



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

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

AGENDA

July 8, 2025 - 1:00 PM

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

**Steve L. Howard, County Administrator
Denise A. Dymond Lyn, County Attorney
Traci Perry, 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, If you are hearing or speech impaired, dial 7-1-1, 1-800-955-8771 (TTY) or 1-800-955-8770 (v), via Florida Relay Service 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. PROCLAMATIONS, AWARDS & PRESENTATIONS

B.1. Proclamation - July is Smart Irrigation Month

Approve and authorize the Board to execute a Proclamation declaring July 2025 as Smart Irrigation Month in Citrus County.

(John Madden, SWFWMD, Ken Cheek, P.E., Water Resources Director, Debra Burden, Water Conservation Manager).

B.2. Proclamation -- Run for the Money Week - Key Training Center July 2025

Proclamation -- Run for the Money Week - Key Training Center July 2025 **(Avis Craig, Key Training Center, Special Projects).**

B.3. Citrus County Earns National Achievement Awards

Citrus County has been nationally recognized for Best Practices, earning six (6) Achievement Awards by NACo, the National Association of Counties. The awards honor innovative, effective county government programs that strengthen services for residents. We'd like to not only acknowledge the individual programs but celebrate the collective momentum in establishing a "Culture of Innovation" in Citrus County. Congratulations to the 2025 NACo Achievement Award Winners. **(Steve L. Howard, County Administrator)**

C. CONSENT

Minutes

C.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:

06/23/2025 9 AM Public Workshop

06/23/2025 10 AM Public Workshop

06/23/2025 Regular Meeting

Administration

C.2. Correspondence from Lecanto Preserve Community Development District

Informational only

Attorneys Office

Clerk

C.3. 2025-05 Emergency Rental Assistance Program Audit

Receipt and Acknowledgement of the 2025-05 Emergency Rental Assistance Program Audit. The final report will be available for public view on the Clerk's website upon acceptance by the Board.

C.4. Citrus County Hospital Board Annual Financial Report for the Fiscal Year Ended September 30, 2024

Acknowledge receipt of the Annual Financial Report received from the Citrus County Hospital Board for the fiscal year ended September 30, 2024.

C.5. Clerk Records Disposition #2262

Approve and authorize the Chairman to execute the Clerk's Records Disposition Document #2262 for disposal of records that have met their assigned retention periods

Community Services

C.6. Citrus County Septic Upgrade Incentive Program Phase 2

a, Adopt and authorize the Chairman to execute a Resolution for the funding of the Citrus County Septic Incentive Program Phase 2.

b. Approve and authorize the Chairman to execute the agreement between the State of Florida Department of Environmental Protection (FDEP) and Citrus County, Florida for the Citrus County Septic Incentive Program Phase 2. **(Eric Head, Community Services Director)**

C.7. Asset Deletion - Historical Courthouse

Approve deletion of the following items from the inventory of Facilities Management, Historical Courthouse, and the removal of said items from the County's Capital Asset listing. Asset# 03949-004 and Asset# 14964-000 **(Eric Head, Community Services Director)**

C.8. EHEAEP Resolution 2025-2026

Adopt and authorize the Chairman to execute a Resolution authorizing funding of the Emergency Home Energy Assistance for the Elderly Program (EHEAEP) for the period effective July 1, 2025, through June 30, 2026. **(Eric Head, Community Services Director)**

C.9. Pave-Rite Release of Retainage

Accept the completed Central Ridge Community Park Pickleball Court Project and approve the release of retainage in the amount of **\$6,955.32** to Pave-Rite, Inc. **(Eric Head, Community Services Director)**

Fire Services

Human Resources

C.10. Adding Short-Term Disability to AFLAC Plan Options

Approve and authorize the Chairman to execute the Payroll Account Acknowledge form with AFLAC. **(June Randall, Human Resources Director)**.

