



# Marion County Community Redevelopment Agency Meeting Agenda

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Wednesday, September 4, 2024

1:50 PM

McPherson Governmental  
Campus Auditorium

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PROOF OF PUBLICATION**

**1. ADOPT THE FOLLOWING MINUTES**

1.1. [Request Approval of Minutes for the Marion County Community Redevelopment Agency Board Meeting](#)

**2. SCHEDULED ITEMS**

2.1. [Request Approval for the Silver Springs Community Redevelopment Area Trust Fund Budget for Fiscal Year 2024-25](#)

2.2. [Request Approval for the Marion County Sheriff Special Detail Agreement for Community Policing Services for the Silver Springs Community Redevelopment Area for Fiscal Year 2024-25 \(Budget Impact - Neutral; expenditure of \\$165,000\)](#)

**3. NEW BUSINESS**

**ADJOURN**



# Marion County

## Community Redevelopment Agency

### Agenda Item

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**File No.:** 2024-16463

**Agenda Date:** 9/4/2024

**Agenda No.:** 1.1.

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**SUBJECT:**

**Request Approval of Minutes for the Marion County Community Redevelopment Agency Board Meeting**

**INITIATOR:**

**Christopher D. Rison, Senior Planner**

**DEPARTMENT:**

**Growth Services**

**DESCRIPTION/BACKGROUND:**

Minutes for the following meetings are attached for consideration and approval:

1. February 20, 2024
2. April 16, 2024

**BUDGET/IMPACT:**

None

**RECOMMENDED ACTION:**

Motion to approve the attached minutes.

**Official Minutes of  
MARION COUNTY  
BOARD OF COUNTY COMMISSIONERS**

February 20, 2024

**CALL TO ORDER:**

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 1:52 p.m. on Tuesday, February 20, 2024 at the Marion County Governmental Complex located in Ocala, Florida.

**ROLL CALL AND PLEDGE OF ALLEGIANCE:**

Upon roll call the following members were present: Chairman Michelle Stone, District 5; Vice-Chairman Kathy Bryant, District 2; Commissioner Craig Curry, District 1; Commissioner Matthew McClain, District 3; and Commissioner Carl Zalak, III, District 4. Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes, and Assistant County Administrator (ACA) Tracy Straub.

The meeting opened with the Pledge of Allegiance to the Flag of our Country.

Deputy Clerk Mills-McAllister presented Proof of Publication of legal ad No. 9676421 entitled, "Notice of 2024 Schedule of Meetings Marion County Community Redevelopment Agency" published in the Star Banner newspaper on January 16, 2024.

The Deputy Clerk was in receipt of a 20 page Agenda packet.

**1. ADOPT THE FOLLOWING MINUTES: NONE**

**2. SCHEDULED ITEMS:**

- 2.1.** Request Approval and Authorization to Submit and Advertise the Silver Springs Community Redevelopment Area Fiscal Year 2022-23 Annual Report - (Budget Impact - Neutral; advertising cost approved in the FY 2023-24 budget)

Senior Planner Chris Rison, Growth Services, presented the following recommendation:  
Description/Background: The Marion County Community Redevelopment Agency (Agency) must file an Annual Report (Report) summarizing the Silver Springs Community Redevelopment Area's (CRA) annual activities with the jurisdiction responsible for creating the CRA and each contributing taxing authority pursuant to §163.371(2), FS. The Marion County Board of County Commissioners is the jurisdiction responsible for the creation of the Silver Springs CRA and only contributing taxing authority for the Silver Springs CRA.

Staff has prepared and attached the Silver Springs CRA Fiscal Year (FY) 2022-23 Annual Report. As the Silver Springs CRA was established in 2013, its initial funding occurred with FY 2014-15, and operations have previously been limited due to the initial CRA funding levels. With FY 2022-23, the CRA continued to contract for an annual Community Policing Special Detail staffed by the Marion County Sheriff's Office. The CRA also increased the number of grant programs offered to support private capital investment by bringing the CRA's total number of grant programs to three: Façade & Building Improvement Grant, Security

February 20, 2024

Improvement Grant, and Utility Connection Grant. Due to the continuing impacts of Covid-19, including supply and cost issues, FY participation focused on Utility Connection Grants particularly of note is a Septic-to-Sewer project for an existing commercial building, and the development of two new multiple-family quadplex projects.

Staff recommends the Board approve the FY 2022-23 Annual Report and authorize staff to submit the Report to the Marion County/Clerk of Court as required by §163.356(3)(c) FS.

Budget/Impact: Neutral.

Recommended Action: Motion to approve the attached Silver Springs CRA FY 2022-23 Annual Report and authorize staff to submit and advertise the Report as required by §163.372(2), FS.

Senior Planner Chris Rison, Growth Services, commented on updates relating to the CRA Project Programs (Community Policing Detail) and the CRA Private Project Programs (Utility Connection Grants). He provided an overview of data relating to the Silver Springs CRA, Marion County Sheriff's Office's (MCSO) Detail Annual Summary of Activities from October, 2022 through September, 2023.

Mr. Rison advised that the Event Warehouse has been connected to central sewer services. He stated 2 multi-family quadplexes were recently completed; however, those reimbursements were issued after the end of the fiscal year (FY).

A motion was made by Commissioner Zalak, seconded by Commissioner Bryant, to approve the attached Silver Springs CRA FY 2022-23 Annual Report and authorize staff to submit and advertise the Report as required by §163.372(2), FS. The motion was unanimously approved by the Board (5-0).

**2.2. Request Approval and Submittal Authorization for the Preliminary Silver Springs Community Redevelopment Area Trust Fund 2024-25 Fiscal Year Budget**

Senior Planner Rison, Growth Services, presented the following recommendation:

Description/Background: The Marion County Board of County Commissioners (Commission) is the governing agency for the Marion County Community Redevelopment Agency (Agency) that oversees the Silver Springs Community Redevelopment Area (CRA). The Agency is a dependent special district wherein all CRA trust fund expenditures are completed through and by the Board of County Commissioners and the Agency board must adopt the Silver Springs CRA budget, pursuant to Section 163.387(6)(a), F.S. and Section 189.016, F.S., that is then reflected within the overall Commission's budget documents and materials.

The Commission has initiated the annual budget consideration process for the 2024-25 Fiscal Year, and the Agency must submit a preliminary annual budget to the Clerk of Court for use in establishing the general budget line items to be reflected in the Commission budget process. The Agency's formal budget approval and authorization will occur later in 2024 prior to the commencement of the new fiscal year.

The preliminary Silver Springs CRA 2024-25 Fiscal Year Budget allocation is attached for Agency consideration. The budget is based on the Marion County Clerk of Court's current preliminary increment revenue estimate of \$378,000 based on that office's preliminary 2024-25 Fiscal Year budget data.

Budget/Impact: None.

Recommended Action: Motion to approve and authorize staff to submit the attached preliminary Silver Springs CRA Trust Fund 2024-25 Fiscal Year Budget to Marion County Clerk of Court/Finance.

Senior Planner Chris Rison, Growth Services, advised that this Item is the proposed preliminary budget entries for the Silver Springs CRA budget, noting the projected revenue is expected to be roughly the same as last year at \$378,000.00. Once the actual estimates are received from the Marion County Property Appraiser's Office, staff will know the final calculations. He stated staff is recommending a series of expenditures, with the MCSO community policing remaining at \$165,000.00.

Mr. Rison commented on focusing funds on Improvements Other than Buildings as well as Grants and Aid for programs, noting there are a number of projects performing preliminary work and staff anticipated they will be participating in the Utility Connection Grant Program.

Commissioner Zalak commented on the phenomenal job Mr. Rison and staff have done with the CRA.

A motion was made by Commissioner Zalak, seconded by Commissioner Bryant, to approve and authorize staff to submit the attached preliminary Silver Springs CRA Trust Fund 2024-25 Fiscal Year Budget to Marion County Clerk of Court/Finance. The motion was unanimously approved by the Board (5-0).

### **3. NEW BUSINESS**

Mr. Rison advised that the public workshop processes have been completed for the CRA Master Plan update, which is currently being drafted. He stated there will be further meetings coordinated with the Board prior to a MCCRAB meeting to be held on a specific date to allow the Board time to review the Master Plan update.

### **ADJOURN**

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 1:59 p.m.

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Michelle Stone, Chairman

Attest:

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Gregory C. Harrell, Clerk

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**Official Minutes of  
MARION COUNTY  
BOARD OF COUNTY COMMISSIONERS**

April 16, 2024

**CALL TO ORDER:**

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 1:54 p.m. on Tuesday, April 16, 2024 at the Marion County Governmental Complex located in Ocala, Florida.

**ROLL CALL AND PLEDGE OF ALLEGIANCE:**

Upon roll call the following members were present: Chairman Michelle Stone, District 5; Vice-Chairman Kathy Bryant, District 2; Commissioner Matthew McClain, District 3; and Commissioner Carl Zalak, III, District 4. Commissioner Craig Curry, District 1, arrived shortly after the meeting commenced. Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes, Assistant County Administrator (ACA) Angel Roussel and ACA Tracy Straub.

The meeting opened with the Pledge of Allegiance to the Flag of our Country.

Deputy Clerk Lewter presented Proof of Publication No. 9676421 entitled, "Notice of 2024 Schedule of Meetings Marion County Community Redevelopment Agency", published in the Star Banner newspaper on January 16, 2024.

The Deputy Clerk was in receipt of a 39 page Agenda packet.

**1. ADOPT THE FOLLOWING MINUTES:**

**1.1 Approval of Marion County Community Redevelopment Agency Minutes:**

- February 21, 2023
- March 21, 2023
- June 20, 2023
- September 19, 2023
- October 17, 2023
- December 19, 2023

A motion was made by Commissioner Zalak, seconded by Commissioner Bryant, to adopt the meeting minutes of February 21, March 21, June 20, September 19, October 17, and December 19, 2023. The motion was unanimously approved by the Board (4-0).

**2. SCHEDULED ITEMS:**

**2.1. Request Approval for the Silver Springs Community Redevelopment Area Sign Grant Program (Budget Impact – Neutral)**

Senior Planner Chris Rison, Growth Services, presented the following recommendation:  
Description/Background: The Marion County Community Redevelopment Agency offers grant programs to support investment for new and existing development in the Silver Springs Community Redevelopment Area. Signage has previously been part of the Facade and Building Improvement Grant Program. To encourage and support signage improvements, a targeted Sign Grant Program is proposed to

address on-site advertising signs, on-site wall/awning signs, and on-site wayfinding signs for all properties in the Silver Springs Community Redevelopment Area (CRA). Varied grant amounts are proposed based on the location of a site with higher grant amounts on more significant roadways. Further, the grant will require all funded signs to comply with the Silver Springs CRA Overlay area's sign design standards, even for signs located outside the formal Overlay area, to create a "visual connection" throughout the overall Silver Springs CRA. Maximum grant award amounts will remain subject to available budgeted funds in the "Grants & Aid" line item at the time a grant application is filed.

