

Community Redevelopment Agency



Agenda Packet
for
CRA Meeting
Monday, February 8th, 2016
6:00 p.m.



Agenda
Community Redevelopment Agency
Regular Meeting
Monday, February 8th, 2016 @ 6:00 p.m.
Council Chamber, City Hall

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**

3. **PRESENTATIONS**

4. **UNFINISHED BUSINESS**

5. **APPROVAL OF CONSENT AGENDA**

A. *Approve Minutes of CRA Meeting held January 25th, 2016*

6. **PUBLIC INPUT**

7. **CRA ATTORNEY**

8. **CRA ADMINISTRATOR**

A. *Motion to award a contract with Kimley-Horne in the amount of \$99,890.00 for preparation of a stormwater master plan for the Community Redevelopment Area (CRA)*

B. *Financing Update*

C. *Motion to award contract for final design and permitting of the landward section of the Riverwalk to Michael Czerwinski Consultants MGC for the total sum of \$197,918.62*

9. **COMMUNICATIONS**

10. **BOARD MEMBERS COMMENTS**

A. *Jim Farley, Chair*

B. *Mike Gudis, Vice Chair*

C. *Andy Houston*

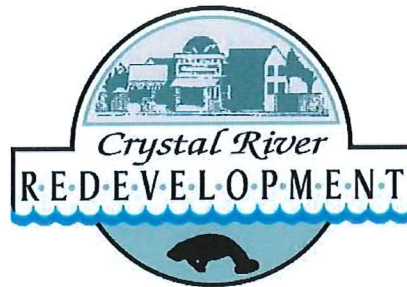
D. *Ken Brown*

E. *Robert Holmes*

11. **PUBLIC INPUT**

12. **ADJOURNMENT**

Community Redevelopment Agency



Minutes of
Community Redevelopment Agency
Meeting held
Monday, January 25th, 2016
@ 6:00 p.m.



Minutes of the
Community Redevelopment Agency
Regular Meeting
Monday, January 25th, 2016 @ 6:00 p.m.
Council Chamber, City Hall

1. CALL TO ORDER

Chairman Farley called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Vice Chairman Gudis; seconded by Board member Holmes. Motion carried unanimously.

3. PRESENTATIONS

4. UNFINISHED BUSINESS

5. APPROVAL OF CONSENT AGENDA

A. *Approve Minutes of CRA Meeting held January 11th, 2016*

Motion to approve the consent agenda was made by Vice Chairman Gudis; seconded by Board member Houston. Motion carried unanimously.

6. PUBLIC INPUT

7. CRA ATTORNEY

8. CRA ADMINISTRATOR

A. Main Street Update

Background: [Agenda Sheet ***Requested Motion:*** Information only- Current Main Street Activities and Annual Update

Summary: Main Street Resource Team is planned to be in Crystal River, January 11, 12 & 13 to meet the local Main Street organization and evaluate the City for redevelopment. This will include driving and walking tours to familiarize the Resource Team with Crystal River's overall impression. They will have one-on-one meetings with each Council Member and the City Manager. There will also be meetings with all four Main Street Committees and a series of meetings with stakeholders from within the district area. The last day is a working day for the Resource Team as they will develop a report to be reviewed with our community in a public meeting scheduled for January 13th, 6:00 P.M. at the Welcome Center.

Annual Update Report

1) The CRMS Board unanimously appointed Karen Pieters as the part-time Executive Director on 8/13/2015. Ms. Pieters immediately departed for the Annual Florida Main Street Conference in St Petersburg on 8/16/2015-8/18/2015. Crystal River officially received designation as a Main Street community at the Secretary Of State Dinner. Three representatives from The Chamber (Rebecca Bays, Josh Wooten, and Ardath Prendergast) Leslie Bollin, Jo Anne Coop and Dave Burnell were present.

2) CRMS has established an office at the Welcome Center, 915 N Suncoast Blvd. The website crystalrivermainstreet.org has been created.

3) Ms. Pieters has personally met with over 50 of the business and property owners in the Main Street Program Area to introduce them to the Main Street Program.

4) Ronni Wood, Coordinator of the Florida Main Street Program visited Crystal River on September 29. Hometown Values and the River Ranch hosted a breakfast for business and property owners as well as people interested in being involved with Main Street that day. 38 people were in attendance. Ms. Wood toured the program area, met with business owners and spent time training Ms. Pieters.

5) Volunteers have been recruited for the 4 Point Committees: Organization, Promotion, Design and Economic Restructuring Committees. A training session for volunteers was held on October 27. Currently more than 35 volunteers are involved with the program.

6) 4 Point Committee Activities:

a. The Organization Committee is developing a membership program and brochure for Crystal River Main Street.

b. The Design Committee has created a photographic catalog of the good and bad design elements of downtown. They have prioritized 6 locations to work on, 3 are considered large projects and 3 are smaller in scope.

c. The Economic Restructuring Committee has conducted a survey of the downtown businesses to gain a better understanding of the businesses and their concerns. The group also distributed flyers with information about the Three Sisters Springs Trolley to the businesses.

d. The Promotion Committee has determined that the lack of communication is a significant concern for downtown. They have identified several ways to address this issue. They will also be conducting a survey of attendees at the Manatee Festival to get a better understanding of how people learn about events and what types of events they would like to attend.

7) The Florida Main Street Resource Team is coming to Crystal River January 11-13. This multi-disciplinary team of professionals will be meeting with downtown business owners, property owners, stakeholders, city council members, the Crystal River Main Street Committees and Board. On January 13 at 6 pm the team will present its findings and recommendations at a public meeting that will be held at the Welcome Center, 915 N Suncoast Blvd.

8) Each committee will develop a formal work plan for the coming year based on the recommendations of the Resource Team.

9) Ms. Pieters will be attending the Florida Main Street Quarterly Meeting in January that will focus on "Bricks and Sticks" projects for Main Street programs.

Staff Recommendation: Information Only

End of Agenda Sheet]

CRA Administrator Burnell provided an update on the Crystal River Main Street program and provided Board members with a selection of slides from the Main Street Resource Team presentation.

