



City of Cedar Key
Commission Meeting Agenda
809 6th Street
March 17, 2026

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Cedar Key Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceeding, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. People with disabilities requiring accommodation to participate in the meeting should contact the City Clerk at (352) 543- 5132 at least 48 hours in advance to request accommodation.

- Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call:
Jolie Davis, Commissioner Seat 1 Nancy Sera, Commissioner Seat 2
Jim Wortham, Commissioner Seat 3 Jeff Webb, Commissioner Seat 4
Mel Beckham, Commissioner Seat 5

- ACTION ITEM: Approval of Meeting Agenda, as presented

- ACTION ITEM: Consent Agenda
 - Minutes: 02-26-2026 Special Commission Meeting

- Public Comment

- Cedar Key Water & Sewer District: General Manager's Report

- Non-Government Organizations:
 - Lion's Club
 - Cedar Key Woman's Club
 - Chamber of Commerce
 - Cedar Key Aquaculture Association
 - Nature Coast Biological Station (NCBS)
 - Cedar Key Arts Center
 - Cedar Key Non-Profit Organizations

- Important Dates:
 - April 11-12, 2026 - Arts Festival

- Presentation: Kimley-Horn CPTA Grant Marina Modernization Update
 - [Meetings\03-17-2026\Cedar Key Baseline Site Conditions Report - Final-app.pdf](#)
 - [Meetings\03-17-2026\Cedar Key Stakeholder Engagement and Marina Use Report - Final-app.pdf](#)

- Presentation: Congressional Appropriation Application by Anchor Consulting

- Clerk's Office and Administration:
 - ACTION ITEM: Approval of the Application Narrative for the EDA Readiness Grant
 - ACTION ITEM: Approval to Join Main Street America
 - ACTION ITEM: Approval to Apply for Florida Main Street Program
 - Discussion: Cedar Key Summer Program Update

- Public Works:
 - ACTION ITEM: Approval to issue an RFP to pave Marina Parking Lot

- Fire Department/Emergency Management:

- Police Department:
 - ACTION ITEM: RESOLUTION 497 OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, AMENDING SECTION 305 (HOLIDAYS), PAGE 16 OF 64, OF THE CITY OF CEDAR KEY EMPLOYEE POLICY MANUAL TO CLARIFY HOLIDAY PAY AND COMPENSATORY TIME PROVISIONS FOR FULL-TIME POLICE OFFICERS; PROVIDING FOR CONSISTENCY WITH THE CITY'S OVERTIME AND COMPENSATORY TIME POLICY; PROVIDING FOR AN UPDATE TO THE AMENDMENT TABLE; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- Attorney Items:
 - ACTION ITEM: FIRST READ - AN ORDINANCE 2026-04 OF THE CITY OF CEDAR KEY, FLORIDA, PROVIDING FOR THE VOLUNTARY ANNEXATION OF CERTAIN REAL PROPERTY LOCATED AT 12171 SW 165 TERRACE, CEDAR KEY, FLORIDA; LEGALLY DESCRIBED AS CEDAR KEY SHORES NO. 1, BLOCK F, LOT 21, AS RECORDED IN OFFICIAL RECORDS BOOK 1291, PAGE 649, PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; PARCEL NUMBER 0895000400; PURSUANT TO SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR LAND USE AND ZONING ASSIGNMENT;

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

- ACTION ITEM: Approval of 5% Administrative Program Management for the Resilient Florida Gulf Blvd Hydrological Restoration Project
- ACTION ITEM: Approval to issue an RFP for Nature-Based Solutions: Gulf Blvd Hydrological Restoration Project
- ACTION ITEM: Market in the Park Continuation
- ACTION ITEM: Special Action 2026-04 to include 357 2nd Street on the Historic Registry
- Discussion - Commissioners Concerns/Information:
 - Discussion: Potential Transfer of the corner lot on Dock Street (near the bathrooms) from Levy County to the City of Cedar Key
- Discussion - Commissioner Focus Areas:
 - Environmental and Shoreline Restoration/Protection - Commissioner Wortham
 - City Processes and Process Improvement - Commissioner Davis
 - Financial and Economic Development – Commissioner Beckham
 - Public Relations and Community Engagement – Commissioner Sera
- Meeting Adjourned _____ PM

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Approval of Special Meeting Minutes of February 26, 2026

Discussion:

The minutes from the Special Meeting held on February 26, 2026, are presented for review and approval by the Commission. The minutes provide an official record of the proceedings, discussions, and actions taken during the meeting. Approval of the minutes confirms their accuracy and allows them to be entered into the official public record of the City.

Fiscal Impact:

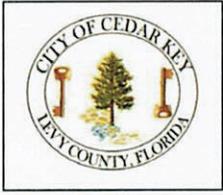
None.

Attachments:

February 26, 2026, Special Meeting Minutes

Possible Commission Action:

Approve the Special Meeting Minutes from February 26, 2026, as presented.



City of Cedar Key
Special Commission Meeting Minutes
809 6th Street
February 26, 2026

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Cedar Key Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceeding, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. People with disabilities requiring accommodation to participate in the meeting should contact the City Clerk at (352) 543- 5132 at least 48 hours in advance to request accommodation.

o Call to Order

- Invocation
- Pledge of Allegiance
- Roll Call:

Jolie Davis, Commissioner Seat 1

Nancy Sera, Commissioner Seat 2

Jim Wortham, Commissioner Seat 3

Jeff Webb, Commissioner Seat 4

Mel Beckham, Commissioner Seat 5

o **ACTION ITEM:** Approval of Meeting Agenda, as presented

Motion to Approve: Commissioner Sera

Second: Commissioner Wortham

Discussion: None

All Vote: Motion Carried Unanimously

o **ACTION ITEM:** Consent Agenda: Minutes: 02-17-2026 Commission Meeting

Motion to Approve: Commissioner Sera

Second: Commissioner Wortham

Discussion: The minutes were amended to reflect the recusal of Commissioner Beckham.

All Vote: Motion Carried Unanimously

o Public Comment

o **ACTION ITEM:** Counteroffer for the Old City Hall Building of \$400,000.00

Commissioner Davis made a motion to reject the counteroffer of \$400,000.00. Commissioner Webb seconded the motion. Commissioner Beckham recused himself from the discussion, vote, and all items associated with the action item. Discussion occurred prior to the motion with public comment. Roll call vote was 3-1 carrying the motion. Commissioner Davis, Commissioner Webb, and Commissioner Sera voted for the motion with Commissioner Wortham opposed.

o Meeting Adjourned 11:40 am

Mayor Webb, Commissioner

ATTEST:

Prepared by Brooke Smith, City Clerk

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Walter Melvin Beckham II, hereby disclose that on Feb 26, 20 26:

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

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

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

vote on whether to accept, reject or counter offer on "old city hall". My sister, Vanessa Edmunds, is the listing broker and stands to gain from a sale.

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

2/26/26
Date Filed

Walter Melvin Beckham II
Signature

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

CKWSD General Manager's Report 03.09.26

Florida Commerce CDBG-DR Grant Agreements: We have received grant agreements for both CDBG-DR grants (Wastewater MS027) and Water MS029). The language in both grants is virtually the same, so I have only attached one of the grants for brevity. You will have hardcopies of both grants for your review at the Board meeting. Evan is reviewing the contracts and will submit his recommendations to the Board before Monday.

Florida Commerce CDBG-DR Grant Procurements: We can now begin the process of Procuring an Engineer and a Grants Administrator. The process is very detailed and Evan will be creating the scopes for both procurements. As we talked, the engineering procurement will be a Request for Qualifications (RFQ) and the Grants Administrator procurement will be a Request for Proposal (RFP). I will be recommending we procure one engineering firm and one grants administrator for both projects.

FDEP LPA0260 Lift Station Rehabilitation Grant Phase II Notice to Proceed: We have a preconstruction meeting scheduled with US Water and all partners at our office on March 16th. I will be issuing a Notice to Proceed.

