



Agenda
Crystal River City Council Meeting
Regular Meeting Agenda
Monday, January 12, 2026 at 5:30 PM
Citrus County Welcome Center

Joe Meek, Mayor
Robert Holmes, Vice Mayor/Council Seat #5
Gabrielle Satchell, Council Seat #1
Mindi Hastings, 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

- A. Swearing in of Mindi Hastings as Interim Council member Seat No. 2

4. UNFINISHED BUSINESS

5. PUBLIC INPUT

(Three Minute Time Limit)

6. APPROVAL OF CONSENT AGENDA

- A. Motion to approve minutes of the City Council meeting held December 8, 2025
- B. Motion to authorize the Crystal River Lions Club to utilize the parking lot at 41 NE Crystal St. during the 2026 Florida Manatee Fest to park cars and fundraise
- C. Motion to approve the scheduling of a City Council Workshop on January 28, 2026 at 10:00 AM to discuss City Manager Evaluation Process
- D. Motion to accept the resignation of Kimberly Salter from Planning Commission Alternate Seat No. 1, appoint Charlie Kish to Alternate Seat No. 1 from Alternate Seat No. 2, and appoint Scott Davis to Alternate Seat No. 2.

7. PUBLIC HEARING

- A. Consideration of Ordinance 25-O-15 (Application No. PCA25-0003) for an amendment of the Future Land Use Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2025, at 5:30 p.m. This item is associated with the next item.
AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, PROVIDING FOR A SMALL-SCALE AMENDMENT TO THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN BY RECLASSIFYING PROPERTIES (9.20 ACRES MOL) LYING IN SECTION 21, TOWNSHIP 18 SOUTH, RANGE 17 EAST AND SECTION 16, TOWNSHIP 18 SOUTH, RANGE 17 EAST, SPECIFICALLY PARCEL IDS 17E18S210010 0480 (ALT KEY: 1069432) AND 17E18S21 80000 (ALT KEY: 1069173) AS IDENTIFIED IN THE RECORDS OF THE CITRUS COUNTY PROPERTY APPRAISER AND OWNED BY THE CITY OF CRYSTAL RIVER FROM URBAN CENTER AND URBAN NEIGHBORHOOD TO THE CIVIC LAND USE CATEGORY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- B. QUASI JUDICIAL Consideration of Ordinance 25-O-16 (Application No. PZM25-0003) for an amendment of the Official Zoning Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2026, at 5:30 p.m. This item is associated with the previous item.
AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF CRYSTAL RIVER BY REZONING PROPERTIES (9.20 ACRES MOL) LYING IN SECTION 21, TOWNSHIP 18 SOUTH,

RANGE 17 EAST, AND SECTION 16, TOWNSHIP 18 SOUTH, AND RANGE 17 EAST, SPECIFICALLY PARCEL IDS 17E18S210010 0480 (ALT KEY: 1069432) AND 17E18S21 80000 (ALT KEY: 1069173) AS IDENTIFIED IN THE RECORDS OF THE CITRUS COUNTY PROPERTY APPRAISER AND OWNED BY THE CITY OF CRYSTAL RIVER FROM URBAN CENTER 1, URBAN CENTER 2, URBAN NEIGHBORHOOD 1, AND URBAN NEIGHBORHOOD 2 TO THE CIVIC ZONE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- C. [Consideration of Ordinance No. 26-O-01 \(Application PCT25-0002\) to adopt the annual update of the 5-year Capital Improvements Plan within the Capital Improvements Element of the Comprehensive Plan, as mandated by Florida Statutes, and hold the second public hearing on January 12, 2026, at 5:30 p.m.](#)

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, MODIFYING THE 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS SET FORTH IN TABLE 4 OF THE CRYSTAL RIVER COMPREHENSIVE PLAN AS AN ANNUAL UPDATE PURSUANT TO FLORIDA STATUTE 163.3177 (3) (b) AS DESCRIBED HEREINBELOW; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION, PROVIDING FOR MODIFICATIONS THAT MAY ARISE FROM CONSIDERATION AT PUBLIC HEARINGL PROVIDING FOR SCRIVERNER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

8. INTRODUCTION AND FIRST READING OF ORDINANCES

- A. [Introduction of Ordinance 26-O-2 \(Application PCT25-0001\) 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 First Reading, and set a public hearing for January 26, 2026, at 5:30 p.m.](#)

AN ORDINANCE RESCENDING AND REPLACING ORDINANCE 25-O-11, AMENDING THE CITY OF CRYSTAL RIVER, FLORIDA, COMPREHENSIVE PLAN PURSUANT TO SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUES, CONCERNING FUTURE LAND USE TEXT (POLICY) AMENDMENT; AMENDING FUTURE LAND USE ELEMENT BY ADDING OBJECTIVE 2.9 PROMOTING FAIRNESS AND ACKNOWLEDGING GOOD FAITH RELIANCE ON THE PREVIOUSLY APPLICABLE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE PRIOR TO RECENT AMENDMENT; PROVIDING FOR A TRANSITION PERIOD DURING WHICH APPLICANTS DEMONSTRATING SUCH RELIANCE MAY ELECT TO PROCEED UNDER THE CURRENT OR PREVIOUSLY EXISTING COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

9. CITY ATTORNEY

10. CITY MANAGER

- A. [Motion to approve the purchase of 2017 Starcraft Allstar 24+2 Bus in the total amount of \\$67,500.00 from Model 1 Commercial Vehicles, Inc.](#)

- B. Motion to authorize the Mayor to sign an agreement for the Crystal River Government Center Project, Proposal for Construction Documents with Monarch Design Group and enter into contract in the amount of \$1,009,640.00

11. CITY COUNCIL

- A. Motion to nominate and elect a Vice Mayor for a one-year term pursuant to the City Council Policy Manual, Section 22

12. COUNCIL MEMBER AND COMMITTEE REPORTS

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

13. PUBLIC INPUT

(Five Minute Time Limit)

14. ADJOURNMENT

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 3.A.

Requested Motion: Swearing in of Mindi Hastings as Interim Council member Seat No. 2

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 6.A.

Requested Motion: Motion to approve minutes of the City Council meeting held December 8, 2025

ATTACHMENTS:

Description

[December 8, 2025 City Council Meeting Minutes.docx](#)



Agenda

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

1. CALL TO ORDER

Mayor Meek called the meeting to order at 5:30 p.m.

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

Staff present: City Manager Audra Curts-Whann, City Attorney Rob Batsel, Assistant City Manager/Public Works Director Troy Slattery, Parks and Recreation Director Leslie Bollin, Visitors Services Director Andrea Hullstrung, Human Resources Director Mary Helprin, Finance Director Michelle Russell-Maynard, Assistant Finance Director Cindy Marihugh, Growth Management Director Carly Hanson, Fire Chief Frank Melillo, City Clerk Mia Fink

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

2. ADOPTION OF AGENDA

Mayor Meek requested item 9A be placed at the beginning of the agenda and Council member Satchell requested item 6G be pulled from consent for discussion.

Motion to adopt the agenda as amended was made by Council member Ensing; seconded by Vice Mayor Holmes. Motion carried 4-0.

3. PRESENTATIONS

A. CRFD Quarterly Report

Fire Chief Frank Melillo presented the report.

B. Monarch Final Report

Barnett Chenault of Monarch presented "Crystal River Government Center, Phase I- Building Programming Presentation to City Council". Gary Levengood, P.E. of Kimley Horn presented the portion regarding the Master Site Plan. Mr. Chenault completed the presentation and sought authorization for the City Manager to move forward with Phase II negotiations and authorize staff to pursue vacation of 2nd Avenue.

Mayor Meek discussed need for future funding, and Council member Ensing noted need to finalize Visitors Center location. Vice Mayor Holmes discussed 2026 workshop topics. Mr. Chenault confirmed Visitors Center needs were considered and documented throughout the process.

Mr. Chenault reconfirmed need for authorization for the City Manager to move forward with Phase II negotiations and authorize staff to pursue vacation of 2nd Avenue, which was granted.

4. UNFINISHED BUSINESS

5. PUBLIC INPUT

Terry Thompson- Planning Commission- Discussed Planning Commission attendance issues.

Tara Howell- JB Pro- Discussed item 6G.

Michael Fitzpatrick- President- Brannen Bank- Discussed item 11A, noting allowable cooperative purchasing agreement structure, related benefits and five-year renewal option.

Gail Kostelnick- Crystal River- Discussed item 11A, noting procurement concerns.

6. APPROVAL OF CONSENT AGENDA

- A. Motion to approve minutes of the City Council meeting held November 10, 2025
- B. Monthly Departmental Report Summary for the Month of November
- C. Motion to appoint Charles Kish to Planning Commission Alternate Seat 2.
- D. Motion to authorize the Mayor to execute the Community Planning Technical Assistance Grant Agreement with the State of Florida Department of Commerce.
- E. Award, approve, and authorize the City Manager to execute a task order agreement with JBrown Professional Group Inc. (JBPro) to complete the Crystal River Strategic Design and Economic Development Plan, funded by the Community Technical Assistance Grant Program.
- F. Motion to approve a special event permit and road closure request for the 2026 Florida Manatee Festival.
- G. ~~Motion to approve a request from Crystal River Main Street to utilize the City logo for merchandise~~
- H. Motion to approve "Interlocal agreement between City of Crystal River and Citrus County, Florida" for Kings Bay Riverwalk Phase II Project in the amount of \$500,000

Motion to approve consent agenda (excluding item 6G) was made by Council member Ensing; seconded by Vice Mayor Holmes. Motion carried 4-0.

Crystal River Main Street Director Alison Pinkston addressed Council concerns regarding use of City logo, confirming separate design and intended uses. Ms. Pinkston was requested to bring the item back to the next meeting with an image.

7. PUBLIC HEARING

- A. Consideration of an unlisted dissimilar use application to allow for indoor and outdoor storage and parking facility to be located at 4264 North Tallahassee Road, specifically parcel 17E18S08 33100 as identified in the records of the Citrus County Property Appraiser.

Staff Presentation: Growth Management Director Carly Hanson presented.

Applicant Presentation: Scott and Christine Johnson presented (*attached after-the-fact to original agenda item*).

Public Hearing:

Marsha Jenkins- 4208 N Concord Drive- represents concerned citizens and environmental advocates- adjacent property owner- concerns expressed during PC- mega storage facility- land adjacent is CR Preserve State Park- discussed make up of park- 600 recreational vehicles proposed- 42 per acre- etc

Mayor Meek reviewed the quasi-judicial procedure, calling for disclosure of conflicts of interest and ex parte communications. There were none.

Neal Lushcak- Spoke in favor of the project.

Steve Davis- Terra Vista- Spoke in favor of the project and lack of covered storage facilities.

Jeannie Allman- Woodland Estates- Spoke in opposition of the project, noting impact to wildlife and consistency with character of neighborhood.

David Beaudrake- Citrus Hills- Spoke in favor of the project.

Mindi Hastings- Woodland Estates- Expressed concerns regarding flooding.

Edwin Hoover- Spoke in favor of the project.

Susan Beaudry- Spoke in favor of the project.

Gail Kostelnick- Expressed concerns regarding compatibility, flooding and environmental impacts.

Terry Thompson- Expressed concerns if applicant proceeded with de-annexation.

Applicant Rebuttal: There was none.

Council Discussion: Discussed potential result of de-annexation, buffering and other project details. City Attorney Batsel confirmed provisions of the draft order would continue with the property.

Motion to approve an unlisted dissimilar use application to allow for indoor and outdoor storage and parking facility to be located at 4264 North Tallahassee Road, specifically parcel 17E18S08 33100 as identified in the records of the Citrus County Property Appraiser was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 4-0.

Applicant formally requested item 8C (de-annexation application) for parcel be formally withdrawn.

- B. Consideration of Ordinance No. 26-O-01 (Application PCT25-0002) to transmit the annual update of the 5-year Capital Improvements Plan within the Capital Improvements Element of the Comprehensive Plan, as mandated by Florida Statutes, on First Reading, to FloridaCommerce and other state agencies.

City Clerk Fink read the ordinance by title only.

Staff Presentation: Growth Management Director Carly Hanson presented.

Public Hearing: No one spoke for or against.

Motion to approve Ordinance No. 26-O-01 (Application PCT25-0002) to transmit the annual update of the 5-year Capital Improvements Plan within the Capital Improvements Element of the Comprehensive Plan, as mandated by Florida Statutes, on First Reading, to FloridaCommerce and other state agencies was made by Council member Ensing; seconded by Council member Satchell. Motion carried 4-0.

8. INTRODUCTION AND FIRST READING OF ORDINANCES

- A. Introduction of Ordinance 25-O-15 (Application No. PCA25-0003) for an amendment of the Future Land Use Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on First Reading, and set the public hearing for January 12, 2025, at 5:30 p.m. This item is associated with the next item.

City Clerk Fink read the ordinance by title only.

- B. Introduction of Ordinance 25-O-16 (Application No. PZM25-0003) for an amendment of the Official Zoning Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on First Reading, and set the public hearing for December 8, 2025, at 5:30 p.m. This item is associated with the previous item.

City Clerk Fink read the ordinance by title only.

- C. Introduction of Ordinance 25-O-10 (Application PA25-0001) for the voluntary contraction (de-annexation) of a 17.22-acre parcel addressed as 4264 North Tallahassee Road, as petitioned by Christine Johnson.(WITHDRAWN)

9. CITY ATTORNEY (PLACED AFTER AGENDA ADOPTION)

- A. Discussion and consensus on process of filling City Council Seat No. 2 vacancy

City Attorney Batsel introduced the item, noting corresponding memorandum, and Supervisor of Elections Mo Baird addressed Council regarding options and process (for interim appointment and special election), noting potential redistricting. She also addressed questions regarding logistics.

Motion to appoint Mindi Hastings to Interim City Council Seat No. 2 made by Council member Satchell; seconded by Vice Mayor Holmes. Motion carried 4-0.

Motion to hold special election in conjunction with General Election on 11/03/2026 was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 4-0.

Meeting was adjourned at 7:44 p.m. and reconvened at 7:49 p.m.

CITY MANAGER

- A. Motion to approve the Hunter Springs Park Erosion Control Preliminary Analysis Report.

City Manager Curts introduced the item and Public Works Director Troy Slattery introduced representatives of Kimley Horn who provided background on project. Casey Long and Adrian Smith of Kimley Horn presented options and recommendation. Mayor Meek provided background and purpose of project.

Motion to approve the Hunter Springs Park Erosion Control Preliminary Analysis Report and select option 2 was made by Vice Mayor Holmes; seconded by Council member Ensing. Motion carried 4-0.

- B. Motion to authorize the Mayor to execute Grant Agreement No. L0176 in the amount of \$350,000.00 for the Crystal River Hunter Springs Seawall/Beach Restoration

City Manager Curts presented the item and Mayor Meek noted need for project and resulting appropriation.

Motion to authorize the Mayor to execute Grant Agreement No. L0176 in the amount of \$350,000.00 for the Crystal River Hunter Springs Seawall/Beach Restoration was made by Council member Satchell; seconded by Vice Mayor Holmes. Motion carried 4-0.

- C. Motion to award franchise agreements to the following four companies as paddle craft vendors at Kings Bay Park; Hunter Springs Kayaks, Manatee Paddle, Get Up and Go, and Waters Edge Adventures and authorization for staff to negotiate contracts with the vendors.

City Manager Curts presented the item.

Motion to award franchise agreements to the following four companies as paddle craft vendors at Kings Bay Park; Hunter Springs Kayaks, Manatee Paddle, Get Up and Go, and Waters Edge Adventures and authorization for staff to negotiate contracts with the vendors was made by Council member Ensing; seconded by Vice Mayor Holmes. Motion carried 4-0.

- D. Motion to approve Kimley Horn IPO No.1 for the "Paradise Point Roadway Improvements" in the amount of \$195,000.00

City Manager Curts presented the item.

Motion to approve was made by Council member Satchell; seconded by Vice Mayor Holmes. Vice Mayor Holmes inquired about easements and Alan Garri confirmed related tasks were included in design and engineering costs. **Motion carried 4-0.**

- E. Motion to approve Daly & Zilch to reconstruct a portion of the Riverwalk near Paddle Tail Waterfronts and Adventure Lodge in the amount of \$38,825.00.

City Manager Curts presents the item.

Motion to approve Daly & Zilch to reconstruct a portion of the Riverwalk near Paddle Tail Waterfronts and Adventure Lodge in the amount of \$38,825.00. was made by Vice Mayor Holmes; seconded by Council member Ensing. Motion carried 4-0.

- F. Motion to approve the Riverwalk GMP and authorize the Mayor and staff to execute Construction Authorization form for Phase 1 Waterward/Kings Bay Park & Crab Plant in the amount of \$4,057,683.36.

City Manager Curts introduced the item and Public Works Director Troy Slattery provided background information. John Callup, Vice President and Brian Schmitt, Senior Estimator addressed Council and introduced Jerry Smith and Richie Colon Project Manager. Mr. Schmitt provided detail regarding procurement process and software, and City Manager Curts discussed funding. Project timeline was also discussed.

Motion to approve the Riverwalk GMP and authorize the Mayor and staff to execute Construction Authorization form for Phase 1 Waterward/Kings Bay Park & Crab Plant in the amount of \$4,057,683.36 was made by Mayor Meek; seconded by Vice Mayor Holmes. Motion carried 4-0.

- G. Motion to approve Resolution No. 26-R-06 to add Tree Removal Fee-In-Lieu to Exhibit "C" Planning and Zoning Fees of the City's Fee Schedule.

City Manager Curts introduced item and Growth Management Director Carly Hanson presented and addressed Council questions regarding approval process. Vice Mayor Holmes requested multiple revisions and expressed concerns. Staff to bring back on a future agenda with requested revisions for further consideration.

- H. Motion to approve Resolution No. 26-R-03 to award Jim's Complete Construction, LLC for the D.A.V. Building Remediation Project for the total amount of \$81,579.00.

City Manager Curts introduced the item and Public Works Director Troy Slattery presented, noting NorthStar left materials upon vacating the site, which allowed for renegotiation of cost.

Motion to approve Resolution No. 26-R-03 to award Jim's Complete Construction, LLC for the D.A.V. Building Remediation Project for the total amount of \$81,579.00 was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 4-0.

Carrie Schmidd of the D.A.V. thanked Council.

- I. Motion to approve Resolution No. 26-R-04 to award Jim's Complete Construction, LLC for the Train Depot Remediation Project for the total amount of \$127,662.00.

City Manager Curts presented the item.

Motion to approve Resolution No. 26-R-04 to award Jim's Complete Construction, LLC for was made by Council member Ensing; seconded by Council member Satchell. Motion carried 4-0.

- C. Motion to approve a Release and Settlement Agreement between Public Risk Management and City of Crystal River in the amount of \$950,000 for damages occurring from Hurricane Idalia to the City Hall and Three Sisters Facility.

City Manager Curts presented the item.

Motion to approve a Release and Settlement Agreement between Public Risk Management and City of Crystal River in the amount of \$950,000 for damages occurring from Hurricane Idalia to the City Hall and Three Sisters Facility was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 4-0.

10. CITY COUNCIL

- A. Consideration and approval of a Cooperative Purchasing Agreement with Brannen Banks of Florida, Inc. to procure Banking Services under the same terms and conditions of a piggyback agreement between Brannen Bank and Citrus County School Board with a termination date of June 30, 2027.

Mayor Meek presented the item, providing background information and benefits, addressing previous concerns expressed, with City Attorney Batsel providing further clarification. Mayor Meek also confirmed no personal benefit associated with award. Discussion was held regarding transparency, fairness and optics. Mayor Meek noted focus on optics in lieu of fact results in decision making based on politics in lieu of reality.

Motion to approve a Cooperative Purchasing Agreement with Brannen Banks of Florida, Inc. to procure Banking Services under the same terms and conditions of a piggyback agreement between Brannen Bank and Citrus County School Board with a termination date of June 30, 2027 made by Mayor Meek; seconded by Vice Mayor Holmes. Motion carried 4-0.

- B. Consideration and approval of a Legal Services Agreement with Robert W. Batsel, Jr. and Gooding & Batsel, PLLC

Mayor Meek introduced the item. Vice Mayor Holmes requested revisions to portions related to representation (Council and City Manager, only) and guidance with certain public records requests (eliminate service).

City Attorney Batsel discussed the health of a city, and need for collaboration.

Further discussion was held regarding invoicing and reporting. City Attorney Batsel also provided clarification regarding ethical obligations and nature of original agreement. City manager Curts reiterated revisions requested.

Motion to approve a Legal Services Agreement with Robert W. Batsel, Jr. and Gooding & Batsel, PLLC was made by Vice Mayor Holmes; seconded by Council member Ensing. Motion carried 4-0.

- C. Discussion regarding 2026 workshops

Vice Mayor Holmes requested several workshops pertaining to Goalsetting, capital projects, LDC, etc. Council member Ensing also requested a workshop for discussion of City Manager Evaluation process.

12. COUNCIL MEMBER AND COMMITTEE REPORTS

- A. Mayor Meek- Discussed Ms. Hastings interim appointment and addressed concerns regarding Planning Commission attendance.
- B. Vice Mayor Holmes discussed CCCC grants being made and evaluations being conducted.
- C. Council member Satchell

D. Council member Ensing discussed eco-tourism certification program provided through the TDC.

Vice Mayor Holmes also discussed attendance to event at UF Gulf Coast students.

13. PUBLIC INPUT

(Five Minute Time Limit)

14. ADJOURNMENT

Mayor Meek adjourned the meeting at 9:50 p.m.

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 6.B.

Requested Motion: Motion to authorize the Crystal River Lions Club to utilize the parking lot at 41 NE Crystal St. during the 2026 Florida Manatee Fest to park cars and fundraise

Summary:

The Crystal River Lions Club has requested permission to use the newly acquired City parking lot at 41 NE Crystal Street (train depot lot) to charge for parking during the 2026 Florida Manatee Festival as a club fundraiser. The event is Saturday, January 17th and Sunday, January 18th. A certificate of insurance has already been provided to the City.

Staff Recommendation:

Staff recommends approval for the Crystal River Lions Club to utilize the parking lot at 41 NE Crystal St. during the 2026 Florida Manatee Fest to park cars and fundraise

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 6.C.

Requested Motion: Motion to approve the scheduling of a City Council Workshop on January 28, 2026 at 10:00 AM to discuss City Manager Evaluation Process

ATTACHMENTS:

Description

[Public Notice](#)

PUBLIC NOTICE



NOTICE IS HEREBY GIVEN by the City Council of the City of Crystal River, Florida that a **CITY COUNCIL WORKSHOP** has been scheduled for **January 28th, 2025 @ 10:00 a.m.**

This meeting will be held in Damron Conference Room (Temporary Council Chamber) at 915 N. Suncoast Blvd., Crystal River, Florida.

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the City of Crystal River, City Clerk's Office, 915 N. Suncoast Blvd., Crystal River, FL 34429, (352) 795-4216.

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 6.D.

Requested Motion: Motion to accept the resignation of Kimberly Salter from Planning Commission Alternate Seat No. 1, appoint Charlie Kish to Alternate Seat No. 1 from Alternate Seat No. 2, and appoint Scott Davis to Alternate Seat No. 2.

Summary:

On January 5, 2026, Kimberly Salter submitted her resignation from the Planning Commission. She has served on the Planning Commission since being appointed on September 22, 2025. The term was set to expire on September 30, 2028.

With the vacancy of Planning Commission Alternate Seat No. 1, staff recommends appointment of Charlie Kish from Alternate Seat No. 2. With the vacancy of Planning Commission Alternate Seat 2, staff recommends appointment of Scott Davis, who has previously served on the Planning Commission in 2008. Members may be reappointed after they have been off of the Planning Commission for at least one (1) year. Mr. Davis meets this timeline for reappointment and has staff's recommendation for approval.

Staff Recommendation:

Staff recommends acceptance of the resignation of Kimberly Salter from Planning Commission Alternate Seat # 1, appointment of Charlie Kish to Alternate Seat No. 1 from Alternate Seat No. 2, and appointment of Scott Davis to Alternate Seat No. 2.

