

# City of Crystal River



Agenda Packet  
for  
Regular Council Meeting  
Monday, February 11<sup>th</sup>, 2019  
7:00 p.m.



**Agenda**  
**Crystal River City Council**  
**Regular Council Meeting**  
**Monday, February 11<sup>th</sup>, 2019 @ 7:00 p.m.**  
**Council Chamber, City Hall**

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Joe Meek, Mayor  
Ken Brown, Council Seat #1  
Cindi Guy, Council Seat #2/ Vice Mayor  
Pat Fitzpatrick, Council Seat #3  
Robert Holmes, Council Seat #5

Dave Burnell, City Manager  
Jennifer Rey, City Attorney  
Mia Fink, CMC, City Clerk

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**NOTICE TO PUBLIC**

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the City of Crystal River, City Manager's Office, 123 N.W. Highway 19, Crystal River, Florida, 34428 (352) 795-4216, at least two (2) days before the meeting.

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**GENERAL MEETING PROCEDURES**

1. In consideration of others, we ask that you follow a few basic rules:
  - A. Please turn cell phones off, or place on vibrate. If you must make a call, please step out into the hallway, in order not to interrupt the meeting.
  - B. If you must speak to someone in the audience, please speak softly or go out into the hallway, in order not to interrupt the meeting.
  - C. Personal comments/remarks, directed to Council or the public, are not allowed and are considered out of order.
2. Public comment is allowed two (2) times during the Council meeting:
  - A. **Public Input:**  
The general public will be allowed three (3) minutes to speak during the *Public Input* section at the beginning of the meeting. The topic is open.
  - B. **Public Input:**  
The general public will be allowed five (5) minutes to speak during the *Public Input* section at the end of the meeting. The topic is open.

1. **CALL TO ORDER**
  - A. Roll Call.....City Clerk Fink
  - B. Invocation..... Council member Holmes
  - C. Pledge of Allegiance.....Mayor Meek
  - D. Recognition of Elected Officials in Attendance.....Mayor Meek
  
2. **ADOPTION OF AGENDA**
  
3. **PRESENTATIONS**
  - A. "Through with Chew" Proclamation.....Aspen Welfel
  - B. DUKE Energy PIL (Payment In Lieu of Tax) Funding.....Jim Baumstark
  
4. **UNFINISHED BUSINESS**
  
5. **APPROVAL OF CONSENT AGENDA**
  - A. Motion to approve minutes from the Regular City Council meeting held January 28, 2019
  - B. Motion to approve road closure request for Crystal River Church of God
  - C. Motion to approve a special event permit and waiver of open container for Kelly's Half Shell Pub for their St. Patrick's Day Celebration
  - D. Motion to approve road closure request for St. Patrick's Day on Citrus Avenue
  
6. **PUBLIC INPUT**  
*(Time Limit of Three Minutes)*
  
7. **PUBLIC HEARING**
  
8. **CITY ATTORNEY**
  - A. Update on City Manager Hiring Process
  - B. Motion to consider City Manager contract for interim service
  - C. Motion to approve options for selection of new city manager
  
9. **CITY MANAGER**
  - A. Motion to authorize staff to begin the process of re-assigning Tree City-related responsibilities to the Public Works Department and sunseting the Tree Board through adoption of an ordinance amending Section 4.05.06 "City Tree Board"
  - B. Information regarding Travel Channel Listing
  - C. Discussion on submission of state appropriation funding requests for two projects

- D. Motion to allow Mayor and City Manager to present status of the Riverwalk Project and the commitment to move forward with the original Riverwalk design to the Citrus County Board of Commissioners
- E. Motion to approve the purchase of a 2019 Vactor Ramjet 4018 sanitary sewer jetter from Environmental Products Group, Inc. in the amount of \$62,574.00

## **10. CITY COUNCIL**

## **11. COMMITTEE REPORTS**

- A. Mayor Meek
  - *Citrus County Board of County Commissioners*
- B. Council member Fitzpatrick
  - *Citrus County Community Charitable Foundation*
  - *Metropolitan Planning Organization*
  - *Three Sisters Springs Coordination Committee*
- C. Council member Brown
  - *Waterfronts Advisory Board*
  - *Crystal River Main Street*
  - *Library Governing Advisory Board*
- D. Vice Mayor Guy
  - *Tourist Development Council*
  - *Florida League of Cities*
- E. Council member Holmes
  - *Keep Citrus County Beautiful*
  - *Springs Coast Steering Committee*

## **12. COMMUNICATIONS**

## **13. COUNCIL MEMBER REPORTS**

- A. Mayor Meek
- B. Council member Fitzpatrick
- C. Council member Brown
- D. Vice Mayor Guy
- E. Council member Holmes

## **14. PUBLIC INPUT**

*(Five Minute Time Limit)*

**15. ADJOURNMENT**



# PROCLAMATION

## Through with Chew Week

WHEREAS, the Florida Department of Health's Bureau of Tobacco Free Florida and Florida Department of Health in Citrus County are leaders in tobacco prevention and cessation efforts; and

WHEREAS, using smokeless tobacco can lead to nicotine addiction; and

WHEREAS, smokeless tobacco products like chew and dip contain 28 cancer-causing chemicals; and

WHEREAS, smokeless tobacco causes cancer of the mouth, esophagus, and pancreas; and

WHEREAS, the rate of smokeless tobacco use has not decreased as drastically as cigarette use from 2012 to 2016; and

WHEREAS, once adolescents start using one tobacco product, they are more likely to experiment with others; and

WHEREAS, many of the highest smokeless tobacco use rates are in rural areas; and

WHEREAS, Tobacco Free Florida's Quit Your Way tools and services can help a tobacco user successfully quit smokeless tobacco products; and

NOW, THEREFORE, I, Joe Meek, Mayor of the City of Crystal River do hereby proclaim February 18-24, 2019 as *Through with Chew Week*, and I call this observance to the attention of all our citizens.

***IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Crystal River, Florida, this 11<sup>th</sup> day of February 2019.***

\_\_\_\_\_  
Joe Meek, Mayor

Attest:

\_\_\_\_\_  
Mia Fink, CMC, City Clerk







### Delamination Close-up

During a steam generator replacement, first one and eventually all 6 bays of the nuclear plant containment enclosure delaminated (as shown at right).

During a delamination, the outer 10 inches of concrete separate from the inner 30 inches.

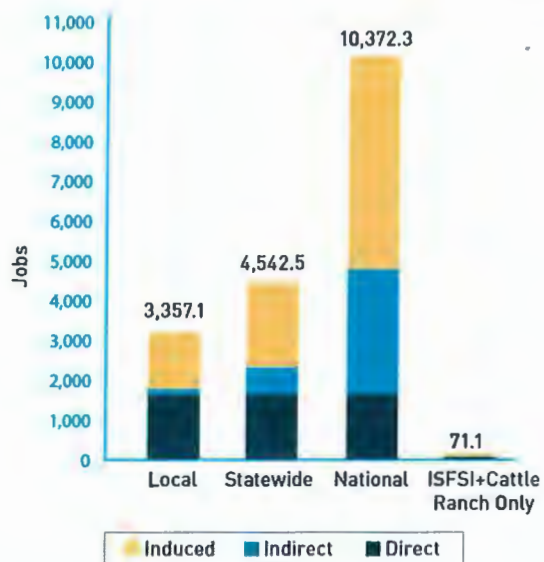


Source: "Crystal River Unit #3 Containment Delamination Update," Nov. 2009

**FIGURE 22: ESTIMATED TOTAL JOBS (DIRECT AND INDIRECT) FOR YEAR 2027**

When considering the future of the Diablo Canyon power plant in California, Pacific Gas & Electric and San Luis Obispo County commissioned a study to predict the impacts to the area of the plant's possible closure.

A significant loss of jobs was predicted, as shown at right.



Source: "Economic Benefits of Diablo Canyon Power Plant" Economic Impact Study, June 2013  
[pge.com/includes/docs/pdfs/shared/edusafety/systemworks/dcpp/PGE\\_Economic\\_Impact\\_Report\\_Final.pdf](http://pge.com/includes/docs/pdfs/shared/edusafety/systemworks/dcpp/PGE_Economic_Impact_Report_Final.pdf)

**Light manufacturing and other industry provides sustainable, living-wage jobs for residents**







Site-ready, appropriately zoned parcels with available infrastructure attract high-wage, permanent jobs

# City of Crystal River



Minutes from the  
Regular Council Meeting held  
Monday, January 28<sup>th</sup>, 2019  
@ 7:00 p.m.



**Minutes of the  
Crystal River City Council  
Regular Council Meeting  
Monday, January 28<sup>th</sup>, 2019 @ 7:00 p.m.  
Council Chamber, City Hall**

**1. CALL TO ORDER**

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

**Council Present:** Mayor Joe Meek, Vice Mayor Cindi Guy, Council member Ken Brown, 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; Beau Keene, Public Works Director; Beth Perez, Three Sisters Springs Supervisor

Council member Holmes offered the invocation and Mayor Meek led in the Pledge of Allegiance. Sherriff Prendergast recognized

**2. ADOPTION OF AGENDA**

*Motion to adopt the agenda was made by Council member Holmes; seconded by Council member Fitzpatrick. Motion carried unanimously.*

**3. PRESENTATIONS**

A. Citrus County Sheriff's Office Report.....Captain Ryan Glaze

Captain Ryan Glaze presented the reports to Council and addressed questions regarding loud noise/disturbance enforcement,

Brown requested inclusion of noise enforcement in future reports- (loud noises/disturbance/etc.) Glaze confirmed actions are being taken.

Mayor Meek commented on the Community Resource Officer and demarcation of dedicated city law enforcement vehicles.

Sheriff Prendergast confirmed that CCSO was completing a design for those and Public Service Officer vehicles and reported that CCSO responded to 174,000 calls in 2018.

**4. UNFINISHED BUSINESS**

**5. APPROVAL OF CONSENT AGENDA**

A. Motion to approve minutes from the Regular City Council meeting held December 10, 2018

B. Departmental Monthly Reports



C. Motion to amend the Waterfronts Advisory Board meeting dates from the first Tuesday of each month to the first Monday of each month at 5:30 p.m.

**Background:** Agenda Sheet **Requested Motion:** **Motion to amend the Waterfronts Advisory Board meeting dates from the first Tuesday of each month to the first Monday of each month at 5:30 p.m.**

**Summary:** The Waterfronts Board met on January 8, 2019. Item 9a on the Waterfronts Advisory Board was a motion and discussion to move the Board meetings to the first Monday of each month in hopes to improve member attendance and to better facilitate the Council Liaison's attendance. The Board voted to request that City Council approve the Change from the first Tuesday of each month to the first Monday of each month. The staff liaisons have no objection to the change. The council liaison agrees with the proposed change.

**Staff Recommendation: None.**

End of Agenda Sheet]

D. Motion to approve a Special event permit, road closure request and waiver of open container for the 2019 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., a local company has submitted a Special Event Permit application for the 2nd Crystal River Scallop Fest to be held July 26<sup>th</sup> and 27<sup>th</sup>, 2019. They are requesting to utilize Kings Bay Park and close NW 3<sup>rd</sup> Street from the median to the dead end with the road closure being from Friday, July 25<sup>th</sup> at 5:00pm to Sunday, July 27<sup>th</sup> at 11:00pm. The festival will officially begin on Saturday at 10:00am and end on Sunday at 5:00pm. Citrus County Blessings will be selling beer and wine and will be the benefactor of those sales. This was a highly successful event last year and brought thousands of people to downtown Crystal River. Insurance and alcohol sale permit will be submitted 30 days prior to the event.

**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 Guy. Motion carried unanimously.**

## **6. PUBLIC INPUT**

*(Time Limit of Three Minutes)*

**Janice Powers- 1408 SE 5<sup>th</sup> Avenue-** Spoke in favor of retaining existing short-term rental ordinance and discussed related issues.

**Bob Froehling- 1360 NW 19<sup>th</sup> Court-** Spoke in favor of retaining existing short-term rental ordinance and discussed related issues.

**Phillis Rosetti- 209 SE Paradise Point Road-** Commented on Town Square, spoke in favor of retaining scow, and inclusion of a portable structure in lieu of a gazebo.

**Phil Jannarone- SE Paradise Point Road-** Spoke in favor of allowing public input for every item, spoke in favor of retaining existing short-term rental ordinance.

**Paula Schmidt- 220 SE Kings Bay Drive-** Commented on issues related to short term rental housing, including Florida League of Cities' advocacy efforts and retaining existing ordinances.

Keith Raym- 1290 NW 19<sup>th</sup> Court- Spoke in favor of retaining existing short-term rental ordinance and expressed concerns with city-related comments on social media.

James Boyer-1520 SE 14<sup>th</sup> Avenue- Ocala- Spoke in favor of amending existing short-term rental ordinance and current enforcement methods, noting benefits of sites like VRBO and Air BnB.

Pete Langlois- 1123 3<sup>rd</sup> Avenue SE- Expressed concerns with modifying short-term rental ordinance, and issues related to short-term rentals in residential areas.

Peter Webber- Crystal River- Expressed concerns with unfair treatment by code enforcement and related issues and requested assistance to resolve them.

Mark Perry & Patty Jenkins- Driftwood Villas- Discussed benefits of vacation rentals with in the city and positive guest experiences.

Jack Everett- Lakeland FL – owner 129 SE Port Paradise Road- Expressed concerns with citizen treatment by code enforcement staff and spoke in favor of allowing short-term rentals.

Beth Ensing- 3625 N. Suwannee Point - Spoke in favor of allowing short term rentals and allowing dogs in city parks. Council member Brown addressed concerns, noting prior attempts to establish dog parks in the city.

Chris Ensing- 3625 N. Suwannee Point- Expressed concerns with treatment of rental property owners and spoke in favor of modifying existing short-term rental ordinance, noting existing regulations that could control related issues.

Linda Stencil- 720 SE 4<sup>th</sup>- Discussed issues related to short-term rentals, including noise and property damage.

