



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

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

AGENDA

April 23, 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 of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
March 26, 2024 Regular Meeting

B.2. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
04/09/2024 Regular Meeting
04/09/2024 9 AM Public Workshop
04/09/2024 11 AM Public Workshop

Administration

Attorneys Office

Clerk

B.3. Acknowledge receipt of Report No. 2024-160 received from the State of Florida Auditor General

Acknowledge receipt of Report No. 2024-160 received from the State of Florida Auditor General regarding the Citrus County District School Board for the fiscal year ended June 30, 2023.

B.4. Disposal of Surplus Property

Approve the deletion of asset # 19539 from inventory for the Supervisor of Elections and removal of said items from the County's Capital Asset listing.

B.5. County Warrants

Accept the attached check registers outlining the County warrants.

Community Services

B.6. 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 10 & 11, 2024. **(Eric Head, Community Services Director)**

B.7. Military Plaque - Floral City Linear Park

Approve and grant permission to the Floral City Heritage Council to install a 30" x 20" bronze plaque in Floral City Linear Park to honor those who served and are serving in the United States Military. The dedication is scheduled for Monday, May 27, 2024, as part of the Floral City Memorial Day Service. **(Eric Head, Department Director, Community Services)**

Fire Services

Human Resources

B.8. Human Resources Asset Deletion

Approve the deletion of the following items from the inventory of Human Resources at the Lecanto Government Building and the removal of the same items from the county's capital asset listing: Asset #14694-000 Sound System and #14694-001 Amplifier Speaker. **(June Randall, Human Resources Director)**

Management and Budget

Growth Management

B.9. FPLT2023-00002 Chartier Subdivision

- a. Review FPLT2023-00002, Chartier Subdivision, to create one residential lot lying in Section 35, Township 19 South, Range 18 East.
- b. If approved, direct the Chair to execute the plat and the Clerk to execute and record the plat in the public records **(Eric Landon, Growth Management Director, Joanna Coutu, Deputy Growth Management Director)**

B.10. FPLT2023-00005 Hopkins Acres Subdivision

- a. Review FPLT2023-00005, Hopkins Acres Subdivision, to reconfigure eleven residential lots to four residential lots lying in Section 8, Township 18 South, Range 17 East.
- b. If approved, direct the Chair to execute the plat and the Clerk to execute and record the plat in the public records **(Eric Landon, Growth Management Director, Joanna Coutu, Deputy Growth Management Director)**

Public Works

B.11. Disposal of Surplus Property

Approve deletion of the following items from the inventory of Facilities Management and the removal of same items from the county's Capital Asset listing. ID# 03619-003 Carrier 1.5 ton ductless a/c unit. **(Marcello Tavernari, P.E. Public Works Director/County Engineer)**

Systems Management

B.12. Records Disposition

Approve and authorize the Chairman to execute the following Records Dispositions for the disposal of public records that have met legal retention: BOCC-0435 HR **(Todd Dunn, Chief Information Officer)**

Visitors and Convention Bureau

Water Resources

Set Public Hearings Workshops

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

C.1. Proclamation - National Volunteer Week

Approve and authorize the Board to execute a Proclamation declaring April 21 through April 27, 2024 as "National Volunteer Week" in Citrus County, Florida.

C.2. Proclamation - National Volunteer Week; Citrus County Sheriff's Office

Approve and authorize the Board to execute a Proclamation declaring April 21 through April 27, 2024 as "National Volunteer Week" in Citrus County, Florida.

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. PB 24-107 City of Jacksonville RFP ESC-0258-24 Web-Based System to Register Foreclosed Properties, Collect Property Registration Fees, and Track Enforcement; Hera Property Registry, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Hera Property Registry, LLC to provide a web-based system to register foreclosed properties, collect property registration fees, and track

enforcement. **(Eric Landon, Growth Management Director)**

E.1.b. ITB 22-096 Amendment No. 2; Northwest Quadrant Watermain Extension Project; Amici Engineering Contractors LLC

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida and Amici Engineering Contractors LLC to extend the time for final completion to April, 27, 2024. **(Ken Cheek, Water Resources Director)**

E.1.c. ITB 24-030 Emergency Operations Center (EOC) Chiller Replacement Project (Furnish & Install); Gibson Air Conditioning & Refrigeration, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Gibson Air Conditioning & Refrigeration, LLC to provide the installation and furnishing of a 155 ton Chiller at the Emergency Operations Center building. **(Marcello Tavernari, P.E. Public Works Director/County Engineer).**

