



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

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

AGENDA

August 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 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

Administration

B.1. Citrus County Tax Collector - List of Discounts, Errors, Double Assessments, and Insolvencies from the 2023 Tax Roll

Acknowledge the list of Discounts, Errors, Double Assessments, and Insolvencies against the 2023 Tax Roll. **(Janice A. Warren, Tax Collector)**

Attorneys Office

Clerk

Community Services

B.2. Library Services Furniture Asset Deletion

Approve the deletion of the following item from the inventory of Library Services and the removal of said item from the county's Capital Asset listing: Asset number 08652-005 as part of the ongoing budgeted renovation of the Coastal Region Library. **(Eric Head, Community Resources Director)**

B.3. Library Services Furniture Asset Deletion

Approve the deletion of the following items from the inventory of Library Services and the removal of said items from the county's Capital Asset listing: Assets numbers 30024, 30025 & 30026. **(Eric Head, Community Resources Director)**

B.4. Library Services Furniture Asset Deletion

Approve the deletion of the following items from the inventory of Library Services and the removal of said items from the county's Capital Asset listing: Assets numbers 08653-002, 08653-003, 08653-005, 08858-002, and 08859 (assorted furniture). **(Eric Head, Director Community Services)**

B.5. Library Services Furniture Asset Donation

Approve the donation of the following items from the inventory of Library Services and the removal of said items from the county's Capital Asset listing: Assets numbers 08859 (assorted furniture), 08859-031 and 00859-B506. **(Eric Head, Director Community Services)**

B.6. Transit Development Plan (TDP) 2024 Annual Progress Report

Approve and adopt the 2024 Annual Transportation Development Plan Progress Report. **(Eric Head, Director Community Services)**

B.7. Public Transportation Agency Safety Plan - 2024 Revision

Approve and authorize the chairman to adopt the Citrus County Transit Public Transportation Agency Safety Plan (PTASP) - 2024 Revision and execute page 4 of the included Citrus County Transit Public Transportation Agency Safety Plan. **(Eric Head, Director Community Services)**

B.8. Flood Mitigation Assistance Program

a. Adopt and authorize the Chairman or the 1st Vice Chairman, respectively, to execute a Resolution to give authorization to sign and submit subapplications to obtain FEMA FMA Program funding on behalf of qualified Citrus County Property Owners, to sign resulting contracts and other documents or forms as required to carry out the said terms and conditions of said Program for FY 2024, after review by the County Attorney prior to submittal, without the need to bring the documents before the Board.

b. Authorize the Chairman or the 1st Vice Chairman, respectively, to designate the Housing Mitigation Grant Specialist as the approved staff member to electronically submit documents to FDEM for Residential Mitigation Reconstruction Projects for FY2024 after review by the County Attorney prior to submittal, without the need to bring the documents before the Board. **(Michelle Alford, Director Housing Services)**.

Fire Services

Human Resources

Management and Budget

Growth Management

B.9. RPLT2023-00015 Visuetti Subdivision

a. Review RPLT2023-00015, Viusuetti Subdivision.

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)**

Public Works

B.10. Resolutions - FDOT, FDEP & SWFWMD

Adopt and authorize the Chairman to execute Resolutions and Certificates of Incumbency and Authority on behalf of Citrus County for the Florida Dept of Transportation, the Florida Dept of Environmental Protection and Southwest Florida Waste Management District. **(Carlton Hall, Interim Director Public Works)**

Systems Management

B.11. Revision of Systems Management / Records Management Administrative Regulations

Approve and authorize changes to the Systems Management -Records Information Management Administrative Regulations **(Todd Dunn, Chief Information Officer)**

Visitors and Convention Bureau

Water Resources

B.12. Connection Charge Installment Lien Agreement - Daniel Weeks

- 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 Daniel R Weeks.
- 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).**

Set Public Hearings Workshops

B.13. Set a Public Hearing on an Ordinance Pertaining to the License Compliance Special Master

