

City of Cedar Key  
Commission Meeting Agenda  
809 6<sup>th</sup> Street  
April 16, 2024, 5:00 pm

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. Persons 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.

1. Call to Order
2. Roll Call:
  - Sue Colson, Mayor
  - Nancy Sera, Vice Mayor
  - Jim Wortham
  - Jeff Webb
  - Jolie Davis
3. Pledge of Allegiance
4. Public Comment
5. **Action Item:** Consent Agenda:
  - Commission Meeting Minutes: 12/05/23, 12/19/23, 01/16/24, 03/05/24, 03/21/24
  - Robert R. – RFP for Debris Pick-up
6. Hearings, Special Request:
7. Chamber of Commerce:
  - Update to be provided by Doug Lindhout**
8. Cedar Key Aquaculture Assoc.:
9. Nature Coast Biological Station/NCBS:
10. Cedar Key Non-Profit Organizations:
11. Cedar Key Water & Sewer District:
  - CKWSD General Manager Report**
12. Attorney Items
13. Clerk's Office and Administration:
  - Historic Board – Seat Vacancy: Review Application (Susan Rosenthal)
14. Public Works
15. Public Safety
  - Fire Department -



City of Cedar Key  
Commission Meeting Agenda  
809 6<sup>th</sup> Street  
April 16, 2024, 5:00 pm

Police Department –

- **Action Item:** Take Home Vehicle – Final review of proposed policy

16. Commissioners Concerns/Information

Meeting Adjourned \_\_\_\_\_PM



City of Cedar Key  
Commission Meeting  
December 5, 2023, 5:00 p.m.

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision of the Cedar Key Commission concerning 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. Persons with disabilities requiring accommodations to participate in the meeting should contact the City Clerk at (352) 543-5132 at least 48 hours in advance to request accommodations.

Call to order by Vice-Mayor Nancy Sera.

Start time: 5:01 p.m.

Commissioners Present: Nancy Sera, Sue Colson, Susan Rosenthal, and Jim Wortham.

The Cedar Key Woman's Club presented baskets of treats, cards, and a calendar to give thanks to the Cedar Key First Responders.

U.S. Small Business Administration Chasity Reed discussed that low-interest loans are available even though the November 30, 2023, deadline has passed. You can still apply online through December 14, 2023. If you have any questions, she said to call the SBA at 800-659-2955.

The Old City Hall Building. Commissioner Wortham talked about the Old City Hall, moving the City Infrastructure, and setting a deadline to make a decision. Commissioner Sera said she would like to save the Old City Hall. The Commission discussed and will research, analyze, and bring something back on February 20, 2024. Commissioner Colson discussed looking at the big picture and the bigger plan and spending the money on something that will help the historic district and 2<sup>nd</sup> Street. The Commission listened to public comment.

Chamber of Commerce representative Doug Lindhout discussed the successful tree lighting and the decorating contest—the ballots are available at the Chamber. The Chamber hosts the Christmas Golf Cart Parade this year on December 23. Our tree in the City Park was purchased used, and it's starting to show signs of wearing out, so they are beginning to fundraise for a new tree. Commissioner Colson noted the Chamber is still hosting events to meet the local needs of the City.

Nature Coast Biological Station director Mike Allen discussed that Cedar Key Shoreline and Stormwater Design has been funded to reinforce 1st and G Street. Working on grants for preservation, there will be ten storm drains that will receive traps to catch debris from going into the ocean. Resilient Cedar Key is working on the adaptation plan and how to deal with the rise in sea level. The aquarium and discovery center on their first floor is being rebuilt.

Clerk's Office Interim Clerk Jennifer Sylvester discussed renewing the interlocal agreement with Tammy Jones, Supervisor of Elections and to continue to use the new City Hall for the elections. The election is April 2, and the 23 will be the runoff. **Commissioner Colson Motioned to Renew the Interlocal Agreement with Tammy Jones. Seconded by Commissioner Sera. The Motion Passed Unanimously.** The Commission asked about the status of the boat slips. The Public Works Supervisor, Jamie McCain, discussed the status. Interim Clerk Sylvester requested approval for the August 15, 2023, minutes. **Commissioner Sera Motioned to Approve the August 15, 2023, Meeting Minutes. Seconded by Commissioner Colson. Motion Passes Unanimously.**

City Attorney Norm Fugate said the Attorney Item on the agenda is informational.