E.1.d. RFP 21-050 Amendment No. 1; General Contractor-Construction Continuing Services; Stokes Construction & Maintenance LLC

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Stokes Construction and Maintenance LLC to add terms and conditions required by the Uniform Guidance, 2 C.F.R. Part 200 that applies to projects funded by State and Local Fiscal Recovery Funds (SLFRF) awards. **(Marcello Tavernari, P.E. Public Works Director/County Engineer).**

E.1.e. ITB 20-025 Amendment No. 3; Mowing Right of Way Districts 1-7, 8A & 13; Gilmer Lawn Service, Inc.

Approve and Authorize the Chairman to execute Amendment No. 3 to the Agreement between Citrus County, Florida and Gilmer Lawn Services, Inc., extending the duration of the Agreement to May 11, 2025. **(Marcello Tavernari, P.E. Public Works Director/County Engineer).**

E.1.f. RFP 21-050 Work Authorization; General Contractor-Construction Continuing Services - Citrus Springs Community Center Re-Roof; Daly & Zilch (Florida), Inc.

Approve and Authorize the Chairman to execute a Work Authorization for Daly & Zilch (Florida), Inc. to provide general contractor services for the Citrus Springs Community Center Re-Roof project at a cost of \$91,875, and an additional 10% contingency for a total of \$101,062.50. **(Marcello Tavernari, P.E. Public Works Director/County Engineer).**

E.1.g. PB 24-113 Cloud Solutions; NASPO ACS No. 43230000-NASPO-16-ACS, Master Agreement AR2472; Carahsoft Technology Corp.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Carahsoft Technology Corp. for the purchase and support services of OpenGov e-Procurement software once received by staff and approved by the County Attorney's Office. **(Erin Dohren, Management & Budget Director).**

E.1.h. SGS 21-058 Amendment No. 1; Sensus Meter Reading Equipment for Utilities; Core & Main, LP

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Core & Main, LP, extending the duration of the Agreement to May 24, 2027. **(Ken Cheek, Water Resources Director)**

E.2. Budget Transfers

Approve the budget transfers for Housing Services, Fire Rescue, Support Services, Detention Services and American Rescue Plan Grant for fiscal year 2023-2024 **(Erin Dohren, Director Management & Budget)**

E.3. Proposed Homosassa Phase 5 Sewer Project Assessment Area – Acceptance of Perpetual Utility & Access Easement

- a. Authorize the Chairman to accept the Perpetual Utility and Access Easement from property owner(s) in the Proposed Homosassa Phase 5 Sewer Project Assessment Area to allow installation of the central sewer system, as part of the Homosassa Septic to Sewer Project.
- b. Authorize the Clerk of the Board to place Board of County Commissioner's acceptance stamp on the Perpetual Utility and Access Easement attached and record the easement and associated documents in the Public Records of Citrus County, Florida. **(Marcello Tavernari, PE, Dir of Public Works & County Engineer/Ken Cheek, P.E., Dir of Water Resources)**

E.4. CR 491 Road Widening - Temporary Use Agreement for Construction Trailer

- a. Approve and authorize the Chairman to execute the Temporary Use Agreement between the Citrus County, Florida, and Commercial Industrial Corporation, for the temporary use of a portion of County-owned property located at 1473 North Lecanto Highway to host a construction trailer, and
- b. Authorize the Clerk to record the Temporary Use Agreement in the Public Records of Citrus County, Florida.
(Marcello J. Tavernari, P.E., Public Works Director & County Engineer / Walt Eastmond, Technical Services Division Director)

E.5. Audit Services

Approve and authorize the Chair to execute the amendment with MSL, PA to include audit services for the fiscal year ending September 30, 2024. **(Angela Vick, Clerk of Courts & Comptroller, Shelley Sansone)**

E.6. Demolition of structure(s) on County Owned Properties

- a. Approve and Authorize the structure and its appurtenances located at 4026 E Towhee Ln, Hernando, be declared surplus and allow the Non-profit organization Citrus County Association for Retarded Citizens, Inc. to remove and/or re-use viable items from the structure.
- b. Approve and Authorize the Chairman to execute the Memorandum of Understanding for Citrus County Association for Retarded Citizens, Inc., to allow the Non-for-Profit organization to remove and/or re-use viable items from the structure(s)
e.g.: appliances, sinks, toilets, awnings, doors, cabinetry, etc.

