

BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA

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

AGENDA

October 11, 2011 at 1:00 P.M.

Dennis Damato, District 1, Chairman	Betty Strifler, Clerk of the Circuit Court
Winn Webb, District 5, 1 st Vice Chairman	Richard Wm. Wesch, County Attorney
Joe Meek, District 3, 2 nd Vice Chairman	Brad Thorpe, County Administrator
Rebecca Bays, District 4	
John J. (J.J.) Kenney, District 2	

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.

All persons desiring to address the County Commission will be asked to limit their comments to the specific subject being discussed.

There will be a time limit set for all persons speaking at the public hearings, zone changes, workshops, and "Open To The Public" portion of a meeting. Organizations will be limited to five (5) minutes and individuals to three (3) minutes on either side of the item being discussed.

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 per day to make their request or presentation. 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, Citrus County Courthouse, 110 N. Apopka Avenue, Inverness, FL 34450 (352) 341-6560, TTY (352) 341-6580 at least two days before the meeting.

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- A. CALL TO ORDER – October 11, 2011, Citrus County Courthouse, 110 North Apopka Avenue, Inverness, Florida**
- A1. Invocation**
 - A2. Pledge of Allegiance**
 - A3. Roll Call**
 - A4. Recognition of Public Officials**

B. CONSENT AGENDA

B1. Approve the minutes of the regular meeting held on September 13, 2011, the Tentative Budget hearing on September 15, 2011, and the regular meeting held on September 27, 2011.

B2. Approve the county warrants for payroll and accounts payable.

B3. RESOLUTIONS

a. Adopt and authorize the Chairman to execute resolutions adopting/amending the Sheriff's Office Special Revenue, Transportation Operations, Transportation Disadvantaged, State Housing Initiative Partnership and Animal Services for fiscal year 2010/2011.

b. Adopt and authorize the Chairman to execute resolutions adopting/amending the Transportation Disadvantaged Planning, Transportation Capital (2), Transportation Operations (2), Transportation Operations-Fixed Route Grant, CTD Medicaid Non-Emergency Transportation, Section 8 Rental Assistance Program, Sheriff's Office Special Revenue, Community Care for the Elderly, Title III C-2, Transportation Disadvantaged, Title III C-1, Title III B, Title III E, Title III B- Legal, Medicare Waiver Program, Alzheimer's Disease Initiative, Home Care for the Elderly, Emergency Home Energy Assistance for the Elderly, Senior Center Capital Outlay-Kitchen, Justice and Mental Health Collaboration, Adult Drug Court Enhancement, Senior Companion Program, Federal Election Activity, Small County Outreach- CR581 at Anna Jo Grant, Reclaimed Water System- Black Diamond Transmission Line Grant, Housing Services Grants and the Retired Senior Volunteer Program budgets for fiscal year 2011/2012.

B4. TRANSFERS

a. Approve budget transfers for Community Care for the Elderly (2), Medicaid Waiver Program (2), Title III C-1, Title III B, Emergency Home Energy Assistance Program, Low Income Home Energy Assistance Program, Shelter Plus Care, Senior Companion Program, Home Care for the Elderly, Fleet Management, Community Centers, Social Services, Housing Services, HUD Section 8, Federal Election Activity Grant, Transportation Operations, Insurance Trust Fund, Sunshine Café, Drug Court, Article V Drug Court, Aquatic Services, Vehicle Trust Fund, and the Health Department budgets for fiscal year 2010/2011.

B5. BIDS

- a. LOI 012-11 Approve and authorize the Chairman to execute the Agreement between Citrus County and Pennington, Moore, Wilkinson, Bell and Dunbar, P.A. as the most responsive and responsible Respondent for the LOI 012-11 Eminent Domain Legal Services for the pricing noted in Exhibit "A" of the Agreement.
- b. ITB 053-09 Authorize the Chairman to execute the Amendments to the Agreements between Citrus County and Highland Tractor Company, Ring Power Corporation, Hertz Equipment Rental Corporation, Neff Rental, and GS Equipment, Inc., Godwin Pumps of America, B&G Equipment Supply to provide heavy equipment rental services on an as-needed basis at the same terms, conditions, and pricing as outlined in their original Agreements to expire October 12, 2012.
- c. ITB 031-11 Approve and authorize the Chairman to execute the Agreement between Citrus County and Croft Contracting, Inc as the lowest most responsive and responsible bidder for the West Side Fire Flow Improvements Project U 2011-10 for the pricing noted in Exhibit "A" of the Agreement, and execute related Notice of Commencement.
- d. ITB 042-11 Approve and authorize the Chairman to execute the Agreement between Citrus County and Harris-McBurney Company as the lowest most responsive and responsible bidder for the Black Diamond Reclaim Water Main Extension in the amount of \$261,115 and execute related Notice of Commencement and related budget transfer.
- e. ITB 043-11 Approve and authorize the Chairman to execute the Agreement between Citrus County and Pave-Rite, Inc as the lowest most responsive and responsible bidder for the CR581 & E. Anna Jo Drive Turn Lane Improvements for the pricing noted in Exhibit "A" of the Agreement.

B6. Accept the completed Inverness Airport Maintenance Hanger and Apron Project and approve the release of retainage in the amount of \$124,713.91 to Pave-Rite Inc.

B7. Agreements between Recycling Drop-off Center Groups

- a. Termination of Agreement between Citrus County and Troop 457 and Pack 457 of the Boy Scouts of America dated 12/3/96.
- b. Termination of Facility Use Agreement between Citrus County and the School Board of Citrus County dated 5/11/10.
- c. Approve and authorize the Chairman to execute an Agreement between Citrus County, Boy Scout Troop 457 and the School Board of Citrus County for oversight of the Withlacoochee Technical Institute Recycling Drop-off Collection Center. The Agreement will be in effect October 1, 2011 through September 30, 2012, and shall automatically renew each year thereafter, with adjustments to the guaranteed monthly revenue based upon volumes and market prices.

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- d. Approve and authorize the Chairman to execute a Facilities Use Agreement between Citrus County and the School Board of Citrus County for a Recycling Drop-off Collection Center at the Withlacoochee Technical Institute. The Agreement shall be from October 1, 2011 through September 30, 2012 and shall automatically renew on an annual basis thereafter unless either party provides 30 day written notice of termination.
- B8. Approve and authorize the Board to execute Certificate of Appreciation to Karen Slaska and Patricia Jefferson for their many years of employment with Citrus County.
- B9. Approve and authorize the Chairman to execute a Resolution with the State of Florida Department of Health for a current fee and service schedule to provide public health services at the Citrus County Health Department.
- B10. Approve deletion of the following item from the Department of Water Resources inventory and the removal of same item from the County's Capital Asset listing. Asset No. 15863 – Ice Machine – obsolete, non-repairable.
- B11. Authorize the Chairman to execute final settlement in the amount of \$1,902.08 from Old Republic Insurance Company as a result of a minor airplane accident causing fence damage on July 15, 2011 at the Crystal River Airport.
- B12. Approve deletion of the following item from Department of Public Work, Solid Waste Division and the removal of same item from the County's capital asset list : No. 50232 Motorola XTS 2500 Portable Radio.
- B13. Approve and authorize the Chairman to execute a check request in the amount of \$1,921.57 to refund the Riverhaven Wastewater Special Assessment amount billed in error on AK 2585919 and issue a check payable to Michael D. Moore and Elaine B. Moore for same.
- B14. Acknowledge receipt of the Citrus County Hospital Board's Audited Financial Statements for the fiscal year ended September 30, 2010.
- B15. Acknowledge receipt of the Citrus County Hospital Board's 2011/2012 Ad Valorem and Budget Documents, including Resolution 2011-04 which adopted the Property Tax Rate of 0.2450 mills and Resolution 2011-05 which adopted the budget for the 2011/12 fiscal year.
- B16. Acknowledge receipt of correspondence from the State of Florida Office of the Governor regarding BFR Program FY2010-2011 Claim pertaining to Wal-Mart Stores East, LP.
- B17. Acknowledge receipt of two (2) Final Millage Resolutions from the Citrus County Mosquito Control District of Citrus County. (1) RS No.1 levying a tax millage rate of .2992 upon all real and personal taxable property within the boundary limits of the Citrus County Mosquito Control District; and (2) RS No. 2 adopting a total budget of \$4,482,914.89 for the Mosquito Control District.

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- B18. Acknowledge receipt of Southwest Florida Water Management District (SWFWMD's) Fiscal Year 2012 Board Meeting Calendar and map depicting the District's boundaries as required by Chapter 189.417, Florida Statutes.
- B19. Approve the removal of the following items from the Clerk's Capital Asset List
- 90055: Canon Digital Scanner, Serial Number AB306816, original purchase price of \$10,068.33 (2002)
 - 90056: Canon Digital Scanner, Serial Number AB306825, original purchase price of \$10,068.33 (2002)
 - 90057: Canon Digital Scanner, Serial Number AC301238, original purchase price of \$11,809 (2002)
 - 90130: Canon DR5060 Scanner Filmer, Serial Number CF300260, original purchase price of \$16,181 (2003)
 - 90130-001: 24X Camera Unit, Serial Number CJ100342, original purchase price of \$1,767 (2003)
 - 90130-002: Camera Unit 57X, Serial Number CH100345, original purchase price of \$1,767 (2003)

Items traded in for the purchase of reader-printers for the public access area.

