



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

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

AGENDA

February 6, 2024 - 1:00 PM

**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 the opportunity to 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 of 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. The County Administrator can be reached at (352) 527-5210. 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 proceeding 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 the meeting because of a disability or physical impairment should contact Citrus County, 3600 W. Sovereign Path, Lecanto, FL 34461, Carlton Hall, ADA Coordinator (352) 527-5477, at least 2 days before the meeting. If you are hearing or speech impaired, dial 7-1-1 or 800-955-8771(TTY). If you need a Spanish translator, dial the Florida Relay Service at 800-955-8773. For all other languages, please contact Denise Gallagher or Elaine Thomas at 352-527- 5210.

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 from the following Board of County Commissioners meeting: Regular Meeting January 9, 2024

Approve the following minutes from the Board of County Commissioners meeting:
Regular Meeting January 9, 2024

B.2. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
Strategic Planning Retreat January 18, 2024
Regular Meeting January 22, 2024

Administration

Attorneys Office

Clerk

B.3. Clerk Records Disposition #2204

Approve and authorize the Chairman to execute the Clerk's Records Disposition Documents #2204 for disposal of records that have met their assigned retention periods.

B.4. 2024 Citrus County Mosquito Control District Board dates

Acknowledge receipt of the 2024 board dates received from the Citrus County Mosquito Control District.

Community Services

Fire Services

Human Resources

Management and Budget

Growth Management

Public Works

B.5. Acknowledgement of Airport Hangar Lease Agreement – Donnelly CGC 1-B (new)

Staff requests that the Board of County Commissioners acknowledge the attached, executed T-Hangar lease agreement(s) for CGC 1-B with Jamy C. Donnelly. **(Frank Calascione, Economic Development Director)**

B.6. Acknowledgement of Addendum to Airport Hangar Lease Agreement - Manly Exchange CGC 2-H for CGC 2C

Staff requests that the Board of County Commissioners acknowledge the attached, executed Addendum to T-Hangar lease agreement(s) to exchange T-Hangar CGC 2-H for T-Hangar CGC 2-C with Michael Manly. **(Frank Calascione, Economic Development Director)**

Systems Management

Visitors and Convention Bureau

Water Resources

B.7. Release and Satisfaction of Lien for Connection Charge Installment Lien Agreement - Means

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 the Connection Charge Installment Lien Agreements on property owned by Tressie Means and direct the Clerk to record the documents in Public Record. **(Ken Cheek, P.E., Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

B.8. Release and Satisfaction of Lien for Connection Charge Installment Lien Agreement - Strickland

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 the Connection Charge Installment Lien Agreements on property owned by Lucille Strickland and direct the Clerk to record the documents in Public Record. **(Ken Cheek, P.E., Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

B.9. Release and Satisfaction of Lien Water and Wastewater Utility Services - Clements

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 Virginia Clements and direct the Clerk to record the documents in Public Record. **(Ken Cheek, P.E., Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

B.10. Release and Satisfaction of Lien Water and Wastewater Utility Services - Finger

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 Donald Finger and direct the Clerk to record the documents in Public Record. **(Ken Cheek, P.E., Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

B.11. Release and Satisfaction of Lien Water and Wastewater Utility Services - Johannes

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 Karen Johannes and direct the Clerk to record the documents in Public Record. **(Ken Cheek, P.E., Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

B.12. Release and Satisfaction of Lien Water and Wastewater Utility Services - Elias

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 Carlos Elias and direct the Clerk to record the documents in Public Record. **(Ken Cheek, P.E., Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

B.13. Write off Uncollectible Utility Accounts and File Lien on Owner Accounts

- a. Approve the write off of \$1,279.48 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 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

B.14. Set a Workshop of Solid Waste Rate Study

Set a Workshop on February 20, 2024 at 10:00 a.m. of Solid Waste Rate Study.

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

C.1. Proclamation -- Boy Scouts of America Day

Approve and authorize the Board to proclaim February 8, 2024 as Boy Scouts of America Day in Citrus County, Florida.

C.2. Proclamation -- HCA Florida Citrus Hospital's Heart Health Awareness Month

Approve and authorize the Board to proclaim February, 2024 as HCA Florida Citrus Hospital's Heart Health Awareness Month.

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. AGR 23-121 Substance Abuse Therapist/Counseling Service; SMA Healthcare, Inc.

a. Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and SMA Healthcare, Inc., to provide a substance abuse therapist and counseling services for the Court Alternatives program.

b. Approve and Authorize the Chairman to execute the Business Associate Agreement between Citrus County, Florida and SMA Healthcare, Inc. **(Eric Head, Community Services, Director)**

E.1.b. AGR 21-045 Amendment No. 1; Internet Base Services-Voice and VoIP Services-GSA contract # GS-35F-208BA; Granite Telecommunications, LLC

Approve and Authorize the Chairman to execute the amendment to the Agreement between Citrus County, Florida and Granite Telecommunications, LLC to extend the duration of the Agreement to February 8, 2025, change the monthly Long-Distance Plan option from 75K minutes to 50K minutes and to modify the pricing for services to pricing reflected on Appendix A-1, and delete Section 3.5(b) of the General Terms and Conditions of Service in its entirety. **(Todd Dunn, Chief Information Officer of Systems Management)**

E.1.c. AGR 23-130 Case Management Software; Accessible Solutions, LLC

- a. Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Accessible Solutions, LLC to provide home delivered meals software, ServTracker for the senior services program.
- b. Approve and Authorize the Chairman to execute the Business Associate Agreement between Citrus County, Florida and Accessible Solutions, LLC. **(Eric Head, Community Services Director).**

E.2. Budget Transfers

Approve the budget transfers for the Utilities (2) and Emergency Medical Service (EMS) for fiscal year 2023-2024 **(Erin Dohren, Director Management & Budget)**

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution adopting/amending the Florida Department of Environmental Protection Vulnerability Assessment Study grant, the Florida Fish and Wildlife Conservation Commission (FWC) grant, the State Housing Initiatives (SHIP) - Hurricane Idalia grant, the Florida Department of Transportation Aviation Development grant, the Fire Rescue, the Emergency Home Energy Assistance for the Elderly Program (EHEAP) 2021-2024 grant and the Low-Income Home Energy Assistance Program (LIHEAP) 2023-2024 grant budgets for fiscal year 2023-2024. **(Erin Dohren, Director Management & Budget)**

E.4. Release of Retainage ITB 23-021

- a. Accept the completed project, acknowledge pay application number 2 as Final Completion of SCOP Resurfacing of E Trails End Rd from E Wymar Trail to S Withlapopka Dr.
- b. Approve the release of retainage and authorize the Clerk to release retainage to the contractor, Superior Asphalt, Inc. in the amount of \$29,958.48.
- c. Return any encumbered funds back to the appropriate accounts. **(Marcello Tavernari, P.E., Public Works Director/County Engineer).**

E.5. Statewide Mutual Aid Agreement - 2023

- a. Approve and authorize the Chairman to execute a resolution authorizing the execution and adoption of the Statewide Mutual Aid Agreement.
- b. Approve and authorize the Chairman to adopt and execute the Statewide Mutual Aid Agreement. **(Craig Stevens, Fire Chief)**

E.6. Declaration of County Owned Residential Properties as Surplus

- a. Approve the declaration of residential properties: NE 50 ft of Lot 7, Blk 15, Town of Homosassa, as surplus and authorize Land Section to proceed with the sale of said properties pursuant to Florida Statute 125.35, Chapter 2, Article IV.I of the Citrus County Code and Administrative Regulation 8.03-2.
- b. Authorize staff to execute all other documents related to the closing of the property, with the exception of recordable documents; approve and authorize payment of related closing costs associated with these property acquisitions.
- c. Approve and authorize Chairman to sign subsequent County Deed for the properties after the County Attorney has reviewed them.
- d. Authorize the Clerk to record said County Deed in the Public Records of Citrus County, Florida upon staff's receipt of payment.
- e. Authorize staff to deliver deed once the deed has been recorded in the Public Record.
- f. Authorize staff to earmark proceeds for infrastructure unless any of said properties were purchased with designated or restricted revenue. **(Marcello Tavernari, P.E. Public Works Director/County Engineer)**

E.7. Release of Lien

- a. Approve and Authorize the Chairman to execute the Release of Lien for Property Abatement Assessment by and between Citrus County, Florida, and certain property owners.
- b. Authorize the Clerk to record the Release of Lien in the Public Records of Citrus County, Florida. **(Marcello Tavernari, P.E. Public Works Director/County Engineer)**

E.8. Courthouse Security

- a. Approve upgrades to the Courthouse security system.
- b. Approve related budget transfer. **(Steve L. Howard, County Administrator)**

E.9. Waste Pro of Florida, Inc. Security Bond Continuation Certificate for Bond No. EACX4018551

Authorize Chairman to accept Continuation Certificate for Endurance Assurance Corporation Bond No. EACX4018551 extending the period to January 13, 2025, and to be made part of Waste Pro of Florida, Inc.'s Waste Disposal Account Agreement dated May 23rd, 2023. **(Marcello Tavernari, P.E. Public Works Director/County Engineer)**

E.10. Termination of Waste Disposal Account Agreement for Brannen Banks of Florida

- a. Approve termination of the Waste Disposal Account Agreement between Citrus County and Brannen Banks of Florida dated April 13, 2010.
- b. Approve the return of the security deposit and additional credit balance in the amount of \$202.48 to Brannen Banks of Florida. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

E.11. Termination of Waste Disposal Account Agreement for Citrus Recycling and Roll-Off Service, Inc.

- a. Approve termination of the Waste Disposal Account Agreement between Citrus County and Citrus Recycling and Roll-off Service, Inc. dated September 22, 2009.
- b. Approve the return of the security deposit and additional credit balance in the amount of \$1,033.12 to Citrus Recycling and Roll-Off Service, Inc. **(Marcello Tavernari, P.E. Public Works Director/County Engineer)**

E.12. Termination of Waste Disposal Account Agreement for Find-M' Friends, Inc.

- a. Approve termination of the Waste Disposal Account Agreement between Citrus County and Find-M' Friends, Inc. dated January 23, 2018.
- b. Approve the return of the security deposit and additional credit balance in the amount of \$518.32 to Find-M' Friends. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

E.13. TDC Request for Production with Crawford Entertainment

- a. Approve the Tourist Development Council's unanimous recommendation to fund production with Crawford Entertainment
- b. Approve related budget transfer. **(Frank Calascione, CECD, Economic Development Director, Interim Tourism Director)**

E.14. TDC Funding Request by the City of Crystal River – Special Funding Request for Hunter Springs Park

- 1. Determine that the Hunter Springs Park Restroom Enhancement Project is primarily related to and furthers the purpose of promoting tourism.
- 2. Approve the Tourist Development Council's recommendation to fund the City of Crystal River Special Funding Request for the Hunter Springs Park Restroom Enhancement Project at 50% from Capital Improvements fund, the City to fund 25% and the remaining 25% from a source to be determined by the BOCC. **(Frank Calascione, CECD, Economic Development Director, Interim Tourism Director)**

E.15. International Tourism Bureau (ITB) Berlin Tradeshow – Out of Country Budgeted Travel

Approval for Terry Natwick, Marketing & Sales Manager, Visitors & Convention Bureau to attend the International Tourism Bureau (ITB) Berlin Tradeshow from March 2-8, 2024. **(Frank Calascione, CECD, Economic Development Director, Interim Tourism Director)**

E.16. Additional EMS Position Request

Approve the addition of three additional 24-hour EMTs (class 1115) and three additional 24-hour Paramedics (class 1125).

(Craig Stevens, Fire Chief)

F. OUTSTANDING COMMISSION ITEMS

Outstanding Commissioners' List

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

G.1. Vote to cancel the August 13, and August 27, 2024, BOCC meetings and schedule one meeting in August on Tuesday, August 6, 2024.

Vote to cancel the August 13, and August 27, 2024, BOCC meetings and schedule one meeting in August on Tuesday, August 6, 2024.

H. PRESENTATIONS/PUBLIC HEARINGS

1. 1:15 PM Presentation - Annual Investment Performance and Policy Update

The Clerk reviews the County Investment Policy annually and recommends updates to better manage County surplus funds. The recommended updates to the policy are outlined in the annual investment performance presentation.

H.2. 1:30 P.M. SV-2023-00003 Diaz- street vacation/replat

- a. Conduct a public hearing on February 6, 2023, at 1:30 p.m. for SV-23-000003, Adam and Stephanie Diaz.
- b. Approve and authorize the Chairman and Clerk to execute the resolution for SV-2023-00003 and record the resolution in the public records of Citrus County, Florida.
- c. Review and approve Replat application RPLT-2023-00018, Diaz Retreat, and direct the Chairman and Clerk to execute the Plat and record the plat in the public records of Citrus County, Florida. **(Eric Landon, Growth Management)**

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

J. COMMITTEE REPORTS FROM COMMISSIONERS

K. COMMISSIONER RUTHIE DAVIS SCHLABACH - DISTRICT 3

K.1. Safe Haven Baby Box Project

Authorize the Department of Fire Rescue to proceed with the installation of the Safe Haven Baby Box Project at Station 7 (800 N. Rock Crusher Rd.) Crystal River, FL if funds are able to be raised by Ms. Falon Hellstern.

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

M. 2ND VICE CHAIR DIANA FINEGAN - DISTRICT 2

N. 1ST VICE CHAIR REBECCA BAYS - DISTRICT 4

O. CHAIR HOLLY L. DAVIS - DISTRICT 5

O.1. Discussion and Vote to establish a Stop Work Order for issued permits in Inverness Village IV.

Discussion and Vote to establish a Stop Work Order for issued permits in Inverness Village IV.

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

Q. OPEN TO THE PUBLIC

R. UPCOMING MEETINGS

1. Regular Meeting, February 20, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, March 12, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, March 26, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

T. PUBLIC HEARINGS

T.1. 5:01 pm DA-2023-00002 – Edge Development Partners, LLC (Crystal Pointe Development Agreement)

- a. Conduct a public hearing on February 6, 2024, at 5:01 p.m. to review and consider application DA-2023-00002 Edge Development Partners, LLC/Crystal Pointe Phases II & III.
- b. If approved, direct the Chairman and Clerk to execute the Development Agreement amendment for application DA-2023-00002 Edge Development Partners, LLC/Crystal Pointe Phases II & III, and record the Agreement in the public records of Citrus County. **(Eric Landon, Growth Management)**

U. ADJOURN