The proposed roadway segments and grant amounts are summarized below:

1. East Silver Springs Boulevard - from west CRA boundary to Northeast 60<sup>th</sup> Place 75% or \$15,000, whichever is less.
2. Northeast 58<sup>th</sup> Avenue - from East Silver Springs Boulevard to Northeast 7<sup>th</sup> Street 50% or \$8,000, whichever is less.
3. Northeast 55<sup>th</sup> Avenue - from East Silver Springs Boulevard to Northeast 36<sup>th</sup> Place 50% or \$8,000, whichever is less.
4. All other CRA roadways 50% or \$3,000, whichever is less.

Staff recommends approval of the Sign Grant Program, the Application, and the supporting information.

Budget/Impact: Neutral, funds budgeted.

Recommended Action: Motion to approve creating the Silver Springs CRA Sign Grant Program, the Application, and the supporting information.

Senior Planner Chris Rison, Growth Services, provided a brief overview of the Silver Springs CRA Sign Grant Program. He stated there was a scrivener's error and the 3<sup>rd</sup> road segment should read 38<sup>th</sup> Place, not 36<sup>th</sup> Place. Mr. Rison advised that staff is recommending approval and adoption of the Sign Grant program.

Commissioner Curry arrived at 1:56 p.m.

Chairman Stone questioned if the Proof of Publication was done correctly. Mr. Rison advised that it is accurate, noting all meetings for the year were advertised in one publication.

In response to Commissioner Zalak, Mr. Rison stated this is a reimbursement program. A motion was made by Commissioner Zalak, seconded by Commissioner McClain, to approve creating the Silver Springs CRA Sign Grant Program, the Application, and the supporting information. The motion was unanimously approved by the Board (5-0).

### **3. NEW BUSINESS:**

Mr. Rison advised that the next MCCRAB meeting will be held on June 19, 2024 and will contain budget items for Board review. He stated the BCC approved a workshop (Wednesday, May 15, 2024 at 2:00 p.m.) to discuss the Silver Springs CRA Master Plan Update, noting a separate meeting will be held at a later date to consider approval of the Master Plan.

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**ADJOURN**

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 1:59 p.m.

\_\_\_\_\_  
Michelle Stone, Chairman

Attest:

\_\_\_\_\_  
Gregory C. Harrell, Clerk

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# Marion County

## Community Redevelopment Agency

### Agenda Item

**File No.:** 2024-16464

**Agenda Date:** 9/4/2024

**Agenda No.:** 2.1.

**SUBJECT:**

**Request Approval for the Silver Springs Community Redevelopment Area Trust Fund Budget for Fiscal Year 2024-25**

**INITIATOR:**

**Christopher D. Rison, Senior Planner**

**DEPARTMENT:**

**Growth Services**

**DESCRIPTION/BACKGROUND:**

The Marion County Property Appraiser has certified that the Silver Springs Community Redevelopment Area (CRA)'s taxable values increased from the 2013 base year, resulting in a Silver Springs CRA Trust Fund contribution for Fiscal Year (FY) 2024-25. The projected increment revenue contribution, as estimated by the Marion County Clerk Finance Department, is \$460,950.

The Agency Board must approve a final Silver Springs CRA FY 2024-25 Budget, and may allocate unspent prior fiscal year funds to CRA Plan project tasks and project programs. The proposed budget is attached with the allocations of new funds, unspent funds, and total funds available for each line item. Staff recommends approval of the attached Silver Springs CRA Trust Fund Fiscal Year 2024-25 Budget.

**BUDGET/IMPACT:**

None

**RECOMMENDED ACTION:**

Motion to approve the Silver Springs CRA Trust Fund Fiscal Year 2024-25 Budget and authorize staff to transmit the final budget to the Marion County Board of County Commissioners and Clerk of Court/Finance.



# LEGAL REQUEST MEMORANDUM (LRM)

From: (Name) Rison Christopher (Dept) Planning - 1700  
 Last First  
 (Title) Senior Planner (Phone) xt. 2624  
 Signature [Handwritten Signature] Date Tuesday, August 13, 2024

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for:  New Document  Review & Comment  RESUBMIT LRM No. \_\_\_\_\_  
 Approve as to Form  Other

### Description of Request

Please review/approve the proposed Silver Springs Community Redevelopment Area Fiscal Year 2024-2025 Budget Resolution for the coming fiscal year. The resolution follows the format of prior budget resolutions from prior years. I've attached it as a MSWord document, although the actual "budget table" is a JPG of the Excel Spreadsheet image. But if you have any questions, please contact me.