- B20. Approve and authorize the Chairman to execute the Release of Liens for the following Connection Charge Installment Lien Agreement: Matthew B and Laura Collins, which is recorded in the Public Records in Official Record Book 2247, Page 2273, inclusive, Patty E. Moore, which is recorded in the Public Records in Official Record Book 2204, Page 431, inclusive, John W. Hammerbeck, which is recorded in the Public Records in Official Record Book 2247, Page 2269, inclusive, Vickie Smith, which is recorded in the Public Records in Official Record Book 2281, Page 965, inclusive, Paruv Hospitality which is recorded in the Public Records in Official Record Book 2319, Page 1471, inclusive, Paruv Hospitality LLC, which is recorded in the Public Records in Official Record Book 2319, Page 1475, inclusive, Sandra J. Lesbirel Smith which is recorded in Official Record Book 2295, Page 308, inclusive.
- B21. Approve the write off of \$24,465.74 for uncollected utility accounts; 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 Thomas Kujec, Robert Patterson, Bobby Matthews, Joseph Kim Doo, Chris Russell, Troy Skiles, Robert McCutcheon, Donald Aird, Derek Dupont.
- B22. Approve and authorize the Chairman to execute a 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 Cheryl Robinson, and Patty Moore.
- B23. Approve and authorize the Chairman to execute a Connection Charge Installment Lien Agreement by and between the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services and the following: William and Barbara De La Cruz

B24. Veterans Advisory Board

- a. Appoint two individuals Rear Admiral (Ret) Carton J. McLeod and Richard Hunt to the Veterans Advisory Board as regular member positions to fill a three year term that will expire on November 1, 2014
- b. Appoint three individuals Johnny E. Stewart, Steve Mikulas and Chris Gregoriou to the Veterans Advisory Board as regular member positions to fill a two year term that will expire on November 1, 2013.

B25. Hartford Deferred Compensation Plan:

- a. Approve and authorize the Chairman to execute the Business Account Authorization and Acknowledgement Form between Citrus County and Edward Jones.
- b. Authorize Wann Van Robinson, Financial Advisor to administer The Hartford Deferred Compensation program.
- c. Authorize Brad Thorpe, County Administrator, Richard Wm. Wesch, County Attorney, and Sherry Anderson, Human Resources Director to execute said document as authorized individuals to give instructions on this account.

B26. Approve and authorize the Chairman execute a Certification of Citrus County's compliance with Chapter 200, Florida Statutes and TRIM Regulations in adopting the 2011-2012 budget.

B27. Approve and authorize the Chairman to execute a Renewal Agreement between Citrus County and Park Place 107, LLC and Carol Derewenko Revocable Trust for lease renewal on the premises known as 107 Dr. Martin Luther King Jr. Blvd. Suite No. 8, Inverness, Florida. Beginning October 1, 2011 and ending September 30, 2013.

B28. Approve and authorize the Chairman to execute the letter to Congressman Nugent, requesting assistance to reallocate the earmarked funds in the amount of \$500,000 from CR 486 to FDOT for the US 19 corridor widening in Citrus County, Florida.

B29. Approve and authorize the Chairman to execute a contract with the State of Florida Department of Health for operation of the Citrus County Health Department contract year October 1, 2011 through September 30, 2012.

B30. Set a Public Hearing on November 8, 2011 at 5:01 P.M. for CPA-11-13, an amendment to the Comprehensive Plan.

B31. Set a Public Hearing on November 8, 2011 at 5:05 P.M. for CPA-11-14, an amendment to various chapters of the Comprehensive Plan.

B32. Set a Public Hearing on November 8, 2011 at 5:30 P.M. to consider PDO-11-02, Furman and Hilpert Engineering, Inc. for Chassa Oaks Development, LLC, for a Major Modification to the Master Plan of Chassa Oaks RV Resort.

B33. Limerock Road Paving Program:

- a. Adopt and authorize the Chairman to execute a Resolution initiating the 2012 Limerock Road Paving Program.
- b. Adopt and authorize the Chairman to execute a Resolution setting a Public Hearing on December 6, 2011 at 2:30 P.M. for the purpose of hearing public comment as to the proposed project and the levying of special assessments against the properties benefited by the project.
- c. Set a Public Hearing on December 6, 2011 at 2:30 P.M. for the purpose of hearing public comment on the utilization of the uniform method for collecting the non-ad valorem assessment.