ATTACHMENTS:

Description

[Planning Commission Roster_1_12_26.doc](#)

CITY OF CRYSTAL RIVER PLANNING COMMISSION

3 Year Terms

MEMBER TYPE/ SEAT #	NAME/ADDRESS	APPOINTED	TERM END	WORK EXPERIENCE
At Large per LDC 8.02.02(E)(2) Seat #1	<u>Richard Laxton</u> 1411 NW 19 th St. Crystal River, FL 34428 352-302-2883 RLaxton@Tmarkhomes.com	03/10/08(O) 12/12/22 (A) 10/23/23 (R)	9/30/26	Architect/ General Contractor
Construction per LDC 8.02.02(E)(2) Seat #2	<u>Deborah MacArthur Anderson</u> 707 Miller Creek Road Crystal River, 34428 813-390-6010 deborahanderson0@me.com	10/13/08(O) 9/12/2022 (A) 9/22/25 (R)	9/30/28	Planning and Architectural Design
Office Mgr. per LDC 8.02.02(E)(3) Seat #3	<u>Kristen Coble</u> 1611 NW 20 th Ave. Crystal River, FL 34428 352-302-9449 Kristen.L.Bare@gmail.com	10/01/09(O) 9/23/24 (A)	09/30/27	Education
At-large per LDC 8.02.02(E)(4) Seat #4	<u>Terrance “Terry” Thompson</u> 1107 SE 4 th Ave Crystal River, FL 34429 352-895-3561 Captterryrealtor@gmail.com	10/01/09(O) 10/25/21 (A) 9/23/24 (R)	09/30/27	Real Estate Broker
Architect per LDC 8.02.02(E)(4) Seat #5	<u>Larry Schenavar</u> 221 SE 2 nd Pl Crystal River, FL 34429 352-895-6838 lschenavar@gmail.com	10/13/08(O) 03/28/22 (A) 10/23/23 (R)	09/30/26	Consultant
At-large per LDC 8.02.02(E)(4) Seat #6	<u>Karen Cunningham</u> 2011 NW 15 th Street Crystal River, FL 34428 352-795-2441 kscunn@gmail.com	03/10/08(O) 9/12/2022 (A) 9/22/25 (R)	09/30/28	Real Estate Broker
Property Appraiser per LDC 8.02.02(E)(3) Seat #7	<u>Gregory Acker</u> 387 N Magnolia Circle Crystal River, FL 34428 352-586-9695 Greg.acker@qcdatabase.com	10/13/08(O) 9/23/24 (A)	09/30/27	Project Manager and Construction
Alternate Seat #1	<u>Charles Kish</u> 209 SE 2 nd Place Crystal River, FL 34429 352-795-6406 charliekish@gmail.com	10/01/09(O) 1/12/2026(A)	09/30/28	Engineer and Project Management
Alternate Seat # 2	<u>Scott Davis</u> 1840 NW 18 th Street Crystal River, FL 34428 352-795-6436 davislanding@gmail.com	10/01/09(O) 1/12/2026(A)	09/30/26	Management, Landscaping, and Mechanical
Citrus County School District Non-voting Member S. 163.3174(1), F.S.	<u>Chuck Dixon, AICP</u> 2575 S Panther Drive Lecanto, FL 34461 (352) 746-3960 dixonc@citrusschools.org	N/A	N/A	Director of Planning and Growth Management, Citrus Co. Schools

O- Original Term Date
A- Appointed
R- Reappointed

1/6/2025 REV. 1

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 7.A.

Requested Motion:

Consideration of Ordinance 25-O-15 (Application No. PCA25-0003) for an amendment of the Future Land Use Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2025, at 5:30 p.m. This item is associated with the next item.

Summary:

This application is brought forward by the City of Crystal River for a small-scale comprehensive plan amendment of the Future Land Use Map (FLUM). The property area under consideration comprises 9.20 acres, addressed as 41 NE Crystal Street and 109 NE Crystal Street. This FLUM amendment proposes to change the future land use designation from Urban Center and Urban Neighborhood to the Civic Land Use Category.

This request is being made in an effort to unify the property's Future Land Use categories and Zoning designations.

Staff Recommendation:

Consideration of Ordinance 25-O-15 and hold a public hearing for January 12, 2025.

Ordinance:

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, PROVIDING FOR A SMALL-SCALE AMENDMENT TO THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN BY RECLASSIFYING PROPERTIES (9.20 ACRES MOL) LYING IN SECTION 21, TOWNSHIP 18 SOUTH, RANGE 17 EAST AND SECTION 16, TOWNSHIP 18 SOUTH, RANGE 17 EAST, SPECIFICALLY PARCEL IDS 17E18S210010 0480 (ALT KEY: 1069432) AND 17E18S21 80000 (ALT KEY: 1069173) AS IDENTIFIED IN THE RECORDS OF THE CITRUS COUNTY PROPERTY APPRAISER AND OWNED BY THE CITY OF CRYSTAL RIVER FROM URBAN CENTER AND URBAN NEIGHBORHOOD TO THE CIVIC LAND USE CATEGORY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

ATTACHMENTS:

Description

[PCA25-0003_ORD 25-O-15.pdf](#)

[PCA25-0003_PZM25-0003_STAFF REPORT.pdf](#)

[PCA25-0003_PZM25-0003_POWERPOINT.pdf](#)

ORDINANCE NO. 25-O-15

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, PROVIDING FOR A SMALL-SCALE AMENDMENT TO THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN BY RECLASSIFYING PROPERTIES (9.20 ACRES MOL) LYING IN SECTION 21, TOWNSHIP 18 SOUTH, RANGE 17 EAST AND SECTION 16, TOWNSHIP 18 SOUTH, RANGE 17 EAST, SPECIFICALLY PARCEL IDS 17E18S210010 0480 (ALT KEY: 1069432) AND 17E18S21 80000 (ALT KEY: 1069173) AS IDENTIFIED IN THE RECORDS OF THE CITRUS COUNTY PROPERTY APPRAISER AND OWNED BY THE CITY OF CRYSTAL RIVER FROM URBAN CENTER AND URBAN NEIGHBORHOOD TO THE CIVIC LAND USE CATEGORY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS the City Council of the City of Crystal River, Florida, recognizes the need to plan for orderly growth and development; and

WHEREAS the City Council of the City of Crystal River, Florida, adopted the Crystal River Comprehensive Plan, Ordinance No. 11-O-06 on September 12, 2011, and subsequent amendments, and

WHEREAS a small-scale amendment may be adopted only under the conditions set forth in Chapter 163, Florida Statutes, and other provisions of State and local law; and

WHEREAS the proposed small-scale amendment was advertised as required by the Florida Statutes and the Crystal River Community Development Code; and

WHEREAS in accordance with the law, the proposed amendment was required to be reviewed by the City's Local Planning Agency at a duly advertised meeting, scheduled for December 4, 2025, and the Local Planning Agency has determined such application to be consistent with the Comprehensive Plan and appropriate to the future land uses within the City; and

WHEREAS the City of Crystal River has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance; 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'S COMPREHENSIVE PLAN IS AMENDED AS FOLLOWS:

SECTION 1. PURPOSE

The purpose of this Ordinance is to allow a small-scale amendment to the Future Land Use Map of the Comprehensive Plan of the City of Crystal River, Florida, for 9.20 acres (MOL) owned by the City of Crystal River by redesignating the Future Land Use from Urban Center and Urban Neighborhood to Civic for the reasons set forth in the above "WHEREAS" clauses, which are incorporated herein, in haec verba.

SECTION 2. AUTHORITY

25-O-15 (PCA25-0003)

Page 1 of 4

The City of Crystal River City Council is authorized to amend the Crystal River Comprehensive Plan 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.

The City Council of the City of Crystal River, Florida, hereby adopts and incorporates into this Ordinance the memorandum and application packet relating to the proposed amendments to the Future Land Use Map of the City of Crystal River, as if fully restated herein, in their entirety.

SECTION 3. FUTURE LAND USE MAP AMENDED

APPLICATION NO. PCA25-0003 CITY OF CRYSTAL RIVER

The Future Land Use Map of the Comprehensive Plan of the City of Crystal River is hereby amended to change the future land use designations as follows.

- a) That the property legally described as shown in **EXHIBIT “A”** attached hereto and incorporated herein by reference, for 9.20 acres, is amended to Civic.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES

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

SECTION 5. CODIFICATION/INSTRUCTIONS TO CODE CODIFIER/EXHIBITS

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 City of Crystal River Comprehensive Plan of the City of Crystal River, Florida. The actual text of the Sections of this Ordinance need not be codified. The Code codifier of the City is given broad and liberal authority to appropriately codify the Exhibits into the provisions of the City of Crystal River Comprehensive Plan in a format that can be readily published and distributed in a usable and manageable format. The City Manager, in conjunction with the City Clerk and the City Attorney, is 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 reference 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 thirty-one (31) days after adoption if no challenge is filed. If this Ordinance is challenged within thirty (30) days after adoption, small-scale development amendments do not become effective until the State Land Planning Agency or the Administration Commission,

respectively, issues a final order determining that the adopted small-scale development amendment is in compliance with the law.

No development orders, development permits, or land uses dependent on the Comprehensive Plan amendments set forth in this Ordinance may be issued or commence before it has become effective.

APPROVED after due public notice and public hearing on the _____ day of _____, 2026.

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 _____
Mindi Hastings _____
Chris Ensing _____
Gabrielle Satchell _____

EXHIBIT "A"

NORTH 38.5 FEET OF THE N ½ OF THE SE ¼ OF THE SE ¼ LYING EAST OF THE ACL R.R. RIGHT-OF-WAY AND WEST OF U.S. HIGHWAY NO. 19 IN SECTION 21, TOWNSHIP 18 SOUTH, RANGE 17 EAST, CITRUS COUNTY, FLORIDA.

TAX PARCEL NUMBER: 17E18S21 80000

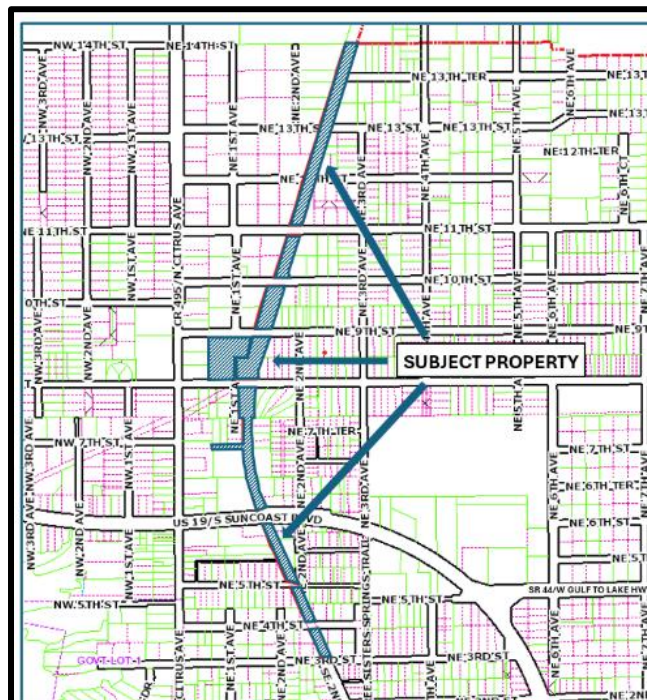
7.55 ACRES MOL

AND

LOT 48 AND THE WEST ½ OF 1ST AVENUE N.E., LYING ADJACENT THERETO, AND LOTS 49 AND 50, AND THE PART OF 1ST AVENUE N.E. LYING ADJACENT THERETO, ALL IN THE TOWNSITE OF CRYSTAL PARK, AS RECORDED IN PLAT BOOK 1, PAGE 2, PUBLIC RECORDS OF CITRUS COUNTY, FLORIDA; LESS THE EASTERLY 25 FEET OF LOT 50 DEEDED TO THE ATLANTIC COASTLINE RAILROAD.

TAX PARCEL NUMBER: 17E18S210010 0480

1.65 ACRES MOL





CITY OF CRYSTAL RIVER

STAFF REPORT

Growth Management Department

	Planning Commission: December 4, 2025, at 5:30 p.m.	
MEETING DATES:	City Council Introduction: December 8, 2025, at 5:30 p.m.	
	City Council Second Reading & Public Hearing: January 12, 2026, at 5:30 p.m.	
PCA25-0003/PZM25-0003 – City of Crystal River – Future Land Use and Zoning Amendment		
PROPOSED AMENDMENTS:	COMPREHENSIVE PLAN	Small-Scale Comprehensive Plan Amendment to the Future Land Use Map to change 9.20 acres +/- from Urban Center and Urban Neighborhood to the Civic Land Use Category.
	ZONING MAP	Amendment to the Official Zoning Map to change 9.20 acres +/- from Urban Center 1, Urban Center 2, Urban Neighborhood 1, and Urban Neighborhood 2 to the Civic Zone.
SUBJECT PROPERTY:	Section 21, Township 18S, and Range 17E; and Section 16, Township 18S, and Range 17E, specifically identified as 41 NE Crystal Street, Parcel ID 17E18S210010 0480 (Altkey: 1069423) and 109 NE Crystal Street, Parcel ID 17E18S21 80000 (Altkey: 1069173) by the records of the Citrus County Property Appraiser. A complete legal description is on file with the City of Crystal River’s Growth Management Department.	
PROPERTY OWNER:	City of Crystal River	
ACREAGE:	+/- 9.20 acres	
FLOOD ZONE:	According to the FEMA Flood Insurance Rate Map (FIRM), the subject property is in Flood Zone AE with a Base Flood Elevation (BFE) of 11.00 feet, as found on FIRM Panel Numbers 12017C0189E and 12017C0187E. (Effective date: January 15, 2021).	
SURROUNDING AREA:	North of the Train Depot – Vacant, Urban Neighborhood Zones. South of the Train Depot – Across NE Crystal Street - Residential and Commercial, Urban Center 1 Zone East of the Train Depot – Commercial and Vacant, Urban Center 2 Zone West of the Train Depot – Across NE 1 st Avenue – Vacant, Urban Neighborhood 1	
PREPARED BY:	Carly Hanson, AICP, Growth Management Director	

BACKGROUND INFORMATION:

These applications are brought forward by the City of Crystal River to amend the Future Land Use Category and Zoning District for a +/- 9.20 acres, including the Train Depot on NE Crystal Street, the vacant lot to the west of the Train Depot, and portions of the Crosstown Trail. The City is currently planning repairs to the existing Train Depot and Train Cars, with plans to use the vacant lot for parking. There are no additional plans for development of the subject property, including the right-of-way that makes up the Crosstown Trail.

This request is being made in an effort to unify the property's Future Land Use categories and Zoning designations. The subject property is currently made up of three (3) Future Land Use categories and five (5) Zoning designations. Staff is requesting that the entire property be designated the Civic Future Land Use category and Zoning designation.

ANALYSIS:

This is a joint application to amend the Future Land Use Map (FLUM) and Official Zoning Map for the City of Crystal River. The analysis for the proposed amendments provides for the legal status of the Comprehensive Plan and Future Land Use Map, and that the land development regulations and proposed Zoning Map Amendment are consistent with and implement the adopted Comprehensive Plan.

Comprehensive Plan – Future Land Use Map Amendment – The proposed FLUM amendment will change the Future Land Use category from Urban Center and Urban Neighborhood to Civic. The following comparison table is provided:

Comprehensive Plan FLUM Category:	From Existing: Urban Center	From Existing: Urban Neighborhood	To Proposed: Civic
Category Description:	Traditional activity centers used as residential, retail, professional offices, financial institutions, lodging, restaurants, and other retail uses.	Mixed-use, residential, and customary residential accessory uses incidental to the residential and non-residential uses on site. Small-scale neighborhood centers.	Government uses, parks, community facilities, and private fraternal and social organizations.
Maximum Density:	16 units per acre	12 units per acre	N/A
Maximum Intensity*:	3.0 FAR	1.0 FAR	0.25 FAR*
Maximum Impervious Surface:	Not to Exceed 90%	Not to Exceed 75%	Not to Exceed 45%

FAR – Floor-to-Area Ratio

*Intensity is limited to structures that are ancillary and serve a park, public amenity, open space, or similar.

Examples include restrooms, visitor centers, or educational buildings.

Source: Crystal River Comprehensive Plan, Future Land Use Element

The proposed Future Land Use Amendment would eliminate allowable density and decrease allowable intensity and maximum impervious surface, while restricting the subject property to be used for government uses, parks, community facilities, or social organizations.

Zoning Map Amendment – The proposed Zoning Map Amendment will change the Zoning from Urban Center 1, Urban Center 2, Urban Neighborhood 1, and Urban Neighborhood 2 to the Civic Zone.

Zoning District:	From Existing: Urban Center 1	From Existing: Urban Center 2	From Existing: Urban Neighborhood 1	From Existing: Urban Neighborhood 2	To Proposed: Civic
Allowable Uses:	Various residential, institutional, retail, service, office, amusement uses, and conditional light industrial uses		Various residential uses, office, school, law enforcement & fire, and conditional civic, retail, and amusement uses.		Library/Museum, Post Office, and conditional assembly and school
Max Density:	16 units per acre		12 units per acre		N/A
Max Lot Coverage:	90%	80%	75%	70%	45%
Max FAR:	3.0		1.0 FAR		0.25
Max Height:	65' Top Plate 75' To Ridge	52' Top Plate 62' To Ridge	42' Top Plate 52' To Ridge	42' Top Plate 52' To Ridge	42' Top Plate 52' To Ridge

FAR – Floor to Area Ratio

Source: Crystal River Community Development Code.

The proposed Civic Zone shall be used to implement the proposed Civic Future Land Use category. The proposed Zone will eliminate allowable density and decrease the allowable impervious lot coverage, maximum floor area ratio, and the maximum developable height while limiting the subject property to civic and institutional uses.

INFRASTRUCTURE:

Transportation (Ingress/Egress) – The subject property is located on the corner of NE Crystal Street, a City-maintained 2-lane local collector roadway, and NE 1st Avenue, a City-maintained local roadway. Any modifications to existing driveway connections will require a City of Crystal River right-of-way utilization permit.

Water/Sewer – The City currently supplies water and sewer service to this property and has adequate capacity to serve future development. Extension of utility lines, if necessary, constructed within the public roadway, will require right-of-way utilization permits from the City of Crystal River.

Stormwater Management – Stormwater management requirements must be approved as established by the Southwest Florida Water Management District (SWFWMD) for any intended commercial project. All stormwater treatment systems shall meet the latest SWFWMD and State standards for water quality and peak discharge. This requires that the rate of post-development runoff conditions shall not exceed pre-development runoff conditions.

ENVIRONMENTAL FACTORS:

According to the FEMA Flood Insurance Rate Map (FIRM), the subject property is in Flood Zone AE with a Base Flood Elevation (BFE) of 11.00 feet, as found on FIRM Panel Numbers 12017C0189E and 12017C0187E (Effective date: January 15, 2021). The elevation contours vary at the Train Depot property between 2 to 5 feet above mean sea level (MSL). Development will be required to meet FEMA requirements.

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

The request for FLUM Amendment and Rezoning must be found consistent with the Goals, Objectives, and Policies of the Crystal River Comprehensive Plan, including the following:

Future Land Use Element:

GOAL 1: *Ensure coordination and compatibility of existing and future land use patterns with topography, soil conditions, and the timing and availability of public facilities and services.*

OBJECTIVE 1.1: *City of Crystal River shall discourage the proliferation of urban sprawl through coordination of future land use with the availability of services as adopted levels of service and with the topography and soil conditions of the area.*

POLICIES:

A) *All public facilities and services must meet the level of service (LOS) standards adopted in this plan concurrent with the impacts of development.*

B) *Building permits or development orders will not be issued for new development where public facilities and services are not available at the level of service standards established in this plan.*

C) *Zoning designations and other land development regulations shall direct development to areas where public facilities are available.*

Staff Comment: The proposed amendments for the subject property are comparable to the surrounding City Land Use and Zoning Designations and are compatible with the existing land use patterns and development potential for the area. Adequate public facilities are currently available to serve the subject area.

GOAL 3: *Crystal River will promote and maintain the character of the community through consistent land use.*

OBJECTIVE 3.1 *The City shall preserve, protect, and improve the character of the City through the implementation of compatibility standards and the consideration of innovative development standards that may include transfer of development rights, planned unit developments, form-based regulations, conservation subdivisions, or other regulations that encourage mixed use and clustered development patterns.*

POLICIES:

D) *Compatibility shall be determined by intensity of use as well as similarity in scale, bulk, and other aspects of site design*

Staff Comment: The proposed land use category is compatible with the surrounding properties. Intensity, similarity in scale, bulk, and other aspects of site design will be regulated by the Community Development Code and ensured at time of building permit to be compatible with the surrounding Zones.

SUMMARY OF PUBLIC COMMENTS:

Public comments have not been received as of the writing of this Staff Report.

FINDINGS:

As conveyed in Section 8(u)(4)(a) – (b) of the Crystal River Zoning Ordinance, the Planning Commission shall act as the Local Planning Agency and make recommendations to the City Council regarding amendment of its adopted Comprehensive Plan and shall hear, consider, and make recommendations to the City Council regarding applications to amend the Official Zoning Map.

The following findings of fact are presented:

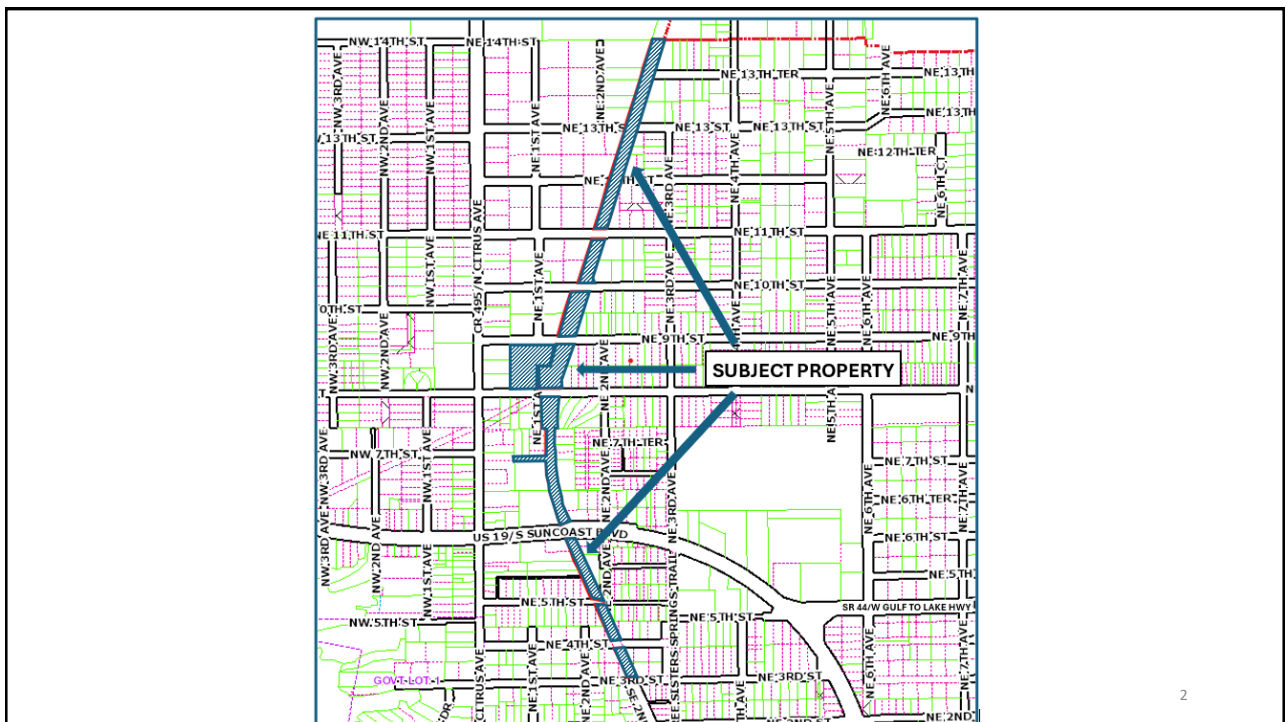
1. The request is a Small-Scale Amendment of the Comprehensive Plan for a property of 9.20 acres +/- to change the Future Land Use Map's designation from Urban Center and Urban Neighborhood to the Civic Land Use Category.
2. The request is an amendment of the City of Crystal River Official Zoning Map for a property of 9.20 acres +/- to change from Urban Center 1, Urban Center 2, Urban Neighborhood 1, and Urban Neighborhood 2 to the Civic Zone.
3. Access to the subject property provided by NE Crystal Street, a City-maintained 2-lane local collector roadway, and NE 1st Avenue, a City-maintained local roadway.
4. Adequate City public facilities are currently available to serve the subject area.
5. The request is found to be specifically consistent with Future Land Use Element Goal 1, Objective 1.1, Policies A, B, and C, and Goal 3, Objective 3.1, Policy D.
6. All other standards of the Crystal River Community Development Code will be applicable at the time of development order.

