

**BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA**  
**Citrus County Courthouse**  
**Room 100, 110 N. Apopka Avenue, Inverness, FL 34450**

**AGENDA**

**March 23, 2021 1:00 PM**

**Scott Carnahan, Chair, District 4**  
**Ronald E. Kitchen Jr., 1st Vice Chair, District 2**  
**Ruthie Davis Schlabach, 2nd Vice Chair, District 3**  
**Jeff Kinnard D.C., Commissioner District 1**  
**Holly L. Davis, Commissioner, District 5**

**Angela Vick, Clerk of the Circuit Court**  
**Charles R. Oliver, County Administrator**  
**Denise A. Dymond Lyn, County Attorney**

**MISSION**

Citrus County Government is a value-driven organization dedicated to responsive citizen service by providing quality programs, services and facilities to build a strong community and promote the best quality of life for our citizens.

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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.

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**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. **Board of County Commissioners - Special Meeting Attorney/Client Session - Feb 23, 2021 9:00 AM**
- B.2. **Board of County Commissioners - Special Meeting Attorney/Client Session - Feb 23, 2021 9:15 AM**
- B.3. **Board of County Commissioners - Public Workshop - Feb 23, 2021 9:30 AM**
- B.4. **Board of County Commissioners - Regular Meeting - Feb 23, 2021 1:00 PM**

**Administration**

**Attorneys Office**

**Clerk**

**B.5. County Warrants**

Accept the attached check registers outlining the County warrants.

**Community Services**

**Fire Services**

**B.6. Surplus Property - Miscellaneous Items**

Authorize staff to sell the equipment as listed on the backup through GovDeals on-line auction service. In the event the items do not sell, authorize staff to dispose of the surplus property according to County Policy and authorize the Clerk of Court to delete property from the inventory of Citrus County Fire Rescue and removal of same items from the county's capital asset listing. Asset ID #s: 54125; 54005; 54004; 16021; 54436; 54134 (see attached)

**Human Resources**

**Management and Budget**

**Planning and Development**

**Public Works**

**B.7. Deletion of Surplus Property**

Approve deletion of the following item from the inventory of the Aviation Section of the Engineering Division, and remove said item from the county's capital asset listing: Asset #14392 - Rotating Beacon

**Systems Management**

**B.8. Public Records Report**

Acknowledge receipt of the monthly Public Records Request report for January 2021

**B.9. 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-0400

**Visitors and Convention Bureau**

**Water Resources**

**B.10. Connection Fee Lien Agreement - Hudson Properties**

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 Wastewater Utility Services for Hudson Properties Inc.

**B.11. Connection Fee Lien Agreement - Klement's Investment Properties LLC**

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 Wastewater Utility Services for Klement's Investment Properties LLC.

**B.12. Release of Lien - Water & Wastewater Services**

Approve and authorize the Chairman to execute 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 Ron Williams, Lester Haager, Barbara Edwards, Michael Nalley, Roger Kirby, Lewis Tippett, Wayne Spaulding, Melissa & Jerry Larkins, Lowell Conway, Donald Griffin, William Meehan, Donald Saylor, Phillip Henry, David Butler, David & Jane Millhisler, Charles Sanacore, Peter Morris, Bruce Emberly, Raymond Dunn, Vernon Dunagan, Al Kueberth, and Jacqueline Bilodeau.

### **Set Public Hearings**

#### **B.13. Budget Hearings**

Set the dates and times for the FY 2021/2022 Budget Hearings: Library Special District Preliminary Budget Hearing on Wednesday, July 28, 2021 at 8:30 a.m., Fire Protection Special District Preliminary Budget Hearing on Wednesday, July 28, 2021 at 8:45 a.m., Board of County Commissioners Preliminary Budget Hearing on Wednesday, July 28, 2021 at 9:00 a.m., Tentative Budget Hearing on Thursday, September 9, 2021 at 5:01 p.m., and the Final Budget Hearing on Tuesday, September 28, 2021 at 5:01 p.m. at the Citrus County Courthouse, 110 North Apopka Avenue, Room 100, Inverness.