Set a public hearing on September 10, 2024 at 1:30 PM on an ordinance of Citrus County, Florida, amending Chapter 18, Article II, Section 18-56(a); amending Section 18-57(1); amending Section 18-58(b) and (c); amending Section 18-59; amending Section 18-60; adding a section entitled Powers and Duties of the Licensing Compliance Special Master as to Matters Concerning State Certified Contractors; amending Section 18-61; adding a section entitled Orders of Special Master to be Recorded; amending Section 18-62; amending Section 18-63; amending Section 18-64; providing for severability; providing for scrivener's errors; providing for codification and inclusion into the code; providing for modifications that may arise from consideration at Public Hearing; and providing for an effective date. **(Eric Landon, Growth Management Director)**

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

C.1. Proclamation -- International Overdose Awareness Day

Approve and authorize the Board to proclaim August 6, 2024 as International Overdose Awareness Day

C.2. Proclamation -- Breastfeeding Support Month

Approve and authorize the Board to proclaim Breastfeeding Support Month in Citrus County, Florida.

C.3. Retirement Recognition for Todd Dunn, Chief Information Officer

Approve and authorize the Board to present a Certificate of Recognition to Todd Dunn, Chief Information Officer. (June Randall, Human Resources Director)

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. RFP 24-085 Federal Lobbyist Services; Alcalde & Fay, LTD. Inc

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Alcalde & Fay, LTD. Inc to provide professional consulting services for representing Citrus County, Florida in legislative matters at the federal level. **(Erin Dohren, Director of the Department of Management & Budget)**

E.1.b. ITB 24-031 Lecanto Government Building Chiller Replacement Project (Furnish and Install); Bernhard MCC, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Barnhard MCC, LLC to furnish and install a replacement of the existing Chiller at the Lecanto Government Building and to furnish all permits, if required, supervision, labor, materials, supplies, and equipment necessary. **(Carlton Hall, Interim Director of Department of Public Works)**

E.1.c. AGR 23-063 Amendment No. 1 to Interlocal Agreement; EMS Billing and Collection Services; Pasco County, a political subdivision of the State of Florida.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Interlocal Agreement between Citrus County, Florida and Pasco County, Florida to provide EMS Billing and Collection Services. **(Chief Craig Stevens, Fire Services)**

E.1.d. PB 24-036 Amendment No. 1; Omnia Contract #23-6692-03 Technology Product Solutions and Related Services; Insight Public Sector, Inc.

Approve and Authorize the Chairman to execute the Amendment to the Agreement with Insight Public Sector, Inc. to include the purchase of scanners and maintenance and support services. **(Eric Head, Director of Community Services)**

E.1.e. PB 24-151 Volusia County, Florida Master Agreement No. 815 50046-1 HVAC & Sheet Metal Fabrication; Air Mechanical & Service Corp

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Air Mechanical & Service Corp to provide HVAC and fabrication of sheet metal on an as-needed basis. **(Carlton Hall, Interim Director Department of Public Works)**

E.1.f. RFQ 21-095 Work Authorization; Continuing Contract for Professional Engineering Services; Crystal River Airport - Electrical Vault Emergency Rehabilitation; Infrastructure Consulting & Engineering, PLLC, LLC

Approve and Authorize the Chairman to execute a Work Authorization to Infrastructure Consulting & Engineering, PLLC, LLC for the Crystal River - Electrical Vault Emergency Rehabilitation, pending approval of Budget Resolution by the Board. **(Carlton Hall, Interim Director of Public Works Department)**

E.1.g. PB 24-171 City of North Port, Florida Contract No. 2023-40.001 Inflow and Infiltration Rehabilitation; Engineered Coating Solutions, LLC

Approve and Authorize the Chairman to execute the agreement between Citrus County, Florida and Engineered Coating Solutions, LLC to provide construction services in accordance with the Inflow and Infiltration rehabilitation of sanitary sewers and manholes on an as-needed basis. **(Ken Cheek, Director of Water Resources)**

