



City Manager Performance Evaluation

City Manager: Audra Curts-Whann

For each performance factor, please rate the City Manager on a scale of one (1) to five (5), based on how well they have met your expectations in that area.

- 5** Exceeds Expectations – Results significantly surpass expectations. Superior contribution to the objectives of his/her performance in assigned areas of responsibility.
- 4** Above Expectations – Results are very good. Significant contributions to the objectives of the department and functional area.
- 3** Meets Expectations – Results are good. Performance is consistent with expectations. No important areas of lack of accomplishment.
- 2** Needs Improving – Results do not consistently meet expectations. May lack experience but has the capacity to improve the overall level of performance within a reasonable period of time.
- 1** Does not meet Expectations – Results fall consistently below expectations and improvement is necessary.



City Manager Performance Evaluation

PERFORMANCE FACTORS

I. MANAGEMENT OF THE ORGANIZATION:

Effectively oversees the operations of the organization, fostering a collaborative, team-oriented environment that positions the City for success. Recognizes and celebrates the accomplishments of staff and partner agencies working on behalf of the City. Demonstrates a strong commitment to professional development, succession planning, and internal advancement opportunities. Accepts full accountability for staff performance and the outcomes of City projects and decisions. Proactively addresses mission-critical services, identifies organizational challenges, and implements corrective action.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

Multiple employees—both current and former—have reported concerns about the City Manager’s management style and its impact on workplace morale. An anonymous email received by the Council (copy attached), supported by additional in-person and telephone feedback, described a work environment where morale is low, trust in leadership is limited, and several employees have considered leaving City employment. Allegations included comments that the City Manager “belittles employees,” “treats them poorly,” and “does not take responsibility for mistakes.”

In her self-evaluation, the City Manager stated that she “leads with integrity,” “teaches servant leadership,” and “encourages recognition of others.” However, these statements appear inconsistent with the feedback provided by staff and the observed morale issues within the organization. The cumulative evidence suggests a leadership approach that has not achieved the collaborative, respectful environment expected under Employment Agreement Section 5.3.1 (Leadership and Conduct).

Improvement Suggestions:

Because the City Manager’s performance issues appear rooted in long-standing behavioral patterns, traditional corrective actions such as coaching or training are unlikely to result in meaningful improvement.

II. EXECUTION OF POLICY:

Understands and adheres to ordinances, resolutions, policies, and procedures governing the City, as well as applicable Federal and State laws and directives. Implements City policy fairly and consistently in alignment with Council decisions, initiatives, and legal requirements. Presents matters in a clear, factual, and analytical manner. Effectively communicates Council policy decisions to staff, partner organizations, and the community.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

On December 17, 2024, the City Manager emailed all five members of Council requesting unanimous approval by responding “APPROVED or DENIED” by email to authorize approximately \$136,500 for asbestos remediation on a privately owned building scheduled for demolition. A copy of the correspondence is attached. In that message, the City Manager acknowledged that the expenditure was “outside my limited spending authority of \$20,000 per item” and indicated that it would be ratified at the January 13th 2025 meeting if she has “unanimous approval via email”. The email was followed by text messages urging me to respond “YES” or “NO” that same day to proceed with the expenditure.

This request to secure collective approval outside of a publicly noticed meeting raises serious concerns under Florida’s Sunshine Law (F.S. 286.011). The attempt to obtain unanimous email consent for an expenditure exceeding delegated authority, particularly involving private property, appears inconsistent with the transparency and fiscal-compliance standards.

The matter warrants formal review by the City Attorney and, if substantiated, could constitute grounds for termination for cause under Employment Agreement 8.3.1, which references gross negligence or willful disregard of applicable law as potential causes for removal.

Improvement Suggestions:

Given the seriousness of this conduct and its inconsistency with established legal and procedural standards, there appears to be no reasonable opportunity for meaningful improvement.

III. FINANCIAL MANAGEMENT:

Properly oversees and manages the budget, demonstrating ingenuity and creativity in addressing budgetary matters, including long-range financial planning, ongoing monitoring, and organizational adaptation. Integrates evolving technologies to enhance service delivery and actively works to maintain cost-competitive government and utility services.

Performance Factor Rating:

	X				
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

The City Manager successfully presented a balanced FY 2025–26 budget that maintained existing service levels without an increase to the millage rate—an accomplishment that reflects attention to Council’s fiscal priorities and sensitivity to taxpayer impact.

However, concerns remain regarding adherence to proper authorization and representation of City initiatives. The Manager has on several occasions initiated projects without formal Council direction. Most recently, she solicited private donations from prominent community members for a \$150,000 portable band-stage project, describing it as a City-sponsored effort. This created the appearance that the project had been officially endorsed and financially supported by the City, even though no ordinance, resolution, or Council action had authorized such a commitment. Such representations risk creating public misunderstanding and potential fiscal liability for the City.

Further, In her self-evaluation the Manager stated that *“I have raised over \$100,000 toward the project.”* Subsequent review found no signed pledges, agreements, or documented commitments to substantiate that claim.

Improvement Suggestions:

No reasonable opportunity for meaningful improvement exists.

IV. RELATIONS WITH THE COUNCIL:

Makes a consistent effort to remain accessible to Council members and addresses issues they raise in a timely and consistent manner. Maintains honest, transparent, and professional relationships with each Council member. Approaches new ideas, concerns, and complaints from Council members with a positive, solution-focused attitude.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

The City Manager has engaged in a recurring pattern of private communication that raises concerns under Florida's Sunshine Law. On multiple occasions, she has informed me that "you are the only Council Member opposed" or that "everyone else is on board" regarding matters pending Council action—including the proposed purchase of the OfficeMax building for a new City Hall, the sale of the historic City Hall, and the relocation of the State Trooper Monument to City property. Such statements effectively convey the positions of other Council Members outside of a publicly noticed meeting, which could reasonably be interpreted as informal polling of Council members and may undermine both individual and public trust in the transparency of Council deliberations.

In one instance, the City Manager stated to me with certainty that the County's Aviation Advisory Board had met and voted unanimously to oppose a pending City zone change near the airport. After verifying this information with the County Attorney, it was confirmed that no such meeting or vote had occurred. This discrepancy raises questions about the accuracy and reliability of information provided by the City Manager to Council Members.

In her self-evaluation, the City Manager asserts that she "is honest and transparent, and always professional," and that she "communicates equally with all five Council Members about important topics." These statements appear inconsistent with observed behavior and reported experiences, indicating significant issues with communication accuracy and professional credibility.

Improvement Suggestions:

Given the recurring and serious nature of these communication issues, and their corrosive effect on the Council's ability to function collaboratively, there appears to be no reasonable opportunity for meaningful improvement without a fundamental change in behavior or leadership approach.

V. COMMUNITY RELATIONS AND ENGAGEMENT:

Makes a consistent effort to understand the issues, concerns, and values of the community. Engages with residents to listen, discuss concerns, and gain insight into their interests. Utilizes public engagement and community interactions to inform, educate, and advocate for City initiatives and services. Represents the City in a professional, positive manner. Works proactively and maintains a nonpartisan, professional approach with the media and press. Effectively and appropriately leverages social media. Fosters collaboration and builds strong partnerships with neighboring jurisdictions, partner agencies, and community organizations.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

In August 2025, the City Manager authorized and distributed a certified mailing to residents, at a cost of approximately \$7,000, requesting submission of a “Damage Verification Affidavit” under threat of potential code-enforcement action (copy attached). The letter, issued under official City letterhead, stated that properties were “in noncompliance” for failure to respond and warned that nonresponse within 14 days “would result in further Code Compliance action.”

Upon discussion with the City Attorney, this communication appears to have been legally inaccurate and beyond the City’s code enforcement authority. No ordinance or resolution authorizes the City to compel property owners to submit affidavits or to presume noncompliance absent an observed or verified violation. By initiating this mailing, the City Manager acted outside the scope of her delegated authority, exposing the City to unnecessary legal risk and avoidable expense.

In her self-evaluation, the City Manager asserted that she is “very, very careful to adhere to every ordinance, resolution, policy, and procedure of the City.” The circumstances surrounding this mailing appear inconsistent with that claim and indicate a failure to exercise appropriate legal and procedural diligence.

Improvement Suggestions:

Given the gravity of the documented inaccuracies, inappropriate expenditure of public funds, and unprofessional conduct toward residents, the level of public trust required for effective leadership cannot reasonably be restored. There appears to be no realistic opportunity for improvement without a fundamental change in leadership.

VI. COMMUNICATIONS:

Ensures Council members receive important information promptly and effectively. Provides regular updates to keep the Council informed on current and critical issues. Delivers clear, accurate reports and correspondence to the Council and community. Responds to correspondence, requests, and complaints in a timely and appropriate manner. Promotes open, two-way communication and fosters mutual honesty and respect among the Council, staff, and the community.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

The City Manager has demonstrated ongoing difficulty engaging in respectful, two-way communication. Numerous individuals — including me, citizens, business owners, vendors, consultants, community partners, representatives of other government entities, and elected state and local officials — have expressed concern that she frequently talks over others, dominates discussions, and uses a tone perceived as aggressive or dismissive. In several instances, individuals have reported to me that they refuse to meet with her privately due to a lack of trust in her understanding or representation of meeting outcomes, making statements such as, “I will not be in a room alone with her.” This pattern discourages open dialogue, damages morale, and conveys a lack of respect for differing viewpoints. Several others have indicated they now prefer to have a witness or third party present during meetings with her, reflecting a significant erosion of professional trust.

In her self-evaluation, the City Manager stated that she “listens to every person’s concerns and ideas equally” and “promotes open, two-way communication.” These statements appear inconsistent with observed behavior and stakeholder feedback. The cumulative effect has been an environment in which staff and external partners are hesitant to speak candidly, limiting collaboration and reducing the overall effectiveness of the organization.

Improvement Suggestions:

The Manager’s employment application listed “Active Listening” as one of her key strengths. However, consistent feedback and repeated communication breakdowns indicate that this skill has not been effectively demonstrated in practice. Given the extent and persistence of these issues, meaningful improvement appears unlikely without a fundamental change in communication style and leadership approach.

VII. LEADERSHIP:

Provides the Council and the organization with practical solutions and creative alternatives to issues and challenges, reflecting the community's values. Anticipates and responds proactively to emerging concerns. Ensures Council decisions are well-considered, objective, consistent with past practices, and both legal and ethical. Applies sound administrative practices and leads positively through collaboration, mentoring, coaching, and motivational strategies. Serves as a positive ambassador for the City.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

The City Manager occupies a position that requires sound judgment, self-awareness, and the ability to inspire confidence among the Council, employees, and community. Throughout the evaluation period, leadership performance reflected inconsistent judgment and emotional intelligence. The Manager often acted unilaterally on major issues—advancing projects, soliciting funding, and directing staff before formal authorization was granted. One example is her moving full speed and spending public dollars on relocating council meetings to the train depot without any formal council discussion and direction in a public meeting. These behaviors weakened collaboration, blurred governance boundaries, and created tension and reduced the effectiveness of collaboration between the City Manager and the City Council.

Internally, communication and listening skills did not foster the open, respectful environment expected of a chief executive. Employee feedback indicated declining morale, limited delegation, and a reluctance to share differing opinions.

Improvement Suggestions:

No reasonable opportunity for meaningful improvement exists.

VIII. PROFESSIONALISM:

Engages effectively and appropriately with the public and other organizations. Demonstrates dedication by devoting the necessary time and energy to the role. Upholds high ethical standards and integrity, ensuring that politics and personal perspectives do not influence decision-making. Remains active in professional organizations and stays informed on current issues.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

Professionalism requires clear, respectful, and accurate two-way communication. Although the Manager listed “active listening” as one of her key strengths on her employment application, feedback from meetings and interactions indicates that this remains a recurring weakness. She is frequently described as overly aggressive or domineering in discussions, often interrupting others and dominating the conversation rather than engaging in collaborative dialogue. Meetings frequently conclude with the Manager leaving with a noticeably different understanding of the decisions reached than other participants. This pattern has caused confusion, strained working relationships with Council Members and community partners, and diminished overall confidence in her leadership.

Improvement Suggestions:

No reasonable opportunity for meaningful improvement exists.

IX. VISION, INITIATIVE, PLAN EXECUTION:

Demonstrates leadership that inspires both the organization and the community to embrace problem-solving and solution-oriented action. Actively envisions a future beyond the status quo, developing and presenting new ideas and initiatives for consideration. Adapts to emerging technologies and evolving social media platforms to enhance communication and service delivery. Utilizes the City Council Budget Workshops to identify strategic priorities for the annual budget and work plan, taking ownership of outcomes. Provides professional recommendations and effectively implements the Council's vision to position the City of Crystal River for success.

Performance Factor Rating:

X					
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

Visionary leadership requires aligning personal initiatives with the policy direction established by the City Council and the community's adopted plans. On her own will, the City Manager aggressively advanced a proposal to purchase a vacant retail building located within a designated flood zone as the site for a new City Hall—despite the fact that the current City Hall is being replaced precisely because it flooded during a prior storm event.

This approach conflicted with the Citywide Master Plan, a year-long community initiative formally adopted by the City Council at a cost of approximately \$200,000. The Master Plan already established a comprehensive civic strategy identifying preferred locations and design standards for future municipal facilities, including City Hall. By disregarding this adopted plan and the policy direction it represents, the Manager failed to demonstrate respect for established planning processes and the collective decision-making authority of the Council, pursuing an initiative inconsistent with the City's approved long-term vision.

Improvement Suggestions:

No reasonable opportunity for meaningful improvement exists.

NARRATIVE EVALUATION

What would you identify as the City Manager's strengths expressed in terms of the principal results achieved during the rating period?

What performance areas would you identify as most critical for improvement?

Click or tap here to enter text.

What suggestions or assistance can you offer the City Manager?

Click or tap here to enter text.

What other comments do you have for the City Manager (for example, about priorities, expectations, or specific objectives for the next year)?

Click or tap here to enter text.

Printed Name	Cindi Frink
Signature	<i>Cindi Frink</i>
Date	October 5, 2025

The City of Crystal River is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under Chapter 119 and are thus subject to public records disclosure. All email messages sent and received are captured by our server and retained as public records. This footnote also confirms that this email message has been swept for the presence of computer viruses, and illegal or questionable content. This system is a private system and is monitored for electronic tampering. Violators will be prosecuted to the fullest extent of the law. This email may contain confidential or privileged material. Use or disclosure of it by anyone other than the recipient is unauthorized. If you are not the intended recipient, please delete this email.

From: Cindi Guy <cindiguy@gmail.com>
Sent: Tuesday, December 17, 2024 8:18 PM
To: Mia Fink <MFink@crystalriverfl.org>
Subject: [External]Re: 579 Plaza Asbestos REMEDIATION

I would like to see multiple bids on this remediation

On Tue, Dec 17, 2024 at 8:15 PM Mia Fink <MFink@crystalriverfl.org> wrote:

Get [Outlook for iOS](#)

From: Audra Curts <acurts@crystalriverfl.org>
Sent: Tuesday, December 17, 2024 4:34 PM
To: Gabrielle Satchell <GSatchell@crystalriverfl.org>
Cc: Mia Fink <MFink@crystalriverfl.org>; Michelle Russell <mrussell@crystalriverfl.org>; Sabrina Utter <sutter@crystalriverfl.org>; Troy Slattery <tslattery@crystalriverfl.org>
Subject: FW: 579 Plaza Asbestos REMEDIATION

I am emailing each of you, as city council members, for approval prior to the January 13th council meeting to proceed with the asbestos remediation which is estimated to cost \$136,500 (ATTACHED), as it is outside my limited spending authority of \$20,000 per item. Funding will be set aside via a budget amendment from reserves to increase from the original \$325,000 (\$298,500 plus contingency funds) the council originally approved for the 579 demolition by Cross Construction.

We will bring this item, **as long as we have unanimous approval via email to proceed**, as a ratification item on the January 13th council meeting agenda, along with the corresponding budget amendment from finance. If we do not receive unanimous approval because the council feels it warrants additional discussion, then it will come as a regular item and we will delay on scheduling the work until after the January meeting.

Please reply APPROVED or DENIED. I am available to answer any questions you may have.

Audra Curts
(Legal name: Audra K. Curts-Whann)
City Manager

352-795-4216 Ext. 302
Cell: 352-212-4668

Physical Address
[915 N US Hwy 19 Crystal River, FL 34429](#)
Mailing Address
123 NW US Hwy 19 Crystal River, FL 34428

**FW: [External]Re: 579 Plaza Asbestos REMEDIATION**

From Audra Curts <acurts@crystalriverfl.org>

Date Wed 12/18/2024 8:46 AM

To Cindi Guy <cindiguy@gmail.com>; Cindi Frink <cfrink@crystalriverfl.org>

Cc Mia Fink <MFink@crystalriverfl.org>; Michelle Russell <mrussell@crystalriverfl.org>; Sabrina Utter <sutter@crystalriverfl.org>; Troy Slattery <tslattery@crystalriverfl.org>

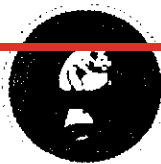
1 attachment (5 MB)

579 Asbestos Report.pdf;

I need to re-iterate that if you truly want multiple quotes/bids on this work, we will need to start all over again for the entire demolition project. This asbestos remediation is being done by the selected piggyback contractor Cross Construction on a Citrus County procurement. It is being done under the supervision of the asbestos consultant who provided the report (attached). I do not believe that \$2/square foot of remediation costs is out of line in any way, based on my professional opinion, which is why I brought this to you without additional quotes. Even with these costs, the city is under its original \$500,000 set aside for this demolition.

That being said, please respond **APPROVED** or **DENIED** and we will proceed accordingly with bringing back to the council on January 13th.

Audra Curts
(Legal name: Audra K. Curts-Whann)
City Manager



352-795-4216 Ext. 302
Cell: 352-212-4668

Physical Address
915 N US Hwy 19 Crystal River, FL 34429
Mailing Address
123 NW US Hwy 19 Crystal River, FL 34428

From: Mia Fink <MFink@crystalriverfl.org>
Sent: Wednesday, December 18, 2024 8:36 AM
To: Audra Curts <acurts@crystalriverfl.org>
Subject: FW: [External]Re: 579 Plaza Asbestos REMEDIATION



Mia Fink | City Clerk
352-795-4216 ext. 303
123 NW Highway 19
Crystal River, FL 34428

From: Zane Gilmore <Zane@myccsfl.com>

Sent: Tuesday, December 17, 2024 11:17 AM

To: Troy Slattery <tslattery@crystalriverfl.org>

Cc: Stacy Houston <shouston@crystalriverfl.org>; Audra Curts <acurts@crystalriverfl.org>; Paul Wammack <pwammack@crystalriverfl.org>

Subject: [External]RE: [External]FW: Shopping Plaza Pre-Demo Asbestos Survey

Troy,

Please see attached proposal for asbestos abatement. Once approved I will file the DEP Notification and schedule a crew for asbestos abatement at earliest availability. Please let me know if you have any questions.

Thanks,

Zane

**[External]City of CR employees**

From Crystal River <crystalriver070323@gmail.com>

Date Mon 9/22/2025 9:53 PM

To Cindi Frink <cfrink@crystalriverfl.org>

Good evening,

I am reaching out in hopes to bring some things to your attention that happen within City employment that multiple employees would like you to know, yet remain anonymous due to fear of retaliation.

The moral within the work place has become terrible. Projects are often passed off onto people they don't belong to. Most people don't trust the City manager. She treats employees poorly and belittles them. There have been employees who have left, and there are others contemplating leaving due to her lack of leadership. She does not meet the values of the beautiful City of Crystal River. Her impulsive actions are going to become a financial burden on the City and it's tax payers. Maybe you and the council should speak to some employees one on one, or put out a survey for the employees to evaluate the progress in management under her leadership. The strain being placed on your management below her is most likely more than you and the council are aware of. She poorly evaluates hard workers. She did not want employees get a raise. Your under management offered to split their raise evenly among their employees so that they would get a raise. She allows people to come to work in tank tops and pajamas, which is not professional. She sets policies and goals that are not reachable, which puts strain on the departments and workers. She never takes responsibility for anything, she passes it on to someone else. A good City manager takes responsibility for what happens in the City. She comments on Facebook posts, which is also unprofessional.