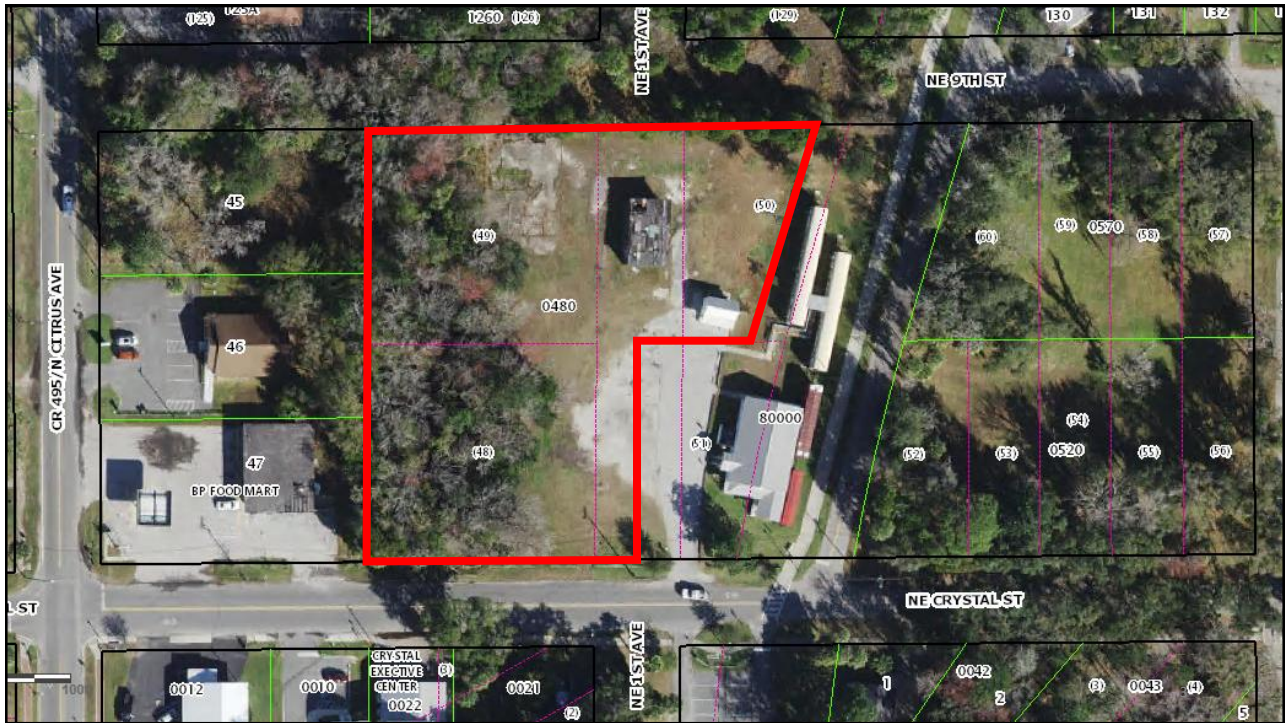
STAFF RECOMMENDATION:

Approval of the Small-Scale Comprehensive Plan Amendment and the amendment to the Official Zoning Map as presented herein. The proposed amendment is consistent with the Crystal River Comprehensive Plan.

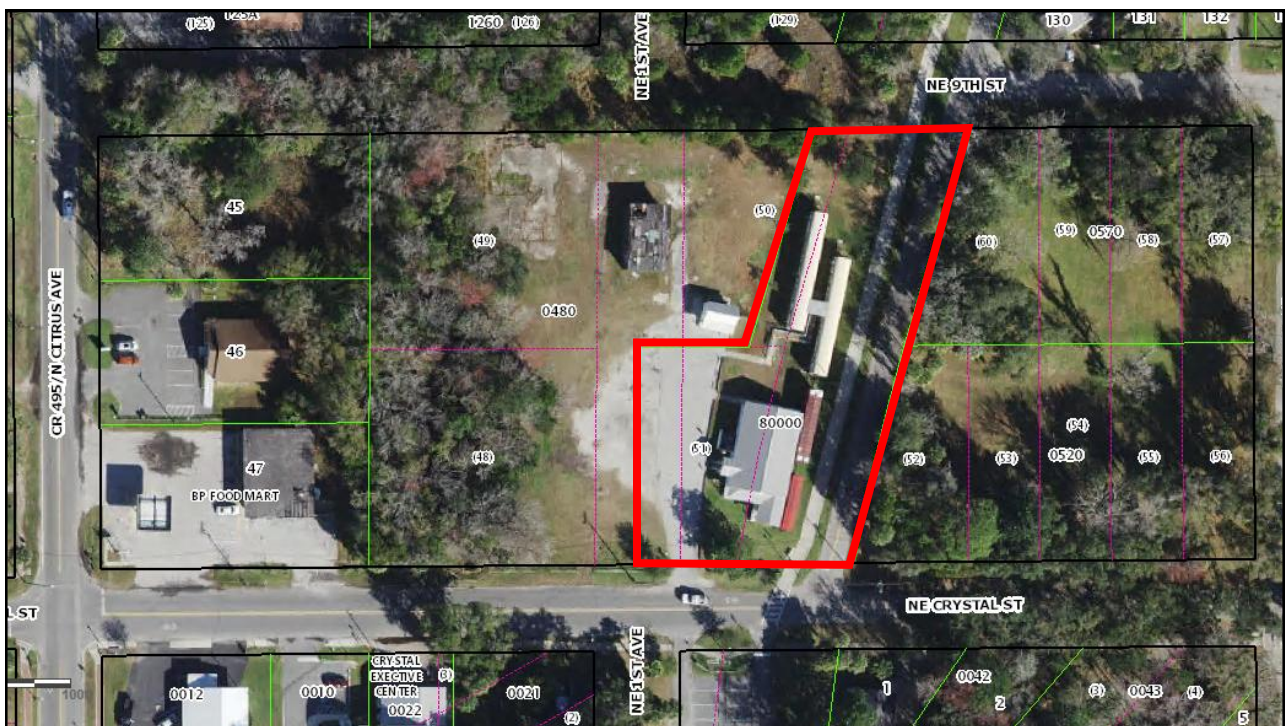


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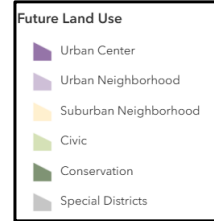


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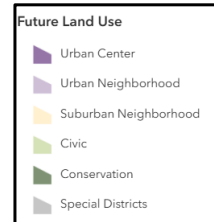
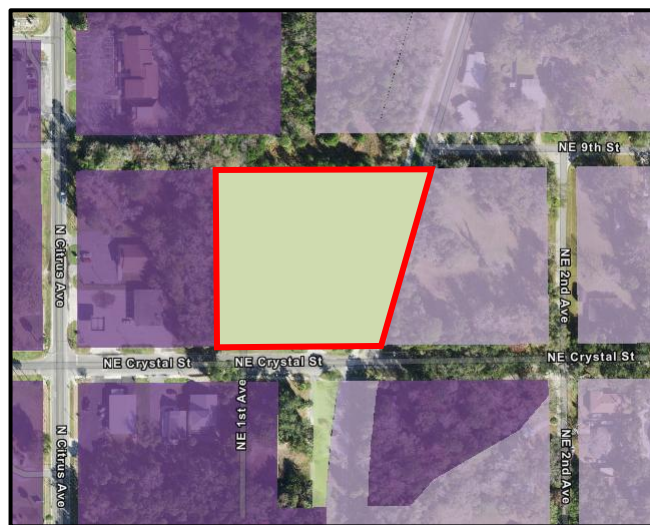
Crystal River Future Land Use Map Amendment
Existing Land Use Category
 from Urban Center and Urban Neighborhood



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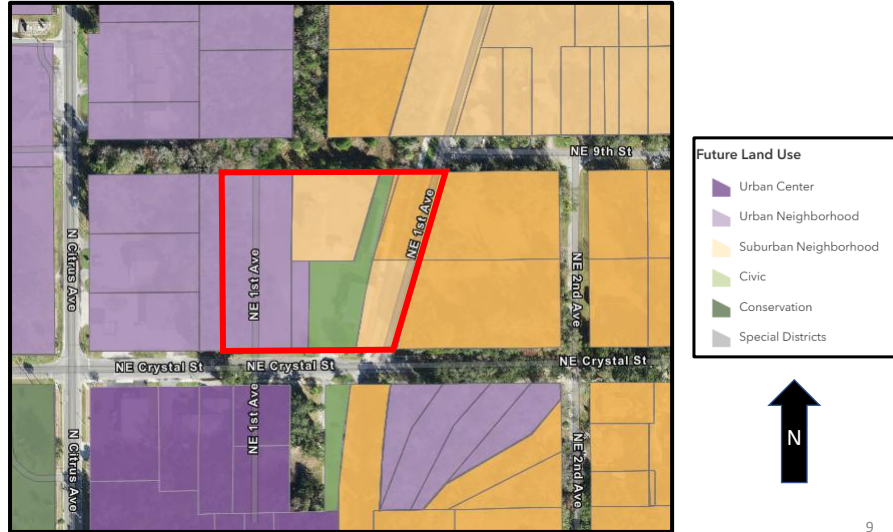
Crystal River Future Land Use Map Amendment
Proposed Land Use Category
 To Civic



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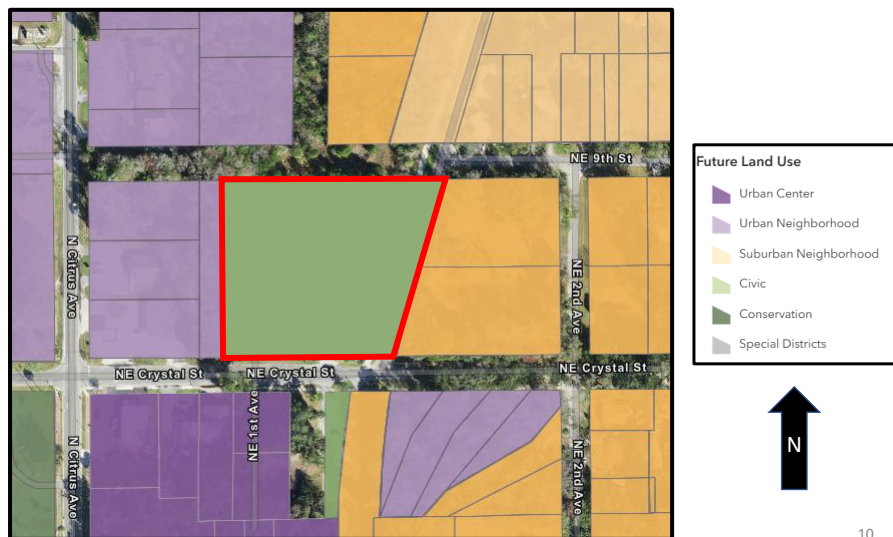
Crystal River Future Land Use Map Amendment
Existing Zoning Designation
 from Urban Center 1, Urban Center 2, Urban
 Neighborhood 1, and Urban Neighborhood 2



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Crystal River Future Land Use Map Amendment
Proposed Zoning Designation
 to Civic



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QUESTIONS?

PCA25-0003 Future Land Use Amendment
PZM25-0003 Zoning Map Amendment
City of Crystal River

16

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 7.B.

Requested Motion:

QUASI JUDICIAL Consideration of Ordinance 25-O-16 (Application No. PZM25-0003) for an amendment of the Official Zoning Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2026, at 5:30 p.m. This item is associated with the previous item.

Summary:

This application is brought forward by the City of Crystal River for an amendment of the Official Zoning Map. The property area under consideration comprises 9.20 acres, addressed as 41 NE Crystal Street and 109 NE Crystal Street, is proposed to go from Urban Center 1, Urban Center 2, Urban Neighborhood 1, and Urban Neighborhood 2 to the Civic Zone.

This request is being made in an effort to unify the property's Future Land Use categories and Zoning designations.

Staff Recommendation:

Consideration of Ordinance 25-O-16, hold a public hearing on January 12, 2026, and if approved, authorize the Mayor to execute the Ordinance.

Ordinance:

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF CRYSTAL RIVER BY REZONING PROPERTIES (9.20 ACRES MOL) LYING IN SECTION 21, TOWNSHIP 18 SOUTH, RANGE 17 EAST, AND SECTION 16, TOWNSHIP 18 SOUTH, AND RANGE 17 EAST, SPECIFICALLY PARCEL IDS 17E18S210010 0480 (ALT KEY: 1069432) AND 17E18S21 80000 (ALT KEY: 1069173) AS IDENTIFIED IN THE RECORDS OF THE CITRUS COUNTY PROPERTY APPRAISER AND OWNED BY THE CITY OF CRYSTAL RIVER FROM URBAN CENTER 1, URBAN CENTER 2, URBAN NEIGHBORHOOD 1, AND URBAN NEIGHBORHOOD 2 TO THE CIVIC ZONE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

ATTACHMENTS:

Description

[PZM25-0003_ORD25-O-16.pdf](#)

ORDINANCE 25-O-16

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF CRYSTAL RIVER BY REZONING PROPERTIES (9.20 ACRES MOL) LYING IN SECTION 21, TOWNSHIP 18 SOUTH, RANGE 17 EAST, AND SECTION 16, TOWNSHIP 18 SOUTH, AND RANGE 17 EAST, SPECIFICALLY PARCEL IDS 17E18S210010 0480 (ALT KEY: 1069432) AND 17E18S21 80000 (ALT KEY: 1069173) AS IDENTIFIED IN THE RECORDS OF THE CITRUS COUNTY PROPERTY APPRAISER AND OWNED BY THE CITY OF CRYSTAL RIVER FROM URBAN CENTER 1, URBAN CENTER 2, URBAN NEIGHBORHOOD 1, AND URBAN NEIGHBORHOOD 2 TO THE CIVIC ZONE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 05, 2024, the City Council of the City of Crystal River, Florida, adopted the Crystal River Zoning Ordinance No. 24-O-14, and subsequent amendments, and

WHEREAS, certain rezonings are necessary to maintain consistency with the Crystal River Comprehensive Plan; and

WHEREAS, the proposed rezoning was advertised as required by the Florida Statutes and the City of Crystal River Community Development Code; and

WHEREAS, the City of Crystal River Planning Commission on December 4, 2025, voted 5-0 to recommend to the City Council that the request to amend the official zoning map be approved and

WHEREAS, the City Council of the City of Crystal River, Florida, after publication of a notice of its consideration of this ordinance, held two readings of this ordinance and public hearings as required by law; and

WHEREAS, the City Council of the City of Crystal River, Florida, has determined that the requested change of zoning is consistent with the City of Crystal River Comprehensive Plan and Future Land Use Map, and

WHEREAS, the City Council of the City of Crystal River, Florida, has further determined that approval of the requested zoning change is in the best interests of the health, safety, and welfare of the citizens of Crystal River, Florida.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, AS FOLLOWS:

SECTION 1. PURPOSE.

The purpose of this Ordinance is to amend the official zoning map of the City of Crystal River, Florida, by rezoning 9.20 acres (MOL) owned by City of Crystal River by redesignating the zoning from Urban Center 1, Urban Center 2, Urban Neighborhood 1, and Urban Neighborhood 2 for the reasons set forth in the above "**WHEREAS**" clauses, which are incorporated herein, in haec verba.

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. ZONING MAP AMENDMENT

APPLICATION NO. PZM25-0003 CITY OF CRYSTAL RIVER

The official zoning map of the City of Crystal River is hereby amended to change the zoning designations as follows:

- a. That the property legally described as shown in **EXHIBIT “A”** attached hereto and incorporated herein by reference, for 9.20 acres, is amended to Civic.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES

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

SECTION 5. CODIFICATION/INSTRUCTIONS TO CODE CODIFIER/EXHIBITS

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 City of Crystal River, Florida, Official Zoning Map. The actual text of the Sections of this Ordinance need not be codified. The Code codifier of the City of Crystal River, Florida, is given broad and liberal authority to appropriately codify the Exhibits into the provisions of the City of Crystal River Official Zoning Map in a format that can be readily published and distributed in a usable and manageable format. The City Manager, in conjunction with the City Clerk and the City Attorney, is 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 reference 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 adoption by the Crystal River City Council.

THIS ORDINANCE was introduced and placed on first reading on the 8th day of December 2025.

THIS ORDINANCE was introduced and placed on a second reading on the _____ day of _____, 2026, and upon motion duly made and seconded, was passed on second reading.

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 _____
Mindi Hastings _____
Chris Ensing _____
Gabrielle Satchell _____

EXHIBIT "A"

NORTH 38.5 FEET OF THE N ½ OF THE SE ¼ OF THE SE ¼ LYING EAST OF THE ACL R.R. RIGHT-OF-WAY AND WEST OF U.S. HIGHWAY NO. 19 IN SECTION 21, TOWNSHIP 18 SOUTH, RANGE 17 EAST, CITRUS COUNTY, FLORIDA.

TAX PARCEL NUMBER: 17E18S21 80000

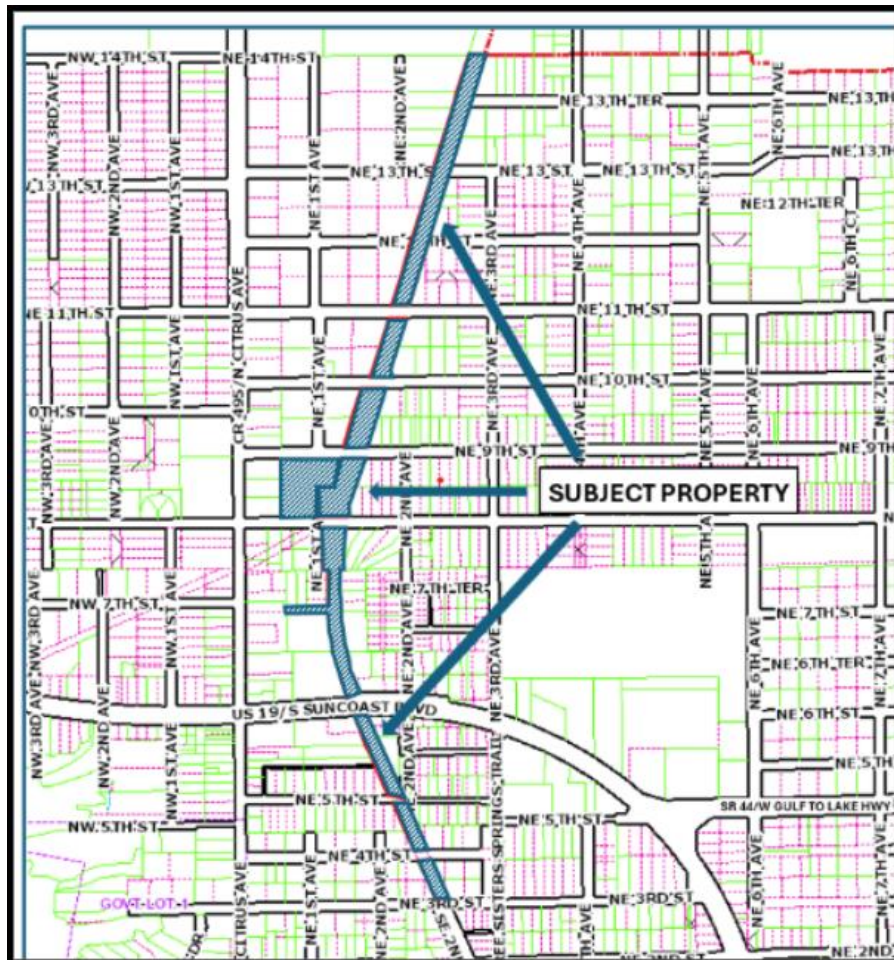
7.55 ACRES MOL

AND

LOT 48 AND THE WEST ½ OF 1ST AVENUE N.E., LYING ADJACENT THERETO, AND LOTS 49 AND 50, AND THE PART OF 1ST AVENUE N.E. LYING ADJACENT THERETO, ALL IN THE TOWNSITE OF CRYSTAL PARK, AS RECORDED IN PLAT BOOK 1, PAGE 2, PUBLIC RECORDS OF CITRUS COUNTY, FLORIDA; LESS THE EASTERLY 25 FEET OF LOT 50 DEEDED TO THE ATLANTIC COASTLINE RAILROAD.

TAX PARCEL NUMBER: 17E18S210010 0480

1.65 ACRES MOL



CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 7.C.

Requested Motion: Consideration of Ordinance No. 26-O-01 (Application PCT25-0002) to adopt the annual update of the 5-year Capital Improvements Plan within the Capital Improvements Element of the Comprehensive Plan, as mandated by Florida Statutes, and hold the second public hearing on January 12, 2026, at 5:30 p.m.

Summary:

In accordance with Chapter 163.3177(3)(b), Florida Statutes, the City of Crystal River is required to review the Capital Improvements Element on an annual basis and, specifically to update the 5-year Capital Improvements Schedule.

This is the Adoption Hearing.

Staff Recommendation:

Conduct a public hearing for consideration of Ordinance No. 26-O-01, hold the second public hearing, and, if approved, authorize the Mayor to execute the Ordinance.

Ordinance:

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, MODIFYING THE 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS SET FORTH IN TABLE 4 OF THE CRYSTAL RIVER COMPREHENSIVE PLAN AS AN ANNUAL UPDATE PURSUANT TO FLORIDA STATUTE 163.3177 (3) (b) AS DESCRIBED HEREINBELOW; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION, PROVIDING FOR MODIFICATIONS THAT MAY ARISE FROM CONSIDERATION AT PUBLIC HEARINGL PROVIDING FOR SCRIVERNER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

ATTACHMENTS:

Description

[ORD_26-O-01_CIP.pdf](#)

[Staff Report](#)

[PowerPoint](#)

ORDINANCE 26-O-01

AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, MODIFYING THE 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS SET FORTH IN TABLE 4 OF THE CRYSTAL RIVER COMPREHENSIVE PLAN AS AN ANNUAL UPDATE PURSUANT TO FLORIDA STATUTE 163.3177 (3) (b) AS DESCRIBED HEREINBELOW; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION, PROVIDING FOR MODIFICATIONS THAT MAY ARISE FROM CONSIDERATION AT PUBLIC HEARING; PROVIDING FOR SCRIVERNER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Crystal River, Florida, recognizes the need to plan for orderly growth and development; and

WHEREAS, the City of Crystal River adopted the City of Crystal River Comprehensive Plan (the "Comprehensive Plan"), by Ordinance 11-O-06 on September 12, 2011, and subsequent amendments thereto:

WHEREAS, Section 163.3177, Florida Statutes, provides that elements of the Comprehensive Plan shall be based on relevant and appropriate data; and

WHEREAS, Section 163.3191 (evaluation and appraisal of comprehensive plan), Florida Statutes requires local governments to comprehensively evaluate and, as necessary, update comprehensive plans to reflect changes in local conditions.

WHEREAS, the City has reviewed the proposed amendment to the City's Comprehensive Plan, and said proposed amendment was reviewed by the City's Local Planning Agency at a duly advertised meeting on December 4, 2025, and submitted a staff report, which determined such application to be consistent with the Comprehensive Plan; and

WHEREAS, the City Council has agreed with the recommendations of the Local Planning Agency that the proposed amendment complies with the requirements of Chapter 163, Florida Statutes, Part II, and that the proposed amendment is consistent with the Comprehensive Plan within the City; and

WHEREAS, City Council held a public hearing for the transmittal of the proposed amendment on December 08, 2025; and

WHEREAS, the City has received and responded where necessary to the Comments provided by the Department of Economic Opportunity and other reviewing agencies pursuant to Section 3184(B), F.S.; and

WHEREAS, a second public hearing was held by the City Council for adoption of this Ordinance on January 12, 2026.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Crystal River, Florida that:

SECTION 1.

The Crystal River "5-Year Schedule of Capital Improvements (General Fund)" is adopted in accordance with Chapter 163.3177(3)(b), Florida Statutes.

The intent of this Ordinance is for the annual review of the 5-year Capital Improvement Schedule, and to provide modifications deemed appropriate or necessary to the 5-year Capital Improvement Schedule.

SECTION 2.

The Crystal River Comprehensive Plan, Capital Improvement Element Table 4, the 5-Year Capital Improvement Schedule, is hereby modified as shown below.

The adopted Capital Improvements Schedule, FY2021 – FY2025 (Table 4 of the Capital Improvements Element) is hereby replaced with the following updated 5-Year Capital Improvements Schedule FY2026 – FY 2030.

SECTION 3.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held illegal, invalid or unconstitutional by the decision of any court or regulatory body of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof. The City of Crystal River City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more section, subsections, sentences, clauses, or phrases be declared illegal, invalid or unconstitutional and all ordinances and parts of ordinances in conflict with the provisions of the ordinance are hereby revealed.

SECTION 4.

This modification shall be incorporated into the Crystal River Comprehensive Plan Capital Improvement Element (Ordinance 11-O-06) To this end, the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention, and that the word “Ordinance” may be changed to “section”, “article”, “policy”, or other appropriate designation.

SECTION 5.

It is the intention of the City of Crystal River City Council that the provisions of the Ordinance may be modified as a result of considerations that may arise during public hearings. Such modifications shall be incorporated into the final version of the Ordinance adopted by the Council.

SECTION 6.

This Ordinance shall be filed in the Office of the Secretary of the State of Florida but shall not become effective until a notice is issued by the Florida State Land Planning Agency or Administration commission finding the amendment in compliance with Chapter 163, Florida Statutes after applicable appeal periods have expired.

UPON MOTION DULY MADE AND CARRIED, the foregoing ordinance was approved and adopted in a regular meeting of the City Council, this _____ day of _____, 2026.

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 _____
Mindi Hastings _____
Chris Ensing _____
Gabrielle Satchell _____



CITY OF CRYSTAL RIVER

STAFF REPORT

Growth Management Department

Planning Commission	December 4, 2025	City Council First Reading	December 8, 2025	City Council Second Reading	January 12, 2026
APPLICATION NO: PCT25-002 – Comprehensive Plan Amendment – Capital Improvements Element					
Comprehensive Plan Amendment	Ordinance No. 26-O-01 – AN ORDINANCE OF THE CITY OF CRYSTAL RIVER, FLORIDA, MODIFYING THE 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS SET FORTH IN TABLE 4 OF THE CRYSTAL RIVER COMPREHENSIVE PLAN AS AN ANNUAL UPDATE PURSUANT TO FLORIDA STATUTE 163.3177 (3) (b) AS DESCRIBED HEREINBELOW; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION, PROVIDING FOR MODIFICATIONS THAT MAY ARISE FROM CONSIDERATION AT PUBLIC HEARING PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.				
Project Manager	Carly Hanson, AICP, Growth Management Director				

PURPOSE AND INTENT: In accordance with the State of Florida Department of Commerce Evaluation and Appraisal Notification Schedule (Rule 73C-30, Florida Administrative Code) and Section 163.3191 of Florida Statutes, an evaluation of the City of Crystal River’s Comprehensive Plan has determined that a need exists to amend the Plan to assure consistency with State policies and planning requirements.

STAFF ANALYSIS: The City has evaluated its Comprehensive Plan and determined that amendments are necessary to reflect changes in State requirements and local conditions pursuant to Section 163.3177, Florida Statutes. Specifically, the City evaluation indicates an update is necessary to the *Capital Improvements Element*. This amendment follows the 2025 Evaluation and Appraisal Notification Letter received by FloridaCommerce on July 15, 2025. Proposed comprehensive plan amendments based on this Evaluation and Appraisal should be transmitted to FloridaCommerce by July 17, 2026, within one year of the notification, pursuant to Section 163.3191 (2), Florida Statutes (F.S.).

Capital Improvements Element (Exhibit “A”)

This amendment serves to update the Capital Improvements Element in accordance with Section 163.3177, Florida Statutes, which requires that the Crystal River Comprehensive Plan be updated based on relevant and appropriate data available at the time of adoption. The amendment includes the City’s recently adopted (FY2026) 5-year Schedule of Capital Improvements.

SUMMARY OF AGENCY COMMENTS: As this application proposes to amend the *Capital Improvements Element* of the Crystal River Comprehensive Plan, Florida Statutes, Section 163.3184 (4) (b), states that the amendment is subject to State review and is required to be transmitted to reviewing agencies for comment.

PUBLIC COMMENTS: No public comments have been received as of this writing.

PROPOSED FINDINGS OF FACT:

1. The request is to update the *Capital Improvements Element* of the Crystal River Comprehensive Plan.
2. Florida Statutes, Section 163.3191 (1) and FAC 73C-49 outline the need to update the Comprehensive Plan for all mandatory and optional elements based upon relevant and appropriate data and analysis for required elements, and this proposal will provide an update.
3. The proposed amendment is consistent with the Goals, Objectives, and Policies of the Crystal River Comprehensive Plan.
4. The proposed amendment is consistent with Florida Statutes, Section 163.3177 *Required and optional elements of comprehensive plan; studies and surveys*.



PCT25-0002

Comprehensive Plan Amendment Capital Improvements Element

1

1

City of Crystal River FY2026, 5-Year Capital Improvement Program - General Fund

	Adopted	Activity 5/26/2025	Projected	Proposed	Proposed	Proposed	Proposed	Proposed
RESOURCES / REVENUES								
Local Option Gas Tax	\$ 219,322	\$ 159,832	\$ 291,062	\$ 283,863	\$ 296,833	\$ 289,902	\$ 302,901	\$ 305,930
State Shared Revenue	\$ 42,844	\$ 23,902	\$ 41,302	\$ 41,715	\$ 42,132	\$ 42,553	\$ 42,979	\$ 43,409
Interest Earnings	\$ 55,000	\$ 64,196	\$ 111,096	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
DED Funding for City Hall Design & Engineering #17-11	\$ -	\$ -	\$ 1,345,729	\$ -	\$ -	\$ -	\$ -	\$ -
Future Debt - City Hall Rebuild	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 3,000,000	\$ -	\$ -
Insurance Settlement Italia - City Hall Rebuild				\$ 1,250,000				
FWS - Paradise Pt Stormwater				\$ 661,778	\$ 1,287,118	\$ -		
Asset Mapping & Assessment Grant (Stormwater) #24-02	\$ 1,500,000	\$ 122,080	\$ 860,220	\$ 1,019,780	\$ -			
FEMA Grant - Tide Values				\$ -	\$ 2,253,959			
Grant - Copeland Park Improvements #24-04	\$ -	\$ 112,500	\$ 112,500	\$ -				
HSP - Seawall Funding (Save Crystal River)				\$ 350,000				
HSP - Seawall Funding (Legislative Appropriation)				\$ 350,000				
County Impact Fees/Copeland Park & Legnone Park	\$ -	\$ 195,935	\$ 223,844	\$ -				
Transfer from OP Operating	\$ 400,000	\$ 225,000	\$ 400,000	\$ 150,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Transfer from Kings Bay Paddlecraft Program	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 200,000	\$ 50,000	\$ 50,000
	\$ 12,367,166	\$ 903,445	\$ 3,685,873	\$ 4,322,266	\$ 9,394,742	\$ 3,897,456	\$ 756,889	\$ 754,339
Other Revenue Sources								
CDC - Citrus Information Cooperative	\$ -	\$ -	\$ -	\$ -				
TDC Funding - HSP Bathrooms #25001	\$ 300,000	\$ -	\$ 175,000	\$ -	\$ -			
Unknown Funding - KBPC Phase 2 (pending) #25003	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,500,000			
Property Appraiser (GIS Fund)	\$ -	\$ -	\$ -	\$ -				
Italia funding - Chamber Streaming Equipment	\$ 50,000	\$ -	\$ -	\$ -				
	\$ 2,850,000	\$ -	\$ 175,000	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -
Carryforward Funding	\$ 195,334	\$ -	\$ -	\$ 476,705	\$ -	\$ -	\$ -	\$ -
Street Resurfacing	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Creative Playground	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
	\$ 15,512,500	\$ 903,445	\$ 3,960,873	\$ 4,798,971	\$ 12,394,742	\$ 3,897,456	\$ 756,889	\$ 754,339
REQUIREMENTS / EXPENDITURES								
City Hall Equipment - City Owned Building Projects								
Commuter Improvements - #21-02	\$ 5,000		5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
City Hall Design & Engineering #17-11	\$ -	\$ 140,487	\$ 1,345,729	\$ -				
City Hall Improvements (Rebuild) #24011	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 3,000,000		
Museum Repairs	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Train Depot Windows - #21-01	\$ 10,000		\$ 20,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Water Tower Treatment/Paint	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Computer Replacements	\$ 22,500	\$ 1,377	\$ 22,500	\$ 37,500	\$ 25,000	\$ 27,500	\$ 30,000	\$ 32,500
Chamber Streaming Equipment #25002	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Noise Meters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 10,127,000	\$ 176,864	\$ 1,413,229	\$ 182,500	\$ 5,045,000	\$ 3,042,500	\$ 50,000	\$ 67,500

2

2

City of Crystal River FY2026 5-Year Capital Improvement Program - General Fund

	FY2025	FY2025	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
	Adopted	Activity 5/30/2025	Projected	Proposed	Proposed	Proposed	Proposed	Proposed
Hurricane Idalia Repairs		\$ 28,976	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
Parks Improvement Projects:								
Copeland Park - General Improvements	\$ 10,000			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Copeland Park - Utilization #24-01		\$ 3,812	\$ 3,812					
Copeland Park - Fishing Bridge #24-04		\$ 83,550	\$ 83,550					
Copeland Park - Playground Equipment #24-10		\$ 82,357	\$ 82,357					
Copeland Park - Pavilion and Aerator		\$ 8,647	\$ 28,672					
	\$ 10,000	\$ 188,366	\$ 298,391	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Hunter Springs Park - General Improvements	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Hunter Springs Park Bury Replacement #23-01	\$ 2,000	\$ 355	\$ 500	\$ 3,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Hunter Springs Entrance Improvement #24-01	\$ 50,000		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -
Hunter Springs Bathrooms Remodel #25001	\$ 300,000		\$ 300,000	\$ -	\$ -			
Hunter Springs Park Restroom Interior Remodel #25007	\$ 25,000		\$ 15,000	\$ -				
Hunter Springs Beach Seawall			\$ 15,000	\$ 680,000	\$ -			
	\$ 377,000	\$ 355	\$ 485,500	\$ 773,500	\$ 87,000	\$ 87,000	\$ 12,000	\$ 12,000
KBP - General Improvements	\$ 10,000	\$ 8,665	\$ 52,177	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
KBP Phase 1 - Engineering (Master Plan)			\$ 135,000					
KBP - Phase 1 - kayak launch & coral improvements #24-08	\$ -		\$ 365,000	\$ 466,705	\$ 1,168,295			
KBP - Phase 2 - Engineering #25003					\$ 150,000			
KBP - Phase 2 - Ranger Station, parking, RR & other #25003							\$ 3,000,000	
KBP - Restroom Interior Remodel #24-05	\$ 25,000		\$ 25,000	\$ -				
	\$ 2,535,000	\$ 8,665	\$ 977,177	\$ 476,705	\$ 1,178,295	\$ 160,000	\$ 3,010,000	\$ 10,000
Legnone Park - General Improvements	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Legnone Park - resurface Racketball Court #25004	\$ 20,000		\$ 20,000	\$ -				
Legnone Park - Resurface Basketball Courts	\$ 12,000		\$ 12,000	\$ -				
Legnone Park - seal & strip BB & Parking	\$ 10,000		\$ 10,000	\$ -				
Legnone Park - resurface Tennis Courts #25005	\$ 30,000		\$ 30,000	\$ 30,000				
Legnone Park - Pickleball Court #25013	\$ 150,000		\$ 150,000	\$ 100,000				
	\$ 222,000	\$ -	\$ 222,000	\$ 140,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Orangette Playground Replacement #23-09	\$ -	\$ -	\$ -	\$ -	\$ 500,000			
Crostonown Trail from 11th to Turkey Oak Extend					\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Dog Park #24-03	\$ 50,000		\$ -	\$ -	\$ 100,000			
Splash Pad/Linear Park/Town Square- r16 or #21-08	\$ 40,000	\$ 684	\$ 50,000	\$ -				
Parks - Miscellaneous	\$ 20,000	\$ 8,507	\$ 31,500	\$ 50,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	\$ 10,000		\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Boat Ramp Relocation - Consultant/Construction (Fl. Island)	\$ 6,000		\$ 12,000	\$ 25,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Lighting - Path/BO to 3rd (solar lighting) #18-05	\$ 126,000	\$ 8,201	\$ 123,500	\$ 75,000	\$ 251,000	\$ 651,000	\$ 151,000	\$ 151,000

3

3

City of Crystal River FY2026 5-Year Capital Improvement Program - General Fund

	FY2025	FY2025	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
	Adopted	Activity 5/30/2025	Projected	Proposed	Proposed	Proposed	Proposed	Proposed
Road and Street Projects								
Roads Resurface - future project funding	\$ 200,000	\$ -	\$ 206,901	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Sidewalks - New Installation	\$ 15,000		\$ 15,000	\$ 45,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Sidewalk - Concrete Repair #19-01	\$ 15,000	\$ 8,440	\$ 52,346	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Sidewalk - Citrus Ave Crosswalk			\$ -	\$ -				
Sidewalk - Legnone to Copeland Improvement #24-09	\$ -	\$ 169,879	\$ 223,944	\$ -				
Repaving Parking Lots / Driveways (asphalt)	\$ 20,000		\$ 37,346	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	\$ 250,000	\$ 178,319	\$ 535,537	\$ 280,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Signage Projects								
Welcome Signs - Freshen up/Maintenance - #2015P	\$ -		\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
Street Signs Replacement Plan	\$ 10,000	\$ 1,862	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Wayfinding Signage #2015W	\$ 2,500		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Water Way Signage/Channel Markers #24016	\$ 10,000	\$ -	\$ 15,500	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
Noise Ordinance Enforcement Signage #23-02	\$ 10,000		\$ 10,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	\$ 32,500	\$ 1,862	\$ 48,000	\$ 29,500	\$ 24,500	\$ 19,500	\$ 24,500	\$ 19,500
Stormwater/Water Quality								
Stormwater Imp - Culverts, Drainage, Treatment	\$ 75,000	\$ 4,542	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Stormwater - analysis & Design improvements #24-02	\$ 1,500,000	\$ 123,720	\$ 980,220	\$ 1,019,780				
Paradise Pt. Stormwater = #21-10	\$ 100,000	\$ 25,225	\$ 130,125	\$ 661,778	\$ 1,287,118	\$ -		
HSP DRA Improvements - #18-12	\$ -		\$ -	\$ -				
	\$ 1,675,000	\$ 153,487	\$ 1,185,345	\$ 1,756,558	\$ 1,372,118	\$ 75,000	\$ 75,000	\$ 75,000
Guard Rails - new & repl old #17-06	\$ 100,000		\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000
Tide Valves -				\$ 750,000	\$ 2,254,745			
	\$ 100,000	\$ -	\$ 80,000	\$ 850,000	\$ 2,354,745	\$ 100,000	\$ 50,000	\$ 50,000
Total Requirements	\$ 15,455,000	\$ 746,095	\$ 4,833,679	\$ 4,493,763	\$ 10,582,658	\$ 4,405,000	\$ 3,642,500	\$ 655,000
Difference	\$ 57,500	\$ 157,350	\$ (902,806)	\$ 305,208	\$ 1,812,084	\$ (507,544)	\$ (2,891,620)	\$ 89,339
Fund Balance (9-30-24)	\$ 1,682,066	\$ 1,739,556	\$ 1,839,406	\$ 779,250	\$ 1,084,458	\$ 2,896,542	\$ 2,388,998	\$ (502,622)

4

4

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 8.A.

Requested Motion: Introduction of Ordinance 26-O-2 (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 First Reading, and set a public hearing for January 26, 2026, at 5:30 p.m.

Summary:

By Ordinance No. 24-O-14, on December 9, 2024, the City of Crystal River adopted a new city-wide form-based Land Development Code (known as the “Community Development Code”). The Land Use Element of the Comprehensive Plan was amended by Ordinance No. 24-O-04 on December 9, 2024, to ensure consistency with these updated land development regulations.

The Community Development Code, after a 31-day appeal period, became effective on January 11, 2025.

The City of Crystal River desires to further amend its Comprehensive Plan and 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.

This item was previously adopted by Ordinance 25-O-11. The Florida Department of Commerce returned this amendment package to the City of Crystal River because transmittal occurred more than 10 working days after adoption. Because the City of Crystal River is within the 180-day timeframe for adopting the amendment, the City may rescind Ordinance 25-O-11 and readopt this Ordinance to resubmit the amendment in accordance with the requirements of Section 163.3184(3).

Staff Recommendation:

Introduce Ordinance 26-O-2, and set a public hearing for January 26, 2026, at 5:30 p.m.

Ordinance:

AN ORDINANCE RESCENDING AND REPLACING ORDINANCE 25-O-11, AMENDING THE CITY OF CRYSTAL RIVER, FLORIDA, COMPREHENSIVE PLAN PURSUANT TO SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, CONCERNING FUTURE LAND USE TEXT (POLICY) AMENDMENT; AMENDING FUTURE LAND USE ELEMENT BY ADDING OBJECTIVE 2.9 PROMOTING FAIRNESS AND ACKNOWLEDGING GOOD FAITH RELIANCE ON THE PREVIOUSLY APPLICABLE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE PRIOR TO RECENT AMENDMENT; PROVIDING FOR A TRANSITION PERIOD DURING WHICH APPLICANTS DEMONSTRATING SUCH RELIANCE MAY ELECT TO PROCEED UNDER THE CURRENT OR PREVIOUSLY EXISTING COMPREHENSIVE PLAN

AND LAND DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

ATTACHMENTS:

Description

[ORD 26-O-2](#)

ORDINANCE NO. 26-O-2

AN ORDINANCE RESCENDING AND REPLACING ORDINANCE 25-O-11, AMENDING THE CITY OF CRYSTAL RIVER, FLORIDA, COMPREHENSIVE PLAN PURSUANT TO SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, CONCERNING FUTURE LAND USE TEXT (POLICY) AMENDMENT; AMENDING FUTURE LAND USE ELEMENT BY ADDING OBJECTIVE 2.9 PROMOTING FAIRNESS AND ACKNOWLEDGING GOOD FAITH RELIANCE ON THE PREVIOUSLY APPLICABLE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE PRIOR TO RECENT AMENDMENT; PROVIDING FOR A TRANSITION PERIOD DURING WHICH APPLICANTS DEMONSTRATING SUCH RELIANCE MAY ELECT TO PROCEED UNDER THE CURRENT OR PREVIOUSLY EXISTING COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Crystal River, Florida, recognizes the need to plan for orderly growth and development; and

WHEREAS, the City of Crystal River adopted the City of Crystal River Comprehensive Plan (the “Comprehensive Plan”), by Ordinance 11-O-06 on September 12, 2011, and subsequent amendments thereto; and,

WHEREAS, by Ordinance No. 24-O-14 on December 9, 2024, the City of Crystal River adopted a new city-wide form-based Land Development Code (to be known as the “Community Development Code”) that fosters predictable built results and high-quality public realm by using physical form (rather than the separation of uses) as the primary organizing principle to maintain natural features and community character; and

WHEREAS, pursuant to Section 163.3202, Florida Statutes, which requires that land development regulations be consistent with and implement the Comprehensive Plan, the City of Crystal River, by Ordinance 24-O-04, adopted on December 9, 2024, amended the Land Use Element of the Comprehensive Plan (“2024 Plan Amendment”); and

WHEREAS, the 2024 Plan Amendment, and thus the Community Development Code (collectively the “2024 Amendments”), became effective on January 11, 2025.

WHEREAS, the City of Crystal River desires to further amend its Comprehensive Plan and 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.

WHEREAS, a Comprehensive Plan may be amended under the conditions set forth in Section 163.3184, Florida Statutes, and other provisions of state and local law; and

WHEREAS, the City has reviewed the proposed amendment to the City’s Comprehensive Plan, and said proposed amendment was reviewed by the City’s Local Planning Agency at a duly

advertised meeting on June 6, 2025, and submitted staff report, which determined such application to be consistent with the Comprehensive Plan; and

WHEREAS, the City Council has agreed with the recommendations of the Local Planning Agency that the proposed amendment complies with the requirements of Chapter 163, Florida Statutes, Part II, and that the proposed amendment is consistent with the Comprehensive Plan within the City; and

WHEREAS, the City Council held a public hearing for the transmittal of the proposed amendment on July 14, 2025, and

WHEREAS, the City has received and responded where necessary to the Comments provided by the Department of Economic Opportunity and other reviewing agencies pursuant to Section 3184(B), F.S., and

WHEREAS, a second public hearing was held by the City Council for adoption of this Ordinance on August 25, 2025, and

WHEREAS, the amendment was returned by the Florida Department of Commerce because transmittal occurred more than 10 working days after adoption and could not be processed, and

WHEREAS, the City of Crystal River is within the 180-day timeframe for adopting the amendment, and the City may choose to rescind Ordinance 25-O-11 and readopt this Ordinance to resubmit the amendment in accordance with the requirements of Section 163.3184(3).

WHEREAS, an introduction was held by the City Council on January 12, 2026, and a public hearing was held by the City Council for adoption of this Ordinance on January 26, 2026.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Crystal River, Florida that:

Section 1. The City of Crystal River Comprehensive Plan, Future Land Use Element is hereby amended as required by the Florida Local Government Comprehensive Planning and Land Development Regulation Act of 1985 contained in Section 163.3161 through and including Section 163.3248, Florida Statutes, and pursuant to Section 106-38 of the Code of Ordinances, City of Crystal River, Florida by adding Objective 2.9 and related Policies as set forth on the attached **Exhibit A**.

Section 2. It is the intention of the City Council of the City of Crystal River, Florida, and it is hereby provided that the provisions of this Ordinance shall become and be made a part of the Crystal River Comprehensive Plan. To this end, the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention, and that the word “ordinance” may be changed to “section” “article” “policy” or other appropriate designation.

Section 3. Severability Clause. Should any provision or section of this ordinance be held by a Court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective upon approval by the mayor, or upon becoming law without such approval.

Section 6. If this amendment is not timely challenged, the effective date shall be 31 days after the state land planning agency notifies the local government that this plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

ATTEST:

CITY OF CRYSTAL RIVER

MIA FINK, CITY CLERK

JOE MEEK, MAYOR

**APPROVED FOR CORRECTNESS AND
LEGALITY:**

**ROBERT W. BATSEL, JR., ESQUIRE
CITY ATTORNEY**

VOTE OF COUNCIL:

Meek: _____

Holmes: _____

Ensing: _____

Hastings: _____

Satchell: _____

EXHIBIT A

OBJECTIVE 2.9: To promote fairness and to acknowledge good faith reliance by property owners on the Comprehensive Plan and Land Development Code in effect prior to the adoption of City Ordinance No. 24-O-04 and City Ordinance No. 24-O-14 on December 9, 2024, which became effective January 11, 2025.

POLICIES:

- A) The City shall establish a transition period of twelve (12) months for a property owner that submits a development application after January 11, 2025.
- B) During such transition period, the applicant may choose whether to be governed by the Comprehensive Plan and Land Development Code currently in effect or that which was in effect immediately prior to amendments effective January 11, 2025.
- C) The transition period shall only apply to an applicant upon a demonstration of the following:
 - 1. Participation in a pre-application conference or engaged in documented substantive discussions with City staff between July 11, 2024, and January 11, 2025 regarding proposed development of real property lying within the City of Crystal River; and
 - 2. Subsequent payment of substantial expenses in furtherance of development of such real property in reasonable, good faith reliance upon the provisions of the Comprehensive Plan and Land Development Code of City of Crystal River, Florida, as they existed prior to January 11, 2025.
- D) This Objective 2.9 shall only apply to development orders or permits sought through applications filed prior to the expiration of the transition period set forth herein on January 11, 2026.

CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 10.A.

Requested Motion: Motion to approve the purchase of 2017 Starcraft Allstar 24+2 Bus in the total amount of \$67,500.00 from Model 1 Commercial Vehicles, Inc.

Summary:

City Council approved \$75,000 in the FY 26 budget for the purchase of a transit vehicle for Three Sisters Springs Center. Staff has reviewed the available options for this specialty type of vehicle and has solicited quotes from bussesforsale.com and Model 1 Commercial Vehicles Inc. Model 1 Commercial Vehicles, Inc is a contracted vendor through the Florida Sheriffs Association contract FSA25-VEH23.0, Heavy Trucks and Busses. Staff is recommending the purchase of 2017 Starcraft Allstar Bus with current mileage of 62,037. The vehicle has a capacity of 26 with 22 seated and 2 ADA spots with an ADA lift on the rear curbside of the vehicle. The bus uses gas with a 6.8 V-10 ford engine.

The city is seeing a large increase of tourists utilizing the shuttle service for Three Sisters. Visitation is up 69% this year compared to last year with an increase of 10,529 visitors in 2 months. The addition of a bus will allow the Three Sisters Springs Center to focus on marketing downtown parking and pick up without long periods of wait time for a shuttle. The wait time is roughly 1 hour currently with the two vehicles we operate daily, and with a new vehicle we can safely say visitors will be waiting 30 minutes or less. This purchase and operation are a self-sufficient enterprise fund at no cost to taxpayers of Crystal River.

Staff Recommendation:

Staff recommends approval of the purchase of 2017 Starcraft Allstar 24+2 Bus in the amount of \$67,500.00 from Model 1 Commercial Vehicles, Inc.

Project Cost:

\$67,500.00

Funding Source:

407-47575-66000 (Three Sisters Springs - Equipment/Vehicles)

Amount Available:

\$75,000.00

ATTACHMENTS:

Description

[Model1 contract.pdf](#)

[2017 starcraft allstar photos.pdf](#)

[bussesforsale.com quote.pdf](#)



Model 1 Commercial Vehicles, Inc.
8600 Atlantic Blvd
Jacksonville, FL 32211

Phone: (904) 241-6004
Fax: (904) 241-0507
model1.com

BUYER'S ORDER CONTRACT

Date:	September 29, 2025	Unit #(s):	1271691
Buyer Name:	City of Crystal River		
Contact:	Andrea Hullstrung	Phone:	352-586-4988
Address:	123 NW US Hwy 19	Fax:	
City, State, Zip:	Crystal River, FL 34429	E-Mail:	ahullstrung@crystalriverfl.org
Buyer ID:		Salesperson:	Les Burres
Ship To Address:	Attn: Andrea Hullstrung - City of Crystal River - 123 NW US Hwy 19		
Ship To Address Cont'd:	Crystal River, FL 34429		
Ship To Phone:	352-586-4988	Ship To Email:	ahullstrung@crystalriverfl.org
Finance Source:		Contact:	
Address:		Phone:	
City, State, Zip:		County:	
Description of Vehicle:	Pre Owned 2017 Starcraft Allstar 24+2		
VIN #:	1FDFE4FS2HDC49346		
Engine Type:	Gas	Shipping Terms:	CPT Shipping
Number of Passengers:	24	Wheelchair Positions:	2
Estimated Delivery Date:	October 31, 2025	Payment Terms:	Prepay
Possession State: FL 0.000% Notes: * The tax and fees reflected on this agreement are based on the regulations applicable at the time of drafting this contract. The actual amounts due will be based on the regulations applicable at the time title for each vehicle transfer. All rebates and incentives will be signed over to Dealer.	Unit Price	\$	66,850.00
	Delivery	\$	-
	Incentive (Non-Taxable)	\$	-
	Rebates (Taxable)	\$	-
	Doc Prep Fee (Taxable)	\$	150.00
	Base Selling Price	\$	67,000.00
		\$	-
	Total Taxable Amount	\$	67,000.00
	Sales Tax* (Estimated)	\$	-
		\$	-
		\$	-
		\$	-
	DMV Fees* (Estimated)	\$	500.00
	DMV Electronic Filing Fee	\$	-
	Tire Fee	\$	-
	Fees Sub-Total	\$	500.00
	Total Price Per Unit	\$	67,500.00
	Quantity		1
	Contract Total	\$	67,500.00
	0.00		
	Customer Net Trade	\$	-
	Customer Deposit	\$	-
		\$	-
	Balance Due	\$	67,500.00

Remit To: PO Box 713176, Chicago, IL 60677-0376

General Terms and Conditions of Dealer Vehicle Sale

1. Applicability. These General Terms and Conditions of Dealer Vehicle Sale (these "**Terms**") are the only terms that govern the sale of all vehicles and any services thereto ("**Vehicle**") by Model 1 Commercial Vehicles, Inc. ("**Dealer**") to the buyer named on the Buyer's Order Contract (as defined below) to which these Terms are attached ("**Buyer**" or "**You**"). Collectively Buyer and Dealer are referred to as the "**Parties**" and individually as "**Party**." The accompanying Buyer's Order Contract setting forth the Vehicle to be purchased (the "BOC") and these Terms (collectively, this "**Agreement**") comprise the entire agreement between the parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. This Agreement supersedes any of Buyer's general terms and conditions of purchase regardless of whether or when Buyer has submitted a purchase order or such terms. Dealer expressly rejects Buyer's general terms and conditions of purchase, and fulfillment of Buyer's order does not constitute acceptance of any of Buyer's terms and conditions or serve to modify or amend these Terms. Acceptance of this Agreement by Buyer shall be deemed as the earlier of (i) Buyer's signature to the BOC and (ii) Buyer's acceptance of the Vehicle. Notwithstanding anything herein to the contrary, if a written contract signed by both Parties is in existence covering the sale of the Vehicle ("**Master Agreement**"), then the Master Agreement shall prevail to the extent of any inconsistency with these Terms.

2. DEALER MAKES NO GUARANTEE OR WARRANTY, EXPRESS OR IMPLIED. This Vehicle is sold by Dealer "AS-IS" with no Dealer guarantee or warranty, implied or express, except as noted in Section 3. All warranties on this Vehicle are made by the manufacturer, and not the Dealer. DEALER HEREBY DISCLAIMS AND EXCLUDES FROM THIS SALE ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PURPOSE; OR WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE. Buyer understands Dealer does not warrant the year of this Vehicle, the year of the chassis, or the year of any of its component parts, and that the manufacturer(s) of the Vehicle chassis or component is solely responsible for the year assigned to this Vehicle to the extent its year is referenced in the Agreement. If Buyer is purchasing a "new" Vehicle as indicated above, Buyer acknowledges that "new" means that the Vehicle has not been previously titled to an end user although the Vehicle may have been used in a demo or a show. Buyer understands and agrees that manufacturer(s)' written warranties, if any are applicable to this Vehicle, will be provided by Dealer at the time of Vehicle delivery, or made available earlier upon Buyer's request. Buyer acknowledges that Dealer is not an agent of the manufacturer and that Dealer has not represented or misrepresented the terms of any applicable manufacturer(s)' written warranties. Buyer understands and agrees that if either of Buyer or Dealer should breach this Agreement or if Buyer institutes any claim arising out of the purchase of the Vehicle, the statute of limitations for any such claim is limited to one (1) year from the date of sale.

3. LIMITED SERVICE WARRANTY. Dealer represents and warrants to Buyer that it shall perform any services performed to the Vehicle using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and shall devote adequate resources to meet its obligations under this Agreement. Dealer shall not be liable for a breach of this Section 3 unless Buyer gives written notice of the defective services, reasonably described, to Dealer within seven (7) days of the time when Buyer discovers or ought to have discovered that the services were defective, and in no event shall Dealer be responsible for any defective services later than sixty (60) days following Notification (as set forth in Section 8). Dealer shall, in its sole discretion, either (a) repair or re-perform such services; or (b) credit or refund the price of such services at the pro rata contract rate. THE REMEDIES SET FORTH IN THIS SECTION 3 SHALL BE THE CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AND DEALER'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED SERVICE WARRANTY SET FORTH IN THIS SECTION 3. If the services include the installation of accessories, parts or components manufactured by third parties, Dealer makes no warranty whatsoever regarding such third-party accessories, parts and components. Dealer will pass through any third-party warranties on such accessories, parts and components.

4. DEALER NOT AGENT OF MANUFACTURER. Dealer is not the agent of the manufacturer. Dealer is not responsible for changes by the manufacturer in the price, available rebate, design or accessories of specially ordered vehicles. If Dealer's price increases on a Vehicle, or if a rebate to be received by Dealer is reduced or eliminated, or the Vehicle becomes subject to a tariff, the Buyer's price will be increased by a like amount. If the Vehicle price increases by more than 10% (excluding price increases due to tariffs) and Buyer is dissatisfied with the increase, Buyer may cancel this order and Buyer's deposit and trade-in or the actual cash value of the trade-in, if sold, minus any loan, will be refunded. Buyer understands that manufacturer may, from time to time, change the model, design, or other elements, including the parts and accessories, in the Vehicle and at any time a manufacturer makes such changes, neither Dealer nor manufacturer are obligated to make the same changes to Buyer's Vehicle, even if such changes are made prior to delivery of the Vehicle.

5. DEPOSIT; PAYMENT. Unless otherwise other payment terms are indicated on the BOC, (i) a deposit is due at the time of signing this Agreement and before the Vehicle will be ordered or prepared for delivery by Dealer, and (ii) the balance due shall be paid in full within 48 hours of Notification (as set forth in Section 8) and before the Vehicle will be released to the Buyer. For any payment terms, in the event Buyer does not make timely payment in full, Dealer may charge Buyer interest on any overdue amount at a rate of 10% per annum or the maximum allowable rate under applicable law, whichever is less, until the overdue amount is paid in full. The Vehicle will not be titled to the Buyer until the contract total for such Vehicle plus any interest charges indicated herein are paid in full.

6. CANCELLATION; CHANGE FEES. There is no "cooling off" or other cancellation period for vehicle sales or services. Therefore, Buyer cannot later cancel this Agreement without the agreement of Dealer, or for legal cause. Further, if either party wishes to change any term of this Agreement or the details of the Vehicle set forth on the BOC after acceptance of this Agreement, neither party shall be bound by such changes after the date of this Agreement unless mutually agreed upon in writing. If Buyer wishes to change any detail of the BOC related to the Vehicle being purchased, Buyer shall submit details of the requested change to the Dealer in writing. Dealer shall, within a reasonable time after such request, respond to Buyer's request indicating (i) the acceptance or denial of the change, (ii) the likely impact to timing of the Vehicle's delivery, and (iii) any necessary variations to the fees (including any change fees that may be charged by Dealer). Promptly after receipt of the written estimate, the parties shall negotiate and agree in writing on the terms of the change.

7. DELAYS. Buyer will not hold Dealer liable for any failure or delay in performing this Agreement if such failure or delay is caused by any event outside of Dealer's reasonable control, including, without limitation, (a) any act or omission of the Vehicle manufacturer or any component part manufacturer; (b) Buyer's delay to respond promptly to any Dealer request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Dealer to perform services in accordance with the BOC, (c) acts of God, natural disasters, flood, fire, earthquake, or explosion; (d) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (e) government order, law, or action; (f) embargoes or blockades in effect on or after the date of this Agreement; (g) national or regional emergency; (h) telecommunication breakdowns or power outages or shortages; (i) epidemics, pandemics, or acts of quarantine; and (j) other similar events beyond the reasonable control of Dealer.

8. DELIVERY; INSPECTION; RISK OF LOSS. The method of delivering the Vehicle ("Delivery") shall be set forth in the BOC and if no such method is defined, then Buyer is responsible for picking up the Vehicle at the Dealer location within forty-eight (48) hours after being notified that the Vehicle is ready for delivery ("Notification"). Unless otherwise set forth in the BOC, the Vehicle will be delivered ExWorks (Dealer location) and full risk of loss will pass upon Notification that the Vehicle is ready for Delivery. If the Buyer delays Delivery of the Vehicle more than five (5) days after Notification, Dealer will have the right to charge a storage fee of \$50 per day for storage of the Vehicle.

9. BUYER'S INSPECTION. If the Vehicle is delivered via a transportation carrier, Buyer shall immediately inspect the Vehicle upon arrival and report any defects resulting from transportation of the Vehicle directly to the transportation carrier through such carrier's reporting processes. Separately, within forty-eight (48) hours after Delivery, Buyer shall inspect the Vehicle for conformance to the BOC and report any issues to Dealer ("Inspection"). Upon Delivery and Inspection, Buyer acknowledges: (i) having received ample opportunity for, and actually inspecting the Vehicle as fully as Buyer desires and (ii) utilizing and relying solely upon Buyer's own judgment to inspect and determine that the Vehicle is of adequate quality, merchantable, and otherwise fit for the purposes intended by Buyer. Buyer further acknowledges that Buyer did not make Dealer aware, and that Dealer was unaware, implicitly or expressly, of any particular purpose intended by Buyer for the Vehicle. Consequently, Buyer has not relied upon Dealer's skill or judgment in the selection or delivery of the Vehicle. Buyer acknowledges that Dealer has not made any representation regarding the Vehicle's condition, history, status, prior usage, quality of or regularity of care or servicing, nor the existence of prior damage and/or repair of damage except as required by law.

10. FINANCING OR INSTALLMENT SALES CONTRACTS. IF YOU ARE FINANCING THIS VEHICLE, PLEASE READ THIS NOTICE: YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE. IF YOU ARE FINANCING THIS VEHICLE AND THE DEALER INTENDS TO TRANSFER YOUR FINANCING TO A FINANCE PROVIDER SUCH AS A BANK, CREDIT UNION OR OTHER LENDER, YOUR VEHICLE PURCHASE DEPENDS ON THE FINANCE PROVIDER'S APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALES CONTRACT. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS APPROVED WITHOUT A CHANGE THAT INCREASES THE COST OR RISK TO YOU OR THE DEALER, YOUR PURCHASE CANNOT BE CANCELLED. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS NOT APPROVED, THE DEALER WILL NOTIFY YOU VERBALLY OR IN WRITING. YOU CAN THEN DECIDE TO PAY FOR THE VEHICLE IN SOME OTHER WAY OR YOU OR THE DEALER CAN CANCEL YOUR PURCHASE. IF THE SALE IS CANCELLED, YOU NEED TO RETURN THE VEHICLE TO THE DEALER WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR. ANY DOWN PAYMENT OR TRADE-IN YOU GAVE THE DEALER WILL BE RETURNED TO YOU. IF YOU DO NOT RETURN THE VEHICLE WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE OF CANCELLATION, THE DEALER MAY LOCATE THE VEHICLE AND TAKE IT BACK WITHOUT FURTHER NOTICE TO YOU AS LONG AS THE DEALER FOLLOWS THE LAW AND DOES NOT CAUSE A BREACH OF THE PEACE WHEN TAKING THE VEHICLE BACK.

11. TITLE; ODOMETER STATEMENT. Title to the Vehicle will remain with Dealer until the agreed upon purchase price is paid in full in cash or Buyer has signed a retail installment contract and it has been accepted by a bank or finance company, at which time title shall pass to Buyer even though the actual delivery of the Vehicle may be made at a later date. Buyer agrees that no statement has been made as to the number of miles on any new, used, or demo vehicles, except as set forth in the odometer mileage statement as provided by the Federal Odometer Law and on the face of this Agreement as required under state law which does not constitute a warranty, express or implied, or a contractual term of this Agreement as required under state law which does not constitute a warranty, express or implied, or a contractual team of this Agreement. Buyer acknowledges receipt of such Federal Odometer Statement.

12. TRADE-IN. If Buyer is trading in a vehicle, Buyer will give Dealer the original bill of sale or the title to the trade-in. Buyer promises that any trade-in which Buyer gives in this purchase transaction is owned by Buyer free of any lien or other claim except as noted on the other side of this Agreement. Buyer promises that all taxes of every kind levied against the trade-in have been fully paid. If any government agency makes a levy or claims a tax lien or demand against the trade-in, Dealer may, at Dealer's option, either pay it and Buyer will reimburse Dealer on demand, or Dealer may add that amount to this Agreement as if it had been originally included. Any trade-in delivered by Buyer to Dealer in connection with this Agreement shall be accompanied by documents sufficient to enable the Dealer to obtain a title to the trade-in in accordance with applicable state law. Buyer warrants that the trade-in is or will be properly titled to Buyer and/or Buyer has the right to sell or otherwise convey the trade-in and the trade-in has never been a salvaged, reconditioned or rebuilt, flooded or a lemon buyback, and the trade-in is free and clear of all liens or encumbrances except as may be noted on the front of this Agreement. If Buyer's initial trade-in value is determined by anything other than a physical appraisal by Dealer, Dealer may later reappraise and amend the value of the trade-in allowance at such time Dealer has the opportunity to perform a physical appraisal of the trade-in. This physical appraisal will then determine the actual trade-in allowance provided on the front side of this Agreement.

13. FAILURE TO COMPLETE PURCHASE. Failure to timely accept Delivery by Buyer shall give Dealer the right to dispose of any trade-in, trading any cash consideration received as a deposit and retaining the same, and at Dealer's option, the right to retain any deposit and pursue any other remedy available under the law to adequately compensate Dealer's damages, costs, expenses, or losses incurred by Dealer because Buyer failed to complete this purchase; further, Dealer may make the Vehicle available for sale to other customers. If Dealer paid any negative equity balance on the trade-in, Buyer shall pay to Dealer the amount paid on Buyer's behalf. If Dealer brings an action or involves an attorney to enforce the terms of this section, Buyer agrees to pay Dealer's reasonable attorneys' fees, court costs, and other expenses incurred in pursuing such action.

14. EXCLUSION OF CERTAIN DAMAGES. IN NO EVENT SHALL DEALER OR ANY OF ITS REPRESENTATIVES BE LIABLE FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE, OR ENHANCED DAMAGES, LOST PROFITS OR REVENUES OR DIMINUTION IN VALUE, ARISING OUT OF OR RELATING TO THIS AGREEMENT, REGARDLESS OF (A) WHETHER SUCH DAMAGES WERE FORESEEABLE, (B) WHETHER BUYER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) UPON WHICH THE CLAIM IS BASED. Such excluded damages may include, but are not limited to, any loss of use, loss of time, inconvenience, aggravation, loss of wages/earnings/income, fuel/transportation expenses, hotel/motel costs, insurance, storage, rental or replacement, altered or cancelled trips/vacations, the cost of any food/meals and any other consequential, indirect, incidental, special, exemplary, punitive or enhanced damages. Buyer acknowledges that Buyer shall not seek or recover such damages from Dealer. Buyer acknowledges this disclaimer of damages is independent of and shall survive any failure of the essential purpose of any warranty or remedy. DEALER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, SHALL NOT EXCEED TOTAL CONTRACT PRICE OF THE VEHICLE BEING SOLD UNDER THIS AGREEMENT.

15. PATENT LIABILITY. Where Dealer supplies goods to Buyer's specifications and/or manufactured or fabricated from Buyer's blueprint, sketch, specifications, or tooling Buyer, at its own expense, shall defend any suit or proceeding of any kind whatsoever brought against Dealer in any capacity if such suit or proceeding involves a claim that any goods or any part thereof constitutes an infringement of any patent, copyright or trademark and Buyer shall pay or indemnify any and all judgments, expenses and costs which may be awarded against or incurred by Dealer related to such legal action.

16. TAXES, INSURANCE. Buyer shall be liable for all sales, use, or other taxes of a similar nature applicable to the transaction unless such payment is otherwise prohibited by law. Buyer assumes responsibility to cover the Vehicle described on the front of this Agreement with necessary and proper insurance coverage and assumes all legal liability arising from the operation of the Vehicle from the time of Delivery. Buyer understands that Buyer is not covered by insurance on the Vehicle until Buyer's insurance company accepts coverage on the Vehicle. Buyer agrees to hold Dealer harmless from any and all claims due to loss or damage prior to Buyer's insurance company accepting coverage on the Vehicle.

17. CHOICE OF LAW AND VENUE, FEES. Any controversy, dispute or claim arising out of or relating to this Agreement or breach thereof shall be interpreted under the laws of the state in which Dealer is located and venue will be in the state and county in which Dealer is located or the applicable federal court. If Dealer brings a legal action to enforce or interpret this Agreement and prevails, Buyer shall pay Dealer's reasonable attorneys' fees and costs incurred in such action. If Buyer brings an action based on this Agreement and does not prevail, Buyer shall pay Dealer's reasonable attorneys' fees and costs incurred in the defense of such action or any part thereof.

18. WAIVER OF JURY TRIAL; CLASS ACTIONS. Buyer agrees that any controversy, dispute or claim arising out of or relating to this Agreement or breach thereof will be decided by a judge, rather than a jury. Buyer further agrees in connection with this purchase to waive Buyer's right to participate as a class member in any class action lawsuit that might be brought against Dealer.

19. SEVERABILITY. Buyer and Dealer agree that each portion of this Agreement is such that if any term, provision or paragraph is found to be invalid, voidable, or unenforceable for any reason, such provision or paragraph may be severed and all other portions of this Agreement shall remain valid and enforceable.

Authorized Customer's Representative

Model 1 Commercial Vehicles, Inc.

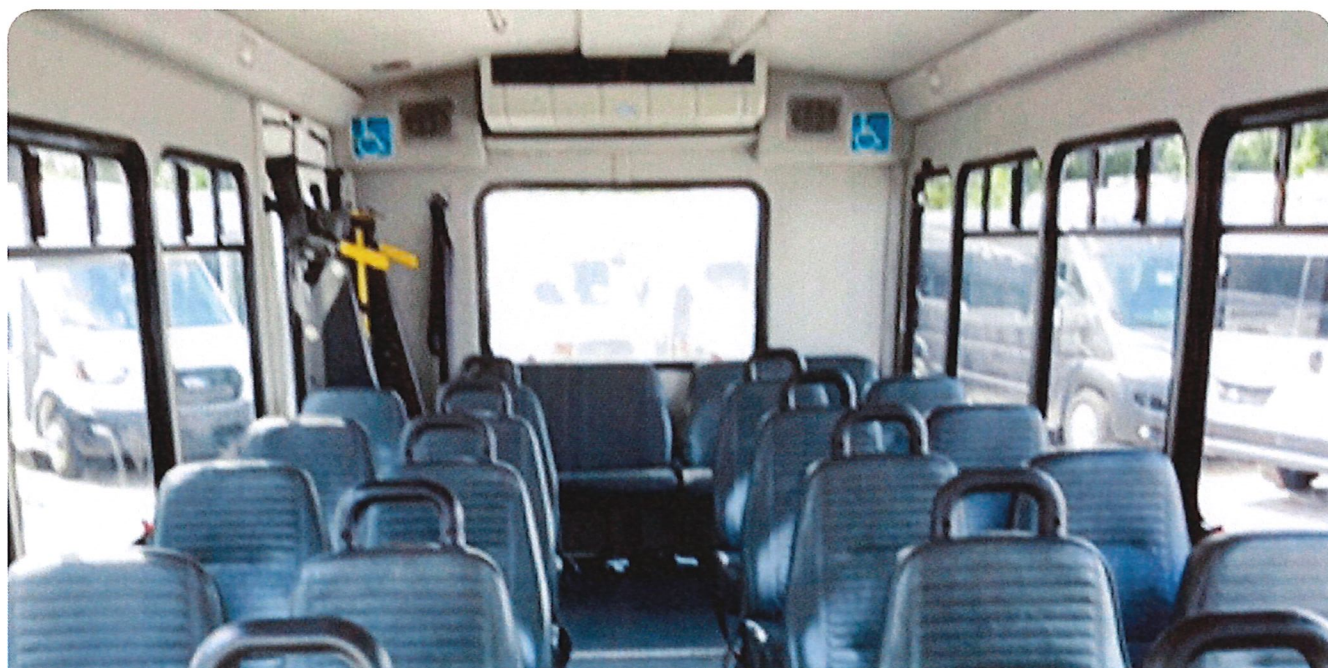
Signature: Andrea Hullström
Name: Andrea Hullström
Title: Director of Visitor Services
Date: 09-29-2025

Signature: _____
Name: _____
Title: _____
Date: _____

2017 STARCRAFT ALLSTAR 27 WHEELCHAIR

< BUS – 24 PASSENGER 2 WHEELCHAIR

Dual Rear Wheel | Upgraded Seating | Improved Passenger Access | Flexible Seating | Wheelchair Accessible



Starting at \$66,850

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2017 STARCRAFT ALLSTAR 27 WHEELCHAIR

< BUS – 24 PASSENGER 2 WHEELCHAIR

Dual Rear Wheel | Upgraded Seating | Improved Passenger Access | Flexible Seating | Wheelchair Accessible



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2017 STARCRAFT ALLSTAR 27 WHEELCHAIR

< BUS – 24 PASSENGER 2 WHEELCHAIR

Dual Rear Wheel | Upgraded Seating | Improved Passenger Access | Flexible Seating | Wheelchair Accessible



Starting at \$66,850

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BUSES / MINI BUSES

Stock: 10349

2025 Ford E450 Starcraft Allstar

\$ 128,900



 We ship worldwide

Vehicle Details

Price
\$ 128,900

Year
2025

Mileage
1,300

Passengers
26



Make
Ford



Model
E450



Body
Allstar Starcraft



Vehicle Information

This 2025 Ford E450 Starcraft Allstar is a medium-sized bus with seating for 26 passengers. It features a 7.3L V-8 gas engine, 1300 miles, and is 25 feet long. The bus is painted in white with blue and silver trim.