#### **B.14. Set Special Meeting regarding proposed Stormwater Utility Assessment**

Set a Special Meeting on September 9, 2021, at 1:00 p.m. to conduct a public hearing regarding the proposed Stormwater Utility Assessment.

### **C. PROCLAMATIONS**

#### **C.1. Proclamation - National Library Week**

Approve and authorize the Board to execute a proclamation declaring April 4 through April 10, 2021, as “National Library Week” in Citrus County.

#### **C.2. Proclamation - Developmental Disability Awareness Month**

Approve and authorize the Chairman to Proclaim March 2021 as Developmental Disabilities Month in Citrus County Florida.

### **D. OPEN TO THE PUBLIC**

**E. REGULAR BUSINESS**

**E.1. Bids**

- a. **ITB 19-033 Amendment No. 2; Bunch Lawn Care LLC and Amendment No. 1; GAMCO Properties III, Inc. Mowing and Trimming of Median/Curbed Roadways with Litter Pick-up Services;**

a. Approve and Authorize the Chairman to execute the Amendment No. 2 to the Agreement between Citrus County, Florida and Bunch Lawn Care, LLC to provide mowing and litter pick-up of curbed roadways and medians throughout the County.

b. Approve and Authorize the Chairman to execute the Amendment No. 1 to the Agreement between Citrus County, Florida and GAMCO Properties III, Inc to provide mowing and litter pick-up of curbed roadways and medians throughout the County.

- b. **QTE 19-037 Amendment No. 1; Mowing of the Cemeteries & Clerks Annex; N & B Clean Out & Lawn Mowing Services**

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida, and N & B Clean Out & Lawn Mowing Services to provide mowing at the County Cemeteries and Clerk of Court Annex Building.

- c. **ITB 21-049 Inverness Airport Business Park Water and Wastewater Force Main Extension Project**

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida, and the awarded Contractor as soon as the Agreement is received by the staff and sent for execution with County Attorney's office and Risk Management's approval.

- d. **RFQ 18-060 Work Authorization; Continuing Contract Professional Utility Engineering Services; Burrell Engineering, Inc.**

Approve and Authorize the Chairman to execute the Work Authorization for Burrell Engineering, Inc. to provide professional engineering services for the Department of Water Resources at a cost of \$42,792.

**E.2. Budget Transfers**

Approve budget transfers for Community Services and Utilities (2) for fiscal year 2020-21.

**E.3. Budget Resolution**

Adopt and authorize the Chairman to execute a resolution amending/adopting Library Services Florida Arts Program and Homeland Security Program grant budgets for fiscal year 2020-21.

**E.4. E911 State Grant Citrus County Primary PSAP Hardware Upgrade**

Approve and authorize the Chairman to execute the Grant Agreement for the E911 State Grant for the Citrus County Primary PSAP Recorder Replacement in the amount of \$55,850 with no matching funds.

**E.5. Notice of Demolition to Heirs**

Request the Board of County Commissioners determine whether Code Compliance should move forward with the demolition process regarding the property located at 5685 W. Murphy Ct., Homosassa.

**E.6. Accept Offer to Purchase Surplus Property**

a. Approve the Purchase and Sale agreement with Kyle A. and Jennifer Roberts and authorize Chairman to execute the same.

b. Approve and Authorize Chairman to execute a County Deed to Kyle A. and Jennifer Roberts, husband and wife, for AK 1830800, N1/2 of Lot 5, Blk 423A, of A Replat of a Portion of Inverness Highlands West, First Addition According to a plat thereof recorded in Plat Book 6, Pages 116 through 122, Inclusive, Official Records of Citrus County, Florida and authorize the Clerk to record said document in the Public Records of Citrus County, Florida.

c. Authorize staff to deliver deed upon receipt of payment.