For more information or discussion, contact:  Same as above  
 (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Phone) \_\_\_\_\_  
 Last First

Agenda Item?  Yes  No Agenda Date: 9/4/2024  
 Agenda Deadline Date for Legal: 8/21/2024 Agenda Deadline Date for Admin: 8/23/2024

**Note: Please allow a MINIMUM of 5 working days BEFORE deadlines for LRM to be completed.**

**DO NOT COMPLETE - Office of the County Attorney use ONLY**

LRM No. 2024-702

Assigned to:  Matthew Guy Minter, County Attorney  Dana E. Olesky, Chief Asst. County Attorney  Thomas Schwartz, Asst. County Attorney  Valdoston Shealey, Asst. County Attorney

Outcome:  Approved as to form and legal sufficiency  
 Approved with revisions:  Suggested  Completed  
 Other:

Date Received:

**RECEIVED**  
 By Marion County Attorney- AT at 8:33 am, Aug 15, 2024

Attorney Signature: [Handwritten Signature] Date 8/26/24  
 Staff Signature: [Handwritten Signature] Date: 8/26/24 Returned:  Department  Admin   
 Completed

**RESOLUTION NUMBER 2024 - \_\_\_\_**

**A RESOLUTION OF THE MARION COUNTY COMMUNITY REDEVELOPMENT AGENCY OF MARION COUNTY, FLORIDA, TO APPROVE THE SILVER SPRINGS COMMUNITY REDEVELOPMENT AREA FISCAL YEAR 2024-2025 BUDGET**

**WHEREAS**, Marion County, Florida, established the Marion County Community Redevelopment Agency Board (“Agency”) pursuant to Section 163, Part III, F.S., and Marion County Ordinance 2013-14;

**WHEREAS**, Marion County, Florida, established the Silver Springs Community Redevelopment Area (“SSCRA”) and its accompanying CRA Trust Fund, pursuant to Section 163, Part III, F.S., and Marion County Ordinance 2013-15;

**WHEREAS**, the Agency is responsible for establishing the SSCRA Trust Fund Budget pursuant to Section 163, Part III, F.S., and Section 189.418, F.S., and Marion County Ordinance 2013-15;

**WHEREAS**, the SSCRA Trust Fund for Fiscal Year 2024-2025 is slated to receive a contribution from Marion County, Florida; and

**WHEREAS**, the Agency shall adopt by resolution a SSCRA Trust Fund fiscal year budget each year, pursuant to Section 189.016(3), F.S.; and

**WHEREAS**, the proposed Silver Springs Community Redevelopment Area Fiscal Year 2024-2025 Budget is attached hereto as **Exhibit “A”**;

**NOW THEREFORE, BE IT RESOLVED** by the Marion County Community Redevelopment Agency Governing Board, Marion County, Florida, on this 4<sup>th</sup> Day of September, 2024, that the aforementioned Silver Springs CRA FY 2024-2025 Budget attached hereto as **Exhibit “A”** is hereby approved and adopted for inclusion in the Marion County Board of County Commissioners’ Countywide Fiscal Year 2024-2025 Budget, pursuant to Section 189.016(5), F.S.

**MARION COUNTY COMMUNITY REDEVELOPMENT  
AGENCY GOVERNING BOARD  
MARION COUNTY, FLORIDA**

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Michelle Stone, Chairman

Attest:

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Gregory C. Harrell,  
Clerk to the Board of County Commissioners of  
Marion County, Florida

Approved as to Form and Sufficiency:

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Matthew Minter,  
County Attorney

# EXHIBIT "A"

**Marion County CRA Agency Board  
Silver Springs CRA Trust Fund  
Preliminary Projected Fiscal Year 2024-2025 Budget  
September 4, 2024  
(With Allocation Percentages)**

**BUDGETED INCOME**

	Line Item Number	Budget			% of Total
		New TIF Revenue	Carry Forward	Total	
CRA Trust Fund (New FY TIF Revenue Contribution)	337101	\$460,950	\$0	\$460,950	
Interest	361110	\$0	\$0	\$0	
CRA Trust Fund (Carry Forwards, if any)	399991	\$0	\$378,598	\$378,598	
Grants, etc.		\$0	\$0	\$0	
Other		\$0	\$0	\$0	
<b>TOTAL</b>		<b>\$460,950</b>	<b>\$378,598</b>	<b>\$839,548</b>	<b>100%</b>

**BUDGETED EXPENSES**

<b>Professional Services</b>	531109				
MCSO/Community Policing		\$165,000	\$0	\$165,000	20%
Annual Audit	532101	\$5,835	\$0	\$5,835	1%
Travel & Per-Diem	540101	\$5,750	\$0	\$5,750	1%
Postage & Freight	542201	\$800	\$0	\$800	0%
Printing & Binding	547101	\$500	\$0	\$500	0%
Advertising	549201	\$2,000	\$0	\$2,000	0%
Other Current Charges (DEO Annual Fee)	549990	\$200	\$0	\$200	0%
Office Supplies	551101	\$50	\$0	\$50	0%
Operating Supplies	552108	\$50	\$0	\$50	0%
Books, Publications, & Subscriptions	554101	\$90	\$0	\$90	0%
Dues & Memberships (FRA)	554201	\$3,000	\$0	\$3,000	0%
Training & Education	555501	\$7,560	\$0	\$7,560	1%
<b>Improvements Other than Buildings (Projects Tasks)</b>	563101	\$52,000	\$0	\$52,000	6%
Streetlighting (incl. Wayfinding)					
Gateway/Wayfinding signage (area)					
Property Acquisition					
Easement Acquisitions					
Sidewalks/Trails					
Roadway Pedestrian and Median Improvements					
Utility Installation Program					
Bus/Transit Stop(s)					
<b>Grants &amp; Aid (Project Programs)</b>	583101	\$218,115	\$378,598	\$596,713	71%
Building Improvement & Façade Grant Program					
Security Improvements Grant Program					
Utility Connection Grant Program (W and/or S)					
Sign Grant Program					
Gateway/Wayfinding signage (on-site)					
Painting Grant Program					
Abatements (Code Demo and/or Grant)					
Septic Tank Pump-out Grant					
Title Clearance/Resolution					
Brownfields Investigation Funding/Grant					
<b>TOTAL</b>		<b>\$460,950</b>	<b>\$378,598</b>	<b>\$839,548</b>	<b>100%</b>



# Marion County

## Community Redevelopment Agency

### Agenda Item

**File No.:** 2024-16465

**Agenda Date:** 9/4/2024

**Agenda No.:** 2.2.

**SUBJECT:**

**Request Approval for the Marion County Sheriff Special Detail Agreement for Community Policing Services for the Silver Springs Community Redevelopment Area for Fiscal Year 2024-25 (Budget Impact - Neutral; expenditure of \$165,000)**

**INITIATOR:**

**Christopher D. Rison, Senior Planner**

**DEPARTMENT:**

**Growth Services**

**DESCRIPTION/BACKGROUND:**

The Silver Springs Community Redevelopment Area (SSCRA) receives supplemental community policing as a special detail service (detail) from the Marion County Sheriff's Office. The detail initially started in FY 2018-19 and provides for a two-man detail in five-hour blocks up to five days per week.

The Sheriff's Office confirmed the detail's hourly rates will remain unchanged for the coming fiscal year at a base rate of \$65.00/hour, with an additional \$10.00/hour for legal holidays. Staff is recommending approval to continue the current detail level of service. The estimated maximum projected cost is \$170,000; however, the detail is filled on a voluntary basis, and all funds have not been expended in prior years. As such, the budget reflects an allocation of \$165,000, but that amount may be increased should the detail be fully staffed to its maximum as the service is provided.

The Sheriff's Office legal staff has approved the Agreement and the Sheriff will sign following the Board Chair's execution.

**BUDGET/IMPACT:**

Neutral; expenditure of \$165,000

**RECOMMENDED ACTION:**

Motion to Approve the FY 2024-25 Sheriff Special Detail Agreement and authorize the Chair to execute the approved Sheriff Special Detail Agreement.



FILLABLE FORM



# LEGAL REQUEST MEMORANDUM (LRM)

From: (Name) Rison Christopher (Dept) Planning - 2730 ▼  
Last First  
 (Title) Senior Planner (Phone) xt. 2624  
 Signature *Christopher Rison* Date 8/1/2024

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for:  New Document  Review & Comment  RESUBMIT LRM No. \_\_\_\_\_  
 Approve as to Form  Other

Description of Request

Please review the updated proposed Sheriff's Detail Service Agreement for the Silver Springs Community Redevelopment Agency (Agency) to provide for Community Policing Services for the Silver Springs Community Redevelopment Area (CRA). The detail service has been used for a number of years, and currently the service is expected to continue in its current form; the billing rates will remain the same as for the last fiscal year.  
 This is scheduled to go to the Agency Board on 9/4/2024 for approval to be "in place" for the coming fiscal year beginning October 1st. If you have any questions, please contact me.

For more information or discussion, contact:  Same as above  
 (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Phone) \_\_\_\_\_  
Last First

Agenda Item?  Yes  No Agenda Date: 9/4/2024  
 Agenda Deadline Date for Legal: 8/12/2024 Agenda Deadline Date for Admin: 8/23/2024

**Note: Please allow a MINIMUM of 5 working days BEFORE deadlines for LRM to be completed.**

DO NOT COMPLETE - Office of the County Attorney use ONLY

LRM No. 2024-649

Assigned to:  Matthew Guy Minter, County Attorney  Dana E. Olesky, Chief Asst. County Attorney  Thomas Schwartz, Asst. County Attorney  Valdoston Shealey, Asst. County Attorney

Outcome:

Approved as to form and legal sufficiency  
 Approved with revisions:  Suggested  Completed  
 Other:

Date Received:

**RECEIVED**  
 By Marion County Attorney- AT at 8:51 am, Aug 05, 2024

Attorney Signature: *D E Olesky* Date 8/7/24  
 Staff Signature: *Whitney Luck* Date: 8/7/24 Returned:  Department  Admin   
Completed





**SHERIFF – Marion County  
Special Detail Agreement**



THIS AGREEMENT is made and entered into this 4<sup>th</sup> day of September, 2024, by and between Billy Woods, as Sheriff of Marion County, Florida, (**SHERIFF**), located at 692 N.W. 30<sup>th</sup> Avenue, Ocala, Florida 34475, and the **MARION COUNTY COMMUNITY REDEVELOPMENT AGENCY (the "Agency") FOR THE SILVER SPRINGS COMMUNITY REDEVELOPMENT AREA (the "SSCRA")**(together, the "**BUSINESS**"), that encompasses the area shown in Exhibit "A" with a business office located at 601 SE 25<sup>TH</sup> Avenue, Ocala, FL 34471.