Fire Chief Robert Robinson discussed the Community Center and the Library.

Police Chief Edwin Jenkins requested that the Commission reinstate the Lieutenant Position. The Commission asked if there was a take-home car policy and if the position would be an active position. The Commission and City Attorney Norm Fugate asked to see the take-home car policy and said to ensure it's updated in the employee manual. **Commissioner Rosenthal Motioned to Reinstate the Lieutenant Position with the Understanding there will be No Increase in the Overall Budget. Commissioner Sera Seconded. Motion Passes Unanimously.**

Commissioner's Concerns - Commissioner Rosenthal said her dog was attacked by another dog (who had previously attacked), and she wants to revisit instituting a leash law. Commissioner Colson requested a plan for enforcing, capturing, impounding, and transporting the dogs.

Commissioner Colson said the county received a \$250,000.00 grant for Dock Street to fix the area, provided an overview of their plans, and asked for a letter of endorsement.

Adjourned at 6:13 p.m.

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Mayor Colson/Commissioner

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Attest, Prepared by Heather Lang

City of Cedar Key  
Commission Meeting  
December 19, 2023, 5:01 p.m.

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision of the Cedar Key Commission concerning 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. Persons with disabilities requiring accommodations to participate in the meeting should contact the City Clerk at (352) 543-5132 at least 48 hours in advance to request accommodations.

Call to order by Mayor Heath Davis.

Pledge of Allegiance.

Start time: 5:01 p.m.

Commissioners Present: Heath Davis, Nancy Sera, Sue Colson, Susan Rosenthal, and Jim Wortham (appeared by telephone).

The Commission discussed Form 6 and will revisit the form later in the meeting. Mayor Davis, Commissioner Rosenthal, and Commissioner Sera said they were resigning. Michael Bobbitt addressed the Commission. Discussion.

Public Comment – Tree City Recertification: Mary Prescott updated the Commission on Tree City, and the Florida Arborists were coming to the island.

The Commission presented Michael Bobbitt with a Golden Clam Belt.

Action Item: Resolution 475 – A Resolution of the City of Cedar Key Adopting the Final Millage Rate of Ad Valorem Taxes for the City of Cedar Key for Fiscal Year 2023-2024. **Commissioner Rosenthal Motioned to Approve Resolution 475. Seconded by Commissioner Sera. Resolution 475 Passed Unanimously.**

Action Item: Resolution 476 – A Resolution of the City of Cedar Key Adopting the Final Budget for the City of Cedar Key for Fiscal Year 2023-2024. **Commissioner Rosenthal Motioned to Approve Resolution 476. Seconded by Commissioner Sera. Resolution 476 Passed Unanimously.**

W3 Bylaws/Appointment to the Wacassassa Water and Wastewater Cooperative (W3). **Commissioner Wortham Motioned to Appoint Commissioner Colson to the W3 Board. Seconded by Commissioner Sera. Motion Passed Unanimously.**

Commissioner Colson Requests Approval of Support Letter NOAA Effects of Sea Level Rise. **Commissioner Wortham Motioned to do a Letter of Support. Seconded by Commissioner Colson. Motion Passed Unanimously.**

Commissioner Colson Requested Approval of a Support Letter for Dock Street. **Commissioner Rosenthal Motioned to Approve the Letter of Support for Dock Street. Commissioner Sera Seconded. Motion Passed Unanimously.**

The Commission was presented and accepted the Stan Mayfield Grant for \$539,200.00. **Commissioner Colson Motioned to Approve the Acceptance of the Stan Mayfield Grant as it was offered. Seconded by Commissioner Sera. Motion Passed Unanimously.**

Clerks Office: **Commissioner Sera Motioned to Approve the Budget Workshop Meeting Minutes 08-15-2023. Commissioner Rosenthal Seconded. Motion Passed Unanimously. Commissioner Sera Motioned to Approve the 09-05-2023 Minutes from Hurricane Idalia. Commissioner Rosenthal Seconded. Motion Passed Unanimously.**

City Hall will be closed on Monday and Tuesday for the December Holiday.

Chamber of Commerce – Doug Lindhout

Recess

Commissioners Sera and Davis are resigning, and Commissioner Rosenthal resigned as of tonight. The Commission will meet on Wednesday to discuss the new candidates.

Adjourned at 6:09 p.m.

