

# City of Crystal River



Minutes from the  
Regular Council Meeting held  
Monday, October 8<sup>th</sup>, 2018  
@ 7:00 p.m.



**Minutes of the  
Crystal River City Council  
Regular Council Meeting  
Monday, October 8<sup>th</sup>, 2018 @ 7:00 p.m.  
Council Chamber, City Hall**

**1. CALL TO ORDER**

Mayor Farley called the meeting to order at 7:00 p.m.

**Council Present:** Mayor Jim Farley, Vice Mayor Ken Brown, Council member Mike Gudis, Council member Pat Fitzpatrick, Council member Robert Holmes

**Council Absent:** None

**Staff Present:** David Burnell, City Manager; Jennifer Rey, City Attorney; Mia Fink, CMC, City Clerk; Jack Dumas, Assistant City Manager, Michelle Russell, Finance Director; Jackie Gorman, Planning Director; Beau Keene, Public Works Director

Council member Holmes offered the invocation and Mayor Farley led in the Pledge of Allegiance.

Mayor Farley recognized Sheriff Mike Prendergast and Mayor Elect Joe Meek.

**2. ADOPTION OF AGENDA**

**Motion to adopt the agenda was made by Council member Gudis; seconded by Vice Mayor Brown. Motion carried unanimously.**

**3. PRESENTATIONS**

A. *Guardianship Month Proclamation.....Al Rothstein, Florida State Guardianship Association*

Mayor Farley presented the proclamation to Alicia Page, Secretary of the Heart of Florida Chapter of Guardians, representing Marion, Citrus and surrounding counties.

B. *Breast Cancer Awareness Month Proclamation.....Mayor Farley*

Mayor Farley requested that the Breast Cancer Awareness Month proclamation be acknowledged to promote the cause of prevention and finding a cure for the disease.

C. *City Hall Feasibility Preliminary Results.....Long and Associates*

Paul Portal, AIA LEED, EP, Vice President of Architecture for Long & Associates presented "New City Hall- City of Crystal River- Progress Update" (ATTACHMENT A) and addressed Council questions regarding options for development of a new city hall.

City manager Burnell confirmed plans to present options and study results at this time, then come back for a council decision at an upcoming meeting. Discussion was also held regarding impact of proposed FEMA Flood maps, suitability of alternative sites, and potential funding sources.

**4. UNFINISHED BUSINESS**

**5. APPROVAL OF CONSENT AGENDA**

- A. Motion to approve minutes from the Special Council meeting held September 25, 2018
- B. Motion to approve a special event permit application and road closure request submitted by the Citrus County Chamber of Commerce for the 2018 Christmas Parade

**Background:** [Agenda Sheet **Requested Motion: Motion to approve a special event permit application and road closure request submitted by the Citrus County Chamber of Commerce for the 2018 Christmas Parade.**

**Summary:** The Chamber of Commerce has submitted a special event permit for the 2018 Christmas Parade, which will be on Saturday, December 1<sup>st</sup> at 6:00pm. The parade will follow the same route as previous years with floats entering Highway 19 from Citrus Avenue South. This event will involve road closures for Citrus Avenue South, Highway 19, NE 5<sup>th</sup> Street, NE 4<sup>th</sup> Street, and NE 2<sup>nd</sup> Avenue from 12:00-10:00pm.

**Staff Recommendation:** Staff recommends approval.

End of Agenda Sheet]

- C. Motion to approve waiver of open container restriction and road closure request for the 2018 Christmas Tree Lighting Festival

**Background:** [Agenda sheet **Requested Motion: Motion to approve waiver of open container restriction and road closure request for the 2018 Christmas Tree Lighting Festival.**

**Summary:** The Special Events Department is requesting approval of a waiver of open container for the Christmas Tree Lighting Festival on Friday, November 30, 2018 from 3:00pm-9:00pm. The event will be the same layout as last year with the same expansion around Little Springs Park to include NW 7<sup>th</sup> Street and NW 2<sup>nd</sup> Avenue into the Duck Pond Area. They are also requesting road closures for Citrus Avenue from Highway 19 to Crystal Street, NW 1<sup>st</sup> Avenue from Highway 19- Crystal Street all of NW 7<sup>th</sup> Street and NW 3<sup>rd</sup> Avenue from the Sheriff's Department to NW 7<sup>th</sup> Street.

**Staff Recommendation:** Staff recommends approval.

End of Agenda Sheet]

**Motion to approve the consent agenda was made by Council member Fitzpatrick; seconded by Council member Gudis. Motion carried unanimously.**

**6. PUBLIC INPUT**

*(Time Limit of Three Minutes)*

**Phil Jannarone- 1405 SE 5<sup>th</sup> Avenue-** Inquired about ground level parking for proposed new City Hall.

Christie Croteau-1123 SE 3<sup>rd</sup> Avenue- Expressed concerns with grass height in draft grass ordinance and proposed a height reduction.

City Attorney Rey provided clarification on the two standards within the code, developed and non-developed.

Sheriff Mike Prendergast- Provided a status update on the progress of Hurricane Michael, provided points of contact for information on shelters, evacuation statuses, and clarification of storm surge projections. Council requested police presence throughout the city and closing of flooded roads to ensure unnecessary flooding from wakes is minimized.

Robert Pitts- Crystal River- Spoke in favor of saving the Third Avenue boat ramp, Wawa development, paid parking throughout the city and increased building height.

Pete Langlois- 1123 SE 3<sup>rd</sup> Avenue- Crystal River- Expressed concerns with draft noise ordinance structure and proposed standards, along with short term rentals.

## 7. PUBLIC HEARING

A. Motion to adopt Resolution No. 19-R-01 relating to the State Revolving Fund loan program approving the "City of Crystal River Water Meter Upgrade Facilities Plan" dated October, 2018; authorizing the submittal of the loan application to the Florida Department of Environmental Protection; authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances; and providing for conflicts, severability, and an effective date

Background: [Agenda Sheet **Requested Motion: Motion to adopt Resolution No. 19-R-01 relating to the State Revolving Fund loan program approving the "City of Crystal River Water Meter Upgrade Facilities Plan" dated October, 2018; authorizing the submittal of the loan application to the Florida Department of Environmental Protection; authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances; and providing for conflicts, severability, and an effective date.**

**Summary:** On May 29, 2018 Council authorized Florida Rural Water Association (FRWA) to proceed with providing technical assistance related to the development of an application package to the Drinking Water State Revolving Fund (DWSRF) for a low-interest loan for a water meter replacement project including lead gooseneck mitigation, backflow assemblies, a leak detection study, and additional water main isolation valves; FRWA is making excellent progress.

The request before Council this date serves to meet FDEP's requirement to hold an advertised public hearing and also seeks adoption of a Resolution tailored after an FDEP/DWSRF template. Proposed Resolution No. 19-R-01 sets forth certain SRF loan criteria such as: approves the attached Facilities Plan; authorizes the submittal of the loan application; authorizes the loan agreement (which, upon completion, will be submitted to legal for review); establishes pledged funds from water and sewer utility revenues; designates the authorized representative, etc.

In August, 2018 this project (Project Number DW09024) was included in the SRF loan priority list and funding for pre-construction activities in the amount of \$70,000.00 was approved at that time. FDEP also awarded a generous 50% principal forgiveness reducing the City's pay back obligation to \$35,000.00

Upon completion of the bid documents (which is expected to occur within the next 30 – 45 days), the loan application to fund the construction phase of the project will be submitted for consideration during FDEP's

February 2019 project prioritization hearing. Once that application is submitted, the evaluation process will dictate the amount of principal forgiveness (if any) to be applied to this project.

**Facilities Plan:** For the purpose of being able to demonstrate the enterprise fund's solvency and being able to repay the loan, which is estimated to be roughly \$4.1M, conventional methodologies were applied to our 3,200 equivalent residential units (ERUs). As best shown on Page 19 of the Facilities Plan, this calculation results in an apparent necessary monthly rate increase of \$1.94 (based on 70% principal forgiveness) to \$6.46 (assuming no forgiveness) per ERU to cover the increased debt service resulting from this project. This assumption is if no improve water loss occurs from this project.

