

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET  
January 6, 2026 - 5:30 PM**

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**NOTICE TO THE PUBLIC**

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

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

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**ENCLOSURES\***

- 1) INVOCATION, PLEDGE OF ALLEGIANCE & ROLL CALL**
- 2) PLEASE SILENCE ELECTRONIC DEVICES**
- 3) ACCEPTANCE OF AGENDA**
- 4) PRE-SCHEDULED APPEARANCES / RECOGNITIONS**
  - a) State of the City - Mayor Plaisted
- 5) PUBLIC HEARINGS / WORKSHOPS**
- 6) OPEN TO THE PUBLIC**

*The public is invited to speak. (Speaking time limit: Individual - 3 minutes;  
Group/Organization - 5 minutes)*
- 7) CITY ATTORNEY REPORT**
- 8) CONSENT AGENDA**
  - a) Bill Listing\*
  - b) Council Minutes\* - December 16, 2025 and December 17, 2025  
Whispering Pines Park Workshop
- 9) CITY CLERK'S REPORT**
  - a) 2026 City Elections - Resolution 2026-01\*

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January 6, 2026 - 5:30 PM**

- b) Council Meeting Venue Changes for 2026 Elections\*
- c) City Clerk Employment Agreement

**10) CITY MANAGER'S REPORT**

- a) Projects and Programs Update
  - Martin Luther King Jr Events
  - Small Town Slam
  - Inverness Senior Games
  - Happy New Year!!

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

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

**12) NON-SCHEDULED PUBLIC COMMENT**

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

**13) ADJOURNMENT**

- a) **DATES TO REMEMBER**
  - Teen's Night Out  
Thursday, January 15, 2026 from 5:30pm – 7:00pm  
Cornerstone Church
  
  - Small Town Slam - Wrestling  
Friday, January 16, 2025 from 7:30pm – 9:30pm  
Depot Pavilion
  
  - Market at the Depot  
Saturday, January 17, 2026 from 9:00am – 2:00pm  
Depot Pavilion
  
  - MLK, Jr. Celebration

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
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January 6, 2026 - 5:30 PM**

Saturday, January 17, 2026 from 11:00am – 3:00pm  
Liberty Park

Inverness City Council Regular Meeting  
Tuesday, January 20, 2026 @ 5:30pm  
IGC – Council Chambers

CASH REQUIREMENTS REPORT

VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/26
		TOTALS FOR ACE HARDWARE CO OF INV INC				1,166.66
		TOTALS FOR TIME WARNER CABLE				764.98
		TOTALS FOR EMBARQ FLORIDA, INC				1,329.71
		TOTALS FOR CITRUS COUNTY BOARD OF COMMISSIONER				117,484.75
		TOTALS FOR CITY ELECTRIC SUPPLY INC				925.92
		TOTALS FOR CORE & MAIN LP				5,513.45
		TOTALS FOR FLORIDA COAST EQUIPMENT, LLC.				1,385.88
		TOTALS FOR GFL SOLID WASTE SOUTHEAST LLC				1,352.05
		TOTALS FOR GOLDEN X PLUMBING SUPPLY INC				-185.38
		TOTALS FOR HILLMAN SUPPLY COMPANY				973.85
		TOTALS FOR STEPHEN JACKSON				1,260.54
		TOTALS FOR JASON AGUILAR'S LANDSCAPING				734.38
		TOTALS FOR KYOCERA DOCUMENT SOLUTIONS SOUTHEAST, LL				543.08
		██████████				██████████
		TOTALS FOR NICK NICHOLAS FORD INC				3,584.35
		TOTALS FOR OFFICE DEPOT INC				376.56
		TOTALS FOR THOMAS E. PETERSON				400.00
		TOTALS FOR PRICE FAMILY ENTERTAINMENT INC				671.00
		TOTALS FOR RENTAL OF INVERNESS, INC.				499.60
		TOTALS FOR RING POWER CORPORATION				966.21
		TOTALS FOR SCALA, VINCENT				6.09
		TOTALS FOR SCHINDLER ELEVATOR CORPORATION				2,501.82
		TOTALS FOR SVIII GENERAL CONTRACTOR, INC				3,600.00
		TOTALS FOR SWANK MOTION PICTURES, INC				600.00
		TOTALS FOR SWEEPING CORPORATION OF AMERICA				1,660.70
		TOTALS FOR SYSCO USA I, INC.				543.39
		TOTALS FOR THE FLORIDA RECREATION & PARKS ASSOCIATI				900.00

**CASH REQUIREMENTS REPORT**

VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 09/30/26
				TOTALS FOR TINSLEY ELECTRIC		950.00
				TOTALS FOR U.S. WATER SERVICES CORPORATION		116,198.04
				TOTALS FOR ULINE, INC.		4,281.86
				TOTALS FOR UNIFIRST CORPORATION		118.61
				TOTALS FOR WASTE MANAGEMENT OF CENTRAL FL		9,318.60
				TOTALS FOR WHETSTONE OIL COMPANY, INC		1,857.34
				REPORT TOTALS		282,284.04

\*\* 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

December 16, 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 Hepfer motioned to accept the Agenda as presented. Seconded by Councilwoman Lizanich. The motion carried.

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

**5)a) Christmas Lamp Post Winners** with Program Coordinator Brown accompanied by the Mayor and Council members presenting the awards to the following participants: Most Festive – 2<sup>nd</sup> Place was Luciid Designs and 1<sup>st</sup> Place was Inverness Elks #2522. Most Creative – 2<sup>nd</sup> Place was Fit Full Force and 1<sup>st</sup> Place was Inverness Little League. People’s Choice went to Purpose & Promise Learning Academy.

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

None

#### **OPEN PUBLIC MEETING**

The following members of the audience spoke of concerns of additional medical marijuana dispensaries coming into the City limits: Jeff Burke, Renea Teaster, John Labriola, Steve Jones, Cynthia King, Carmelita Seda Crothers, Michael Laurain, Mike O’Connel, Debbie Wheatley, and Robert Robinson II.

#### **CITY ATTORNEY REPORT**

None

#### **CONSENT AGENDA**

- a) Bill Listing\*
  - Recommendation – Approval
- b) Council Minutes\* – 12/02/2025
  - Recommendation - Approval

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

## CITY CLERK'S REPORT

None

## CITY MANAGER'S REPORT

**10)a) 2027 Budget Development Schedule\*** with City Manager Williams stating the enclosed budget development schedule is structured to support the work necessary to build, discuss and adopt the upcoming Fiscal 2026-27 City-Wide Capital Improvement Plan (CIP) and Budget. Similar to prior years, this budget planning and development cycle will be established to align with dates of regularly scheduled Council meetings. **Councilwoman Bega motioned to confirm the Budget Development Schedule for Fiscal Cycle 2026-27. Seconded by Councilwoman Lizanich. The motion carried.**

**10)b) US 41 North Septic to Sewer Professional Services\*** with Assistant City Manager Calascione stating the City's contracted engineering firm, Kimley Horn has been tasked with the design of the US 41 North Septic to Sewer Project. The project will serve 117 parcels, with approximately 67 already developed and utilizing septic tanks (33 commercial and 34 residential). The vacant parcels include 32 commercial parcels, 9 residential parcels, 19 industrial parcels, and 8 government-owned parcels. The total project consists of approximately 9,000 linear feet (LF) of water main along the Withlacoochee State Trail from its intersection with US 41N to East Arlington Street, 7,700 LF of gravity sewer, 13,500 LF of force main, two local or regional lift stations, and approximately 20 individual grinder pump stations, and 1.5 miles of existing roadway restoration which includes a northern section and a southern section of a 12" force main that will connect to the City's Master Lift Station on Mill Avenue. To keep progressing toward 60% design plans, the engineering services scope would expand to cover the entire project area design and permitting along the Withlacoochee State Trail. The City applied for a Florida Department of Environmental Protection and was awarded a grant totaling \$4,881,000; therefore, the City would not have to provide local match funding. City Manager Williams detailed various aspects of the improvements to be made. **Councilwoman Bega motioned to approve Amendment 2 to IPO 26 for professional services with Kimley Horn in the amount of \$126,100 as presented and authorize the City Manager to execute the document. Seconded by Councilman Craig. The motion carried.**

**10)c) Vehicle Purchase – Brush Truck – Fire Department\*** with Fire Chief Bessler stating the Fire Department currently utilizes a 2005 Ford F-550 4x4 for brush fire response and off-road incidents. This apparatus has exceeded the NFPA's recommended 15-year service life for frontline vehicles and is no longer cost-effective to maintain due to increasing difficulty in obtaining replacement parts. Staff is recommending the purchase of a 2026 Ford F-350 4x4 truck for the amount of \$51,278 to replace the existing F-550. **Councilwoman Hepfer motioned to approve the purchase of a 2026 Ford F-350 truck in the amount of \$51,278 through Nick Nicholas Ford in keeping with the State government pricing. Seconded by Councilwoman Lizanich. The motion carried.**

**10)d) Vehicle Purchase – Ladder Truck - Fire Department\*** with Fire Chief Bessler requesting the **purchase** of a new ladder truck for the City Fire Department. This allocation was based on a March 2024 price quote of \$1,300,000 for an available unit at that time. The federal share represented 55% of the projected cost, with a required City match of 45% (\$585,000). Market conditions changed significantly, with current ladder truck prices

commonly exceeding \$2,000,000 with extended 2-4 years building the truck, resulting in limited availability and competitive purchasing for completed units. E-One in Ocala is currently completing a ladder truck that was ordered by another department and subsequently made available when the customer opted for a different model. This unit meets the operational needs of our Fire Department and will be completed in March 2026. It is available to the City at government pricing for the cost of \$1,629,507 through the Florida Sheriff's Cooperative Purchasing Program. This is for the purchase of the aforementioned E-One ladder truck, utilizing the \$715,000 in Federal Appropriations, with the support by Congressman Bilirakis, and supplementing the remaining cost (\$585,000 originally projected + \$329,507 price increase) with available Fire Department Reserve funds. He also spoke of the potential improvement of the City's ISO rating. Councilman Craig spoke of Congressman Bilirakis and his support which allowed the City to receive the only grant with 9 others not funded. City Manager Williams explained the cost difference and that this truck is local and near completion. **Councilwoman Hepfer motioned to approve the purchase of a 2026 E-One 100' Cyclone II Ladder Truck in the amount of \$1,629,507 through E-One's authorized dealer Matheny Fire & Emergency Co. utilizing government pricing and funding the balance of \$914,507 from the Fire Department Reserve. Seconded by Councilwoman Bega. The motion carried.**

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

- Helping Families Holiday Donation – Program Update with Finance Director Koter announcing that in the month of December 81 families had received financial assistance to avoid an interruption in utility services. It is anticipated there are enough funds to provide this assistance again in January 2026. City Manager Williams explained the program for anyone unaware of the assistance.
- WPP Workshop December 17, 2025 at 5:30pm will provide a learning experience of the history of Whispering Pines Park, looking to the future and options to be considered.
- Other included a reminder that the City would be closed Wednesday, Thursday, and Friday for the Christmas holiday. Announced the Mayor's State of the City will be on the January 6, 2026 Council meeting agenda.
- Merry Christmas and Happy New Year

**COUNCIL/MAYOR SUBJECTS**

Mayor Plaisted spoke of his recent injury of breaking his leg causing him to miss his 1<sup>st</sup> Christmas Parade while he has been an elected official. Spoke of recent "Elvis" visit. He commended the audience members for their comments and he is in favor of the ban of additional dispensaries. Spoke of a relative who had issues with medical marijuana.

Councilwoman Bega praised a City staff member who has been working to clean sidewalks in the downtown and what a great job. Announced this weekend will be the Christmas Show at the Valerie Theatre and 100% of ticket sales will be donated to the Citrus United Basket.

Councilwoman Hepfer thanked the audience members who spoke and she also agreed to the ban, and supports an Ordinance be proposed at an upcoming Council meeting. Noted how much fun the Christmas Parade was for all, especially the children. We are a Small Town Done Right.

Councilwoman Lizanich stated the dispensaries should be placed on an upcoming agenda for discussion, as well as the fertilizer ordinance that was presented by the Sierra Club at a previous Council meeting. City Manager Williams suggested the second meeting in January for the 1<sup>st</sup> readings.

Councilman Craig spoke of his previous work with DARE for many years, and of Colorado and medical marijuana. Noted it is against the law to drive under the influence, even with the medical marijuana card.