C.11. Patient-Centered Outcomes Research Trust Fund Fee

Approve and authorize the chairperson to execute Form 720, IRS quarterly Federal Excise Tax return for the PCORI fee in the amount of \$3,567.47. **(June Randall, Human Resources Director, Jessica Flynn, Human Resources Manager)**

C.12. Deferred Compensation 457(b)

Approve and authorize the Chairman to execute the Nationwide and Mission Square agreements to allow the addition of a Roth plan. **(June Randall, Human Resource Director, Jessica Flynn, Human Resources Manager)**

Management and Budget

C.13. Budget Transfers

Approve the budget transfers for the Supervisor of Elections, Stormwater, Human Resources, Fire Rescue (2), Utilities, Building Division and Housing Services (2) for fiscal year 2024-2025. **(Barbara Luckham, Interim Management & Budget Director)**

C.14. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution amending/adopting the Emergency Management Services and the Conservation Water Sensor Labeled Irrigation budget for fiscal year 2024-2025. **(Barbara Luckham, Interim Management & Budget Director)**

Growth Management

C.15. Building Division Furniture Asset Deletion

Approve the deletion of the following items from the asset inventory of the Building Division and the removal of said items from the county's Asset listing. Asset numbers 12902-005, 12902-006, 12902-007, 12902-024 and 12902-045. (Modular Desk Units). **(Eric Landon, Growth Management Director)**

Public Works

C.16. Adopt AR: 11.20 Adopt-a-Highway

Approve and adopt Administrative Regulation 11.20 Adopt-a-Highway. **(Carlton Hall, Public Works Director)**

Systems Management

C.17. Revision to AR 13.25 - Policy and Procedure Establishing a Centralized Addressing System

Review and approve revisions to AR 13.25. **(Louis Foltzer, Chief Information Officer)**

Visitors and Convention Bureau

Water Resources

C.18. Connection Charge Installment Lien Agreement - Klement's Investment Properties, LLC

- 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 Klement's Investment Properties, LLC.
- 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).**

C.19. Connection Charge Installment Lien Agreement - Fred Tompkins IV

- 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 Fred Tompkins IV.
- b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

C.20. Connection Charge Installment Lien Agreement - Randall & Ellen Neeld

- 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 Randall & Ellen Neeld.
- b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

Set Public Hearings Workshops

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. QTE 22-129 Amendment No. 1; Safety Shoe Program; Shoes for Crews North America, LLC

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Shoes for Crews North America, LLC, extending the duration of the Agreement to September 12, 2027. **(Barbara Luckham, Interim Management & Budget Director)**

E.1.b. QTE 24-114 Amendment No. 1; Certificate of Insurance Software Program; My COI LLC

Approve and Authorize the Chairman to execute the Amendment to the Agreement between Citrus County, Florida and My COI LLC, extending the duration of the Agreement to July 22, 2026. **(Barbara Luckham, Interim Management & Budget Director)**

E.1.c. ITB 22-098 Amendment No. 4; Northwest Quadrant Wastewater Extension Project; Amici Engineering Contractors LLC

Approve and Authorize the Chairman to execute Amendment No. 4 to the Agreement between Citrus County, Florida and Amici Engineering Contractors LLC, to ratify the terms of the Amended Notice to Proceed and extend the time for final completion to November 6, 2025, at no additional cost. **(Ken Cheek, P.E., Water Resources Director)**

E.1.d. AGR 25-200 Visitors Convention Bureau (VCB) Destination Partner for STAR and Awards Banquet Sponsorship for Fishing Tournament; Coastal Conservation Association, Inc. dba Coastal Conservation Association - Florida

a. Determine that the Sponsorship is primarily related to tourism.

b. Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Coastal Conservation Association, Inc. dba Coastal Conservation Association - Florida, to be a Destination Sponsor for STAR and Awards Banquet Sponsorship for the Fishing Tournament. **(Auviss Cole, Visitors and Conventions Bureau Director)**

E.1.e. RFQ 25-127 Continuing Services Contract for On-Call Grant Research & Writing; DRMP, Inc., GrantWorks, Inc., and Renaissance Planning Group, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and DRMP, Inc., between Citrus County, Florida and GrantWorks, Inc., and between Citrus County, Florida and Renaissance Planning Group, Inc. for the Continuing Services Contract for guiding grant-writing activities for multiple divisions within Citrus County, on an as-needed basis. **(Steve Howard, County Administrator)**

E.1.f. PB 23-053 Amendment No. 1; Sourcewell Contract #062421 Facilities Maintenance Services; USA Services of Florida, LLC

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and USA Services of Florida, LLC, to modify the area to be serviced and the rate to be paid to USA Services of Florida, LLC to provide street sweeping services expiring on August 8, 2026. Annual cost is \$71,221.52. **(Carlton Hall, Public Works Director)**

E.2. Hurricane Helene and Milton Hazard Mitigation Grant Program (HMGP) application

a. Approve and authorize staff to apply for County LMS projects through the State to include submission of the required "LMS Project Submission Letter" and related documents.

b. Provide staff direction on matching funds for County projects.

c. Approve and authorize the Chairman to sign a Resolution authorizing the Chairman to sign the application for Florida Division of Emergency Management Hazard Mitigation Grant Program Funds for financial assistance to purchase generators for Central Ridge Elementary, Citrus Springs Middle School, Withlacoochee Technical Institute, Hernando Elementary School, Pleasant Grove Elementary School, Citrus Springs Elementary School, Floral City Elementary School, Inverness Primary School and Rock Crusher Elementary, and to sign the resulting contract, amendments and modifications to the application and contracts, as necessary, after review by the County Attorney, without the need to bring them before the Board.

d. Designate Stephanie Stevens, Grant Research and Writing Coordinator, to electronically submit the application, resulting contract and amendments or modifications to the applications and contract, to the Florida Division of Emergency Management.

(Barbara Luckham, Interim Management and Budget Director)

E.3. Release of Lien

a. Approve and Authorize the Chairman to execute Releases of Lien for Property Abatement Assessment by and between Citrus County, Florida, and certain property owners.

b. Authorize the Clerk to record the Releases of Lien in the Public Records of Citrus County, Florida. **(Eric Landon, Growth Management Director)**

E.4. Accept a Perpetual Exclusive Stormwater Flow Rights and Access Easements – Kennedy Smith Jr & Carrol Ann Smith

a. Approve and authorize the Chairman to accept a Perpetual Exclusive Stormwater Flow Rights and Access Easements – Kennedy Smith Jr & Carrol Ann Smith, for the purposes stated therein.

b. Authorize Clerk to place acceptance stamp on the easement and record in the Public Records of Citrus County, Florida. **(Carlton Hall, Public Works Director)**

E.5. Litter & Trimming MOA along SR44 from CR491 to Bea Ave

- a. Approve and Authorize the Chairman to execute a Resolution of the BOCC authorizing an agreement with the State of Florida Department of Transportation for highway litter removal and trimming along SR44 (Gulf to Lake Highway) from CR491 to S. Bea Ave.
- b. Approve and Authorize the Chairman to Execute the Memorandum of Agreement pertaining to Litter Removal and Trimming along SR44 from CR491 to Bea Ave. **(Carlton Hall, Public Works Director)**

E.6. IMP-22-01 Citrus Springs Unit 2 – Phase 2

Approve and authorize the Chairman to execute the Interim Maintenance Agreement (Three-Year Developer's Maintenance) with Habitat for Humanity of Citrus County, LLC. **(Carlton Hall, Public Works Director)**

E.7. Corecivic Contract Amendment 2

Approve and authorize the Chairman to sign Amendment No. 2 to Agreement RFP 20-020 Detention Facility Operation and Management Agreement between Citrus County, Florida and CoreCivic of Tennessee, LLC. **(Joseph Whittick, Contract Monitor)**

E.8. Amended and Restated Initial Assessment Resolution for Fire Protection Services

- a. Adopt and authorize the Chairman to execute the Amended and Restated Initial Assessment Resolution for Fire Protection Services for FY 2025-26.
- b. Set a public hearing on Sept 9, 2025, at 1:05 P.M. to consider adopting fees and assessment rates for Fire Protection Services for FY 2025-26 and adopting the Fire Protection Services assessment roll prepared by the Property Appraiser's Office.
- c. Approve and authorize the Chairman to execute the related budget transfer to process and mail the first-class notices. **(Craig Stevens, Fire Chief)**

F. OUTSTANDING COMMISSION ITEMS

Outstanding List Update – Veronica Kampschroer, Project Manager

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

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:15 pm - Plat Vacation PV-2025-00001 Clarks Construction for Hughes

- a. Conduct a public hearing for PV-2025-0001, Clarks Construction LLC for Hughes
- b. If approved, authorize the Chairman and Clerk to execute the resolution for PV-2025-00001, and the clerk to record the resolution in the public records. **(Eric Landon, Growth Management)**

H.2. 1:20pm Ft. Island Projects Update

Ft. Island Projects Update (Eric Head, Community Services Director)

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

I.1. Announce Vacancies - Citrus County Veterans Services Advisory Board

Announce the vacancy for one (1) replacement position, and the taking of applications. The term will begin immediately upon appointment and expire on March 31, 2026. (Eric Head, Community Services Director - Philip Watson, Veterans Service Officer Manager)

J. COMMISSIONER HOLLY L. DAVIS - DISTRICT 5

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

L. 2nd VICE CHAIR JANET BAREK- DISTRICT 3

M. 1ST VICE CHAIR DIANA FINEGAN - DISTRICT 2

N. CHAIR REBECCA BAYS - DISTRICT 4

O. COUNTY ATTORNEY DENISE A. DYMOND LYN

O.1. Attorney/Client Session - Cardinal Farms Group, LLC v. Citrus County, Florida

Approval to set an Attorney/Client Session on July 29, 2025, at 8:30 a.m. in the matter styled Cardinal Farms Group, LLC v. Citrus County, Florida.

P. OPEN TO THE PUBLIC

Q. ADVISORY BOARD ANNOUNCEMENTS

R. UPCOMING MEETINGS

1. Regular Meeting, July 29, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, August 12, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, August 26, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. *Governing Body of the Special Library District Preliminary Budget Hearing: **Wednesday**, July 23, 2025, at 8:30AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*
2. *Fire Protection Special District Preliminary Budget Hearing: **Wednesday**, July 23, 2025, at 8:45AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*
3. *Board of County Commissioners Preliminary Budget Hearing: **Wednesday**, July 23, 2025, at 9:00AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*
4. *Citrus Impact Fee Workshop July 29, 2025, at 9:00AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*
5. *Citrus County Five-Year Financial Forecast Workshop August 12, 2025, at 9:00AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*
6. *Citrus County Space Needs Workshop August 12, 2025, at 10:00AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*
7. *Citrus County Strategic Progress Report and Legislative Priorities Retreat, **Thursday**, August 14, 2025, at 9:00AM, Lecanto Government Building, 3600 W. Sovereign Path, Room #166, Lecanto, Florida 34461*
8. *Charting our Course: Responsible Growth Workshop, August 26, 2025, at 9:00AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*

T. PUBLIC HEARINGS

- T.1. 5:01 pm DA2024-00002 Atty Robert W. Batsel for Beverly Hills Development LLC and Tuscany Ranch 491, LLC**
- a. Conduct a public hearing on July 8, 2025, at 5:01 p.m., to review and consider DA-2024-00002, Attorney Robert W. Batsel for Beverly Hills Development LLC and Tuscany Ranch 491, LLC.
 - b. If approved, direct the Chair and Clerk to execute the Development Agreement for DA-2024-00002, Attorney Robert W. Batsel for Beverly Hills Development LLC and Tuscany Ranch 491, LL, and the Clerk to record the Agreement in the public records. **(Eric Landon, Growth Management Director)**

T.2. 5:05 pm PUD2663 Attorney Robert W. Batsel for Beverly Hills Development LLC and Tuscany Ranch 491, LLC

a. Conduct a public hearing on July 8, 2025, at 5:05 p.m. to review and consider PUD2663, Attorney Robert W. Batsel for Beverly Hills Development LLC and Tuscany Ranch 491, LLC.

b. If approved, direct the Chair and Clerk to execute and record the ordinance for PUD2663, Attorney Robert W. Batsel for Beverly Hills Development LLC and Tuscany Ranch 491, LLC. **(Eric Landon, Growth Management Director)**

U. ADJOURN