However, since the City experiences a chronic 37% water loss (water that leaves the water treatment plant but is not reflected in the meter tally), it is reasonable to assume based on meter testing that a portion of that loss is being missed due to inaccuracies in the City's current meters; it is also reasonable to assume that a fraction is lost through undetected underground leaks.

More accurate reads resulting from new state-of-the-art meters is expected to result in increased revenues from both the water and wastewater components of the monthly bill. Also, since this project includes a professional \$75,000 leak detection study, future leak repairs will decrease the cost to produce water --- also improving the bottom line. The net effect of these two actions will result in a shortened rate of return and will most likely significantly reduce the rate increase projections predicted in the current planning documents.

**Attach: Resolution No. 19-R-01; "City of Crystal River Water Meter Upgrade Facilities Plan" dated October, 2018**

**Staff Recommendation:** Approve the Resolution as presented.

End of Agenda Sheet]

Chris Saliba of U.S. Water provided a brief introduction of the item and Tom Bryant P.E. of the Florida Rural Water Association presented "City of Crystal River Water Meter Improvement Plan" to Council. He also addressed questions regarding remote disconnect and leak detection technology.

Public Hearing: No one spoke for or against the ordinance.

**Motion to adopt Resolution No. 19-R-01 relating to the State Revolving Fund loan program approving the "City of Crystal River Water Meter Upgrade Facilities Plan" dated October, 2018; authorizing the submittal of the loan application to the Florida Department of Environmental Protection; authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances; and providing for conflicts, severability, and an effective date was made by Council member Holmes; seconded by Council member Fitzpatrick.**

Mr. Saliba addressed Council questions regarding financing, noting there would be no upfront cost and recovery would offset cost and principle forgiveness.

**Motion carried unanimously.**

B. Motion to table consideration of draft Ordinance No. 18-O-04

Background: [Agenda sheet **Requested Motion: Motion to table consideration of draft Ordinance No. 18-O-04.**

**Summary:** Adoption of draft Ordinance No. 18-O-04 would serve to amend the City of Crystal River Land Development Code, Chapter 4, that regulates the building heights and setbacks for commercial zoning districts, specifically by eliminating language for the height allowance on appurtenances (currently no height limit) and establishing an overall height allowance from 50' TO 58', to include appurtenances.

The ordinance is scheduled to be brought before the Planning Commission for their consideration on October 4, 2018. After this Planning agenda was prepared the City has received updated FEMA maps that propose a substantial change in current Base Flood Elevation requirements. Staff needs to follow the approval process of FEMA's new proposed flood plain before moving the item forward.

Staff will re-advertise the meeting at a later date.

**Staff Recommendation:** Staff recommends that Council table Ordinance 18-O-04 until further notice.  
End of Agenda Sheet]

City Manager Burnell provided a brief overview of the item and discussion was held regarding proposed FEMA flood maps changes to impact base flood elevation.

**Motion to table consideration of draft Ordinance No. 18-O-04 was made by Mayor Farley; seconded by Vice Mayor Brown. Motion carried unanimously.**

C. Motion to adopt Resolution No. 19-R-02 setting forth the public use and purpose for eminent domain proceedings to acquire property to be used for public parking and improved public access to local businesses

**Background:** [Agenda Sheet **Requested Motion: Motion to adopt Resolution No. 19-R-02 setting forth the public use and purpose for eminent domain proceedings to acquire property to be used for public parking and improved public access to local businesses.**

**Summary:** City Council has been attempting to move forward with the transference of a property referenced in the attached resolution for approximately three years. Due to a combination of lengthy court proceedings and recent passing of previous ownership the City has not been able to complete the transaction previously agreed to by the former owner.

Based on recent City Council discussion, staff was directed to research the Eminent Domain process, and most recently directed City legal staff to move forward with initial steps to acquire the parcel via such process, in lieu of continuing negotiations with the current ownership.

**Staff Recommendation:** Staff recommends moving forward Eminent Domain, while considering continued negotiations for purchase of the property to acquire the parcel at a lower overall cost.  
End of Agenda Sheet]

City Manager Burnell provided a brief overview of the item.

**Motion to adopt Resolution No. 19-R-02 setting forth the public use and purpose for eminent domain proceedings to acquire property to be used for public parking and improved public access to local businesses was made by Vice Mayor Brown; seconded by Council member Gudis.**

Council member Fitzpatrick inquired about continued negotiations, on which City Attorney Rey provided clarification.

**Motion carried unanimously.**

## 8. CITY ATTORNEY

## 9. CITY MANAGER

A. *Motion to approve FY2018-2019 Collective Bargaining Memorandum of Agreement between the City of Crystal River and the Carpenters Industrial Council, UBC Local Union Number 2038 to amend the current collective bargaining agreement effective October 2016 – September 30, 2019*

**Background:** [Agenda Sheet] **Requested Motion:** **Motion to approve FY2018-2019 Collective Bargaining Memorandum of Agreement between the City of Crystal River and the Carpenters Industrial Council, UBC Local Union Number 2038 to amend the current collective bargaining agreement effective October 2016 – September 30, 2019.**

**Summary:** Per Article 26, Duration, Modification and Termination of the Union contract, either the City or the Union have the opportunity to open Article 23 Wages and up to two (2) additional articles of the Union agreement per contract year by sending written notice to the other party no earlier than January 1st and no later than May 1st each contract year. Both parties have met three times since June 6, 2018 to discuss several items ranging from wages to the safety of the employees. While management is not always agreeable to all requests presented by the Union, we strive to come to a resolution that is reasonable, fair and within the City's budget constraints. The bargaining unit members voted for the requested amendments to the contract on Thursday, September 27, 2018.

Management emphasizes employee safety daily and the Union expressed concerns pertaining to the Public Works shop lighting and security as well as summer safety. Currently the lighting at the shop is minimal. Due to call-outs during the after-hours, staff frequently find themselves in the dark attempting to open the gate to retrieve a truck and tools to attend to calls. Management agreed to add additional lighting and security videos at the shop within this current year as well as add into the FY2019 budget to change the gate to an auto lock to avoid fumbling through keys. The Union expressed concerns of employees working by themselves in the summer heat and dehydrating; they proposed for employees to work in pairs as there was no current system for well-check. Management mentioned the radios staff chooses not to use and expressed that each employee has a responsibility to be sure he/she stays hydrated. Management will promote more safety through means of the supervisor and/or co-workers checking on one another throughout the day.

**Amendment #1 – Article 22.6:** Effective October 1, 2016 an on-call list and process was established as the Union expressed concerns the prior process was not fair. Since its inception, management continues to improve the process. A designated cellular phone has been utilized the last two years and is assigned to an employee on a weekly basis whom then receives a weekly stipend of now \$70 (initially \$65). This stipend was initiated because the employee on-call must be ready and willing to respond to a call at any time of the day. If an employee is not signed up for or assigned on-call status and not entitled to the On-Call Stipend, he/she will receive a minimum of two (2) hours compensation at time and one half for call out time. The Union requested to amend the contract to provide the On-Call employee use of a city provided vehicle with tools as well as compensation from the time the call was received until he/she returned home. Following much discussion, management agreed to provide an employee assigned to On-Call that responds to a call and reports to work to receive a minimum of one (1) hour compensation in addition to the On-Call stipend; this form of compensation is manageable. Management also added that if an employee is assigned to On-Call duty and he/she reports sick during regular hours that he/she must notify the City if he/she is able to complete the On-Call assignment for the day.

**Amendment #2 – Article 23.5:** During the term of the existing three-year contract the uniform policy continues to be improved per the request of the Union. This year they had requested replacements for damaged uniform pants occur within two weeks of the employee turning over the damaged pants as well as



establish a policy of uniforms for new hires to occur within two weeks. Much discussion occurred as well between Management and the Union on this topic for reasonableness and fairness among both parties. Both parties agreed to amend the contract to reflect a clothing allowance of three hundred and eighty dollars (\$380) a year to replace Department approved work shoes, pants, shirts and other clothing approved by the Department. Also, each uniformed employee may be issued no more than six (6) shirts a year versus the current eleven (11) and all new employees shall receive eleven (11) City shirts within two weeks of hiring.

**Amendment #3 - Article:** 15.1 Effective October 1, 2016 any bargaining unit employee whose salary reaches the maximum pay range for the position receives the balance of any salary increase as a bonus not added to his or her maximum base salary. The Union initially requested these employees receive fifty percent (50%) of the projected raise as a pay increase versus a bonus equal to the proposed pay increase for all other bargaining unit members; management proposed a 65% of the projected raise as they felt this option was more adequate and fair. This change currently impacts two (2) employees. This amendment is effective 10/1/18 – 9/30/19; the termination date of the existing three-year contract.

**Amendment #4 –Article 23.6:** The Union requested to amend the current vacation leave accrual to make it more desirable for employees to want to work longer than a few years with the City. Management agreed to amend the first two levels of the vacation accrual only per the below recap.

<i>Years of Continuous Service</i>	<i>Length of Annual Vacations</i>	<i>Vacation Hours Per Work Hour</i>
0-5 years	80 hours	.0385
6-12 years	120 hours	.0577
13-19 years	160 hours	.0770
20+ years	200 hours	.0962

**Article 23.1 – Wages:** The union initially requested a general pay increase of six percent (6%) for all employees covered under the bargaining agreement for fiscal year 2018-2019. Management explained our health insurance costs have increased 14% which accounts for an approximate 5% increase per employee. With a 2.5% increase, plus the additional health insurance rate increase the City is absorbing accounts for approximately a 7.5% increase overall. Management agreed to a 2.5% increase in hourly rates for employees covered by the bargaining agreement.

All of the above amendments to the current Collective Bargaining Agreement covering the period of 10/1/16 – 9/30/18 will be effective 10/1/18 – 9/30/19.

**Staff Recommendation:** The changes are consistent with Council’s executive session. Staff recommends approval of the FY18-19 Collective Bargaining Memorandum of Agreement End of Agenda Sheet]

*City Manager Burnell provided a brief overview of the item.*

**Motion to approve FY2018-2019 Collective Bargaining Memorandum of Agreement between the City of Crystal River and the Carpenters Industrial Council, UBC Local Union Number 2038 to amend the current collective bargaining agreement effective October 2016 – September 30, 2019 was made by Council member Holmes; seconded by Council member Gudis. Motion carried unanimously.**

*B. Motion to approve an amendment to the existing employee vacation accrual as outlined within the City of Crystal River Human Resource Policy Manual, Article 11E, Annual Leave to bring consistency and fairness to all City Staff*



**Background:** Agenda Sheet **Requested Motion:** Motion to approve an amendment to the existing employee vacation accrual as outlined within the City of Crystal River Human Resource Policy Manual, Article 11E, Annual Leave to bring consistency and fairness to all City Staff.

**Summary:** During Union negotiations for FY18-19, they requested to amend the current vacation leave accrual to make it more desirable for employees to want to work longer than a few years with the City. Management agreed to amend the first two levels of the vacation accrual only; management has also agreed to amend the non-union employees' vacation accrual for consistency and fairness across the City Staff.

All full-time employees who serve in positions that are categorized as either Administrative or Regular shall earn annual

Leave according to the following table:

<u>Years of Continuous Service</u>	<u>Vacation Hours per Work Hour/Length of Annual Vacations</u>
0 - 5 years of service	.0385 hours per work hour (2 wks./yr.)
6 - 12 years of service	.0577 hours per work hours (3 wks./yr.)
13 - 17 years of service	.0770 hours per work hour (4 wks./yr.)
18 + years or service	.0962 hours per work hour (5 wks./yr.)

All employees categorized as Management shall earn annual leave according to the following table:

<u>Years of Continuous Service</u>	<u>Vacation Hours per Work Hour/Length of Annual Vacations</u>
0 - 5 years of service	.0577 hours per work hours (3 wks./yr.)
6 - 12 years of service	.0770 hours per work hour (4 wks./yr.)
13 + years of service	.0962 hours per work hour (5 wks./yr.)

**Staff Recommendation:** Staff recommends approval of the amended vacation accrual for all non-union employees to bring consistency and fairness to all City Staff. End of Agenda Sheet]

**Motion to approve an amendment to the existing employee vacation accrual as outlined within the City of Crystal River Human Resource Policy Manual, Article 11E, Annual Leave to bring consistency and fairness to all City Staff was made by Council member Holmes; seconded by Vice Mayor Brown. Motion carried unanimously.**

*C. Discussion on Draft Noise Ordinance*

**Background:** Agenda Sheet **Requested Motion:** N/A- Discussion on new proposed Sound Ordinance

**Summary:** Request from City Council to review and update the sound ordinance. Attached is a modification to the existing ordinance per that request. In the proposal use of equipment that is accepted by the State. It requires purchase, training and regular calibration of the equipment.

The noise ranges and times do vary from community to community and some are derived from OSHA regulation to prevent loss of hearing at the work place.

**Staff Recommendation:** The agenda item is to promote good communication on this issue, so that it can be moved forward and advertised in the near future for ordinance revision. End of Agenda Sheet]

City Attorney Rey provided an overview of the item, noting trend-based standards and definitions, and removal of a permit and exception standard. Discussion was also held regarding standards for waterways and enforcement, during which consensus was reached for staff to move forward as recommended.

*D. Discussion on draft ordinance related to lawn maintenance, including amendments to Chapter 10, "Health, Sanitation, and Public Welfare", "Article I, In General" and Chapter 14 "Streets and Sidewalks", Article III, "Private Yards and Lots"*

**Background:** [Agenda Sheet] **Requested Motion: N/A- Discussion on draft ordinance related to lawn maintenance, including amendments to Chapter 10, "Health, Sanitation, and Public Welfare", "Article I, In General" and Chapter 14 "Streets and Sidewalks", Article III, "Private Yards and Lots"**

**Summary:** Request from City Council to review and propose updates to shorten the timeline as it relates to unkempt private yards. Attached is a modification to the existing ordinance per that request.

**Staff Recommendation:** The agenda item is to provide an opportunity for input on this issue, so that it can be moved forward and advertised in the near future for ordinance adoption. End of Agenda Sheet]

Discussion was held regarding the varied property maintenance standards.

*E. Motion to approve a professional services agreement with Greenman-Pederson, Inc. in a not-to-exceed amount of \$25,000.00 for engineering services during construction of the US-19 widening utility relocation project*

**Background:** [Agenda Sheet] **Requested Motion: Motion to approve a professional services agreement with Greenman-Pederson, Inc. in a not-to-exceed amount of \$25,000.00 for engineering services during construction of the US-19 widening utility relocation project.**

**Summary:** Recall US-19 is to be six-laned from W. Jump Ct. in Homosassa to Ft. Island Trail and the City has existing water and sewer utilities within the northern section of the corridor that must be relocated.

The City's engineering consultant for this utility relocation project is Greenman-Pederson, Inc. (GPI). The original scope of work did not contemplate services during construction and Staff is requesting approval to engage GPI for the next phase as we're now progressing from design/permitting into construction. GPI is currently under a continuing contract with the City for as-needed services and Staff recommends continuing with this firm for construction engineering services.

Services will be billed on a time & materials basis in accordance with the rates established in our existing continuing services contract. The scope of work includes, but is not limited to: responses to contractor requests for additional information/clarification; plan revisions as necessary; shop drawing review; progress meetings attendance, etc.

For informational purposes ---

The successful bidder is DAB Constructors, Inc. who is currently performing the US-19 widening work through Homosassa.

The preconstruction meeting was held on October 2, 2018 and work is expected to begin in early November, 2018; the underground work will most likely start in early 2019 (after the holidays).

This \$50.4M road project is expected to take three years to complete.

**Staff Recommendation:** Approve the requested motion.

End of Agenda Sheet]

City manager Burnell provided a brief overview of the item.

**Motion to approve a professional services agreement with Greenman-Pederson, Inc. in a not-to-exceed amount of \$25,000.00 for engineering services during construction of the US-19 widening utility relocation project was made by Council member Holmes; seconded by Council member Fitzpatrick. Motion carried unanimously.**

*F. Discussion on Two Septic to Sewer Projects in the approval process with DEP and SWFWMD*

**Background:** [Agenda Sheet Requested motion: N/A- Discussion on Two Septic to Sewer Projects in the approval process with DEP and SWFWMD. (Staff is requesting consensus on the two projects)

**Summary:** For several years, City Council has pursued the long-term health of the Kings Bay Watershed, taking on approximately 13 million dollars of project work to reduce nitrogen release into the aquifer. The City is the only municipality as an active member of the Springs Committee that SWFWMD manages for the five major spring sheds. The City also works together with Citrus County Utilities to better manage long-term environmental health in its entirety. The City is beginning the process to establish contracts with DEP and SWFWMD on two projects in the City's Water and Sewer Districts located outside the municipal limits. Staff will also work with Citrus County to identify any terms and conditions and/or any Interlocal agreement requirements.

In discussions with SWFWMD the final vote on these projects by the State will be in January.

The first project is called the Southern Sewer Project that will eliminate 7.8 tons of nitrogen per year into the aquifer.

There are 706 residential units and 16 commercial properties. The expected cost approximately 6.5 million dollars. It is funded by DEP at the rate of 50%, SWFWMD 25% and assessment of 25%. Timeline of the project is 2018 – 2021. There is an attached illustration of the areas being included.

The second project is called the Indian Waters Sewer Expansion Grant Project that will eliminate 3.0 tons of nitrogen per year. Many of the residences are on canals and all are near to the Indian River. It includes taking an older privately held package plant which directly outfalls into the river. The expected cost is \$5.5 million dollars. It is funded by DEP at the 50% of the cost, SWFWMD 25% and assessment of 25%.

The benefit of having a secondary use of the treated wastewater at Duke greatly improves the value of investing in Crystal River's utility system.

Staff will be keeping you informed as the process moves forward.

**Staff Recommendation:** Staff recommends consensus to move forward.

End of Agenda Sheet]

City Manager Burnell confirmed that further discussion and update would take place during the October 22, 2018 Council meeting.

*G. Motion to ratify proclamation pertaining to a declared emergency due to Tropical Storm Michael*

**Background:** [Agenda Sheet Requested Motion: Motion to ratify proclamation pertaining to a declared emergency due to Tropical Storm Michael.

**Summary:** Due to the impacts of Tropical Storm Michael staff has worked to ensure that a disaster proclamation is put into place and move forward with the emergency funding appropriation process, in accordance with Chapter 21 of the City's Code of Ordinances. (APPLICABLE EXCERPTS BELOW).

**Sec. 21-3. - Declaration of emergency by proclamation—Generally.**

(a) A state of emergency shall be declared by proclamation of the mayor, or the vice-mayor in his absence, or by the city manager, or his designee, in the absence of the mayor or vice-mayor. The state of emergency shall continue until the mayor, or the vice-mayor in his absence, or city manager, or his designee, in the absence of the mayor or vice-mayor, finds that the threat or danger no longer exists or until an emergency meeting of a quorum of the city council can take place and terminate the state of emergency by proclamation.

(b) A proclamation declaring a state of emergency shall activate the disaster and/or hurricane operations plan applicable to Crystal River and shall be the authority for use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans.

**Sec. 21-4. - Same—Authority of designated official.**

In the event of an emergency pursuant to this chapter, the mayor, or vice-mayor in his absence, or the city manager, or his designee, in the absence of the mayor or the vice-mayor, may issue a proclamation declaring a state of emergency when a quorum of the city council is unable to meet and shall have the authority and power to take such action to protect the health, safety, and welfare of the community including the following which shall have the force of municipal law during this emergency which, at the discretion of the mayor, or the vice mayor in his absence, or the city manager, or his designee in his absence, may include any of the following, as needed to deal the emergency at hand...

(5) Utilize all available resources of the city government as reasonably necessary to cope with the disaster emergency, including emergency expenditures not to exceed two hundred thousand dollars (\$200,000.00).

**Staff Recommendation:** Ratification of the proclamation, as recommended. End of Agenda Sheet]

**Motion to ratify proclamation pertaining to a declared emergency due to Tropical Storm Michael was made by Council member Gudis; seconded by Vice Mayor Brown. Motion carried unanimously.**

H. Motion to adopt Resolution No. 19-ER-01 authorizing emergency appropriations in the amount of \$200,000.00

**Background:** [Agenda Sheet **Requested Motion: Motion to adopt Emergency Resolution No. 19-ER-01 authorizing emergency appropriations related to Tropical Storm Michael.**

**Summary:** Due to the impacts of Tropical Storm Michael, has worked to ensure that a disaster proclamation was put into place and proposes moving forward with the emergency funding appropriation process, in accordance with Chapter 21 of the City's Code of Ordinances. (APPLICABLE EXCERPTS BELOW).

Although already adopted, a recommendation was made for staff to bring forward those documents for ratification by Council was a quorum could be established.

**Sec. 21-3. - Declaration of emergency by proclamation—Generally.**

(a) A state of emergency shall be declared by proclamation of the mayor, or the vice-mayor in his absence, or by the city manager, or his designee, in the absence of the mayor or vice-mayor. The state of emergency shall continue until the mayor, or the vice-mayor in his absence, or city manager, or his designee, in the absence of the mayor or vice-mayor, finds that the threat or danger no longer exists or until an emergency

meeting of a quorum of the city council can take place and terminate the state of emergency by proclamation.

(b) A proclamation declaring a state of emergency shall activate the disaster and/or hurricane operations plan applicable to Crystal River and shall be the authority for use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans.

**Sec. 21-4. - Same—Authority of designated official.**

In the event of an emergency pursuant to this chapter, the mayor, or vice-mayor in his absence, or the city manager, or his designee, in the absence of the mayor or the vice-mayor, may issue a proclamation declaring a state of emergency when a quorum of the city council is unable to meet and shall have the authority and power to take such action to protect the health, safety, and welfare of the community including the following which shall have the force of municipal law during this emergency which, at the discretion of the mayor, or the vice mayor in his absence, or the city manager, or his designee in his absence, may include any of the following, as needed to deal the emergency at hand...

(5) Utilize all available resources of the city government as reasonably necessary to cope with the disaster emergency, including emergency expenditures not to exceed two hundred thousand dollars (\$200,000.00).

**Staff Recommendation:** Adoption of resolution as recommended.

End of Agenda Sheet]

**Motion to adopt Emergency Resolution No. 19-ER-01 authorizing emergency appropriations related to Tropical Storm Michael was made by Council member Gudis' seconded by Council member Holmes. Motion carried unanimously.**

*1. Motion to adopt Resolution No. 19-ER-02 authorizing additional emergency funding in the amount of \$300,000.00 for a total of \$500,000.00 to hire contractors and professional services related to clean-up and recovery, including debris removal for commercial businesses in the event that damages are sustained from Tropical Storm Michael*

**Background: [Agenda Sheet Requested Motion: Motion to adopt Resolution No. 19-ER-02 authorizing additional emergency funding in the amount of \$300,000.00 for a total of \$500,000.00 to hire contractors and professional services related to clean-up and recovery, including debris removal for commercial businesses in the event that damages are sustained from Tropical Storm Michael.**

**Summary:** Following Hurricanes Hermine and Irma, the City moved forward with debris removal and clean-up prior to federal declaration of emergency. Although the direct effects of Hurricane Irma have yet to be determined, this item is being brought forward to provide City Council with the opportunity to appropriate additional City funds in order to minimize the impact to residents and businesses by aggressively moving forward with clean-up, in the event that damages are sustained.

If the City Council approves this motion, staff recommends doing it in a way that will make the majority of the cost eligible for FEMA reimbursement. This will include hiring a monitoring service to document the entire process, per FEMA guidelines.

As discussed during previous year's emergency meetings following Hurricanes Hermine and Irma, commercial debris removal is not covered by FEMA, although proved to be an integral part of recovery efforts

**Staff Recommendation:** Staff recommends pre-approval of additional cost, if it becomes necessary.

**Motion to adopt Resolution No. 19-ER-02 authorizing additional emergency funding in the amount of \$300,000.00 for a total of \$500,000.00 to hire contractors and professional services related to clean-up and recovery, including debris removal for commercial businesses in the event that damages are sustained from Tropical Storm Michael was made by Vice Mayor Brown; seconded by Council member Gudis. Motion carried unanimously.**

**10. CITY COUNCIL**

**11. COMMITTEE REPORTS**

A. Mayor Farley

- *Waterfronts Advisory Board* – Reported on a presentation from Lisa Moore of Save Crystal River on Kings Bay Restoration Project and permitting for next project phase.

B. Vice Mayor Brown

- *Withlacoochee Regional Water Supply Authority* – Updated Council on a notification letter sent by Richard Owens pertaining to budget adoption and County representation.
- *Crystal River Main Street*

C. Council member Fitzpatrick

- *Metropolitan Planning Organization*
- *Three Sisters Springs Coordination Committee*

D. Council member Gudis

- *Tourist Development Council*
- *Library Governing Advisory Board*
- *Florida League of Cities*
- *Citrus County Community Charitable Foundation Board*

E. Council member Holmes

- *Keep Citrus County Beautiful*
- *Springs Coast Steering Committee*

**12. COMMUNICATIONS**

**13. COUNCIL MEMBER REPORTS**

A. Mayor Farley

B. Vice Mayor Brown

C. Council member Fitzpatrick- Requested closure of Citrus Avenue during Hurricane Michael.

D. Council member Gudis

E. Council member Holmes- Read into record proposed charter amendment related to City Council residency requirements. (ATTACHMENT B).

City Attorney Rey addressed Council questions regarding the potential to address issues with proposed language.

**14. PUBLIC INPUT**

*(Five Minute Time Limit)*


City Manager Burnell announced that parks would be closed the following morning.

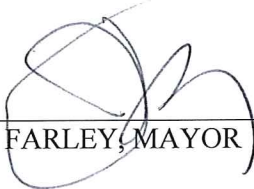
**15. ADJOURNMENT**

Mayor Farley adjourned the meeting at 8:43 p.m.

**CITY OF CRYSTAL RIVER**

**ATTEST:**

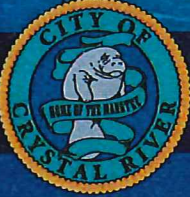
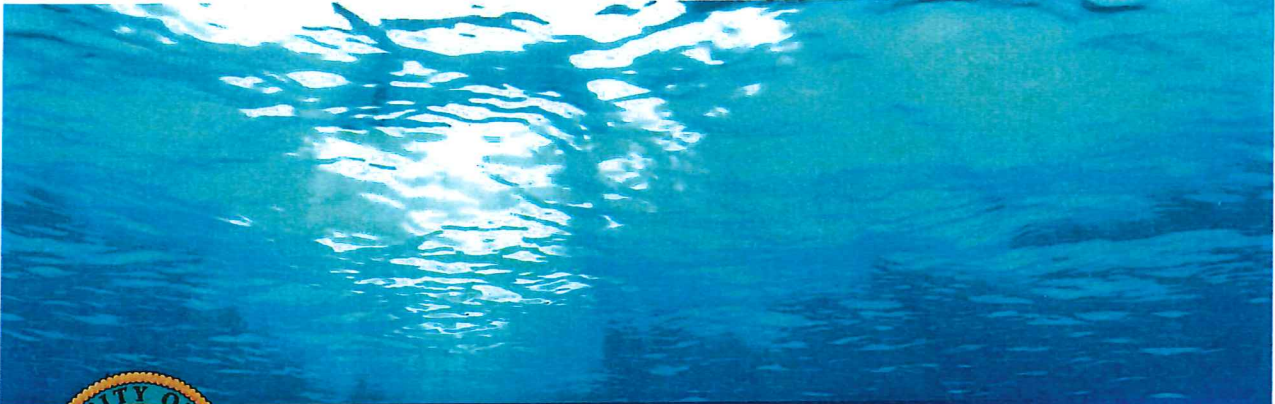
  
\_\_\_\_\_  
MIA FINK, CITY CLERK

  
\_\_\_\_\_  
JIM FARLEY, MAYOR






# ATTACHMENT "A"



## NEW CITY HALL

City of Crystal River | 10.08.18  
Progress Update



LONG & ASSOCIATES  
architects | engineers, inc.



## Agenda

- 01 Project Understanding
- 02 Site Assessments
- 03 Building Program
- 04 Recap + Comments



# Project Understanding

01

## Feasibility Study



Site Assessment



Building Size + Quality



Code Analysis



Performance Parameters



Stormwater Management



Budget Review



Parking Requirements +  
Development Regulations



Concept Site Plan



## Facility Requirements



Approximately 25,000 SF of habitable space



Three Sisters Springs visitor's center



Offices + ancillary space for City staff + Functions



Offices for local state representatives



Sheriff's substation



Multi-use public service space



Storm-hardened facility for mission critical personnel



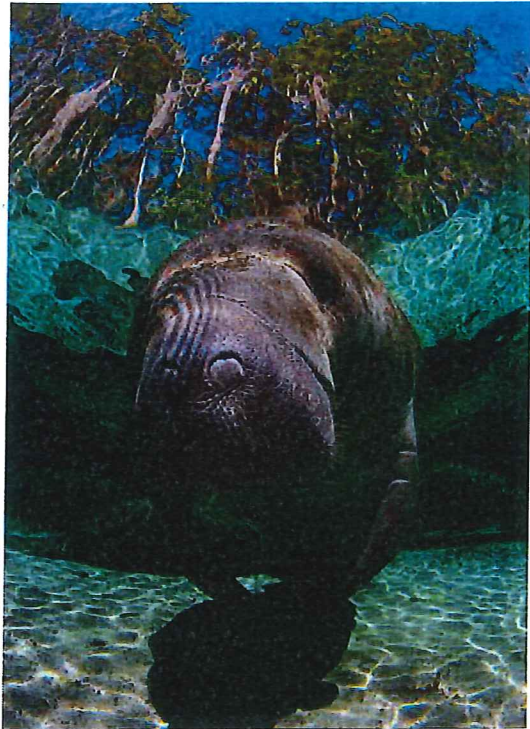
Possible space for tax collector's office?



## Site Assessments

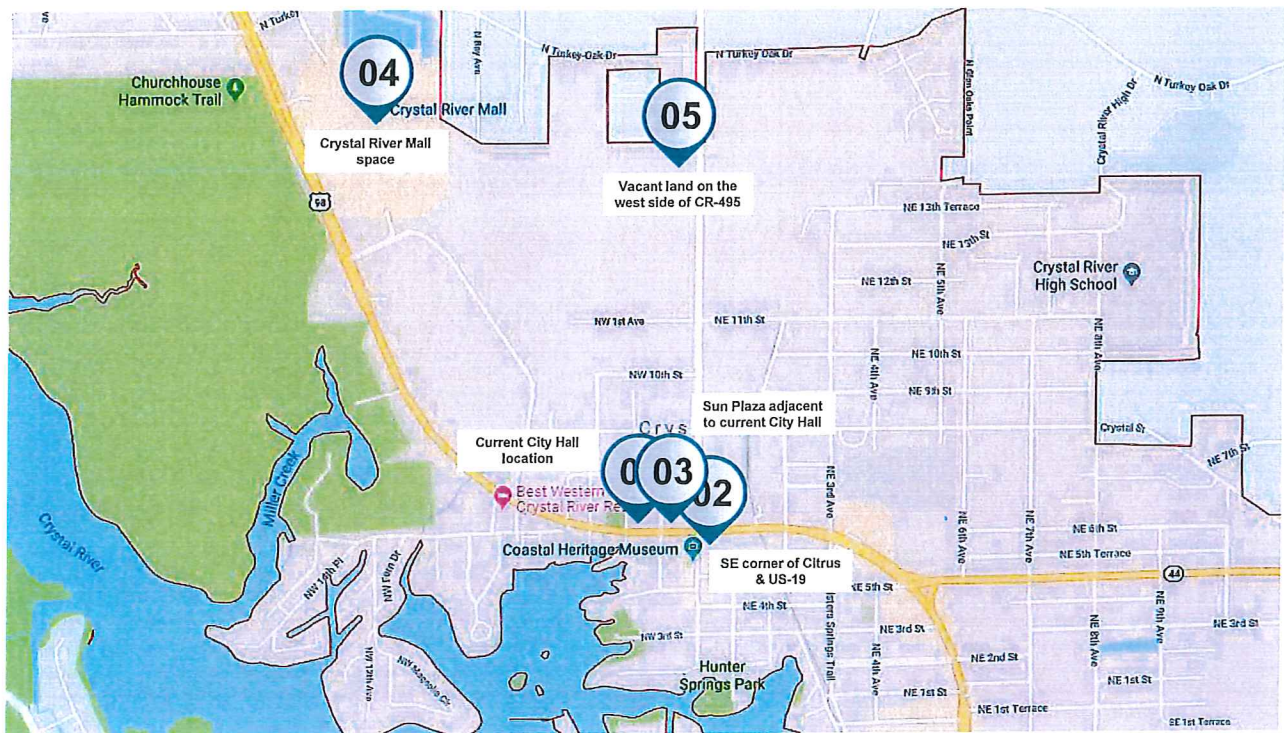
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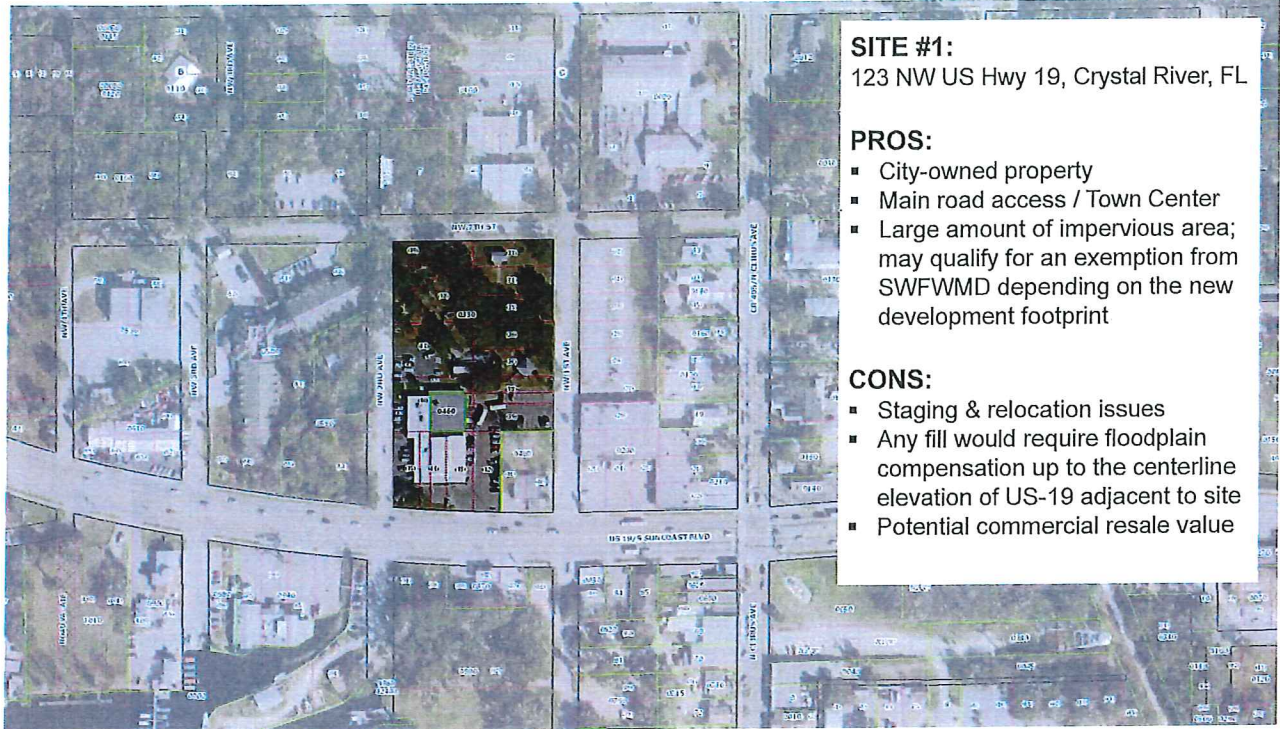


# Potential Project Sites

- 01 Current City Hall location
- 02 SE corner of Citrus & US-19
- 03 Sun Plaza adjacent to current City Hall
- 04 Crystal River Mall space
- 05 Vacant land on the west side of CR-495



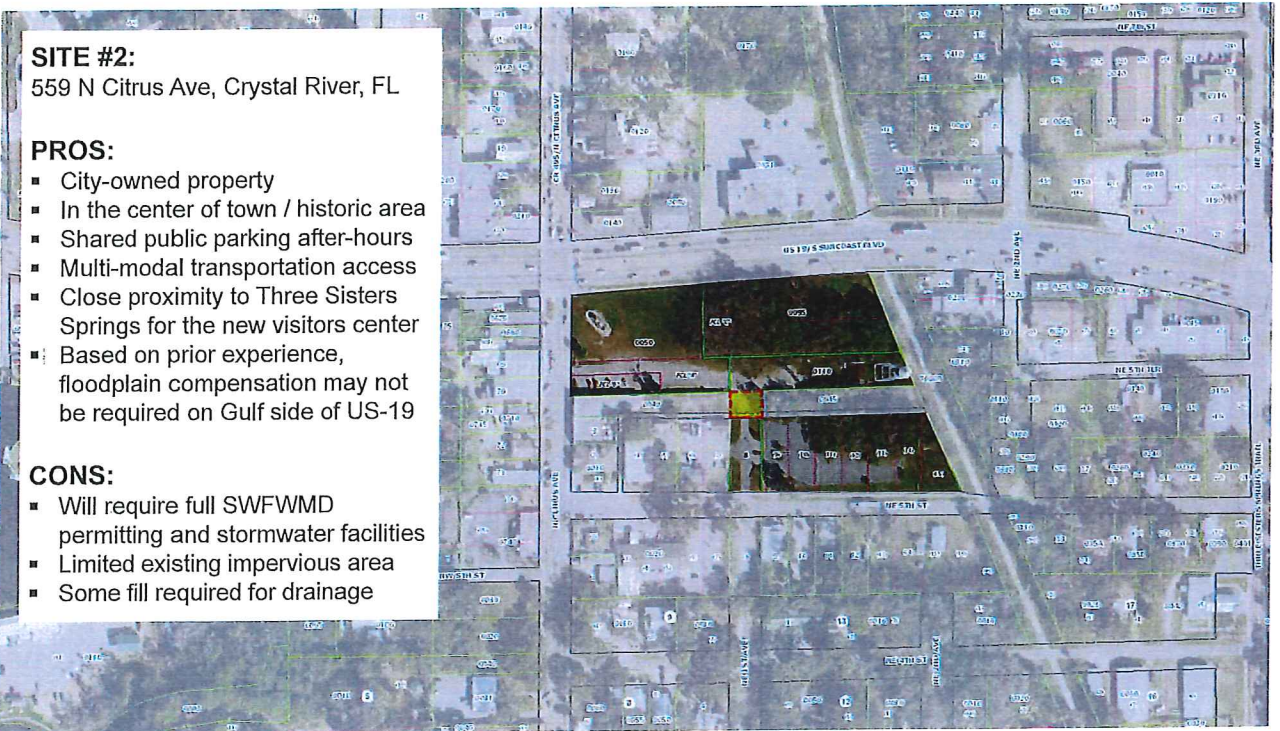




**SITE #1:**  
123 NW US Hwy 19, Crystal River, FL

- PROS:**
- City-owned property
  - Main road access / Town Center
  - Large amount of impervious area; may qualify for an exemption from SWFWMD depending on the new development footprint

- CONS:**
- Staging & relocation issues
  - Any fill would require floodplain compensation up to the centerline elevation of US-19 adjacent to site
  - Potential commercial resale value

