



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

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

AGENDA

April 25, 2023 - 1:00 PM

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

**Steve 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:
Regular Meeting March 28, 2023
Leadership Summit March 29, 2023

B.2. Minutes for the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
April 11, 2023 Regular Meeting

Administration

B.3. Internal Audit VCB investigation

Informational purposes
Please note; the report will be available on the Clerk's website under Internal Audit's, Audit Reports once the agenda item has been approved.

Attorneys Office

Clerk

B.4. Clerk IT Equipment for Disposal

Approve and authorize removal of asset 90256, RICOH 2035E Copier via TCG Recycling.

B.5. Disposal of Surplus Property

Approve deletion of the following items from the inventory of the Health Department and the removal of same items from the county's capital asset listing. ASSET #52611 Exam Table. ASSET # 52612 Exam Table.

B.6. County Warrants

Accept the attached check registers outlining the County warrants.

B.7. Citrus County District School Board - Florida Auditor General Financial and Federal Single Audit

Acknowledge receipt of Financial and Federal Single Audit Report No. 2023-159 for fiscal year ended June 30, 2022 received from the Florida Auditor General regarding the Citrus County School Board.

B.8. SWFWMD Annual Comprehensive Financial Report

Acknowledge receipt of the Annual Comprehensive Financial Report for the Fiscal Year Ended September 30, 2022 submitted by Southwest Florida Water Management District.

Community Services

B.9. Library Services Director Certification of Credentials

Approve and authorize the Chairman to execute the Florida Department of State, Division of Library and Information Services, Certification of Credentials Form for Library Services Director Adam Chang. **(Eric Head, Community Services Director)**

B.10. Transportation Disadvantaged Eligibility Income Limits

Approve and authorize the change in the Transportation Disadvantaged (TD) Income eligibility level from a set amount of \$1,200 per month to 150% of poverty level to be in line with the program eligibility standards. **(Eric Head, Community Resources Director, Joanne Granger, Transit Services Director)**

Fire Services

Human Resources

Management and Budget

Growth Management

B.11. PLT-23-07 Tomczak Farms

- a. Consider PLT-23-07, Tomczak Farms Subdivision
- b. If approved, direct the Chair and Clerk to execute the plat, and the Clerk to record the plat in the public records of Citrus County, Florida. **(Joanna Coutu, Land Development Division Director)**

Public Works

B.12. Acknowledgement of Airport Hangar Lease Agreement(s) - McDonald

Staff requests that the Board of County Commissioners acknowledge the attached, executed T-Hangar lease agreement(s) with George McDonald. (Renewal)
(Mary Jensen, Public Works Director)

B.13. Acknowledgement of Airport Hangar Lease Agreement(s) - Contrino

Staff requests that the Board of County Commissioners acknowledge the attached, executed T-Hangar lease agreement(s) with Mary Contrino. (Renewal) (Mary Jensen, Public Works Director)

Systems Management

Visitors and Convention Bureau

Water Resources

B.14. Federal Community Budget Request

Acknowledge and approve submission of the Federal Community Budget FY 2024 Request for Homosassa Phase V Septic to Sewer project. (Ken Cheek, Water Resources Director)

Set Public Hearings Workshops

B.15. SV-22-02 Stillwell for Finegan-vacate roadway-set hearing

- a. Set a public hearing on May 23, 2023, at 1:30 p.m. for SV-22-02, Clark Stillwell for Finegan.
 - b. Approve and authorize the Chairman to execute the resolution setting the public hearing.
- (Joanna Coutu, Land Development Division Director)

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

C.1. Presentation of "Risk Manager of the Year" Award

Recognition of Mary Glancy, Risk Manager of the Year by Public Risk Underwriters for 2022-2023.

C.2. Presentation of TIPS (Training Incentive Program) Award

Accept the check from Preferred Governmental Insurance Fund in the amount of \$5,000 as the Training Incentive Program Award for offering training and safety opportunities for our employees.

C.3. Proclamation "Trash to Treasure" Art Exhibition

Approve and authorize the Citrus County Board of County Commissioners to execute a Proclamation to recognize and encourage participation in the Citrus County "Trash to Treasure" art exhibition.

C.4. Proclamation - Fentanyl Awareness Day

Approve and authorize the Board to proclaim May 9, 2023 as Fentanyl Awareness Day in Citrus County, Florida.

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. ITB 23-028 Cardinal Street Force Main Project; Cathcart Construction Company-Florida, LLC

a. Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Cathcart Construction Company-Florida, LLC to provide construction for the Cardinal Street Force Main project.

b. Approve related Budget Transfer
(Ken Cheek, Water Resources Director).

E.1.b. PB 23-053 Sourcewell Contract #062421 Facilities Maintenance Services; USA Services of Florida, LLC, a subsidiary of Sweep America Intermediate Holdings, LLC

Approve and authorize the Chairman to execute the Agreement between Citrus County, Florida, and USA Services of Florida, LLC, a subsidiary of Sweep America Intermediate Holdings, LLC for Street Sweeping Services throughout Citrus County on an as needed basis. (Mary Jensen, Public Works, Director)

E.1.c. ITB 23-002 Cambridge Greens Septic to Sewer Construction Project; Commercial Industrial Corp.

a. Approve and authorize the Chairman to execute the Agreement between Citrus County, Florida and Commercial Industrial Corp. to provide construction for the Cambridge Greens Septic to Sewer Project.

b. Approve related Budget Transfer (Ken Cheek, Water Resources Director).

E.1.d. ITB 22-035 Amendment No. 2; Brentwood WWTF to Meadowcreek WWTF Diversion; Pospiech Contracting, Inc.

Approve and Authorize the Chairman to execute the Amendment No. 2 to the Agreement between Citrus County, Florida and Pospiech Contracting, Inc. extending the final completion date to September 1, 2023. (Ken Cheek, Water Resources Director).

E.1.e. ITB 20-025 Amendment No. 2; Mowing Right of Way Districts 1-7, 8A & 13; Gilmer Lawn Service, Inc. & MWM Lawn and Landscape, LLC

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida and MWM Lawn and Landscape LLC and Amendment No. 2 to the Agreement between Citrus County, Florida and Gilmer Lawn

Service, Inc. to provide routine finish mowing and litter pickup of County Right-of-Ways throughout Citrus County through May 11, 2024. **(Mary Jensen, Public Works Director, Carl Hall, Assistant Public Works Director).**

E.1.f. RFQ 21-095 Work Authorization; Professional Services-Continuing Services Contract-Engineering; Tierra, Inc.

a. Approve and Authorize the Chairman to execute the Work Authorization for Tierra, Inc. to provide inspection services on road resurfacing projects throughout the County.

b. Approve related Budget Transfer **(Mary Jensen, Public Works Director)**

E.1.g. RFP 21-050 Work Authorization; Construction Services-Continuing Services Contract; Citrus Springs Fire Station #14 Roof Replacement; Ryman Construction of Florida, Inc.

Approve and Authorize the Chairman to execute the Work Authorization between Citrus County, Florida and Ryman Construction of Florida, Inc. to replace the roof and gutters at the Citrus Springs Fire Station #14. **(Mary Jensen, Director Public Works)**

E.2. New Animal Shelter

a. Select the preferred new animal shelter conceptual design from either:

1. \$6 million building with a \$9 million total project cost, plus any added alternative
2. \$9 million building with a \$12.5 million total project cost, plus any added alternatives

b. Identify funding sources.

(Eric Head, Community Services Director)

E.3. Budget Transfers

Approve budget transfers for Facilities Management, Building Division, Teen Court, Community Services, Reserves & Transfers, State Attorney, Utilities (2), and Communication Services for fiscal year 2022-23. **(Erin Dohren, Director Management & Budget)**

E.4. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution amending the Coronavirus Consolidated Appropriations Act, Emergency Home Energy Assistance for the Elderly, and the Emergency Home Energy Assistance for the Elderly American Rescue Plan grant budgets for fiscal year 2022-2023. **(Erin Dohren, Director Management & Budget)**

E.5. Waste Disposal Account Agreement for Inter-County Recycling, Inc.

- a. Approve and authorize the Chairman to execute a Waste Disposal Account Agreement between Citrus County and Inter-County Recycling, Inc. for disposal fees up to \$3,000.00.
- b. Approve termination of the existing Waste Disposal Account Agreement with Inter-County Recycling, Inc dated November 7, 2022, and transfer cash deposit to new agreement. **(Mary Jensen, Public Works Director)**

E.6. Release of Retainage ITB 22-085

- a. Accept the completed project, acknowledge pay application number 4 as Final Completion of SCOP Resurfacing of E Turner Camp Rd from E Banks Ct to E Matthew Meadow Ct.
- b. Approve the release of retainage and authorize the Clerk to release retainage to the contractor, Pave-Rite, Inc. in the amount of \$54,725.33.
- c. Return any encumbered funds back to the appropriate accounts. **(Mary Jensen, Public Works Director)**

E.7. Fire Services Assessment Program Proposal

- a. Approve and authorize the Chairman to sign the Proposal for the law firm of Nabors, Giblin & Nickerson, P.A. and Anser Advisory for their continued services regarding the Fire Services Assessment Program.
- b. Approve related budget transfer. **(Craig Stevens, Fire Chief)**

E.8. Waste Disposal Account Agreement for Wright Tree Service, Inc.

- a. Approve and authorize the Chairman to execute a Waste Disposal Account Agreement between Citrus County and Wright Tree Service, Inc. for disposal fees up to \$10,000.00 and accept Travelers Casualty and Surety Company of America Security Bond No. 107771888.
- b. Approve termination of the existing Waste Disposal Account Agreement with Wright Tree Service, Inc. dated August 11, 2020, and return security deposit of \$500.00 to Wright Tree Service, Inc. **(Mary Jensen, Public Works Director)**

E.9. TDC Request for Local Lines Television Partnership

- Approve related budget transfer. **(John Pricher, Visitors and Convention)**

E.10. Encroachment Agreement between Citrus County and Florida Gas Transmission for County Road 480 to SWRWRF Force Main Extension U2022-09.

- Approve and authorize BOCC Chair to execute the Encroachment Agreement between Citrus County, Florida, and the Florida Gas Transmission Company, LLC. **(Ken Cheek, Water Resources Director)**

E.11. Bicentennial Park and Pool Facility Use Agreement

- Approve and authorize the Chairman to execute the Bicentennial Park and Pool Facility Use Agreement between Citrus County, Florida, a political subdivision of the State of Florida and DRC Sports, Inc., and Citrus County Education Foundation, Inc., for exclusive use of Bicentennial Park and Pool for Citrus Kids Triathlon on May 12 &

13, 2023. **(Eric Head, Community Resources Director, Francine Nobles, Parks and Recreation Director)**

E.12. FTA Fiscal Year 2023 Certifications & Assurances

- a. Agree to the Federal Transit Administration Fiscal Year 2023 Certifications and Assurances, and bind Citrus County's compliance with same.
- b. Authorize the Chairman to sign the Affirmation of Applicant and Designation of Signature Authority for the County Attorney and Transit Services Director.
- c. Authorize the County Attorney to sign the Affirmation of Applicant's Attorney, Designation of Signature Authorities, and PIN the Federal Transit Administration Fiscal Year 2023 Certifications and Assurances in the Federal TrAMS System.
- d. Authorize the Transit Services Director to PIN the Federal Transit Administration Fiscal Year 2023 Certifications and Assurances in the Federal TrAMS System on behalf of the Chairman. **(Eric Head, Community Services Director)**

E.13. Florida Department of Transportation Section 5311 Rural Area Funding

Adopt and authorize the Chairman to execute a Resolution authorizing the execution of a resulting contract and any amendments and other necessary documents, after review by the County Attorney, for the acceptance of the State of Florida Department of Transportation Section 5311 funding of \$249,546 and the required county match of \$249,546 which may be covered with the FDOT State Block Grant funding. (Eric Head, Community Services Director)

E.14. Florida Department of Transportation State Block Grant

Adopt and authorize the Chairman to execute a Resolution authorizing the execution of a resulting contract and any amendments and other necessary documents, after review by the County Attorney, for the acceptance of the State of Florida Department of Transportation Block Grant funding of \$319,212 and the required future County match of \$319,212 which will be used to cover the local match requirement for the Federal Transportation Administration Sections 5307 and 5339 and Florida Department of Transportation Section 5311 funding.

(Eric Head, Community Services Director)

E.15. Transportation Disadvantaged Trip & Equipment Grant Application

Adopt and authorize the Chairman to execute a Resolution authorizing the execution of an application, resulting contract, any amendments and other necessary documents, after review by the County Attorney, for the Transportation Disadvantaged Trip and Equipment Program for the period effective July 1, 2023 - June 30, 2024. **(Erin Dohren, Management and Budget Director, Eric Head, Community Resources Director)**

E.16. Citrus County Behavioral Health Transportation Plan

Approve and authorize the submittal of the Citrus County Behavioral Health Transportation Plan 2023 **(Eric Head, Community Services Director)**

E.17. CoreCivic Contract Monitoring Update for March 2023

Concur with the recommended action of the non-performance assessment of \$28,000 against CoreCivic's March 2023 invoice. **(Erin Dohren, Director of Management & Budget/Erin Kluis, Contract Monitor)**

F. OUTSTANDING COMMISSION ITEMS

Outstanding Commissioners' List

G. COUNTY ADMINISTRATOR - STEVE HOWARD

G.1. BOCC Acceptance of Roads and Associated Infrastructure

Board discussion and direction to limit acceptance of roadways and associated infrastructure for perpetual County maintenance and require the responsibility for maintenance of the roadways and associated infrastructure to be the responsibility of an established homeowner's association, community development district or the developer. Such a determination regarding acceptance of roadways and associated infrastructure would be established prior to, or at the time of development of the Improvement Plans

G.2. Contract with Duncan Associates for Impact Fee Analysis

- a. Approve and authorize the Chair to execute the contract between Citrus County and Duncan Associates in the amount of \$15,000 for the Extraordinary Circumstances Study.
- b. Approve budget transfer

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30 Presentation: Transit Comprehensive Analysis

Accept and approve the Comprehensive Operations Analysis Draft Final Report.

H.2. 1:35 pm SV-22-03 Logan-vacate easements/alleys

- a. Conduct a public hearing for SV-22-03, Chris R. Logan of SRPG 98 River LLC, for Citrus Partners, LLC.
- b. If approved, authorize the Chairman to execute the resolution approving SV-22-03 and the Clerk to record the resolution in the Public Records. **(Land Development, Joanna Coutu)**

H.3. 1:40 pm SV-23-01 Adams-vacate portion of W Garden St

- a. Conduct a public hearing for SV-23-01, Kevin and Cathy Adams.
- b. If approved, authorize the Chairman to execute the resolution for SV-23-01 and the Clerk to record the resolution in the public records. **(Land Development - Joanna Coutu)**

H.4. 1:45 pm CHW presentation on CR-486 IMA Boundaries

Receive presentation from CHW, Inc. regarding IMA project boundaries for CR-486, and provide feedback as desired. **(Eric Landon, Growth Management, Joanna Coutu, Planning & Development)**

H.5. 2:00 PM Capital Improvement Program Presentation

Review and provide staff direction for the Five-Year Capital Improvement Program projects for fiscal years 2024-2028.

H.6. 2:05 pm Presentation Regional Travel and Road Impacts

Board discussion. **(Mary Jensen, Public Works Director, Walt Eastmond, Technical Services Division Director)**

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

I.1. Nominate and Appoint - Citrus County Veterans Services Advisory Board

Nominate and appoint three (3) individuals to fill regular member seats on the Veterans Service Advisory Board for a two-year term that will expire March 31, 2025. (Philip Watson, Veterans Service Officer Manager)

J. COMMITTEE REPORTS FROM COMMISSIONERS

K. COMMISSIONER DIANA FINEGAN - DISTRICT 2

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

M. 2ND VICE CHAIR REBECCA BAYS - DISTRICT 4

N. 1ST VICE CHAIR HOLLY L. DAVIS - DISTRICT 5

N.1. Update on Inverness Village 4

a. Update on status of Inverness Village IV

b. Request consideration from the Board of County Commissioners for a moratorium on the activities/construction within Inverness Villages IV

c. Request consideration from the Board of County Commissioners to obtain outside Council

O. CHAIR RUTHIE DAVIS SCHLABACH - DISTRICT 3

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

P.1. Engagement Letter with Terms of Engagement

Ratify signature of County Attorney on the Engagement Letter with Terms of Engagement from Shutts & Bowen LLP.

Q. OPEN TO THE PUBLIC

R. UPCOMING MEETINGS

1. Regular Meeting, **Thursday May 11, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, **May 23, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, **June 6, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. **Workshop: Pay & Class Study, Thursday, May 11, 2023 at 10:00AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. **Workshop: Airports; Crystal River and Inverness, Tuesday, June 6, 2023 at 9:00AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. **Strategic Planning Retreat: Wednesday, July 19, 2023, at 9:00AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
4. **Preliminary Budget Hearing: Wednesday, July 26, 2023**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
Governing Body of the Special Library District 8:30 AM
Fire Protection Special District 8:45 AM
BOCC 9:00 AM
5. **Tentative Budget Hearing: Thursday September 7, 2023, at 5:01 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
6. **Final Budget Hearing: Tuesday, September 26, 2023, at 5:01 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

Board of County Commissioners Meeting - April 25, 2023

T. **PUBLIC HEARINGS**

U. **ADJOURN**