**WITNESSETH:**

WHEREAS, Florida State Statutes allow the SHERIFF to operate a program to contract for the employment of Sheriff's deputies during off-duty hours, for public or private security services consistent with Sheriff's Office policies, and

WHEREAS, the SHERIFF is not obligated to provide such services but wishes to do so in order to provide a means for which the citizens of Marion County may have an opportunity to supplement other law enforcement services; and

WHEREAS, BUSINESS desires to hire a deputy during off-duty hours for supplemental security purposes;

NOW THEREFORE, in consideration of the mutual terms, covenants, and conditions herein contained, the parties contract and agree as follows:

**1. DURATION:**

This agreement shall be deemed effective beginning October 1, 2024, and shall remain in effect until September 30, 2025, unless it is rescinded, or terminated in writing by either party.

**2. PAYMENT:**

a) Full payment for services rendered will be invoiced monthly and shall become due fifteen (15) days from the date of invoice. Payment may be made by check or money order to the Marion County Sheriff's Office, Attn: Special Details, Post Office Box 1987, Ocala, FL 34478. If payment is not received within 15 days of the invoice date, SHERIFF will discontinue providing off-duty deputies.

b) BUSINESS agrees to pay SHERIFF \$65.00 per hour per deputy, with a three-hour minimum per deputy.

d) For county approved Federally Recognized Holidays, BUSINESS agrees to pay SHERIFF \$75.00 per hour per deputy, with a three-hour minimum per deputy. See Exhibit "B" attached hereto for list of Federally Recognized Holidays.



## **SHERIFF – Marion County Special Detail Agreement**



### **3. CANCELLATION:**

- a) BUSINESS shall notify SHERIFF of any cancellations within a reasonable time and understands that failure to do so allows the SHERIFF, at his discretion, to bill for the minimum three hours per deputy.
- b) SHERIFF agrees to make all reasonable efforts to fill any special detail requests; however, BUSINESS agrees not to hold SHERIFF liable for any consequential damages resulting from the SHERIFF'S inability to do so.

### **4. NATURE OF DETAIL**

- a) Baseline Law Enforcement Services: The Agency and SSCRA desire that the Sheriff provide certain community oriented policing services in addition to the baseline law enforcement services regularly provided by the Sheriff's existing operations. "Baseline law enforcement services" means the ordinary and routine services provided to the residents, property owners and business owners in the SSCRA as a result of the overall countywide deployment of Sheriff resources to respond to crime and other public safety incidents, including, but not limited to: 911 communications, processing of calls for service, routine patrol, deputy response to calls for service, and investigative follow-up of criminal activity.
- b) Detail to be in Addition to Baseline Law Enforcement Services: The Sheriff agrees that the baseline law enforcement services will continue to be provided to the SSCRA and will remain equal to those the rest of the County receives wherein no reduction in baseline law enforcement services to the SSCRA will occur unless there is a corresponding County-wide reduction in level of service, unless necessitated by military activation, community, city, or emergency deputy/law enforcement needs. Should the number of officers assigned or duties performed fall below those outlined in this agreement, this shall be reflected in a refund of funds paid, or credit provided for subsequent Program services to the SSCRA.
- c) Duties of Detail: Two deputies shall be assigned to each "detail" shift, set forth below. The deputies shall be a "roving" patrol within the SSCRA with definite assignments for service to the SSCRA. They shall perform specialized patrol/service activities for the SSCRA, wherein such services may be provided by the deputies via foot patrol, bicycle patrol, vehicle patrol, or a combination thereof. The assigned deputy duties and activities shall include, but not be limited to the following, within the SSCRA:
  - 1. Respond to all calls, both emergency and non-emergency in nature.
  - 2. Engage in proactive policing strategies; develop and maintain rapport with residents, business, and property owners within the SSCRA, thus fostering an atmosphere of cooperation, compassion, coordination, peace and order.
  - 3. Encourage residents, property, and business owners to report any and all suspicious or criminal activities, and suspected/observed abuse or neglect of people, animals or property.
  - 4. Assist victims and homeless people, referring them to other agencies, when appropriate, for further assistance, including coordination with any Marion County Community Services Department case worker(s) assigned to provide outreach services within the SSCRA.



