinkler systems in coordination with existing conditions. Actual design of the fire sprinkler system will be performed by the installing contractor as part of the shop drawing submittal and the contractor will become the engineer of record.
  - b) if applicable, fire pump, fire pump controller, jockey and jockey pump controller sizing and specifications. The sizing of these items are only for power and water supply coordination purposes only. Any hydraulic calculations and final sizing of any fire protection equipment are to be the responsibility of the installing contractor.

### III. Permitting/Bidding Assistance

CLIENT shall submit the 100% signed and sealed Construction Documents to the City's Building Department for permitting. WGI will coordinate the building permitting plans review process with the City and assist the CLIENT during the bidding process as follows:

1. Coordinate with AHJ during building permitting plans review process;
2. Respond to review comments and revise plans accordingly;
3. Respond to up to five (5) contractor Request for Information (RFI) during the bidding process and revise documents accordingly;
4. Issue Addenda to CLIENT at the conclusion of the permitting and bidding process; and
5. Issue digitally signed Conformed Set of Contract Documents in PDF format including permit comment and bidding process revisions to the CLIENT and selected contractor.

***NOTE: This proposal explicitly excludes Value Engineering Services and/or the subsequent revisions to the Contract Documents, nor any revisions to the Contract Documents resulting from changes proposed by other parties.***

### IV. Construction Administration Services

1. Ongoing coordination with CLIENT and contractor;
2. Response to contractor RFI;
3. Issue clarifications to Contract Documents as necessary;
4. Review and disposition of submittals consisting of one (1) initial review and one (1) re-review for each submittal;
5. In-person attendance at one (1) construction progress site visit and preparation of associated field observation report;
6. In-person attendance at one (1) Substantial Completion walkthrough and coordination of associated punch list based on contractor notes;
7. Coordination for completion of punch list items and project closeout with contractor and CLIENT;
8. Review and disposition of one (1) set of closeout documents;
9. We assume Construction Administration Services will last no longer than 6 months. Construction Administration activities will be subject to additional services should our services be requested after 6 months of construction from date of groundbreaking or first request for activities related to Construction Administration, whichever comes first;
10. Construction Administration Meetings:
  - a. One (1) in-person pre-construction meeting; and
  - b. One (1) in-person meeting coinciding with Substantial Completion walkthrough.

### **BASIS OF THIS PROPOSAL**

This proposal is based on the following:

1. WGI shall be entitled to rely on the completeness and accuracy of all information provided by Owner and Contractor. Information requested by WGI during the project will include, but may not be limited to, the manufacturing requirements for furnishings, fixtures, and equipment (FF&E) and associated functional criteria; FF&E layouts; plumbing and utilities; environmental assessments; geotechnical reports; and survey (with CAD file);

2. Scope outlined herein are the Basic Services associated with the Proposed Fee included. Any services outside these Basic Services shall be considered Additional Services and for which WGI will receive additional compensation. Additional Services must be authorized by Owner or Contractor in writing and accepted by WGI;
3. The project will be designed and permitted under one (1) phase;
4. This proposal includes design coordination with CLIENT;
5. The following durations are assumed as directly integral to the Basic Services contained in this proposal:
  - a. Design: 6 months maximum
  - b. Construction: 6 months maximum
6. Production Software
  - a. BIM modeling will be produced and issued in Revit (RVT) format. BIM modeling is not a requirement of this contract, but may be used, at WGI's discretion, for design coordination or for actual drawing production;
  - b. Coordination models issued by WGI will be in RVT format, with the option to utilize BIM360 for easier model and design coordination. WGI will host BIM360 coordination for building design efforts. WGI can provide coordination models to the other consultants as requested;
  - c. WGI can provide coordination models to the Owner and Contractor as requested, but not exceeding one model posting per month.
  - d. LOD 300 (Level of Development) – LOD levels addressed within this proposal are defined by AIA Document E202-2008;
7. This proposal explicitly excludes the following:
  - a. Value Engineering Services and/or the subsequent revisions to the Contract Documents, nor any revisions to the Contract Documents resulting from changes proposed by other parties;
  - b. Design or consulting services not explicitly included in this proposal;
  - c. Special inspections or responsibility for special inspections as the registered design professional in responsible charge (as defined by the Florida Building Code).
  - d. Selections and/or specifications of all Furnishings/Fixtures/Equipment (FF&E) for proposed building are by CLIENT. WGI will coordinate FF&E requirements with the design.
  - e. Coordination and design of proposed electrical, telephone, television, and gas utilities shall be completed by others. WGI will exchange drawings with these utilities for coordination purposes and to incorporate their existing and proposed features into our plans for conflict resolution and informational purposes;
  - f. Green building certification services as well as energy modelling;
  - g. WGI is not responsible for identifying or documenting the removal of any hazardous materials such as asbestos, lead-based paint, etc.;
  - h. Project review fees, inspection fees, fiscal surety, permit fees, and other associated project-related fees are not part of this scope and remain the responsibility of the CLIENT;
  - i. Management and tracking of the building permitting process;
  - j. Site visits or additional field reviews beyond those explicitly included;
  - k. Reproduction or printing of any kind;
  - l. Cost estimating or quantification of design components;
  - m. Review and certification of contractor payment applications during construction;
  - n. Preparation of record documents or as-built plans;
  - o. Fast track production;
  - p. BIM modeling of all items not explicitly included in the AIA E203 "Level of Development" criteria;
  - q. Updating or providing the BIM model for construction coordination; and

- r. Construction means and methods, procedures, and safety precautions in support of the construction of this project shall be the responsibility of the Contractor and its subcontractors and shall not be a responsibility of WGI.
- 8. All submittals to CLIENT will be in digital PDF file format only; and
- 9. Additional submittals and coordination with City or other permitting agencies not due to WGI's work will be invoiced on an hourly basis.

**FEE SCHEDULE**

WGI proposes to provide Professional Services on a lump sum basis as described in this proposal and as follows:

<b>Discipline</b>	<b>Fee (Lump Sum)</b>
Architectural Design Services	\$36,500.00
MEP Engineering Design Services	\$18,000.00
Construction Administration Services	\$14,000.00
<b>Total</b>	<b>\$68,500.00</b>

**PROPOSAL ACCEPTANCE**

We appreciate the opportunity to be of service to the City of Inverness. Please note that the Contract Terms and Conditions are an integral part of this contract, are hereby incorporated by reference, and are controlling unless both parties expressly waive them in writing prior to commencement of work.

Respectfully submitted,  
**WGI, Inc.**



Eric Luttmann, AIA  
Director - Architecture

# Agenda Memorandum - *City of Inverness*

November 18, 2025

TO: Elected Officials  
FROM: Eric Williams, City Manager  
SUBJECT: City's Impact Fee Program Update  
CC: Susan Jackson, City Clerk, Alexis Koter, Finance Director, Christopher Shoemaker, Director of Community Development  
Enclosures: 1. Encl 11.18 Impact Fees

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Reference is made to the attached table. Impact fees are one-time charges levied by local government on new development to pay for the cost of new or expanded public infrastructure and services required by the new growth. Impact fees assessed by the City of Inverness include: 1. Transportation; 2. Fire; 3) Parks; those assessed by the Citrus County include: 4. School; 5. Library; 6. EMS; 7. Law; and 8. Public Buildings.

These fees were designed to ensure that new development, not existing residents, pays for the infrastructure it requires. The fees cannot be used for operations and maintenance on existing facilities, they may only be used for new infrastructure or expansion of existing facilities. A road impact fee cannot be used to re-surface an existing road, but it can be used to add an additional lane for example.

Impact fees must meet the criteria of the dual rational nexus test to be considered legal. This means that impact fees must have a reasonable connection (rational nexus) between: 1. The proposed new development and the need for additional capital facilities; and, 2. The expenditure of funds and the benefits accruing to the proposed new development.

This evening, staff will provide an update to Council/Mayor on the effects of the recent increases to the County's impact fee program to the City's collection of both City and County impact fees. The City is not proposing any increases to the three categories of fees it collects. It is recommended that Council receive staff's presentation and provide confirmation of the current approach to the City's impact fee program.

## ***Recommended Action –***

1. Allow staff to present
2. Motion and second to confirm the presented approach to the City's impact fee program.
3. Deliberate the matter
4. Vote the matter

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

Eric C. Williams  
City Manager

**Impact Fees Citrus County and City of Inverness as of October 28, 2025**

<b>Single Family County</b>	<b>2021 Impact Fee</b>	<b>2025 Impact Fee</b>	<b>% Change</b>
Roads	\$3,864.00	\$5,193.00	34%
Schools	\$2,059.00	\$5,298.00	157%
Parks	\$661.00	\$710.00	7%
Library	\$308.00	\$405.00	32%
Fire	\$281.00	\$406.00	45%
EMS	\$62.00	\$77.00	24%
Law	\$416.00	\$581.00	40%
Public Buildings	\$298.00	\$439.00	47%
<b>Total</b>	<b>\$7,949.00</b>	<b>\$13,109.00</b>	

<b>Single Family City</b>	<b>2021 Impact Fee</b>	<b>2025 Impact Fee</b>	<b>% Change</b>
Roads (City)	\$1,932.00	\$1,932.00	0%
Schools	\$2,059.00	\$5,298.00	157%
Parks (City)	\$330.50	\$330.50	0%
Library	\$308.00	\$405.00	32%
Fire (City)	\$393.93	\$393.93	0%
EMS	\$62.00	\$77.00	24%
Law	\$416.00	\$581.00	40%
Public Buildings	\$298.00	\$439.00	47%
<b>Total</b>	<b>\$5,799.43</b>	<b>\$9,456.43</b>	

# Agenda Memorandum - *City of Inverness*

November 18, 2025

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: Project and Program Updates

- WPP Workshop
- IGC Lease with BOCC
- Former Manning's Bar Property
- Holiday Season
- Other

CC: Susan Jackson, City Clerk

Enclosures:

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