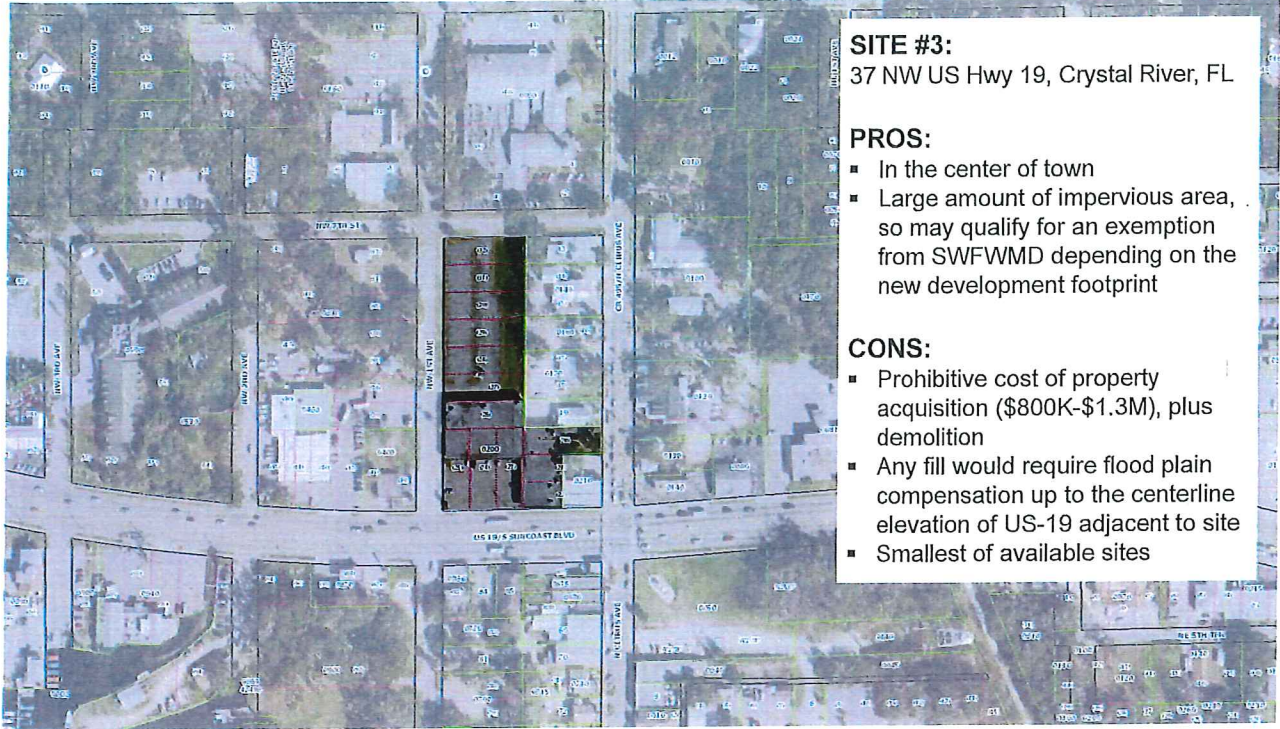


**SITE #2:**  
559 N Citrus Ave, Crystal River, FL

- PROS:**
- City-owned property
  - In the center of town / historic area
  - Shared public parking after-hours
  - Multi-modal transportation access
  - Close proximity to Three Sisters Springs for the new visitors center
  - Based on prior experience, floodplain compensation may not be required on Gulf side of US-19

- CONS:**
- Will require full SWFWMD permitting and stormwater facilities
  - Limited existing impervious area
  - Some fill required for drainage





**SITE #3:**  
37 NW US Hwy 19, Crystal River, FL

- PROS:**
- In the center of town
  - Large amount of impervious area, so may qualify for an exemption from SWFWMD depending on the new development footprint

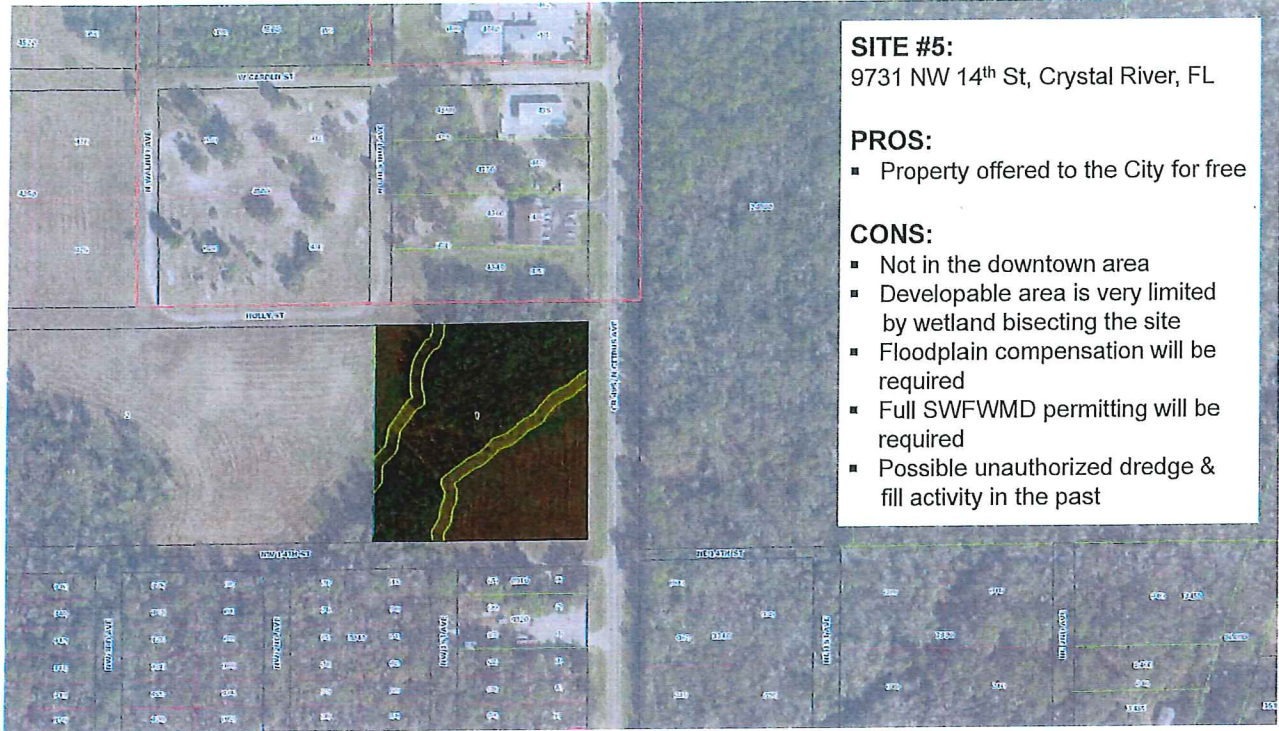
- CONS:**
- Prohibitive cost of property acquisition (\$800K-\$1.3M), plus demolition
  - Any fill would require flood plain compensation up to the centerline elevation of US-19 adjacent to site
  - Smallest of available sites



**SITE #4:**  
1801 NW US Hwy 19, Crystal River, FL

- CONS:**
- Mall space would have to be acquired (cost unknown)
  - Not in the downtown area
  - Constructed in the early 1990s, the building would need significant updates to comply with current FBC
  - Overall, the building (particularly the central tent structure) is nearing the end of its lifecycle
  - Non-hardened portions of the mall could become projectiles if the building deteriorates in a hurricane
  - Property lien