Features

- Overhead Luggage Racks (full length both sides) with LED Reading Lights
- High-back Berkshire Recliner Seats with Retractable Seat Belts
- Level Five Upgrade Fabric: 34701 Blue Wave
- Arm Rests at Aisle
- Side Sliders
- Deluxe Driver's Seat (recline)
- 6" x 16" Interior Mirror
- Gray Gerflor Flooring
- Padded Vinyl Interior (Walls & Ceiling)
- Right Hand Entrance Grab Rail
- Safety Package (Reflector Triangles & Fire Extinguisher)
- 36" x 36" T-Slider Windows (T-Slider at Top)
- Electric Double-Leaf Entrance Door with Exterior Key Switch
- Driver's Running Board
- Stainless Steel Wheel Inserts with Valve Stem Extensions
- 65,000 BTU Rear Heater
- 70,000 BTU Rear A/C with Dual Compressors
- Tilt Wheel/Cruise Control
- AM/FM/Bluetooth/USB w 4 Speakers (Ford OEM)
- Back-up Camera
- Ford OEM Alternator (240 Amp)
- LED Interior and Exterior Lights
- Three (3) Dual USB Chargers (Mounted to Seat Frame) (Rows 2, 3, & 4 on Driver's side)
- Exterior Length: 28 ft
- Exterior Width: 8 ft
- Exterior Height: 10.5 ft
- Interior Length: 22 ft
- Interior Width: 7.5 ft
- Interior Height: 6.5 ft



Stock #: 25556
2023 Ford E450 Starcraft Allstar

Year	Mileage	Passengers
2023	84,800	13

Contact for Price

Ask about this bus



Stock #: 24662
2025 Ford E450 Starcraft Allstar Shuttle Bus

Year	Mileage	Passengers
2025	N/A	13

Contact for Price

Ask about this bus



Stock #: 24658
2025 Ford E450 Starcraft Allstar Shuttle Bus

Year	Mileage	Passengers
2025	N/A	21

Contact for Price

Ask about this bus



Stock #
2025 F
Bus

Year
2025

Cont



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CRYSTAL RIVER CITY COUNCIL MEETING

Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 10.B.

Requested Motion: Motion to authorize the Mayor to sign an agreement for the Crystal River Government Center Project, Proposal for Construction Documents with Monarch Design Group and enter into contract in the amount of \$1,009,640.00

Summary:

History: The City was awarded an FY23 legislative line-item funding appropriation in the amount of \$1,350,000.00 for the "Crystal River Government Center Project, Phase I". This project consists of preconstruction services including design and permitting of the new City Hall facility. Reconstruction activities (i.e. demolition) were also included as an eligible activity in the scope of this project if any unspent funds remain. In October 2023, Council authorized the funding agreement with the Department of Commerce, and put the project out to bid. Monarch Design Group was selected through thorough evaluation and has built a solid repertoire with city staff. Monarch has successfully completed the "Architecture and Engineering Services Conceptual Design" portion of the project at a final cost of \$232,043.

At the December 7, 2025 council meeting, council accepted the final conceptual design reports presented by Monarch, and authorized staff to negotiate an agreement to complete the next segment of the project.

With a clear understanding of the city's needs and priorities established during the "Architecture and Engineering Services Conceptual Design" portion of the project, Monarch will now develop detailed construction documents that translate the approved conceptual design into coordinated drawings and specifications suitable for bidding and construction in the "Construction Documents Phase." The costs of this project are \$998,640 (Professional Services) + \$6,000 (Reimbursables) + \$5,000 (Travel) for a maximum total of \$1,009,640.

Staff Recommendation:

Staff recommends authorizing the Mayor to sign an agreement for the Crystal River Government Center Project, Proposal for Construction Documents with Monarch Design Group and enter into contract in the amount of \$1,009,640.00

Project Cost:

\$ 1,009,640.00

Funding Source:

301-31539-34000-17-11

Amount Available:

\$1,025,235.23

ATTACHMENTS:

Description

[Monarch Phase 2 PROPOSAL FINAL](#)



MONARCH
DESIGN GROUP



Crystal River

GOVERNMENT CENTER PROJECT - Proposal for Construction Documents

January 6, 2026

MONARCH DESIGN GROUP
112 SW 6th St,
Gainesville, FL 32601
352-378-4400 PH



Table of Contents

Proposal Summary	3-9
Architectural Proposal Details	10-20
Civil Engineering Proposal Details	21-32
Mechanical, Electrical and Plumbing Proposal Details	33-39
Structural Engineering Plumbing Details	40-46

SUMMARY

Proposal Details





Audra Curts
City Manager
City of Crystal River
123 NW Highway 19
Crystal River, FL 34428

January 6, 2025

Re: **Construction Documents Proposal**
Project Name: Government Center Project

Dear Audra,

We are pleased to submit this proposal outlining our continued services for the **Government Center Project** located at **123 NW US 19, Crystal River, FL 34428 (City Hall)**. Having successfully completed the Program Assessment, we are now prepared to move forward with the **Construction Documents** phase. We truly enjoyed working on the programming phase and sincerely appreciate the opportunity to continue contributing to this important project. To date, we have conducted a comprehensive needs assessment by meeting with user groups and the City Council to identify and prioritize the facility's requirements. With a clear understanding of these needs and priorities, we will now develop detailed construction documents that translate the approved conceptual design into coordinated drawings and specifications suitable for bidding and construction. We look forward to advancing Crystal River's Government Center Project toward a successful realization.

This proposal provides a clear and thorough breakdown of the services required to support the successful delivery of the project.

PROJECT SERVICES for the **GOVERNMENT CENTER PROJECT**:

SERVICE 1: Programming Assessment	Completed
SERVICE 2: Construction Documents	Current Proposal
SERVICE 3: Construction Administration	TBD

SUMMARY OF SERVICES:

We propose continuing the design for the Government Center Project on the foundation established during our initial discussions, user group meetings, and direction from the city council. Our next steps are to initiate design conversations that will ultimately lead to the development of detailed Construction Documents, which will be used for permitting and the commencement of construction.

Under this proposal, we have assembled a team of disciplines into one overarching proposal.

- Architectural design phase services
- Mechanical Engineering Services





- Electrical Engineering Services
- Plumbing Engineering Services
- Structural Engineering services
- Signed and Sealed drawings as needed to submit for a building permit.
- Civil Engineering Services
- Survey
- Photometrics
- Consultant Coordination

Each consultant's scope of work is detailed in their respective sections, with the responsibilities clearly broken out by discipline to ensure alignment and clarity throughout the project.

(Architecture Additional Requirements/ See Architecture Summary)

APPROACH TO DELIVERABLES PROPOSED:

SERVICE 2 Encompasses the following deliverables:

This phase will include a full range of design and technical services that will lay the groundwork for a comprehensive and effective architectural design. Below is a detailed breakdown of the services and corresponding deliverables for each discipline involved in the project:

1. Architecture

- Design Development: Refined architectural drawings and models that demonstrate the design concept, including floor plans, elevations, and sections. These will incorporate the site investigation findings and architectural program.
- Renderings and Visuals: High-quality renderings and 3D models showcasing the proposed design's aesthetics, materials, and spatial organization.
- Construction Documents: Detailed architectural drawings to be used for permitting and construction, including specifications for finishes, materials, and building systems.

2. Mechanical Engineering

- HVAC Design: Schematic designs for the heating, ventilation, and air conditioning systems that meet the building's program and energy performance goals.
- Mechanical Systems Layout: Detailed drawings for mechanical system placements, including air handling units, ductwork, and other related equipment.
- Energy Modeling and Performance Analysis: Calculations and reports on system performance to ensure efficiency and compliance with building codes and sustainability standards.

3. Electrical Engineering

- Electrical System Design: Electrical load calculations and design for power distribution, lighting, and backup power systems.
- Lighting Design: Energy-efficient lighting strategies, fixture specifications, and lighting control systems for the project.



- Power Distribution and Wiring Diagrams: Detailed electrical drawings for outlets, panels, and wiring to ensure code compliance and operational efficiency.
- 4. Plumbing Engineering**
 - Plumbing System Design: Plans for water supply, waste, and stormwater systems to ensure the building operates efficiently while meeting code requirements.
 - Fixture Schedules: A schedule specifying the required fixtures and their locations, including plumbing connections.
- 5. Structural Engineering**
 - Structural System Design: Detailed drawings and calculations for the structural systems, including foundations, framing, and load-bearing elements, ensuring compliance with codes and site conditions.
 - Foundation and Site Structure Plans: Engineering drawings for the foundations and structural elements that integrate with the site's topography and soil conditions.
 - Wind Load Calculations: Structural analysis to ensure that the building can withstand wind forces and other environmental conditions.
- 6. Civil Engineering**
 - Site Development Plans: Detailed civil drawings addressing grading, drainage, utilities, and any necessary site improvements (e.g., sidewalks, parking, and landscaping).
 - Stormwater Management Plan: A plan that details how stormwater will be managed on-site, including retention/detention strategies, swales, and infiltration systems.
 - Utility Coordination: Coordination of water, sewer, and other utility services to ensure proper infrastructure connections.
- 7. Photometrics**
 - Lighting Analysis: A detailed photometric analysis to assess lighting levels and distribution throughout the site, ensuring adequate illumination for safety, functionality, and aesthetics.
- 8. Consultant Coordination**
 - Management and integration of all design consultants to ensure consistency, compatibility, and compliance across disciplines, resulting in a coordinated and constructible set of documents that reflect the overall design intent
- 9. Landscape**
 - Management and integration of all design consultants to ensure consistency, compatibility, and compliance across disciplines, resulting in a coordinated and constructible set of documents that reflect the overall design intent

FEE FOR PROFESSIONAL SERVICES:

The fee for these professional services is a lump sum.

Total fee for professional services in a lump sum of	\$998,640
--	------------------

Architectural and Engineering Fee Breakdown:

- Architectural Design \$382,920
- MEP/F Engineering \$138,760

See Architecture Section and Scope
See MEP Proposal and Scope



Monarch Design Group - Headquarters
112 SW 6th St,
Gainesville, FL 32601



Monarch Design Group - Ocala Office
217 SE 1st Ave Suite 103,
Ocala, FL 34471



352-378-4400
MonarchArchitecture.com
FL License #AR101196



- | | | |
|--------------------------|----------|-----------------------------------|
| • Structural Engineering | \$51,000 | See Structural Proposal and Scope |
|--------------------------|----------|-----------------------------------|

Page 7 of 49

Additional Services outside standard architectural services provided in this contract:

- | | | |
|---|-----------|----------------------------------|
| • Civil Engineering Services | \$165,000 | See Civil Proposal and Scope |
| • Landscape Architecture Services | \$48,000 | See Civil Proposal and Scope |
| • Consultant Coordination | \$35,700 | |
| • Additional Architectural Requirements | \$177,260 | See Architecture Section & Scope |

ADDITIONAL FEES NOT INCLUDED IN TOTAL:

Though not expected, in addition to these services, we will carry a 0% contingency fee to address any unforeseen studies/fees that may arise beyond the basic design services listed here.

Contingency @0%	N/A
-----------------	-----

Additional Project fees: N/A

+ Reimbursable Expenses:

Reimbursable expenses will be billed separately and must be pre-authorized by the city. Project expenses are not to exceed **\$6,000**.

- Mailing Fees
- Presentation Boards
- Prints
- 3D Printing/Models for Presentation
- Hydrant Flow Test

+Travel expenses:

Travel expenses will be billed separately and are estimated to be **\$5,000**.

Expected travel expenses include lodging and mileage.

BILLING SCHEDULE:

The Fee for Professional Services is due according to the following billing schedule: (Note: Hourly Breakdown Calculated to the nearest percentage)

- | | |
|---------------------------|-----|
| • Kickoff Meeting Minutes | 6% |
| • Schematic Design | 28% |
| • Design Development | 33% |
| • Construction Documents | 33% |

We invoice monthly, with invoices sent out on the 1st of every month, reflecting the percentage of work completed in the current project phase at that time. Because we are billing at this frequency, we can keep the





project moving forward. If payment is not received within 30 days of the due date, we reserve the right to suspend work on your project until the total balance is received. A notification will be sent to you 5 days before we stop work. Monarch will not be responsible for any work we have not personally observed at the site during the work stoppage. Termination of this agreement by the Client(s) or Monarch requires written notification. The amount owed to Monarch will be the amount due at the time of receipt of said written notification.

LATE PAYMENT AND ATTORNEY'S FEES:

All invoices not paid within thirty (30) days are subject to a late fee of 5% of the outstanding invoice. Also, we Reserve the right to stop working on your project until the total balance due is received. A notification will be sent to you 5 days before we stop work. All invoices unpaid thirty (30) days after the invoice date are subject to a monthly Finance charge of 18% (or the legal rate) on the then-unpaid balance. The client shall pay all collection fees and costs, including, but not limited to, Monarch employee time and expense for collection, a reasonable attorney's fee, whether suit is brought, and whether incurred in connection with collection, trial, appeal, or bankruptcy proceedings.

HOURLY FEE SCHEDULE:

You've been provided with an hourly fee schedule for services by discipline, as well as an explanation of the reimbursement, per diem, travel expenses, and mileage.

EXCLUSIONS

The following services are not included in this phase or in the design process and are not included in the fee listed above, but may be added if desired.

1. Environmental Studies
2. Inspections
3. Construction Material Testing
4. Hazardous Material Assessment
5. Accelerated/Fast-Track Construction Document Services
6. Building Systems Commissioning

These services are provided under sub-consultant contracts:

1. Security Design/Fire Protection
2. Photometrics

TERM OF AGREEMENT:

This contract is valid for 45 days from the date of issuance





MONARCH
DESIGN GROUP

CLIENT SIGNATURE:

This document summarizes our understanding of the scope and responsibilities for this phase of the project. If you have any questions or items you would like to discuss, please feel free to call. If you agree with our proposal, please sign and return this copy to our office.

SIGNATURE

DATE

We thank you again for this opportunity to work with you and want you to know that we are eager and able to start immediately.

Sincerely,

Barnett Chenault

Principal and Lead Architect
Monarch Design Group
FL License #AR101196



Monarch Design Group - Headquarters
112 SW 6th St,
Gainesville, FL 32601



Monarch Design Group - Ocala Office
217 SE 1st Ave Suite 103,
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FL License #AR101196

ARCHITECTURE

Proposal Details



Proposed Architectural Services

PROJECT SCOPE & UNDERSTANDING:

We propose to provide architectural services for **Service 2** of the project, beginning with design discussions and culminating in the preparation of Construction Documents. These documents will form the basis for permitting and will be used to initiate construction.

- The project is located at 123 NW US 19, Crystal River, FL 34428
- This project consists of the architectural and engineering design for the **Crystal River Government Center Project (City Hall)**

BASIC ARCHITECTURAL DESIGN SERVICES PROVIDED IN THIS PHASE:

1. **Kickoff Meeting** – During this phase of the project, we will reassess and update the goals of the project to account for any changes made between the Programming Study and this current phase. We will revisit and reaffirm the project's initial goals and objectives to ensure that they still align with the current needs and expectations, considering any changes that may have occurred. We will review and update the design requirements and programmatic needs to reflect any changes in client preferences, regulatory updates, or market conditions that may have emerged during the transition, and we will assess the existing design against the current program to ensure that it remains relevant and effective
2. **Schematic Design** – The first step will be to clarify and elaborate on the ideas and goals you have expressed, and any other thoughts and images you have assembled. We will gather the information pertaining to the applicable building codes, utilities, and site to determine the parameters for the project. We will also look at the siting of the building and see how the project's various elements should relate to the site. These drawings will consist of plans and elevations, 3-D models, and sketches to convey the architectural character of the design.
3. **Design Development** – Using the schematic phase drawings completed in the previous phase, we will complete the design to the point where the engineering of the building systems can begin. We will submit plans, sections, interior and exterior elevations, as well as finish door and window schedules for your review. At this time, we will also begin discussing finishes and fixtures under our Interior Design services if requested. We will review any proposed structural and MEP systems with you prior to engineering.
4. **100% Construction Documents** – This will be the final design phase in which the design drawings are completed and translated into construction documents. Architectural details will be added along with the finalized structural and MEP system designs. We will coordinate our designs with those of the civil engineers, landscape architects, and other design consultants.



Before finalizing the drawings and calculations, we will submit a complete set of drawings and meet with you to verify compliance with the design intent. Following that we will provide documents as needed for bidding and submitting a building permit for application.

5. **Permit Documents** - We will provide signed and sealed drawings and calculations as required for a building permit application.

SPECIALTY SERVICES PROPOSED:

Specialty Service 1 - Voice / Data Telecom Scope of Work

General descriptions of systems and standards apply to all systems being installed in this project. All systems and equipment will be designed with future growth and expansion in mind. This consideration includes spare connections and cable for immediate use upon occupancy and space or capacity for equipment and hardware, which will likely be added in the short-term future (within 5 years).

Telecom and Security Design would include the planning and design of the following space and system types

- Space Planning for equipment head end and main pathways dedicated to the building.
- Coordination and documentation of pathways and rough-in for equipment and connectivity needed to serve the spaces. Active equipment and equipment design, documentation, and specifications are not included in this scope.
- Coordination and documentation of pathways, rough-in, and wired connectivity for equipment needed for operation of the office space and conference rooms.
-

Component/systems definition

1. Cabled Infrastructure

The structured cabling system will be designed to support telephone, network, wireless, and security/communications interconnectivity. Cabling will be Category cabling designed within current industry standards and user needs. The horizontal cable will originate in the nearest IDF and terminate in faceplates/biscuits suitable for the intended use.

MDF/IDF will be new. Relay racks/cabinets will be detailed in these IDF location(s) to service the horizontal cabling necessary for the occupancy. Horizontal cabling will be placed in "solid bottom" cable tray(s) for all main runs, smaller runs of cable will be placed in Category rated J-hooks. General purpose faceplates will be plaster ring with cable fished through conduit stubs in the stud hollow stud space in stud walls. Fire rated sleeves and seals will be provided at all fire and smoke rated wall penetrations. Work Area outlets in fire walls will be square metal boxes with plaster/tile ring and fire padding to maintain the wall rating. Outlets in Masonry and concrete walls will be box with conduit stub to above ceiling level.



The project design will include the horizontal cabling, all Telecom room fit-out, all J-hook paths, sleeves through all demising walls, all faceplates, jacks, and patch cables in accordance with the Standards as noted above. A structured cabling system will be specified to be tested to meet or exceed ANSI/TIA performance standards.

2. Technology Grounding

Technology grounding system will be designed in accordance with industry standards. All new pathway and equipment will be grounded back to the Telecom Room grounding bar in accordance with latest edition of ANSI J-607.

3. Wireless Access Point Connections

Wireless access point connections will be provided as Category cable with service loop to a plenum rated biscuits. Device connections design will be based on area of coverage (using industry typical coverage) and occupant load. Wireless Access Point devices are assumed to be PoE Wireless access points selected and provided by the client.

4. CATV

Horizontal coaxial cable will be designed for RF television distribution as determined by client needs. As an alternative IP based television distribution can be included. RF dB loss calculations will be performed as part of the design.

Assumptions / Clarifications – Telecom

The following items are excluded from the scope of work and can be provided as optional services:

1. All work area computers
2. All equipment cords
3. All computer servers,
4. All network data switches except switches required for the function of the security and access system(s)
5. All telephone handsets

Specialty Service 2 - Audio / Visual Systems, including technology

Based on these programmatic elements, the following design and consultation services are outlined herein for the following system types -

- Audio, Video, and Control systems, Video Conferencing/Remote Communication
- Digital Signage
- Conferencing and Video Presentation Systems for meeting/conference rooms.
- Distributed Audio/Paging Systems



Audiovisual Consulting Scope:

Programming- Key Tasks and Deliverables

1. Obtain any client standards regarding audiovisual system design and integration, as well as related documents pertaining to low-voltage and communications systems, to use as a basis of design.
2. Work with the project team and client to develop the scope and requirements of the Audiovisual System.
3. Create an Opinion of Probable Cost for the project, identifying potential equipment and infrastructure costs related to the installation of systems.
4. Attend regular conference calls with the project team.
5. Conduct up to 1 on-site visit to examine existing systems and site conditions.
6. Attend one initial in-person design meeting and one follow-up conference call design meeting with the client during this phase to confirm project needs and review design

Schematic Design - Key Tasks and Deliverables

7. Work with the project team and client to develop the scope and requirements of the Audiovisual System.
8. Review and comment on current design documents to align design intent, budget, and audiovisual scope of work.
9. Develop a Schematic Design Narrative, which shall establish the design criteria for the installation of Audiovisual Systems
10. Identify low voltage signal infrastructure distribution requirements.
11. Provide scope of documentation suitable for the General Contractor/Construction Manager to establish the project construction value.
12. Provide an outline specification for the project manual indicating the general conditions, types of equipment, and requirements for execution of work to be indicated in the contract documents.
13. Attend regular conference calls with project team.
14. Attend 2 conference call design meetings and up to 1 in person meeting with client to confirm project needs and review design

Design Development - Key Tasks and Deliverables

15. Work with the project team and client to further develop the scope and requirements of the Audiovisual System.
16. Review and comment on current design documents to align design intent, budget, and audiovisual scope of work.
17. Provide equipment cut sheets, layouts, integrated drawings, technical performance specifications including speaker type and location, screen sizes and locations, viewing sightlines, projector and equipment locations.
18. Identify low voltage signal infrastructure distribution requirements and locations.
19. Provide scope of documentation suitable for the General Contractor/Construction Manager to establish the project construction value.





20. Drawings will include schematic system/riser diagrams, floor and ceiling plans, and equipment locations and details as required.
21. Provide an outline specification for the project manual indicating the general conditions, types of equipment, and requirements for execution of work to be indicated in the contract documents.
22. Attend regular conference calls with project team.
23. Attend 1 in person design meeting and 1 conference call design meeting with client during this phase to confirm project needs and review design
24. Value Engineering: Participate in value engineering to maintain the project budget; we have estimated 4 hours of consulting time.

Contract Documents - Key Tasks and Deliverables

25. Review and comment on current design documents to align design intent, budget, and audiovisual scope of work.
26. Provide equipment cut sheets, layouts, integrated drawings, technical performance specifications including speaker type and location, screen sizes and locations, viewing sightlines, projector and equipment locations.
27. Provide low voltage signal infrastructure distribution requirements.
28. Provide scope of documentation suitable for the General Contractor/Construction Manager to establish the project construction value.
29. Provide detailed equipment and installation drawings and written specifications for the audiovisual systems appropriate for integration by the audiovisual contractor.
30. Drawings will include completed system/riser diagrams, floor and ceiling plans, and equipment locations and details as required.
31. Provide audiovisual specification language for integration of audiovisual systems, to include reference to related work by other trades, definition of functional requirements, definition of scope of work, bidding requirements, submittal requirements, equipment requirements, programming requirements, project major equipment list, execution of system installation, requirements for verification tests by contractor, requirements for acceptance testing by the contractor, requirements for system documentation by the contractor, and requirements for training by the contractor.
32. Attend regular conference calls with project team.
33. Attend 1 in-person design meeting and 1 conference call design meeting with the client during this phase to confirm project needs and review design

Exclusions

The scope of services and fee estimate do not include the following services:

1. Audiovisual System Software/Hardware Programming/Configuration
2. Audiovisual System Commissioning
3. CATV/IP TV design
4. Telecommunications design
5. Structural Hardware Specification and Structural Rigging and Fastening Details



Specialty Service 3 - Interior Design

Interior design works hand-in-hand with all phases of the process, including design workshops and deliverables.

- Schematic Design
 - Establish functional and aesthetic goals for materials and design
 - Provide space plans with furniture layouts for major spaces
- Design Development
 - Elevate all Casework and counters
 - Provide (3) interior material finish concepts for selection.
 - Security screening design
 - Public space design
 - Interior elevations
 - Interior details
 - Floor and Wall finish plans
 - Reflected Ceiling Plans, coordinated with MEP
- Construction Documents
 - Provide final materials board
 - Design all interior details, finishes, and transitions
 - Finalize all drawing coordination
 - Final specifications of materials, finishes, and products

Specialty Service 4 - FF&E Services

General

The furniture shall be aesthetically pleasing while also being durable and cost effective throughout its life. As the buildings are built for the public in which it serves, furniture must be designed for longevity, and easily maintained. Using durable materials and systems that last the life of the building are key to making long-term choices that have lower cost over time.