Nextower Communications Colocation Agreement: We continue to swap contracts with Nextower. I believe we are close to presenting a contract and making a recommendation to the Board.

USDA Meeting and Financial Review: Commissioner Colson, Greg Lang and I met with two representatives from USDA's Ocala office. We discussed our current financial standing (loans and grant funding), and toured our water plant and water well site. Due to our current bond carrying a good interest rate, the USDA reps recommended we not refinance. The meeting was informational only and no commitments were made. I have attached a meeting summary.

Project Consultant for Non-CDBG Projects: I am waiting on a proposal to discuss with the Board Monday.

Financial Reports: February marks 41.7% of the FY26 budget year. Water and sewer revenue took a slight drop to 40.8% with reflects a .9% revenue deficit compared to .8% in January. Traditional revenue (non-grant) is at 53.8% of budget. I believe this to be due to our receiving four Ad Valorem payments already this fiscal year. I expect revenue to realign as we work through the fiscal year.

Total payroll is at 44.9% of budget but 5.2% less than February 2025. Two expense items I want to point out are Retirement and Rural Development Principal. These two items will be adjusted once Beauchamp and Edwards have completed its pre-audit. A third expense item, Storm Repairs, is above budget due to the payment scheduled for FY25 not being completed and invoiced until FY26. My recommendation is to let this overage ride for now. We can make a decision on using contingency money later in the fiscal year. Keeping the above adjustments in mind, traditional expenses are at 35.8% of budget.

Bill Adjustment Requests: As this time, we have one Bill Adjustment Request and it meets the Board's adjustment criteria.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Presentation by Kimley-Horn for CPTA Grant Marina Modernization Update

Discussion:

Kimley-Horn will provide a presentation to the Commission regarding the ongoing planning and analysis associated with the City's CPTA Grant Marina Modernization project. The presentation will summarize the baseline site conditions assessment and stakeholder engagement findings related to marina operations, infrastructure conditions, and current marina use. The reports provide an overview of existing conditions, community input, and preliminary considerations that will guide the development of modernization strategies for the City marina. The purpose of the presentation is to update the Commission on project progress and provide an opportunity for discussion regarding future planning and implementation steps.

Fiscal Impact:

There is no direct fiscal impact associated with this presentation. The CPTA Grant supports the planning and analysis activities related to the marina modernization project.

Attachments: [03-17-2026\Cedar Key Baseline Site Conditions Report - Final-app.pdf](#)
[03-17-2026\Cedar Key Stakeholder Engagement and Marina Use Report - Final-app.pdf](#)

Possible Commission Action: Receive the presentation and provide directions to staff as appropriate regarding the CPTA Marina Modernization project.



City of Cedar Key Marina Resiliency and Shoreline Protection

Commission Meeting

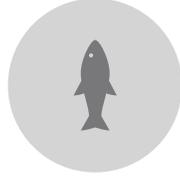
March 17, 2026

Kimley»Horn

Project Purpose & Need



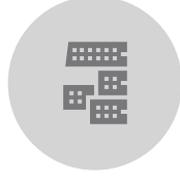
IMPROVE MARINA
RESILIENCY TO
COASTAL HAZARDS



PROTECT AND
ENHANCE SHORELINE
STABILITY



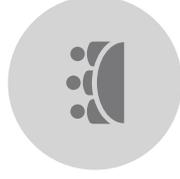
MODERNIZE MARINA
FACILITIES TO
SUPPORT CURRENT
AND FUTURE USES



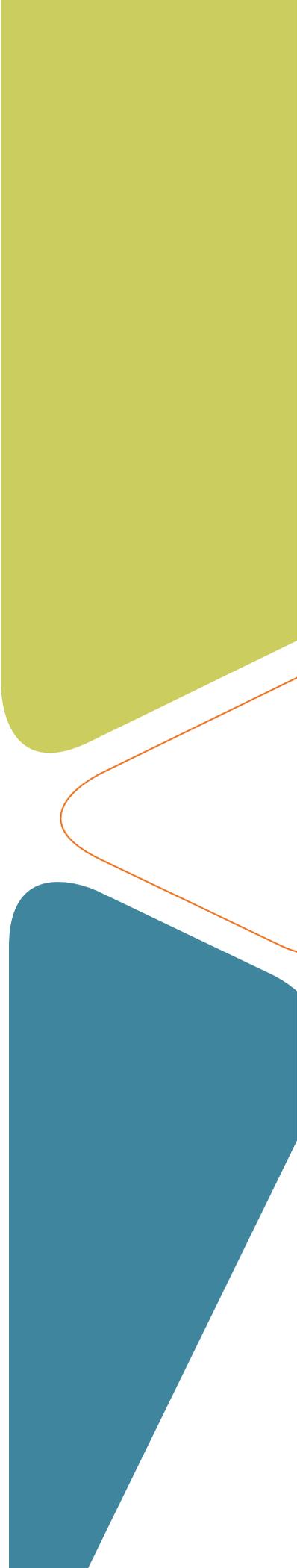
SUPPORT CEDAR KEY'S
WORKING
WATERFRONT



ENSURE CONSISTENCY
WITH THE CITY'S
ADOPTED STRATEGIC
DEVELOPMENT
INITIATIVES



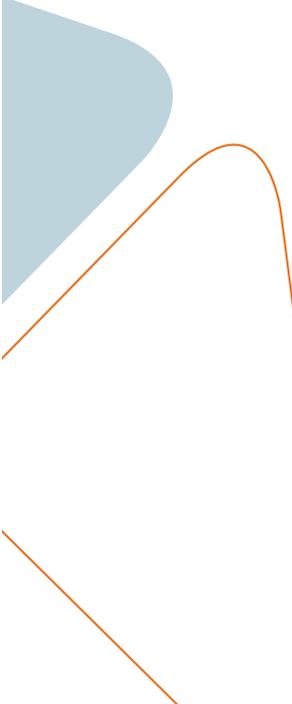
DEVELOP AN
IMPLEMENTABLE,
FUNDABLE PLAN
ALIGNED WITH STATE
AND FEDERAL
PRIORITIES (CBRA)



Strategic Initiative 1: Marina Revitalization & Modernization

Cedar Key Marina Modernization Future Vision





Project Scope

- The project is organized into **three sequential deliverables** that directly support the City's broader Strategic Development Initiatives:
 - 1. Baseline Conditions & Stakeholder Engagement**
(Grounding marina planning in current conditions and community priorities)
 - 2. Alternatives & Modernization Scenarios**
(Evaluating shoreline protection, wave attenuation, and marina revitalization concepts)
 - 3. Feasibility, Implementation & Final Resiliency Plan**
(Positioning projects for phased funding and implementation)
 - Each deliverable builds on the previous phase and aligns with Cedar Key's long-term vision for resilience.
- 

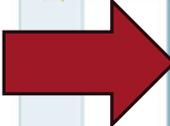
Deliverable #1

Baseline Conditions Report & Marina Use + Stakeholder Report

Constraints, Opportunities, and Outcomes



Project Schedule & Next Steps



Month	1	2	3	4
Task I – Existing Conditions and Stakeholder Coordination				
Task II – Alternatives Analysis and Prioritization				
Task III – Marina Modernization Scenarios and Visuals				
Task IV – Economic Resiliency Roadmap and Funding Strategy				
Task V – Draft and Final Strategic Plan and Adoption Support				

**This preliminary schedule is flexible and can be adjusted to meet the due dates for the following deliverables*

- Deliverable 1. Baseline Site Conditions Report; Stakeholder Engagement and Marina Use Report (February 20, 2026)*
- Deliverable 2. Shoreline and Wave Energy Attenuation Alternatives Analysis; Marina Modernization and Use Enhancement Scenarios (April 17, 2026)*
- Deliverable 3. Feasibility and Implementation Assessment; Final Marina Resiliency and Shoreline Protection Plan; Presentation to the City Commission (June 5, 2026)*



Thank you!

Questions?

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Presentation by Anchor Consulting Regarding Congressional Appropriation Application in Washington, D.C.

