

# Workshop Agenda

City of Crystal River  
FY17 Budget & Goals Workshop  
March 30, 2016

PREPARED March 21, 2016

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## Proposal for

## Public Works Large Projects

### 1. CITY HALL

- a. CONSTRUCT RESTROOMS AND LOBBY IN CITY HALL
- b. COUNCIL CHAMBER UPGRADES
- c. RENOVATIONS TO HEALTH DEPT.
- d. SECURITY CAMERAS AT MAINTENANCE SHOP

### 2. HUNTER SPRINGS PARK

- a. COMPLETE CONSTRUCTION PROJECT AT HUNTER SPRINGS PARK
- b. DEVELOP AND IMPLEMENT PLANS FOR ADJOINING PROPERTY BEING PURCHASED
- c. COMPLETE INITIAL PHASES OF CONSTRUCTION OF LIVING SHORELINE AT HUNTER SPRINGS PARK.

### 3. LEGRONE PARK

- a. INSTALL LIGHTS AT TENNIS COURT FOR NIGHT TIME PLAY
- b. SHADE STRUCTURE AT TENNIS COURTS
- c. NEW PICKLE BALL COURT

### 4. KINGS BAY PARK

- a. RAILING AND SPLIT RAIL FENCE & GATE REPAIRS
- b. DIVE SHOP RENOVATIONS
- c. LIGHTING AROUND BAND SHELL

### 5. MISCELLANEOUS

- a. NEW FOUNTAIN IN NEW DRA ON THREE SISTERS SPRINGS TRAIL
- b. LIGHTING ON BIKE PATH (KINGS BAY DRIVE TO 3<sup>RD</sup>)

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## Proposal for

### Public Works Small Projects

1. REPLACE ROOF ON BUILDINGS AT LEGRONE PARK (SPOT FAMILY & CIVIL AIR PATROL AND RESTROOMS)
2. REPLACE ROOF ON MUSEUM (CITRUS AVE.)
3. REPLACE RAILING ON RAISED BOARDWALK AT KINGS BAY PARK
4. REPLACE EXISTING SIDEWALKS AS REQUIRED.
5. INSTALL NEW SIDEWALK ON SE 8<sup>TH</sup> AVENUE FROM COPELAND POND TO LEGRONE PARK
6. UPDATE AND ADD GATEWAY SIGNS INTO CRYSTAL RIVER.
7. IMPLEMENT AUTOLOCKS ON PARK RESTROOMS
8. CEMENT BORDER CURBS AT PLAYGROUNDS
9. RELOCATE FRONT SIDEWALK AT COPELAND PARK TO IMPROVE PARKING AND ADD SPLIT RAIL FENCE.
10. REPAVE DRIVEWAY ENTRANCE TO MAINTENANCE SHOP ON 6<sup>TH</sup> AVENUE

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## Proposal for

### Special Events

1. DEVOTE MORE TIME TO THE CITY'S SOCIAL MEDIA IN REGARDS TO MARKETING THE CITY'S ENTITIES.
2. PROFESSIONAL DEVELOPMENT THROUGH ONLINE COURSES, WORKSHOPS, SEMINARS AND OTHER CONTINUING EDUCATION REGARDING SOCIAL MEDIA, MARKETING, TOURISM AND EVENTS.
3. INCREASE CITY'S FACEBOOK PRESENCE TO A MINIMUM OF 3000 WITH PRESENT FOLLOWING AT 2164. (was approx. 750 in 2014)
4. INITIATE FACEBOOK ENGAGEMENT BY OTHER DEPARTMENTS.
5. CONTINUE TO INCREASE INSTAGRAM PRESENCE TO PROMOTE THE CITY, ITS EVENTS, AND THREE SISTERS SPRINGS.
6. DEVELOP A SOCIAL MEDIA POLICY FOR CITY EMPLOYEES.
7. MONITOR AND INCREASE THE CITY'S NEW THREE SISTERS SPRINGS FACEBOOK PAGE.
8. WORK WITH CRYSTAL RIVER MAIN STREET TO ADD ONE NEW MAJOR EVENT FOR DOWNTOWN.
9. EXECUTE AT LEAST 3 SUNSET AT THE PIER EVENTS
10. COMPLETE TWO MOVIES ON THE AVENUE EVENTS FOR 2016.
11. CONTINUE TO WORK WITH EXISTING ORGANIZATIONS TO GROW PRIVATE/PUBLIC EVENTS.
12. WORK WITH LEGAL AND CODE ENFORCEMENT TO AMEND ORDINANCES FOR IMPROVED SIGNAGE FOR EVENTS.
13. CONSIDER ADOPTING POLICY OF ALLOWING OPEN CONTAINER FOR A SPECIFIED "ENTERTAINMENT DISTRICT" FOR DOWNTOWN.
14. INCREASE SPONSORS FOR EVENTS.
15. IDENTIFY NEW COST EFFECTIVE WAYS TO PROMOTE EVENTS.
16. DEVELOP A COMPREHENSIVE AD/MARKETING LIST FOR EVENTS.
17. MAINTAIN UP TO DATE INFORMATION ON CITY EVENTS, PROJECTS, AND OTHER PUBLIC INTEREST ITEMS ON THE CITY'S FACEBOOK AND WEBSITE.
18. WORK WITH A GRAPHIC DESIGNER TO DESIGN A CITY FLAG.
19. WORK WITH CRYSTAL RIVER MAIN STREET TO IMPLEMENT A "MERCHANTS ASSOCIATION" GROUP.