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5. Work with youth in SSCRA to help them understand and comply with laws and regulations, and foster a respectful and mentoring environment in regards to law enforcement and emergency services.
  6. Work with property owners, property management/managers, and the residents to maintain a healthy environment including reporting to owners/management graffiti, trash, and debris to be removed.
  7. Work with Marion County Code Enforcement staff in identifying non-compliance situations, along with encouraging compliance by owners and residents.
  8. To develop crime prevention programs such as Neighborhood Watch.
  9. Enforce towing regulations regarding abandoned, inoperable, or stolen vehicles.
  10. Maintain good health and physical condition.
- d) Transport of Persons: To ensure dedicated service to the SSCRA remains consistent with the funded Program services, the transport of persons of interest or similar parties to Sheriff support operations, or similar support operations (e.g., Sheriff District Offices, Marion County Jail and/or Juvenile facilities, community support facilities (e.g., homeless shelter), etc.), shall be conducted by the Sheriff's on-duty deputies providing the existing baseline law enforcement services, or other similarly authorized personal that may conduct such transport (e.g., community service personnel, authorized transportation providers, homeless operations support staff, etc.) rather than either of the two (2) deputies assigned to provide the Program services to the SSCRA. However, the deputies assigned to the detail may provide transport of persons or interest or similar parties if deemed necessary or proper. Any person arrested by the deputies to this detail may be transported to the Marion County Jail by them or another member of the Marion County Sheriff's Office.
- e) Staffing: Staffing and funding for the Marion County Sheriff Special Detail Program providing Community Oriented Policing for the Marion County Community Redevelopment Agency for the Silver Springs Community Redevelopment Area (see Exhibit "A") shall be provided as follows, provided that sufficient deputies are available for this detail:
1. Total hours per week, for two deputies on patrol: fifty (50) hours with twenty-five (25) hours per detail/deputy position, as a combination of the following to achieve the number of stated hours:
    - a. Hours per special detail shift to be provided: five (5), and
    - b. Minimum days per week to provide shifts: five (5);
  2. Number of deputies to be staffed for each shift: two (2), as a paired patrol;
  3. Weekends/Holidays: shift/service hours may occur on weekends and/or holidays as determined by the Administrative Liaison Officer, with any adjustments for supplemented Program costs/fees for Federally Recognized Holidays (see Exhibit "B"), which may be reflected in an adjusted payment or billing as referenced in Item e)5 below.
  4. Form of deputy patrol(s): foot or vehicle, as determined by the Administrative Liaison Officer;
  5. Payment/Billing method: Monthly payment, provided in advance and/or billed, as acceptable to Marion County Board of County Commissioner's Procurement & Finance Departments/Operations and Sheriff's Procurement & Finance Departments/Operations.



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### **5. ADMINISTRATIVE LIASON OFFICER:**

- a) The Sheriff agrees that a Lieutenant shall be provided as the Administrative Liaison Officer, who will work in concert with the SSCRA's staff. The Administrative Officer may also be staff serving the Sheriff as administrator of the Sheriff Community Policing and/or Special Detail Programs. The Administrative Liaison Officer will perform the following duties:
1. To the extent practicable, prepare and disseminate to the SSCRA staff in advance a deployment plan showing the upcoming monthly (or quarterly) schedule for the two (2) man team of deputies, identifying the dates, times, and patrol method(s) for upcoming Program service consistent with Exhibit "A". (The deployment plan shall be provided in advance to inform SSCRA and Marion County staff of the upcoming Program service times to allow for coordination purposes, etc., however the plan is not intended for general public dissemination.)
  2. Prepare and disseminate to the SSCRA staff a summary report of each completed month's activities and services provided by the Program including, but not limited to, identifying and/or summarizing arrests, warrant servicing, citizen assistance, community and property owner/management contacts/operations, etc. as outlined in this Program Application. SSCRA staff will disseminate such reports to the County Administrator and SSCRA Agency Board members and related County Departments for reference and review.
  3. Coordinate the dissemination and processing of law enforcement and security reports, supervisory assistance, assist in the resolving of problems, and/or assist in executing the provisions of the Program as outlined in this Program Application Addendum.
  4. Establish and maintain an ongoing line of communication with Shift Commanders and other law enforcement personnel and the Program deputies assigned to the SSCRA.
  5. Initiate and monitor ongoing lines of communication with Neighborhood Watch leaders to effectively employ the community-policing concept and to address in a timely manner concerns raised by community leaders.

### **6. WORKLOAD DATA**

The Sheriff agrees to collect and provide workload data in the SSCRA to the Agency.

### **7. LIABILITY:**

BOTH PARTIES recognize and agree that pursuant to state statute, the hiring of off-duty deputies may result in a claim for property damage, bodily and personal injury, including a claim for worker's compensation against BUSINESS, except that any deputy sheriff injured while enforcing the criminal, traffic or penal laws of this state shall be regarded as working on duty and would be covered under SHERIFF'S insurance, including workers compensation.

### **8. INDEMNIFICATION:**

BUSINESS agrees that up to the limits provided in Section 768.20, Florida Statutes, it will defend, indemnify, and hold harmless SHERIFF, his heirs, successors in interest or insurers from any and all



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claims, actions, judgements and suits, including a claim for workers compensation arising from or in connection with any act or omission of said Deputy Sheriff(s) while acting on behalf of the BUSINESS and within the course and scope of such employment, together with any costs, attorney’s fees, or other expenses incurred or to be incurred by SHERIFF, or the County of Marion, in defense of any such claim, action, judgement or suit, including the enforcement of this Agreement, whether such claim be groundless or not. This shall not be construed in any way as a waiver by the SHERIFF or BUSINESS of sovereign immunity or the limits established in Section 768.20, Florida Statutes.

**9. COVERAGE:**

BUSINESS agrees that SHERIFF reserves the right to require that a sufficient number of deputies be employed at large, public events to ensure safe and efficient law enforcement coverage.

**10. NOTICES**

Any notices required pursuant to the terms of this Contract shall be sent by United States Certified Mail, return receipt requested, to the principal place of business of each of the parties hereto, as specified below:

To the Agency:  
Marion County Community Redevelopment Agency  
c/o Marion County Growth Services  
2710 East Silver Springs Boulevard  
Ocala, FL 34470  
Attention: Christopher D. Rison, Senior Planner

To the County Administrator:  
Mounir Bouyounes, County Administrator  
601 SE 25<sup>th</sup> Avenue  
Ocala, FL 34471

To the Marion County Community Redevelopment Agency  
Marion County Community Redevelopment Agency  
c/o Marion County Board of County Commissioners  
601 SE 25<sup>th</sup> Avenue  
Ocala, FL 34471  
ATTN: Chairman

Marion County Sheriff’s Office  
692 NW 30th Ave  
PO Box 1987  
Ocala, FL 34475  
ATTN: Marissa Duquette, General Counsel



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**11. PUBLIC RECORDS**

**119.0701(2)(a) COMPLIANCE: IF THE CONTRACTOR/BUSINESS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S/BUSINESS'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS OF THE MARION COUNTY SHERIFF'S OFFICE AT 692 NW 30TH AVE, PO BOX 1987, OCALA, FL 34475, ATTN: MARISSA DUQUETTE, GENERAL COUNSEL, MDUQUETTE@MARIONSO.COM, (352) 369-6758.**

**ATTEST:**

\_\_\_\_\_  
**MICHELLE STONE, CHAIR,  
MARION COUNTY CRA (BUSINESS REPRESENTATIVE)**

\_\_\_\_\_  
**MARION COUNTY SHERIFF'S OFFICE  
FOR BILLY WOODS, SHERIFF**

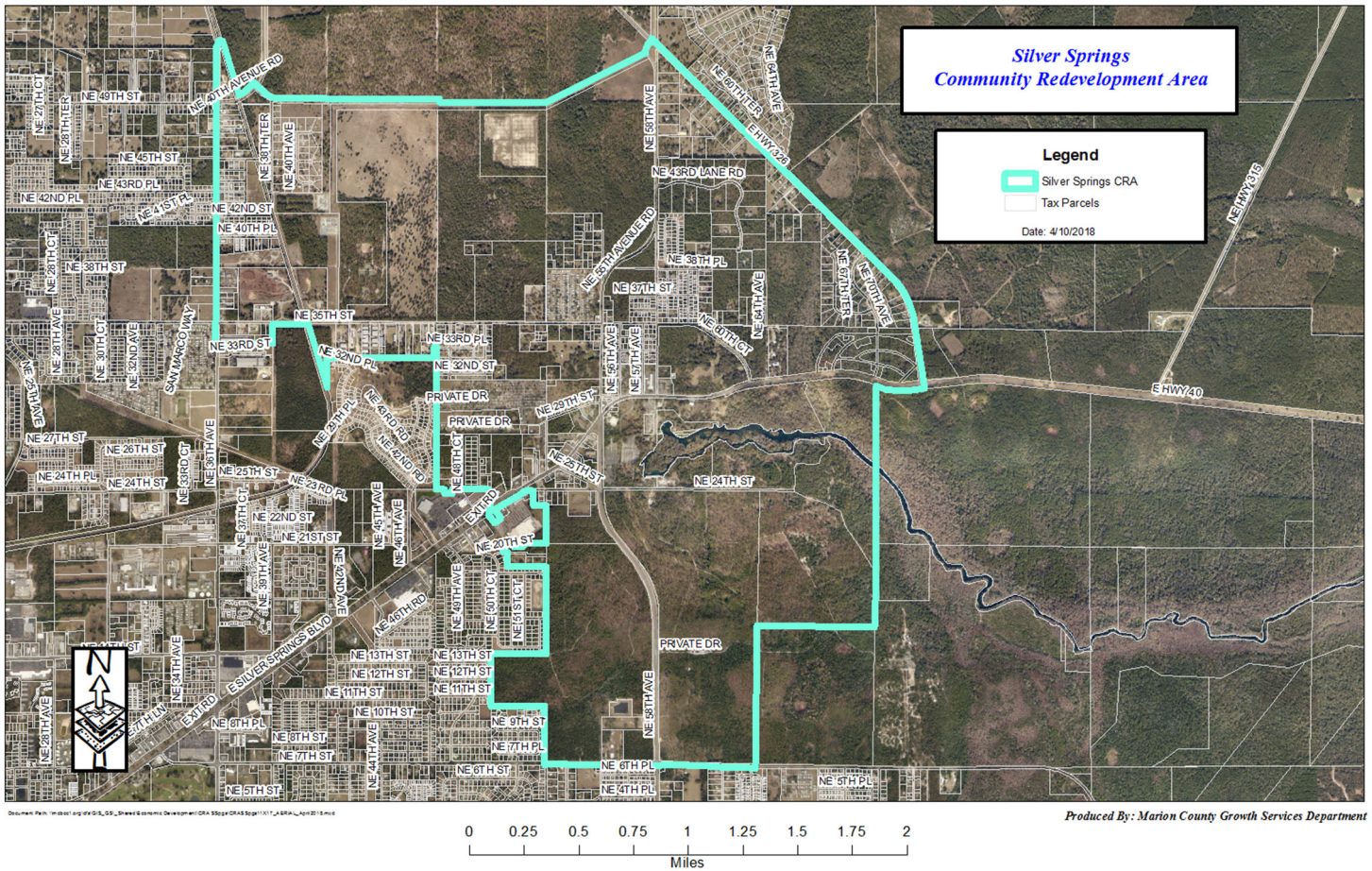




# SHERIFF – Marion County Special Detail Agreement



## EXHIBIT "A" SILVER SPRINGS COMMUNITY REDEVELOPMENT AREA (SSCRA) MAP





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**EXHIBIT "B"  
FEDERALLY RECOGNIZED HOLIDAYS**

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Day