Discussion:

Anchor Consulting will provide a presentation to the Commission regarding a potential Congressional Appropriation request to be submitted in Washington, D.C. The presentation will outline the federal appropriations process, eligibility requirements, and potential funding opportunities available through congressional offices. Anchor Consulting will discuss the steps necessary to prepare and submit a request, potential project types that may qualify for federal funding, and the anticipated timeline associated with the federal appropriations cycle. The presentation is intended to inform the Commission of the opportunity and provide guidance on whether the city should pursue a congressional appropriations request for priority infrastructure or community development projects.

Fiscal Impact:

There is no direct fiscal impact associated with this presentation. Any future costs related to preparing or submitting a congressional appropriations request would be subject to Commission direction and approval.

Attachments:

Possible Commission Action:

Receive the presentation and provide directions to staff regarding potential pursuit of a Congressional Appropriation request.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject: Authorization to Submit Application – U.S. Economic Development Administration (EDA) FY 2025 Disaster Supplemental Readiness Grant for \$500,000.00

Discussion: The City of Cedar Key is preparing an application to the U.S. Economic Development Administration (EDA) for the FY 2025 Disaster Supplemental Readiness Grant program. The Readiness program supports capacity building, strategic planning, and project development activities that position communities for future economic development investment and disaster recovery implementation projects.

Cedar Key has experienced multiple federally declared disasters in recent years, including Hurricane Idalia (2023), Tropical Storm Debby (2024), and Hurricane Helene (2024). These events caused flooding, infrastructure damage, and temporary closures within the City's primary economic district, the 2nd Street Historic Commercial Corridor and the adjacent Working Waterfront District. Because this corridor supports the majority of Cedar Key's tourism activity, small businesses, and municipal economic activity, disruptions to this area create immediate impacts to the local economy.

The proposed EDA Readiness project will focus on strengthening economic resilience and preparing investment-ready projects that support long-term recovery and redevelopment. Planning efforts will focus on economic resilience strategies, infrastructure priorities, redevelopment opportunities, and future funding readiness for the 2nd Street corridor and surrounding waterfront economy.

The Readiness Grant will allow the city to develop strategic planning tools and project concepts necessary to pursue future implementation funding through federal and state economic development programs.

Fiscal Impact: The city is requesting \$500,000 in federal funding through the EDA Readiness Grant program. The required local match is anticipated to be waived due to Cedar Key's designation as a Rural Area of Opportunity through the State of Florida's Rural Economic Development Initiative (REDI). As a result, no local financial contribution is anticipated currently.

Attachments: EDA Readiness Grant Narrative

Possible Commission Action: Approve submission of the EDA FY 2025 Disaster Supplemental Readiness Grant application and authorize the City Clerk to execute all documents necessary for application submission.

CITY OF CEDAR KEY
COMMISSION AGENDA PACKET SUPPORT MATERIAL
EDA FY 2025 Disaster Supplemental Readiness Grant Application

Agenda Item

EDA Disaster Supplemental Readiness Grant Application – Authorization to Submit for \$500,000

Staff Recommendation

City staff recommends that the City Commission authorize submission of an application to the U.S. Economic Development Administration (EDA) Disaster Supplemental Readiness Program for strategic planning and economic recovery efforts focused on the 2nd Street Historic Commercial Corridor and Working Waterfront District.

Approval will allow the City Clerk and City staff to finalize and submit the application prior to the federal deadline.

Requested Commission Action

Approve the submission of the EDA Readiness Grant Application and authorize the City Clerk or Mayor to execute all required documents related to the grant application.

Background

The U.S. Economic Development Administration (EDA) administers Disaster Supplemental funding to assist communities impacted by federally declared disasters with long-term economic recovery planning and implementation.

The City of Cedar Key has experienced multiple federally declared disasters in recent years including:

- Hurricane Idalia – FEMA DR-4734-FL (2023)
- Tropical Storm Debby – FEMA DR-4806-FL (2024)
- Hurricane Helene – FEMA DR-4834-FL (2024)

Storm surge and flooding significantly impacted the 2nd Street Historic Commercial Corridor, the City's primary economic district. This corridor supports tourism, hospitality, retail, and the working waterfront industries that drive Cedar Key's local economy.

Repeated disaster events have caused:

- Business closures and revenue loss
- Damage to waterfront and dock infrastructure
- Flooding and roadway disruptions
- Impacts to tourism activity and seasonal employment

Because Cedar Key is a small island municipality with a tourism-based economy, even short disruptions can have outsized impacts on local businesses and municipal revenue stability.

The proposed EDA Readiness Grant will allow the City to develop strategic planning tools and project readiness necessary to position Cedar Key for future economic development and infrastructure investments.

Purpose of the Grant Application

The Readiness Grant program supports capacity building, economic planning, and project development that prepares communities for future investment.

The proposed Cedar Key project will focus on:

- Economic resilience planning for the 2nd Street corridor
- Infrastructure and economic redevelopment strategies
- Identification of investment-ready projects
- Coordination with regional and state economic development partners
- Development of a long-term economic recovery strategy

The project will establish a foundation for future funding opportunities, including federal and state infrastructure investments.

Economic Importance of the Project Area

The 2nd Street Historic Commercial Corridor and adjacent Working Waterfront District serve as the economic center of Cedar Key.

This area includes:

- Restaurants and retail businesses
- Lodging and tourism services
- Aquaculture and commercial fishing operations
- Marine suppliers and waterfront services
- Historic structures and visitor attractions

The corridor generates the majority of:

- Local employment
- Tourism activity
- Municipal tax revenue

Disruption to this corridor results in immediate economic impacts to the entire community.

Alignment with Federal Economic Development Goals

The project aligns with the EDA's goal of accelerating recovery and exceeding pre-disaster economic conditions by focusing on strategic planning that restores and strengthens local economic activity.

EDA guidance emphasizes the importance of establishing a baseline economic condition and defining measurable outcomes for recovery and growth.

The Readiness Grant will allow Cedar Key to:

- Evaluate economic impacts from recent disasters
 - Identify strategic investments to strengthen resilience
 - Prepare infrastructure and redevelopment projects
 - Position the City for future federal and state funding opportunities
-

Rural Economic Development Context

Cedar Key represents a small rural coastal economy where a single commercial district supports the majority of employment and economic activity.

Small rural communities often face challenges such as:

- Limited infrastructure capacity
- Small tax base
- Limited planning resources
- High vulnerability to disaster events

Federal programs increasingly recognize the need to invest in rural economic revitalization and resilience strategies that support long-term growth.

Opportunity Zones and other economic development initiatives demonstrate how targeted planning and investment can direct capital into distressed communities and support redevelopment of underutilized assets.

Proposed Outcomes

The EDA Readiness project is expected to produce several deliverables including:

- Economic resilience strategy for the 2nd Street corridor
- Infrastructure investment priorities
- Redevelopment concepts for underutilized sites
- Implementation roadmap for economic recovery projects
- Identification of future funding opportunities

These outcomes will position Cedar Key to pursue larger implementation grants and infrastructure funding.

Fiscal Impact

The EDA Readiness Grant would provide federal funding for planning and economic development strategy development.

Final budget details will be included in the formal application and may include a local match requirement depending on program eligibility.

No immediate financial obligation is required from the City at the time of application approval.

Strategic Benefits to the City

Participation in the EDA Readiness Program will allow Cedar Key to:

- Strengthen economic resilience after repeated disasters
- Identify strategic redevelopment opportunities
- Prepare projects for future federal and state funding
- Support local businesses and tourism recovery
- Position the City for long-term economic growth

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Approval to Join Main Street America and Work Toward Accredited and Affiliate Status

Discussion:

The City is considering joining Main Street America, a nationally recognized program that supports communities in strengthening and revitalizing their downtown districts through economic development, historic preservation, and community-driven strategies. Participation in Main Street America provides access to technical assistance, training, networking opportunities, and nationally recognized best practices for downtown revitalization.