Council President Davis affirmed the consensus of the Council to direct staff to proceed with the development of an Ordinance regarding the medical marijuana dispensary ban. Thanked those in attendance that spoke and provided their opinions.

Every Elected Official wished everyone a very blessed Merry Christmas and Happy New Year.

**CITIZENS NOT ON AGENDA**

Debbie Wheatley spoke of her prayers were answered regarding the ladder truck for the fire department.

John Labriola thanked Council for their consideration regarding an Ordinance banning future medical marijuana dispensaries in the City limits.

Meeting adjourned at 6:48 p.m.

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City Clerk

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Council President

December 17, 2025  
5:30 PM

The City Council of the City of Inverness met on the above date in Whispering Pines Park Workshop 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, Staff Members, and City Clerk Jackson.

The meeting was called for by the following Notice to all council, mayor, media, as well as publicly posted.

**WHISPERING PINES PARK WORKSHOP  
PUBLIC NOTICE**

DATE: DECEMBER 3, 2025

PLEASE BE ADVISED **WHISPERING PINES PARK WORKSHOP** WAS CALLED FOR THE CITY COUNCIL OF THE CITY OF INVERNESS, AT 212 W. MAIN STREET, INVERNESS, FLORIDA, AS FOLLOWS:

December 17, 2025                      5:30pm                      Whispering Pines Park Workshop

/s/ Gene Davis  
President of City Council

City Manager Williams started the workshop with the origins, early development, operational history, and governance of the Whispering Pines Park noting the original ownership was the State of Florida leasing to the Florida Division of Forestry. A timeline included an easement for recreational use – 1965; public naming contest – 1973; park plan and EDA Grant – 1974; official groundbreaking – 1977; and new facilities open – 1979. City Manager Williams reference the 1974 Park Management Plan and three letters of correspondence. Spoke of rising costs and user fees – 1980; County funding agreement – 1981; County to manage park – 1983; County funding increase – 1984; current sublease executed – 1991; great recession beings – 2007; and City and County discuss transfer of management – 2009. County halts monetary contributions to the Park – 2013; RV campground concept proposed – 2015; bond issued for expanded CRA and spoke of the Capital Action Plan and projects that were never completed included a new fire station, community center, expansion of “West Side Park”, etc. – 2016; County resumes monetary contributions to the Park – 2018; and Depot District opens – 2019. The O & M budget remains stable – 2021-2025. City Manager Williams detailed the operational and management budget history of the park from 1995 – 2025 and compared what those past budgets would cost today.

The Park's use today includes the pool/splash pad (high-cost amenities), ballfields with the most consistent use and big draw of people, trails, courts, recreations building, picnic pavilion, playground, and a primitive campground. There has been a decline in several areas including pool attendance, special events, playground use, and local league play, although there has been an increase in tournament activity, particularly travel ball events. It was noted the park is state-owned and subleased to the City. The State can reclaim the park under the current terms of the sublease. Facilities are aging and now compete with newer local amenities. The financial snapshot highlighted the current costs to operate, aging infrastructure, and capital funding needed to sustain and make improvements. Fee scenarios were discussed regarding \$5/day entry fee and annual pass examples. City actions to date included automated entry and fee systems evaluation, consultant reviewed and updated management to include campground, and expanded programming. Currently, programs and fees do not generate enough to offset costs, and grants are limited and competitive. The park will always require an operating subsidy, major capital investment is needed, and a stable, self-supporting revenue source inside the park is necessary. It was noted that dollars cannot be used for funding on what we do not own.

The RV campground was first presented in 2015. The site capacity, traffic and infrastructure needs had been evaluated and the current concept preserves existing recreation areas. The State of Florida RV campground revenue was cited for 2025 to include industrial revenue, estimated economic impact, sales tax contributions, and growth rate. A breakdown of ways to pay regarding the campground showed the need to address capital needs are \$500,000 - \$700,000 per year and compared to the proposed 70 campsites at \$50/day, using a 75% occupancy would generate approx. \$958,000. A video was shown illustrating the current concept of the campground. Details were provided regarding Florida's State Parks number of visitors, operating costs, capital needs, etc. from a Florida DEP State Park Amenities Report dated December 1, 2025. The report included Ft. Cooper and Crystal River Archeological State Parks.