**E.7. FDOT Aviation Grant Agreement - Contract # G1T85 for the Design and Construct Vehicle Parking for T-Hangars Project at the Inverness Airport**

a. Approve and authorize the Chairman to execute the attached Acceptance Resolution to be included in the FDOT Aviation Grant Contract.

b. Approve and authorize the Chairman to execute the FDOT Aviation Grant Contract - G1T85 for the Design and Construct Vehicle Parking for T-Hangars Project.

**E.8. The Craftsmans Guild, Resolution and Lease Agreement**

a. Discussion and consideration of a proposal from Craftsmans Guild, Inc., a Florida Not for Profit Corporation, to lease the building

located on the property known as the Central Ridge Community Park, located at 52 Civic Circle, Beverly Hills, Florida, for the purpose of providing a fully equipped woodworking workshop for members to meet and complete individual woodworking projects.

b. Adopt and authorize the Chairman to execute a Resolution of the Board acknowledging the request from Craftsmans Guild, Inc., a Florida Not for Profit Corporation, to lease property owned by the County.

c. Approve and authorize the Chairman to execute the Lease Agreement for a period of three (3) calendar years, beginning April 1, 2021 through March 31, 2024.

**E.9. Transit Services Lapsing Funds**

a. Discuss and give direction on Increasing Fuel Reserve Capacity. We recommend approval.

b. Discuss and give direction on Scheduling Software. We recommend approval.

c. Discuss and give direction on Bus Storage Facility. While this would be nice, we would question whether this is the best use of federal and County funds.

1. If Approved, authorize an amendment to the current Urban Area grant contract to change unused operation assistance funds to allow for a feasibility study to determine the estimated cost.

**F. OUTSTANDING COMMISSION ITEMS**

	BOARD DATE	ISSUE	RESPONSIBLE PARTY	ANTICIPATED COMPLETION DATE	DATE COMPLETED	COMMENTS
1.	12/12/2017 RETREAT	Resolve Landfill Issues	Larry Brock/GMA	Ongoing		
2.	7/9/2019	Proposed Changes to Fireworks/Ordinance Permitting	Denise Lyn	5/1/2021		
3.	11/17/2020	Develop Lease for 10 Acres of Property for LifeStream	Denise Lyn	3/31/2021		Second draft provided to LifeStream
4.	12/8/2020 RETREAT	Contract to hire a consultant to assign the County in Developing a Strategic Plan	Randy Oliver/ Commissioner Davis	3/9/2021		Schedule for Board Consideration 4/13/2021
5.	12/8/2020 RETREAT	Commissioner Schlabach Town Hall Schedule	Randy Oliver	3/11/2021	3/11/2021	COMPLETED
6.	12/8/2020 RETREAT	Workshop for RFP on Solid Waste Garbage Collection	Randall Olney	4/27/2021		

7.	12/8/2020 RETREAT	Agenda Item for an RFP Marketing Firm to Assist County	Randy Oliver/ Commissioner Davis			
8.	12/8/2020 RETREAT	Provide Implementation Plan for Ft Island Trail Multi-Purpose Path	Randall Olney	4/13/2021		
9.	12/8/2020 RETREAT	Consider Half Cent Local Option Sales Tax	Randy Oliver Commissioners			
10.	2/23/2021	Change Fee resolution to provide for in County fees for boaters who either have a valid drivers license with a Citrus County address or pay property taxes in Citrus County	Mariselle Rodriguez/ Denise Lyn	4/13/2021		
11.	3/9/2021	Participation in Elders options under Uniper Project	Mariselle Rodriguez	3/9/2021	3/9/2021	COMPLETED
12.	3/9/2021	Answer Disposition of Roll off Containers at Landfill	Larry Brock	3/23/2021		
13.	3/9/2021	Letter to realtor on Private Cove Property	Randy Oliver	3/23/2021	3/11/2021	COMPLETED
14.	3/9/2021	Design of Cardinal sewer from True Up	Randy Oliver	3/23/2021		
15.	3/9/2021	Distribute Homosassa Golf Cart Study	Randy Oliver	3/23/2021	3/11/2021	COMPLETED

**G. COUNTY ADMINISTRATOR - CHARLES R. OLIVER**

**G.1. Direction regarding principal and accessory structures**

Provide direction to staff

**H. PRESENTATIONS/PUBLIC HEARINGS**

**H.1. 1:30 PM CAFR Presentation**

Presentation of the award for Certificate of Achievement for Excellence in Financial Reporting” (CAFR) to Citrus County by The Honorable Tara S. Green, Clay County Clerk of the Circuit Court and Comptroller and 2020-2021 President of Florida Court Clerks and Comptrollers.