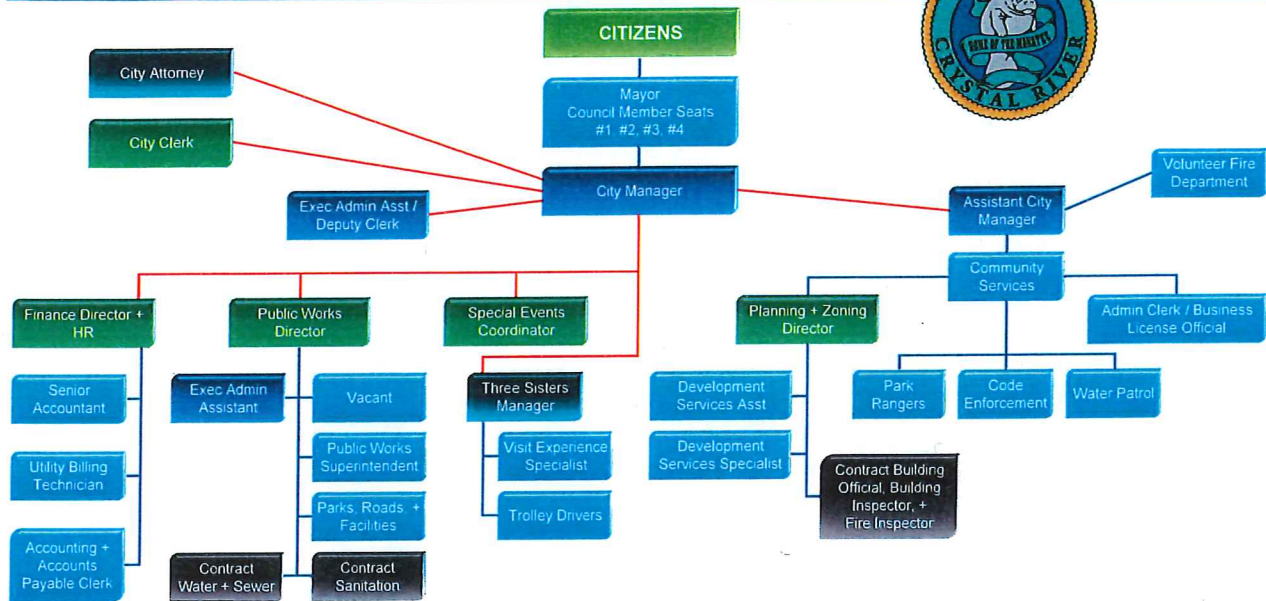




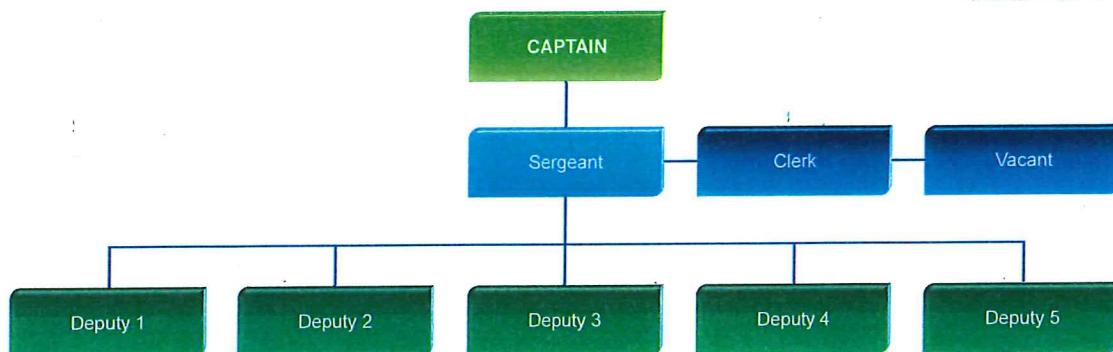
## Building Program



# COCR Organizational Chart



# Sheriff's Substation Organizational Chart







# New City Hall Space Needs Program

SPACE	FUNCTION	GROSS FLOOR AREA
ADMINISTRATION	City Manager / City Clerk / Events Coordinator	2,000
COMMUNITY SERVICES	Planning & Development / Building Department / Codes	2,200
FINANCE / UTILITIES	Finance Director / Human Resources / Billing / Accounting	1,350
PUBLIC WORKS	Public Works Director / Facilities	1,450
CITY COUNCIL	Office Space & Council Chambers	2,000
SUPPORT & SERVICE CORE	Mechanical / Electrical / Storage / Restrooms	5,600
MULTI-USE PUBLIC SERVICE	Meeting Space / Kitchen / Storage / Communications	1,800
VISITOR CENTER	Lobby / Ticket Counter / Exhibit Space	2,500
SHERIFF SUBSTATION	Captain / Sergeant / Deputies / Clerks	2,450
MINIMUM REQUIRED GROSS BUILDING AREA		21,350
RECOMMENDED BUILDING SIZE FOR 30-YEAR FUTURE GROWTH (15%+)		25,000



## Recap + Comments

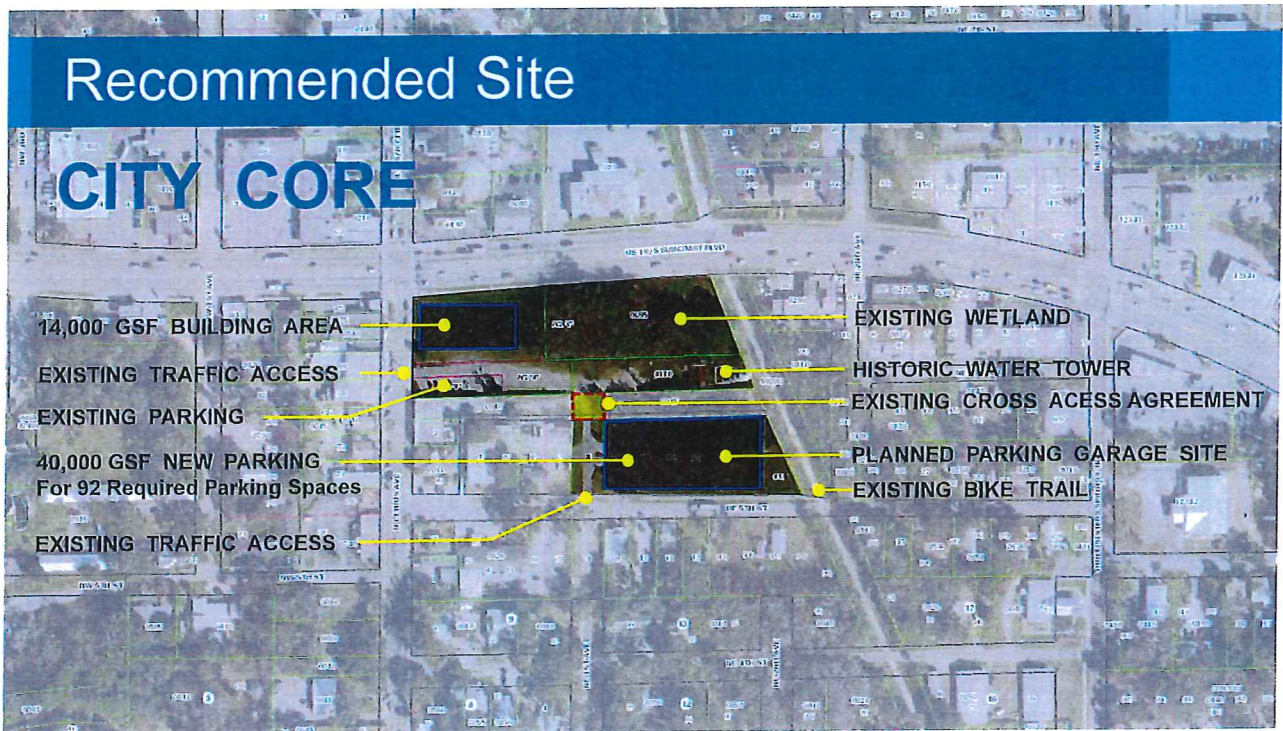
04



# Recommended Site



# Recommended Site





## Recommended Site



## Recap + Next Steps



Site reviews with civil engineer



Finalize building program



On-site review of existing facilities



Detailed site analysis



Vetting of preliminary building program



Project budget development



Preliminary site investigation report



Preliminary master plan report



# QUESTIONS + COMMENTS







**ATTACHMENT "B"**

Sec. 7-36. - Who may become a candidate.

- (a) Any qualified elector of the city may become a candidate for the office of mayor or councilman.
- (b) Each candidate for office of city council of Crystal River at the time of qualifying shall affirm and state that they have been a resident residing in corporate limits of the City of Crystal River for six (6) months prior to the time of election.

(Code 1964, § 7-27; Ord. No. 97-0-09, § 1, 6-9-97)

*A candidate for any office of the City of Crystal River must provide proof residency for 1 year "current" via Homestead Exemption Declaration in their name.*