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Mayor Colson/Commissioner

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Attest, Prepared by Heather Lang

City of Cedar Key  
Commission Meeting  
January 16, 2024, 5:00 p.m.

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision of the Cedar Key Commission concerning 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. Persons with disabilities requiring accommodations to participate in the meeting should contact the City Clerk at (352) 543-5132 at least 48 hours in advance to request accommodations.

- 1.) Call to order by Vice-Mayor Nancy Sera at 5:00 p.m.
- 2.) Roll Call - Commissioners Present: Nancy Sera, Sue Colson, and Jim Wortham
- 3.) Pledge of Allegiance.
- 4.) Discussion and Possible Action regarding the Mayor vacancy. **Commissioner Sera Motioned to Nominate Herself as the Mayor. No Second, Motion Dies. Commissioner Colson Motioned to Nominate Herself to become the Mayor. Seconded by Commissioner Wortham, the motion Passed 2-1, with Commissioner Sera Dissenting.**
- 5.) Public Comment: by Susan Rosenthal.
- 6.) Action Items, Hearings, Special Request: no remarks
- 7.) Chamber of Commerce: no remarks
- 8.) Cedar Key Aquaculture Association: President, Rosie Cantwell
- 9.) Nature Coast Biological Station/NCBS: Mike Allen and Savannah Berry are absent. There will be a workshop forthcoming.
- 10.) Cedar Key Non-Profit Organizations: no remarks
- 11.) Clerk's Office and Administration
  - Review/Approval: 09/05/2023 Budget Meeting Minutes. **Commissioner Wortham Motioned to Approved the 09/05/2023 Budget Meeting Minutes. Commissioner Sera Seconded. Motion Passed Unanimously.**
  - Quasi-Judicial Hearing: Conditional Use Application 2023-20. Discussion. Staff conditional recommendation. Public Comment. Finding of Fact. **Commissioner Wortham Motioned to Approve the Conditional Use Application 2023-20 Commissioner Sera Seconded. The Motion Passed Unanimously.**

12.) Ordinance No. 554: 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, First Reading. Discussion. **Commissioner Wortham Motioned to Move Forward to Second Reading for Ordinance No. 554. Commissioner Sera Seconded. Motion Passed Unanimously.**

13.) Public Works: Jamie McCain, Public Works Director.

14.) Public Safety: Fire Chief Robert Robinson is submitting a Statewide Mutual Aid Agreement for the Commission's approval. Discussion. **Commissioner Wortham Motioned to Approve the Statewide Mutual Aid Agreement. Commissioner Sera Seconded. Motion Passed Unanimously.**

Police Chief Edwin Jenkins will have items at the next meeting.

15.) Commissioners' Concerns/Information: There are no concerns. The New City Hall Open House will be held on February 22, 2024, from 2 to 4 p.m.

Adjourned at 6:07 p.m.

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Mayor Colson/Commissioner

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Attest, Prepared by Heather Lang



City of Cedar Key  
Commission Meeting  
March 5, 2023, 5:00 p.m.

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision of the Cedar Key Commission concerning 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. Persons with disabilities requiring accommodations to participate in the meeting should contact the City Clerk at (352) 543-5132 at least 48 hours in advance to request accommodations.

- 1.) Call to order at 5 p.m. by Mayor Sue Colson
- 2.) Roll Call - Commissioners Present: Sue Colson, Nancy Sera, and Jim Wortham
- 3.) Workshop: Results of the Resilience Assessment and Feasibility Study Presentation from UF
  - Shoreline Management Master Plan
  - Resilient Cedar Key
  - Vulnerability Assessment
  - Adaptation Plan
  - CRA
  - Cedar Key ShOREs
  - Land Acquisition Grants:
    - Stan-Mayfield
    - Open Space Preservation

Discussion.

There will be a Commission Workshop on transient rentals on April 2, 2024.

Adjourned at 6:30 p.m.

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Mayor Colson/Commissioner

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Attest, Prepared by Heather Lang

City of Cedar Key  
Commission Meeting  
March 21, 2024, 5:00 p.m.

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision of the Cedar Key Commission concerning 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. Persons with disabilities requiring accommodations to participate in the meeting should contact the City Clerk at (352) 543-5132 at least 48 hours in advance to request accommodations.