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## Proposal for City Clerk

1. CONTINUE TO DEVELOP NEW AND IMPROVE EXISTING CITY CLERK ADMINISTRATIVE PROCESSES
2. CONTINUE TRAINING AND EDUCATION EFFORTS FOR CERTIFICATION OF CLERKS OFFICE STAFF
3. UPDATE NEW ELECTIONS ORDINANCE
4. CONTINUE TO MOVE FORWARD WITH DIGITIZATION EFFORTS AND IMPROVED RECORDS MANAGEMENT SYSTEM.
5. CONSOLIDATE AND RELOCATE EXISTING RECORDS TO NEWLY ACQUIRED ON-SITE FACILITIES
6. COMPLETE NEW CITY WEBSITE AND PROCEDURES FOR SITE MAINTENANCE
7. IMPLEMENT BOARD MEMBER ORIENTATION AND TRAINING PROGRAM
8. DEVELOP HANDBOOK FOR CITIZEN BOARDS AND COMMITTEES
9. DEVELOP SYSTEM TO REGULATE AND UPDATE CITY & CRA WEBSITES

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## Proposal for

## Waterfront & Community Services

### 1. Water patrol:

- a. Continue on water presence providing oversight and documentation of issues – 7 days a week
- b. Improve inner agency partnerships to identify jurisdictional overlap and cooperation
- c. Develop partnerships related to Kings Bay enforcement, boater safety, manatee issues and bay management
- d. Continued development of legal framework for spatial management of Kings Bay to include mooring fields, derelict vessels, to control business activities in bay

### 2. Code Enforcement:

- a. Operational controls for code enforcement process for both hearing and citation system
- b. Provide consistent approach to code enforcement
- c. Continued refinement of process and ordinances to effectively manage today's circumstances
- d. Integration of building, planning, zoning and citation procedure through hearing process
- e. Build relationships and trust within community for code hearing processes

### 3. PARKS:

- a. Operational controls for parking citation process
- b. Continued community outreach and education efforts at waterfront parks and ramps
- c. Presence to address park issues and needs
- d. Work with residents when park activities interfere

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## Proposal for

### Public Works - Administration

1. ESTABLISH CONTINUING SERVICES AGREEMENTS FOR SMALL CONSTRUCTION AND ELECTRICAL PROJECTS AND REPAIRS.
2. IMPROVE THE TIME IT TAKES TO OBTAIN APPROVAL FOR EMERGENCY PURCHASE ORDERS, REGULAR PURCHASE ORDERS, BUDGET AMENDMENTS AND PURCHASE ORDER INCREASE'S OR DECREASES.
3. ADDITIONAL TRAINING ON NEW SCADA SYSTEM FOR WATER PLANT AND RECLAIMED WATER.
4. UPDATE AND EXECUTE BACKFLOW PREVENTION PROGRAM.
5. PURCHASE GIS SOFTWARE AND GET TRAINING FOR STAFF ON HOW TO UTILIZE IT. CITRUS COUNTY HAS PREPARED EXCELLENT GIS MAPPING OF CRYSTAL RIVER THAT STAFF CAN BETTER UTILIZE WITH THE PROPER SOFTWARE AND TRAINING.
6. IMPROVE SAFETY TRAINING FOR PUBLIC WORKS
7. IMPROVE NIGHT TIME SECURITY OF PW AND PARKS
8. ASSIST SPECIAL EVENTS AS REQUESTED
9. DEVELOP PLAN TO REDUCE STANDING WATER IN ROADWAYS
10. MAINTAIN STREET LIGHT PREVENTIVE MAINTENANCE
11. DEVELOP SKILLS TRAINING PROCESS FOR PUBLIC WORKS

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