C. PUBLIC HEARINGS - WORKSHOPS - PRESENTATIONS

C1. 1:30 P.M. EMPLOYEE SERVICE AND APPRECIATION AWARDS

- a. Present Employee Service Awards.
- b. Employee of the Month: Presentation of a Certificate of Recognition from the County Administrator to Bill McLaughlin, as Employee of the Month for August, 2011, Citrus County, Florida.

C2. 1:50 P.M. SENIOR HOMESTEAD EXEMPTION; RENEE MCPHEETERS

- a. Presentation by Renee' McPheeters regarding a Senior Homestead Exemption.

C3. 2:00 P.M. PROCLAMATIONS AND CERTIFICATE OF RECOGNITION

- a. Approve and authorize the Board to execute a Certificate of Recognition to Carol Thomas for her many contributions to this community as she celebrates her 90th birthday.
- b. Approve and authorize the Board to execute a Proclamation declaring October 17, 2011 as "Young Marines Day" in Citrus County, Florida.
- c. Approve and authorize the Board to execute a Proclamation declaring October 10 through 17, 2011 as "Mediation Week" in Citrus County, Florida.
- d. Approve and authorize the Board to execute the Proclamation designating October as "Community Planning Month" in Citrus County, Florida.
- e. Approve and authorize the Board to execute a Proclamation extending appreciation to the Friends of the Library and declaring October 2011 as "Friends of the Library Month" in Citrus County, Florida.
- f. Approve and authorize the Board to execute a Proclamation declaring October 12, 2011, as "Floral City Garden Club Founders Day" in honor of and in tribute to the years of dedicated civic beautification and natural resource conservation and education by the Floral City Garden Club in Citrus County, Florida.

C4. 2:30 P.M. DEPARTMENT OF ENVIRONMENTAL PROTECTION, CITRUS COUNTY IMPAIRED WATER BODIES

- a. Presentation and discussion by the Florida Department of Environmental Protection regarding Citrus County Impaired Water Bodies.

C5. 3:30 P.M. OPEN TO THE PUBLIC

D. REGULAR BUSINESS

D1. GRANT RELATED ITEMS:

- a. Adopt and authorize the Chairman to execute a Resolution authorizing an application for funding of the Shelter Plus Care Program for the period effective October 1, 2012 through September 31, 2013. (2) Approve and authorize the Chairman to sign all appropriate application pages. Grant Funding is anticipated to be \$90,000. This amount is subject to change depending on the actual allocations received by Citrus County. There will be no impact on the county budget.

- b. Approve and authorize the Chairman to the reduction of note and mortgage with Jaime Lavoie from \$25,000 to \$1,500 for the pending sale of 3681 W Wilhelm St. Citrus Springs, FL 34433. The home is in foreclosure proceedings and a motion for summary final judgment of foreclosure was issued on 08/22/11. The lender has agreed to a short sale on the property and a Purchase Contract for \$65,500 has been executed. The purchasing lender agreed to lend the buyer \$67,000 in an effort to close the transaction and partially satisfy the Board of County Commissioners Note and Mortgage. The homeowner has requested the Board of County Commissioners Note and Mortgage in the amount of \$25,000 be reduced to \$1,500, in order to proceed with the closing and prevent final foreclosure. In the event of foreclosure it is unlikely that any of the SHIP assistance would be recaptured. There will be no impact on the county budget, as First Time Homebuyer Assistance is grant-funded.

- c. Approve and authorize the Chairman to execute the Coordination Agreement between Citrus County Housing Services and Citrus Marion Levy Workforce Development Board Inc. d/b/a Workforce Connection. Citrus County Housing Services has recently made application to the Department of Children and Families for the Emergency Shelter Grant- Prevention Grant to provide rental, mortgage and utility assistance for families at risk of becoming homeless. Establishing formal arrangements for linking clients with other types of assistance provides a greater benefit to the client and a greater possibility of long-term homeless prevention. In order to provide this added benefit Citrus County Housing Services is requesting approval to enter into a coordination agreement with Workforce Connection to refer clients seeking housing assistance with employment training and job placement services. This will not impact the county budget.