Joining the program would allow the city to begin implementing the Main Street Approach, which focuses on economic vitality, design, promotion, and organization to support sustainable downtown development. As part of the program, the City may work toward achieving Affiliate Status and ultimately Accredited Main Street Status by meeting the standards and evaluation criteria established by Main Street America.

Participation in the program supports the City's goals of promoting economic resilience, strengthening local businesses, preserving historic character, and enhancing the vitality of the downtown district. The City Clerk will coordinate program enrollment and administrative requirements associated with the application process.

Fiscal Impact:

Membership fees and any associated program participation costs will be subject to budget availability and Commission approval.

Attachments:

Main Street America Program Overview with Program Standards and Accreditation Information

Possible Commission Action:

Approve participation in Main Street America, authorize the City Clerk to proceed with the program application and administrative requirements, and authorize staff to begin the process of working toward Affiliate and Accredited status.

Main Street America Program Overview

Main Street America is a national program administered by the National Main Street Center, a subsidiary of the National Trust for Historic Preservation. The program provides a proven framework for communities seeking to strengthen downtown districts, support local businesses, and preserve historic character while promoting economic growth.

The Main Street Approach is a comprehensive, community-driven model that helps local governments and community organizations revitalize traditional commercial districts through strategic planning, public engagement, and economic development initiatives. Communities that participate in Main Street America gain access to national expertise, training programs, economic development tools, and networking opportunities with other participating communities across the country.

The program is structured around four guiding points:

Economic Vitality

Supports business recruitment, retention, entrepreneurship, and investment in the downtown district. Communities focus on strengthening existing businesses while attracting new opportunities that support long-term economic growth.

Design

Promotes the preservation and enhancement of historic buildings, public spaces, and the overall physical environment of downtown areas. Design improvements help create attractive, walkable, and welcoming commercial districts.

Promotion

Encourages events, marketing campaigns, and branding strategies that highlight the community's culture, heritage, and local businesses. Promotion helps increase visitation and strengthens community identity.

Organization

Builds strong partnerships among local government, businesses, property owners, nonprofit organizations, and residents. Effective organizational structure ensures sustainable leadership and long-term program success.

Participation in Main Street America provides access to training workshops, technical assistance, research tools, economic impact data, and national recognition programs. Communities use these resources to develop strategic plans that guide revitalization efforts and improve downtown economic performance.

Joining Main Street America positions the city to strengthen economic development initiatives, support small businesses, preserve historic assets, and enhance the vitality of its downtown district.

Main Street America Program Standards and Accreditation Information

Main Street America communities are evaluated annually using a national Community Evaluation Framework designed to measure the effectiveness of local downtown revitalization programs. The framework establishes standards that guide communities toward best practices in economic development, historic preservation, and organizational leadership.

Communities participating in the program may work toward two levels of national recognition: Affiliate Status and Accredited Main Street Status.

Affiliate Status

Affiliate communities are organizations or local governments that have committed to implementing the Main Street Approach and are actively building the organizational capacity needed to support downtown revitalization. Affiliate communities gain access to national training, program resources, technical assistance, and networking opportunities while developing their program structure and strategic plan.

Communities typically work through the following steps while pursuing Affiliate status:

- Establish a local organizational structure or program leadership
- Identify a defined downtown or commercial district
- Develop partnerships with businesses, property owners, and community organizations
- Begin implementing revitalization strategies based on the Main Street Approach
- Participate in training and technical assistance opportunities

Affiliate communities use this stage to develop leadership capacity and demonstrate measurable progress in downtown revitalization efforts.

Accredited Main Street Status

Accredited Main Street Status is the highest level of national recognition awarded by Main Street America. Accreditation signifies that a community meets rigorous national performance standards and demonstrates strong organizational leadership, sustainable economic development practices, and measurable results.

To achieve Accredited status, communities must demonstrate performance in several key areas including:

- Strong organizational leadership and governance
- Sustainable program funding and staffing
- Active partnerships with public and private stakeholders
- Implementation of economic development strategies that support local businesses
- Preservation and improvement of historic downtown buildings and public spaces
- Effective marketing and promotion of the downtown district
- Documented economic impact such as private investment, business growth, and job creation

Accredited communities undergo an annual evaluation process to ensure continued compliance with program standards.

Benefits of Accreditation include:

- National recognition for downtown revitalization efforts
- Increased credibility when pursuing state and federal grants
- Access to advanced training and leadership development programs
- Greater visibility for economic development initiatives
- Stronger partnerships with preservation and economic development organizations

Participation in Main Street America and progression toward Affiliate and Accredited status provides a structured pathway for communities to strengthen their downtown districts while promoting economic resilience, historic preservation, and long-term community development.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Approval of the City Clerk to Apply to the Florida Main Street Program

Discussion:

The Florida Main Street Program, administered by the Florida Department of State, Division of Historical Resources, provides technical assistance and support to communities seeking to revitalize historic downtown and traditional commercial districts. The program is part of the National Main Street network and uses the nationally recognized Main Street Approach to promote economic development, historic preservation, and community engagement.

Participation in the Florida Main Street Program provides access to training, strategic planning assistance, technical expertise, and statewide networking opportunities that help communities strengthen local businesses, improve downtown design, and enhance economic vitality.

Designated Florida Main Street communities also receive guidance in implementing revitalization strategies and documenting measurable economic impacts such as business growth, private investment, and job creation.

Approval of this item authorizes the City Clerk to prepare and submit an application to the Florida Main Street Program on behalf of the City. If accepted, the City will work with the Florida Department of State and local stakeholders to establish a structured program focused on strengthening the downtown district and supporting long-term economic development.

Fiscal Impact:

There is no direct fiscal impact associated with submitting the application. Any future program participation costs would be subject to Commission approval and budget availability.

Attachments:

Florida Main Street Program Overview

Florida Main Street Program Application Information

Possible Commission Action:

Approve authorization for the City Clerk to prepare and submit an application to the Florida Main Street Program on behalf of the city.

Florida Main Street Program Overview

The Florida Main Street Program is a statewide economic development and historic preservation initiative administered by the Florida Department of State, Division of Historical Resources. The program assists communities in revitalizing historic downtown districts and traditional commercial corridors by applying the nationally recognized Main Street Approach developed by Main Street America.

The program is designed to strengthen local economies, support small businesses, preserve historic character, and improve the quality of life within participating communities. Florida Main Street communities receive technical assistance, training, and strategic guidance to help implement sustainable revitalization strategies that promote long-term economic growth.

The Main Street Approach is based on four key areas of focus:

Economic Vitality

This component focuses on strengthening and diversifying the local economy by supporting existing businesses, encouraging entrepreneurship, attracting new investment, and identifying opportunities for business recruitment and expansion within the downtown district.

Design

Design strategies promote the preservation and enhancement of historic buildings, public spaces, and streetscapes. Communities are encouraged to improve the physical appearance of their downtown areas while maintaining the architectural character that makes each district unique.

Promotion

Promotion activities highlight the community's cultural heritage, businesses, and local events. Effective promotion attracts residents and visitors to the downtown district, encourages tourism, and strengthens the community's identity and brand.

Organization

Organization focuses on building partnerships among local government, business owners, property owners, nonprofit organizations, and community members. A strong organizational structure ensures that revitalization efforts are coordinated and sustainable over time.

Communities selected for the Florida Main Street Program benefit from professional technical assistance, planning resources, leadership development training, and statewide networking opportunities with other Main Street communities. Participation also positions communities to leverage additional economic development funding opportunities and strengthen local revitalization efforts.

The Florida Main Street Program has helped communities across the state generate private investment, rehabilitate historic buildings, create jobs, and strengthen downtown business districts.

Florida Main Street Program Application Information

The Florida Main Street Program accepts applications from communities interested in developing a structured downtown revitalization program using the Main Street Approach. Communities selected through the application process become designated Florida Main Street communities and receive technical support from the Florida Department of State.

Application Process

The application process typically includes the following steps:

Letter of Intent

Communities may first submit a letter expressing their interest in joining the Florida Main Street Program. This letter identifies the proposed downtown district and outlines the community's commitment to implementing the Main Street Approach.

