



Agenda
Crystal River City Council Meeting
Regular Meeting Agenda
Monday, September 8, 2025 at 5:30 PM
Citrus County Welcome Center

Joe Meek, Mayor
Robert Holmes, Vice Mayor/Council Seat #5
Gabrielle Satchell, Council Seat #1
Cindi Frink, Council Seat #2
Chris Ensing, Council Seat #3

Audra Curts-Whann, City Manager
Rob Batsel, City Attorney
Mia Fink, City Clerk

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.

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.
 - B. If you must speak to someone in the audience, please speak softly or go out into the hallway.
 - C. Personal comments/remarks, directed to Council or the public, are not allowed and are considered out of order.
2. Public Comment:
 - A. The general public will be allowed three (3) minutes to speak during the Public Input section at the beginning of the meeting and five (5) minutes to speak during the Public Input section at the end of the meeting.

1. **CALL TO ORDER**
 - A. Roll Call**
 - B. Invocation**
 - C. Pledge of Allegiance**
 - D. Recognition of Elected Officials in Attendance**
2. **ADOPTION OF AGENDA**

3. PRESENTATIONS

4. UNFINISHED BUSINESS

5. PUBLIC INPUT

(Three Minute Time Limit)

6. APPROVAL OF CONSENT AGENDA

- A. Motion to approve minutes of the Fee Workshop held August 25, 2025
- B. Motion to approve minutes of the City Council meeting held August 25, 2025
- C. Motion to approve a road closure request for the 2025 Stone Crab Jam.
- D. Motion to approve a road closure request for the 2025 Crystal River Scarecrow Fest.
- E. Motion to approve both the Letters of Engagement and Contracts with Mauldin & Jenkins, LLC for the FY2025 Audit Services for the City of Crystal River and the Crystal River Community Redevelopment Agency in the amount of \$39,900 and \$6,400 respectively.
- F. Motion to approve and authorize the City Manager to execute a task order agreement with JBrown Professional Group Inc. (JBPro) to update the Infrastructure Element of the City of Crystal River Comprehensive Plan.
- G. Approval of an Individual Project Supplement to the Master Agreement for Professional Services with Ayers and Associates in the amount of \$4,405.00 for Additional Project Management, Meetings, Quality Assurance and Survey Support associated with the Kings Bay Riverwalk.

7. PUBLIC HEARING

- A. Motion to adopt Resolution No. 25-R-20 setting the tentative T.R.I.M. rate at 6.59 mills for FY2025/2026 on First Public Hearing and Setting the Final Public Hearing Date for Adoption of the Final FY2025/2026 Millage Rate for September 22, 2025, at 5:31 p.m.
- B. Motion to adopt Resolution No. 25-R-21 Adopting the Tentative Budget for FY2025/2026 on First Public Hearing and setting the Final Public Hearing date for Adoption of the Final FY2025/2026 Budget for September 22, 2025 at 5:31 p.m.
- C. Motion to adopt Resolution No. 25-R-22 Adopting the Tentative Budget for the Community Redevelopment Agency for FY2025/2026 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final CRA Budget for FY2025/2026 for September 22, 2025 at 5:31 p.m.

8. INTRODUCTION AND FIRST READING OF ORDINANCES

- A. Introduction of Ordinance No. 25-O-13 amending Chapter 6 of the City of Crystal River Code of Ordinances, entitled "Buildings"; revising Article III "Fire Prevention and Protection" to provide updated code references, establish a process for fire inspection, and establish fees for malfunction or nuisance fire alarm and set a public hearing on September

22, 2025, at 5:30 p.m.

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING CHAPTER 6 OF THE CITY OF CRYSTAL RIVER CODE OF ORDINANCES, ENTITLED “BUILDINGS”, REVISING ARTICLE III. “FIRE PREVENTION AND PROTECTION” TO PROVIDE UPDATED CODE REFERENCES, ESTABLISH A PROCESS FOR FIRE INSPECTION, AND ESTABLISH FEES FOR MALFUNCTIONING OR NUISANCE FIRE ALARMS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

9. CITY ATTORNEY

- A. Riverwalk Update
- B. 579 US Highway 19, LLC Update

10. CITY MANAGER

- A. Motion to approve the lease amendment with Crowne Castle GT Company LLC location, providing for a six-month lease extension, authorizing the City Manager to execute.
- B. Motion to approve Resolution No. 25-R-30 to amend items in the City's Fee Schedule, Exhibit "B" Building Permit Fees, Exhibit "D" Special Event Permit Fees and adding Exhibit "F" Fire Department Fees

11. CITY COUNCIL

12. COUNCIL MEMBER AND COMMITTEE REPORTS

- A. Mayor Meek
- B. Vice Mayor Holmes
- C. Council member Satchell
- D. Council member Frink
- E. Council member Ensing

13. PUBLIC INPUT

(Five Minute Time Limit)

14. ADJOURNMENT

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 6.A.

Requested Motion: Motion to approve minutes of the Fee Workshop held August 25, 2025

ATTACHMENTS:

Description

[8-25-25 Fee Workshop minutes.doc](#)



Minutes
Crystal River City Council
Fee Workshop
Monday, August 25, 2025 3:00 p.m.
Citrus County Welcome Center

1. CALL TO ORDER -Mayor Meek called the meeting to order at 3:03 PM

A. Roll Call

Council members present: Mayor Meek, Vice Mayor Robert Holmes, Council member Chris Ensing, Council member Gabrielle Satchell

Council members absent: Council member Cindi Frink

Staff present: City Manager Audra Curts-Whann, City Attorney Rob Batsel, Deputy City Clerk Sabrinna Utter, Assistant City Manager/Public Works Director Troy Slattery, Community Engagement Director Leslie Bollin, Finance Director Michelle Russell-Maynard, Growth Management Director Carly Hanson, Fire Chief Frank Melillo, Assistant Public Works Director Stacy Houston, Assistant Finance Director Cindy Marihugh, Director of Visitor Services Andrea Hullstrung.

2. PRESENTATION

A. Fee Workshop Presentation

City Manager Audra Curts presented the fee workshop presentation that included items like resident passes, proposed parking and launching fees changes, paid parking expansion and paddlecraft vendor fees.

Mayor Meek and Council member Ensing spoke in favor of the residential pass. Vice Mayor Holmes inquired about the potential to add a discount to local festivals to the pass. City Manager Curts agreed to look into the idea.

Mayor Meek expressed support for the parking fee change to an hourly rate.

Council member Ensign presented concerns about expanding paid parking to downtown to include issues of where local business staff would park. Mayor Meek echoed concerns of expanding paid parking downtown, that it may hurt local businesses. Vice Mayor Holmes noted other lots that would be available for free and close by. City Manager noted potential lots that will need to be improved and a desire to find a funding source for those improvements.

Mayor Meek likes finding a middle ground of increasing. Council member Ensing expressed concern of paid parking pushing patrons to citizens driveways, or side streets. Council member Satchell agreed with Council member Ensing.

Community Engagement Director Leslie Bollin then presented Special Events fees gazebo rental fee changes, and fire inspection fees.

Council member Ensing mentioned at the parks using the pickleball courts or basketball courts, a potential revenue to help pay for maintenance. City Manager noted the new Parks and Recreation department is in the works and plans to explore those options.

Growth Management Director Carly Hanson then presented proposed Growth Management fees noting just a title change.

Fire Chief Frank Melillo presented the proposed new fees for the City of Crystal River Fire Department.

Council member Ensing and Mayor Meek discussed the fee for a reoccurring alarm fee being low. Mayor Meek asked that if this becomes a bigger issue the city could reevaluate the fee. City Manager Curts and Chief Melillo agreed.

City Manager Curts recapped the proposed fees and projected time frames for implementation as well as the needed resolutions to be passed. Council had consensus of moving forward with the changes. City Manager Curts asked for clarification on expanding paid parking. Vice Mayor Holmes is on board. Council Member Satchell would like to hold off on the expansion. Mayor Meek also indicated that he would like to wait on expansion of the paid parking in downtown. Consensus to move forward was not reached.

City Manager Curts asked the council about the proposed 2026 Legislative Agenda Items reviewing past items that were submitted. Council Member Ensing and Mayor Meek expressed the desire for crosswalks for pedestrians and/or golf carts. City Manager Curts also made suggestions to include septic to sewer expansion and Woodland Estates storm water upgrades. Mayor Meek asked about cost of those projects. Assistant City Manager/ Public Works Director discussed cost and next steps based on work. City Manager Curts noted the expansion project and storm water upgrades could be submitted at a later time. Consensus was reached on three items to submit for legislative agenda to include City Hall, golf cart/pedestrian crossing, and the Fort Island Trail boat ramp expansion in partnership with the County.

3. COUNCIL DISCUSSION AND QUESTIONS

4. PUBLIC INPUT- None

5. ADJOURNMENT

Mayor Meek adjourned the meeting at 4:13PM

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 6.B.

Requested Motion: Motion to approve minutes of the City Council meeting held August 25, 2025

ATTACHMENTS:

Description

[8.25.25 Minutes.docx](#)

[C ENSING VOTE CONFLICT FORM.pdf](#)



Minutes

Crystal River City Council Meeting Regular Meeting Agenda Monday, August 25, 2025 at 5:30 PM Citrus County Welcome Center

1. CALL TO ORDER

Mayor Meek called the meeting to order at 5:31 p.m.

Council members present: Mayor Meek, Vice Mayor Robert Holmes, Council member Chris Ensing, Council member Cindi Frink, Council member Gabrielle Satchell

Staff present: City Manager Audra Curts-Whann, City Attorney Rob Batsel, Deputy City Clerk Sabrinna Utter, Assistant City Manager/Public Works Director Troy Slattery, Community Engagement Director Leslie Bollin, Finance Director Michelle Russell-Maynard, Growth Management Director Carly Hanson, Fire Chief Frank Melillo

Vice Mayor Holmes led the invocation and Mayor Meek led the Pledge of Allegiance.

1. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 5-0.

3. PRESENTATIONS

4. UNFINISHED BUSINESS

5. PUBLIC INPUT

Anthony Andrew- Pine Ridge- Addressed the council regarding concerns of the potential sand mine that is located within the county but would effect the City of Crystal River with air pollution and those effects.

Scott Abeels- Crystal River- Addressed the council regarding a code compliance letter that was sent to citizens regarding hurricane damage documentation.

Larry Taylor- Pine Ridge- Addressed the council regarding concerns of the potential sand mine that is located within the county but would affect the City of Crystal River with air pollution and affect aquifers.

Mayor addressed concerns of the sand mine. City Manager Audra Curts explained the background of the Code Compliance letters that were sent to citizens and the steps citizens can take to meet the city's request. Council member Frink also discussed the Code Compliance letters. City Attorney Batsel gave a legal brief on the letters. Mayor Meek noted the persistence of floods in recent years and also discussed the purpose of the letter. Council Member Satchell and Vice Mayor Holmes spoke about the letters.

6. APPROVAL OF CONSENT AGENDA

A. Motion to approve minutes of the Budget Workshop held July 30, 2025

B. Motion to approve minutes of the City Council meeting held August 11, 2025

C. Monthly Departmental Report Summary for the Month of July

D. Motion to approve Resolution No. 25-R-13 for a \$25,000 contribution to Friends of Crystal River National Wildlife Refuge to help fund construction of two manatee viewing platforms along Magnolia Springs, one wetland observation platform, and a fishing pier/dock along Lake Crystal.

E. Motion to authorize the City Manager to execute Individual Project Supplement to Master Agreement for Professional Services with Ayres Associates, Inc. to reallocate funds within the existing contract.

Mayor Meek noted item 6D and all of the work that Gerry Mulligan and others with the Crystal River National Wildlife Refuge have completed at Three Sisters Springs. Mr. Mulligan addressed the council regarding the project and funding that has been pledged by other organizations.

Motion to approve the consent agenda was made by Council member Ensing; seconded by Council member Satchell. Motion carried 5-0.

7. PUBLIC HEARING

A. Consideration of the Oyster Village preliminary plat for a 0.68 (+/-) acre development create five (5) residential lots consisting of parcels 17E18S210010 2090, 17E18S210010 20980, and 17E18S210010 2070 as identified in the records of the Citrus County Property Appraiser. QUASI-JUDICIAL

Mayor Meek introduced the item.

Deputy City Clerk Utter read the title only.

Mayor Meek polled the council for ex parte communications to which Vice Mayor Holmes and Council member Ensing answered yes. The Mayor then polled the council for personal conflict to which Council Member Ensing stated yes and recused himself from voting submitting a memorandum of voting conflict to the clerk.

Staff Presentation: Growth Management Director Carly Hanson presented the application and Vice Mayor Holmes noted concerns of trees located on site.

Applicant Presentation:

Chris Ensing- Crystal River- presented the proposed site and addressed a questions from council regarding storm water plans and the trees located on the lot.

Public Hearing:

Terry Thompson-Crystal River- Inquired about the Quasi-Judicial process and the City Attorney confirmed proper procedure is being followed.

Anthony Andrews-Pine Ridge- Requested information regarding the strength of the homes in regards to hurricanes.

Kevin Lemieux -Crystal River- Spoke in favor of the application.

Gail Kostelnick -Crystal River- Sought information regarding dirt fill and storm water retention.

The Applicant addressed the questions regarding strength of the proposed homes, dirt fill and storm water retention.

Mayor Meek spoke in favor of the application. Council members Satchell and Frink also spoke in favor of the proposal. Vice Mayor Holmes spoke on property values of the surrounding homes.

Motion to approve the Oyster Village preliminary plat for a 0.68 (+/-) acre development create five (5) residential lots consisting of parcels 17E18S210010 2090, 17E18S210010 20980, and 17E18S210010 2070 as identified in the records of the Citrus County Property Appraiser was made by Council member Frink; seconded by Council member Satchell. Motion carried 4-0.

B. Consideration of an unlisted dissimilar use application to allow car sales and an automotive dealership to be located within the Urban Center 1 Zone at 1501 NW US Highway 19, specifically parcel 17E18S170300 004A as identified in the records of the Citrus County Property Appraiser.
QUASI-JUDICIAL

City Attorney addressed the new code requirements for dissimilar use.

Deputy City Clerk Utter read the title only.

Mayor Meek polled the council for ex parte communications- There were none. The Mayor then polled the council for personal conflict- There were none.

Staff Presentation: Growth Management Director Carly Hanson presented the application and confirmed this vote would affect only this property and not all areas with the Urban Center 1 zoning.

Applicant Presentation:

Mark Linsing- Crystal River- Presented additional benefits to the project and use of the property.

Mayor Meek inquired about what type of dealership would be located on site and flooding concerns.

Council member Ensing asked about surrounding properties zoning codes.

Public Hearing:

Gail Kostelnick -Crystal River- Presented concerns of light pollution, and test drive routes down the side residential road.

Mayor Meek expressed appreciation of an unused building being mitigated. Council member Frink agreed.

Vice Mayor Holmes wanted to ensure staff recommendations into the motion. City Attorney Batsel confirmed any recommendations would be included in the draft development order.

Motion to approve the unlisted dissimilar use application to allow car sales and an automotive dealership to be located within the Urban Center 1 Zone at 1501 NW US Highway 19, specifically parcel 17E18S170300 004A as identified in the records of the Citrus County Property Appraiser was made by Council member Frink; seconded by Council member Ensing. Motion carried 5-0.

C. Consider the proposed Development Agreement between Edward Sinz and the City of Crystal River regarding vacation of a portion of NE 1st Ave and the construction of a private drive. QUASI-JUDICIAL

City Attorney introduced the item and its relation to the next item. The presentation that will cover both items, but each would be voted on separately.

Staff Presentation: Growth Management Director Carly Hanson presented the item.

Applicant Presentation:

Edward Sinz- Crystal River- Presented the proposal and its history in relation to the master plan of the park.

Mayor Meek inquired about future of the properties, with the applicant answering.

Council member Ensing thanked the applicant for reasonableness. Mayor Meek also thanked the applicant and noted the long history of the item.

Public Hearing:

Kevin Lemieux -Crystal River- Expressed support of the applicant and the proposal.

Brenda Mackenzie -Inverness- Discussed the history of working with the city and Mr. Sinz on the proposal. Mrs. Mackenzie also discussed the gating and fencing options and spoke in favor of the project.

Council member Frink spoke in favor of the item and discussed items to include the large Oak tree and the fence options.

Council member Ensing spoke in favor of the item and noting not wanting to share in the cost of fencing and types of fencing. Density concerns were also presented, which was addressed by Growth Management Director Hanson.

Vice Mayor Holmes discussed a number of items to include selling property vs vacating the property, potential replating of the property, and options of adding driveways as the property stands now. City Attorney Batsel clarified selling vs. vacating the roadway.

Mayor Meek thanked applicant for patience and agreed with Council members Frink and Ensing regarding the fencing not being chain link while expressing overall favor for the item.

Mr. Sinz addressed concerns of the fencing and hedges along the fence. Mrs. Mackenzie discussed the gating and fencing options and making it match the city's. City attorney Batsel addressed concerns of two road entrance points at the same spot for traffic and indicated that it would need to be addressed in the developer's agreement.

Growth Management Director Hanson asked for clarification on cost share. Council Member Ensing and Vice Mayor Holmes disagreed with cost share.

Mayor Meek called for a 5 Minute recess at 7:40PM

The Mayor called the meeting back to order at 7:47PM

Growth Management Director Hanson continued with clarification on cost share, types of fencing, the Oak tree life, and density of the property. Council discussion came to an agreement of sharing cost of the fence and paying for the gate into the park entrance to be added to the developers agreement.

Motion to move forward with Development Agreement between Edward Sinz and the City of Crystal River regarding vacation of a portion of NE 1st Ave and the construction of a private drive was made by Council member Frink; seconded by Council member Ensing. Motion carried 4-1 with Vice Mayor Holmes in opposition.

D. Consideration of Resolution 25-R-29 for the vacation for a portion of NE 1st Ave south of NE 2nd Street to Hunter Springs.

This item was pulled by City Attorney Batsel as staff will continue working on a development agreement.

E. Consideration of Ordinance 25-O-11 (Application PCT25-0001) for a text amendment of the City of Crystal River Comprehensive Plan to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments, on Second Reading. This item is associated with the next item.

Deputy City Clerk Utter read the ordinances (25-O-11 and 25-O-12) by title only.

Staff Presentation: Growth Management Director Carly Hanson updated council that both items were approved by the state.

Public Hearing: No one spoke for or against.

Motion to approve Ordinance 25-O-11 (Application PCT25-0001) for a text amendment of the City of Crystal River Comprehensive Plan to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments was made by Vice Mayor Holmes; seconded by Council member Frink. Motion carried 5-0.

F. Consideration of Ordinance 25-O-12 (Application PZT25-0001) for a text amendment of the Community Development Code to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments, on Second Reading. This item is associated with previous item.

(Joint Public Hearing held in conjunction with previous item).

Motion to approve Ordinance 25-O-12 (Application PZT25-0001) for a text amendment of the Community Development Code to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 5-0.

G. Motion to adopt Resolution No. 25-R-26 Indian Waters, Phase I Sewer Expansion Project Annual Rate Resolution

Mayor Meek introduced the item and Assistant City Manager/ Public Works Director explained the history of this annual resolution item.

Vice Mayor Holmes noted the benefit and cost savings due to the grant.

Motion to adopt Resolution No. 25-R-26 Indian Waters, Phase I Sewer Expansion Project Annual Rate Resolution was made by Council member Frink; seconded by Council member Satchell. Motion carried 5-0.

8. INTRODUCTION AND FIRST READING OF ORDINANCES

9. CITY ATTORNEY

A. Riverwalk update

City Attorney Batsel provided a brief that Army Corp has approved the permit, noting the onboard of AD Morgan and schedule of the project phase II.

As part of this discussion is a walk on riparian easement agreement and a supplemental riverwalk agreement for the Mayor's signature for the Rezco property owners. City Attorney provided a brief overview of the agreement contents, to include viewing platforms, boat slips and provisions of non-ability to relocate slips.

Vice Mayor Holmes inquired about timeline.

A motion to approve the riparian easement agreement and the supplemental riverwalk agreement Resolution was made by Vice Mayor Holmes; seconded by Council member Ensing. Motion carried 5-0.

B. 579 US Highway 19, LLC Update

Provided next steps of agreement and timelines of completion.

Growth Management Director noted that there is only plans for partially demolition.

10. CITY MANAGER

A. Motion to approve Lease Agreement with Citrus County Hearing Impaired Program Services, Inc. (CHIPS) use of the City-owned property located 109 NE Crystal Street, Crystal River, FL 34428

City Manager Curts presented the background of the item and reviewed key points of the lease.

Motion to approve lease agreement with Citrus County Hearing Impaired Program Services, Inc. (CHIPS) use of the City-owned property located 109 NE Crystal Street, Crystal River, FL 34428 was made by Council member Ensing; seconded by Council member Satchell. Motion carried 5-0.

B. Motion to adopt Resolution No. 25-R-27 and authorize the Mayor to execute proposals from Geo-Tech to provide Surface Depressions Monitoring services in the total amount of \$21,795.00

City Manager explained the history of the project costs.

Motion to adopt Resolution No. 25-R-27 and authorize the Mayor to execute proposals from Geo-Tech to provide Surface Depressions Monitoring services in the total amount of \$21,795.00 was made by Council member Frink; seconded by Council member Satchell. Motion carried 5-0.

C. Motion to adopt Resolution No. 25-R-28 and approve Change Order #1 in the amount not to exceed \$37,385.00 for Surface Depression Restoration 25-RFP-05.

City Manager Curts reviewed the change order request.

Motion to adopt Resolution No. 25-R-28 and approve Change Order #1 in the amount not to exceed \$37,385.00 for Surface Depression Restoration 25-RFP-05 was made by Council member Satchell; seconded by Vice Mayor Holmes. Motion carried 5-0.

D. Motion to approve A.D. Morgan (CMAR Contract) for preconstruction services proposal - City of Crystal River Boardwalk - Segment 1 Kings Bay Park Canal Crossing in the amount of \$34,448.00.

City Manager Curts presented the item in relation to the Kings Bay Riverwalk project.

Motion to approve A.D. Morgan (CMAR Contract) for preconstruction services proposal - City of Crystal River Boardwalk - Segment 1 Kings Bay Park Canal Crossing in the amount of \$34,448.00 was made by Vice Mayor Holmes; seconded by Council Member Ensing. Motion carried 5-0.

11. CITY COUNCIL

12. COUNCIL MEMBER AND COMMITTEE REPORTS

A. Mayor Meek noted the new phase of the Suncoast Parkway is now open and the proposed completion of future phases.

- B. Vice Mayor Holmes presented concerns about future phases of the Suncoast Parkway and its effects on local roadways. Vice Mayor Holmes mentioned an upcoming Citrus County Charitable Foundation meeting.
- C. Council member Satchell discussed the concerns of citizens about the sand mine. Mayor Meek agreed to follow up with the County on the issue.
- D. Council member Frink noted recent attendance at the Florida League of Cities conference and will provide an update at a later date.
- E. Council member Ensing had nothing to report.

13. PUBLIC INPUT

Gail Kostelnick -Crystal River- Commended staff on hard work in relation to the letters.

14. ADJOURNMENT

Mayor Meek adjourned the meeting at 8:28 PM

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME ENSING, CHRISTOPHER, ALLEN		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CITY COUNCIL SEAT # 3	
MAILING ADDRESS P.O. Box 995		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY CRYSTAL RIVER	COUNTY CITRUS	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 8/25/2025		NAME OF POLITICAL SUBDIVISION: CITY OF CRYSTAL RIVER	
		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, CHRISTOPHER A. ENSING, hereby disclose that on AUGUST 25, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☒ inured to the special gain or loss of my business associate, CR INTERLAKEN RESIDENTIAL LLC;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/25/2025
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 6.C.

Requested Motion: Motion to approve a road closure request for the 2025 Stone Crab Jam.

Summary:

The Kings Bay Rotary Charitable Foundation is seeking approval to close roads for the 2025 Stone Crab Jam. They are requesting to close the following roads:

1. Citrus Avenue from Hwy 19- NE 3rd Street
2. NW 5th Street from Citrus Avenue to NW 1st Avenue
3. NE 5th Street from Citrus Avenue to NE 1st Avenue
4. NW/NE 3rd Street from Kings Bay Park to NE 1st Avenue
5. NE 1st Avenue from NE 5th Street to Town Square
6. NE 4th Street from NE 1st Avenue to Citrus Avenue

The closures will be for Saturday, November 1st from 6:00 am- 11:59 pm (approx.)

Staff Recommendation:

Staff recommends approval of the 2025 Stone Crab Jam on Saturday, November 1, 2025.

ATTACHMENTS:

Description

[2025 Stone Crab Jam Event Application](#)

APPLICANT INFORMATION	
ORGANIZATION NAME	KINGS BAY ROTARY CHARITABLE FOUNDATION, INC
CONTACT PERSON #1	Jack Reynolds
TITLE	EVENT CHAIRMAN
ADDRESS	461 NW 14TH PLACE Crystal River, FL 34428
PHONE NUMBER(S)	352 634 2491
E-MAIL ADDRESS	jreynolds@brannenbanks.com
CONTACT PERSON #2	GARRETT ADKINS
TITLE	FOUNDATION PRESIDENT
ADDRESS	3936 W KEENE LANE CITRUS SPRINGS, FL 34433
PHONE NUMBER(S)	352-422-5573
E-MAIL ADDRESS	GADKINS@SUNCOASTYMCA.ORG
ORGANIZATION WEBSITE	KINGSBAYROTARY.ORG
IS ORG 501-C	☒ YES ☐ NO If yes, please provide documentation
IS EVENT LED BY A COMMITTEE	☒ YES ☐ NO
COMMITTEE CHAIRPERSON	Jack Reynolds
PAST EVENTS	STONE CRAB JAM - 17 YEARS

EVENT INFORMATION				
NEW EVENT	☐			
REPEAT EVENT	☒			
NAME OF EVENT	STONE CRAB JAM			
TYPE OF EVENT	MUSIC FESTIVAL - MIXED VENDORS FOOD WINE BEER			
EVENT DATE(S)	SATURDAY NOVEMBER 1, 2025			
EVENT TIMES	NOON - 9PM			
EVENT DATE(S)	11/1/2025			
EVENT TIMES	INFRASTRUCTURE SET UP THE WEEK PRIOR			
EVENT LOCATION	CITRUS AVE, 5TH ST, 1ST AVE, 3RD ST, KINGS BAY PARK,			
ADDRESS	PARTIAL TOWN SQUARE			
DESCRIPTION OF EVENT	3 STAGES, 6 BANDS, VIP SECTION FOOD & BEVERAGES, WINE & BEER STONE CRAB,			
# OF PEOPLE EXPECTED	8000 - 10000 WEATHER INFLUENCED			
FEE INVOLVED	ENTRANCE	\$ 15-	DONATION	\$
	VENDOR BOOTHS	\$185 - \$125	FOOD VENDORS	\$ 102 gross
	OTHERS	\$ NC - CHARITABLE 2 BOOTHS		

PROCEEDS BENEFIT	<i>KINGS BAY ROTARY CHARITABLE FOUNDATION</i>	
OPEN TO THE PUBLIC	☒ YES	☐ NO
FOOD	☒ YES	☐ NO
ALCOHOL SALES	☒ YES	☐ NO
REQUESTING OPEN CONTAINER WAIVER	☒ YES	☐ NO
MERCHANDISE VENDORS	☒ YES	☐ NO
MUSICIANS	☒ YES	☐ NO

EVENT SERVICES			
CITY PROPERTY REQUIRED FOR EVENT	☒ YES ☐ NO If yes, list all property names below		
	PROPERTY #1	<i>KB PARK, CITRUS AVE - BAYSIDE</i>	
	PROPERTY #2	<i>PART TOWN SQUARE</i>	
	PROPERTY #3	<i>CITY PARKING LOTS, 5TH ST, 3RD ST,</i>	
	PROPERTY #4	<i>AND FIRST ST LOT - AS AVAILABLE</i>	
REQUESTING ELECTRIC FROM CITY SITES	☒ YES ☐ NO		
LOCATION(S)	<i>ALL OUTLETS AND STREET LIGHTS AVAILABLE ON THE VENUE, BREAKERS IN KB PARK</i>		
WASTE PLAN	<i>WASTE MANAGEMENT / WASTE BROTHERS</i>		
WASTE HAULER			
RESTROOM FACILITIES	ON PROPERTY	☒ PORTABLE FACILITIES	
	If portable, Company name		<i>WASTE BROTHERS</i>
# OF RESTROOMS	<i>53</i>	# OF HANDICAPPED	<i>10</i>
SECURITY	☒ YES ☐ NO If alcohol is served, CCSO must be hired		
SECURITY COMPANY	<i>CCSO</i>		
# OF PERSONS	<i>12 APPX</i>		
ATTENDEE PARKING LOCATION(S)	1. <i>CITY STREETS</i>		
	2. <i>CRHS LOT</i>		
	3. <i>POP UP PARKING LOTS</i>		
TOTAL SPACES			
HANDICAPPED SPACES	<i>10-12</i>	<i>HANDICAP BUSES RUNNING FROM CRHS LOT</i>	
If parking location is insufficient on site, parking arrangement letter(s) may be obtained from owner(s), and renter(s) of additional parking sites. The letter must state permission from the owner(s)/renter(s), date(s) of the event, and number of handicapped and regular parking spaces provided. <i>INSURANCE FORMS AND VERBAL APPROVAL</i>			
OTHER SERVICES			

APPLICATION CHECKLIST	
SITE PLAN	
	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 and water hook ups
	Signage
	Parade routes
✓	Certificate of liability insurance, as stated above.
✓	501 (c) 3 Determination letter- <i>if applicable</i>
✓	Liquor license- Submission with map and approved license when obtained
	Documentation of contact with businesses and/or residents directly impacted by the event. Mailings are acceptable; please include a copy of the letter and what properties will receive it.
✓	Private property letter of consent - <i>INSURANCE FORMS</i>
✓	Road closure request form
✓	Signage request (<i>outside of code ordinance</i>)
	Meeting with City staff if required
✓	Additional parking location letter(s)
<i>N/A</i>	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- City Property	\$250.00	Special Event- City Property	\$2000.00
Special Event- Private Property	\$100.00	Special Event- Private Property	\$100.00
Festival, with street closures-one side of Citrus Ave.	\$1500.00	Festival, with street closures- one side of Citrus Ave.	\$2500.00
Festival, with street closures- two sides of Citrus Ave.	\$3000.000	Festival, with street closures- two sides of Citrus Ave.	\$5000.00
		Festival Cleanup*	\$150.00
Pumphouse Rental		Additional Fees	
Full Day	\$300.00	Post-Event Cleanup Fee/Day	\$250.00
4-hour block	\$150.00	Submission < 60days	\$150.00
Additional for Splash Pad use	\$500.00		
Applications submitted less than 60 days prior to the event are accepted at the discretion of the Community Engagement Department.			

