



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

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

AGENDA

August 26, 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 -- Keep Citrus County Beautiful Pride Award

Approve and authorize the Board to proclaim August 26, 2025, as Keep Citrus County Beautiful - Pride Award **(Curt Ebitz)**

B.2. Proclamation -- Save our Waters Week

Approve and authorize the Board to proclaim September 20th to September 27, 2025, as Save our Waters Week. **(Lace Blue-Mclean, President of KCCB)**

B.3. Proclamation -- Breastfeeding Awareness Month

Approve and authorize the Board to proclaim August as Breastfeeding Awareness month. **(Amy Douglas, PIO Florida Health Department)**

C. CONSENT

Minutes

C.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:

July 8, 2025 Homeless Cooperation Workshop

July 29, 2025 Attorney Client Session

July 29, 2025 Impact Fees Workshop

July 29, 2025 Regular Meeting

C.2. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:

August 12, 2025 9 AM Public Workshop

August 12, 2025 10 AM Public Workshop

August 12, 2025 Regular Meeting

Administration

Attorneys Office

Clerk

C.3. 2025-08 Follow-up of WEX/Fuel Card Usage Audit

Receipt and Acknowledgment of the 2025-08 Follow-up of WEX/Fuel Card Usage Audit. The Final Report will be available for public view on the Clerk's Website upon approval by the Board.

C.4. County Warrants

Accept the attached check registers outlining the County warrants.

Community Services

C.5. Hurricane Housing Recovery Program (HHRP) Funding

Acknowledge return of funds to Florida Housing Finance Corporation, per memo dated August 26, 2025. **(Eric Head, Community Services Director)**

Fire Services

Human Resources

Management and Budget

C.6. Budget Transfers

Approve the budget transfers for the Capital Improvement Program, Fire Rescue and Housing Services (4) for fiscal year 2024-2025. **(Tammy Wilson, Management & Budget Director)**

C.7. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution amending/adopting the Special Elections, the Home Care for the Elderly (HCE) grant, the Community Care for the Elderly (CCE) grant, the Alzheimer's Disease Initiative (ADI) grant, the Local Service Program (LSP) grant, and the Local Provider Participation Fund budgets for fiscal year 2024-2025. **(Tammy Wilson, Management & Budget Director)**

Growth Management

C.8. Release of Lien

a. Approve and Authorize the Chairman to execute Release 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)**

Public Works

Systems Management

Visitors and Convention Bureau

Water Resources

C.9. Request for Deletion of Asset

Approve deletion of the following item from the inventory of the Department of Water Resources, Utilities Division, and the removal of same item from the county's Capital Asset listing. **(Ken Cheek, P.E., Water Resources, Director)**

C.10. Connection Charge Installment Lien Agreement - William Booker

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 William Booker.

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

C.11. Set a Public Hearing on an Ordinance Relating to Ex-parte Communications.

Set a public hearing on September 9, 2025 at 1:35 PM on an ordinance of Citrus County, Florida adding Chapter 2, Article II, Division 4, Section 2-60 entitled Ex-Parte Communications; providing for severability; providing for inclusion into the code; providing for modifications that may arise from consideration at public hearing; and providing for an effective date.

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. AGR 24-150 Amendment No. 1; Patron Point Software Subscription for Libraries; Springshare LLC

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Springshare LLC, to renew the Agreement for an additional one (1) year term, extending the duration of the Agreement to September 9, 2026. **(Eric Head, Community Services Director)**

E.1.b. QTE 25-210 Consulting Services for Library Services Community Needs Assessment Project; Rethinking Libraries, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Rethinking Libraries, LLC, to provide consulting services for the Library Services Community Needs Assessment Project, at the cost of \$29,000. **(Eric Head, Community Services Director)**

E.1.c. QTE 25-218 New Toilet Installation Program; Suncoast Plumbing and Electric, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Suncoast Plumbing and Electric, Inc. for the purchase and installation of new WaterSense-labeled toilets, on an as-needed basis, pending grant approval and award. **(Ken Cheek, P.E., Water Resources Director)**

E.1.d. RFP 22-068 Amendment No. 1; Transportation of Leachate for the Citrus County Landfill on an as-needed basis; A-Able Septic-Sewer Service, Inc.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and A-Able Septic-Sewer Services, Inc., extending the duration of the Agreement to September 30, 2028, and to amend the fee schedule to \$0.087 per gallon on an as-needed basis. **(Carlton Hall, Public Works Director)**

E.1.e. ITB 22-123 Amendment No. 1; Elevator Safety Inspection, Maintenance and Repair Services; Mowrey Elevator Company of Florida, Inc.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Mowrey Elevator Company of Florida, Inc., extending the duration of the Agreement to October 17, 2026. **(Carlton Hall, Public Works Director)**

E.1.f. ITB 25-106 Right-of-Way Mowing Services-Districts 5, 6, 7, 8A, and 13; GMR Fence Land Services LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and GMR Fence Land Services LLC for the purpose of controlling vegetative growth on shoulders, ditches, back-slopes, and other grassed areas, at the cost of \$16,634.70 per each mowing schedule **(Carlton Hall, Public Works Director)**

E.1.g. SGS 22-122 Amendment No. 1; Utility Services for Water Resources

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and the Contractor of record to acknowledge the conversion of a business entity and to renew the Agreement, extending the duration to August 29, 2027; and to amend the fee schedule with a 5% cost increase. Costs associated with this Agreement are on an as-needed basis. **(Ken Cheek, P.E., Water Resources Director)**

E.1.h. QTE 25-217 WaterSense-labled Irrigation Controller Installation; Eco-Land Design, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Eco-Land Design, LLC, for the purchase and installation of WaterSense-labled Irrigation Controllers for Phase Nine of the Installation program on an as-needed basis, pending grant approval and award. **(Ken Cheek, P.E., Director of Water Resources)**

E.1.i. PB 25-186 Eagle County RFB 2024-06 Medical Equipment; Stryker Sales, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Stryker Sales, LLC to purchase medical equipment, software, training, accessories, service plans and financing, on an as-needed basis. **(Craig Stevens, Fire Chief)**

E.1.j. RFP 25-128 Correction to July 29th Board Meeting; Third Party Claims Administrator for Property, Liability, and Workers' Compensation; Commercial Risk Management, Inc.

Approve and Authorize the Chairman to execute the Business Associates Agreement between Citrus County, Florida and Commercial Risk Management, Inc. **(Tammy Wilson, Management and Budget Director).**

E.2. Appointment of Ms. Hillary Whirel as the Emergency Management Director

Approve the recommendation of the appointment of Hillary Whirel as Emergency Management Director for the Citrus County Sheriff's Office. **(Citrus County Sheriff's Office, David E. Vincent & Executive Director David DeCarlo)**

E.3. Approval of the 5-Year Local Mitigation Strategy (LMS)

- a. Approve the 5-Year Local Mitigation Strategy (LMS) document, as presented.
- b. Approve and authorize the Chairman to execute the resolution adopting the Citrus County, Florida 2025 Local Mitigation Strategy. **(Sheriff David E. Vincent/ David DeCarlo, CCSO Executive Director/ Carlton Hall, Public Works Director)**

E.4. Inverness Airport - Non-Commercial Hangar Lease Agreement

Approve and authorize the County Administrator to execute the Non-Commercial Hangar Lease Agreement and the Memorandum of Non-Commercial Hangar Lease Agreement with Livewire Aviation, LLC for property located at Inverness Airport. **(Carlton Hall, Public Works Director & Todd Regan, Aviation Project Manager)**

E.5. Release of Retainage N Museum Pt Bridge Repair - ITB 24-106

- a. Accept the completed project, acknowledge pay application number 3 as Final Completion of N Museum Pt Bridge Repair over Indian River.
- b. Approve the release of retainage and authorize the Clerk to release retainage to the contractor, Southern Road & Bridge, LLC in the amount of \$78,414.30
- c. Acknowledge CAA #'s 1 & 2.
- d. Return any encumbered funds back to the appropriate accounts. **(Carlton Hall, Public Works Director)**

E.6. Release of Retainage ITB 24-088 Work Order# PR-3 (Gas Tax Portion Only)

a. Accept the completed Gas Tax portion of the Project and acknowledge Pay App #8 Release of Retainage as the close-out for the Gas Tax portion of Work Order #PR-3.

b. Approve the release of retainage and authorize the Clerk to release retainage to the contractor, Pave-Rite, Inc. in the total amount of \$108,271.72.

c. Return any encumbered Gas Tax funds back to the appropriate accounts. **(Carlton Hall, Public Works Director)**

E.7. Letter of Agreement between Citrus County, Florida and United Healthcare of Florida, Inc.

Approve and authorize the Chairman to execute the Letter of Agreement by and between Citrus County, Florida and United Healthcare of Florida, Inc. **(Craig Stevens, Fire Chief)**

E.8. CoreCivic Contract Monitoring Update for July 2025

Concur with the recommended action of the non-performance assessment based on a tiered level of staffing pursuant to Amendment #2 of the contract with Corecivic for the month of July 2025 would be \$39,500.00 **(Joseph Whittick, Contract Monitor)**

E.9. TDC Request for Budgeted Out of Country Travel

a. Approval for Terry Natwick, Marketing & Sales Director, Visitors & Convention Bureau, to attend the Visit Florida Brazil Sales Mission from November 17-21, 2025.

b. Approval for Auvis Cole, Tourism Director, and Terry Natwick, Marketing & Sales Director, Visitors & Convention Bureau, to attend the International Tourism Bureau (ITB) Tradeshow from March 3-5, 2026

c. Approval for Terry Natwick, Marketing & Sales Director, Visitors & Convention Bureau, to attend the Brand USA Travel Week from October 20-23, 2025. **(Auvis Cole, Tourism Director)**

E.10. FY24 Appropriations - Submit application for Homosassa Phase V Septic to Sewer

a. Approve and authorize the chair to execute the Resolution authorizing the application for appropriation funding from the U.S. Environmental Protection Agency for additional financial assistance for funding of the Homosassa Phase V Septic to Sewer Project, as provided in House Bill 4366, now known as Public Law No. 118-42 for FY2024.

b. Authorize the chairman to sign amendments and modifications to the application and resulting contract for receipt of funding from the U.S. Environmental Protection Agency for additional financial assistance for funding of the Homosassa Phase V Septic to Sewer Project, as provided in House Bill 4366, now known as Public Law No. 118-42 for FY2024, after review by the County Attorney without needing to bring the amendments and modifications to the Board for review.

c. Authorize Stephanie Stevens, Grant Research and Writing Coordinator, to electronically submit the documents to the U.S. Environmental Protection Agency.

d. Approve and authorize staff to apply for the funding approved for the Homosassa

Phase V Sewer to Septic through the Environmental Protection Authority, in House Bill 4366. **(Tammy Wilson, Management and Budget Director).**

F. OUTSTANDING COMMISSION ITEMS

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

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. Proposed Inverness Government Center Lease and Appraisal(s)

- a. Authorize County staff to finalize lease negotiations with the City of Inverness for approximately 5,100 square feet of office space to accommodate the relocation of the Board of County Commissioners and County Legal staff, and to proceed with any necessary preparations to facilitate the move.
- b. Authorize BOCC Chair to sign the IGC lease at the above stated rate.
- c. Authorize County staff to secure appraisals for three downtown Inverness properties listed below:

- 1. 124 N Apopka Ave (Little Italy)
- 2. 111 Dr Martin Luther King Jr Ave (Park Place)
- 3. 116 Dr Martin Luther King Jr Ave (Vacant Lot)

H.2. 1:04pm Space Needs - Judge Falvey

Discussion on Space Needs Judge Falvey

H.3. 1:05pm Conduct a public hearing to consider the proposed reimposition of a Stormwater MSBU for Fiscal Year 2025-2026.

- a. Conduct a public hearing to consider the reimposition of a Stormwater MSBU for the provision of stormwater management services, facilities, and programs within the unincorporated area of the County and consider the imposition of stormwater service assessments against certain real property in the unincorporated area of Citrus County established as the stormwater management area for the Fiscal Year 2025-2026.
- b. Adopt and authorize the Chairman to execute a Resolution of the Board of County Commissioners of Citrus County, Florida, relating to the provision of stormwater management services; confirming the Preliminary Rate Resolution; providing for hardship assistance; imposing stormwater service assessments against certain real property in the unincorporated area of Citrus County established as the stormwater management area; approving the assessment roll for stormwater service assessments; providing for collection of the stormwater service assessments; providing for severability; providing for conflicts; and providing an effective date.
(Carlton Hall, Public Works Director)

H.4. 1:06pm Conduct a public hearing to consider the proposed imposition of Utility Availability Assessments for Fiscal Year 2025-2026.

a. Conduct a public hearing to consider the imposition of utility availability special assessments for the provision of water and wastewater utility availability services for the Fiscal Year beginning October 1, 2025, and future fiscal years within the unincorporated areas of Citrus County.

b. Adopt and authorize the Chairman to execute a resolution of the Board of County Commissioners of Citrus County, Florida, relating to the provision of utility availability services in the unincorporated area of the county; providing authority and definitions; confirming the initial assessment resolution; approving the utility availability assessment roll; providing for the imposition of the assessments; providing for collection of the assessments pursuant to the uniform assessment collection act; providing for the effect of this resolution; providing severability and an effective date.
(Ken Cheek, P.E. Water Resources Director)

H.5. 1:07pm Conservation Master Plan Presentation from the North Florida Land Trust

Presenation - Conservation Master Plan Presentation from the North Florida Land Trust

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

J. COMMISSIONER HOLLY L. DAVIS - DISTRICT 5

J.1. Text Messaging Administrative Regulation

Approve a new Administrative Regulation authorizing text messaging on county mobile devices.

J.2. Board discussion on Administrative Regulation 7.06-1: Harassment Policy and how it applies to commissioners and staff alike.

Discuss and vote on possible corrective action for recent violations of this policy.

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

K.1. Medical Marijuana Treatment Center Ban

Motion and vote to direct staff to begin the process of amending the LDC to prohibit additional Medical Marijuana Treatment Centers within the unincorporated areas of the County.

K.2. Potential Property Acquisition Pirate's Cove

a. Discussion and direction to accept or reject Seller's counteroffer or to provide a new counteroffer.

b. If accepting Seller's counteroffer, approve and authorize the Chairman to execute the Vacant Land Contract and Addendum to Vacant Land Contract.

c. Authorize staff to deposit within 5 days of contract execution, \$50,000 to be held in escrow by Land Title of Citrus County Inc (closing agent).

- d. Determine December 24, 2025, as the closing date/deadline to raise private funds to include an amount over and above the County's contribution of \$900,000.00 plus closing costs.
- e. Authorize staff to order a title search, obtain all necessary documents to effectuate the acquisition of this property, and execute all other documents related to the closing of the property, except for recordable documents; approve and authorize payment of related closing costs associated with the property acquisition.
- f. Authorize staff to obtain a survey to create a legal description of the property, to supersede the Lot Reconfiguration recorded in ORB 3495 PG 1146 prior to closing.
- g. Approve and authorize the Chairman or designee to execute all related closing documents and authorize the Clerk to place the acceptance stamp on the deed upon receipt and record all documents in the Public Records of Citrus County, Florida.

L. 2nd VICE CHAIR JANET BAREK- DISTRICT 3

M. 1ST VICE CHAIR DIANA FINEGAN - DISTRICT 2

M.1. Golf Carts on County Roads in Old Homosassa

- a. Direct the County Attorney to prepare an ordinance amending County Code regarding Golf Cart use in Old Homosassa.
- b. Set a public hearing on September 9, 2025 at 1:45 PM on an ordinance of Citrus County, Florida, Adding Chapter 98, Article III entitled Operation Of Golf Carts On Designated Roads; Adding Section 98-70 entitled Purpose And Intent; Adding Section 98-71 entitled Definitions; Adding Section 98-72 entitled Authorized Use; Providing For Severability; Providing For Inclusion Into The Code; Providing For Modifications That May Arise From Consideration At Public Hearing; And Providing For An Effective Date.

N. CHAIR REBECCA BAYS - DISTRICT 4

N.1. Ordinance Pertaining to Interactions Between Commissioners and Staff

- a. Direct the County Attorney to prepare an ordinance amending County Code to be consistent with County Policy regarding interactions between commissioners and county staff.
- b. Set a public hearing on September 9, 2025 at 1:40 PM on an ordinance of Citrus County, Florida clarifying how communications between commissioners and county staff should occur; amending Chapter 2, Article VI.I, Section 2-208 entitled Non-interference; providing for severability; providing for inclusion into the code; providing for modifications that may arise from consideration at public hearing; and providing for an effective date.

O. COUNTY ATTORNEY DENISE A. DYMOND LYN

O.1. Quitclaim Deed Regarding Chassahowitzka Litigation

Approve and authorize the Chairman to execute the QuitClaim Deed between Citrus County, Florida and Southwest Florida Water Management District to be held in escrow pending receipt of the District's deed.

P. OPEN TO THE PUBLIC

Q. ADVISORY BOARD ANNOUNCEMENTS

Q.1. Beverly Hills Advisory Council - Announce Membership Vacancy

R. UPCOMING MEETINGS

1. Regular Meeting, September 9, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, September 23, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, October 7, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

S.1. *Tentative Budget Hearing: September 11, 2025, at 5:01PM, Crus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*

Tentative Budget Hearing: September 11, 2025, at 5:01PM, Crus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S.2. *Final Budget Hearing: September, 23 2025, at 5:01PM, Crus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450*

Final Budget Hearing: September, 23 2025, at 5:01PM, Crus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

T. PUBLIC HEARINGS

T.1. 5:01 p.m. AA-2025-00002 Chuck Pigeon for Southern Oaks Property Group, LLC (Pine Ridge Reserve)

- a. Conduct a public hearing on August 26, 2025, at 5:01 pm to review and consider AA-2025-00002 Chuck Pigeon for Southern Oaks Property Group, LLC (Pine Ridge Reserve)
- b. If approved, direct the Chair and Clerk to execute and record the ordinance for AA-2025-00002 Chuck Pigeon for Southern Oaks Property Group, LLC (Pine Ridge Reserve) **(Eric Landon, Growth Management Director)**

U. ADJOURN