Community Application

The formal application includes detailed information regarding the proposed Main Street district, community demographics, economic conditions, historic resources, and the local government's commitment to supporting the program.

Organizational Commitment

Applicants must demonstrate strong local support from public officials, business leaders, property owners, and community organizations. The application must identify leadership responsible for implementing the program and coordinating revitalization activities.

Defined Downtown District

The community must identify a clearly defined downtown or commercial district that will serve as the focus area for revitalization activities.

Implementation Plan

Applicants are expected to demonstrate their ability to develop and implement a strategic plan based on the Main Street Approach. This includes plans for business support, historic preservation, marketing, and organizational development.

Selection and Designation

Applications are reviewed by the Florida Department of State, Division of Historical Resources. Selected communities receive designation as a Florida Main Street community and gain access

to technical assistance, training opportunities, and program resources to support downtown revitalization efforts.

Benefits of Designation

Communities designated as Florida Main Street programs receive:

Technical assistance from the Florida Main Street Program staff

Training for local program leadership and volunteers

Strategic planning support for downtown revitalization

Networking opportunities with other Florida Main Street communities

Guidance on documenting economic impact and revitalization progress

Increased visibility and credibility for economic development initiatives

Participation in the Florida Main Street Program provides a structured framework for communities to strengthen their downtown districts, support local businesses, preserve historic assets, and promote long-term economic development.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject: Summer Program Update

Discussion: Summer Program Update

Fiscal Impact:

Attachments:

Possible Commission Action:

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jamie McCain

Meeting Date: 3/17/2026

Subject: RFP for Marina Parking Lot Paving

Discussion: Submitting an RFP for the Marina Parking Lot Paving

Fiscal Impact: We received 95K from FEMA to pave the area used for debris management.

Attachments: Map of Marina Parking Lot

Possible Commission Action: Need approval to submit an RFP for paving, and clarification on scope of area to be paved.

PAVING AREAS



**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Approval of Resolution No. 497 – Holiday Pay and Compensatory Time for Full-Time Police Officers

Discussion:

Resolution No. 497 is presented for Commission consideration to amend the City's personnel policies regarding holiday pay and compensatory time for full-time police officers. Due to the nature of law enforcement services and the need for continuous public safety coverage, police officers often work schedules that require duty during recognized holidays. This resolution establishes clear provisions for how holiday compensation and compensatory time will be administered for full-time sworn police personnel.

The proposed amendment provides that full-time police officers will receive twelve (12) hours of holiday leave with pay for designated City holidays. The resolution also clarifies the accrual and use of compensatory time for hours worked in accordance with the City's overtime provisions and applicable personnel policies. The updated language ensures that police officer holiday compensation is administered consistently and aligns with operational scheduling requirements within the Police Department.

Adoption of the resolution will formally update the personnel policy to reflect these provisions for full-time police officers and provide clear guidance for payroll and administrative implementation.

Fiscal Impact:

The fiscal impact is limited to standard holiday compensation already accounted for within the personnel budget for full-time police officers. No additional funding beyond existing payroll allocations is anticipated.

Attachments:

Resolution No. 497 – Holiday Pay and Compensatory Time for Full-Time Police Officers

Policy Manual Amendment Page (Revised)

Redline Comparison of Policy Changes

Possible Commission Action:

Approve Resolution No. 497 establishing holiday pay and compensatory time provisions for full-time police officers.

CITY OF CEDAR KEY

RESOLUTION NO. 497

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, AMENDING SECTION 305 (HOLIDAYS), PAGE 16 OF 64, OF THE CITY OF CEDAR KEY EMPLOYEE POLICY MANUAL TO CLARIFY HOLIDAY PAY AND COMPENSATORY TIME PROVISIONS FOR FULL-TIME POLICE OFFICERS; PROVIDING FOR CONSISTENCY WITH THE CITY'S OVERTIME AND COMPENSATORY TIME POLICY; PROVIDING FOR AN UPDATE TO THE AMENDMENT TABLE; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS,

The City of Cedar Key maintains an Employee Policy Manual governing personnel administration and compensation practices; and

Section 305 – Holidays, located on Page 16 of 64 of the Employee Policy Manual, establishes recognized holidays and holiday compensation provisions; and

The City Commission finds it necessary to clarify holiday pay and compensatory time provisions applicable to full-time Police Officers; and

The City Commission desires to ensure internal consistency between Section 305 (Holidays) and the City's Overtime and Compensatory Time provisions; and

The City Commission further finds that the amendment promotes fiscal accountability, operational clarity, and consistent administration of employee benefits.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA:

Section 1. Amendment to Section 305 – Holidays (Page 16 of 64)

Section 305 – Holidays, Page 16 of 64, is hereby amended to revise holiday compensation provisions for full-time Police Officers to read as follows:

Holiday Compensation

All regular full-time employees shall receive paid holiday leave for the recognized holidays listed in Section 305 as follows:

- Eight (8) hours of paid holiday leave for non-police employees; and
- Twelve (12) hours of paid holiday leave for full-time Police Officers

("Base Holiday Pay").

Employees who are paid on an hourly basis and who work on a recognized holiday shall be compensated at their regular rate of pay for the actual hours worked on the holiday, in addition to Base Holiday Pay.

Salaried employees who work on a holiday shall not receive additional compensation beyond Base Holiday Pay unless otherwise provided herein.

When a holiday occurs during an approved leave period, the employee shall not have that day charged against accrued leave.

Police Officers – Holiday Provisions

A. Officers Who Work on a Holiday

A full-time Police Officer who works on a recognized City holiday shall:

1. Be paid at their regular rate of pay for all hours actually worked; and
2. Receive Base Holiday Pay.

No additional premium pay or additional compensatory time shall be provided unless otherwise required by law.

B. Officers Who Do Not Work on a Holiday

A full-time Police Officer who does not work on a recognized City holiday shall receive:

- Eight (8) hours of holiday compensatory time.

Holiday compensatory time:

- Must be used within ninety (90) days of the holiday on which it was earned;
- Shall be administered consistent with the City's Overtime and Compensatory Time provisions;
- Shall not be converted into cash payment;
- Shall not be paid out upon separation from employment; and
- Shall be forfeited if not used within the ninety (90) day period.

Holiday compensatory time shall not be pyramided with overtime or other leave benefits.

Section 2. Amendment Table Update (Page 6 of 64)

Page 6 of 64 of the Employee Policy Manual, titled:

**CITY OF CEDAR KEY EMPLOYEE POLICY MANUAL
AMENDMENT TABLE**

is hereby updated to include the following entry:

Section / Sub-Section	Amendment Approved
Section 305 – Holidays (Police Officer Holiday Compensation Amendment)	March 17, 2026

Section 3. Implementation

The City Manager, Chief of Police, and City Clerk are authorized and directed to update the Employee Policy Manual to reflect this amendment and ensure payroll and administrative compliance.

Section 4. Severability

If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder shall not be affected and shall remain in full force and effect.

Section 5. Effective Date

This Resolution shall take effect immediately upon adoption by the City Commission on March 17, 2026.

PASSED AND ADOPTED by the City Commission of the City of Cedar Key, Florida, this 17th day of March, 2026.

CITY OF CEDAR KEY, FLORIDA

Mayor

ATTEST: City Clerk

Approved as to form and legality:

City Attorney

Section 305 – Holidays

The City of Cedar Key recognizes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

The City Commission, at its discretion, may grant any other day as a holiday and shall determine whether such additional holiday shall be paid time off.

When a holiday falls on Saturday, the preceding Friday will be observed. When a holiday falls on Sunday, the following Monday will be observed.

Holiday Compensation – General Employees

All regular full-time non-police employees shall receive eight (8) hours of paid holiday leave for the holidays listed above ("Base Holiday Pay").

Employees who are paid on an hourly basis and who work on a recognized holiday shall be compensated at their regular rate of pay for the actual hours worked on the holiday, in addition to Base Holiday Pay.

Salaried employees who work on a holiday shall not receive additional compensation above the Base Holiday Pay.

When a holiday occurs during an approved leave period, the employee shall not have that day charged against accrued leave.

Holiday Compensation – Police Officers

Due to the operational and scheduling requirements of law enforcement services, holiday compensation for full-time Police Officers shall be administered separately as follows.

Base Holiday Pay

All regular full-time Police Officers shall receive twelve (12) hours of paid holiday leave for each recognized City holiday ("Base Holiday Pay").

Officers Who Work on a Holiday

A regular full-time Police Officer who works on a recognized City holiday shall:

1. Be paid at their regular rate of pay for all hours actually worked; and
2. Receive Base Holiday Pay.

No additional premium pay or compensatory time shall be provided unless otherwise required by law.

Officers Who Do Not Work on a Holiday

A regular full-time Police Officer who does not work on a recognized City holiday shall receive eight (8) hours of holiday compensatory time.

Holiday compensatory time:

- Must be used within ninety (90) days of the holiday on which it was earned
- Shall be administered consistent with the City's Overtime and Compensatory Time provisions
- Shall not be converted into cash payment
- Shall not be paid out upon separation from employment
- Shall be forfeited if not used within ninety (90) days

Holiday compensatory time shall not be pyramided with overtime or other leave benefits.

Revised by Resolution No. 2026-___ adopted March 17, 2026.

305 – Holidays

Strike-Through Amendment Version – March 17, 2026

The City of Cedar Key recognizes the following holidays:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

The City Commission, at its discretion, may grant any other day as a holiday and shall determine whether such additional holiday shall be paid time off.

When a holiday falls on Saturday the preceding Friday will be observed. When a holiday falls on Sunday the following Monday will be observed.

Holiday Compensation

~~All regular full-time employees will receive eight (8) hours off, (for non-police officers), and twelve (12) hours off (for police officers), with pay, for the holidays listed above (“Base Holiday Pay”).~~

All regular full-time non-police employees shall receive eight (8) hours of paid holiday leave for the holidays listed above (“Base Holiday Pay”).

Employees who are paid on an hourly basis and who work on a holiday shall be compensated at their regular rate of pay for the actual time worked on a holiday, in addition to the Base Holiday Pay.

Salaried employees who work on a holiday shall not receive any additional pay above the Base Holiday Pay.

When a holiday occurs during an approved leave period the employee shall not have that day charged against accrued leave.

Police Officers

~~Regular full-time Police Officers who are scheduled to work on a holiday shall be paid for the hours worked. No additional pay will be paid. All regular full-time Police Officers shall receive 8 hours of compensatory paid time off, to be scheduled and used within 3 weeks of the holiday.~~

Holiday compensation for full-time Police Officers shall be administered as follows:

Base Holiday Pay

All regular full-time Police Officers shall receive twelve (12) hours of paid holiday leave for each recognized City holiday ("Base Holiday Pay").

Officers Who Work on a Holiday

A regular full-time Police Officer who works on a recognized City holiday shall:

1. Be paid at their regular rate of pay for all hours actually worked; and
2. Receive Base Holiday Pay.

No additional premium pay or compensatory time shall be provided unless otherwise required by law.

Officers Who Do Not Work on a Holiday

A regular full-time Police Officer who does not work on a recognized City holiday shall receive eight (8) hours of holiday compensatory time.

Holiday compensatory time:

- Must be used within ninety (90) days of the holiday on which it was earned
- Shall be administered consistent with the City's Overtime and Compensatory Time provisions
- Shall not be converted into cash payment
- Shall not be paid out upon separation from employment
- Shall be forfeited if not used within ninety (90) days

Holiday compensatory time shall not be pyramided with overtime or other leave benefits.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Approval of First Reading of Annexation Ordinance 2026-04 for 12171 SW 165th Terrace

Discussion:

The City Commission will consider the first reading of an ordinance providing for the voluntary annexation of property located at 12171 SW 165th Terrace into the municipal boundaries of the City. The annexation request has been submitted by the property owner and has been reviewed for compliance with applicable Florida Statutes governing municipal annexation and City requirements.

The property is contiguous to the existing municipal boundaries and meets the statutory criteria for voluntary annexation. If approved, the annexation will incorporate the property into the City limits, allowing the property to receive municipal services and become subject to the City's land development regulations, zoning requirements, and municipal governance.

The first reading of the ordinance introduces the annexation for Commission consideration. If approved on first reading, the ordinance will be scheduled for a second reading and public hearing at a future Commission meeting.

Fiscal Impact:

Minimal fiscal impact. Annexation may result in future municipal service obligations; however, the property will also become subject to applicable City taxes and fees.

Attachments:

Annexation Ordinance – First Reading
Location Map and Parcel Information

Possible Commission Action:

Approve the first reading of the annexation ordinance for the property located at 12171 SW 165th Terrace and schedule the second reading and public hearing.

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ORDINANCE NO. 2026-04

**AN ORDINANCE TO PROVIDE FOR THE
ANNEXING OF CERTAIN PROPERTY INTO THE
CITY OF CEDAR KEY; PROVIDING THE
DESCRIPTION OF THE ANNEXED PROPERTY;
PROVIDING THAT THE ANNEXED AREA BE
SUBJECT TO ALL LAWS AND REGULATIONS AND
ENTITLED TO ALL BENEFITS AND PRIVILEGES;
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The City of Cedar Key, Florida, (the "City"), has received a Petition for Voluntary Annexation from **HENRY E. MRAZ** and **MAUREEN E. MRAZ**, (the "Owner"), in which the Owner has requested and agreed to the voluntary annexation of certain real property which is situated adjacent to the city limits of The City of Cedar Key; and

WHEREAS, a notice of annexation has been published for two consecutive weeks in a local newspaper and has been delivered by certified mail to the Levy County Board of Commissioners at least 10 days prior to the first publication of the notice of annexation; and

WHEREAS, the City Commission finds that all requirements as set forth in §171.044 relating to Voluntary Annexation have been met;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, as follows:

1. The following described real property, which is depicted on a map as Exhibit "A", attached, is hereby annexed to and made a part of the City of Cedar Key, Florida:

**LOT 21, BLOCK F, CEDAR KEY SHORES, UNIT NO. 1,
ACCORDING TO THE PLAT THEREOF, AS RECORDED IN
PLAT BOOK 3 PAGE 19, OF THE PUBLIC RECORDS OF
LEVY COUNTY, FLORIDA.**

2. Upon this ordinance becoming effective, the area annexed shall be subject to all laws, ordinances and regulations in force in the City. The real property, described in Section 1 above, shall continue to be classified under the land use classifications as designated on the Future Land Use Plan Map of the County Comprehensive Plan and classified under the zoning districts as designated in the Official Zoning Map of the Levy County Land Development Code until otherwise changed or amended by appropriate ordinance of the City.

38 3. Effective January 1, 2026, all real property lying within the boundaries of the City, as
39 hereby redefined, shall be assessed for payment of municipal ad valorem taxes, and effective October
40 1, 2026, shall be subject to all general and special assessments.

41 4. Except as required by law, no City services shall be provided to the annexed land
42 until such time as determined appropriate by the City Commission. City services may be funded
43 from taxes and assessments as allowed by law.

44 5. The City Clerk is hereby required to file, within seven (7) days of the effective date
45 of this ordinance, a certified copy of this ordinance with the following:

- 46 a) Florida Department of State, Tallahassee, Florida;
- 47 b) Florida Office of Economic and Demographic Research, Tallahassee, Florida;
- 48 c) Clerk of the Circuit Court of the County;
- 49 d) Chief of Administrative Officer of the County;
- 50 e) Property Appraiser of the County;
- 51 f) Tax Collector of the County; and
- 52 g) All public utilities authorized to conduct business within the city.

53 6. This ordinance shall become effective upon adoption.
54
55

56 PASSED UPON FIRST READING on the ____ day of March 2026.

57 PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING, in regular session
58 with a quorum present and voting by the City Commission this ____ day of _____ 2026.

59 ATTEST:

CITY OF CEDAR KEY, FLORIDA

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62 _____
63 Brooke Smith, City Clerk

Jeffrey G. Webb, Mayor

64 APPROVED AS TO FORM AND LEGALITY:

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66 _____
67 Norm D. Fugate, City Attorney
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Overview



Legend

- Parcels
- Parcel Lines
 - Construction
 - Easement
 - Lot
 - Miscellaneous
 - Parcel
 - Private Road
 - Road Right of Way
 - Subdivision
 - Water
 - <all other values>
- Roads
- City Labels

Parcel ID	0895000400	Physical Address	12171 SW 165 TER	Building Value	\$309,227	Last 2 Sales			
Property Use	0100 - SINGLE FAMILY R	Mailing Address	CEDAR KEY MRAZ HENRY E	Extra Feature Value	\$4,866	Date	Price	Reason	Qual
Taxing District	CEDAR KEY SPEC W&S		4640 ROBERT ST COCOA FL 32927	Market Land Value	\$52,500	4/26/2013	\$130000	38	U
Acres	0.24			Ag Land Value	\$52,500	6/17/1982	\$25000	40	U
				Just Value	\$366,593				
				Assessed Value	\$317,878				
				Taxable Value	\$317,878				

Date created: 2/10/2026
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Developed by SCHNEIDER
 GEOSPATIAL

Neighbor is within the city.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Commissioner Wortham

Meeting Date: 03/17/2026

Subject:

Approval of a 5% Administration Fee (\$10,000.00) for the Resilient Florida Gulf Boulevard Hydrological Restoration Project (Grant Award Total \$200,000.00)

Discussion:

The City Commission is requested to consider approval of a five percent (5%) administrative fee associated with the Resilient Florida Gulf Boulevard Hydrological Restoration Project. The project is funded through the Resilient Florida Program and involves planning, engineering coordination, reporting, grant compliance, and project oversight activities required to successfully implement the project.

The administrative fee will support staff time and resources associated with grant management responsibilities, including project coordination, financial tracking, reporting to the State of Florida, documentation compliance, procurement oversight, and project closeout requirements. Establishing an administrative fee ensures that the City can effectively manage the grant while maintaining compliance with all program requirements.

The proposed fee is consistent with common grant administration practices and will be applied within the allowable project budget.

Fiscal Impact:

Approval of the 5% administrative fee will allow the City to allocate a portion of the project funding toward grant administration and compliance activities. The fee will be paid from the project budget and does not require additional local funding.

Attachments:

Possible Commission Action:

Approve the establishment of a 5% administrative fee for the Resilient Florida Gulf Boulevard Hydrological Restoration Project.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Commissioner Wortham

Meeting Date: 03/17/2026

Subject:

Approval to Issue a Request for Proposals (RFP) for Nature-Based Solutions for the Gulf Boulevard Hydrological Restoration Project (\$200,000)

Discussion:

The City Commission is requested to consider approval to issue a Request for Proposals (RFP) to solicit professional services for the Nature-Based Solutions component of the Gulf Boulevard Hydrological Restoration Project. The project is part of the City's resilience and environmental restoration efforts and focuses on addressing hydrological challenges along Gulf Boulevard through sustainable and nature-based design approaches.

The RFP will seek qualified firms with expertise in coastal resiliency, hydrological restoration, ecological engineering, and nature-based infrastructure solutions. Proposed services may include site evaluation, hydrological analysis, conceptual design, environmental considerations, and recommendations for implementation strategies that improve stormwater management, enhance natural habitat, and increase coastal resilience.

Issuing the RFP will allow the City to identify qualified consultants and move forward with the next phase of project planning and design in accordance with applicable procurement requirements.

Fiscal Impact:

The estimated cost for professional services associated with the Nature-Based Solutions component of the Gulf Boulevard Hydrological Restoration Project is \$200,000, which will be funded through the project's grant funding allocation.

Attachments:

Possible Commission Action:

Approve authorization for staff to issue a Request for Proposals (RFP) for professional services related to the Nature-Based Solutions component of the Gulf Boulevard Hydrological Restoration Project in the amount of \$200,000.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Commissioner Wortham

Meeting Date: 03/17/2026

Subject: Approval for the Continuation of the Market in the Park

Discussion:

The City Commission is requested to consider approval for the continuation of the Market in the Park event. The Market in the Park provides an opportunity for local vendors, artisans, farmers, and small businesses to participate in a community market setting that encourages economic activity and community engagement. The event supports local entrepreneurship while providing residents and visitors with access to locally produced goods, crafts, and food items.

Continuation of the Market in the Park aligns with the City's efforts to promote local commerce, support small businesses, and encourage community gathering opportunities within public spaces. The event has also served as a platform for local organizations and vendors to showcase products and services while enhancing the vibrancy of the community.

Approval of this item allows the Market in the Park to continue operating under the City's oversight and any applicable permitting or operational guidelines.

Fiscal Impact:

Attachments:

Possible Commission Action:

Approve the continuation of the Market in the Park.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject: Approval for the Continuation of the Market in the Park

Discussion:

The City Commission is requested to consider approval for the continuation of the Market in the Park event. The Market in the Park provides an opportunity for local vendors, artisans, farmers, and small businesses to participate in a community market setting that encourages economic activity and community engagement. The event supports local entrepreneurship while providing residents and visitors with access to locally produced goods, crafts, and food items.

Continuation of the Market in the Park aligns with the City's efforts to promote local commerce, support small businesses, and encourage community gathering opportunities within public spaces. The event has also served as a platform for local organizations and vendors to showcase products and services while enhancing the vibrancy of the community.

Approval of this item allows the Market in the Park to continue operating under the City's oversight and any applicable permitting or operational guidelines.

Fiscal Impact:

Attachments:

Possible Commission Action:

Approve the continuation of the Market in the Park.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Approval of Application for Property Located at 357 2nd Street to be Listed on the Historic Registry

Discussion:

The City Commission is requested to consider approval of an application to designate the property located at 357 2nd Street for inclusion on the City's Historic Registry. The Historic Preservation Board reviewed the application and supporting documentation and has recommended approval of the designation.

The property has been evaluated in accordance with the City's historic preservation criteria, which consider factors such as architectural significance, historical importance, and contribution to the character of the historic district. Based on the review of the submitted materials and the findings of the Historic Preservation Board, the property meets the criteria for historic designation.

Listing the property on the City's Historic Registry recognizes the historical and architectural significance of the structure and supports the City's ongoing efforts to preserve historic resources and maintain the unique character of the community.

Fiscal Impact:

None.

Attachments:

Application

Possible Commission Action:

Approve the application to designate the property located at 357 2nd Street for inclusion on the City's Historic Registry.

City of Cedar Key
Certificate of Appropriateness Application

Date: 3/9/26 Circle One: COMMERCIAL RESIDENTIAL
Applicant Name: George CARROTHERS Phone Number: 845-399-1065
Physical Address: 357 - 2nd ST, Cedar Key, FL 32625
Owner Name: Same Phone Number: _____
Parcel Number: 0858700000 Historic Site Number: Lot - 718
Requested Historic Board Presentation Date: 3/10/26

2 Please provide a statement to describe the requested action along with necessary drawings, product approval codes, and necessary supplemental documentation (elevation certificate, survey, building plans, etc):
The above mentioned property in the Historic District is 75 years old (current building)

AFFIDAVIT

Owner(s) _____
Tax Parcel Number(s) or Attach Legal Description: 0858700000 -

I (we), the property owner(s) of the subject property, being duly sworn, depose and say:
(initial applicable statements)

IC That I am (we are) the owner(s) and record title holder(s) of the above-described property.
IC That the above-described property is the property for which the attached application for land use change is being made.

____ That I (we) have appointed the following person as my (our) agent to execute any agreement, and other documents necessary to effectuate such agreement in the process of pursuing the attached variance/ conditional use/ hardship request: _____

I (we) do hereby swear or affirm that the above information contain hereto are true and accurate to the best of my (our) knowledge.