The City of Inverness actions so far has evaluated automated entry and fee systems, an updated management plan to include the campground, and expanded programming. Programs and fees do not generate enough to offset costs and grants are limited and competitive. The core takeaways are the park will always require an operating subsidy, major capital investment is needed, and self-supporting revenue source inside the park is necessary. City Manager Williams reiterated the options to consider regarding Whispering Pines Park as 1) State deeds park to City so the City could develop various partnerships; 2) new lease with State and RV campground to generate on-site revenue to support long-term capital needs; 3) new lease with State and reduce amenities by permanently shuttering high-cost facilities, or 4) let the current sublease expire in 2030 and have the State assume management of the park.

**Public Discussion:** The following workshop attendees voiced their concerns, ideas, support, and non-support regarding Whispering Pines Park and potential RV campground: Steven Santa Fe, Cheri Shaffer, Danialle Coates, Chris Shaffer, Randall Thompson, Michael Wood, Angela Harmon-Covell, Susan Straley, Wes Calhoun, Julianne Keiper, Tom Peterson, Sharon Autry, Herbert Pfeiffer, and Molly Gurien.

#### **Council Comments:**

Mayor Plaisted referenced the Plan-Fund-Execute manta of the City. Spoke of monitoring an RV campground. He questioned how many on the dais and in the audience are or were RV people

with a large number of hands raised. He stated RV people are some of the finest people he has ever met. Has never experienced trash, safety issues, etc. at any campground. He stated that Council's goal is to leave Inverness better than they found it. This is a vibrant community and downtown.

Council President Davis stated the Council will keep an open mind as decisions will be made in the future. Spoke of living in Inverness 70+ years and that 80-90% park users are County residents, yet the City does not receive 80-90% contributions from the BOCC. The ultimate goal is to find a solution. Thanked everyone for attending the workshop and voicing their concerns, suggestions, etc.

Councilman Craig noted many are trail people and use the trails constantly. Spoke of being the current president of the Withlacoochee State Trail and how various organizations assist in raising funds for parks in the County.

City Manager Williams stated Whispering Pines pool must now compete with YMCA and new facilities. Spoke of the 70 of campsites proposed, using approx. 7 acres, and how the length of a stay would be limited to no more than 10 days, and referenced the 60 sites at Rainbow Springs. Noted the State wants the City to continue operating the park. a local bill would be needed for the park to be given to the City. He responded to comments regarding the new entrance on US 41N, stating FDOT chose that location. We need community support and a local bill could be on the ballot in 2026 with support forwarded to the legislators. Again, reiterated the options that are to be considered regarding the State-owned park, investment on property the City does not own. He spoke of the Depot District and costs and spoke of future trail connection. Thanked everyone for attending and providing feedback.

Workshop adjourned at 7:39 pm.

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City Clerk

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Council President

# Agenda Memorandum - *City of Inverness*

January 6, 2026

TO: Elected Officials  
FROM: Susan Jackson, City Clerk  
SUBJECT: 2026 City Elections - Resolution 2026-01\*  
CC: Eric Williams, City Manager  
Enclosures: 1. RESOLUTION 2026-01 Calling 2026 Election

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City elections are once again approaching and certain provisions must be in place to begin the process. The following is a brief summary of each item to be addressed this evening:

Resolution – The City Charter provides for the City Council, by Resolution, to call for all general or special elections. The attached Resolution sets the date of the upcoming City of Inverness General Election for November 3, 2026 for Council Seats #1, #3, #5 and Mayor.

The following recommendations are presented for your approval:

1. Allow Clerk to Speak
2. Motion, second, and vote to read the enclosed Resolution 2026-01 by title only, calling for the November 3, 2026 City Election.
3. Deliberate the matter
4. Motion, second, and vote to adopt the Resolution by roll-call

If you have any questions or wish to discuss this further, please do not hesitate to contact the office.