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- d. Approve and certify the final ranking of Citrus County Community Development Block Grant Program (CDBG) Housing Rehabilitation (HR) applicants. Citrus County was awarded \$750,000 in Community Development Block Grant (CDBG) funding in the Housing Rehabilitation (HR) category to provide housing assistance for income qualified households. There is no impact on the county budget. The CDBG HR Applicant list was presented to the Citizen's Advisory Task Force (CATF) on September, 2011 for review and acceptance. Before proceeding to the next stages of the verification process, final approval of the Applicant list from the BOCC is required.
 - e. Approve and authorize the proposed revisions to the 2010-2013 SHIP Local Housing Assistance Plan. Due to decreased funding levels for the State Housing Initiatives Partnership Program (SHIP), Citrus County Housing Services has proposed to amend the Down Payment/Closing Cost Assistance (First Time Homebuyer Program) and the Not-for-Profit Developer strategies by revising the SHIP Local Housing Assistance Plan (LHAP). This plan describes the affordable housing programs that are administered by Citrus County. The proposed revisions would decrease the maximum award amounts for the two strategies from \$25,000 to \$10,000, in order to provide assistance to a greater number of families and better align with the current housing market conditions. The proposed revisions were reviewed and recommended by the Affordable Housing Advisory Committee (AHAC) on September 20, 2011.
 - f. Approve and authorize the Chairman to execute the FDOT Local Agency Program (LAP) grant application funding request for the Project Engineering design phase (PE) of a five-foot wide sidewalk along one side of Yulee Drive from Central Street to US 19, in the amount of \$150,000.

E. COUNTY ADMINISTRATOR BRAD THORPE

E1. COMMISSION DISTRICT BOUNDARIES:

- a. Adopt and authorize the Chairman to execute the resolution adopting the proposed new election districts metes and bounds.

E2. ADMINISTRATIVE REGULATIONS:

Approve the deletion of the following Administrative Regulations:

- a. AR 4.04 – County Records Management and Retention.
- b. AR 4.05 – Records & Information Management Policy.
- c. AR 5.03 – Public Records Policy.
- d. AR 5.07 – Protection of Personal Information Exempt From Public Disclosure Policy
- e. AR 16.11 – Electronic Mail Policy
- f. AR 16.12 – Electronic Mail Attachment Policy

E3. ADMINISTRATIVE REGULATIONS:

Approve and adopt the following Administrative Regulations:

- a. AR 17.01 – Records & Information Management Program
- b. AR 17.02 – Public Records Policy
- c. AR 17.03 – Protection of Personal Information Exempt from Public Disclosure Policy
- d. AR 17.04 – Electronic Document Management Systems (EDMS)
- e. AR 17.07 – Retention of Social Media Transmissions
- f. AR 17.09 – Electronic Mail Policy
- g. AR 17.10 – Electronic Mail Retention Policy

E4. ADMINISTRATIVE REGULATIONS:

Approve and adopt the following Administrative Regulations:

- a. AR 4.03-4 (formerly AR 4.03-3) – Fuel Facility Utilization
- b. AR 2.17 – Fuel Conservation Policy

E5. CITRUS COUNTY PORT AUTHORITY:

- a. Establish a budget for the Citrus County Port Authority, and authorize the Chairman to execute a related budget transfer and Resolution.
- b. Approve payment to the Florida Ports Council required Annual Membership dues in the amount of \$11,260.

E6. ADMINISTRATIVE LEAVE WITH PAY:

- a. Approve each County employee, who was employed before October 1, 2011, one day off with pay, not charged to their annual leave accrual, with an effective date of October 1, 2011. This day must be taken prior to the beginning of the next fiscal year, being October 1, 2012.

F. COMMISSION CHAIRMAN DENNIS DAMATO – DISTRICT 1

F1. WATER AND WASTEWATER AUTHORITY BOARD

- a. Accept with regret the resignation of Richard L. Vaughn from the Water and Wastewater Authority, Lay Member position, and Announce a vacancy for an unexpired term that will expire on January 31, 2014.

G. FIRST VICE CHAIRMAN WINN WEBB – DISTRICT 5

H. SECOND VICE CHAIRMAN JOE MEEK – DISTRICT 3

I. COMMISSIONER REBECCA BAYS - DISTRICT 4

J. COMMISSIONER JOHN J. (J.J.) KENNEY – DISTRICT 2

K. COUNTY ATTORNEY RICHARD WM. WESCH

L. ANY OTHER BUSINESS OR ANY PERSONS WISHING TO ADDRESS THE BOARD

M. UPCOMING MEETINGS

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| <ol style="list-style-type: none">1. Regular Meeting: October 25, 2011 at 1:00 P.M., Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 344502. Regular Meeting: November 8, 2011 at 1:00 P.M., Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 344503. Regular Meeting: November 15, 2011 at 1:00 P.M., Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450 |
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N. **ADJOURN**