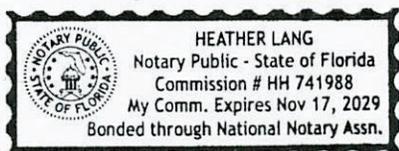
George Carrothers
Signature (Owner/ Agent)

Signature (Owner/ Agent)

STATE OF FLORIDA, COUNTY OF: Levy

I HEREBY CERTIFY that on this day before me an officer duly authorized in the State and County aforesaid to take acknowledgements personally appeared George Carrothers, who is personally known to me or produced NY Drivers License as identification and did not take an oath. Witness my hand and official seal this 10th day of March, 2026

Heather Lang
Notary Public



City of Cedar Key

Certificate of Appropriateness Application

1-1.8 The City hereby adopts as a Historic District the area depicted on Map 8-1, which is that area bordered by 1st Street, 3rd Street and F Street, inclusive of both sides of the street but excluding the area known as Dock Street and the proposed site of the expanded sewer treatment plant at 3rd and C Streets.

Please fill out each section with as much detail as possible.

3.01.04. Certificates of Appropriateness Required (Please check one.)

Regulated Work Items must be certified as appropriate sites listed individually on the Local Register of Historic Places and all properties within the Historic District.

MC **A. Administrative Approval.** The Administrator may approve work which constitutes "ordinary maintenance" or work which will result in the "original appearance" as defined in this code.

 B. Historic Preservation Board Approval. If the work is not "ordinary maintenance" and will not result in the "original appearance", certification of appropriateness must be obtained from the Historic Preservation Board.

3.01.05. Regulated Work Items (Please check all applicable requests for a COA.)

WA **A. Installation or removal of metal awnings or canopies.**

WA **B. Installation or removal of all decks above the first-floor level on the front of the structure.**

WA **C. Installation of an exterior door or door frame, or the infill of an existing exterior door opening.**

MC **D. Installation or removal of any exterior wall, including the enclosure of any porch or other outdoor area with any material other than insect screening.**

WA **E. The installation or relocation of wood, chain-link, masonry, or wrought iron fencing.**

WA **F. The installation or removal of all fire escapes, exterior stairs or ramps for the handicapped.**

WA **G. The painting of previously unpainted masonry including brick, stone, terra cotta and concrete.**

WA **H. Installation or removal of railings or other wood, wrought iron or masonry detailing.**

WA **I. Abrasive cleaning of exterior walls.**

MC **J. Installation of new roofing materials, or removal of existing roofing materials.**

WA **K. Installation or removal of security grilles, except that in no case shall permission to install such grilles be completely denied.**

MC **L. Installation of new exterior siding materials, or removal of existing exterior siding materials.**

WA **M. Installation or removal of exterior skylights.**

WA **N. Installation of exterior screen window or door.**

MC **O. Installation of an exterior window or window frame or the infill of an existing exterior window opening.**

MC **P. Erection of a new building or a parking lot. - (addition, Rear of Building)**

WA **Q. Demolition of a structure or building.**

WA **R. Relocation of a building or structure.**

COMMENTS: 357-2nd ST: No visible alteration to Front Facade

Rear period addition (490 sq. Ft) (140 sq. Ft porch)

Property is adjacent to Island Hotel - Original building was 1860's - Current structure 1951 - (75 years old)

City of Cedar Key

Certificate of Appropriateness Application

3.01.06. Criteria for Certification as Appropriate: The decision to issue Certificates of Appropriateness, except those for demolition and relocation, shall be guided by:

A. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings; and *(Initial Confirmation for the use of this Guideline)* AC

B. The following visual compatibility standards: *(Please initial all applicable items and acknowledge that it will be up to the applicant to provide the necessary details to ensure compliance.)*

AC 1. *Height.* Height shall be visually compatible with adjacent buildings.

AC 2. *Proportion of Building, Structure or Object's Front Facade.* The width to the height of the front elevation shall be visually compatible to buildings and places to which it is visually related.

AC 3. *Proportion of Openings Within the Facility.* The relationship of the width of the windows in a building, structure, or object shall be visually compatible with buildings and places to which it relates.

AC 4. *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids shall be visually compatible with buildings and places to which it is visually related.

AC 5. *Rhythm of Buildings, Structures, or Objects on Streets.* The relationship to open spaces between adjoining buildings and places shall be visually compatible to the buildings and places to which it is visually related.

AC 6. *Rhythm of Entrance and/or Porch Projections.* The relationship of entrances and projections to sidewalks shall be visually compatible to the buildings and places to which it is visually related.

AC 7. *Relationship of Materials, Texture and Color.* The relationship of materials, texture and color of the facade shall be visually compatible with the predominant materials used in the buildings to which it is visually related.

AC 8. *Roof Shapes.* The roof shape shall be visually compatible with the buildings to which it is visually related.

AC 9. *Walls of Continuity.* Appurtenances such as walls, fences and landscape masses shall, if necessary, form cohesive walls of enclosure along a street to insure visual compatibility to the surrounding area.

AC 10. *Scale of a Building.* Size and building mass in relation to open space, windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.

AC 11. *Directional Expression of Front Elevation.* A building, structure, or object shall be visually compatible with the buildings and places to which it is visually related in its directional character.

AC 12. *Screening of Elevated Buildings.* A building required by Section 6.07.00 of this Chapter to be elevated more than three feet above grade shall mask the fact that it is elevated through the use of appropriate architectural screening so that the building, when viewed from public rights-of-way, appears to have been constructed at, or near, natural grade.

C. *Considerations of Scale. (Please initial acknowledgement of this standards.)*

AC 1. Buildings shall be of appropriate scale to avoid adverse impacts to the surrounding uses and properties.

AC 2. Buildings shall not be out of scale with documented historic development patterns and surrounding contributing structures.

D. *Elevation Considerations.* Where Base Flood Elevation (BFE) is less than three feet above grade, buildings shall not be elevated more than one foot above BFE. Where BFE is more than three feet and less than nine feet above grade, buildings may be elevated to nine feet above grade.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/17/2026

Subject:

Potential Transfer of Parcel ID 08768-000-00 from Levy County to the City of Cedar Key

Discussion:

The City Commission will discuss the potential transfer of Parcel Identification Number 08768-000-00 from Levy County to the City of Cedar Key. The property is currently under the ownership or jurisdiction of Levy County, and discussions have been initiated regarding the possible conveyance or transfer of the parcel to the City.

The purpose of the transfer would be to allow the City to evaluate potential future uses of the property that may support community needs, public access, infrastructure improvements, or other municipal purposes. The Commission may consider whether to pursue negotiations with Levy County regarding the transfer and determine the appropriate process for evaluating the parcel's potential use and any associated conditions.

This item is being presented to allow the Commission to discuss the opportunity and provide directions to staff regarding whether to formally pursue the transfer with Levy County.

Fiscal Impact:

Undetermined at this time. Any costs associated with the transfer, maintenance, or development of the property would be evaluated if the City elects to pursue acquisition.

Attachments:

Parcel Location Map

Possible Commission Action:

Provide directions to staff regarding whether to pursue discussions with Levy County for the potential transfer of Parcel ID 08768-000-00 to the City of Cedar Key.



Overview



Legend

- Parcels
- Roads
- City Labels
- Parcel Lines**
- Construction
- Easement
- Lot
- Miscellaneous
- Parcel
- Private Road
- Road Right of Way
- Subdivision
- Water
- <all other values>

Parcel ID	0876800000	Physical Address	301 DOCK ST	Building Value	\$0	Last 2 Sales			
Property Use	8600 - COUNTY		CEDAR KEY	Extra Feature Value	\$0	Date	Price	Reason	Qual
Taxing District	CEDAR KEY	Mailing Address	LEVY BOCC	Market Land Value	\$41,800	n/a	0	n/a	n/a
Acres	0.11		PO BOX 310	Ag Land Value	\$41,800	n/a	0	n/a	n/a
			BRONSON FL 32621	Just Value	\$41,800				
				Assessed Value	\$41,800				
				Taxable Value	\$0				

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