Lisa Van Deboe- 847 SW 1<sup>st</sup> Court- Spoke in favor of requiring a licensing for short term-rentals, expressed concerns with code enforcements method of evidence gathering and hearings, and city reputation.

Ricky Feacher- 684 NE 2<sup>nd</sup> Street- Spoke in favor of personal property rights and allowing short term rentals, noting utilization of existing rules to control issues.

## **7. PUBLIC HEARING**

### **8. CITY ATTORNEY**

#### **A. Update on short-term rental ordinance and code enforcement**

Mayor Meek provided a brief overview of the item, and previous meeting's discussion.

City Attorney Rey discussed statutory preemption and reviews Short-Term Rental Legal Brief issued by the Florida League of Cities on 12/2018 (ATTACHMENT "A") and discussed a request

for Attorney General Opinion is drafted and ready for submission, noting two questions related to permitted uses in specific zoning districts and evidentiary standard.

Discussion was held regarding ways in which other communities handle short-term rentals, and various approaches to code enforcement.

Discussion was held during which Council members spoke in favor of a complaint-driven approach, and retaining existing rental housing code, while awaiting the Attorney General Opinion. Concerns regarding code enforcement hearing conduct and public perception were also discussed.

## **9. CITY MANAGER**

### **A. Town Square Update**

**Background:** [Agenda Sheet] **Requested Motion: Discussion only --- Staff would like to provide an update on the Town Square master planning effort.**

**Summary:** During the January 14, 2019 meeting, Council asked Staff to proceed with development of the southeast corner of US-19 and N Citrus Ave as a themed Town Square.

This agenda item is being provided as a progress update.

Paul Gibbs of Community Land Design has been contracted to assist Staff with professional land planning assistance which includes the development of drawings for up to three (3) concept plans for a new Town Square.

Presentation/discussion of the concept plans is slated for the February 11, 2019 CRA and City Council meetings.

Although under a tight deadline, Staff anticipates the ability to solicit input from individuals and organizations prior to the presentation to CRA and Council. Stakeholders proposed to be contacted include: Chamber of Commerce, Main Street, CRAC, Heritage Village, etc.

The concept plans are expected to address design feature feasibility (sq. ft available due to wetlands, setback requirements, and utility locations). The design features being considered include (but are not limited to): parking, restrooms, safety/sound barrier adjacent to US-19, water features, statuary, entertainment venues, shade areas, welcome/information sign, pedestrian walkways, etc.

A phased approach is being discussed to allow for construction of certain improvements in the upland areas in advance of the lengthy Environment Resource Permit process associated with impacts to jurisdictional wetlands.

**Staff Recommendation:** N/A

End of Agenda Sheet]

City Manager Burnell provided a brief update on the Town Square Master Planning effort, noting possibility of fourth concept.

### **B. Update regarding Planning Commission Workshop discussion regarding Variance Criteria**

**Background:** [Agenda Sheet] **Requested Motion: Discussion Only- Update regarding Planning Commission Workshop discussion regarding Variance Criteria.**



**Summary:** On Thursday January 17, 2019 The City of Crystal River Planning Commission met to discuss Land Development Code, Chapter 9 Section 9.02.00 Variances, specifically 9.02.02 Required findings for a grant of a variance. Our current code requires that, “in order for a variance to be approved or approved with conditions, The Planning Commission shall make a positive finding, based on the evidence submitted, with regard to each” of the 10 items listed. There is a perception that this wording is unduly restrictive. There has been a proposal to change the wording to, “The Planning Commission shall consider all technical evaluations, all relevant factors and all other applicable provisions of the Florida Building Code, this chapter: and the” 10 items listed. The Planning Commission also have reviewed the variance requirements for the City of Inverness which has five items and The City of Brooksville which has six. There has not been a consensus to make a change to date.

**Staff Recommendation:** Waiting for Planning Board Recommendation End of Agenda Sheet]

City Manager Burnell provided a brief update on the outcome of the Planning Commission workshop regarding variance criteria, noting the need for further planning commission discussion and Council member Brown spoke in favor of fairness. Mayor Meek inquired about planning commission recommendation process, which City Attorney Rey provided an overview of the Planning and Development-related ordinance adoption process.

C. Update regarding Planning Commission Workshop discussion regarding Waterfront Setbacks

**Background:** Agenda sheet **Requested Motion: Discussion only- Update regarding Planning Commission Workshop discussion regarding waterfront setbacks.**

**Summary:** On Thursday January 17, 2019 The City of Crystal River Planning Commission met to discuss Land Development Code, Chapter 4 Section 4.02.02 Standards for Setbacks. There has been an ongoing discussion between the Commission, City Residents and Staff regarding setbacks and if there should be any modifications recommended. There seems to be a desire by residents to utilize the setback area, specifically the setbacks on waterfront properties. The Commission discussed decreasing the setback, however the consensus was not to change the size of the setback. Height of any item in the setback was discussed and the consensus was a maximum height of 24 to 30 inches. They also discuss what items might be recommend for allowance in the setback. The bulk of the discussion was based on the possibility of pavers, patios, sidewalks and decks. The overall thought was due to the wide variations in lot size and waterfront footage that those items be limited by the total impervious surface ratio, then a percentage of the setback limited by a maximum square footage. Stormwater treatment was a noted major concern and the Commission feels that it should be addressed if any changes are made.

**Staff Recommendation:** None - Discussion only End of Agenda Sheet]

City Manager Burnell provided a brief overview of the item and noted the benefits of reviewing existing ordinances. Council member Holmes and vice Mayor Guy spoke in favor of revisiting existing codes.

D. Motion to approve the purchase of two (2) 2019 Ford F-150 trucks in the total amount of \$39,694.00 from Duval Ford using Florida Sheriff's Association contract pricing

**Background:** Agenda sheet **Requested Motion: Motion to approve the purchase of two (2) 2019 Ford F-150 trucks in the total amount of \$39,694.00 from Duval Ford using Florida Sheriff's Association contract pricing.**

**Summary:** City Council approved \$52,000.00 in the FY2019 budget for two new DPW trucks --- one to replace a fuel-inefficient 2002 Dodge Ram (Truck No. 757) with a slipping transmission and one for use by the new DPW groundskeeper.

Staff referred to the state bid from Florida Sheriff's Association and Florida Association of Counties, and also solicited local quotes from Crystal Ford and Nick Nicholas Ford. Note that while Crystal Ford did initially provide a quote, it was higher than both others and was not apples-to-apples as it did not include the additional base bid features included under the Sheriff's contract (such as a backup camera, power windows and door locks, keyless entry). Crystal Ford was provided with more than one opportunity over the past several weeks to revise the quote, but they were non-responsive. Quotes obtained are as follows:

Nick Nicholas Ford: \$20,804.62 each \* 2 trucks = \$41,609.24 total

Duval Ford (Sheriff's Contract): \$19,847.00 each \* 2 trucks = \$39,694.00 total

While the quote from Nick Nicholas is a total of \$1,915.24 (or 4.83%) higher than Florida's Sheriff's, Council may elect to pay a premium to support a business located within Citrus County.

**Staff Recommendation:** Staff recommends approval of either motion presented. End of Agenda Sheet]

City Manager Burnell provided a brief overview of the item. Council member Fitzpatrick noted the benefits of state contract pricing, Mayor Meek inquired about Crystal or Nick Nicholas state contract involvement

**Motion to approve the purchase of two (2) 2019 Ford F-150 trucks in the total amount of \$39,694.00 from Duval Ford using Florida Sheriff's Association contract pricing was made by Council member Holmes; seconded by Council member Fitzpatrick. Motion carried unanimously.**

E. Overview of Riverwalk Phase 2 timeline

**Background:** Agenda Sheet **Requested Motion: Discussion Only- Riverwalk Phase 2 (Waterside) timeline.**

**Summary:** Following the Council meeting held January 14, 2019, the Citrus County Board of County Commissioners, as R.E.S.T.O.R.E. Act funding pass-through entity, has requested the final Riverwalk Phase 2 alignment be presented to them at their February 12, 2019 meeting at 1:30 PM. Based on this request, finalization of easement agreements by land owners should be completed no later than February 11, 2019.

There are three plans being considered by the city staff:

Completion as currently designed.

Design around two properties utilizing a proposed easement on the Hampton Property.

Design around one property utilizing City Right-of-Way.

Any revision to the existing plan will extend the timeline and increase overall project cost due to redesign and resubmission for R.E.S.T.O.R.E. Act Funding. Attached is a schedule for the entire project, at this time there are several open dates based on need to complete further follow-up.

**Staff Recommendation:** Work with outside parties to maximize efforts to ensure all owners' property owners are in agreement. End of Agenda Sheet]

City Manager Burnell provided an update on Riverwalk project status. Discussion was held regarding potential ways to complete easement agreement negotiations, including a public meeting and one-on-one follow up with individual property owners. Consensus was reached for Mayor and staff to reach out to individual property owners to offer additional information.

## **10. CITY COUNCIL**

### **A. City Charter and Rules pertaining to Council members**

Council member Holmes briefly introduced the item, discussed concerns with recent staff interactions, and social media content related to city staff and read from portions of the City Charter related to Council members and City Manager, as well as City Council Policy Manual (ATTACHMENT "B"). Council discussion was held regarding the roles of Council members and City Manager and importance of mutual respect.

Mayor Meek announces resignation of City Manager Burnell. Reads into record (ATTACHMENT "C"). Council discussion was held regarding timeline and process for re-hire and desire for Mr. Burnell to continue as City Manager until a replacement is in place. City Attorney Rey discussed options related to the City Manager hiring process, suggesting Council agree on a timeline, and reach consensus on details including advertising, ranking and interviewing during the next Council meeting.

Council member Brown requested a list of details and options to be considered prior to the next Council meeting. Ms. Rey also recommended reaching a consensus determining the ongoing service of City manager Burnell.

**Consensus was reached for staff to prepare an agreement laying out specifics on City Manager's ongoing role.**

City Manager Burnell announced that Scot Andersen rescinded acceptance of the Planning Director position.

## **11. COMMITTEE REPORTS**

### **A. Mayor Meek**

- *Citrus County Board of County Commissioners*- Discussed Riverwalk status.

### **B. Council member Fitzpatrick**

- *Citrus County Community Charitable Foundation*
- *Metropolitan Planning Organization*
- *Three Sisters Springs Coordination Committee*- Reported on discussion regarding completion of on-site projects.

### **C. Council member Brown**

- *Waterfronts Advisory Board* – changed meeting dates-
- *Withlacoochee Regional Water Supply Authority* – Announced a recent Board vote to discontinue City of Crystal River representation (ATTACHMENT "D") and provided background information.
- *Crystal River Main Street*- Reported on Pump House project, Board vacancies, and desire to assist with the Town Square concept.
- *Library Governing Advisory Board*

### **D. Vice Mayor Guy 2:40**

- *Tourist Development Council*- Provided copy of annual visitor impact report (ATTACHMENT "E").
- *Florida League of Cities*- Reported on communications with Executive Director and upcoming meeting for new members.



- E. Council member Holmes
- *Keep Citrus County Beautiful*
  - *Springs Coast Steering Committee*- Confirmed upcoming meeting agenda was available for review.

## **12. COMMUNICATIONS**

### **13. COUNCIL MEMBER REPORTS**

- A. Mayor Meek
- B. Council member Fitzpatrick
- C. Council member Brown- Expressed concerns with crosswalks and noted potential dog park locations. Council discussion was held regarding potential sites.
- D. Vice Mayor Guy
- E. Council member Holmes- Suggested including an additional portion of agenda to allow Council responses to public input.

### **14. PUBLIC INPUT**

*(Five Minute Time Limit)*

**Dee Atkins-3851 N. Nokomis Point-** Commented on City manager Burnell's retirement announcement.

**Bob Froehling- Chairman of Planning Commission-** Reported on Planning Commission workshop discussion on variance criteria and setbacks and expressed concerns with social media discussions pertaining to staff.

**Keith Raym- 1290 NW 19<sup>th</sup> Court-** Expressed concerns with staffing transitions and impact on major projects and discussed setback and variance criteria issues.

**Phillis Rosetti-209 SE Paradise Point Road-** Commented on City manager Burnell's retirement announcement and ability to take on difficult projects, suggested appointing a Council Liaison to the Planning Commission and commented on dog park locations.

**Jack Huegel- Palm Island-** Commented on City manager Burnell's retirement announcement and ability to take on difficult projects and spoke in favor of retaining existing short-term rental regulations.

**Christie Croteau- 1123 SE 3<sup>rd</sup> Avenue-** Commented on a recently discussed code enforcement case, and resident's role in providing evidence to the magistrate.

**Gail Kostelnick- 2021 NW 13<sup>th</sup> Street-** Commented on City manager Burnell's retirement announcement and made suggestions regarding interim coverage and establishment of a volunteer task force to assist with dog park.

**Peter Weber- Crystal River-** Discussed need to resolve outstanding issues with a code case and abatement of fines.

**Peter Langlois – 1123 SE 3<sup>rd</sup> Avenue-** Spoke in favor of retaining existing short-term rental regulations, discussed related issues and evidence used in a recent code enforcement hearing.

Mayor Meek commented on City manager's ability to take on difficult projects.

**15. ADJOURNMENT**

Mayor Meek adjourned the meeting at 10:14 p.m.



## Short-Term Rentals

### Statement:

The Florida League of Cities SUPPORTS legislation that restores local zoning authority with respect to short-term rental properties, thereby preserving the integrity of Florida's residential neighborhoods and communities. The Florida League of Cities OPPOSES legislation that preempts municipal authority as it relates to the regulation of short-term rental properties.

### Background:

In 2011, the Florida Legislature prohibited cities from regulating short-term vacation rentals. A short-term vacation rental is defined as a property that is rented more than three times a year for less than 30 days at a time. The legislation passed in 2011 included a provision that "grandfathered" any ordinance regulating short-term rentals prior to June 1, 2011. Since that time, a number of cities, both "grandfathered" cities and those that did not have an ordinance in place, have experienced problems with these properties. The effect of the 2011 law is that two separate classes of cities were created respective to short-term rentals, those with Home Rule authority and those without.