- c. Authorize the Clerk of Court to record the same in Public Records of Citrus County, Florida.
- d. Approve and Authorize demolition of the mobile home located at 4026 E. Towhee Ln., Hernando, in accordance with continuing service agreement with Southern Exposure Construction ITB 22-142.
- e. Approve deletion of the following items from the inventory of the Department of Public Works, Land Section and removal of same from the County's capital asset listing: Asset #55971, Single Family Dwelling Unit, 4026 E. Towhee Ln., Hernando, Florida. **(Marcello Tavernari, P.E., Director of Public Works/County Engineer & Walt Eastmond, Director of Technical Service)**

E.7. American Rescue Plan Act (ARPA) project review

Provide staff direction on any project(s) additions and/or deletions for funding. **(Erin Dohren, Management & Budget Director)**

E.8. Discussion on Five-Year Strategic Financial Plan procurement

Provide staff direction regarding the type of solicitation to proceed with to procure a consultant to complete a five year financial forecast. **(Erin Dohren, Management & Budget Director)**

E.9. CoreCivic Contract Monitoring Update for March 2024

At the March 26th BOCC meeting, the Board gave direction to pause non-performance assessments beginning in March. March will be the first of six months that the non-performance assessment will not be charged. **(Erin Dohren, Director of Management & Budget/Georgette Brock, Contract Monitor)**

E.10. Gulf Breeze Shores - Addendum to Developers Maintenance Agreement

Approve and authorize the Chairman to execute the Addendum to Interim Maintenance Agreement between Gulf Breeze Shores, LLC and Citrus County, Florida to extend the Interim Maintenance Agreement. **(Marcello Tavernari, P.E. Public Works Director/County Engineer; Walt Eastmond, Technical Services Director)**

E.11. E. Dawson Drive to N. Independence Hwy. Water Main Interconnect Project Release of Retainage

Accept the completed E. Dawson Drive to N. Independence Hwy. Water Main Project and approve the release of retainage in the amount of \$62,606.23 to Art Walker Construction, Inc. **(Ken Cheek, Water Resources Director)**

E.12. TOO Far – Tsala Apopka Chain of Lakes Restoration Project

a. Staff is requesting the Board to approve the Chairman to sign the following documents:

1. Memorandum of Understanding
2. Indemnification Agreement
3. Hold Harmless Agreement.

b. Staff request approval to allow the County Engineer to sign as co-applicant for TOO Far's permit. **(Marcello Tavernari, P.E., Public Works Director/County Engineer/Walt Eastmond, Technical Services Director)**

E.13. Inter-local Agreement between City of Inverness and Citrus County Concerning Tourist Development Tax

Information:

Tourism Director, Auvis Cole and Assistant City Manager, Frank Calascione have been given authority from direction by County Administrator Steve Howard and City Manager Eric Williams to finalize agreement.

The Points below are what the ILA are centered around to ensure Florida Statute is followed and that the Citrus County Tourism (TDC) and the City of Inverness are both successful in this partnership.

- **Marketing/Advertising Plan (Attached)** – To give the City flexibility and to provide record of marketing and/or promotion expenses for each of their events.
- **Presentations** – Present twice a year to BOCC and/or TDC for updates on events held and upcoming.
- **Florida Statute (Allowable & Non-Allowable Expenses)** – These are simply listed items of what monies can be directed for to serve as a reference point.
- **Book Keeping** – This is to keep consistent and following the same procedures the VCB follows under local and state laws. Receipts/Invoices for all “related” marketing and promotional buys will be documented and submitted “per” the attached Marketing/Advertising Plan that was provided to the City for its event(s) held.
- **Attendance** – We are in agreement that out of county attendance will be used as a metric as opposed to room night generation. The VCB's new technology system, “Zartico” which Assistant City Manager Frank Calascione also recommends to help show how many out of county residents their events bring to City and the County. **(Auvis Cole, Tourism 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. 1:30 PM Petition-amend Comm Dev Dist Crystal Ridge

- a. Conduct a Public Hearing to review and approve the corrective ordinance for the Crystal Ridge Community Development District.
- b. If approved, direct the Chair and Clerk to execute the Ordinance correcting the scrivener's error for the Crystal Ridge Community Development District, and place the Ordinance in the Citrus County Code of Ordinances. **(Growth Management Director, Eric Landon)**

H.2. 1:45 PM Petition-establish Comm Dev Dist Lecanto Preserve

- a. Conduct a Public Hearing to review and approve the establishment of the Lecanto Preserve Community Development District.
- b. If approved, direct the Chair and Clerk to execute the Ordinance establishing the Community Development District, and place the Ordinance in the Citrus County Code of Ordinances. **(Growth Management Director, Eric Landon)**

H.3. 2:00 p.m. Presentation: LifeStream Annual Update, Rick Hankey, CEO/President
2:00 p.m. Presentation: LifeStream

H.4. 2:30 p.m Public Hearing, Inverness Village, Unit 4

1. Conduct a public hearing on an Ordinance of Citrus County, Florida, a political subdivision of the State of Florida, amending Ordinance no. 2012-06, the Citrus County Land Development Code, as amended, by amending Section 6070, Exempt Redevelopment Sites (Stormwater); and Section 6410, Lot Development Review (Stormwater-Residential Permitting); Section 6420(B)(1); Section 6420(B)(2); Section 6420, General Requirements (Residential permitting, stormwater management); providing for severability; providing for conflicts of law; providing for codification; providing for modifications that may arise from consideration at public hearings; providing for scrivener's errors; and providing for an effective date.
2. Approve and adopt the Ordinance and authorize the Chairman to execute the Ordinance.
3. Motion and vote to direct staff to formally place the current proposed MSBU on hold.
4. Acknowledge that the hold on new permits within Inverness Village, Unit 4 will expire on April 24, 2024. **OR**
5. Alternatively, Motion and vote to extend the current hold on new permits to allow for further investigation of alternatives.

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

I.1. Beverly Hills Advisory Council - Nominate and Appoint

Nominate and appoint one individual to the Beverly Hills Advisory Council as a regular member to fill the term that will expire on January 31, 2026.

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

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. Announce one alternate member vacancy on the PDC

Accept with regret the resignation of Carole Scragg, and announce one alternate member vacancy on the Planning and Development Commission (PDC). The existing term will expire on January 31, 2025. **[Growth Management - Eric Landon]**

S. UPCOMING MEETINGS

1. Regular Meeting, May 14, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, May 28, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, June 11, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

T. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. Citrus County Budget Collaboration Session, MONDAY April 29, 2024, at 8:00 a.m., Lecanto Government Building, 3600 W. Sovereign Path, Room #166, Lecanto Florida 34461
2. Workshop: CIP Capital Improvement Planning: May 14, 2024, at 9:00AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Workshop: Aviation Financial Study: May 14, 2024, at 10:00AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

U. PUBLIC HEARINGS

U.1. 5:01 pm DA-2023-00003 Corta Development - modify signage

- a. Conduct a public hearing on April 23, 2024, at 5:01 p.m. to review and consider application DA-2023-00003, Corta Development, LLC.
- b. If approved, direct the Chair and Clerk to execute the Development Agreement for application DA-2023-00003 Corta Development, LLC, and record the amendment in the public records of Citrus County, Florida. **(Eric Landon, Growth Management Director, Joanna Coutu, Deputy Growth Management Director)**

U.2. 5:05 pm PUD-2023-00014 Clark Stillwell, Esq. for Sterling Residential, LLC and Sterling Commercial, LLC (Lecanto Preserve)

- a. Conduct a public hearing on April 23, 2024, at 5:05 pm to consider application PUD-2023-00014 Clark Stillwell, Esq. for Sterling Residential, LLC and Sterling Commercial, LLC (Lecanto Preserve).
- b. If approved, direct the Chair and Clerk to execute the ordinance for PUD-2023-00014 Clark Stillwell, Esq. for Sterling Residential, LLC and Sterling Commercial, LLC (Lecanto Preserve). **(Eric Landon, Growth Management Director, Joanna Coutu, Deputy Growth Management Director)**

U.3. 5:10 pm CPA-2024-00002 Cardinal Interchange Management Area

- a. Conduct a public hearing on April 23, 2024, at 5:10 p.m. to consider application CPA-2024-00002 Cardinal Interchange Management Area.
- b. If approved, direct the Chair and Clerk to execute the ordinance for CPA-2024-00002 Cardinal Interchange Management Area. **(Eric Landon, Growth Management Director, Joanna Coutu, Deputy Growth Management Director)**

V. ADJOURN