



**Minutes of the
Crystal River City Council
Regular Council Meeting
Monday, May 29th, 2018 @ 7:00 p.m.
Council Chamber, City Hall**

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

1. CALL TO ORDER

A. Roll Call.....Deputy Clerk Morris

Council Present: Mayor Farley, Vice Mayor Brown, Council member Fitzpatrick, Council member Gudis, Council member Holmes

Council Absent: None.

Staff Present: Finance Director Michelle Russell, City Attorney Jennifer Rey, Deputy Clerk Morris, Public Works Director Beau Keene, and Planning and Development Services Director Jackie Gorman.

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

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. Key to the City.....Mayor Farley

Mayor Farley presented the Key to the City to George Angeliadis former City Attorney and presented a proclamation reflecting such. Mr. Angeliadis made a statement following the presentation.

B. Bike Helmet Safety Month Proclamation.....FDOT

Mayor Farley presented a proclamation proclaiming Bike Helmet Safety month to recipients from the FDOT.

C. Fiscal Year 17 Audit PresentationMauldin Jenkins

Finance Director Russell provided an introduction for Trey Scott of Mauldin Jenkins. Mr. Scott provided information related to the annual audit of the City of Crystal River. The City was issued a clean audit or unmodified opinion. The audit found no issues or management points. No significant difficulties issues completing the audit. Net increase of equity. Recommendation for improvement: issue accrual software.

Council member Gudis made a statement about how easy the report was to read.

Vice Mayor Brown asked about accrual software.

Council member Fitzpatrick thanked the Finance staff for their work.

Council member Gudis asked how the City compared to other cities. Mr. Scott relayed information as to how the City compares to other cities of the same size.

4. UNFINISHED BUSINESS – None.

5. APPROVAL OF CONSENT AGENDA

- A. Motion to approve minutes from the Regular City Council meeting held April 23, 2018 and May 14, 2018
- B. Monthly Departmental Reports

Motion to approve consent agenda was made by Council member Fitzpatrick; seconded by Council member Gudis.

Motion carried unanimously.

6. PUBLIC INPUT

(Time Limit of Three Minutes)

Jim Tittle, 1841 NW 15th Street, Crystal River, spoke about the RV code and presented the Council with a letter related to such (see Attachment "A").

Mayor Farley provided a response to Mr. Tittle.

Phil Jannarone, Crystal River, asked for an update related the dredging contracts and asked if item J would be opened to public input. City Manager Burnell provided an update.

Keith Raym, 1290 NW 19th Court, asked if Item J would be opened for discussion. Mayor Farley responded that during the public input portion near the end of the meetings. Mr. Raym also thanked the City for painting the fire hydrants in Woodland Estates and brought up concerns to City Council about sidewalk issues in Woodland Estates. City Manager Burnell provided an update on the City's efforts to correct the problem.

Julia Taylor stated that many residents are starting to ride bikes to work. Thank the City for their efforts towards safety.

Dee Atkins of Crystal River made a statement related to USFWS's management of Three Sisters.

7. PUBLIC HEARINGS

- A. Consideration of approval of Ordinance No. 18-O-06 amending the City of Crystal River Land Development Code, Chapter 4, Site Design Requirements, specifically Section 4.02.02(A), by eliminating the two acre minimum for a Planned Unit Development (PUD) on Final Reading and setting a public hearing for May 29, 2018

Background: [Agenda Sheet] **Requested Motion: Motion to approve Ordinance No. 18-O-06 amending Chapter 4, Section 4.04.02 of the Land Development Code eliminating the 2 Acre minimum requirement for Planned Unit Developments on First Reading and setting a public hearing for May 29th.**

Summary: The Crystal River Land Development Code, specifically Section 4.04.02 – Minimum requirements for a Planned Unit Development (PUD) Zoning District, Section A. states that the minimum land area for a PUD shall be two (2) acres.

PUD's allow flexibility by allowing Developer's to depart from "cookie cutter" lot forms and setback requirements, therefore allowing more creative uses of open space and urban design. Having a minimum lot size of 2 acres will take away opportunities for the development of downtown properties that do not meet this requirement.

Our Land Development Code has been written to protect those areas of interest that may be of concern during the design process and allows both Planning Commission and City Council to be involved in the approval process.

Staff is requesting that the minimum land area for a PUD be removed from the LDC in order to allow better development of properties within the City of Crystal River. This does not change any of the other processes in establishing the PUD (Public Hearings, Development Agreements, etc.).

The Planning Commission recommended approval of the proposed Ordinance on May 3, 2018.

Staff Recommendation: Approval

End of Agenda Sheet]

Motion to read the Ordinance by title only was made by Council member Gudis; seconded by Council member Fitzpatrick.

Motion carried unanimously.

City Attorney Rey read the ordinance by title.

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING THE CITY OF CRYSTAL RIVER LAND DEVELOPMENT CODE, CHAPTER 4, SECTION 4.02.02(A); BY ELIMINATING THE TWO ACRE MINIMUM FOR A PLANNED UNIT DEVELOPMENT (PUD); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

Motion to approve Ordinance No. 18-O-06 amending Chapter 4, Section 4.04.02 of the Land Development Code eliminating the 2 Acre minimum requirement for Planned Unit Developments on Final Reading Council member Holmes, seconded by Council member Fitzpatrick.

Council Discussion: There was none.

Public Input: Robert Froehling, 1360 NW 15th Court, spoke in favor of the ordinance.