- 1.) Call to order by Mayor Sue Colson starting the meeting at 5:00 p.m.
- 2.) Roll Call - Commissioners Present: Sue Colson, Nancy Sera, and Jim Wortham
- 3.) Pledge of Allegiance.
- 4.) Public Comment: no remarks
- 5.) Action Item: Consent Agenda: Mayor Colson removed the Old City Hall Proposals by Mittauer and CHW and placed it at item number 16. The remaining consent agenda items:
  - Commission Meeting Minutes: 10/17/2023, 11/07/2023, 02/20/2024
  - Cemetery Plot Buyback**Commissioner Sera Motioned to Adopt the Consent Agenda as it Stands with the Removal of the Old City Hall. Commissioner Wortham Seconded. Discussion. The Motion Passed Unanimously.**
- Hearings, Special Request: none
- 6.) Hearings, Special Request: no remarks
- 7.) Chamber of Commerce: no remarks
- 8.) Cedar Key Aquaculture Association: no remarks
- 9.) Nature Coast Biological Station/NCBS: Savanna Barry discussed various projects.
- 10.) Cedar Key Non-Profit Organizations: no remarks
- 11.) Cedar Key Water & Sewer District: General Manager Report.

12.) Attorney Action Item: Transfer Kiosk Lease Request by Tidewater Tours. **Commissioner Wortham Motioned to Transfer the Kiosk Lease from Philip Collins to Paul & Holly Florence. Commissioner Sera Seconded.** Discussion. **The Motion Passed Unanimously.**

13.) Public Works Action Item: Inner Marina Dredging – Review/Approve Proposal by Bayside Dredging LLC. **Commissioner Wortham Motioned to Move Forward with Bayside Dredging, LLC. Commissioner Sera Seconded.** Discussion. **The Motion Passed Unanimously.**  
Public Works Action Item: Cemetery Director Position. **Commissioner Sera Motioned to Make the Cemetery Director a Part-Time Position at \$520.00 a Month. Commissioner Colson Seconded.** Discussion. **The Motion Passed Unanimously.**

14.) Police Action Item: Final Review of the Take Home Vehicle Policy. **Commissioner Wortham Motioned to Accept the Take Home Vehicle Policy and Limit the Commute Each Way to 60 Miles or the County Line with any Exceptions to that to be Approved by the Chief and for the Driver to Maintain Proof of Personal Insurance of \$200,000.00 for Each Occurrence. Commissioner Sera Seconded.** Discussion. **The Motion Passed Unanimously.**

15.) Clerk's Office and Administration Action Item: Resolution No. 478 Amending the 2022-2023 City Budget. **Commissioner Sera Motioned to Approve Resolution No. 478 Amending the 2022-2023 City Budget. Commissioner Wortham Seconded.** Discussion. **The Motion Passed Unanimously.**

16.) Commissioners: Appointment to Commissioner Vacancies. **Commissioner Sera Motioned to Appoint Jolie Davis and Jeff Webb to the Commission Until the Reorganizational Meeting in May. Commissioner Wortham Seconded.** Discussion. **The Motion Passed Unanimously.**  
Action Item: Old City Hall Proposals by Mittauer and CHW. **Commissioner Sera Motioned to Move Forward with Mittauer. There was no Second. Commissioner Wortham Motioned to Move Forward with CHW. Commissioner Sera Seconded.** Discussion. **The Motion Passed Unanimously.**

City Attorney Norm Fugate announced that the Meeting Agenda Packets would be available on Savvy Citizen and the City's Website. The Zoom recordings will be available on the City's Website.

The workshop on transient rentals is scheduled for April 2, 2024.

Adjourned at 6:30 p.m.

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Mayor Colson/Commissioner

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Attest, Prepared by Heather Lang



# City of Cedar Key

## The Island City

Phone (352) 543-5132  
Fax (866) 674-2419

PO Box 339  
Cedar Key, FL 32625

## Application for Historic Preservation Board Member

The Historic Preservation Board shall be comprised of five members, each of whom shall be appointed by Resolution of the City Commission to a three year term. All members of the Historic Preservation Board shall possess demonstrated knowledge, experience and commitment to historic preservation. This is a volunteer position.

Members of the Board are subject to Florida's Government in the Sunshine Law and certain laws regarding ethics.

