



**BOARD OF COUNTY COMMISSIONERS
CITRUS COUNTY, FLORIDA**

**Citrus County Courthouse
110 N. Apopka Avenue, Room 100
Inverness, FL 34450**

AGENDA

October 29, 2024 - 9:00 AM

**Holly L. Davis, Chairman, District 5
Rebecca Bays, 1st Vice Chair, District 4
Diana Finegan, 2nd Vice Chair, District 2
Jeff Kinnard D.C., Commissioner District 1
Ruthie Davis Schlabach, Commissioner, District 3**

**Steve L. Howard, County Administrator
Denise A. Dymond Lyn, County Attorney
Angela Vick, Clerk of the Circuit Court and
Comptroller**

MISSION

To manage growth and foster prosperity by prioritizing the protection of environmental assets, the development and maintenance of infrastructure, and the health, safety, and well-being of its citizens.

All persons desiring to address the County Commission will be asked to limit their comments to the specific subject being discussed. The Board gives citizens multiple opportunities for PUBLIC INPUT. All members of the public wishing to speak at the "Open To The Public" portion of a meeting will have three (3) minutes per person to make their request or presentation or five (5) minutes if they represent an organization with the appropriate documentation on file with the Clerk of Courts. If the request or presentation deals with a matter that requires investigation by County Staff, the Chairman will refer it to the County Administrator to follow-up with the person making the request. 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 proceeding is made which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes) Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, TTY (352) 527-5312 at least two days before the meeting.

A. CALL TO ORDER

A.1. Invocation

A.2. Pledge of Allegiance

A.3. Roll Call

A.4. Approval of Agenda

B. CONSENT

Minutes

B.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners :
September 4, 2024 Attorney Client Session
September 10, 2024 Regular Meeting
September 11, 2024 Tentative Budget Hearing

Administration

Attorneys Office

Clerk

B.2. Clerk Records Dispositions #2257 and #2259

Approve and authorize the Chairman to execute the Clerk's Records Disposition Documents #2257 and #2259 for disposal of records that have met their assigned retention periods.

Community Services

B.3. HUD-VASH Voucher Payment Standard Increase

- a. Approve and authorize the increase of the Veterans Affairs Supportive Housing Voucher Program Payment Standard by 20%.
- b. Adopt and authorize the Chairman to execute a Resolution authorizing the HUD-VASH Voucher Payment Standards for the Citrus County Housing HUD-VASH Program to be submitted to the Department of Housing and Urban Development, and be it further resolved that the aforesaid Chairman or Vice Chairman shall be authorized to sign amendments or modifications to the Payment Standards, and any other documents or forms as required by the Department of Housing and Urban Development to carry out the said terms and conditions of said program, after review by the County Attorney's Office prior to submittal, without the need to bring the

documents before the Board. **(Eric Head, Community Services Director, Michelle Alford, Housing Services Director)**

Fire Services

Human Resources

Management and Budget

Growth Management

Public Works

Systems Management

Visitors and Convention Bureau

Water Resources

B.4. Connection Charge Installment Lien Agreement - Michael B. Casey & Lisa M. Jenkins

- a. Approve and authorize the Chairman to execute Connection Charge Installment Lien Agreement by and between the Citrus County Municipal Service Benefit Unit for Water and/or Wastewater Utility Services for Michael B. Casey & Lisa M. Jenkins.
- b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

B.5. Release and Satisfaction of Lien Water and Wastewater Utility Services - Linda S Sanders

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by Linda S Sanders.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.6. Release and Satisfaction of Lien Water and Wastewater Utility Services - Shari Ann Eckley

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by Shari Ann Eckley.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.7. Release and Satisfaction of Lien Water and Wastewater Utility Services - Yvette Baker

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by Yvette Baker.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.8. Release and Satisfaction of Lien Water and Wastewater Utility Services - Joseph P Backes & Margaret Perreira

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by Joseph P Backes & Margaret Perreira.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.9. Release and Satisfaction of Lien Water and Wastewater Utility Services - James O Tuell

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by James O Tuell.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.10. Write off Uncollectible Utility Accounts and File Lien on Owner Accounts

- a. Approve the write off of \$1,250.59 for uncollected utility accounts and approve and authorize the Chairman to execute a Claim of Lien to be filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by those listed in "Exhibit A under Columns B & C".
- b. Authorize the Clerk to record Claim of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E., Water Resources Director, Bernadine Flood-Nichols, Utility Business Services)**

Set Public Hearings Workshops

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

C.1. NACO Edge Award - Excellence in Strategic Planning

Citrus County has been recognized by the National Association of Counties (NACo) for its excellence in Strategic Planning.

"In recognition of excellence in strategic planning and communication"

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. RFQ 21-136 Work Authorization; Professional Engineering and Consulting Services for the proposed Homosassa Springs Phase Out Plan Project; Old Homosassa North Septic to Sewer Project; Jones, Edmunds & Associates, Inc.
Approve and Authorize the Chairman to execute the Work Authorization with Jones, Edmunds & Associates, Inc. for the Old Homosassa North Septic to Sewer Project **(Ken Cheek, P.E., Water Resources Director)**

E.1.b. ITB 23-082 Amendment No. 1; Annapolis Avenue Force Main Upgrade Project; Hartman Civil Construction Company, Inc.
Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Hartman Civil Construction Company, Inc. to extend the date for final completion to October 2, 2024. **(Ken Cheek, P.E., Water Resources Director)**

E.1.c. RFQ 22-067 Work Authorization; Professional Services-Continuing Services Contract-Solid Waste Management; Groundwater and Landfill Gas Permit Compliance Monitoring; Jones, Edmunds & Associates, Inc.
Approve and Authorize the Chairman to execute a Work Authorization for Jones, Edmunds & Associates, Inc. to conduct permit-required groundwater and landfill gas compliance monitoring at the Citrus County Central Landfill. **(Carlton Hall, Interim Director of Public Works)**

E.1.d. ITB 24-089 Utility Stock Parts; Ferguson Enterprises, LLC dba Ferguson Waterworks and Core & Main, LP
Approve and Authorize the Chairman to execute the Agreements between Citrus County, Florida and Ferguson Enterprises, LLC dba Ferguson Waterworks, and between Citrus County, Florida and Core & Main LP to purchase Utility Stock Parts for Water Resources/Utility Division on an as-needed basis. **(Ken Cheek, P.E., Director of Water Resources)**

E.1.e. RFQ 21-096 Amendment No. 1; Continuing Contract for Professional Services Water, Wastewater and Reclaimed Water Utility Systems; Multiple Consultants

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Ardurra Group, Inc.; Amendment No.1 to the Agreement between Citrus County, Florida and Burrell Engineering, Inc.; Amendment No. 1 to the Agreement between Citrus County, Florida and Halff Associates, Inc.; Amendment No. 1 to the Agreement between Citrus County, Florida and Jones, Edmunds & Associates, Inc.; Amendment No. 1 to the Agreement between Citrus County, Florida and Kimley-Horn and Associates, Inc.; Amendment No. 1 to the Agreement between Citrus County, Florida and McKim & Creed, Inc.; Amendment No. 1 to the Agreement between Citrus County, Florida and Mead and Hunt, Inc.; and, Amendment No. 1 to the Agreement between Citrus County, Florida and Wright-Pierce, Inc. **(Ken Cheek, P.E. Director of Water Resources)**

E.1.f. RFQ 22-067 Amendment No. 1; Continuing Contract for Professional Services Solid Waste Management; Jones, Edmunds & Associates, Inc.

Approve and Authorize the Chairman to execute the Amendment to the Agreement between Citrus County, Florida and Jones, Edmunds & Associates, Inc. to reflect the legislative change in the maximum cost for construction related projects. **(Carl Hall, Interim Public Works Director)**

E.1.g. ITB 22-033 Amendment No. 2; Fire Protection Systems Testing and Repair Services; Piper Fire Protection, LLC

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida and Piper Fire Protection, LLC to add terms and conditions required by the American Rescue Plan Act (ARPA). **(Carlton Hall, Interim Director of Public Works)**

E.1.h. ITB 21-097 Amendment No. 1; Transportation & Processing of Single Stream Recyclable Commodities; Waste Pro of Florida, Inc.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Waste Pro of Florida, Inc. to extend the duration of the Agreement to November 8, 2027, and amend the fee schedule rates. **(Carlton Hall, Interim Director of Public Works)**

E.2. Budget Transfers

a. Approve the budget transfers for Public Safety, Technical Services, Stormwater, NW Quadrant Waterlines, Citrus Springs Habitat Street Lighting, Boat Launch Fees and Utilities CIP/Non-Operating for fiscal year 2023-2024.

b. Approve the budget transfers for Utilities CIP/Non-Operating (2) for fiscal year 2024-2025. **(Erin Dohren, Director, Management & Budget)**

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution adopting/amending the Withlacoochee Regional Water Supply Authority (WRWSA) and the Southwest Florida Water Management District (SWFWMD) grant budgets for fiscal year 2024-2025. **(Erin Dohren, Director Management & Budget)**

E.4. Application for Community Facility Grant

Adopt and authorize the Chairman to execute a Resolution authorizing the application and execution of a resulting contract for a Community Facility Grant from the Florida Department of Agriculture to purchase a high water rescue vehicle. **(Erin Dohren, Management and Budget Director)**

E.5. Resolution to submit a Letter of Intent to apply to the Major League Baseball And Major League Baseball Player Association (MLB-MLBPA) Youth Development Foundation (YDF). This is a grant for financial assistance to purchase, replace, and renovate field lighting.

Adopt and authorize the Chairman to execute a Resolution authorizing submittal of a Letter of Inquiry, application and execution of a resulting contract for a Major League Baseball and Major League Baseball Player Association (MLB-MLBPA) Youth Development Foundation (YDF) grant. **(Erin Dohren, Management and Budget Director)**

E.6. Administrative Regulation 9.01 Revision; Purchasing Policy, 9.09 Revision; Continuing Contracts for Professional Services and 9.11 Revision; Continuing Services Contract for Construction Services.

Review and Approve the revision to 9.01 Revision; Purchasing Policy, 9.09 Revision; Continuing Contracts for Professional Services and 9.11 Revision; Continuing Services Contract for Construction Services. **(Erin Dohren, Director Management & Budget)**

E.7. Revision of AR: 2.18-3 - Guidelines for Grant Administration

Accept and authorize the revisions to AR: 2.18-4 - Guidelines for Grant Administration. **(Erin Dohren, Management and Budget Director)**

E.8. Administrative Regulation 12.01 Revision: Indigent Cremation and Unclaimed Remains

Review and approve the revisions to Administration Regulation 12.01-11 Indigent Cremation and Unclaimed Remains Guidelines, Regulations, and Procedures. **(Eric Head, Community Services Director)**

E.9. Notice of Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments

Set a Public Hearing on December 10, 2024, at 1:45 p.m. pursuant to Section 197.3632, Florida Statutes, for the purpose of hearing public comment on the utilization of the uniform method for the levy, collection and enforcement of non-ad valorem special assessments, throughout the unincorporated and all incorporated areas of the County for the cost of providing fire protection services and facilities; roadway maintenance, improvements, associated services and facilities; neighborhood beautification; bicycle and pedestrian facilities, improvements and associated services; potable water services and facilities; sanitary wastewater services and facilities; solid waste disposal services and facilities; street lighting services and facilities; property nuisance abatement services and facilities; water and wastewater availability, maintenance services, facilities and programs; and

stormwater management services, facilities, and programs commencing with the Fiscal Year beginning on October 1, 2025. **(Carlton Hall, Interim Public Works Director)**

E.10. FDOT Three Party Escrow Agreement & Deposit for Utility Work by Highway Contractor for Construction

- a. Approve and Authorize the Chairman to execute the FDOT Three Party Escrow Agreement & Deposit for Utility Work by Highway Contractor for Construction between Citrus County, Florida and FDOT.
- b. Approve and Authorize the transfer of deposit funds, in the amount of \$1,687,338.40 to the Treasury Cash Deposit Trust Fund with the Department of Financial Services for FDOT Financial Project ID: 442764-2-56-03 upon receipt of the fully executed Three Party Escrow Agreement for FDOT. **(Ken Cheek, Water Resources Director)**

E.11. Amendment No 2 to Grant Agreement LP0901A Old Homosassa West Septic to Sewer

Approve and Authorize the Chair to execute the Agreement. **(Ken Cheek, P.E, Water Resource Director)**

E.12. Business Center for Citrus County Inc., a Florida Not for Profit Lease

- a. Discussion and direction to consider the request from Business Center for Citrus County, Inc. for a Lease Agreement with Citrus County Florida to lease the north 2,204 square feet of the building and the 7,500 square foot parking area north of the fenced portion of the Sandbag Site located at 7474 & 7490 W Gulf to Lake Highway, Crystal River, Florida.
- b. Approve and authorize the Business Center for Citrus County Inc., to apply for a Land Use Change for the leased portion of the County-owned property located at 7474 & 7490 W Gulf to Lake Highway, Crystal River, Florida.
- c. Option 1a. Adopt and authorize the Chairman to execute a Resolution of the Board acknowledging the request from Business Center for Citrus County, Inc. to lease the north 2,204 square feet of the building and the 7,500 square foot parking area north of the fenced portion of property owned by the County; and
1b. Approve and authorize the Chairman to execute a Lease Agreement for a period of five (5) calendar years beginning October 8, 2024, and ending October 7, 2029. Or, if the Lease is to start after the Land Use Change has been approved,
Option 2a. Adopt and authorize the Chairman to execute a subsequent Resolution of the Board acknowledging the request from Business Center for Citrus County, Inc., a Florida Not for Profit Corporation to lease the north 2,204 square feet of the building and the 7,500 square foot parking area north of the fenced portion of property owned by the County; and
2b. Approve and authorize the Chairman to execute a subsequent Lease Agreement for a period of five (5) calendar years. **(Carlton Hall, Interim Public Works Director/Eric Landon, Growth Management Director)**

E.13. Offender GPS electronic monitoring costs and collection

Adopt and authorize the Chairman to execute an updated Resolution to increase the fees charged offenders for the use of Offender GPS electronic monitoring and to modify the manner in which the Clerk of Court may collect the fees. **(Citrus County Clerk of Courts)**.

E.14. Settlement of Property Damage - Claim #1286463

Approve the General Release, between Anthony and April Viggiano and Citrus County, Florida, as full and final settlement of the property damage to their home in the amount of \$136,313.15. **(Erin Dohren, Management & Budget Director)**

F. OUTSTANDING COMMISSION ITEMS

www.citrusbocc.com/departments/commissioners/commissioner_projects.php

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

G.1. Countywide Resurfacing and Preservation Project Update

Countywide Resurfacing and Preservation Project Up

H. PRESENTATIONS/PUBLIC HEARINGS

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

J. COMMITTEE REPORTS FROM COMMISSIONERS

K. COMMISSIONER RUTHIE DAVIS SCHLABACH - DISTRICT 3

L. COMMISSIONER JEFF KINNARD D.C. - DISTRICT 1

M. 2ND VICE CHAIR DIANA FINEGAN - DISTRICT 2

N. 1ST VICE CHAIR REBECCA BAYS - DISTRICT 4

N.1. Langley Health Services - New grant funding support letter

Approve letter of support for Langley Health Services to submit with grant application.

O. CHAIR HOLLY L. DAVIS - DISTRICT 5

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

Q. OPEN TO THE PUBLIC

R. ADVISORY BOARD ANNOUNCEMENTS

R.1. Affordable Housing Advisory Committee (AHAC) Vacancies

Announce terms of membership available, and the taking of applications on the Affordable Housing Advisory Committee (AHAC). The new terms will be for two (2) years, beginning on February 1, 2025, and ending on January 31, 2027. Applications and resumes are requested by November 8, 2024.

S. UPCOMING MEETINGS

1. Regular Meeting, October 29, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, November 7, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, November 19, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

T. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

U. PUBLIC HEARINGS

V. ADJOURN