Susan Jackson  
City Clerk

**RESOLUTION 2026 - 01**

**A RESOLUTION CALLING FOR THE 2026 CITY ELECTION; SETTING THE DATES FOR SAID ELECTION(S); SETTING THE DATES FOR EARLY VOTING; DESIGNATING SEATS TO BE VOTED UPON; PROVIDING FOR FORM OF BALLOT; PROVIDING FOR PUBLICATIONS OF NOTICE OF ELECTION.**

WHEREAS, the City Charter of the City of Inverness, Citrus County, Florida, provides for an election to be held on Tuesday November 3, 2026, for the election of three City Council Seats and Mayor.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That there shall be an election on Tuesday, November 3, 2026, to elect three members of the City Council (Seats 1, 3, and 5) and Mayor for the City of Inverness.
2. “Early Voting” and “General” Election will take place at the Inverness Government Center, 212 W. Main Street, Inverness for the General Election (November 3). “Early Voting” will be held October 22 – October 31, 2026, from 10:00am – 6:00pm.
3. It is directed that a Notice of Election be published in a newspaper of general circulation in Citrus County, Florida, on September 29, 2026 & October 13, 2026, in accordance with the provisions of Section 4.05 (d) of the City Charter of the City of Inverness, Florida. Said Notice of Election will set forth the procedures to be followed in the election and will set the closing date of the official registration books.
4. The election shall be held at the Inverness Government Center, 212 W. Main Street, Inverness, for the City Elections, and will be the official polling location for Federal, State, and local elections within the City of Inverness, designated by the Citrus County Supervisor of Elections, as noted on each resident’s voter registration card.

Dated this 6<sup>th</sup> day of January, 2026.

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Gene Davis, President of City Council  
City of Inverness, Florida

ATTEST:

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Susan Jackson, City Clerk  
City of Inverness, Florida

# Agenda Memorandum - *City of Inverness*

January 6, 2026

TO: Elected Officials  
FROM: Susan Jackson, City Clerk  
SUBJECT: Council Meeting Venue Changes for 2026 Elections\*  
CC: Eric Williams, City Manager  
Enclosures:

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Coordination with the Supervisor of Elections Office to schedule 2026 Early Voting and Elections will soon begin. The Inverness Government Center is a well received location as a voting precinct, but accommodation of these activities creates a conflict with City Council meeting dates.

Early Voting and Election Days for the 2026 Election cycle creates a conflict with three (3) regularly scheduled City Council meetings. The Primary Election in August will involve the date of a regular council meeting (Tuesday, August 18, 2026), deeming it necessary to relocate those meetings to the Valerie Theatre. The General Early Voting and Election involves the dates regular City Council Meetings (Tuesday, October 20, 2026 and Tuesday, November 3, 2026) with the City Charter stating the meeting will be held the day following the Election (Wednesday, November 4, 2026) and it will be necessary to relocate that meeting to the Valerie Theatre. The purpose of this memorandum is to recognize all meeting dates affected due to the 2026 Election schedule. The referenced change regarding the first City Council meeting in November 2026 is in accordance with City of Inverness Code of Ordinances Article II Section 2-16(b).

DATE	TIME	RELOCATION
Tuesday, August 18, 2026	5:30 PM	Valerie Theatre
Tuesday, October 20, 2026	5:30 PM	Valerie Theatre
Wednesday, November 4, 2026	5:30 PM	Valerie Theatre

Recommended Action- No Action Required

Thank you

Susan Jackson  
City Clerk

# Agenda Memorandum - *City of Inverness*

January 6, 2026

TO: Elected Officials  
FROM: Susan Jackson, City Clerk  
SUBJECT: City Clerk Employment Agreement  
CC: Eric Williams, City Manager  
Enclosures: 1. City Clerk - Contract 2020

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The current employment agreement for the City Clerk was approved on February 4, 2020 and will reach expiration February 4, 2026. Given, it is necessary to develop a new agreement should the Council desire to continue with the current appointment of the City Clerk. Historically, the process for such an agreement would be to garner Council consensus to have the Council President meet and develop a new agreement with the City Clerk and City Attorney. The resulting agreement would be presented at a future Council meeting for consideration.

***Recommended Action –***

1. Allow City Clerk to speak.
2. Garner Council consensus for the Council President to meet with the City Clerk and City Attorney to develop a new agreement as presented.

Please contact my office should questions arise or further discussion is necessary.

Thank you,

*Susan Jackson*

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT**, made and entered into this 4<sup>th</sup> day of FEBRUARY 2020, by and between THE CITY OF INVERNESS, a Municipal Corporation of the State of Florida, hereinafter called "City", and Betty Susan Jackson, hereinafter call the "Employee".

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

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

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

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

### ARTICLE 1: TERMS AND CONDITIONS

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

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

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

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

1 – E) All provisions of the City Charter, including regulations and rules of the City, but EXCLUDING general rules and regulations of the City Personnel Manual, with exception of benefit components to include all forms of Paid Leave, Holiday Pay, and other benefits provided for in this Agreement or by City policy.

**ARTICLE 2: HOURS OF WORK**

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

**ARTICLE 3: VACATION AND SICK LEAVE**

3 – A) The Employee shall accrue, and have credited to her personal account, vacation and sick leave at the rate of four (4) weeks vacation leave and twelve (12) days personal/sick leave per year.

3 – B) In lieu of taking paid time off as issued and earned, Employee will be permitted to accrue unused personal/sick and vacation leave with automatic buyback of accrued hours at the end of any given contract year, unless Employee so requests a buyback (drawdown payment) in a manner acceptable to the City Auditor.

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

**ARTICLE 4: OTHER BENEFITS**

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

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

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

4 – D) The Employee shall be covered under the Senior Management Class of the Florida Retirement System, Chapter 121 F.S.

**ARTICLE 5: SALARY**

5 – A) The City agrees to pay employee for services rendered pursuant hereto an annual base salary of Seventy-Two Thousand Dollars (\$72,000) payable in the same manner as other

non-bargaining unit employees of the City are paid. City Council may determine additional pay adjustments at any time for the duration of this contract. The City agrees to adjust the base salary on October 1 of each year as a cost of living adjustment (COLA) at a percentage rate no less than the total amount awarded annually for other managerial, non-bargaining unit. Employer shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction is made across the board for all employees of the Employer.

#### **ARTICLE 6: DUES, SUBSCRIPTIONS AND GENERAL EXPENSES**

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

#### **ARTICLE 7: TERMS AND TERMINATION**

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

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

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

7 – D) In the event the City Clerk elects to voluntarily terminate this Employment Agreement prior to the expiration date, Employee shall provide the City with not less than sixty (60) days written notice to the City Council and the City indicating her intention to discontinue employment as the City Clerk.

7 – F) In the event the City elects to terminate this Employment Agreement for reasons set out in sub-section A), prior to the expiration hereof (date), the City shall pay to the City Clerk severance pay in an amount equal to three (3) months of aggregate salary plus accrued sick leave, vacation leave and other accrued benefits. The City hereby expressly warrants and represents that severance payments shall be paid to the City Clerk in installments at the same time as other employees of the City are paid in the regular course of business. However, in the event the City

Clerk is terminated due to a conviction of any illegal act or upon voluntary resignation, then the City shall have no obligation to pay the three (3) month aggregate salary severance sum designated in this paragraph.

This binding Agreement constitutes the entire Agreement of the parties: No modification of this Agreement shall be acceptable except in writing, signed by both parties. Any attempt by the City to reduce or negatively modify any term, condition, benefit provided, salary pay, or other provision of this Agreement will be deemed a breach of this Agreement, and enable the Employee, at her sole discretion, the ability to option termination and severance provision so contained herein as part of the Agreement. If any word, sentence, or clause contained in this Agreement is declared to be unconstitutional or invalid, the remainder of the document or portion thereof shall be deemed severable and shall not be affected, remaining in full force and effect. The parties agree that any dispute regarding this Agreement may be resolved by discussion in an official meeting of the City Council, with the action of the Council majority being final.

Approved by City Council this 4<sup>th</sup> day of FEBRUARY, 2020.

Attest:

  
\_\_\_\_\_

City Clerk

  
\_\_\_\_\_

President of City Council

  
\_\_\_\_\_

Witness as to Employee

  
\_\_\_\_\_

Witness as to Employee

  
\_\_\_\_\_

Employee

# Agenda Memorandum - *City of Inverness*

January 6, 2026

TO: Elected Officials

FROM: Eric Williams, City Manager

SUBJECT: Projects and Programs Update

- Martin Luther King Jr Events
- Small Town Slam
- Inverness Senior Games
- Happy New Year!!

CC: Susan Jackson, City Clerk

Enclosures:

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