- Develop furniture, fixture and equipment program (FF&E)
- Create FF&E budget for all buildings
- Provide furniture, fixture and equipment space plans
- Select new FF&E from approved manufacturers
- Develop FF&E finishes and upholsteries
- Conduct FF&E meetings with furniture presentations
- Construction Documents – Complete FF&E plans, schedules in coordination with owner owner-approved vendor to produce specifications



FF&E Phases

- Schematic Design
 - Meeting 1 - with the Procurement Department
 - Review FF&E Budget
 - Meeting 2 - Discuss Furniture Needs
 - Provide space plans with furniture layouts for major spaces
- Design Development
 - Determine Existing FF&E to be reused vs New
 - Develop furniture with interior design
 - Select new furniture and equipment from various manufacturers, including products, models, and finish selections.
 - Meeting 3 – Presentation for client review
- Construction Documents
 - Furniture Finishes and Upholsteries
 - Coordinate equipment for power, data, and space requirements (i.e., printers, copiers, multifunction devices, etc.).
 - Meeting 4 – Presentation of final FF&E design
 - Completed FF&E Plans, schedules, and specifications for Bidding
- Bid Management
 - Review and respond to Bidder RFIs
 - Review FF&E Bids for compliance with design
 - Coordination with Procurement Administration.

Specialty Service 5 - Wayfinding / Signage

Monarch Design Group will be responsible for experiential graphic design services for the project. This will include the monument sign, pedestrian signage, exterior building signage, building directory, department signage, LEED Signage, county seals, ADA signage, room signage, and facility wayfinding. Monarch will develop up to three (3) design concepts for the signage. This scope includes up to three (2) rounds of revisions for the select option. The deliverable will be a biddable document that includes detailed sign drawings, message schedules, and location plans. Monarch will review fabricator shop drawings during the fabrication process and will provide a punch list during install.

- Additional Experiential Graphics \$3,500 per unique instance. (20 hours)
- Revisions that exceed three (2) rounds will potentially be charged at our hourly rates.
- This scope does not include custom wall graphics or art design/curation, but can be added as an additional service upon request.

Specialty Service 6 - Renderings/ Marketing/ Presentation

Monarch will prepare renderings and presentation graphics to communicate the design intent. These materials may include 2D and 3D visualizations, presentation boards, or digital media suitable for the client presentations and marketing purposes. Deliverables will be tailored to support project



understanding, stakeholder engagement, and promotional use.

Specialty Service 7 - Record Drawings

Upon project completion, the Architect will compile and issue Record Drawings. These drawings will be based on contractor-provided markups and verified field information, documenting the project's final constructed conditions. The Record Drawings will serve as an accurate reference of the completed work for future maintenance, renovations, or facility management.

Base Services – Government Center Project (City Hall)

Architectural \$382,920
TOTAL **\$382,920**

Architecture				Team Member		Team Leader		Director		Principal	
Hourly Rate				\$ 120.00		\$ 180.00		\$ 220.00		\$ 240.00	
Kickoff Meeting Minutes	5.53%	\$ 21,160.00		\$ 8,520.00	71	\$ 6,300.00	35	\$ 4,180.00	19	\$ 2,160.00	9
Schematic Design	27.78%	\$106,360.00		\$ 42,600.00	355	\$ 31,860.00	177	\$21,340.00	97	\$10,560.00	44
Design Development	33.35%	\$127,700.00		\$ 51,120.00	426	\$ 38,340.00	213	\$25,520.00	116	\$12,720.00	53
Construction Documents	33.35%	\$127,700.00		\$ 51,120.00	426	\$ 38,340.00	213	\$25,520.00	116	\$12,720.00	53
	100.00%	\$382,920.00									

Additional Architectural Requirements

Voice/ Data Telecom \$32,060
Audio Visual Systems \$32,060
Interior Design / FFE \$64,180
Wayfinding/ Signage \$16,320
Renderings /Marketing /Presentation \$16,320
Record Drawings \$16,320
TOTAL **\$177,260**

Architecture				Team Member		Team Leader		Director		Principal	
Hourly Rate				\$ 120.00		\$ 180.00		\$ 220.00		\$ 240.00	
Voice Data Communication		\$ 32,060.00		\$ 12,840.00	107	\$ 9,720.00	54	\$ 6,380.00	29	\$ 3,120.00	13
Electronic Audio Visual		\$ 32,060.00		\$ 12,840.00	107	\$ 9,720.00	54	\$ 6,380.00	29	\$ 3,120.00	13
Interior Design/ FFE		\$ 64,180.00		\$ 25,680.00	214	\$ 19,260.00	107	\$12,760.00	58	\$ 6,480.00	27
Wayfinding/ Signage		\$ 16,320.00		\$ 6,480.00	54	\$ 4,860.00	27	\$ 3,300.00	15	\$ 1,680.00	7
Renderings/ Marketing/ Presentation		\$ 16,320.00		\$ 6,480.00	54	\$ 4,860.00	27	\$ 3,300.00	15	\$ 1,680.00	7
Record Drawings		\$ 16,320.00		\$ 6,480.00	54	\$ 4,860.00	27	\$ 3,300.00	15	\$ 1,680.00	7
		\$177,260.00									



MONARCH
DESIGN GROUP

HOURLY FEE SCHEDULE:

See attached.

EXCLUSIONS

The following services are not included in this phase or of the design process and are not included in the fee listed above.

1. Acoustical Engineering
2. LEED / Energy Certification
3. Programming / Feasibility Assessments
4. Measured Drawings
5. Physical Security
6. Construction Administration Services

We look forward to getting started!

Sincerely,

Barnett Chenault

Principal and Lead Architect
Monarch Design Group
FL License #AR101196



Monarch Design Group
112 SW 6th St, Gainesville, 32601 FL
FL License #AR101196



352-378-4400
MonarchArchitecture.com

ID	Task Name	Duration	Start	Finish	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	July 2026	August 2026	September 2026	October 2026	November 2026	December 2026	January 2027	February 2027	
1	1 Crystal River City Hall	272 days?	Mon 11/3/25	Wed 11/25/26	7	12	17	22	27	1	6	11	16	21	26	1	6	11	16	21	26	31	5
2	1.1 CONTRACT	46 days?	Mon 11/3/25	Mon 1/12/26																			
3	1.1.1 Prepare Proposal	10 days	Mon 11/3/25	Fri 11/14/25																			
4	1.1.2 Send Proposal to client	1 day?	Mon 11/17/25	Mon 11/17/25																			
5	1.1.3 Receive Executed Proposal	10 days	Tue 11/18/25	Wed 12/3/25																			
6	1.1.4 Executed Consultants Proposals	3 days	Thu 12/4/25	Mon 12/8/25																			
7	1.1.5 Kick Off Meeting	1 day?	Mon 1/12/26	Mon 1/12/26																			
8	1.2 SCHEMATIC DESIGN	45 days	Tue 1/13/26	Mon 3/16/26																			
9	1.2.1 SD - Arch Design	1.5 mons	Tue 1/13/26	Mon 2/23/26																			
10	1.2.2 SD - Consultants Narratives	1 mon	Tue 1/13/26	Mon 2/9/26																			
11	1.2.3 SD - Send client SD Submittal	1 day	Tue 2/24/26	Tue 2/24/26																			
12	1.2.4 SD - Receive Comments from Client	2 wks	Wed 2/25/26	Tue 3/10/26																			
13	1.2.5 SD - Review Meeting	4 days	Wed 3/11/26	Mon 3/16/26																			
14	1.3 DESIGN DEVELOPMENT	74 days	Tue 3/17/26	Fri 6/26/26																			
15	1.3.1 DD - Design	3 mons	Tue 3/17/26	Mon 6/8/26																			
16	1.3.2 DD - Receive DD Submittal (MEP & Struct)	2 mons	Tue 3/17/26	Mon 5/11/26																			
17	1.3.3 DD - QAQC	4 wks	Tue 5/12/26	Mon 6/8/26																			
18	1.3.4 DD - Send Client DD Submittal (Drawings & Specs Book)	1 day	Tue 6/9/26	Tue 6/9/26																			
19	1.3.5 DD - Receive Comments from Client	2 wks	Wed 6/10/26	Tue 6/23/26																			
20	1.3.6 DD - Review Meeting	3 days	Wed 6/24/26	Fri 6/26/26																			
21	1.4 CONSTRUCTION DOCUMENTS	56 days	Mon 6/29/26	Tue 9/15/26																			
22	1.4.1 CD - Design	2 mons	Mon 6/29/26	Fri 8/21/26																			
23	1.4.2 CD - Receive CD Submittal (MEP & Struct)	2 mons	Mon 6/29/26	Fri 8/21/26																			
24	1.4.3 CD - QAQC	4 wks	Mon 7/27/26	Fri 8/21/26																			
25	1.4.4 CD - Send Client CD Submittal (Drawings & Specs)	3 days	Mon 8/24/26	Wed 8/26/26																			
26	1.4.5 CD - Receive Comments from client	2 wks	Thu 8/27/26	Thu 9/10/26																			
27	1.4.6 CD - Review Meeting	3 days	Fri 9/11/26	Tue 9/15/26																			
28	1.5 Permit Documents	51 days	Wed 9/16/26	Wed 11/25/26																			
29	1.5.1 Final Design Coordination	2 wks	Wed 9/16/26	Tue 9/29/26																			
30	1.5.2 Receive PD from consultants	1 day	Tue 9/29/26	Tue 9/29/26																			
31	1.5.3 Submit Permit Documents	1 day	Wed 9/30/26	Wed 9/30/26																			
32	1.5.4 Permit Documents Review	2 mons	Thu 10/1/26	Wed 11/25/26																			

46 days?

CONTRACT

Prepare Proposal

11/14

Send Proposal to client

11/17

Receive Executed Proposal

12/3

Executed Consultants Proposals

12/8

Kick Off Meeting

1/12

45 days

SCHEMATIC DESIGN

SD - Arch Design

2/23

SD - Consultants Narratives

2/9

SD - Send client SD Submittal

2/24

SD - Receive Comments from Client

3/10

SD - Review Meeting

3/16

74 days

DESIGN DEVELOPMENT

DD - Design

6/8

DD - Receive DD Submittal (MEP & Struct)

5/11

DD - QAQC

6/8

DD - Send Client DD Submittal (Drawings & Specs Book)

6/9

DD - Receive Comments from Client

6/23

DD - Review Meeting

6/26

56 days

CONSTRUCTION DOCUMENTS

CD - Design

8/21

CD - Receive CD Submittal (MEP & Struct)

8/21

CD - QAQC

8/21

CD - Send Client CD Submittal (Drawings & Specs)

8/26

CD - Receive Comments from client

9/10

CD - Review Meeting

9/15

51 days

Permit Documents

Final Design Coordination

9/29

Receive PD from consultants

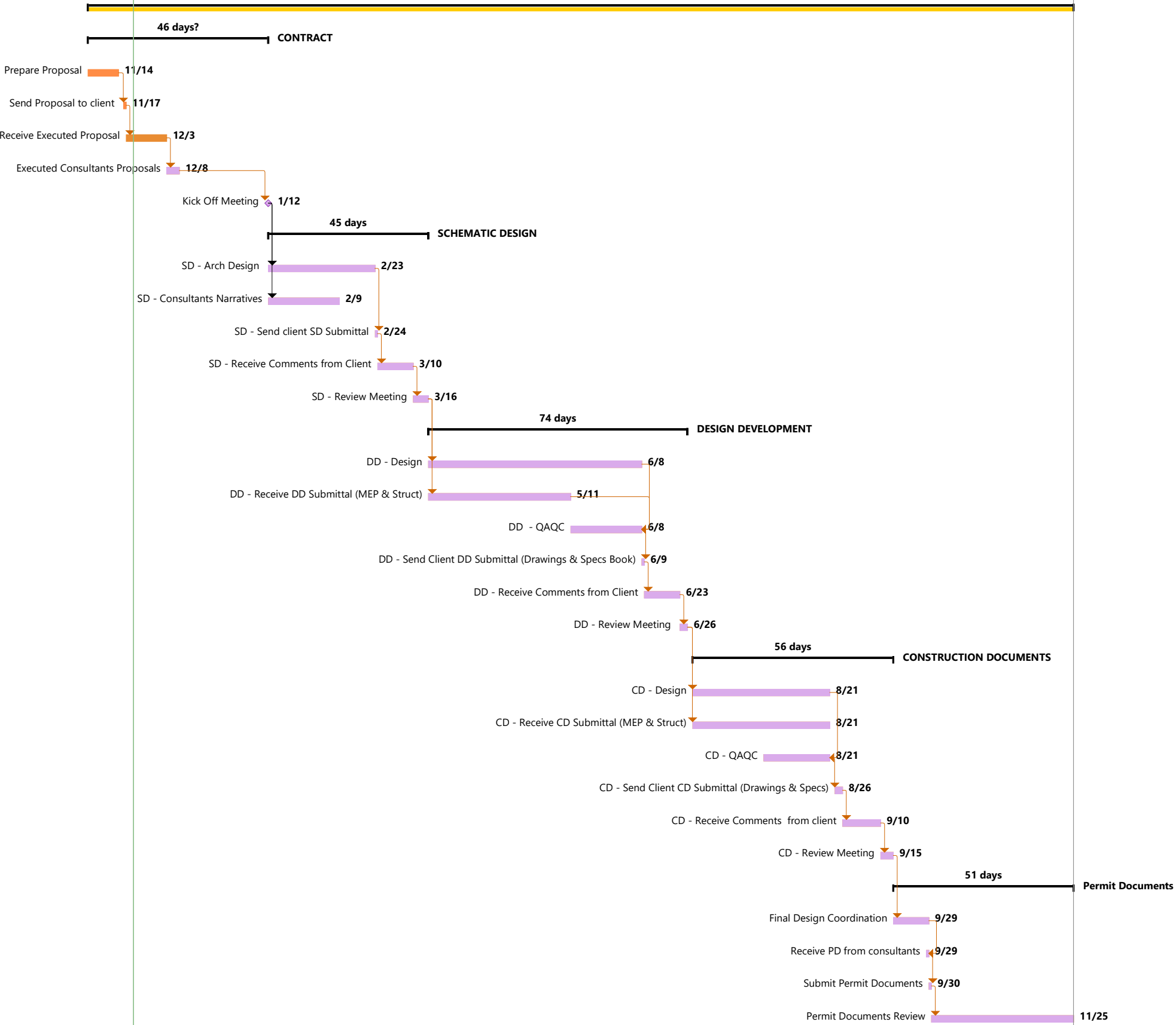
9/29

Submit Permit Documents

9/30

Permit Documents Review

11/25



CIVIL

Proposal Details





January 7, 2026

Mr. Barnett Chenault
President
Monarch Design Group, LLC
112 SW 2nd Avenue
Gainesville, FL 32601

Re: ***Professional Services for Agreement; Crystal River City Hall Phase 2 Construction Documents
Crystal River, Citrus County, Florida***

Dear Mr. Chenault:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this Letter Agreement (the "Agreement") to Monarch Design Group, LLC ("Client") for providing professional engineering services for Crystal River City Hall Phase 2 ("the Project") in Crystal River, Florida.

Project Understanding

1. The City of Crystal River ("the City") previously selected the Client under 24-RFQ-13. Kimley-Horn was part of the team that assisted with preliminary design for the Project.
2. The site consists of ± 3.01 acres, with an existing $\pm 12,500$ -square foot building, abandoned playground, and communication tower on Parcel 17E18S210060 0330 in Crystal River, Florida. The existing building has been abandoned due to flood damage.
3. The Project will consist of a new City Hall building on the same parcel, which does not have to match the existing building footprint. It will also consist of a new playground within the same parcel. The proposed playground area will be the same general size as the existing playground area.
4. The Project access driveway will connect to the existing driveways along US 19 and NW 2nd Avenue.
5. The City will provide potable water and sewer for this Project. It is assumed that the City has available capacity at the point of connection, and improvements to the utility system downstream of the point of connection are not anticipated.
6. The Client will retain Kimley-Horn to assist with construction plans, playground construction documentation, and permitting for the proposed Project.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Project Management and Kickoff

- A. Kimley-Horn will conduct monthly reviews of the Project progress to ensure compliance with approved budget and schedule. This Task will also include updates to the Project schedule and preparation of monthly invoices. Project management includes initiating, planning, executing, controlling, and closing the Project.

- B. Kimley-Horn will perform a technical review of deliverables in accordance with standards before transmitting to the City. Kimley-Horn will be responsible for the overall civil and landscape coordination, and oversight of the Project execution.
- C. Kimley-Horn will conduct one kick-off meeting with the Client and the City to review Project objectives and discuss the proposed approach.

Task 2 – Construction Plans

- A. Under this task, Kimley-Horn will prepare site civil design plans for the proposed City Hall as described below. The construction plans will be prepared as one single set of design documents and will generally include the following sheets:
 - 1) Title Sheet with General Project Information
 - 2) General Notes and Specifications
 - 3) Existing Conditions with Aerial Overlay
 - 4) Demolition Plan
 - 5) Horizontal Geometry Plans
 - 6) Site Signing and Marking Plans
 - 7) Site Paving, Grading, and Drainage Plans
 - 8) Potable Water and Sanitary Sewer Utility Service Plans
 - 9) Lift Station Plan and Details
 - 10) General Erosion Control Plans and Specifications
 - 11) Utility System Construction Details
 - 12) Civil Construction Details, including civil infrastructure for inlets and underground structures, paving, grading, and drainage, and other general typical site civil details.

Task 3 – Landscape Architecture Services

- A. Tree and Landscape Related Documents for City Site Development Review
 - 1) Conduct one site visit to analyze existing trees and vegetation for the purposes of preparing the below documents.
 - 2) Design, coordinate, and prepare tree and landscape related documents for City of Crystal River Site Development Plan review. Plans to adhere to Community Development Code requirements and will include:
 - a. Tree Removal and Preservation Plan: Illustrate regulated trees proposed for preservation and trees proposed for removal on the plan and including a list of existing trees including type, size, and if proposed for preservation or removal. Include required tree protection details and notes.
 - b. Landscape Plan: Provide design to a code-minimum level for site improvements and add additional building foundation plantings as desired by the Client. Planting design will address required plantings for lot tree calculations, buffers, vehicular use areas, replacement trees, and native requirements. Plans will indicate the quantity, common and scientific name, size, and location of proposed plant types

and provide required notes and calculations. Technical specifications and tree mitigation calculations will be included on landscape plans.

- c. Irrigation Plan: Provide design to serve new plantings and adhere to the City's irrigation requirements. Plans will also include an irrigation schedule, details, notes, and technical specifications. The irrigation water source is assumed as potable or reclaimed. Please note that well design and/or well performance specifications are not included, and if desired, would need to be provided by others.
- 3) Documents will be to a scale of 1" = 40' scale or larger, sized and with a sheet layout to match civil plans as possible, and produced in AutoCAD. Documents will be sent as PDF files and digital signing and sealing will be provided for the final submittal.
- 4) Respond to City comments and make up to three submittals total.
- 5) Participate in up to two virtual meetings to review and discuss the above.

B. Festival Street and Playground Schematic Design

- 1) Coordinate a meeting with the Client and City representatives to review site conditions and discuss Festival Street and playground design goals and proposed improvements, as well as future site improvements of adjacent areas.
- 2) Coordinate with product vendors to discuss and select initial options for playground equipment, theme, surfacing type, and shade type. Also coordinate and select pedestrian lighting, self-contained electrical bollards, site furnishings, and paving materials for Festival Street.
- 3) Prepare two draft schematic design options that focus on areas beyond the City Hall building, parking, and stormwater, including the playground, Festival Street, and connecting walks. Deliverables to include hand-drawn schematic plans, lightly rendered, to scale with labels. The playground area will be shown as an outline on plans with reference images of selected play equipment and surfacing. Selections and images for other vendor items will also be included.
- 4) Meet virtually with the Client to review the draft schematic site plans and gain input.
- 5) Revise per input into one preliminary schematic plan. Render the plan and prepare it as a presentation-quality board, including a legend of proposed improvements and images and information about proposed improvements as listed above.
- 6) Facilitate and present the preliminary schematic plan, with the Client, within one public input workshop or one City Council meeting to gain input. Prepare meeting minutes per discussion. It will be the Client's responsibility to advertise the meeting and secure the location.
- 7) Meet with the Client virtually to discuss input and determine design revisions.
- 8) Complete revisions and produce the final schematic plan. Prepare a technical memorandum summarizing process above, input gained, and an overview of the final schematic plan. Final deliverables to be a PDF file and up to two (2) hard copies.

Task 4 – Drainage Design Report

- A. Kimley-Horn will prepare one drainage design report consisting of retention pond design calculations and drainage conveyance pipe system calculations. The drainage design will meet the

minimum requirements of the City and the Southwest Florida Water Management District (SWFWMD).

Task 5 – Potable Water Design Report

- A. Kimley-Horn will prepare potable water system design calculations consisting of Project flow demand estimation and hydraulic analysis. The Client's fire protection engineer will provide the required fire flow demand, fire service line sizes, fire sprinkler demands, and fire sprinkler pressures required for each building. Potable water calculations will meet the requirements of the Crystal River Land Development Code and the Florida Department of Environmental Protection (FDEP).
- B. Kimley-Horn assumes the existing infrastructure can supply the required flow demand and pressure. Additional Services will be needed if water system upgrades, fire pumps, or storage tanks are required for the Project.

Task 6 – Lift Station Design Report

- A. Kimley-Horn will prepare design plans and calculations for one onsite sanitary sewer lift station to the standards of the City.
- B. Kimley-Horn will meet with the City and determine modeling parameters for the downstream sewer system to determine how many off-site lift stations will need to be considered in the design calculations.
- C. Kimley-Horn will prepare one set of design plans, system calculations, and details for the onsite lift station.

Task 7 – Permitting

- A. Upon completion of the above Tasks, Kimley-Horn will submit the final construction plans with the following agencies for review and permitting:
 - 1) City of Crystal River – Site Plan
 - 2) SWFWMD – Environmental Resource Permit
 - 3) FDEP – General Permit for Potable Water Main Extension
 - 4) FDEP – Domestic Wastewater Collection System Construction Permit
 - 5) Florida Department of Transportation (FDOT) – Drainage Connection Permit
 - 6) FDOT – Driveway Access Permit
- B. Kimley-Horn will respond to a reasonable request of consolidated comments from the review agencies.

Task 8 – Miscellaneous Services

- A. Kimley-Horn can provide miscellaneous services as requested by the Client. Services that may be provided under this Task include, but are not limited to, the following:
 - 1) Preparation of new construction cost estimates, impact fee analysis, etc.
 - 2) Preparation of technical memos addressing specific aspects of the Project as requested by the Client. For example, if the Project requires an off-site utility extension, Kimley-Horn can prepare a summary of that need with scope, budget costs, etc.
 - 3) Meetings outside of what is listed in the Scope of Services.

- 4) Graphics, or image boards.
- 5) Any revisions to landscape plans above those identified in the Scope of Services.
- 6) Preparation of schedules not identified in the Tasks above.
- 7) Other services that the Client might request.

Services Not Included

Any services not specifically provided for in the above scope will be billed as Additional Services and performed at our then-current hourly rates if authorized by the Client. Compensation for Additional Services will be agreed upon prior to their performance. Additional services we can provide include, but are not limited to, the following:

1. Applying for and obtaining any permits required by applicable authorities with jurisdiction
2. Sign or wayfinding design
3. Preparing final civil design, construction plans or detailing, drainage calculations, reports, or stormwater modeling deliverables to authorities having jurisdiction over the Project site
4. Environmental Services
5. Any service or analysis not specifically described in the above Scope of Services.

Information Provided by Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the Project, including, but not limited to, the following:

1. Architectural floor plans
2. Any Client-desired special facility civil details desired for the proposed Project
3. Permit, application, impact, inspection, and other such fees
4. Signatures on required applications and disclosure affidavit

Schedule

Kimley-Horn will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed-upon schedule.

Fee and Expenses

Kimley-Horn will provide the Scope of Services for the fees shown in the table below.

<i>Task Description</i>	<i>Fees</i>
Task 1 – Project Management	Lump Sum; \$18,000
Task 2 – Construction Plans	Lump Sum; \$75,000
Task 3 – Landscape Architecture Services	Lump Sum; \$48,000
Task 4 – Drainage Design Report	Lump Sum; \$14,000
Task 5 – Potable Water Design Report	Lump Sum; \$14,000

Task 6 – Lift Station Design Report	Lump Sum; \$14,000
Task 7 – Permitting	Lump Sum; \$30,000
Task 8 – Miscellaneous Services	Hourly, As Requested

Kimley-Horn will perform the services in Tasks 1 - 7 for the lump sum fees shown above.