E.1.h. RFQ 19-104 Amendment No. 2; Professional Engineering and Consulting Services Cambridge Greens Sewer Project; Pigeon-Ardurra, LLC

Approve and Authorize the Chairman to execute the amendment to the Agreement between Citrus County, Florida and Pigeon-Ardurra, LLC, to add specific new tasks and extend the duration of the construction phase of the project. **(Ken Cheek, Director of Water Resources)**

E.1.i. PB 24-179 Lee County, Florida No. B240030KCW Services to Repair, Replace, or Supply Plant Equipment; John Mader Enterprises, Inc. dba Mader Electric Motors

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and John Mader Enterprises, Inc. dba Mader Electric Motors to provide services to repair, replace, or supply utility plant equipment on an as-needed basis. **(Carlton Hall, Interim Director of Public Works Department)**

E.2. Budget Transfers

Approve the budget transfers for Building, Utilities (2), Aviation, Road Maintenance

and Community Services 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 Florida Department of Transportation Aviation Development grant, the Southwest Florida Water Management District grant, the Transportation Disadvantaged Trip and Equipment grant, the Emergency Home Energy Assistance for the Elderly grant, the Detention Services, the Road Maintenance, the Older American's Act - American Rescue Plan – Title III E grant, the Older American's Act – American Rescue Plan - Title III C-1 grant and the Opioid Settlement budgets for fiscal year 2023-2024. **(Erin Dohren, Director Management & Budget)**

E.4. Change Order to Grant Agreement WG030

Approve and Authorize the Chairperson to execute the grant funding change order for the agreement WG030 between Citrus County, Florida and FDEP for the project known as Meadowcrest WWTF Denitrification Filters Retrofit. **(Ken Cheek, P.E., Director Water Resources)**

E.5. Citrus County Aviation Advisory Board Bylaws

Authorize the Chairman to approve the Citrus County Aviation Advisory Board's Bylaws. **(Carlton Hall, Interim Public Works Director)**

E.6. Waste Disposal Account Agreement for Waterside Environmental Care

- a. Approve and authorize the Chairman to execute a Waste Disposal Account Agreement between Citrus County and Waterside Environmental Care for disposal fees up to \$3,000.00.
- b. Approve termination of the existing Waste Disposal Account Agreement with Waterside Environmental Care dated August 14, 2012 and transfer cash deposit to new agreement. **(Carlton Hall, Interim Public Works Director)**

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

E.8. W Marc Knighton Ct Extension Road Right of Way Plat

Approve and authorize the Chairman to execute the Road Right of Way Plat for the W Marc Knighton Court Extension and direct the Clerk of Court to record the plat in the road right-of-way plats of Citrus County, Florida. **(Carlton Hall, Interim Public Works Director – Walt Eastmond, Technical Services Division Director)**

E.9. Waste Disposal Account Agreement for Habitat for Humanity

- a. Approve and authorize the Chairman to execute a Waste Disposal Account Agreement between Citrus County and Habitat for Humanity of Citrus County, Inc. for disposal fees up to \$2,200.00.
- b. Approve termination of the existing Waste Disposal Account Agreement with Habitat for Humanity of Citrus County, Inc. and transfer cash deposit to the new agreement. **(Carlton Hall, Interim Public Works Director)**

E.10. Suncoast Parkway II (ITB 23-077) from SR44 to CR486 Utility Adjustment Project Release of Retainage

Accept the completed Suncoast Parkway II from SR44 to CR486 Utility Adjustment Project and approve the release of retainage funds in the amount of \$48,793.85, (forty-eight thousand seven hundred ninety-three dollars and eighty-five cents) to Accurate Drilling Systems, Inc. **(Ken Cheek, P.E., Director Water Resources)**

E.11. Radio Tower Security Upgrade

- a. Approve upgrade to the radio tower.
- b. Approve related budget transfer. **(Citrus County Sheriff, Mike Prendergast)**

E.12. New Grant Funded Position Request - Case Manager

Approve the addition of one (1) Case Manager position. **(Eric Head, Community Services Director, Lynsie Roddenberry, Support Services 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. 1:15 p.m. - Aviation Attorney

Approval to retain Christopher Wilson to assist with aviation matters and authorize the County Attorney to sign the Engagement Agreement.