If you are interested in serving on the Historic Preservation Board, please fill out the information below and forward to Jennifer Sylvester, Historic Board Administrator ([jsylvester@cedarkeyfl.us](mailto:jsylvester@cedarkeyfl.us)) or City Hall ([cityhall@cedarkeyfl.us](mailto:cityhall@cedarkeyfl.us))

Name:	Susan J. Rosenthal	
Address:	910 7 <sup>th</sup> St, Cedar Key, FL 32625	
Phone Number:	352-543-9206	
Cell Phone Number:	954-592-4269	
Email:	susupug@bellsouth.net	
Experience:	6 years as Cedar Key City Commissioner	
Signature:		Date: 3/26/24

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

**Submitted By:** Chief Edwin Jenkins

**Meeting Date:** 04/16/24

**Subject:** Take Home Car Policy (Revisit)

**Discussion:** Proposed Revision to Take Home Auto Policy

**Fiscal Impact:** None

**Attachments:** 1

**Possible Commission Action:** Approve Proposed Revision to Take  
Home Auto Policy

## Proposed Revision to Take Home Auto Policy

Explanation: The Chief of Police claims that the requirement of auto insurance to be carried by the individual officers granted the right to use a take home vehicle is too expensive and burdensome on them. After further analysis of the City's insurance policies and inquiries to our insurance underwriters, we have redrafted the approved policy removing the requirement mandating officers to carry personal auto insurance coverage that covers the City's vehicles. The City Attorney believes that the City should be exempt from liability if the officer has an accident occurring in violation of the existing City of Cedar Key Take Home Vehicle Policy, and that the insurer would necessarily have to handle all litigation for the City unless and until it is determined that any act was done in violation of the Policy. In addition, the City Attorney believes that the auto policy regarding personal property covers the vehicles listed in the policy whether or not the damage occurred in violation of said Take Home Vehicle policy. We have submitted this question to the Insurance Company for verification just to assure that the Vehicle Take Home Policy Endorsement does not preempt our understanding of the vehicle property coverage.

Requested Action: Vote of the City Commission to adopt the revised Take Home Vehicle Policy 151-3(F) if it so desires.

Location of Policy: This new sub-paragraph shall be added to the end of section 151-3 (Cedar Key Police Department Standard Operating Procedure – Agency Owned Vehicle Utilization) following subparagraph 151-3 (E) as new subparagraph 151-3(F).

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### New Policy: 151-3 (F): Take Home Vehicle Policy

Notwithstanding Paragraph 151-3(E) above, in the sole discretion of the Chief of Police and dependent upon the availability of vehicles, officers may be granted permission to drive their assigned vehicles ("Take Home Vehicle") home, or to another commute location approved by the Chief of Police, provided the commute is no farther than the borders of Levy County or, in the sole discretion of the Chief of Policy, no more than 60 miles of travel one way from Cedar Key. Said permission must be granted in a writing signed by the Chief of Policy and acknowledged by the officer ("Authorization") on a calendar year basis, unless or until permission is terminated as set forth herein. Said Authorization shall also include the vehicle identification number (VIN) of the Take Home Vehicle assigned to the officer. If the officer changes or is assigned a new Take Home Vehicle, a new Authorization must be completed and signed before the vehicle is driven out of City limits. Except in true emergency situations, officers shall not use their Take Home Vehicles for personal use when outside City limits other than for a direct commute home and back. Prohibited activities include but are not limited to running errands, making other stops on the way home, or allowing passengers in the vehicle, etc. In addition, officers must comply with all other Cedar Key Police Department policies and procedures while operating the Take Home Vehicle during their commute, and while it is parked outside City limits. The assignment of a Take Home Vehicle is not a right, but a discretionary

privilege that can be terminated at any time, with or without cause, in the sole discretion of the Chief of Police.

**SAMPLE/DRAFT ATHORIZATION:**

**TAKE HOME VEHICLE AUTHORIZATION AND ACKNOWLEDGEMENT FORM  
CITY OF CEDAR KEY POLICE DEPARTMENT**

CALENDAR YEAR: \_\_\_\_\_

NAME AND BADGE NUMBER OF OFFICER: \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER OF TAKE HOME VEHICLE: \_\_\_\_\_

**PERMISSION GRANTED:**

UNLESS OR UNTIL TERMINATED BY CHIEF: \_\_\_\_\_

ONE-TIME OR LIMITED USE: \_\_\_\_\_ EXPIRATION DATE OF LIMITED USE: \_\_\_\_\_

DESCRIPTION OF PURPOSE FOR LIMITED USE: \_\_\_\_\_

PROOF OF VALID PERSONAL INSURANCE RECEIVED BY CITY AND CURRENT: \_\_\_\_\_

DATE OF INSURANCE RENEWAL: \_\_\_\_\_

I HAVE READ, UNDERSTAND AND AGREE TO STRICTLY ABIDE BY POLICY 151-3(F), SET FORTH IN ITS ENTIRETY BELOW, AND ALL OTHER CITY OF CEDAR KEY POLICIES AND PROCEDURES AT ALL TIMES.