Kimley-Horn will perform the Services in Task 8 on a labor fee plus expense basis. Labor fees will be billed on an hourly basis according to our then-current rates. Fee estimates in this Agreement are for general budgeting purposes only. Actual fees may be less or more than the estimates.

As to all Tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses such as telecommunications, in-house reproduction, postage, supplies, project-related computer time, and local mileage. Administrative time related to the project will be billed hourly.

All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Lump sum fees will be invoiced monthly based on the overall percentage of services performed. Reimbursable expenses will be invoiced based on expenses incurred. As to all Tasks, Payment is due within 25 days of receipt of the invoice and should include the invoice number and Kimley-Horn project number.

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to **MONARCH DESIGN GROUP, LLC**.

To expedite invoices and reduce paper waste, Kimley-Horn submits invoices via email in a PDF. A paper copy can be provided via USPS mail upon request. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

To proceed with the services, please have an authorized person sign this Agreement below and return to us. We will commence services only after we have received a fully executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

Please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in a delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

By: 
Gary R. Levensgood, PE
Project Manager


Gene B. Losito, PE
Vice President

Attachments: Request for Information; Standard Provisions

MONARCH DESIGN GROUP, LLC

(Signature)

(Name)

(Title)

(Date)

(Email)

G:\New Business\Public Sector\City of Crystal River\2025\GRL\Crystal River City Hall\Agreement_Crystal River City Hall Phase 2_Rev1.docx

REQUEST FOR INFORMATION

Please return this information with your signed contract; failure to provide this information could result in a delay in starting the Project.

Client Identification

Full, Legal Name of Client					
Mailing Address for Invoices					
Contact for Billing Inquiries					
Contact's Phone and e-mail					
Client is (check one)	Owner		Agent for Owner		Unrelated Owner to

Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

Project Funding Identification – List Funding Sources for the Project

Attach additional sheets if there are more than 4 parcels or more than 4 owners.

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

- 1) **Kimley-Horn's Scope of Services and Additional Services.** Kimley-Horn will perform only the services specifically described in this Agreement ("Services"). Any services that are not set forth in the scope of Services described herein will constitute additional services ("Additional Services"). If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
- 2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
 - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
 - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
 - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its services.
 - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
 - f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
 - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
 - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's services or any defect or noncompliance in any aspect of the project.
- 3) **Period of Services.** Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
- 4) **Method of Payment.** Client shall pay Kimley-Horn as follows:
 - a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
 - b. The Client will remit all payments electronically to:
Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
Account Number: 2073089159554
ABA#: 121000248
 - c. The Client will send the project number, invoice number and other remittance information by e-mail to payments@kimley-horn.com at the time of payment.
 - d. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
 - e. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
 - f. If Kimley-Horn initiates legal proceedings to collect payment, it shall recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.
 - g. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
- 5) **Use of Deliverables.** All documents, data, and other deliverables prepared by Kimley-Horn are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others

on extensions of this project or on any other project. Any modifications by the Client to any of Kimley-Horn's deliverables, or any reuse of the deliverables without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn, and the Client shall indemnify, defend and hold Kimley-Horn harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the deliverables prepared by Kimley-Horn, the hardcopy shall govern.

- 6) **Intellectual Property.** Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Intellectual Property, for purposes of this section, does not include deliverables specifically created for Client pursuant to the Agreement and use of such deliverables is governed by section 5 of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.
- 7) **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
- 9) **Standard of Care.** The standard of care applicable to Kimley-Horn's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
- 10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs, attorneys' fees, or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.
- 11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 12) **Construction Costs.** Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to changed or unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
- 13) **Certifications.** All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.

- 14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation.
- 15) **Hazardous Substances and Conditions.** Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its services until the hazardous substance or condition is eliminated.
- 16) **Construction Phase Services.**
- If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
 - Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of observing construction and reporting to the Client whether the contractors' work generally conforms to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
 - Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.
- 17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.
- 18) **Confidentiality.** The Client consents to the use and dissemination by Kimley-Horn of photographs of the project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.
- 19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State of Florida. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

20) PURSUANT TO FS 558.0035, EMPLOYEES OF KIMLEY-HORN MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE UNDER THIS AGREEMENT.

MECHANICAL, ELECTRICAL & PLUMBING

Proposal Details





January 6, 2026

Mr. Barnett Chenault
Monarch Design Group, LLC
barnett@monarcharchitecture.com

RE: Crystal River City hall
Client Project No. TBD
CSEI Project No. TBD

Dear Mr. Chenault:

Campbell Spellacy Engineering, Inc. (CSEI) is pleased to provide this proposal for professional engineering services for the above referenced project. The Owner of this project is the City of Crystal River. The project is a new 2-story, approximately 12,500 sq. ft. new City Hall located. The specific extent of the work is:

1. HVAC –

- a. Provide a new approximately 14,000 cfm central semi-custom VAV air handling unit at the 2nd floor mechanical room served via refrigerant piping by an approximately 40-ton VRF air-cooled condensing unit plant. The basis of design would be VTS air handling unit with LG VRF Condensers.
- b. New AHU will be variable air volume style with VAV terminal units in each zone with electric reheat coils for all reheat and heating needs. AHU will include multiple fans and split coils for redundancy and be designed with materials and maintenance options to last 30+ years.
- c. New AHUs will be provided with fully ducted supply, return, and outside air duct systems consisting of 2" externally insulated galvanized sheet metal duct with flexible runout ducts to each supply diffuser and return grille (maximum 6' of flexible duct). Outside air duct will be provided from new hurricane-rated wind-driven rain resistant intake louver at the exterior wall. Each AHU will include a low-voltage motorized control damper in the outside air duct to close to a minimum flow rate during unoccupied hours.
- d. All restrooms, janitor closets and other spaces where required by the Code will be provided with new general exhaust systems. Exhaust will be provided by new rooftop or ceiling exhaust fan(s) (70 cfm per restroom fixture and 1 cfm/sf for janitor closet) with uninsulated spiral galvanized duct throughout the building.
- e. All new diffusers and grilles will be equal to Price, aluminum construction with baked white enamel finish.
- f. New central AHU will include building automation system/controller for all HVAC equipment with IP addressable front-end for Owner.

2. Electrical –

- a. A new 480Y/277V, 3-phase, 600A electrical service will be provided to serve the building via a new underground service from a new site transformer provided by the Utility (Duke). In parallel to this normal power service, a new 500 kW packaged diesel optional standby generator system will be provided to provide a fully redundant power system for the building. All new service and feeder conductor and pathways shall comply with NEC 708, including physical protection of generator system and separation of service conductors.
- b. A new 4P/600A service-rated ATS shall be provided (NEMA 3R). The load side of ATS shall supply new 600A, 480V main distribution panel. MDP shall supply all mechanical loads, lighting, and other large loads as well as the new 208V-3ph subpanels via a new dry-type stepdown transformer in main electrical room (approximately 150 kVA). Contractor shall supply all new loads from these 480V and 208V panels per NEC.
- c. New LED lighting systems will be provided to serve all areas. Egress lighting will be supplied with emergency battery backup to mitigate the need for a separate life safety branch of power on the new generator. All new lighting controls will be low voltage/digital including new occupancy sensors, dimming controls, and room controllers as required for the desired functionalities and compliance with FBC-Energy Conservation.
- d. A new addressable fire alarm system will be provided for the building, including all initiation and notification devices. The new panel shall be open-protocol equal to Silent Knight.
- e. Pathways and boxes will be provided for all data, AV, security, and other low voltage systems with final quantities and locations to be confirmed by Owner and User. All cabling and devices are assumed to be provided by the Owner's vendor.
- f. Site lighting will be provided, supplied by the building's MDP. Site lighting will include general pedestrian sidewalk lighting, parking lot lighting and security lighting around the new building as required by Owner and as coordinated with the Civil Engineer.
- g. CSEI will provide all site photometric calculations for City/AHJ approval along with the Civil Site Permitting plans.

3. Plumbing –

- a. A new approximately 1-1/2" copper domestic cold-water service (with 1" meter) will be provided to supply this building from the existing City main (separate from the new fire-water connection/service). New service and backflow preventer shall be provided in accordance with City/Utility Standards. Civil plans will specify final routing and service tie-in location. New copper domestic cold water piping system will be provided for all fixtures.
- b. A new 52-gallon electric, tank-type domestic water heater will be provided to supply domestic hot water to all lavatories, showers, break room/kitchen sinks, and other fixtures as needed. Domestic hot water system will include a new recirculating pump

and hot water return loop per Code. Tempering valves per ASSE 1070 will be provided at all lavatories and break room sinks to provide tempered hot water per Code.

- c. All hot and cold-water piping will be insulated with 1" fiberglass insulation.
 - d. A new 4" DWV PVC sanitary lateral will be provided to the building from the existing city sanitary main adjacent to the site. Final routing/installation shall be per Civil plans. Within building, new sanitary piping will be provided to all fixtures, including new DWV PVC vent piping.
 - e. New fixtures will be provided for all restrooms and other areas. Water closets shall be automatic sensor flush-valve type (hard-wired). Lavatories shall be undermount type and have sensor-type (hard-wired) gooseneck faucets. Break room sinks shall be under-mount, wide stainless-steel type equal to Elkay Lusterone. Water coolers shall be hi-low dual units with bottle filling attachment on the low section. New hose bibbs shall be wall-hydrant type, freezeproof with lockable covers.
4. Fire Protection –
- a. A new 4" fire water supply shall be provided from the existing public water main at US 19 with new backflow preventer. A new automatic wet fire protection system shall be provided for full coverage of all areas.
 - b. Mechanical/electrical rooms and storage spaces shall be Ordinary Hazard Type 1 and all other areas shall be Light Hazard.
 - c. System shall be designed and permitted by installing Contractor per Florida Statute 61G15.32 based on performance specifications provided by Engineer.

The following scopes of work are specifically excluded from our proposal but could be added as an additional service. If additional services are requested, CSEI will submit a written proposal to Client for such additional services and the associated fees, which must be approved by Client in writing before Consultant begins work on the additional services:

1. Site storm water, sanitary sewer, water and irrigation systems beyond 5' from building
2. Fire protection system permit documents (deferred submittal per FL Statute 61G15)
3. Systems not specifically included in this proposal
4. LEED / Green Building Certification
5. Redesign due to Value Engineering or Scope changes
6. AV/Data/Security Devices and Wiring (pathways only)
7. Standby/Emergency Power Systems
8. Energy Conservation Code Envelope Compliance Calculations
9. Mechanical/ Lighting Controls Commissioning per FBC-Energy Conservation C408

We propose to provide the following deliverables for this project:

- Schematic Design
- Design Development Documents
- 60% Construction Documents
- 100% Construction Documents

- Permit Documents

We propose a lump sum fee of \$138,760. This fee will be adjusted under a separate, additional services proposal if the scope and/or budget are increased.

We propose to invoice you at each deliverable milestone and monthly during construction in proportion to the percentage of construction that is complete. If a design deliverable submission is delayed by more than 30 days through no fault of CSEI, invoicing will be submitted for the proportion of that deliverable which is complete during the delay. This fee does not include printing costs. Any printing/delivery of required hard copies will be invoiced as reimbursables at cost plus 10%. Our fee includes all necessary site visits during the design phase.

You are expected to keep us informed of the Owner's requirements and budget/schedule changes and to provide us with the full scope of work, required surveys, existing as-built drawings, complete architectural design documents, and any special or extraordinary considerations or services needed for the completion of our work.

We expect to start our services promptly after receipt of your acceptance of this proposal. Assuming you provide us with the required information in a timely manner, the time of performance is approximately:

DELIVERABLE	PROPOSED SCHEDULE	FEE
Schematic Design	45 days from NTP	\$15,140
Design Development & Site Lighting/Photometrics	80 days from approval of SDs	\$40,350
60% Construction Documents	30 days from approval of DDs	\$60,560
100% Construction Documents	30 days from approval of 60%	\$15,140
Permit Documents	51 days from approval of 100%	\$7,570

We request that you inform us of requested changes to this schedule in writing. We will endeavor to accommodate any changes, but we reserve the right to negotiate for additional compensation or time.

This proposal, including the attached Terms of Agreement, represents the entire understanding between all parties in respect of the project, any amendments, or waivers of any provision of this agreement must be in writing and signed by both parties. It may be superseded by an AIA Architect-Engineer Contract should one be prepared addressing all issues outlined herein. If this proposal satisfactorily outlines the expectations for all parties, please sign below and return it to CSEI as notice-to-proceed. This proposal is valid and open for 60 days from the date of this proposal.

Sincerely,

CAMPBELL SPELLICY ENGINEERING, INC.

By:


Kevin M. Spellicy, PE, LEED AP
President

Accepted on _____

MONARCH DESIGN GROUP

By:

Signature

Printed Name and Title

TERMS OF AGREEMENT

This proposal is based on the orderly and continuous progress of the project and on prompt payment for Services. The Client agrees to pay for the Services rendered as outlined in the project agreement. Payments are due within 30 days of the invoice date. Past due payments shall accrue interest at a rate of 1.5% per month on the outstanding balance, or the maximum permitted by law, whichever is lower.

The Client shall provide all necessary information, cooperation, and assistance to CSEI to enable the timely and effective provision of Services. CSEI shall perform the Services with diligence, skill, and care, adhering to the prevailing industry standards. CSEI makes no warranties, express or implied, under this agreement.

PURSUANT TO FLORIDA STATUTES SECTION 558.0035 (2013) AN INDIVIDUAL EMPLOYEE OR AGENT OF THIS ENGINEERING FIRM MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

CSEI shall not be responsible for Contractor's means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto, similarly CSEI shall not be responsible for the Contractor's failure to perform the work in accordance with the Contract Documents.

CSEI shall not be responsible for the acts or omissions of the Contractor or any Subcontractor(s), or of the agents or employees of any Contractor or Subcontractor, or of any other persons at the site or otherwise performing any of the work.

CSEI shall not be liable for any indirect, incidental, consequential, special, or punitive damages including, but not limited to lost profits, even if CSEI has been advised of the possibility of such damages. The Client shall indemnify and hold CSEI harmless from and against any claims, damages, liabilities, and expenses arising from the Client's misuse or misrepresentation of the Services.

The term of this agreement shall commence on the date of full execution and shall continue until all services have been rendered and all fees have been paid in full. Either party may terminate this agreement by providing 30 days' written notice to the other party in the event the other party breaches any material term or condition of this agreement. Upon termination, all fees due for Services rendered up to the termination date shall be payable by the Client.

Claims, disputes, and other matters in question arising out of or relating to this Contract shall after initial decision or thirty (30) days after the matter submission of the matter, be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, the mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. All types of proceedings (mediation and arbitration and or court) shall take place in Alachua County Florida. Claims, disputes, and other matters in question arising out of or relating to the Contract that are not resolved by mediation, shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association and shall be made within a reasonable time after the dispute has arisen. The award rendered by the arbitrator or arbitrators shall be final, and judgement may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The agreement herein among the parties to the Agreement and any other written agreement to arbitrate referred to herein shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

STRUCTURAL

Proposal Details





January 6, 2026

Barnett Chenault
Monarch Design Group Architects
1628 NW 6th Street
Gainesville, Florida 32609

**RE: Crystal River City Hall
Structural Engineering Services**

Dear Barnett:

We would be pleased to provide structural engineering services for the referenced project and submit the following proposal for your consideration.

The scope of work includes the construction of a new two-story City Hall Building located at 123 NW US-19, Crystal River, Florida. This building will be approximately 12,500 square feet in size. The building will feature an open ground level designed for parking or public congregation and an elevated second level housing the main lobby, council chamber, conference rooms, offices, and storage. For the purposes of this proposal, construction is assumed to include masonry exterior walls at the ground level, supporting delegated wood trusses for the elevated level and roof. The upper exterior walls are assumed to be wood framing. The exterior stairs are assumed to be cast-in-place concrete and designed by us. Foundations are to be shallow concrete spread footings for walls and pad footings for columns. The foundation slab is expected to be a concrete slab on grade not designed to resist buoyancy.

Our scope of services will be to provide design for all main structural members of the building. We will review and markup specifications as requested. Our scope does not include any design of pool structure or any additional landscape or site structures not mentioned above. We will provide reproducible drawings for permit. Drawings will be completed in REVIT format. We will coordinate with the geotechnical engineering for final foundation design. The project will be designed in accordance with local requirements and the 2023 Florida Building Code.

After completion of working drawings, we will be available to answer questions during bidding and construction. We will review shop drawings relative to the structural portion of the work for general compliance with the intent of the structural design. We are available to provide inspections during construction to verify that the work is being completed according to the intent of the structural drawings. Site visits will be conducted as requested at various agreed-upon milestones of construction, and any visits will be billed per the fee schedule below on a per-visit basis.

Snell Engineering Consultants would be pleased to provide Structural Engineering services to you as follows, based upon the above-described square footage and type of construction:

Tasks	Amount
Main Contract	
Schematic Design	\$ 7,000
Design Development	\$ 20,400
Construction Documents	\$ 23,600
Additional Services	
Site visits (Beyond 2 Included)	\$ 1,480/visit

Our scope of work does not currently include engineering for conventional framing, pre-engineered elements of the building such as steel or wood stairs, light gauge trusses, precast concrete components, glass, glazing, railings, and other collateral elements of the building not associated with the primary structural frame. Work required beyond the scope of this proposal will be billed at our current hourly rates per the attached schedule.

Our scope of work does not include multiple design iterations of structural framing systems. As part of the agreed-upon project deliverable timeline, we will require all column, wall, and vertical load-carrying elements to be set before the DD phase is completed. Once set, any changes will be billed per our attached hourly rate. Should any elevations, steps, slopes, or recesses occur after DD submission that affect concrete slabs, beams, or other horizontal framing elements, these will also be billed per our hourly rate.

We trust that the described scope of services and fee figures meet your expectations. Please do not hesitate to call should you need additional information or clarification. This proposal is valid for three (3) months. To authorize work to begin, please sign below and return this agreement. Thank you again for the opportunity to work with you on this project.

Sincerely,

SNELL ENGINEERING CONSULTANTS



Curtis G Ross II, P.E.
Managing Principal

CASE Document 1-2015

An Agreement for the Provision of Limited Professional Services©

Prepared by the Council of American Structural Engineers

January 6, 2026

Monarch Design Group Architects
1628 NW 6th Street
Gainesville, Florida 32609
Attention: Barnett Chenault

Snell Engineering Consultants
1517 State Street, Suite 202
Sarasota, FL 34236
Attention: Curtis G. Ross, II, PE

Reference: Crystal River City Hall
P25-SAR-01631

SCOPE OF SERVICES

See attached proposal for scope of services

FEE ARRANGEMENT

See attached for fee.

SCHEDULE OF 2024 HOURLY RATES

Principal (Registered Engineer):	\$ 275
Senior Project Manager:	\$ 215
Project Manager:	\$ 205
Senior Project Engineer:	\$ 185
Project Engineer (EI):	\$ 165
BIM Specialist:	\$ 120
Accounting:	\$ 110
Administrative	\$ 100
Clerical:	\$ 95
Prints:	\$ 0.25/s.f.
Photocopies (black & white):	\$ 0.10/page
Photocopies (color):	\$ 0.60/page
Mileage:	\$ 0.67/mile
All Other Expenses	Cost + 15%

Offered by (SE):

Accepted by (Client):



(signature)

(signature/title/date)

Curtis G Ross, II/ President
(printed name/title)

(printed name/title)

The terms and conditions on the attached form are part of this agreement.

Terms and Conditions

Structural Engineer (SE) shall perform the services outlined in this Agreement for the stated fee arrangement.

Fee

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.

Billings/Payments

Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoices shall be considered past due if not paid within 30 days after the invoice date and the SE may, without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.

Access To Site

Unless otherwise stated, the SE will have access to the site for activities necessary for the performance of the services. The SE will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Hidden Conditions and Hazardous Materials

A structural condition is hidden if it is concealed by an existing finish or if it cannot be investigated by reasonable visual observation. If the SE has reason to believe that a structurally deficient condition may exist, the SE shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) the SE has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and the SE shall not be responsible for the existing condition nor any resulting damages to persons or property. SE shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.

Indemnification

The SE shall indemnify and hold harmless the Client and its officers, members, directors, partners, agents, employees, and subconsultants against any and all claims, damages, losses and expenses to the extent they are caused by the negligent acts, errors, or omissions of the SE or its employees in the performance of its services under this Agreement, subject to the Risk Allocation provisions. The Client shall indemnify and hold harmless the SE and its officers, members, directors, partners, agents, employees, and subconsultants from and against any and all claims, damages, losses and expenses arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the SE) or anyone for whose acts any of them may be liable. This indemnification shall include any claim, damage or loss due to the presence of hazardous materials. Neither party shall have any obligation to defend or pay for the defense costs of the other party until such time as there is a determination of fault of the party and, in that event, the party found at fault shall only be obligated to reimburse the other party for its reasonable defense costs on a percentage basis in direct proportion, as determined by the court, to the percentage of fault of the party who was found at fault.

For third party claims, to the fullest extent permitted by law, the Client hereby agrees to indemnify, hold harmless and defend the SE, including its officers, members, directors, partners, agents, employees, and subconsultants from and against all third party claims, including bodily injury, property damage, products liability, demands, damages and losses, causes of actions, judgments, fines, penalties and claims expense including attorney fees, caused or alleged to have been caused by anything other than negligent performance by the SE of services under the agreement related to this project. Said indemnification shall also apply to any deductible that the SE may be obligated to pay under its Professional Liability Policy resulting therefrom.

Risk Allocation

In recognition of the relative risks, rewards and benefits of the Project to both the Client and the SE, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the SE's total liability to the Client or any third party for any and all injuries, claims, losses, expenses, damages or claim expenses rising out of this Agreement, from any cause or causes, inclusive of all costs including attorney and expert fees, shall not exceed the amount of \$10,000 or the amount of the SE's fees, whichever is greater. Such causes include, but are not limited to, the SE's negligent acts, errors, omissions, strict liability, breach of contract, breach of expressed or implied warranty, or any other theory of legal liability. This limitation of liability shall apply to the SE and its officers, members, directors, partners, agents, employees, and subconsultants. The Owner agrees that as the Owner's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the SE, a Florida corporation, and not against any of the SE's officers, members, directors, partners, agents, employees, or subconsultants.

PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, THE CONSULTANT'S CORPORATION IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDE UNDER THIS AGREEMENT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, AGENT, DIRECTOR, OFFICER OR PRINCIPAL MAY BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT.

Termination of Services

This Agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the SE for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Ownership Documents

All documents produced by the SE under this Agreement shall remain the property of the SE and may not be used by the Client for any other endeavor without the written consent of the SE.

Dispute Resolution

The SE and the Client agree to negotiate any claim(s) or dispute(s) arising out of or related to the agreement between them in good faith prior to exercising any other provision of this Agreement. If a claim or dispute between the SE and Client cannot be settled within 30 days by good faith negotiations the SE and Client agree to submit it to mediation in accordance with the Construction Rules of the American Arbitration Association. If the claim or dispute cannot be settled by good faith negotiations or mediation then either party may exercise their rights under law. In no event shall a claim or dispute be made or sustained if it would be barred by the applicable statute of limitations.



HOURLY FEE SCHEDULE:

Rate

Team Member	\$ 120.00
Team Leader	\$ 180.00
Project Manager / Project Architect	\$ 180.00
Director	\$ 220.00
Principal	\$ 240.00

REIMBURSABLE EXPENSES

- Billed at **1.2 x actual cost.**

PER DIEM AND TRAVEL EXPENSES

- Not exceeding limits of FS, Section 112.061.
- Travel Time **\$50/hr.**

MILEAGE

- Billed at **Current IRS Standard Mileage Rate.**



CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 12, 2026

Agenda Item Number: 11.A.

Requested Motion:

Motion to nominate and elect a Vice Mayor for a one-year term pursuant to the City Council Policy Manual, Section 22

Summary:

The “Process for Annual Selection of Vice Mayor”, Section 22 of the City Council Policy Manual, is included for your reference. This section was updated and now states that: “Such designation shall be made on the basis of the longest term of consecutive service on Council without having served as Vice Mayor, with that individual to be designated as Vice Mayor. Council members must serve on the Council for at least one year to be eligible for Vice Mayor Designation. In the event that the individual declines to serve, the individual with the longest term of consecutive services on the Council without having served as Vice Mayor shall be designated as Vice Mayor.”

Based on this policy the Vice Mayor designation can apply to either Council Member Ensing or Council Member Satchell.

Staff Recommendation:
