



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

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

AGENDA

March 11, 2025 - 1:00 PM

**Rebecca Bays, Chairman, District 4
Diana Finegan, 1st Vice Chair, District 2
Janet Berek, 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, 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. PROCLAMATIONS, AWARDS & PRESENTATIONS

B.1. Proclamation -- EPA Fix A Leak Week

Approve and authorize the Board to execute a proclamation declaring the week of March 17-23, 2025, as "Fix a Leak Week" in Citrus County, Florida. The Fix a Leak Week proclamation aids in raising awareness of the magnitude of water wasted to leaks annually. Additionally, citizens learn how to identify and fix leaks.

B.2. Proclamation -- Colorectal Cancer Awareness Month

Approve and Authorize the Board of County Commissioners to acknowledge March as Colorectal Cancer Awareness Month.

B.3. Proclamation and Presentation for the 23rd Annual March For Meals Month

- a. Approve and Authorize the Citrus County Board of County Commissioners to execute the Proclamation of "23rd Annual March For Meals Month."
- b. Approve and Authorize the Presentation of Proceeds from the Circle of Friends Gift Shop.

B.4. Proclamation -- National Athletic Training Month

Approve & Authorize the Board of County Commissioners to proclaim March as National Athletic Training Month.

B.5. Proclamation -- 2025 National Procurement Month

Approve and authorize the Board to execute a proclamation declaring the month of March 2025 as "National Procurement Month" in Citrus County, Florida.

C. CONSENT

Minutes

C.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
February 25, 2025 Attorney Client Session
February 25, 2025 Regular Meeting

Administration

Attorneys Office

Clerk

Community Services

Fire Services

Human Resources

C.2. Veterans Preference Recruitment Plan

Approve Administrative Regulation 7.26, Veterans Preference Recruitment Plan. **(June Randall, Human Resources Director, Jessica Flynn, Human Resources Manager)**

Management and Budget

C.3. Quarterly Budget Status Report

Acknowledge receipt of the 1st Quarter Budget Status Report from October 1, 2024, through December 31, 2024. **(Erin Dohren, Management & Budget Director)**

C.4. 2025 Federal Appropriation Requests - Project List

Approve and authorize staff to submit projects to Congressman Gus Bilirakis' Office for the Community Budget Requests. **(Carlton Hall, Public Works Director, Craig Stevens, Fire Chief, Ken Cheek, Water Resources Director, Steve Baham, Economic Development Director)**

Growth Management

Public Works

C.5. Deletion of Surplus Property Asset # B93 Landfill Waste Water Treatment Plant

Approve deletion of the collection and storage tanks, asset #B93 from the inventory of the Department of Public Works, Division of Solid Waste and the removal of the same items from the County's capital asset listing. **(Carlton Hall, Public Works Director)**

C.6. Hook Company Waste Disposal Account Agreement

- a. Approve and authorize the Chairman to execute a Waste Disposal Account Agreement between Citrus County and Bentley Waste Service LLC dba Hook Company for disposal fees up to \$26,000.00 and accept Nationwide Mutual Insurance Company Bond No. 7901239479.
- b. Approve termination of the existing Waste Disposal Account Agreement with Bentley Waste Service LLC dba Hook Company dated July 9, 2024, and return the security deposit of \$18,000.00. **(Carlton Hall, Public Works Director)**

Systems Management

Visitors and Convention Bureau

Water Resources

C.7. Connection Charge Installment Lien Agreement - Toni Munch

- 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 Toni Munch.
- 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

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. ITB 24-128 Road Resurfacing of: Small County Outreach Program (SCOP) Project East Turner Camp Road from East Matthew Meadow Court to the East end of East Turner Camp Road (including boat ramp parking area); Superior Asphalt, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Superior Asphalt, Inc., to provide construction for SCOP resurfacing Project East Turner Camp Road from East Matthew Meadow Court to the East end of East Turner Camp Road (including boat ramp parking area) at a cost of \$1,891,001 including the Contingency amount of \$216,713. This is funded by a SCOP Grant through FDOT. **(Carlton Hall, Public Works Director)**

E.2. Budget Transfers

Approve the budget transfers for the Housing and the Beverly Hills MSBU for fiscal year 2024-2025. **(Erin Dohren, Management & Budget Director)**

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution adopting/amending the Florida Department of Environmental Protection (FDEP) and the State Housing Initiatives Partnership grant budgets for fiscal year 2024-2025. **(Erin Dohren, Management & Budget Director)**

E.4. PLT-21-14 Fairways at Twisted Oaks Phase II Perpetual Public Maintenance

a. Approve and authorize the Board to release the Interim Maintenance agreement and Maintenance bond.

b. Accept Perpetual Public Maintenance of the roads and rights-of-way for the Fairways at Twisted Oaks Phase II subdivision. All drainage easements and stormwater tracts are dedicated privately to the Fairways at Twisted Oaks Homeowners Association. Citrus County is granted the right to discharge stormwater from the Public Roads. **(Carlton Hall, Public Works Director)**

E.5. Request for Additional Engineering Technicians (Transportation and Stormwater) for Technical Services Division

a. Request Board approval of the two (2) inspector positions for the Technical Services Division – Transportation Section. The mid-year cost of these two (2) positions: (\$85,575 salaries and \$107,530 incidentals; including phones, computers, vehicles, etc.) totaling \$193,105; with annual salaries totaling \$149,292 for both positions. This cost will replace outsourced inspectors.

b. Approve the related Budget Transfer for the requested two (2) inspector positions to the Technical Services Division - Transportation Section from the Transportation Fund.

c. Request Board approval of the two (2) inspector positions for the Technical Services Division – Stormwater Section. The mid-year cost of these two (2) positions: (\$85,575 salaries and \$107,530 incidentals; including phones, computers, vehicles, etc.) totaling \$193,105; with annual salaries totaling \$149,292 for both positions.

d. Approve the related Budget Transfer for the requested two (2) inspector positions to the Technical Services Division – Stormwater Section from the Stormwater MSBU. **(Carlton Hall, Public Works Director)**

E.6. Approve the recruitment of one (1) additional part-time Grounds Maintenance Technician I for the Beverly Hills MSBU.

a. Approve the recruitment of one (1) additional part-time Grounds Maintenance Technician I for the Beverly Hills MSBU.

b. Approve related budget transfer **(Carlton Hall, Public Works Director)**

- E.7. Monument Sign Designs - Beautify Citrus Target for Action 2023**
Select preferred conceptual sign. **(Carlton Hall, Public Works Director)**
- E.8. Notice Regarding Property from List of Land Available for Taxes.**
a. Approve and Authorize the Chairman to execute a notice regarding for HILTOP PB 5 PG 42 LOT 90 BLK B – AK 2033738 - 98 N. Saturn Ave., Inverness.
b. Authorize Staff to forward the document to the Citrus County, Florida, Clerk of the Circuit Court. **(Carlton Hall, Public Works Director)**
- E.9. Office Space Inverness - Target for Action 2024; Target for Action 2025**
Approve and authorize staff to begin negotiations with the City of Inverness to develop a lease agreement for available space at the Inverness Government Center. **(Carlton Hall, Public Works Director, Tom Henry, Construction Manager)**
- E.10. Release of Retainage ITB 24-088 Superior Asphalt Inc - Work Order SA-1**
a. Accept the completed project and acknowledge Pay App #5 Release of Retainage as the close-out of Work Order #SA-1 for the Full Depth Reclamation Services of W Basilico St, S Hancock Rd, N Nashville Ave, N Lazy Trail, and S Bea Ave.
b. Approve the release of retainage and authorize the Clerk to release retainage to the contractor, Superior Asphalt, Inc. in the total amount of \$147,889.61
c. Return any encumbered funds back to the appropriate accounts. **(Carlton Hall, Public Works Director)**
- E.11. Proposed Cambridge Greens Septic to Sewer Assessment Area - AR 11.10-1, Permanent Reassignment of Development Rights (DVR) 2025-003 Rummel**
a. Approve and authorize the Chairman to execute the Permanent Reassignment of Development Rights Agreement for residential properties within the Cambridge Greens Septic to Sewer Assessment Area for Edward D. & Georgia L. Rummel, DVR 2025-003.
b. Authorize the Clerk to attest and record in Public Records of Citrus County, Florida. **(Ken Cheek, PE., Water Resources Director)**
- E.12. Modification of Intergovernmental Agreement**
Approve and authorize the Chairman to execute the Modification of the Intergovernmental Agreement. **(Joe Whittick, Contract Monitor)**
- E.13. CoreCivic Contract Monitoring Update for January 2025**
Concur with the recommended action of the non-performance assessment for the month of January 2025, the County assessed a nonperformance assessment of \$5,000 per day, for a total of \$155,000. **(Joe Whittick, Contract Monitor)**
- E.14. Citrus Springs Civic Association Request for Office Space**
Discuss the request of Citrus Springs Civic Association, Inc. for a lease agreement with Citrus County for use of space at the Citrus Springs Community Center and direct staff on next actions. **(Eric Head, Community Services Director)**

E.15. JAGC Local Grant-Citrus County's Sheriff's Office

Approve the JAGC award agreement C-6N128 to be signed by County Administrator Steve Howard. **(Sheriff David Vincent, Citrus County Sheriff's Office)**

E.16. Ratify the Signature of the County Administrator/Sheriff's Office

Ratify the signature of the County Administrator/Sheriff's Office for the Basic Ordering Agreement with ICE (Immigration and Customs Enforcement). **(David Vincent, Sheriff, Steve Howard, County Administrator)**

E.17. Partial Release of Liens

Request is made that the Chairman of the Board of County Commissioners execute the Partial Release of Liens affecting title to 4381 E. Trail X, Inverness, Florida (Legal Description: Altkey: 3180931; TRAIL X UNREC SUB LOTS 9 & 10 DESC AS: LOT 9 COM AT NE COR SE 1/4 OF SW 1/4 OF SEC 25-19-19 TH S 0DEG 43M 30S E 422.71 FT TH S 89DEG 46M 50S W 87.35 FT TO POB TH CONT S 89DEG 46M 50S W 70.00 FT TH S 0DEG 39M E 140 FT TH N 89DEG 46M 50S E 70.00 FT TH N 0DEG 39M W 140.00 FT TO POB----AND----LOT 10 COM AT NE COR OF SE 1/4 OF SW 1/4 OF SEC 25-19-19 TH S 0DEG 43M 30S E 422.71 FT POB TH CONT S 0DEG 43M 30S E 140.01 FT TH S 89DEG 46M 50S W 87.55 FT TH N 0DEG 39M W 140.00 FT TH N 89DEG 46M 50S E 87.35 FT TO POB DESC IN OR BK 771 PG 1919 & OR BK 1148 PG 2083 & 1677 PG 1700; Parcel ID: 19E19S25 3C000 0090). **(Eric Landon, Growth Mangement Director)**.

E.18. Voting System Upgrade - Supervisor of Elections

Approve allowing the Supervisor of Elections to replace all tabulators and high-speed scanners using reserve funds. **(Maureen Baird, Supervisor of Elections)**

F. OUTSTANDING COMMISSION ITEMS

- F.1. Outstanding List Update - Veronica Kampchroer, Project Manager**
Legislative Update - James Toy, Intergovernmental Affairs Manager

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

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:05 PM FY 25/26 Budget Development Presentation

Conduct Budget Presentation to receive direction regarding the development of the 2025/2026 budget. **(Erin Dohren, Management & Budget Director)**

H.2. 1:10PM Public Hearing for Sections 5307 FY25-26

- a. Conduct a public hearing as required by the Federal Transit Administration to obtain public input on the Program of Projects for Sections 5307 funding.
- b. The Chairman, or 1st Vice Chairman, respectively of the Board of County Commissioners of Citrus County, Florida, is authorized to execute the Designation of Signature Authority for the Transit Services Director and County Attorney.
- c. Authorize electronic submission of the grant application, resulting contract,

amendments, assurances, and certifications by the County Attorney and Transit Services Director as required to obtain funding from the Federal Transit Administration, after review by the County Attorney, without the need to bring the documents before the Board of County Commissioners of Citrus County, Florida.
d. Authorize staff to submit a request for Toll Revenue Credits to FDOT in the amount of \$158,000 for use as Capital Match for FTA 5307 grant. **(Eric Head, Community Services Director)**

H.3. 1:15PM Presentation -- Necessary Steps for Placing a Local Option Sales Tax on 2026 General Election Ballot

1:15PM Presentation -- Necessary Steps for Placing a Local Option Sales Tax on 2026 General Election Ballot

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

J. COMMISSIONER HOLLY L. DAVIS - DISTRICT 5

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

L. 2nd VICE CHAIR JANET BAREK- DISTRICT 3

M. 1ST VICE CHAIR DIANA FINEGAN - DISTRICT 2

M.1. Potential Parks Expansion

Direct staff to research and bring back options and cost estimates for development specifically for use as multi-purpose fields including the necessary amenities to support the growing needs of youth soccer and football in our community.

N. CHAIR REBECCA BAYS - DISTRICT 4

N.1. Request to move Tuesday, July 22, 2025, Board of County Commissioners meeting to Tuesday, July 29, 2025

Request approval from Board to move Tuesday, July 22, 2025, Board of County Commissioners meeting to Tuesday, July 29, 2025

O. COUNTY ATTORNEY DENISE A. DYMOND LYN

P. OPEN TO THE PUBLIC

Q. UPCOMING MEETINGS

1. Regular Meeting, March 25, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, April 8, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, April 22, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

R. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. Development Forecast Tool Retreat: March 25, 2025, at 8:30AM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Legislative Planning Retreat August 14, 2025, at 9:00AM, Lecanto Government Building, 3600 W. Sovereign Path, Lecanto, FL 34461, Room 166.

S. PUBLIC HEARINGS

S.1. 5:01 pm PUD3026 Clearview Estates commercial tracts modify

- a. Conduct a public hearing on March 11, 2025, at 5:01 p.m. to consider application PUD3026, Citrus Hills Investment Properties for Clearview Estates Development of Regional Impact (commercial tracts).
- b. If approved, direct the Chair and Clerk to execute the ordinance for PUD3026, Citrus Hills Investment Properties for Clearview Estates Development of Regional Impact (commercial tracts). **(Eric Landon, Growth Management Director)**

S.2. 5:05 pm OA-2024-00006 Land Dev Div – Amend Land Dev Code

- a. Conduct a public hearing on March 11, 2025, at 5:05 p.m. to review and consider application OA-2024-00006, Land Development Division - Amendment to Land Development Code - multiple chapters.
- b. If approved, direct the Chair and Clerk to execute the ordinance for OA-2024-00006, Land Development Division - Amendment to Land Development Code - multiple chapters. **(Eric Landon, Growth Management Director)**

T. ADJOURN