**H.2. 1:35 PM Annual Financial Report**

a. Acknowledge receipt of the Citrus County's Comprehensive Annual Financial Report and condensed Popular Annual Financial Report for the fiscal year ended September 30, 2020.

b. Approve and authorize the Chairman and Clerk as the Chief Financial Officer to authorize the Financial Analyst to submit their signatures electronically on the Annual Financial Report.



**H.3. 1:40 PM Presentation - Annual Investment Performance and Policy Approval**

Approve and adopt the County Investment Policy as stands.

Presentation of the County's investment performance for calendar year 2020 by Honorable Angela Vick, Clerk of the Circuit Court and Comptroller for Citrus County, Florida.

**H.4. 1:45 PM FY 21/22 Budget Development Presentation**

Conduct Budget Presentation to receive direction regarding the development of the 2021/2022 budget.

**H.5. 2:00 PM Public Hearing OA-21-01 Impact Fee**

a. Conduct a public hearing on March 23, 2021 at 2:00PM to review and consider Ordinance OA-21-01, amending the Fee Schedule of Chapter 54 - Impact Fees of the Citrus County Code, aka as the Citrus County Impact Fee Ordinance for Transportation, Schools, Parks, Library, Fire, Emergency EMS, Law and Public Buildings.

b. If approved, adopt and authorize the Chairman and Clerk to execute the ordinance for OA-21-01, amending the Fee Schedule of Chapter 54 - Impact Fees of the Citrus County Code.

**I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS**

**I.1. Value Adjustment Board Citizen Member - Nominate and Appoint**

Nominate and appoint a citizen member to the Value Adjustment Board. The citizen member must own homestead property in Citrus County.

**I.2. Veterans Service Advisory Board**

Nominate and appoint three individuals to fill regular member seats on the Veterans Service Advisory Board for a two year term that will expire March 31, 2023.

**I.3. Water & Wastewater Advisory Board Resignation and Announcement of Expiring Terms**

a. Accept with regret the resignation of William Burda from the Water & Wastewater Authority Board.

b. Announce vacancy available and the taking of applications for one (1) Lay Member with an unexpired term, expiring on January 31, 2023

**J. COMMITTEE REPORTS FROM COMMISSIONERS**

**K. COMMISSIONER HOLLY L. DAVIS - DISTRICT 5**

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

**L.1. Discuss Proceeding with the Design of Utilities to the Holder Industrial Park**

Direct the Administrator to get the design cost to engineer water and sewer to the Holder site.

**M. 2ND VICE CHAIR RUTHIE DAVIS SCHLABACH - DISTRICT 3**

**N. 1ST VICE CHAIR RONALD E. KITCHEN JR. - DISTRICT 2**

**O. CHAIRMAN SCOTT CARNAHAN - DISTRICT 4**

**P. COUNTY ATTORNEY DENISE A. DYMOND LYN**

**Q. OPEN TO THE PUBLIC**

**R. UPCOMING MEETINGS**

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| <ol style="list-style-type: none"><li>1. Regular Meeting: <b>April 13, 2021 at 1:00 PM</b>, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450</li><li>2. Regular Meeting: <b>April 27, 2021 at 1:00 PM</b>, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450</li><li>3. Regular Meeting: <b>May 11, 2021 at 1:00 PM</b>, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450</li></ol> |
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**S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS**

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| <ol style="list-style-type: none"><li>1. Workshop Animal Shelter April 13, 2021, <b>9:00 AM</b>, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450</li></ol> |
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**T. 5:01 P.M. PUBLIC HEARINGS**

**U. ADJOURN**