H.2. 1:30 p.m. Conduct a public hearing to consider the proposed reimposition of a Stormwater MSBU for Fiscal Year 2024-2025.

- 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 2024-2025.

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, Interim Public Works Director)

H.3. 1:31 p.m. Conduct a public hearing to consider the proposed imposition of Utility Availability Assessments for Fiscal Year 2024-2025.

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, 2024, 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.4. 1:35 p.m. PV2024-00001 Rental of Inverness, Inc.

a. Conduct a public hearing on August 6, 2024 at 1:35 p.m. to consider PV-202400001, Rental of Inverness, Inc.

b. If approved, direct the Chairman and Clerk to execute the Resolution and the Clerk to record the Resolution in the public records. **(Eric Landon, Growth Management Director)**

H.5. 1:40 p.m. Road Resurfacing Presentation

Presentation on Road Resurfacing

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

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

M.1. Safe Use of Medians Ordinance

Motion and vote to direct the County Attorney to prepare an ordinance for our consideration that addresses this matter for the health, safety and welfare of the citizens of and visitors to Citrus County, Florida.

N. 1ST VICE CHAIR REBECCA BAYS - DISTRICT 4

N.1. FDOT - Truck Route Study for Floral City CR48 (Orange Ave)

- a. Adopt and authorize the Chair to execute a Resolution requesting FDOT assistance with an I-75 Truck Route Study and; develop and implement possible countermeasures to address and re-direct through truck traffic from using CR48 (Orange Ave) in Floral City, a Canopy Protected roadway and Historic Overlay Area.
- b. Request the Board to forward the signed Resolution and request a companion Resolution be adopted and approved by the Hernando/Citrus MPO Board and forwarded to the FDOT. **(Carlton Hall, Interim Public Works Director / Walt Eastmond, Tech. Svcs. Director)**

O. CHAIR HOLLY L. DAVIS - DISTRICT 5

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

Q. OPEN TO THE PUBLIC

R. ADVISORY BOARD ANNOUNCEMENTS

S. UPCOMING MEETINGS

1. Regular Meeting, September 10, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, September 24, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, October 8, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

T. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. Tentative Budget Hearing: Wednesday, September 11, 2024, at 5:01PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

Board of County Commissioners Meeting - August 6, 2024

2. Final Budget: September 24, 2024, at 5:01PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

U. PUBLIC HEARINGS

U.1. 5:01 pm AA-2024-00005 Chelsea Ouimette

- a. Conduct a public hearing on August 6, 2024, at 5:01 p.m. to consider application AA-2024-00005, Chelsea Ouimette.
- b. If approved, direct the Chair and Clerk to execute the ordinance for AA-2024-00005, Chelsea Ouimette. **(Eric Landon, Growth Management Director)**

U.2. 5:10 pm CPA/AA-2023-00009 McKenzie/Cartdav - MDR to GNC

- a. Conduct a public hearing on August 6, 2024, at 5:10 p.m. to consider application CPA/AA-2023-00009, Brenda McKenzie for Cartdav, LLC.
- b. If approved, direct the Chair and Clerk to execute the ordinances for CPA/AA-2023-00009, Brenda McKenzie for Cartdav, LLC. **(Eric Landon, Growth Management Director)**

U.3. 5:15 pm CPA-2024-00002 Cardinal IMA update Adoption

- a. Conduct a public hearing on August 6, 2024, at 5:15 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)**

V. ADJOURN