

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

AGENDA

July 27, 2017 9:00 AM

Scott Carnahan, Chairman District 4	Angela Vick, Clerk of the Circuit Court
Ronald E. Kitchen Jr., 1st Vice Chairman District 2	Charles R. Oliver, County Administrator
Jeff Kinnard D.C., 2nd Vice Chairman District 1	Denise A. Dymond Lyn, County Attorney
Jimmie T. Smith, Commissioner, District 3	
Brian J. Coleman, Commissioner, District 5	

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.

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

B. SPECIAL MEETING- DISCUSSION AND VOTE ON SPACE NEEDS OF CONSTITUTIONAL OFFICERS AND GUARDIAN AD LITEM INCLUDING ISSUING NECESSARY WORK AUTHORIZATIONS

B.1. Discussion and Vote on Space Needs of Constitutional Officers and Guardian Ad Litem Including Issuing Necessary Work Authorizations

a. Discussion and vote on space needs for Constitutionals/Guardian Ad Litem as outlined in the space needs relocation document.

1. Approve the space moves as outlined above.

2. Authorize staff to issue Task Orders:

a. Donnelly & Associates for design of the Clerk's/WIC space at the former Health Department Building - \$41,800

b. Donnelly & Associates for the design of the Guardian Ad Litem and the Sheriff's space at the Courthouse. - estimated to be less than \$10,000.

C. OPEN TO THE PUBLIC

D. UPCOMING MEETINGS

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| <ol style="list-style-type: none">1. Regular Meeting: August 8, 2017 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 344502. Regular Meeting: August 22, 2017 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 344503. Regular Meeting: September 12, 2017 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450 |
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E. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

F. ADJOURN



AGENDA MEMORANDUM

FROM:	Scott Carnahan, Commissioner
SUBJECT:	Discussion and Vote on Space Needs of Constitutional Officers and Guardian Ad Litem
AGENDA DATE:	July 27, 2017

BRIEF OVERVIEW:

Discussion and vote on space needs for Constitutional Officers/Guardian Ad Litem as outlined below

1. Move Sheriff's Civil Area on the first floor beside Commission Chambers to the Clerk's lobby service desk/reception area. (Move to be completed August 15, 2017).
2. Move Guardian Ad Litem from Brannen Bank Building to former Sheriff's Civil Area on the first floor (identified in item one above). (Start: August 15, 2017; Completion October 1, 2017). Guardian Ad Litem must be relocated by October 23, 2017.
3. Reconfigure the space formerly occupied by the Clerk of Court at Meadowcrest for the Property Appraiser. This involves constructing a wall to require the public to access the Property Appraiser's Office through the counter in the former Clerk's space.
4. Move a portion of the Clerk's office (Finance and Internal Audit) to plus/minus 10,600 square feet in the former Health Department Building on North Montgomery Avenue. WIC Program to remain in the Southeast Wing. (Design Start: August 15, 2017; Design Complete: November 15, 2017; Bid Award: February 15, 2018; Construction Complete: December 31, 2018. (Completion could occur sooner depending on the renovations required)
5. Move Supervisor of Elections to 16,200 sq. ft. at Meadowcrest including the Supervisor's equipment storage. Design Start: August 15, 2017; Design Complete: December 15, 2017; Construction: October 1, 2018; completion Spring 2019). Supervisor keeps 500 sq. ft. of existing office in Inverness to be shared with the Board. The Supervisor of Elections has agreed to request **no**

new staffing because of this move.

6. Move Board of County Commissioners to former Coke Building (times dependent on other moves and funding).
7. Establish new courtroom and judge’s chamber including ancillary support functions in former BOCC space on the 2nd floor (Schedule and funding to be determined).
8. Clerk to vacate approximately 4,000 square feet in the basement within two years, where records are stored electronically, with space to be vacated to meet the future courthouse needs.

The total cost of these moves is unknown at this time. We would note that \$100,000 is available in the current year from the space study; \$500,000 budgeted for FY 17/18, \$500,000 budgeted for FY 18/19. We believe sufficient funding is available/budget to move Guardian Ad Litem to the Sheriff’s Space in the Courthouse and move the Clerk to the former Health Department Building.

We believe that an additional \$500,000 will need to be budgeted for FY 19/20 and FY 20/21, which is **not** contained in the proposed CIP to complete the moves for the Supervisor of Elections, the Board of County Commission and complete the judicial space on the 2nd Floor of the Courthouse.

Confidential building information regarding floor plans and square footage is covered by Homeland Security and is provided to the Commissioners only under separate cover.

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
					\$0

RECOMMENDED ACTION:

- a. Discussion and vote on space needs for Constitutionals/Guardian Ad Litem as outlined in the space needs relocation document.
1. Approve the space moves as outlined above.
 2. Authorize staff to issue Task Orders:
 - a. Donnelly & Associates for design of the Clerk's/WIC space at the former Health Department Building - \$41,800
 - b. Donnelly & Associates for the design of the Guardian Ad Litem and the Sheriff's space at the Courthouse. - estimated to be less than \$10,000.