In 2014, the Legislature passed SB 356 (Thrasher), which diminished the preemption on short-term rentals. The 2014 law allows local governments to adopt ordinances specific to these rentals so that they can address some of the noise, parking, trash and life-safety issues created by their proliferation in residential neighborhoods. Unfortunately, SB 356 left in place existing statutory language stating that cities cannot "prohibit" short-term rentals or regulate the duration or frequency of the rental.

Those cities fortunate enough to have had an ordinance in place prior to the 2011 preemption are still allowed to regulate short-term rentals, but the question remains whether these ordinances will continue to be valid if amended. Some city attorneys believe these ordinances are "frozen" and any future amendments would cause a loss of the "grandfather." The problem with this is twofold. First, with the rise of popular rental websites like Vacation Rental by Owner (VRBO) and AirBnB making it easier to advertise and rent these properties, the number of properties used as short-term rentals in Florida has exponentially increased in the last four years. Second, as a result of this enormous growth in the rental market, the scope of the problem has changed and ordinances adopted before 2011 may no longer be effective.

It is important to note that many of Florida's larger cities (with a larger professional staff) fell into the grandfathered category. They have retained the ability to regulate these properties through zoning and may have duration and frequency requirements. Some of these cities may want to amend their ordinances to adjust to a changing problem. They are reluctant to do so out of fear of losing their existing ordinance and with it their Home Rule authority relating to short-term rentals. Recognizing that the ordinances on the books are no longer effective, cities want the ability to come up with solutions that work for their respective community, but because of the potential loss of the "grandfather," they are unable to do so. It is important to note that any potential amendments to existing ordinances would be vetted through numerous public hearings that allow neighboring



homeowners, short-term rental owners, property managers and local businesses to weigh in on proposed legislation.

Cities without short-term rental regulations in place prior to June 1, 2011, have had their zoning authority stripped and are now seeing these rentals completely overtaking residential neighborhoods. Long-time residents are moving out as a result, and the residential character of traditional neighborhoods is slowly being destroyed.

The impacts of problematic short-term rentals on neighboring residents are felt in a number of ways:

#### The Hotel Next Door – Commercial Activity in Residential Neighborhoods

Houses that sleep 26 people are now present in what were once traditional neighborhoods. Because of the inability to regulate the duration of a renter's stay, these houses could experience weekly, daily or even hourly turnover. Obviously, the constant turnover of renters creates a number of issues for cities and neighboring property owners. Prior to the preemption, local governments were able to regulate this activity through zoning. Short-term rentals have become increasingly popular in the last five years. Because a city cannot "prohibit" these properties, they are powerless to exclude them from residential neighborhoods. As a result, investors, many of whom are located out of state or even in a different country, have purchased or built single-family homes with the sole intent of turning them into short-term rentals.

Cities use zoning as a tool to prepare for their future growth and also use it to control where commercial and residential properties are located. Hotels have different infrastructure needs than single-family residential properties. As residential neighborhoods are developed, the infrastructure installed is designed for the future use of the properties. Many neighborhoods have infrastructure in place with capacity for up to eight people per house. Now there are houses in these very same neighborhoods that sleep more people than the number originally planned for, placing a significant strain on existing infrastructure. Commercial properties like bars, hotels and restaurants typically need more parking than a single-family property, as well as have different operating hours and experience greater noise levels. The current law removes important land use and zoning tools that will impact how a city plans for future growth and levels of service.

#### Noise Complaints

In areas where short-term rentals are situated, many neighboring residents complain of the noise generated by the vacationing renters next door. When people go on vacation, often their behavior changes. They may stay awake later, consume more alcoholic beverages throughout the day, or participate in recreational activities that they would not participate in while at their own homes, such as swimming at midnight with music blaring. For those homes located near water, a lake or the ocean, it is important to note that sound travels easily over water – and residents located hundreds of yards away may be the ones calling and complaining to the police and their local elected officials.

Some cities have noise ordinances, but these have proved problematic to enforce. One such example is Lighthouse Point. Its ordinance requires sustained noise over a certain decibel threshold for 10 minutes. Many times after the police arrive at a residence, the noise dies down. These renters may leave the next day with new ones replacing them. The new renters are often



unaware of the noise ordinance or past complaints and may cause the same problems. The out-of-state property owner may not even be aware of the problems created by their renters and with the constant turnover. The problem ends as one renter leaves and begins again as new renters arrive. This causes a significant drain on law enforcement resources. When law enforcement officers are called to respond to noise complaints, one less officer is on the street either preventing or solving crimes.

### Parking

Many short-term rentals are located in single-family neighborhoods. In most cases, the driveway was built to accommodate two or three vehicles. When you now have a renovated house that acts as a small hotel, there will be more than three cars needed to get these renters to the property. This leads to cars that are parked on the street, making it difficult for emergency vehicles to respond to emergencies and causes increased response times in these neighborhoods. Cities have begun to adopt ordinances creating parking standards for short-term rental properties. Unfortunately, these ordinances only solve the parking issue but fail to address any of the other issues created by this commercial activity in residential areas.

### Revenue Issues

As stated earlier, a property rented more than three times a year for less than 30 days at a time meets the vacation rental definition and should be licensed by the state. The Department of Business and Professional Regulation (DBPR) is tasked with investigating unlicensed vacation rentals but lacks the resources needed to fully investigate every complaint. Unlicensed vacation rentals could be costing Florida millions of dollars each year from lost licensing revenue.

Licensed short-term vacation rentals and hotels are also required to charge a sales tax to renters and then remit this back to the state. Many licensed and unlicensed vacation rentals are not doing this. The Florida Department of Revenue (DOR) has limited resources and cannot adequately monitor these transactions, costing the state millions of dollars in lost revenue. Similarly, short-term rental owners in some counties are required to collect and remit the tourist development tax to the state. DOR is often unable to track down the vacation rental owners who are not paying the tourist development tax.

The Legislature began the conversation on short-term rentals in 2014, and the Florida League of Cities supported both HB 307 (Hutson) and SB 356 (Thrasher). The bills were a step in the right direction, but they only partially restored Home Rule to Florida's cities. Cities are still prevented from regulating the duration and frequency of the rentals, and local zoning does not apply to these properties. Without the ability to regulate these key areas, local governments will not be able to adequately address the problems associated with these properties.

### Status:

There have not been any short-term rental bills filed for the 2019 legislative session, but legislation on the issue is expected at some point in the near future.

Revised: 12/ 11/ 2018

## ATTACHMENT "B"

### Section 3.02. - City Council.

There shall be a City Council composed of five (5) Councilpersons elected by the electors of the City. The City Council shall constitute the governing body with powers as hereinafter provided to pass ordinances, adopt resolutions, appoint the officers and exercise the powers as hereinafter provided. It is responsible to the electorate for the proper conduct of all municipal operations. It shall appoint and give direction to a qualified, professional chief executive officer who shall be known as the City Manager. As the legislative body of the City, the Council shall review, amend if necessary and approve the budget and shall appropriate all monies of the City.

The Council, by ordinance, shall define and set limits on the amount of any purchase or contract which shall not require Council approval. No commitment or purchase above such limits can be made unless the Council makes an appropriation and approves the expenditure.

(Ord. No. 94-0-19, § 1, 9-12-94; Ord. No. 00-0-06, 1A, 12-11-2000)

**Editor's note**— Ord. No. 00-0-06, § 1A, adopted Dec. 11, 2000, was approved by the voters with the election held on Nov. 7, 2000.

Section 3.08. - Limitations.

- (a) *Appointments and Removals.* Except as herein provided, no Council members shall dictate the appointment or removal of any City administrative officers or employees whom the manager or any of his/her subordinates are empowered to appoint in accordance with this Charter. Appointment and discharge of department heads shall be directed by the City Manager.
- (b) *Holding Other Office.* No member of the Council or the Mayor, during the term for which he/she has been elected or appointed or for one (1) year thereafter, shall be eligible to hold any office, position or employment in the City which carries compensation other than on the Council.
- (c) *Interference with administration.* Except for the purpose of official inquiries and investigations, the Mayor, the Council or its members shall deal with City Officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the Council nor its members shall give orders to any such Officer or emmployee, either publicly or privately.

(Ord. No. 94-0-19, § 1, 9-12-94; Ord. No. 99-O-12, § 1, 9-27-99; Ord. No. 08-0-05, § 2, 2-25-2008)

Section 3.09. - City Council, Rules, Quorum, Committees and Meetings.

The City Council shall, by ordinance, determine and define its rules of procedure, therein prescribing sanctions for non-attendance or disorderly conduct. Three (3) of its members concurring, it may expel a member for misfeasance, malfeasance or nonfeasance. The majority of the members of the City Council shall be required to form a quorum for the transaction of business, but a smaller number may adjourn from day to day. The Mayor or City Manager shall have the power to administer necessary oaths and may call such special meetings of the City Council as maybe necessary for the conduct of official business provided, however, that the forty-eight (48) hours' notice shall be given to each Council member and the public. The City Council shall hold regular meetings at such times as it may determine but not less than one regular meeting per month.

(Ord. No. 94-0-19, § 1, 9-12-94; Ord. No. 00-0-06, 1C, 12-11-2000; Ord. No. 12-0-09, § 2, 4-23-2012)

**Editor's note**— Ord. No. 00-0-06, § 1C, adopted Dec. 11, 2000, was approved by the voters with the election held on Nov. 7, 2000.



Section 5.03. - Powers and Duties of the City Manager.

The City Manager shall:

- (a) See that all laws, provisions of the Charter and acts of the Council, subject to his/her discretion and supervision, are faithfully executed.
- (b) Direct and supervise the administration of all departments and offices of the City, except as otherwise provided by this Charter or by law.
- (c) Appoint and, when he/she deems it necessary for the good of the City, suspend or remove all City employees, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter.
- (d) Make changes in any and all department organizations, including combinations, deletions, creation of departments, units or divisions, and transfer responsibilities between departments, units, or divisions.
- (e) Attend all Council meetings and have the right to take part in discussion but may not vote.
- (f) Prepare, submit to the Council and, after approval of the Council, administer the budget and capital program as provided by this Charter or by law. The obligation or disbursement of any fund shall be specifically prohibited unless there is or will be a sufficient unexpended and unencumbered balance in the proper appropriation subject to Article III, Section 3.02 and any ordinance implemented thereunder.
- (g) Submit to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year, and provide a detailed operating statement as to each enterprise fund with the annual budget message.

The City Manager shall address audit discrepancies and report progress to the City Council within sixty (60) days after the audit report.

- (h) Keep the Council currently advised in matters affecting policy and make such other reports as the Council may require concerning the operations of City departments and offices subject to his/her direction and supervision.
- (i) Keep the Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City as he/she deems desirable.

- (j) In the absence, inability or reluctance of the Mayor to do so, sign contracts on behalf of the City pursuant to the provisions of the budget and appropriation ordinances, on approval of 4/5 vote of the Council.
- (k) Subject to Council approval, develop and keep current an administrative code which shall set forth the organizational and operational procedures of the government, and develop and keep current a comprehensive plan in accordance with state law.
- (l) Perform such other duties as are specified in this Charter or may be required by the Council.
- (m) The power and authority of the City Manager is expressly limited to that described herein, and he/she shall enter into no agreements, negotiations or other arrangements with any groups, organizations, governmental bodies or individuals requiring policy-making decisions by the Council without the prior knowledge and approval of that body.
- (n) The City Manager shall have the authority to hire and fire administrative department heads for just cause without prior authorization of the City Council.

(Ord. No. 94-0-19, § 1, 9-12-94; Ord. No. 00-0-06, 1E, 12-11-2000; Ord. No. 08-0-05, § 2, 2-25-2008; Ord. No. 12-0-11, § 2, 4-23-2012)

**Editor's note**— Ord. No. 00-0-06, § 1E, adopted Dec. 11, 2000, was approved by the voters with the election held on Nov. 7, 2000.

Section 6.04. - Standards of Ethics.

All elected officials and employees of the City shall be subject to the standards and conduct for public officers and employees set by general law.

(Ord. No. 94-0-19, § 1, 9-12-94)

# CITY COUNCIL POLICY MANUAL

## 1. DUTIES/RESPONSIBILITIES (Revised 12/13/04, 5/14/07)

The City Council duties and authority are set forth under the provisions of the City Charter. A copy of the Charter is attached to this manual as "Exhibit P".

The City Council, as is true of all of City government, will provide a welcoming and helpful atmosphere to citizens. Council meetings will be conducted in an open, dignified, and professional manner. At Council Meetings or Workshops, the Mayor and/or Council members are prohibited from chiding or scolding citizens, City staff or other Council members.

## 2. SUNSHINE LAW/COUNCIL MEETINGS (Revised 1/27/07; 2/26/07)

Each City Council shall establish meeting procedures. The conduct of the meetings is the responsibility of the Chair.

Council meetings shall always comply with Florida Sunshine Law requirements.

Public input shall be solicited regarding all items of public interest at Council meetings.

Time certain items and a "Consent Agenda" section may be used to facilitate an orderly and expeditious conduct of business at Council meetings.

Regular Council Meetings will begin at 7:00 p.m. Council meetings will continue until the City's business has been completed, or in the event an Agenda cannot be completed in a timely manner, Council can choose to adjourn the meeting. Council has the latitude to schedule an additional meeting if they feel it is necessary; or they may place items under the "Unfinished Business" section of the next agenda.

The Chair may administer City Council meetings informally in a manner to expedite public business and encourage civic debate. Ordinance No. 07-O-03 has been approved that explains how Robert's Rules of Order can be invoked. (Ordinance is attached to this manual as Exhibit "II".)

Council members may introduce any item for discussion under their section at the meetings; however, in order to hold a vote, the item must be listed on the agenda. This allows notice to the other Council members and the public that action is going to be requested on a particular item. Council members can have their items placed on the agenda by going through the City Manager or the City Clerk.

## 3. USE OF CITY VEHICLES/EQUIPMENT (Revised 2/26/07)

No City Council member shall be assigned a vehicle for use. In the event that a vehicle is required for City related business, one will be made available for that purpose.

City equipment such as a computer, telephones, faxes, typewriters and office supplies will be available for use of Council members for City related business.

Under no circumstances shall City vehicles or equipment be used for election related activities.

## 4. PAYCHECKS AND BENEFITS

Council members will be paid in the amount as established under the City Charter provisions. Paychecks will be issued along with the regular City payroll once per month.

City Council members will participate in the State Retirement Plan.

## 5. CITY ATTORNEY SERVICES (Revised 2/26/07)

The City Council shall retain the services of a City Attorney. The City Attorney shall report to and operate under the direction of the Council. The City Manager shall be authorized to act as the functional supervisor and to review and control expenditures related to legal expenditures.



The City Attorney shall provide services related to City issues. Individual legal needs of Council Members shall not be provided by the City Attorney.

The City Attorney will serve as Parliamentarian.

**6. SPECIAL EVENTS FEES**

Parties responsible for such events shall pay all Special Event fees to the City. The Council may, at its sole discretion, waive any or all Special Event fees, therein accepting city costs associated with such events. Waiver of fees may be considered for events which provide a community wide benefit.

Please refer to the current fee schedule for further information.

**7. CODE OF ETHICS**

The City Council recognizes the need for high standards of behavior and sets forth the basis of the code to:

- Service to the public is beyond oneself. It creates special demands for sensitivity to the qualities of justice, courage, honesty, equity, competence and compassion. We esteem these qualities, and will actively promote them. The chief function of local government is at all times to serve the best interests of all the people.
- Safeguarding the public trust is paramount. Every person shall be treated equally. There shall be no special consideration for any one regardless of his/her community or position. Bribes, gifts or favors, which compromise the integrity of City decisions, shall not be tolerated. In all transactions we shall remember that even the appearance of impropriety erodes the public trust.
- The provision of services shall be responsive to community needs. The consideration of the greater public need will be paramount. We shall strive to maintain an ongoing dialog with our constituents and maintain an ongoing assessment of our services to assure that they reflect the desires of the community.
- Any City Council member shall fully disclose any possible gain or conflict of interest relating to any issue that is before the Council. He/she shall refrain from active or passive participation in such issue.
- No Council member shall represent or appear before the Council or another public body on behalf of any private person or business entity other than themselves or a family interest.
- We subscribe to the principles of merit system, equal opportunity and affirmative action. No employment in the City will be dependent upon political activity.
- We shall adhere to the highest standards of integrity and honesty in all public and personal activities to inspire public confidence and trust.

**8. LIAISONS** (Revised: 10/14/02; 12/13/04; 2/26/07; 7/11/16)

The City Council shall appoint, from its members, representatives to the Citrus County Community Charitable Foundation Board, Tourist Development Council, County Library Board, Metropolitan Planning Organization, Florida League of Cities, Keep Citrus County Beautiful, Withlacoochee Regional Water Supply Authority, Crystal River Main Street, Springs Coast Steering Committee and the Board of County Commissioners.

**9. APPOINTED COMMITTEES/BOARDS** (Revised: 10/14/02; 3/8/04, 12/13/04, 2/26/07, 10/22/07, 10/27/08)

*Board Appointments* (Revised: 10/22/07, 10/27/08)

Individual regular and alternate members of all Boards, Commissions and Committees (hereafter referred to as BC&C) charged with conducting City business, including regulatory and/or advisory, shall be appointed by and serve at the pleasure of the City Council in accordance with Ordinances and/or Council direction. No sitting Councilmember's spouse may be a member of the Planning Commission. Each new Board Appointee shall take an Oath of Office. Board Appointees shall not serve on more than one City Board, Committee or Commission concurrently.

*Selection of Board, Commission and Committee Officers*

The determination and selection of BC&C members shall remain the sole responsibility of the Council. If directed by Council, the City Manager shall advertise for applicants to fill vacancies with such advertisement to include the day and time of meetings. Applicants will be presented to Council for evaluation and selection.

General Procedures (Revised: 10/14/02, 2/26/07, 10/22/07, 10/27/08)

As a general procedure, all applicants will be sent the Board Application form, to include the day and time of meeting, along with the applicable section of the City Code, Land Development Code or Charter pertaining to the Board for which they are applying. The day of the week and time of the meeting will be noted for the applicant. The applicant will be notified at that time if the Board applied for requires a Financial Disclosure Form as required by State Law. Applications will be kept on file for two (2) years. Interested applicants will need to reapply every two (2) years as appropriate.

Applications received will be reviewed by the City Manager for all Council appointed Boards for any specific qualifications needed for some members of the Boards. Applicant references and background information will be checked and reviewed. The applications, along with results of the background and reference checks, will then be sent to Council for approval.

Applicants may apply for more than one BC&C; however, once they are appointed, all remaining applications will be pulled. Applications will not be accepted for any other BC&C from an individual while already serving on another BC&C. Where special designation is listed, it is noted that Council would prefer to fill these seats with the professional designation attached to the seat when possible.

All qualifications being equal, the applicant with the earliest dated application will be given preference. The senior alternate will always move up to regular member when there is a vacancy unless barred by other restrictions or if the person serving has not filled a complete term. In the event of a vacancy, Staff will first contact all applicants on file to verify their interest and availability. Only those member-s who have not completed one full term will be considered for reappointment upon receipt of a letter stating their desire to serve one full term. If an application is not on file, an application along with a letter is required.

All members who complete one full term will roll off that board/commission for one year. After a year of abstinence a previous member will become eligible to apply again for the same board/commission. During their sabbatical, they are eligible to apply and hold a position on a different board/commission.

Boards, Commissions and Committees Operations (Revised: 10/22/07, 10/27/08)

The minutes of all Boards will include date and attendance records and be distributed to the Mayor and City Council. All contested actions by the Boards will be a roll-call vote. Staff will keep a simple record (chart form) of all actions made with date and case numbers in a ledger for City reference.

Dismissal "for cause" shall apply to all Boards and shall mean misfeasance, malfeasance or nonfeasance. The importance of attendance should be stressed for both regular and alternate members. It is the intent of Council that all members, including alternates, attend all meetings. The Staff member responsible for the Board meeting will notify Council, in writing, when a Board member misses three (3) consecutive meetings. Council may remove the Board member with three (3) consecutive unexcused absences and replace with another applicant.

Terms will be limited as specified by Ordinance.

**10. NOTIFICATION FOR REZONING** (Added: 8/11/03, 2/26/07)

The Planning Commission hears applications for rezoning. Notice of the public hearing shall be mailed, by regular mail, to the applicant and to the owners, as shown on the latest tax rolls, of all property located within three hundred (300) feet of the land which is the subject of the rezoning request. The costs of mailing and publishing such notices shall be borne by the applicant for a rezoning.

**11. EASEMENTS**

The City Council shall determine disposition of easements in its sole discretion. As a general statement of intent it is recognized that vacating of easements shall only be done if it is in the best interest of the City to do so.

**12. CLERICAL STAFF SUPPORT**

Staff support will be made available to any Council member upon request. Coordination shall be conducted through the City Manager.

**13. REQUEST FOR FUNDING** (Revised 2/26/07)

The City Council shall not provide funding to individuals or for-profit organizations. Funding may be considered for non-profit or charitable organizations that clearly demonstrate a City wide public good.

**14. BUDGET** (Revised: 10/14/02)

The City Council role in authorizing the City Budget is stipulated in the City Charter. Additional budget policy is as follows:

- Fixed Capital Assets and Expenditures will be those items with a value of \$1,000.00 or more.
- All budget transfers involving Personnel line items or Capital items require Council approval.
- Opening or closing of checking accounts requires Council approval.
- The City will budget membership dues for the local Chamber of Commerce each fiscal year.

**15. CAPITAL PROJECTS**

Each year the City Council shall review and update a City Five-Year Capital Improvement Plan prepared by the City Manager.

**16. GOAL SETTING** (Revised: 10/14/02, 12/13/04, 2/26/07, 07/11/16)

The City Council shall meet each year to formulate goals for the City. Goal setting will occur in conjunction with the annual budget process.

**17. LABOR RELATIONS**

The City Manager is recognized as the administrator of employee relations for the City per the City Charter.

Union Contract negotiations shall be conducted by the City Manager and other staff approved by Council.

The City Council shall recognize employees for service at five-year intervals.

**18. COMMUNICATIONS** (Revised 12/13/04, 2/26/07)

The City Council Members shall have mail boxes located in City Hall.

**19. SURPLUS PROPERTY**

The City Council shall follow all applicable State Laws in declaring surplus property each year. An auction of such items will be held and the revenues collected deposited into the General Fund of the City. City employees are permitted to participate in the auction of surplus property.

**20. REPLACEMENT OF EMERGENCY SERVICES VEHICLES** (Revised: 10/14/02)

The City shall place all vehicles on a Renewal and Replacement Program. Vehicles shall be replaced based upon highest trade-in value, termination of warranty and actual and anticipated maintenance costs. Revenue derived from the sale of vehicles will be credited to Renewal and Replacement Fund.

**21. TIME ALLOTMENTS FOR "CITIZEN INPUT," "REQUEST TO ADDRESS", AND "PUBLIC HEARINGS"** (Added 1/26/04, Revised 2/26/07, 7/11/16)

During Council Meetings, the time allotted and procedure for each section of citizen/public input is as follows:

- **Public Input – Three Minutes (First Listing)**  
The first Public Input section will be toward the beginning of the meeting and each person may speak for three (3) minutes on any topic.

- **Public Input – Five Minutes (Second Listing)**  
The second Public Input is at the end of the meeting and each person may have up to five (5) minutes. Individuals may speak on any topic at this time.
- **Public Hearing- Three Minutes**  
There will be a three (3) minute time limit for people speaking on the subject matter. When there is a Quasi-Judicial *Land Use Application*, the applicant will be given sufficient time to present his/her case and call witnesses.
- **General Public Input – Three Minutes**  
The audience may offer their input and speak regarding any agenda item during the designated public input sections of the agenda. The Mayor may give the audience an opportunity to speak during Council discussion of each item by invoking a formal session in accordance with Article II Section 2-17 of the City Code of Ordinances.

**Note:**

The Mayor has the latitude to keep redundancy from occurring when people are addressing the same issue.

**22. PROCESS FOR ANNUAL SELECTION OF VICE MAYOR** (Revised 10/25/10)

Council shall designate a member of Council to serve as Vice Mayor for the upcoming year during its first regular meeting in November during years when there has been no regular election for Council positions, and during the first regular meeting of the newly Elected Council when there has been a regular election for Council positions. Such designation shall be made on the basis of the longest term of consecutive service on Council without having served as Vice Mayor, with that individual to be designated as Vice Mayor. In the event that individual declines to serve, the individual with the next longest term of consecutive service on Council without having served as Vice Mayor shall be designated as Vice Mayor.

**23. ADDITIONS OR CHANGES TO THIS POLICY MANUAL** (Revised: 2/26/07)

Additions or other changes to this manual may be executed by a motion and majority vote of the City Council Members.



David Burnell  
6752 West Gulf to Lake Highway #254  
Crystal River, FL 34429

January 28, 2019

City of Crystal River  
123 NW Highway 19  
Crystal River, FL 34428  
Attention: Joe Meek, Mayor

RE: David Burnell Retirement

Dear Mayor Meek,

This letter shall serve as official notification of my intent to retire from the City of Crystal River.

This was not an easy decision to make and I appreciate City Council, staff and city residents support over the last eight and a half years. I am proud of what the City has accomplished over this period and the plans laid out to continue moving the City of Crystal River forward.

Sincerely,

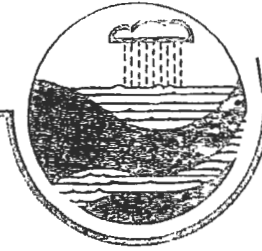
A handwritten signature in black ink, appearing to read "David Burnell", with a large, stylized flourish at the end.

David Burnell

- c. City Council
- City Clerk
- City Attorney

ATTACHMENT "D"

WITHLACOOCHEE REGIONAL



WATER SUPPLY AUTHORITY

January 22, 2019

The Honorable Joe Meek  
Mayor, City of Crystal River  
123 US Highway 19  
Crystal River, Florida 34428

Dear Mayor Meek,

The Withlacoochee Regional Water Supply Authority (WRWSA) received a letter from the City of Inverness expressing the City's desire to have representation on the WRWSA Board (copy enclosed). This topic was placed on the WRWSA Board's recent January 16, 2019 meeting agenda. At that meeting, the Board approved a motion that the City of Inverness be the municipal representative from Citrus County on the WRWSA Board starting in January 2019. The motion further stated that the position should be rotated between Inverness and Crystal River on an annual basis.

Three City of Inverness council members as well as the City manager attended that meeting. There was not a representative from the City of Crystal River. During the discussion, there was some lack of clarity as to whether this arrangement for rotating WRWSA Board representation between Inverness and Crystal River was agreeable to the City of Crystal River. So, the motion provided that should the City of Crystal River have any issues with this arrangement for rotation between Crystal River and Inverness, the topic could be addressed at the WRWSA Board's next meeting. The next meeting is scheduled for March 20, 2019 at 3:30 p.m., at the Lecanto Government Center (3600 W. Sovereign Path). I would appreciate a representative of Crystal River contacting me in advance should the City wish for this topic to be discussed at the WRWSA March Board meeting.

The WRWSA greatly appreciates the City of Crystal River's participation on the WRWSA Board. Councilman Brown has been a vital member of the WRWSA Board since January 2013, and his significant contributions are greatly appreciated. Prior to that, Councilwoman McNiff was a Board member since January 2011. Prior to 2011, the City of Inverness was the municipal representative from Citrus County, with rotation between the two cities occurring on a somewhat regular basis in previous years.

Please contact me should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Richard S. Owen".

Richard S. Owen, AICP  
Executive Director

Enclosure

cc: WRWSA Board

Crystal River Councilman Ken Brown

Dave Burnell, Crystal River City Manager

Frank DiGiovanni, Inverness City Manager



# City of Inverness

*Administration Office*

212 W. Main Street

Inverness, Florida 34450-4149

Administration@Inverness-FL.gov

(352) 726-2611

Fax (352) 726-0607

November 8, 2018

Mr. Richard S. Owen  
Executive Director, WRWSA  
Lecanto Government Building  
3600 W. Sovereign Path, Suite 228  
Lecanto, FL 34461

Dear Mr. Richard S. Owen:

The City of Inverness enjoyed many years of interaction when participating on the Board of the Withlacoochee Regional Water Supply Authority (WRWSA). The two cities in Citrus County previously alternated their representation between the WRWSA and the now defunct Withlacoochee Regional Planning Commission (WRPC). At a point in time, the City of Crystal River made a request to Inverness that they be permitted an opportunity to address their potable water concerns to the WRWSA by remaining on that board, provided the City of Inverness would agree to remain on the WRPC. The Inverness Council agreed to support the desire of Crystal River to fulfill their need. Following dissolution of the WRPC, Inverness lost its seat, voice, and activism as a regional board member. With reference to enclosed documents, the Inverness City Council Inverness took steps to reach an arrangement to "share" participation on the WRWSA with the City of Crystal River. For reasons unknown, requests have gone unanswered. Our appeal turns to you.

We are not clear on the process, but if approved to participate on the WRWSA Board, the City of Inverness Council will commit to attend meetings, actively apply itself as a member to deliberate and support the majority outcome of initiatives, and be a fully engaged partner to the WRWSA. It goes without saying that water is a limited and precious commodity. Political agenda has no place in the development of high quality policies and programs that promote the long-term interests to protect and properly manage potable water resources. Our request to participate is straightforward and needs your support to make our involvement a reality.

Your consideration is appreciated, and we await your reply.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank DiGiovanni".

Frank DiGiovanni  
City Manager

Enclosures

XC: Inverness Elected Officials  
Office of City Clerk  
Office of City Attorney



ATTACHMENT "E"

DISCOVER

CRYSTAL RIVER



ANNUAL WINTER WILDICE



# Annual Visitor Impact 2018

## Visitors' Economic Impact

2017 \$251M

2018 \$278M



## Tourism Related Jobs

4,660 Total

Wages = \$149.9M

## Direct Spending by Domestic and International Visitors

2017 \$150M

2018 \$166M



## Visitor-Growth from Statewide to Worldwide

Markets	2017	2018	Growth
Florida	260,700	281,600	8%
US	186,800	195,100	4.4%
International	44,200	55,200	24.9%

## Top Reasons for Visits



Vacation



Manatees



Weekend Getaway



Visiting Friends



Fishing



Scalloping

## Who is our average visitor?

Age: 50

Time here: 3 days

Income: \$92,000

Average spent: \$1,000.86

77.5%

of visitors who saw, heard or read a message about Citrus County were influenced to plan a visit.

## Total Visitors

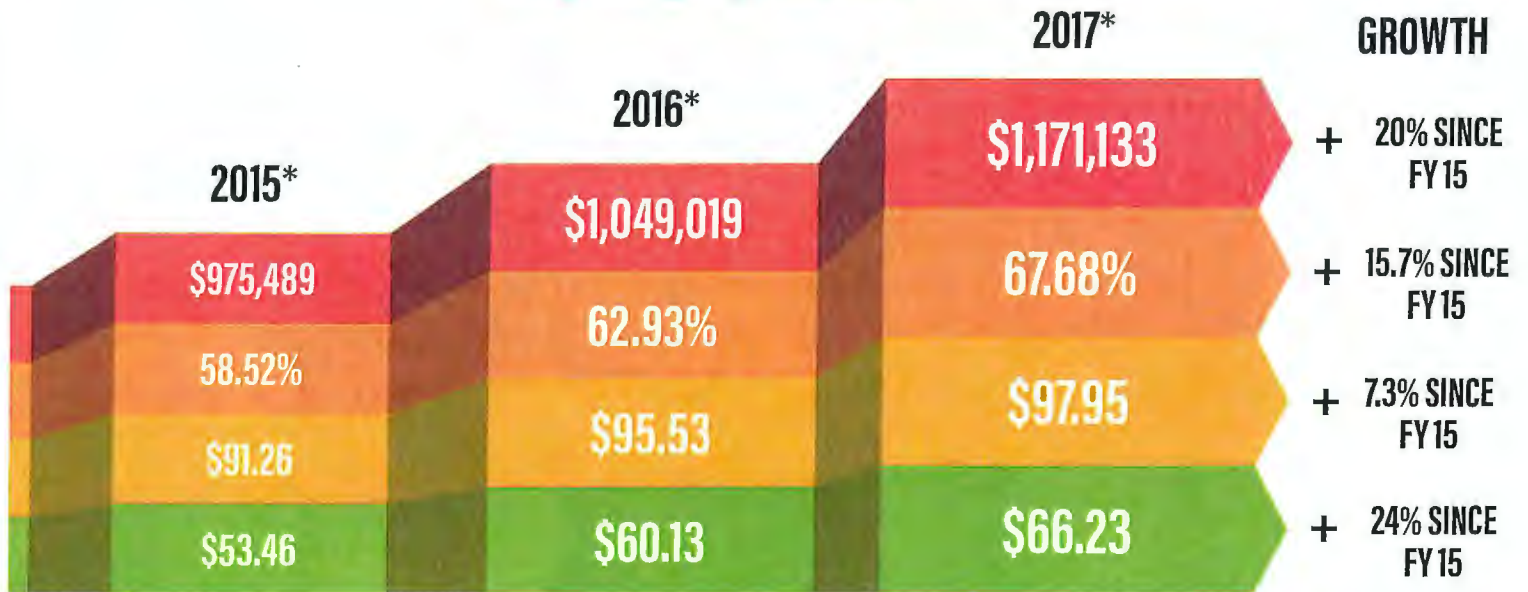
2017 491,700

2018 531,900





## Key Lodging Metrics



T = Tourist Development Tax OCC = Occupancy ADR = Avg. Daily Rate REV PAR = Revenue per Avail Room  
 based on Fiscal Year Sept. 30 to Oct. 1 and TDT of 3%

## Local Taxes Revenue

3.5M from levied state and local taxes

Local taxes paid by visitors support important programs for Citrus County residents such as infrastructure, cultural, public safety, schools and environmental programs.

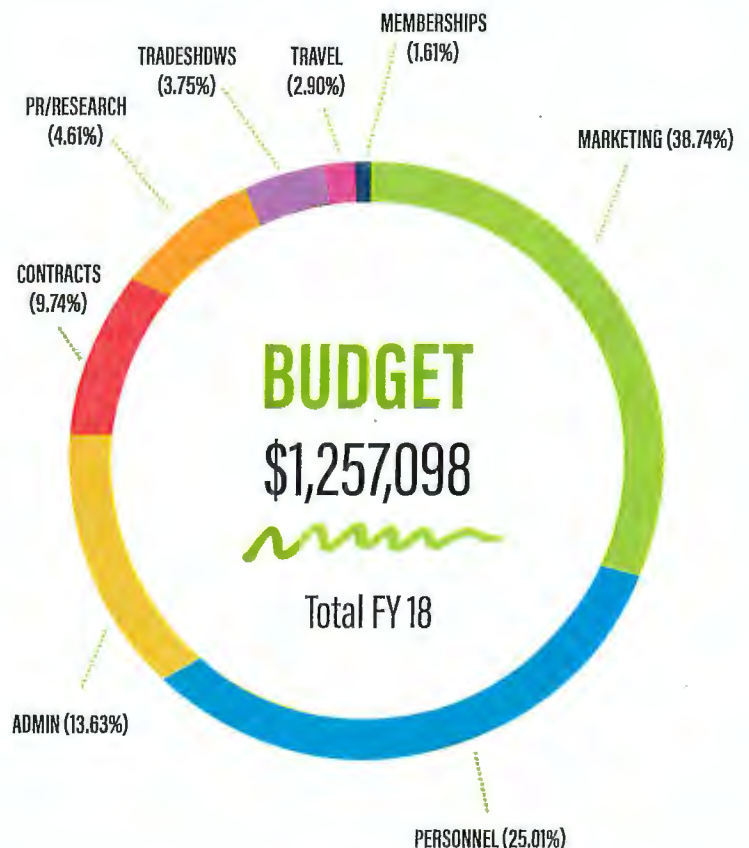
INFRASTRUCTURE

CULTURAL

SCHOOLS

PUBLIC SAFETY

ENVIRONMENTAL PROGRAMS



## Top Social Media Accounts

### Facebook Followers: Discover Crystal River Florida

17	128,500	Growth + 26%
18	161,545	

### Facebook Followers: Crystal River Fishing

17	1,625	Growth + 293%
18	6,382	

### Instagram Followers: @DiscoverCrystalRiver

17	5,340	Growth + 54%
18	8,200	

## Public Relations

- Conducted 50 media and trade trips
- 95 total participants
- 35% Domestic, 65% International



## Website Growth: DiscoverCrystalRiverFL.com



### Increase in Website Metrics from 2017 to 2018:

Sessions	354,177	2.0%	↑
Page Views	616,449	6.1%	↑
Pages/Session	1.74	3.0%	↑
Average Session Duration	1:37	14.2%	↑

**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

Meeting Date: February 11, 2019

Agenda Item Number: 5B

**Requested Motion:** Motion to approve the road closure request submitted by the Crystal River Church of God.

**Summary:** The Crystal River Church of God is requesting to close NW 12<sup>th</sup> Avenue from 2180 NW 12<sup>th</sup> Avenue to NW 22<sup>nd</sup> Street from 10:00am-12:00pm on Saturday, April 20, 2019 for their Easter Egg Hunt. This closure is something that the Church does every year and does not affect access to any other businesses or residents.

**Staff Recommendation:** Staff recommends approval.

**Funding Information:**

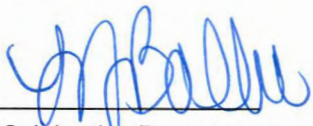
Project Cost:

Funding Source:

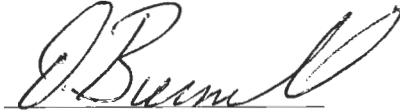
Amount Available:

**Finance Department Approval:** \_\_\_\_\_

**Approvals:**



Originating Department



City Manager

\_\_\_\_\_  
City Attorney (if applicable)

**Attachments:** Limited-Use Permit and Road Closure Request

**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_



Requested event is permitted only if all applicable permits are secured and all supporting documents are obtained. Failure to meet responsibilities can result in permit being denied.

APPLICANT INFORMATION	
ORGANIZATION NAME	CRYSTAL RIVER CHURCH OF GOD.
CONTACT PERSON #1	PASTOR STEVE MILLER
TITLE	EXECUTIVE PASTOR
ADDRESS	2180 N.W. 12 <sup>TH</sup> AVE CRYSTAL RIVER, FL. 34428
PHONE NUMBERS	352-795-3079   352-634-2175 CELL
E-MAIL ADDRESS	pastorsteve@crystalrivercog.com.
CONTACT PERSON #2	Becky Seeger.
TITLE	Church Clerk
ADDRESS	2180 N.W. 12 <sup>TH</sup> AVE. CRYSTAL RIVER, FL 34428.
PHONE NUMBER	352-795-3079.
E-MAIL ADDRESS	churchclerk@crystalrivercog.com.
ORGANIZATION WEBSITE	www.crystalrivercog.com.
IS ORG 501-C	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, must provide documentation
GROUP LIABILITY INS.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
INSURED COMPANY	Philadelphia Indemnity
POLICY NUMBER	PHPK 1640948
<p>General liability insurance is required naming the City of Crystal River as additional insured. Limits of liability should be no less than \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage. If food is being served, product liability must be included. If the event is approved for alcohol sales, insurance must include an alcohol endorsement.</p>	

EVENT INFORMATION	
NAME OF EVENT	Easter Eggstravaganza
TYPE OF EVENT	Easter Egg Hunt for the community
EVENT DATE(S)	4/20/2019
EVENT TIMES	10am - 12pm
EVENT DATE(S)	
EVENT TIMES	
EVENT LOCATION	2180 N.W. 12 <sup>TH</sup> AVE, Crystal River, FL. 34428.
ADDRESS	Crystal River Church of God.
DESCRIPTION OF EVENT	Inflatables, Food, Entertainment, prizes open to kids in the community

Enter to

# OF PEOPLE EXPECTED	400-500			
FEES INVOLVED	ENTRANCE	\$ 0	DONATION	\$ 0
	VENDOR	\$ 0	BOOTH	\$ 0
	OTHERS	\$ 0		
PROCEEDS BENEFIT	Community (No Cost)			
OPEN TO THE PUBLIC	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		
FOOD SALES	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
ALCOHOL SALES	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
REQUESTING OPEN CONTAINER WAIVER	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
MERCHANDISE VENDORS	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
MUSICIANS	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		

EVENT SERVICES			
REQUESTING CITY PROPERTY FOR EVENT	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, list property name and address below
	PROPERTY ADDRESS		
REQUESTING ELECTRIC FROM CITY SITES	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
LOCATION(S)			
WASTE PLAN	Dumpster Service		
WASTE HAULER	Waste Management		
RESTROOM FACILITIES	<input checked="" type="checkbox"/> ON PROPERTY		PORTABLE FACILITIES
	If portable, Company name		
# OF RESTROOMS	7	# OF HANDICAPPED	5
SECURITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If alcohol is served, CCSO must be hired
SECURITY COMPANY			
# OF PERSONS			
PARKING LOCATION(S)	1. Crystal River COG Parking lot.		
	2. Crystal River COG Over-Flow Parking		
	3.		
TOTAL SPACES	147 marked plus over-flow field parking		
HANDICAPPED SPACES	10 marked		
If parking location is insufficient on site, parking arrangement letter(s) may be obtained from owner(s), renter(s) of additional parking sites. Letter must state permission from owner(s)/renter(s), date(s) of event, and number of handicapped and regular parking spaces			



provided.
OTHER SERVICES

APPLICATION CHECKLIST	
✓ SITE PLAN (including)	A layout of the event site showing all structures with respect to existing buildings, property lines, roads, and walkways. A Google earth aerial map or other source will work as a base map.
	Proposed ingress and egress
	Tents, vendor booths; including food and beverage, restrooms, portable toilets, drinking fountains, tables, and rides.
	Parking areas: including number and location of handicapped spaces (must be 1 for every 25 regular spaces)
	Electrical hook ups
	Support vehicle locations and number of vehicles
	Signage
	Parade routes
✓	Certificate of liability insurance, as stated above.
✓	501 (c) 3 Determination letter- <i>if applicable</i>
	Liquor license
	Signed documentation of contact with businesses and/or residents directly impacted by event. Private property letter of consent
✓	Road closure request form
	Signage request ( <i>outside of code ordinance</i> )
	Meeting with City staff if required
	Additional parking location letter(s)
	Tent permit, if applicable ( <i>tents over 900 square feet</i> )
	Special event fee, <i>due after approval of event by council</i>

SPECIAL EVENT FEE SCHEDULE			
Non-Profit		For-Profit	
Special Event	\$50.00	Special Event	\$150.00
Festival, with road closures and/or alcohol sales	\$250.00	Festival, with road closures and/or alcohol sales	\$500.00
Permits received less than 60 days prior to the event will incur an additional \$150.00 charge.			
Permits received less than 30 days prior to the event date will not be accepted.			
<i>Special event fees are due immediately following approval of the event from the City of Crystal River council. Failure to submit payment within 15 days after receipt of invoice may result in cancellation of event.</i>			

Ingress + Egress  
off 22nd + 19.

△ = overflow parking

△ = parking off of  
22nd Street  
Entrance.

# Google Maps

↘ = Road Block.

□ = Games + Bounce Houses  
Inflatables.



Imagery ©2017 Google, Map data ©2017 Google United States 100 ft

○ = Road Block,  
○ = music/stage.





CRYSRIV-01

MOERLERN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/2/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0E67768 Insurance Office of America, Inc. 3220 SW 33rd Road Ocala, FL 34474	<b>CONTACT NAME:</b> Nancy Moerler <b>PHONE (A/C, No, Ext):</b> (407) 788-3000 22700 <b>FAX (A/C, No):</b> (352) 368-2309 <b>E-MAIL ADDRESS:</b> Nancy.Moerler@loausa.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Crystal River Church of God 2180 NW 12th Ave. Crystal River, FL 34428	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company <b>NAIC #</b> 18058	
	<b>INSURER B:</b> Employers Assurance Company <b>25402</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

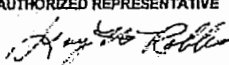
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. SURR. INSD. / WVD.	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		PHPK1640948	05/01/2017	05/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK1640948	05/01/2017	05/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB580586	05/01/2017	05/01/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	EIG1216160 07	05/01/2017	05/01/2018	PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)  
RE: Fall Festival - 2180 NW 12th Ave. Crystal River, FL 34428

### CERTIFICATE HOLDER

### CANCELLATION

City of Crystal River 123 NW Highway 19 Crystal River, FL 34428	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ROAD CLOSURE INFORMATION			
EVENT NAME	Easter Eggstravaganza		
DATES OF CLOSURES	4/20/2019		
	From	From	From
TIMES OF CLOSURES	10am	12pm	
<i>Include set up and breakdown in dates and times</i>			
REQUESTED ROAD #1	12 <sup>th</sup> Ave NW		
START	In front of Our Sanctuary on NW 12 <sup>th</sup> St		
END	Halfway down NW 12 <sup>th</sup> St at the end of our Ministry Complex		
REQUESTED ROAD #2			
START			
END			
REQUESTED ROAD #3			
START			
END			
REQUESTED ROAD #4			
START			
END			
REQUESTED ROAD #5			
START			
END			

Water Barricades	
<p>Any events with road closures require the use of water barricades for public safety. The organization planning the event is responsible for rental, placement, filling and emptying of barricades and clearing them from the roadway after the event. Each event will be evaluated by CCSO and The City of Crystal River to determine proper placement of the barricades. City of Crystal River Fire Department can be hired to fill barricades at the following cost:</p> <p style="text-align: center;">\$125 for Fire Truck \$4.76/1000 gallons of water</p>	
BARRICADE COMPANY	_____
DELIVERY DATE	_____
DELIVERY LOCATION	_____
FINAL ROAD CLOSURE TIME	_____

Road Closure map required with this permit

Road closure requests must be submitted with special events permits and are approved when special event permits are approved by The City of Crystal River Council.

## OUTSIDE CODE ORDINANCE SIGNAGE REQUESTS

Sign #1	—
# Requested	—
Location(s)	—
Size	—
Sign #2	—
# Requested	
Location(s)	
Size	
Sign #3	—
# Requested	—
Location(s)	
Size	
Sign #4	—
# Requested	
Location(s)	
Size	
<p>Signage requests must be submitted with special events permits and applies to signs your event is requesting to put up outside the parameters of your event or prior to your event date. Signage used inside your event space during the dates of the event does not need to be included. Event signage may be placed 1 day prior to the event start date within a 1 mile radius of the event location, unless otherwise requested above. Yard signs will be limited to 18"x24" and cannot obstruct the view of traffic in any way. Signage must be removed 1 day following your event.</p>	



**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

Meeting Date: February 11, 2019

Agenda Item Number: 5C

**Requested Motion:** Motion to approve the special event permit and waiver or open container for Kelly's Half Shell Pub for their St. Patrick's Day Celebration.

**Summary:** Kelly's Half Shell Pub, in the Beall's Shopping Center, has submitted a special event permit for their St. Patrick's Day Celebration from Saturday, March 16-Sunday, March 17, 2019. They are requesting to put a tent up in their parking lot to expand their business area. They are requesting a waiver of open container from the city to be able to have beer served in the tent. They will hire CCSO Deputies for the event. Insurance and tent permit are pending and will be submitted prior to permit being issued. This is a first-time event for the restaurant.

**Staff Recommendation:** Staff recommends approval.

**Funding Information:**

Project Cost:

Funding Source:

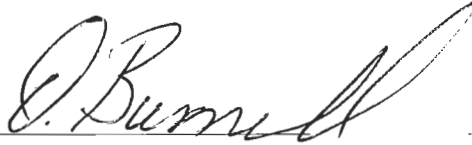
Amount Available:

**Finance Department Approval:** \_\_\_\_\_

**Approvals:**



Originating Department



City Manager

\_\_\_\_\_  
City Attorney (if applicable)

**Attachments:** Limited-Use Permit and Road Closure Request

**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_

APPLICANT INFORMATION	
ORGANIZATION NAME	Kelly's Half Shell Pub
CONTACT PERSON #1	Anita Kelly
TITLE	President
ADDRESS	390 N. Suncoast Blvd Crystal River FL 34429
PHONE NUMBERS	(727) 808-9909
E-MAIL ADDRESS	Anita@KellysHalfShell.com
CONTACT PERSON #2	Ed Kelly
TITLE	Vice President
ADDRESS	390 N. Suncoast Blvd Crystal River FL 34429
PHONE NUMBER	(727)237-9587
E-MAIL ADDRESS	EdKelly@kellyhalfshell.com
ORGANIZATION WEBSITE	www.kellyshalfshell.com
IS ORG 501-C	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, must provide documentation
GROUP LIABILITY INS.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
INSURED COMPANY	Granada Insurance Company
POLICY NUMBER	0185FL00107187
General liability insurance is required naming the City of Crystal River as additional insured. Limits of liability should be no less than \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage. If food is being served, product liability must be included. If the event is approved for alcohol sales, insurance must include an alcohol endorsement. *In the process of obtaining special event coverage	

EVENT INFORMATION	
NAME OF EVENT	St. Patricks Day Celebration
TYPE OF EVENT	
EVENT DATE(S)	March 15, 2019      March 16th, 2019
EVENT TIMES	6PM      11PM      10AM      11PM
EVENT DATE(S)	March 17th, 2019
EVENT TIMES	10AM      11PM
EVENT LOCATION	Crystal River Plaza
ADDRESS	390 N. Suncoast Blvd. Crystal River FL 34429
DESCRIPTION OF EVENT	Outdoor event in the parking lot of the plaza where Kelly's Half Shell Pub is located. Event will include live music, limited food and beer sold in plastic cups.

# OF PEOPLE EXPECTED	250			
FEES INVOLVED	ENTRANCE	\$	DONATION	\$
	VENDOR	\$	BOOTH	\$
	OTHERS	\$		
PROCEEDS BENEFIT				
OPEN TO THE PUBLIC	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		
FOOD SALES	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		
ALCOHOL SALES	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	beer only in tent area	
REQUESTING OPEN CONTAINER WAIVER	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		
MERCHANDISE VENDORS	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	May sell Pub merchandise in tent area	
MUSICIANS	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		

EVENT SERVICES			
REQUESTING CITY PROPERTY FOR EVENT	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, list property name and address below
	PROPERTY ADDRESS		
REQUESTING ELECTRIC FROM CITY SITES	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
LOCATION(S)			
WASTE PLAN	Will obtain additional dumpster pick up for event		
WASTE HAULER	Contracted through City of Crystal River Utility Dept.		
RESTROOM FACILITIES	<input checked="" type="checkbox"/> ON PROPERTY	<input checked="" type="checkbox"/> PORTABLE FACILITIES	
	If portable, Company name	Cliffs's Septic	
# OF RESTROOMS	4	# OF HANDICAPPED	
SECURITY	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If alcohol is served, CCSO must be hired
SECURITY COMPANY	In process of contacting Sheriff's office for off duty officers		
# OF PERSONS	Per recommendation of Citrus County Sheriff's Office		
PARKING LOCATION(S)	1. Plaza parking lot		
	2.		
	3.		
TOTAL SPACES	over 600		
HANDICAPPED SPACES	Approximately 20		
If parking location is insufficient on site, parking arrangement letter(s) may be obtained from owner(s), renter(s) of additional parking sites. Letter must state permission from owner(s)/renter(s), date(s) of event, and number of handicapped and regular parking spaces provided.			
OTHER SERVICES			

APPLICATION CHECKLIST		
✓	SITE PLAN (including)	A layout of the event site showing all structures with respect to existing buildings, property lines, roads, and walkways. A Google earth aerial map or other source will work as a base map.
		Proposed ingress and egress
		Tents, vendor booths; including food and beverage, restrooms, portable toilets, drinking fountains, tables, and rides.
		Parking areas: including number and location of handicapped spaces (must be 1 for every 25 regular spaces)
		Electrical hook ups
		Support vehicle locations and number of vehicles
		Signage
		Parade routes
	Certificate of liability insurance, as stated above. <i>TBD 30 days out</i>	
X	501 (c) 3 Determination letter- <i>if applicable</i>	
✓	Liquor license	
	Signed documentation of contact with businesses and/or residents directly impacted by event. Private property letter of consent	
✓	Road closure request form	
	Signage request (outside of code ordinance)	
✓	Meeting with City staff if required	
	Additional parking location letter(s)	
	Tent permit, if applicable <i>TBD after approval</i>	
	Special event fee, <i>due after approval of event by council</i> \$150.00	

SPECIAL EVENT FEE SCHEDULE			
Non-Profit		For-Profit	
Special Event	\$50.00	Special Event	\$150.00
Festival, with road closures and/or alcohol sales	\$250.00	Festival, with road closures and/or alcohol sales	\$500.00
<p><i>Special event fees are due immediately following approval of the event from the City of Crystal River council. Failure to submit payment within 15 days after receipt of invoice may result in cancellation of event.</i></p>			

**CITY OF CRYSTAL RIVER  
SPECIAL EVENT PERMIT  
AGREEMENT**

The City of Crystal River issues a Special Event Permit to

Slainte Pubs Inc DBA Kelly's Half Shell Pub

(a  person,  corporation,  partnership), hereinafter called "the Permittee," for a special event, described as

ST. PATRICKS' Day Celebration

to be held on the 15 day of MARCH, 2019 until the

17 day of MARCH, 2019, during the hours of

6 PM TO 11 PM.

The permittee has received the statement of the estimated cost of providing city personnel and equipment. The permittee will prepay these estimated costs for city services and equipment ten (10) days prior to the permitted special event.

The permittee shall be responsible for the property used for the event and will insure that the event area will be properly cleaned and restored and acknowledges that the permittee will be billed for the actual cost by the city for clean up and restoration

The clean-up deposit shall be returned after the event in a timely manner if the area was properly cleaned and restored.

The permittee shall be responsible and answerable to damages for any and all loss, damage or injury, together with the costs and expenses incidental thereto, arising out of or due to the negligence of the permittee, or any of the permittee's agents, employees, or volunteers in providing or failing to provide adequate care during the use of the City's water supply service, or other city property and facilities.

As a permittee, I do understand that a revocation of permit may be required according to section 3.94 of The City of Crystal River Code of Ordinances.

The permittee shall call for an inspection to assure compliance with all permitting conditions prior to opening the special event.

If litigation is necessary to enforce this agreement or to collect money due according to the terms of this agreement, The City of Crystal River shall be entitled to an award of all costs incurred incident to such litigation, including reasonable attorney's fees, both in trail and on appeal.

This agreement shall bind and insure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assignees.



Witness their hands and seals this day and year.

Date: 1-29-19

Permittee: \_\_\_\_\_  
(Name of Organization)

Signed By: Anita Kelly  
(Contact person)

Print Name: Anita Kelly

Print Title: President

City of Crystal River

Signed By: [Signature]  
(City Designee)

Print Name: Leslie Bollin

Print Title: S.E.C

**IF PERMITTEE IS A CORPORATION OR PARTNERSHIP:**

*PAYMENT OF ALL SUMS DUE HEREUNDER IS HEREBY PERSONALLY GUARANTEED BY THE UNDERSIGNED.*

Anita Kelly  
Signature

1-29-19  
Date

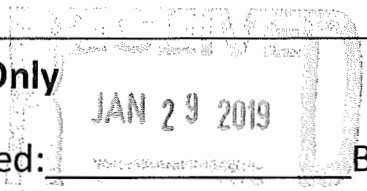
Anita Kelly  
Printed Name

Address:  
390 N. Suncoast Blvd  
Crystal River

Telephone:  
727-808-9909

E-mail:  
anita@kellyshalfshell.com

**Office Use Only**



Date Received: \_\_\_\_\_

By: \_\_\_\_\_

*YMB*

Via:  E-mail  Fax  In Person  Mail

**Office Use Only**

**City Staff Approval**

*[Signature]*

**Sherriff's Department**

*2/6/19*

**Date**

*[Signature]*

**Fire Department**

*2/1/19*

**Date**

*[Signature]*

**Community Planning**

*2/1/19*

**Date**

*[Signature]*

**Code Enforcement**

**Date**

*[Signature]*

*2/5/19*

**Public Works**

**Date**

*[Signature]*

*2.5.19*

**Special Events**

**Date**

**City Manager/City Clerk**

**Date**

**Council Date:** 2.11.19

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_



CITY OF CRYSTAL RIVER

Special Event Permit

Road Closure &

Signage Request Form

ROAD CLOSURE INFORMATION					
EVENT NAME	ST. PATRICK'S DAY Celebration				
DATES OF CLOSURES			3-16	3-17	
	From		From		From
TIMES OF CLOSURES			11 AM	11 PM	11 AM 11 PM
<i>Include set up and breakdown in dates and times</i>					
REQUESTED ROAD #1	Private Parking lot @ Bealls plaza				
START					
END					
REQUESTED ROAD #2					
START					
END					
REQUESTED ROAD #3					
START					
END					
REQUESTED ROAD #4					
START					
END					
REQUESTED ROAD #5					
START					
END					

Water Barricades	
<p>Any events with road closures require the use of water barricades for public safety. The organization planning the event is responsible for rental, placement, filling and emptying of barricades and clearing them from the roadway after the event. Each event will be evaluated by CCSO and The City of Crystal River to determine proper placement of the barricades. City of Crystal River Fire Department can be hired to fill barricades at the following cost:</p> <p style="text-align: center;">\$125 for Fire Truck \$4.76/1000 gallons of water</p>	
BARRICADE COMPANY	
DELIVERY DATE	
DELIVERY LOCATION	
FINAL ROAD CLOSURE TIME	

Road Closure map required with this permit

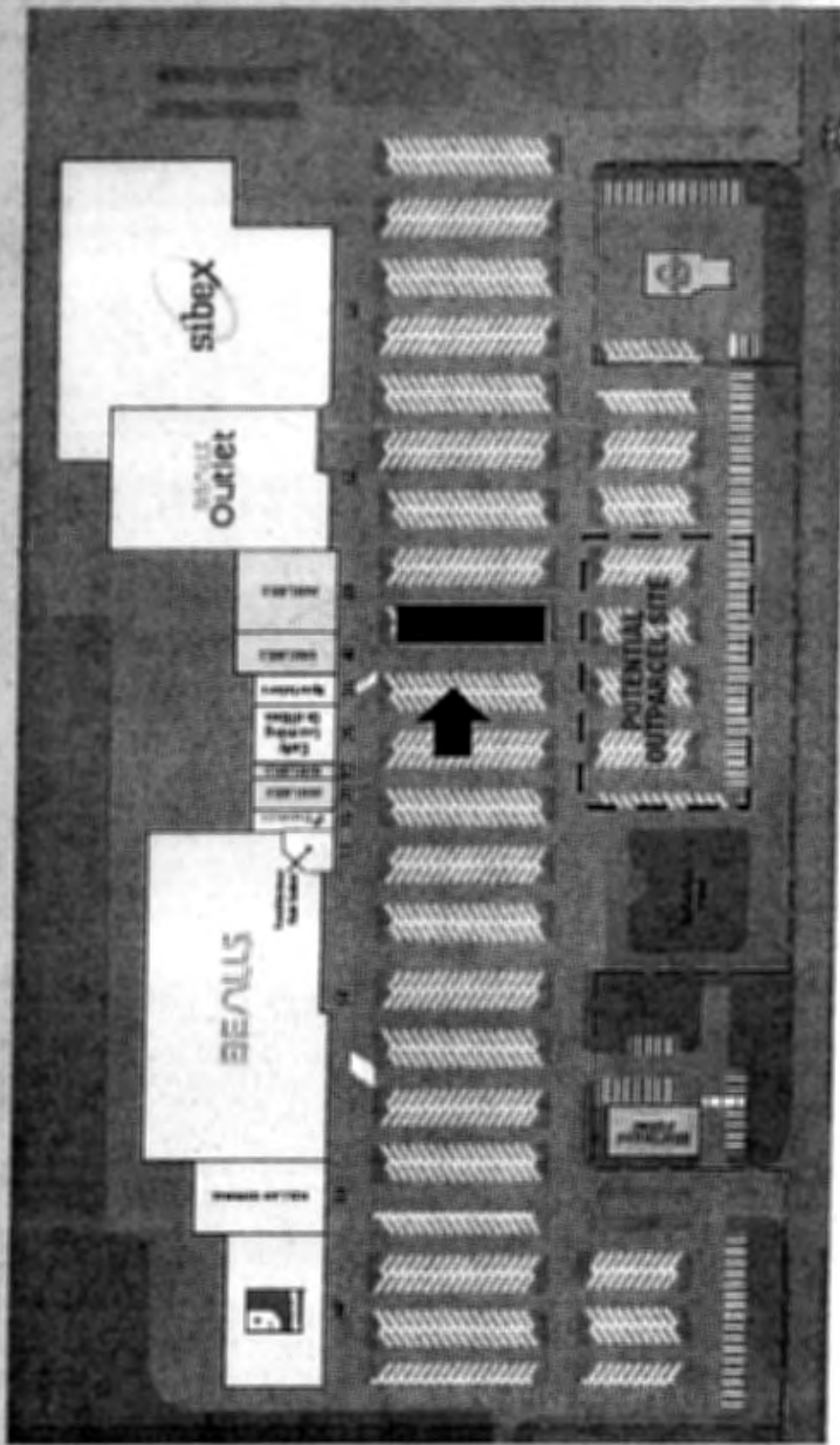
Road closure requests must be submitted with special events permits and are approved when special event permits are approved by The City of Crystal River Council.

## OUTSIDE CODE ORDINANCE SIGNAGE REQUESTS

Sign #1	
# Requested	
Location(s)	N/A
Size	
Sign #2	
# Requested	
Location(s)	
Size	
Sign #3	
# Requested	
Location(s)	
Size	
Sign #4	
# Requested	
Location(s)	
Size	

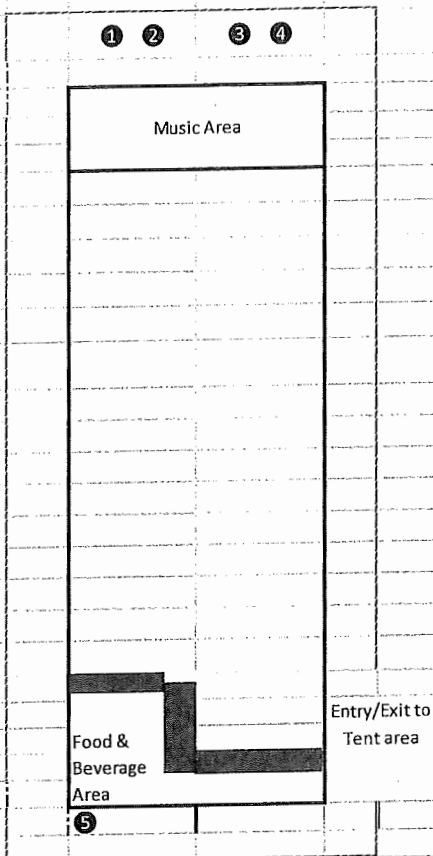
Signage requests must be submitted with special events permits and applies to signs your event is requesting to put up outside the parameters of your event or prior to your event date. Signage used inside your event space during the dates of the event does not need to be included. Event signage may be placed 1 day prior to the event start date within a 1 mile radius of the event location. Yard signs will be limited to 18"x24" and cannot obstruct the view of traffic in any way. Signage must be removed 1 day following your event.





Key

	Alcohol Boundry - Roped off
	Tent Area
①	Portable Restroom - Standard
②	Portable Restroom - Standard
③	Portable Restroom - Handicap
④	Portabe Sink
⑤	Portable Sink



Kelly's Half Shell



**Via Email Transmission**

January 30, 2019

Ms. Leslie Bollin  
Special Events Coordinator  
City of Crystal River

**Re: Kelly's Half Shell Pub St. Patrick' Day Event**

Dear Ms. Bollin,

Please allow this letter to serve as owner approval for the planned parking lot event to be held March 15 – March 18, 2019 at Crystal River Plaza. Kelly's has permission to use a portion of the parking lot (shown on attached diagram) as follows:

Friday, March 15 <sup>th</sup>	Tent set-up
Saturday/Sunday, March 16 <sup>th</sup> & 17 <sup>th</sup>	St. Patrick's Day Event
Monday, March 18 <sup>th</sup>	Tent takedown

Please let us know if you need any additional information from us. We appreciate your assistance with this event.

Respectfully,

S. Vern Hakes  
Vanguard Associates, Inc. as manager of  
Crystal River Retail I, LLC

cc: Timothy J. O'Neill, Jr.  
Anita Kelly



**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**DIVISION OF ALCOHOLIC BEVERAGES & TOBACCO**  
**TXP APPLICATION# 148943 FILE # 41167**

**TEMPORARY LICENSE/PERMIT**

EFFECTIVE DATE: MARCH 15, 2019 EXPIRATION DATE: March 17, 2019

DATE	RECEIPT NBR	FEE	LICENSE NBR	SERIES	CLASS
01/28/2019	180229151	\$100	TXP1910150	TXP	

KELLY'S HALF SHELL PUB  
SLAINTE PUBS INC  
390 N. SUNCOAST BLVD  
CRYSTAL RIVER, FL 34429

CONTROL NUMBER: 21834380

**DISPLAY AS REQUIRED BY LAW**

**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

Meeting Date: February 11, 2019

Agenda Item Number: 5D

**Requested Motion:** Motion to approve the road closure request for St. Patrick's Day on Citrus Avenue on Sunday, March 17, 2019.

**Summary:** The special events department is requesting permission to close Citrus Avenue to hold the annual St. Patrick's Day event. The closure will be from Highway 19 to NE 5<sup>th</sup> Street and NE 5<sup>th</sup> Street from 8:00am to 12:00pm. The closure is to accommodate the people gathering for the dog parade and a matter of public safety.

**Staff Recommendation:** Staff recommends approval.

**Funding Information:**

Project Cost:

Funding Source:

Amount Available:

**Finance Department Approval:** \_\_\_\_\_

**Approvals:**



\_\_\_\_\_  
Originating Department

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Attorney (if applicable)

**Attachments:** Road Closure Request

**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_





CITY OF CRYSTAL RIVER

Special Event Permit

Road Closure &  
Signage Request Form

<b>ROAD CLOSURE INFORMATION</b>			
EVENT NAME	St. Patrick's Day on Citrus Avenue		
DATES OF CLOSURES	March 17, 2019		
	From	From	From
TIMES OF CLOSURES	8:00am	12:00pm	
<i>Include set up and breakdown in dates and times</i>			
REQUESTED ROAD #1	Citrus Avenue		
START	Highway 19		
END	NE 5th Street		
REQUESTED ROAD #2			
START			
END			
REQUESTED ROAD #3			
START			
END			
REQUESTED ROAD #4			
START			
END			
REQUESTED ROAD #5			
START			
END			

<b>Water Barricades</b>	
<p>Any events with road closures require the use of water barricades for public safety. The organization planning the event is responsible for rental, placement, filling and emptying of barricades and clearing them from the roadway after the event. Each event will be evaluated by CCSO and The City of Crystal River to determine proper placement of the barricades. City of Crystal River Fire Department can be hired to fill barricades at the following cost:</p> <p style="text-align: center;">\$125 for Fire Truck \$4.76/1000 gallons of water</p>	
BARRICADE COMPANY	
DELIVERY DATE	
DELIVERY LOCATION	
FINAL ROAD CLOSURE TIME	

Road Closure map required with this permit

Road closure requests must be submitted with special events permits and are approved when special event permits are approved by The City of Crystal River Council.

## OUTSIDE CODE ORDINANCE SIGNAGE REQUESTS

Sign #1	
# Requested	
Location(s)	
Size	
Sign #2	
# Requested	
Location(s)	
Size	
Sign #3	
# Requested	
Location(s)	
Size	
Sign #4	
# Requested	
Location(s)	
Size	

Signage requests must be submitted with special events permits and applies to signs your event is requesting to use from the City of Crystal River. This application is not for use of personal event signs that you are wanting to use for your event.

**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

Meeting Date: February 11, 2019

Agenda Item Number: 9A

---

**Requested Motion:** Motion to authorize staff to begin the process of re-assigning Tree City-related responsibilities to the Public Works Department and sunseting the Tree Board through adoption of an ordinance amending Section 4.05.06 "City Tree Board"

---

**Summary:** The Tree Board has been a valuable asset to the City, however over the last couple of years staff has had difficulty recruiting board members to fill the vacant seats. Currently, the Tree Board consists of two (2) members, Mark Littrell and Paul Bissonnette. Staff has only received one (1) phone inquiry about the Tree Board from a county resident in the last year and no applicants since Mr. Bissonnette's application was received May of 2017. Staff has advertised the vacancies continuously on the City website for more than three (3) years and have received no response.

The Tree Board held a meeting on March 21, 2018 but has been unable to hold a meeting since due to lack of a quorum. The Board currently consists of two (2) members out of five (5) and one (1) alternate seat.

Staff has discussed the dissolution of the City Tree Board with the two remaining members and they agree with the need to maintain this designation. Both members are in support of the desire to keep this program in the City.

Both Mr. Littrell and Mr. Bissonnette were agreeable to the City's proposal and to assisting and advising in other capacities related to the trees in Crystal River.

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**Staff Recommendation:** Approval.

---

**Funding Information:**

Project Cost: N/A

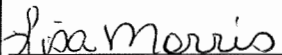
Funding Source:


Amount Available: \_\_\_\_\_

**Finance Department Approval:** \_\_\_\_\_

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**Approvals:**

  
\_\_\_\_\_  
Originating Department

  
\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Attorney (if applicable)

**Attachments:**

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**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_

**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

Meeting Date: February 11, 2019

Agenda Item Number: 9B

---

**Requested Motion:** N/A- Information regarding Travel Channel Article.

---

**Summary:** Crystal River was named on the Travel Channel's "50 of the Most Charming Small Towns in America" list. The list names the "hidden gems of each state: towns with quaint shops and restaurants, fascinating histories, fun experiences and natural beauty".

The 50 Most Charming... article is the fourth time the Travel Channel has recognized Crystal River's beauty and uniqueness.

The Travel Channel has previously published the video "Manatees in Crystal River", published articles *Florida's Best Kept Secrets* and *5 Ways to Explore Florida Without a Beach*. In the article "Florida's Best Kept Secrets" Crystal River was ranked #3 on the list.

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**Staff Recommendation:** N/A.

---

**Funding Information:**

Project Cost:

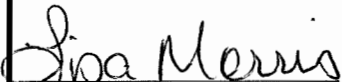
Funding Source:

Amount Available: \_\_\_\_\_

**Finance Department Approval:** \_\_\_\_\_

---

**Approvals:**



Originating Department



City Manager

\_\_\_\_\_  
City Attorney (if applicable)

**Attachments:** "50 of the Most Charming Small Towns in America" Article

---

**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_



# United States

MAIN ARTICLES PHOTOS VIDEO

## 50 of the Most Charming Small Towns in America

Explore the hidden gems of each state: towns with quaint shops and restaurants, fascinating histories, fun experiences and natural beauty.

By: Lynn Coulter

Related To: TRAVEL'S BEST

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FACEBOOK

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EMAIL



Photo By: Discover Crystal River Florida

9 / 50

Advertisement

### Crystal River, Florida

Located on Florida's Nature Coast, **Crystal River** draws visitors who enjoy boating, diving, fishing and eco-touring. It's also the only place in the United States where people are allowed to **swim with manatees** when accompanied by trained guides. Visitors may also see these beloved "sea cows" when they kayak or paddleboard or walk the **Three Sisters Springs** boardwalk in Crystal River. **Ellie Schiller Homosassa Springs Wildlife State Park** is a short drive away.

### Next Up



### We Recommend

**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

Meeting Date: February 11, 2019

Agenda Item Number: 9C

---

**Requested Motion: Information Only- Discussion on submission of state appropriation funding requests for two projects.**

---

**Summary:** The first appropriation request was submitted for a multi-use path from the Crosstown Trail to the Plantation Resort. This project was approved by City Council for design. The design phase was delayed due to a need to integrate the project with an overall plan to put a multi-use path along Fort Island Trail to the Fort Island Gulf Beach by Citrus County. The estimated cost for the total length of the trail is between 25 million and 50 million dollars, based on an engineering study completed by Citrus County. The city waited in order to match the counties specifications on the overall trail. The city then moved forward and is held at 95% design while a funding source is determined. The appropriation request is for a total of \$330,000 which is the estimated cost determined by the engineering firm. The city's contribution is the cost of design and permitting.

The multi-use path serves the city, as well as Citrus County. The actual path would be built on a county road.

The second appropriation request was submitted for development of a linear park, with location based on the approved Bayside Plan on NE 5<sup>th</sup> Ave. to NE 3<sup>rd</sup> Ave. The city has not determined the exact location of a new City Hall but it is likely to require displacing the park behind the current City Hall. In order to facilitate construction of a new City Hall funds need to be allocated to relocate the creative playground. The creative playground is an important facet of the community and it is important that a replacement be established prior to the existing playground being removed. Ensuring access to a playground for the citizens is especially critical due to the considerable amount of community input and funding that facilitated development of the creative playground.

There is no completed conceptual or finalized design of the park, in previous years however, the city has set aside funding for part of the design and construction. The appropriation request is for a total of \$450,000 to supplement the city's investment. This request is primarily based on the ability to make the city more resilient to flooding and hurricanes. Putting this request in place will allow the city to move forward with a new City Hall if it remains on the existing site without delays in the park's relocation.

---

**Staff Recommendation:** Staff put these two projects forth because it is consistent with the strategic development of downtown and continued development of a multi-modal community.

---

**Funding Information:**

Project Cost: NA

Funding Source:

Amount Available:

**Finance Department Approval:** \_\_\_\_\_

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**Approvals:**

\_\_\_\_\_  
Originating Department

  
\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Attorney (if applicable)

**Attachments:**

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**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_

**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

Meeting Date: February 11, 2019

Agenda Item Number: 9D

**Requested Motion: Motion to allow Mayor and City Manager to present status of the Riverwalk Project and the commitment to move forward with the original Riverwalk design to the Citrus County Board of Commissioners.**

**Summary:** City staff, Council members and outside individuals have been working with landowners along the Riverwalk path for the purposes of project planning and execution. Status of the landward portion is complete. The waterside portion is designed, and staff has been waiting to obtain owners consent to allow for completion of environmental permitting. As of January 28, 2019, there were three landowners that were not formally signed off. One confirmed they were in support of the Riverwalk but due to the legal situation between the purchaser and seller the document has not been signed. There were also two landowners at that time that were potentially unwilling to support the project.

City Council on January 28, 2019 established a deadline by which landowners would come to agreement on the easements and riparian rights. As of Wednesday, February 6, 2019, staff has been in communications with property owners that previously said no, but have since changed their decision to yes, with one landowner signing off on a Memorandum of Understanding. Two meetings are scheduled with the other two landowners prior to February 11, 2019. Staff is working to have Memorandums of Understanding signed off by the two remaining property owners by February 11, 2019.

City legal staff will need to draft new documents based on the agreed to memorandums of understanding. There is a 30-day timeline within the project for this key activity.

The city would be presenting the project status to Citrus County Board of County Commissioners on February 12, 2019. At this time we can present a high level of confidence that the original design will be able to move forward as laid out in the schedule presented to City Council on January 28, 2019. It should also be said that key members of the community and Council members have been directly involved in facilitating this positive outcome of the Riverwalk status.

**Staff Recommendation:** The City should move forward with completion of the Riverwalk.

**Funding Information:**

Project Cost: NA

Funding Source:

Amount Available:

**Finance Department Approval:** \_\_\_\_\_

**Approvals:**

\_\_\_\_\_  
Originating Department

  
\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Attorney (if applicable)

**Attachments:**

**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_

**CRYSTAL RIVER CITY COUNCIL**  
**Agenda Item Summary**

**Meeting Date:** February 11, 2019

**Agenda Item Number:** 9E

**Requested Motion:** Motion to approve the purchase of a 2019 Vactor Ramjet 4018 sanitary sewer jetter from Environmental Products Group, Inc. in the amount of \$62,574.00.

**Summary:** The Utility relies on a high-pressure sewer jetter to routinely clear blockages such as tree roots and grease within the sanitary sewer gravity collection system.

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 Utility's existing jetter is approximately 30 years old and is temperamental and inefficient in clearing mains. Staff and US Water are of the opinion the unit has reached end of useful life.

Council has approved funding for a replacement unit in the current budget.

Staff recommends purchasing a 2019 Vactor Ramjet 4018 jetter trailer from Environmental Products Group, Inc. using the Florida Sheriffs Association and Florida Association of Counties Contract FSA18-VEH16.0, Specification #51 (available upon request) which was awarded through competitive bidding.

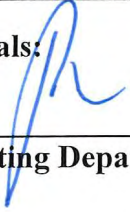
**Attachments:** Quote summary; photographs


**Staff Recommendation:** For approval.

**Funding Information:**

Project Cost:	\$ 62,574.00
Funding Source:	403-43642-64000 (W&S CIP -- Other Equipment)
Amount Available:	\$105,000.00

**Finance Department Approval:** Michelle Russell

**Approvals:**   
\_\_\_\_\_  
**Originating Department**

  
\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**City Attorney (if applicable)**

**Council Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_





**ENVIRONMENTAL PRODUCTS  
FLORIDA**

## **Proposal Summary**

**Prepared for:**

**City of Crystal River**



**Vactor Ramjet Trailer**





# ENVIRONMENTAL PRODUCTS FLORIDA

City of Crystal River, FL  
February 6<sup>th</sup>, 2019

## Vector Jetter Trailer

**Environmental Products Florida** would like to thank you for the opportunity to present the **Vector Ramjet Jetter Trailer**.

**Environmental Products Group** is the sole provider of Vector Sewer Cleaning Equipment in the state of Florida, as well as many other leading industry product lines including: Elgin Street Sweepers, EnviroSight Pipeline Inspection Cameras, PB Asphalt Pothole Patchers, Madvac Sweepers and Vacuums, Duratech Tree Chippers, and a host of parts, tools and accessories for all your needs.

**Environmental Products Group** prides itself on our local parts, service, and training capabilities. With multiple full-service locations throughout Florida, Georgia, and Memphis, Tennessee; including Vector, Elgin, and EnviroSight repair centers, extensive parts inventory, factory-trained technicians, mobile parts and service, rentals, turnkey maintenance packages, leasing options, and much more... we are ready to service your every need.

Thank you for your consideration.



### APOPKA

2525 Clarcona Rd.  
Apopka, FL 32703  
P: 407.798.0004  
F: 407.798.0013

[www.MyEPG.com](http://www.MyEPG.com)

## Product Description

- Vactor Trailer-Series RamJet 600 Gallons Tandem Trailer - 18GPM @4000PSI

Order Qty	Part Number	Description	Price
1	Spec #51	2019 Vactor RamJet Trailer	\$71,408.00
1	4018-600	18GPM@4000 PSI, 600 Gallon, 49HP	(7,014.00)
1	J6012	Delete Lateral Cleaning Kit	(\$2,169.00)
1	J7015	Delete Handgun	(\$480.00)
1	J8029	Delete Arrow Board	(\$995.00)
1	160STDJ	Mandatory Mounting Charge	\$0.00
1	J5003	18 GPM @ 4000 PSI	\$0.00
1	015STDJB	600gal Water Tank	\$0.00
1	016STDJ	Pulsation System	\$0.00
1	017STDJ	Run Dry Pump	\$0.00
1	023STDJ	E-Stop	\$0.00
1	025STDJ	600' Capacity Pivot Hose Reel	\$0.00
1	035STDJ	10' Leader Hose	\$0.00
1	050STDJ	Hose Wind Guide-Fixed	\$0.00
1	061STDJ	Finned Nozzle Extension	\$0.00
1	062STDJ	Auto Shutdown (for High Engine Temp/Low Oil Pressure)	\$0.00
1	070STDJ	Tachometer w/Hour Meter	\$0.00
1	095STDJ	(1) 42" Aluminum Toolbox, Front Opening	\$0.00
1	097STDJ	Round Steel Fenders	\$0.00
1	098STDJ	Dual anchor Tie-Point at rear of unit	\$0.00
1	116STDJ	NEMA Ignition Switch Control Panel	\$0.00
1	117STDJ	LED Stop/ Turn/ Tail Lights	\$0.00
1	150STDJA	Water Pressure Gauge	\$0.00
1	170ASTDJ	LED Strobe Light	\$0.00
1	172STDJ	Electric Brakes	\$0.00
1	175STDJ	Electronic Throttle Controls	\$0.00
1	180STDJ	Stainless Steel Water Selector	\$0.00
1	2011STDJ	Standard Two Drain Jet Nozzles	\$0.00
1	2019STDJ	Additional 3 US Jet Nozzle Package	\$0.00
1	2012STDJ	Water Recirculator and Antifreeze System	\$0.00
1	2013STDJ	3"Tiger Tail Hose Protector	\$0.00
1	J090STD	Engine Shroud	\$0.00
1	J3018ASTD	Hatz 49 HP 4 Cyl Diesel Engine Liquid Cooled T4F	\$0.00
1	J6003FSTD	500' x 1/2 Piranha Sewer Hose at 4000 PSI	\$0.00
1	J6018STD	Nozzle Storage Rack	\$0.00
1	J6022STD	By Pass Valve	\$0.00
1	J6031STD	25' Fill Hose for Fill system 2.5"	\$0.00
1	J6040STD	Hydraulic Speed Control Valve	\$0.00
1	P112A	Module Paint - Standard Powder Coated Frame, Engine White, Reel Black	\$0.00

1	LOGO- APPL.	Vactor/Guzzler Logos - Applied	\$0.00
1	500655B- 30	Vactor Standard Manual and USB Version - 1 + Dealer	\$0.00
1	VDS-134	Freight Charges, Delivery, Training	\$0.00

**Published Add Option**

1	J9011A	Pintle Hook	\$65.00
1	J6005A	Footage Counter	\$557.00

**Unpublished Add Option**

1	2J-150- REEL-ASSY	Washdown Locking Reel w/ 25' hose and gun	\$1202.00
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<b>Florida Sherrif Contract #FSA18-VEH16.0 Spec #51</b>	<b>Price:</b>	<b>\$62,574.00</b>
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