CITY OF CRYSTAL RIVER
SPECIAL EVENT PERMIT
AGREEMENT

The City of Crystal River issues a Special Event Permit to

KINGS BAY ROTARY CHARITABLE FOUNDATION, INC
(a ___ person, ☒ corporation, ___ partnership), hereinafter called "the Permittee," for a special event, described as

STONE CRAB JAM MUSIC FESTIVAL
to be held on the 1ST day of NOVEMBER, 20 25 until the
___ day of ___, 20___, during the hours of
NOON - 9 PM - CLEAN UP 11/2/25.

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 trial 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: 8/4/2025

Permittee: KIWIS BAY ROTARY CHARITABLE FOUNDATION, INC
(Name of Organization)

Signed By: 
(Contact person)

Print Name: Jack P Reynolds

Print Title: EVENT CHAIRMAN

City of Crystal River

Signed By: 
(City Designee)

Print Name: Leslie Bollin

Print Title: Comm. Engage. Director

IF PERMITTEE IS A CORPORATION OR PARTNERSHIP:

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

Signature

Date

Printed Name

Address:

Telephone:

E-mail:

Office Use OnlyDate Received: 8.11.25 By: [Signature]Via: ☐ E-mail ☐ Fax ☒ In Person ☐ Mail**Office Use Only****City Staff Approval****Citrus County Sheriff's Office****Date****CR Fire Department****Date****Growth Management****Date****Code Enforcement****Date****Public Works****Date****Community Engagement****Date****City Manager/City Clerk****Date****Council Date:** _____**Approved** _____ **Denied** _____



CITY OF CRYSTAL RIVER

Special Event Permit

Road Closure &
Signage Request Form

ROAD CLOSURE INFORMATION			
EVENT NAME	STONE CRAB JAM MUSIC FESTIVAL		
DATES OF CLOSURES	11/1/2025		
	From	From	From
TIMES OF CLOSURES	7 AM TILL CCSO CLEARS @ 11 PM		
Include set up and breakdown in dates and times			
REQUESTED ROAD #1	CITRUS AVE - US 19 - 3RD ST		
START			
END			
REQUESTED ROAD #2	5TH ST - 1ST AVE - 1ST AVE		
START			
END			
REQUESTED ROAD #3	3RD ST - PARTIAL INTO KINGS BAY PARK		
START			
END			
REQUESTED ROAD #4	1ST AVE INTO TOWN SQUARE		
START			
END			
REQUESTED ROAD #5	TOWN SQUARE PARKING LOT		
START			
END			

Water Barricades	
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 must be coordinated with to fill water barricades prior to event state time. Draining and removing barricades from the road after the event will be done by event producer.	
BARRICADE COMPANY	CITY OF CRYSTAL RIVER
DELIVERY DATE	
DELIVERY LOCATION	
FINAL ROAD CLOSURE TIME	CCSO DETERMINED

Water Barricade Placement Costs			
Item	Cost	Amount	Total
Barricade Rental	\$ 400.00	16	\$400.00
Fire Truck	\$ 125.00	1	\$125.00
Water Usage	\$ 30.00	Max 3200 Gallons	\$30.00
			\$555.00
*Based on current inventory of 16 barricades and includes City staff delivering barricades to their placement location (off road). Festival producers must have barricades pushed into place prior to filling of the barricades. If the timing of filling the barricades requires more than one fire truck, extra costs will be incurred. Draining the barricades and pushing them off road at the end of the road closure is the responsibility of the event producer.			

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	SINAGE ON GRANDY POLES HWY 44
# Requested	
Location(s)	
Size	
Sign #2	SINAGE ON US 19 N+S OF 44 ON GRANDY & ON POLES
# Requested	
Location(s)	
Size	
Sign #3	SINAGE AT CRYSTAL RIVER MALL
# Requested	
Location(s)	
Size	
Sign #4	GENERAL INSTRUCTIONAL SINAGE ON OR NEAR VENUE WITH A 3 DAY WINDOW TO REMOVE.
# 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.	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 13 2007

KINGS BAY ROTARY CHARITABLE
FOUNDATION INC
550 N CITRUS AVE
CRYSTAL RIVER, FL 34428

Employer Identification Number:
20-8164927
DLN:
17053310304027
Contact Person:
DIANE M GENTRY ID# 31361
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
December 26, 2006
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2010
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient

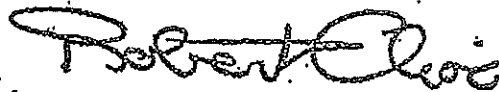
Letter 1045 (DO/CG)

KINGS BAY ROTARY CHARITABLE

organization is not exempt under section 501(c)(3), you must have evidence the funds will be used For section 501(c)(3) purposes.

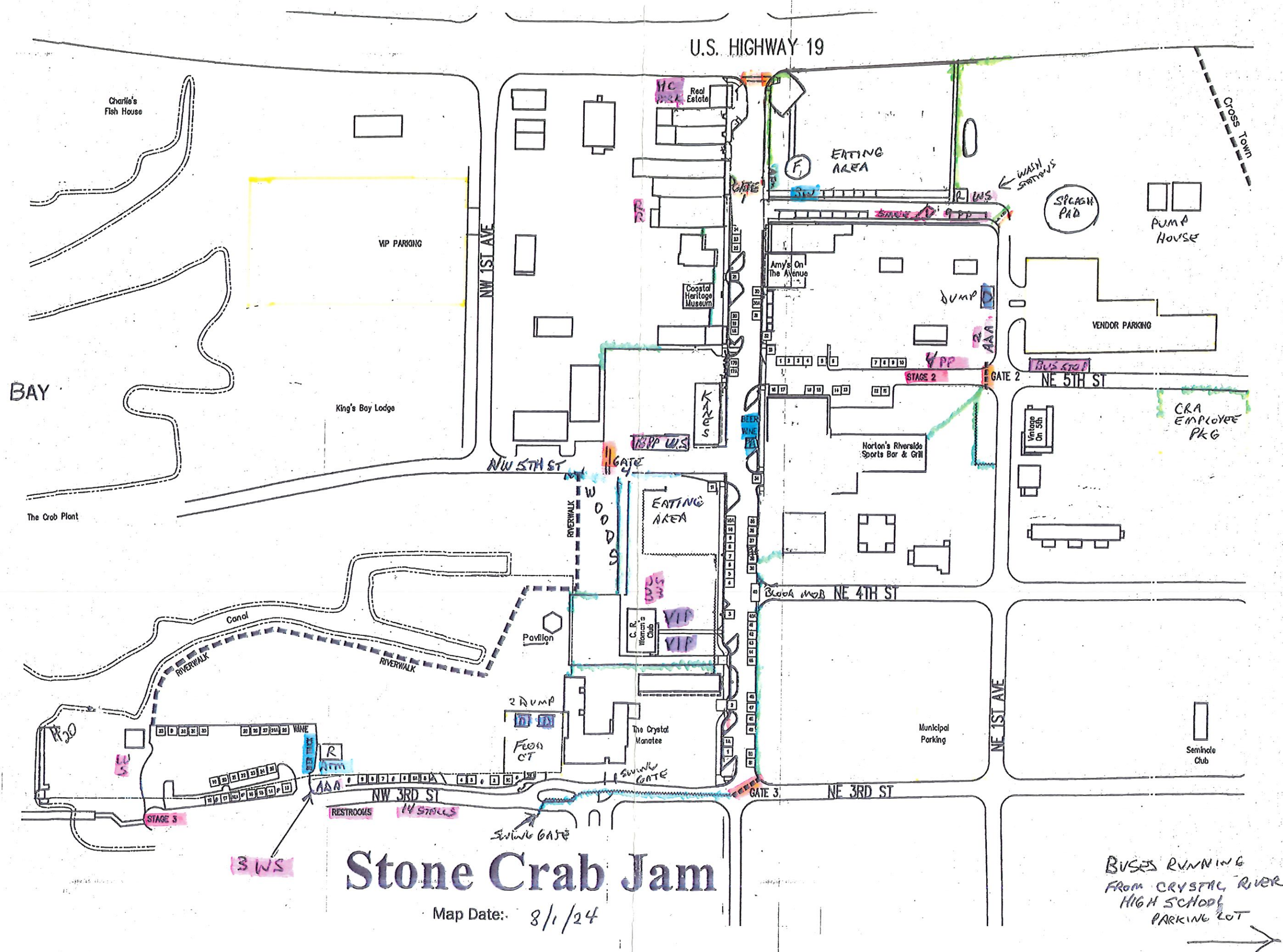
If you distribute funds to individuals, you should keep case histories showing the recipient's name and address; the purpose of the award; the manner of selection; and the relationship of the recipient to any of your officers, directors, trustees, members, or major contributors.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements ..

Enclosures: Publication 4221-PC
Statute Extension



Stone Crab Jam

Map Date: 8/1/24

Color Codes for Stone Crab Jam Map

1. Gates
(or barricades- water)



2. Stages



3. Fencing
(different types)



4. Restrooms/ Porta potties
(RR/ WC/ PP/ ADA)



5. Wash Stations



6. Dumpsters



7. ATMs



8. Requested Parking Areas

9. Beer and Wine Booths



10. Handicap Parking
(Also HC Buses)



11. Bus Stop



12. VIP Area



CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 6.D.

Requested Motion: Motion to approve a road closure request for the 2025 Crystal River Scarecrow Fest.

Summary:

The community engagement department is seeking approval to close roads for the 2025 Crystal River Scarecrow Fest on Saturday, October 11, 2025. The roads will include North Citrus Avenue from Highway 19 to Crystal Street and NW 7th Street from Citrus Avenue to NW 1st Avenue. The closures will be from 6:00 am- 8:00 pm.

Staff Recommendation:

Staff recommends approval of the road closure request for the 2025 Crystal River Scarecrow Fest.

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 6.E.

Requested Motion:

Motion to approve both the Letters of Engagement and Contracts with Mauldin & Jenkins, LLC for the FY2025 Audit Services for the City of Crystal River and the Crystal River Community Redevelopment Agency in the amount of \$39,900 and \$6,400 respectively.

Summary:

Mauldin & Jenkins, LLC. has been servicing the City of Crystal River for their annual audits since 2014. Their initial contract covered three years subject to one-year renewals thereafter. This firm has conducted ten successful annual audits for the City of Crystal River.

Mauldin & Jenkins, LLC serves over 480 state and local governmental units across the southeastern U.S.A. with offices in Florida, Georgia, Tennessee, South Carolina, and Alabama. They have a separate division totally devoted to serving governments. Their staff provided for a smooth transition during our change of auditors and have continued to provide a good working relationship. This firm has continued to provide the City of Crystal River with thorough and timely annual audits. The staff of Mauldin & Jenkins deliver comprehensive support, experience, and knowledge of generally accepted accounting standards along with a quality service which has aided the City with success in financial reporting.

Non-profit organizations may consider reviewing their auditor relationship every 5 – 7 years or request a change in the lead engagement manager if they do not change firms. AICPA (American Institute of Certified Public Accountants) does not require a non-profit organization to change auditors periodically. Even under Sarbanes-Oxley, publicly traded companies are not required to change audit firms; however, they are required to change the lead auditor every five years. During our ten-year tenure with Mauldin and Jenkins we have had three lead auditors to date. Mauldin & Jenkins has served us well.

The City of Crystal River financial reporting period closes annually on September 30. Our audit for the period of October 1, 2024, through September 30, 2025, must be finalized by March 31, 2025; it has tentatively been scheduled for the week of January 26, 2026. The Finance Department will begin after the October 2025 closeout to compile all necessary reconciliations and supporting documentation required of the auditors. Both teams work closely prior to the scheduled on-site visit to enable most of the fieldwork to be completed prior to enabling a smooth and timely visit in February.

Staff Recommendation:

Staff recommends Council approve another one-year renewal of our current annual audit contracts with Mauldin & Jenkins, LLC totaling \$46,300.

Project Cost:

\$46,300.00

Funding Source:

001-01513-32000 (General Fund Finance - Accounting & Auditing)

Amount Available:

\$46,575.00 (FY2026 Proposed Budget)

ATTACHMENTS:

Description

[2025 Examination Engagement Letter - City of Crystal River.pdf](#)

[2025 Audit Engagement Letter - City of Crystal River.pdf](#)

[2025 Examination Engagement Letter - Crystal River CRA.pdf](#)

[2025 Audit Engagement Letter - Crystal River CRA.pdf](#)



August 6, 2025

The Honorable Mayor and
Members of the City Council
City of Crystal River, Florida
City Hall
123 Northwest Highway 19
Crystal River, Florida 34428

Attention: Michelle K. Russell-Maynard, Finance Director

We are pleased to confirm our understanding of the services we are to provide the City of Crystal River, Florida (the "City") for the year ended September 30, 2025.

We will examine the City's compliance with Section 218.415, Florida Statutes, regarding the investment of public funds as of and for the year ending September 30, 2025. The objectives of our examination are to: (1) obtain reasonable assurance about whether the City complied with the specified requirements above; and (2) to express an opinion as to whether the City complied with the specified requirements is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Honorable Mayor and Members of the City Council of Crystal River, Florida. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

You understand that the report is intended solely for the information and use of the City and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than those specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the City complied with Section 218.415, Florida Statutes, regarding the investment of public funds is free from material misstatement. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for compliance with Section 218.415, Florida Statutes, regarding the investment of public funds; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the City is in compliance with the above noted criteria. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Wade P. Sansbury, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We expect to begin our examination in late January 2026. Our fees for these services are included in the City's annual audit engagement letter. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC


Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Crystal River, Florida.

Management signature: _____

Title: _____

Governance signature: _____

Title: _____



August 6, 2025

The Honorable Mayor and
Members of the City Council
City of Crystal River, Florida
City Hall
123 North West Highway 19
Crystal River, Florida 34428

Attention: Michelle K. Russell-Maynard, Finance Director

We are pleased to confirm our understanding of the services we are to provide the City of Crystal River, Florida (the "City") for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Crystal River, Florida as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Schedules of the City's Proportionate Share of the Net Pension Liability – FRS and HIS plans.
3. Schedules of Contributions – FRS and HIS plans.
4. Schedule of Changes in the City's Total OPEB Liability and Related Ratios.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards and State Financial Assistance (and related notes), if applicable.
2. Combining and individual fund statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or on each major state project in accordance with the Florida State Single Audit Act and the *Department of Financial Services State Projects Compliance Supplement*, as applicable.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; the Florida Single Audit Act; and the provisions of Chapter 10.550, Rules of the Auditor General, as applicable, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

According to GAAS, significant risks include the risk of management's override of internal controls. Accordingly, we have considered this item as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the Florida Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and/or state award program, as applicable. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the Florida Single Audit Act, if applicable.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and the Florida Single Audit Act, as applicable.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the Florida Single Audit Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and *State Projects Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs, as applicable. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the Florida Single Audit Act, as applicable.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards and state financial assistance and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and state projects, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and state projects, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for: (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state projects, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial

statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and to prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and the Florida Single Audit Act. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the Florida Single Audit Act; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is fairly presented in accordance with the Uniform Guidance and the Florida Single Audit Act; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to an exempt offering document with which Mauldin & Jenkins, LLC is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins, LLC is not involved with the contents of such offering document. In the event that Mauldin & Jenkins, LLC is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins, LLC will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

As an attest client, Mauldin & Jenkins, LLC cannot retain or store documents, data, or records on behalf of the City. This is in accordance with the ET section 1.295.143 of the *AICPA Code of Professional Conduct*. The City is solely responsible for maintaining its own data and records.

In that regard, SuraLink is used solely as a method of transferring data to Mauldin & Jenkins, LLC and is not intended for the storage of the City's information. All information you will provide through SuraLink is a copy and you will maintain original documents and data as part of your records.

Engagement Administration, Fees and Other Audit Administration, Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal or state awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in late January 2026, and to issue our reports no later than April 30, 2026. Wade P. Sansbury, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$34,200 for the year ended September 30, 2025. If a Single Audit is necessary (either federal or state) an additional \$5,700 will be applied per major program. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. A service charge of 1.5% per month (18% annually) will be added onto any balances not paid within 30 days. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings to be prepared annually) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

Reporting

We will issue written reports upon completion of our Single Audits, if applicable. Our reports will be addressed to management and Members of the City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states: (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and/or the Florida Single Audit Act, as applicable, will report on internal control over compliance and will include a paragraph that states the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and/or the Florida Single Audit Act. Both reports will state the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Crystal River, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Crystal River, Florida.

Management signature: _____

Title: _____

Governance signature: _____

Title: _____



August 6, 2025

The Honorable Mayor and
Members of the CRA Council
Crystal River Community Redevelopment Agency
123 Northwest Highway 19
Crystal River, Florida 34428

Attention: Michelle K. Russell-Maynard, Finance Director

We are pleased to confirm our understanding of the services we are to provide the Crystal River Community Redevelopment Agency, Florida (the "CRA") for the year ended September 30, 2025.

We will examine the CRA's compliance with Sections 218.415, 163.387(6), and 163.387(7), Florida Statutes, as of and for the year ending September 30, 2025. The objectives of our examination are to: (1) obtain reasonable assurance about whether the CRA complied with the specified requirements above; and (2) to express an opinion as to whether the CRA complied with the specified requirements is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the CRA Administrator and Members of the Council of the Crystal River Community Redevelopment Agency. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

You understand that the report is intended solely for the information and use of the CRA and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than those specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the CRA complied with Sections 218.415, 163.387(6), and 163.387(7), Florida Statutes, is free from material misstatement. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for compliance with Sections 218.415, 163.387(6), and 163.387(7), Florida Statutes, and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the CRA is in compliance with the above noted criteria. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Wade P. Sansbury, CPA is the engagement partner of the engagement. He is the individual responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We expect to begin our examination in late January 2026. Our fees for these services are included in the CRA's annual audit engagement letter. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Crystal River Community Redevelopment Agency.

Management signature: _____

Title: _____

Governance signature: _____

Title: _____



August 6, 2025

The Honorable Mayor and
Members of the CRA Council
Crystal River Community Redevelopment Agency
123 Northwest Highway 19
Crystal River, Florida 34428

Attention: Michelle K. Russell-Maynard, Finance Director

We are pleased to confirm our understanding of the services we are to provide the Crystal River Community Redevelopment Agency (the "CRA") for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the governmental activities and major fund, and the disclosures, which collectively comprise the basic financial statements of the CRA as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund. These statements will include the budgetary comparison information for the CRA General Fund. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the CRA's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the CRA's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the CRA and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

According to GAAS, significant risks include the risk of management's override of internal controls. Accordingly, we have considered this item as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the CRA's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the CRA in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report.

With regard to an exempt offering document with which Mauldin & Jenkins, LLC is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins, LLC is not involved with the contents of such offering document. In the event that Mauldin & Jenkins, LLC is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins, LLC will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

As an attest client, Mauldin & Jenkins, LLC cannot retain or store documents, data, or records on behalf of the CRA. This is in accordance with the ET section 1.295.143 of the *AICPA Code of Professional Conduct*. The CRA is solely responsible for maintaining its own data and records.

In that regard, SuraLink is used solely as a method of transferring data to Mauldin & Jenkins, LLC and is not intended for the storage of the CRA's information. All information you will provide through SuraLink is a copy and you will maintain original documents and data as part of your records.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate.

We will provide copies of our reports to the CRA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Florida Auditor General or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in late January 2026. Wade P. Sansbury, CPA is the engagement partner of the engagement and is the individual responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$6,400 for the year ended September 30, 2025. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. A service charge of 1.5% per month (18% annually) will be added onto any balances not paid within 30 days. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third-party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

Reporting

We will issue written reports upon completion of our audit of the CRA's financial statements. Our report will be addressed to Board of Directors and Executive Director of the CRA. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the CRA is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Crystal River Community Redevelopment Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC


Wade P. Sansbury, CPA

RESPONSE: This letter correctly sets forth the understanding of the CRA.

Management signature: _____

Title: _____

Governance signature: _____

Title: _____

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 6.F.

Requested Motion: Motion to approve and authorize the City Manager to execute a task order agreement with JBrown Professional Group Inc. (JBPro) to update the Infrastructure Element of the City of Crystal River Comprehensive Plan.

Summary:

This task order is presented pursuant to an existing Continuing Professional Services Agreement between the City and JBPro. The continuing professional services agreement was approved and entered into in April of 2025, pursuant to Solicitation No. 25-RFQ-01. This task order is specifically for the update of the Infrastructure Element of the Crystal River Comprehensive Plan to ensure compliance with §163.3177, Florida Statutes, reflect current infrastructure conditions, and align with industry best practices.

Staff Recommendation:

Approval and authorization for the City Manager to execute the Task Order Agreement with JBPro to update the Infrastructure Element of the City of Crystal River Comprehensive Plan.

Project Cost:

\$24,534

Funding Source:

001-01515-31000 Planning - Professional Services

Amount Available:

\$32,500

ATTACHMENTS:

Description

[Task Order_JBPro_Infrastructure Element.pdf](#)

[JBPro Planning and Urban Design.pdf](#)

August 25, 2025

Carly Hanson, AICP, MSP, MPA
Growth Management Director
City of Crystal River
123 NW Highway 19
Crystal River, FL 34428
chanson@crystalriverfl.org

Re: City of Crystal River Comprehensive Plan – Infrastructure Element Update
Professional Services Proposal

Dear Ms. Carly Hanson:

JBrown Professional Group Inc. (JBPro) is pleased to submit our professional services proposal for the **City of Crystal River Comprehensive Plan – Infrastructure Element Update** project for the City of Crystal River (herein referred to as “Client”). JBPro has extensive experience preparing comprehensive plan amendments throughout Florida and will ensure the updated element complies with §163.3177, Florida Statutes, reflects current infrastructure conditions, and aligns with industry best practices. JBPro is committed to delivering a clear, practical update on a schedule that meets the City’s needs.

I. Project Description

We understand that the City of Crystal River seeks to update the Infrastructure Element of its Comprehensive Plan to ensure compliance with §163.3177, Florida Statutes, accurately reflect current infrastructure conditions, and maintain alignment with best practices in public facilities planning. JBPro will lead this effort in close coordination with City Staff, updating the Data & Analysis, refining the Goals, Objectives, & Policies, and guiding the amendment through the public hearing and adoption process.

II. Scope of Services

JBPro proposes to provide the following Scope of Services for this project.

Task 1. Project Kickoff and Data Collection

Anticipated Timeframe: September 2025

To kick off the project, JBPro will meet virtually with City Staff to confirm project goals, expectations, and schedule. Following the meeting, JBPro Staff will review the existing Infrastructure Element and prepare a memorandum identifying the data required to provide updates to both the Data & Analysis (see Task 2) and Goals, Objectives, & Policies (see Task 3). JBPro will discuss this request with the City’s Public Works Department at an in-person meeting.

Task 1 Deliverables:

- One (1) Project Kickoff Meeting (Virtual)
- One (1) Data Request Summary
- One (1) Coordination Meeting with the City’s Public Works Department (In-Person)

Task 2. Update to the Data & Analysis

Anticipated Timeframe: October 2025 – November 2025

Once Task 1 is complete, JBPro will update the Data & Analysis portion of the Infrastructure Element in strikethrough and underline format to show all proposed edits. Updates will meet statutory requirements, align with best practices, and reflect the City's most recent utility and infrastructure information. A draft will be provided for City Staff to review, with up to two (2) rounds of revisions incorporated based on staff feedback.

Task 2 Deliverable:

Draft Infrastructure Element Data & Analysis, including up to two rounds of (2) revisions

Task 3. Update to the Goals, Objectives, & Policies

Anticipated Timeframe: November 2025 – December 2025

With the Data & Analysis complete, JBPro will prepare a draft of the Infrastructure Element's Goals, Objectives, & Policies. The updated language will be crafted to align with §163.3177, Florida Statutes, remove outdated or unnecessary provisions, and incorporate best-practice policy language. City Staff will have the opportunity to review the draft and request up to two (2) rounds of revisions to ensure the document fully meets the City's needs.

Task 3 Deliverable:

Draft Infrastructure Element Goals, Objectives, & Policies, including up to two (2) revisions

Task 4. Adoption Process

Anticipated Timeframe: January 2026 – March 2026

After City Staff approve both the updated Data & Analysis and Goals, Objectives, & Policies, JBPro will prepare a presentation to be used during the public hearing process. JBPro staff will attend and facilitate presentations at the Planning Commission hearing, the City Commission transmittal hearing, and the City Commission adoption hearing. The amendment is anticipated to follow the *state expedited review process* outlined in §163.3184(3), Florida Statutes, which requires transmittal to the reviewing agencies, receipt and consideration of agency comments, and preparation of any necessary modifications before final adoption. JBPro will incorporate feedback received from the Planning Commission, City Commission, and the state's reviewing agencies to ensure the final document addresses all substantive comments prior to adoption.

Task 4 Deliverables:

- One (1) public hearing PowerPoint, including up to two (2) rounds of revisions
- Presentation at the Planning Commission hearing
- Presentation at the City Commission hearing (Transmittal)
- Up to two (2) revisions to the proposed amendments to address comments from the Planning Commission, City Commission, and state reviewing agencies prior to adoption
- Presentation at the City Commission hearing (Adoption)

III. Fees

JBPro proposes the above scope of work for the City of Crystal River Comprehensive Plan – Infrastructure Element Update for a lump sum of **\$24,534**. The fee breakdown by task is listed on table below.

Project Fee Breakdown, by Task			
<i>Task</i>	<i>Deliverable</i>	<i>Anticipated Timeframe</i>	<i>Fee</i>
Task 1. Project Kickoff and Data Collection	- One (1) Project Kickoff Meeting (Virtual) - One (1) Data Request Summary - One (1) Coordination Meeting with the City's Public Works Department (In-Person)	September 2025	\$1,797
Task 2. Update to the Data & Analysis	Draft Infrastructure Element Data & Analysis, including up to two (2) rounds of revisions	October 2025 – November 2025	\$9,891
Task 3. Update to the Goals, Objectives, & Policies	Draft Infrastructure Element Goals, Objectives, & Policies, including up to two (2) rounds of revisions	November 2025 – December 2025	\$9,891
Task 4. Adoption Process	- One (1) public hearing PowerPoint, including up to two (2) rounds of revisions - Presentation at the Planning Commission hearing - Presentation at the City Commission hearing (Transmittal) - Up to two (2) rounds of revisions to the proposed amendments to address comments from the Planning Commission, City Commission, and state reviewing agencies prior to adoption - Presentation at the City Commission hearing (Adoption)	January 2026 – March 2026	\$2,955
Total:			\$24,534

IV. Client Responsibilities (Unless requested to be performed by JBPro as additional services)

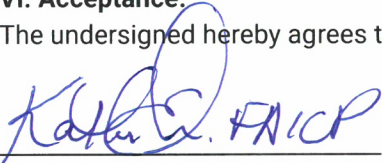
- A. The Client will be responsible for consolidating and vetting comments from any department reviewing the deliverables identified in Tasks 2, 3, and 4.
- B. The Client will be responsible for the preparation, updating, and provision of any GIS maps that may be required or desired as part of this process.
- C. The Client will be responsible for all activities associated with the formal adoption process that are outside the scope of JBPro's deliverables, including the preparation and publication of all required legal advertisements, the drafting and formatting of ordinances for adoption, and the submittal of adopted amendments and related documentation to Florida Commerce and other applicable state reviewing agencies.
- D. The Client will be responsible for the reimbursement of any expenses that are inherently the responsibility of the Client but are paid for by JBPro, including but not limited to permitting fees, application fees, and expenses associated with public meetings or public notices.

V. Additional Services

Additional services will be billed at standard hourly rate charges per JBPro Hourly Schedule as included in this document. JBPro is prepared to provide additional services to the City regarding the implementation of the updated comprehensive plan as needed.

VI. Acceptance:

The undersigned hereby agrees to the terms, limitations, and fees as delineated in this proposal.

A handwritten signature in blue ink, reading "Kathie Ebaugh, FAICP", is written over a horizontal line.

Kathie Ebaugh, FAICP
Director of Planning

Printed Name:_____

Title:_____

CONTINUING CONSULTING SERVICES AGREEMENT

Professional Service Categories: PLANNING AND URBAN DESIGN

This Continuing Consulting Services Agreement is made and entered into this 27 day of January 2025, by and between the CITY OF CRYSTAL RIVER, FLORIDA, hereinafter referred to as the "CITY" and **JBPRO** hereinafter referred to as the "CONSULTANT".

PREMISES

WHEREAS, the CITY conducted and engaged in a duly advertised Request for Qualifications process (25-RFQ-01) which resulted in the CITY'S selection of several Professional CONSULTANT Firms to provide professional services in accordance with statutory requirements related to professional services solicitations; and,

WHEREAS, the CITY and the approved Professional CONSULTANT Firms have acknowledged and agreed that the CITY may award projects to any of the approved Professional Firms, depending on which Firm best meets the City's needs in terms of response time, capability and cost for the project in question; and,

WHEREAS, the CITY and the CONSULTANT agree that the performance of work through this agreement will be authorized through the issuance of a Request for Proposal (RFP) by the CITY, and the CONSULTANT is desirous of performing such services upon such terms and conditions as are set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, it is agreed by and between the parties hereto as follows:

SECTION 1 - GENERAL

1.1 "CONSULTANT" shall be defined herein to include all principals of the firm of **JBPRO**, including full time employees, professionals or otherwise, and all servants, agents, employees and/or Sub-consultants retained by the CONSULTANT to perform its obligations hereunder (the "Assignment" or "Assignments"). Sub-consultants shall be reviewed and approved by the CITY prior to authorization to proceed with their prospective work assignments.

1.2 Prior to the start of any work under this Agreement, the CONSULTANT will have submitted to the CITY a detailed resume of key CONSULTANT personnel that will be involved in performing Services described in the Assignment. The CITY hereby acknowledges its acceptance of such personnel to perform services under this Agreement. At any time hereafter that the CONSULTANT desires to change the key CONSULTANT personnel in an active assignment, it shall submit the qualifications of the new CONSULTANT personnel to the CITY for prior approval. Key CONSULTANT personnel shall include principals-in-charge, project managers and project CONSULTANTS.

1.3 The CONSULTANT acknowledges that the CITY may retain other consultants, CONSULTANT and otherwise, and the coordination between said consultants and the CONSULTANT may be necessary from time to time for the successful completion of other projects. The CONSULTANT agrees to provide such coordination as necessary within the Scope of CONSULTANT Services contained in each authorized Proposal.

1.3.1 Certain and agreed upon Sub-consultant Services may constitute a specialized RFP requiring the independent Sub-consultant to work directly with the CITY.

1.4 The CONSULTANT will maintain an adequate and competent staff of professionally qualified persons throughout the performance of this Agreement to ensure acceptable and timely completion of the Assignment.

1.5 Requirements for sealing all plans, reports and documents prepared by the CONSULTANT shall be governed by the laws and regulations of the State of Florida and the requirements of any regulatory agency, if required.

1.6 This Assignment is for Continuing Professional Consultant Services for projects authorized by the CITY. It is acknowledged and agreed that CITY has selected Firms to provide professional services to CITY during the term of this Agreement. It is further understood that Professional Service projects awarded under this Agreement may be assigned to one of the Professional Firms awarded continuing Agreements for Continuing Professional Services, provided that; (1) there is no conflict of interest present relating to the project assignment either by the CONSULTANT or any principal of the CONSULTANT; (2) the CONSULTANT's schedule and/or workload permits completion of the project in the time frame acceptable to the CITY and (3) the CONSULTANT's cost and time proposal for completing the assignment is within the budget and time schedule available for the work. Should all firms have a conflict of interest, the CITY may advertise the specific project for competitive bid by other qualified bidders. It is understood that the CITY may also elect to competitively select another Professional CONSULTANT Firm for specific and/or specialized projects during the life of this agreement.

SECTION 2 - SCOPE OF SERVICES

The CONSULTANT shall diligently and in a professional and timely manner perform the work included in the Assignment. Unless modified in writing by the parties hereto, duties of the CONSULTANT shall not be construed to exceed those services specifically set forth herein.

2.1 GENERAL

The CONSULTANT agrees to perform those CONSULTANT services requested by the CITY on an as needed basis after receipt and acceptance of a proposal that identifies the scope of work along with the fee(s) for said services.

2.2 SPECIAL CONSULTANT SERVICE

The CITY and the CONSULTANT agree that there may be certain additional services required to be performed by the CONSULTANT during the performance of the Assignment that cannot be defined sufficiently at the time of execution of this Agreement. Such services shall be authorized in writing through Proposals in accordance with Section 2.3 and shall be undertaken only under terms of formal amendments to this Agreement.

2.3 PROPOSALS

Services to be provided by the CONSULTANT, as defined in Sections 2.1 and 2.2, shall be authorized in writing through proposals to be provided by the CONSULTANT.

The CITY Public Works Director, City Manager, or his/her designee may sign proposals for services under this continuing Agreement, which are equal to or less than limits prescribed for Continuing Agreements under the provision of F.S. 287.055(g). Professional fees shall be based on a written proposal from the CONSULTANT as may be requested in writing by the CITY's designated representative. A Purchase Order encumbering funds for the CONSULTANT's Task shall be issued upon execution of a proposal by the two parties. Under no circumstances shall the value of any proposal issued under this paragraph exceed the limits imposed under F.S. 287.055(g), for Continuing Agreements either initially or through subsequent amendment. A single unitary task may not be divided into more than one task for the purpose of qualifying for authorization hereunder. Nothing in this paragraph is intended to limit any other rights, responsibilities, and duties of the parties under any other provision of this continuing Agreement.

SECTION 3 - CITY'S RIGHTS AND RESPONSIBILITIES

The CITY shall provide the services described below in a timely fashion at no cost to the CONSULTANT:

3.1 Furnish the CONSULTANT with existing data, records, maps, plans, specifications, reports, fiscal data and other CONSULTANT information that is available in the CITY's files, necessary or useful to the CONSULTANT for the performance of the Assignment. All of the documents conveyed by the CITY shall be and remain the property of the CITY and shall be returned to the CITY upon completion of the Assignment to be performed by the CONSULTANT.

3.2 Make CITY personnel available when required and necessary to assist the CONSULTANT. The availability and necessity of said personnel to assist the CONSULTANT shall be determined solely at the discretion of the CITY.

3.3 Provide access to and make provisions for the CONSULTANT to enter upon the project lands as required for the CONSULTANT within a reasonable time, to perform surveys, observations and other work as necessary to complete the Assignment.

3.4 Examine all reports, sketches, drawings, estimates, proposals and other documents presented by the CONSULTANT and render written decisions indicating the CITY's approval or disapproval within a reasonable time so as not to materially delay the work of the CONSULTANT.

3.5 Transmit instructions, relevant information and provide interpretation and definition of CITY policies and decisions with respect to design, materials and other matters pertinent to the work covered by this Agreement.

3.6 Give prompt written notice to the CONSULTANT whenever the CITY observes, or otherwise becomes aware of, any development that affects the scope of timing of the CONSULTANT's services or becomes aware of any defect or changes necessary in the work of the CONSULTANT.

3.7 Following the CONSULTANT's preparation of any necessary applications to governmental bodies, the City to arrange for submission of such applications.

3.8 Furnish approvals and permits from all governmental authorities having jurisdiction and such approvals and consents from others as may be necessary for completion of the Assignment not covered under the CONSULTANT Assignment.

SECTION 4 - COMPENSATION

4.1 GENERAL

Compensation to the CONSULTANT for services performed on each proposal may be determined on either a Lump Sum Method or on the basis of Hourly Rates plus other direct costs.

4.2 LUMP SUM METHOD

a. Lump Sum compensation shall be the total fixed price amount payable under the Lump Sum Method (including all payroll costs, overhead costs, other direct costs, fees, sub-consultants' and specialist costs), for the services to be provided in the proposal unless there is a change in the scope of the work, or other conditions stipulated in the Proposal, and the Proposal is modified by both the CITY and CONSULTANT to reflect the change(s) by formal amendment to this Agreement.

b. Payment to the CONSULTANT for services performed under a Proposal under the Lump Sum Method shall be in accordance with the payment milestones set forth in the Proposal.

4.3 COST LIMITATION

(1) The total of all Costs actually incurred by the CONSULTANT, as determined and defined in this Agreement, for services performed under the authorized Proposal, will not exceed the Cost Limitation established in the proposal, without a formal amendment to the Proposal.

(2) In the event that the CONSULTANT's estimated total Costs for the performance of services under the Proposal are forecasted by the CITY or CONSULTANT to exceed the Cost Limitation indicated in the Proposal, the CITY and CONSULTANT shall meet to review the forecast and, if necessary, to either increase the Cost Limitation for the Proposal to provide

additional cost recovery to the CONSULTANT or renegotiate the scope of the services of the Proposal so that the Cost Limitation will not be exceeded. The results of any such review requiring modification of this Agreement will be detailed in a formal amendment to the Proposal.

(3) The CITY is not obligated to reimburse the CONSULTANT for costs incurred in excess of the Cost Limitation indicated for the Proposal and the CONSULTANT shall not continue performing the services and incur costs in excess of the Cost Limitation for the Proposal, unless the costs incurred are the results of error, omission or negligence on behalf of the CONSULTANT and which shall be paid solely by CONSULTANT. Once the Proposal has been formally amended in writing to increase the Cost Limitation, which has been mutually agreed to between the parties, the CONSULTANT shall continue to perform the required services. The CONSULTANT's liabilities, commitments or expenditures incurred in excess of the Cost Limitation for Proposal prior to approval by the CITY shall be at the CONSULTANT's risk and expense, unless mutually agreeable in writing by the CONSULTANT and the CITY.

4.4 PROPOSAL AGREEMENT PRICE

(1) The total Proposal Agreement Price for each Proposal consists of the sum of the Cost Limitation and the Direct Cost for each Proposal. This amount shall not be exceeded without formal amendment to the Proposal, unless the Agreement is terminated in accordance with Section 8.

(2) In the event any action or combination of actions taken pursuant to Section 7, Changes in Scope, of this Agreement are estimated by the CONSULTANT, with the written concurrence of CITY, to cause material increase or decrease in the scope of services of any Proposal, an equitable adjustment to the Fixed Fee shall be made, as well as any necessary increase or decrease in the Cost recitation. Any request by the CONSULTANT or by the CITY for an adjustment of the Proposal Agreement Price must be asserted in writing within forty-five (45) days from the date of receipt by the CONSULTANT of the CITY's notification of changed work, unless the CITY shall grant a further period of time for such request resolution.

4.5 PROGRESS PAYMENTS TO THE CONSULTANT

(1) For a Proposal Performed under the Lump Sum Method of compensation, the CONSULTANT will prepare an invoice accompanied with a narrative statement from the CONSULTANT describing the work accomplished by the CONSULTANT during the period covered by the invoice.

(2) For a Proposal performed under the Hourly Rate Method of compensation, the CONSULTANT shall submit an invoice of Hourly Costs incurred in such period plus an increment of the Direct Fee earned in such period. All invoices shall be itemized in an invoice format acceptable to the CITY. All Costs included on the invoices shall be taken from the books of the accounts kept by the CONSULTANT and shall be supported by the CONSULTANT's monthly "Billing Cost Detail Report". The portion of the Professional Fee earned in such billing period shall be determined on the basis of relative work progress

accomplished in each monthly period as established in the Proposal and agreed to by the CITY's Designated Representative.

4.6 INVOICE PROCESSING

Invoices received by the CITY will be processed for payment within thirty (30) days of receipt. CONSULTANT will be notified of questionable items contained in the invoices within fifteen (15) days of receipt by the CITY with an explanation of the deficiencies. The CITY will make an effort to resolve all questionable items contained in the CONSULTANT's invoices within thirty (30) days of receipt of the invoices by the CITY. At the end of the thirty (30) day period, the CITY shall pay the CONSULTANT the invoice amount less any unresolved questionable items. Invoices are to be forwarded directly to CITY Public Works Department.

4.7 PAYMENT IN THE EVENT OF TERMINATION OR SUSPENSION

In the event that a Proposal or this Agreement is terminated or canceled, or the CONSULTANT's services suspended on a Proposal or this Agreement, prior to completion, payment shall be made in accordance with the provisions of Section 8.

4.8 ADDITIONAL COMPENSATION FOR CHANGE IN SCOPE OF ASSIGNMENT OF AGREEMENT

If instructed to do so by CITY, the CONSULTANT shall change or revise work that has been performed, and if such work is not required as a result of error, omission or negligence of the CONSULTANT, the CONSULTANT may be entitled to additional compensation. The additional compensation shall be requested by the CONSULTANT on a revised fee quotation proposal which must be submitted to the CITY for prior approval. The additional compensation, if any, shall be agreed upon before commencement of any such additional work and shall be incorporated into the Assignment by formal amendment or Proposal to this Agreement.

SECTION 5 WORK COMMENCEMENT/IMPLEMENTATION SCHEDULE / LENGTH OF AGREEMENT

5.1 WORK COMMENCEMENT

The CONSULTANT shall commence work on each authorized Proposal within ten (10) days after receipt by the CONSULTANT of a signed proposal from the CITY's Designated Representative. If the CONSULTANT fails to commence work within the ten (10) day period, then the CITY shall have the right to seek other firms for the Assignment.

5.2 IMPLEMENTATION SCHEDULE

The CONSULTANT and the CITY agree to make every effort to adhere to the schedule established for the various Proposals described in the Assignment. In the event the work of the CONSULTANT is delayed due to no fault of the CONSULTANT, which delays the completion of any Proposal of the Assignment, the CONSULTANT shall be entitled to an appropriate extension of the Agreement time for the specific Proposal. Additional

compensation to the CONSULTANT will be negotiated to the mutual agreement of the CITY and the CONSULTANT in the event such delay causes any Proposal's costs to increase for reasons beyond the CONSULTANT's control.

5.3 EXPIRATION

This Agreement shall expire five (5) years after the date of execution of this Agreement.

5.4 CONTINUING AGREEMENT

In accordance with 287.055 (g), this is a "continuing Agreement" for professional services entered into in accordance with all procedures of this act between the CITY and the CONSULTANT, whereby the CONSULTANT shall provide professional services to the CITY for projects in which construction or professional costs do not exceed the statutory limitations imposed.

SECTION 6 CITY'S "DESIGNATED" REPRESENTATIVE

The CITY hereby designates the City Public Works Director and City Manager or his/her designee to represent the CITY in all matters pertaining to and arising from the work and performance of this Agreement. The CITY Public Works Director and City Manager or designee shall have the following responsibilities.

a. Examination of all reports, sketches, drawings, estimates, proposals and other documents presented by the CONSULTANT and rendering, in writing, decisions indicating the CITY's approval or disapproval within a reasonable time so as not to materially delay the work of the CONSULTANT.

b. Transmission of instructions, receipt of information and interpretation and definition of CITY policies and decisions with respect to design, materials and other matters pertinent to the work covered by this Agreement.

c. Giving prompt written notice to the CONSULTANT whenever the CITY observes, or otherwise becomes aware of, any defects or changes necessary in the project.

d. Following the CONSULTANT's preparation of any necessary applications to governmental bodies, to arrange for submission of all applications.

e. When appropriate, authorizing Proposals equal to or less than \$25,000.00 pursuant to paragraph 2.3 hereof.

SECTION 7 CHANGES IN SCOPE

The CITY or the CONSULTANT may request changes in the Scope of Services of a Proposal. Such change, including any increase or decrease in the amount of the CONSULTANT's compensation for any Proposal pursuant to Section 4 - Compensation, which

is mutually agreed upon by and between the CITY and the CONSULTANT, shall be incorporated by written formal amendment.

SECTION 8 TERMINATION OF AGREEMENT

8.1 TERMINATION BY CITY FOR CAUSE

The CITY may terminate this Agreement for any one or more of the following reasons:

a. Inadequate progress on any phase of the assignment is not being made by the CONSULTANT as a direct result of the CONSULTANT's failure to perform.

b. The quality of the services performed by the CONSULTANT is not in conformance with commonly accepted design codes and standards, standards of the CITY and the requirements of Federal and/or State regulatory agencies in affect as of the date of this Agreement, and the particular services involved are considered by the CITY to be essential to the proper completion of any Assignment.

c. The CONSULTANT or any employee or agent of the CONSULTANT is indicted or has a direct charge issued against him/her for any crime arising out of or in conjunction with any work that has been performed by the CONSULTANT.

d. The CONSULTANT becomes involved in either voluntary or involuntary bankruptcy proceedings, or makes an assignment for the benefit of creditors.

e. The CONSULTANT violates the Standards of Conduct provisions of Section 13 herein.

f. The City and CONSULTANT fail to amicably resolve any disputes or issues related to the Cost Limitation provisions detailed in "Section 4.3 – Cost Limitations"

g. In the event of any of the causes described in Section 8.1, the CITY's Designated Representative may send a certified letter to the CONSULTANT requesting that the CONSULTANT show cause as to why the Agreement should not be terminated. If adequate assurances or acceptable reasons are not given to the CITY within fifteen (15) days of the receipt by the CONSULTANT of said show cause notice, the CITY may consider the CONSULTANT to be in default and may immediately terminate this Agreement.

8.2 TERMINATION BY CONSULTANT FOR CAUSE

The CONSULTANT may cancel this Agreement for the following reasons:

a. The CITY fails to meet its obligations and responsibilities as contained in Section 3 - CITY's Rights and Responsibilities.

b. The CITY fails to pay the CONSULTANT in accordance with Section 4 - Compensation.

c. In the event of either of the causes described in Section 8.2, the CONSULTANT may send a certified letter requesting that the CITY show cause why the Agreement should not be terminated. If adequate assurances are not given to the CONSULTANT within fifteen (15) days of the receipt by the CITY of said show cause notice, then the CONSULTANT may consider the CITY to be in default, and may immediately terminate this Agreement.

8.3 TERMINATION OF AGREEMENT WITHOUT CAUSE

Notwithstanding any other provision of this Agreement, the CITY shall have the right at any time to terminate this Agreement in its entirety without cause, or terminate any specific Assignment and/or proposal without cause, provided that thirty (30) days prior written notice is given to the CONSULTANT of the CITY's intent to terminate. In the event that a Proposal is terminated, The CITY shall identify the specific Proposal(s) being terminated and the specific Proposal(s) to be continued to completion pursuant to the provisions of this Agreement. This Agreement will remain in full force and effect as to all authorized Proposals which are to be continued to completion under this type of arrangement.

8.4 PAYMENT IN THE EVENT OF TERMINATION

In the event this Agreement or any Assignment or proposal is terminated or canceled prior to final completion without cause, payment for unpaid portion of the services provided by the CONSULTANT to the date of termination and any additional services thereafter will be determined by negotiation between the CITY and the CONSULTANT. No amount shall be allowed for anticipated profit on unperformed services or other work. In the event of termination for cause, the CITY may adjust any payment to take into account any additional costs to be incurred by the CITY due to such default.

8.5 ACTION FOLLOWING TERMINATION

a. Upon receipt of notice of termination, given by either party, the terminated party shall promptly discontinue all services and other work, unless the notice provides otherwise.

b. In the case of the CITY terminating the CONSULTANT, the CONSULTANT shall within ten (10) days, or any extension thereto as may be mutually agreed to, deliver or otherwise make available to the CITY all reports, drawings, plans, specifications and other data and documents that have been obtained or prepared by the CONSULTANT in performing the Services under this Agreement, regardless of whether the work on such documents has been completed or is in progress and said documents shall remain the property of the CITY.

8.6 SUSPENSION

a. The performance of the CONSULTANT's service under any provision of this Agreement may be suspended by the CITY at any time. In the event the CITY suspends the performance of the CONSULTANT's services hereunder, the CITY shall so notify the CONSULTANT in writing, of such suspension becoming effective upon the date of its receipt by the CONSULTANT, and CITY shall promptly pay to the CONSULTANT all fees which have become due and payable to the CONSULTANT to the effective date of such suspension.

The CITY shall thereafter have no further obligation for payment to the CONSULTANT for the suspended services unless and until the CITY notifies the CONSULTANT that the services of the CONSULTANT called for hereunder are to be resumed. Upon receipt of written notice from the CITY that the CONSULTANT's services hereunder are to be resumed, the CONSULTANT shall complete the services of the CONSULTANT called for in this Agreement and the CONSULTANT shall, in that event, be entitled to payment of the remaining unpaid compensation which becomes payable to the CONSULTANT under this Agreement, same to be payable at the times and in the number specified herein. In no event will the compensation or any part thereof become due or payable to the CONSULTANT under this Agreement unless and until the CONSULTANT has attained that state of work where the same would be due and payable to the CONSULTANT under the provisions of this Agreement.

b. If the aggregate time of the CITY's suspension(s) of the CONSULTANT's Services under any Proposal of this Agreement exceeds sixty (60) days, then the CONSULTANT and the CITY shall, upon request of the CONSULTANT, meet to assess the services performed hereunder up to the time of such meeting, the services remaining to be performed and the total compensation paid to the CONSULTANT hereunder and, during such meeting, shall have the option of negotiating a change in compensation to be paid to the CONSULTANT for the balance of the Services to be performed hereunder. No increase in compensation to the CONSULTANT shall be allowed unless it is based upon clear and convincing evidence of an increase in the CONSULTANT's costs attributable to the aforesaid suspension(s).

SECTION 9 CLAIMS AND DISPUTES REMEDIES

9.1 CLAIMS AND DISPUTES

With the exception of the provisions contained in Sections 8.1, 8.2 and 8.3 respectively, any claims, disputes and/or matters in question between the parties arising out of or relating to this Agreement, including claims for extra compensation, shall be filed in writing by the aggrieved party to the other party within forty-five (45) days of its occurrence. Should such claims not be formally submitted within said forty-five (45) day period, the aggrieved party agrees not to make such claim against the other party at any time in the future. Should any claim or dispute not be mutually resolved between the parties within sixty (60) days thereafter, the aggrieved party shall then seek to resolve the matter in accordance with the "Remedies" provisions of Section 9.2 herein.

9.2 DISPUTE RESOLUTION

The Parties agree that the exclusive venue and jurisdiction for any State Court actions shall lie in Citrus County, Florida; the Parties further agree that the exclusive venue for any Federal Claims shall lie in the United States District Court in and for the Middle District of Florida. Prior to initiating litigation, the parties shall attempt to resolve any disputes through pre-litigation mediation with a mediator mutually agreed upon by the parties. Each party shall bear their own costs and fees in the mediation process, and shall further share the expense of the mediator. It is acknowledged and agreed that the mediation process shall be non-binding. In the event mediation is unsuccessful, and legal action is initiated in a court of competent jurisdiction as detailed above, the prevailing party in any such action shall be entitled to the

recovery of their reasonable attorney's fees and costs, including reasonable appeal fees and costs.

SECTION 10 INDEMNITY AND INSURANCE

10.1 GENERAL

The CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold the CITY harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the CONSULTANT's negligent acts, errors or omissions in the performance of professional services under this Agreement, and those of the CONSULTANT's Sub-consultants or anyone for whom the CONSULTANT is legally liable.

Promptly after receipt by CITY of notice of the commencement of any action, alternative dispute resolution proceeding, audit, hearing, investigation, litigation, or suit (whether civil, criminal, administrative, investigative, or informal) commenced, brought, conducted, or heard by or before, or otherwise involving, any governmental body, arbitrator, facilitator or mediator against it (each a "Proceeding"), CITY will, if a claim is to be made against CONSULTANT, give prompt notice to CONSULTANT of the commencement of such Proceeding. If, despite a good faith effort by CITY, CITY is not able to so notify CONSULTANT, such failure will not relieve CONSULTANT of any liability that it may have to CITY. CONSULTANT shall fully cooperate with the defense or settlement of the Proceeding.

10.2 INSURANCE

The CONSULTANT will possess or obtain and continuously maintain the following insurance coverage, from a company or companion authorized to do business in the State of Florida, and will provide Certificates of insurance to the CITY, evidencing such insurance, within fifteen (15) days following the CONSULTANT's receipt of a signed proposal from the CITY. The insurance coverage shall contain a provision which requires that prior to any changes or material alterations in the coverage, except aggregate coverage, thirty (30) days prior written notice will be given to the CITY. Furthermore, CONSULTANT shall name CITY as an additional insured on all policies required herein.

a. Worker's Compensation. The CONSULTANT will provide Worker's Compensation for all employees at the site location, and in case any work is subcontracted, will require the Subcontractor to provide Worker's Compensation for all of its employees. The limits will be statutory for Worker's Compensation and \$100,000 for Employers' Liability.

b. Comprehensive General Liability. The CONSULTANT will provide coverage for all operations including, but not limited to, Contractual, Products and completed Operations and Personal Injury. The limits will not be less than \$1,000,000 Combined Single Limit (CSL) or its equivalent.

c. Comprehensive Automobile Liability. The CONSULTANT will provide coverage for all owned and non-owned vehicles for limits of not less than \$500,000 CSL or its equivalent

d. Professional Liability Insurance. Annual Professional Liability Insurance will be maintained with coverage in an amount of not less than \$1,000,000 that protects the CONSULTANT to the statutory limits applicable to professional liability. Said Professional Liability Insurance shall provide for all sums which the CONSULTANT shall be obligated to pay as damages for claims arising out of service performed by the CONSULTANT, or any person or subcontractor employed by the CONSULTANT, in conjunction with this Agreement. This insurance shall also be maintained for a minimum of one (1) year after completion of the construction and acceptance of the facilities designed by the CONSULTANT under the scope of this Agreement including any amendment thereto.

e. Certificates of Insurance. The CONSULTANT shall furnish all Certificates of Insurance directly to the following address:

City Public Works Director
City of Crystal River
123 NW U.S Highway 19
Crystal River, FL 34428

with information copied to the Designated Representative identified in Section 6.2. The Certificates shall clearly indicate that the CONSULTANT has obtained insurance of the type, amount and classification required by these provisions.

SECTION 11 NEGOTIATION DATA

The CONSULTANT hereby certifies, covenants and warrants that accounting documentation and supporting data which has established compensation provided for in this Agreement are accurate, complete and current as of the date of negotiation of the compensation terms contained in this Agreement. It is further agreed that the CONSULTANT's compensation under this Agreement may be adjusted to exclude any significant sums where the CITY determines the CONSULTANT's compensation was increased due to inaccurate or incomplete wage rates and other factual unit costs. All such price adjustments shall be made prior to the end of this Agreement. Records of costs incurred under the terms of this Agreement shall be maintained and made available to the CITY during the period of this Agreement and for three (3) years after final payment is made. Copies of these documents and records shall be furnished upon request to the CITY at no cost. For the purpose of this Section, the end of this Agreement shall be deemed to be the date of final acceptance of the work by the CITY.

SECTION 12 OWNER OF DOCUMENTS

It is understood and agreed that all Documents, including detailed reports, plans, original drawings, survey field notebooks and all other data other than working papers, prepared or obtained by the CONSULTANT in connection with its services hereunder, shall be delivered to, or shall become the property of the CITY prior to final payment to the CONSULTANT. The CONSULTANT shall retain reproducible copies of all Documents for its files at Direct Reimbursable Cost. All Documents including drawings prepared by the CONSULTANT pursuant to this Agreement are instruments of service in respect to the

services described in the Assignment. Any reuse without written verification or adaptation by the CONSULTANT for the specific purpose intended will be at CITY's sole risk and without liability or legal exposure to the CONSULTANT; and the CITY shall indemnify to the maximum extent permitted by law under the limitations of sovereign immunity, and hold harmless the CONSULTANT from all claims, damages, losses and expenses including attorney's and expert's fees arising out of or resulting there from. Any such verification or adaptation by the CONSULTANT will entitle the CONSULTANT to further compensation at rates to be agreed upon by the CITY and the CONSULTANT. Any Documents given to or prepared or assembled by the CONSULTANT and its subcontractors under this Agreement shall be kept solely as property of the CITY and shall not be made available to any individuals or organizations without the prior written approval of the CITY. The CONSULTANT may maintain copies of all work performed under this Agreement for the CITY. The CONSULTANT shall not publish any information concerning this project without the prior written consent of the CITY.

SECTION 13 STANDARDS OF CONDUCT

13.1 CONSULTANT EMPLOYEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure his Agreement and that the CONSULTANT has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of making of this Agreement.

13.2 CONSULTANT COMPLIANCE WITH LAWS

The CONSULTANT shall comply with all Federal, State and local laws and ordinances in effect on the date of this Agreement and applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Agreement.

13.2.1 E-VERIFY

The E-Verify System was established by the U.S. Department of Homeland Security to determine the immigration and work eligibility status of prospective employees. CONSULTANT agrees to certify to CITY that they are in compliance with the federal E-Verify program; this includes obtaining written certification from all employees and subcontractors who will participate in the performance of the scope of work contemplated by this Agreement. All employee and subcontractor certifications must be kept on file by the CONSULTANT and made available to the state and/or the CITY upon request. CITY reserves the right to take action against any CONSULTANT deemed to be non-compliant; potential actions may include, but are not limited to, cancellation of the Agreement and/or suspending or debarring the CONSULTANT from performing services for the CITY.

13.3 CONFLICT OF INTEREST

The CONSULTANT hereby certifies that no undisclosed conflict of interest exists with respect to the present Agreement, including any conflicts that may be due to representation of other clients, other contractual relationships of the CONSULTANT, or any interest in property which the CONSULTANT may have. The CONSULTANT further certifies that any apparent conflict of interest that arises during the term of the Agreement will be immediately disclosed in writing to the CITY. Violation of this Section will be considered as Justification for immediate termination of this Agreement under the provisions of Section 8.1.

13.4 REMOVAL OF EMPLOYEE

The CITY is empowered to require the CONSULTANT to remove any employee or representative of the CONSULTANT from working on this Assignment which the CITY determines is not satisfactorily performing his assigned duties or is demonstrating improper conduct. The CITY shall notify the CONSULTANT in writing of the CITY's objections prior to the CONSULTANT's removal of any employee or representative.

13.5 PUBLICATION

The CONSULTANT shall not publish any documents or release information to the media regarding any work being conducted for CITY without prior approval of the CITY.

SECTION 14 ACCESS TO RECORDS/AUDIT

14.1 RECORDS MAINTENANCE

The CONSULTANT shall maintain books, records, documents, time and costs accounts and other evidence directly related to its performance of services under this Agreement. All time records and cost data shall be maintained in accordance with generally accepted accounting practices. The CONSULTANT shall also maintain the financial information and data necessary to determine overhead rates in accordance with the requirements of Federal and State regulatory agencies and this Agreement. The CITY, or any of its duly authorized representatives, shall have access within forty-eight (48) hours to such books, records, documents and other evidence for inspection, audit and copying. Copying of CONSULTANT's books, records, documents, time records and cost accounts and other evidence shall be at the CITY's expense.

14.2 ACCESS TO RECORDS

The CONSULTANT shall maintain and allow access to the records required under this Section pursuant to the time requirements established by Chapter 119, Florida Statutes after the completion of the services provided under this Agreement and date of final payment for said services, or date of termination of this Agreement as may have been exercised under Section 8 herein. More specifically, pursuant to 119.0701, Florida Statutes, CONSULTANT shall:

- (a) Keep and maintain public records that ordinarily and necessarily would be required to be kept by CITY in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the CITY all public records in possession of the CONSULTANT upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.

(e) If CONSULTANT does not comply with a public records request, the CITY may terminate this Agreement for cause.

SECTION 15 CODES AND DESIGN STANDARDS

All of the services to be performed by the CONSULTANT shall in the minimum be in accordance with commonly accepted design codes and standards, standards of the CITY and the requirements of any Federal and/or State regulatory agencies in effect as of the date of this Agreement. The CONSULTANT shall be responsible for keeping apprised of any changing codes or requirements, which requirements must be applied to the Assignment to be performed under this Agreement. Any new codes or requirements becoming effective subsequent to the effective date of this Agreement that require an additional level of effort to be performed by the CONSULTANT beyond that covered under the scope of this Agreement shall be subject to negotiation for an increase in scope and compensation by an amendment to this Agreement.

SECTION 16 ASSIGNABILITY

The CONSULTANT shall not sublet, assign or transfer any interest in this Agreement, without prior written approval of the CITY, such approval being in CITY's sole discretion, provided that claims for the money due or to become due the CONSULTANT from the CITY under this Agreement may be assigned to a bank, trust company or other financial institution without such CITY approval. Notice of any such assignment or transfer shall be furnished promptly to the CITY.

SECTION 17 CONTROLLING LAWS

This Agreement shall be governed by the laws of the State of Florida.

SECTION 18 FORCE MAJEURE

Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by Force Majeure. Force Majeure shall include, but not be limited to, hostility revolution, civil

commotion, strike, epidemic, fire, flood, wind, earthquake, explosion, any law, proclamation, regulation or ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause whether or not enumerated in this Section is beyond the control and without the fault or negligence of the party seeking relief under this Section.

SECTION 19 EXTENT OF AGREEMENT

This Agreement, together with the Exhibits hereinafter identified and listed in this Section, constitute the entire Agreement between the CITY and the CONSULTANT and supersede all prior written or oral understandings in connection therewith. This Agreement may only be amended, supplemented or modified by a formal Amendment or Change Order to this Agreement.

IN WITNESS WHEREOF, the CITY and the CONSULTANT have executed this Agreement to become effective on the day and year first written above.

ATTEST:

Kyle Willem

Name: Kyle P. Willems

(SEAL)

ACCEPTED:

Anthony J. Brown Jr.

Name: Anthony J. Brown Jr.

Title: President, JBPro

APPROVED:

CITY OF CRYSTAL RIVER, FLORIDA

ATTEST:

Mia Fink

Name: Mia Fink – City Clerk

(SEAL)

Joe Meek

Name: Joe Meek - Mayor

FOR USE AND RELIANCE ONLY BY
THE CITY OF CRYSTAL RIVER, FLORIDA
APPROVED AS TO FORM AND LEGALITY
This 14th day of APRIL, 2025

APPROVED BY THE CITY OF
CRYSTAL RIVER COUNCIL
MEETING HELD ON JANUARY
27, 2025 UNDER AGENDA ITEM 10.A

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 6.G.

Requested Motion: Approval of an Individual Project Supplement to the Master Agreement for Professional Services with Ayers and Associates in the amount of \$4,405.00 for Additional Project Management, Meetings, Quality Assurance and Survey Support associated with the Kings Bay Riverwalk.

Summary:

The City desires to proceed with the waterward portion of the Kings Bay River Walk (KBRW) Phase II project. The project is a public enhancement and pedestrian only water access project intended to bring tourists, general foot traffic, and events to the waterfront downtown commercial area.

The intent of this project supplement agreement is to provide professional services to locate the in-progress construction of a pavilion on the Crab Plant parcel and confirm information on the adjacent seawall in advance of construction of Phase II, Segment I of the Riverwalk for a seamless integration.

Staff Recommendation:

Staff recommends approval of an Individual Project Supplement to the Master Agreement for Professional Services with Ayers and Associates in the amount of \$4,405.00 for Additional Project Management, Meetings, Quality Assurance and Survey Support associated with the Kings Bay Riverwalk, and Authorize the City Manager to sign the Individual Project Supplement agreement.

Project Cost:

\$4,405.00

Funding Source:

601-61552-63000-1061B

ATTACHMENTS:

Description

[Kings Bay Riverwalk - Crab Plant Pavillion and Seawall Locates.pdf](#)

INDIVIDUAL PROJECT SUPPLEMENT TO MASTER AGREEMENT FOR PROFESSIONAL SERVICES

This is an Individual Project Supplement dated September 3rd, 2025, which is an attachment to the Master Agreement dated February 10th, 2020, between the City of Crystal River (Owner) and Ayres Associates Inc (Consultant).

Project: King's Bay Riverwalk - Crab Plant Pavillion and Seawall Locates

ATTACHMENT A - SCOPE OF SERVICES

ARTICLE 1 - BASIC SERVICES

Project Overview

The Owner desires to proceed with the waterward portion of the Kings Bay River Walk (KBRW) Phase II project. The project is a public enhancement and pedestrian only water access project intended to bring tourists, general foot traffic, and events to the waterfront downtown commercial area.

The intent is to provide Professional services to locate the recently constructed pavilion on the Crab Plant parcel and confirm information on the adjacent seawall in advance of construction of Phase II, Segment I.

The following Scope of Services is offered to meet the intent of the project:

Scope of Services

Task 1.0: Additional Project Management, Meetings, and Quality Assurance

Ayres Associates Inc (CONSULTANT) will provide project management, attend meetings, and conduct a program of quality assurance throughout the project.

The project management effort will include coordination with regulatory agencies and utility agency/owners (UA/Os) adjacent to the project area. Management of the CONSULTANT's project staff, preparation of miscellaneous project management correspondence and documents, review of findings, and coordination of the activities of all project team members will be accommodated under this task.

Project management correspondence will be documented, and project status reports will be provided electronically in PDF format.

Task 2.1 Surveying Support

GPI Geospatial, Inc. shall provide surveying services to support the completion of the design of the Kings Bay River Walk, in Crystal River, Florida. Services include updating and revising surveys and preparing descriptions for small upland parcels.

For Horizontal and Vertical Control Elements:

1. List horizontal and vertical datum to be used
 - a. Recover Horizontal and Vertical Control as set for prior Kings Bay River Walk surveys, by Greenman-Pedersen, Inc.
2. Field Survey newly construction improvement and pole barn in the vicinity of The Crab Plant, and Kings Bay River Walk easement.

3. Field Survey existing tie rods and concrete deadman that support the existing seawall and seawall cap
 - a. NOTE: CMAR team member to meet with Survey Crew in the field to identify elements to be surveyed.

Additional Information:

1. Services to be performed one time only.
2. CADD requirements AutoCAD Civil3D (2020) for digital files.
3. Adobe .pdf files for deliverables.

Deliverables:

1. Digital files containing:
 - a. Electronic survey file in AutoCAD Civil 3D 2020 format and PDFs of the sketch and description.
2. Sketch and description digitally signed and sealed by a licensed Professional Surveyor and Mapper of the State of Florida.

Schedule:

Completion is estimated at 2 weeks after receiving Purchase Order or written Notice to Proceed, barring unforeseen conditions, issues beyond our control or inclement weather.

All geospatial tasks will be performed in accordance with the current Standards of Practice for Surveying and Mapping in the State of Florida.

General Understandings and Excluded Services

The professional services that Ayres will provide under this Proposal/Agreement include, and are limited to, those described in the Scope of Services. All other services, including those listed below, are specifically excluded.

- Tree surveys (size, type, etc.)
- Obscured area survey
- Drainage surveys (pipe size, material, invert, etc.)
- Sign identification
- Paint lines
- Parking Stripes
- Additional Permitting
- Geotechnical Investigation Services
- Flushing Studies
- Obtaining Signatures for all Property Owners
- Reconfigurations to Dock Design
- Construction Engineering and Inspection (CEI) Services
- Payment of Regulatory Permit Fees
- Material Testing
- Wetland Delineation
- Ecological and Wildlife Monitoring
- Aquatic Vegetation Monitoring
- Water Quality and Soil Testing
- Hydraulic/Scour Analysis

ARTICLE 2 - ADDITIONAL SERVICES

Additional services may be provided upon request by the Owner and upon mutual agreement by the Consultant.

ARTICLE 3 - OWNER'S RESPONSIBILITIES

The Owner shall issue a Notice to Proceed, execute regulatory applications, and accommodate requests for City information.

ATTACHMENT B - PERIOD OF SERVICES

ARTICLE 4 - PERIOD OF SERVICES

Consultant will commence its work upon receipt of a Notice to Proceed and prosecute its work diligently through completion.

ATTACHMENT C - COMPENSATION AND PAYMENTS

ARTICLE 5 - COMPENSATION AND PAYMENTS

Consultant will perform the above Scope of Services for the time and materials, not-to-exceed cost presented below:

Task	Description	Fee
1.0	Additional Project Management, Meetings, and Quality Assurance	\$881.00
2.1	Surveying Support	\$3,524.00
	Total	\$4,405.00

ADDITIONAL TERMS AND CONDITIONS

Attachment D: Terms and Conditions of the Individual Project Supplement is supplemented with the following.

Limitation of Professional Liability

Owner agrees to limit Consultant's professional liability for any and all claims for loss, damage, or injury, including but not limited to, claims for negligence, professional errors or omissions, strict liability, and breach of contract or warranty, for this Individual Project Supplement to an amount of \$50,000.00 or Consultant's fee, whichever is greater. In the event that Owner does not wish to limit Consultant's professional liability for this Individual Project Supplement to this sum, Consultant agrees to raise the limitation of liability to a sum not to exceed \$1,000,000.00 for increased consideration of ten percent (10%) of the total fee or \$500.00, whichever is greater, upon receiving Owner's written request prior to the start of Consultant's services under the Individual Project Supplement.

CONTRACTUAL LIMITATION ON LIABILITY

PURSUANT TO SECTION 558.0035(1)(C), FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

IN WITNESS WHEREOF, the parties hereto have made and executed this Individual Project Supplement as of the day and year first written above.

City of Crystal River		Ayres Associates Inc.
Owner		Consultant
	(Signature)	
	(Typed Name)	Hisham Sunna, PhD, PE
	(Title)	Manager
	(Date)	9-4-2025

ATTACHMENT D - TERMS AND CONDITIONS

This is an attachment to the Master Agreement dated February 10th, 2020, between The City of Crystal River (Owner) and Ayres Associates Inc (Consultant).

ARTICLE 6 - CONSTRUCTION COST AND OPINIONS OF COST

6.1 Construction Cost

The construction cost of the entire Project (herein referred to as "Construction Cost") means the total cost to Owner of those portions of the entire project designed and specified by Consultant, but it will not include Consultant's compensation and expenses, the cost of land, rights-of-way, or compensation for or damages to, properties unless this Agreement so specifies, nor will it include Owner's legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with the Project or the cost of other services to be provided by others to Owner pursuant to Attachment A.

6.2 Opinions of Probable Cost

6.2.1 Because Consultant has no control over the cost of labor, materials, equipment or services furnished by others, or over Contractor(s)' methods of determining prices, or over competitive bidding or market conditions, Consultant 's opinions of probable Total Project Costs and Construction Cost provided for herein are to be made on the basis of Consultant 's experience, qualifications and judgment as an experienced and qualified professional, familiar with the construction industry; but Consultant cannot and does not guarantee that proposals, bids or actual Project or Construction Costs will not vary from opinions of probable cost. If prior to the Bidding or Negotiating Phase Owner wishes greater assurance as to Total Project or Construction Costs, Owner shall employ an independent cost estimator.

6.2.2 If a Construction Cost limit is established by written agreement between Owner and Consultant and specifically set forth in this Agreement as a condition thereto, the following will apply.

6.2.2.1 The acceptance by Owner at any time during the Basic Services of a revised opinion of probable Total Project or Construction Costs in excess of the then established cost limit will constitute a corresponding revision in the Construction Cost limit to the extent indicated in such revised opinion.

6.2.2.2 Any Construction Cost limit so established will include a contingency of ten percent unless another amount is agreed upon in writing.

6.2.2.3 Consultant will be permitted to determine what types of materials, equipment and component systems are to be included in the Drawings and Specifications and to make reasonable adjustments in the general scope, extent, and character of the Project to bring it within the cost limit.

6.2.2.4 If the Bidding or Negotiating Phase has not commenced within six months after completion of the Final Design Phase, the established Construction Cost limit will not be binding on Consultant and Owner shall consent to an adjustment in such cost limit commensurate with any applicable change in the general level of prices in the construction industry between the date of completion of the Final Design Phase and the date on which proposals or bids are sought.

6.2.2.5 If the lowest bona fide proposal or bid exceeds the established Construction Cost limit, Owner shall (1) give written approval to increase such cost limit, (2) authorize negotiating or rebidding the Project within a reasonable time, or (3) cooperate in revising the Project's general scope, extent, or character to the extent consistent with the Project's requirements and with sound practices. In the case of (3), Consultant shall modify the Contract Documents as necessary to bring the Construction Cost within the cost limit. In lieu of other compensation for services in making such modifications, Owner shall pay Consultant, Consultant 's cost of such services, all overhead expenses reasonably related thereto and Reimbursable Expenses, but without profit to Consultant on account of such services. The providing of

such service will be the limit of Consultant 's responsibility in this regard and, having done so, Consultant shall be entitled to payment for services in accordance with this Agreement and will not otherwise be liable for damages attributable to the lowest bona fide proposal or bid exceeding the established Construction Cost.

ARTICLE 7 - GENERAL CONSIDERATIONS

7.1 Standard of Performance

The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant does not make any warranty or guarantee, expressed or implied, nor is this Agreement or contract subject to the provisions of any uniform commercial code. Similarly, Consultant will not accept those terms and conditions offered by Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

7.2 Reuse of Documents

All documents including Drawings and Specifications prepared or furnished by Consultant (and independent professional associates and subconsultants) pursuant to this Agreement are instruments of service and Consultant shall retain an ownership and property interest therein whether or not the Project is completed. Owner may make and retain copies for information and reference in connection with use and occupancy of the Project by Owner and others; however, such documents are not intended or represented to be suitable for reuse by Owner or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Consultant, or to independent professional associates or subconsultants, and Owner shall indemnify and hold harmless Consultant and independent professional associates and subconsultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by Owner and Consultant.

7.3 Electronic Files

7.3.1 Owner and Consultant agree that any electronic files furnished by either party shall conform to the specifications agreed to at the time this Agreement is executed and listed elsewhere. Any changes to the electronic specifications by either Owner or Consultant are subject to review and acceptance by the other party. Additional services by Consultant made necessary by changes to the electronic file specifications shall be compensated for as Additional Services.

7.3.2 Electronic files furnished by either party shall be subject to an acceptance period of 60 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

7.3.3 Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy documents. In the event of a conflict between the hard-copy documents prepared by Consultant and electronic files, the hard-copy documents shall govern.

7.4 Insurance

Consultant shall procure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom. Requirements for insurance are amended and supplemented as indicated in Attachment E.

7.5 Termination

The obligation to provide further services under this Agreement may be terminated by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

7.6 Controlling Law

This Agreement is to be governed by the law of the place of business of Consultant at the address hereinbefore stated.

7.7 Successors and Assigns

7.7.1 Owner and Consultant each is hereby bound and the partners, successors, executors, administrators and legal representatives of Owner and Consultant (and to the extent permitted by paragraph 7.7.2 the assigns of Owner and Consultant) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

7.7.2 Neither Owner nor Consultant shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, moneys that may become due or moneys that are due) without the written consent of the other, except to the extent mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent professional associates and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

7.7.3 Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Owner and Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Consultant and not for the benefit of any other party.

7.8 Dispute Resolution

7.8.1 Negotiation. Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to exercising their rights under the dispute resolution provision below or other provisions of this Agreement, or under law.

7.8.2 Mediation. If direct negotiations fail, Owner and Consultant agree that they shall submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association effective on the date of this Agreement prior to exercising other rights under law.

7.9 Exclusion of Special, Indirect, Consequential, and Liquidated Damages

Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this Agreement.

7.10 Betterment

If, due to Consultant 's negligence, a required item or component of the project is omitted from the construction documents, Consultant 's liability shall be limited to the reasonable cost of correction of the construction, less what Owner's cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that Consultant will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

ATTACHMENT E - INSURANCE

This is an attachment to the Master Agreement dated February 10th, 2020, between The City of Crystal River (Owner) and Ayres Associates Inc (Consultant).

ARTICLE 8 - INSURANCE

8.1 Workers' Compensation

Workers' Compensation insurance covering the Consultant for any and all claims which may arise against the Consultant because of Workers' Compensation and Occupational Disease Acts shall be carried. The Employer's Liability Section shall have limits of not less than the following:

Each Accident:	\$	100,000
Disease, Policy Limit:	\$	500,000
Disease, Each Employee:	\$	100,000

8.2 Commercial General Liability

Commercial General Liability insurance protecting the Consultant against any and all general liability claims which may arise in the course of performance of this Agreement shall be carried. The limits of liability shall not be less than the following:

General Aggregate:	\$	1,000,000
Products-Completed Operations Aggregate:	\$	1,000,000
Personal and Advertising Injury:	\$	1,000,000
Each Occurrence:	\$	1,000,000

Property damage liability coverage shall not exclude explosion, collapse, and underground perils if Consultant is engaged in these activities.

Commercial General Liability coverage shall also protect the Consultant for the same limits of liability for claims which may arise because of the indemnity or contractual liability agreement contained within this Agreement.

8.3 Business Automobile Liability

Business Automobile Liability insurance including Owned, Non-Owned, and Hired vehicles shall be carried with a limit of not less than the following:

Bodily Injury and Property Damage, Combined Single Limit:	\$	1,000,000
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8.4 Umbrella Excess Liability

Excess liability insurance (umbrella form) over underlying Employer's Liability, Commercial General Liability, and Business Automobile Liability shall be carried. The limits of liability shall be not less than the following:

Each Occurrence:	\$	1,000,000
Aggregate:	\$	1,000,000

8.5 Professional Liability (Errors and Omissions)

Professional Liability insurance protecting the Consultant against Professional Liability claims which may arise in the course of this Agreement shall be carried. The limits of liability shall be not less than the following:

Each Claim:	\$ 1,000,000
Aggregate:	\$ 1,000,000

8.6 Valuable Papers

During the life of this Agreement, the Consultant shall maintain in force Valuable Papers and Records insurance in an amount equal to the maximum exposure to loss of written, printed, or otherwise inscribed documents and records, including books, maps, films, drawings, abstracts, deeds, mortgages, and manuscripts as shall be required and/or produced in the completion of this Agreement by the Consultant.

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 7.A.

Requested Motion:

Motion to adopt Resolution No. 25-R-20 setting the tentative T.R.I.M. rate at 6.59 mills for FY2025/2026 on First Public Hearing and Setting the Final Public Hearing Date for Adoption of the Final FY2025/2026 Millage Rate for September 22, 2025, at 5:31 p.m.

Summary:

State statutes (200.065, 200.069, F.S.) establish certain procedural steps that must be followed in adopting the City budget. Two public hearings are required, and the calculation/discussion of a rolled-back rate must be the first substantive issue discussed at the public hearings. At the second public hearing, adoption of the final millage rate and the final budget must be by separate votes, with the final millage rate being adopted prior to the adoption of the final budget.

The rollback rate for FY2025/2026 has been determined to be 6.4221 mills. The millage rate being proposed for FY2025/2026 is 6.59 mills, the same rate as the current year FY2024/2025. The final General Fund budget for FY2025/2026 totals \$9,028,296.

Budget detail material has previously been presented to Council during two budget workshops. A tentative budget summary is being distributed to Council during the release of this agenda. The detailed tentative budget packet from the Budget Workshop held July 30, 2025, is available on the City website under the Government tab. The only changes not reflected within the packet are the proposed employee wage increases that are reflected within the tentative budget summary schedule included within this agenda item. Upon adoption of the budget, a final detailed budget packet will be made available.

Staff Recommendation:

Staff recommends approval of Resolution #25-R-20 setting the tentative millage rate of 6.59 mills.

ATTACHMENTS:

Description

[Resolution 25-R-20 TENTATIVE HEARING -TRIM FY2026 9-8-2025.doc](#)

[FY2026 Budget Summary.pdf](#)

RESOLUTION NO. 25-R-20

A RESOLUTION OF THE CITY OF CRYSTAL RIVER, FLORIDA SETTING A TENTATIVE MILLAGE RATE OF 6.59 UNITS FOR FISCAL YEAR 2025/2026 PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Crystal River, Citrus County, Florida on July 14, 2025, adopted the Fiscal Year 2025/2026 Tentative Millage Rate of 6.59 following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Crystal River has been certified by the Citrus County Property Appraiser as \$720,522,729.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CRYSTAL RIVER, FLORIDA THAT:

SECTION 1. TENTATIVE MILLAGE: The tentative FY 2025/2026 millage rate is set at 6.59 units, which is greater than the roll back rate of 6.4221 mills. The current year proposed rate is 2.61440% greater than the rolled back rate.

SECTION 2. CONFLICT. Any resolution or policy of the City or any portion thereof, in conflict with the provisions of this Resolution, is hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY. In the event that any portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or section of this Resolution, which shall remain in full force and effect.

SECTION 4. EFFECTIVE DATE. This resolution shall be effective upon adoption by the City Council of the City of Crystal River, Florida.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, THIS ____ DAY OF SEPTEMBER 8, 2025.

CITY OF CRYSTAL RIVER

Joe Meek, Mayor

ATTEST:

Mia Fink, City Clerk

Approved as to form:

Rob Batsel, Jr., City Attorney

City of Crystal River
Total City Budget Recap
FY2025 Revised Budget vs FY2026 Proposed Budget

	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 ACTUAL	FY2025 ADOPTED	FY2025 AMENDED	FY2025 PROJECTED	FY2026 PROPOSED	NET CHANGE FY26 to FY25 Amended	%
GENERAL FUND									
Revenues	\$ 6,354,404	\$ 8,960,987	\$ 15,600,048	\$ 8,020,582	\$ 18,706,146	\$ 13,204,379	\$ 7,845,753	\$ (10,860,393)	-58.06%
Expenditures									
Mayor Council/ & City Attorney	\$ 482,397	\$ 535,304	\$ 606,632	\$ 581,138	\$ 636,134	\$ 576,914	\$ 580,202	\$ (55,932)	-8.79%
City Manager/Clerk/Human Resource	\$ 520,433	\$ 607,552	\$ 600,564	\$ 651,593	\$ 638,433	\$ 552,349	\$ 610,517	\$ (27,916)	-4.37%
Finance	\$ 300,282	\$ 360,110	\$ 428,288	\$ 465,086	\$ 485,624	\$ 475,150	\$ 499,055	\$ 13,431	2.77%
Community Development - Building & Planning*	\$ 424,872	\$ 403,327	\$ 842,979.00	\$ 684,051	\$ 806,415	\$ 237,119	\$ 248,870	\$ (41,347)	-5.13%
Business Tax	\$ 91,035	\$ 49,592	\$ 32,891.66	\$ 36,604	\$ 38,405	\$ 36,647	\$ 36,862	\$ (1,543)	-4.02%
Code Enforcement	\$ 54,026	\$ 252,017	\$ 154,471.00	\$ 144,868	\$ 624,466	\$ 355,074	\$ 145,277	\$ (479,189)	-76.74%
Fire	\$ 350,373	\$ 489,861	\$ 688,255.00	\$ 845,936	\$ 2,769,173	\$ 2,751,778	\$ 1,113,396	\$ (1,655,777)	-59.79%
Public Works - Administration	\$ 848,790	\$ 1,115,825	\$ 1,070,376.24	\$ 1,267,030	\$ 1,312,317	\$ 1,283,596	\$ 1,296,854	\$ (15,464)	-1.18%
Public Works - Facility Vehicle Maintenance	\$ 227,976	\$ 1,086,750	\$ 1,372,933.00	\$ 292,639	\$ 1,374,277	\$ 1,315,293	\$ 399,758	\$ (974,519)	-70.91%
Public Works - Roads & Streets	\$ 269,160	\$ 268,477	\$ 293,693.23	\$ 314,949	\$ 735,953	\$ 306,024	\$ 348,600	\$ (387,353)	-52.63%
Public Works - Parks	\$ 344,925	\$ 337,697	\$ 369,413.00	\$ 359,248	\$ 423,573	\$ 387,007	\$ 388,157	\$ (35,416)	-8.36%
Law Enforcement	\$ 1,063,826	\$ 1,237,708	\$ 1,344,604.71	\$ 1,369,625	\$ 1,370,625	\$ 1,369,625	\$ 1,439,177	\$ 68,552	5.00%
Non-Departmental	\$ 17,826	\$ 20,585	\$ 15,645.48	\$ 151,360	\$ 3,738,881	\$ 2,901,115	\$ 110,602	\$ (3,628,279)	-97.04%
Transfers & RR Funding	\$ 616,849	\$ 930,234	\$ 1,160,064.00	\$ 856,455	\$ 3,751,869	\$ 586,896	\$ 634,422	\$ (3,117,447)	-83.09%
Total Expenditures	\$ 5,612,768	\$ 7,695,038	\$ 8,980,810.18	\$ 8,020,582	\$ 18,706,146	\$ 13,134,588	\$ 7,851,749	\$ (10,338,198)	-55.27%
Net General Fund	\$ 741,636	\$ 1,265,949	\$ 6,619,237.82	\$ -	\$ 0	\$ 69,791	\$ (5,996)	\$ (5,996)	-519.55%

*Building Services has been separated out into a new fund for FY25 & FY26

Hurricane Expenses of \$3,970,751 (Idalia - \$3,130,768; Helene - \$677,843; Milton - \$157,140; Pworks - \$5,000)

Facilities Expenses of \$890,907 in for Hurricane Helene (\$63,165) and Idalia (\$827,812)

SPECIAL REVENUE - Special Events & Marketing

Special Events:

Revenue & Transfer In from General Fund	\$ 150,383	\$ 197,977	\$ 198,711	\$ 216,635	\$ 261,568	\$ 233,375	\$ 161,618	\$ (55,017)	-23.57%
Expenditures	\$ 149,891	\$ 245,439	\$ 210,851	\$ 216,635	\$ 261,568	\$ 233,375	\$ 161,618	\$ (55,017)	-23.57%
Net Special Events	\$ 492	\$ (47,461)	\$ (12,140)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Marketing:

Revenues & Transfer In from General fund	\$ -	\$ 7,227	\$ 5,811	\$ 12,050	\$ 23,779	\$ 23,779	\$ 12,050	\$ -	0.00%
Expenditures	\$ -	\$ 7,227	\$ 5,811	\$ 12,050	\$ 23,779	\$ 23,779	\$ 12,050	\$ -	0.00%
Net Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

SPECIAL REVENUE - Building Services

Revenues	\$ -	\$ -	\$ 225,101	\$ -	\$ 590,644	\$ 409,371	\$ 432,905	\$ 432,905	105.75%
Expenditures	\$ -	\$ -	\$ 225,101	\$ -	\$ -	\$ 355,678	\$ 425,551	\$ 425,551	119.65%
Net Building Services	\$ -	\$ -	\$ -	\$ -	\$ 590,644	\$ 53,693	\$ 7,354	\$ 7,354	0.00%

SPECIAL REVENUE - Visitor Services Program

Kings Bay Paddlecraft Program:

Revenues	\$ 325,036	\$ 254,415	\$ 446,341	\$ 342,400	\$ 965,361	\$ 273,200	\$ 312,400	\$ (30,000)	-10.98%
Expenditures	\$ 106,466	\$ 163,000	\$ 286,240	\$ 342,400	\$ 965,361	\$ 285,180	\$ 368,433	\$ 26,033	9.13%
Net Kings Bay Paddlecraft Program	\$ 218,569	\$ 91,414	\$ 160,101	\$ -	\$ -	\$ (11,980)	\$ (56,033)	\$ (56,033)	467.72%

Park Enforcement Program:

Revenues	\$ 252,298	\$ 345,263	\$ 320,244	\$ 275,950	\$ 836,965	\$ 185,825	\$ 235,600	\$ (40,350)	-21.71%
Expenditures	\$ 129,961	\$ 178,961	\$ 97,015	\$ 275,950	\$ 836,965	\$ 130,972	\$ 184,091	\$ (91,859)	-70.14%
Net Park Enforcement Program	\$ 122,338	\$ 166,302	\$ 223,229	\$ -	\$ -	\$ 54,853	\$ 51,509	\$ 51,509	93.90%

Pumpout Operations:

	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 ACTUAL	FY2025 ADOPTED	FY2025 AMENDED	FY2025 PROJECTED	FY2026 PROPOSED	NET CHANGE FY26 to FY25		
								Amended		%
Revenues & Transfer In from General Fund	\$ 3,220	\$ 3,950	\$ 9,016	\$ 23,215	\$ 23,215	\$ 22,519	\$ 24,805	\$ 1,590		7.06%
Expenditures	\$ 13,258	\$ 15,817	\$ 18,721	\$ 23,215	\$ 23,215	\$ 22,519	\$ 24,805	\$ 1,590		7.06%
Net Pumpout Operations	\$ (10,038)	\$ (11,867)	\$ (9,705)	\$ -	\$ -	\$ -	\$ 0	\$ 0		0.00%
TOTAL REVENUES - GenFund & Special Revenue	\$ 7,085,341	\$ 9,769,820	\$ 16,580,171	\$ 8,890,832	\$ 21,407,678	\$ 14,352,448	\$ 9,025,131	\$ (10,984,170)		-107.27%
TOTAL EXPENDITURES - GenFund & Special Revenue	\$ 6,012,345	\$ 8,305,483	\$ 9,599,449	\$ 8,890,832	\$ 20,817,034	\$ 14,186,090	\$ 9,028,296	\$ (10,457,452)		-132.79%
NET GENERAL FUND & SPECIAL REVENUE	\$ 1,072,997	\$ 1,464,337	\$ 6,980,722	\$ -	\$ 590,644	\$ 166,358	\$ (3,165)	\$ (526,718)		25.52%
GENERAL FUND CAPITAL IMPROVEMENT PLAN										
Revenue	\$ 986,400	\$ 1,250,333	\$ 816,041	\$ 15,765,500	\$ 17,079,424	\$ 3,930,873	\$ 4,798,971	\$ (10,966,529)		-278.98%
Expenditures	\$ 851,743	\$ 2,099,802	\$ 552,316	\$ 15,765,500	\$ 17,079,424	\$ 4,833,679	\$ 4,493,763	\$ (11,271,737)		-233.19%
Net General Fund CIP	\$ 134,657	\$ (849,469)	\$ 263,725	\$ -	\$ -	\$ (902,806)	\$ 305,208	\$ 305,208		-45.79%
WATER & SEWER OPERATING										
Revenues	\$ 3,944,753	\$ 5,106,615	\$ 4,278,845	\$ 4,447,500	\$ 28,673,634	\$ 28,627,648	\$ 4,432,500	\$ (15,000)		-0.05%
Expenditures	\$ 3,535,728	\$ 4,094,859	\$ 3,608,088	\$ 4,447,500	\$ 28,673,634	\$ 28,550,118	\$ 4,233,818	\$ (213,682)		-0.75%
Net Water & Sewer Operating	\$ 409,025	\$ 1,011,756	\$ 670,757	\$ -	\$ -	\$ 77,530	\$ 198,682	\$ 198,682		
WATER & SEWER CAPITAL IMPROVEMENT PLAN										
Revenues	\$ 4,205,370	\$ 2,203,966	\$ 1,872,951	\$ 14,020,000	\$ 25,523,518	\$ 2,282,321	\$ 15,685,470	\$ 1,665,470		72.97%
Expenditures	\$ 1,492,283	\$ 1,419,265	\$ 1,521,053	\$ 14,020,000	\$ 25,523,518	\$ 4,232,495	\$ 13,685,000	\$ (335,000)		-7.91%
Net Water & Sewer CIP	\$ 2,713,087	\$ 784,700	\$ 351,898	\$ -	\$ -	\$ (1,950,174)	\$ 2,000,470	\$ 2,000,470		
SANITATION										
Revenues	\$ 558,413	\$ 820,965	\$ 647,630	\$ 722,861	\$ 1,047,722	\$ 706,988	\$ 854,102	\$ 131,241		18.56%
Expenditures	\$ 609,418	\$ 822,091	\$ 718,820	\$ 722,861	\$ 1,047,722	\$ 704,889	\$ 849,833	\$ 126,972		18.01%
Net Sanitation	\$ (51,005)	\$ (1,126)	\$ (71,190)	\$ -	\$ 0	\$ 2,099	\$ 4,269	\$ 4,269		
COMMUNITY REDEVELOPMENT AGENCY										
Revenues	\$ 1,149,890	\$ 941,131	\$ 1,535,000	\$ 866,000	\$ 5,620,728	\$ 5,737,180	\$ 1,041,000	\$ (4,579,728)		-81.48%
Expenditures	\$ 561,005	\$ 569,784	\$ 839,181	\$ 866,000	\$ 5,620,728	\$ 5,419,240	\$ 1,172,338	\$ (4,448,390)		-79.14%
Net Community Redevelopment Agency	\$ 588,885	\$ 371,347	\$ 695,819	\$ -	\$ -	\$ 317,940	\$ (131,338)	\$ (131,338)		#DIV/0!
THREE SISTERS SPRINGS										
Revenues	\$ 758,047	\$ 720,140	\$ 1,294,865	\$ 1,002,200	\$ 1,466,461	\$ 1,520,461	\$ 1,277,700	\$ 275,500		18.12%
Expenditures	\$ 642,485	\$ 588,422	\$ 1,256,860	\$ 1,002,200	\$ 1,466,461	\$ 1,399,562	\$ 1,277,617	\$ 275,417		19.68%
Net Three Sisters Springs	\$ 115,562	\$ 131,718	\$ 38,005	\$ -	\$ (0)	\$ 120,899	\$ 83	\$ 83		0.07%
City of Crystal River Total Revenues	\$ 18,688,215	\$ 20,812,969	\$ 27,025,503	\$ 45,714,893	\$ 100,819,165	\$ 57,157,919	\$ 37,114,874	\$ (24,473,216)		
City of Crystal River Total Expenditures	\$ 13,705,006	\$ 17,899,707	\$ 18,095,768	\$ 45,714,893	\$ 100,228,521	\$ 59,326,073	\$ 34,740,665	\$ (26,323,872)		
City of Crystal River Net	\$ 4,983,209	\$ 2,913,262	\$ 8,929,735	\$ -	\$ 590,644	\$ (2,168,154)	\$ 2,374,209	\$ 1,850,656		

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 7.B.

Requested Motion:

Motion to adopt Resolution No. 25-R-21 Adopting the Tentative Budget for FY2025/2026 on First Public Hearing and setting the Final Public Hearing date for Adoption of the Final FY2025/2026 Budget for September 22, 2025 at 5:31 p.m.

-

Summary:

State statutes (200.065, 200.069, F.S.) establish certain procedural steps that must be followed in adopting the City budget. Two public hearings are required, and the calculation/discussion of a rolled-back rate must be the first substantive issue discussed at the public hearings. At the second public hearing, adoption of the final millage rate and the final budget must be by separate votes, with the final millage rate being adopted prior to the adoption of the final budget.

The rollback rate for FY2025/2026 has been determined to be 6.4221 mills. The millage rate being proposed for FY2025/2026 is 6.59 mills, the same rate as the current year FY2024/2025. The tentative General Fund budget for FY2025/2026 totals \$9,028,296.

A copy of the tentative FY2025/2026 budget summary is attached. In comparison to the budget packet presented during the budget workshop, this recap reflects a balanced General Fund, including employee raises.

The FY2026 proposed budget reflects no change to the mill rate. Management continues to utilize strategies to adhere with the State Amendment 2 requirements and at the same time remaining competitive with other municipalities. The City continues moving forward with alternatives to cover our on-going dilemma of providing a high level of service to our residents and at the same time balancing the budget.

Budget detail material has previously been presented to Council during two budget workshops. A tentative budget summary is being distributed to Council during the release of this agenda. The detailed tentative budget packet from the Budget Workshop held July 30, 2025, is available on the City website under the Government tab. The only changes not reflected within the packet are the proposed employee wage increases that are reflected within the tentative budget summary schedule included within this agenda item. Upon adoption of the budget, a final detailed budget packet will be made available.

Staff Recommendation:

Staff recommends approval of Resolution #25-R-21 adopting the tentative budget for FY2025/2026.

ATTACHMENTS:

Description

[FY2026 Budget Summary.pdf](#)

[Resolution 25-R-21 TENTATIVE HEARING - BUDGET FY2026 9-8-2025.doc](#)

City of Crystal River
Total City Budget Recap
FY2025 Revised Budget vs FY2026 Proposed Budget

	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 ACTUAL	FY2025 ADOPTED	FY2025 AMENDED	FY2025 PROJECTED	FY2026 PROPOSED	NET CHANGE FY26 to FY25 Amended	%
GENERAL FUND									
Revenues	\$ 6,354,404	\$ 8,960,987	\$ 15,600,048	\$ 8,020,582	\$ 18,706,146	\$ 13,204,379	\$ 7,845,753	\$ (10,860,393)	-58.06%
Expenditures									
Mayor Council/ & City Attorney	\$ 482,397	\$ 535,304	\$ 606,632	\$ 581,138	\$ 636,134	\$ 576,914	\$ 580,202	\$ (55,932)	-8.79%
City Manager/Clerk/Human Resource	\$ 520,433	\$ 607,552	\$ 600,564	\$ 651,593	\$ 638,433	\$ 552,349	\$ 610,517	\$ (27,916)	-4.37%
Finance	\$ 300,282	\$ 360,110	\$ 428,288	\$ 465,086	\$ 485,624	\$ 475,150	\$ 499,055	\$ 13,431	2.77%
Community Development - Building & Planning*	\$ 424,872	\$ 403,327	\$ 842,979.00	\$ 684,051	\$ 806,415	\$ 237,119	\$ 248,870	\$ (41,347)	-5.13%
Business Tax	\$ 91,035	\$ 49,592	\$ 32,891.66	\$ 36,604	\$ 38,405	\$ 36,647	\$ 36,862	\$ (1,543)	-4.02%
Code Enforcement	\$ 54,026	\$ 252,017	\$ 154,471.00	\$ 144,868	\$ 624,466	\$ 355,074	\$ 145,277	\$ (479,189)	-76.74%
Fire	\$ 350,373	\$ 489,861	\$ 688,255.00	\$ 845,936	\$ 2,769,173	\$ 2,751,778	\$ 1,113,396	\$ (1,655,777)	-59.79%
Public Works - Administration	\$ 848,790	\$ 1,115,825	\$ 1,070,376.24	\$ 1,267,030	\$ 1,312,317	\$ 1,283,596	\$ 1,296,854	\$ (15,464)	-1.18%
Public Works - Facility Vehicle Maintenance	\$ 227,976	\$ 1,086,750	\$ 1,372,933.00	\$ 292,639	\$ 1,374,277	\$ 1,315,293	\$ 399,758	\$ (974,519)	-70.91%
Public Works - Roads & Streets	\$ 269,160	\$ 268,477	\$ 293,693.23	\$ 314,949	\$ 735,953	\$ 306,024	\$ 348,600	\$ (387,353)	-52.63%
Public Works - Parks	\$ 344,925	\$ 337,697	\$ 369,413.00	\$ 359,248	\$ 423,573	\$ 387,007	\$ 388,157	\$ (35,416)	-8.36%
Law Enforcement	\$ 1,063,826	\$ 1,237,708	\$ 1,344,604.71	\$ 1,369,625	\$ 1,370,625	\$ 1,369,625	\$ 1,439,177	\$ 68,552	5.00%
Non-Departmental	\$ 17,826	\$ 20,585	\$ 15,645.48	\$ 151,360	\$ 3,738,881	\$ 2,901,115	\$ 110,602	\$ (3,628,279)	-97.04%
Transfers & RR Funding	\$ 616,849	\$ 930,234	\$ 1,160,064.00	\$ 856,455	\$ 3,751,869	\$ 586,896	\$ 634,422	\$ (3,117,447)	-83.09%
Total Expenditures	\$ 5,612,768	\$ 7,695,038	\$ 8,980,810.18	\$ 8,020,582	\$ 18,706,146	\$ 13,134,588	\$ 7,851,749	\$ (10,338,198)	-55.27%
Net General Fund	\$ 741,636	\$ 1,265,949	\$ 6,619,237.82	\$ -	\$ 0	\$ 69,791	\$ (5,996)	\$ (5,996)	-519.55%

*Building Services has been separated out into a new fund for FY25 & FY26

Hurricane Expenses of \$3,970,751 (Idalia - \$3,130,768; Helene - \$677,843; Milton - \$157,140; Pworks - \$5,000)

Facilities Expenses of \$890,907 in for Hurricane Helene (\$63,165) and Idalia (\$827,812)

SPECIAL REVENUE - Special Events & Marketing

Special Events:

Revenue & Transfer In from General Fund	\$ 150,383	\$ 197,977	\$ 198,711	\$ 216,635	\$ 261,568	\$ 233,375	\$ 161,618	\$ (55,017)	-23.57%
Expenditures	\$ 149,891	\$ 245,439	\$ 210,851	\$ 216,635	\$ 261,568	\$ 233,375	\$ 161,618	\$ (55,017)	-23.57%
Net Special Events	\$ 492	\$ (47,461)	\$ (12,140)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Marketing:

Revenues & Transfer In from General fund	\$ -	\$ 7,227	\$ 5,811	\$ 12,050	\$ 23,779	\$ 23,779	\$ 12,050	\$ -	0.00%
Expenditures	\$ -	\$ 7,227	\$ 5,811	\$ 12,050	\$ 23,779	\$ 23,779	\$ 12,050	\$ -	0.00%
Net Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

SPECIAL REVENUE - Building Services

Revenues	\$ -	\$ -	\$ 225,101	\$ -	\$ 590,644	\$ 409,371	\$ 432,905	\$ 432,905	105.75%
Expenditures	\$ -	\$ -	\$ 225,101	\$ -	\$ -	\$ 355,678	\$ 425,551	\$ 425,551	119.65%
Net Building Services	\$ -	\$ -	\$ -	\$ -	\$ 590,644	\$ 53,693	\$ 7,354	\$ 7,354	0.00%

SPECIAL REVENUE - Visitor Services Program

Kings Bay Paddlecraft Program:

Revenues	\$ 325,036	\$ 254,415	\$ 446,341	\$ 342,400	\$ 965,361	\$ 273,200	\$ 312,400	\$ (30,000)	-10.98%
Expenditures	\$ 106,466	\$ 163,000	\$ 286,240	\$ 342,400	\$ 965,361	\$ 285,180	\$ 368,433	\$ 26,033	9.13%
Net Kings Bay Paddlecraft Program	\$ 218,569	\$ 91,414	\$ 160,101	\$ -	\$ -	\$ (11,980)	\$ (56,033)	\$ (56,033)	467.72%

Park Enforcement Program:

Revenues	\$ 252,298	\$ 345,263	\$ 320,244	\$ 275,950	\$ 836,965	\$ 185,825	\$ 235,600	\$ (40,350)	-21.71%
Expenditures	\$ 129,961	\$ 178,961	\$ 97,015	\$ 275,950	\$ 836,965	\$ 130,972	\$ 184,091	\$ (91,859)	-70.14%
Net Park Enforcement Program	\$ 122,338	\$ 166,302	\$ 223,229	\$ -	\$ -	\$ 54,853	\$ 51,509	\$ 51,509	93.90%

Pumpout Operations:

	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 ACTUAL	FY2025 ADOPTED	FY2025 AMENDED	FY2025 PROJECTED	FY2026 PROPOSED	NET CHANGE FY26 to FY25		
								Amended		%
Revenues & Transfer In from General Fund	\$ 3,220	\$ 3,950	\$ 9,016	\$ 23,215	\$ 23,215	\$ 22,519	\$ 24,805	\$ 1,590		7.06%
Expenditures	\$ 13,258	\$ 15,817	\$ 18,721	\$ 23,215	\$ 23,215	\$ 22,519	\$ 24,805	\$ 1,590		7.06%
Net Pumpout Operations	\$ (10,038)	\$ (11,867)	\$ (9,705)	\$ -	\$ -	\$ -	\$ 0	\$ 0		0.00%
TOTAL REVENUES - GenFund & Special Revenue	\$ 7,085,341	\$ 9,769,820	\$ 16,580,171	\$ 8,890,832	\$ 21,407,678	\$ 14,352,448	\$ 9,025,131	\$ (10,984,170)		-107.27%
TOTAL EXPENDITURES - GenFund & Special Revenue	\$ 6,012,345	\$ 8,305,483	\$ 9,599,449	\$ 8,890,832	\$ 20,817,034	\$ 14,186,090	\$ 9,028,296	\$ (10,457,452)		-132.79%
NET GENERAL FUND & SPECIAL REVENUE	\$ 1,072,997	\$ 1,464,337	\$ 6,980,722	\$ -	\$ 590,644	\$ 166,358	\$ (3,165)	\$ (526,718)		25.52%
GENERAL FUND CAPITAL IMPROVEMENT PLAN										
Revenue	\$ 986,400	\$ 1,250,333	\$ 816,041	\$ 15,765,500	\$ 17,079,424	\$ 3,930,873	\$ 4,798,971	\$ (10,966,529)		-278.98%
Expenditures	\$ 851,743	\$ 2,099,802	\$ 552,316	\$ 15,765,500	\$ 17,079,424	\$ 4,833,679	\$ 4,493,763	\$ (11,271,737)		-233.19%
Net General Fund CIP	\$ 134,657	\$ (849,469)	\$ 263,725	\$ -	\$ -	\$ (902,806)	\$ 305,208	\$ 305,208		-45.79%
WATER & SEWER OPERATING										
Revenues	\$ 3,944,753	\$ 5,106,615	\$ 4,278,845	\$ 4,447,500	\$ 28,673,634	\$ 28,627,648	\$ 4,432,500	\$ (15,000)		-0.05%
Expenditures	\$ 3,535,728	\$ 4,094,859	\$ 3,608,088	\$ 4,447,500	\$ 28,673,634	\$ 28,550,118	\$ 4,233,818	\$ (213,682)		-0.75%
Net Water & Sewer Operating	\$ 409,025	\$ 1,011,756	\$ 670,757	\$ -	\$ -	\$ 77,530	\$ 198,682	\$ 198,682		
WATER & SEWER CAPITAL IMPROVEMENT PLAN										
Revenues	\$ 4,205,370	\$ 2,203,966	\$ 1,872,951	\$ 14,020,000	\$ 25,523,518	\$ 2,282,321	\$ 15,685,470	\$ 1,665,470		72.97%
Expenditures	\$ 1,492,283	\$ 1,419,265	\$ 1,521,053	\$ 14,020,000	\$ 25,523,518	\$ 4,232,495	\$ 13,685,000	\$ (335,000)		-7.91%
Net Water & Sewer CIP	\$ 2,713,087	\$ 784,700	\$ 351,898	\$ -	\$ -	\$ (1,950,174)	\$ 2,000,470	\$ 2,000,470		
SANITATION										
Revenues	\$ 558,413	\$ 820,965	\$ 647,630	\$ 722,861	\$ 1,047,722	\$ 706,988	\$ 854,102	\$ 131,241		18.56%
Expenditures	\$ 609,418	\$ 822,091	\$ 718,820	\$ 722,861	\$ 1,047,722	\$ 704,889	\$ 849,833	\$ 126,972		18.01%
Net Sanitation	\$ (51,005)	\$ (1,126)	\$ (71,190)	\$ -	\$ 0	\$ 2,099	\$ 4,269	\$ 4,269		
COMMUNITY REDEVELOPMENT AGENCY										
Revenues	\$ 1,149,890	\$ 941,131	\$ 1,535,000	\$ 866,000	\$ 5,620,728	\$ 5,737,180	\$ 1,041,000	\$ (4,579,728)		-81.48%
Expenditures	\$ 561,005	\$ 569,784	\$ 839,181	\$ 866,000	\$ 5,620,728	\$ 5,419,240	\$ 1,172,338	\$ (4,448,390)		-79.14%
Net Community Redevelopment Agency	\$ 588,885	\$ 371,347	\$ 695,819	\$ -	\$ -	\$ 317,940	\$ (131,338)	\$ (131,338)		#DIV/0!
THREE SISTERS SPRINGS										
Revenues	\$ 758,047	\$ 720,140	\$ 1,294,865	\$ 1,002,200	\$ 1,466,461	\$ 1,520,461	\$ 1,277,700	\$ 275,500		18.12%
Expenditures	\$ 642,485	\$ 588,422	\$ 1,256,860	\$ 1,002,200	\$ 1,466,461	\$ 1,399,562	\$ 1,277,617	\$ 275,417		19.68%
Net Three Sisters Springs	\$ 115,562	\$ 131,718	\$ 38,005	\$ -	\$ (0)	\$ 120,899	\$ 83	\$ 83		0.07%
City of Crystal River Total Revenues	\$ 18,688,215	\$ 20,812,969	\$ 27,025,503	\$ 45,714,893	\$ 100,819,165	\$ 57,157,919	\$ 37,114,874	\$ (24,473,216)		
City of Crystal River Total Expenditures	\$ 13,705,006	\$ 17,899,707	\$ 18,095,768	\$ 45,714,893	\$ 100,228,521	\$ 59,326,073	\$ 34,740,665	\$ (26,323,872)		
City of Crystal River Net	\$ 4,983,209	\$ 2,913,262	\$ 8,929,735	\$ -	\$ 590,644	\$ (2,168,154)	\$ 2,374,209	\$ 1,850,656		

RESOLUTION NO. 25-R-21

A RESOLUTION OF THE CITY OF CRYSTAL RIVER, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE FISCAL YEAR 2025/2026; SETTING THE FINAL PUBLIC HEARING FOR ADOPTION OF THE FISCAL YEAR 2025/2026 BUDGET FOR SEPTEMBER 22, 2025, AT 5:31 P.M.; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida on September 8, 2025 considered the Tentative Fiscal Year 2025/2026 budget following a public hearing as required by Florida Statute 220-065; and

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida set the tentative appropriations and revenue estimates for the Budget for Fiscal Year 2025/2026 as follows:

General Fund	\$ 9,028,296
Capital Improvements Plan	\$ 4,798,971
Water & Sewer Operating	\$ 4,432,500
Water & Sewer Capital	\$15,685,470
Sanitation Fund	\$ 854,102
Three Sisters Fund	\$ 1,277,700

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CRYSTAL RIVER, FLORIDA, THAT:

SECTION 1. ADOPTION OF TENTATIVE BUDGET: The tentative FY 2025/2026 budget, as reflected above, is hereby adopted.

SECTION 2. SCHEDULING OF PUBLIC HEARING: The Final Public Hearing for adoption of the FY 2025/2026 budget is hereby scheduled for September 22, 2025, at 5:31 P.M.

SECTION 3. CONFLICT. Any resolution or policy of the City, or any portion thereof, in conflict with the provisions of this Resolution, is hereby repealed to the extent of such conflict.

SECTION 4. SEVERABILITY. In the event that any portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Resolution, which shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE. This resolution shall be effective upon adoption by the City Council of the City of Crystal River Florida.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, THIS ____ DAY OF SEPTEMBER 8, 2025.

CITY OF CRYSTAL RIVER

Joe Meek, Mayor

ATTEST:

Mia Fink, City Clerk

Approved as to form:

Rob Batsel, Jr., City Attorney

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 7.C.

Requested Motion:

Motion to adopt Resolution No. 25-R-22 Adopting the Tentative Budget for the Community Redevelopment Agency for FY2025/2026 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final CRA Budget for FY2025/2026 for September 22,2025 at 5:31 p.m.

Summary:

State statutes (200.065, 200.069, F.S.) establish certain procedural steps that must be followed in adopting the City budget. Two public hearings are required, and the calculation/discussion of a rolled-back rate must be the first substantive issue discussed at the public hearings. At the second public hearing, adoption of the final millage rate and the final budget must be by separate votes, with the final millage rate being adopted prior to the adoption of the final budget.

The General Fund rollback rate for FY2025/2026 has been determined to be 6.4221 mills. The millage rate being proposed for FY2025/2026 is 6.59 mills, the same rate as the current year FY2025/2026. The tentative Community Redevelopment Agency (CRA) budget for FY2025/2026 totals \$1,172,338.

Budget detail material has previously been presented to Council during two budget workshops. A tentative budget summary is being distributed to Council during the release of this agenda. The detailed tentative budget packet from the Budget Workshop held July 30, 2025, is available on the City website under the Government tab. The only changes not reflected within the packet are the proposed employee wage increases that are reflected within the tentative budget summary schedule included within this agenda item. Upon adoption of the budget, a final detailed budget packet will be made available.

Staff Recommendation:

Staff recommends approval of Resolution #25-R-22 adopting the tentative budget for the CRA for FY2025/2026.

ATTACHMENTS:

Description

[Resolution 25-R-22 TENTATIVE HEARING - CRA BUDGET FY2026 9-8-25.doc](#)

RESOLUTION NO. 25-R-22

**A RESOLUTION OF THE CITY OF CRYSTAL RIVER, FLORIDA,
ADOPTING THE TENTATIVE COMMUNITY REDEVELOPMENT AGENCY BUDGET FOR
FISCAL YEAR 2025/2026 SETTING THE TENTATIVE PUBLIC HEARING FOR ADOPTION
OF THE FISCAL YEAR 2025/2026 BUDGET FOR SEPTEMBER 8, 2025, AT 5:31 P.M.;
PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida, on September 8, 2025 considered the Tentative Fiscal Year 2025/2026 Community Redevelopment Agency (CRA) budget following a public hearing as required by Florida Statute 220-065; and

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida set the tentative appropriations and revenue estimates for the CRA Budget for Fiscal Year 2025/2026 as \$1,172,338.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CRYSTAL RIVER, FLORIDA THAT:

SECTION 1: ADOPTION OF TENTATIVE BUDGET: The tentative FY 2025/2026 budget for the Community Redevelopment Agency, as reflected above, is adopted.

SECTION 2. SCHEDULING OF PUBLIC HEARING: The Final Public Hearing for adoption of the FY 2025/2026 budget for the Community Redevelopment Agency is hereby scheduled for September 22, 2025, at 5:31 P.M.

SECTION 2: CONFLICT: Any resolution or policy of the City, or any portion thereof, in conflict with the provisions of this Resolution is hereby repealed to the extent of such conflict.

SECTION 3: SEVERABILITY: In the event that any portion or section of this Resolution is determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Resolution, which shall remain in full force and effect.

SECTION 4: EFFECTIVE DATE: This resolution shall be effective upon adoption by the City Council of the City of Crystal River, Florida.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, THIS _____ DAY OF SEPTEMBER 8, 2025.

CITY OF CRYSTAL RIVER

Joe Meek, Mayor

ATTEST:

Mia Fink, City Clerk

Approved as to form:

Rob Batsel, Jr., City Attorney

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 8.A.

Requested Motion: Introduction of Ordinance No. 25-O-13 amending Chapter 6 of the City of Crystal River Code of Ordinances, entitled "Buildings"; revising Article III "Fire Prevention and Protection" to provide updated code references, establish a process for fire inspection, and establish fees for malfunction or nuisance fire alarm and set a public hearing on September 22, 2025, at 5:30 p.m.

Summary:

With a certified fire inspector on staff, it marks the beginning of the Crystal River Fire Department's Office of Fire Prevention. the City will, beginning October 1, 2025, begin performing fire safety inspections for all businesses within the City, educating the public on fire prevention strategies, and developing preliminary response plans. Each of these components will contribute to enhanced protection of the City's life, property, and the environment.

The Code of Ordinances has an existing Fire Prevention and Protection Article within Chapter 6. With the creation of the Office of Fire Prevention, revisions are needed to the Code of Ordinances in order to update adopted codes, establish a process for fire inspection, and establish fees for malfunctioning or nuisance fire alarms.

Staff Recommendation:

Introduction of Ordinance No. 25-O-13, and set a public hearing on September 22, 2025, at 5:30 p.m.

Ordinance:

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING CHAPTER 6 OF THE CITY OF CRYSTAL RIVER CODE OF ORDINANCES, ENTITLED "BUILDINGS", REVISING ARTICLE III. "FIRE PREVENTION AND PROTECTION" TO PROVIDE UPDATED CODE REFERENCES, ESTABLISH A PROCESS FOR FIRE INSPECTION, AND ESTABLISH FEES FOR MALFUNCTIONING OR NUISANCE FIRE ALARMS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

ATTACHMENTS:

Description

[Fire Prevention Ordinance_Final.pdf](#)

[ARTICLE_III.____FIRE_PREVENTION_AND_PROTECTION_Strikethrough Underline.pdf](#)

[ARTICLE_III.____FIRE_PREVENTION_AND_PROTECTION_Clean.pdf](#)

ORDINANCE NO. 25-O-13

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING CHAPTER 6 OF THE CITY OF CRYSTAL RIVER CODE OF ORDINANCES, ENTITLED “BUILDINGS”, REVISING ARTICLE III “FIRE PREVENTION AND PROTECTION” TO PROVIDE UPDATED CODE REFERENCES, ESTABLISH A PROCESS FOR FIRE INSPECTION, AND ESTABLISH FEES FOR MALFUNCTIONING OR NUISANCE FIRE ALARMS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS Florida Statute Chapter 633 establishes the Florida Fire Prevention Code, designed to prevent fires and protect lives and property from fire hazards; and

WHEREAS Florida Statute Chapter 633 defines the roles and responsibilities of local fire officials enforcing the code and outlines the procedures for conducting fire safety inspections of buildings and other structures to ensure compliance with the Florida Fire Prevention Code; and

WHEREAS the City of Crystal River finds it necessary to adopt current state and national fire prevention codes; and

WHEREAS the City of Crystal River, in accordance with Florida Statute, has created the fire inspection position, as a designee of the Fire Chief of the Crystal River Fire Department, to ensure compliance with state and local fire codes; and

WHEREAS the City of Crystal River seeks to establish a procedure for issuing fees for malfunctioning or nuisance alarms, as defined in this Article, to ensure proper operation and maintenance of fire alarm, fire detection, and fire suppression systems; and

WHEREAS the City Council of the City of Crystal River, Florida, has determined that adoption of this Ordinance is in the best interests of the health, safety, and welfare of the citizens of Crystal River.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, THAT THE CITY OF CRYSTAL RIVER, FLORIDA CODE OF ORDINANCES IS AMENDED AS FOLLOWS:

SECTION 1. PURPOSE

The purpose of this Ordinance is to update Chapter 6, Article III of the Crystal River, Florida Code of Ordinances to adopt current state and national fire prevention codes, establish a process to conduct fire safety inspections, and establish a fee for malfunctioning or nuisance fire alarms.

SECTION 2. AUTHORITY

The City of Crystal River City Council is authorized to amend the Crystal River Code of Ordinances pursuant to Article III of the City Charter of the City of Crystal River and Part II, Code of Ordinances, Chapter 1, General Provisions, of the Code of Ordinances of the City of Crystal River, and as otherwise authorized by applicable Florida Statutes.

SECTION 3. AMENDMENT OF THE CRYSTAL RIVER, FLORIDA CODE OF ORDINANCES

The City Council of the City of Crystal River, Florida, hereby adopts this Ordinance by amending Chapter 6, Article III, as shown in **Exhibit "A"**, attached hereto, and incorporated herein by reference.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 5. CODIFICATION

It is the intention of the City Council of the City of Crystal River, Florida, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the codified version of the Code of Ordinances City of Crystal River. The City Manager, in conjunction with the City Clerk and the City Attorney, are hereby granted the authority to take any and all necessary and appropriate actions to accomplish the provisions of this Section. The Exhibits to this Ordinance are hereby incorporated herein by the references thereto as if fully set forth herein verbatim.

SECTION 6. SEVERABILITY

The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

SECTION 7. EFFECTIVE DATE

This Ordinance shall become effective immediately upon approval on second reading by City Council and signature of the Mayor.

APPROVED after due public notice and public hearing on the _____ day of _____, 2025.

ATTEST:

CITY OF CRYSTAL RIVER

MIA FINK, CITY CLERK

JOE MEEK, MAYOR

Approved as to form for the
Reliance of the City of Crystal River
only:

Robert W. Batsel, Jr., City Attorney

VOTE OF COUNCIL:

Joe Meek _____
Robert Holmes _____
Cindi Frink _____
Chris Ensing _____
Gabrielle Satchell _____

EXHIBIT "A"

ARTICLE III. FIRE PREVENTION AND PROTECTION¹

Sec. 6-31. Name.

This article shall be referred to as the "Crystal River Fire Prevention Code" or the "fire prevention code" and shall be effective within the incorporated area of Crystal River, Florida.

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § 3, 2-25-2002)

Sec. 6-32. Definitions.

As used in the article, the following words and d terms shall have the following meanings, unless a different meaning is clearly intended:

Burn Rules and Regulations means, collectively, any and all applicable federal, state, county, municipal or other local statutes, ordinances, codes, rules, regulations, orders, guidelines, or requirements, whether now existing or hereafter enacted, issued, or amended, relating to fire prevention, fire protection, prescribed burning, open burning, wildfire management, or other activities involving the ignition, control, or suppression of fire, including without limitation regulations promulgated by the fire chief, fire marshals, fire protection districts, forestry agencies, environmental protection agencies, or other authorities having jurisdiction.

City shall mean the City of Crystal River, Florida.

Codes shall mean the rules and regulations pertaining to fire prevention adopted by this article and all amendments thereto.

Council shall mean the city council of the City of Crystal River, Florida.

Fire authority shall mean the city council of the City of Crystal River, Florida.

Fire hazard shall mean a building, premises, place or thing, which by reason of its nature, location, occupancy, condition or use may cause loss, damage, or injury to persons or property by reason of fire, explosion or action of the elements.

Fire official shall mean the fire chief of the Crystal River Fire Department or his designee ~~or the chief fire marshal or his deputies employed through the Citrus County Fire Prevention who both are herein~~ designated with the responsibility of enforcing the provisions of this article.

Nuisance shall mean any building, premises, place or thing that constitute a fire hazard as defined in this article.

¹Editor's note(s)—Ord. No. 92-O-3, § 1, adopted Apr. 27, 1992, amended article III, as set out in §§ 6-31—6-38.

Prior to such amendment, article III pertained to the same subject matter and contained §§ 6-31, 6-32, and derived from Ord. No. 74-O-6, § 1, adopted Oct. 24, 1976; and Ord. No. 76-O-4, § 1, adopted June 21, 1976.

Cross reference(s)—Burning of garbage prohibited, § 9-34; adult entertainment establishments, § 11-21 et seq.

Sec. 6-33. Adoption of codes.

- (a) For the purpose of providing for the protection of its citizens from the dangers of fire arising in connection with hazardous processes and materials, the city hereby adopts the Florida Fire Prevention Code as amended and as adopted by the Florida State Fire Marshal pursuant to F.S. Ch. 633. All applicable or associated National Fire Protection Association (NFPA) codes are also hereby adopted along with all changes, revisions, and modifications thereto.

Except as otherwise provided in this chapter, and where not in conflict with the laws of the state pertaining thereto, all of the rules and regulations contained in the fire prevention code adopted by this section are hereby incorporated as a part of this Code as fully as though each part, section, clause and phrase were set out herein at length.

- (b) The city council does hereby adopt, by reference, the provisions of Chapter 62-256.700, Florida Administrative Code, as amended from time to time, as said regulations are promulgated by the Florida Department of Environmental Protection.

That code enforcement building department, and law enforcement officials of the City of Crystal River shall be empowered to enforce the Burn Rules and Regulations to the extent provided by state law.

~~The City Council of Crystal River does hereby adopt, by reference, the provisions of the Standard Fire Prevention Code, 1988 Edition, as promulgated by the Southern Building Code Congress International, Inc., copies of which are attached to Ordinance No. 92-O-3 and marked Exhibit "A".~~

- ~~(b) The city council does hereby adopt, by reference, the provisions of chapter 17-256, Florida Administrative Code, as said regulations are promulgated by the Florida Department of Environmental Regulation, a copy of said regulations are attached to Ordinance No. 92-O-3 and marked Exhibit "B".~~
- ~~(c) The provisions of the Standard Fire Prevention Code, 1988 Edition, as published by the Southern Building Code Congress International, Inc., in conjunction with the National Fire Protection Association, Battery March Park, Quincy, MAA 02269, National Fire Codes, 1988 Edition, Volumes 1—11 inclusive, shall be the standards for fire prevention enforcement within the city.~~
- ~~(d) The provisions of chapter 10, section 1002.9 of the Standard Fire Prevention Code, 1988 Edition, as published by the Southern Building Code Congress International, Inc., is hereby amended and substituting therefor, the following:~~
- ~~(1) All new spray booths or spray rooms shall be protected by an approved automatic fire extinguishing system.~~
- ~~(2) Portable fire protection equipment shall be provided near all spraying areas as required by NFPA 10, Portable Fire Extinguishers for Extra Hazardous Occupancies.~~
- ~~(e) It is the intent of the city council, that the Standard Fire Prevention Code be enforced in conjunction with the Standard Building Code, 1994 Edition, as promulgated by the Southern building Code, that prior to issuance of any building permit for the construction of a commercial building, the plans and specifications for such structure be reviewed and approved by the fire official.~~
- ~~(f) It is the intent of the city council that all codes heretofore adopted in this section shall have been adopted by reference as authorized by chapter 166, Laws of Florida and it shall not be necessary for the enforcement of said codes for the clerk of the city to forward to the Secretary of State copies of said codes when forwarding a certified copy of Ordinance No. 92-O-3. In accordance with chapter 166, Laws of Florida, the city council does hereby designate the city clerk, the Crystal River Public Library and the Citrus County Fire Prevention~~

~~Division as places at which copies of the above referenced Codes shall be kept available for public use, inspection, and examination.~~

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 96-O-15, § 7, 10-28-96; Ord. No. 2002-O-04, § III, 2-25-02; **Ord. No 25-O-13, 9-22-25**)

Sec. 6-34. Abatement of nuisances.

In order to compel the removal of any building, premises, place or thing that constitutes a nuisance as defined herein, the owner or occupant of the ground or premises within the city may be required to remove the nuisance at the expense of said owner or occupant. Should the owner or occupant not comply with any such requirement within ninety (90) days of notice being provided to him at the address as listed on the latest ad valorem tax roll, the council shall cause said work to be done and the cost thereof shall be charged to the owner of said property and shall constitute a lien upon the property for a period of twenty (20) years. The lien shall state the name of the owner, the amount of the lien and the purpose of the lien, and shall describe the property upon which the nuisance was abated. It shall not be necessary for the lien to be sworn to, and shall be signed by the mayor of the city or the fire official, and said lien shall be enforced by any procedure now authorized for enforcement of lien. All costs of enforcing said lien shall be taxed against the owner of the property including reasonable attorney's fees and court costs incurred by the city.

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02)

Sec. 6-35. False alarms.

~~(a) Automatic dialing telephonic alarm systems.~~

~~(1) Intent. For the better protection of life and property, in the interest of public safety and for the more efficient and effective allocation of fire and police department personnel, the following rules are adopted.~~

~~(2) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:~~

~~Automatic dialing telephonic alarm system: Any alarm system which is activated by a signal or message transmitted by microwave, a telephone line or other mode of transmittal which uses a signal or message transmitted by microwave circuit, telephone line or other mode of transmittal as an alarm signal designed to activate a signal.~~

~~Burglar/robbery alarm: An alarm system designed to be used for the detection of any unauthorized entry into a building, structure or facility or for reporting a robbery in progress.~~

~~Emergency service department: Fire and/or police departments.~~

~~Fire/smoke alarm: An alarm system designed to detect the presence of a fire or smoke.~~

~~Occupant: Any person having a possessory interest in any property and in actual possession of such property.~~

~~Fee: The assessment of a monetary charge payable to the city, authorized pursuant to this article, to defray the expenses of responding to a false alarm or alarm malfunction.~~

~~(3) Certain telephone alarm systems prohibited. It shall be unlawful for any person to install, operate or maintain within the city a telephone alarm system using a recorded announcement which, when activated, causes a telephone connection to be made automatically with the Citrus County 911 line or~~

any emergency telephone line installed in the police department or fire control center of the city or any other telephone line maintained by the city.

(4) ~~Registering, posting emergency telephone numbers.~~ All residential premises; commercial structures and enterprises with installed alarm systems shall register any fire, burglary, or robbery alarm system with the police department annually. The annual registration fee shall be fifteen dollars (\$15.00). Applicants shall provide at least two emergency contacts that will be responsible for responding to alarms. Upon registration, the police department shall issue a window decal containing the current permit year and permit number. The decal shall be displayed in a front window nearest the front entrance of the structure. Permits must be renewed by October 1 of every year. Failure to register or renew an existing permit shall be a violation and a fine shall be assessed as outlined in section 2-113.

(5) ~~Penalty.~~ The penalty for violation(s) of the provisions of this article shall be one be as outlined in section 2-113.

(b) ~~Burglary/robbery alarm systems.~~

(1) ~~Intent.~~ This section is adopted for the better protection of life and property in the interest of public safety and for the more efficient and effective allocation of police department personnel.

(2) ~~Definitions.~~ The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:

~~Alarm signal~~ shall mean any sound, signal, message or other indication which is audible, visible or otherwise perceptible and which is emitted, caused or activated by an alarm system.

~~Alarm system~~ shall mean any mechanical, electrical or radio controlled device and its transmission system which is designed to be used for the detection of any unauthorized entry into a building, structure or facility, or for indicating the commission of an unlawful act within a building, structure or facility, which emits a sound or transmits a signal or message when activated, which sound, signal or message is audible, visible, or otherwise perceptible outside of the protected building, structure or facility. Excluded is an audible alarm affixed to a motor vehicle.

~~Burglary/robbery alarm~~ shall mean an alarm system designed to be used for the detection of any unauthorized entry into a building, structure or facility or for reporting a robbery in progress.

~~Emergency contact telephone numbers~~ shall mean telephone numbers for emergency notifications of the owner/occupant, or agent of same, twenty-four (24) hours daily which are registered with the police department and the issued permit is displayed on the front door (main entrance) of the building housing the alarm system.

~~False alarm~~ shall mean the activation of any alarm signal by an alarm system which is responded to by police department personnel and which is not caused or precipitated by an actual or attempted burglary or other attempted unlawful act or activity or other emergency reasonably requiring the services of police personnel. An alarm will be deemed to be valid only when substantial physical evidence exists which clearly indicates a criminal act was the sole reason for the activation of the alarm. Examples include, but are not limited to: freshly broken windows, doors, or locks; obvious indications of forced, illegal entry; missing property, etc. Alarm systems which activate from simple shaking of doors or rattling of windows are not properly installed and maintained and are deemed to be emitting false alarms. Alarm systems which are activated due to power outages or interruptions are deemed to be emitting false alarms. Should an alarm company notify responding units to cancel the call of an alarm prior to the arrival of the first responding unit, that alarm will be deemed to be one half of a false alarm for purposes of this section. An alarm is not considered a false burglary/robbery alarm if the alarm is activated due to malicious causes beyond the control of the owner.

~~*Local audible alarm* shall mean an alarm system located on the premises or property protected and which is not intended to transmit signals, except audible, and not transmitted over microwave or other mode of transmittal which uses a signal or message transmitted by microwave circuit or telephone lines as an alarm signal or to activate an alarm system.~~

~~*Nuisance alarm* shall mean any alarm which malfunctions or activates due to personnel or other error, and causes a false alarm response by fire and/or police personnel more than three (3) times in any fiscal year (October 1, through September 30.)~~

~~*Occupant/owner* shall mean any person having a possessory interest in any property and in actual possession of such property. This includes the person or persons who lease, operate, occupy or manage the property or premises.~~

~~*Telephonic alarm system* shall mean any alarm system which is activated by a signal or message transmitted by microwave, telephone line or other mode of transmittal which uses a signal or message transmitted by microwave circuit or telephone lines as an alarm signal or to activate an alarm signal.~~

~~*Fee* means the assessment of a monetary charge payable to the city, authorized pursuant to this section, to defray the expenses of responding to a false alarm or alarm malfunction.~~

~~(3) *Registering, posting emergency telephone numbers.* All residential premises; commercial structures and enterprises with installed alarm systems shall register any fire, burglary, or robbery alarm system with the police department annually. The annual registration fee shall be fifteen dollars (\$15.00). Applicants shall provide at least two emergency contacts that will be responsible for responding to alarms. Upon registration, the police department shall issue a window decal containing the current permit year and permit number. The decal shall be displayed in a front window nearest the front entrance of the structure. Permits must be renewed by October 1 of each year. Failure to register or renew an existing permit shall be a violation and a fine shall be assessed as outlined in section 2-113.~~

~~(4) *Local audible alarms.* No person shall install or maintain an audible alarm system which does not discontinue emitting the audible sound within fifteen (15) minutes after activation.~~

~~(5) *Penalty.* The penalty for violation(s) of the provisions of this article shall be one be as outlined in section 2-113.~~

~~(6) *Response of owner to alarms.* Once the owner or person responsible for responding to the alarm is notified of the activation of the alarm, they shall respond to the alarm location within a reasonable time, not to exceed one (1) hour of the notification. Failure to respond once notified and arrive within a reasonable time, not to exceed one (1) hour of the notification shall be deemed to be a violation of this portion of the section and shall result in a fine as outlined in section 2-113.~~

~~(7) *False alarms, nuisance alarms.* Responsibility for responding to false alarms under this article shall be borne by the person or persons occupying and controlling the premises.~~

~~a. After the third malfunction in a fiscal year, an alarm system may be designated as a "nuisance alarm." Fines shall be assessed as outlined in section 2-113.~~

~~b. The testing of any alarm system by technicians or installer shall not result in a false alarm assessment as set out in subsection (7)a. above, provided appropriate notice is given to the department of the city that is to either receive or respond to the alarm. Upon completion of the testing, the department that is to either receives or respond to the alarm shall be notified that the testing has been concluded and that the alarm system is operating. Should notice not be given and the alarm is activated causing a response, the incident will be deemed to be a false alarm.~~

~~c. The chief of police or his designee shall document and keep a record of all nuisance alarms and/or documentation on the owner/occupant failing to have a representative arrive at the premises within a reasonable time, not to exceed one (1) hour of notification.~~

~~(8) *Billing, collection or response fees.* Upon verification that a violation of this section has occurred, the occupant/owner shall be issued a city ordinance citation, which shall be payable as outlined in sections 2-111 through 2-114.~~

~~(9) *Appeals.* Any appeal or challenge to the assessment of any fine in this section shall be made with the director of code enforcement, using the procedures set forth in sections 2-111 through 2-114.~~

~~(c)~~ **(a) Fire alarm systems.**

- (1) *Intent.* This section is adopted for the better protection of life and property in the interest of public safety and for the more efficient and effective allocation of fire and police department personnel.
- (2) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:

Alarm signal shall mean any sound, signal, message or other indication which is audible, visible or otherwise perceptible and which is emitted, caused or activated by an alarm system.

Alarm system shall mean any mechanical, electrical or radio-controlled device and its transmission system which is designed to be activated because of any smoke, heat or fire.

Fire alarm shall mean an alarm system designed to be used for the detection of any smoke, heat or fire which results in the response of the fire and police departments.

Emergency contact telephone numbers shall mean telephone numbers for emergency notifications of the owner/occupant, or agent of same, twenty-four (24) hours daily which are registered with the police department and/or exhibited on the front door (main entrance) of the building housing the alarm system.

False alarm shall mean the activation of any alarm signal by an alarm system which is responded to by fire and police department personnel and which is not caused or precipitated by smoke, heat or an actual fire reasonably requiring the services of fire and police personnel. An alarm will be deemed to be valid only when substantial physical evidence exists which clearly indicates that there was the presence of smoke, heat or fire was the sole reason for the activation of the alarm. Alarm systems which are activated due to power outages or interruptions are deemed to be emitting false alarms. Should an alarm company notify responding units to call off an alarm prior to the arrival of the first responding unit, that alarm will be deemed to be one-half of a false alarm for purposes of this section. An alarm is not considered to be a false fire alarm if the alarm is activated due to malicious causes beyond the control of the owner.

Local audible alarm shall mean an alarm system located on the premises or property protected and which is not intended to transmit signals, except audible, and not transmitted over microwave or other mode of transmittal which uses a signal or message transmitted by microwave circuit or telephone lines as an alarm signal or to activate an alarm.

Nuisance alarm shall mean any alarm which malfunctions or activates, due to personnel or other error, and causes a false alarm response by fire and police personnel more than three (3) times in any fiscal (October 1 to September 30) year.

Occupant/owner shall mean any person having a possessory interest in any property and in actual possession of such property. This includes the person or persons, who lease, operate, occupy or manage the property or premises.

Telephonic alarm system shall mean any alarm system which is activated by a signal or message transmitted by microwave, telephone line or other mode of transmittal which uses a signal or message transmitted by microwave circuit or telephone lines as an alarm signal or to activate an alarm signal.

Fee means the assessment of a monetary charge payable to the city, authorized pursuant to this section, to defray the expenses of responding to a false alarm or alarm malfunction.