Motion carried unanimously on a roll call vote.

- B. Consideration of approval of Ordinance No. 18-O-10 amending Chapter 20 of the City of Crystal River Code of Ordinance “Advisory Board and Commissions”, Section 20-32 “Appointment” changing the total number of appointed (WAB) members from twelve (12) to nine (9) on First Reading and setting a public hearing for June 11, 2018

Motion to read the Ordinance by title only was made by Vice Mayor Brown; seconded by Council member Gudis.

Motion carried unanimously.

City Attorney Rey the ordinance by title.

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING THE CITY OF CRYSTAL RIVER CODE OF ORDINANCES, CHAPTER 20 - ADVISORY BOARDS AND COMMISSIONS, SECTION 20-32 APPOINTMENT, CHANGING THE TOTAL APPOINTED MEMBERS FROM TWELVE (12) TO NINE (9); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance No. 18-O-10 amending Chapter 20 of the City of Crystal River Code of Ordinance “Advisory Board and Commissions”, Section 20-32 “Appointment” changing the total number of appointed (WAB) members from twelve (12) to nine (9) on First Reading and setting a public hearing for June 11, 2018 by Council member Fitzpatrick; seconded by Council member Gudis.

Council Discussion: There was none.

Public Input: There was none.

Motion carried unanimously on a roll call vote.

8. CITY ATTORNEY – none.

9. CITY MANAGER

A. Motion to approve Interlocal Agreement between Citrus County, Florida and the City of Crystal River, Florida Titled: Citrus/Crystal River Automatic and Mutual-Aid Response

Background: [Agenda Sheet

Requested Motion: Motion to approve “Interlocal Agreement Between Citrus County, Florida and The City of Crystal River, Florida Titled: Citrus/Crystal River Automatic and Mutual-Aid Response Plan”

Summary: The City of Crystal River and Citrus County have been providing fire service related Mutual Aid to each other since the Departments were formed. The current Mutual Aid Agreement between the City and County is dated May 17, 1988. This agreement states that if one agency needs aid the other would supply that aid upon request. Since the early to mid 90’s the two Departments have been operating on an automatic aid basis. Meaning, based on the type of call, automatic aid is put into place, both into and out of the City on the initial callout. The agreement before you puts this response process into a written form that allows both the City and County to continue providing the highest level of safety to our residence and neighbors. The new agreement has both an automatic as well as a standard mutual aid provision. Automatic aid into the City will be only for structure fires. Automatic aid from the City to the County will be a) structure fires to the beats hi-lighted on the map, b) brush fires one beat north of City, c) vehicle fires one beat north of the City. All other calls will be handled under the standard Mutual Aid provision. Meaning a verbal request is required.

The Fire Service, whether the City or the County, strives to deal with all issues that it is tasked. However there are times that additional resources are required. That is why we use agreements of this nature, to assist our neighbors in need. One thing to keep in mind is that this agreement may be more important to the City due to the number of neighbors that it has.

Staff Recommendation: Staff recommends the approval of Citrus /Crystal River Automatic and Mutual-Aid Response Plan **End of Agenda Sheet**.

Council member Gudis asked if the deal was as good as the City could get from the county. Assistant Public Works Director/Fire Chief Dumas provided a response to Council member Gudis.

Vice Mayor Brown stated that he was comfortable with the agreement.

Council member Holmes stated the agreement was a good one.

Mayor Farley reflected the sentiments of the other council members.

Motion to approve “Interlocal Agreement Between Citrus County, Florida and The City of Crystal River, Florida Titled: Citrus/Crystal River Automatic and Mutual-Aid Response Plan” was made by Council member Holmes; seconded by Council member Gudis.

Motion carried unanimously.

- B. Motion to approve the special event permit, road closure request and waiver of open container submitted by Best Florida Fest for the Crystal River Scallop Fest

Background: [[Agenda Sheet](#)]

Requested Motion: Motion to approve the special event permit, road closure request and waiver of open container submitted by Best Florida Fest for the Crystal River Scallop Fest.

Summary: Best Florida Fest, Inc. has submitted a Special Event Permit application for a new event, Crystal River Scallop Fest to be held July 28th and 29th, 2018. They are requesting to utilize Kings Bay Park and close NW 3rd Street from the median to the dead end with the road closure being from Friday, July 27th at 5:00pm to Sunday, July 29th at 11:00pm. The festival will officially begin on Saturday at 12:00 pm and end on Sunday at 6:00 pm. Citrus County Blessings will be selling beer and wine and will be the benefactor of those sales.

Staff Recommendation: *Staff recommends approval*

End of Agenda Sheet.

Vice Mayor Brown stated that there should be a requirement that certain percent should be given to the charity that is benefitting from the festival.

Mayor Farley that these type of events brings entertainment to the City.

Council member Fitzpatrick stated no objection to the event.

Vice Mayor Brown reiterated his concern that the charity actually receive funds from the event.

Motion to approve the special event permit, road closure request and waiver of open container submitted by Best Florida Fest for the Crystal River Scallop Fest was made by Vice Mayor Brown; seconded by Council member Fitzpatrick.

Motion carried unanimously.

- C. Motion to amend the existing “Agreement to Lease Vehicles or Equipment” between the City of Crystal River and U.S. Water to add a 2018 F-250 Service Truck (Vehicle ID 682)

Background: [[Agenda Sheet](#)]

Requested Motion: Motion to amend the existing “Agreement to Lease Vehicles or Equipment” between the City of Crystal River and U.S. Waters to add a 2018 F-250 Service Truck (Vehicle ID 682).

