



Departmental Monthly Report Summary August 2021

CITY CLERK'S OFFICE

Clerk's Office Activities: For the month of August, the clerk's office had 4 meetings that resulted in official minutes. This resulted in 4 agendas with 13 items drafted. There were 3 lien releases, and 2 Code Enforcement Administrative Orders. 15 public notarizations and 12 public records requests. Other items include cemetery requests and deed inquires, Grant administration-related items, including reporting and applications for DEO TAG, CESF, CESF, FCT, FDEP, FRDAP and CDGB-MIT. Record Management duties and scheduling for City Manager and other departments. Continued implementation of Agenda management/audio visual software and troubleshooting issues within the system. Website Home Page Calendar Maintenance and Cellphone/Mobile Account Management.

EVENTS and MARKETING DEPARTMENT

Events and Marketing Activities: This month the department saw an influx of outside event permits submitted. Three large-scale events were submitted for the last quarter of the year and several smaller events as well. The department has processed, met with and coordinated with all the permittees to plan for these upcoming events. First Fridays continue successfully in town square. The Scarecrow Festival will return on October 9th in Heritage Village with live music, pageant, costume contests, arts and crafts, pumpkin patch, horse rides, food vendors and beer and wine. We are working closely with Main Street and the Chamber in planning for a three-day event in Town Square the first week of December. This year we will not be bring back "Grinchmas" in its previous capacity. Instead, we are working to secure the long-awaited ice-skating rink in Town Square! Stay tuned for more details on that event.

FINANCE DEPARTMENT

Finance Department Activities: August 2021 books have not been closed as of the due date for monthly reports.

FIRE DEPARTMENT

Fire Department Activities: During the month of August the Fire Department received 44 calls, 3 of which were outside of the city. Of the CRFD 44 received dispatches, 13 were canceled. Average response time was 8 minutes with an average 4.6 personnel responding per call. 50 gallons of water was used for a washdown.

HR/RISK MANAGEMENT

Human Resource Activities:

- 4 new hires
- 4 voluntary terminations

- Closed out Open Enrollment
- Searching for Building Official
- Researching Employee Handbook topics

PARKS

King's Bay Park

- New fees at pay stations started August 1st.
- 8/10/21 – Man's wallet found and turned into CCSO.

Hunter Springs Park

- New fees at pay stations started August 1st.
- 8/18/21 – Vehicle left in overflow lot at closing. No plate. CCSO responded.

Jim LeGrone Memorial Park

- 8/7/21 – Prosperity Citrus Event from 10am – 2pm.
- 8/14/21 – New covered bleachers flipped over during the previous night.
- 8/18/21 – Homeless person found sleeping by buildings prior to park opening. CCSO called and responded.
- 8/26/21 – Homeless person again found sleeping by buildings prior to park opening.
- 8/31/21 – New bleachers flipped over again.

Copeland Community Park

- 8/25/21 – Dirt bike tracks found in grass near pavilion.

Yeoman's Park

- Heavy rain caused boardwalk to be flooded for over a week.
- 8/8/21 – Road outside park developed small sinkhole. Ranger contacted CCSO to report and it was patched.

Additional Notes:

- Number of citations issued by Park Rangers: **39**
- Number of citations issued by CCSO: **1** (did not get any others to enter)
- New Pay Station signs have been placed at all locations as of Sunday, August 1st. Program upgrade has reduced the confusion for patrons and drastically reduced calls to the park rangers for assistance.
- Park Rangers currently have two new members and will be hiring at least one more.
- Pay stations needed service due to card reader errors. All units were serviced and are functioning normally now.

PLANNING, COMMUNITY SERVICES, & DEVELOPMENT SERVICES

Planning and Zoning: The Planning Commission will hold its monthly Planning Commission meeting on October 7th. The Planning Commission will consider one item:

1. Planning Commission Elections and Bylaws.
2. An amendment to the City of Crystal River Comprehensive Plan that will establish a new Private Property Rights Element pursuant to Chapter 163. This effort requires our City to address topics that are found within the existing language of the Comprehensive Plan. However, the State of Florida required that a new Element be adopted.
3. A vote on approximately 15 future text amendments to the City's LDC. These include:
 - An adjustment to the two provisions that allow for Administrative Waivers.
 - Remove language that requires similar zoning if two or more lots are developed.
 - Language that brings the City into conformance with the State regarding the min. number of days for public notice mailings, as well as the type of mail to be used.
 - New standards for residential driveway design.
 - New provisions for Accessory Dwelling Units. Combining 4 sets of standards into 2.
 - New standards for Fences, Walls, and Hedges that are based on the context of one's location – from rural to urban – providing multiple “form-based” options.
 - The reinstatement of 3-year time limits for service on the Planning Commission.
 - New lighting standards that are similar to what is found in the CRA.
 - The desire for drive-thru usage at a restaurant has decreased parking lot numbers by as much as 40 – 60%, resulting in a small reduction in the minimum standard.

New Business Tax Receipts Issued:

1. All Prestige Services., LLC., 309 NW Hwy 19 – change in ownership
2. Donnelly Services, 1557 SE Pinwheel Rd, home occupation, handyman
3. Citrus County Rural Health Inc., 927 N. Citrus Avenue
4. Tees 2.0 Bait Market, 457 NE 1st Terrace – change in ownership
5. Mama Sally's South, 2010 SE Hwy 19 – restaurant reopening
6. Little Climbers Play, 521 W. Fort Island Trail
7. Made in the Water Excursions, 8610 Basilico Street – home occupation

Code Enforcement: Joe Palminteri is our Code Enforcement Officer. He is on site 2 days a week. However, he has been out, but is expected back before the end of the month. The Department is once again down two employees. That said, considerable time has been spent going back to properties of previous violators and checking to ensure that the issues have been corrected. While enforcement is down, in general most properties have corrected their issues – avoiding further action, sanctions or visits to a Special Magistrate.

Permitting & Inspections: There was a total of (40) permits issued this month.

Grand Total – \$14,417.76

- Building 09
- Electric 03

* Further details are listed in the full departmental reports.

- Roofing 10
- Gas 01
- Mechanical 11
- Demolition 01
- Signs 04
- Pool 01
- Total Permits **40**
- Total Inspections **80** (David Greenbaum, Building Inspector)

PUBLIC WORKS DEPARTMENT

Facilities:

Bridge Maintenance Repairs project began construction.

Public Utilities:

Lightning strike at the sprayfield took out the VFDs for the pumps feeding Duke Energy. Council approved a three-year term extension to the US Water Services contract and a FY2022 CPI adjustment.

Solid Waste:

Council authorized Staff to begin negotiations with Waste Management.

Drainage:

Received a significant amount of rainfall this period; Staff fielded numerous drainage complaints.

Grant Projects:

Splash Pad project construction continues.

Wastewater Master Plan Update Study project progresses.

Council adopted the Indian Waters Phase I Initial Assessment Resolution and approved an amendment to the FDEP Agreement which increased grant funding.

Council authorized design and permitting of the Pelican Bay Apartments WWTP decommissioning project.

Council authorized design/permitting/legal services for the Southern Sewer Expansion Project.

Council awarded the SRF Water Meter Replacement construction project.

THREE SISTERS SPRINGS

Three Sisters Activities: Three Sisters Springs Center had a total of 789 visitors for the month of August. This was a decrease of 26.3% from August 2020 which had a total of 1071 visitors. The refuge was closed on 2 separate days due to inclement weather. We had an average of 25 visitors per day for the month. There were 53 annual pass holders who visited the refuge and 764 visitors who purchased daily admission tickets in August. Two annual passes to the refuge were sold. Net revenue for the month was \$7,521.75. Social media Facebook posts reached 344,041 followers which was down slightly from the previous month. There are currently a total of 83,500 likes on Three Sisters Springs Facebook page and 23,300 Instagram Followers.

* Further details are listed in the full departmental reports.