~~(3) *Registering, posting emergency telephone numbers.* All residential premises; commercial structures and enterprises with installed alarm systems shall register any fire, burglary, or robbery alarm system with the police department annually. The annual registration fee shall be fifteen dollars (\$15.00). Applicants shall provide at least two (2) emergency contacts that will be responsible for responding to alarms. Upon registration, the police department shall issue a window decal containing the current permit year and permit number. The decal shall be displayed in a front window nearest the front entrance of the structure. Permits must be renewed by October 1 of each year. Failure to register or renew an existing permit shall be a violation and a fine shall be assessed as outlined in section 2-113.~~

~~(4)~~ **(3) *Response of owner to alarms.*** Once the owner or person responsible for responding to the alarm is notified of the activation of the alarm, they shall respond to the alarm location within a reasonable time, not to exceed one (1) hour of the notification. ~~Failure to respond once notified and arrive within a reasonable time, not to exceed one (1) hour shall be deemed to be a violation of this portion of the section and shall result in a fine as outlined in section 2-113.~~

~~(5)~~ **(4) *False alarms, nuisance alarms.*** Responsibility for responding to false alarms under this article shall be borne by the person or persons occupying and controlling the premises.

a. After the third malfunction in a year, an alarm system may be designated as a "nuisance alarm." ~~Fines shall be assessed as outlined in section 2-113.~~

b. The testing of any fire alarm system by technicians or installers shall not result in a false alarm assessment as set out in subsection (5)a. above, provided appropriate notice is given to the department of the city that is to either receive or respond to the alarm. Upon completion of the testing, the department that is to either receives or respond to the alarm shall be notified that the testing has been concluded and that the alarm system is operating. Should notice not be given and the fire alarm is activated causing a response, the incident will be deemed to be a false alarm.

c. ~~The fire chief or his designees shall document violations of this section and forward such violations to the chief of police or his designee for enforcement action.~~

~~(6)~~ **(5) *The chief of police or his designee shall document and keep a record of all violations related to fire alarms under this section and shall prepare the necessary violation notices. The fire chief shall appoint a recordkeeper of all false alarms and monitor, the recordkeeper shall provide the fire chief with a monthly report of all false alarms.***

~~(7) *Billing, collection or response fees.* Upon verification that a violation of this section has occurred, the occupant/owner shall be issued a city ordinance citation, which shall be payable as outlined in sections 2-111 through 2-114.~~

(6) Fees for response to nuisance fire alarm, detection, and suppression systems.

The fee schedule for malfunctioning or nuisance fire alarms, detection and suppression systems is established by resolution of the city council, as amended from time to time.

There is a need for proper operation and maintenance of fire alarm, fire detection and fire suppression systems. The response of fire rescue and other city personnel and equipment to structures with these systems that have malfunctioned causes an added burden on the resources of the city and endangers the lives of the public and employees.

It shall be the responsibility of the owner/agent or occupant of the structure or premises having a system to have such systems maintained by a qualified contractor at all times. It is also the

responsibility of the owner/agent or occupant to have an owner/manager or qualified contractor on site within one hour of a fire department request.

Any continued malfunction, failure to make needed improvements or failure to protect against malicious activation of a fire alarm, fire detection and/or fire suppression system in a structure to which a fire department emergency response is made will be handled in the following manner:

First response: The fire department will not charge for the first fire alarm response provided that corrective action is taken by the property owner or agent in the form of system repair or evaluation by a licensed fire alarm contractor. Should no corrective action be taken and the units are called back for the same alarm within a 48-hour period there shall be a charge in addition to the charge for a second response, as established and amended from time to time by resolution of the city council of Crystal River.

Fines for subsequent responses shall be as established and amended from time to time by resolution of the city council.

Fees are due within 45 days following notice from the fire rescue department. The failure to pay the applicable fee within 45 days is a violation of this article that may be enforced as provided in chapter in the amount of 100.00 for false alarms after the 3rd false alarm in a fiscal year (October 1st-September 30) 4th false alarm fee of 200.00, and 5th false alarm of 300.00 of this code and in accordance with F.S. § 633.214 (ordinances pertaining to fire safety; definitions; penalties).

Any person found resetting or in any way interfering with the reporting of a fire alarm before arrival of fire personnel shall be in violation of F.S. § 806.10 (false alarms of fires) and shall be guilty of a felony of the third degree.

~~(8)~~ (7) Appeals. Any appeal or challenge to the assessment of any fine in this section shall be made with the director of through code enforcement, using the procedures set forth in sections 2-111 through 2-114.

~~(9)~~ Unlawful activation of alarm systems. It shall be unlawful for any person to activate any fire alarm system without being aware of any smoke, heat or fire reasonably requiring the services or assistance of the fire and police departments. The fine for violation of the provisions of this portion of the section shall be as outlined.

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02; Ord. No. 06-O-08, §§ 1—4, 4-24-2006; Ord. No 25-O-13, 9-22-25)

Sec. 6-36. Violations; Penalty

Any person violating any of the provisions of the code adopted of this chapter, or who shall fail to comply with the provisions thereof, or who shall violate any detailed statement or plans submitted and approved thereunder, shall be guilty of a separate offense for each day or portion thereof during which any violation is committed or continued, and upon conviction such person shall be punished as provided by this Code of Ordinances.

(Ord. No 25-O-13, 9-22-25)

Sec. 6-37. Fire Inspections

(a) Fire safety inspector

The fire chief (AHJ) shall appoint a fire safety inspector, who shall be charged with the powers granted under and the responsibilities established by F.S. § 633.214 et seq., as an agent of the state fire marshal.

(b) Fire safety inspection and fire hazard inspection.

The fire chief and his duly appointed fire safety inspector is empowered to enter any and all buildings and premises at any reasonable hour for the purpose of making inspections and to serve written notice upon the owner or occupant to abate, within a specified time, any and all fire hazards that may be found as set forth in F.S. § 633.216.

(c) Fire safety inspection fees.

The fire safety inspector shall be entitled to payment of fees for fire inspection services rendered. Such fees shall be established by resolution adopted by the city council. All fines and fees collected as a result of this article shall be applied to the City of Crystal River for fire department funding, this will include fire safety and public education programs.

(d) Compliance with notice of abatement required.

Any person served with a notice to abate any fire hazard shall comply therewith and promptly notify the fire chief within the time specified in the notice and report the correction to the fire chief or his duly appointed fire safety inspector. Initial fines and fees related to abatement of fire hazards shall be established by resolution of the city council. The fire chief has the authority (AHJ) to close any establishment which poses a life hazard within city limits for the protection of the employees, owners, and patrons of said establishment.

(Ord. No 25-O-13, 9-22-25)

~~Sec. 6-36. Permit fees.~~

~~The city shall, after fifteen (15) days' notice for a public hearing, adopt a fee schedule for all parties required under this article by resolution.~~

~~(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02)~~

~~Sec. 6-37. Penalties.~~

~~Any person violating any of the provisions of this article, if convicted, shall be punished by a fine of up to five hundred dollars (\$500.00) and/or imprisonment in the county jail for a period not to exceed sixty (60) days, or both such fine and imprisonment.~~

~~(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02)~~

~~Sec. 6-38. Forms.~~

~~The city council shall adopt, by resolution, such forms as may be necessary for administration of this article.~~

~~(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02)~~

Secs. 6-3~~8~~⁹—6-45. Reserved.

EXHIBIT "A"

ARTICLE III. FIRE PREVENTION AND PROTECTION¹

Sec. 6-31. Name.

This article shall be referred to as the "Crystal River Fire Prevention Code" or the "fire prevention code" and shall be effective within the incorporated area of Crystal River, Florida.

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § 3, 2-25-2002)

Sec. 6-32. Definitions.

As used in the article, the following words and terms shall have the following meanings, unless a different meaning is clearly intended:

Burn Rules and Regulations means, collectively, any and all applicable federal, state, county, municipal or other local statutes, ordinances, codes, rules, regulations, orders, guidelines, or requirements, whether now existing or hereafter enacted, issued, or amended, relating to fire prevention, fire protection, prescribed burning, open burning, wildfire management, or other activities involving the ignition, control, or suppression of fire, including without limitation regulations promulgated by the fire chief, fire marshals, fire protection districts, forestry agencies, environmental protection agencies, or other authorities having jurisdiction.

City shall mean the City of Crystal River, Florida.

Codes shall mean the rules and regulations pertaining to fire prevention adopted by this article and all amendments thereto.

Council shall mean the city council of the City of Crystal River, Florida.

Fire authority shall mean the city council of the City of Crystal River, Florida.

Fire hazard shall mean a building, premises, place or thing, which by reason of its nature, location, occupancy, condition or use may cause loss, damage, or injury to persons or property by reason of fire, explosion or action of the elements.

Fire official shall mean the fire chief of the Crystal River Fire Department or his designee designated with the responsibility of enforcing the provisions of this article.

Nuisance shall mean any building, premises, place or thing that constitute a fire hazard as defined in this article.

¹Editor's note(s)—Ord. No. 92-O-3, § 1, adopted Apr. 27, 1992, amended article III, as set out in §§ 6-31—6-38.

Prior to such amendment, article III pertained to the same subject matter and contained §§ 6-31, 6-32, and derived from Ord. No. 74-O-6, § 1, adopted Oct. 24, 1976; and Ord. No. 76-O-4, § 1, adopted June 21, 1976.

Cross reference(s)—Burning of garbage prohibited, § 9-34; adult entertainment establishments, § 11-21 et seq.

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02; Ord. No 25-O-13, 9-22-25)

Sec. 6-33. Adoption of codes.

- (a) For the purpose of providing for the protection of its citizens from the dangers of fire arising in connection with hazardous processes and materials, the city hereby adopts the Florida Fire Prevention Code as amended and as adopted by the Florida State Fire Marshal pursuant to F.S. Ch. 633. All applicable or associated National Fire Protection Association (NFPA) codes are also hereby adopted along with all changes, revisions, and modifications thereto.

Except as otherwise provided in this chapter, and where not in conflict with the laws of the state pertaining thereto, all of the rules and regulations contained in the fire prevention code adopted by this section are hereby incorporated as a part of this Code as fully as though each part, section, clause and phrase were set out herein at length.

- (b) The city council does hereby adopt, by reference, the provisions of Chapter 62-256.700, Florida Administrative Code, as amended from time to time, as said regulations are promulgated by the Florida Department of Environmental Protection.

That code enforcement building department, and law enforcement officials of the City of Crystal River shall be empowered to enforce the Burn Rules and Regulations to the extent provided by state law.

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 96-O-15, § 7, 10-28-96; Ord. No. 2002-O-04, § III, 2-25-02; Ord. No 25-O-13, 9-22-25)

Sec. 6-34. Abatement of nuisances.

In order to compel the removal of any building, premises, place or thing that constitutes a nuisance as defined herein, the owner or occupant of the ground or premises within the city may be required to remove the nuisance at the expense of said owner or occupant. Should the owner or occupant not comply with any such requirement within ninety (90) days of notice being provided to him at the address as listed on the latest ad valorem tax roll, the council shall cause said work to be done and the cost thereof shall be charged to the owner of said property and shall constitute a lien upon the property for a period of twenty (20) years. The lien shall state the name of the owner, the amount of the lien and the purpose of the lien, and shall describe the property upon which the nuisance was abated. It shall not be necessary for the lien to be sworn to, and shall be signed by the mayor of the city or the fire official, and said lien shall be enforced by any procedure now authorized for enforcement of lien. All costs of enforcing said lien shall be taxed against the owner of the property including reasonable attorney's fees and court costs incurred by the city.

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02)

Sec. 6-35. False alarms.

- (a) *Fire alarm systems.*

- (1) *Intent.* This section is adopted for the better protection of life and property in the interest of public safety and for the more efficient and effective allocation of fire department personnel.
- (2) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:

Alarm signal shall mean any sound, signal, message or other indication which is audible, visible or otherwise perceptible and which is emitted, caused or activated by an alarm system.

Alarm system shall mean any mechanical, electrical or radio-controlled device and its transmission system which is designed to be activated because of any smoke, heat or fire.

Fire alarm shall mean an alarm system designed to be used for the detection of any smoke, heat or fire which results in the response of the fire and police departments.

Emergency contact telephone numbers shall mean telephone numbers for emergency notifications of the owner/occupant, or agent of same, twenty-four (24) hours daily which are registered with the police department and/or exhibited on the front door (main entrance) of the building housing the alarm system.

False alarm shall mean the activation of any alarm signal by an alarm system which is responded to by fire and police department personnel and which is not caused or precipitated by smoke, heat or an actual fire reasonably requiring the services of fire and police personnel. An alarm will be deemed to be valid only when substantial physical evidence exists which clearly indicates that there was the presence of smoke, heat or fire was the sole reason for the activation of the alarm. Alarm systems which are activated due to power outages or interruptions are deemed to be emitting false alarms. Should an alarm company notify responding units to call off an alarm prior to the arrival of the first responding unit, that alarm will be deemed to be one-half of a false alarm for purposes of this section. An alarm is not considered to be a false fire alarm if the alarm is activated due to malicious causes beyond the control of the owner.

Local audible alarm shall mean an alarm system located on the premises or property protected and which is not intended to transmit signals, except audible, and not transmitted over microwave or other mode of transmittal which uses a signal or message transmitted by microwave circuit or telephone lines as an alarm signal or to activate an alarm.

Nuisance alarm shall mean any alarm which malfunctions or activates, due to personnel or other error, and causes a false alarm response by fire and police personnel more than three (3) times in any fiscal (October 1 to September 30) year.

Occupant/owner shall mean any person having a possessory interest in any property and in actual possession of such property. This includes the person or persons, who lease, operate, occupy or manage the property or premises.

Telephonic alarm system shall mean any alarm system which is activated by a signal or message transmitted by microwave, telephone line or other mode of transmittal which uses a signal or message transmitted by microwave circuit or telephone lines as an alarm signal or to activate an alarm signal.

Fee means the assessment of a monetary charge payable to the city, authorized pursuant to this section, to defray the expenses of responding to a false alarm or alarm malfunction.

- (3) *Response of owner to alarms.* Once the owner or person responsible for responding to the alarm is notified of the activation of the alarm, they shall respond to the alarm location within a reasonable time, not to exceed one (1) hour of the notification.
- (4) *False alarms, nuisance alarms.* Responsibility for responding to false alarms under this article shall be borne by the person or persons occupying and controlling the premises.
 - a. After the third malfunction in a year, an alarm system may be designated as a "nuisance alarm."
 - b. The testing of any fire alarm system by technicians or installers shall not result in a false alarm assessment as set out in subsection (5)a. above, provided appropriate notice is given to the department of the city that is to either receive or respond to the alarm. Upon completion of the testing, the department that is to either receives or respond to the alarm shall be notified that the testing has been concluded and that the alarm system is operating. Should notice not be given and the fire alarm is activated causing a response, the incident will be deemed to be a false alarm.

-
- (5) The fire chief shall appoint a recordkeeper of all false alarms and monitor, the recordkeeper shall provide the fire chief with a monthly report of all false alarms.

(6) **Fees for response to nuisance fire alarm, detection, and suppression systems.**

The fee schedule for malfunctioning or nuisance fire alarms, detection and suppression systems is established by resolution of the city council, as amended from time to time.

There is a need for proper operation and maintenance of fire alarm, fire detection and fire suppression systems. The response of fire rescue and other city personnel and equipment to structures with these systems that have malfunctioned causes an added burden on the resources of the city and endangers the lives of the public and employees.

It shall be the responsibility of the owner/agent or occupant of the structure or premises having a system to have such systems maintained by a qualified contractor at all times. It is also the responsibility of the owner/agent or occupant to have an owner/manager or qualified contractor on site within one hour of a fire department request.

Any continued malfunction, failure to make needed improvements or failure to protect against malicious activation of a fire alarm, fire detection and/or fire suppression system in a structure to which a fire department emergency response is made will be handled in the following manner:

First response: The fire department will not charge for the first fire alarm response provided that corrective action is taken by the property owner or agent in the form of system repair or evaluation by a licensed fire alarm contractor. Should no corrective action be taken and the units are called back for the same alarm within a 48-hour period there shall be a charge in addition to the charge for a second response, as established and amended from time to time by resolution of the city council of Crystal River.

Fines for subsequent responses shall be as established and amended from time to time by resolution of the city council.

Fees are due within 45 days following notice from the fire rescue department. The failure to pay the applicable fee within 45 days is a violation of this article that may be enforced as provided in chapter in the amount of 100.00 for false alarms after the 3rd false alarm in a fiscal year (October 1st-September 30) 4th false alarm fee of 200.00, and 5th false alarm of 300.00 of this code and in accordance with F.S. § 633.214 (ordinances pertaining to fire safety; definitions; penalties).

Any person found resetting or in any way interfering with the reporting of a fire alarm before arrival of fire personnel shall be in violation of F.S. § 806.10 (false alarms of fires) and shall be guilty of a felony of the third degree.

- (7) *Appeals.* Any appeal or challenge to the assessment of any fine in this section shall be made through code enforcement

(Ord. No. 92-O-3 § 1, 4-27-92; Ord. No. 2002-O-04, § III, 2-25-02; Ord. No. 06-O-08, §§ 1—4, 4-24-2006; Ord. No. 25-O-13, 9-22-25)

Sec. 6-36. Violations; Penalty

Any person violating any of the provisions of the code adopted of this chapter, or who shall fail to comply with the provisions thereof, or who shall violate any detailed statement or plans submitted and approved thereunder, shall be guilty of a separate offense for each day or portion thereof during which any violation is committed or continued, and upon conviction such person shall be punished as provided by this Code of Ordinances.

(Ord. No. 25-O-13, 9-22-25)

Sec. 6-37. Fire Inspections

(a) Fire safety inspector

The fire chief (AHJ) shall appoint a fire safety inspector, who shall be charged with the powers granted under and the responsibilities established by F.S. § 633.214 et seq., as an agent of the state fire marshal.

(b) Fire safety inspection and fire hazard inspection.

The fire chief and his duly appointed fire safety inspector is empowered to enter any and all buildings and premises at any reasonable hour for the purpose of making inspections and to serve written notice upon the owner or occupant to abate, within a specified time, any and all fire hazards that may be found as set forth in F.S. § 633.216.

(c) Fire safety inspection fees.

The fire safety inspector shall be entitled to payment of fees for fire inspection services rendered. Such fees shall be established by resolution adopted by the city council. All fines and fees collected as a result of this article shall be applied to the City of Crystal River for fire department funding, this will include fire safety and public education programs.

(d) Compliance with notice of abatement required.

Any person served with a notice to abate any fire hazard shall comply therewith and promptly notify the fire chief within the time specified in the notice and report the correction to the fire chief or his duly appointed fire safety inspector. Initial fines and fees related to abatement of fire hazards shall be established by resolution of the city council. The fire chief has the authority (AHJ) to close any establishment which poses a life hazard within city limits for the protection of the employees, owners, and patrons of said establishment.

(Ord. No 25-O-13, 9-22-25)

Secs. 6-38—6-45. Reserved.

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 9.A.

Requested Motion: Riverwalk Update

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 9.B.

Requested Motion: 579 US Highway 19, LLC Update

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 10.A.

Requested Motion: Motion to approve the lease amendment with Crowne Castle GT Company LLC location, providing for a six-month lease extension, authorizing the City Manager to execute.

Summary:

The City has an existing lease agreement with Crowne Castle GT Company LLC for a communications tower located behind City Hall. The original lease, entered into in 1995, has been amended over the years, with the most recent amendment executed in 2022 and was set to expire in December of 2026. The City has provided written notice of termination due to the flooding of City Hall and the planned demolition, to be effective March 11, 2026. To assist in the relocation process and supply chain, Crowne Castle has requested an extension on the lease with a new termination date of September 11, 2026.

Exhibit A is a referenced bill of sale that will be brought forth at a later meeting for approval.

Staff Recommendation:

Staff Recommends the approval of the lease amendment with Crowne Castle GT Company LLC location, providing for a six-month lease extension, authorizing the City Manager to execute.

ATTACHMENTS:

Description

[814443 Crystal River -- GT Lease Amendment -- FL Municipality\(61986317.1\).doc](#)

THIRD AMENDMENT TO LAND LEASE AGREEMENT

THIS THIRD AMENDMENT TO LAND LEASE AGREEMENT (the “**Amendment**”) is made and entered into effective as of the last date of execution set forth below, by and between **THE CITY OF CRYSTAL RIVER**, a Florida municipal corporation (having a mailing address of 123 NW US Highway 19, Crystal River, Florida 34428) (“**Landlord**”), and **CROWN CASTLE GT COMPANY LLC**, a Delaware limited liability company (having a mailing address of 2000 Corporate Drive, Canonsburg, Pennsylvania 15317) (“**Tenant**”).

WITNESSETH:

WHEREAS, GTE Mobilnet of Tampa Incorporated (“**GTE**”), as tenant, entered into a Land Lease Agreement dated October 23, 1995 (the “**Original Lease**”) with Landlord, covering certain real property described therein (the “**Property**”), a memorandum of which was filed for record in Book 1124, Page 2090 in the Public Records of Citrus County, Florida (the “**MOL**”);

WHEREAS, pursuant to that certain Assignment and Assumption Agreement dated January 31, 2000 and recorded in Book 1439, Page 2052 in the Public Records of Citrus County, Florida, GTE Wireless of the South Incorporated, a Virginia corporation (successor by merger to GTE) assigned all of its right, title and interest in, to and under the Lease to Tenant, which assumed all of GTE’s rights, duties and obligations with respect thereto;

WHEREAS, Landlord and Tenant entered into that Amendment to Lease Agreement dated April 5, 2001 (the “**First Amendment**”), which is recorded in Book 1425, Page 605 in the Public Records of Citrus County, Florida;

WHEREAS, Landlord and Tenant entered into that Second Amendment to Lease Agreement dated May 9, 2022 (the “**Second Amendment**”), a memorandum of which was recorded in Book, Page in the Public Records of Citrus County, Florida;

WHEREAS, pursuant to Section 12 of the Original Lease, as amended by the Second Amendment, Landlord gave written notice of termination of the Lease (the “**Termination Notice**”), with such termination being effective as of March 11, 2026; and

WHEREAS, the parties desire to amend the Lease to extend the effective date of the termination and as otherwise set forth below.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Extension of Effective Date of Termination. Landlord and Tenant hereby agree that notwithstanding the Termination Notice, the term of the Lease is hereby extended through September 11, 2026 (the “**Revised Termination Date**”). The scheduled increase in rent effective January 1, 2026 shall take place as set forth in the Lease.

2. **Removal of Personal Property.** Notwithstanding any other provision of the Lease, on or before the Revised Termination Date (i) Tenant shall remove its personal property from the exterior and interior of the tower structure (excluding any lighting), and (ii) Landlord and Tenant shall each execute a bill of sale for the tower structure conveying the tower structure and equipment building to Landlord substantially in the form attached hereto as **Exhibit "A."**

2. **Additional Consideration.** As additional consideration for the execution of this Amendment, Tenant shall pay to Landlord the sum of Three Thousand and No/100 Dollars (\$3,000.00) within thirty (30) days of the final execution of this Amendment by Tenant.

3. **MISCELLANEOUS.**

(a) **Full Force and Effect.** All of the terms, provisions, covenants and agreements contained in the Lease are hereby incorporated herein by reference in the same manner and to the same extent as if all such terms, provisions, covenants and agreements were fully set forth herein. Landlord and Tenant ratify, confirm and adopt the Lease as of the date hereof for purposes of compliance with Florida Statute Ch. 695.01 (as amended) and acknowledge that there are no defaults under the Lease or events or circumstances which, with the giving of notice or passage of time or both, would ripen into events of default. Except as otherwise expressly amended herein, all the terms and conditions of the Lease shall remain and continue in full force and effect. Capitalized terms used herein and not otherwise defined shall have the meaning for such term set forth in the Lease. In case of any inconsistency between the Lease and this Amendment, the terms and conditions of this Amendment shall govern and control.

(b) **Binding Effect.** This Amendment shall be binding upon the heirs, legal representatives, successors and assigns of the parties. The parties shall execute and deliver such further and additional instruments, agreements and other documents as may be necessary to evidence or carry out the provisions of this Amendment.

(c) **Representations and Warranties.** Landlord represents and warrants that Landlord is duly authorized to and has the full power and authority to enter into this Amendment and to perform all of Landlord's obligations under the Lease as amended hereby.

(d) **Entire Agreement.** This Amendment supersedes all agreements previously made between the parties relating to its subject matter.

(e) **Counterparts.** This Amendment may be, acknowledged and delivered by electronic and digital signatures and in any number of counterparts, and each such counterpart shall constitute an original, but together such counterparts shall constitute only one instrument.

(f) **Electronic Signatures.** Each party agrees that the electronic signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. As used herein, "electronic signature" means any electronic sound, symbol, or process attached to or logically associated with this Amendment and executed and adopted by a party with the intent to sign such Amendment, including facsimile or email electronic signatures.

(Signatures appear on the following page.)

LANDLORD:

THE CITY OF CRYSTAL RIVER,
a(n) _____

By: _____(SEAL)
Name: _____
Its: _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by _____, the _____ of **THE CITY OF CRYSTAL RIVER**, a Florida municipal corporation, who executed the foregoing Third Amendment to Land Lease Agreement on behalf of the said municipal corporation. He/She is personally known to me or has produced _____ as identification.

My Commission Expires: _____
My Commission Number: _____

TENANT:

CROWN CASTLE GT COMPANY LLC,
a Delaware limited liability company

By: _____(SEAL)

Name: _____

Its: _____

STATE OF _____)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by _____, the _____ of **CROWN CASTLE GT COMPANY LLC**, a Delaware limited liability company, who executed the foregoing Third Amendment to Land Lease Agreement on behalf of the said limited liability company. He/She is personally known to me or has produced _____ as identification.

Given under my hand this ____ day of _____, 20__.

Notary Public

Printed Name

My Commission Expires: _____

My Commission Number: _____

EXHIBIT “A”
[FORM OF BILL OF SALE]

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: September 8, 2025

Agenda Item Number: 10.B.

Requested Motion: Motion to approve Resolution No. 25-R-30 to amend items in the City's Fee Schedule, Exhibit "B" Building Permit Fees, Exhibit "D" Special Event Permit Fees and adding Exhibit "F" Fire Department Fees

Summary:

Staff has been working with the City Manager and Council during a fee workshop on August 25, 2025, to revise the current city fee schedule. The City Manager is presenting Resolution No. 25-R-30 reflecting the proposed changes.

The Resolution contains updates to a fee title in the Building Permit Fee Exhibit "B", a change to permit fees and billable costs for special events for both Non-profit and For-Profit events and festivals, and an increase in the gazebo/pavilion rental fee from \$25.00 for a 4-hour rental to \$40.00 for a 4-hour rental (Gazebo rental fees moved from Exhibit "E" to Exhibit "D").

The proposed Exhibit "F" adds a Fire Department Fees section which will include fees for delinquent fire inspections and repeat alarms.

Staff Recommendation:

Staff recommends approval of Resolution No. 25-R-30, and if approved, authorize the Mayor to execute the final resolution.

ATTACHMENTS:

Description

[RES 25-R-30_Fee Schedule Update_9.8.25 redline.docx](#)

[RES 25-R-30_Fee Schedule Update_9.8.25 Final.docx](#)

RESOLUTION NO. 25-R-30

A RESOLUTION AMENDING THE CITY OF CRYSTAL RIVER FEE SCHEDULE, BY REVISING EXHIBIT B BUILDING PERMIT FEES, EXHIBIT D SPECIAL EVENT FEES, EXHIBIT E VISITOR SERVICES FEES; ADDING EXHIBIT F FIRE DEPARTMENT FEES; PROVIDING ADMINISTRATIVE ACTION; PROVIDING FOR CONFLICTS; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Crystal River adopted Resolution 23-R-09 entitled “City of Crystal River Fee Schedule” on April 10, 2023; and

WHEREAS, the City Council desires to revise said schedule to update Exhibit “B” *Building Permit Fees* effectively amending Resolution 23-R-09, and as subsequently amended in Resolution 24-R-20, regarding fees related to the function of the building department; and

WHEREAS, a Fee Workshop was held on August 25, 2025 to discuss the City’s fees; and

WHEREAS, Chapter 553.791, Florida Statutes, requires that if an owner or contractor retains a private provider for purposes of plans review or building inspector services, the local jurisdiction must reduce the permit fee by the amount of cost savings realized by the local enforcement agency for not having to perform such services; and

WHEREAS, Exhibits “A” and “C” of Resolution 24-R-27 remain unchanged and in effect; and

WHEREAS, the City Council has determined that it is fiscally responsible, necessary and beneficial to the public to revise the Fee Schedule; and

WHEREAS, the City Council of the City of Crystal River has determined that all the fees set forth hereinafter are equitable and necessary for the regulatory and programmatic matters involved in the activities and functions funded by the City; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, AS FOLLOWS:

SECTION 1. Findings. The foregoing clauses are incorporated herein by reference and adopted as legislative and administrative finds in support of the matters set forth in this Resolution and made a part hereof.

SECTION 2. Fee Schedule. The fee and charge schedule for EXHIBIT “B” – BUILDING PERMIT FEES, EXHIBIT “D” – SPECIAL EVENT FEES, EXHIBIT “E” VISITOR SERVICES FEES, and EXHIBIT “F” FIRE DEPARTMENT FEES are hereby adopted to show the changes reflected in the attached exhibit.

SECTION 3. Implementing Administrative Actions. The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution and to take any and all necessary administrative actions.

SECTION 4. Conflicts. All Resolution or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 6. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED THIS _____ DAY OF _____ 2025.

ATTEST:

CITY OF CRYSTAL RIVER

MIA FINK, CITY CLERK

JOE MEEK, MAYOR

**APPROVED AS TO FORM
AND LEGALITY:**

VOTE OF COUNCIL:

**ROBERT W. BATSEL, JR., ESQUIRE
CITY ATTORNEY**

Meek	_____
Holmes	_____
Frink	_____
Ensing	_____
Satchell	_____

EXHIBIT A

ADMINISTRATIVE FEES	
Copying of Records Fees [per Sec. 119.07(4), F.S.]	as prescribed by law
LIEN REVIEW/RELEASE FEES	
Lien Release Fees	\$100.00
Utility Lien Search - Balance Only (5-7 days)	\$35.00
Utility Lien Search - Balance Detail (5-7 days)	\$70.00
Utility Lien Search - RUSH (3 days) additional fee	\$15.00
Code or Other Lien Search - Balance Only (5-7 days)	\$35.00
Code or Other Lien Search - Balance Detail (5-7 days)	\$70.00
Code or Other Lien Search - RUSH (3 days) additional fee	\$15.00
CRA Corner Post Sign Blade	\$750.00

EXHIBIT B

BUILDING PERMIT FEES	
Preliminary Building Plan Courtesy Review – New Residential (these fees may be credited toward a full permit review submittal as determined by the Planning and Community Development Director)	Same as Building Fee – Residential Permit
Preliminary Building Plan Courtesy Review – New Commercial (these fees may be credited toward a full permit review submittal as determined by the Planning and Community Development Director)	Same as Building Fee – Commercial Permit
Appeal Application to the Building/Housing Review Board	\$250.00
<i>All new construction, alterations, renovations, etc., requiring a building permit shall pay fees as follows:</i>	
~~Permit Drop Off Fee (Non-Refundable and is in addition to the required building permit fee)~~ Minimum Building Permit Fee	Commercial - \$120 Residential - \$120
Building Fee – Residential Permit	1.25% Cost of Construction value on first \$0 to \$750,000; Add 0.625% on value over \$750,000 (Minimum \$120)
Building Fee – Commercial Permit	1.5% Cost of Construction value on first \$0 to 2,000,000; Add 0.75% on value over \$2,000,000 (Minimum \$120)
Retaining Walls, Seawalls, Privacy Walls	\$.45 per Lineal Foot
Non-residential communication tower	\$1.45 per foot
Temporary Tent Events	\$250 per week
Alarm Systems	\$75.00 + \$5.00 per each 1,000 SF over 3,000
Plumbing permits (stand alone)	\$75.00 + \$5.00 per fixture
Mechanical Permits (stand alone)	\$15.00 per ton
Electrical permits (stand alone)	\$75.00 + \$5.00/room
Commercial Hood	\$100.00
Fire Sprinkler	\$.05/SF
Swimming pools, pool cage	1.25% Cost of Construction- Minimum \$120.00
Roofing Permits: Re-Roof	\$100 +\$5.00 per each \$1,000 of contract price or part thereof up to \$15,000 + \$3.00 per each \$1,000 of contract price part thereof over \$15,000
Solar Heater	\$75.00 + \$5.00/panel
Signs (including Billboard Repair Fee)	See Above Building Permit fees for commercial projects
Demolition Permits	1% of contract amount
Lawn Irrigation	\$75.00
Mobile Home Set-up fee	\$300 for first section + \$150 per additional section
Gas	See above Building permit fees based on residential or commercial projects

EXHIBIT B

BUILDING PERMIT FEES	
Misc. Building Fees not listed	See above Building permit fees based on residential or commercial projects - \$100 minimum
Time Extensions (max 2 allowed, up to 90 days each, before re-permitting is required)	\$50/Extension
Revision to Approve Plans	\$100 for both residential and commercial
Reinspection Fee (Charged for all reinspections that result from the work on a Corrective Action Notice not being completed, inspection called for before the work is done, and other reinspections.	\$50 Reinspection \$75 for second Reinspection and \$100 for each subsequent Reinspection
Repermitting Fee shall be the full permit fee. Projects lacking only a final inspection	\$100.00
Time extensions (Maximum of 2 up to 90 days each	\$50/per inspection
Revision to approved plans	\$50 + \$.25/SF of revised area
After the Fact permits	Double fees
Change of contractor	\$100.00
Contractor registration	\$20.00
Plan Review	
Fees borne by the City for Plan Review may be passed on to the applicant	actual cost of service
Fees borne by the City for Fire Inspections shall be the responsibility of the property and/or business owner	actual cost of service
Pursuant to Florida Statutes, Chapter 553.791, an applicant may choose to use a private provider to provide plan review and/or inspection services. The credit applicable to Private Provider use are as follows: • Inspection Services, only – 15% credit • Plan Review and Inspection Services – 30% credit	

EXHIBIT C

PLANNING AND ZONING FEES	
PLANNING AND ZONING APPLICATION FEES:	
Written Zoning Verification Request	\$50.00
LDC Written Determination Request	\$200.00
Appeal Application to the Planning Commission	\$250.00
Vested Rights Determination	\$500.00
Development Agreement	\$1,200
Amendment to Development Agreement	\$600.00
Development of Regional Impact (DRI)	
DRI Review	\$2,500.00
DRI Time Extension Change	\$300.00
DRI Application for Proposed Change	\$750.00
DRI – review of annual reports	\$200.00
Planning Unit Developments (PUD)	
≤20 acres	\$1,200 + \$5.00/acre
>20 acres	\$2,500 + \$5.00/acre
Major Amendment to PUD	\$750.00
Minor Amendment to PUD	\$200.00
Variances, Supplemental Uses or Special Uses of the LDC	
Residential Variance	\$400.00
Commercial Variance	\$600.00
After-the-fact Variance	Double fee
Supplemental Use/Special Use (which requires public hearing)	\$600
Site Development Plan Review (new const on vacant land)	
Residential Site Development Plan (1- and 2-family dwelling)	\$250.00
Non-residential Site Development Plan	\$750.00
Site Improvement Plan (Addition and/or Change of Use)	
Site Improvement Plan (<500 SF new impervious)	\$250.00
Site Improvement Plan (500+ SF new impervious)	\$750.00
Other Site Plan Review	
Accessory Structure	\$50.00
Misc. Zoning Fee	\$50.00
Professional and consultant services	actual cost of service
Tree Removal	
Commercial Tree Removal	\$75.00
After-the-fact Commercial Tree Removal	\$150.00
Residential Tree Removal with new SFR (Sec. 163.045, F.S.)	\$0.00
After-the-fact Residential Tree Removal (Sec. 163.045, F.S.)	\$0.00
Vacant Property Tree Removal	\$75.00
After-the-fact Vacant Property Tree Removal	\$150.00
Signs and Billboards	
Billboard	\$0.00
Signs (zoning approval)	\$250.00
Miscellaneous Planning Fees	
Adult Use Site Check	\$50.00
Miscellaneous Site Review Items	
Mobile Vendor Application (Sec. 509.102, F.S.)	\$0.00
Telecommunication Tower	\$250.00

EXHIBIT C

PLANNING AND ZONING FEES	
Telecommunication Tower Co-locate	\$100.00
Subdivision – Platting	
Preliminary Plat	\$300 + \$20/Lot
Plat Variance	\$250.00
Subdivision or Replat Improvement Plan Review	\$150+ \$20/Lot
Final Subdivision Plat	\$400 + \$20/Lot
Subdivision Plat Resubmittal	\$250.00
Final Plat Surveyor's Certificate of Review Fee (Sec. 177.081 (1), F.S.)	actual cost of service
Minor Subdivision	\$150.00
Plat Vacations	\$500.00
Street Vacations	\$500.00
Comprehensive Plan Amendments	
Text Amendment (Large Scale)	\$1,000.00
Large Scale FLUM Map Amendment	\$1,000.00
Small Scale FLUM Map Amendment	\$500.00
Land Development Code Amendments	
Land Development Code Text Amendment	\$500.00
Rezoning (Zoning Map Amendment)	\$500.00
Right of Way Utilization Permit	
Residential	\$75.00
Commercial	\$100.00

EXHIBIT D

SPECIAL EVENT PERMIT FEES	
Non-Profit Entities	
~~Festival with Street closures one side of Citrus Avenue (includes labor and materials per event application)~~ Festival on City property	~~\$1,500.00~~ \$250.00
~~Festival with street closures both sides of Citrus Avenue (includes labor and materials per event application)~~	~~\$3,000.00~~
Special event on City property	~~\$250.00~~ \$150.00
Special event on private property	\$100.00
For-Profit Entities	
~~Festival with street closures one side of Citrus Avenue (includes labor and materials per event application)~~ Festival on City property	~~\$2,500.00~~ \$500.00
~~Festival with street closures both sides of Citrus Avenue (includes labor and materials per event application)~~	~~\$5,000.00~~
Special event on City property	~~\$500.00~~
Special event on private property	\$100.00
~~Additional charge if event application is submitted <60 days~~	~~\$150.00~~
Pumphouse Rental	
Full Day (pumphouse with front and back patio)	\$300.00
~~4-hour block (pumphouse with front and back patio)~~	~~\$150.00~~
~~Additional for splashpad use~~	~~\$500.00~~
~~Post-Event cleanup fee per day (is necessary, after any event)~~	~~\$250.00~~
<u>Gazebo/Pavilion Rental</u>	\$40.00/4 hours
ADDITIONAL SPECIAL EVENT FEES	
<i>These fees are assessed with each event</i>	
<u>City Staff (personnel, vehicle & materials)</u>	~~\$35.00/hour~~
<u>CR Fire Department Presence</u>	~~\$50.00/hour~~
<u>Water Barricades</u>	~~\$60.00/barricade~~
<u>Fire Inspection</u>	~~\$20.00/food vendor~~
<u>Post-Event Cleanup Charge</u>	\$250.00/day
<u>Submission <60 days</u>	\$150.00

EXHIBIT E

VISITOR SERVICES FEES	
Hunter Springs Park – Parking/Launch Fees:	
Parking all day (Overnight parking not permitted.) Oversized vehicle and trailer parking not permitted.	\$5.00
Paddle-craft launch fee (per vessel)	\$5.00
Kings Bay Park – Parking/Launch Fees:	
Parking all day (Overnight parking not permitted.)	\$5.00
Parking all day for a vehicle with trailer (if applicable) 8-foot maximum length.	\$7.50
Paddle-craft launch fee (per vessel)	\$5.00
NW 3rd Avenue Boat Ramp – Parking/Launch Fees:	
Parking all day (located at Fire Department across U.S. 19)	\$5.00
Vehicle with trailer parking all day (located at Fire Department across U.S. 19)	\$7.50
Launch fee (per vessel)	\$5.00
Pete’s Pier Boat Ramp – Launch Fee:	
Launch fee (per vessel)	\$5.00
Parking fee is paid directly to Pete’s Pier attendant (not included in Annual Passes)	
Non-commercial Resident Annual Parking/Motorized Vessel Pass:	
Fee per vehicle, includes unlimited parking at Hunter Springs Park, King’s Bay Park, and the Fire Department lot on U.S. 19. (Excludes Pete’s Pier parking.) Pass includes resident motorized vessel launches at the two city owned boat ramps.	\$50.00 per year
Non-commercial Citrus County Resident Annual Motorized Vessel Launch Pass:	
Fee per vehicle or trailer, includes unlimited parking at Fire Department lot on U.S. 19 and unlimited boat launch at NW 3 rd Avenue boat ramp and Pete’s Pier. Pass does not include paddle-craft launch fees or parking at Pete’s Pier or any other city-owned metered parking sites.	\$75.00 per year
Commercial Business Annual Boat Pass:	
Fee per vehicle or trailer, includes unlimited parking at Fire Department lot on U.S. 19 and unlimited motorized vessel launch at NW 3 rd Avenue Boat Ramp and the Boat Ramp at Pete’s Pier. Commercial Annual Pass does not include parking at Pete’s Pier or any other city-owned metered parking sites.	\$100.00 per year
Resident of City of Crystal River Annual Paddle-Craft Launch Pass:	
Fee includes unlimited launches at Hunter Springs Park and King’s Bay Park.	\$5.00 per paddle-craft or \$20.00 per residential address (with valid ID) for up to 10 resident-owned paddle-craft
<u>Pavilion/Gazebo/Court Rental Fees:</u>	
<u>Fee for a 4 hour block of time for 49 people or less. Facilities are available at Kings Bay Park, Little Springs Park (pavilion and gazebo), Yeomans Park, LeGrone Park and Copeland Park. Facilities at Hunter Springs Park are first come first serve and cannot be reserved.</u>	<u>\$25.00</u>
Trolley Advertising	
End of Trolley	\$2,500/year
Inside Trolley	\$1,000/year

EXHIBIT F

<u>FIRE DEPARTMENT FEES</u>	
<u>Annual Fire Inspection</u>	<u>\$0.00 (with active City Business Tax Receipt)</u>
<u>Delinquent Fire Inspection</u>	<u>\$50.00</u>
<u>Repeat Alarm</u>	<u>\$50.00</u>

RESOLUTION NO. 25-R-30

A RESOLUTION AMENDING THE CITY OF CRYSTAL RIVER FEE SCHEDULE, BY REVISING EXHIBIT B BUILDING PERMIT FEES, EXHIBIT D SPECIAL EVENT FEES, EXHIBIT E VISITOR SERVICES FEES; ADDING EXHIBIT F FIRE DEPARTMENT FEES; PROVIDING ADMINISTRATIVE ACTION; PROVIDING FOR CONFLICTS; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Crystal River adopted Resolution 23-R-09 entitled “City of Crystal River Fee Schedule” on April 10, 2023; and

WHEREAS, the City Council desires to revise said schedule to update Exhibit “B” *Building Permit Fees* effectively amending Resolution 23-R-09, and as subsequently amended in Resolution 24-R-20, regarding fees related to the function of the building department; and

WHEREAS, a Fee Workshop was held on August 25, 2025 to discuss the City’s fees; and

WHEREAS, Chapter 553.791, Florida Statutes, requires that if an owner or contractor retains a private provider for purposes of plans review or building inspector services, the local jurisdiction must reduce the permit fee by the amount of cost savings realized by the local enforcement agency for not having to perform such services; and

WHEREAS, Exhibits “A” and “C” of Resolution 24-R-27 remain unchanged and in effect; and

WHEREAS, the City Council has determined that it is fiscally responsible, necessary and beneficial to the public to revise the Fee Schedule; and

WHEREAS, the City Council of the City of Crystal River has determined that all the fees set forth hereinafter are equitable and necessary for the regulatory and programmatic matters involved in the activities and functions funded by the City; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, AS FOLLOWS:

SECTION 1. Findings. The foregoing clauses are incorporated herein by reference and adopted as legislative and administrative finds in support of the matters set forth in this Resolution and made a part hereof.

SECTION 2. Fee Schedule. The fee and charge schedule for EXHIBIT “B” – BUILDING PERMIT FEES, EXHIBIT “D” – SPECIAL EVENT FEES, EXHIBIT “E” VISITOR SERVICES FEES, and EXHIBIT “F” FIRE DEPARTMENT FEES are hereby adopted to show the changes reflected in the attached exhibit.

SECTION 3. Implementing Administrative Actions. The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution and to take any and all necessary administrative actions.

SECTION 4. Conflicts. All Resolution or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 6. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED THIS _____ DAY OF _____ 2025.

ATTEST:

CITY OF CRYSTAL RIVER

MIA FINK, CITY CLERK

JOE MEEK, MAYOR

**APPROVED AS TO FORM
AND LEGALITY:**

VOTE OF COUNCIL:

**ROBERT W. BATSEL, JR., ESQUIRE
CITY ATTORNEY**

Meek	_____
Holmes	_____
Frink	_____
Ensing	_____
Satchell	_____

EXHIBIT A

ADMINISTRATIVE FEES	
Copying of Records Fees [per Sec. 119.07(4), F.S.]	as prescribed by law
LIEN REVIEW/RELEASE FEES	
Lien Release Fees	\$100.00
Utility Lien Search - Balance Only (5-7 days)	\$35.00
Utility Lien Search - Balance Detail (5-7 days)	\$70.00
Utility Lien Search - RUSH (3 days) additional fee	\$15.00
Code or Other Lien Search - Balance Only (5-7 days)	\$35.00
Code or Other Lien Search - Balance Detail (5-7 days)	\$70.00
Code or Other Lien Search - RUSH (3 days) additional fee	\$15.00
CRA Corner Post Sign Blade	\$750.00

EXHIBIT B

BUILDING PERMIT FEES	
Preliminary Building Plan Courtesy Review – New Residential (these fees may be credited toward a full permit review submittal as determined by the Planning and Community Development Director)	Same as Building Fee – Residential Permit
Preliminary Building Plan Courtesy Review – New Commercial (these fees may be credited toward a full permit review submittal as determined by the Planning and Community Development Director)	Same as Building Fee – Commercial Permit
Appeal Application to the Building/Housing Review Board	\$250.00
<i>All new construction, alterations, renovations, etc., requiring a building permit shall pay fees as follows:</i>	
Minimum Building Permit Fee	Commercial - \$120 Residential - \$120
Building Fee – Residential Permit	1.25% Cost of Construction value on first \$0 to \$750,000; Add 0.625% on value over \$750,000 (Minimum \$120)
Building Fee – Commercial Permit	1.5% Cost of Construction value on first \$0 to 2,000,000; Add 0.75% on value over \$2,000,000 (Minimum \$120)
Retaining Walls, Seawalls, Privacy Walls	\$.45 per Lineal Foot
Non-residential communication tower	\$1.45 per foot
Temporary Tent Events	\$250 per week
Alarm Systems	\$75.00 + \$5.00 per each 1,000 SF over 3,000
Plumbing permits (stand alone)	\$75.00 + \$5.00 per fixture
Mechanical Permits (stand alone)	\$15.00 per ton
Electrical permits (stand alone)	\$75.00 + \$5.00/room
Commercial Hood	\$100.00
Fire Sprinkler	\$.05/SF
Swimming pools, pool cage	1.25% Cost of Construction- Minimum \$120.00
Roofing Permits: Re-Roof	\$100 + \$5.00 per each \$1,000 of contract price or part thereof up to \$15,000 + \$3.00 per each \$1,000 of contract price part thereof over \$15,000
Solar Heater	\$75.00 + \$5.00/panel
Signs (including Billboard Repair Fee)	See Above Building Permit fees for commercial projects
Demolition Permits	1% of contract amount
Lawn Irrigation	\$75.00
Mobile Home Set-up fee	\$300 for first section + \$150 per additional section
Gas	See above Building permit fees based on residential or commercial projects

EXHIBIT B

BUILDING PERMIT FEES	
Misc. Building Fees not listed	See above Building permit fees based on residential or commercial projects - \$100 minimum
Time Extensions (max 2 allowed, up to 90 days each, before re-permitting is required)	\$50/Extension
Revision to Approve Plans	\$100 for both residential and commercial
Reinspection Fee (Charged for all reinspections that result from the work on a Corrective Action Notice not being completed, inspection called for before the work is done, and other reinspections.	\$50 Reinspection \$75 for second Reinspection and \$100 for each subsequent Reinspection
Repermitting Fee shall be the full permit fee. Projects lacking only a final inspection	\$100.00
Time extensions (Maximum of 2 up to 90 days each	\$50/per inspection
Revision to approved plans	\$50 + \$.25/SF of revised area
After the Fact permits	Double fees
Change of contractor	\$100.00
Contractor registration	\$20.00
Plan Review	
Fees borne by the City for Plan Review may be passed on to the applicant	actual cost of service
Fees borne by the City for Fire Inspections shall be the responsibility of the property and/or business owner	actual cost of service
Pursuant to Florida Statutes, Chapter 553.791, an applicant may choose to use a private provider to provide plan review and/or inspection services. The credit applicable to Private Provider use are as follows: • Inspection Services, only – 15% credit • Plan Review and Inspection Services – 30% credit	

EXHIBIT C

PLANNING AND ZONING FEES	
PLANNING AND ZONING APPLICATION FEES:	
Written Zoning Verification Request	\$50.00
LDC Written Determination Request	\$200.00
Appeal Application to the Planning Commission	\$250.00
Vested Rights Determination	\$500.00
Development Agreement	\$1,200
Amendment to Development Agreement	\$600.00
Development of Regional Impact (DRI)	
DRI Review	\$2,500.00
DRI Time Extension Change	\$300.00
DRI Application for Proposed Change	\$750.00
DRI – review of annual reports	\$200.00
Planning Unit Developments (PUD)	
≤20 acres	\$1,200 + \$5.00/acre
>20 acres	\$2,500 + \$5.00/acre
Major Amendment to PUD	\$750.00
Minor Amendment to PUD	\$200.00
Variances, Supplemental Uses or Special Uses of the LDC	
Residential Variance	\$400.00
Commercial Variance	\$600.00
After-the-fact Variance	Double fee
Supplemental Use/Special Use (which requires public hearing)	\$600
Site Development Plan Review (new const on vacant land)	
Residential Site Development Plan (1- and 2-family dwelling)	\$250.00
Non-residential Site Development Plan	\$750.00
Site Improvement Plan (Addition and/or Change of Use)	
Site Improvement Plan (<500 SF new impervious)	\$250.00
Site Improvement Plan (500+ SF new impervious)	\$750.00
Other Site Plan Review	
Accessory Structure	\$50.00
Misc. Zoning Fee	\$50.00
Professional and consultant services	actual cost of service
Tree Removal	
Commercial Tree Removal	\$75.00
After-the-fact Commercial Tree Removal	\$150.00
Residential Tree Removal with new SFR (Sec. 163.045, F.S.)	\$0.00
After-the-fact Residential Tree Removal (Sec. 163.045, F.S.)	\$0.00
Vacant Property Tree Removal	\$75.00
After-the-fact Vacant Property Tree Removal	\$150.00
Signs and Billboards	
Billboard	\$0.00
Signs (zoning approval)	\$250.00
Miscellaneous Planning Fees	
Adult Use Site Check	\$50.00
Miscellaneous Site Review Items	
Mobile Vendor Application (Sec. 509.102, F.S.)	\$0.00
Telecommunication Tower	\$250.00

EXHIBIT C

PLANNING AND ZONING FEES	
Telecommunication Tower Co-locate	\$100.00
Subdivision – Platting	
Preliminary Plat	\$300 + \$20/Lot
Plat Variance	\$250.00
Subdivision or Replat Improvement Plan Review	\$150+ \$20/Lot
Final Subdivision Plat	\$400 + \$20/Lot
Subdivision Plat Resubmittal	\$250.00
Final Plat Surveyor's Certificate of Review Fee (Sec. 177.081 (1), F.S.)	actual cost of service
Minor Subdivision	\$150.00
Plat Vacations	\$500.00
Street Vacations	\$500.00
Comprehensive Plan Amendments	
Text Amendment (Large Scale)	\$1,000.00
Large Scale FLUM Map Amendment	\$1,000.00
Small Scale FLUM Map Amendment	\$500.00
Land Development Code Amendments	
Land Development Code Text Amendment	\$500.00
Rezoning (Zoning Map Amendment)	\$500.00
Right of Way Utilization Permit	
Residential	\$75.00
Commercial	\$100.00

EXHIBIT D

<i>SPECIAL EVENT PERMIT FEES</i>	
Non-Profit Entities	
Festival on City property	\$250.00
Special event on City property	\$150.00
Special event on private property	\$100.00
For-Profit Entities	
Festival on City property	\$500.00
Special event on City property	\$500.00
Special event on private property	\$100.00
Pumphouse Rental	
Full Day (pumphouse with front and back patio)	\$300.00
Gazebo/Pavilion Rental	\$40.00/4 hours

<i>ADDITIONAL SPECIAL EVENT FEES</i> <i>These fees are assessed with each event</i>	
City Staff (personnel, vehicle & materials)	\$35.00/hour
CR Fire Department Presence	\$50.00/hour
Water Barricades	\$60.00/barricade
Fire Inspection	\$20.00/food vendor
Post-Event Cleanup Charge	\$250.00/day
Submission <60 days	\$150.00

EXHIBIT E

VISITOR SERVICES FEES	
Hunter Springs Park – Parking/Launch Fees:	
Parking all day (Overnight parking not permitted.) Oversized vehicle and trailer parking not permitted.	\$5.00
Paddle-craft launch fee (per vessel)	\$5.00
Kings Bay Park – Parking/Launch Fees:	
Parking all day (Overnight parking not permitted.)	\$5.00
Parking all day for a vehicle with trailer (if applicable) 8-foot maximum length.	\$7.50
Paddle-craft launch fee (per vessel)	\$5.00
NW 3rd Avenue Boat Ramp – Parking/Launch Fees:	
Parking all day (located at Fire Department across U.S. 19)	\$5.00
Vehicle with trailer parking all day (located at Fire Department across U.S. 19)	\$7.50
Launch fee (per vessel)	\$5.00
Pete’s Pier Boat Ramp – Launch Fee:	
Launch fee (per vessel)	\$5.00
Parking fee is paid directly to Pete’s Pier attendant (not included in Annual Passes)	
Non-commercial Resident Annual Parking/Motorized Vessel Pass:	
Fee per vehicle, includes unlimited parking at Hunter Springs Park, King’s Bay Park, and the Fire Department lot on U.S. 19. (Excludes Pete’s Pier parking.) Pass includes resident motorized vessel launches at the two city owned boat ramps.	\$50.00 per year
Non-commercial Citrus County Resident Annual Motorized Vessel Launch Pass:	
Fee per vehicle or trailer, includes unlimited parking at Fire Department lot on U.S. 19 and unlimited boat launch at NW 3 rd Avenue boat ramp and Pete’s Pier. Pass does not include paddle-craft launch fees or parking at Pete’s Pier or any other city-owned metered parking sites.	\$75.00 per year
Commercial Business Annual Boat Pass:	
Fee per vehicle or trailer, includes unlimited parking at Fire Department lot on U.S. 19 and unlimited motorized vessel launch at NW 3 rd Avenue Boat Ramp and the Boat Ramp at Pete’s Pier. Commercial Annual Pass does not include parking at Pete’s Pier or any other city-owned metered parking sites.	\$100.00 per year
Resident of City of Crystal River Annual Paddle-Craft Launch Pass:	
Fee includes unlimited launches at Hunter Springs Park and King’s Bay Park.	\$5.00 per paddle-craft or \$20.00 per residential address (with valid ID) for up to 10 resident-owned paddle-craft
Pavilion/Gazebo/Court Rental Fees:	
Fee for a 4-hour block of time for 49 people or less. Facilities are available at Kings Bay Park, Little Springs Park (pavilion and gazebo), Yeomans Park, LeGrone Park and Copeland Park. Facilities at Hunter Springs Park are first come-first serve and cannot be reserved.	\$25.00
Trolley Advertising	
End of Trolley	\$2,500/year
Inside Trolley	\$1,000/year

EXHIBIT F

<i>FIRE DEPARTMENT FEES</i>	
Annual Fire Inspection	\$0.00 (with active City Business Tax Receipt)
Delinquent Fire Inspection	\$50.00
Repeat Alarm	\$50.00