Summary: On November 14, 2016 Council approved an agreement to lease five (5) City owned vehicles to U.S. Water. The agreement allows for amendments by “a further writing signed by the parties of this lease”.

In the lease is a series of vehicles of various ages and models, one of those vehicles has become unserviceable and a replacement was approved for purchase. This vehicle has now arrived and requires to be listed on the lease agreement between the City and U.S. Waters. This lease is to mutually protect each party by defining use, repair and insurance requirements for each party.

To this end, Staff proposes to amend by updating “Exhibit A --- Equipment/Vehicles” of the lease agreement. The City Manager and U.S. Water will then sign/date and the updated exhibit will be incorporated in the agreement.

Staff Recommendation: Staff recommends approval the addition of the 2018 Ford F-250 Service Truck to Lease with U.S. Water **End of Agenda Sheet**.

Motion to amend the existing “Agreement to Lease Vehicles or Equipment” between the City of Crystal River and U.S. Waters to add a 2018 F-250 Service Truck (Vehicle ID 682) was made by Council member Holmes; seconded by Council member Gudis.

Motion carried unanimously.

- D. Motion to adopt Resolution No. 18-R-16 and approve the purchase of railing and post kits from Finyl Sales, Inc. in an amount not exceed \$25,000 for railing replacement at Kings Bay Park and to authorize an expenditure of up to \$1,000.00 for mounting hardware

Background: [\[Agenda Sheet\]](#)

Summary:

Requested Motion: Motion to approve the purchase of railing and post kits from Finyl Sales, Inc. in an amount not to exceed \$25,000.00 for railing replacement at Kings Bay Park and to authorize an expenditure of up to \$1,000.00 for mounting hardware.

As authorized by the CRA on 12/11/17, Staff is currently replacing the existing sidewalk railings in the Michigan Town area with a railing system that matches that of the Riverwalk. The impetus for the change was that the existing railing has historically been subjected to vandalism and has proven difficult to repair and maintain.

The existing boardwalk and waterside walkway railings at Kings Bay Park consist of inferior pipe railing (which has also been subjected to vandalism) and the product that is currently being replaced in Michigan Town.

For consistency with the Riverwalk and Michigan Town railing scheme, which is specified as a robust Westbury C80 VertiCable in silver, Staff estimated the required quantities and solicited a tax-exempt quote from three vendors. Note that for enhanced protection due to the adjacent water body, Staff has specified the railing to be 42” high (versus 36” which is adequate for the Michigan Town area).

Three quotes were received for the railing and post kits:	Finyl Sales, Inc.
\$22,135.08	
	Midwest Vinyl Products, Inc.
\$22,252.27	
	Decks Direct.com
	\$24,897.95

Finyl Sales, Inc., out of Ocala, FL was awarded as the supplier for the Michigan Town railing and satisfactorily delivered on that project. Staff requests an award to Finyl Sales, Inc. at the quoted unit

prices in an amount not-to-exceed \$25,000 which will provide for a contingency allowance. Staff also requests an additional \$1,000 to purchase mounting hardware.

Staff Recommendation: Approve the purchase of railing and post kits from Finyl Sales, Inc. in an amount not to exceed \$25,000.00 for railing replacement at Kings Bay Park and to authorize an expenditure of up to \$1,000.00 for mounting hardware
End of Agenda Sheet].

Motion to approve the purchase of railing and post kits from Finyl Sales, Inc. in an amount not to exceed \$25,000.00 for railing replacement at Kings Bay Park and to authorize an expenditure of up to \$1,000.00 for mounting hardware was made by Council member Fitzpatrick; seconded by Council member Gudis.

Motion carried unanimously.

E. Motion to adopt Resolution No. 18-R-17 and approve a piggyback purchase off Florida Sheriff's Association Cooperative Purchasing Program for a portable lift station bypass pump from Thompson Pump in the amount of \$60,723.00

Background: [Agenda Sheet

Requested Motion: Motion to adopt Resolution No. 18-R-17 and approve a piggyback purchase off Florida Sheriffs Association Cooperative Purchasing Program for a portable lift station bypass pump from Thompson Pump in the amount of \$60,723.00

Summary: The Utility relies on a trailer-mounted bypass pump for lift station repairs. Reliability of this critical piece of equipment is paramount especially during emergency situations where time is of the essence to ensure that sanitary sewer overflows do not occur. The city has one existing portable pump has recently become unreliable and has need for a high level of repair. It is also very loud and the auto-start float system also no longer works which requires the pump to run day and night when in service. It is Staff's (and U.S. Water's) opinion that the pump is nearing the end of its useful life and any repair costs would be better spent on a replacement. See attached photo --- the unit is worn out.

Since it's imperative to have a minimum of one bypass pump available at all times to handle situations as they arise, the Utility is currently renting a unit from Thompson Pump on a monthly basis at the rate of \$2,090 per month. Subject to Council approval of this request, there is up to a 16-week lead time from the date the order is placed. The resulting total duration for need of a rental unit could be as long as five months --- the rental costs could conceivably approach 1/5 of the cost of a new unit. With this in mind, Staff requested consideration and the pump manufacturer's municipal division has agreed to waive the rental cost commencing at the date the order is placed.