I held back a lot, especially things that would put spotlight on specific employees.

If you would like to know any more, please feel free to reach out!



CODE COMPLIANCE COURTESY NOTICE ACTION REQUIRED

Department of Growth Management
Office of Code Compliance
123 NW Highway 19
Crystal River, FL 34428
352-795-4216
development@crystalriverfl.org
www.crystalriverfl.org

GUY CINDI L
1301 SE 4TH AVE
CRYSTAL RIVER, FL

8/13/2025

The City of Crystal River has floodplain management regulations in Chapter 6 Article XV of the Code of Ordinances that affect how you repair, remodel, renovate, or add on to your home, especially after a damage event such as Hurricane Helene. These regulations are required by the National Flood Insurance Program (NFIP) to protect residents' homes from future flood damage. The City must adopt and enforce these regulations for the federally subsidized flood insurance program to continue to be made available to our residents.

All repairs and improvements must be permitted through the Building Division for properties subject to the Substantial Improvement/Substantial Damage (SI/SD) review. Even some improvements that typically do not require a permit (i.e., cabinets, floor coverings, fixtures) must be evaluated as a remodel since the value must be included in the calculation for this review.

Due to these regulations, we have begun an extensive review of our permitting records to ensure that we have proper documentation of storm-related repairs for each address within the City of Crystal River. **Our review has found your property to be in non-compliance with our regulations, as we have no building permit on file and no record of communication, as a result of damage from the 2024 Hurricane Season.**

Please understand our goal is to assist you in safeguarding your investment in your home. If you have received damage and have conducted or plan to conduct repairs, please complete a building permit application and the damage determination packet, and submit all information to the City's Growth Management Department. If you did not receive damage and made no repair or improvement to your home, please complete and submit a Damage Verification Affidavit to be reviewed by the Growth Management Department.

Our staff is here to guide you through this process. Please contact the City of Crystal River Growth Management Department at 352-795-4216 ext. 342, development@crystalriverfl.org, or in person at 730 North Suncoast Blvd, Crystal River, Florida 34429.

Failure to communicate with the Department of Growth Management and provide proper documentation within 14 days will, unfortunately, result in further Code Compliance action, as we are required by the NFIP to document each and every address within the special flood hazard area.

Thank you for your cooperation.

Sincerely,

Carly Hanson

Carly Hanson
Growth Management Director, City of Crystal River
352-228-0358.
chanson@crystalriverfl.org



Attachment 3

123 NW Highway 19
Crystal River, FL 34428
352-795-4216 P
development@crystalriverfl.org
www.crystalriverfl.org

Damage Verification Affidavit

Affidavit required to demonstrate to the City that your home received NO damage from Hurricane Helene.

I, _____ further referred to as "the Applicant" am confirming to the City of Crystal River that the property located at _____ with Parcel ID _____ received no damage from Hurricane Helene on September 27, 2024, and requires no repair work. The applicant does hereby certify that they have reviewed all documentation provided by the City, including the "Hurricane Helene Damage Estimate", and that the primary structure on the above-mentioned property did not receive any damage from Hurricane Helene, had no repairs made as a result of Hurricane Helene, and that an NFIP Flood Insurance Claim was not collected from this event.

The applicant is aware that this property will be monitored for future permitting, work being completed without a permit, and insurance claims that may be related to damages related to Hurricane Helene. If the property is found to conduct repairs as a result of Hurricane Helene, all supporting documentation will be required to meet the City, FEMA, and the Florida Building Code requirements, additional fines may be imposed, and Code Enforcement action may be taken.

The applicant provides with the affidavit:

- 1) photographs of the interior and exterior of the primary structure of the residence and
- 2) a written explanation of how the property did not receive damage from Hurricane Helene.

The City of Crystal River reserves the right to request additional information or reject this affidavit if insufficient information is provided to determine the property did not receive damage.

Property Owner Signature

Date

NOTARY

STATE OF FLORIDA – COUNTY OF CITRUS

Sworn to or affirmed and subscribed before me by means of physical presence, this _____ day of _____, 2025 by _____ who is _____ personally known or _____ produced _____ as identification.

Notary Signature _____