B. Riverwalk Update related to Commercial Waterfront District Overlay Meeting

Background: Agenda Sheet **Requested Motion:** NONE

Summary: Staff met with the stakeholders of the Downtown Commercial Waterfront District on Thursday, January 13, 2016 to discuss how the CRA could assist with revising the Land Development Code to meet future development needs. The following proposed design criterion were presented to the property owners:

DESIGN CRITERIA:

Height: Existing Commercial -50' Proposed - (70')

Setbacks: 25' F; 25' R; 10' S – The land development code has *existing* requirements as follows: Setbacks can be waived on the front or side provided emergency access is available to at least one entrance. Water front setback can be amended if design incorporates stormwater requirement for onsite at the water front.

Impervious Surface Ratio: (lot coverage) – Existing - 50% Proposed - 85% with off-site buy-in

Stormwater Requirements: Existing: 1.5" held on-site Proposed: Off-site buy-in. No run off can be directed to neighboring lots without agreement of the adjacent land owner.

Commercial F.A.R.: (commercial density) – Existing 0.5 Proposed – TBD, staff is looking at a tiered system that would decrease the ground density but increase site density as building goes up.

Standards for lot dimensions: There shall be no minimum lot width or lot depth, provided that the following requirements are met: a) Lot width and lot depth shall be sufficient and adequate to accommodate a well planned development with connected open space systems, pedestrian ways, and public activity areas, and b) lot width and depth shall be compatible with the predominant configuration of lots in the surrounding properties. All development is done in a way that does not impede on neighboring lots.

Parking Standards: On-site parking requirement is reduced to only requiring loading zones and handicap parking. Design must show practical solution for parking using site and public parking to be approved. It is important to the City of Crystal River CRA to assist with redevelopment efforts by providing site design flexibility while maintaining a high level of aesthetic quality. The CRA has developed parking throughout the CRA District allowing for more flexibility in building area and open space around King's Bay, therefore allowing a reduction in the required amount of parking spaces.

We received good feedback from most of the attendees. Staff will still be meeting with the property owners throughout this process. The VanNess family attended the Overlay meeting and requested that the City consider extending the overlay across US 19 to include their properties which are currently undeveloped.

The next step will be to take the information and recommendation before the Planning Commission on February 4th.

Staff Recommendation: None

End of Agenda Sheet]

CRA Administrator Burnell provided an overview of the item and Board discussion was held regarding height, parking, density, CRA boundary expansion and the approval process.

C. Review Status of 2015 CRA Goals

Background: Agenda Sheet **Requested Motion:** NONE – Information Only

Summary: Attached you will find the CRA goals and status for this FY 2015/16 for your use.

We are entering into budget sessions and attached you will find CRA goals that have been taken from the CRA plan for the FY 2016/17.

Staff Recommendation: NONE

End of Agenda Sheet]

CRA Administrator Burnell reviewed the status of 2015 CRA Goals and invited comments from the Board.

D. Hunter Springs Park property Acquisition

Background: Agenda Sheet **Requested Motion:** Motion to approve/disapprove the purchase of property for \$350,000 to be used as an extension to Hunter's Spring Park.

Summary: The CRA Board approved staff to move forward with applying for a Land and Water Grant for the purchase of property adjacent to Hunter's Spring Park (.43 acres). The grant provides fifty percent (50%) in matching funds and the application was for a total purchase price of \$350,000, which represented the asking price for the property by the owner.

City was awarded the funding; however, the program rule states that the total grant payment is based on the project cost, negotiated purchase price or approved appraised value, whichever is lowest.

Staff moved forward with obtaining two (2) appraisals for the property. The first appraisal came in at \$240,000. The second appraisal came in at \$250,000.

The property owner, after three separate meetings over six months, is firm in his belief that his asking price is fair. Justification is based upon the fact that this is a combination of three water front lots (Hunter Springs Park adjacent), includes a boathouse, ramp and is located in the City's CRA District. Staff, however, has explained that the grant would pay \$125,000 (50% of appraised value) which would leave \$225,000 on the table or \$100,000 above the appraised amount.

The current residential zoning (R-2) allows for single and multi-family uses. This is consistent throughout the neighborhood with the exception of Hunter Springs Park. Within the Community Redevelopment Area, single-family residential uses are allowable at 3.1 to 8 units per acre. The likely highest and best use for this property as an R-2 would be a bed and breakfast.

The property owner has waited for nearly a year for the City to acquire the grant and is now ready to move forward. He has asked if the CRA is interested at the \$350,000 price because he would like to move on to others on the purchase of the property. City Attorney can lay out the possible options for purchase of the property above the appraised value.

City staff understands the potential of this property for the operations of Hunter Springs Park. The negotiations are now at a standstill and there is a need to completely update Council before the owner moves on to other options.

Staff Recommendation: Staff is seeking direction from the CRA Board on how to move forward with negotiations. End of Agenda Sheet]

In his absence, Board member Brown requested the following statement be included in the record:

“I Ken Brown, Council Seat No. 3 supports staff in continuing to negotiate the purchase of the property that will be added to Hunter Springs Park. I understand that the purchase price may be over the appraised value. That said, I will support staff’s best effort to negotiate the best price. In closing, Hunter Springs Park is a jewel in our city and this addition will only improve the park’s function for generations to come. I believe if we don’t act now to secure this property the city will regret it down the road.”

CRA Administrator Burnell provided a brief overview of the item. Board discussion was held regarding the homestead exemption status of the property, amount to offer and the eminent domain process.

CRA Attorney advised on Florida Statute 166.411 which addresses the eminent domain process for municipalities. Board discussion continued regarding the property acquisition.

Motion to open up the item for public input was made by Chairman Farley; seconded by Board member Holmes. Motion carried unanimously.

Public Input:

Captain Mike Dunn-1223 N. Circle Drive- Commented on penalties associated with fraudulent homestead exemption filings.

Phillis Rosetti-209 SE Paradise Point Road- Commented on the purchase price and amount being offered.

Motion to put a maximum price of \$275,000.00, recognizing that it is above the appraised value and direct the City Manager to go forth with that price limitation was made by Board member Houston; seconded by Board member Holmes. Motion carried unanimously.

9. COMMUNICATIONS

10. BOARD MEMBERS COMMENTS

A. *Jim Farley, Chair* – Commented on email received regarding parking meters and business owner concerns. Board discussion was held regarding recent parking meter vandalism.

B. *Mike Gudis, Vice Chair*

C. *Andy Houston*

D. *Ken Brown*

E. Robert Holmes

11. PUBLIC INPUT

Bob Mercer- 209 SE Paradise Point Road- Commented on CRA Overlay item and previous Property Appraiser study done regarding density calculations.

City Manager Burnell was requested to provide that information to Board members.

Captain Mike Dunn- Commented on sinking vessel in Kings Bay and prevention options.

Chairman Farley requested legal input and CRA Attorney Angeliadis discussed statute pertaining to derelict vessels.

Discussion was held regarding interagency cooperation.

Peter Webber- Commented on a derelict vessel previously located in the bay.

Marcia Chesnicka- 175 Bay Path- Commented on derelict boats and past difficulties in removal of such vessels.

12. ADJOURNMENT

Chairman Farley adjourned the meeting at 6:47 p.m.

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: February 8, 2016

Agenda Item Number: 8A

Requested Motion: Motion to approve a contract with Kimley-Horn in the amount of \$99,890.00 for preparation of a stormwater master plan for the Community Redevelopment Area (CRA).

Summary: The City started an overall master plan to address stormwater needs within the CRA. The master plan is especially important now because it is a component of the River Walk project. One of the primary purposes of the master plan is to identify areas available for stormwater management off-site from the River Walk parcels. A new consultant will evaluate the location and suitability of the potential off-site areas, determine the best management practice (BMP) to treat the stormwater, and prepare a conceptual design. This will be done throughout the entire CRA, but the emphasis will be on addressing the future needs of the overlay parcels involved with the River Walk project.

It is envisioned that the stormwater in the CRA will be treated for water quality in a variety of ways to improve the health of Kings Bay by lowering the nutrient and particulate loading. These will likely include water quality swales, bio-retention areas, riparian buffers and continuous deflection system (CDS) units. Portions of the individual site being developed or re-developed will be utilized for these water quality BMP's, but a large portion will be constructed off-site further inland from the River Walk. Staff anticipates that an ordinance will be prepared whereby Developers can purchase stormwater credits to fully satisfy regulatory agency requirements for water quality treatment. The enhancement of the water quality within King's Bay is the primary goal.

The master plan prepared by the Consultant will be submitted with calculations to SWFWMD for issuance of a conceptual Environmental Resource Permit (ERP). This permit is typically valid for up to 15 years, and will delineate the approved locations and methods for properly treating the stormwater for future construction projects within the CRA. Staff considers this to be an essential element and foundation for the development of the River Walk and surrounding properties in the CRA.

Kimley-Horn is a very reputable national firm with a local office in Ocala. They are on the list of Consultants for continuing professional services that was approved by the Council in late 2014. Staff interviewed a total of three (3) Consultants for this project, and determined that Kimley-Horn was the most qualified for this type of project. In addition, Kimley-Horn is consulting for FDOT on the U.S. 19 Congestion Study in the downtown of Crystal River. Staff views this as an added benefit as there will likely be some connectivity with U.S. 19 to the stormwater master plan.

Staff Recommendation: Award the contract to Kimley-Horn in the amount of \$99,890.00.

Funding Information:

Project Cost: \$ 99,890.00

Funding Source: 601-61552-63076 (CRA Stormwater Projects)

Amount Available: \$ 100,000.00

Finance Department Approval: Michelle Russell

Approvals:

John Krup
Originating Department

[Signature]
City Manager

[Signature]
City Attorney (if applicable)

Attachments: Proposal from Kimley-Horn

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____



INDIVIDUAL PROJECT ORDER NUMBER 1

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The City of Crystal River (the Client or the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated December 18, 2014, which is incorporated herein by reference.

Identification of Project:

Project: CRA Water Quality Master Plan

Project Manager: Richard V. Busche, P.E., CFM

Client: City of Crystal River

General Category of Services:

The overall objective of the CRA Water Quality Master Plan (the "Project") is to create a stormwater master plan for the City of Crystal River's Community Redevelopment Area (CRA) that achieves the following goals:

1. Improve water quality in Kings Bay with regards to total nitrogen (TN) and total phosphorus (TP) as identified in the TMDL report published by FDEP.
2. Streamline the future development and redevelopment of waterfront community assets within the CRA boundaries.
3. Prepare and adopt a tangible stormwater master plan that accomplishes the following:
 - a. Includes the total boundary area of the CRA, with a heightened focus on the waterfront areas.
 - b. Identifies, and provides conceptual design calculations, for project that the City can execute that are regional in nature and provide compensatory treatment for waterfront overlay areas within the CRA.
 - c. Provides additional site specific design parameters for waterfront urban infill that improve water quality, meet regulatory permit requirements, and maximize developable area for economic benefit.
 - d. Results in designs and recommendations that are consistent with the goals and requirements of regional stakeholders and regulatory agencies, namely SWFWMD and FDEP.
 - e. Satisfies the planning design/document requirements for funding alternatives such as SWFWMD grants, SRF loan applications, public private partnerships, etc.

Specific Scope of Basic Services:

Task 1 – Data Collection and Inventory

- A. Kimley-Horn will conduct a formal kickoff meeting with City staff. At this meeting we will review the approved scope of services, the proposed work plan and schedule for the Project and introduce team members from Kimley-Horn and the City. Kimley-Horn will propose communication protocols and frequency of progress meetings. At the kickoff meeting City staff will have the opportunity to begin discussions regarding areas of focus for the Project.
- B. Kimley-Horn will collect readily available data regarding the Project area as a basis for the preparation of the Project deliverables. All information collected by Kimley-Horn will be provided to the City for their use and record keeping. These sources will include:
 1. Comprehensive Plan and Land Development Regulations

2. SWFWMD Watershed Management Plan for "Crystal River (Unincorporated Areas)".
 3. FDEP reports on adopted TMDL's for Kings Bay, and draft recommendations for the Springs Basin BMAP (in process)
 4. Historic plans, reports, and data on file from the City's Public Works Department
 5. City staff interviews
 6. City ordinances, regulations, or guidelines for stormwater management (from City)
 7. Stormwater management and land use geographic information system (GIS) coverage (from City, SWFWMD, FDEP, FDOT)
 8. Land use and impervious area data (from various sources)
 9. Soil characteristics (from various sources)
 10. Design and record drawings of completed or proposed stormwater management/drainage projects (from City and SWFWMD)
 11. Citizen complaint reports/Public Works Department work orders (from City)
 12. New public and private development plans, as available (from City)
- C. Kimley-Horn will prepare a technical memorandum summarizing the data collected in this Task. This memorandum will also include identification of additional data needs, if any, to complete the Project. This task does not include physically collecting field data such as topographic surveys and geotechnical testing; if such data collection is necessary to complete the Project Kimley-Horn will prepare a listing of such requirements for action by the City.

Task 2 – Alternatives Development

The objective of this Task is to develop alternatives for a collaborative review process with Kimley-Horn, the City and agency partners. Alternatives proposed under this task may be accepted as proposed, refined through review and discussion, or discarded. At the conclusion of this Task the final list of projects and recommendations to be included in the master plan will be created and adopted.

- A. Based on the information collected in Task 1 Kimley-Horn will perform an analysis of alternatives to determine a cost-effective approach to address water quality at a regional scale for the master plan recommendations. Each alternative proposed will evaluate the following components:
 1. The general method of water quality treatment proposed.
 2. The quantity of expected pollutant removal, and the type of pollutant that is targeted by the alternative.
 3. An approximate concept plan for the proposed alternative, including identification of property(s) needed for implementation.
 4. A planning-level opinion of cost for the proposed alternative.
 5. An evaluation of how the proposed alternative helps to achieve the goal of the Project.
- B. Kimley-Horn will conduct meetings and workshops with City staff to discuss each proposed alternative and to gain consensus on those alternatives that are most feasible.
- C. Kimley-Horn will prepare a summary of expected water quality needs for the properties in the waterfront district of the CRA, after the net benefit of regional facilities are considered. Kimley-Horn will assess the amount of stormwater volume that will need to be addressed on-site, and prepare a conceptual plan for each waterfront district parcel for review by City staff.
- D. Kimley-Horn will prepare an overall assessment of the net benefit expected from the Project alternative selections for Kings Bay.
- E. As part of this Task, Kimley-Horn will conduct the following meetings with the CRA Board and regulatory agencies:

1. Conduct initial kickoff meetings with the local SWFWMD staff and liaisons to provide information about the goals of the City's project. We will request guidance from SWFWMD regarding the feasibility of the treatment concepts that will be pursued, as well as recommendations on how projects can be tailored to increase the likelihood of cooperative or grant funding.
2. Conduct an initial kickoff meeting or teleconference with the FDEP project manager for the BMAP process. We will brief FDEP on the goals of the City's project and request guidance on the most effective ways to have the BMAP reflect the recommendations of the master plan.
3. Interim meetings with both agencies as alternatives are developed and recommended to gain consensus on the treatment methods proposed.
4. Conduct a progress meeting or workshop with the CRA Board to provide a status update and to solicit any guidance or feedback prior to drafting the final master plan.

Task 3 – Master Plan Development

- A. Using the preferred alternatives, Kimley-Horn will prepare conceptual design calculations for the various regional facility opportunities, as well as site specific conceptual design calculation for selected waterfront development properties.
- B. Kimley-Horn will also summarize the programmatic and capital improvements needed to implement the stormwater master plan and will prepare an opinion of probable cost associated with the preferred alternative.
- C. Kimley-Horn will prepare a draft master plan and submit it to the City for review and comment.
- D. Following review by the City, Kimley-Horn will provide the draft master plan to the SWFWMD and request review and endorsement of the document.
- E. Kimley-Horn will present the results and recommendations of the draft master plan to the CRA Board for comment.
- F. Having received comments from the City, the SWFWMD and the CRA Board, Kimley-Horn will prepare a final master plan that contains the following elements:
 1. An executive summary of the goals of the project and the steps taken to prepare the master plan
 2. The design calculations for the recommended regional projects and onsite treatment alternatives and methods
 3. Basin maps, locations of proposed improvements, and concept plans for proposed regional improvements
 4. Opinions of probable cost for all regional facilities
 5. A summary of the net water quality benefit expected from implementation of the master plan
 6. A targeted discussion of expected sources of cooperative funding for the regional water quality alternatives recommended.
- G. Kimley-Horn will submit three hard copies and one electronic (PDF) copy of the master plan to the City for final adoption.
- H. Kimley-Horn will provide the City with one transmittal of all pertinent project data in electronic format for the City's records.
- I. Kimley-Horn will present the final master plan to the CRA Board.

Task 4 – SWFWMD Conceptual Environmental Resource Permitting

The purpose of this task is to file a Conceptual permit application with SWFWMD for one or more, but not all, of the recommended alternatives in Tasks 2 and 3, as well as permitting criteria for properties that would make use of centralized or regional treatment facilities. At this time, the final recommendations are not known, so for the purposes of this Task Kimley-Horn assumes that the Conceptual permit application will generally be as noted herein. It is possible that the level of detail required by SWFWMD for a Conceptual permit application, depending on the alternatives selected, will include the need for field surveying, geotechnical investigations and/or wetland delineations. Those field services are not included in this Agreement, but Kimley-Horn will coordinate with the City on the scope needed and assist in acquiring subconsultant proposals for said work.

- A. Kimley-Horn will coordinate with the City on the recommended alternatives from Tasks 2 and 3 to be included in the Conceptual Permit application to SWFWMD.
- B. Kimley-Horn will schedule and conduct a pre-application meeting with SWFWMD staff to discuss the proposed permit application and to solicit feedback and guidance on the application materials.
- C. Kimley-Horn will prepare, with assistance from the City as needed, an application for a Conceptual Environmental Resource Permit as described above.
- D. Kimley-Horn will coordinate with SWFWMD and respond to normal and typical requests for additional information from the District regarding the permit application.

Project Deliverables

The consultant shall deliver to the City the following items:

1. A project schedule, which will be maintained throughout the project and updated as needed.
2. Minutes for all meetings conducted by Kimley-Horn.
3. Interim report updates at the end of each project phase.
4. Three hard copies, and one electronic copy, of the draft and final stormwater master plans.
5. Interim and final presentations to the CRA Board, as outlined in the above scope of services.
6. One Conceptual ERP application and all materials submitted to, and received from, the SWFWMD.

Schedule:

Kimley-Horn will initiate work on the Project within two weeks of an executed notice to proceed from the City. Kimley-Horn will develop and provide a project schedule at the initial kickoff meeting. Kimley-Horn will maintain and update the project schedule throughout the execution of the Project.

Additional Services if required:

Services requested that are not specifically included in this Agreement will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

Method of Compensation:

Kimley-Horn will complete the above scope of services for the fees detailed below, inclusive of office overhead expenses. A breakdown of fee by task is as follows:

<i>Task</i>	<i>Description</i>	<i>Lump Sum Fee</i>
Task 1	Data Collection and Inventory	\$4,745.00
Task 2	Alternatives Development	\$53,980.00
Task 3	Master Plan Development	\$27,575.00
Task 4	SWFWMD Conceptual ERP	\$13,590.00
Total:		\$99,890.00

Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided.

ACCEPTED:

THE CITY OF CRYSTAL RIVER, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

Richard V. Busche, PE, CFM

TITLE: _____

TITLE: Sr. Vice President

DATE: _____

DATE: January 19, 2016

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: February 8, 2016

Agenda Item Number: 8B

Requested Motion: Informational only – CRA Financing Update

Summary: Over the last few months, Finance has been exploring various financing options to assist in funding planned capital improvements within the City as projected during the FY2016 budget preparation. Our FY2016 budget reflects our planned improvements within the CRA District including construction of the Riverwalk and substantial renovations to Hunter Springs Park planned over the next three years. The Riverwalk project is expected to incur improvements totaling approximately \$5,000,000 and the Hunter Springs Park renovation is expected to incur costs totaling approximately \$1,500,000. Management's intention is to fund these projects from a combination of possible grants as well as an outside financing source.

At this time, Finance has distributed packets to all local banks (9 in total) providing a recap of the City's financing needs for the near future along with a copy of our FY2014 audited financials and FY2016 budget. The Finance Director has received financing options from four of the nine banks contacted. Currently, our options for a \$5million loan include a draw-down credit facility, guidance line of credit or a term loan with a fixed rate and amortization of 7, 10, 15 or 20 years. The tax exempt interest rates range from 2.04% - 3.4% and annual payments from \$300,000 - \$775,000. The City will be required to provide the lending institution with confirmation that it would be a bank qualified loan or otherwise, and if the interest earned is tax free. Bond counsel opinion is also required.

The Finance Director has been in contact with Holland and Knight, LLP (bond counsel) and Public Financial Management /The PFM Group (financial advisor). Both entities assisted the City during the 2012 Bond Refunding. Management along with the assistance of both the bond counsel and the financial advisor will continue over the next few weeks to finalize the details of the best financing solution for the City's planned capital improvements. Council will be provided with our final financing solution upon completion of our analysis.

Staff Recommendation:

Funding Information:

Project Cost: N/A

Funding Source:

Amount Available:

Finance Department Approval: _____

Approvals:

  _____
Originating Department CRA Administrator CRA Attorney (if applicable)

Attachments:

Board Action:

Approved _____ Denied _____ Deferred _____ Other _____

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: February 8, 2016

Agenda Item Number: 8C

Requested Motion: Motion to award a contract for final design and permitting of the landward section of the Riverwalk to Environmental Consultants MGC for the total sum of **\$197,918.62**.

Summary: The Crystal River Community has desired to develop a Riverwalk along Hunters Cove for over twenty-five years. In the last year significant momentum has brought city staff to the point of requesting funding for final design of the landward portion. This section of Riverwalk is from the closed boat ramp adjacent to Charlie's Fish House to Kings Bay Park. (See attached drawing)

City staff has listened to City Council in the desire to move forward as aggressively and as reasonably possible. It is important to acknowledge there is some risk associated in making this decision to move forward now; no easements have been signed by landowners at this time. The primary reason for not attaining easements is the need to complete an Overlay District in order to confirm the development issues that have greatly effected progress along the waterfront. The second reason being that, until detailed design is underway, exact easement requirements cannot be determined. In negotiations with all property owners affected, they have indicated that they are willing and desire to be part of the project. All easements for this section will be attained during this phase of design.

In the current project layout as it relates to professional services, the following stages outside of this request will need to be completed:

- Final Design and Permitting for landward portion.
- Final Survey for both land and water Portions. Agenda item planned for submission second meeting in February.
- Final Design and Permitting for landward portion.
- Design and Permitting for dock disruption of landowners
- Construction inspection and assistance.

There is also a chance of unknown issues to arise from a project like this, which may require further funding to resolve. The design and permitting processes associated with a project like this are burdened with high costs, primarily due to permitting requirements. Developing projects near or over water are some of the most difficult to successfully execute. In order to control costs, project development will be based on permitting rather than typical submittal project phasing. This does not eliminate the potential need for additional funding to resolve permitting issues that can come up during permit review.

The team for this project includes:

- | | |
|----------------------------|----------------------------------|
| Lead organization: | Environmental Consultants MGC |
| Primary Engineering Group: | The Ash Group |
| Architecture: | Phil Graham Landscape Architects |
| Electrical: | Hall Engineering |
| Structural Engineering: | Ayres Associates |

Further detail of is attached within the proposal attached for your review.

Staff Recommendation: Staff recommends continuing the positive momentum, and move forward with final design of the landward section of Crystal River and Kings Bay Riverwalk.

Funding Information:

- | | |
|-------------------|----------------------------------------------------|
| Project Cost: | \$ 197,918.62 |
| Funding Source: | 601-61552-63000-1061B (CRA Riverwalk Construction) |
| Amount Available: | \$1,570,000.00 |

Finance Department Approval: _____

Michelle H. Russell

Approvals:



Originating Department

City Manager

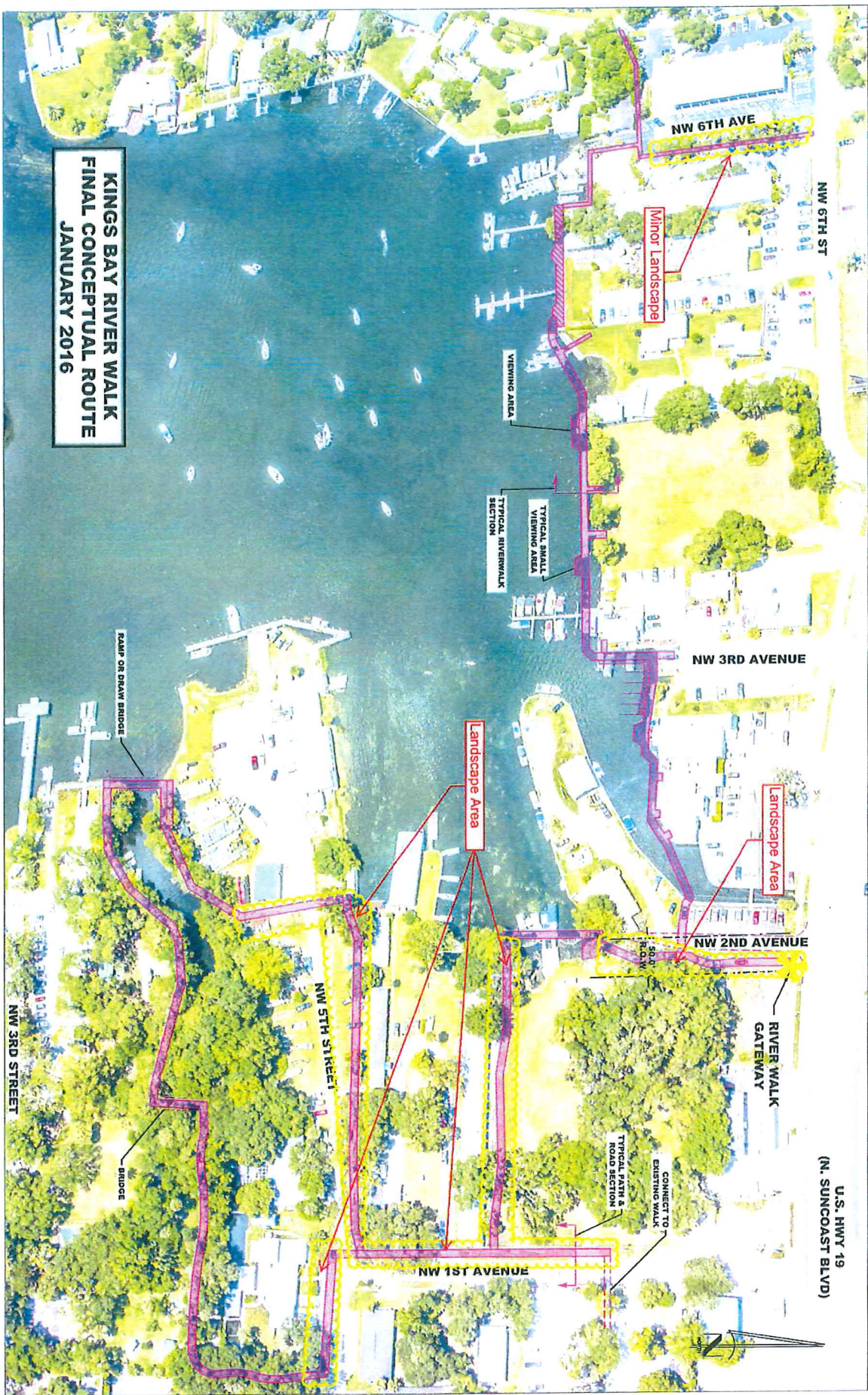
City Attorney (if applicable)

Attachments: Proposal with back-up
Conceptual Layout

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____

**KINGS BAY RIVER WALK
FINAL CONCEPTUAL ROUTE
JANUARY 2016**



U.S. HWY 19
(N. SUNCOAST BLVD)

RIVER WALK
GATEWAY

50.0
R.O.W.

CONNECT TO
EXISTING WALK

TYPICAL PATH &
ROAD SECTION

Landscape Area

Landscape Area

NW 3RD AVENUE

Minor Landscape

NW 6TH AVE

NW 6TH ST

VIEWING AREA

TYPICAL RIVERWALK
SECTION

TYPICAL SMALL
VIEWING AREA

NW 1ST AVENUE

NW 5TH STREET

RAMP OR DRAW BRIDGE

BRIDGE

NW 3RD STREET

January 28, 2016

Mr. Dave Burnell, P.E., City Manager
City of Crystal River
123 NW Highway 19
Crystal River, Florida 34428

**RE: Kings Bay River Walk- Phase I Landward Portions
Proposal for Final Engineering, Landscape Design, Permitting and Construction
Bid Documents**

Mr. Burnell:

MICHAEL G. CZERWINSKI, P.A., ENVIRONMENTAL CONSULTANTS (MGC) in association with **The Ash Group, Inc. (ASH)** is pleased to provide this cost proposal to the City of Crystal River to provide professional services for the Kings Bay River Walk Project. Phase I involves the engineering design, permitting, landscape design for the landward trail portions of the River Walk.

TEAM

The Key Team Members for this project include Michael G. Czerwinski, P.G., P.W.S., Janice Sands Ash, P.E., Phillip Graham, IV, RLA AICP, Phil Graham Landscape Architecture. Mr. Czerwinski, will serve as the overall project manager, local liaison and environmental specialist for this project. Mr. Czerwinski brings 30 years of unparalleled local knowledge, environmental and project management experience, specifically with the design and permitting of water dependant facilities in Citrus County. Janice Sands Ash, P.E. is the lead engineer responsible for engineering design, engineering permitting and construction bid documents, as well as managing and subcontracting the remainder of the team. **PGLA** will be responsible for landscape design of the landside and streetscape portion of the River Walk, irrigation, signage and trails, as well as materials / product specifications for the benches, rails, gates, major and minor gateways etc. Ash and GLA have worked on numerous River Walk Projects including most recently the Tampa River Walk. As you are aware, and for consistency, this is the same team that has worked on the Kings Bay River Walk conceptual design to bring us to this phase in the project.

The Team for the final design also includes **Ayers Associates (AA)**, **Hall Engineering Group and PSI**. **AA** will be responsible for the engineering structural design components for the foundation supports for the gateways, signs, light posts and other hardscape features as well as the small footbridge in Kings Bay Park. Please note that we have not included a cost of the piling geotechnical investigation for ramp pilings and structural, as this will be contracted separately by the City. **Hall** will be responsible for the design and specification of lighting and security, as well as all utilities including electric, plumbing, and any mechanical features, The Project Team will be working closely with the project surveyor (**GPI**, contracted separately by the City) who will be providing key survey information including but not limited to parcel and tree surveys, topography and elevations and locating utilities and easements, as wells as ROW surveys and other land--based physical information critical to the design and permitting of the River Walk.

1

2716 S. Lecanto Highway, Lecanto, Florida 34461

Phone (352) 249-1012 ♦ Fax (352) 249-1013 ♦ E mail: mczerwin@tampabay.rr.com

PROJECT AREA

The project area of the Kings Bay River Walk is the route approved after public hearings as well as numerous meetings with the affected Individual Property Owners (IPOs) and finally approved by the CRA in August 2015 and as detailed in the attached map.

SCHEDULE

We understand the importance of the CRA's aggressive schedule on this project and their desire that construction on the River Walk begin in 2016 and will begin with the landward portions (Phase 1) since the environmental permitting will be less intensive than the water dependant portions of the River Walk. Many of the tasks in both the landward (Phase 1) and waterward (Phase 2) scope are designed to run concurrently so that the water portions can potentially be under construction in 2017 in accordance with the CRA's wishes. The Project Team is fully committed to this schedule. The scope of landward phase is detailed in attachments as part of this proposal.

COSTS

The estimated probable fees for engineering and permitting for the Phase 1 Landward trails portion of the River Walk are **\$197,918.62**.

On behalf of the Project Team I would like to thank you and the CRA for the opportunity to provide you with this proposal for design and permitting services for this exciting project for City of Crystal River which will help redefine its waterfront. We look forward to working with you, the CRA and the Individual Property Owners along the River Walk to make the Kings Bay River Walk vision a **reality and a success**

Sincerely,

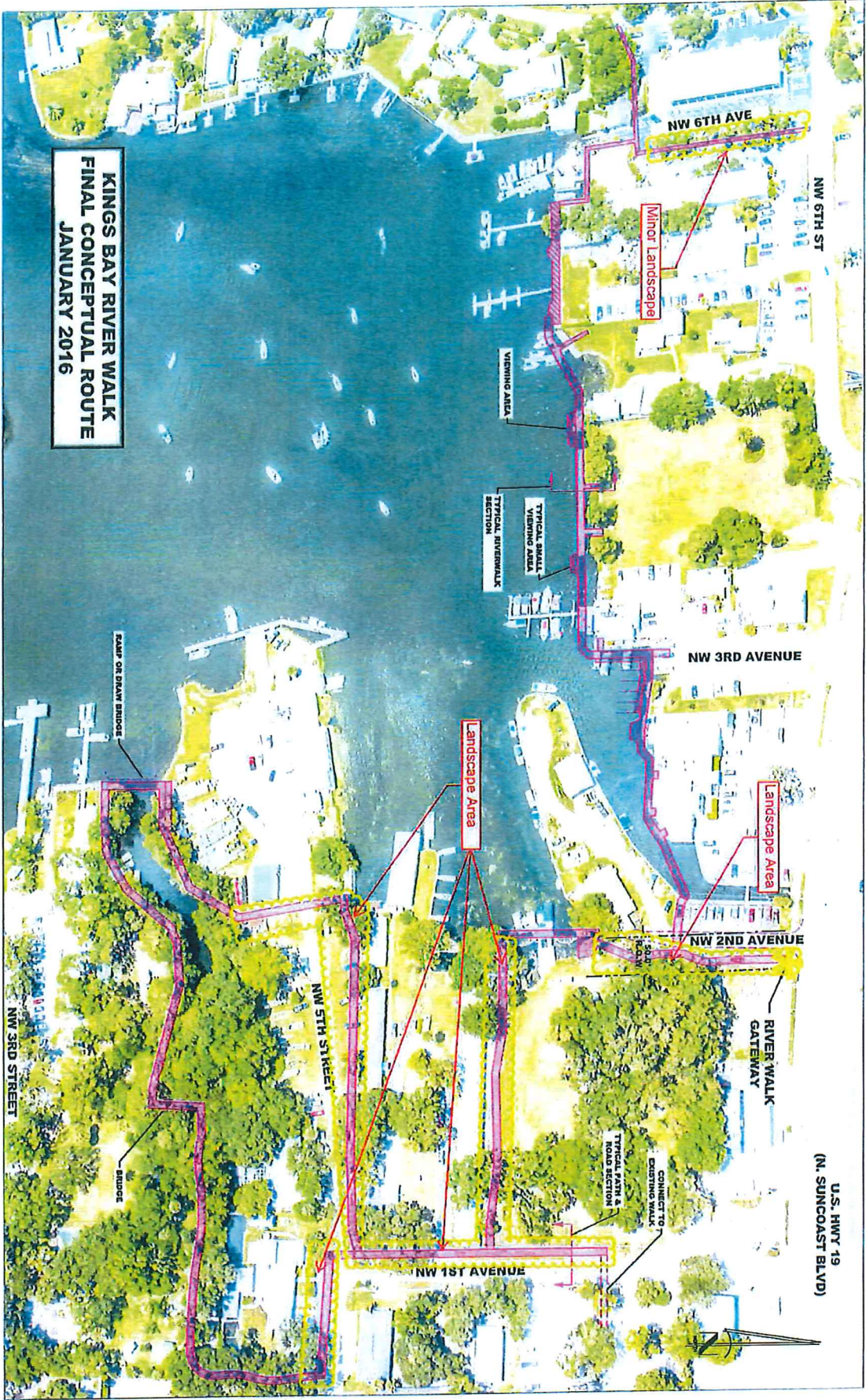
MICHAEL G. CZERWINSKI, P.A., ENVIRONMENTAL CONSULTANTS

Michael G. Czerwinski

Michael G. Czerwinski, P.G., P.W.S.
Professional Geologist, Professional Wetland Scientist
President / Senior Scientist

Attachments: Kings Bay River Walk Final Conceptual Route August 2015 (1 pg)
Ash Group Inc Scope Phase I Landward Segments (4 pgs)

**KINGS BAY RIVER WALK
FINAL CONCEPTUAL ROUTE
JANUARY 2016**





THE ASH GROUP, INC.
FORMERLY ASH ENGINEERING, INC.
5802 BENJAMIN CENTER DR., SUITE 101
TAMPA, FL 33634
P: 813.290.8899 F: 813.290.8891

www.ash-grp.com

Kings Bay Riverwalk Phase 1: Landward Segments

Design and Permitting Scope of Services

The Proposal will highlight the services required for design and permitting of Kings Bay Riverwalk (KBRW) Phase I – Landward segments. This phase involves design of on-ground facilities associated with the KBRW landward alignment. The approximate limits of project are depicted in the attached map.

Phase 1 includes the following team members:

- Michael G. Czerwinski, P.A. Environmental Consultants (MGC) – Project Administration, Land/Easement Negotiations, Public Liaison, Ecological Services, QA/QC,
- The Ash Group (Ash) – Project Management, Subsurface Utility Engineering (SUE), Civil and Drainage Engineering, Utility Coordination and Engineering, Permitting
- Phil Graham Landscape Architects (PGLA) – Landscape Architecture/Planning, Irrigation Design
- Hall Engineering (Hall) – Lighting, Electrical, Security, and Plumbing Engineering
- Ayres Associates (Ayres) – Structural Engineering

The work will include Engineering Design and Permit Preparation and Applications for the following features:

- On-grade walkway, with utilities, drinking fountains, overhead shrouded lighting, security, benches, trash receptacles, wayfinding and educational signage, as shown on the Concept Plan. Landscaping and irrigation as shown on the attached Landscape areas plan.
- Grand Entrance Design at NW 2nd Avenue, including structure, lighting, security, signage, landscaping and irrigation
- Redesign of Best Western Parking Areas (striping and islands)*
- Realignment of 5th Avenue
- Redesign of parking and roadway at NW 2nd Avenue*

It is anticipated that submittals will be made at 30%, 75% and 100% phases. The 100% construction documents will then be submitted to the City for their ready for bidding. The Team will provide bidding services to address addendum, evaluate bid and recommend selection of the contractor.

Permits will be developed in the course of the project to include:

- SWFWMD permitting,
- FDOT driveway and
- FDOT ROW use permits

:\Projects\City of Crystal River 2015-2016\Design&PermittingPhase\Landward\final\160120 Phase I - Landward Scope Narrative ripMCZedits.docx

- FDEP Permits for Water Connection
- City of Crystal River
- Citrus County

The Team will complete services as listed below.

30% Submittal

Utility and FDOT Coordination **

The team will contact all utilities within the project, request atlas information and meet to discuss the impacts to their facility.

Project Limit Development, Jurisdictional Limits, Utility Locating and Field Verification**

The team will work with the City-selected Surveyor to provide information which will be picked up and included in their survey drawing. This will include:

- Wetland and jurisdictional limits if necessary as isolated locations

Plans Development**

- Develop plans set framework
- Develop basic layout of walkway, realignment of 2nd and 5th street, showing amenities locations

Material and Budget Packages

Two material packages will be created: a low cost and a high cost. The material packages will be developed to show selected materials to be specified for:

- Lighting
- Walkway materials
- Benches, trash receptacles, bike racks,
- Landscape materials
- Grand entrance
- Wayfinding signage
- Educational signage
- Security system

Conceptual option of costs will be developed for each material package based on the plans development.

Agency Pre-application Meetings and Permit Development**

The Team will meet with regulatory agencies to determine stormwater permitting requirements and phasing of permitting with Phase 2.

Meetings and Deliverables**

This submittal also includes allowances for two meetings with the City (one at the 30% review phase), e-mail correspondence, tele-meetings and other project management efforts to facilitate the project. Digital plans and one half size paper plan set will be provided.

****Will be performed simultaneously with Phase 2**

75% Submittal

Plans Development

Based on comments from the 30% submittal review and the material package selected by the City, a full set of construction plans and specifications will be prepared to the 75% complete phase. The plans will include all improvements and utility relocation design.

Permit Development

Permit applications will be developed using the plans developed in this phase. It is anticipated that there will be an internal review by the prior to submitting the City for 75% review.

Meetings and Deliverables

This submittal also includes time for one review meeting with representatives of each team member (may be teleconference), e-mail correspondence, tele-meetings and other project management efforts to facilitate the project. Ash will compile all plansets into one and provide that digitally to the City for their review.

100% Final Construction Plans

100% Construction Document Submittal

Using the 75% submittal, Ash will review and prepare 100% signed and sealed final construction documents that will be used by the City of Crystal River for Bidding. This task also includes an allowance for two meetings (including one 100% review meeting), e-mail correspondence, tele-meetings and other project management efforts to facilitate the project. This task also includes an allowance for one meeting with representatives of each team, e-mail correspondence, tele-meetings and other project management efforts to facilitate the project. Included is one meeting with City Council by Ash and MGC.

Bidding Services

Bidding services will be provided to include:

- Attendance at pre-bid meeting by Ash and MGC
- Addressing all addendum related to our work up to 10 manhours per team member
- Evaluation of bidders
- Recommendation of preferred contractor

Exclusions

- Agency Requests for additional information after permit submittal.
- Geotechnical Study will be provided by others.
- Utility locating or subsurface utility investigations.
- Watermain or sewer line extensions, or any utility relocation.
- Renderings or views beyond what is specifically stated above.
- Bollard or low light fixtures, these have been eliminated due to the lack of luminosity to assure security and limit City liability.
- Living shoreline, mitigation or habitat restoration concept development or design.
- Special lighting for wildlife is not required by code, such as turtle lighting or restricted lighting for manatees.

- Value Engineering of plans or systems after bids are received.
- Changes to scope due to unforeseen conditions.
- Additional meetings will be invoice based on team member per the attached rates:
 - MGC \$400.00
 - Ash \$550.00
 - Hall \$850.00
 - PGLA \$550.00
 - Ayres \$ 990.00

Financial Management Plan - Attachment A

**Kings Bay River Walk - Design Segment 1 - Landward Segments
Design Summary - Cost Estimate**

Date - January 28, 2016

TASK	Company		Total Billing					Total
	MGC	Ash	PGLA	Ayres	Hall			
Scope/Task								
30% Phase	\$ 23,740.00	\$ 24,280.00	\$ 18,900.00	\$ 3,338.52	\$ 7,252.94		\$ 77,511.46	
75% Phase	\$ -	\$ 25,118.00	\$ 20,790.00	\$ 4,394.08	\$ 15,157.99		\$ 65,460.07	
100% Phase	\$ -	\$ 10,982.00	\$ 10,710.00	\$ 2,562.23	\$ 15,333.69		\$ 39,587.92	
Bidding Services	\$ -	\$ 10,528.00	\$ 2,000.00	\$ 480.74	\$ 2,350.43		\$ 15,359.17	
Total Billing Hours								
	\$ 23,740.00	\$ 70,908.00	\$ 52,400.00	\$ 10,775.57	\$ 40,095.05		\$ 197,918.62	
						TOTAL =	\$197,918.62	