Staff proposes to piggyback purchase from Thompson Pump using the Florida Sheriffs Association Contract FSA17-VEH15.0, Specification #76 (attached) which was awarded through competitive bidding.

As referenced in the attached quote, the purchase includes a 24-month warranty, sound attenuated enclosure, additional UV protection against our sunny environment, compressor-assisted priming system (which is a necessity for some of our deeper lift stations), self-cleaning impeller, battery charger, electric brakes, hose package and rack, rear suction/discharge connections (which is beneficial in areas with obstructions and/or tight public right-of-ways). As a courtesy, Thompson Pump has included one-year of complimentary cellular service for the alarm auto-dialer that is compatible with the City's current system.

Thompson Pump is an ISO 9001 certified Florida-based manufacturer that has been in operation since 1970 and has earned a reputation as a leader in the industry. Their bypass pumps have been employed by lift station rehabilitation contractors on local projects and our rentals over the years have proven reliable; Staff recommends this purchase.

Staff Recommendation: Approve a piggyback purchase off Florida Sheriffs Association Cooperative Purchasing Program for a portable lift station bypass pump from Thompson Pump in the amount of \$60,723.00.End of Agenda Sheet]

Motion to adopt Resolution No. 18-R-17 and approve a piggyback purchase off Florida Sheriffs Association Cooperative Purchasing Program for a portable lift station bypass pump from Thompson Pump in the amount of \$60,723.00 was made by Council member Holmes; seconded by Vice Mayor Brown.

Motion carried unanimously.

F. Motion to approve a purchase from Barney's Pumps, Inc. in the amount of \$23,850.00 for the replacement of two (2) new submersible sewage pumps for lift station #34

Background: [Agenda Sheet

Requested Motion: Motion to approve a purchase from Barney's Pumps, Inc. in the amount of \$23,850.00 for the replacement of two (2) new submersible sewage pumps for Lift Station #34.

Summary: One of the two submersible wastewater pumps at Lift Station #34 has recently failed. Both of the existing pumps were installed in 1990 and are approaching end-of-useful life. The cost to repair the failed pump has been quoted as \$9,000 which is almost the cost of a new pump. Due to age, Staff recommends replacing both pumps at this time.

This master lift station is located adjacent to the DPW shop next to the mall. This station uses 40 Hp pumps which are the largest of all our 68 stations. This station receives flow from all of Woodland Estates, businesses along the east side of US-19 both north and south of Turkey Oak (including the mall), Smuggler's Cove, etc. This critical station is now running on the single remaining pump but the rental portable bypass pump is available on standby.

Pertinent to this request, Staff would like to recognize U.S. Water for its spirit of cooperation and for performance of work yet again outside the contract scope of services.

Our U.S. Water Project Manager, Chris Saliba, recently detected the sound of gurgling air at the wastewater treatment plant headworks --- an indication that a lift station's check valve was failing to shut tight. When this occurs, sewage within the pressurized forcemain system is allowed to dump back into the wetwell of the affected station. Consequently, in addition to normal influent flow, the pumps also have to handle some component of what they just discharged.

Mr. Saliba analyzed numerous lift stations and concluded that the faulty check was associated with the subject LS #34. It's difficult to say exactly when the valve started failing but it appears to have begun in late 2015. So, for the past couple of years, the already tired pumps have been running significantly more.

Due to age and deterioration, it was determined that the check valve could not be repaired. Because of the tight configuration of the large 10" discharge manifold as it sat within the precast valve vault, the entire assembly had to be lifted out of the vault. With it removed, it made sense to go ahead and replace the checks valves as well as the aged isolation valves. U.S. Water was very generous in offering to provide the labor which turned out to be a significant effort.

Before the manifold could be disconnected, it was necessary to install an isolation valve on the discharge forcemain outside of the vault (to prevent a sewage spill). To accomplish this, crews had to perform a midnight shutdown of nine lift stations connected to the network and have a pumper truck on standby in case the task took longer than expected.

Mission accomplished with no issues --- U.S. Water ended up paying overtime for work outside of their contracted scope of services and Staff appreciates the effort. Upon completion, the pump run times went from 9 hours a day down to just ½ an hour! With 40 Hp pumps, Staff expects to see a significant savings in electricity at this station. Staff has asked U.S. Water to add monthly preventative maintenance task to their routine lift station rounds to stethoscope for leaky check valves.

Staff solicited quotes for compatible 40 horsepower replacement pumps --- Mader Electric Motors quoted Wilo at \$12,886.00 each, and Barney's Pump quoted direct-replacement Hydromatic at \$11,850.00 plus \$75 shipping each. Aside from being the lowest price, Hydromatic pumps are proven and are used in the majority of the City's lift stations. The City has purchased numerous pumps from Barney's Pumps of Lakeland, FL and Staff recommends this purchase.

Staff Recommendation: Approve the requested motion as presented.

End of Agenda Sheet].

Motion to approve a purchase from Barney's Pumps, Inc. in the amount of \$23,850.00 for the replacement of two (2) new submersible sewage pumps for Lift Station #34 was made by Council member Gudis; seconded by Council member Fitzpatrick.

Motion carried unanimously.

G. Motion to adopt Resolution No. 18-R-18 and approve a State-bid piggyback purchase from the Florida Department of Management Services "Construction and Industrial Equipment" Contract from Ring Power Systems in the amount of \$64,765.90 for a 200 kW Caterpillar generator and an additional expenditure of up to \$4,500.00 to allow for the construction of an elevated generator pad and for the initial fueling of the generator

Background: [Agenda Sheet

Requested Motion: Motion to adopt Resolution No. 18-R-18 approve a State-bid piggyback purchase from the Florida Department of Management Services "Construction and Industrial Equipment" Contract from Ring Power Systems in the amount of \$64,765.90 for a 200 kW Caterpillar generator and an additional expenditure of up to \$4,500 to allow for construction of an elevated generator pad and for the initial fueling of the generator.

Summary: Although unable to ascertain the model year of the existing water plant generator serving the City's single water treatment plant on Crystal Street appears dated. This critical piece of equipment has proven temperamental over many years and despite numerous repairs by multiple specialists, it remains unreliable.

On Sunday, April 15, 2018 the water treatment plant experienced a power outage and the generator failed to start. The result was a loss of water pressure to the entire service area. Since so many customers were affected, a reverse 911 call was necessary to promptly warn of a precautionary boil water notice.

With the complete loss of power, the County interconnect also did not open completely also contributing to loss of water pressure. The design calls for if the City's distribution system dropped below 60 PSI, water from the County system should have automatically started to flow at a reduced pressure.

Upon investigation, U.S. Water discovered that the interconnect valve is electrically actuated; the loss of power made the valve inoperable and stuck in the semi-closed position. To rectify this, the setting position of the actuator is no longer dependent on electricity to operate. Under this new configuration, the County interconnect is entirely passive since pressure differential alone will allow the valve to mechanically open. Testing has proven the new arrangement will function in the event of future power outages. This test will be added to the Preventive Maintenance program.

Although confidence in the County interconnection has been improved, County infrastructure is also subject to storm damage; redundancy through a backup generator is essential to ensure a reliable supply of potable and fire protection water flow while on the County interconnect is at a lower rate.

The existing 150 kW generator is slightly undersized when operating at full-load demand. In consideration of the Utility's Capital Improvement Plan, there is a possibility to increase one to three distribution pumps in the long range future. Staff recommends upsizing to a 200 kW unit which will accommodate our future needs through the generator's expected useful life of 20 plus years.

The \$64,765.90 quote includes a new Caterpillar diesel 200 kW generator with a 715 gallon belly tank (which will allow for 48-hours of run time at 100% load), a 150 MPH wind-rated sound enclosure, electrical connections, start-up load testing, two-year warranty, and crane service. To ensure the generator is installed well above the 100-year base flood elevation, Staff also anticipates expending up to \$2,500 for DPW crews to construct an elevated concrete generator pad and the cost to fill the large diesel tank is expected to be approximately \$2,000 (both are included in the "Project Cost" below).

Staff Recommendation: Approve the requested motion as presented.

End of Agenda Sheet].

Motion to adopt Resolution No. 18-R-18 approve a State-bid piggyback purchase from the Florida Department of Management Services "Construction and Industrial Equipment" Contract from Ring Power Systems in the amount of \$64,765.90 for a 200 kW Caterpillar generator and an additional expenditure of up to \$4,500 to allow for construction of an elevated generator pad and for the initial fueling of the generator was made by Council member Fitzpatrick; seconded by Council member Holmes.

Vice Mayor Brown asked if the City pays the funds all at once or make payments. City Manager Burnell stated that it would be paid all at once.

Motion carried unanimously.

H. Motion to authorize Florida Rural Water Association to provide engineering assistance which includes the development of an application package to the Drinking Water State Revolving Fund for a low-interest loan for a complete water replacement program based on Advanced Metering Infrastructure technology, lead gooseneck mitigation, additional water main isolation valves, and; in consideration of these services, authorize a financial contribution to this association in an amount not to exceed \$19,500.00.

Background: [\[Agenda Sheet](#)

Requested Motion: Motion to authorize Florida Rural Water Association to provide engineering assistance which includes the development of an application package to the Drinking Water State Revolving Fund for a low-interest loan for a complete water meter replacement program based on Advanced Metering Infrastructure technology, lead gooseneck mitigation, additional water main isolation valves, and; in consideration of these services, authorize a financial contribution to this association in an amount not to exceed \$19,500

Summary: The City's water utility suffers from significant water loss which can occur through leaks, meter inaccuracies, and even theft through unrecorded and unmetered connections. This loss --- known as non-revenue water --- has been very high for years. This was one of the reasons for changing Utility contractors in 2016. Based on investigations by U.S. Water and Public Works, it is believed most loss is through current meter inaccuracies and an aging distribution system. To put it in perspective, consider that our water plant pumps an average of 500 gallons per minute. At the current loss of 37%, almost 200 gallons leaves the plant *every minute* but doesn't appear in the end point meter tallies.

In the interest of water conservation, any time water loss exceeds 10%, SWFWMD requires a water audit. The Utility has been subjected to such for consecutive years. Despite being challenged by a limited budget, Staff has

been able to satisfy the auditors by demonstrating a conscientious effort toward determining and reducing some of the water loss.

In addition to a responsibility to be good stewards of the environment, the Utility strives to keep rates low by reducing costs and lost revenue. To this end, and with the hope of getting out from under the water audit enforcement cloud, Staff recommends a complete meter change-out coupled with an aggressive leak detection and repair program.

Staff conferred with U.S. Water on this matter who in turn reached out to Florida Rural Water Association (FRWA). FRWA is a non-profit organization that receives subsidies from the EPA and FDEP to provide assistance to small communities in addressing similar challenges. FRWA has identified a potential funding source for the recommended programs through the Drinking Water State Revolving Fund (SRF).

SRF is funded in part by EPA grants stemming from the Safe Drinking Water Act and is administered by the FDEP to provide low-interest loans with rates proportionate to the economic wherewithal of the community (the terms currently average a generous 1.3% over 20-years). Since Crystal River is not an economically-disadvantaged community, we do not qualify for discounted assistance. However, Staff believes that the improvements proposed to be located within the areas of the city where the Median Household Income is less than state average may qualify for up to 85% loan principal forgiveness. Because of our significant water loss, and since the improvements directly relate to reducing water loss, Staff is hopeful that *all* of the contemplated improvements qualify for partial loan forgiveness.

In order for SRF officials to make a formal determination, a detailed loan application (complete with supportive documents), must be submitted for review. FRWA has offered the services of their team of professionals and, by way of consideration, has requested a contribution in the amount of \$19,500 (which is a fraction of the typical consultant fees). This amount also covers the preparation of plans and specifications, bidding assistance, and services through construction (which include the arduous task of demonstrating compliance with Federal "Buy American" and Bacon-Davis wage rates). See attached for a detailed scope of services. In short, FRWA proposes to assist with:

Leak Detection: With over 50-miles of water mains and service leads, leaks can be expected in our aging distribution system. Since minor leaks can go unnoticed for years and, due to our porous karst geography, even significant leaks may not reveal themselves at the surface, a difficulty exists in locating leaks.

Recognizing this, U.S. Water has consulted with a specialist who has offered to perform a demonstration project here in the city to showcase their advanced acoustical leak detection technology. Their system works by installing noise sensors throughout a given study area. The sensors collect data during low demand nighttime hours and, through GPS-based software, identify areas worthy of investigation by triangulating the sound waves of water movement.

Pinpointing for exploratory digging is accomplished by using a microphone to amplify the sound of a leak. If the product works as advertised, U.S. Water has offered to purchase the system at no cost to the City (which will allow them to offer this service to other customers) and begin implementation throughout our service area *at no charge to the City*.

Once existing leaks are discovered (or future main breaks occur), the installation of additional valves will allow crews to better isolate sections to minimize the number of customers affected by the shut-offs for repair. Since valve installation is expensive (and may also qualify for partial principle forgiveness), Staff recommends incorporating the installation of additional valves into the loan application proposal.

Meter Replacements: As meters age, they tend to run more slowly which results in inaccurate measurement. U.S. Water has flow tested random meters throughout the city and has concluded that under-reporting inaccuracies do in fact exist --- especially in the large commercial meters (where minor errors can add up significantly over time).

There are currently four methods available for water meter reading: manual read, touch read, Automatic Meter Reading (AMR), and Advanced Metering Infrastructure (AMI). Currently, most of the City's meters are read by touch (a rod tip is placed in contact with a sending unit located on top of the meter box) but some are still read by physically opening the box and hand recording the numbers off the registers. A meter reader drives to the 3,000+ meter locations each and every month to perform a read --- an inefficient approach that leaves a significant carbon footprint (fuel costs alone are approximately \$200 per month). Also, safety is a consideration --- be it dogs or biting critters lying in wait in the meter box. The fact that meter readers also have to traverse private property to read meters located in rear yards --- with fear of being mistaken for a trespasser --- is also disconcerting.

AMR uses 1990's drive-by radio technology that is being slowly phased out. AMI, on the other hand, is a state-of-the-art wireless system that offers an investment in the future.

AMI provides more tools for improved customer service, better registering of flow, and live leak detection including automatic notification for quick resolution. Data is automatically sent to a customer information system that provides a platform through which customers can accurately track their hourly water usage, pay their utility bill, etc. The City regularly has residents that have used a tremendous amount of water because of a leak or leaving a hose bib open. This would greatly reduce these unexpected costs to residents.

AMI also helps identify irregularities and ensures that all customers are paying their fair share. It has the ability to send advance notification to a delinquent customer forewarning of shut-off date if payment is not received. Customer Service even has the ability to shut-off (or restore) water service right from the office thereby reducing conflict at the customer's home at the time of shutoff.

As water conservation continues to be a critical issue, giving customers a way to track their own usage helps them recognize the value of this limited resource and better appreciate the effect careless consumption has on their pocketbook. Typical projected payback periods for AMI are a short 5 - 7 years. However, since a possibility exists for partial principal forgiveness, our return period could be significantly shorter. With AMI systems having a lifecycle of 15 - 20 years, the investment will continue to reward for years to come.

Lead Goosenecks: Although the recent random sampling of household tap water did not reveal an indication of lead contamination in the water system, there is a possibility for the existence of lead goosenecks on some older sections of the distribution system. U.S. Water has identified possible connections that should be investigated for lead pipe. As a stand-alone task, uncovering each service tap is onerous but can be abated if performed in conjunction with a meter change out. Staff also recommends including this work in the funding request; FRWA will investigate an opportunity for a 100% EPA grant for the lead removal component.

Staff Recommendation: Approve the requested motion.

End of Agenda Sheet].

Vice Mayor Brown stated that the City is losing about 30% of its water and suggested working with the Withla

Motion to authorize Florida Rural Water Association to provide engineering assistance which includes the development of an application package to the Drinking Water State Revolving Fund for a low-interest loan for a complete water meter replacement program based on Advanced Metering Infrastructure technology, lead gooseneck mitigation, additional water main isolation valves, and; in consideration of these services, authorize a financial contribution to this association in an amount not to exceed \$19,500 was made by Vice Mayor Brown; seconded by Council member Holmes.

Motion carried unanimously.

I. Motion to approve the purchase of real property and due diligence costs for the property located at 148 NE 5th St., Crystal River, FL in the amount of \$110,085.00 and to authorize the City Manager to execute all closing documents upon completion of legal review

Background: [Agenda Sheet

Requested Motion: Motion to approve the purchase of real property and due diligence costs for the property located at 148 NE 5th ST.; Crystal River, FL in the amount of \$110,085.00 and to authorize the City Manager to execute the closing documents after legal review.

Summary: On January 22, 2018 Council authorized Staff to move forward with negotiations for the purchase of the former Coast Guard Auxiliary site located at 148 NE 5th ST.; Crystal River, FL with the goal of securing it for the appraised value of \$105,000.00. The negotiations proved fruitful and the seller agreed to lower the asking price to this amount. According to the most-recent warranty deed, the legal description of the property is:

Lots 13, 14, 15, 16, and 17, BARCO'S ADDITION TO CRYSTAL RIVER, according to plat thereof recorded in Plat Book 2, Page 2, of the public records of Citrus County, Florida, LESS AND EXCEPT any portion of said land deeded to the City of Crystal River, a municipal corporation under the laws of the State of Florida in Official Record Book 548, Page 2009, public records of Citrus County, Florida.

As a precaution, Staff requested a Phase I Environmental Site Assessment, an asbestos survey, and a lead-based paint survey. These assessments were performed by Michael G. Czerwinski, P.A. in association with Universal Engineering Sciences, Inc. at a total cost of \$5,050.00 --- the abbreviated findings are as follows:

- 1) No evidence was found of Recognized Environmental Conditions with respect to past or current uses.
- 2) There is no evidence of potential PCB-containing equipment within the subject property.
- 3) No evidence was found to indicate the presence of obvious surface discharges (e.g. stained soil, aboveground or underground storage tanks, unusual odors, etc.).
- 4) Although evidence was discovered of two Solid Waste/Landfill Facilities and 18 leaking underground Storage Tank Facilities within the ASTM minimum search distances, the report concluded that the potential for contamination of the subject site as a result of these facilities appears to be low.
- 5) No actionable findings of lead-based paint.
- 6) Asbestos was discovered in the roof mastic of the smaller building but, due to the small size of the structure, the only duty to the owner is to advise a contractor of its presence prior to demolition.

The Seller will pay for title insurance and doc stamps. The total cost the to the City as reflected under "Project Cost" below is derived as: \$105,000.00 purchase price, \$10.00 to record the deed, \$25.00 fee to wire transfer the funds, and consultant's fee of \$5,050.00 for the environmental assessments. Note that the amount due at closing will reflect a credit for the deposit amount of \$500.00 which has already been paid.

Subject to approval of the motion, David Burnell will attend the closing to execute the legal documents as prepared by Fidelity Title Services, LLC; the closing is tentatively scheduled for June 1, 2018 at 1:00 P.M.

Staff Recommendation: Purchase strategic site for long-term development of Crystal Rivers Downtown area. End of Agenda Sheet].

Motion to approve the purchase of real property and due diligence costs for the property located at 148 NE 5th ST.; Crystal River, FL in the amount of \$110,085.00 and to authorize the City Manager to execute the closing documents after legal review was made by Council member Holmes; seconded by Vice Mayor Brown.

Vice Mayor Brown made a motion to open the item to public hearing; seconded by Council member Holmes.

Motion carried unanimously.

Phil Jannarone asked if the property as in the CRA district and why the funds were coming from the public funds instead of the CRA funds.

Council member Gudis stated that CRA funds should have been used instead of general funds.

Mayor Farley said the purchase could be facilitated utilizing a 50/50 split from each fund.

Keith Raym, 1290 W. 19th Court was curious as to why the Council using general funds instead of CRA funds.

City Manager Burnell explained why the funds were coming from general fund instead of the CRA fund. City Manager Burnell stated that the City was attempting to protect the CRA funds for the Riverwalk and for potential placement of the water park. City Manager Burnell stated the City wanted to get through the year and determine where it is financially with those projects before allocating funds to the purchase of the property.

Motion carried unanimously.

J. Update regarding commencement of demolition phase of abatement process for a property that incurred damage caused by Hurricane Hermine.

Mayor Farley questioned if the lien would cover both parcels related the property.

City attorney Rey provided response.

Background: [Agenda sheet Information Only: Notice that demolition phase of abatement process for a property that incurred damage caused by Hurricane Hermine has now commenced.

Summary: The City has entered the demolition phase of the abatement process of homes damaged by Hurricane Hermine that remain under private ownership upon issuance of appropriate notification to affected owners. The demolition phase is a single step in a legal process authorized through "Abatement of Dangerous Buildings, Sec. 6-167- the 1997 Uniform Code for the Abatement of Dangerous Buildings". The first residence is located at 1451 NW 19th Street, Crystal River which sustained severe water damage due to the elevation of the structure and damaged roof conditions, making this residence uninhabitable and beyond the 50% damage threshold. Once costs are incurred for removal of the building, the City will record a lien for the documented cost. The owner has been in direct communication with the Building Department and is not protesting the demolition order, although there is an appeals mechanism in place through an established Housing and Unsafe Structures Appeals Board Abatement Board.

The City has budgeted funds for demolition of abated buildings for 2018 which will cover the cost being incurred for this project. Staff has brought this project forward to a public meeting to inform the general public this process is now underway and efforts to cleanup damages from Hermine not covered by insurance or private financing will be ongoing until the inventory of buildings has been completed.

City Staff is currently working with consultants via Main Street, Citrus County and direct legal services to develop special taxing district for expenses related to demolition of unsafe building and/or damage beyond the 50% when the building is nonconforming. These additional steps should improve the opportunity for reimbursement of costs associated with abatement of dangerous buildings.

Removal of structures damaged to this degree is essential to maintaining safe neighborhoods and property values it. However, such efforts moving forward are not solely for hurricane damaged homes, as there is also the need to deal with vacant homes that clearly qualify for abatement.

Costs associated with this abatement is \$7,951.00 for demolition and removal, \$650.00 for pest management for a total of \$8,201.00 End of Agenda Sheet]

K. Motion to delegate a City Council Member to the Three Sisters Coordination Committee

Background: [Agenda Sheet

Requested Motion: Motion to delegate a City Council Member to the Three Sisters Coordination Committee.

Summary: Based on the proposed contract a Coordination Committee will have input on conceptual phases in development of Three Sister Springs Refuge Property. Present proposal has the Refuge Manager, City Manager, a Council Member, and a resident of Crystal River represented on the committee. Southwest Florida Water Management District has advised the Refuge Manager that they did not want to participate.

Staff Recommendation: NA.

End of Agenda Sheet].

Motion to delegate Council member Fitzpatrick be the City Council Member to the Three Sisters Coordination Committee was made by Council member Gudis; seconded by Vice Mayor Brown.

Motion carried unanimously.

10. CITY COUNCIL – None.

11. COMMITTEE REPORTS

A. Mayor Farley – none.

- Waterfronts Advisory Board

B. Vice Mayor Brown

- Withlacoochee Regional Water Supply Authority – Vice Mayor Ken Brown provided the board with an update related to the Withlacoochee Regional Water Authority.

Council member Holmes stated that City manager Burnell should pass along that there is a steep learning curve to the board.

- Crystal River Main Street – Vice Mayor Ken Brown stated that Main Street would start work on pump house in July, open house in June or July. City making improvements in the permitting process based on other cities. Looking at having a sip and stroll in fall and a live event in the fall similar to sip and stroll.

C. Council member Fitzpatrick

- Metropolitan Planning Organization – Council member Fitzpatrick reported on the MPO meeting about the coastal connector.

D. Council member Gudis

- Tourist Development Council – Council member Gudis stated budget adopted for the coming year. Giving out higher grants and higher amounts for right kinds of projects.
- Library Governing Advisory Board -
- Florida League of Cities -
- Citrus County Community Charitable Foundation Board -

E. Council member Holmes

- Keep Citrus County Beautiful – Council member Holmes stated that Save Our Waters Week under KCB because Citrus 20/20 has been dissolved.
- Springs Coast Steering Committee -

12. COMMUNICATIONS – Vice Mayor Brown meet with “Michigan Town” residents about a letter council received. Vice Mayor Brown asked City Manager Burnell to provide information to the council related to the letter about parking related issues and the City’s plan to correct the issues. Vice mayor Brown stated that all the residents on the block agreed to the City plans. Vice Mayor Brown also received communication about the tombstones in the downtown cemetery related to the appearance of the headstones.

13. COUNCIL MEMBER REPORTS

A. Mayor Farley - None.

B. Vice Mayor Brown – Vice Mayor Brown stated that he had been receiving complaints about boats in city water without identification. City Manager Burnell provided an update related to requiring demarcation of boats in City waters .

C. Council member Fitzpatrick – Council member stated that walking into Kings Bay Park there are faded signs. City Manager Burnell stated that it is on the City to do list. Replacement signs have been ordered and staff was going to paint the kiosks.

D. Council member Gudis – Council member Gudis provided information in relation to two proclamations he presented recently.

E. Council member Holmes – Council member Holmes asked about mooring fields. City manager Burnell stated that the item was pulled due to the length of the meeting.

14. PUBLIC INPUT

(Five Minute Time Limit)

Phil Jannarone asked for the location of the house to be demolished and if the City will be reimbursed. City Manager Burnell stated that there will be a lien put against the property and provided the address of the property. City Burnell stated that the homes that are above the 50% rule increased the value of the neighborhood once the homes are abated.

Keith Raym made a statement related to concerns that the house select for the test run on abatement process was the house next to the mayor’s house. Mr. Raym questioned how the house next the mayor’s

was picked. Mr. Raym listed several house in the neighborhood that were damaged and should be abated. Mr. Raym stated he was troubled that the very first house was the one next to mayor.

City Manage Burnell stated the reasons that the home was selected. City manager Burnell further stated the City would probably demolish several houses next year due to hazard that the derelict houses pose to the City.

Dee Atkins made a statement about the house that has been selected to be demolished, noting that she believed it was a good thing and stated that she believed it to be a severe hazard.

Julia Taylor asked if the Baker Act facility would involve children. Council member Gudis stated yes and he was working with the superintendent of schools.

15. ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

CITY OF CRYSTAL RIVER



JIM FARLEY, MAYOR

ATTEST:



LISA MORRIS, DEPUTY CLERK