\_\_\_\_\_  
OFFICER'S SIGNATURE

\_\_\_\_\_  
DATE:

AUTHORIZATION GRANTED AND APPROVED BY:

\_\_\_\_\_  
CHIEF OF POLICY, CITY OF CEDAR KEY

\_\_\_\_\_  
DATE

COPY OF POLICY PARAGRAPH SHOULD BE ADDED AT END OF FORM.

**TAKE HOME VEHICLE AUTHORIZATION AND ACKNOWLEDGEMENT FORM  
CITY OF CEDAR KEY POLICE DEPARTMENT**

CALENDAR YEAR COVERED BY THIS AUTHORIZATION/ACKNOWLEDGEMENT: \_\_\_\_\_

NAME AND BADGE NUMBER OF OFFICER: \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER OF TAKE HOME VEHICLE: \_\_\_\_\_

PERMISSION GRANTED:  
UNLESS OR UNTIL TERMINATED BY CHIEF: \_\_\_\_\_

ONE-TIME OR LIMITED USE: \_\_\_\_\_ EXPIRATION DATE OF LIMITED USE: \_\_\_\_\_

DESCRIPTION OF PURPOSE FOR LIMITED USE: \_\_\_\_\_  
\_\_\_\_\_

**I HAVE READ, UNDERSTAND AND AGREE TO STRICTLY ABIDE BY POLICY 151-3(F), SET FORTH IN ITS ENTIRETY BELOW, AND ALL OTHER CITY OF CEDAR KEY POLICIES AND PROCEDURES AT ALL TIMES.**

\_\_\_\_\_  
OFFICER'S SIGNATURE

\_\_\_\_\_  
DATE

AUTHORIZATION GRANTED AND APPROVED BY:

\_\_\_\_\_  
CHIEF OF POLICY, CITY OF CEDAR KEY

\_\_\_\_\_  
DATE

New Policy: 151-3 (F): Take Home Vehicle Policy

Notwithstanding Paragraph 151-3(E) above, in the sole discretion of the Chief of Police and dependent upon the availability of vehicles, officers may be granted permission to drive their assigned vehicles ("Take Home Vehicle") home, or to another commute location approved by the Chief of Police, provided the commute is no farther than the borders of Levy County or, in the sole discretion of the Chief of Policy, no more than 60 miles of travel one way from Cedar Key. Said permission must be granted in a writing signed by the Chief of Policy and acknowledged by the officer ("Authorization") on a calendar year basis, unless or until



permission is terminated as set forth herein. Said Authorization shall also include the vehicle identification number (VIN) of the Take Home Vehicle assigned to the officer. If the officer changes or is assigned a new Take Home Vehicle, a new Authorization must be completed and signed before the vehicle is driven out of City limits. Except in true emergency situations, officers shall not use their Take Home Vehicles for personal use when outside City limits other than for a direct commute home and back. Prohibited activities include but are not limited to running errands, making other stops on the way home, or allowing passengers in the vehicle, etc. In addition, officers must comply with all other Cedar Key Police Department policies and procedures while operating the Take Home Vehicle during their commute, and while it is parked outside City limits. The assignment of a Take Home Vehicle is not a right, but a discretionary privilege that can be terminated at any time, with or without cause, in the sole discretion of the Chief of Police.

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**IF AND WHEN THIS AUTHORIZATION IS TERMINATED, AT ANY TIME, THE FOLLOWING MUST BE COMPLETED BY THE CHIEF OF POLICE AND DULY RECORDED IN THE CITY OF CEDAR KEY RECORDS.**

DATE AUTHORIZATION TERMINATED: \_\_\_\_\_

NOTICE OF TERMINATION GIVEN TO OFFICER: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\_\_\_\_\_  
CHIEF OF POLICY, CITY OF CEDAR KEY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICER'S SIGNATURE  
(TERMINATION OF AUTHORIZATION  
NOT DEPENDENT ON OFFICER'S SIGNATURE)

\_\_\_\_\_  
DATE: